Karratha Airport

Airside Vehicle Control Handbook (AVCH)

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CONTENTS

1 GENERAL

1.1 Introduction

The City of Karratha (City) is the owner and operator of Karratha Airport (KTA), an aerodrome certified by the Civil Aviation Safety Authority (CASA). KTA is also regulated by the Secretary of the Department of Infrastructure, Transport, Cities and Regional Development (The Secretary) through the *Airport Act 1996* and *Aviation Transport Security Act 2004*.

As a condition of the aerodrome certificate (and in the interest of safety of aircraft operations) KTA is required by CASA (under CASR 139.105) to institute certain aerodrome operating procedures, including procedures for the control of persons and vehicles on or near the aircraft movement areas.

This Airside Vehicle Control Handbook (AVCH) has been prepared and issued under the Airports (Control of On-Airport Activities) Regulations 1997. These Regulations require Karratha Airport (KTA) as the certified Airport Operator, to control vehicle access and operation within the Airside of Karratha Airport.

The requirements for the Airside operations of vehicles set out in the AVCH is to ensure the safe and orderly movement of vehicular traffic so that the aircraft operations are not interrupted or impeded and is designed to be incorporated as part of the Aerodrome's Safety Management System (SMS).

In accordance with the Civil Aviation Safety Regulations 1998 (CASR) Part 139 Manual of Standards (MOS), procedures for controlling the operation of surface vehicles on or near the movement area of the Airport must be included in the Aerodrome Manual. Such requirement is met through the publication of the AVCH and a such the AVCH is a subsidiary document that forms part of the Karratha Airport Aerodrome Manual.

Failure to comply with the requirements of this handbook is a breach of conditions set down by the relevant authorities for the use and to drive airside. Any such failure will be considered by Karratha Airport in considering whether to exclude individuals or entities from airside use or operation of vehicles.

Manager Airport - City of Karratha

Name: Amol Virkar

Signature: _____

Date: 13 **/06/2025**

Chief Executive Officer – City of Karratha

Name: Virginia Miltrup

Signature: _____

Date: 26**/06/2025**

1.2 Definitions

ACCIDENT	A collision between one aircraft or vehicle and another aircraft, vehicle, person, or object that results in property damage, personal injury, or death.
AERODROME	A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.
AERONAUTICAL RADIO OPERATORS CERTIFICATE	Means the certificate issued in accordance with Civil Aviation Regulations 1988, section 83A.
AIRCRAFT	A machine or device, such as an airplane, or helicopter that is capable of atmospheric flight or used or intended to be used for flight in the air.
AIRDAT	Airside Data and Training, online learning system used by KTA. Passport is used to manage training. Onboard is used for managing fleet and airside licensing.
AIR TRAFFIC CONTROL	The service operated by Airservices Australia to promote the safe, orderly, and expeditious flow of air traffic.
AIRPORT	Refers to Karratha Airport (KTA), including all improvements and equipment that are existing or to be developed.
AIRPORT OPERATOR	Refers to an airline, contractor, tenant, or concessionaire using the Airport facilities.
AIRSIDE	Means the movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled (Part 139 MOS section 1.2)
AIRSIDE DRIVER	Means a person who drives or operates an airside vehicle.
AIRSIDE VEHICLE	A vehicle, including equipment that is mobile under its own power, that is operated airside under the authorisation of the aerodrome operator.
APPROVED ISSUING AUTHORITY	Means a person or body authorised to issue ADAs or AUAs for the airport
AUTHORITY TO DRIVE AIRSIDE	The license issued by Karratha Airport to an adequately trained and qualified person authorised to operate a ground vehicle at the airside within the security perimeter of the Airport.
AUTHORITY TO USE AIRSIDE	The permit issued by Karratha Airport allowing the operation of a ground motorised vehicle at the airside.

APRON	That part of the Airport that is not part of the manoeuvring area and is intended to accommodate the loading and unloading of passengers, cargo, and refuelling, servicing, maintenance and parking of aircraft.
APRON BAY	Aircraft Parking Position.
BAGGAGE BREAKDOWN AREA	Baggage Breakdown Area – the area where tugs and barrows operate to unload luggage for passenger collection.
BAGGAGE MAKE-UP AREA	The area where tugs and barrows operate for the collection of luggage.
CATEGORY	Defines the area in which a Vehicle Operator is authorised to drive, in accordance with section 2.2 of this handbook.
COLLISION HAZARD	Any condition, event or circumstance that could induce an occurrence of a collision or surface accident or incident. For example, a pilot takes an unplanned or evasive action to avoid an aircraft, vehicle, object or person on the runway.
ESCORT	An ADA holder who accompanies a vehicle and who accepts responsibility for its control at all times.
FUELLING ZONE	Means the area within 3 metres radially from the filling and venting points, and the fuelling equipment and if applicable the hydrant valve in use for fuelling.
GROUND SERVICING EQUIPMENT	Any mobile device, self-propelled or towed, used for aircraft maintenance or servicing, and airfield maintenance or safety.
GUIDE	Means a person who leads or directs another's way.
HANDBOOK	Means this Airside Vehicle Handbook.
HOLD SHORT	Hold at the appropriate holding position for the runway or the runway strip edge at the intersection of a crossing runway. It will be marked by gable markers and/or a holding point.
HUMAN FACTORS	Human Factors are issues affecting how people do their jobs. They are social and personal skills, such as communication and decision making which complement our technical skills. These are important for safe and efficient aviation.
INCURSION	Unauthorised entry into, or movement within the manoeuvring area.
INTERSECTION	That point at the airside where a runway, taxiway, or service road meets or crosses another runway, taxiway, or service road.

JETBLAST	The thrust force from an aircraft jet or turbofan engine when the aircraft is on or close to the ground.
LOSS OF SEPARATION	An occurrence or operation that results in less than the prescribed separation between aircraft, or between an aircraft and a vehicle, pedestrian or object.
LOW VISIBILITY PROCEDURE	Low-visibility procedure (LVP) means a procedure applied at an aerodrome for protecting aircraft operations during conditions of reduced visibility or low cloud.
MANOEUVRING AREA	That part of the Airport used for the take-off, landing and taxiing of aircraft, excluding aprons.
MARKER	An object displayed above ground level in order to indicate an obstacle or delineate a boundary.
MARKING	A symbol or group of symbols displayed on the surface of the movement area of an aerodrome to convey surface movement, or aeronautical information.
MOVEMENT AREA	That part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons.
"NEAR MISS" ACCIDENT/INCIDENT	An unplanned or unforeseeable event that could have resulted, but did not result in personal injury, property damage or other form of loss.
PERIMETER ROAD	An Airside road which remains clear of the Movement Areas except at marked taxiway crossings
RUNWAY	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
RUNWAY INCURSION	Any occurrence at the airport involving an aircraft, vehicle, person or object on the ground that creates a collision hazard or results in a loss of separation with an aircraft that is taking off, or intending to take off, land or intending to land.
RUNWAY SAFETY AREA	A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft, in the event of an undershot, or overshoot, from the runway.
SECURITY PERIMETER	The portion of the Airport that is enclosed by fencing, walls, or other barriers and to which access is controlled through designated entry points by KTA Airport.
SITUATIONAL AWARENESS	The practice of being aware of your location, how your location relates to your intended route and to other vehicles and aircraft operating on the aerodrome.

SUPERVISED VEHICLE	A Vehicle under Escort.
TAXIWAY	Means a defined path on an aerodrome on land, established for the taxiing of aircraft from 1 part of an aerodrome to another. A taxiway includes a taxi lane, an apron taxiway and a rapid exit taxiway.
THRESHOLD	The portion of the manoeuvring area that marks the beginning of the usable portion of the runway.
TOWER SIGNALS	Light signals used by ATC to communicate to vehicles in the event of a radio failure.
TRAFFIC	Pedestrians and vehicles, either singly or together, while using any Airport area.
VEHICLE OPERATOR	A person, firm or corporation (including business entities) controlling the operation of a Vehicle whether as owner, hirer, or otherwise; or the driver of a Vehicle within the airside area of the Airport.

1.3 Acronyms

ACRS	Airport Compliance Reporting System
ADA	Authority to Drive Airside
AOC	Airport Operations Coordinator
AOL	Airside Operators Licence
ARFFS	Aviation Rescue Fire Fighting Service
ARO	Aerodrome Reporting Officer
AROC	Aeronautical Radio Operator Certificate
AsA	Airservices Australia
ASIC	Aviation Security Identification Card
ATC	Air Traffic Control
ATSA	Aviation Transport Safety Act
ATSR	Aviation Transport Safety Regulations
AUA	Authority to Use Airside
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
COC	Certificate of Competence
CTAF	Common Traffic Advisory Frequency
DAMP	Drug and Alcohol Management Plan
FOD	Foreign Object Debris
GSE	Ground Servicing Equipment
ICAO	International Civil Aviation Organisation
Kph	Kilometres per hour
KTA	Karratha Airport
MAGS	Movement Area Guidance Sign
MOS	Manual of Standards

MOWP	Method of Works Plan
PPE	Personal Protective Equipment
RPL	Recognition of Prior Learning
RWY	Runway
SMS	Safety Management System
SSAA	Safety Sensitive Aviation Activity
TWY	Taxiway

1.4 Legislative Requirements

As the operator of an aerodrome licensed under the Civil Aviation Safety Regulations, City of Karratha is obliged to include information for the management of surface vehicles operating on or near the airside area (CASR 1998 139.230(g) and Part 139 MOS-Aerodrome Section 10.9) in its Aerodrome Manual suite of documents, this requirement is met through the publication of the AVCH.

A Vehicle Operator must ensure that any vehicle which it operates, or which is operated on their behalf, airside is operated in accordance with all relevant legislation including the *Civil Aviation Act 1998*, Civil Aviation Safety Regulations, The Civil Aviation Orders, the Airports (Control of On-Airport Activities) Regulations 1997 ('The Regulations') and the *Work Health Safety Act 2020 and Work Health Safety regulations 2022*.

1.4.1 Responsibilities

The Manager Airport is responsible for the overall administration of the AVCH on behalf of KTA. The Airport Compliance and Safety Lead is responsible for maintaining the AVCH and any other associated documentation. The Airport Compliance and Safety Lead will ensure that the relevant course material, AVCH and Authority to Drive Airside (ADA) applications are available to stakeholders. The AVCH can be downloaded from the Karratha Airport website Karratha Airport Home | Karratha Council or from the online learning portal, AIRDAT, when registering for the theory component of the ADA course.

The Airport Reporting Officers (AROs) are responsible for evaluating an applicant's ability to apply the airside driving rules as outlined in the AVCH and their ability to safely operate a vehicle airside.

All applicants are responsible for operating vehicles and conducting themselves in a safe manner as outlines in the AVCH while airside, ensuring their vehicles do not pose a FOD risk, and collect and remove all FOD found airside.

Airport operators/employers are responsible for ensuring that their sponsored applicants, their respective vehicle operators, and sponsored vehicles are knowledgeable and adhere to the provisions outlined in the AVCH.

1.5 Copyright

Karratha Airport is operated by The City of Karratha, Western Australia. Any documentation concerning the operation of the airport remains the private property of Karratha Airport and written permission must be obtained before reproducing any of its contents. Airport personnel are exempted for study purposes only during their employment.

