



**AUTHORITY TO DRIVE  
AIRSIDE HANDBOOK**

Date Issued

October  
2015



**KARRATHA AIRPORT**

**AUTHORITY TO DRIVE AIRSIDE HANDBOOK  
(ADAH)**

**Effective October 2015**

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## FOREWARD

The AUTHORITY TO DRIVE AIRSIDE HANDBOOK (ADAH) is a compilation of the pertinent sections of the Authority to Drive Airside Manual (ADAM). This is intended for use as the review material for the Authority to Drive Airside (ADA) new applicants as well as those who wish to renew their permits. This Handbook is the document source for the theory (multiple choice) test questionnaires as well as the actual driving rules application which an applicant has to complete and pass as a pre-requisite for the issuance of the ADA.

The ADA covers the following sections:

- A. Airside Driving Rules
- B. Movement Area Operations
- C. (For Category 3 applicants only)
- D. Runway Incursions
- E. Ground Vehicle Accident/Incident
- F. Violation of Rules, Penalties

This pocketbook manual will also serve as a quick reference guide on the rules and procedures including the corresponding penalties for their violations as may apply to drivers operating airside and should be read in conjunction with the more detailed ADAM.

Airport Compliance Coordinator



**Direct:** (08) 9186 8563

**Email:** [airport.compliance@karratha.wa.gov.au](mailto:airport.compliance@karratha.wa.gov.au)

**Mobile:** 0409 274 416

**Fax:** (08) 9185 1626

[www.karrathaairport.com.au](http://www.karrathaairport.com.au) \_

[www.karratha.wa.gov.au](http://www.karratha.wa.gov.au)

## **A. AIRSIDE DRIVING RULES (NON-MOVEMENT AREA)**

### **1. General**

The rules for driving airside are an important part of the system that Karratha Airport has put in place to promote the safe and orderly movement of personnel, passengers, aircraft and vehicular traffic airside.

All persons acting as vehicle operators or in control of a ground vehicle within the safety perimeter of the Airport, including a person driving a vehicle which is under escort, must at all times comply with the airside driving regulations. Failure to comply with the requirements of these rules shall constitute a violation under the regulations, and may subject an ADA holder to penalty including revocation of Airside driving privileges.

### **1. Traffic Control**

- a) Vehicle operators must drive on the defined service roads only. Vehicles must not be driven onto or across bays, even when no aircraft is present, unless in conjunction with work on the bays such as servicing of the aircraft on the bay itself.
- b) Only vehicles or equipment directly involved in servicing of an aircraft, and vehicles that are required to operate within adjacent aircraft bays shall use the service road crossing the taxiways. All other vehicles shall use the service road along the perimeter.
- c) Vehicle operators must obey all posted signage, road markings, traffic signals, and all instructions issued by the Air Traffic Control (ATC) while at movement areas. They must heed warnings like "Caution, Jet Blast".

### **2. Speed Limits**

With the exception of emergency services responding to an emergency, and unless otherwise posted, vehicle operators shall observe the required maximum speed limits of:

- **30 kph on service / perimeter roads**
- **25 kph on aprons between aircraft bays**
- **5 kph or walking pace at apron within red zone and in reversing**

### **3. Reckless Driving**

No vehicle operator shall drive in a careless manner, with a willful or wanton disregard for the safety of persons or property.

### **4. Overtaking other Vehicles**

- a) A vehicle operator may overtake another vehicle on the airside, except at the service road/taxiway intersections, provided:
  - (i) he conducts it in a safe manner and he does not breach the speed limit for that area;
  - (ii) the overtaking maneuver does not force any other vehicle off the airside road.

### **5. Right-of-Way**

- a) Vehicle operators must yield the right-of-way to aircraft in motion, passengers enplaning or deplaning aircraft, pedestrians, emergency vehicles with working devices operating,

maintenance equipment in the performance of their duties, vehicles towing aircraft, and aircraft fuelling vehicles, in that order of priority.

- b) No vehicle operator shall cross or enter vehicle traffic lanes without yielding the right-of-way to vehicles already in these lanes.

#### **6. Proximity to Aircraft**

- a) No vehicle operator shall approach, pass, or move on or stand in front or behind an aircraft which is moving or when its engines are running, or red anti-collision lights are on.
- b) Vehicle operators must always remain at least 3 meters away from any part of an aircraft, unless they are engaged in a task that specifically requires them to operate closer to the aircraft.

#### **7. Parking**

- a) Vehicles or equipment must be parked only on designated parking areas. No vehicle or equipment may be left unattended in the airside with the engine running.
- b) No vehicle operator shall park a vehicle or equipment in an aircraft parking area or safety area in a manner that obstructs or interferes with operations in the aircraft movement or apron area.
- c) No vehicle operator shall park, or leave unattended, vehicles or equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other vehicles or equipment.
- d) No vehicle operator shall park a vehicle or equipment within three (3) meters of any fire hydrant.

#### **9. Guides**

- a) Vehicles may only be driven in reverse gear when it is essential for the task in hand. When this is on an occupied bay, a guide must be positioned outside the vehicle to assist the vehicle operator.
- b) No vehicle operator shall reverse any vehicle or equipment with obstructed view, into a building or in critical or congested areas unless a guide is available to assist him.

#### **10. Escorts**

Vehicle operators who are not authorised to drive airside may proceed airside only if authorised and is escorted by an Airport Reporting officer (ARO).

