



Hobart Airport

Airside Vehicle Control Handbook

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2 Amendment Record

Version no.	Date of change	Parts and page	Summary of change(s)
2	14/10/2020	APP maps, admin changes	Administrative changes, Updated apron maps
3	01/02/2021	Page 35	Updated airside road zipper areas around bay 2
4	10/05/2022	Section 10, App E, M.	Updated apron maps, added penalty points system
5	23/05/2022	Section 2, App A.1, A.2, D.	Added amendment record, updated ADA form and maps
6	16/08/2022	Amended App 1 Section 6 Accidents and Incidents, Added Appendix N	Updated existing form web links, clarified incident reporting contact in App 1 Section 6, Added HIAPL airside driving safety alerts to App N.
7	23/06/2023	Section 7.1-7.5, App A	Updated ADA application process, added give way signage and eyewash station markings.
8	21/09/2023	Section 9, 9.2, APP A	Added ground give way markings, Updated serviceability terminology, vehicle lighting requirements
9	05/01/2024	APP M	Updated Airside driver penalty points.
10	14/02/2025	Section 4, 9, APP A, L, N	Update airside speed limits, update airside maps and apron plans, update safety alerts.
11	28/02/2025	Section 6.6, 10, APP M	Clarity added in relation to ADA suspensions, penalty points table updated
12	01/08/2025	Section 3.6, 6.3, 9	Clarity in relation to use of the apron road, reporting of airside driving incidents
13	22/09/2025	Multiple – indicated by change bars.	Changed references to Authority to use Airside to Airside Vehicle Permit. Changed links to AVP application and Indemnity forms.

3 Introduction

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.

Document Purpose

This handbook forms an important part of the system which Hobart International Airport Pty Ltd has put in place to promote the safe and orderly movement of passengers, aircraft and vehicle traffic on the airside at Hobart Airport.

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.

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 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 regulates airside vehicle control 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), 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.

Responsibilities of Hobart International Airport Pty Ltd

HIAPL is responsible for providing airside vehicle control at Hobart 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 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 vehicle traffic.

Audience

This handbook applies to all people who work or volunteer at Hobart Airport, who may be required to operate vehicles on the airside.

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.

Transition

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

Bicycles, Motorcycles, Tricycles, Skateboards, Scooters and Alike

No person is to ride a bicycle, motorcycle, 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, motorcycle, tricycle, skateboard, scooter or alike airside must comply with the Guide for Driving Airside at Appendix A.

4 Abbreviations

ADA	Authority to Drive Airside
ARFF	Aviation Rescue Fire Fighting
ASIC	Aviation Security Identification Card
ATC	Air Traffic Control
AVCH	Airside Vehicle Control Handbook
AVP	Airside Vehicle Permit
CAR 13	Senior Operations Officer
CASA	Civil Aviation Safety Authority
GSE	Ground Service Equipment
HIAPL	Hobart International Airport Pty Ltd

5 Contacts

Senior Operations Officer (SOO)	0418 120 854
Terminal Duty Manager (TDM)	0437 361 901
Aviation Rescue Fire Fighting (ARFF)	03 6248 3499

6 Definitions

Aeronautical Radiotelephone Operator Certificate means a certificate issued in accordance with Civil Aviation Regulation 83 and CASR Part 64.

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 – Plan of the Airside.

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 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.

Airside Vehicle Permit (AVP) means an authority for a vehicle to enter the airside issued under the provisions of Part 9 of the Handbook.

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 ASICs, ADAs and AVPs.

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 to Drive Airside (ADA) means an Authority to Drive Airside issued under the provisions of Part 7 of the Handbook.

Authority to Drive Airside Category 2 means an authority authorising Driving in Category 2 issued in accordance with Part 7 of the Handbook.

Authority to Drive Airside Category 4 means an authority authorising Driving in Category 4 issued in accordance with Part 7 of the Handbook.

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 2300m or cloud base is below 220ft 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.

Operational Need means having the requirement to perform routine functions or activities for the organisation you are working for.

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.

Pushback means the movement of an aircraft from a nose-in parking stand using the power of a specialised ground vehicle attached to or supporting the nose landing gear.

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 Appendix A - Guide for Driving Airside of the Handbook.

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 sections 3 and 12 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.

7 Authority to Drive Airside Application Process

This section 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:

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

Even if an applicant satisfies the requirements of this section (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 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.

7.1 New Application (Category 2 ADA)

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

1. Request Category 2 online theory training link from <https://hobartairport.com.au/corporate/working-at-hba/before-working-at-hba/>
2. Complete Category 2 online theory training.
3. Complete a minimum of four (4) hours supervised Airside (practical) driving with a Cat 2 (or higher) ADA/ASIC holder, and record hours on Appendix J – Airside Driver Experience Log.
4. Undertake Category 2 competency assessment with a HIAPL employee, assessments can be organised by emailing permits@hobartairport.com.au.
5. Submit completed application form, Experience Log (Appendix J), competency assessment, copy of your State or Territory driver's licence and ASIC to HIAPL by emailing permits@hobartairport.com.au.
6. Pay for the online Category 2 Authority to Drive Airside test at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/permit-payments/>

If you wish to make a pre-payment arrangement for multiple tests, email permits@hobartairport.com.au.

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

7.2 Renewal Application (Category 2 ADA)

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

1. Complete Category 2 online theory training. (Email will be automatically sent to ADA holder).
2. Pay for the Category 2 Authority to Drive Airside test at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/permit-payments/>
3. Submit completed application form, along with a copy of your State or Territory driver's licence and ASIC 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 and only provided they have commenced renewal of their expired ADA.

7.3 Other Airports Application (Category 2 ADA)

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

1. Request Category 2 online theory training link from <https://hobartairport.com.au/corporate/working-at-hba/before-working-at-hba/>
2. Undertake Category 2 competency assessment with a HIAPL employee, assessments can be organised by emailing permits@hobartairport.com.au.
3. Pay for the Category 2 Authority to Drive Airside test at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/permit-payments/>
4. Submit completed application form, along with a copy of your State or Territory driver's licence and ASIC to HIAPL by emailing permits@hobartairport.com.au.

7.4 Upgrade Application (Category 2 ADA to Category 2A ADA)

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

1. Hold a Hobart Airport Cat 2 ADA.
2. Obtain a CASA Aeronautical Radio Operator Certificate.
3. Pay for the Category 2 Authority to Drive Airside test at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/permit-payments/>
4. Complete aircraft pushback training at Hobart Airport as required by relevant airline.
5. Complete an at least 10 aircraft pushbacks driving within the Cat2A authorised area with a Cat 2A ADA/ASIC holder, and record hours on Appendix J – Airside Driver Experience Log, unless approved otherwise by HIAPL Management.
6. Undertake Category 2A competency assessment with a HIAPL employee, this can be booked by emailing permits@hobartairport.com.au.
7. Submit completed application form, proof of pushback training, HIAPL competency assessment, a copy of your State or Territory drivers licence and ASIC 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.

7.5 Renewal Application (Category 2A ADA)

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

1. Complete Category 2 online theory training. (Email will be automatically sent to ADA holder).
2. Pay for the Category 2 Authority to Drive Airside test at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/permit-payments/>
3. Submit completed application form, along with a copy of your State or Territory driver's licence and ASIC to HIAPL by emailing permits@hobartairport.com.au

Note: HIAPL may request applicants undertake a Cat 2A 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 and only provided they have commenced renewal of their expired ADA.

7.6 Upgrade Application (Category 2 or 2A ADA to Category 4 ADA)

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

1. Request and complete Category 4 online theory training
2. Obtain a CASA Aeronautical Radio Operator Certificate.
3. Pay for the Category 2 Authority to Drive Airside test at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/permit-payments/>
4. 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 J).
5. Undertake a pre assessment check ride with a HIAPL representative, unless otherwise approved by HIAPL Management.
6. Undertake Category 4 competency assessment with a HIAPL employee, this can be booked by emailing permits@hobartairport.com.au.
7. Submit completed application form, Appendix J – Airside Driver Experience Log, competency assessment, Aeronautical Radio Operator Certificate, a copy of your State or Territory driver's licence and ASIC 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.

7.7 Renewal Application (Category 4 ADA)

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

1. Complete Category 4 online theory training. (Email will be automatically sent to ADA holder).
2. Pay for the Category 4 Authority to Drive Airside test at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/permit-payments/>
3. Submit completed application form, along with a copy of your State or Territory driver's licence and ASIC 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, and only provided they have commenced renewal of their expired ADA.

8 Driver Training

This section outlines the requirements for undertaking ADA 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 Hobart Airport Authority to Drive Airside, equal to or greater than the level of training being undertaken. Training criteria can be found in the Appendixes.
- 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 HIAPL.
- Specific training associated with aircraft pushback/tow operations is to be completed by the airline/ground handling agent. HIAPL may request evidence of this training.

9 Airside Vehicle Permit Application Process

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

Airside Vehicle Permits will be issued at HIAPL's discretion.

9.1 Temporary AVP Application

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

9.2 Annual AVP Application

To request an annual AVP, the vehicle owner or employer is to complete the following forms, available on the Hobart Airport website,

- [Airside Vehicle Permit Application Form](#)
- [Airside Vehicle Indemnity Form](#) (for initial applications)

The vehicle owner/employer is to submit to HIAPL at the time of application:

- required insurance documentation,

Note: A condition of the application is that the vehicle operator undertakes to take responsibility of ensuring the vehicle is maintained in a serviceable condition at all times.

If an AVP is approved, HIAPL will issue an AVP vehicle sticker after the vehicle has been inspected by a person listed in the HIAPL AVP issuing procedure, which is to be affixed to the front windscreen of the vehicle.

9.3 Renewal of Annual AVP

If you hold a current AVP sticker, HIAPL will request updated insurance information prior to insurance expiry dates. If insurance paperwork cannot be provided, HIAPL reserves the right to cancel or suspend an AVP and airside access.

Annual AVPs are issued for 12 months corresponding to the insurance policy expiry date. HIAPL will renew AVPs for the following year provided insurance details have been provided and all renewal documentation requested by HIAPL has been produced.

HIAPL may request to inspect vehicles in possession of an AVP at any time to ensure compliance with this manual.

10 Penalties

A penalty points system applies to airside drivers who breach the rules and conditions for operating a vehicle airside. The Hobart Airport points system set out in Appendix L – Airside Driver Penalty Points System allocates a maximum penalty for a range of prescribed airside driving offences and whether the drivers ADA is to be temporarily suspended pending investigation of the incident.

If a penalty infringement is issued to any driver, it will be recorded by Hobart Airport and a notification specifying the details of the offence will also be forwarded to the Company/Vehicle Operator sponsoring the ADA of the driver.

The Hobart Airport penalty points allocate a maximum penalty for a range of prescribed airside driving offences, as set out in Appendix L. Penalty points will be allocated in line with the severity of the relevant breach. If a driver commits multiple offences, they may lose multiples of points for each offence committed and points issued will be cumulative.

In certain circumstances, the Manager or their delegate, may review the points allocated and depending on the circumstances, including the severity of the offence, possible consequences (e.g. death, disability, injury, property damage etc), may amend the points against a particular offence.

If a driver accumulates 12 or more points, the driver's Authority to Drive Airside (ADA) may be suspended or cancelled. Suspensions will be assessed on a case-by-case basis. Airside drivers may be invited to show cause as to why their Authority to Drive Airside should not be cancelled or suspended.

If the driver’s actions are deemed as an intentional violation of the airside driving rules and conditions, the driver’s ADA may be cancelled and Hobart Airport may impose further conditions on the driver’s re-application for an ADA, together with the ADA itself following re-issue.

Hobart Airport will notify the driver’s employer of any issue regarding Airside Penalty Infringement Notices or any suspension or cancellation of an ADA.

For the purpose of these rules, “Dangerous Driving” means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others using the Airside.

10.1 Appeal Process

Airside drivers may appeal individual Penalty Infringement Notices in writing to the Hobart Airport Operations team within 7 days of the notice being issued. Any appeals must be submitted in writing and must show cause as to why the relevant notice should be withdrawn.

The merits of each appeal submission will be considered by a manager or officer employed as a member of the Hobart Airport Operations team, or, within Hobart Airport’s sole discretion, any other officer or employee of Hobart Airport. Hobart Airport may suspend an ADA pending the outcome of the appeal process.

Upon making a determination to cancel an ADA Hobart Airport will advise the driver in writing of the reason for the determination.

If a determination is made to suspend an ADA for a specified time, the driver will be entitled to re-apply for the ADA after that specified time. The ADA will not be automatically reinstated.

Prior to the reinstatement of the ADA the driver may be required complete the following:

- The ADA category hour requirement,
- Online theory assessment,
- Practical test.

10.2 Return of Points

The following table shows points that will generally be returned to the driver should the airside driver not be issued with any further infringements during the nominated periods.

Time Frame	Points awarded back
6 months	2 points
12 months	4 points
18 months	6 points
24 months	12 points



Hobart Airport

Appendix A - Guide for Driving Airside

1 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 appendices, 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, assessed 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, issuing and approval of an Authority to Drive Airside licence is conducted by HIAPL.

2 Safety Requirements

Safety is the 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 operational aircraft you are not associated with unless you are on a defined apron road.
- Do not drive vehicles under or within 3 metres lateral clearance, or within 1m of overhead clearance of a parked 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 aircraft's engines are running or are about to be started. Beacons can also be located on the aircraft/helicopter tail.
- If you are on the apron road, do not drive behind an aircraft with its anti-collision beacon operating.
- Give way to all moving aircraft.
- Give way to any pushback operation.
- 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 or object.
- Comply with instructions given to you by authorised HIAPL staff.
- Ensure when driving vehicles carrying loose material (such as garbage and wastepaper) 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.
- Do not 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-at-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 visibility 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.
- Do not smoke whilst on the airside area, and;
- Do not 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.
- Provide Hobart Airport with up-to-date details of ASIC and Drivers Licenses when renewed.

