ALICE SPRINGS AIRPORT AIRSIDE DRIVERS GUIDE

VERSION 2.1 | FEB 2026

Alice Springs Airport

Contents

Introduction

Alice Springs Airport (ASA) is a Certified aerodrome; to comply with Airports Act 1996 - Control of Vehicle Movements under the Civil Aviation Safety Regulations (CASR Part 139), the Airport Operator is obliged to include in its Aerodrome Manual procedures for the control of surface vehicles operating on or near the movement area (Appendix 1 to CASR subparagraph 139.095 (a)(ii)).

The control of surface vehicles operating on or near the movement area is the responsibility of ASA. The ASA has legislative powers under the Airports (Control of On-Airport Activities) Regulations) 1997 to enforce the rules on both drivers and companies.

This Airside Drivers Guide has been produced by ASA in the interests of promoting driving safety airside. It is a quick reference guide to explain the rules which apply to all drivers operating Airside. The Airside Drivers Guide should be read in conjunction with the more detailed **Airside Vehicle Control Handbook** (AVCH).

You are required to comply with the conditions outlined within the AVCH and this Guide. Failure to comply with ASA's airside driving rules may result in loss of your ADA and privileges to drive airside.

Operation of vehicles airside can be more complex than landside operations. In addition to other vehicles, aircraft movements and the various activities that can be occurring simultaneously, drivers must always maintain situational awareness of aircraft operations. As a holder of an ASA ADA, you play an important part in maintaining your safety and the safety of fellow works and the travelling public alike.

To be able to drive on the movement area you will need to complete practical training and pass the ASA online induction, hold a current Aviation Security Identification Card (ASIC), and hold a current State or Territory driver's licence.

This document covers general conditions of operating a vehicle airside on airside roads, aprons and around aircraft and the airport facilities, such as, baggage make-up and delivery areas and installations, such as, fuel hydrants and the safety shut-off valves, as well as airside markings and general safety tips and guidance. For those drivers required to operate on taxiways and runways, the Guide also provides important information regarding Manoeuvring Area markings, procedures, and communications.

Remember your driving is always on show to other airport stakeholders and to the travelling public. Drive safely and set the example for others.

Should you have any questions regarding airside driving rules, please contact a member of the ASA Operations Team.

Definitions And Abbreviations

ITEM	DEFINITION
Accident	Any vehicle or equipment related accident or incident
ACP	Vehicle Access Control Points located at the eastern and western end entry points to the SRA
Aeronautical Radio Operator Certificate	Certificate issued in accordance with Civil Aviation Safety Regulations 1998, Part 6
Airport	Means Alice Springs Airport
Airside	The movement area of Alice Springs Airport, adjacent terrain, roads and buildings or portions thereof, access of which is controlled, bounded by the perimeter fence
Airside Drivers Guide	This publication containing rules and procedures for driving airside, markings, airport map etc.
Airside Road	Any road within the Airside of the Airport, including roads marked on aprons
AMC	Airport Management Centre
Apron	That part of an Airport used for the purpose of enabling passengers to board, or disembark from aircraft; for loading cargo on to, or unloading cargo from, aircraft; and /or for refuelling, parking or carrying out maintenance on aircraft
ARO	Airport Reporting Officer
ASIC	Aviation Security Identification Card which allows access to on duty personnel the enter the Airside (including Sterile and Security Restricted Areas) of ASA.
ATC	Air Traffic Control exercise control over aircraft and vehicles on Alice Springs Airport.
ATIS	Aerodrome Terminal Information Service – broadcasts contain essential information, such as weather and which runways are active, and any restrictions.
Authority to Drive Airside (ADA)	An ADA issued under the regulations by ASA to a driver for the purpose of driving airside.
Authority for Use Airside (AUA)	An Authority issued in accordance with the Regulations by ASA authorising a vehicle to be used on the airside.
Authorised Person	Means a person authorised under an appropriate statutory instrument for the purposes of the Airports (Control of On-Airport Activities) Regulations and includes ASA and AFP.
Authorised Signatory	An authorised signatory employed by a Vehicle Operator to sign a request for an AUA/ADA application.
AVCH	Airside Vehicle Control Handbook
BMU	Baggage Make-up Area
CASA	Civil Aviation Safety Authority
Company	The owner or other person, firm, company or corporation (including government departments or business enterprises), controlling the operations of one or more vehicles on airside, or any person who has procured such vehicle for operation by his own agents
CTAF	Common Traffic Advisory Frequency

Dangerous Driving	Means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others on the airside as is the opinion of an Authorised Officer; or persons authorised to make determination on an act that constitutes an act of dangerous driving.
DAMP	Drug & Alcohol Management Plan
ASA	Alice Springs Airport
Driver	Is a person operating a vehicle on the airside of ASA
Driver's Licence	A licence to drive a vehicle issued by a State or Territory Government in Australia.
Equipment	Any equipment that cannot move under its own power, and therefore must be pushed or towed.
Escort	An ADA holder who accompanies a vehicle and who accepts responsibility for its control at all times
FOD	Foreign Object Debris – includes any object found in an inappropriate location that, as a result of being in that location, can damage aircraft, equipment or injure personnel. FOD includes a wide range of material, including loose hardware, pavement fragments, catering supplies, building materials, rocks, pieces of luggage and even wildlife.
Frequent	At least three times per week
Handbook	The AVCH, including any appendices or attachments
Infringement Notice	An infringement notice issued by an Authorised person, following a breach of the Rules for driving airside as set out in the AVCH.
Landside	That portion of ASA not designated as airside and to which the general public normally has free access
Leased Area	An area in respect of which a tenant pays a fee under a lease for exclusive use of that area.
Low Visibility Operations	Special procedures to be implemented by ATC and the aerodrome operator to protect the runways. Activated at a trigger point when weather conditions are above the minima or the forecast is that the visibility will reduce to below 800m and/or cloud base is below 200ft. Only those vehicles with an operational requirement a permitted on the apron, these include ARFF and ASA vehicles.
Manoeuvring Area	That part of the airport used for the take-off, landing and taxiing of aircraft, excluding Aprons
Markings	A line, symbol or group of symbols/lines displayed on the surface of the Movement Area in order to convey information.
Movement Area	That part of the airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons (excluding airside roadways)
Perimeter Road	Means an Airside road which remains clear of the Movement Areas
PPE	Personal Protective Equipment
Radio Procedures	The standard procedures adopted for communication between ATC and aircraft/vehicles.
Regulations	The Airports (Control of On-Airport Activities) Regulations 1997

Restricted Area	Any part of the airport, designated by legislation or otherwise, access to which is prohibited to persons not having lawful authority or excuse to enter the area
Runway (RWY)	A defined area for the take-off and landing of aircraft.
Runway / Taxiway Strip	A specific area on each side of the runway / taxiway designed to reduce the risk of damage to an aircraft should it run off the runway / taxiway. The runway strip is defined by white gable markers.
Shared Zone	The area is shared by pedestrians and vehicles.
SMC	Surface Movement Control (ATC)
Speed Limit	The maximum speed limit in a particular area as specified in this document.
Supervised vehicle	A vehicle driven under Supervision in accordance with the Rules for Drivers Operating Airside
Taxilane	Means a portion of an apron designated as a taxiway and for use only to provide access to, and egress from, aircraft parking positions.
Taxiway (TWY)	A defined path on an aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another.
Vehicle Operator	The organisation, owner or driver, including government departments, or agencies or business enterprises, controlling the operation of a vehicle whether as owner, hirer or otherwise defined as being held responsible for a vehicle operated on the airside.
Vehicle	A motor vehicle, special purpose vehicle or specialised airside mobile plant or equipment that can move under its own power (excludes bicycles, skateboards and other personal mobility devices).
VIC	Visitor Identification Card

Airside Driving Authority

An Authority to Drive Airside (ADA) is an authority issued by Alice Springs Airport (ASA) that permits the holder of the ADA to operate a vehicle on the airside at ASA within certain designated areas, depending upon the Category of ADA the driver holds.

ADAs are issued by ASA when an applicant can demonstrate a proper and reasonable need for an ADA and has completed the ASA Airside Driving induction for the category of ADA applied (and/or renewed) for by the applicant.

ASA reserves the right to exercise its discretion in issuing or renewing an ADA subject to the conditions outlined within the AVCH.

ADAs issued by ASA are only recognised for use airside at Alice Springs Airport. Drivers from other airports must meet the initial application criteria outlined within the AVCH prior to obtaining an ASA ADA.

Who Can Drive Airside

To be eligible to hold an ADA permit, drivers must be currently employed by a vehicle operator at ASA and be able to demonstrate an operational requirement to drive unescorted access on the airside frequently.

Holders of an ADA must also:

a) have a current and valid Aviation Security Identification Card (ASIC)
b) have a current and valid Australian State or Territory Driver's Licence for the type of vehicle intended to be driven
c) have a thorough knowledge and understanding of airport geography, signage, markings and the rules for driving airside referenced within this Airside Drivers Guide, and contained within the AVCH
d) If required to operate on the Manoeuvring Area, holds an Aeronautical Radio Operator Certificate issued by CASA and is able to comprehend visual signals that may be issued by ATC
e) successfully pass the relevant ASA ADA induction

Categories of ADA

ADAs are issued in categories which specify the areas a driver is authorised to operate a vehicle.