#### **11. Towing**

- a) The maximum number of dollies or trailers (loaded or empty) allowed to be towed on the service road and aprons at any given time are as follows:
  - (i) Container Dollies and Baggage Barrows - 6 units
  - (ii) Pallet Dollies - 4 units

- b) No vehicle operator shall tow a baggage or cargo container unless the container is enclosed on all four sides while actually hauling baggage or cargo. All pallet loads must be secured with pallet nets.
- c) All carts or pieces of equipment being towed must have reflectors or fluorescent tape on both sides and rear.

## **12. Aircraft Fuel Service Vehicles**

- a) All aircraft refueling vehicles must comply with regulations as required by ICAO and Karratha Airport.
- b) All aircraft refueling vehicles shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are activated at all times when operating at the airside.

## **13. Vehicle Occupants**

- a) No vehicle operator shall allow any passenger to ride in such vehicle or equipment other than those authorised or authorised under escort to enter the Airport security perimeter.
- b) No vehicle operator shall transport personnel unless there is a seat for them, i.e., no seat, no ride. Riding in or on any part of the vehicle or trailer is not allowed.
- c) The vehicle operator shall be responsible for the activities of each vehicle passenger on the airside.

## **14. Mobile Phones**

- a) No vehicle operator shall answer or use, or attempt to answer or use, a hand-held phone (mobile) while driving.
- b) No mobile phone shall be used within 6 meters from fuelling equipment during fuelling activity.

## **15. Repair and Location of Disabled Ground Vehicles**

- a) No vehicle operator shall clean, repair, maintain, and/or overhaul any vehicle or equipment in a non-approved repair area. The only exception will be granted for those repairs necessary to transport the vehicle or equipment to a repair facility.
- b) No vehicle operator shall allow his stalled or disabled vehicle to remain anywhere on the airfield.

## **16. Smoking**

No person is allowed to smoke at the airside.

## **17. Lighting Requirements**

- a) Vehicle operators must switch on dipped headlights whenever their vehicles are moving at night one (1) hour before sunset and turned off one (1) hour after sunrise and/or for the duration of reduced visibility condition at all airside areas.
- b) All vehicles must be equipped with rotating amber beacon lights.
- c) Vehicle operators operating at the non-movement areas, i.e., perimeter road, service road, ramp or aprons, and taxiways that are not under the control of ATC, must switch on

their amber rotating beacon lights one (1) hour before sunset and turn them off one (1) hour after sunrise.

- d) Rotating amber beacon lights must be automatically switched on whenever the vehicle's ignition is on.
- e) Vehicles not equipped with rotating amber beacon lights are prohibited from entering the movement areas. Such vehicles, if authorised to enter the movement areas, must be escorted by a vehicle so equipped.

### **18. Crossing Service Road/Taxiway Intersections**

- a) Taxiing aircraft always have the right of way. Yield the right-of-way to an aircraft in motion or any emergency vehicle at the intersections between the service road and the taxiways.
- b) Always be alert. Do not cross the taxiways without bringing the vehicle to a complete stop:
  - (i) to observe airside traffic in all directions;
  - (ii) to determine if the crossing could be accomplished without being stalled at the intersection.
- c) Do not attempt to cross the taxiway if there is a vehicle in front of you that may be forced to stop and force you to stop behind.
- d) Do not cross the white double solid centerline markings on the service road to pass/overtake other vehicles at the intersections.
- e) Do not drive onto or across apron bays, even when no aircraft is present, unless in connection with servicing of an aircraft. No "short cuts" are allowed.
- f) Only vehicles or equipment directly involved in servicing of aircraft, and vehicles that are required to operate within the aprons area shall use the service road crossing the taxiways. All other vehicles shall use the service road along the perimeter or landside.
- g) The vehicle operator shall be responsible for determining when to start the taxiway crossing. He will be held accountable for failure to adhere to the procedures.

### **19. Low Visibility Operations**

- a) Low Visibility Operations is a mode of operation declared by ATC, when the prevailing meteorological conditions cause the management of aircraft movement to be severely restricted. During this period, positive traffic management of both aircraft and the vehicles on the maneuvering area is under the direct control of ATC.
- b) Any vehicle needing to enter the maneuvering area must seek ATC clearance to do so prior to entering the area. Only essential vehicles may enter the maneuvering area during low visibility operations.
- c) Under declared low visibility conditions, the following vehicles are classified as "essential" and may, under ATC direction, be cleared to enter the maneuvering area:
  - (i) Karratha Airport Reporting Officer
  - (ii) Airport Rescue Fire Fighting vehicles

- (iii) Karratha Airport Maintenance staff (under escort)
  - (iv) Other emergency vehicles (under escort)
  - (v) Aircraft tow tractors involved in pushback operations.
- d) Aircraft servicing vehicles which need to operate on or near the apron areas during low visibility operations shall be under the control of the Karratha Airport Reporting Officers or the airline ramp supervisors.
- e) All other vehicles not directly involved in the servicing of aircraft at that time must:
- (i) maintain their then-current position; or
  - (ii) be stored in an area approved for that purpose; or
  - (iii) be stored in such other area as directed by Karratha Airport Reporting officers; or
  - (iv) removed from the airside,
- until such time that the low visibility operations is declared complete.
- f) Other vehicles wishing to enter the airside which do not meet the criteria of those listed in paragraph 19.c) and 19.d) may be refused entry.