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.

2.1 Aircraft Pushback

Only those personnel trained and qualified are permitted to perform aircraft towing and/or push-back operations. If you are a category 2A holder and involved in an aircraft push-back, ensure you have constant communications with the pilot or engineer in the flight deck who gains clearance from ATC for the push-back to begin. All aircraft on the RPT apron are required to be parked nose-in and push-back for departure (unless prior approval has been given by Hobart Airport Operations) ATC will provide push-back directions to aircraft operating on the RPT Apron. Pushback limitations are documented in Appendix K – RPT Apron Pushback Operation Plan.

When an aircraft is about to move, is about to start or has its engines operating its anti-collision beacon lights will be activated. This indicates that the aircraft is preparing for departure and could move at any time, drivers must keep clear (including driving behind the aircraft) and give way to an aircraft that has commenced or is about to pushback from the bay and may only continue when the aircraft pushes back (or has powered out) past the vehicle limit line.

3 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.

Drivers must not drive airside unescorted if they do not have a valid and current ASIC, current State or Territory drivers licence and ADA permit. It is a requirement to carry these on your person, failure to do so could incur an infringement.

3.1 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.

ADA holders with expired ASICs will have their airside access removed until valid ASIC details are submitted to HIAPL.

3.2 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.

3.3 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.

3.4 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.

3.5 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.

3.6 Reporting Incidents, Occurrences and Security Risks

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

4 Speed Limits

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

Area	Speed Limit
Baggage and Arrivals Hall	5km/h
Within 15m of Aircraft	10km/h
Marked Apron Roads	25km/h
Aprons	10km/h
Speed indicated by a sign	Signposted Speed
All other areas	40km/h

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.

4.1 Speed Detection

Speed detection devices are located airside at Hobart Airport. Failure to comply with any speed limit may result in the suspension or cancelation of the driver's ADA.

5 Height Restricted Areas

Areas that have height restrictions to vehicles operating airside are identified by height clearance signs above the opening.

Currently these areas are located on entry to the:

<p>Baggage delivery area. 2.7m</p>	
<p>Baggage make up hall. 2.4m</p>	
<p>Northern GSE shed. 3.2m</p>	

Vehicles over these heights should have the height of the vehicle clearly displayed to the driver.

It is recommended that vehicles are not driven under an aircraft that is landing or taking off.

All vehicles must give way to aircraft and not transit the area shown in Figure 5.1 whilst the runway is being used for an or aircraft landing on Runway 30 or taking off on Runway 12, as the vehicle may present as an obstacle to the aircraft.

Vehicles using the airside road at the runway 30 threshold must have a roof mounted beacon or be escorted by a vehicle with a roof mounted vehicle installed.

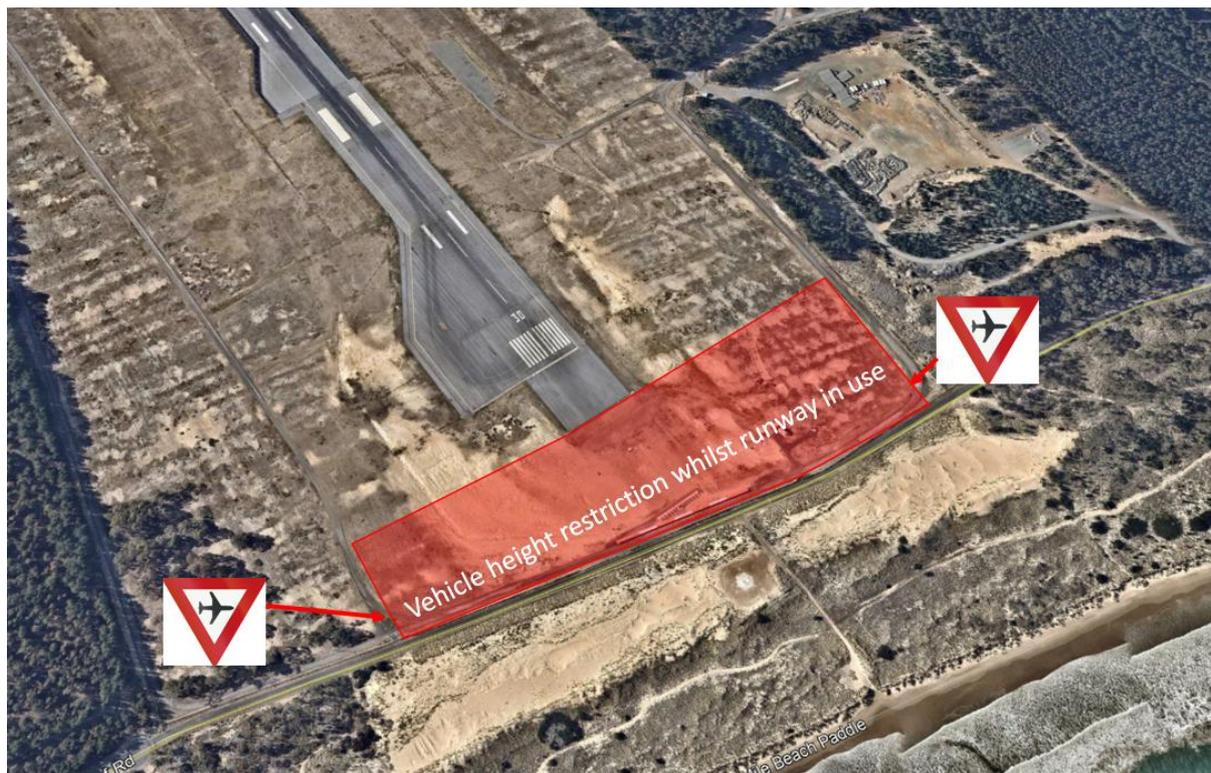


Figure 5.1

6 Driving Airside

6.1 General Requirements

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.

6.2 Operational Need

A person may only operate a vehicle airside where they have an operational need to do so. Vehicle operators are restricted to operate only in the areas they are required to access as part of their duties and activities at the airport.

6.3 Driving on the Apron

The following must be adhered to when driving on the apron:

- You must use the apron road to
 - traverse the apron
 - access the aircraft you are servicing.
- Vehicles must reduce speed when transitioning from the apron road to the aircraft parking bay, in accordance with Section 4 of this manual.
- Give way to all aircraft that are taxiing, being towed or pushed back.
- Give way and do not drive behind an aircraft with:
 - its beacons illuminated, unless directed by ground staff associated with the operation of the aircraft,
 - Its engines running.

6.4 Authority to Drive Airside

Subject to this handbook, on receipt of an application in accordance with the form set out in Appendixes 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 2A:** Airside roads, aprons and apron edge Taxiway Hotel between Bay 21 and Taxiway Juliet** See note
- **ADA Category 3:** Not applicable to Hobart Airport
- **ADA Category 4:** All airside areas (i.e. Airside roads, aprons, taxiways and runway).

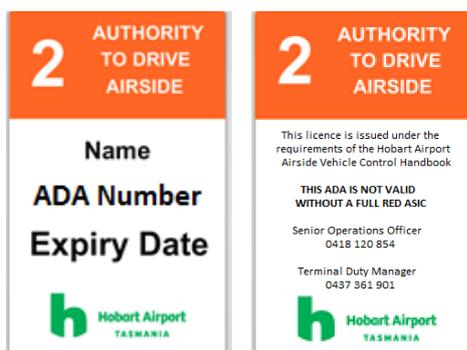
The following exemptions apply to the holder of a Category 2A ADA at Hobart Airport.

**Note: A person may only operate in a Category 2A area of authorised operations if:

- 1) The person holds a valid Category 2A ADA
- 2) The Category 2A holder is conducting aircraft pushback operations,
- 3) The Category 2A holder is approved by the airline to conduct pushback operations,
- 4) Has completed aircraft pushback training,
- 5) On completion of the pushback, the pushback tug operator and/or dispatcher must:

- a. Return to the apron service road via the shortest, safest possible route and must not traverse along the taxiway or rear of the apron to another Bay.
- b. Not conduct subsequent further operations, apart from the initial pushback, on the taxiway unless a subsequent ATC clearance is received or broadcast on the CTAF.

An Authority to Drive Airside will be issued on a card similar to the following example.



6.5 Inspection of Documents

You must carry your Authority to Drive Airside at all times whenever you are in charge of a vehicle on airside. If a HIAPL employee directs you to produce your Authority to Drive Airside you must comply with that direction at the time.

Whenever you are in charge of a vehicle airside HIAPL may request you provide a copy of your State or Territory Driver's Licence, you must comply with this instruction within a reasonable timeframe.

Further information regarding State or Territory licencing requirements and loss of licence is available in sections 3 of this Appendix.

6.6 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
 - Airline aircraft pushback training for Category 2A
 - 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 Category 2A Authority to Drive Airside, the applicant has satisfied the requirements set out in Appendix G – Category 2A 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 H – 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.

6.7 Expiry, 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 or driver's sponsoring company 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 48 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 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/or operator.

6.8 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, over in-ground hydrant positions or emergency eye wash stations.

Any unattended vehicle or GSE 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.

6.9 Vehicle Signage Requirements

All vehicles operating regularly on the RPT apron and manoeuvring areas shall have a clearly distinguishable company logo on both sides of the vehicle, unless specifically excluded from this requirement by HIAPL.

6.10 Accidents and Incidents

A vehicle operator must ***immediately*** report to HIAPL SOO 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; or
- causes a hazardous situation to occur
- may incur a deduction of demerit points

6.11 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.

6.12 Safety Distances

Whilst driving airside, you will be operating alongside aircraft. There are minimum distances that you must observe when driving and/or working near aircraft to remain safe. These distances are listed in the below table.

Item	Details
Jet Blast	When an aircraft's anti-collision beacon is active, you should not drive behind the aircraft or remain at least 75m away from the rear of the aircraft.
Jet Ingestion	When an aircraft's anti-collision beacon is active, you must remain at least 7.5m away from the forward most point of the aircraft. Do not proceed past the ingestion point marked on any aircraft.
Refuelling Aircraft	When an aircraft is refuelling, you must remain at least 15m away from the aircraft, unless you are involved in the refuelling operations, or have an approval to operate inside the limit.
Parked Aircraft	When an aircraft is parked (not displaying an active anti-collision beacon), you must remain at least 3m from the aircraft, unless you are servicing the aircraft. You must not drive within 15m of an operational aircraft you are not associated with unless on a defined apron road
Mobile Phone	Mobile phones must not be used within 15m of an aircraft, unless authorised by the aircraft operator. Do not operate a mobile at any time whilst driving.
Security Fence	Vehicles must not be parked within 3m of the security fence landside, and 2m of the security fence airside.

7 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.

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:

- Your vehicle has headlights (dipped) and taillights 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 or amber in the case of rescue and fire-fighting vehicles,
 - amber for other vehicles.

Note: If it is impossible to fit the beacon on the top of the vehicle, equivalent rotating/flashing beacon must be provided in other locations to ensure 360-degree visibility, unless using the airside road at the runway 30 threshold where a roof mounted beacon is required.

- Your vehicle is fitted with an VHF receiver capable of receiver capable of monitoring the CTAF or ATC frequencies.

- You are under the supervision of another vehicle that complies with the above points.

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:
- A current Category 2A Authority to Drive Airside Licence and are conducting aircraft pushback operations
- A Category 4 Authority to Drive Airside Licence
- An Aeronautical Radio Operator Certificate
- A clearance from ATC to enter the manoeuvring area
- 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 taillights operating.
- in conditions where low visibility procedures have been declared (generally when visibility is less than 800 metres).

On the manoeuvring area of Hobart 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 section 11 for more information)
- Obey all instructions given by Air Traffic Controllers
- Be familiar with the geography of the Airport.

Note: In some instances, Aerodrome Reporting Officers may need to utilise high beam light setting to facilitate serviceability and wildlife inspections. These officers have been trained in the use of High Beam Light settings on the airport to ensure that aircraft, ATC and other drivers are not adversely affected.

7.1 Operating During Low Visibility and Non-Daylight Hours

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

7.2 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.

8 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 you must operate an amber flashing beacon on your vehicle.
- If it is impossible to fit the beacon on the top of the vehicle, equivalent rotating/flashing beacon must be provided in other locations to ensure 360-degree visibility, unless using the airside road at the runway 30 threshold where a roof mounted beacon is required.
- 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.

9 Airside Markers and Markings

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

<p>1.Runway Strip</p> <p>White gable markers mark the edge of the graded portion of the runway strip. Vehicles must have clearance from ATC to enter the runway strip.</p>	
<p>2.Grass Apron</p> <p>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.</p>	
<p>3.Helicopter Training Areas & Aiming Points</p> <p>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 clearance from ATC to enter. Helicopters operating into Hobart Airport will utilise Taxiway Alpha as the Helicopter aiming point for daytime operations, and for night-time operations, the Runway will be utilised.</p>	

4. Freight Apron Vehicle Warning Lights & Hazard Bollards

The Freight Apron Vehicle Warning Lights will be activated for helicopter movements on the Freight Apron. When lights are illuminated, ground vehicles transitioning the Freight Apron must stop prior to Bay 9 or stop prior to the Vehicle Warning Lights on the fire station corner. Once the Vehicle Warning lights have been extinguished vehicles may proceed if the driver is satisfied it is safe to do so and there are no helicopters running in the area.

Freight Apron hazard bollards will be installed into the ground marking the hazard area when a helicopter is undertaking a ground run on the Freight Apron. Ground vehicles transiting the Freight Apron are permitted to transit around the hazard area marked by the hazard bollards only if the Vehicle Warning Lights are not illuminated and the vehicle driver follows any instructions provided by helicopter ground support staff. Refer to Section 15 of this manual for the full procedure.