Drivers must not operate a vehicle in an area they are not authorised to unless they are under escort by the holder of an appropriate category of ADA. Drivers must have a valid operational requirement to operate a vehicle in a particular area.

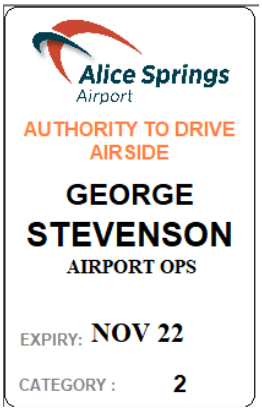
ASA does not licence or seek to verify a person(s) competency in operating a particular piece of plant or equipment. It is the responsibility of each company to ensure their drivers are appropriately trained and qualified (and licensed where required) to operate specific vehicle types in accordance with Work Health and Safety legislation and relevant NT legislation.

Subject to any exemptions (refer Notes) the airside areas for which driving is authorised for the following Category of ADA are:

	Acronym	Airside Roads	Aprons	Taxiways	Runways
				Manoeuvring Area	
Category 1	**CAT 1 ADA**	✓	✗	✗	✗
Category 2	**CAT 2 ADA**	✓	✓	✗	✗
Category 4	**CAT 4 ADA**	✓	✓	✓	✓

- **CAT 1 ADA**: Perimeter roads
- **CAT 2 ADA**: Airside roads and aprons
- **CAT 4 ADA**: Airside roads, aprons, taxiways and runways

Obtaining an Authority to Drive Airside (ADA)



To obtain an initial or renew an existing ADA applicants are required to:

- Complete the Practical Training Log sheet (initial application or if expired 6 months or more) – attach and upload with the online ADA Application Form
- Successfully pass the appropriate ADA Induction and Training module that the applicant has applied for

Before applying for a **CAT 1 or 2 ADA** applicants must:

- Satisfy the eligibility requirements to hold an ADA
- Hold a current and valid Red ASIC
- Hold a current valid Territory or State drivers' licence (for the type of vehicle intended to be driven
- Be trained to competently and safely operate a vehicle airside, near aircraft, pedestrians and other airport users

Before applying for a **CAT 4 ADA** in addition to the prerequisites for CAT 2 applicants must:

- Demonstrate an ongoing requirement to operate a vehicle on the Manoeuvring Areas on a frequent basis; and
- Hold a CASA issued Aeronautical Radio Operator Certificate (AROC)

Airside Drivers Practical Training Log sheet

New applicants, or ADA holders whose ADA has been expired 6 months or more must complete Airside Drivers Log sheet, which is available to download from the ASA website.

For the **CAT 1 ADA:**

- Complete a minimum of 30 minutes driving on the perimeter roads under supervision of a CAT 4 holder

For the **CAT 2 ADA:**

- Complete a minimum of 4 hours driving on the airside

For the **CAT 4 ADA:**

- Complete a minimum of 8 hours driving on the manoeuvring area - 6 hours in daylight, 2 hours in darkness (night)

Applicants completing the Drivers Log sheet must be under the supervision of an ADA holder whose ADA permit is at least the equivalent Category of licence being applied for.

The supervising driver/trainer is responsible to ensure any recorded supervised hours are correctly entered, and responsible to ensure that the applicant has demonstrated competency of the requirements of the respective Category of licence being applied for, including:

CAT 1 and 2 ADA

- General rules and requirements for driving airside
- Airside vehicle speed limits
- Knowledge of the geographic limits of the CAT 1 and 2 ADA – able to identify the boundaries of the manoeuvring areas
- Safety around aircraft – recognise aircraft anti-collision lights, awareness of jet blast
- Knowledge of airside markers, markings and signs
- Staging and storing requirements of GSE

CAT 4 ADA

- Knowledge of manoeuvring area markers, markings and lighting
- Knowledge of the taxiway and runway system
- Aircraft towing procedures
- Radio procedures - including transmission techniques and frequencies
- Demonstrate competency operating on taxiways and runways

Registering for an ADA

Applicants can find access to ADA Application Forms and download the Airside Drivers Guide from the ASA website Airside driving | Alice Springs Airport

Applicants are required to complete and submit an online application form – signed by an Authorised Signatory – and upload the following documents:

- Current and valid ASIC
- Current and valid State or Territory Drivers Licence
- Drivers Log sheet
- AROC - CAT 4 ADA Application

Once this is received a link for the online inductions will be issued

Process for the Airside Driving Authority (ADA)

ASA conducts airside driving induction and assessment of all drivers who wish to hold an ADA at Alice Springs Airport. This applies to all drivers applying for their initial Airside Driving Authority, and any driver wishing to renew their existing ADA.

The **Category 1 and 2 ADA** induction and assessment process consists of a computer-based theory test consisting of multi choice questions

The **Category 4 ADA** induction and assessment process consists of:

- a computer-based Category 4 theory test consisting of multi choice questions (note applicants also complete CAT 1 and 2 induction)
- computer-based test includes geography questions on the taxiways and runways

Applicants must answer all questions correctly and score 100% to pass the Airside Driving Induction and Assessments. If an applicant doesn't gain 100% pass the induction can be completed again.

CAT 4 applicants must:

- Know the correct procedures for entering and operating on taxiways, and runways for CAT 4 ADA
- Be fluent in the correct radio procedures, frequencies and understand instructions given by Air Traffic Control
- Be able to demonstrate their knowledge of the operating environment including, recognize and understand all day and night markers, markings, and signs

Upgrading ADA

Drivers can upgrade their Authority to Drive Airside permit to a higher category ADA provided they can demonstrate an operational need to upgrade the ADA and can satisfy the eligibility requirements for that ADA.
Drivers upgrading their ADA may reduce the number of log sheet hours required by taking into consideration hours already completed for their existing ADA category.

For example, an ADA holder upgrading from a CAT 2 ADA may reduce the logged hours for a new CAT 4 hours (of which at least 2 hours must be conducted during darkness of night),

however applicants may still be required to submit the standard required log hours for an ADA on request by the Head of Airports - Regional and/or their delegate.

Downgrading an ADA

The holder of an ADA that no longer meets the prerequisites of that category of ADA is obliged to downgrade their ADA to a category that they are eligible to meet. If a driver can no longer substantiate the need to maintain a category of ADA, they must surrender their ADA to ASA within 72 hours of notification.

An ADA may also be downgraded if the holder is subject of an investigation, a request has been made by their employer.

Driver Competency

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

Driver/s that have not operated on the airside for a period of 3 months must be reassessed by their employer e.g. conduct a check ride and if greater than 6 months must re-sit the induction/assessment(s).

General Conditions of the Authority to Drive Airside (ADA)

An Authority to Drive Airside (ADA) permit is valid for 24 calendar months from the date of issue unless specified by ASA (or is suspended or cancelled by ASA). The ADA will expire on the last day of the month of validity. Note the ADA will be aligned with the expiry date of the driver's ASIC, and the initial issue may be for a period of less than 24 months.

If an ADA holder ceases employment with a vehicle operator at ASA, they must return their ADA to the Airport Management Centre.

If, for whatever reason, an ADA holder's state or territory licence has been cancelled or suspended:

- the ADA holder must immediately advise their employer and ASA.
- The ADA will be suspended for the cancellation/suspension period of that State or Territory licence.

Drivers may only hold one ADA permit at a time. Where an ADA holder works for more than one employer, their ADA must be sponsored by only one company. It is the responsibility of the ADA holder to inform the sponsoring company about any other employer that they use their ADA for. The eligibility requirements to hold an ADA still apply when using an ADA for an employer outside of the original sponsoring company.

Drivers must show their ASIC, ADA and state or territory licenced to authorised ASA personnel on request and other authorised ASA representatives, such as, ASA Security Contractor. Failure to do so may result in the suspension of a driver's ADA.
Drivers must adhere to and respect all instructions given by ASA Airport Reporting Officers (ARO) and other authorised ASA representatives. Failure to do so may result in the suspension of a driver's ADA.

Fit to Drive and/or Operate Equipment Airside

It is the responsibility of the driver to ensure that they are not adversely affected by a testable drug (refer DAMP) or over the counter medications that may affect performance.

Transferring an ADA

If an ADA holder working for more than one company ceases employment with their original sponsoring company, but continues to work for another employer, and is eligible to retain their ADA, their ADA they must return the original Airside Driving Authority and transfer it to their remaining employers' company by providing:

- a current and valid ASIC; and
- a current and valid state or territory licence.