## 20. Hazardous Conditions

- a) **Jet Blast** is the exhaust thrust from jet engines. It is extremely dangerous. Vehicle operators must always use caution working near running aircraft engines and obey all posted airfield signage warning about jet blast.
- b) **Noise** on the airfield requires that extra caution must be used when working on the airfield because it is difficult to hear a warning from another vehicle or persons, due to the background airfield noise or the use of ear protection. Vehicle operators must always look both ways twice and behind before crossing all taxiways and before moving any equipment due to the background airfield noise or the use of ear protection.
- c) **Reduced visibility** due to night driving or bad weather increases the hazards associated with airfield conditions. Vehicle operators must always exercise extreme caution driving on the airfield at night and during reduced visibility conditions.

## 21. Foreign Object Debris (FOD) Control Measures

- a) Any foreign object debris or FOD on airside can seriously damage aircraft engines. All airside personnel are responsible for keeping the movement and non-movement areas clear of FOD by removing any FOD encountered while airside and placing it in specifically marked receptacles.
- b) Vehicle operators are responsible for making sure that items on their vehicles cannot blow out onto the airfield, subsequently becoming FOD.
- c) To ensure that no object is dropped on the apron or maneuvering area, all doors and shutters on vehicles must be closed while the vehicle is moving in the airside area. All loads and equipment, and all parts of the vehicle must be properly secured before a vehicle enters the apron or maneuvering area.

- d) Vehicle operators must check the wheels and tyres of their vehicles before they enter the airside to make sure they are free of mud and gravel deposits.
- e) Generating or knowingly failing to remove FOD may result in citation.

## **22. Surface Markings**

Vehicle operators must be aware of the various markings on the non-movement areas that serve to control both aircraft and the vehicles.

### a) Apron GSE Staging Lines

These are red lines that denote the limits of parking area for ground service vehicles and equipment.

### b) Equipment (GSE) Storage Lines

These are two white lines running parallel with the red lines that are used to indicate the limits of areas that are intended for parking vehicles and aircraft servicing equipment when they are not in use.

### c) Aircraft Movement Guide Lines

These are solid yellow lines that serve as a center-of-aircraft guideline to aid aircraft traversing the apron and taxiways. Vehicles and equipment must not be left in the vicinity of the aircraft movement guide lines.

### d) Common Signs and Lights

The entrance to a taxiway from an apron is marked with a sign bearing an alphabetical character. The sign has a black character on a yellow background. The entrance to a taxiway from the apron is also marked on either side of the entrance with double amber lights. Category 2 ADA holders must never drive on a taxiway beyond these signs or lights.

### e) Helicopter Areas

Drivers shall not enter areas designated for helicopter use. These areas are marked with a large white "H" within a white square.

## **23. Fuel Spillage**

- a) All fuel spills must be reported immediately to the Karratha Airport Duty Reporting Officer and the Airport Fire Department so that necessary clean-up activities can be undertaken.
- b) The operator that caused the spillage must switch off his engine and remain with his equipment until the substance is cleaned up and the area is safe.
- c) Do not drive through the spillage area. All other vehicles must maintain at least 15 meters away from the spillage area.

## **B. MOVEMENT AREA OPERATIONS**



- a) Vehicle operators who are required to drive on the movement area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas.
- b) In addition to the principals for driving on non-movement areas, vehicle operators who have access to the movement area must be cognizant of the meaning of airfield signs, markings, and lighting configurations.

Vehicle traffic within movement areas is restricted to necessary operational use only. Of equal importance is that they should be able to communicate with ATC and be able to follow ATC instructions all other traffic shall use the roadways whenever possible.

### **3. Driving on Movement Area**

#### **A. General**

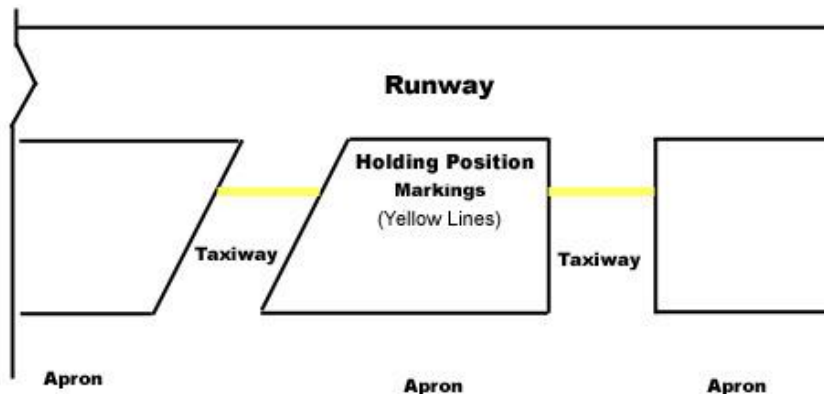
The rules for driving in movement areas are in addition to the rules for operating a vehicle in the non-movement areas. Basically,

The vehicle operator entering the movement area must first obtain permission and clearance from ATC to enter the movement area.

- i. Vehicle operators on the movement area must maintain two-way radio communications between their vehicle and ATC. They must be able to communicate with ATC in English and be able to follow ATC directions
- ii. Any authorised escort vehicle with a two-way radio must maintain communication with ATC to accompany a vehicle without a radio.
- iii. Vehicle operators on the movement area require more training and vigilance since there are dangers associated with this area that are not present on non-movement areas.
- iv. In addition to the principals for driving on the non-movement areas, vehicle operators who have access to the movement area must be familiar with the airport layout and be cognizant of the meaning of airfield signs, markings, and lighting configurations.