1.5.1 Manual Amendment Procedures

The Airport Operations and Assets Coordinator is responsible for the content and ongoing development of this Airside Vehicle Operations Manual. The AVCH may change occasionally. The Airport Compliance and Safety Lead is responsible for the maintenance, distribution and amendment of this manual. This manual is controlled under the document control procedure.

1.6 Manual Holders

MANUAL COPY	MANUAL HOLDER NAME	PRINT (P) /ELECT (E)
Master Copy	Airport Compliance & Safety Officer	P/E
Copy 2	Karratha Manager Airport	E
Copy 3	Airport Compliance Reporting System	E
Copy 4	Airport Operations and Assets Coordinator	E
Copy 5	Civil Aviation Safety Authority	E
Copy 6	NWAS Operations Manager	E
Copy 7	Menzies Aviation Base Manager	E
Copy 8	PHI Helicopters	E
Copy 9	CHC	E
Copy 10	Auriga	E
Copy 11	Aspen Medical	E
Copy 12	AVCAIR	E
Copy 13	AVIAIR	E

1.7 Change of Advice

	CHANGE ADVICE NOTICE	**FORM COMP-FO-011 V1.00**

Document Title	Airside Vehicle Control Handbook (AVCH)		
Revision/Temp Rev No.	V07.00	**Revision Eff Date**	07/01/2025

REPLACEMENT OF PAGES	**Remove Obsolete Pages**		**Replace Amended Pages**	
	Page	**Date**	**Page**	**Date**
	Full revision			

CONFIRMATION OF RECEIPT - CHANGE ADVICE NOTICE NO.

Document Title	**Aerodrome Emergency Plan**		
Revision/Temp Rev. No.	V03.00	**Revision Eff Date**	**01/07/2025**
Document Holder's Name		**Signature**	
Date Changes Actioned			

IMPORTANT NOTE: All document holders are to sign and return this Confirmation of Receipt within fourteen (14) days to the Airport Compliance & Safety Officer as confirmation that they have received and incorporated this amendment into their assigned document.

1.8 Record of Amendments

Revision Number	Date Revised	Sections Revised	Details of Amendment	Originator
V01.00	October 2015	Initial Issue	Release of initial version V01	Adam Kett
V02.00	October 2022	Full Revision	Full review	Amol Virkar
V02.10	May 2023	10.1	Updated old form	Phillip Halligan
V03.00	May 2025	Full Revision		Jake Polkinghorne

2 DOCUMENT CONTROL PROCEDURE

2.1 Document Control & Review Procedure

The Airport Operations and Assets Coordinator shall conduct a review of this manual at regular intervals or at any other time directed by CASA, in order to ensure its continued compliance with the requirements of CASR Part 99B.

When an amendment is made, the Airport Compliance and Safety Lead will update the amendment record in the respective section of this manual. The first issue of this manual is shown in the footer as “Version 01-00”, and subsequent revisions are shown as Version 02-00, V03-00, etc. Amendments to a current revision are numbered consecutively and are shown immediately after the revision number and separated by a hyphen, e.g. V01-01, V01-02, V01-03, or V02-01, V02-02, V02-03 etc.

When a revision or amendment to the manual has been made, the Airport Compliance and Safety Lead will forward a Change Advice Notice and a corresponding set of replacement pages to each manual holder and to the CASA office that is responsible for the oversight of the airport operation. The correspondence will be delivered to the relevant CASA office no later than 30 days from the time of publication.

Each Change Advice Notice has a unique number and includes the applicable revision and amendment numbers and the details of all pages to be removed, replaced, or added in that revision or amendment.

For holders of physical manuals, it is the responsibility of the manual holder to remove and/or replace all pages in the manual as indicated in the Change Advice Notice, and to ensure that they are consistent with the List of Effective Pages. This must be done promptly on receipt of an amendment. Any discrepancy between the List of Effective Pages and the actual manual pages should be brought to the attention of the Airport Compliance & Safety Officer immediately.

A “Confirmation of Receipt” form is attached to each Change Advice Notice. This form is to be filled in and promptly returned to the Airport Compliance and Safety Lead to confirm that the amendment has been received and incorporated.

3 AUTHORITY TO DRIVE AIRSIDE (ADA)

3.1 Categories of ADA

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

CATEGORY	AREA PERMITTED	RADIO CERTIFICATE
1	All RPT & GA Aprons	×
2	Aprons, Minor Taxiways (North of TWY Kilo)	×
3	All airside areas – Aprons, Taxiways, Runways and Perimeter Road	✓

3.2 Training Requirements

AIRDAT Passport is an airport-specific cloud-based training and evaluation system used by Karratha Airport to manage the training requirements of all airport operators. Applicants can register or log into their eLearning account on https://passport-kta.airdat.org/. Airside Drivers will need to successfully complete the mandatory Karratha Airport General Induction, Airside Safety Awareness eLearning, Department of Home Affairs Aviation Security Awareness and relevant ADA eLearning course before booking their ADA practical Assessment.

Prior to submitting an ADA application, it is the responsibility of the operators to ensure that their sponsored applicants as well as their respective vehicle operators are knowledgeable of the training material provided within the AVCH including;

- The terminology used to describe the movement area
- The purpose and location of all airside areas
- Hazardous or prohibited areas on the airside
- Airside driving rules
- Markers and markings
- Airport layout

The Airside Drivers shall be able to demonstrate the ability to operate a vehicle safely and in accordance with established procedures while functioning independently on the airside.

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

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

3.2.1 Theory Test

The purpose of the ADA eLearning test is to challenge the applicant's recall of procedures, polices, rules and driving restrictions and to ensure that they can apply their knowledge to driving safely airside. Questions will be based on learning material covered in the AVCH. The tests will cover airside safety driving rules and not focus on the technical procedures in operating specialized equipment directly related to aircraft servicing standards.

Applicants for Category 1 and 2 ADA's must correctly answer at least 90% of the multiple-choice questions to pass the online theory test. Category 3 ADA applicants must correctly answer 100% of the questions. Should they be unsuccessful, they must re-take the entire test on a date to be scheduled after the current day.

Airside Drivers will need to repeat the online theory test every two years as part of the ADA renewal process or may undergo earlier re-testing if they have committed repeated infraction of driving rules.

3.2.2 Training and Log Book Requirements

Once a driver has completed the theory test the driver is required to complete 10 shifts of airside training with their company's approved trainer. An approved trainer needs to be registered with KTA management. These hours are to be logged in the provided logbook and uploaded to AIRDAT apart of the practical assessment booking.

Note: Drivers who have had previous experience driving airside are able to apply for an RPL which will not require the learner to complete 10 hours of training.

3.2.3 Medical Operators Training and Log Book Requirements

Due to the nature of the work performed by medical operators, and to ensure compliance with KTA requirements, training logs will be assessed based on the number of towing occurrences rather than shifts. A learner driver must complete a minimum of 10 supervised aircraft towing operations—both into and out of the hangar—before being eligible to undertake their practical assessment.

Note: Drivers who have had previous experience driving airside are able to apply for an RPL which will not require the learner to complete 10 hours of training.

3.2.4 Practical Assessment

Practical assessments can be booked through AIRDAT Passport once training and all inductions has been completed. Instructions can be found in the Booking a Practical Assessment in AIRDAT document. The practical assessment will challenge the applicant's ability to apply the airside driving rules as clearly outlined in the AVCH and the applicant's ability to drive the vehicle safely airside.

For Category 1 ADA applications, the applicant must complete a reasonable period of testing and familiarisation on all RPT & GA Aprons under the supervision of an ARO using the approved and supplied KTA vehicle. They must demonstrate to the ARO the following:

- Knowledge of compliance with speed limits and signage as appropriate, and observance of safe speeds for existing conditions
- Knowledge of parking areas, equipment storage areas, equipment staging areas and their associated markings
- Giving way to aircraft taxiing or under tow
- Safe vehicle operations in the vicinity of the aircraft
- Recognition of aircraft which have anti-collision lights on and their main engines running
- Awareness of the dangers of jet blast and safe distance to pass behind aircraft with their main engines in operation
- Knowledge of relevant airside safety policies such as vehicle occupancy, etc.
- Minimum distance to be maintained from parked or taxiing aircraft
- Safety procedures in relation to passengers moving about on aprons, to and from aircraft
- Significance of apron road pavement markings and adherence to apron roads while traveling on aprons.

In addition to the requirements for Category 1, Category 2 ADA applicants must demonstrate to the ARO the following:

- Correct procedures for live taxiway crossings
- Geographic limits for Category 2 and 3 ADA drivers and recognition of the boundaries of manoeuvring areas, by day and night.

For Category 3 ADA applications, the applicant must demonstrate to the ARO all requirements for Category 1 and 2 ADA applicants, as well as the following:

- Recognition and meaning of manoeuvring area signs to determine physical location on the airfield;
- Recognition and meaning of all markings and markers, e.g., taxiway intersection markings, holding points, exit taxiways, runways, MAGS and all lightings;
- Correct procedures for entering or crossing taxiways, runways and runway strips;
- Correct radio procedures and use of standard phraseologies;
- Use of radio fail procedures and tower signals from ATC.

Airside Drivers will need to complete the practical assessment every two years in order to renew their ADA or may undergo earlier re-testing as pre-requisite for having committed repeated infractions of driving rules.

3.2.5 Application for ADA

The airport operator/employer applying for an ADA for his/her employee must:

- Complete and sign an ADA application form specifying the category of ADA they are applying for.
  - The applicant shall agree to observe the airside driving rules by signing the relevant portion of the application form.
- Upload the following copies into AIRDAT Passport in support of the ADA application:
  - Coloured photocopy of the applicant's current Australian Driving License (front and back)
  - Coloured photocopy of the applicant's ASIC card
  - Copy of log book showing 10 shifts or tows practical training or towing occurrences
  - Photocopy of the radio operator's certificate, if applicable (category 3 ADA)
- Applicants must ensure they have completed the online Airside Safety induction and test with a 90% pass mark.
- Category 1, 2 applicants, must also complete the ADA Category 1 or Category 2 eLearning test and correctly answer 90% multiple choice questions to qualify.

  Category 3 ADA applicants must complete the ADA Category 3 eLearning test and correctly answer 95% multiple choice questions to qualify.
- Once the applicant has passed the Airside Safety Induction and the ADA eLearning test, completed 10 shifts or tows logged practical training and provided the required documentation the person the person can make a booking for the ADA practical assessment which will be conducted by an ARO. The booking is to be made online via AIRDAT Passport.
- The ARO will evaluate the applicant's ability to apply the airside driving rules as outlined in the AVCH and their ability to operate the vehicle safely.
- The ARO shall certify that the applicant has successfully completed the practical assessment by signing the applicant of in AIRDAT Passport.
- Should the applicant fail the practical assessment, the person will be referred to the Airport Management Office to re-schedule the practical assessment.

3.3 Issuance of ADA

3.3.1 Category 1 & 2

Category 1 ADA and Category 2 ADA may be issued only after the applicant:

Has satisfied the eligibility requirements.

