Airside Vehicle Control Handbook
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1 Introduction

1.1 Background

Hobart International Airport Pty Ltd (HIAPL) (ABN 27 080 919 777) is the Owner/Operator of Hobart International Airport, an aerodrome certified by the Civil Aviation Safety Authority (CASA). HIAPL is also regulated by the Secretary of the Department of Infrastructure and Transport (the Secretary) through the Airports Act 1996 and the Aviation Transport Security Act 2004.

Although Vehicle Operations on the landside of the Airport are subject to the application of State regulations, Vehicle Operations Airside impact on the safety and security of aviation activities. For this reason, the use of Vehicles on Airside is regulated:

- for the purpose of aviation safety, by HIAPL and the Civil Aviation Safety Authority;
- for the purposes of Airside management and aviation safety, by HIAPL and the Secretary; and
- for the purposes of aviation security, by HIAPL and the Secretary.

1.2 Document Purpose

This Handbook forms an important part of the system which the Hobart International Airport Pty Ltd has put in place to promote the safe and orderly movement of passengers, Aircraft and Vehicular traffic on the Airside of Hobart Airport.

Any failure to comply with the requirements of this Handbook will be considered by Hobart International Airport Pty Ltd in determining whether to exclude individuals or entities from Airside access or the Operation of Vehicles on Airside.

Appendices within this document can be issued as a separate document upon request to HIAPL.

1.3 Regulatory Requirements

As a condition of the Aerodrome Certificate (and in the interests of the safety of Aircraft Operations), HIAPL is required by the Civil Aviation Safety Authority (under Civil Aviation Safety Regulation 139.095) to institute certain Aerodrome Operating Procedures, including procedures for the control of persons and Vehicles on or near Aircraft Movement Areas. These Operating procedures form part of the Hobart International Pty Ltd Aerodrome Handbook.
The Australian Government has regulated Airside Vehicle control matters through the Airports Act 1996 and Part 4 of the Airports (Control of On-Airport Activities) Regulations 1997, which is administered by the Secretary. This regulation requires HIAPL, as the Airport Operator, to have and to maintain this Airside Vehicle Control Handbook which contains all the local rules and requirements for Operating a Vehicle on the Airside of Hobart Airport.

The Aviation Transport Security Act 2004, requires HIAPL and all persons using Hobart Airport to:

- keep appropriate levels of safety and security on the Airport; and
- control access to security restricted areas of the Airport.

Whilst control of Vehicles on the Manoeuvring Area is the responsibility of Air Services Australia Air Traffic Control (Air Services Act 1995, Section 8.1 and Air Services Regulation 3.02), that control does not extend to approving a Vehicle for use Airside nor does it regulate the approval of persons to drive Vehicles on the Airside Area. The “Manoeuvring Area” excludes the Apron areas and the Airside Perimeter Road.

In short, the control of Vehicles on the Airside of an Airport is necessary in order that HIAPL may ensure the safety of Aircraft Operations and persons working on the Airside of Hobart Airport and for it to meet its regulatory obligations.

1.4 Responsibilities of Hobart International Airport Pty Ltd

HIAPL is responsible for providing Airside Vehicle control at Hobart International Airport by way of adequate training and appropriate administrative procedures. The prime objectives of such Vehicle controls are to:

- avoid injury to persons;
- avoid damage to property (particularly Aircraft);
- ensure that priority is given to Aircraft on Runways, Taxiways and Aprons; and
- comply with the relevant requirements of the Hobart International Airport Transport Security Program.

This Handbook, including its attachments, is HIAPL’s Airside Vehicle Control Procedure document, as required by Subsection 172 (2) of the Airports Act 1996 and referenced in the Airports (Control of On-Airport Activities) Regulations 1997. It also satisfies the requirements of the Aerodrome Manual in respect of Airside Vehicle control at Hobart International Airport.

The intent of the requirements for Airside Operation of Vehicles set out in this Handbook is to ensure the safe and orderly movement of passengers, Aircraft and Vehicular traffic.
1.5 Audience

This Handbook applies to all people who work or volunteer at Hobart Airport, who may be required to Operate Vehicles on the Airside.

1.6 Exemptions

Any person, including a Vehicle Operator, may apply to HIAPL for exemption from some or all of the provisions of this Handbook (including its Appendixes) either generally or in relation to specific situations, persons, activities or Airside areas. HIAPL may approve, in writing, any such exemption on such conditions as HIAPL considers appropriate. Ordinarily HIAPL will not grant an exemption unless the exemption is supported by an appropriate safety case.

1.7 Transition

As far as possible, actions taken under previous Airside Vehicle control documentation for the Hobart Airport shall be taken to have been done under this Document and shall be subject to amendment, renewal, cancellation and/or suspension as the case may be in accordance with this Document.

1.8 Bicycles, Tricycles, Skateboards, Scooters and Alike

No person is to ride a bicycle, tricycle, skateboard, scooter or alike Airside without the written permission of HIAPL, which permission may be withdrawn at any time giving written or oral notice of withdrawal. Any person riding a bicycle, tricycle, skateboard, scooter or alike Airside must comply with the Guide for Driving Airside at Appendix A.
Chapter 2: Authority to Drive Airside Application Process

Section 2 of the Airside Vehicle Control Handbook covers the process that must be followed when applying or re-applying for an Authority to Drive Airside (ADA) licence.

The following steps are to be used in conjunction with the following Forms/Appendixes, which form part of this document:

- Category 2 Authority to Drive Airside Training Guide and Assessment Criteria – Appendix F
- Category 4 Authority to Drive Airside Training Guide and Assessment Criteria – Appendix G
- Category 2 Aprons Familiarisation Guide (Other Ports) – Appendix H

Even if an applicant satisfies the requirements of paragraph 2 (Authority to Drive Airside Application Process), HIAPL is not obliged to issue or renew an Authority to Drive Airside.

It is important that any person applying for an Authority to Drive Airside has read and understood appendix A of the Airside Vehicle Control Handbook. All employers must have an understanding of the Airside Vehicle Control Handbook in its entirety.

All airside driver training must be conducted under the Direct Supervision of a suitably qualified Authority to Drive Airside licence holder.

2.1 New Application (Category 2 ADA)

The following steps are to be completed in order, by the applicant and employer;

2. Complete a minimum of four (4) hours supervised Airside (practical) driving with a Cat 2 (or higher) ADA/ASIC holder, and record hours on Experience Log (Appendix I).
3. Undertake Category 2 competency assessment with a Hobart Airport employee, assessments can be organised by emailing permits@hobartairport.com.au.
4. Submit completed application form, Experience Log (Appendix I) and competency assessment to HIAPL by emailing permits@hobartairport.com.au.

Note: Until an ADA is issued by HIAPL, all drivers are required to be under direct supervision of an ADA/ASIC holder.
2.2 Renewal Application (Category 2 ADA)

The following steps are to be completed in order, by the applicant and employer;


2. Submit completed application form to HIAPL by emailing permits@hobartairport.com.au.

Note: Drivers on an expired ADA are not to operate Vehicles Airside without the direct supervision of an ADA/ASIC holder.

2.3 Other Airports Application (Category 2 ADA)

The following steps are to be completed in order, by the applicant and employer;


2. Undertake Category 2 competency assessment with a Hobart Airport employee, assessments can be organised by emailing permits@hobartairport.com.au.

3. Submit completed application form and competency assessment to HIAPL by emailing permits@hobartairport.com.au.

2.4 New Application (Category 4 ADA)

The following steps are to be completed in order, by the applicant and employer;


2. Obtain a CASA Aircraft Radiotelephone Operator Certificate of Proficiency.

3. Complete a minimum of ten (10) hours supervised Airside (practical) driving with a Cat 4 ADA/ASIC holder, and record hours on Experience Log (Appendix I).

4. Undertake Category 4 competency assessment with a Hobart Airport employee, this can be booked by emailing permits@hobartairport.com.au.
5. Submit completed application form, Experience Log (Appendix I), competency assessment and Aircraft Radiotelephone Operator Certificate of Proficiency to HIAPL by emailing permits@hobartairport.com.au.

Note: Until an ADA is issued by HIAPL, all drivers are required to be under direct supervision of an ADA/ASIC holder.

2.5 Renewal Application (Category 4 ADA)

The following steps are to be completed in order, by the applicant and employer;

2. Submit completed application form to HIAPL by emailing permits@hobartairport.com.au.

Note: HIAPL may request applicants undertake a Cat 4 competency assessment in certain circumstances.

Note: Drivers on an expired ADA are not to operate Vehicles Airside without the direct supervision of an ADA/ASIC holder.

2.6 Upgrade Application (Category 2 to Category 4)

The following steps are to be completed in order, by the applicant and employer:

2. Obtain a CASA Aircraft Radiotelephone Operator Certificate of Proficiency.
3. Complete a minimum of six (6) hours of supervised Airside (practical) driving with a Cat 4 ADA/ASIC holder. Record hours on Experience Log (Appendix I).
4. Undertake Category 4 competency assessment with a Hobart Airport employee, this can be booked by emailing permits@hobartairport.com.au.
5. Submit completed application form, Experience Log (Appendix I), competency assessment and Aircraft Radiotelephone Operator Certificate of Proficiency to HIAPL by emailing permits@hobartairport.com.au.
3 Driver Training

This section outlines the requirements for undertaking driver training at Hobart Airport.

- Theory based training must be passed prior to commencing practical training.
- All driver training must be conducted by a person who holds a current Authority to Drive Airside, equal to or greater than the level of training being undertaken. Training criteria can be found in appendix F, G and H.
- Driver training must be conducted under the Direct Supervision of a suitably qualified Authority to Drive Airside licence holder.
- All Airside driving competency assessments must be completed by a HIAPL employee or a delegate previously approved by Hobart Airport.

4 Authority For Use Airside Application Process

The following section of the Airside Vehicle Control Handbook covers the process that should be followed when applying for an Authority for Use Airside (AUA). An AUA may be issued on an annual or temporary basis.

Authority for Use Airside permits will be issued at Hobart Airports discretion

4.1 Temporary AUA Application

To request a Temporary AUA, please contact HIAPL. Requests are to be made via email to operations@hobartairport.com.au at least 24 hours in advance. Where requests are within 24 hours, requests can be made by phoning the Senior Operations Officer on 0418 120 854, or the Terminal Duty Manager on 0437 361 901.

If approved, a Temporary AUA can be issued by HIAPL on completion of a vehicle assessment, providing all other AUA requirements have been met. Further information on AUA eligibility criteria can be found in Appendix A.