When the holder of an ADA ceases employment with a vehicle operator but is subsequently rehired by another vehicle operator at ASA, the ADA holder may only transfer their ADA if the period between employers is less than 3 months without re-sitting the airside driving induction and assessment. The ADA will then be reissued with the original expiry date. On application, the driver must provide proof of:

- their eligibility requirements to hold an ADA;
- a current and valid ASIC with their new employer; and
- a current and valid state or territory licence

To transfer a previously held CAT 4 ADA an applicant must in addition to satisfying the requirements listed above must also provide:

- statement from the new employer that their employment and role require ongoing operational requirement to operate a vehicle on the Manoeuvring Areas at Alice Springs Airport on a frequent basis; and
- provide proof of a valid Aeronautical Radio Operator Certificate.

If the period between new employers is greater than 3 months, but less than 6 months ADA holders wishing to transfer their ADAs must re-sit the induction and assessment(s), however they are not required to resubmit a new drivers log.

Renewing an ADA

Drivers may renew their ADA at any time but are required to complete the online Airside Driving Induction and Assessment appropriate for their category of ADA (note ADA will be aligned with expiry date of ASIC).

Applicants must submit applications online and upload the relevant documentation.

Suspension of an ADA Permit

The ASA Head of Airports - Regional or any ASA operations staff, may at any time suspend or withdraw an ADA where an ADA holder is involved in, or alleged to have been involved in:

- an air safety/security incident; or
- a vehicular or other related accident; or

- a serious breach of the Rules for Driving Airside; or
- breach of the condition of issue of the ADA; or
- fails to comply with a directive from an authorised officer; or
- fails to respond to an invitation to 'show cause' in writing within 14 days or fails to sufficiently 'show cause' why the ADA should not be suspended or withdrawn: or
- a situation where the ADA holder has abused or threatened in any way an Authorised Officer on behalf of ASA.

The suspension will be for a period to be determined by the ASA Head of Airports - Regional or any ASA Operations staff, pending the outcome of any ASA or regulatory investigation.

An ADA holder must not drive (utilising the privileges of an ADA) a vehicle airside on ASA during the period of suspension.

A person may drive a vehicle airside under supervision for the purposes of re-training.

If ADA is suspended under clause 3.21.1 it may be done by Verbal and/or written notice to the ADA holder and the Vehicle Operator. The notice to the ADA holder will specify the reasons for, and period of the suspension.

Within 72 hours of receipt of a notice of suspension or withdrawal of an ADA, the ADA holder must surrender the ADA to the ASA Management Centre.

Vehicle Operators may also request ASA to suspend an employee's ADA by providing the ASA Head of Airports - Regional or any ASA Operations staff with sufficient written advice as to why suspension should occur.

At any time during the period of ADA suspension, the ASA Head of Airports - Regional may:
- lift the suspension
- extend the period of suspension; and/or
- downgrade the category of the ADA.

Before an ADA will be reinstated following suspension, the ADA holder may (at the discretion of the ASA Head of Airports - Regional) be required to sit further ASA driving tests.

General Airside Driving Rules and Requirements

The rules for driving airside are an important part of the safety management systems that Alice Springs Airport has put in place to promote the safe and orderly movement of staff, passengers, aircraft and vehicular traffic airside.

A person driving a vehicle on the airside, including a person driving a vehicle which is under supervision (escorted), must always comply with the Rules for Driving Airside' set out in the AVCH.

Drivers must not drive a vehicle airside unless the vehicle has a valid Authority to Use Airside affixed to the vehicle.

If the vehicle they are driving does not have a valid AUA, they must be escorted by a valid ADA holder in a vehicle that has a valid AUA affixed.

If a driver does not have a valid ADA they must be escorted, either in a vehicle by a holder of a valid ADA, or by another vehicle providing an escort.

Drivers must not drive airside unescorted if they are unable to produce a valid and current ASIC, and current state or territory drivers' licence, and can be issued and infringement.

Your safety is important to us, as a holder of an ADA you are responsible for your own safety and the safety of those around you and it is essential that you are aware of and understand the rules for driving airside, including speed limits and safety distances, in particular when operating around aircraft; and the airside markings and signs detailed in the following sections and you must know your environment and maintain situational awareness at all times.

Right of Way

Aircraft, including those under tow, **have right of way at all times**.

It is important you understand the environment you work in is an aerodrome**.** The road system on this aerodrome will take you behind and around aircraft. You must always remain observant. You must look-out for aircraft movement, even behind you. This is especially important when driving around the General Aviation (GA) Aprons.

Drivers must drive in a safe and orderly manner that will not endanger aircraft or the safety of any other person.

Where roads or vehicle access areas are marked, vehicle should KEEP TO THE LEFT. Vehicles on airside roadways have right of way over any vehicles entering or crossing the airside roads.

Drugs and Alcohol

Drivers (and all other personnel) must not drive or operate airside while under the influence of drugs or alcohol.

No Smoking

All airside areas on Alice Springs Airport are designated as a No Smoking Area. Smoking, as well as vaping and e-cigarettes, is prohibited in vehicles operating Airside.

Know where you are

The airfield is a complex environment, in particular for new and inexperienced drivers.

Category 1 and 2 drivers are NOT permitted to drive on Taxiways and Runways. If you find yourself lost – STOP where you are, someone will come by to help. If you have access to a phone, you can call ASA Operations on 0402 088 154.

Airside PPE Policy

Remember you must always wear High Visibility Clothing and Personal Protective Equipment whenever you alight from your vehicle and only park in designated areas.

Bicycles, Scooters, Skateboards

Bicycle riders may dismount and walk their bike upon entering the airside, but riders cannot ride a bicycle airside without written permission from ASA.

Scooters, skateboards, and other personal mobility devices are prohibited airside.

Mobile Phones and Portable Devices

Drivers must not when driving airside answer or use, or attempt to answer or use, a hand-held phone. All other functions including texting, video messaging, online chatting, reading messages and emailing, as well as the use of audio playing functions are prohibited.

Drivers can use a mobile phone to make or receive calls whilst driving airside only when using an acceptable hands-free device whereby:

- The mobile phone is secured in a fixed mounting; or
- Use of mobile phone does not require the driver to touch or manipulate the phone in any way.

The driver of a vehicle must not, when driving airside, use, or attempt to use any portable audio devices; and the wearing and/or use of audio earphones and/or buds while driving is explicitly prohibited.

No Seat, No Ride

No person shall ride on a or operate a vehicle when the passenger number is more that the designated capacity of that vehicle i.e. NO SEAT, NO RIDE.

Driving On The Airside

Access Routes

ASA provides a road system around the airport which allows for appropriate clearances from aircraft operating on the Movement Area.

Drivers operating airside must be familiar with the airside environment and must be aware of the areas that their Category of ADA permits them to operate and the rules that apply, which include the speed limits for those areas, airside road system and any restrictions that may apply; and the general airside driving rules and requirements as in this Guide.

Drivers must use marked airside roads where provided but may move off onto the apron area when servicing an aircraft, but only when near that aircraft or parking position.

Airside Road Restrictions

Drivers must be aware of any relevant road restrictions when operating a vehicle or equipment airside. Please see the relevant sections in this Guide for more information.

Short Cutting

Drivers must not take short cuts across aprons and/or aircraft parking bays, cut the corners of aircraft parking bays.

Speed Limits

Speed limits can vary; however, the speed limit is clearly signposted or marked on the airside road. Where a speed limit is indicated by a sign or pavement marking that will be the maximum speed limit for that area.

It is the driver's responsibility to be aware of and maintain the designated speed limit(s) for the areas they drive on. They should also use caution and drive to suit the existing circumstances and environmental conditions.

The following table details the applicable Speed Limits on the airside at ASA:

Area	Speed Limits
Apron Areas	25 km/hr
Baggage Make-up Area	5 km/hr
Perimeter Road and elsewhere Airside ASA	40 km/hr
Taxiways	25 km/hr
Runways	40 km/hr

Pedestrians on the Apron

The safety of passengers on the apron areas is always paramount.

Vehicles must give away to passengers moving between an aircraft and the terminal. Parts of the apron and airside road are shared by passengers and vehicles.

Drivers who observe passengers walking between the terminal and an aircraft on the apron, on their intended route to board or are disembarking an aircraft, must stop and allow the

passengers proceed (unless airline/handler staff have marshalled and stopped passengers proceeding and advise vehicle operator they are clear to continue).

This is of particular importance when driving along the Air Transport Apron the marked pedestrian crossings to each Bay.

Vehicles or ground service equipment must never be parked on marked pedestrian walkways; and drivers must not cross a passenger egress which may be marked by cones or painted lines on the apron during boarding or disembarking of an aircraft.

Overtaking other Vehicles

In general, overtaking a vehicle is not permitted; however, if there is an operational requirement to do so, the driver must firstly ensure that it is safe to do so, and they must:

- overtake on the right-hand side
- not exceed the speed limit for that area
- overtake in a safe manner
- not use any part of the apron or Manoeuvring Area to overtake
- not overtake on bends or corners; and
- the overtaking manoeuvre must not force any other vehicle off the road/roadway

Loads Secured and Covered

When driving vehicles airside drivers are to ensure all items being carried or in a vehicle or when towing baggage/freight trolleys that their load is adequately covered or secured to prevent spillage to prevent spillage or FOD.