Has successfully completed the mandatory Airport Inductions, ADA eLearning test, 10 tows or shifts documented training (if applicable) and practical assessment.

The ADA will be issued in the Airport Management Office upon payment of the applicable ADA fee as per the City's Fees & Charges.

3.3.2 Application for ADA

The airport operator/employer applying for an ADA for his/her employee must:

- Complete and sign an ADA application form specifying the category of ADA they are applying for.
    - The applicant shall agree to observe the airside driving rules by signing the relevant portion of the application form.
- Upload the following copies into AIRDAT Passport in support of the ADA application:
    - Coloured photocopy of the applicant's current Australian or International Driving License (front and back)
    - Coloured photocopy of the applicant's ASIC card
    - Photocopy of the radio operator's certificate, if applicable (category 3 ADA)
- Applicants must ensure they have completed the online Airside Safety induction and test with a 90% pass mark.
- Category 1, 2 applicants, must also complete the ADA Category 1 or Category 2 eLearning test and correctly answer 90% multiple choice questions to qualify.

  Category 3 ADA applicants must complete the ADA Category 3 eLearning test and correctly answer 100% multiple choice questions to qualify.
- Once the applicant has passed the Airside Safety Induction and the ADA eLearning test and provided the required documentation, the person can make a booking for the ADA practical assessment which will be conducted by an ARO. The booking is to be made online via AIRDAT Passport.
- The ARO will evaluate the applicant's ability to apply the airside driving rules as outlined in the AVCH and their ability to operate the vehicle safely.
- The ARO shall certify that the applicant has successfully completed the practical assessment by signing the applicant off in AIRDAT Passport.
- Should the applicant fail the practical assessment, the person will be referred to the Airport Management Office to re-schedule the practical assessment.

3.4 Conditions of Issue

An ADA is valid for two years from date of issue unless otherwise specified, or until suspended or cancelled by Karratha Airport.

The ADA is valid only while the holder is in possession of a valid Australian or International Driving License and a valid red ASIC. If for whatever reason, an ADA holder's Australian or International Driving License has been cancelled or suspended, they or his employer must immediately advise KTA so that their ADA will be accordingly cancelled/suspended.

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

3.5 Renewal of ADA

All the requirements for a new application are as per Section 2.3 including completing the ADA eLearning test and practical assessment again. (every 2 years from initial approved application).

An applicant may renew an ADA at any time within one month before the expiry date of the ADA.

3.6 ADA Application and Assessment Schedule

The submission of ADA application forms, ADA practical assessments and issuance of ADA's can be scheduled on Tuesday, Wednesday and Thursday at the following times:

MORNING	AFTERNOON
0830 - 0900	1200 - 1230
0900 - 0930	1230 - 1300
0930 - 1000	1300 - 1330
1000 - 1030	1330 - 1400
1030 - 1100	
1100 - 1130	
1130 - 1200	

3.7 ADA and the Penalty System

KTA will impose penalties for violations of the regulations outlined in the AVCH, please refer to Section 7. The ADA may be suspended or cancelled depending on the degree of the infraction that the vehicle operator may have committed. KTA, however, reserves the right to impose whatever penalties it deems appropriate to any individual authorised to operate a vehicle on the airside without regard to prior operating history.

3.8 Upgrading/Downgrading of ADA

In requesting for the upgrade/downgrade of the ADA of their vehicle operator, the employer must:

- Establish the need to upgrade/downgrade the ADA
- Otherwise satisfy the eligibility requirements for the requested ADA.

3.9 Surrender of ADA

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

The ADA is only valid for as long as the applicant is employed by the airport operator. The applicant or employer/airport operator must notify KTA immediately of employment changes so ADA can be cancelled and return the issued ADA card to Airport Management within 72 hours.

3.10 Transferring an ADA to another Company

If the holder of an ADA moves to another employer, the ADA may be transferred provided the following criteria is considered:

- The ADA is valid or has not expired for a period exceeding 3 months, and

- The driver has not had a break in driving airside of a period exceeding 3 months.

In requesting to transferring the ADA the new employer must;

- Make an application by email to airport.compliance@karratha.wa.gov.au including evidence in how the above criteria has been met; and
- Conduct a gap analysis in the areas the person will be driving and if different to the previous employer provide familiarisation training in the new areas.

If the above criteria cannot be met the ADA holder will need to undergo training and assessment as per a new candidate as per section 2.3

3.11 Suspension or Withdrawal of ADA

KTA may at any time suspend or withdraw an ADA where the holder is involved in, or alleged to have been involved in:

- Air safety incident
- A vehicular or other accident
- An alleged Level 2 or 3 violation of the provisions of the AVCH
- Knowingly transmits a false distress call, uses offensive language or unnecessary signals over radio transmissions
- Where the ADA holder has been penalised 12 demerit points for breach of the airside vehicle driving rules in a 24-month period; or
- Where the ADA holder has been penalised 12 demerit points and has had their ADA suspended previously.

If an ADA holder is notified by KTA that their ADA has been cancelled, withdrawn or suspended, that driver must surrender their ADA to KTA within 72 hours of notification or if otherwise specified. The suspension will be for a period to be determined by KTA.

At any time during the period of suspension, KTA may:

- Lift the suspension
- Extend the period of suspension; or
- Downgrade the ADA.
- AROs retain the right to immediately confiscate the applicants ADA on suspension; or
- Following suspension, the ADA must be returned to KTA immediately.
- Before an ADA will be reinstated following suspension, the ADA holder must undertake ADA eLearning test and practical assessment as deemed necessary.

3.12 Notifying Loss of ADA

Where an ADA holder no longer holds a valid Australian or International drivers' license for any reason, their ADA will be terminated or suspended immediately. It is the ADA holder's responsibility to advise Karratha Airport Management and their company about their Australian or International driving license suspension or cancellation. Once the ADA holder advises Karratha Airport Management their Australian/International driver's license termination, the Karratha Airport Management will suspend the ADA.

4 AUTHORITY TO USE AIRSIDE (AUA)

Airside vehicle access at KTA is controlled by Karratha Airport and managed with the use of the web-based assurance and fleet management system AIRDAT Onboard.

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

- Have a valid AUA permit, affixed to the vehicle and easily visible;
- Be clearly marked with the company name, logo, or other identification acceptable to Karratha Airport;
- Be equipped with operating amber rotating beacon light;
- Be in sound mechanical condition with unobstructed forward and side vision from the driver's seat.

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

4.1 Criteria for Issuance of AUA

The basic criteria for the issuance or renewal of an AUA is the operational need to drive a vehicle on the airside on a frequent and unescorted basis.

Additionally, the vehicle must meet one or more of the following criteria:

- Direct involvement in the operations or servicing of aircraft
- Direct involvement in the servicing of ground service equipment
- Direct involvement in the servicing or maintenance of airside facilities, equipment or buildings, that can only be reached via the airside
- Requirement for carrying out regulatory or law enforcement activities
- The need to facilitate mobility of ramp personnel in the performance of their duties at the airside
- Other legitimate purposes approved by KTA.

4.2 Application for AUA

All companies are required to complete an Airside Operations License (AOL) Application in AIRDAT Onboard before they can start applying for AUA permits. The key account manager for the company or sole trader will need to register an account with AIRDAT Onboard https://onboard-kta.airdat.org/. This is a different system to AIRDAT Passport; however, accounts can be linked to enable the operator to move seamlessly between them.

The AOL application only needs to be completed once by each company/sole trader and needs to be reviewed annually. Though if nothing has changed, the responses are saved from the prior year, so they can be re-submitted.

As part of the AOL application, companies will need to provide an overview of their services, supporting documentation that demonstrates a genuine business need to operate airside (i.e., proof of engagement) a copy of the Company's Insurance and Public Liability Certificate and a copy of the Company's Safety Policies.

After submitting the AOL application, companies can create a fleet profile for their vehicle(s) by adding the registration/equipment number, make, model, year of manufacture and fuel type.

Karratha Airport will be notified of the application and will review it. It will take between 1-5 business days to approve fleet applications. Once approved, companies will receive an email advising their permit is ready to be collected and paid for (as per the City Fees & Charges) at the Karratha Airport Management Office.

4.3 Conditions for the use of AUA

The AUA is valid for one year from date of issue, unless otherwise specified, or until suspended or cancelled by KTA. The AUA must be used only for the vehicle for which it was issued.

The AUA serves only to authorise and identify the vehicle but does not confer the right of the vehicle operator or its occupants to entry into the airside.

The AUA must be returned for cancellation in the following cases:

- Cessation of the purpose for which it was issued
- Change of ownership of the vehicle
- Permanent withdrawal of the vehicle from airside use.
- On demand by KTA for cause, e.g., damaged, misuse, involvement in violation of Karratha Airport rules.

The vehicle may be subjected to inspection by the ARO's on demand. KTA reserves the right to audit the airport operator's vehicle records at any time. Records for vehicles involved in accidents must be produced and submitted to KTA.

4.4 Exemptions from the use of AUA

Vehicles in the following categories do not require an AUA and shall be admitted to the airside, subject to specific conditions:

- Emergency vehicles responding to an emergency
- Vehicles under escort provided they are escorted by a person with the relevant ADA category authorisation
- Private ambulance on non-emergency duties provided they have prior approval from KTA and are escorted by an authorised person holding an appropriate ADA.

4.5 Entry to the Airside

For safety and security reasons, any vehicle may be subject to inspection and/or search prior to entry into the security perimeter of the Airport.

A vehicle may be refused entry at any time based on, but not limited to any of the following conditions:

- Heightened security
- Aerodrome emergency
- Low visibility operations
- Vehicle defect
- As otherwise directed by KTA.

4.6 Roadworthiness/ Vehicle Condition

The applicant or sponsoring company applying for an AUA is responsible for the safe operation and suitability of the vehicle/equipment it uses airside.

The applicant or sponsoring company shall certify that the vehicle has been properly inspected, maintained and serviced within twelve months prior to the date of application and will continue to be inspected, maintained and serviced by an appropriately qualified engineer/mechanic throughout the validity of the pass.

The vehicle must be equipped with headlamps, brake lights, brakes, horn and rotating beacon. Windows, wipers and mirrors are to be installed where appropriate.

4.7 Suspension or Withdrawal of AUA

KTA may at any time suspend or withdraw an AUA where the holder is involved in, or alleged to have been involved in:

- Air safety incident
- A vehicular or other accident
- An alleged serious violation of the regulations outlined in the AVCH; or
- Where the vehicle does not meet roadworthiness or condition outlined in section 3.7.

The suspension will be for a period to be determined by KTA. During consideration of suspension or withdrawal of an AUA, the applicant will be asked by KTA to show cause as to why it should not be suspended or withdrawn. The applicant will be informed of the decision in writing.

5 GENERAL AIRSIDE DRIVING RULES AND REQUIREMENTS

5.1 General

The rules for driving airside are an important part of the safety management systems that Karratha Airport has put in place to promote the safe and orderly movement of staff, passengers, aircraft and vehicular traffic. Vehicle Operators must comply with instructions given by Karratha the Airport Operations Officers (AROs). Only vehicles or equipment directly involved in servicing of an aircraft, and vehicles that are required to operate within adjacent aircraft bays can cross the taxiways. Vehicle operators must obey all posted signage, markings and markers and observe warnings. The apron is a busy area, when operating on the apron and when in the vicinity of aircraft, vehicle operators need to remain alert and keep a constant watch on everything that is happening or is likely to happen around them. This includes scanning for other vehicles, pedestrians and equipment and be on the lookout for aircraft which are moving or about to move.