4.2 Annual AUA Application

To request an annual AUA, the vehicle owner or employer is to complete the following forms, available on the Hobart Airport website, or on request to HIAPL via email at permits@hobartairport.com.au:

- Appendix B – Authority for Use Airside Application Form
Appendix E – Airside Vehicle Indemnity and Release

The vehicle owner/employer is to present required insurance documentation to HIAPL at the time of application.

If an AUA is approved, HIAPL will issue an AUA vehicle sticker, which is to be affixed to the front windscreen of the vehicle.

4.3 Renewal of Annual AUA

If you hold a current AUA sticker, HIAPL will issue renewal documentation prior to its expiry. Forms are to be completed and submitted to HIAPL along with required insurance documentation for processing. Forms are to be submitted via email to permits@hobartairport.com.au.
5 Definitions

**Aircraft Radiotelephone Operator Certificate of Proficiency** means a certificate issued in accordance with Civil Aviation Regulation 83A.

**Airport** means Hobart International Airport Pty Ltd, also referred to as HIAPL or Hobart Airport (ABN 27 080 919 777).

**Airside** means the Movement Area of Hobart Airport (including Manoeuvring Areas), adjacent terrain and buildings or portions thereof being the areas marked as such on the plan at “Appendix D.”

**Airside Road** means the road within the Airside of the Airport.

**Airside Manoeuvring Area** (see Manoeuvring Area) means generally the airfield, taxiways and runways, but also includes any areas where contact with ATC is required and controlled by ATC, excluding the Aprons and Airside Perimeter Road.

**Airside Road** means a road within the Airside of Hobart Airport and marked as a road on the plan attached.

**Airside Vehicle Control Handbook** means this document (hereafter referred to as the “Handbook”) published by Hobart International Airport Pty Ltd, detailing particulars for the control of surface Vehicles operating on, or in the vicinity of the Movement Area at Hobart Airport, in accordance with the requirements of CASR 139.095.

**Air Traffic Control** (ATC) means an air traffic control service established by Air Services Australia in pursuance of CASR Part 172.

**Apron**: means the part of an Airport used:
- for 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 and designated as such on the plan attached.

**Approved Issuing Authority** means an organisation authorised to issue ASIC cards, ADAs and AUAs.

**Approved Testing Officer** means a person approved by HIAPL to undertake either theory or practical testing to ensure that an applicant for an Authority to Drive Airside is competent to drive on the Airside of Hobart Airport.

**ASIC**: (see Aviation Security Identification Card)

**ATC**: (see Air Traffic Control)

**Authorised Officer** means a person appointed by the Secretary of the Department of Infrastructure and Transport under Regulation 132 of the Airports (Control of On-Airport Activities) Regulations 1997.
to be an Authorised Officer.

**Authority for Use Airside (AUA)** means an Authority for a Vehicle to enter the Airside issued under the provisions of Part 10 of the Handbook.

**Authority to Drive Airside (ADA)** means an Authority to Drive Airside issued under the provisions of Part 4 of the Guide for Driving Airside – Appendix A.

**Authority to Drive Airside Category 2** means an Authority authorising Driving in Category 2 issued in accordance with Part 4 of the Guide for Driving Airside – Appendix A.

**Authority to Drive Airside Category 4** means an Authority authorising Driving in Category 4 issued in accordance with Part 4 of the Guide for Driving Airside – Appendix A.

**AVCH** means the HIAPL Airside Vehicle Control Handbook.

**Aviation Security Identification Card (ASIC)** means a permanent or temporary identification card issued by an ASIC Issuing Body authorised under the Aviation Transport Security Regulations 2005.

**Controlled Airport**: (see Security Controlled Airport).

**Direct Supervision** means Supervising a person so the Supervisor can directly influence the person and their general behaviours. The Supervisor must be able to control their movement by close proximity, not exceeding 10m.

**Escort** means a vehicle operated under supervision of an ASIC/ADA holder.

**General Aviation** means all civil aviation operations other than regular public transport operations.

**Handbook** means the Airside Vehicle Control Handbook.

**HIAPL** means Hobart International Airport Pty Ltd (ABN 27 080 919 777), staff and agents.

**Low Visibility** means conditions that have deteriorated to a point where visibility is reduced to below 800m or cloud based is below 200ft and Air Traffic Control has notified air traffic that low visibility procedures are in place.

**Manoeuvring Area** (see Airside Manoeuvring Area) means the part of the Airport used for the take-off, landing and taxiing of Aircraft, excluding Aprons and the Airside Perimeter Road. It also includes any areas where contact with ATC is required and controlled by ATC.

**Markings** means the symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to Vehicles.

**Movement Area** means the part of the Airport that is used for the surface movement of Aircraft, including Manoeuvring Areas, Aprons, Airside Perimeter Road and other service areas. The Movement Area is the area contained within the Airside Perimeter Fence.
Operations means the act or process of functioning or operating.

Perimeter Road means an Airside Road which remains clear of the Manoeuvring Areas except in areas where the road marked as a road crosses an Apron or taxiway and being marked as a Perimeter Road on the plan attached.

Safety Committee means the HIAPL established Safety Committee to review general safety issues on the Airport. If you have any ideas or suggestions to improve safety, please contact HIAPL so that the details can be passed to the Safety Committee.

Note however, the Committee is not responsible for investigating accidents or incidents. These remain individual Company responsibilities.

Subsidiary means a wholly owned subsidiary.

Supervision (see Direct Supervision).

Supervised Vehicle means a Vehicle driven under Supervision in accordance with Part 11 of the Handbook and with these Rules for Drivers Operating on Airside.

Tower means the Air Traffic Control tower at Hobart Airport (operating both “Ground” and “Tower” frequencies).

Transport Security Program means the security arrangements in force at Hobart Airport in accordance with the Aviation Transport Security Act 2004.

Vehicle means motor Vehicle or other specialised Airside mobile equipment, other than a motorcycle, bicycle, tricycle, skateboard, scooter or alike.

[Note: Motorcycles, bicycles, tricycles, skateboards, scooters and alike may only be used Airside in accordance with paragraphs 16 of the Handbook.]

Vehicle Operator means a person, firm, body corporate or Government Department controlling the operation of a Vehicle whether as owner, hirer or otherwise.

Visitor Identification Card (VIC) means an identification card issued by an ASIC Issuing Body or by an agent of HIAPL nominated in the Hobart International Airport ASIC Program.
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Introduction

This Appendix (Appendix A) forms part of the Hobart Airport Airside Vehicle Control Handbook. The Handbook is to be used as a reference for all operators at Hobart Airport, and is a controlled document, available on the Hobart Airport website or upon request. For further Definitions and Appendixes, please refer to the Airside Vehicle Control Handbook in its entirety.

To maintain the necessary safety and security requirements, no driver is permitted to operate on the Airside without the approval of the Hobart International Airport Pty Ltd (HIAPL).

Persons who have a need to drive on the Airside on a frequent and unsupervised basis, are required to be trained, tested and issued with an Authority to Drive Airside (ADA). Other drivers may (at the discretion of HIAPL) be permitted Airside if they are adequately Supervised by appropriately authorised personnel.

Training is the responsibility of the Vehicle Operator and their Employer. Testing and issuing of an Authority to Drive Airside licence is conducted by HIAPL.

1 Safety Requirements

Safety is a priority at Hobart Airport, therefore all drivers and Airport Users must adhere to the following whilst operating on the Airport;

- Use roadways (where marked) to traverse Aprons;
- Do not drive within 15 metres of an Aircraft, except when required for the servicing of that Aircraft;
- Remain well clear of aircraft with their anti-collision beacon operating. Anti – Collision beacons are generally located on top of the Aircraft fuselage, below the Aircraft fuselage or both, in about the centre of the Aircraft, and indicate that the aircrafts engines are running or are about to be started.
- Give way to all moving aircraft
- Do not drive under the influence of drugs or alcohol. HIAPL’s Drug and Alcohol Management Plan can be provided on request;
- Ensure that all passengers have a seat secured to the Vehicle “No seat No ride”
- Do not drive in a manner likely to jeopardise the safety of any person;
- Comply with instructions given to you by authorised HIAPL staff
- Ensure when driving Vehicles carrying loose material (such as garbage and waste paper) that the load is adequately covered or secured to prevent spillage;
- Do not park Vehicles or equipment so that they will obstruct Aircraft, other Vehicles or pedestrians;
- Leave Vehicle doors unlocked, keys in the ignition switch and handbrake on when the Vehicle is left unattended;
- Engine is to remain operating while the Vehicle is being used on the Movement Areas, unless parked in a designated parking area or equipment storage area.
- Notify the Vehicle Operator of any defect in a Vehicle of which you are aware as soon as possible;
- Immediately draw to the attention of the Vehicle Operator any written statement issued by or on behalf of HIAPL and notifying a defect in a Vehicle which you are driving or attached to a Vehicle of which you are in charge; and
- Be familiar with the latest Airside Vehicle Control Handbook including amendments to the Handbook; [Note: The most up to date version can be found at https://hobartairport.com.au/corporate/working-hba/airside-vehicle-control/]
- Understand the regulations and restrictions which apply to the Movement Area;
- Be familiar with the designations of the runways and taxiways; and
- Comply with the radio procedures set out in this document.
- Tow no more than 4 Aircraft baggage trailers
- Do not drive within 15m of an Aircraft being refuelled unless specific approval by either the pilot in command of the Aircraft or the Refuellers is granted
- Do not drive on Airside areas during low visibly operations unless:
  - driving is restricted to Aprons and roads between RPT and Freight Aprons only;
  - there is a genuine operational need to drive on Apron areas during low visibility.

All operators on Hobart Airport are responsible for reporting any safety risks or occurrences to HIAPL. The HIAPL Senior Operations Officer is the first point of contact on 0418 120 854.
2 Security and Licencing Requirements

All persons operating on the Airside of Hobart Airport are required to adhere to security requirements both whilst Airside, and whilst operating and passing through security entry/exit points.

2.1 ASIC Display

All persons operating on the Airside of Hobart Airport are required to display (above waist height) an ASIC valid for Hobart Airport (either HBA or AUS).

All persons on the Airside of Hobart Airport are subject to ASIC and security inspections.

All persons who do not have a valid ASIC, are to display a Hobart Airport issued Visitor Pass (VIC), and must be escorted by a current ASIC holder.

An Authority to Drive Airside may only be issued to a person holding an ASIC, unless otherwise approved by HIAPL.

2.2 State or Territory Drivers Licence

All persons operating a Vehicle on the Airside of Hobart Airport are required to hold a valid State or Territory Driver’s Licence (excluding Learner’s licence) for the required class of Vehicle being operated.

Note: The State or Territory licence does not have to be a licence from the State of Tasmania.