Any item(s) falling from a vehicle (or trolley) must be picked up immediately by the driver and secured to prevent further spillage and possible aircraft damage.

Supervision of Unauthorised Drivers and Vehicles Airside

A driver may be permitted to drive a Vehicle airside without the appropriate authorities, provided the Vehicle is under supervision (escort) of an authorised Vehicle (has an AUA), and driven by a Driver and with current ADA of the appropriate category.

Drivers holding an ADA may be required to provide supervision for unauthorised drivers and vehicles by:

- Escorting the supervised Vehicle with an authorised Vehicle

- Riding in the supervised Vehicle
- Accompanying the supervised Vehicle on foot; and
- Directing the supervised Vehicle from a vantage point as approved by the Head of Airports - Regional (e.g. Works Safety Officer monitoring works Vehicles)

The driver of the escorting Vehicle must ensure the driver of the supervised Vehicle is aware of:

- The requirement to keep the Vehicle being escorted at a reasonable distance behind the escorting Vehicle so that adequate supervision is provided
- The route to be taken
- Speed limits
- Any pre-arranged signals to deal with problems that may arise
- No smoking
- Any restrictions on the use of mobile phones and radios

If the number of vehicles exceeds 2 large semi-trailer type vehicles or 3 smaller non-articulated vehicles the convoy must have a second escort at the rear of the convoy.

ADA holders escorting vehicles airside are responsible for the actions of any driver and/or passengers they escort and must ensure anyone they are supervising always obeys the rules contained within the AVCH.

Anyone carrying out an escort should brief the drivers of the vehicles they are escorting and ensures that they understand the requirements when airside, you must ensure the driver understands the **GIVE WAY TO AIRCRAFT** requirements.

If a vehicle operator planning an escort is unsure of the correct procedure, they must contact ASA Operations prior to commencement.

Airside Vehicles And GSE

Authority to Use Airside Permit

An Authority to Use Airside (AUA) permit is an authority issued by Alice Springs Airport that permits the operation of a motorised vehicle on the airside areas of ASA. The provisions contained in the AVCH give guidance on the management and requirements for operating vehicle(s) on the airside of the airport.

AUAs are administered and issued by the ASA AMC, and vehicle operators can also obtain information on the ASA website about how to obtain and maintain the AUA.

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At all times the Driver / Vehicle Operator must take out and maintain an insurance policy with an insurer insuring against any liabilities for death, personal injury or property damage incurred with the use of the vehicles airside, ensuring that:

- Is for an amount of not less than AUD $20 million
- Must not contain any exclusionary clause relating to any airport infrastructure or aircraft or matters relating to or in connection with the operation of the vehicle on the airside.

Vehicles and GSE

A driver can only operate airside in a vehicle or motorised Ground Service Equipment (GSE) that has been authorised by ASA and complies with the conditions of the AUA as detailed in the AVCH; and must have the following:

- A current ASA Authority for Use Airside (AUA) label affixed to the windscreen or affixed externally on a piece of GSE.
- A readily identifiable, clearly displayed company logo on the side, front or rear of the vehicle/GSE.
- Clearly displayed amber/orange/yellow flashing or rotating light mounted on top of vehicle, to provide 360 degrees visibility.

Do not drive any apron equipment UNLESS you have been properly trained and authorised to operate it.

Drivers are to ensure that the vehicle they are driving airside is fully serviceable and in good working condition (e.g. not leaking oil or fuel). If your vehicle becomes immobilised during operations the following actions are to be taken:

- Ensure rotating beacon is switched on
- Ensure that no items have spilled from the vehicle and that there is no debris on the area you have been driving. All debris is to be removed immediately (e.g. shredded tyre rubber)

- Make sure that any fuel/oil spill is reported and cleaned up properly
- Notify the Airside Operations Officer
- If the vehicle is left unattended ensure, the handbrake is on, the keys are left in the ignition, and the vehicle is left unlocked

For vehicles to be permitted onto apron areas they must be:

- Directly connected with the fuelling or servicing of aircraft
- Carrying items that cannot be handled by normal freight trolleys
- Associated with aerodrome works and under escort
- Emergency Service Vehicles in emergency circumstances and under escort

All vehicles intending to be operated on the Manoeuvring Area must also be equipped with:

- Suitable radio able to communicate with Air Traffic Control

When a vehicle is no longer required for Airside use, the vehicle permit sticker (AUA) is to be removed and returned to ASA.

Airside Apron Markings And Signs

All drivers must be familiar with the meaning and form of airside marking (visual aids) and comply with what they mean. Visual aids are cues for pilots, marshallers, air traffic controllers and airside vehicle drivers to help them provide a safe environment for aircraft operations. Visual aids comprise:

- markings, markers, and signs (visible by day); and
- lights and beacons (visible by night).

General Vehicle and Equipment Parking and Restrictions

To ensure vehicles and GSE are well clear of moving aircraft, drivers are to be aware of the allocated parking areas and restrictions in place.

Equipment Storage Areas

These areas are marked by a single unbroken red line (highlighted by white either side) with 'Equipment storage' marked on the side where ground service equipment (GSE) can be stored and left unattended.

Serviceable vehicles or GSE may be stored within an Equipment Storage area, however vehicles must be switched off when unattended. Only vehicles or GSE that is in regular use is to be stored in these areas i.e. if not in regular use they must be stored in designated off apron storage areas.

Vehicles and GSE, including passenger and engineering stairs, must have their brakes on, and stabilisers deployed (where applicable) when left on these areas.

Equipment Clearance Areas

Also known as Equipment Staging areas are marked by a single broken red line (highlighted by white either side) with Equipment Clearance marked on the side where the vehicles or ground service equipment (GSE) can be staged prior to an aircraft arrival and are designed to provide the required clearances from an aircraft.

Parking Clearance Line

Parking Clearance lines (also known as Aircraft Parking areas) are marked with continuous solid yellow/red/yellow line with 'Parking Clearance' marked in yellow on the side of where the aircraft are parked.

The Parking Clearance line on the Air Transport Apron marks the edge of the apron area between the apron and the taxilane to ensure the separation distances are maintained to taxiing aircraft.

Vehicles **must not** be driven past or cross this line unless authorised.

Other Parking and Storage Requirements and Restrictions

- Vehicles and equipment must not be parked within **2 metres airside** and **3 metres landside** of an airside/landside boundary fence
- They must not be parked where they will obstruct aircraft entering or departing from the apron, or other vehicles or access to Emergency Fuel Shut Off buttons or to eye wash stations
- Under no circumstances is equipment to be parked on passenger walkways
- When a vehicle is left unattended in other than designated parking areas, doors must be closed but unlocked, keys in the ignition and the handbrake on so that it may be moved if impeding the safe movement of aircraft or other vehicles and in an emergency

Improper parking and/or storage of GSE can result in a hazard to operations.

Other Visual Aids, Markings and Signage

Road Signs

Common road signs are used Airside and mean exactly what they do on public roads. Take notice of all airside signage on the Airport, particularly STOP and GIVE WAY signs and remember depending on the area SPEED LIMITS will vary.

Airside Roads

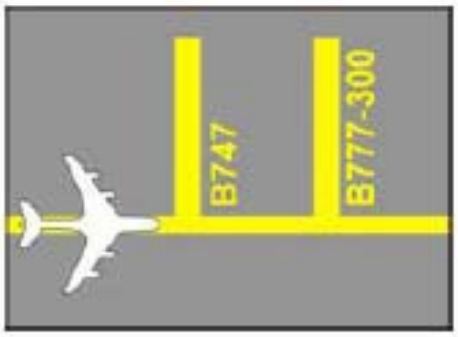
Marked by a single continuous white line on each side and a broken white line in the centre, Airside roads remain clear of aircraft and taxiways, except in areas where the road crosses a taxiway (see below, Live Taxiway Crossing).

Perimeter/Airside Roads

Live Taxiway Crossing

Marshaller Stop Line

The marshaller stop line is located at the point where the nose wheel of the aircraft is to stop. Note the nose-wheel location for a Pilot Stop Bar when marked on a primary aircraft parking position is located at the break in the centreline.



Keyhole Marking

Denotes a secondary aircraft parking position. Comprises a short alignment bar, a circle in which the nose wheel is to be stopped, and a parking position designator.

Apron Edge

The same as on taxiways – provides visual evidence to define the area as well as the strength of the material used to construct the area – the area outside the lines may not be as structurally sound as the area inside the lines. The Apron Edge is marked by double yellow lines.

Leased Area

Mainly found on General Aviation Aprons, a continuous single green line (highlighted by white either side) denotes the leased area.

Cones and Gable Markers

Coloured cones are used to mark the following areas:

Runway Strip Marker (White)

Taxiway & Apron Marker (Yellow)

Unserviceability Marker (White & Red)

Helicopter Apron Edge Marker (Blue)

Safety Around Aircraft

General Safety Requirements When Driving in the Vicinity of Aircraft

This section covers the rules and safety requirements when operating in the vicinity of aircraft, including around parked aircraft or when the anti-collision lights are operating indicating the aircraft is about to or has commenced taxi.