Vehicle Operators should not drive or operate airside while under the influence of alcohol or drugs or drive in a manner likely to jeopardise the safety of any person or damage to property.

5.2 Speed Limits

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

AREA	SPEED LIMIT
Perimeter roads	35 kph
Internal tracks	30 kph
Aprons	25 kph
Within 15m of an aircraft	10 kph
Baggage Handling Areas	5 kph

5.3 Overtaking Other Vehicles

A vehicle operator may overtake another vehicle on the airside, except at taxiway intersections, provided:

- Operator conducts in a safe manner and does not breach the speed limit for that area
- The overtaking manoeuvre does not force any other vehicle off the airside road.

5.4 Right-Of-Way

- Emergency vehicles have right of way over all other vehicles when emergency lights and/or sirens are activated.
- Vehicle operators must yield the right-of-way to aircraft in motion, passengers enplaning or deplaning aircraft, pedestrians, emergency vehicles with working devices operating, maintenance equipment in the performance of their duties, vehicles towing aircraft, and aircraft fuelling vehicles, in that order of priority.
- No vehicle operator shall cross or enter vehicle traffic lanes without yielding the right-of-way to vehicles already in these lanes.

5.5 Proximity to Aircraft

- No vehicle operator shall approach, pass, or move on or stand in front or behind an aircraft which is moving or when its engines are running, or red anti-collision lights are on.
- Vehicle operators must not stop or drive within 3 metres away from aircraft, unless they are engaged in a task that specifically requires them to operate closer to the aircraft.

5.6 Parking

- Vehicles or equipment must be parked only on designated parking areas.
- When a vehicle or equipment is left unattended in other than designated parking areas, ensure the doors are closed, the handbrake is on, the keys are left in the ignition and the vehicle is left unlocked so that it may be moved when impeding the safe movement of an aircraft or other vehicles or in an emergency. Vehicles/equipment are not to be left unattended in the Equipment Clearance area.
- No vehicle operator shall park a vehicle or equipment in an aircraft parking area or safety area in a manner that obstructs or interferes with operations in the aircraft movement or apron area.
- No vehicle operator shall park, or leave unattended, vehicles or equipment that interfere with the use of a facility by others or prevent movement or passage of aircraft, emergency vehicles, or other vehicles or equipment.
- No vehicle operator shall park a vehicle or equipment within 3 metres of any fire hydrant.

5.7 Guides

Vehicles must only be reversed when absolutely necessary to complete the task. If reversing in an occupied bay, a guide must be positioned outside the vehicle to assist the operator. No vehicle or equipment may be reversed in a critical or congested area, or when the operator's view is obstructed, without the assistance of a guide.

(Note* Aerodrome Reporting Officers (AROs) required to make a visual inspection to determine a safe route before reversing with an obstructed view if a guide is not available.

5.8 Escorts

Vehicle operators who are not authorised to drive airside may proceed airside only if authorised and escorted by an ARO. Vehicle operators must follow the direction of the ARO and will be charged the applicable ARO airside attendance fee as per the City Fees & Charges.

Lease holders are allowed to conduct escorts on aprons adjacent to their operations provided the person conducting the escort holds a valid ADA and ARO's are notified.

5.9 Towing

The maximum number of barrows or trailers (loaded or empty) allowed to be towed on aprons at any given time are as follows:

- Baggage Barrows – 4 units or less as per Ground Handler's procedures.

No vehicle operator shall tow a baggage or cargo container unless the container is enclosed while hauling baggage or cargo.

All pieces of equipment being towed must have reflectors or fluorescent tape on both sides and rear.

5.10 Aircraft Fuel Service Vehicles

All aircraft refuelling vehicles must comply with regulations as required by International Civil Aviation Organisation (ICAO) and KTA.

All aircraft refuelling vehicles shall be equipped with a flashing amber beacon and flashing front, tail, and clearance lights that are always activated when operating airside.

5.11 Vehicle Occupants

No vehicle operator shall allow any passenger to ride in such vehicle or equipment other than those authorised and hold an ASIC or are authorised under escort to enter the airport security perimeter.

No vehicle operator shall transport personnel unless there is a seat and seat belt for them, i.e., no seat, no ride. Riding in or on any part of the vehicle or trailer is not allowed unless approved by AOC or delegate. The vehicle operator shall be responsible for the activities of each vehicle passenger on the airside.

5.12 Mobile Phones and Hand Held Devices

No vehicle operator shall answer, use or attempt to answer a mobile phone or use hand-held devices while driving. All other functions including texting, reading messages and emailing as well as the use of audio playing functions are prohibited. No mobile phone shall be used within the fuelling zone during fuelling activity.

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

5.13 Repair and Location of Disabled Ground Vehicles

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

5.14 Smoking

Smoking and Vaping is prohibited in all airside areas, including inside a vehicle whilst operating airside.

5.15 Lighting Requirements

Vehicle operators must switch on dipped headlights whenever their vehicles are moving at night one (1) hour before sunset and turned off one (1) hour after sunrise and/or for the duration of reduced visibility condition at all airside areas. KTA operational vehicles conducting serviceability checks (may) use high beam during the inspection of the movement area.

All vehicles must be equipped with rotating amber beacon lights which must be switched on at all times whilst airside. Vehicles not equipped with rotating amber beacon lights must be escorted by a vehicle that is equipped with an amber light. Escorted vehicle to operate with hazard lights on.

5.16 Crossing Service Road/Taxiway Intersections

- Taxiing aircraft always have the right of way. Yield the right-of-way to an aircraft in motion or any emergency vehicle at the intersections between the service road and the taxiways.

- Always be alert. Do not cross the taxiways without bringing the vehicle to a complete stop:
    - To observe airside traffic in all directions;
    - To determine if the crossing could be accomplished without being stalled at the intersection.
- Do not attempt to cross the taxiway if there is a vehicle in front of you that may be forced to stop and force you to stop behind.
- Do not cross the white double solid centreline markings to pass/overtake other vehicles at the intersections.
- The vehicle operator shall be responsible for determining when to start the taxiway crossing. They will be held accountable for failure to adhere to the procedures.

5.17 Low Visibility Operations

Refer to the procedure in the Aerodrome Manual.

5.18 Hazardous Conditions

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

5.19 Foreign Object Debris (FOD) Control Measures

Any FOD airside can seriously damage aircraft engines. All airside personnel are responsible for keeping the airside areas clear of FOD by removing any encountered while airside and placing it in specifically marked FOD bins.

Vehicle operators are responsible for making sure that items on their vehicles cannot blow out onto the airfield, subsequently becoming FOD. To ensure that no object is dropped on the apron or manoeuvring area, all doors and shutters on vehicles must be closed while the vehicle is moving in the airside area. All loads and equipment, and all parts of the vehicle must be properly secured before a vehicle enters the apron or manoeuvring area. Vehicle operators must check the wheels and tyres of their vehicles before they enter the airside to make sure they are free of mud and gravel deposits. Generating or knowingly failing to remove FOD may result in a citation

5.20 Airside Markers, Markings & MAGS

Markers are items that are placed on the ground to indicate an obstacle or delineate a boundary. Vehicle operators must be aware of the various markers on areas that serve to control both aircraft and the vehicles.

	**Unserviceability Marker** (White and Red) used for restricting access to aircraft to certain areas of the aerodrome as required
	**Works Limit Marker** (Orange and White) common working cone used for blocking access of workers and vehicles to operational aerodrome areas.
	**Gable Marker** (White) used for the edge of the runway strip

Markings are provided for sealed surfaces only whilst markers are used for unsealed surfaces.

	**Speed Limit**
	**Parking Clearance -** A parking clearance line delineates the area within which the whole of an aircraft is to be accommodated so that no part of the aircraft extends beyond the line. All the area within the parking clearance line is considered to be an aircraft parking position.
	**Equipment Storage -** GSE Equipment Storage Lines - These are two white lines running parallel with the red lines that are used to indicate the limits of areas that are intended for parking vehicles and aircraft servicing equipment when they are not in use.
	**Aircraft Movement Guidelines** - These are solid yellow lines that serve as a centre-of-aircraft guideline to aid aircraft traversing the apron and taxiways. Vehicles and equipment must not be left in the vicinity of the aircraft movement guidelines.
	**Movement Area Guidance Signs (MAGS) –** The entrance to a taxiway from an apron, telling the operator the person is at the Holding Point for Runway 26-08 on Taxiway B with 1665m take-off run available on Runway 08.

5.21 Fuel Spillage

All fuel spills must be reported immediately to the duty ARO and the ARFFS so that necessary clean-up activities can be undertaken. The operator that caused the spillage must switch off their engine and remain with their equipment until the substance is cleaned up and the area is safe. Do not drive through the spillage area. All other vehicles must maintain at least 15 metres away from the spillage area. Spill Kits are available in the baggage make up area and, in the Baggage Reclaim Area.

- Fuel slop containers are available in three different locations around the GA Apron.

6 MANOEUVRING AREA OPERATIONS

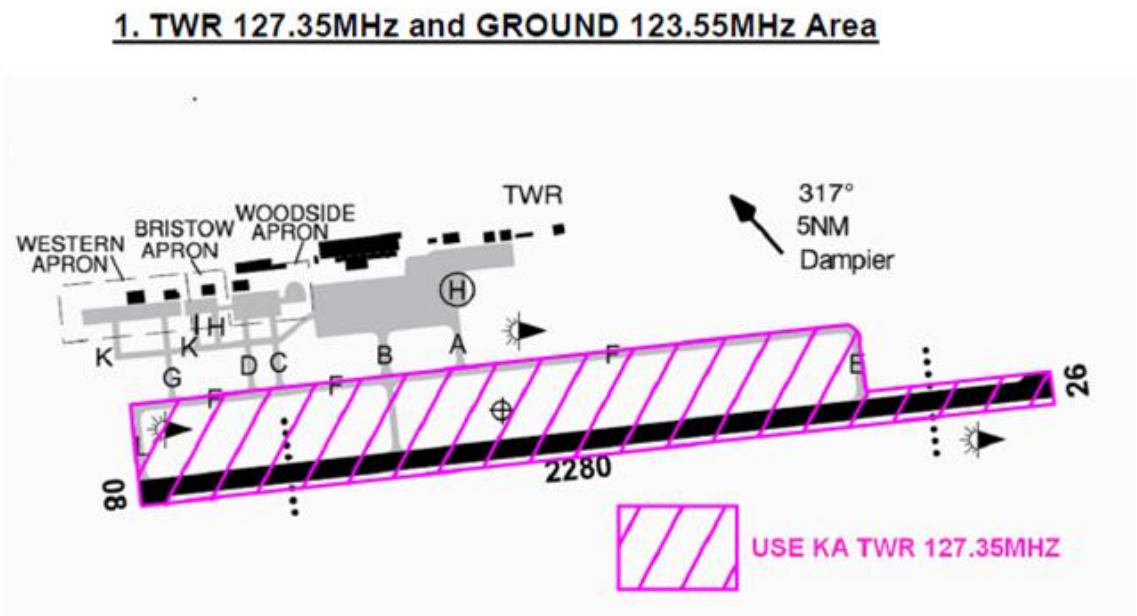
Vehicle operators who are required to drive on the manoeuvring area require more training and vigilance due to the increased hazards associated with this area. In addition to the principals for driving on the aprons, vehicle operators who have access to the manoeuvring area must be cognizant of the meaning of airfield signs, markings, and lighting configurations. Vehicle traffic within the manoeuvring area is restricted to necessary operational use only. Of equal importance is that they should be able to communicate with ATC and be able to follow ATC instructions.