2.3 Notifying of Loss of State or Territory Drivers Licence

If a Driver ceases to hold a State or Territory Driver’s licence for any reason, their Authority to Drive Airside ceases immediately. The Driver must surrender their ADA to HIAPL within 48 hours and notify their Vehicle Operator/Employer in writing.

2.4 Entering Airside in a Vehicle

After driving through an automatic Airside gate, do not allow others to pass through the open gate behind you. You must wait on the other side of the gate until it is fully closed.

As a condition of entering Airside, HIAPL reserve the right to search your person and/or your Vehicle. If you refuse any search request, you will not be permitted to remain Airside.
2.5 Entering Airside on Foot

When entering Airside on foot, you must:

- ensure all access doors and gates are secured behind you
- ensure no unauthorised access to the Airside is gained because of your actions
- be aware that as a condition of entering airside, HIAPL reserve the right to search your person and/or your Vehicle. If you refuse any search request, you will not be permitted to remain Airside.

2.6 Reporting Security Risks and Occurrences

All operators on Hobart Airport are responsible for reporting any security risks or occurrences to HIAPL. The HIAPL Senior Operations Officer is the first point of contact on 0418 120 854.

3 Speed Limits

When driving Airside, you must obey all regulatory signs and, unless otherwise indicated by signs, adhere to the following speed limits:

<table>
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<tr>
<th>Area</th>
<th>Speed Limit</th>
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<tbody>
<tr>
<td>Baggage and Arrivals Hall</td>
<td>5km</td>
</tr>
<tr>
<td>Within 15m of Aircraft</td>
<td>10km</td>
</tr>
<tr>
<td>Aprons, Apron Roads</td>
<td>25km</td>
</tr>
<tr>
<td>Speed indicated by a sign</td>
<td>Signposted Speed</td>
</tr>
<tr>
<td>All other areas</td>
<td>40km</td>
</tr>
</tbody>
</table>

Note: Airport Rescue and Fire Fighting (ARFF) and HIAPL Senior Operations Officers may use their discretion to drive outside these limits if necessary to effectively perform their duties.
4 Driving Airside

4.1 General Requirements

A person must not drive a Vehicle on Airside, unless they have a lawful and operational reason to do so.

A person driving a Vehicle on Airside, including a person driving a Vehicle which is under Supervision, must comply with all terms and guidelines as set out in this Appendix, in addition to those in the HIAPL Airside Vehicle Control Handbook in its entirety.

A person driving a Vehicle on Airside must not:

- smoke whilst on the Airside Area;
- have in the Vehicle any animal or child under the age of 16 years, unless the carriage of such animal or child is specifically authorised by HIAPL.

4.2 Authority to Drive Airside

Subject to this Handbook, on receipt of an application in accordance with the form set out in Appendix ”C” and if satisfied of the matters required to be certified in the application, HIAPL may issue or renew an Authority to Drive Airside in any Category.

Airside areas for which driving is authorised for each Category of Authority to Drive Airside (ADA) are:

- **ADA Category 1**: Not applicable to Hobart Airport
- **ADA Category 2**: Airside Roads and Aprons
- **ADA Category 3**: Not applicable to Hobart Airport
- **ADA Category 4**: All Airside Areas (i.e. Airside Roads, Aprons, Taxiways and Runway).

An Authority to Drive Airside may be issued by endorsement on an ASIC that is only valid for Hobart Airport or by the issuing of a card similar to the example below.
4.3 Inspection of Documents

You must carry your Authority to Drive Airside and State or Territory driver’s license at all times whenever you are in charge of a Vehicle on Airside.

Whenever you are in charge of a Vehicle Airside, if a HIAPL employee directs you to produce your Authority to Drive Airside and/or your State or Territory driver’s licence, you must comply with that direction.

Further information regarding State or Territory licencing requirements and loss of licence is available in sections 2.2 and 2.3 of this Appendix.

4.4 Issuing an Authority to Drive Airside

HIAPL may issue an Authority to Drive Airside to applicants, provided the following conditions have been met;

- The applicant has achieved a satisfactory standard in a theory based test approved by HIAPL;
- the applicant has spent a minimum time as a driver, under Supervision, of a Vehicle operating in the relevant Airside area of:
  - 4 hours for Category 2
  - 10 hours for Category 4
- For a category 2 Authority to Drive Airside, the applicant has satisfied the requirements set out in Appendix F - Category 2 Authority to Drive Airside Training Guide and Assessment Criteria;
For a category 4 Authority to Drive Airside, the applicant has satisfied the requirements set out in Appendix G - Category 4 Authority to Drive Airside Training Guide and Assessment Criteria.

HIAPL discourages applicants sitting for practical tests without sufficient preparation. If an applicant fails a practical test, they will not be able to re-test for a period of seven days.

Under special circumstances HIAPL may approve others company’s procedures for training Category 4 Authority to Drive Airside. This approval shall be made in writing to the applicable company by HIAPL. The Authority to Drive Airside is not transferable between individuals or between Airports.

4.5 Expire, Cancellation and Suspension of Authority to Drive Airside

Authority to Drive Airside licenses are valid for 2 years from the date of issue unless HIAPL specifies a shorter period at the time of issue, in which case the Authority terminates on the expiry of the shorter period.

HIAPL may cancel or suspend an Authority to Drive Airside by giving notice to the driver that:

- the Authority is cancelled;
- the Authority is suspended for the period specified in the notice

The notice for the purposes of the previous paragraph may be provided verbally or in writing.

If HIAPL cancels or suspends an Authority to Drive Airside, HIAPL shall give the driver’s Vehicle Operator written notice of the cancellation or suspension within 24 hours of the cancellation or suspension with a statement of the reason for such action.

When a driver is given notice that their Authority to Drive Airside has been cancelled or suspended, the driver must surrender the Authority to HIAPL:

- immediately if the driver is informed while in charge of a Vehicle on Airside; otherwise
- within 48 hours.

A Vehicle Operator must take reasonable steps to ensure that a cancelled authority is to surrendered to HIAPL within 48 hours of receiving written notice from HIAPL of the cancellation or suspension.

HIAPL may at any time during a period of suspension:

- re-issue the Authority to the driver for the remainder of the period of the Authority;
- cancel the Authority
- extend the period of suspension
• cancel the Authority and issue the Driver with an Authority to Drive Airside for a lower Category.

If HIAPL acts under the preceding paragraph, HIAPL shall give written notice of that action to the driver and must copy the notice to the driver’s Vehicle Operator.

4.6 Vehicle and Equipment parking requirements

Vehicle and equipment on the Airside may only be parked in accordance with parking signs or marked parking bays. On Aprons, Vehicles and equipment may only be parked within the defined Equipment Parking Areas, marked with a single red line.

Vehicles must not be parked where they will obstruct Aircraft, other Vehicles, pedestrian crossings across from the terminal building, or over in-ground hydrant positions.

Any unattended Vehicle must also be parked at least 2m from any fence Airside and 3m from any fence landside unless the fence is greater than 3m in height.

4.7 Vehicle Signage Requirements

All Vehicles operating Airside shall have a clearly distinguishable company logo on both sides of the Vehicle, unless specifically excluded from this requirement by HIAPL.

4.8 Accidents and Incidents

A Vehicle Operator must immediately report to HIAPL any accident or incident on the Airside involving a Vehicle operated by or on behalf of the Vehicle Operator if the accident:

• causes personal injury; or
• causes property damage; or
• causes any damage to Aircraft, Airport Facilities, equipment, or lighting or visual aids;
• causes a hazardous situation to occur

4.9 Immobilised Vehicles

If a Vehicle operated by or on behalf of a Vehicle Operator becomes immobilised on the Movement Area, the Vehicle Operator must remove it within a timeframe agreed to by HIAPL and immediately notify the following:
• Air Traffic Control if on duty; and
• the HIAPL Senior Operations Officer.

If the Vehicle Operator is unable to move an immobilised Vehicle, HIAPL may move the Vehicle on behalf of the Vehicle Operator, at the Vehicle Operator’s cost.

5 Additional Requirements for Working on Airside Manoeuvring Areas

A Manoeuvring Area of an Airport is defined as the part of an aerodrome to be used for the take-off, landing, and taxiing of Aircraft.

A Vehicle Operator must not operate or permit the operation of a Vehicle on the Manoeuvring Area unless:

• There is an operational need to do so
• You or your supervising person have:
  o A Current Category 4 Authority to Drive Airside License
  o An Aircraft Radiotelephone Operator Certificate of Proficiency
  o A clearance from ATC to enter the Manoeuvring Area
  o A vehicle that is equipped with a radio capable of two-way communication with Air Traffic Control and

A Vehicle Operator must not operate or permit the operation of a Vehicle on any part of the Manoeuvring Area:

• between sunset and sunrise unless the Vehicle has headlights (dipped) and tail lights operating;
• in conditions where low visibility procedures have been declared (generally when visibility is less than 800 metres);

On the Manoeuvring Area of Hobart International Airport, which is under the control of ATC, you must adhere to the following requirements;

• You must understand the Radio Procedures and the meaning of ATC visual signals and signs which might be used on the Airport (see part 5.2 and 9.13 for more information)
• Obey all instructions given by Air Traffic Controllers
• Be familiar with the geography of the Airport
5.1 Operating During Low Visibility and Non-Daylight Hours

You must not drive on the Manoeuvring Area (i.e. Taxiways, Runways and areas under ATC control) of the Airport unless the following requirements are adhered to regarding low visibility and non-daylight hours:

- Your vehicle has headlights (dipped) and tail lights operating;
- Your vehicle displays a rotating/flashing beacon on the highest part of the Vehicle visible for 360 degrees around the Vehicle.
  - This light may be red in the case of rescue and fire-fighting Vehicles, blue in the case of Australian federal police Vehicles and amber for other Vehicles;
- You are under the supervision of another Vehicle displaying such beacon or flashing lights.

Low Visibility conditions are declared by ATC and are assessed by HIAPL Senior Operations Officers using prescribed Low Visibility Ops procedures.

You must not drive on the Manoeuvring Areas in conditions where visibility is less than 800 m unless you are a HIAPL Senior Operations Officer or ARFF Officer in a Vehicle which is approved by ATC to operate on the Manoeuvring Area in low visibility operations, and the above conditions are met.

Only one (1) Vehicle will normally be approved by ATC to be on the Manoeuvring Area at any one time during Low Visibility conditions.