Drivers must remember that it is a requirement **to give way to all aircraft movements** even when the aircraft are under tow. Drivers must be aware of the safety distances when driving in the vicinity of aircraft (refer Appendix B: Aircraft Codes and Safety Distances).

Drivers must be aware of the following safety guidelines whilst driving around aircraft:

- Never approach or drive behind an aircraft with its engines running
- Never drive under the wing or fuselage of an aircraft except where expressly authorised e.g., Refuelling
- When parking a vehicle at the side of an aircraft, care should be taken to ensure other services, such as refuelling and catering are not impeded, and the wheels should be turned away from the aircraft. Never turn towards the aircraft when intending to vacate the area
- Drivers of airside vehicles should avoid reversing
- If a vehicle cannot be removed safely without a reversing procedure, then the driver should take the following procedures:
    - Apply the handbrake and turn off the engine
    - Physically check behind and above for any possible obstructions
    - Ensure that a spotter/marshaller is available to stand near the vehicle to warn of any possible collision – this is mandatory for large vehicles, such as, refuelers
- When marshalling duties are being performed, drivers must ensure that they do not impede or drive near a Marshaller or the aircraft under their control

Aircraft Movements

When aircraft is about to move or is about to start or has its engines operating its anti-collision beacon lights will be activated.

Other indications of imminent aircraft movement are:

- despatcher is in attendance, standing near the nose of the aircraft
- ground staff, all GSE and rolling stock have been cleared from the aircraft
- the passenger/ cargo doors are closed
- wheel chocks removed
- the mobile stairs have been removed

Any of the above indicates that the aircraft is preparing for departure and could move at any time, drivers must keep clear and give way to an aircraft that has commenced or is about to power-out from the Bay
If you are unsure if an aircraft is about to start-up/pushback or power-out from the Bay, STOP and wait, or take another route.

Aircraft Anti-Collision Beacons

Most aircraft are equipped with anti-collision beacons to improve visibility to others. The aircraft anti-collision beacon lights are usually found on the top in the centre or just forward of the main wings, and beneath the fuselage between or near the main landing gear.

However, drivers should be aware that on some aircraft, the anti-collision lights can be difficult to see, and drivers need to take extreme caution when operating near aircraft, this is of particular importance with turbo-prop aircraft, do not approach or proceed behind until engines have been shut down and the propeller blades have stopped moving.

The purpose of the anti-collision beacon lights is to alert ground crew and other aircraft that an engine is starting up, running or shutting down, or that the aircraft is about to start moving.

Drivers must not drive behind, and must stay well clear of, aircraft when their anti-collision beacon lights are operating and must stop and give way to all aircraft arriving, departing or parked on the aprons when their anti-collision beacons are operating.

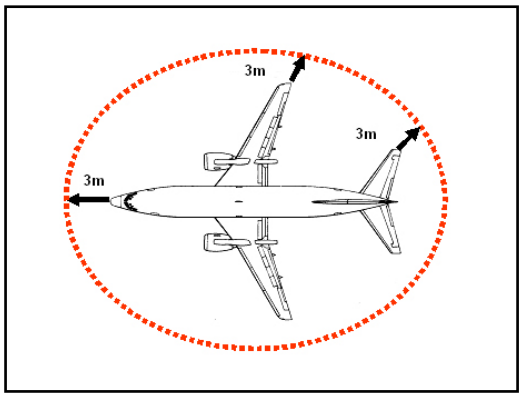
Drivers may only continue when:

- the aircraft pushes back past the parking clearance line, and it is safe to continue; or
- the aircraft turns off its anti-collision beacons.

Proximity to Aircraft

Except when required for servicing of that aircraft. Drivers must not:

- drive under the aircraft including the wingtips
- operate a vehicle within 3 metres of any part of an aircraft
- operate a vehicle within 15 metres of an aircraft refuelling point or venting point during the period of aircraft refuelling



You must always **give way to aircraft.**

Jet Blast and Prop Wash

Vehicle operators and personnel must always be aware of the dangers of Jet blast, Prop wash, propel injury and potential ingestion when in the proximity to operating aircraft engines.
Jet blast is rapid air movement produced by the jet engines of aircraft and is a potential hazard to vehicles, people and/or other unsecured objects behind the aircraft.

Parts of the apron may be impacted by jet blast during aircraft manoeuvring on the aprons or taxiways. Drivers should use caution whenever operating in close proximity of aircraft operations, and although safety distances can vary from different aircraft type or size, and as a guide drivers should always remain at least 75 metres away from the rear of operating aircraft to avoid being impacted by jet blast.

Engine ingestion is also a potential danger when operating in the vicinity of an operating jet engine and ground personnel need to be aware of this hazard; and should always remain at least 7.5 metres away from the front and to the side of engines to ensure that they are clear of the hazard area.

Prop Wash can be as equally hazardous and should be treated the same as jet blast.

Aircraft Refuelling

In accordance with Civil Aviation Order 20.9 drivers must not drive within 15 metres of an aircraft refuelling point or venting point during the period of aircraft refuelling unless they are involved with servicing of that aircraft.

Drivers also need to take extreme care to ensure that they remain clear of the fuel hydrant coupling, hoses and the refuelling vehicle during servicing of the aircraft.

The use of mobile phones / radios is not permitted within 15 metres of a hydrant point, aircraft refuelling or venting point when the aircraft is being refuelled.

General Aviation and Helicopter Apron Areas

General aviation areas can be a busy place, and drivers need to be aware that aircraft will be constantly moving around on the GA apron areas and drivers must use extreme caution when driving on and within the vicinity of General Aviation aprons.

Helicopters arrive and depart differently to other aircraft and as such may not be immediately seen. The rotor wash of helicopters poses the same dangers as jet blast.

Extreme caution is required when operating on a helicopter area.

Drivers must stop and not proceed if a parked helicopter has its rotor operating when parked in the helicopter apron area (unless it is loading or unloading with doors open and/or ground crew in attendance). Drivers can only proceed when the helicopter departs, or engine is switched off and its rotor stops turning.

Situational Awareness

The apron is a busy place, when operating on the apron and/or when in the vicinity of aircraft operations, you must remain alert and keep a constant watch on everything that is happening, or likely to happen around you.

This means not only scanning for other vehicles, pedestrians and equipment, but be on the lookout for when aircraft are moving or about to move.

Remember: All aircraft, including aircraft under tow, always have right of way.

FOD

FOD is any loose item that could be ingested into a jet engine or blown is such a manner as to damage aircraft.

Any FOD items should be removed immediately from aprons, taxiways and runways. It is the responsibility of all airside personnel to remove FOD from the airside – green bins are located on the aprons for FOD to be collected and disposed of – do not use the FOD bins to dispose of empty oil containers or aircraft rubbish.

Spills

Spills can arise from a wide variety of sources, with the most common being ground servicing equipment and aircraft. Spills are a hazard to the operation of the airport, to the environment and for those working on the apron areas.

Drivers of all vehicles are to guard against fuel, oil or waste spills on the apron.

Under no circumstances may a vehicle be driven through a spill area. Spills are a hazard to the operation of the airport, to the environment, airport personnel and passengers. All spills must be reported to ASA Operations and cleaned up properly, failure to report and clean-up the spill will result in clean-up charges and penalty to the responsible operator in accordance with the ADG Conditions of Use.

Fuel Spill Kits are positioned along the Air Transport Apron and at various locations on other apron areas. The fuel spill response bins are provided for a quick response to spills of a petrochemical and chemical nature, such as, JETA1, AVGAS, hydraulic oil and sewerage or toilet cart spills.

Airside drivers and operators must be aware of the ASA Spill Management Procedures – refer ASA website - adg_-_working_on_airport_-_site_rules.pdf to ensure correct response to a spill and the spill bin types to be used for clean-up and disposal.

Spill Bin types

Green/Purple
Biosecurity spill kit (including International toilet waste)

Green with **White lid**
Oil and Fuel spill kit

Green with **Grey lid**
Non-hazardous spill kit

Purple
Toilet waste disposal (Domestic)

Yellow
All spill waste **(except toilet waste)**

Security

General Security Requirements

In accordance with the ASA Transport Security Program (TSP) the following general security requirements apply to anyone working on the airside:

- all staff performing work at the Airport have a valid Aviation Security Identity Card (ASIC)
- all visitors, including contractors' staff, have valid Visitors Identification Card (VIC) and are always escorted by a holder of a valid ASIC
- procedures are in place to prevent unauthorised access to secure areas through premises controlled by the Airline or their contractor
- only persons having lawful authority or operational requirement are permitted to enter designated prohibited areas on the Airport

Gates

Drivers of vehicles accessing airside from landside through an authorised gate are to watch for other vehicles and give right of way in accordance with Territory laws. They are to ensure that the gate is FULLY OPEN before proceeding and STOP after passing through to ensure gate is PROPERLY CLOSED before departing the area. Remember **NO TAILGATING.**

General Tips for Use of Airside Roads and Aprons

Be alert! Monitor what is happening around you. This is especially important when driving on the airside as many hazards exist.