5. Driver Caution Markers

The area indicated by the green cones incorporate the RESAs and clearways that exist at the 12 and 30 ends of the runway. When a runway is in use for take-off or landing, no mobile object (person/vehicle) may be on any part of a RESA.

Vehicles or persons should not be within the area marked by the green cones when an aircraft is taking off or landing.



6. Navigational Aids & Localiser Aerial

Driving is not permitted between jet blast wall (the red and white striped curved wall in the image opposite) at the 30 threshold of the runway, and the high strength pavement. Navigational aids (painted orange) are present in this area and are marked off with white bollards to prevent access.



<p>7. Glide Path Aerial</p> <p>The glide path aerial is a red and white tower located on the North-eastern side of the runway. Driving is not permitted inside the glide path restricted area, which is marked by white bollards to prevent access.</p>	
<p>8. Runway Holding Position</p> <p>Runway holding positions are the holding points for aircraft prior to entering a runway. Vehicles must have clearance from ATC to enter the runway. Runway holding Positions are identified by two solid and two broken lines painted on the pavement bordered by Runway Guard Lights (item 9). At night the lines are lit by orange inset lighting.</p>	
<p>9. Runway Guard Lights</p> <p>Runway guard lights border a Runway Hold Point (item 9) as a further visual cue for the border where Vehicles must have clearance from ATC to pass through.</p>	
<p>10. Intermediate Holding Points</p> <p>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.</p>	

11. Taxiway Edge Markers

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

Note: Where the edge of a taxiway is behind the RPT Apron, it will be marked as per “Apron Service Road” lines below.



12. Parking Clearance

Parking clearance areas are marked by a yellow/red/yellow line combination. Aircraft parked in these areas must be within the Parking Clearance lines.



13. Apron Service Road

The apron service road is marked by a continuous solid white edge line on either side of the road and a dashed 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 traversing the apron are to remain on the road at all times.**



14. Apron Service Road Zipper Line

Areas of the apron road that:

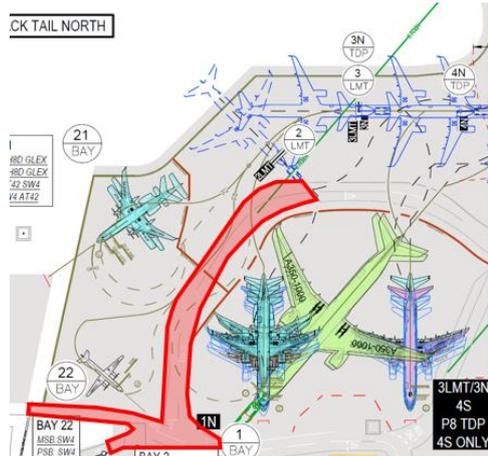
- cross live taxiways or taxiway
- have the potential for adjacent taxiing aircraft wingtips to transit over the road

are marked by a zipper line each side of the road. Hobart Airport has a zipper line on the apron road between Bay 2 and the northern end of the apron. Vehicles are not permitted on this part of the road whilst aircraft are transiting to and from Bays 2, 21, 22. Including Bay 2 pushback.

When approaching the crossing, you should slow down, have a thorough look for aircraft movements and be sure that the taxiway is clear before proceeding across it. When approaching a live taxiway crossing, a driver may only proceed:

- If there are no aircraft movements
- after the taxiing aircraft has safely cleared the roadway
- after giving way to vehicles using the taxiways

Note: In some locations aircraft may be operating on an adjoining taxiway and in these cases vehicles must stop at the give way points until it is clear that the aircraft will not proceed on to the taxiway crossing. Caution must be maintained when operating in this area as certain aircraft types are permitted to turn out of Bay 2 under their own power.



15. Apron Service Road Give Way

Apron service road give way positions are marked by a white triangle on the road. Approaching drivers must give way to all aircraft arriving and departing from the bay or taxiing adjacent to that portion of the service road.

Vehicles operating on the apron service road need to vacate the section of the road between the give way marks (Adjacent and behind Bays 2 & 3) prior to:

- any pushback to TDP 2LMT until the aircraft has been pulled past the road.
- any movement to and from bay 21 and 22
- any aircraft turning out of bay 2 under their own power (certain approved aircraft may depart bay 2 by turning right from the stop line under their own power)
- any aircraft entering Bay 1.



14. 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”.



15. 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 anti-collision light is extinguished. The lines are labelled “Equipment Clearance”. These areas should remain empty of equipment when aircraft are not being serviced on the relevant bay.



16. Passenger Path

Passenger path markings may be provided between the aircraft and terminal building and are marked by white zebra crossing markings, similar to those used on public roads. Drivers of vehicles or equipment must give way to all passengers on the passenger path markings



<p>17.Unserviceability Cone Markers</p> <p>Unserviceability cones 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.</p>	
<p>18.Limit of Works Markers</p> <p>Orange cones (Witch’s hats) are used to delineate worksites on the airfield. At night these markers are supplemented by the use of 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.</p>	
<p>19.Aircraft Pushback Lines</p> <p>A broken white line to guide tug operators to safely and accurately steer and position the aircraft on the required path for the nose wheel of the aircraft during pushback operations.</p>	
<p>20.Pushback Alignment Bars</p> <p>A broken white line to assist tug operators to align an aircraft correctly at the end of the pushback operation. The marking must commence 3 m past the tow disconnect marking, as shown below.</p>	

<p>21. Pushback Limit Marking</p> <p>Comprises of two parallel WHITE LINES at right angles to and symmetrical about the pushback line.</p>	 
<p>22. Towbar Disconnect Marking</p> <p>White Line located on the left side of the taxi guideline or pushback line, as viewed from the tug in indicate point of disconnection.</p>	
<p>23. Tug Parking Position</p> <p>Tug parking position is provided on each bay to ensure the tug is clear of incoming aircraft.</p>	
<p>24. Miscellaneous Area Line</p> <p>Miscellaneous area line markings are used to define areas for miscellaneous purposes.</p> <p>Currently the miscellaneous are line marking is used to indicate the Rotor-Lift Engineering leased area on the Freight Apron and ABF vehicle parking positions on the RPT apron.</p>	

25. Vehicle Stop Signs

Vehicle stop signs are located on the:

- Vehicle access road to Taxiway Hotel
- Vehicle access road between Taxiway Hotel and Taxiway Juliet
- Vehicle access road to Runway 12 Threshold
- Vehicle access road to Taxiway Alpha
- Vehicle access road to Taxiway Delta

Vehicles must not proceed past these points without ATC permission.

If Taxiway Hotel is closed for aircraft parking vehicle still need SOO approval before proceeding past these points.



25. Movement Area Guidance Signs (MAGS)

MAGS are designed to assist pilots and drivers when they manoeuvre an aircraft or drive a vehicle on the movement areas. They provide instructions, directions and information and consist of several different types and colours.

At Hobart Airport MAGS are located at the runway holding points and are illuminated.

MAGS with white lettering on red background signify a mandatory instruction (i.e. the requirement for the vehicle or aircraft to stop) At Hobart Airport these indicate the runway holding point and you are about to enter the runway, ATC clearance must be obtained prior to proceeding past this point.

Yellow lettering on a black background indicates the taxiway you are driving on.



26. Eye Wash Station Clearance Area

The clearance area around an eyewash station is important to ensure quick and unobstructed access in case of an emergency. This area needs to be free from any obstacles, vehicles, or equipment that could impede or delay someone trying to reach the station for eye irrigation.



27. Give Way to Aircraft

Give way to aircraft signs are provided at positions on the airside roads where vehicles must give way to taxiing or overflying aircraft.

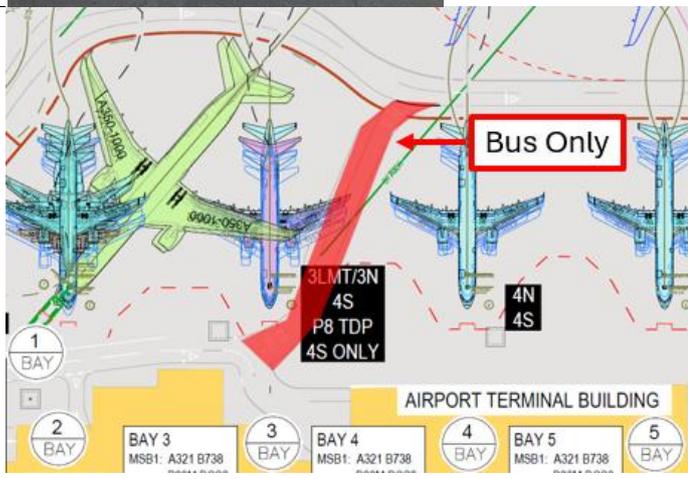
Additionally, there are road markings on the apron to serve as indicators for vehicles to give way to taxiing aircrafts.



28. Bus Only Lane

A bus only lane is located between Bays 3 & 4 to facilitate the servicing of aircraft on Bay 1. This lane is marked as a zipper lane and must be vacant for any aircraft movement on Bays 1, 2, 3 & 4.

This lane is to be used for servicing aircraft on bay 1, only.



10 Runway Incursions

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

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

11 Radio Procedures

Radio contact with the ATC 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 2A or 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.

11.1 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 ATC to vacate a runway, you must do so immediately and notify ATC once you are clear of the relevant runway holding position or outside the relevant line of runway strip markers.

11.2 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 slightly slower than normal 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.

11.3 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:

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

11.4 Numerals

Numbers are to be transmitted using the following pronunciations:

0	ZE-RO
1	WUN
2	TOO
3	TREE
4	FOW-er
5	FIFE
6	SIX
7	SEV-in
8	AIT
9	NIN-er

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

10	ONE ZERO	1,000	ONE THOUSAND
75	SEVEN FIVE	11,000	ONE ONE THOUSAND
100	ONE ZERO ZERO	24,000	TWO FOUR THOUSAND
583	FIVE EIGHT THREE		

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

121.7 - ONE TWO ONE DECIMAL SEVEN

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

11.5 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

11.6 Commonly Used Phrases

The following phrases are commonly used

Acknowledge	Let me know that you have received and understood this message
Affirm	Yes
Approved	Permission for proposed action granted
Cancel	Annul the previously transmitted
Cleared	Authorised to proceed under the conditions specified
Confirm	Have I correctly received the following (See also “say again”)
Correct	That is correct
Correction	An error has been made in this (or other) message – the correct information is....
Disregard	Consider that message/instruction as not sent
Expedite	Hurry
Go ahead	Proceed with your message (normally only after “stand by”)
Hold position	Stop - do not proceed until advised
Hold short of ...	Stop before a specified location (for a runway or taxiway, this is the holding position line)
How do you read	What is the readability of my transmission (or how well can you hear my transmission)? (normally preceded by “radio check”)
Negative	No, or permission not granted or that is not correct
Request radio check	I wish to know how well you can hear me - please advise your readability of my transmission
Request	Request permission to
Say again	Repeat all, or the following part of your last message

Stand by	Wait and I will call you back
Vacate	Move off the runway/taxiway/area immediately (may be amplified by “via taxiway ... or next left”)
Vacated	I have vacated runway/taxiway/area (not required after crossing a runway or taxiway unless asked by the tower e.g. In poor visibility)
Verify	Check and confirm with originator

11.7 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**
“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.

<p>Entering a Runway</p> <p>Contact ATC on Tower frequency of 118.1 MHz:</p>	<p>“HOBART TOWER CAR SIXTEEN ON TAXIWAY CHARLIE, REQUEST TO ENTER RUNWAY ONE TWO ON IMMEDIATE RECALL”</p> <p>(Tower response: “Car 16 enter Runway 12 on immediate recall” or “Car 16 Hold Position”)</p> <p>(Your acknowledgement: “ENTER RUNWAY ONE TWO ON IMMEDIATE RECALL - CAR SIXTEEN” or “HOLD POSITION - CAR SIXTEEN”)</p>
<p>Crossing a Runway</p> <p>Contact ATC on Tower frequency of 118.1 MHz:</p>	<p>“HOBART GROUND - CAR SIXTEEN ON TAXIWAY DELTA REQUEST TO CROSS RUNWAY ONE TWO”</p> <p>(Ground response: “Car 16 Cross Runway 12 - Expedite” or “Car 16 Hold short of Runway 12”)</p> <p>(Your acknowledgement: “CROSS RUNWAY ONE TWO - CAR SIXTEEN” or “HOLD SHORT OF RUNWAY ONE TWO - CAR SIXTEEN”)</p>
<p>Entering the Manoeuvring Area from Aprons</p> <p>Contact ATC on Ground frequency of 121.7 MHz:</p>	<p>“HOBART GROUND - TRUCK ELEVEN AT GATE ONE REQUEST TO ENTER TAXIWAY DELTA ON FIVE MINUTE RECALL”</p> <p>(Tower response: “Truck 11, enter Taxiway Delta”)</p> <p>(Your acknowledgement: “ENTER TAXIWAY DELTA - TRUCK ELEVEN”)</p>
<p>Entering the Manoeuvring Area from Aprons whilst Supervising a Vehicle (generally for repair/maintenance works)</p> <p>Contact ATC on Ground frequency of 121.7 MHz:</p>	<p>“HOBART GROUND - TRUCK ELEVEN AND COMPANY AT GATE ONE REQUEST TO ENTER TAXIWAY DELTA ON A FIVE-MINUTE RECALL”</p> <p>(Tower response: “Truck 11 and Company, enter Taxiway Delta”)</p> <p>(Your acknowledgement: “ENTER TAXIWAY DELTA – TRUCK ELEVEN AND COMPANY”)</p>

11.8 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, ATC 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 call is brief, e.g. “CAR 16 - VACATE RUNWAY ONE TWO.” Your immediate response is “CAR SIXTEEN VACATE RUNWAY ONE TWO”, 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 taxiing 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 position (clear of the runway strip) and remain there until you have permission to proceed.