5.2 Emergency Situations on Manoeuvring Areas

In emergency conditions, or if the standard light signals have not been observed, the Tower may cause the runway or taxiway lights to flash. This means that you must vacate the Manoeuvring Area and observe the Tower for light signals.
6 Additional Requirements for Working on Airside Perimeter Road

The following guidelines apply to the use of the Airside Perimeter Road at Hobart Airport;

- A person must not drive a Vehicle on the Perimeter Road unless he/she has an operational requirement to do so;
- When driving on the Perimeter Road at night or in poor visibility, you must operate an amber flashing beacon on your Vehicle;
- In below 800m Low Visibility conditions, use of the Perimeter Road is prohibited to all Vehicles, other than the HIAPL Senior Operations Officers and ARFF Vehicles, to prevent inadvertent incursions onto taxiways or runway.

7 Airside Markings

All drivers need to be familiar with the meaning and form of Airside Markings. Below are examples of Airside Markings at Hobart Airport.

1. Runway Strip

White gable markers mark the edge of the graded portion of the runway strip. Vehicles must have a clearance from ATC to enter the runway strip.

2. Grass Apron

A Grass Apron has been provided adjacent to the Freight Apron and is marked by yellow gables. This is provided for General Aviation (GA) Aircraft.
3. Helicopter Training Areas

Two helicopter training areas have been provided adjacent to the western side of the runway strip. The two areas are called area Bravo and Area X-ray and are marked by white cone markers. Vehicles must have a clearance from ATC to enter.

4. Runway Hold Points

Runway hold points are the holding points for Aircraft prior to entering a runway. Vehicles must have a clearance from ATC to enter the runway. Runway Hold Points are identified by two solid and two broken lines painted on the pavement bordered by Runway Guard Lights (item 5). Of a night the lines are lit by orange inset lighting.

5. Runway Guard Lights

Runway Guard Lights border a Runway Hold Point (item 4) as a further visual cue for the border where Vehicles must have a clearance from ATC to pass through.

6. Intermediate Holding Points

Intermediate Holding Points are holding points at taxiway intersections which mark the clearance required for an Aircraft to taxi past on the intersecting taxiway. They are identified by a single broken line across the taxiway.
7. Taxiway Edge Markers

Taxiway edge markers consist of two yellow lines side by side. They mark the edge of the high strength taxiway pavement.

8. Parking Clearance

The Aircraft Clearance on the Apron is marked by a yellow/red/yellow line combination. Vehicles positioned behind this line will be clear of Aircraft taxiing along the Apron edge taxiway. The lines are labelled “Parking Clearance”.

9. Equipment Storage Areas

Equipment storage areas are defined by a single red line. They define areas where Vehicles and equipment may be parked clear of Aircraft. Vehicles must always be parked behind these lines. The lines are labelled “Equipment Storage”.

10. Equipment Clearance Lines

Equipment clearance lines are identified by a broken red line. They define areas where Vehicles/equipment may stage while awaiting the arrival of an Aircraft. Vehicles and equipment should remain behind these lines until the Aircraft red anti-collision light is extinguished. The lines are labelled “Equipment Clearance”. These areas should remain empty of equipment when Aircraft are not taxiing to the relevant bay.
11. Apron Service Road

The Apron Service Road is marked by a continuous solid white edge line on either side of the road and a dotted centreline. Where the road is adjacent to taxiing Aircraft, the taxiway side is marked with a continuous double white line indicating that Vehicles must not cross the lines. **Vehicles crossing the Apron are to remain on the road at all times.**

12. Pedestrian Crossings

Pedestrian Crossings are marked by white zebra crossing markings, similar to those used on public roads. Drivers of Vehicles or equipment must give way to all pedestrians on Pedestrian Crossings.

13. Helicopter Aiming Point

A helicopter aiming Point has been provided on the intersection of Taxiways Hotel (H) and Juliet (J). It is marked by a white circle containing a white letter “H”. Exercise caution in this area as it may be used by a helicopter to land to or depart from, instead of using the runway. If it is to be used ATC will make an advisory broadcast for all Vehicles.

14. Unserviceability Cone Markers

Unserviceability mark areas of the airfield that are unserviceable to aircraft. Do not enter areas marked by Unserviceability Cones unless there is an operational need to do so (if you are part of the works party) and you have the authorisation of Hobart Airport. At night, these areas are lit by Red lights.
15. Limit of Works Markers

Orange Cones (Witch’s Hats) are used to delineate worksite on the airfield. At night these markers are supplemented by the use of red or amber lights. Use caution in areas where you see these markers and only enter these areas with permission of the Works Safety Officer, or Senior Operations Officer if a Works Safety Officer is not available.

8 Runway Incursions

Drivers of Vehicles and/or equipment must be particularly alert at all times when operating on or near runways.

The runway must only be entered after you have received a clearance from the ATC.

9 Radio Procedures

Radio contact with the Tower is necessary if you intend to operate on the taxiways and runways (i.e. Manoeuvring Area).

You must not enter the Manoeuvring Area unless you hold Category 4 ADA, and have an operational need to do so.

You may operate on the aprons and perimeter roads (i.e. Movement Area) without the use of an operational radio.

9.1 Working on the Manoeuvring Area

Once you have entered the Manoeuvring Area, you must keep a constant radio listening watch, staying alert to what is happening around you by listening to radio communications.

As soon as you are notified by the Tower to vacate a runway, you must do so immediately and notify the Tower once you are clear of the relevant runway holding point or outside the relevant line of runway strip markers.
9.2 Transmission Techniques

The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator.

You should make use of the following principles:

- speak plainly and end each word clearly to prevent consecutive words “running together”
- avoid any tendency to shout
- avoid variations in speech intensity and unusual inflections of the voice
- avoid hesitant sounds such as “er” and “um”
- preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.)
- maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others

9.3 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 words to denote the letters. When used, the pronunciations as shown are to apply:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Word</th>
<th>Pronunciation</th>
<th>Letter</th>
<th>Word</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ALPHA</td>
<td>Al-fa</td>
<td>N</td>
<td>NOVEMBER</td>
<td>no-VEM-ber</td>
</tr>
<tr>
<td>B</td>
<td>BRAVO</td>
<td>BRAH-voh</td>
<td>O</td>
<td>OSCAR</td>
<td>OSS-cah</td>
</tr>
<tr>
<td>C</td>
<td>CHARLIE</td>
<td>CHAR-lee</td>
<td>P</td>
<td>PAPA</td>
<td>pah-PAH</td>
</tr>
<tr>
<td>D</td>
<td>DELTA</td>
<td>DEL-tah</td>
<td>Q</td>
<td>QUEBEC</td>
<td>key-HECK</td>
</tr>
<tr>
<td>E</td>
<td>ECHO</td>
<td>ECK-oh</td>
<td>R</td>
<td>ROMEO</td>
<td>ROH-me-OH</td>
</tr>
<tr>
<td>F</td>
<td>FOXTROT</td>
<td>FOKS-trot</td>
<td>S</td>
<td>SIERRA</td>
<td>see-AIR-rah</td>
</tr>
<tr>
<td>G</td>
<td>GOLF</td>
<td>golf</td>
<td>T</td>
<td>TANGO</td>
<td>TANG-go</td>
</tr>
<tr>
<td>H</td>
<td>HOTEL</td>
<td>hoh-TELL</td>
<td>U</td>
<td>UNIFORM</td>
<td>YOU-nee-form</td>
</tr>
<tr>
<td>I</td>
<td>INDIA</td>
<td>IN-dee-ah</td>
<td>V</td>
<td>VICTOR</td>
<td>VIC-tah</td>
</tr>
<tr>
<td>J</td>
<td>JULIETT</td>
<td>JEW-lee-ETT</td>
<td>W</td>
<td>WHISKY</td>
<td>WISS-key</td>
</tr>
<tr>
<td>K</td>
<td>KILO</td>
<td>KEE-low</td>
<td>X</td>
<td>X-RAY</td>
<td>ECKS-RAY</td>
</tr>
<tr>
<td>L</td>
<td>LIMA</td>
<td>LEE-mah</td>
<td>Y</td>
<td>YANKEE</td>
<td>YANG-key</td>
</tr>
<tr>
<td>M</td>
<td>MIKE</td>
<td>mike</td>
<td>Z</td>
<td>ZULU</td>
<td>ZOO-loo</td>
</tr>
</tbody>
</table>
9.4 Numerals

Numbers are to be transmitted using the following pronunciations:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>ZE-RO</td>
</tr>
<tr>
<td>1</td>
<td>WUN</td>
</tr>
<tr>
<td>2</td>
<td>TOO</td>
</tr>
<tr>
<td>3</td>
<td>TREE</td>
</tr>
<tr>
<td>4</td>
<td>FOW-er</td>
</tr>
<tr>
<td>5</td>
<td>FIFE</td>
</tr>
<tr>
<td>6</td>
<td>SIX</td>
</tr>
<tr>
<td>7</td>
<td>SEV-in</td>
</tr>
<tr>
<td>8</td>
<td>AIT</td>
</tr>
<tr>
<td>9</td>
<td>NIN-er</td>
</tr>
</tbody>
</table>

In general, numbers except whole thousands, are to be transmitted by pronouncing each digit separately, e.g.

<table>
<thead>
<tr>
<th>Number</th>
<th>Pronunciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>ONE ZERO</td>
</tr>
<tr>
<td>75</td>
<td>SEVEN FIVE</td>
</tr>
<tr>
<td>100</td>
<td>ONE ZERO ZERO</td>
</tr>
<tr>
<td>583</td>
<td>FIVE EIGHT THREE</td>
</tr>
</tbody>
</table>

Numbers containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word “decimal”, e.g.

118.1 - ONE ONE EIGHT DECIMAL ONE
121.9 - ONE TWO ONE DECIMAL NINE
In contrast, ground Vehicle call signs are to be transmitted using the group form and be preceded by a Vehicle identifier, e.g.