#### **B. Safety Equipment**

- i. All vehicles operating on the movement area must have working amber rotating beacon light visible to the ATC tower. Rotating amber beacon lights must be automatically switched on whenever the vehicle's ignition is on
- a) Working Radio
    - (i) Any vehicle operating in a movement area must have a working radio capable of contacting ATC on the ground frequency and alternate frequency.
  - b) Runway Hold Short Instructions
    - (i) Whenever ATC issues an instruction to "hold short" of a runway, the vehicle operator shall read back the instruction to ATC to confirm that the instruction was received and understood. Until given the permission to enter the runway, the vehicle shall remain beyond the yellow taxiway holding line for that runway.

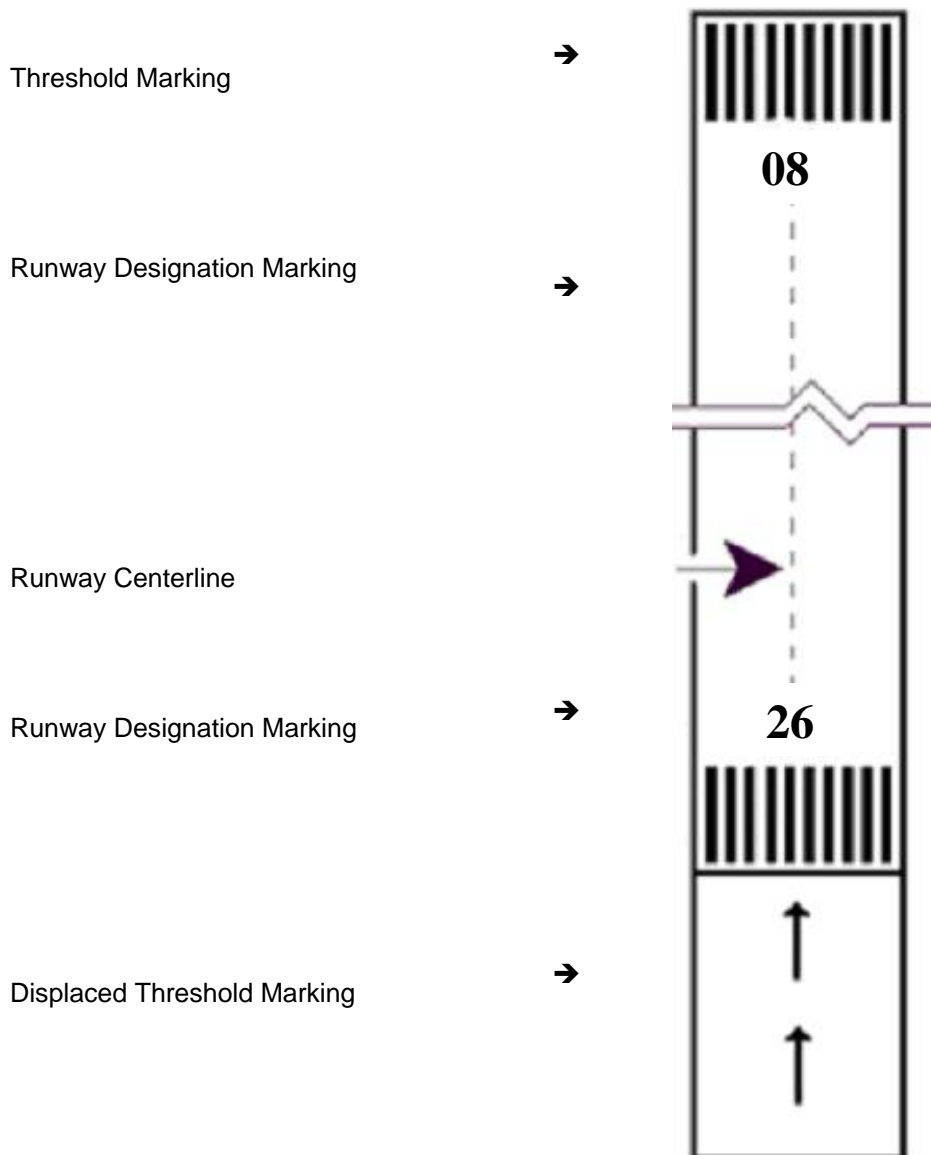


#### 4. Advisory Area Operations

- a) Radio Frequencies
  - (i) The standard ground frequency for ATC is 123.55 MHz. A radio used for accessing any movement area must be capable of this frequency. While in the movement area, the vehicle must continuously monitor the working ATC frequency.
- b) ATC Radio Instructions
  - (i) Before proceeding into a movement area, the vehicle operator shall contact the ATC for permission to proceed to a specific location by a specified route. Vehicle operators shall only use call signs. Vehicles operating in groups shall be under the control of one vehicle operator who is responsible for requesting and acknowledging ATC instructions.
  - (ii) The vehicle operator shall acknowledge all instructions as understood or request that the instructions be repeated if not understood. The vehicle shall only proceed to the requested location along the route specified by ATC.
  - (iii) When instructed to leave the runway, the vehicle operator shall acknowledge the instruction, immediately leave the runway and report to ATC when off the runway and beyond the taxi holding line or the appropriate distance if not marked.
  - (iv) In all cases, the vehicle operator shall report to ATC immediately before leaving the movement area.
- c) Equipment Failure
  - (i) If the vehicle or equipment fails, immediately inform ATC and request assistance.
  - (ii) If the radio fails while in a movement area, turn the vehicle to face the tower and flash the headlights on and off, or switch between high and low beams. ATC will respond by flashing the runway lights on and off when it is safe to proceed off the movement area.
  - (iii) In the course of leaving the movement area under runway light signals, the vehicle operator must **hold short of each runway** encountered and wait for permission to cross the runway with a flash of the runway lights.
  - (iv) If both the radio and the vehicle fail while in the movement area, activate any flashing lights available to you and stay with the vehicle.