6.1 Driving in Manoeuvring Area

6.1.1 General

The rules for driving in manoeuvring areas are in addition to the general airside driving rules:

- The vehicle operator entering the manoeuvring area must first obtain permission and clearance from ATC to enter the manoeuvring area.
- Any vehicle operating in the manoeuvring area must have a radio capable of contacting ATC on frequency 127.35 MHz and maintain Air-band radio communications between their vehicle and ATC. They must be able to communicate with ATC in English and be able to follow ATC directions.
- An authorised escort vehicle with an Air-band radio must maintain communication with ATC to accompany a vehicle without a radio.
- Outside ATC hours of operation, Karratha Airspace will revert to Common Traffic Advisory Frequency (CTAF). Instead of obtaining clearance from ATC, the operator must announce his/her intentions to enter the manoeuvring area to KTA Traffic.



6.1.2 Runway Hold Short Instructions

Whenever ATC issues an instruction to “hold short”, the vehicle operator shall read back the instruction to ATC to confirm that the instruction was received and understood. Until given the permission to enter the runway, the vehicle shall remain beyond the yellow taxiway holding line for that runway.

6.2 Advisory Area Operations

6.2.1 Radio Frequencies and Common Traffic Advisory Frequency (CTAF) Procedures

The standard ground frequency for ATC is 127.35 MHz. A radio used for accessing the manoeuvring area must be capable of this frequency. While in the manoeuvring area, the vehicle must continuously monitor the working ATC frequency. Outside Tower operation hours, Karratha Airspace will revert to CTAF procedures prescribed by AIP GEN 3.3 Sections 6 – Contingency Procedures – Air Traffic Services Temporarily Not Available. During CTAF conditions pilots and vehicles will prefix radio transmissions with "Karratha Traffic" and end with "Karratha"

6.2.2 ATC Radio Instructions

Before proceeding into a movement area, the vehicle operator shall contact the ATC for permission to proceed to a specific location by a specified route. Vehicle operators shall only use call signs, for example ARO's use Car 1, Car 2, Car 3, Car 4. Vehicles operating in groups shall be under the control of one vehicle operator who is responsible for requesting and acknowledging ATC instructions.

The vehicle operator shall acknowledge all instructions understood or request that the instructions be repeated if not. The vehicle shall only proceed to the requested location along the route specified by ATC. When instructed to leave the runway, the vehicle operator shall acknowledge the instruction, immediately leave the runway and report to ATC when off the runway and beyond the taxi holding line, or the appropriate distance if not marked. In all cases, the vehicle operator shall report to ATC immediately before leaving the movement area.

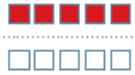
6.2.3 Equipment Failure

If the vehicle or equipment fails, immediately inform ATC and request assistance. Outside Tower operation hours, inform KTA Traffic on CTAF.

If the radio fails while in a movement area, turn the vehicle to face the tower and flash the headlights on and off, or switch between high and low beams. ATC will respond by flashing the runway lights on and off when it is safe to proceed off the movement area.

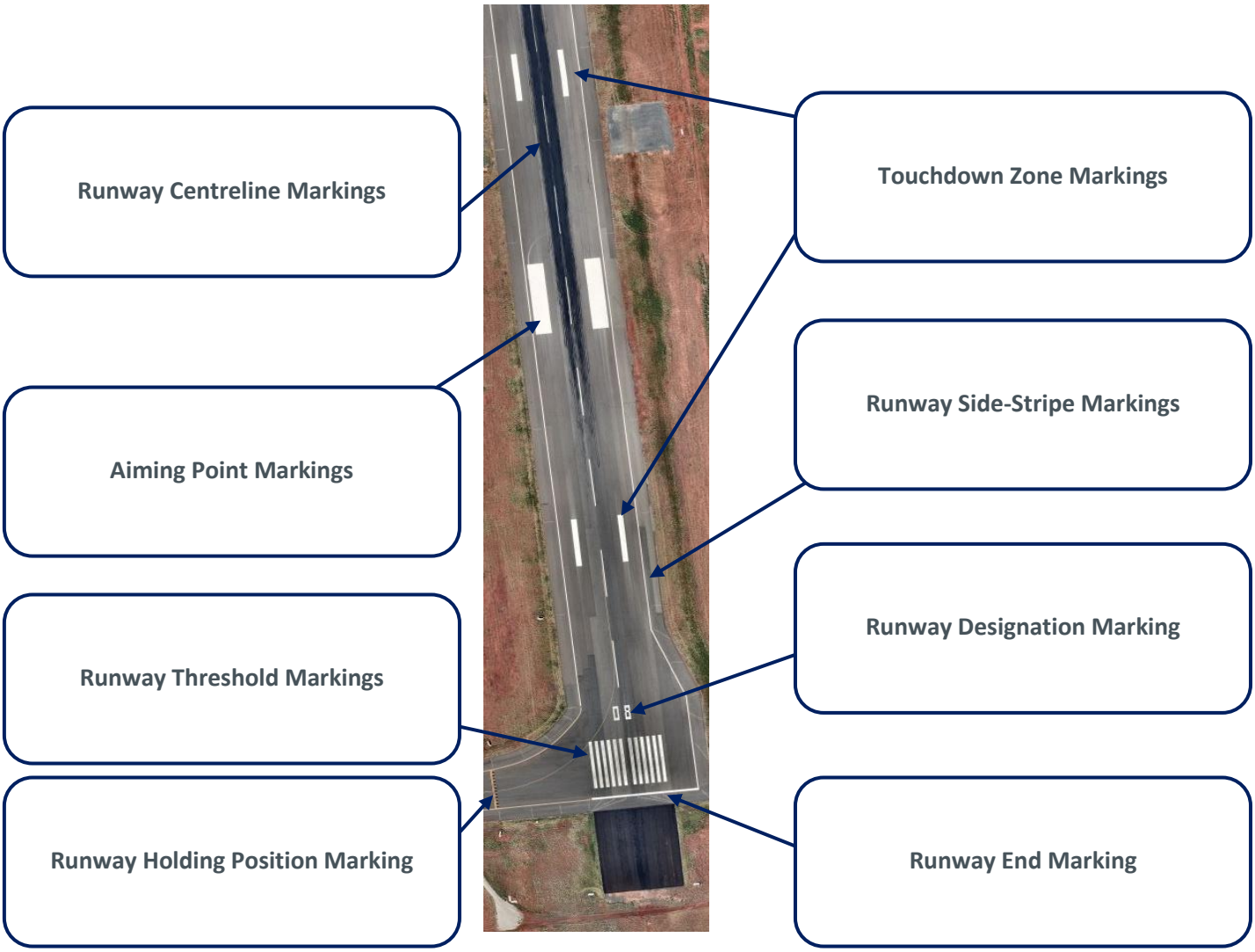
In the course of leaving the movement area under runway light signals, the vehicle operator must **hold short of each runway** encountered and wait for permission to cross the runway with a flash of the runway lights.

If both the radio and the vehicle fail while in the movement area, call ATC on 9186 8921.

TOWER SIGNALS TO VEHICLES		
SIGNAL		MEANING
	Green flashes	Permission to cross landing area or to move onto taxiway
	Red light	Stop
	Red flashes	Move off the landing area or taxiway and watch out for aircraft
	White flashes	Vacate the manoeuvring area in accordance with local instructions

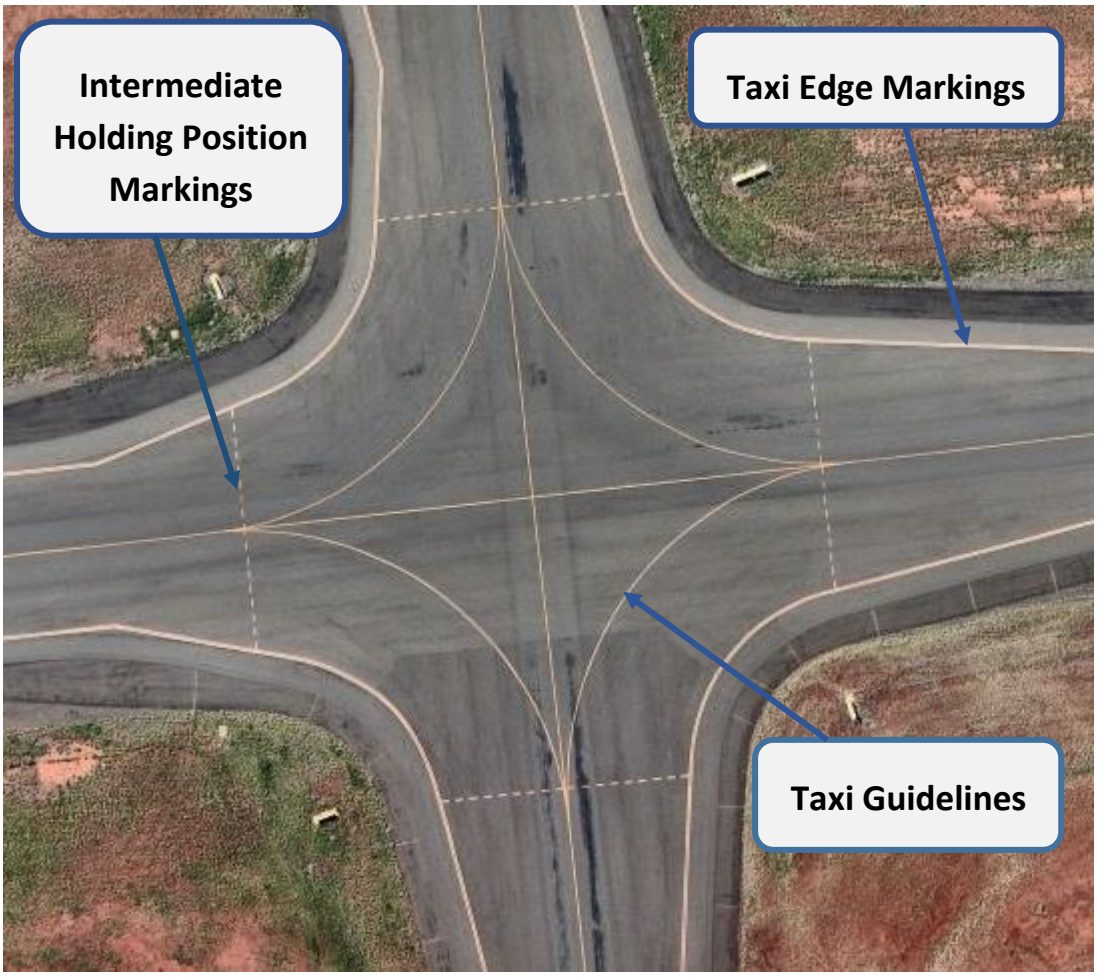
6.2.4 Runway Markings

Each runway is designated with a 2-digit number that is derived from the magnetic bearing of the runway centreline when viewed from the direction of approach and rounded to the nearest 10 degrees. The runway designation numbers in KTA are 08 and 26. Below an overview of the KTA runway markings as per the regulations in MOS Part 139 Chapter 8.