Your situational awareness can be affected by a variety of factors including workload, boredom, fatigue, and distractions using mobile phones and other hand-held devices.

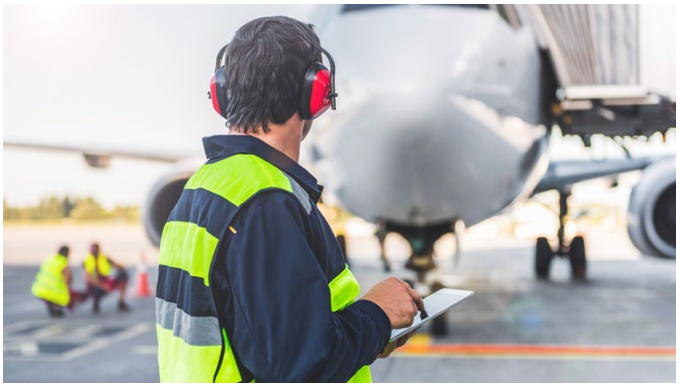
Here are some tips to ensure you stay alert:

- Plan ahead
- Don't use your mobile phone while driving
- Obey all rules for airside driving and follow the Standard Operating Procedures for your company
- Be vigilant – be aware of other vehicle and aircraft movements
- Clear and open communication

Safety Summary

Your safety is important to us and as a holder of an ADA you are responsible for your own safety and the safety of those around you. Here are some points to remember:

- Aircraft have the Right of Way. It is important that you understand the environment you work in, and you must always remain observant
- Know where you are – the airside is a complex environment. Category 2 drivers are not permitted to drive on taxiways and runways
- See and be seen – Remember it is mandatory to always wear your high visibility clothing when you are on the airside. Other PPE should be worn as required by your company's Standard Operating Procedures
- Mobile phones can be a distraction. If you must use a phone, stop your vehicle in safe location (e.g., Equipment Clearance Area) – keep the call short
- Never text, use a portable music device or use earphones (or earbuds) when driving



Manoeuvring Area Markers, Markings and Lights

The following Visual aids apply to **Category 4 drivers.**

Category 1 and 2 ADA permit holders are prohibited from accessing the Manoeuvring Area, which is classified as the Runways and Taxiways, excluding the Aprons, without an escort by a holder of an appropriate ADA permit, however CAT 1 and CAT 2 permit holders should be aware of markings and lighting systems associated with the Manoeuvring area.

Runway strip

White gable markers (rectangular) mark the edge of the graded runway strip. **Vehicles are not permitted to enter the runway strip without clearance from ATC**.

Movement Area Guidance Signs (MAGS)

Movement Area Guidance Signs are used to provide mandatory instructions and/or information to pilots. They are also used to alert drivers.

Runway Centre Line and Runway Edge

These markings indicate the centreline and edge of a runway.

The centreline is marked by a white broken line and the edge is a continuous white line.

Centreline and edge of Taxiway surface

These markings indicate the centre and edge of a taxiway. The centreline of a taxiway surface is marked by a continuous yellow line and the edge of the taxiway surface is a continuous double yellow line. The double yellow line also indicates low strength pavement from the outside edge.

Centre line

Edge line

Runway Holding Position

These indicate the holding positions for vehicles (and aircraft) prior to entering or crossing the runway. They are defined by two continuous yellow lines and two broken yellow lines the width of the taxiway.

Note: Runway Holding Position markings must not be passed without appropriate ATC clearances and Category 4 Airside Driving Authority.

Movement Area Lights

During night operations coloured lights are used to mark these areas:

Apron or Taxiway Edge Lights	BLUE LIGHTS
Taxiway Centre Line	GREEN LIGHTS
Unserviceable Area	RED LIGHTS
Runway Holding Position	Three (3) inset lights showing YELLOW in the direction of the approach to the runway
Runway Edge	WHITE (& YELLOW)

RWY Holding Position Lights

Red Unserviceable Lights

Green Taxiway Centreline Lights

Category 4 Airside Driving Authority

General

When operating a vehicle on the Manoeuvring Area, drivers must have an awareness of their location, intended route and an operational understanding of aircraft movements and how they relate to their operation of that vehicle.

Drivers need to fully understand the regulations applying to all movement areas, particularly when operating on the Manoeuvring Area.

Vehicle operators must know the designations of ALL the Runways and Taxiways so they can advise ATC where they are at any time and be able to navigate any area as directed by ATC.

Before entering the Manoeuvring Area, Drivers must have:

- A clear understanding of ATC instructions and clearances; and
- Be able to monitor and operate a suitable radio and be able to communicate with ATC including understanding ATC light signals; and
- Recognise and understand relevant markings, signs and lights used on the Manoeuvring Area; and
- Clear understanding of vehicle failure, radio failure and low visibility procedures; and
- A working knowledge of Alice Springs Airport's runway and taxiway network including hold points.

Operating on the Manoeuvring Area

The Manoeuvring Area at ASA is those parts of the Airport used for take-off, landing, and taxiing of aircraft i.e., Runways and Taxiways excluding Aprons and is subject to a clearance by ATC.

A driver must not enter the Manoeuvring Area unless:

- They have an operational requirement to do so; and
- Is the holder of a valid CAT 4 ADA permit; and
- A clearance is obtained prior to entering the Manoeuvring Area ('blanket' clearances may be issued by ATC for entering taxiways on some occasions); and
- Their vehicle displays a rotating and flashing beacon which is amber in colour and visible from 360°; and
- Their vehicle is fitted with a serviceable radio capable of receiving and transmitting on Alice Springs Airport ATC frequencies; and
- Maintains a "Listening Watch" at all times; and
- Drivers on the Manoeuvring area must obey all instructions given by ATC; and
- Must have a sound knowledge of the taxiway and/or runway network; and
- Be aware of safety distances and minimum clearances to operating aircraft.

Alice Springs Airport has two (2) Runways. The main runway, Runway 12/30 is 2438 metres long by 45 metres wide. The cross runway, Runway 17/35 is 1133 metres long by 18 metres wide.

Runways 12/30 and 17/35 are supported by a comprehensive taxiway system to facilitate the movement of aircraft between the runways and apron areas.

Low Visibility Conditions

When aircraft movements are in progress during declared 'low visibility conditions', vehicular movements on the manoeuvring area (runways and taxiways) shall be restricted to those vehicles under the control of ASA Airport Reporting Officers, ARFF personnel and other vehicles when escorted by an Airport Reporting Officer.

For all low visibility operations, non-essential vehicles will not be permitted on the manoeuvring area.

Low visibility conditions are considered to exist when the visibility reduces to below 800m, or shallow fog exists within the airfield boundary.

Aircraft Towing

Only those personnel trained and qualified are permitted to perform aircraft towing operations.

The towing vehicle must be correctly marked and be equipped with a radio capable of two-way communication with ATC, unless escorted by an appropriately equipped vehicle or has suitable communications with a person in the aircraft who is in communication with ATC.

Aircraft towing must not commence without approval from ATC.

Aircraft under tow must not enter a taxiway and must not enter or cross any runway without approval from ATC.

An aircraft under tow is considered to be operating. To comply with CAR 196 (3), the operator shall activate the aircraft's anti-collision beacon and navigation lights prior to commencing the tow.

Refer Communications and Radio Procedures for more detail on correct radio procedures and frequencies.

Communications and Radio Procedures

General

Thorough knowledge of the aerodrome is essential to safe driving.

When operating on the aerodrome, you must maintain situational awareness, you need to be aware of your location, how that relates to your intended route and to other vehicles and aircraft that may be operating on the aerodrome and be able to effectively communicate with ATC.

The following tips are essential and assisting you operate on the Manoeuvring area:

- Know where you are - have a current aerodrome chart or diagram readily available for use
- Review current aerodrome information for any taxiway or runway closures, or restrictions due construction activity
- Listen carefully particular when another vehicle has a similar sounding call sign
- All instructions given by ATC must be responded to immediately
- Drivers operating a vehicle on the Manoeuvring Area and using VHF radio to communicate with ATC are required to hold a CASA issued Aeronautical Radio Operator Certificate (AROC)
- Category 4 ADA drivers need to be aware of the correct transmission and phraseology requirements

Communication and Transmission Techniques

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and the choice of words by the operator. Effective driver/ATC communications are vital to safe aerodrome operations.

The following principles will assist with clear and accurate communications:

- Prepare before you talk ensuring you know what to say and are on the right frequency
- Listen before transmitting to avoid over transmitting another vehicle or aircraft
- Establish contact first before a lengthy request or statement
- Be concise and speak plainly in clear English using standard phraseology, avoid any tendency to shout; your initial transmission should contain these elements:
    - who you are calling
    - your call-sign
    - where you are located
    - a concise description of what you want to do
- Focus on what ATC is instructing you to do. Do not perform any non-essential tasks
- Read back any holding position or instruction to hold short of, enter, and/or cross a runway
- Confirm any instructions if you are unsure, ask for any relevant information required; and
- Read back all instructions and clearances from ATC including your vehicle call-sign, always use the correct runway designator

Phonetic Alphabet

The International Phonetic Alphabet is used to assist in voice transmission of call signs, runway/taxiway designators and the spelling of proper names and unusual words.