- Truck 12 - TRUCK TWELVE
- Car 25 - CAR TWENTY- FIVE

### 9.5 Signal Strength

Readability of radio signals (i.e. how well a transmission can be heard) is categorised as follows:

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

### 9.6 Commonly Used Phrases

The following phrases are commonly used:

<table>
<thead>
<tr>
<th>Phrase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge</td>
<td>Let me know that you have received and understood this message</td>
</tr>
<tr>
<td>Affirmative</td>
<td>Yes</td>
</tr>
<tr>
<td>Approved</td>
<td>Permission for proposed action granted</td>
</tr>
<tr>
<td>Cancel</td>
<td>Annul the previously transmitted</td>
</tr>
<tr>
<td>Cleared</td>
<td>Authorised to proceed under the conditions specified</td>
</tr>
<tr>
<td>Confirm</td>
<td>Have I correctly received the following (See also “say again”)</td>
</tr>
<tr>
<td>Correct</td>
<td>That is correct</td>
</tr>
<tr>
<td>Correction</td>
<td>An error has been made in this (or other) message – the correct information is…</td>
</tr>
</tbody>
</table>

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**Last Reviewed:** 26/04/2017
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disregard</td>
<td>Consider that message/instruction as not sent</td>
</tr>
<tr>
<td>Expedite</td>
<td>Hurry</td>
</tr>
<tr>
<td>Go ahead</td>
<td>Proceed with your message (normally only after “stand by “)</td>
</tr>
<tr>
<td>Hold position</td>
<td>Stop- do not proceed until advised</td>
</tr>
<tr>
<td>Hold short of …</td>
<td>Stop before a specified location (for a runway or taxiway, this is the holding position line)</td>
</tr>
<tr>
<td>How do you read</td>
<td>What is the readability of my transmission (or how well can you hear my transmission)? (normally preceded by “radio check”)</td>
</tr>
<tr>
<td>Negative</td>
<td>No, or permission not granted or that is not correct</td>
</tr>
<tr>
<td>Request radio check</td>
<td>I wish to know how well you can hear me - please advise your readability of my transmission</td>
</tr>
<tr>
<td>Request</td>
<td>Request permission to ....</td>
</tr>
<tr>
<td>Say again</td>
<td>Repeat all, or the following part of your last message</td>
</tr>
<tr>
<td>Stand by</td>
<td>Wait and I will call you back</td>
</tr>
<tr>
<td>Vacate</td>
<td>Move off the runway/taxiway/area immediately (may be amplified by “via taxiway … or next left“)</td>
</tr>
<tr>
<td>Vacated</td>
<td>I have vacated runway/taxiway/area (not required after crossing a runway or taxiway unless asked by the tower e.g. In poor visibility)</td>
</tr>
<tr>
<td>Verify</td>
<td>Check and confirm with originator</td>
</tr>
</tbody>
</table>

9.7 Communicating with ATC

When you are operating on taxiways you must communicate with ATC on GROUND frequency of 121.7 MHz.

When operating on the runway you must communicate with ATC on TOWER frequency of 118.1 MHz.

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

- **Identify the unit you are calling**
  “HOBART GROUND” (“Ground” is the Surface Movement Control or SMC frequency)

- **Tell them WHO you are**
“THIS IS CAR (NUMBER)”

- **Tell them WHERE you are**
  “ON FREIGHT APRON”

- **Tell them what you wish to do**
  “REQUEST TO PROCEED TO TWY DELTA REMAINING CLEAR OF RUNWAY ONE TOO”

- **Tell them other significant details**
  “ON IMMEDIATE RECALL”

Note: It is an ATC requirement that all instructions given by ATC are “read back” (i.e. repeated back to ATC) with your call sign given last.

<table>
<thead>
<tr>
<th>Entering a Runway</th>
<th>Contact ATC on Tower frequency of 118.1 MHz:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“HOBART TOWER THIS IS CAR SIXTEEN ON TAXIWAY CHARLIE, REQUEST TO ENTER RUNWAY ONE TOO ON IMMEDIATE RECALL”</td>
</tr>
<tr>
<td></td>
<td>(Tower response: “Car 16 enter Runway 12 on immediate recall” or “Car 16 Hold Position”)</td>
</tr>
<tr>
<td></td>
<td>(Your acknowledgement: “ENTER RUNWAY ONE TOO ON IMMEDIATE RECALL - CAR SIXTEEN” or “HOLD POSITION - CAR SIXTEEN”)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crossing a Runway</th>
<th>Contact ATC on Ground frequency of 121.7 MHz:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>“HOBART GROUND - CAR SIXTEEN ON TAXIWAY DELTA REQUEST TO CROSS RUNWAY ONE TOO”</td>
</tr>
<tr>
<td></td>
<td>(Ground response: “Car 16 Cross Runway 12 - Expedite” or “Car 16 Hold short of Runway 12”)</td>
</tr>
<tr>
<td></td>
<td>(Your acknowledgement: “CROSS RUNWAY ONE TOO - CAR SIXTEEN” or “HOLD SHORT OF RUNWAY ONE TOO - CAR SIXTEEN”)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entering the Manoeuvring Area from Aprons</th>
<th>“HOBART GROUND - TRUCK ELEVEN AT GATE WUN (ONE) REQUEST TO ENTER RUNWAY ONE TWO VIA TAXIWAY DELTA ON THREE MINUTE RECALL - ESTIMATED DURATION FIVE MINUTES”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Tower response: “Truck 11, enter Runway 12 via Taxiway Delta”)</td>
</tr>
<tr>
<td></td>
<td>(Your acknowledgement: “ENTER RUNWAY ONE TWO VIA TAXIWAY DELTA - TRUCK ELEVEN”)</td>
</tr>
</tbody>
</table>
9.8 Listening Watch on Manoeuvring Areas

Once you have gained entry to the taxiways or runway, you must maintain a constant listening watch. You should always be within hearing distance of your radio.

At times, the Tower may be required to move you from your work urgently. It is your responsibility to vacate the Manoeuvring area immediately.

When you are directed by ATC to vacate, the Tower call is brief, e.g. “CAR 16 - VACATE RUNWAY ONE TOO.” Your immediate response is “CAR SIXTEEN VACATE RUNWAY ONE TOO”, which is your acknowledgement to the Tower that you have received and understood the message and that you are acting accordingly.

The following are some examples of typical replies from the Tower advising you of restrictions:

- **“CAR TWENTY-THREE - HOBART GROUND - HOLD POSITION”**
  (Stay where you are and await further details regardless of where you are)

- **“CAR TWENTY-THREE - HOBART GROUND - CROSS RUNWAY ONE TWO - EXPEDITE”**
  (Cross Runway 12 without any delay. You must not enter Runway 12 again without approval)

- **“CAR NINETEEN - HOBART GROUND - HOLD POSITION - EXPECT ONE ZERO MINUTE DELAY”**
  (Several Aircraft are on approach or taxying for departure - you may wish to try later)

- **“TRUCK SEVEN - VACATE RUNWAY ONE TWO”**
  (Regardless of what you are doing, vacate the runway past the holding point or clear of the runway strip markers).
You must remember to always request to enter the runway. If you have not received an approval, you must stop at the Holding Point (clear of the runway strip) and remain there until you have permission to proceed.

### 9.9 The Meaning of “HOLD”

The word “stop” is rarely used in radio transmissions from ATC; instead you will hear the word “HOLD,” which means “STOP”.

Examples of the use of “HOLD” are:

- “HOLD YOUR POSITION” (Stop where you are)
- “HOLD SHORT OF RUNWAY ONE TWO” (Stop clear of the runway strip)

### 9.10 The Meaning of “RECALL”

The word “recall” is commonly used in radio transmissions for ground Vehicle movements from ATC; and is in reference to the length time ATC requires for the Runway and/or other part of the Manoeuvring Area to be vacated.

Generally, most works on Manoeuvring areas will be undertaken with an “immediate recall,” meaning the person/Vehicle undertaking the inspection will be able to vacate the Runway immediately on request of ATC.

A works party may require a longer period of time, therefore, it may be undertaken with an extended recall time. For example, a “2-minute recall,” meaning ATC will allow 2 minutes for the party to vacate the Runway upon request.

Recalls can be any specified time-frame, but require the approval of ATC.

### 9.11 Common Air Traffic Control Frequency (CTAF)

CTAF procedures apply at Hobart Airport outside of Air Traffic Control hours where the Tower is not active. During CTAF conditions, operators shall select and monitor frequency 118.1 for nearby movements.

### 9.12 Entering the Runway During CTAF

When entering the runway on CTAF, the following communication must be made:
When entering the runway on CTAF

| Broadcast to CTAF on 118.1 |
| “HOBART TRAFFIC, CAR SIXTEEN, ENTERING RUNWAY 12-30, WILL VACATE FOR ALL TRAFFIC, HOBART TRAFFIC” |

Upon entry onto the runway on CTAF

| Broadcast to CTAF on 118.1 |
| “RUNWAY 12-30 OCCUPIED” |

Vacating the runway on CTAF

| Broadcast to CTAF on 118.1 |
| “HOBART TRAFFIC, CAR SIXTEEN HAS VACATED RUNWAY 12-30, HOBART TRAFFIC” |

Responding to Aircraft whilst on the Runway during CTAF

| Broadcast to CTAF on 118.1 |
| “CAR SIXTEEN, THIS IS BRAVO ALPHA DELTA, ESTIMATING CIRCUIT AREA AT 45, LANDING RUNWAY 12, HOBART.” (This means the Aircraft will be arriving at 45 minutes past the hour.) |

The Vehicle Operator shall respond via 118.1 with:

| “BRAVO ALPHA DELTA, THIS IS CAR SIXTEEN, VACATING THE RUNWAY AT TAXIWAY CHARLIE.” |

Upon vacating the runway, the following broadcast should be made:

| “BRAVO ALPHA DELTA, CAR SIXTEEN HAS VACATED RUNWAY 12 AT TAXIWAY CHARLIE, HOBART.” |

After this call is broadcast, the Aircraft Operator should reply with:

| ‘CAR SIXTEEN COPIED, BRAVO ALPHA DELTA.” |

### 9.13 Light Signals

If you receive light signals from the Tower, respond to them promptly. The meaning of each signal is provided below:

<table>
<thead>
<tr>
<th>Signal</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Flashes</td>
<td>Permission to cross runway or to move on a taxiway</td>
</tr>
<tr>
<td>Steady Red Light</td>
<td>Stop immediately</td>
</tr>
<tr>
<td>Red Flashes</td>
<td>Move off the runway or taxiway and watch out for aircraft</td>
</tr>
<tr>
<td>White Flashes</td>
<td>Vacate the Manoeuvring Area</td>
</tr>
</tbody>
</table>
9.14 General Tips

Before you go out into the Manoeuvring Area:

- Know the radio procedures
- Know the light signals
- Be precise and patient
- Comply with this handbook
- Keep your eyes open
- Stay alert and never go beyond hearing range of your radio
- Plan work carefully and avoid any tendency to rush whilst airside
- Never leave anything (equipment or tools) on the manoeuvring area

NOTE: If you become confused about what is happening, immediately leave the movement area

10 Vehicles Airside

Vehicles are not permitted on the Airside of Hobart Airport unless they have prior approval from HIAPL and have an operational need to operate in the area.

10.1 General Requirements

A person must not drive a Vehicle on Airside, unless he/she has a lawful and operational reason to do so.