11.9 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)

11.10 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 of 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 timeframe but require the approval of ATC.

11.11 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.

11.12 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 THE RUNWAY, HOBART"
Vacating the runway on CTAF	Broadcast to CTAF on 118.1 "HOBART TRAFFIC, CAR SIXTEEN HAS VACATED THE RUNWAY, HOBART"
<p>Responding to Aircraft whilst on the Runway during CTAF</p> <p>Where you are operating Car Sixteen on the runway and an aircraft broadcasts to CTAF</p>	<p>Broadcast to CTAF on 118.1</p> <p>"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.)</p> <p><i>The vehicle operator shall respond via 118.1 with:</i></p> <p>"BRAVO ALPHA DELTA, THIS IS CAR SIXTEEN, VACATING THE RUNWAY AT TAXIWAY CHARLIE."</p> <p><i>Upon vacating the runway, the following broadcast should be made:</i></p> <p>"BRAVO ALPHA DELTA, CAR SIXTEEN HAS VACATED THE RUNWAY AT TAXIWAY CHARLIE, HOBART."</p> <p><i>After this call is broadcast, the aircraft operator should reply with:</i></p> <p>'CAR SIXTEEN COPIED, BRAVO ALPHA DELTA.'</p>

11.13 Light Signals

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

Signal	Required Action
Green Flashes	Permission to cross runway or to move on a taxiway
Steady Red Light	Stop immediately
Red Flashes	Move off the runway or taxiway and watch out for aircraft
White Flashes	Vacate the manoeuvring area

11.14 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

12 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.

12.1 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 drivers 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 Licence.

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.

12.2 Vehicle Requirements

Vehicles operating airside must comply with all relevant legislation including Civil Aviation Order 20.9 and MOS 139.

1. Any vehicle operated airside at 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.
 - Maintained to prevent avoidable breakdowns and spillage of fuels, lubricants and hydraulic fluids.
 - 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.
 - HIAPL reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any vehicle airside.
 - A vehicle serviceability inspection may include (but not limited to) the following:
 - Fluid leaks, excess emissions, towing attachments, seat belts, tyre condition, vehicle lights, body condition, signage.
2. Any vehicle operated on the airside of Hobart Airport must adhere to the following signage requirements:
 - If the vehicle is frequenting the RPT apron and manoeuvring areas clearly displays, a logo which clearly identifies the vehicle operator, unless approved otherwise by HIAPL.
 - The vehicle displays a rotating/flashing beacon.
 - The beacon
 - may be red or amber in the case of Aviation Rescue and Fire Fighting vehicles
 - amber for all other vehicles.

Note: If it is impossible to fit the beacon on the top of the vehicle, equivalent rotating/flashing beacon must be provided in other locations to ensure 360-degree visibility, unless using the airside road at the runway 30 threshold where a roof mounted beacon is required.

- The vehicle is under supervision and displaying such beacon.
3. Any vehicle operated on the manoeuvring area airside of Hobart Airport must adhere to the following communication equipment requirements:
 - The vehicle must be equipped with at least a VHF receiver capable of monitoring the ATC or CTAF frequencies as applicable.

Paragraph 3 above does not apply to vehicles operating on a designated live taxiway crossing marked across a taxiway on a manoeuvring area in accordance with MOS 139 section 14.03(7).

12.3 Airside Vehicle Permit

Any vehicle operating on the Airside of Hobart Airport requires prior approval from HIAPL, as well as an Airside Vehicle Permit (AVP) for the vehicle. Where the vehicle is under the supervision of an approved AVP vehicle, being operated by an Authority to Drive Airside (ADA) driver, HIAPL may waiver this condition.

In certain circumstances, some emergency, regulatory or law enforcement authorities will have rights of access to the Airside of Hobart Airport even without an Airside Vehicle Permit or Authority to Drive Airside. However, there is no general obligation on HIAPL to allow vehicle operators access to airside.

12.4 Issuing and Renewing an Airside Vehicle Permit

Subject to this handbook, upon receiving a Airside Vehicle Permit application from a vehicle operator, HIAPL may issue or renew an Airside Vehicle Permit. An example of an Airside Vehicle Permit sticker is below:



Temporary passes may be issued by HIAPL for delivery vehicles and contactor's vehicles who only require an occasional entry permit. Temporary passes can only be issued 28 times in a calendar year unless approved by HIAPL management. The applicant for a Temporary AVP pass must 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 including airside insurance coverage.

An example of the temporary pass is below:



Temporary passes may be issued by HIAPL for contractor's vehicles associated with works projects who only require an occasional entry permit. An example of the temporary pass is below:



HIAPL will only issue or renew an Airside Vehicle Permit if the applicant demonstrates:

- a need for the vehicle to be operated in the area on a frequent and unsupervised basis:
 - to provide a service which is part of, or incidental to, the operation of the airport.
 - to carry out regulatory or law enforcement activities; or
 - 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.
- AVP application has been completed and includes proof of insurance coverage and vehicle serviceability if required.
- The vehicle has been inspected by a person listed in HIAPL [Airside Vehicle Permit Issuing Procedure](#)

Note: For temporary AVP passes the escorting driver is responsible for inspecting the vehicle unless inspected by an HIAPL staff member.

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 Airside Vehicle Permit.

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.

12.5 Indemnity and Release

HIAPL may not issue an Airside Vehicle Permit unless HIAPL has been provided with an Airside Vehicle Indemnity and Release.

12.6 Insurance

A vehicle operator must ensure that a vehicle for which it holds an Airside Vehicle Permit (including temporary AVP) 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 (often referred to as 'ports').
- ensure that such insurance:
 - is for an amount no less than AUD \$20 million for vehicles accessing airside.
 - does not contain any exclusionary clauses relating to any airport infrastructure, aircraft or matters relating to or in connection with the operation of vehicles on the airside.
 - Includes an "Airside endorsement" stating coverage whilst operating airside at Hobart Airport.
 - not do, or permit to be done, anything which might prejudice such insurance policy and must immediately rectify anything which might prejudice such insurance policy.

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

12.7 Expiry, Cancellation and Suspension of an Airside Vehicle Permit

Subject to this handbook, an Airside Vehicle Permit is valid for the period of validity of the insurance policy as of the date of issue.

HIAPL may at any time cancel or suspend an Airside Vehicle Permit by providing notice to the vehicle operator, with written notice being provided within 24 hours that:

- the Airside Vehicle Permit is cancelled; or
- the Airside Vehicle Permit is suspended for the period specified in the notice.

Within 48 hours of receipt of a notice of cancellation or suspension of an Airside Vehicle Permit under the previous paragraph, the vehicle operator must either surrender or destroy their Airside Vehicle Permit.

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

- restrict airside access.
- re-issue the Airside Vehicle Permit for the balance of its term.
- cancel the Airside Vehicle Permit; 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 Airside Vehicle Permit 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 Airside Vehicle Permit and 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.

12.8 Airside Vehicle Permit Display Requirements

All vehicles operated airside must display an Airside Vehicle Permit, or Temporary Airside Vehicle Permit unless under direct supervision from a HIAPL employee. It is preferred that the permit is display on the right-hand side of the front windshield, or in the case of a Temporary Airside Vehicle Permit, facing outwards from the rear vision mirror. To assist with identification expired permits should be removed from vehicles.

12.9 Vehicle Signage Requirements

All vehicles operating airside and frequenting the RPT Apron and manoeuvring area shall have a clearly distinguishable company logo on both sides of the vehicle, unless specifically excluded from this requirement by HIAPL.

12.10 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 Airside Vehicle Permit (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.

12.11 Disposal of Vehicles

When a vehicle operator disposes of a vehicle holding an Airside Vehicle Permit, the vehicle operator must:

- return the Airside Vehicle Permit for the vehicle to HIAPL, or
- notify HIAPL in writing that the Airside Vehicle Permit has been destroyed.

Disused or decommissioned vehicles must be removed from the airside area prior to returning the Airside Vehicle Permit, unless used for training purposes.

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.

12.12 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 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.

13 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 Airside Vehicle Permit (AVP). Vehicles can only operate airside without an AVP, provided they are driven under the direct supervision of an approved HIAPL employee. Any vehicle parking for an extended period on the airside will require an AVP.

13.1 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. e.g. "Car 12 in company."

HIAPL may be available to provide escorting duties, with prior notice.

13.2 Escorting of Vehicles and Drivers

Access airside for drivers and vehicles that do not hold an applicable ADA or AVP may be approved if one of the following supervising requirements are met:

- An appropriately licenced driver in an authorised vehicle provides an escort.
- An appropriately licenced driver rides in the escorted vehicle

- An appropriately licenced 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.

13.3 Withdrawal of Consent

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

14 Bicycles, Motorcycles, Tricycles, Skateboards, Scooters and Alike

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

No person is to ride a bicycle, motorcycle, 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, motorcycle, tricycle, skateboard or scooter airside must comply with the Guide for Driving Airside at Appendix A.

15 Freight Apron Vehicle Warning Light Procedure

15.1 Ground Vehicle Operations on the Freight Apron

A vehicle warning light system is installed on the freight apron. This is to increase safety and assist with ground vehicle movements around the Rotor-Lift Engineering leased area when helicopters are operating in the area.

3 red flashing lights are installed on the north-eastern most Bay 9 flood light pole (closest to the Fire Station) and removable safety bollards will be installed around Rotor-Lift's leased area.

Below is the procedure for the warning lights.

15.2 SOO/Rotor-Lift Procedure

15.3 Helicopter Departure

1. Rotorlift contact SOO by phone prior to helicopter movement from the Freight Apron, with ETD and ETA for the flight.
2. Helicopter engine start. SOO activates vehicle warning light.
3. Once SOO has confirmed the helicopter has departed the Freight Apron, SOO deactivates the vehicle warning light.

15.4 Helicopter Arrival

1. SOO will monitor Ground and Tower frequencies for arriving helicopter traffic.
2. When the helicopter is on TWY Hotel SOO activates the vehicle warning light.
3. When SOO confirms helicopter is on the ground and shut down. SOO deactivates the vehicle warning light.



15.5 Helicopter Departure/Arrival to Rotor-Lift's Leased Area Helicopter Departure

If the vehicle warning lights are illuminated ground vehicles transiting the Freight Apron must adhere to the following:

ALL vehicles must stop either prior to:

- Bay 9; or
- The vehicle warning lights on the Fire Station corner.

Once the vehicle warning lights are extinguished vehicles may proceed if the driver is satisfied it is safe to do so and there are no helicopters running in the area.

15.6 Helicopter Ground Running

Prior to ground running a helicopter in Rotor-Lift's leased area (adjacent to Bay 9) Rotor-Lift will:

- Ensure the area is clear of FOD,
- Install hazard bollards into the ground marking the helicopter ground running hazard area.

Ground vehicles transiting the Freight Apron must adhere to the following:

If a helicopter located within the Rotor-Lift Lease area is running or its beacon is on vehicles transiting the Freight Apron are permitted to transit around the hazard area marked by the hazard bollards only if:

- The red traffic warning signals are NOT illuminated, and
- The vehicle driver follows any instructions provided by helicopter ground support staff.

If at any time the vehicle warning lights are illuminated and there is not any helicopter activity, call the Senior Operations Officer (0418 120 854) to confirm it is safe to proceed.

Appendix A.1 - Aircraft Parking Bays



Appendix A.2 - Map of Hobart Airport (Category 2 Specific)



Appendix A.3 - Map of Airside Road



Airside Roads

-  Apron Service Road
-  Perimeter Road
-  Taxiway Hotel Access Road (Only available with SOO or ATC permission)
-  Taxiway

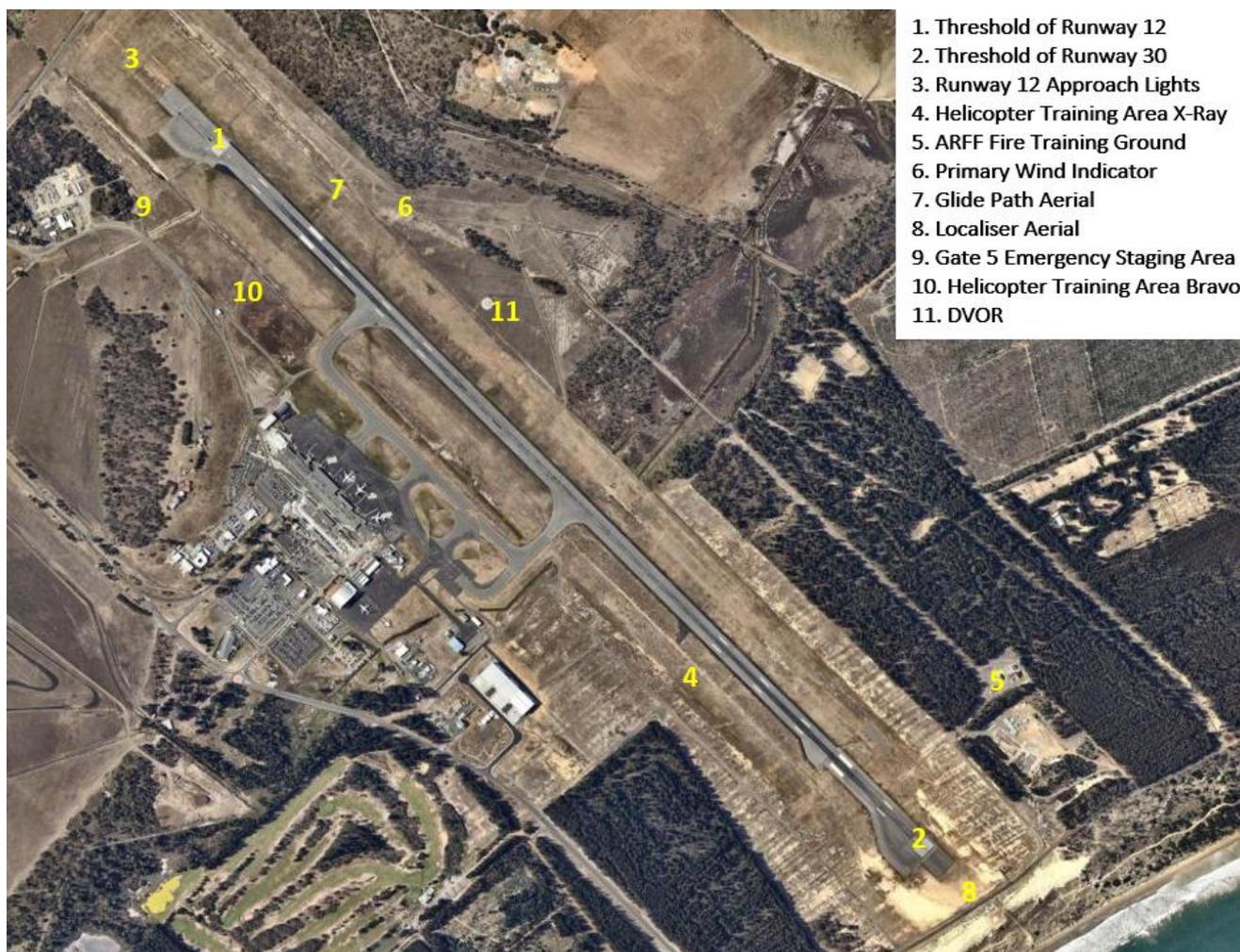
Appendix A.4 - Map of Airside Perimeter Road