The phonetic alphabet is made up of particular words to denote the letters. When used, the pronunciations as shown are to apply:

A	ALFA	Al-fa	**N**	NOVEMBER	no-VEM-ber
B	BRAVO	BRAH-voh	**O**	OSCAR	OSS-cah
C	CHARLIE	CHAR-lee	**P**	PAPA	pah-PAH
D	DELTA	DEL-tah	**Q**	QUEBEC	key-BECK
E	ECHO	ECK-oh	**R**	ROMEO	ROH-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-ah	**V**	VICTOR	VIC-tah
J	JULIETT	JEW-lee-ETT	**W**	WHISKY	WISS-key
K	KILO	KEE-low	**X**	X-RAY	ECKS-RAY
L	LIMA	LEE-mah	**Y**	YANKEE	YANG-key
M	MIKE	mike	**Z**	ZULU	ZOO-loo

Phonetic Numerals

Numbers are to be transmitted using the following pronunciations:

0	ZE-RO
1	WUN
2	TOO
3	TREE or THREE
4	FOW-er
5	FIFE
6	SIX
7	SEV-en
8	AIT
9	NIN-er
DECIMAL	DAY-SEE-MAL
THOUSAND	TOUSAND or THOUSAND

In general, numbers except whole thousands are to be transmitted by pronouncing each digit separately, (used mainly by Air Traffic Control), e.g.

10	ONE ZERO
75	SEVEN FIVE
100	ONE ZERO ZERO
583	FIVE EIGHT THREE
5000	FIVE THOUSAND
11000	ONE ONE THOUSAND
24000	TWO FOUR THOUSAND
38143	THREE EIGHT ONE FOUR THREE

Numbers contain decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word "decimal", e.g.

118.3	One One Eight Decimal Three

In contrast, ground vehicle signs are to be transmitted using the group form and can be preceded by a vehicle identifier, e.g.

Car 20	Car Two Zero
Tender 4	Tender Four

Note: ATC may approve the use of discrete call signals for specific duties e.g. "Grass cutter One" or "Tender Two".

Signal Strength

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

The minimum acceptable standard for a transmitter's readability is 'Four'.

Commonly Used Phrases

The following phrases are commonly used:

ACKNOWLEDGE	LET ME KNOW THAT YOU HAVE RECEIVED AND UNDERSTOOD THIS MESSAGE
AFFIRMATIVE	YES
APPROVED	PERMISSION FOR PROPOSED ACTION GRANTED
CANCEL	ANNUL THE PREVIOUSLY TRANSMITTED CLEARANCE
CONFIRM	HAVE I CORRECTLY RECEIVED THE FOLLOWING (see also "SAY AGAIN")
CORRECT	THAT IS CORRECT
CORRECTION	AN ERROR HAS BEEN MADE IN THIS (OR OTHER) MESSAGE - THE CORRECT INFORMATION IS .....
DISREGARD	CONSIDER THAT MESSAGE/INSTRUCTION AS NOT SENT
EXPEDITE	HURRY
HOLD POSITION	STOP - DO NOT PROCEED UNTIL ADVISED
HOLD SHORT OF	STOP BEFORE A SPECIFIED LOCATION (For a runway or taxiway, this is the Taxi Holding Position line)
HOW DO YOU READ	WHAT IS THE READABILITY OF MY TRANSMISSION (Normally preceded by "RADIO CHECK")
NEGATIVE	NO, or PERMISSION NOT GRANTED, or THAT IS NOT CORRECT
RADIO CHECK	I WISH TO KNOW HOW WELL YOU CAN HEAR ME - PLEASE ADVISE YOUR READABILITY OF MY TRANSMISSION
READ BACK	REPEAT ALL OR THE SPECIFIED PART, OF THIS MESSAGE BACK TO ME EXACTLY AS RECEIVED
REQUEST	REQUEST CROSS RUNWAY 29
ROGER	I HAVE RECEIVED ALL OF YOUR LAST MESSAGE (see also "WILCO")
SAY AGAIN	REPEAT ALL, OR THE FOLLOWING PART OF YOUR LAST MESSAGE
STAND BY	WAIT AND I WILL CALL YOU BACK
VACATE	MOVE OFF THE RUNWAY/TAXIWAY/AREA IMMEDIATELY (may be amplified by "VIA TAXIWAY .... or NEXT LEFT")
VACATED	I HAVE VACATED RUNWAY / TAXIWAY / AREA (not required after crossing a runway or taxiway unless asked by the Tower e.g. in poor visibility)
VERIFY	CHECK AND CONFIRM WITH ORIGINATOR
WILCO	I (FULLY) UNDERSTAND YOUR MESSAGE/ INSTRUCTION AND WILL COMPLY WITH IT
WORDS TWICE	COMMUNICATION IS DIFFICULT - PLEASE SEND EVERY WORD OR GROUP OF WORDS TWICE or SINCE COMMUNICATION IS DIFFICULT - WORDS WILL BE SENT TWICE

Transmitting

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

Identify the unit you are calling	"ALICE SPRINGS TOWER"
Tell the Tower WHO you are	"CAR (Number)"
Tell the Tower WHERE you are	"ON Taxiway CHARLIE"
Tell the Tower WHAT you wish to do	"Cross Runway 12" or "Enter Runway 12"
Tell the Tower of any other significant details	"CONDUCTING PAVEMENT INSPECTION AVAILABLE ON IMMEASATE RECALL"

Vehicles Operating on the Manoeuvring Area of the Aerodrome

When you require to 'enter' or 'cross' a runway you should always refer to that runway by the operational direction, e.g. Runway 12/30 is currently being used for departures to the west, therefore, this runway is referred to as Runway 30.

Only the words CROSS or ENTER authorise a vehicle onto the runway.

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

- you must maintain communication with ATC at all times
- once you have gained runway (or taxiway) entry you must maintain a constant listening watch
- always remain within hearing distance of your radio
- all other radios should be switched off
- you should not use a mobile phone inside the vehicle while you are responsible for maintaining radio communications with ATC
- you must read back all instructions from ATC before implementing them
- you must carry out instructions from ATC promptly and advise when complete e.g.

When directed to vacate the manoeuvring area, the Tower call is brief:

ATC	"Car 55 – Vacate Runway 30"
Vehicle Immediate Response	"Car 55"
Once you have vacated and are outside the runway strip, call Tower	"Car 55 VACATED Runway 30"
The Tower will acknowledge	"Car 55"

Failure of Your Radio

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 of your radio:

- checking that the radio is turned 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 that 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, or observe flashing runway/taxiway lights or white flashing lights from the Tower, adopt the following procedures:

- if on the runway, vacate the runway and runway strip immediately
- vacate the manoeuvring area via the most safe and direct route available
- exercise extreme caution at all times and keep a vigilant watch for aircraft
- on vacating the manoeuvring area establish contact with the Tower using another radio or by telephone and advise that you are clear of the area
- do not re-enter the manoeuvring area until your radio has been replaced or repaired

Light Signals and Radio Frequencies

If ATC experiences a radio failure the controllers will communicate using light signals. If you receive light signals from the Tower, you should respond immediately. The meaning of these signals must be displayed in your vehicle within easy sight of the driver. These signals are as follows: Request stickers of the below for your car at AMC Reception.

STEADY RED	**STOP**
FLASHING RED	**MOVE OFF THE RUNWAY, HELICOPTER LANDING AREA OR TAXIWAY AND WATCH OUT FOR AIRCRAFT**
FLASHING GREEN	**APPROVAL TO CROSS RUNWAY OR TO MOVE ONTO THE TAXIWAY**
FLASHING WHITE	**VACATE THE RUNWAY, HELICOPTER LANDING AREA OR TAXIWAY**
Note: In emergency conditions, or if the Tower Controller suspects that the ground vehicle has not observed the Control Tower Light Signals, the following method of attracting attention will be used:	
FLASHING THE RUNWAY OR TAXIWAY LIGHTING	**VACATE THE RUNWAY, HELICOPTER LANDING AREA OR TAXIWAY IMMEDIATELY AND OBSERVE THE TOWER FOR A LIGHT SIGNAL. TELEPHONE THE TOWER CONTROLLER IMMEDIATELY.**

Radio Frequencies	
Tower/ CTAF	**118.3**
ATIS	**115.9**

Phone Numbers	
ATC:	**8950 7505**
ARO:	**0402 088 154**
MGR:	**0402 088 034**
ARFF:	**8958 4799**

Common Traffic Advisory Frequency (CTAF) Procedures

- Airservices Australia provide Air Traffic Services (ATS) for Alice Springs Airport between 08:00 – 18:00 daily
- When Air Traffic Services are not available all vehicles and aircraft will broadcast on CTAF frequency 118.3 MHZ
- During CTAF conditions it is essential that vehicle operators listen to other broadcast to maintain situational awareness
- It is essential that effective radio communications are used and that broadcasts are clear and concise
- The following format should be used when making broadcast during CTAF conditions;

Location	“Alice Springs Traffic”
Who you are	“Vehicle or Aircraft Call Sign”
At	“Your location”
Your Intentions	“Entering runway 12/30, for runway inspection”. “E190 under tow from Bay 2 to Bay 5”
Location	“Alice Springs”

Note broadcasts may also commence with “All Stations” instead of “Alice Springs Traffic”.