A person driving a Vehicle on Airside, including a person driving a Vehicle which is under Supervision, must comply with all terms and guidelines as set out in this Appendix, in addition to those in the HIAPL Airside Vehicle Control Handbook in its entirety.

A person must not drive a Vehicle on Airside unless the person holds a current State or Territory driving licence (excluding a Learner’s licence) for that type of Vehicle, holds and displays a current ASIC or VIC and the person is:

- authorised to drive a Vehicle on Airside by an Authority to Drive Airside; or
- under Supervision of a person holding a current ASIC and Authority to Drive Airside License.
Note: The State or Territory licence to drive does not have to be a licence from the State of Tasmania.

Other than approved assistance dogs and law enforcement dogs, uncaged animals are not permitted on the Airside of Hobart Airport unless specifically authorised by HIAPL. This includes animals carried inside Vehicles.

### 10.2 Vehicle Requirements

Vehicles operating airside must comply with all relevant legislation including, the Civil Aviation Orders, including Civil Aviation Order 20.9.

Any Vehicle operated on the Airside of Hobart Airport must adhere to the following mechanical and roadworthiness requirements:

- The Vehicle must be registered for use on public roads;
- Meets the mechanical and roadworthiness requirements under the law of the State of Tasmania;
- In the case of a specialist Airport Vehicle, the Vehicle meets the IATA specifications (if any) for such a Vehicle.
  - where there are no IATA specifications HIAPL has given prior approval for the use of the Vehicle.

Any Vehicle operated on the Airside of Hobart Airport must adhere to the following signage requirements:

- The Vehicle clearly displays, a logo which clearly identifies the Vehicle Operator;
- The Vehicle displays a rotating/flashing beacon.
  - The beacon will be red in the case of Aviation Rescue and Fire Fighting Vehicles, blue in the case of Australian Federal Police Vehicles and amber for all other Vehicles.
- The Vehicle is under Supervision, and displaying such beacon.

### 10.3 Authority for Use Airside

Any Vehicle operating on the Airside of Hobart Airport requires prior approval from HIAPL, as well as an Authority for Use Airside (AUA) for the Vehicle. Where the Vehicle is under the Supervision of an approved AUA Vehicle, being operated by an Authority to Drive Airside (ADA) driver, HIAPL may waive this condition.
In certain circumstances, some emergency, regulatory or law enforcement authorities will have rights of access the Airside of Hobart Airport even without an Authority for Use Airside or Authority to Drive Airside. However, there is no general obligation on HIAPL to allow Vehicle Operators access to Airside.

10.4 Issuing and Renewing an Authority for Use Airside

Subject to this Handbook, upon receiving an application in the form set out in Appendix "B" from a Vehicle Operator, HIAPL may issue or renew an Authority for Use Airside. An example of an annual Authority to Use Airside sticker is below:

Temporary passes may be issued by HIAPL for delivery Vehicles and contractor’s Vehicles who only require an occasional entry permit. An example of the temporary pass is below:

HIAPL will only issue or renew an Authority for Use Airside if the applicant demonstrates:
• a need for the Vehicle to be operated in the area on a frequent and unsupervised basis:
  o to provide a service which is part of, or incidental to, the operation of the Airport;
  o to carry out regulatory or law enforcement activities; or
  o any other purpose approved in writing by HIAPL;
• a capacity to ensure that the operation of the Vehicle will comply with the requirements of
  this Handbook and with all laws, rules, standards and directions provided by HIAPL
• the applicant has in place appropriate arrangements to limit fire hazards in Vehicles which are
  to operate within 15 metres of an Aircraft fuel tank opening or vent outlet during fuelling or
  de-fuelling;
• appropriate arrangements are in place to ensure that if the Vehicle becomes immobilised on
  a Movement Area, the Vehicle will be removed quickly;
• that the Vehicle will be maintained in a state of good repair.

The "appropriate arrangements" to limit fire hazards will at least include capacity to ensure compliance
with Civil Aviation Order 20.9 (refer to CASA website www.casa.gov.au).

Even if the applicant satisfies the preceding provision, HIAPL is not obliged to issue or renew an
Authority for Use Airside.

Where a Vehicle Operator plans to acquire a new type of Vehicle for Airport use, he/she should discuss
the proposal with HIAPL in a timely manner in order that an assessment can be made in regard to
compatibility with pavements and local geography. The type of information necessary to make such
assessment of the proposed equipment will ordinarily include:

• compliance with IATA standards (where applicable)
• dimensions
• gross mass
• number, spacing and size of wheels and type of tyres and their pressures
• turning radius
• motive power
• areas of intended operation
• special features.

Where a new type of Vehicle needs to be restricted to certain areas due to weight considerations,
HIAPL will stipulate those restrictions.
10.5 Indemnity and Release

HIAPL may not issue an Authority for Use Airside unless HIAPL has been provided with an Airside Vehicle Indemnity and Release in the form of Appendix “E”.

10.6 Insurance

A Vehicle Operator must ensure that a Vehicle for which it holds an Authority for Use Airside is covered by

- Third Party Personal Injury Insurance to an amount as specified by the HIAPL Chief Executive Officer and as defined in this Handbook;
- Third Party Property Insurance to an amount as specified by the HIAPL Chief Executive Officer and as defined in this Handbook. The Vehicle Operator must also ensure that its insurance coverage is applicable to all areas on Hobart Airport, including those areas also used by Aircraft,

The HIAPL Chief Executive Officer may agree in writing to waive the requirement for one or other kind of insurance. Ordinarily, the HIAPL Chief Executive Officer will only consider waiving the requirement for Third Party Personal and/or Property Insurance if the Vehicle Operator is a Government Department

10.7 Expiry, Cancellation and Suspension of an Authority for Use Airside

Subject to this Handbook, an Authority for Use Airside is valid for 12 months from the date of issue.

HIAPL may at any time cancel or suspend an Authority for Use Airside by providing notice to the Vehicle Operator, with written notice being provided within 24 hours that

- the Authority for Use Airside is cancelled; OR
- the Authority for Use Airside is suspended for the period specified in the notice;

Within 48 hours of receipt of a notice of cancellation or suspension of an Authority for Use Airside under the previous paragraph, the Vehicle Operator must either surrender or destroy their Authority to Use Airside permit

At any time during a period of suspension, HIAPL may:

- re-issue the Authority for Use Airside for the balance of its term;
- cancel the Authority for Use Airside; or
- extend the period of suspension.
Where HIAPL believes a Vehicle is not fit to be operated Airside or that there has been a breach of the requirements of this Handbook, HIAPL may suspend the Authority for Use Airside first and give the Vehicle Operator an opportunity to discuss the cancellation at a later date.

HIAPL reserves the right to suspend or cancel an Authority to use Airside is not limited to situations where there is a breach of the Handbook. In some circumstances, HIAPL may consider it appropriate to suspend/cancel in order to control the number of Vehicles or Operators at the Airport for general congestion or safety reasons.

10.8 Authority to Use Airside Display Requirements

All vehicles operated airside must display the Authority to Use Airside or Temporary Authority to Use Airside. It is preferred that the permit is display on the right-hand side of the front windshield.

10.9 Vehicle Signage Requirements

All Vehicles operating Airside shall have a clearly distinguishable company logo on both sides of the Vehicle, unless specifically excluded from this requirement by HIAPL.

10.10 Call Sign for Ground Vehicles

Should a Vehicle Operator intend to operate a Vehicle on the Manoeuvring Areas, a call sign should be requested when applying for an Authority to Use Airside (see Appendix B);

- Applications must be submitted no less than 21 working days before any anticipated need for the call sign.
- Vehicle Operators will be advised of the approval of the requested call sign by HIAPL.

10.11 Disposal of Vehicles

When a Vehicle Operator disposes of a Vehicle holding an Authority for Use Airside, the Vehicle Operator must:

- return the Authority for Use Airside for the Vehicle to HIAPL
- notify HIAPL in writing that the Authority for Use Airside has been destroyed.

Disused or decommissioned Vehicles must be removed from the Airside area prior to returning the Authority for Use Airside.
HIAPL may direct a disused or decommissioned Vehicle be removed from the Airside area at the owner’s cost. Any direction of this nature must be complied with within seven days of receiving notification.

10.12 Accidents and Near Misses

You must immediately report any accident, incident or near miss to HIAPL, and as soon as practicably possible and provide a written statement at HIAPL’s request. Accidents, incidents and near misses in include, but are not limited to the following:

- A vehicle accident or incident on Airside which causes personal injury, property damage, damage to any Aircraft, Airport facilities, lighting or visual aids,
- If you are the driver of a Vehicle, and your actions cause a hazardous situation to occur.

In the first instance, the HIAPL Senior Operations Officer is to be notified on 0418 120 854.

11 Vehicle Escorts

Drivers that are required to operate on the Airside of Hobart Airport must have an Authority to Drive (ADA) licence. Drivers can only operate on the Airside without an ADA if they are supervised or escorted by an ADA holder.

Vehicles that are required to operate on the Airside of Hobart Airport must have an Authority to Use Airside (AUA). Vehicles can only operate Airside without an AUA, provided they are driven under the Direct Supervision of an approved HIAPL employee. Any Vehicle parking for an extended period of time on the Airside will require an AUA.

11.1 General Requirements

A person must not drive a Vehicle on Airside, unless he/she has a lawful and operational reason to do so.

HIAPL may authorise other Vehicle Operators to perform Escorting duties on a case by case basis.

When Escorting a Vehicle entering a Manoeuvring Area, the Escorted Vehicle will be referred to as “in company” during ATC communications. i.e. “Car 12 in company.”

Hobart Airport may be available to provide escorting duties, with prior notice.
11.2 Escorting of Vehicles and Drivers

Access Airside for Drivers and Vehicles that do not hold an applicable ADA or AUA may be approved if one of the following Supervising requirements are met:

- An appropriately licensed driver in an authorised Vehicle provides an escort
- An appropriately licensed driver rides in the escorted Vehicle
- An appropriately licensed driver escorts the Vehicle on foot (normally associated with special Vehicles with no passenger seats)
- An appropriately licenced driver Supervises the Vehicle from a vantage point (prior approval required by Hobart Airport)

An escorting Driver must maintain control of a Vehicle under its Supervision. A Vehicle under escort should remain approximately 10m behind your Vehicle.

Prior to commencing a Supervised escort, all drivers must be briefed and aware of all driving requirements.

11.3 Withdrawal of Consent

HIAPL may withdraw the authority to provide supervision and/or escorts under the preceding paragraphs.

12 Bicycles, Tricycles, Skateboards, Scooters and Alike

For the purpose of this document and its attachments, a Vehicle does not include a bicycle, tricycle, skateboard, scooter or any other similar mode of transport.

