

# Airside Vehicle Control Handbook (AVCH)

Sydney (Kingsford-Smith) Airport

Version 1.2024

ABN: 62 082 578 809

**Sydney Airport Corporation Limited**

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# SYD

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## FOREWORD

Sydney Airport Corporation Limited (SYD) is certified as the operator of the Sydney (Kingsford Smith) Airport aerodrome under the Civil Aviation Safety Regulations (CASR).

Under the CASR, SYD is required to include, as part of its regulatory suite of documents, particulars for the management and control of surface vehicles operating on or in the vicinity of the 'Airside' area of SYD. Accordingly, this Airside Vehicle Control Handbook (AVCH) forms part of the Airport Operations Manual (AOM) for SYD. The Airports (Control of On-Airport Activities) Regulations 1997 (Regulations) also set out requirements in relation to the movement of surface vehicles on 'Airside' areas at SYD. The Airside Vehicle Control Handbook published for the Airport by the Federal Airports Corporation, as in force on 30 June 1998, forms the basis of this document.

The purpose of the requirements for Airside operation of vehicles set out in this AVCH is to ensure the safe and orderly movement of staff, passengers, aircraft and vehicular traffic.

SYD also publishes the Airside Vehicle Control Pocketbook(s). The pocketbooks are a guide to explain the main rules applying to drivers operating Airside and should be read in conjunction with the more detailed AVCH (as the full particulars of the rules and regulations are contained within the AVCH).

It is a condition of all Authorities to Drive Airside (ADAs) and Authorities to Use Airside (AUAs) that vehicles are operated on the Airside in accordance with the rules set out in the AVCH, including, in particular, any rules regarding the use of radio equipment or other signaling equipment.

It is a requirement of an AOL that Licensees and Licensee Personnel comply with this AVCH.

Any failure to comply with this AVCH will be taken into account by SYD in considering whether to exclude individuals or entities from the use or operation of motor vehicles on the Airside. Where a company is subject to the AOL, a failure to comply with the AVCH will be addressed in accordance with the AOL Enforcement Structure and Compliance Charges.

## PRIVACY NOTE

In the course of managing the Airside at the Airport (including issuing Authorities to Drive Airside (ADAs) and Authorities to Use Airside (AUAs) and administering and enforcing requirements under this AVCH), SYD may collect personal information about individuals (including, but not limited to, names, addresses, contact details etc.).

- (1) That information is collected by Sydney Airport Corporation Limited (SYD).  
SYD can be contacted at:  
Central Terrace Building  
10 Arrivals Court  
Sydney International Airport NSW 2020  
Tel: (02) 9667 9111
- (2) You can gain access to personal information SYD holds about you by contacting Sydney Airport at the above address, or via email ([privacy@syd.com.au](mailto:privacy@syd.com.au)).
- (3) The information is collected by SYD for the purpose of the operation of the Airport, including without limitation, the issuing and administering of ADAs and AUAs, the administration and enforcement of requirements under the AVCH and AOL, and to enable SYD to perform its legislative and other obligations in relation to the operation of the Airside.
- (4) SYD may disclose this information to third parties. These third parties may include the Australian Federal Police, the Australian Customs Service and other law enforcement or government agencies or departments, SYD's lawyers and other advisers, and your employer or the Vehicle operator at the Airport.
- (5) The requirement for individuals to apply for and obtain an ADA and/or AUA is set out in the Airports (Control of On-Airport Activities) Regulations 1997 (Cth) (Regulations).
- (6) If you do not provide the required personal information to SYD, SYD will not be able to process applications for ADAs and AUAs, which will affect your ability to operate Vehicles on the Airside at the Airport. It may also contravene requirements under the *Airports Act 1996* (Cth) or regulations made under that Act.

For full details of the way in which SYD collects, handles and discloses personal information, you can view the Privacy Policy online at [www.sydneyairport.com](http://www.sydneyairport.com) or you can request a copy of it by calling the number above.