b) Runway Markings

- (i) Runways are numbered in tens of degrees on a magnetic compass heading. The heading of the runway is painted near the threshold in white paint.
- (ii) The center of the runway is marked with a broken white line.
- (iii) The threshold is the beginning of the usable portion of the runway for landing aircraft. It is marked with a series of white lines running parallel with the length of the runway.
- (iv) A displaced threshold is set in from the end of the runway. The displaced threshold is marked with a series of white lines running parallel with the length of the runway and series of white arrows pointing to a bar that indicates the beginning of the useable portion of the runway.

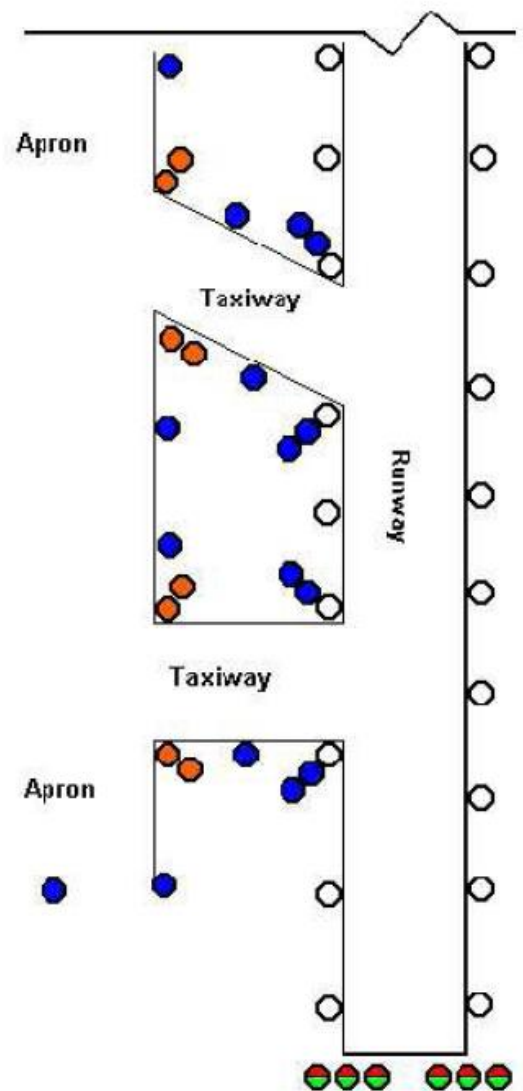
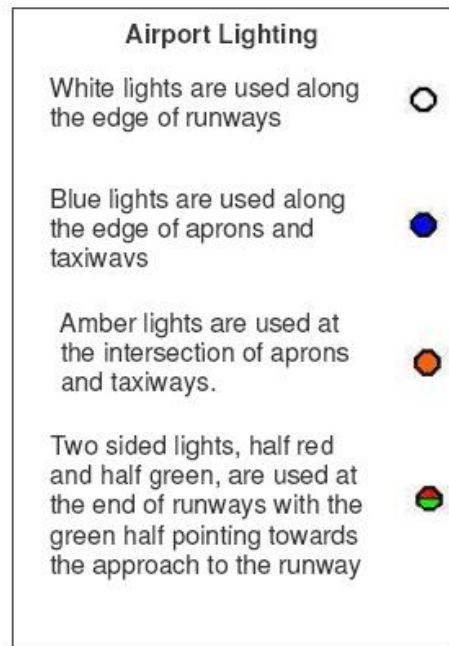


c) Taxiway Markings

- (i) Taxiways are identified with a letter. The center of the taxiway is marked with a solid yellow line.

d) Movement Area Lightings

- (i) Airfield lighting within movement areas allows for control of aircraft vehicles. The following diagram gives an example of the color of lights vehicle operators can expect to find in controlled areas.



## 5. Radio Procedures

### a) General

Radio transmissions must be restricted to authorised messages. No unnecessary signals are permitted. Profane and offensive language is prohibited and any person who transmits such language will be reported to the authorities. Any person who knowingly transmits a false distress signal will be reported to the authorities. Any person who violates these rules may also have their ADA suspended or permanently revoked at the discretion of Karratha Airport.

The only vehicle call signs to be used are those that have been assigned by ATC. The radio call sign must be used in full, in every transmission.

The operator should listen first to ensure that they will not interrupt or talk over another transmission. Press the “press to talk” switch before speaking and wait until they are finished before releasing the press to talk switch. Speak plainly and distinctly in a natural conversation voice. Use standard words and phrases and standard airport terminology.

### b) Phonetic Alphabet

The ICAO Phonetic Alphabet is used in radio communications on the airside. Syllables that are capitalized must be emphasized in transmissions.