No person is to ride a bicycle, tricycle, skateboard, scooter or alike Airside without the written permission of HIAPL, which permission may be withdrawn at any time giving written or oral notice of withdrawal.

Any person riding an approved bicycle or tricycle Airside must comply with the Guide for Driving Airside at Appendix A.
Map of Hobart Airport (Category 2 Specific)
Map of Apron Road
Map of Airside Perimeter Road
Map of Taxiways and Runways
### Appendix B – Authority for Use Airside Application Form (SAMPLE)

1) **APPLICANT (VEHICLE OPERATOR)**
   - Company Name: 
   - ABN/ACN: 
   - Address: 
   - Telephone No: 

2) **VEHICLE**
   - Make: 
   - Model:  Year: 
   - Reg. No:  Motive Power: 
   - Special Features: 

   If not registered, give details of industry specifications with which the Vehicle complies

   **Note:** if the Vehicle is not registered and there are no applicable IATA specifications, then HIAPL approval is required.

3) **INSURANCE DETAILS** - Copy of insurance must be attached
   - Insurer: 
   - Policy No: 
   - Amount of Cover: 

4) **TYPE OF WORK**
   - Work to be Undertaken: 
   - Area(s) of Operations: 

5) **COMMUNICATION EQUIPMENT** - if applicable
   - Type Installed: 
   - I require that a call sign be issued/transfered 
     - From: 
     - Preferred: 

6) **NEED FOR ACCESS** - if applicable
Explain the need for frequent and unescorted access to the manoeuvring area:

7) VEHICLE IMMOBILISATION

Explain the process in place if Vehicle is immobilised while Airside

8) RELEASE AND INDEMNIFICATION

In consideration of being granted an Airside Vehicle Permit in accordance with this application, the Applicant agrees to release and indemnify HIAPL, its officers and employees and any persons providing assistance to HIAPL in relation to all claims for damage to the Vehicle in moving the Vehicle if the Vehicle becomes immobilised on the Movement Area.

An Airside Vehicle Indemnity And Release form has been completed and formally executed.

9) UNDERTAKING AND ACKNOWLEDGEMENT BY THE APPLICANT

I am duly authorised to complete this application form on behalf of the Vehicle Operator.

I have personally read the Airside Vehicle Control Handbook and agree to fulfil the requirements on Vehicle Operators set out in the Handbook.

The Vehicle Operator undertakes to ensure that the Vehicle is operated in accordance with the Handbook, that the required insurance coverage shall be maintained and that the Vehicle’s registration will be maintained or that the Vehicle will be maintained in a roadworthy condition.

I also acknowledge that HIAPL may cancel or suspend this Authority at any time.

Signed: __________________________   Date: __________________________

Position: __________________________

OFFICIAL USE

Indemnity and Release executed and lodged with HIAPL   Date: __________________________

Vehicle Check:   Beacon ☐   Sign ☐   Vehicle lights ☐   Date: __________________________

Checked by: __________________________   Date: __________________________

Call Sign Issued: __________________________   Date: __________________________

AUA Number: __________________________   Date Issued: __________________________

Approved by: __________________________   Date: __________________________

Receipt Number: __________________________
Appendix C – Authority to Drive Airside Application Form (SAMPLE)

1) APPLICANT
Name: 
Address: 
Telephone: 
Employer: 

2) CATEGORY
Category Number: (*Category 2 or 4*)
Vehicle Types: 

3) EXPERIENCE
Hours Experience Undertaken: 
Please attach experience log, signed by authorised ADA holder, showing that you have operated a Vehicle under supervision in the areas applicable to this application.
*Note: Experience log must be attached for application to be considered.*

4) STATE/TERRITORY DRIVERS LICENCE
Licence No.: Class: 
Expiry: 

5) AVIATION SECURITY IDENTIFICATION
ASIC Card No.: Expiry: 

6) VEHICLE OWNER ENDORSEMENT
I certified on behalf of the Vehicle Operator that the Applicant is required to drive/operate Vehicles of the type subject to this application on:

Cat 2 (Airside Roads and Aprons) 
Cat 4 (All Airside Areas) (*Indicate the appropriate category*)
I also certify that I have read the HIAPl Airside Vehicle Control Handbook and that the applicant has completed the required training as noted above and that I and the company stated below will be responsible for the actions and behaviour of the applicant whilst operating any vehicles on the airside of Hobart Airport.

Name: 
Position: 
Company: ACN: 
Signature: 
Date: 

7) ACKNOWLEDGEMENT AND UNDERTAKING BY THE APPLICANT

I have read Appendix A – Rules for Drivers Operating on the Airside to the Airside Vehicle Control Handbook and agree to fulfil the requirements on Airside Drivers set out in the Appendix A and I acknowledge that HIAPl may cancel or suspend the Authority at any time.

Signature: 
Date: 

OFFICIAL USE

Drivers Licence Sighted:  
Number: 

ADA No.: Issue Date: 

Approved By: 
Date: 

Tested By: 
Date: 

Test Receipt No.
Appendix D – Plan of the Airside
Appendix E – Airside Vehicle Indemnity and Release (SAMPLE)

AIRSIDE VEHICLE
INDEMNITY AND RELEASE

HOBART INTERNATIONAL AIRPORT PTY LTD

- and -

.......................................................................................... (ACN No. ......................................................)

1. THIS AGREEMENT is made on the ............... day of ............... 20..... between the following parties:

HIAPL (as defined under the Airports Act) of Hobart Airport in the State of Tasmania and

.......................................................................................... of ......................................................(“Indemnitor”)

2. RECITALS:

   a) HIAPL will permit the Indemnitor to enter upon and to use and operate Vehicles on the Airside of Hobart Airport on the condition that the Indemnitor gives the indemnities and releases contained in this agreement.

   THIS AGREEMENT WITNESSES that in consideration, among other things, of the mutual promises contained in this Agreement, the parties agree:

3. DEFINITIONS

   In this Agreement:

   "Airport" means Hobart Airport;

   "Airside" means the Movement Area of an Airport, adjacent terrain and buildings or portions thereof being the areas marked as such on the plan at Attachment D of the Airside Vehicle Control Handbook.

   Authority for Use Airside: means an authority for a Vehicle to enter the Airside issued under Part 3 of the Airside Vehicle Control Handbook;

   “HIAPL” means Hobart International Airport Pty Ltd

   “Indemnitor” means the Vehicle Operator or person applying for an Airside Vehicle Permit;

   “Leased Area” means an area Airside that has been leased to a Vehicle Operator for the purposes of carrying out an aviation-related business;

   “Vehicle” means any motor vehicle, special purpose vehicle or other mobile equipment which is used on the Airside, or taken onto the Airside, by the Indemnitor.
4. **INTERPRETATION**
   In this Agreement, unless the context otherwise requires:
   a) headings and underlining are for convenience only and do not affect the interpretation of this Agreement;
   b) words importing the singular include the plural and vice versa.

5. **INDEMNITY**
   a) In consideration of HIAPL permitting the Indemnitor to enter upon and to use and operate Vehicles on the Airside of the Airport the Indemnitor must indemnify and keep indemnified the Airport Operator and each servant, officer, agent and contractor of the Airport Operator from and against all and any loss, damage, cost, charge, expense or other liability however suffered, paid or incurred by or threatened against the Airport Operator or any one or more of its servants, officers, agents and contractors in relation to or arising out of or in consequence of:
      
      (i) any action, proceeding, claim or demand which is or may be brought, made or prosecuted or threatened against the Airport Operator or any one or more of its servants, officers, agents and contractors in respect of any loss of or damage to property, loss of life or personal injury or other loss that may arise in any way from the use or operation of any Vehicle on the Airside by the Indemnitor or by any servant, officer, agent or contractor of the Indemnitor (including, but not limited to any loss of or damage to property or loss of life or personal injury or other loss suffered or incurred by the Indemnitor or any servant, officer, agent or contractor of the Indemnitor); and
      
      (ii) any other thing in any way relating to the use of or operation of any Vehicle on the Airside by the Indemnitor or any servant, officer, agent or contractor of the Indemnitor; and
      
      (iii) the presence on the Airside of any Vehicle (whether or not being used or operated at the time) under the control of the Indemnitor or any servant, officer, agent or contractor of the Indemnitor; and
      
      (iv) the presence on the Airside for any reason whatever of any servant, officer, agent or contractor of the Indemnitor.
   
   b) The indemnity in clause 5 (a) is a continuing indemnity and remains in full force and effect until this Agreement has been finally discharged by the Airport Operator in writing.
   
   c) The Indemnitor must pay any monies owing under this clause to the Airport Operator immediately upon demand by the Airport Operator.
   
   d) The indemnity contained in clause 5(a) does not apply to the extent that any such loss, damage, cost, charge, expense or other liability was caused by the fraud or negligence of HIAPL or its servants, officers, agents or contractors.
6. RELEASE
   a) The Indemnitor releases the Airport Operator and each servant, officer, agent and contractor of
      the Airport Operator from:
         (i) all claims, actions, causes of action, proceedings and demands which the Indemnitor now
             has or, but for clause 5 would or might at any time in the future have, against the Airport
             Operator or any servant, officer, agent or contractor of the Airport Operator; and
         (ii) all present or future liability of the Airport Operator or any servant, officer, agent or
              contractor of the Airport Operator to the Indemnitor however caused in relation to or
              arising out of or in consequence of:
                  (A) the use or operation of any Vehicle on the Airside by the Indemnitor or any servant,
                      officer, agent or contractor of the Indemnitor; or
                  (B) the presence on the Airside of any Vehicle (whether or not being used or operated
                      at the time) under the control of the Indemnitor or any servant, officer, agent or
                      contractor of the Indemnitor; or
                  (C) the presence on the Airside for any reason whatever of any servant, officer, agent
                      or contractor of the Indemnitor; or
                  (D) any combination of any of the things referred to in paragraphs 6(a)(i)(A) to (C)
                      inclusive. However, the release set out in this clause shall not operate to the extent
                      such claims, demands or liabilities are caused by fraud or negligence on the part
                      of the Airport Operator or any of its servants, officers, agents or contractors.
         (iii) The release contained in clause 6(a) operates even if the Indemnitor is not now aware of,
              or has no present knowledge of, or at any future time is not aware or has no knowledge
              of, any fact or circumstance which may now or in the future be relevant to or apply in
              relation to any such claim, action, cause of action, proceeding or demand or liability.
         (iv) The Indemnitor must not make or commence or threaten to make or commence any
              claim, action, cause of action, proceeding or demand referred to in clause 6(a).