Appendix A.5 - Map of Taxiways and Runways



Appendix A.6 - Map of Hobart Airport (Category 4 Specific)



Appendix B – Airside Vehicle Permit Application Form

Available at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/>

Appendix C – Authority to Drive Airside Application Form

Available at <https://hobartairport.com.au/corporate/working-at-hba/airside-vehicle-control/>

Appendix D – Plan of the Airside



- Category 2A ADA additional authorized area for pushback operations only
- Vehicle Restricted Area
- Category 4 ADA Limitations
- Category 2 ADA Limitations

Appendix E – Airside Vehicle Indemnity and Release (SAMPLE)

AVCH-Appendix-F-Indemnity-and-Release



Airside Vehicle Control Handbook - Appendix F

Airside Vehicle Indemnity and Release

Hobart Airport
TASMANIA

THIS DEED POLL is made on the day of 20.....

BY:..... (ABN) of (Contractor)

IN FAVOUR OF: HOBART INTERNATIONAL AIRPORT PTY LTD (ACN 080 919 777) of 6 Hinkler Drive, Cambridge, Tasmania 7170 (Airport Operator)

BACKGROUND

The Contractor has requested access to the Airside. The Airport Operator has granted access on the basis that the Contractor provides the indemnities and releases set out in this document.

DEFINITIONS

In this document:

Airport means that airport described in Regulation 1.03 of the *Airports Regulations 1997* (Cth) as 'Hobart Airport'.

Airport Operator means the party identified as such on the first page of this document.

Airside means any part of the Movement Area of the Airport, adjacent terrain and buildings, being the area marked as "Airside" on the plan at Annexure D of the Airside Vehicle Control Handbook.

Airside Vehicle Control Handbook the handbook of that description published by the Airport Operator and made available to the Contractor.

Contractor means the party identified as such on the first page of this document and includes the Contractor's employees, agents, contractors and assignees.

Loss means any form of loss, damage, cost, expense or liability (however that arises), and the concept includes but is not limited to:

- a) liability incurred as a result of a court ruling together with the costs and expenses of addressing, responding to, or defending any legal action (or a threat of it), claim, proceeding or demand from a third party; and
- b) any fines or infringement fee imposed by any regulatory body with jurisdiction over the Airport Operator or the Airside.

Vehicle means any motor vehicle, special purpose vehicle or other mobile equipment which is used on the Airside by the Contractor.

INTERPRETATION

In this document, unless the context indicates otherwise:

- a) headings and underlining are for convenience and do not affect the interpretation of this document;
- b) words denoting the singular include the plural and vice versa;
- c) a reference to the Airport Operator includes the Airport Operator's employees, agents, contractors and assignees, but excludes the Contractor.

INDEMNITY

- a) The Contractor indemnifies and releases the Airport Operator from and against any Loss incurred as a result of:
 - (i) use of any Vehicle on the Airside by the Contractor, regardless of whether or not the Airport Operator has authorised the use of that vehicle;
 - (ii) any breach of the requirements or obligations of the Airside Vehicle Control Handbook; and
 - (iii) the presence of the Contractor on the Airside.
- b) Each indemnity and release in this document is a continuing indemnity and release and remains in full force and effect until this document is discharged by the Airport Operator in writing.
- c) The Contractor must pay any amounts owing under the indemnity in this clause **Error! Reference source not found.** immediately when demanded by the Airport Operator.
- d) The Contractor must not make or commence or threaten to make or commence any claim, action, cause of action, proceeding or demand in relation to liability released under this clause 3.
- e) Notwithstanding any other provision of this document and to the extent permitted by law, the Contractor's liability under this document is reduced proportionately to the extent that any loss, damage, cost, charge, expense or other liability is caused or contributed by an act or omission of the Airport Operator.

INSURANCE

- a) The Contractor must take out and maintain an insurance policy with a reputable insurer (listing the Airport Operator as an interested party) for:
 - (i) comprehensive motor vehicle insurance including compulsory third-party insurance in respect of all vehicles;
 - (ii) Public Liability Insurance to a minimum sum of AU\$20,000,000; and
 - (iii) covering all of the Contractors activities on the Airside (including airside activities endorsement).
- b) The Contractor will provide the Airport Operator with a certificate of currency to the Airport Operator as evidence that the insurance is in full force and effect as required by the Airport Operator from time to time.
- c) If the Contractor 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 Contractor and may be sued for and recovered by the Airport Operator as a liquidated demand in any Court of competent jurisdiction.

GOVERNING LAW

This document is to be governed by the laws of the Commonwealth of Australia and the State of Tasmania, and the parties submit to the non-exclusive jurisdiction of the courts in those jurisdictions.

EXECUTED as a Deed Poll

If Contractor is a Company:

Signed, sealed and delivered by << insert legal name of consultant >> ABN <<insert>> in accordance with section 127 of the Corporations Act 2001 (Cth):

Signature of director

Signature of company secretary/director

Full name of director

Full name of company secretary/director

Date

Date

If Contractor is a Sole Trader:

Signed, sealed and delivered by << insert >> in the presence of

Signature of sole trader

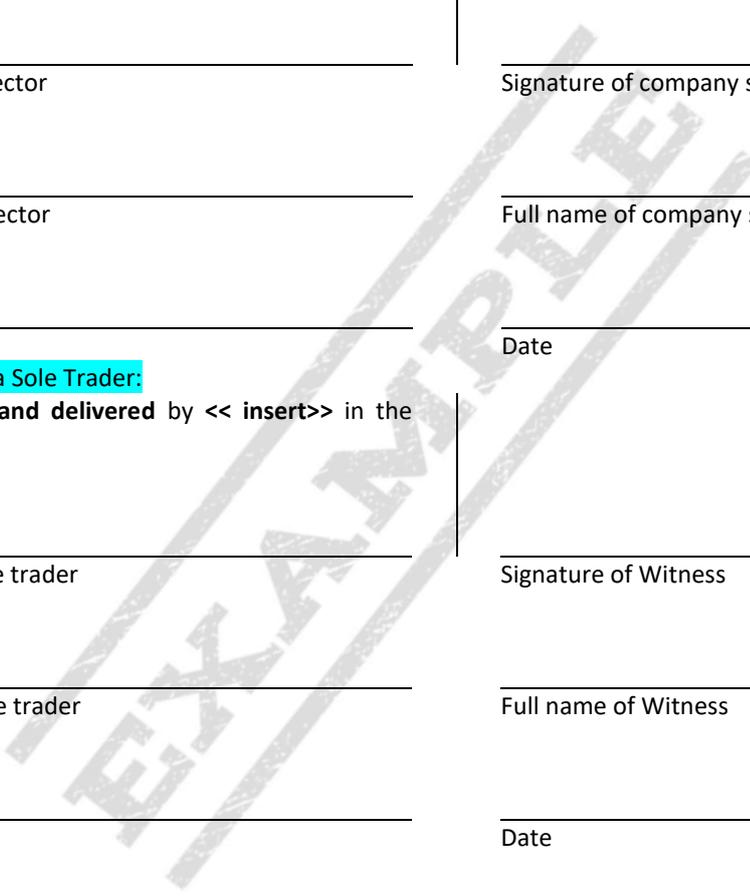
Signature of Witness

Full name of sole trader

Full name of Witness

Date

Date



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.

Training Guide – Category 2
Security
Security requirements of doors and gates leading to airside
Requirements for displaying ASICs
Security protocols around interactions with screened passengers or staff
Vehicle
Requirement to display flashing hazard beacons
Vehicle roadworthiness. Significance of checking for oil leaks and potential hazards
Vehicle and other FOD
Aerodrome Markings
Meaning of the various airside markers. (unserviceability cones, gable markers)
Explanation of the apron line marking
Parking clearance line behind the RPT apron bays. Explain the delineation between taxiway and apron at this point.
Apron Road. Explain the need to traverse the aprons whilst remaining on the airside road.
Worksites. Red lights and markers
Awareness
Explain the significance of the anti-collision beacon and the protocols surrounding it.
Explain the general movements/paths of aircraft upon parking on particular bays on the RPT Apron
Explain the general operations to expect around aircraft and bays prior to a movement occurring
Freight Apron Vehicle Warning Lights and Helicopter Hazard Bollard procedures on the Freight Apron
Hazard that can be present at Bay 12 & 13 when entering through Gate 1
Limitations of Cat 2 driver
Baggage Hall
Entry and exit point
Road cross over leading into hall
Pedestrian crossing for passengers entering arrivals building
Other
Taxiway Juliet / Freight Apron intersection. Delineation between end of Freight Apron and start of taxiways
Perimeter road. Specifically, entries, exits and “Operational Need” to utilise the road south of sewage plant and north of Gate 4.
Equipment storage vs equipment staging areas
Escorting procedures
Operational need

The following Category 2 ADA 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.

Trainee Name: _____ **Company:** _____

Assessment Criteria – Category 2					
Item	Score				
	(Circle appropriate score. <u>5 = Fully Competent</u> , 1 = Not Competent)				
Demonstrates an understanding of aircraft operations whilst on the Aprons	1	2	3	4	5
Demonstrates an understanding of parking bay locations	1	2	3	4	5
Has an awareness of airside speed limits and abides by them	1	2	3	4	5
Has an awareness of other people operating on the apron areas	1	2	3	4	5
Demonstrates an understanding of the aircraft anti-collision beacon and the need to give way	1	2	3	4	5
Demonstrates an ability to safely handle their vehicle	1	2	3	4	5
Demonstrate knowledge in relation to escorting requirements and procedures	1	2	3	4	5
Has an understanding of operating vehicles only when there is an Operational Need, and only in areas where there is an Operational Need to do so	1	2	3	4	5

Total	/40
--------------	-----

Competency: Score of 30 or greater, with no score of 2 or below must be achieved to be deemed competent	
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>

HIAPL Assessor Name: _____ Date: _____
 HIAPL Assessor Signature: _____

Appendix G – Category 2A 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 2A ADA. This guide is to be utilised by trainers in order to assess a trainee undertaking training hours. Note, a Category 2 must be held by the applicant and pushback training completed prior to applying for a Category 2A

Training Guide - Category 2A
Aerodrome Awareness
Location of runway (12/30). Why a specific runway will be in use? Wind direction
Location of taxiways and their titles.
Apron boundaries
Category 2A authorised area of operation and limitations
Aerodrome Markings
Taxiway line markings and lighting
Vehicle Limit Line. Explain how the line delineates the apron from the taxiways. No person beyond this point unless approved by ATC.
Parking clearance markings
Tug parking position
Aircraft pushback markings
Tug disconnect markings and location
Pushback Operation
Awareness of the requirement for Aeronautical Radio Operator Certificate
ATC frequency to be monitored during pushback
Hobart Airport Category 2A ADA conditions
Read and understands the pushback limitations set out in RPT Apron Pushback Operations plan
Pushback routes and tug return to bay routes
Operational Awareness
Expected taxiing routes based on location of aircraft and their destination
Understand ATC ground vehicle light signals
Basic timeframes for Aircraft movements. Approaching the airport, departing bays, taking off from runway
Other
Escorting procedures
Areas of caution
Operational need

This following Category 2A ADA 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.