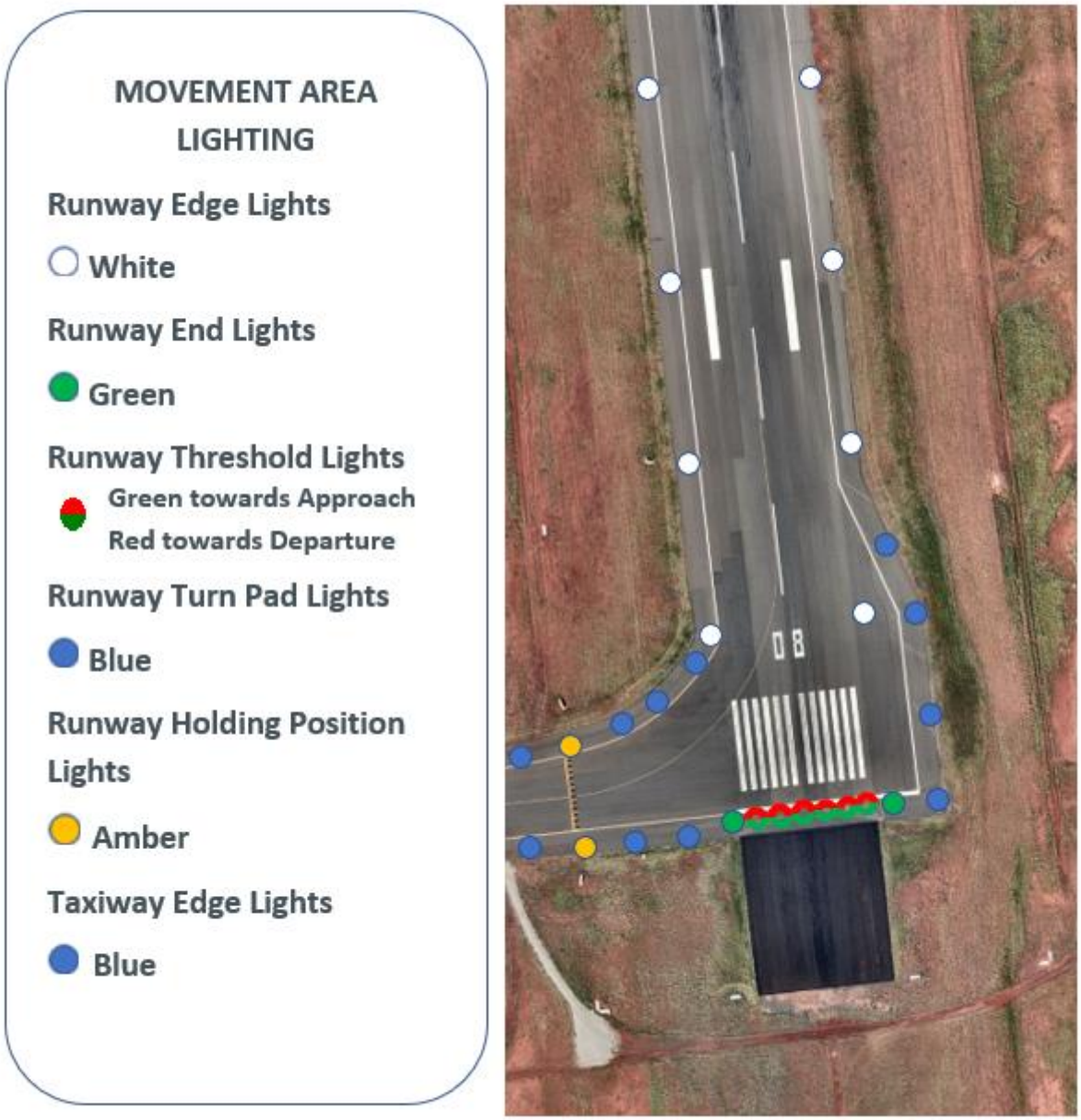
6.2.5 Taxiway Markings

Taxiway markings must be coloured yellow. Taxiways are identified with a yellow letter, the centre of the taxiway is marked with a solid yellow line.



6.2.6 Movement Area Lightings

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



6.3 Radio Procedures

6.3.1 General

Radio transmissions must be restricted to authorised messages. No unnecessary signals are permitted. Profane and offensive language is prohibited and any person who transmits such language will be reported to the authorities. Any person who knowingly transmits a false distress signal will be reported to the authorities. The only vehicle call signs to be used are those that have been assigned by ATC. The radio call sign must be used in full, in every transmission.

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

6.3.2 Phonetic Alphabet

The ICAO Phonetic Alphabet is used to assist in voice transmission of call signs, runway/taxiway designators and the spelling of names and words. The phonetic alphabet is made up of particular words to denote the letters Syllables that are capitalized must be emphasized in transmissions.

LETTER	WORD	PRONOUNCED	LETTER	WORD	PRONOUNCED
A	Alpha	**AL fah**	N	November	**No VEM ber**
B	Bravo	**BRAH voh**	O	Oscar	**OSS cah**
C	Charlie	**CHAR lee**	P	Papa	**Pah PAH**
D	Delta	**DELL tah**	Q	Quebec	**keh BECK**
E	Echo	**ECK ho**	R	Romeo	**ROW me oh**
F	Foxtrot	**FOKS trot**	S	Sierra	**see AIR rah**
G	Golf	**GOLF**	T	Tango	**TANG go**
H	Hotel	**ho TELL**	U	Uniform	**YOU nee form**
I	India	**IN dee A**	V	Victor	**VIK tah**
J	Juliet	**JEW lee ETT**	W	Whiskey	**WISS key**
K	Kilo	**KEY loh**	X	X-Ray	**ECKS ray**
L	Lima	**LEE mah**	Y	Yankee	**YANG key**
M	Mike	**MIKE**	Z	Zulu	**ZOO loo**

6.3.3 Pronunciation of numbers

Radiotelephony pronunciation of numbers shall be as follows, the syllables printed in capital letters in the below list are to be stressed:

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

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

NUMBER	SPOKEN AS
10	**One zero**
50	**Five zero**
100	**One zero zero**
427	**Four two seven**
15000	**One five thousand**
121.9	**One two one decimal nine**

6.3.4 Standard Words and Phrases

WORD OR PHRASE	MEANING
ACKNOWLEDGE	Let me know if you have received and understood this message.
AFFIRM	Yes
APPROVED	Permission granted
CANCEL	Annul the previously transmitted clearance
CONFIRM	I request verification of: clearance / instruction / information / action
CONTACT	Establish communication with
CORRECTION	An error has been made in this transmission (or message indicated). My correct version is . . .
HOLD POSITION	Stay in place where you are currently located
HOLD SHORT (runway identifier)	Do not cross the runway identified. This instruction must be read back to ATC to confirm vehicle operator understanding.
HOW DO YOU READ?	What is the readability of my transmission? The readability scale is: 1.Unreadable 2. Readable now and then 3. Readable with difficulty 4. Readable 5. Perfectly readable
I SAY AGAIN	I repeat for clarity or emphasis
NEGATIVE	No, or permission not granted, or THAT is not correct, or I do not agree.
OUT	This conversation is ended, and no response is expected. (Normally used only under poor communication conditions).
READ BACK	Repeat all, or the specified part, or this message back to me exactly as received.
ROGER	I have received all or your last transmission.
SAY AGAIN	Repeat all, or the following part, or your last transmission. (Do not use the word “repeat”).
SPEAK SLOWER	Reduce your rate of speech
STANDBY	Wait and listen. I will call you again.
THAT IS CORRECT	(self-explanatory)
UNABLE TO COMPLY	Indicates inability to comply with a specific instruction, request or clearance
VERIFY	Check text with originator and send correct version.

WHAT IS YOUR REQUEST/MESSAGE	(self-explanatory)

6.3.5 Conversing on the Radio

A radio test should be done in the morning as soon as the tower is operational or when the operator is unsure of the radio's performance. Tests must be short and not interfere with other transmissions. Readability of transmissions will be reported on the following scale:

1	One	Unreadable
2	Two	Readable now and then
3	Three	Readable but with difficulty
4	Four	Readable
5	Five	Perfectly readable

Before calling on a radio, ensure that the frequency is not in use.

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

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

Example	***Vehicle: Car 1***
Example	***Vehicle: Karratha Ground, Car 1, Radio Check*** *ATC: Car 1, Karratha Ground Radio Check* *or Car 1, Karratha Ground, Commence Test Count* ***Vehicle: Test Count One, Two, Three, Two, One*** *ATC: Read You Five*

a) If a response is not received, wait a few moments then retry.

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

Example	***Vehicle: Karratha Ground, Car 1, Roger*** *or Karratha Ground, Car 1, Say Again*

c) To end any communication, say the call sign of the calling station.

d) During communications with ATC, standard phraseologies will be used to make transmissions efficient and avoid misunderstandings. The following are examples of standard radio transmissions.

e) Authorisation request and response:

Example	***Vehicle: Karratha Ground, Car 1*** *ATC: Car 1, Karratha Ground* ***Vehicle: Car 1 on the Main Apron, request to enter RWY 26 via Taxiway Bravo*** *ATC: Car 1, proceed via TWY Bravo, cross TWY Foxtrot, enter RWY 26, immediate recall.* ***Vehicle: Car 1, Proceed via TWY Bravo, cross TWY Foxtrot, enter RWY 26, immediate recall, Car 1*** *Or* *ATC: Car 1, proceed via TWY Bravo, HOLD SHORT TWY Foxtrot* *Or* *ATC: Car 1, hold position* ***Vehicle: Hold position, Car 1***

Immediate recall means that ATC expects the vehicle to commence vacating the runway as soon as instructed. Alternates, 1-minute recall, 2-minute recall, etc. would suggest that ATC allows an additional time for the vehicle to vacate. This may be used if the Vehicle Operator is out of the vehicle on foot, or with equipment out of the vehicle that needs to be collected.

f) Authorisation request and response when accompanying a non-radio equipped vehicle:

Example	***Vehicle: Karratha Ground, Car 1 and Company*** *ATC: Car 1 and Company, Karratha Ground* ***Vehicle: Car 1 and Company at holding point Bravo, request to enter RWY26*** *ATC: Car 1 and Company, Karratha Ground (at holding point Bravo) enter RWY26, immediate recall* ***Vehicle: Car 1 and Company, at holding point Bravo, enter RWY26, immediate recall, Car 1 and Company***

g) ATC instructions to hold short of a runway must be read back:

Example	***Vehicle: Karratha Ground, Car 1*** *ATC: Car 1, Karratha Ground* ***Vehicle: Car 1 on Main Apron, request to enter Runway 26 via Taxiway Charlie (for runway inspection)*** *ATC: Car 1, proceed on taxiway Charlie. Hold short of Runway 26* ***Vehicle: Car 1, hold short Runway 26***

7 RUNWAY INCURSIONS

Runway incursions are classified into the following four categories:

- Operational Error – A failure of the air traffic control system that results in a loss of separation.
- Pilot Deviation – The action of the pilot.
- Vehicle /Pedestrian Deviation – Any entry or movement on the movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorised by ATC.
- Miscellaneous – A situation that occurs that cannot be attributed to any of the three categories above, e.g., equipment failure.