As SYD may be collecting personal information from a person other than the individuals themselves, SYD must make sure that they are aware of the things set out above. To ensure that this happens, any person who provides information about another individual:



- warrants that they are authorised to provide the personal information to SYD;
- agrees to inform the individual of the things set out in (1) to (6) above.

## APPROVAL CONTROL TABLE

The SYD Airside Vehicle Control Handbook is a controlled document under SYD's Safety Management System (SMS) and is subject to change from time to time.

The AVCH may be distributed to stakeholders in either hard copy or soft copy. As information is updated, the version number of the document will be amended accordingly, and stakeholders advised. As changes come into effect, stakeholders will be forwarded the changes either in hard copy or soft copy so that the document is always current.

It is the responsibility of the AVCH holder to ensure the document is kept up to date at all times. Please ensure that as soon as you receive notice of any changes, your copy of the document is amended. This page will help you keep track of all amendments.

Document Version	Approval required by	Summary of changes	Date of Approval	Signed Approval
3.2022	Manager Aviation Safety Systems	Section 4 The Points System Offence codes 510, 511, 512 & 513	Sep 22	
1.2024	Manager AOL & Aviation Safety	1.3 ADA Practical Observation Log (POL)	Feb 24	
		2.3, 2.6, 2.7.7, 2.8.2, 2.23	Feb 24	
		3.8, 3.10	Feb 24	
		4.12, 4.15, 4.17, 4.19, 4.22, 4.30	Feb 24	
		7.9	Feb 24	
		8.0	Feb 24	
		Attachment F	Feb 24	

Electronic copies of this AVCH, Airside Driving Pocketbook and application forms can be found on the SYD website below:

<https://www.sydneyairport.com.au/corporate/join-us/working-on-airport/airside-driving-centre>

For more information regarding Airside Driving requirements, contact the SYD Airside Driving Centre located in the Airport Services Centre, Level 3 Terminal 1.

Telephone: (02) 9667 9079

Email: [airsidedrivingcentre@syd.com.au](mailto:airsidedrivingcentre@syd.com.au)

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## 1.0 LEGISLATIVE REQUIREMENTS

### 1.1 Introduction

- 1.1.1 On State roadways (Landside), the provisions of State laws and regulations are applicable in respect of Vehicle registration requirements and traffic movement. The licensing of Vehicles operating on the Airside at the airport is regulated by Sydney Airport Corporation Limited (SYD) under the *Airports (Control of On-Airport Activities) Regulations 1997 (Cth)* (Regulations).
- 1.1.2 As the operator of an aerodrome licensed under the Civil Aviation Safety Regulations (CASR), SYD is obliged to include in its Airport Operations Manual suite of documents, particulars for the management of surface vehicles operating on, or in the vicinity of the Airside area (CASR 1998 139,095(a)(ii), 139.230(g)) and (MOS139-Aerodromes Section 10.9). This requirement is met through the publication of the AVCH and Airside Vehicle Control Pocketbooks (Pocketbooks).
- 1.1.3 A Vehicle Operator must ensure that any Vehicle which it operates, or which is operated on its behalf, on the Airside is operated in accordance with all relevant Statutory Requirements including, to the extent applicable, the Civil Aviation Act 1988 (Cth), the Civil Aviation Safety Regulations (Cth), the Civil Aviation Orders, the Airports (Control of On-Airport Activities) Regulations 1997 (Cth) and WHS Legislation.