Trainee Name: _____ **Company:** _____

Assessment Criteria – Category 2A					
Item	Score				
	(Circle appropriate score. <u>5</u> = Fully Competent, <u>1</u> = Not Competent)				
Demonstrates an awareness of the airside area and its operations	1	2	3	4	5
Recall from memory the Hobart Airport Cat 2A ADA conditions	1	2	3	4	5
Locates and identifies taxiways and their titles	1	2	3	4	5
Identifies boundaries of authorised Cat 2A ADA area of operation	1	2	3	4	5
Locates and identifies each towbar disconnect point	1	2	3	4	5
Understands operational requirements of their own vehicle (Flashing lights, signage, radios)	1	2	3	4	5
Understands pushback limitations set out in RPT Apron Pushback Operations plan	1	2	3	4	5
Is aware of airside speed limits and abides by them	1	2	3	4	5
Demonstrates an ability to safely handle their vehicle	1	2	3	4	5
Demonstrates and understanding of aerodrome markers	1	2	3	4	5
Aerodrome awareness and anticipation of aircraft movements	1	2	3	4	5
Demonstrate knowledge in relation to escorting requirements and procedures	1	2	3	4	5
Has an understanding of “operational need”	1	2	3	4	5

Total	/65
--------------	-----

Competency: Score of 46 or greater, with no score of 2 or below must be achieved to be deemed competent	
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>

HIAPL Assessor Name/Signature: _____ / _____ Date: _____

Appendix H – 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 - Category 4
Vehicle
Operational Radios – 118.10, 121.70, 125.55
Aerodrome Awareness
Location of runway (12/30). Why a specific runway will be in use? Wind direction
Location of taxiways and their titles.
Location of Bravo and X-Ray
Location and basic explanation of Nav Aids – VOR, Localiser, Glide Path.
Location of primary and secondary windsocks
Approach lighting
Freight Apron Vehicle Warning Lights and Helicopter Hazard Bollard procedures on the Freight Apron
Aerodrome Markings
Gable markers and their significance
Explanation of the white cones and helicopter training areas Bravo and X Ray
Runway holding point and runway guard lights
Taxiway line markings and lighting
Runway line markings and lighting
Helicopter aiming points
Operational Awareness
Awareness of the radios and content being broadcast across them
Expected taxiing routes based on location of aircraft and their destination
Basic timeframes for aircraft movements. Approaching the airport, departing bays, taking off from runway
Radio Procedures
Which frequency should be used in specific situations? 121.7 vs 118.1
Basic communication protocols– <i>Who you wish to talk to, who you are, where you are, what you would like to do</i>
Read back procedures
Runway entries and vacates
Standard blanket clearance
Other contact with ATC. Aerodrome lighting
Other
Escorting procedures
Areas of caution
Operational need

This following Category 4 ADA 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.

Trainee Name: _____ Company: _____

Assessment Criteria – Category 4					
Item	Score				
	<i>(Circle appropriate score. 5 = Fully Competent, 1 = Not Competent)</i>				
Demonstrates an awareness of the airside area and its operations	1	2	3	4	5
Demonstrates an ability to suitably communicate with the ATC	1	2	3	4	5
Clear enunciation	1	2	3	4	5
Demonstrates an understanding of ‘read back’ procedures	1	2	3	4	5
Completes taxiways entry (Standard Blanket Clearance)	1	2	3	4	5
Completes a runway entry and vacate	1	2	3	4	5
Understands operational requirements of their own vehicle (Flashing lights, signage, radios)	1	2	3	4	5
Is aware of airside speed limits and abides by them	1	2	3	4	5
Demonstrates an ability to safely handle their vehicle	1	2	3	4	5
Demonstrates and understanding of aerodrome markers	1	2	3	4	5
Aerodrome awareness and anticipation of aircraft movements	1	2	3	4	5
Demonstrate knowledge in relation to escorting requirements and procedures	1	2	3	4	5
Has an understanding of “operational need”	1	2	3	4	5

Total	/65
--------------	-----

Competency: Score of 46 or greater, with no score of 2 or below must be achieved to be deemed competent	
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>

HIAPL Assessor Name/Signature: _____ / _____ Date: _____

Appendix I – 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.

Gate 1
Security requirements of the gate. Fully closed before leaving.
Potential hazard presented by aircraft moving to and from Bays 12 & 13
Explanation of the gate loop. Particularly how it works when leaving airside.
Freight Apron
Hazard presented by helicopters in the area of Bay 9.
Freight Apron Vehicle Warning Lights and Helicopter Hazard Bollard procedures on the Freight Apron.
Explanation of where freight apron ends and taxiways begin at Taxiway Juliet/Freight Apron intersection.
Blind corners behind ARFF Station.
Blind entry/exits to freight hangars.
RPT Apron
Apron Road.
Hazard presented at Bay 2 pedestrian crossing.
Potential hazards where Apron Road runs past Bay 9 and 10.
Vehicle Limit Line. Explain how the line delineates the apron from the taxiways. No person beyond this point unless approved by ATC.
Equipment staging and storage areas.
Baggage Hall
Entry and exit point.
Road cross over leading into hall.
Pedestrian crossing for passengers entering arrivals building.
Other
Areas of caution.
Operational need.

The following Category 2 ADA Assessment Criteria is to be used by HIAPL for Category 2 ADA other ports 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.

Trainee Name: _____ Company: _____

Assessment Criteria – Category 2					
Item	Score				
	(Circle appropriate score. 5 = Fully Competent, 1 = Not Competent)				
Demonstrates an understanding of aircraft operations whilst on the Aprons	1	2	3	4	5
Demonstrates an understanding of parking bay locations	1	2	3	4	5
Has an awareness of airside speed limits and abides by them	1	2	3	4	5
Has an awareness of other people operating on the apron areas	1	2	3	4	5
Demonstrates an understanding of the aircraft anti-collision beacon and the need to give way	1	2	3	4	5
Demonstrates an ability to safely handle their vehicle	1	2	3	4	5
Demonstrate knowledge in relation to escorting requirements and procedures	1	2	3	4	5
Has an understanding of operating vehicles only when there is an Operational Need, and only in areas where there is an Operational Need to do so	1	2	3	4	5

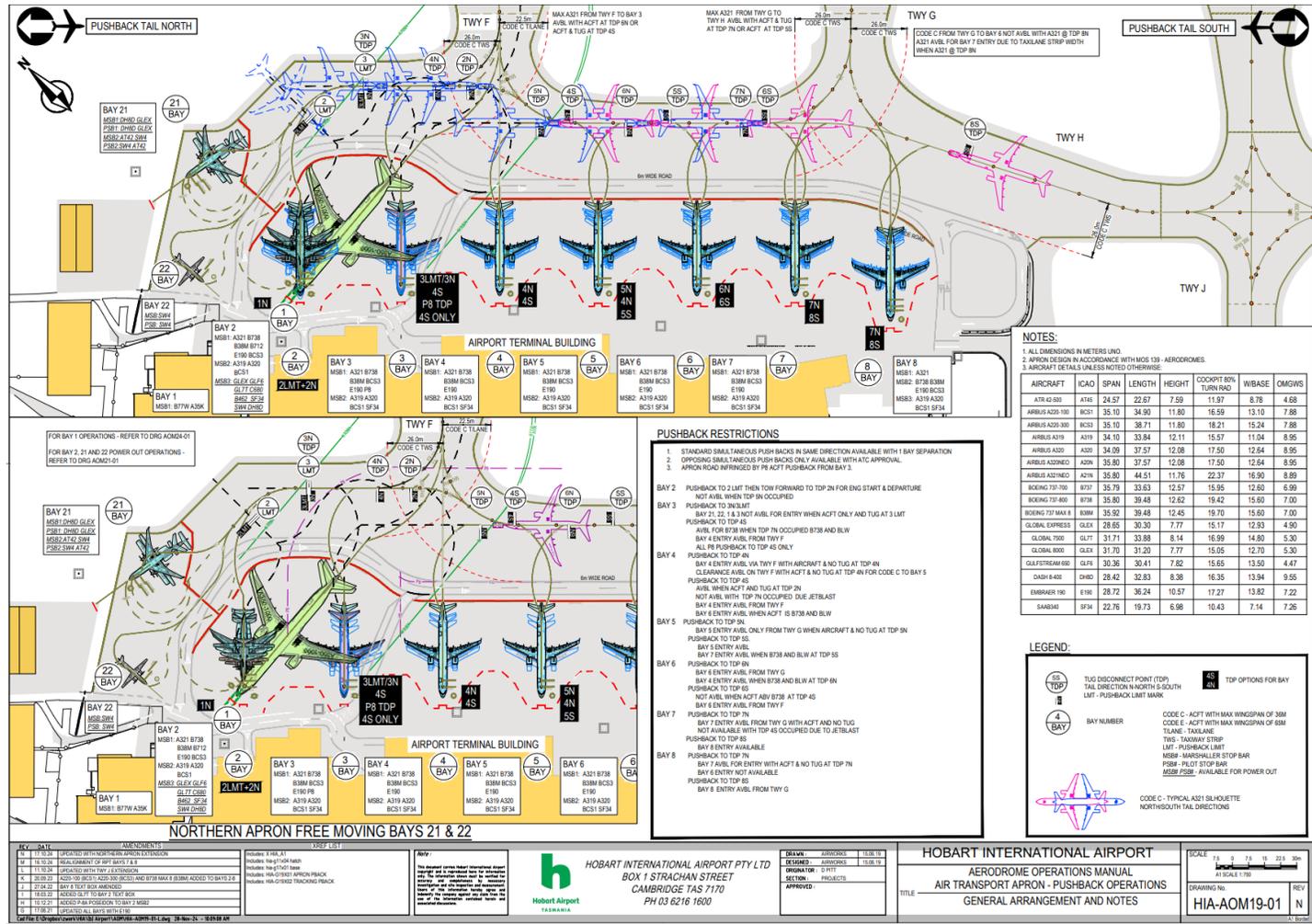
Total	/40
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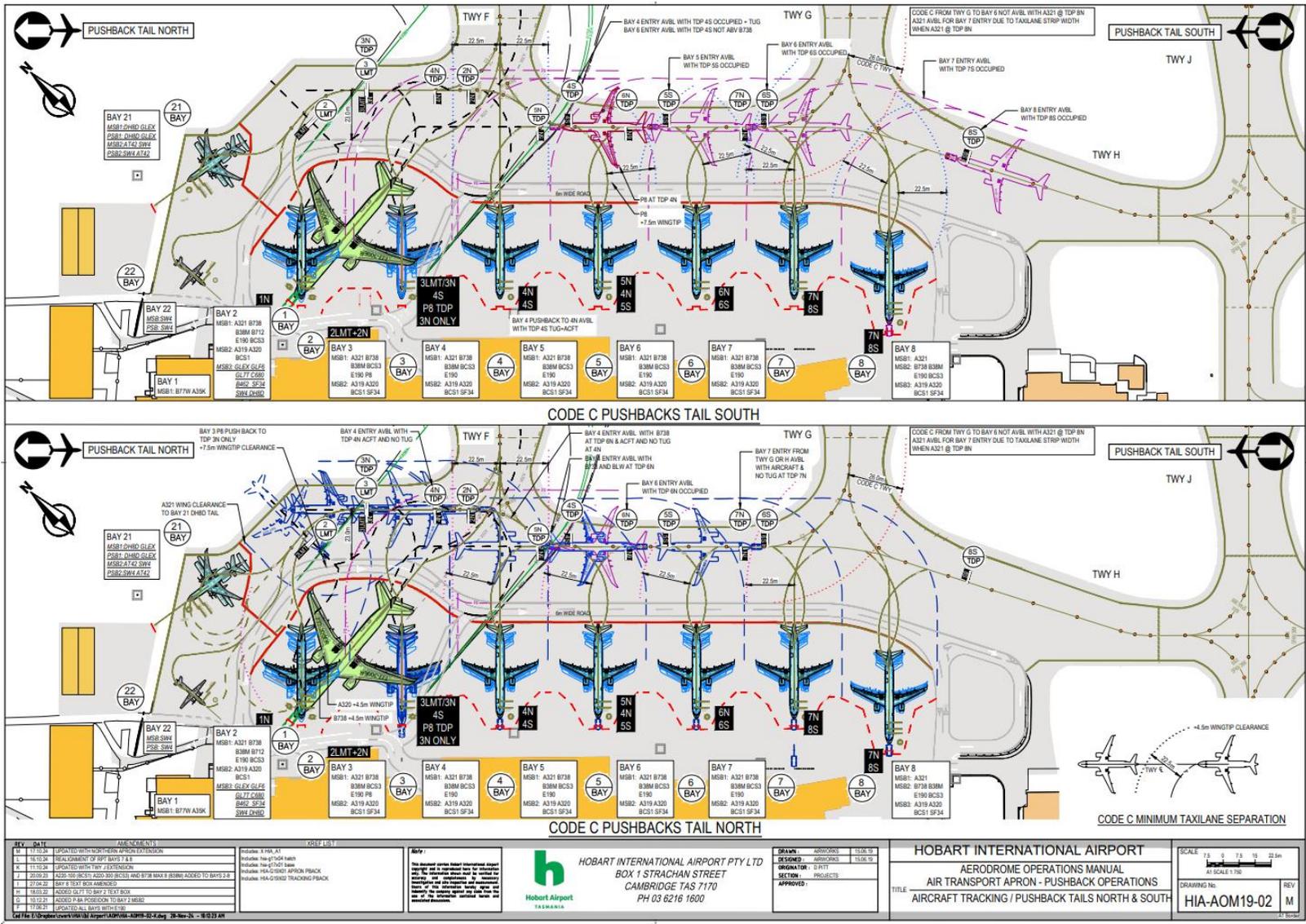
Competency: Score of 30 or greater, with no score of 2 or below must be achieved to be deemed competent	
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>

HIAPL Assessor Name: _____ Date: _____

HIAPL Assessor Signature: _____

Appendix K – RPT Apron Pushback Operation Plan





REV.	DATE	DESCRIPTION
1	17/03/24	ISSUED WITH NORTHERN OPERATIONS REVIEW
2	18/03/24	REALIGNMENT OF RPP BAYS 7 & 8
3	11/03/24	ISSUED WITH TWY EXTENSION
4	20/03/24	FIXES TO BAYS 1 A320, 300 B738 AND B738 MAX 8 (B30M) ADDED TO BAYS 2 & 3
5	27/04/22	BAY 8 TEXT BOX AMENDED
6	18/03/22	ADDED GATE TO BAY 7 NEW BOX
7	10/12/21	ADDED PMA POSITION TO BAY 2 M82
8	17/08/21	UPDATED ALL BAYS WITH B738

HOBERT INTERNATIONAL AIRPORT PTY LTD
BOX 1 STRACHAN STREET
CAMBRIDGE TAS 7170
PH 03 6216 1600

HOBERT AIRPORT
TASMANIA

APPROVED: [Signature]

HOBERT INTERNATIONAL AIRPORT
AERODROME OPERATIONS MANUAL
AIR TRANSPORT APRON - PUSHBACK OPERATIONS
AIRCRAFT TRACKING / PUSHBACK TAILS NORTH & SOUTH

SCALE: 1:1000
AT SCALE 1:100

DRAWING No: **HIA-AOM19-02**

REV: **M**

Appendix L – Airside Driver Penalty Points System

A penalty points system applies to airside drivers who breach the rules and conditions for operating a vehicle airside. The Hobart Airport points system set out in this appendix allocates a maximum penalty for a range of prescribed airside driving offences and whether the drivers ADA is to be temporarily suspended pending investigation of the incident.