All runway incursions are surface incidents, but not all surface incidents are runway incursions. To qualify as a runway incursion, an aircraft that is taking off, landing or intending to land must encounter both of the following conditions:

- At least one aircraft, vehicle, pedestrian, or object on the runway.
- A collision hazard or a loss of separation must occur.

8 GROUND VEHICLE ACCIDENT / INCIDENT INVESTIGATION AND AUDITS

Karratha Airport Management has the responsibility to ensure that airside activities comply with all relevant Commonwealth and State regulations and requirements, including the Airports (Control of On-Airport Activities) Regulations 1997 and the Civil Aviation Safety Regulations 1998 under which this Handbook is issued. Karratha Airport Management will undertake the following activities to confirm that the requirements of this Handbook are being adhered to:

• Investigate reported accidents, in conjunction with relevant vehicle operator and/or drivers

• Periodically audit a sample of airside drivers to check the currency of Australian and Overseas driver's licenses, ADA and AUA

• Validate AUA and ADA requests prior to providing airside access

• Conduct random speed checks of vehicles operating airside

• Inspect and check vehicles and if required, request that the vehicle operator provide a certificate of endorsement by an auto mechanic, to ensure that the vehicle satisfies mechanical and roadworthy standards

8.1 Initial Reporting Procedures

Any person operating a ground vehicle that is involved in an airside accident at the airport that results in injury to a person or damage to an aircraft, airport property, or another vehicle shall:

- Immediately stop and remain at the scene of the accident to find out what emergency services are required
- Render reasonable assistance, if capable, to any person injured in the accident
- Report the accident immediately to the supervisor/employer/airport operator and Manager Airport who shall call the Airport Safety and Compliance Lead (ASCL);
- Remain at the scene of the accident until a full report has been provided to the investigating officer;
- Such person shall, upon request and if physically able, show to the investigating officer his:
    - Name and ASIC
    - ADA and AUA
    - Registration papers and other documents relevant to the accident or the persons or property involved that are needed to complete a motor vehicle accident report.

The scene of the accident should be isolated, and the vehicles involved in the accident/incident should not be normally moved until the investigating officer is in attendance. However, if in the judgment of the senior person present that their removal is necessary in the interest of safety or rescue, this may be done. The scene should preferably be photographed before being disturbed, using a digital camera, if possible.

8.2 Accident/Incident Investigation

- All accidents, including "near misses" and minor first aid events, shall be investigated by the employer/airport operator, contractor, or supervisor of the persons involved immediately after their occurrence.

- The supervisor conducting the investigation shall accomplish the Report of an Accident involving Injury or Property Damage Form and forward the completed form to Manager Airport and Compliance and Safety Lead within 24 hours of accident.
- Vehicle operators shall report “near miss” accidents/incidents using the Incident Involving Injury or Property Damage Report Form or, if they have access, the Airport Compliance Reporting System (ACRS) so that appropriate remedial action can be taken to preclude future accidents.

9 VIOLATION OF RULES – PENALTIES

KTA has in place a demerit point system for driving contrary to the rules contained in this AVCH. Demerit points are issued and recorded against an individual’s ADA for noncompliance with this handbook. See below for table of violations.

If an ADA holder accumulates 12 or more demerit points in any 24-month period they will have their ADA cancelled or suspended for a period of up to 3 months. If an ADA holder accumulates 12 or more demerit points and has previously been suspended (for points or serious incidents), they may have their ADA suspended for a period exceeding 3 months or permanently cancelled.

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

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

Karratha Airport Management is designated to enforce the provisions of the AVCH. It carries the mandate to ensure that the airside driving rules and regulations are adhered to, and that safety and security at the airside is maintained.

If an infraction is committed, Karratha Airport Management and the AROs have the authority to confront, apprehend, investigate, direct, and cite violators. The Airport Management has the right to adjudicate on any other offence that may constitute a hazard to aircraft operations or airside safety or damage to property.
Safety is paramount and is the primary responsibility of all vehicle operators. Operational considerations such as time pressure shall not be enough to override the rules.

9.1 Table of Violations

VIOLATION	OFFENSE
Level 1 – Minor Breach	Exceeding the speed limit up to 10km p/h
	Disregarding signs, markings, traffic signals and directions
	Using apron area as a short cut
	Illegal parking
	Operating a vehicle without headlights during low visibility
	Failure to use rotating beacons airside
	Towing more than the allowable number of barrows/trolleys
	Using a hand-held held devices while driving airside
	Failure to secure load

VIOLATION	OFFENSE
	Driving causing property damage under $1,000
Level 2 – Moderate Breach	Exceeding the speed limit by more than 10km p/h but not more than 20km p/h
	Failure to give way to pedestrians
	Serious disregard of airside traffic rules
	Interfering with aircraft movement
	Failure to stop or approach an aircraft when it has beacons activated
	Overtaking a taxiing aircraft
	Entering major runway/taxiway without permission
	Unauthorised access to an airside movement area without the correct ADA category
	Failure to report or leaving the scene of an accident
	Driving an unsafe and unlicensed vehicle
	Carrying a passenger on vehicle when there is no seat
	Smoking (including e-Cigarettes/vaping) inside or outside a vehicle on the airside
	Failure to show ADA when requested
	Violation of radio procedures at movement areas
	Failure to comply with ATC instructions
	Driving causing property damage over $1,0001 but under $10,000
Level 3 – Major Breach	Exceeding the speed limit by more than 20km p/h
	Dangerous or reckless driving
	Impaired driving (DAMP etc.)
	Driving causing bodily harm
	Driving causing property damage over $10,001
	Disregarding authority of Karratha Airport Management
	Failure to give way to aircraft
	Transmitting false distress signal to ATC
	Transmitting offensive language to ATC

9.2 Penalty Scheme

a) Each ADA is granted with a total of 12 demerit points. Any person who does not conform to the regulations or any lawful order issued pursuant thereto, will be subjected to progressive penalties for repeat violations. These penalties may include revocation of the ADA and denied use of the airport, in addition to the penalties described below.

TYPE OF VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Level 1 – Minor Breach	• Verbal reprimand	• Written reprimand	• Written reprimand • Loss of 3 demerit points • Re-testing
Level 2 – Moderate Breach	• Written reprimand • Loss of 3 demerit points	• Written reprimand • Loss of 3 demerit points • Re-testing	• Suspension of ADA for a period of up to 3 months
Level 3 – Major Breach	• Written reprimand • Loss of 6 demerit points • Re-testing	• Suspension of ADA for a period of up to 3 months	• Permanent revocation of ADA

b) If a fourth consecutive simple violation is committed, the penalty for a third serious violation will apply. If a fourth consecutive serious violation is committed, the penalty for the third gross violation will apply.

c) The appropriate penalty will be determined by the type of violation the vehicle operator commits within the validity period of their ADA, with the exception of gross violations, whereby cumulative infractions, regardless of their ADA validity, will result in the permanent revocation of the ADA.

d) In cases where the vehicle operator commits multiple simultaneous offenses, the penalty will be based on types of violations committed and the total number of offenses taken cumulatively.

e) Based on an evaluation of the circumstances or the severity of an incident or excessive infraction committed, KTA Management reserves the right to assess any penalty it deems appropriate at any time to any individual authorised to operate a vehicle airside without regard to prior operating history.

f) The penalties that KTA Management may issue shall be separate and distinct from whatever administrative sanctions the company/airport operator/employer may issue against the vehicle operator.

g) KTA Management shall provide a copy of the infringement notice and pertinent documentations to the vehicle operator involved in the violation and the company/airport operator/employer sponsoring their ADA.

h) A copy of the infringement notice will be stored against the vehicle operator's record in ACRS.

10 NON-ROUTINE OPERATIONS

Contractor Access to and Use of Premises

- Only Karratha Airport Management shall authorise the issuance of the AUA and/or ADA to contractors and/or their employees. For complex works, a Method of Work Plan (MOWP) is required to provide planning and details regarding airside vehicle access, parking and operation.
- A valid AUA and ADA are required for persons operating ground vehicle or construction equipment to gain access to any construction site within the security perimeter.
- Vehicle/equipment operators must access a construction site only by routes and gates designated, and only during times as specified in writing by KTA.
- No person shall allow a ground vehicle or construction equipment belonging to or under the supervision of a contractor operating temporarily to:
    - remain at the work area at the end of the working day; or
    - be parked overnight in any position or location where it constitutes an actual or potential hazard to aircraft or ground vehicles at the airport.
- **NOTE:** In situations where the contractor has the written authorisation of Karratha Airport to leave ground vehicles or construction equipment parked overnight, these vehicles and equipment must be suitably marked and lighted.
- Vehicle/equipment operators should not operate on the movement areas, unless an authorised driver of a ground vehicle equipped with a two-way radio in contact with the ATC, escorts the vehicle or equipment.
- It is the responsibility of the contractor, including their personnel, to move and collect rubbish and other debris that may have been generated from construction work, disposing the FOD in the appropriate bins.

11 IMPORTANT CONTACT NUMBERS

OFFICE	DIRECT LINE	MOBILE
Karratha Airport Management Office	9186 8507	-
Manager Airport	9186 8636	0418 761 670
Airport Operations and Assets Coordinator	9186 8685	0417 904 053
Airport Compliance and Safety Lead	9186 8613	0409 274 416
Airport Compliance and Technical Officer	-	0408 611 909
Duty Airport Reporting Officer (ARO)	-	0418 799 460
Aviation Rescue Fire Fighting (Fire Line)	9183 6299	-
Emergency Services (Ambulance/Police)	000	-
Air Traffic Control (ATC)	9186 8921	-

12 APPENDIX A: FORMS

12.1 Authority to Drive Airside (ADA) Application Form

NOTE: This form is located on AIRDAT when booking the assessment and can filled digitally and uploaded to the ADA application.

Authority to Drive Airside (ADA) Application Form

☐ Recognition of Prior Learning (RPL) – If you are requesting an RPL, you must complete Part 5

☐ New ADA ☐ Renewal: Existing ADA No. ..... Expiry Date: .....

Please complete and submit this form with your AIRDAT Passport booking.