### 1.1 Delegations

- 1.1.4 Under the Regulations, the Department of Infrastructure, Transport, Regional Development, communications and the Arts . is able to appoint or delegate responsibilities for the management and, as appropriate, enforcement of those Regulations. In the case of Airside vehicle control, Department of infrastructure has authorised nominated officers of (SYD) and the Australian Federal Police (AFP) to enforce the Regulations Airside. The use of AFP to enforce the AVCH is discretionary and may be considered by SYD after due consultation with the appropriate authorities.
- 1.1.5 The SYD Manager of AOL & Aviation Safety Systems (hereinafter referred to as 'the Manager') is responsible for the overall administration of the AVCH and Pocketbooks on behalf of SYD.
- 1.1.6 Where the AVCH refers to the Managers 'delegate' this term refers to the Ground Standards & Training Supervisor

## 1.2 Responsibilities of the Manager of AOL & Aviation Safety

1.2.1 The Manager may authorise the following material to be available to all those who apply for an Authority to Drive Airside (ADA) and/or Authority for Use Airside (AUA):

- a) A copy of the AVCH;
- b) Copies of the applicable Pocketbook(s);
- c) Copies of Airside Rules;
- d) ADA Drivers Log sheet
- e) ADA Practical Observation Log (POL)
- f) ADA Category specific Airside Driver Awareness eLearning courses; and
- g) Map of the Airport.

The issuing of these documents does not guarantee that either the application(s) for an ADA or AUA will be accepted.

1.3.3 The Manager will maintain the AVCH, Pocketbooks and any other associated documentation.

## 1.3 Authority of SYD and Authorised Officers

1.3.1 The Regulations give SYD the authority to require ADA holders to produce certain documentation when requested.

1.3.2 ADA holders are required to:

- I. show their State or Territory Driver's Licence, ADA and ASIC upon request by a SYD Operations Officer, a SYD authorised person or Officers of the Australian Federal Police; and
- II. where the driving rules have been breached or a person has been involved in an Accident, produce the above-mentioned documents to a SYD Airfield Operations Officer or a SYD authorised person having reasonable grounds to inspect them.

1.3.3 Failure to comply may result in an Airside Traffic Infringement Notice (ATIN) being issued to the driver with a subsequent loss of penalty points (which may lead to a possible suspension or withdrawal of the ADA).

1.3.4 For parking offences, an ATIN may be issued to the driver or in the case where the driver cannot be identified, the Company as shown on the AUA, with the subsequent monetary fine to apply as provided for in the Regulations. Enforcement activities may also be taken in accordance with the Enforcement Structure and Compliance Charges under the AOL.

## 1.0 AUTHORITY FOR USE AIRSIDE

### 1.1 Introduction

- 1.1.1 An Authority for Use Airside (AUA) is an authority issued by SYD that permits the operation of a motorised Vehicle on the Airside areas of the Airport. The provisions contained within the AVCH give guidance on the management and requirements for operating Vehicle(s) on the Airside of the Airport.
- 1.1.2 SYD reviews and permits stakeholders and contractors to utilize some types of motorised vehicles in the terminals. These may include, but are not limited to, buggies, sweepers and elevated work platforms (EWP). All vehicles must adhere to strict safety guidelines whilst operating inside the terminals.
- 1.1.3 The issue of an AUA does not entitle the Vehicle Operator to a parking space on the Airside at the Airport or to access the Airside where such access is not necessary for the particular Vehicle.
- 1.1.4 Use of a Vehicle Airside is subject to the Regulations, which impose rules about the operation of Vehicles, and where they may be parked, Airside.

### 1.2 Company Registration

- 1.2.1 All Companies intending to register Vehicles for use Airside must register as a Company on via the 'Onboard' module of AIRDAT. The Company must provide the following information:
  - (a) Details of the Company's operation.
  - (b) Key contacts and authorised signatories.
  - (c) For companies other than airlines and government organisations, proof of contracts to support operations airside.
  - (d) Insurance Certificate (see section 1.6 for requirements)
  - (e) Proof of indemnity (see section 1.5)
- 1.2.2 On submission of the required information, the Airside Driving Centre will review and authorise the Company's application to register. All communications regarding outstanding issues will be managed via the AIRDAT Onboard.
- 1.2.3 Once the Company has successfully registered in AIRDAT, it will be able to submit online applications for AUA's via the system (see section 1.3)