7. INSURANCE
   a) The Indemnitor must insure itself and keep insured in a sum of not less than Twenty Million
      Dollars ($20,000,000) with a reputable INSURANCE COMPANY against all liability to the
      Indemnitor arising from this Agreement.
   
   b) The Indemnitor will at all times whenever so required by the Airport Operator produce such
      evidence acceptable to the Airport Operator that the insurance is in full force and effect.

   c) If the Indemnitor fails to insure itself as required by this clause, the Airport Operator may itself
      effect the insurance and the premium paid in respect of such insurance will be a debt due to the
      Airport Operator by the Indemnitor and may be sued for and recovered by the Airport Operator
      as a liquidated demand in any Court of competent jurisdiction.

8. BENEFIT
   It is intended that each servant, officer, agent and contractor of the Airport Operator obtain benefits
   expressed in their favour under this Agreement and be entitled to enforce the same.

9. GOVERNING LAW
   a) This Agreement is to be governed by the laws of the Commonwealth of Australia and the State
      of Tasmania.
   
   b) The Indemnitor submits to the non-exclusive jurisdiction of the Courts of the Commonwealth of
      Australia and the State of Tasmania and any Courts which have jurisdiction to entertain appeals
      from the aforementioned Courts.
EXECUTED as a Deed

EXECUTED for and on behalf of the AIRPORT OPERATOR (duly authorised person) and in the presence of


------------------------------------------------------------------------------------------
Signature of witness  

------------------------------------------------------------------------------------------
Signature of duly authorised person

------------------------------------------------------------------------------------------
Name of witness (please print)  

------------------------------------------------------------------------------------------
Name of duly authorised person (please print)

SIGNED SEALED AND DELIVERED by the “Indemnitor”


------------------------------------------------------------------------------------------
Director Signature

------------------------------------------------------------------------------------------
Director Full Name (print)

------------------------------------------------------------------------------------------
*Director/*Secretary Signature

------------------------------------------------------------------------------------------
*Director/*Secretary Full Name (print)

(* please strike out inapplicable  *If Sole Director/Secretary write ‘Sole’)

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<td>Authoriser:</td>
<td>Matt Cocker</td>
</tr>
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<td>Publish Date:</td>
<td>26/04/2017</td>
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<td>Last Reviewed:</td>
<td>26/04/2017</td>
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Appendix F – Category 2 Authority to Drive Airside Training Guide and Assessment Criteria

The following is a Training Guide which has been developed to assess drivers applying for a Category 2 ADA. This guide is to be utilised by trainers in order to assess a trainee undertaking training hours. Note, a minimum of 4 hours of Airside driver training must be completed.

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<td>Parking Clearance line behind the RPT Apron bays. Explain the delineation between taxiway and Apron at this point.</td>
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<td>Apron Road. Explain the need to traverse the Aprons whilst remaining on the Airside road.</td>
</tr>
<tr>
<td>Worksites. Red lights and markers</td>
</tr>
<tr>
<td><strong>Awareness</strong></td>
</tr>
<tr>
<td>Explain the significance of the anti-collision beacon and the protocols surrounding it.</td>
</tr>
<tr>
<td>Explain the general movements/paths of Aircraft upon parking on particular bays on the RPT Apron</td>
</tr>
<tr>
<td>Explain the general operations to expect around Aircraft and bays prior to a movement occurring</td>
</tr>
<tr>
<td>Helicopter hazard that can be present on Bay 8</td>
</tr>
<tr>
<td>Hazard that can be present at Bay 11A &amp; 11B when entering through Gate 1</td>
</tr>
<tr>
<td>Limitations of Cat 2 Driver</td>
</tr>
<tr>
<td><strong>Baggage Hall</strong></td>
</tr>
<tr>
<td>Entry and Exit point</td>
</tr>
<tr>
<td>Road cross over leading into hall</td>
</tr>
<tr>
<td>Pedestrian crossing for passenger entering arrivals building</td>
</tr>
<tr>
<td><strong>Other</strong></td>
</tr>
<tr>
<td>Taxiway Juliet / Freight Apron Intersection. Delineation between end of freight Apron and start of Taxiways</td>
</tr>
<tr>
<td>Perimeter Road. Specifically, entry’s and exits</td>
</tr>
<tr>
<td>Equipment storage vs equipment staging areas</td>
</tr>
<tr>
<td>Escorting procedures</td>
</tr>
<tr>
<td>FOD</td>
</tr>
</tbody>
</table>
The following Assessment Criteria is to be used by HIAPL as a formal practical assessment once all employer training has been undertaken. Only an approved HIAPL staff member can complete this Assessment Criteria sign off.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates an understanding of Aircraft operations whilst on the Aprons</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Demonstrates an understanding of parking bay locations</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Has an awareness for Airside speed limits and abides by them</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Has an awareness of other people operating on the Apron areas</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Demonstrates an understanding of the Aircraft anti-collision beacon and the need to give way</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Demonstrates an ability to safely handle their Vehicle</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

**Total:** 21/30

**Competency:** Score of 21 or greater, with no score of 2 or below must be achieved to be deemed competent

Competent [ ] Not Yet Competent [ ]

HIAPL Assessor Signature: ___________________________ Date: ________________

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Authoriser: Matt Cocker
Publish Date: 26/04/2017
Last Reviewed: 26/04/2017

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Appendix G – Category 4 Authority to Drive Airside Training Guide and Assessment Criteria

The following is a Training Guide which has been developed to assess drivers applying for a Category 4 ADA. This guide is to be utilised by trainers in order to assess a trainee undertaking training hours. Note, a minimum of 10 hours of Airside driver training must be completed.

### Training Guide

<table>
<thead>
<tr>
<th>Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Radios – 118.1, 121.7, 125.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aerodrome Awareness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Runway (12/30). Why a specific runway will be in use? Wind direction</td>
</tr>
<tr>
<td>Location of Taxiways and their titles.</td>
</tr>
<tr>
<td>Location of Bravo and X-Ray</td>
</tr>
<tr>
<td>Location and basic explanation of Nav Aids – VOR, Localiser, Glide Path. Assist with guiding Aircraft into land.</td>
</tr>
<tr>
<td>Location of Primary and Secondary Windsocks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approach Lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerodrome Markings</td>
</tr>
<tr>
<td>Gable Markers and their significance</td>
</tr>
<tr>
<td>Explanation of the white cones and helicopter training areas Bravo and X Ray</td>
</tr>
<tr>
<td>Runway Holding Point and Runway Guard Lights</td>
</tr>
<tr>
<td>Taxiway line markings and lighting</td>
</tr>
<tr>
<td>Runway line markings and lighting</td>
</tr>
<tr>
<td>Helipad on taxiway Hotel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operational Awareness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness of the radios and content being broadcast across them</td>
</tr>
<tr>
<td>Expected taxiing routes based on location of Aircraft and their destination</td>
</tr>
<tr>
<td>Basic timeframes for Aircraft movements. Approaching the Airport, departing bays, taking off from runway</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Radio Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which frequency should be used in specific situations. 121.7 vs 118.1</td>
</tr>
<tr>
<td>Basic communication protocols – Who you wish to talk to, who you are, where you are, what you would like to do</td>
</tr>
<tr>
<td>Read back procedures</td>
</tr>
<tr>
<td>Runway entry’s and vacates</td>
</tr>
<tr>
<td>Standard Blanket Clearance</td>
</tr>
<tr>
<td>Other contact with ATC. Aerodrome lighting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escorting Procedures</td>
</tr>
<tr>
<td>Areas of caution</td>
</tr>
</tbody>
</table>
This following Assessment Criteria is to be used by HIAPL as a formal practical assessment once all employer training has been undertaken. Only an approved HIAPL staff member can complete this Assessment Criteria sign off.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Score (Circle appropriate score. 5 = Fully Competent, 1 = Not Competent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates an awareness of the Airside area and its operations</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Demonstrates an ability to suitably communicate with the ATC</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Clear enunciation</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Demonstrates an understanding of ‘read back’ procedures</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Completes taxiways entry (Standard Blanket Clearance)</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Completes a runway entry and vacate</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Understands operational requirements of their own Vehicle (Flashing lights, signage, radios)</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Is aware of Airside Speed limits and abides by them</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Demonstrates an ability to safely handle their Vehicle</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Demonstrates and understanding of Aerodrome Markers</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Aerodrome Awareness and Anticipation of Aircraft movements</td>
<td>1  2  3  4  5</td>
</tr>
<tr>
<td>Demonstrates an awareness of basic escort procedures</td>
<td>1  2  3  4  5</td>
</tr>
</tbody>
</table>

**Total** /60

**Competency:** Score of **44** or greater, with no score of 2 or below must be achieved to be deemed competent

Competent [ ] Not Yet Competent [ ]

HIAPL Assessor Signature: _____________________________ Date: ________________
Appendix H – Category 2 Aprons Familiarisation Guide (Other Ports)

The following list should form the foundations of the familiarisation of Hobart Airport Aprons for applicants that have completed the HIAPL ADA online test, and hold an ADA licence at another port.

<table>
<thead>
<tr>
<th>Gate 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Requirements of the Gate. Fully closed before leaving.</td>
</tr>
<tr>
<td>Potential Hazard presented by Aircraft moving to and from Bays 11A &amp; 11B</td>
</tr>
<tr>
<td>Explanation of the gate loop. Particularly how it works when leaving Airside.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freight Apron</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard presented by Helicopters in the area of Bay 8</td>
</tr>
<tr>
<td>Explanation of where freight Apron ends and taxiways begin at taxiway Juliet/Freight Apron intersection</td>
</tr>
<tr>
<td>Blind Corners behind ARFF Station</td>
</tr>
<tr>
<td>Blind Entry/Exits to Freight Hangars</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RPT Apron</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apron Road</td>
</tr>
<tr>
<td>Hazard presented at Bay 5 pedestrian crossing</td>
</tr>
<tr>
<td>Potential hazards where Apron rd runs between Bay 4 &amp; 5</td>
</tr>
<tr>
<td>Parking clearance line behind the bays. Explain how the line delineates the Apron from taxiways. No person beyond this point unless approved by ATC.</td>
</tr>
<tr>
<td>Equipment Staging and Storage areas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Baggage Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry and Exit point</td>
</tr>
<tr>
<td>Road cross over leading into hall</td>
</tr>
<tr>
<td>Pedestrian crossing for passenger entering arrivals building</td>
</tr>
</tbody>
</table>
## Appendix I – Airside Driver Experience Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Start</th>
<th>Time Finished</th>
<th>Total Time</th>
<th>Areas Operated</th>
<th>Supervisors Name</th>
<th>Supervisors Signature</th>
</tr>
</thead>
<tbody>
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