Manoeuvring Area Operating Tips

Before going onto the Manoeuvring Area:

- Brief yourself on the current situation on the manoeuvring area. Check NOTAMS, listen to ATIS (frequency 115.9)
- KNOW the communication procedures
- KNOW the LIGHT SIGNALS and SIGNAGE
- KNOW your environment, using an aerodrome chart or Diagram will assist you becoming familiar

Driving on the Manoeuvring Area:

- COMPLY with all ATC INSTRUCTIONS
- Maintain a continuous LISTENING WATCH
- Use correct phraseology and communicate in a clear and concise manner
- Maintain a ‘sterile’ environment in your vehicle – you must be able to focus on your duties without being distracted by non-operational matters like engaging in conversation with a passenger or on a mobile phone
- NEVER go beyond range of your radio
- PLAN work carefully and avoid any tendance to rush whilst airside
- NEVER LEAVE ANYTHING (equipment or tools) ON THE MOVEMENT AREA
- If you become confused about what is happening, leave the movement area immediately

Incidents, Accidents and Emergencies

Incident Reporting

All accidents and incidents must be reported to ASA Operations. This includes drivers who are involved in an incident involving staff, passengers, aircraft, vehicle, and other equipment.

Details of incident should include:

- Date and time
- The type of incident
- The location of the incident
- Type of equipment failure (if applicable)
- If any emergency agencies are required

To comply with CASR 99 and ASA DAMP Policy, a Drug and Alcohol test is required post-accident or serious incident. Your company will make arrangement for the testing to be done, otherwise ASA can arrange the testing on behalf of the company. Those involved must be stood down from airside activities until the DAMP test and investigation has been reviewed.

In the event of a fire, contact ARFF on 08 8958 4799

Appendix A: ASA Contacts and Resources

Postal Address

PO Box 796
Alice Springs NT 0870

ASA Website

Information about Airside Driving, resources, other Inductions, Airside Policies, Safety information and Forms can be found on ASA website under Business – Working at ASA. Working at ASA | Alice Springs Airport

ASA Airport Operations		
For assistance with Airport Operations the following contacts are available 24/7		
Aerodrome Reporting Officer	M: 0402 088 154	E: operationsasp2@adgnt.com.au
Other ASA Contacts		
Airport Management Centre	T: 8951 1211	E: asa.administration@adgnt.com.au
Head of Airports - Regional	M: 0402 088 034	E: tony.schulz@adgnt.com.au
Security & Compliance Coordinator	M: 0402 088 153	E: jessica.matic@adgnt.com.au
Agencies		
Aviation Rescue and Fire Fighting Service (ARFF)		T: 8958 4799
NT Police		T: 131 444

Appendix B: Aircraft Codes and Safety Distances

Aircraft Codes and Types

Drivers of vehicles and equipment must ensure safe distances for the respective aircraft types are always maintained to operating aircraft. The following tables provide information on aircraft types and respective aircraft codes and the required minimum separation distances.

Typical aircraft and wingspans include following:

Code	Maximum Wingspan	Common Aircraft Types
A	15m	Cessna 310, Navajo PA-31
B	24m	Cessna Caravan, EMB-120 (Brasilia), King Air
C	36m	Boeing B737, Airbus A320, Embraer E170, Fokker F100
D	52m	Boeing B757, B767
E	65m	Boeing B747, B787, B777, Airbus A330, A340
F	80m	Airbus A380, Antonov-124

Separation Distances to Aircraft on Aprons

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

Code	Separation
A	3m
B	3m
C	4.5m - Note 7.5M separation is used on Air Transport Apron to allow sufficient space for aircraft servicing
D	7.5m
E	10m
F	10m

Separation Distances to Aircraft on an Apron Taxilane

For aircraft on apron taxilane (e.g. Taxiway Alpha), the aircraft to object (vehicle) required minimum separation is:

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

Separation Distances to Aircraft on a Taxiway

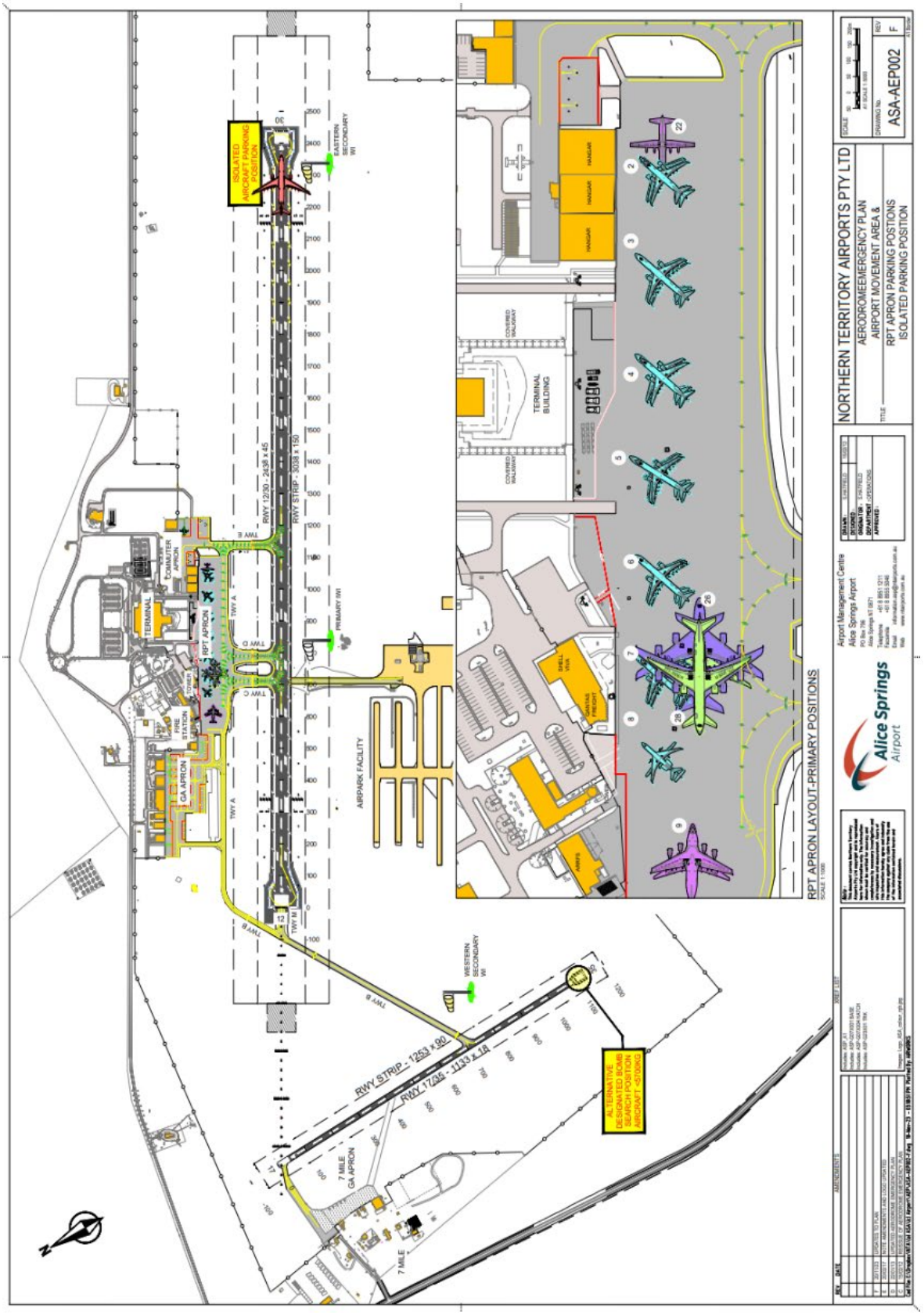
For aircraft on a taxiway, the aircraft to object (vehicle) required minimum separation is:

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

The **yellow lines** marking the edge of the taxilane or taxiway **do not** mean you are clear of the taxiway strip and clear of the taxiing aircraft, and the minimum distances shown in the above tables must be maintained from aircraft.

It is the responsibility of the driver to ensure that the vehicle maintains the minimum separation distance to aircraft on a taxiway. Aircraft Crew will always assume that the aircraft has right of way and the expectation vehicle and/or equipment will move.

Appendix C: ASA Air Transport Apron Layout



Appendix D: ASA Airside Map