## 1.3 AUA Permit Application

- 1.3.1 All applications for AUAs must be submitted via a request to 'Add Fleet' via the 'Onboard' module of AIRDAT.
- 1.3.2 Applications must be submitted no less than five working days before any anticipated need for the AUA.
- 1.3.3 The Onboard application process for an AUA requires the applicant to supply relevant information in support of the AUA application including but not limited to:
- (a) details about the Vehicle make, model, unique features, and compliance with equipment requirements under the AVCH;
  - (b) a certificate of registration for the Vehicle and where it is a Registered Vehicle OR;
  - (c) online state or territory registration certificate.
  - (d) a Certificate of Serviceability from an authorised mechanic that complies with relevant standards or authorisations. The Certificate of Serviceability may be in the form of the following as applicable:
    - i. Standard Road Vehicles, which are Registered Vehicles must submit a copy of their 'Certificate of Registration'.
    - ii. Standard Road Vehicles, which are not Registered Vehicles must submit a copy of a 'Blue Slip' inspection.  
Specialist Airports Vehicles must submit certification from an authorised maintenance provider that the vehicle has been serviced in accordance with the Original Equipment Manufacturer's (OEM) required maintenance program or a suitably developed and approved maintenance program by the authorised maintenance provider and is in a serviceable condition.
    - iii. OEM Checklist or International Airline Transport Associate (IATA) GSE Checklist.
  - (e) The validity of an AUA permit is contingent upon the validity of the company's insurance policy.
  - (f) If the Vehicle is not covered by an overarching Company insurance policy, a certificate of liability insurance for the specific Vehicle which meets the requirements set out in section 1.6 must be provided.
- 1.3.4 On submission of a request to add fleet, the Airside Driving Centre will review the supplied information. Provided these requirements are satisfied, an AUA may be issued for a period of up to one year.
- 1.3.5 In considering any 'contract for service' arrangements, applicants should **NOT** anticipate automatic approval of the granting of an AUA

## 1.4 Criteria for Issue

1.4.1 The major criterion for the issue or renewal of an AUA is that the applicant must demonstrate an operational need to drive a Vehicle on the Airside on a frequent and unescorted basis. The applicant must further show that the operational task(s) cannot be otherwise undertaken landside.

1.4.2 In addition, in deciding whether to issue an AUA, the Manager or delegate will consider the following:

- (a) safety on the Airside in relation to aviation operations, persons on the Airside and property on the Airside;
- (b) the security of aircraft and other property located on the Airside;
- (c) congestion of Airside areas, thereby decreasing the efficiency of the Airport (particularly ramp areas), and increasing the risk of an accident to all users of the Airport;
- (d) the ability of the Vehicle Operator to ensure that the operation of the Vehicle will comply with the requirements of this AVCH and with all Statutory Requirements, standards and directions including, where applicable Air Traffic Control directions, relating to the operation of Vehicles in the area

and, without limiting the generality of (d), the Manager will also consider that the Vehicle Operator has in place appropriate arrangements to ensure that:

- (e) if the Vehicle becomes immobilised on a Movement Area, the Vehicle will be immediately removed;
- (f) if the Vehicle becomes immobilised on a Movement Area, that the notifications required under section 3.25 will be given; and
- (g) the Vehicle will be maintained in a state of good repair.

1.4.3 In addition, the applicant must, to the satisfaction of the Manager or delegate meet one or more of the following:

- (a) be directly involved with the operations or servicing of aircraft (including refuelling, catering, ground handling, engineering, cargo operators);
- (b) be directly involved with the servicing of Ground Service Equipment;
- (c) be directly involved with the servicing or maintenance of Airside facilities, equipment or building/s, including all terminals, or other Airside facilities, and that these areas cannot be reached via the Landside;
- (d) be directly involved with the servicing of other equipment that can only be reached from the Airside;
- (e) be a member of a government organisation with a demonstrated need to drive a Vehicle on the Airside on a frequent and unescorted basis;

- (f) be directly involved with the servicing of air navigation equipment;
- (g) have a need to carry equipment to parts of the Airside on a frequent basis;
- (h) have a need to be on the Airside of the Airport on a frequent and unescorted basis, e.g. maintenance contract (supported by documentation from the sponsor including details of frequency of entry onto the Airport, and areas needed to be accessed);
- (i) have a need or authority to carry out regulatory or law enforcement activities on the Airside; or
- (j) have a need to access the Airside for any other purpose approved in writing by the Manager.