OFFENCE	MAXIMUM PENALTY	ADA TEMP SUSPENSION
Failure to give way to aircraft that has commenced pushback	12 points	✓
Driving in a manor dangerous to other vehicles	12 points	✓
Return a positive drug or alcohol test	12 points	✓
Carrying a passenger when there is no seat	12 points	✓
Driving outside your authorised ADA category limitation	12 points	✓
Unauthorised interference with aviation safety markers deployed by HIAPL – US cones, lights, witches hats	12 points	✓
Failure to stop at a live taxiway/taxilane crossing	12 points	✓
Driving on taxiway/taxilane without appropriate authority	12 points	✓
Driving on Runway without appropriate authority/ATC clearance	12 points	✓
Failure to stop after an accident	10 points	✓
Parking in an area that obstructs aircraft	8 points	✓
Driving on the perimeter road without operational need	8 points	✓
Failure to give way to taxiing aircraft	6 points	✓
Driving on airside road behind aircraft with beacons on; aircraft engines running	6 points	✓
Failure to give way to a pedestrian	6 points	✓
Towing more than the allowable number of dollies/barrows	6 points	✓
Failure to secure load or equipment	6 points	✓
Failure to stop at a stop sign	6 points	✓
Failure to give way at a give way sign	6 points	✓
Failure to report an airside driving/vehicle accident, incident or near miss	6 points	✓
Driving on airside road behind aircraft with beacons on; aircraft engines not running	5 points	✓
Parking in a no parking zone	4 points	✗
Parking in an area that obstructs an exit	4 points	✗
Driving within 3 meters of a parked aircraft	3 points	✗
Dropping of rubbish/items/tools on the apron	3 points	✗
Failure to remove loose/unused shrink wrap	3 points	✗
Parking in an area that obstructs passengers	3 points	✗
Failure to park GSE in a storage/staging area	3 points	✗
Driving airside without wearing a seatbelt where fitted	3 points	✗
Failure to follow directions of a HIAPL representative	3 points	✗
Failure to show ADA or licence when requested by an Aerodrome Operations Officer	3 points	✗
Disobeying traffic signal or direction	3 points	✗
Operating an un-roadworthy vehicle	3 points	✗
Using the apron as a short cut	2 points	✗
Damage to infrastructure	Examined on case-by-case basis	Case-by-case basis
Any activity that may constitute a hazard to aircraft operations or airside safety.	Examined on case-by-case basis	Case-by-case basis

Appendix M – Airside Driving Safety Alerts

NUMBER	NAME	DATE ISSUED
1	Turboprop Operations	03/11/2020
2	Helicopter Operations	28/10/2021
3	Airside Driving	25/02/2022
4	Airspace Changes	06/06/2022
5	Manoeuvring Areas	30/07/2024
6	Jet Blast	11/09/2024
7	Airside Apron Road Changes	29/01/2025



3/11/20

Introduction

A new regular passenger service will commence at Hobart Airport from the 5/11/20. This will be operated by Link Airways using a SAAB 340 type aircraft.

The SAAB 340 aircraft is a turboprop aircraft. Unlike our regular RPT traffic a turboprop utilises propellers to provide thrust for the aircraft. This service will be operating from the Bays 2 – 8 and aircraft entering the parking bays will be under their own power. This means the propeller will be operating.

Propellers

Propellers are difficult to see when they are in operation, even personnel familiar with the dangers of propellers may forget dangers associated with their operation.

Some propeller manufacturers use paint schemes to increase conspicuity of the blades.

Propellers should also be secured when not in operation as they are free moving and can rotated by the wind.



Safety Alert

Turboprop Operations

Aircraft Propeller Danger Zone



Steps to increase your safety around aircraft propellers

- Know where the propellers are on any aircraft you are approaching
- Never approach or walk through the propeller danger zone of any aircraft unless your job requires you to do so
- Treat all aircraft propellers as though they are live
- Observe aircraft beacons as an indication that propellers may be operating
- Observe vehicle safety distances published in the Hobart Airport AVCH
- Follow all instructions and hazard markings from the aircraft crew and ground servicing personnel
- Ensure adequate control of public and passengers at all times



28/10/21

Introduction

Hobart Airport has multiple helicopter operating locations in the airside area including the southern hangers, grass GA apron, training sites area X-Ray/Bravo and Rotorlift Engineering base as well as any parking bay on an AD-Hoc basis.

Safety around helicopters is a priority for Hobart Airport.

Helicopter Dangers

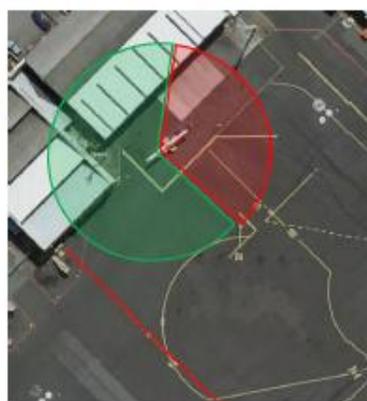
The main rotor and tail rotors on a helicopter are difficult to see when they are in operation, even personnel familiar with the dangers of rotors may forget dangers associated with their operation. Helicopter pilots have limited visibility from the pilot seat with multiple blind spots, especially at the rear.

Other dangers are wash from the rotors which can cause debris to become projectiles.

Helicopter Danger Zones

The helicopter danger zones are anywhere within four (4) widths of the helicopter rotor blades and this area should never be entered while the helicopter is operating, or when the anti-collision beacon is activated.

Visibility from a helicopter pilots' perspective is illustrated to the right.



Safety Alert

Helicopter Operations

Rotorlift Engineering Base

Rotorlift operate helicopters in and out of their engineering base on the freight apron on a frequent basis. Risks and processes around transiting the freight apron in a vehicle are covered in the Hobart Airports Airside Vehicle Control Handbook (AVCH).

There is a vehicle warning light system in place on the corner of Rotorlift engineering base as shown in picture below. This alerts vehicles transiting the areas of a pending helicopter departure or arrival at Rotorlift engineering. The warning light system consists of three (3) red flashing lights and is activated prior to the helicopter starting engine or arriving, ground vehicles are not to proceed when these lights are activated.

The helicopter warning lights also apply to pedestrians transiting the freight apron. If the warning lights are illuminated pedestrians should stop at the holding points indicated in the below right picture, until the warning lights are extinguished.



Steps to increase your safety around Helicopters

- Know where the rotors are on any helicopter you are approaching
- Never approach or walk through the rotor danger zone of any helicopter unless your job requires you to do so
- Treat all helicopter rotors as though they are live
- Observe anti-collision beacons as an indication that rotors may be operating or about to operate
- Follow all instructions and hazard markings from the aircraft crew and ground servicing personnel
- Ensure adequate control of public and passengers at all times
- Abide by the AVCH at all times when operating a ground vehicle

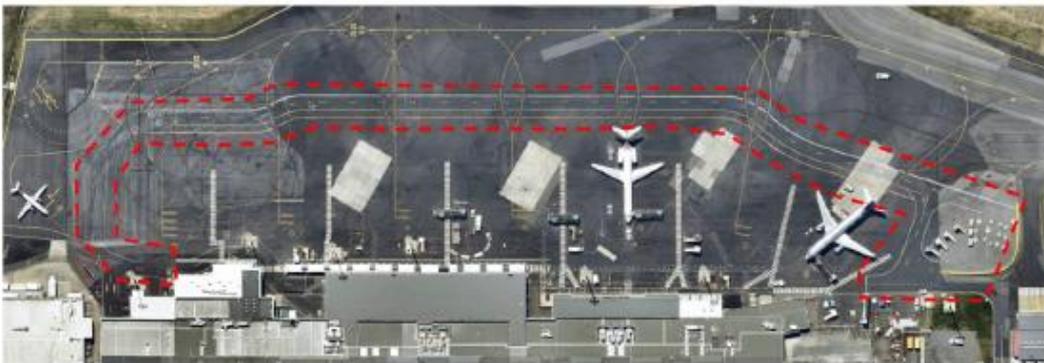


25/02/2022

Introduction

There have been some recent events where vehicles transiting the RPT apron road have driven behind an aircraft as the aircraft anti-collision beacons have been illuminated. After investigation, and in most cases the aircraft had not commenced engine start or pushback and vehicle was at a point that could be classed as “point of no return” where the safest option is to continue rather than stop.

Drivers should always exercise caution and remain vigilant when approaching or driving behind an aircraft.



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Safety Alert

Airside Driving



Aircraft Anti Collision Beacons

An aircraft with its anti-collision beacon illuminated indicates that aircraft is about to start, has its engines operating or could be about to move (under its own power or pushback).

Aircraft beacons can be located in different positions depending on the aircraft type. Common aircraft operating on the RPT apron include:

<p>Jetstar, Qantas, Virgin – B737/A320</p>	
<p>Qantas – B717</p>	
<p>Link Airways – Saab 340</p>	
<p>Sharp Airlines – Metro</p>	

25/02/2022
Page 2 of 3



Safety Alert

Airside Driving



Risks

Risks associated with driving behind an aircraft with the anti-collision beacons illuminated include damage or injury from:

- Jet blast/propellor wash
- Collision between aircraft that has commenced pushback and vehicle.

Exercising Caution

When driving along the airside road extra caution should be exercised when approaching an aircraft in the final stages of its turn around. Indications that an aircraft could be about to illuminate its beacons are:

- Passengers are not moving to or from the aircraft.
- GSE equipment has been moved away from the aircraft.
- Ground personnel are in the pushback tug and connected to the aircraft.
- Aircraft doors are closed.
- Aircraft stairs or air ramp has been moved away from the aircraft.

25/02/2022
Page 3 of 3



Safety Alert

Hobart Airport Airspace Changes

06/06/2022 – Version 1

Introduction

As part of Airservices Australia's Airspace Modernisation Program there will be changes to Hobart Airport's airspace. With effect from the 06:00 local on the 16th of June 2022 an Approach (APP) Surveillance Service will be introduced during tower hours. This service has been active outside tower hours since 2013.

Awareness of this change is relevant to Hobart Airport Category 4 Authority to Drive Airside holders, particularly drivers operating on the runway.

Changes for Vehicle Operators

There are no changes to the procedures and rules for airside drivers operating at Hobart Airport, the changes relate to the timeframe that aircraft will be transmitting on Hobart Tower frequency and driver awareness of an inbound aircraft.

Previously aircraft inbound to Hobart Airport contacted Hobart Tower at approximately 30 miles or greater from the aerodrome, this provided airside drivers with approximately 10 minutes advanced warning of an inbound aircraft.

When the changes come into effect inbound aircraft will make first contact with Hobart Tower at approximately 8-10 miles from the aerodrome, greatly reducing the awareness of an airside driver of an impending aircraft arrival. This will only provide approximately 3 – 4 minutes from first contact with Hobart Tower to aircraft landing.

As a Category 4 ADA driver you need to be aware of this reduced timeframe, particularly if you are operating on the runway or intend to enter the runway.

Increasing Awareness of Inbound Aircraft

The following steps can be used to increase your situational awareness in relation to inbound aircraft:

- In addition to monitoring Hobart Tower, monitor Hobart Approach on 125.55
- Use aircraft tracking apps or software e.g. Flightradar, FlightAware
- Review the Hobart Airport Schedule prior to conducting works on the runway
- Access Hobart Airport flight information systems via the website

Further information about the changes is available at [s22-h37.pdf \(airservicesaustralia.com\)](#)

Safety Alert

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.

You must not drive or proceed on foot on the manoeuvring area (i.e. Taxiways, runways and areas under ATC control) of the airport unless:

- There is an operational need to do so
- You or your supervising person have:
 - A Category 4 Authority to Drive Airside Licence
 - An Aeronautical Radio Operator Certificate
 - A clearance from ATC to enter the manoeuvring area
 - A vehicle that is equipped with a radio capable of two-way communication with Air Traffic Control and

On the manoeuvring area of Hobart 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
- Obey all instructions given by Air Traffic Controllers
- Be familiar with the geography of the Airport



Category 2 ADA Limitations Category 4 ADA Limitations Vehicle Restricted Area Category 2A ADA additional authorized area for pushback operations only

Safety Alert

Be Aware of Jet Blast

Subject: Aircraft Jet Blast Hazard

Date: 11th September 2024

Location: Working around aircraft



Overview:

Jet blast poses a significant risk to ground personnel, vehicles, and equipment in the vicinity of aircraft, particularly during engine start-up, taxiing, take-off, and landing. The powerful thrust generated by jet engines can cause severe injuries, damage property, and even result in fatalities. It is crucial to exercise caution and adhere to safety procedures at all times when working near operating aircraft.

The wind force velocity behind an aircraft at take-off power can still be up to **80km/hr 100m** behind the engines.