Letter	Word	Pronounced	Letter	Word	Pronounced
A	Alpha	<b>AL fah</b>	N	November	<b>No VEM ber</b>
B	Bravo	<b>BRAVOH</b>	O	Oscar	<b>OSS ca</b>
C	Charlie	<b>CHAR lee</b>	P	Papa	<b>Pah PAH</b>
D	Delta	<b>DELL ta</b>	Q	Quebec	<b>kh BECK</b>
E	Echo	<b>ECK ho</b>	R	Romeo	<b>ROW me oh</b>
F	Foxtrot	<b>FOKS trot</b>	S	Sierra	<b>se AIR rah</b>
G	Golf	<b>GOLF</b>	T	Tango	<b>TANG go</b>
H	Hotel	<b>hoh TELL</b>	U	Uniform	<b>YOU nee form</b>
I	India	<b>Indeeah</b>	V	Victor	<b>VIK tah</b>
J	Juliet	<b>JEW lee ETT</b>	W	Whiskey	<b>WISS key</b>
K	Kilo	<b>KEY loh</b>	X	X-Ray	<b>ECKS ray</b>
L	Lima	<b>LEE mah</b>	Y	Yankee	<b>YANG kee</b>
M	Mike	<b>MIKE</b>	Z	Zulu	<b>ZOO loo</b>

Numbers are pronounced as follows:

Number	Pronounced	Number	Pronounced
0	<b>ZERO</b>	5	<b>FIFE</b>
1	<b>WUN</b>	6	<b>SIKS</b>
2	<b>TOO</b>	7	<b>SEV en</b>
3	<b>TREE</b>	8	<b>AIT</b>
4	<b>FOW er</b>	9	<b>NIN er</b>

Speak all numbers, except the thousands, by pronouncing each digit separately. Add the word “thousand” after the digit to indicate a thousand. Add the word “decimal” in between digits to indicate a decimal.

Number	Spoken As
10	<b>ONE ZERO</b>
50	<b>FIVE ZERO</b>
100	<b>ONE ZERO ZERO</b>
427	<b>FOUR TWO SEVEN</b>
15000	<b>ONE FIVE THOUSAND</b>
121.9	<b>ONE TWO ONE DECIMAL NINE</b>

a) Standard Words and Phrases

Word or Phrase	Meaning
<b>ACKNOWLEDGE</b>	Let me know if you have received and understood this message.
<b>AFFIRMATIVE</b>	Yes, or permission granted.
<b>CONFIRM</b>	My version is . . . is that correct?
<b>CORRECTION</b>	An error has been made in this transmission (or message indicated). My correct version is . . .
<b>HOLD SHORT (runway identifier)</b>	Do not cross the runway identified. This instruction must be read back to ATC to confirm vehicle operator understanding.
<b>HOW DO YOU READ?</b>	Can you hear and understand me?
<b>I SAY AGAIN</b>	I will now repeat my last word (or sentence) for clarification.
<b>NEGATIVE</b>	No, or permission not granted, or THAT is not correct, or I do not agree.
<b>OUT</b>	This conversation is ended and no response is expected. (Normally used only under poor communication conditions).
<b>READ BACK</b>	Repeat all, or the specified part, or this message back to me exactly as received.
<b>ROGER</b>	I have received all or your last transmission.
<b>SAY AGAIN</b>	Repeat all, or the following part, or your last transmission. (Do not use the word "repeat").
<b>SPEAK SLOWER</b>	(self-explanatory)
<b>STANDBY</b>	Wait and listen. I will call you again.
<b>THAT IS CORRECT</b>	(self-explanatory)
<b>VERIFY</b>	Check text with originator and send correct version.
<b>WHAT IS YOUR REQUEST/MESSAGE</b>	(self-explanatory)

b) Conversing on the Radio

Before calling on a radio, listen out to make sure the frequency is not in use.

To establish communication with ATC, the vehicle operator will use the "call-up" procedure. This is:

- call sign of the station called
- call sign of the station calling

<i>Example</i>	<b>Vehicle: Karratha Airport Ground, Safety 01</b>
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If a response is not received, wait a few moments to re-try.

An acknowledgment means a transmission has been received and fully understood. If the instructions are not fully understood, the vehicle operator must request a repeat of the message.

<i>Example</i>	<b>Vehicle: Karratha Airport Ground, Safety 01, Roger</b> <b>or Karratha Airport Ground, Safety 01, Say Again</b>
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To end any communication, say the call sign of the calling station.

<i>Example</i>	<b>Vehicle: Safety 01</b>
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A radio test should be done when an operator is unsure of the radio's performance. Tests must be short and not interfere with other transmissions. Readability of transmissions will be reported on the following scale:

- 1 (one) Unreadable
- 2 (two) Readable now and then
- 3 (three) Readable but with difficulty
- 4 (four) Readable
- 5 (five) Perfectly readable

<i>Example</i>	<b>Vehicle: Karratha Airport Ground, Safety 01, Radio Check</b> <b>ATC: Safety 01, Karratha Airport Ground, Radio Check</b> <b>or Safety 01, Karratha Airport Ground, Commence Test Count</b> <b>Vehicle: Test Count One, Two, Three, Two, One</b> <b>ATC: Read You Five</b>
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During communications with ATC, standard phraseologies will be used to make transmissions more efficient and to avoid misunderstandings. The following are examples of standard radio transmissions.