1.4.4 Notwithstanding sections 1.3.1, 1.3.2 and 1.3.3, SYD may permit the use of private Registered Vehicles Airside, if the Registered Vehicle is registered as 'private' and the Vehicle Operator executes an Indemnity and Release form in favour of SYD.

## 1.5 Indemnity & Release

1.5.1 An AUA will normally not be issued unless the SYD Airside Driving Centre has been provided with a signed SYD Indemnity and Release form (Attachment D). This form is available from the SYD ID, Access and Airside Driving Centre or via the Company registration process on AIRDAT Onboard. SYD may waive the requirement for an indemnity and release in exceptional circumstances.

## 1.6 Insurance

1.6.1 In order to protect the legitimate interests of SYD, applicants for an AUA must, while they operate or otherwise have a Vehicle on the Airside:

- (a) effect third party liability insurance (however described), covering legal liability for:
  - i. loss of or damage to any real or personal property; and
  - ii. personal injury to, illness or death of, any person,

arising out of or in connection with the use of Vehicles Airside with a limit of indemnity (unless otherwise agreed by SYD) for;

- iii. Vehicles authorised for Airside use, a limit of indemnity of not less than A\$50,000,000 each occurrence or series of occurrences arising out of the one event; or
  - iv. Vehicles which are accompanied by an Escort, not less than A\$20,000,000 for each occurrence or series of occurrences arising out of the one event.
- (b) ensure the third party liability insurance policy must not contain any exclusionary clauses relating to any airport infrastructure or aircraft or matters relating to or in connection with the operation of the Vehicle Airside;
- (c) ensure the third party liability insurance policy is only effected and maintained with an insurer which is or with insurers that are, rated by Standard & Poors or AM Best as "A-" or higher;

- (d) maintain the third party liability insurance policy whilst the applicant's AUA at Sydney Airport is valid and in use;
- (e) must not do or omit to do anything which might vitiate, impair or derogate from the cover under the third party liability insurance policy or which might prejudice any claim under any such insurance policy;
- (f) provide SYD with a summary of the third party liability insurance policy (including what is insured under the policy, what is excluded under the policy, any limitations relating Airside activities and the period of insurance of the insurance policy), and any certificates of insurance connected with it, as soon as it is taken out or renewed (whether annually or more frequently); and
- (g) notify SYD immediately if, for any reason, such third party liability insurance policy is cancelled.

An AUA applicant is not required to effect a standalone third party liability insurance if it already maintains a global public liability insurance policy that covers the use of the Vehicle on the Airside that otherwise complies with the requirements set out above.

## 1.7 Roadworthiness/Vehicle Condition

### *Vehicles which qualify for registration off-airport*

- 1.7.1 In the interests of Airport safety, Vehicles must always be maintained in a good state of repair in accordance with the Original Equipment Manufacturer's (OEM) required maintenance program or a suitably developed and approved maintenance program, by an authorised maintenance provider. Maintenance should consider the vehicle mechanical and roadworthiness standards as set by the NSW Roads & Maritime Service (RMS), under the law of New South Wales and any other applicable Statutory Requirement. Documented records of maintenance schedules and maintenance undertaken must be maintained and produced to SYD on request.
- 1.7.2 All Vehicle Operators are required to ensure that any plant (including motorised Vehicles) used by their employees or representatives, is used and maintained in accordance with the requirements of WHS Legislation. The onus is on Vehicle Operators to ensure that plant intended to be used is subject to appropriate checks, tests and inspections necessary to eliminate risks to health and safety.
- 1.7.3 SYD reserves the right at any time, to conduct or require the conduct of a serviceability inspection on any Vehicles which appear not to be in a roadworthy condition. Any Vehicle not deemed to be in roadworthy condition must be removed from the Airside (Refer to section 1.14.1)
- 1.7.4 A Vehicle serviceability check may include (but is not limited to) the following:
- (a) Fluid leaks
  - (b) Towing attachments
  - (c) Tyre condition
  - (d) Body condition
  - (e) Excess emissions
  - (f) Seat belts (if fitted)
  - (g) All vehicle lights
  - (h) Amber or yellow flashing light (visible from all directions)
  - (i) Horn (if fitted).