PART 1 – COMPANY DETAILS

Company Name:	
Manager / Company Representative:	
Postal Address:	
Telephone Number:	
Email:	

PART 2 – APPLICANT DETAILS

First Name:	
Surname:	
Job Title:	
Mobile Number:	
Email:	
Date of Birth:	
Driver's Licence Number:	
State/Territory:	
Licence Class:	
Licence Expiry:	
ASIC Number:	
ASIC Expiry:	
Vehicle/s to be used Airside:	

AIRSIDE LICENCE CATEGORY

☐ CATEGORY 1 – GA & RPT Aprons

☐ CATEGORY 2 – Aprons & Minor Taxiways

☐ CATEGORY 3 – All Movement Areas

PART 5 – Recognition of Prior Learning (RPL)

To receive RPL you must meet the following criteria

Criteria / Question	Response
Only if you are requesting RPL for an ADA issued by Karratha Airport	
To be eligible to receive RPL you must meet the following criteria:	
Completed all required KTA eLearning modules and understand the applicant must keep the eLearning modules current	
Must be a holder of a current ADA issued by KTA or another Australian Airport	
Are you requesting a short-term ADA: (tick one):	Yes ☐ No ☐
If you answered Yes above – What is the period of time? (must be less than 1 year):	
Are you the holder of a current KTA issued ADA? (tick one):	Yes ☐ No ☐
If you answered Yes above - Current ADA No:	
Expiry Date:	
Do you hold an ADA at another Australian Airport? (tick one):	Yes ☐ No ☐
If you answered Yes above -	
Airport ADA was issued:	
ADA Category:	
Expiry Date:	

PART 4 – Endorsement by Company

- The applicant listed at Part 2 above is required to drive/operate company vehicles/equipment airside at Karratha Airport for the purpose of conducting their role;
- I have read and understood the Karratha Airport ADA Manual, ADA Handbook and ADA Issuance – Rules and Regulations;
- The applicant has completed any appropriate Company specific vehicle/equipment training and deemed competent
- I will advise Karratha Airport Management immediately if the applicant ceases to be employed by the Company or otherwise no longer is required to drive airside; and
- The applicant will advise Karratha Airport Management immediately in writing if:
  - The ADA license issued is lost, stolen or damaged
  - The applicant's drivers license or ASIC is suspended or receives any restrictions or conditions

Company Manager/Representative Name:
Position:
Signature:
Date:

PART 5 – Applicant Acknowledgement

I, _____ hereby:

☐ Certify that the information provided on this form is correct and agree to notify Karratha Airport Management of any changes to the above particulars;

☐ Confirm that I have read and understood and will comply with the Karratha Airport ADA Manual, ADA Handbook and ADA Issuance – Rules and Regulations;

☐ Understand that failure to comply with the rules for driving airside or the Regulations may result in the suspension or cancellation of my ADA;

☐ Understand that I am responsible to advise Karratha Airport Management immediately in writing if:

- The ADA licence issued is lost, stolen or damaged
- The applicant's drivers licence or ASIC is suspended or receives any restrictions or conditions

☐ Consent to City of Karratha collecting, using and disclosing any personal information contained in this application form in accordance with the Privacy Act 1988

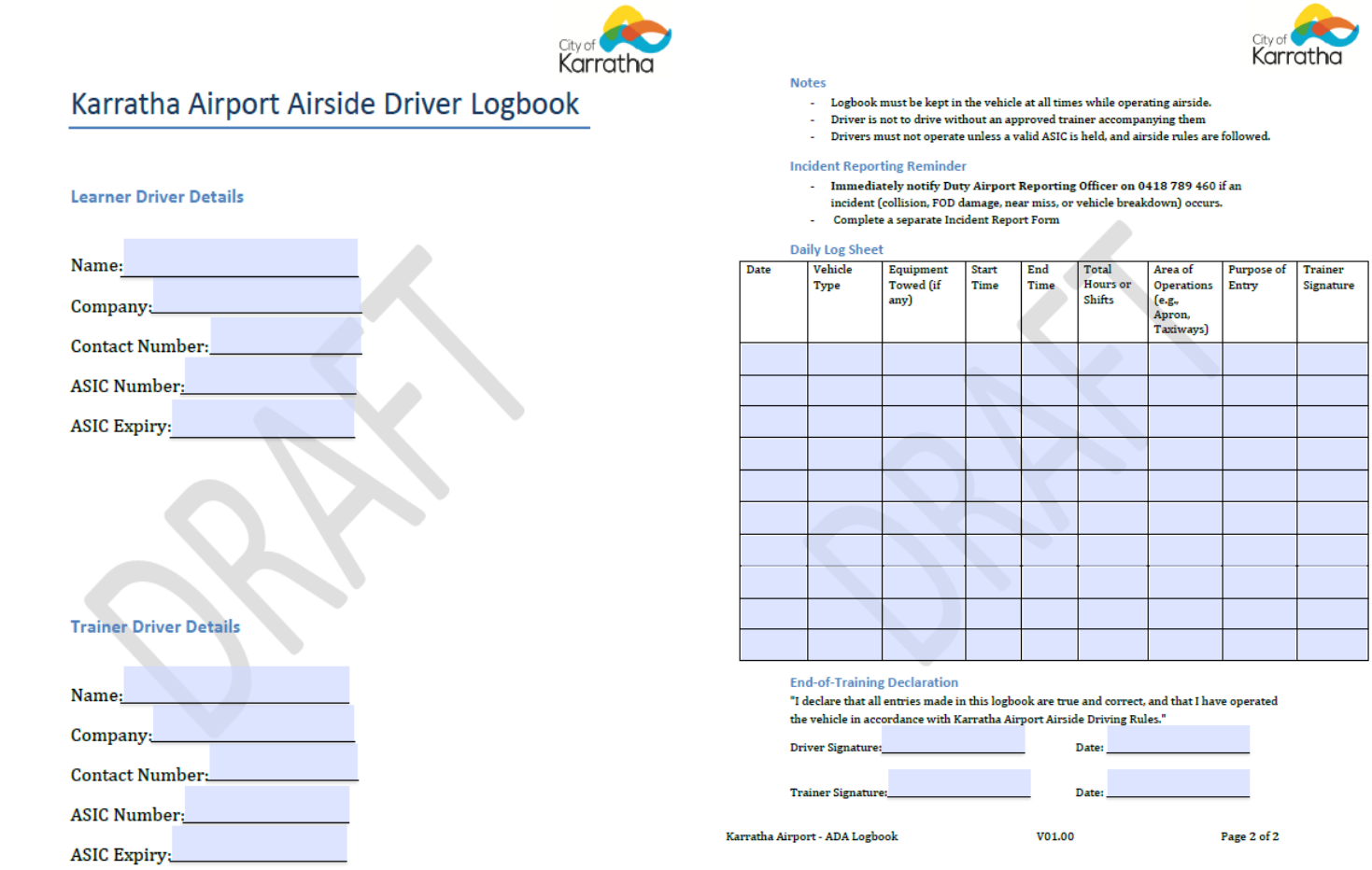
Signature:
Date:

12.2 Incident Reporting

Incident reports can be lodged via: https://ypka.ad.avcrm.net/

12.3 Log Book

NOTE: This form can be downloaded and completed in electronic format.



Karratha Airport Airside Driver Logbook

Learner Driver Details

Name:_____

Company:_____

Contact Number:_____

ASIC Number:_____

ASIC Expiry:_____

Trainer Driver Details

Name:_____

Company:_____

Contact Number:_____

ASIC Number:_____

ASIC Expiry:_____

Karratha Airport - ADA Logbook V01.00 Page 1 of 2

Notes

- Logbook must be kept in the vehicle at all times while operating airside.
- Driver is not to drive without an approved trainer accompanying them
- Drivers must not operate unless a valid ASIC is held, and airside rules are followed.

Incident Reporting Reminder

- **Immediately notify Duty Airport Reporting Officer on 0418 789 460 if an incident (collision, FOD damage, near miss, or vehicle breakdown) occurs.**
- **Complete a separate Incident Report Form**

Daily Log Sheet

Date	Vehicle Type	Equipment Towed (if any)	Start Time	End Time	Total Hours or Shifts	Area of Operations (e.g., Apron, Taxiways)	Purpose of Entry	Trainer Signature

End-of-Training Declaration

"I declare that all entries made in this logbook are true and correct, and that I have operated the vehicle in accordance with Karratha Airport Airside Driving Rules."

Driver Signature:_____ Date:_____

Trainer Signature:_____ Date:_____

Karratha Airport - ADA Logbook V01.00 Page 2 of 2

12.4 Aeronautical Radio Operator Certificate (AROC)

Australian Government
Civil Aviation Safety Authority

AERONAUTICAL RADIO OPERATOR CERTIFICATE

Issued in accordance with Part 64 of the *Civil Aviation Safety Regulations 1998*

I COMMONWEALTH OF AUSTRALIA
CIVIL AVIATION SAFETY AUTHORITY

II **AERONAUTICAL RADIO OPERATOR CERTIFICATE**

III Certificate No: 1115989

IV Name:

IVa Date of Birth:

VI Nationality: Australian

VII Signature of holder: .....

VIII Granted in accordance with the *Civil Aviation Safety Regulations 1998* and is subject to any conditions and limitations expressed therein and to the conditions at item XIV.

IX This certificate was first issued on 08 September 2021 and remains in force for the holder's lifetime unless revoked, suspended, or varied.

X [redacted]
Timothy John Bendeich 08 Sep 2021
Delegate of the Civil Aviation Safety Authority

XI Stamp

XIII Conditions/Certificate Remarks

English Language Proficiency:
The certificate holder must not perform a duty authorised by the certificate unless they hold a current English Language Proficiency that is appropriate to the certificate.

English Language Proficiency:

The certified holder has met the standards for the General English Language Proficiency (GELP).

.....
End of Conditions/Certificate Remarks

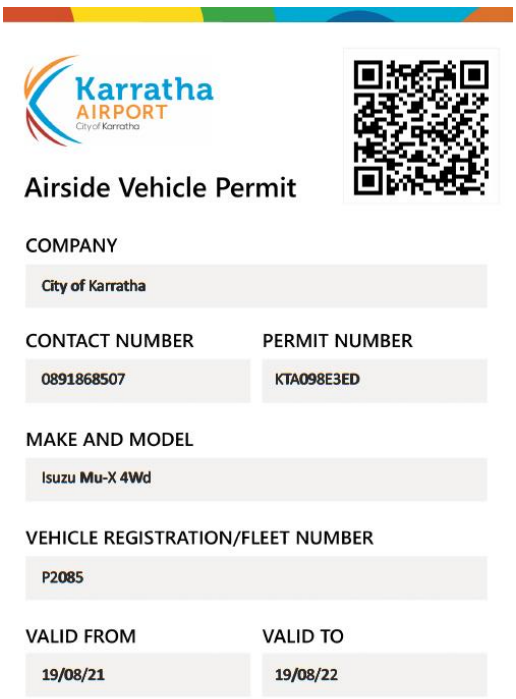
XIV List of Abbreviations

AROC	Aeronautical Radio Operator Certificate
ARN	Aviation Reference Number
CASA	Civil Aviation Safety Authority
ELP	English Language Proficiency

.....
End of List of Abbreviations

12.5 Authority to Drive Airside (ADA)

12.6 Airside Vehicle Permit



13 APPENDIX B: MAPS

13.1 Karratha Airport Category 1, 2 & 3 Airside Driving Areas

13.2 Karratha Aerodrome Map

13.3 Airside Boundary Map

Map