Potential Hazards:

- **Severe Wind Forces:** Jet blast can produce wind speeds of up to 160 km/h or more, capable of displacing objects and individuals.
- **FOD (Foreign Object Debris):** Loose materials can become dangerous projectiles.
- **Heat Exposure:** The exhaust gases from jet engines can reach extreme temperatures, resulting in burns.
- **Hearing Damage:** The noise levels near an operating jet engine can exceed safe thresholds, potentially causing hearing loss.

If surface winds are high, the jet blast hazard can increase.



Safety Measures:

1. Stay Clear of Blast Zones:

- Never stand behind an aircraft during engine start-up or taxiing.
- Maintain a safe distance from aircraft as per guidelines. Typically, this means staying at least 75 meters behind a jet during taxiing or at least 100m take-off.

2. Obey Airport Markings and Signage:

- Pay attention to signs that indicate jet blast hazard areas.
- Respect safety barriers and markings around aircraft parking areas and taxiways.

3. Wear Protective Gear:

- Use hearing protection to prevent hearing damage from high noise levels.
- Ensure you are wearing high-visibility clothing to enhance your visibility to ground crews and pilots.

4. Securing Equipment and Vehicles:

- Secure all loose tools, equipment, and personal items to prevent them from becoming airborne.
- Park vehicles and equipment at a safe distance and facing away from aircraft jet blast areas.

5. Report Hazards Immediately:

- Any loose debris or hazards in the jet blast area should be reported to the appropriate authorities immediately to prevent FOD-related incidents.

Remember:

Your safety is our priority. Always exercise caution and follow procedures when in proximity to jet aircraft. If you're unsure about a situation, stop and ask a supervisor before proceeding. Stay vigilant and stay safe.



Airside Apron Road Changes

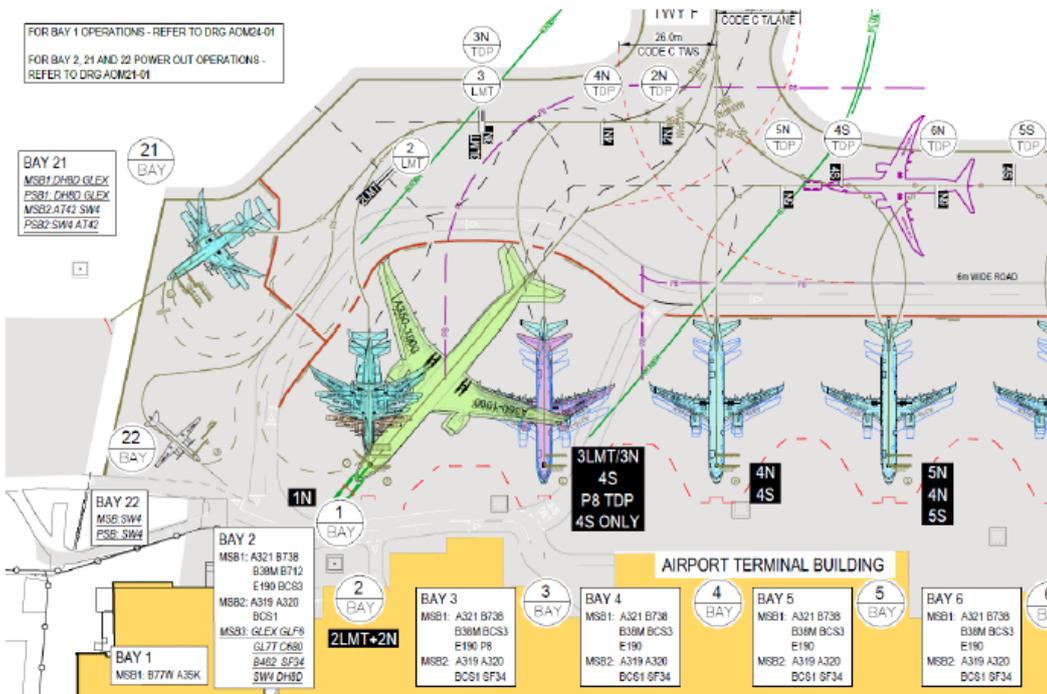
29/01/2025

Introduction

As part of the ongoing apron upgrade, significant changes are being made to the airside apron road system around Bays 1, 2, and 3. These changes are designed to enhance operational efficiency and improve safety for both vehicles and aircraft.

Key Changes to Note:

- Relocation of the Apron Road:** The road will extend towards the taxiway, including changes to zipper markings as shown in the attached diagram (Picture 1).
- New Give Way Markings for Bay 1:** Vehicles must now give way to aircraft entering or exiting Bay 1. Note that Bay 1 operations are **aircraft pushback only** (Picture 2).
- Bus-Only Lane:** A new dedicated "Bus Only" lane will be installed between Bay 3 and Bay 4 to accommodate passenger buses servicing **Code E operations** on Bay 1 (Picture 3).



Picture 1

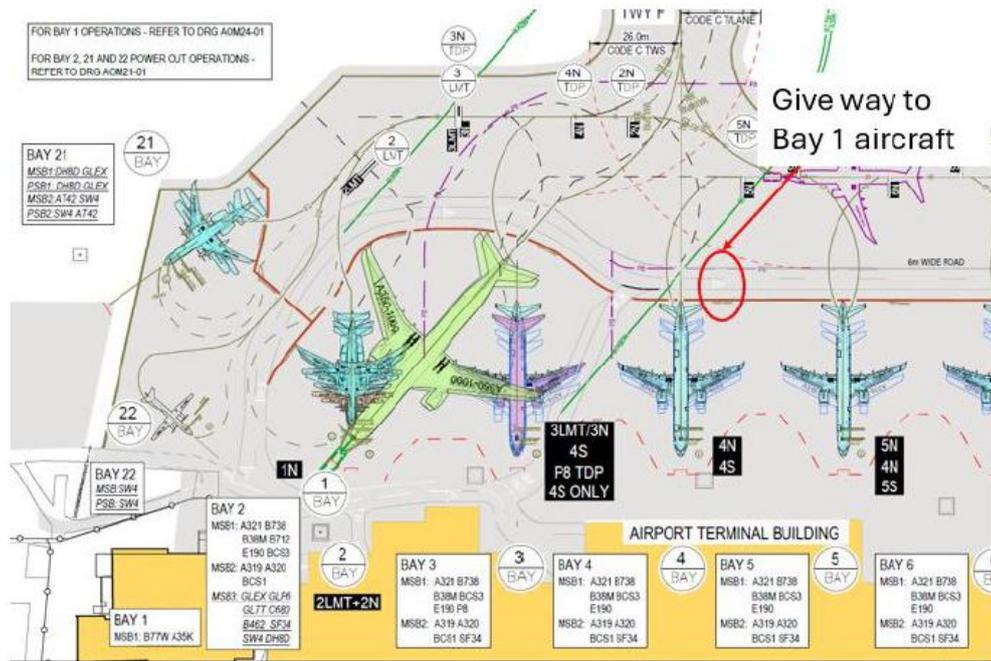


SAFETY ALERT

Important Operational Changes:

Give Way to Aircraft

New give way marking have been installed to ensure vehicles give way to aircraft entering Bays 1, 2, 3, 21 and 22; and turning out of bays 2, 21 and 22. This includes locations where aircraft may be taxiing or starting engines. (Picture 2 and 4)



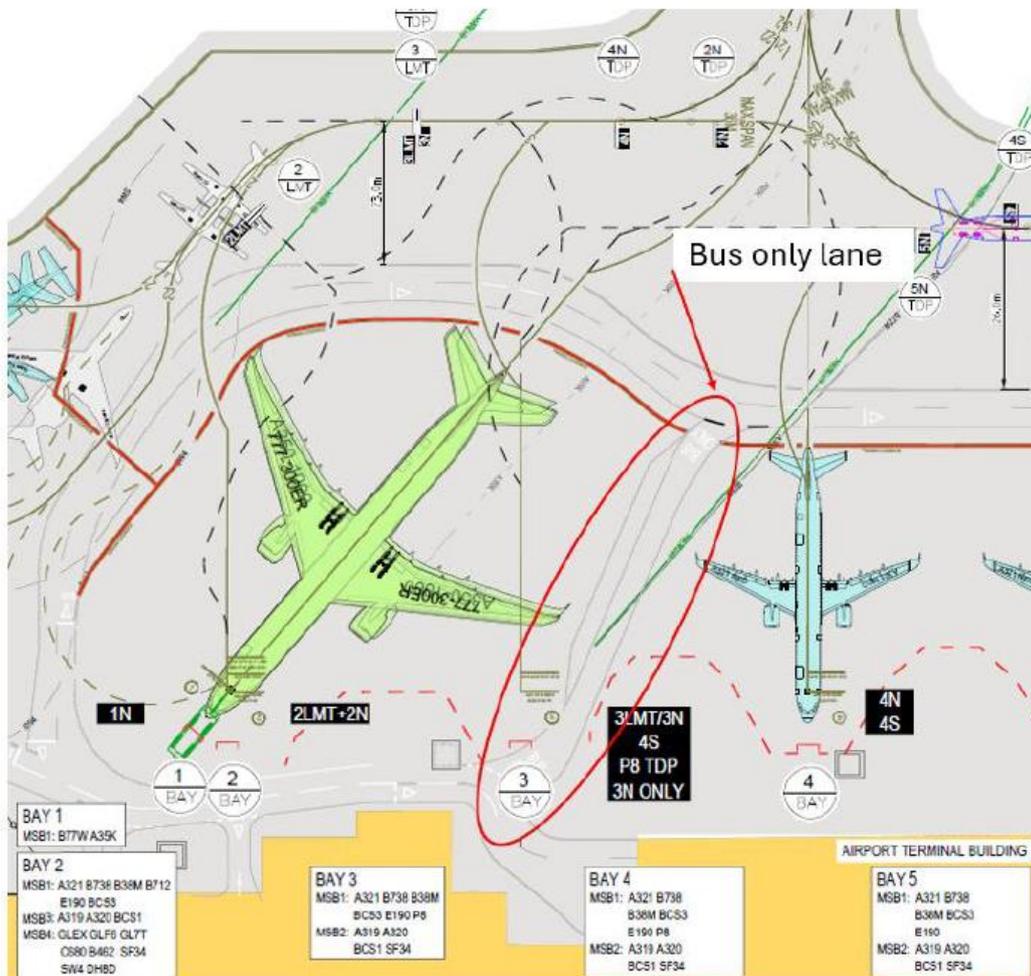
Picture 2



**SAFETY
ALERT**

Bus-Only Lane

A new dedicated "Bus Only" lane will be installed between Bay 3 and Bay 4 to accommodate passenger buses servicing **Code E operations** on Bay 1 (Picture 3).



Picture 3



Aircraft Operations Bay 2

Aircraft Operations Around Bay 2:

Approved short-stay itinerant charter aircraft may now power out of Bay 2 (e.g., GLEX, GLF6, C680). These aircraft will taxi over the apron road adjacent to and behind Bay 2. No GSE is permitted in the staging area during these operations (Picture 5).

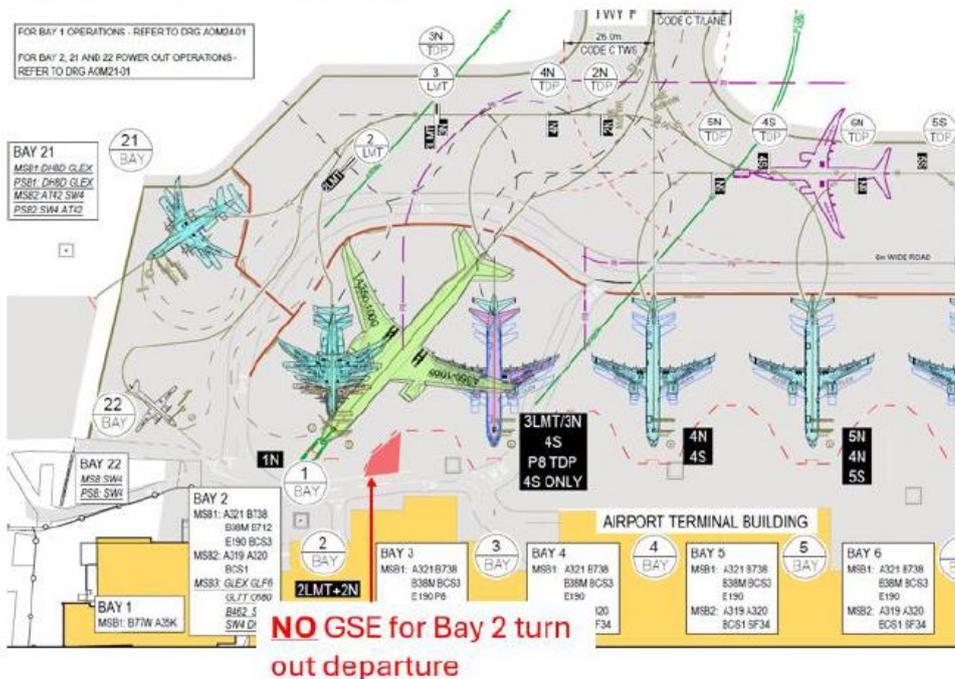


Figure 5

Safety Guidelines:

- Always maintain situational awareness while operating airside.
- Observe aircraft indicators: Look for signs that aircraft engines are running or may be starting up.
- Follow all instructions from Hobart Airport staff or aircraft dispatchers.
- When in doubt, stop: Never proceed unless you are certain it is safe to do so.
- Be aware of potential jet blast from aircraft engines.
- Give way to aircraft at all times.

We encourage all staff to review these changes carefully and adhere to the updated procedures to ensure continued safety and smooth operations on the apron. If you have any questions or need clarification, please contact the airside operations team.