Authorization request and response:

<i>Example</i>	<b>Vehicle: Karratha Airport Ground, Safety 01</b> <b>ATC: Safety 01, Karratha Airport Ground</b> <b>Vehicle: Safety 01 on Apron A14, request permission to proceed on Runway 27 via Taxiway Charlie for runway inspection</b> <b>ATC: Safety 01, proceed on Runway 27 via Taxiway Charlie for runway inspection</b> <b>or Safety 01, negative, hold your position</b> <b>Vehicle: Safety 01, Roger</b>
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Authorization request and response when accompanying a non-radio equipped vehicle:

<i>Example</i>	<b>Vehicle: Karratha Airport Ground, Safety 01 escorting one (vehicle type/no.)</b> <b>ATC: Safety 01 escorting one (vehicle type/no.), Karratha Airport Ground</b> <b>Vehicle: Safety 01 escorting one (vehicle type/no.), request permission to proceed on Runway 27 via Taxiway Charlie for runway Inspection</b> <b>ATC: Safety 01 escorting one (vehicle type/no.), negative, hold your position</b> <b>Vehicle: Safety 01 escorting one (vehicle type/no.), holding position</b>
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ATC instructions to hold short of a runway must be read back:

<i>Example</i>	<b>Vehicle: Karratha Airport Ground, Safety 01</b> ATC: Safety 01, Karratha Airport Ground <b>Vehicle: Safety 01 on Apron A14, request permission to proceed on Runway 27 via Taxiway Charlie for runway inspection</b> ATC: Safety 01, proceed on taxiway Charlie. Hold short of Runway 27 <b>Vehicle: Safety 01, roger, hold short of Runway 27</b>
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### **C. RUNWAY INCURSIONS**

1. A runway incursion is any occurrence at the Airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft that is taking off, or intending to take off, landing, or intending to land.
2. A collision hazard is any condition, event or circumstance that could induce an occurrence of a collision or surface accident or incident (for example, a pilot takes an unplanned or evasive action to avoid an aircraft, vehicle, object, or person on the runway).
3. A loss of separation is an occurrence or operation that results in less than the prescribed separation between aircraft, or between an aircraft and a vehicle, pedestrian or object.
4. Runway incursions are classified into the following four categories:
  - a) Operational Error – A failure of the air traffic control system that results in a loss of separation.
  - b) Pilot Deviation – The action of the pilot.
  - c) Vehicle /Pedestrian Deviation – Any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorised by ATC.
  - d) Miscellaneous – A situation that occurs that cannot be attributed to any of the three categories above, e.g., equipment failure.
5. All runway incursions are surface incidents, but not all surface incidents are runway incursions. To qualify as a runway incursion, an aircraft that is taking off, landing or intending to land must encounter both of the following conditions:
  - a) At least one aircraft, vehicle, pedestrian, or object on the runway.
  - b) A collision hazard or a loss of separation must occur.

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## D. GROUND VEHICLE ACCIDENT/INCIDENT

### 1. General

It is the responsibility of everyone working or operating at the Airport to report any circumstances affecting health and safety and to comply with the mandatory requirements for the reporting of accidents or incidents.

### 2. Initial Reporting Procedures

- a) Any person operating a ground vehicle that is involved in an airside accident at the Airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall -
  - (i) Immediately stop and remain at the scene of the accident to find out what emergency services are required;
  - (ii) Render reasonable assistance, if capable, to any person injured in the accident;
  - (iii) Report the accident immediately to his superior/employer/airport operator and Karratha Airport Driving/Airport Management (KAD) who shall call the Airport Compliance Coordinator;
  - (iv) Remain at the scene of the accident until a full report has been provided to the investigating officer;
  - (v) Such person shall, upon request and if physically able, show to the investigating officer his:
    - Name and ASIC
    - Airside Vehicle Operator's Permit,
    - Registration papers and other documents relevant to the accident or the persons or property involved that are needed to complete a motor vehicle accident report.
- b) The scene of the accident should be isolated and the vehicles involved in the accident/incident should not be normally moved until the investigating officer is in attendance. However, if in the judgment of the senior person present their removal is necessary in the interest of safety or to effect a rescue, this may be done. The scene should preferably be photographed before being disturbed, using a digital camera, if possible.

### 3. Accident/Incident Investigation

- a) All accidents, including "near misses" and minor first aid events, shall be investigated by the employer/airport operator, contractor, or superior of the persons involved immediately after their occurrence.
- b) The superior conducting the investigation shall accomplish the Report of an Accident Involving Injury or Property Damage Form and forward the completed form to KAD within 24 hours of accident.
- c) Vehicle operators shall report "near miss" accidents/incidents using the SERA reporting system so that appropriate remedial action can be taken to preclude future accidents.

**E. VIOLATION OF RULES – PENALTIES**

**1. General**

Karratha Airport has in place a demerit point system for driving contrary to the rules contained in this ADAH. Demerit points are issued and recorded against an individual's ADA for noncompliance with this Handbook. See below for table of violations.

If an ADA holder accumulates 9 or more demerit points in any 24 month period he/she will have their ADA cancelled or suspended for a period of up to 3 months. If an ADA holder accumulates 9 or more demerit points, and has previously been suspended (for points or serious incidents), he or she may have their ADA suspended for a period exceeding 3 months or permanently cancelled.

Serious driving infringements may result in Karratha Airport withdrawing an ADA altogether, temporarily or permanently, regardless of the number of demerit points accumulated.

Once an ADA has been cancelled or suspended the holder will be required to reapply and undergo training and assessment as required for new applicants

Karratha Airport Driving / Airport management (KAD) is designated to enforce the provisions of the AVORM and ADAH. It carries the mandate to ensure that the airside driving rules and regulations are adhered to at all times, and that safety and security at the airside is maintained.

In the event that an infraction is committed, KAD and the Karratha Airport Reporting Officers have the authority to confront, apprehend, investigate, direct, and cite violators for infractions.

Safety is paramount and is the primary responsibility of all vehicle operators. Operational considerations such as time pressure shall not be sufficient to override the rules.

**2. Table of Violations**

<b>Violation</b>	<b>Offense</b>
<b>Simple Violation</b>	Exceeding the speed limit up to 10 kph
	Disobeying traffic signals, directions
	Using apron area as a short cut
	Failure to stop at a stop sign
	Failure to give way at a give way sign
	Failure to overtake in a safe manner
	Illegal parking
	Operating a vehicle without headlights
	Failure to dip headlights
	Failure to use rotating beacons at maneuvering area
	Driving an unsafe vehicle
	Operating a vehicle w/out safety equipment and markings
	Failure to give right of way to other equipment
	Failure to give way to vehicles already on the airside road
	Towing more than the allowable number of trailers
	Failure to secure load on a trailer
<b>Serious Violation</b>	Carrying a passenger on vehicle when there is no seat
	Using a hand-held mobile phone while driving airside
	Smoking inside or outside a vehicle on the airside
	Exceeding the speed limit by more than 10 kph but not more than 20 kph
	Failure to give way to pedestrians



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Driving across pedestrians crossing during loading/unloading of passengers
Disregarding signs and markings
Driving a vehicle not licensed to drive
Interfering with aircraft movement
Failure to stop when an aircraft has beacons activated
Overtaking a taxiing aircraft
Entering runway/taxiway w/out permission
Unauthorised access to an airside area without lawful reason
Failure to contact ATC prior to commencing aircraft escort
Failure to report an accident
Leaving the scene of an accident

Violation	Offense
<b>Gross Violation</b>	Exceeding the speed limit by more than 20 kph
	Dangerous or reckless driving
	Impaired driving
	Driving causing bodily harm
	Driving causing property damage
	Disregarding authority of Karratha Airport and Airport authorities
	Failure to show ADA when requested
	Failure to stop after an accident
	Failure to give way to taxiing aircraft
	Failure to give way to aircraft under tow
	Failure to give way to aircraft that has commenced pushback/taxi
	Violation of radio procedures at movement areas
	Failure to comply with ATC instructions
	Transmitting false distress signal to ATC
	Transmitting offensive language to ATC
Depositing any type of FOD at airside/littering	

### 3. Penalty Scheme

- C. Each ADA is granted with a total of 9 demerit points. Any person who does not conform to the regulations or any lawful order issued pursuant thereto, will be subjected to progressive penalties for repeat violations. These penalties may include revocation of the ADA and denied use of the Airport, in addition to the penalties described below.

Type of Violation	First Offense	Second Offense	Third Offense
<b>Simple Violation</b>	<ul style="list-style-type: none"> <li>▪ Written reprimand</li> <li>▪ Loss of 3 demerit points</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written reprimand</li> <li>▪ Loss of 3 demerit points</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written reprimand</li> <li>▪ Loss of 3 demerit points</li> <li>▪ Re-testing</li> </ul>
<b>Serious Violation</b>	<ul style="list-style-type: none"> <li>▪ Written reprimand</li> <li>▪ Loss of 3 demerit points</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written reprimand</li> <li>▪ Loss of 3 demerit points</li> <li>▪ Re-testing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspension of ADA for a period of 3 months</li> </ul>
<b>Gross Violation</b>	<ul style="list-style-type: none"> <li>▪ Written reprimand</li> <li>▪ Loss of 3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspension of ADA for a period of 3</li> </ul>	<ul style="list-style-type: none"> <li>▪ Permanent revocation of ADA</li> </ul>

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	demerit points ▪ Re-testing	months	
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- a) If a fourth consecutive offense classified as simple violation is committed, the penalty for the third offense under serious violation will apply; if a fourth consecutive offense classified as serious violation is committed, the penalty for the third offense under gross violation will apply.
- b) The appropriate penalty will be determined by the type of violation the vehicle operator commits within the validity period of his/her annual ADA, with the exception of gross violations, whereby cumulative infractions, regardless of validity of his/her ADA will result in the permanent revocation of the ADA.
- c) In cases where the vehicle operator commits multiple simultaneous offenses, the penalty will be based on types of violations committed and the total number of offenses taken cumulatively.
- d) Based on an evaluation of the circumstances or the severity of a particular incident or excessive infractions committed, KAD reserves the exclusive right to assess any penalty it deems appropriate at any time to any individual authorised to operate a vehicle on the airside without regard to prior operating history.
- e) The penalties that KAD may issue shall be separate and distinct from whatever administrative sanctions the company/airport operator/employer may issue against the erring vehicle operator concerned.
- f) KAD shall provide a copy of the infringement notice and pertinent documentations to the vehicle operator involved in the violation and the company/airport operator/employer sponsoring his ADA.
- g) A copy of the infringement notice will be stored against the vehicle operator's record in SERA.