### *Specialist Airport Vehicles*

- 1.7.5 In the interests of Airport safety, Specialist Airport Vehicles must always be maintained in a good state of repair by the Vehicle Operator in accordance with vehicle standards as set by the International Airline Transport Association (IATA) Airport Handling Manual (AHM).
- 1.7.6 In the case of a Specialist Airport Vehicle, where no Service NSW or IATA specification exists, the Manager may give approval for the use of the Vehicle in accordance with any conditions which SYD may have attached to such approval or may attach from time to time.
- 1.7.7 Any vehicle which is identified as unserviceable or defective requires the AUA holder to provide SYD with a works order or serviceability certificate confirming that works have been undertaken to return the vehicle back to a serviceable state.



- 1.7.8 Any Vehicle not meeting standards of serviceability as set down in either Service NSW or IATA Standards or otherwise by the SYD AVCH will have the AUA suspended. The Vehicle Operator must remove the Vehicle from the Airside and remove the AUA from the Vehicle.
- 1.7.9 The AUA may be reissued once repairs have been affected and SYD has received written verification from an appropriately qualified person to that effect.
- 1.7.10 For the avoidance of doubt, responsibility to ensure compliance with appropriate safety standards rests with the Vehicle Operator. Nothing in this AVCH requires or creates any obligation or responsibility for SYD to conduct safety inspections of Vehicles operated by other persons on the Airside.

## 1.8 Special Equipment and Markings for Vehicles

- 1.8.1 All Vehicles Operators must ensure that any Vehicles used on the Airside are equipped and marked in accordance with the requirements of this AVCH.
- 1.8.2 Vehicle markings are restricted to the AUA holder's company logo and must be clearly legible from 15 metres in accordance with section 3.32 (c) and 3.33 (c) Advertising on Vehicles is not permitted.
- 1.8.3 All Vehicles which are to be used on the Airside must be equipped with a yellow or amber in colour flashing light that meets the following criteria:
- (a) Flash at a rate of 60-90 flashes per minute; and  
(*note: CASA recommends that vehicle hazard lights should be visible at a distance at least 200 metres in daylight conditions.*)
  - (b) Where possible, have a peak intensity of between 40cd and 400cd; and
  - (c) Be placed on top of the Vehicle and visible from all directions, unless this is impossible in which case additional, equivalent rotating or flashing lights must be provided in other locations to ensure visibility in all directions.
- 1.8.4 The beacon must be activated at all times (24 hours 7 days a week requirement) and in all areas whilst in operation airside. Any Vehicle not equipped with a beacon will not be granted access to the Airside at any time unless under escort.
- 1.8.5 All Vehicles which are intended to be used or may be used on the Manoeuvring Area must be equipped with and activate:
- (a) a yellow or amber beacon in accordance with section 1.8.3 which must operate whether the Vehicle is moving or stationary, on a runway strip, a runway, a taxiway strip or a taxiway.
  - (b) serviceable electronic surveillance equipment (VeeLo) that meets the technical standards for the equipment published in the Manual of Standards 139 paragraph 14.04 (*See also CASR 139.254 (3) (a) (i)*) where the surveillance equipment installed on the vehicle must:
    - i. be a non-transponder device emitting 1090 MHz extended squitter using Downlink Format 18 (DF=18); and
    - ii. be compatible with the aerodrome ground surveillance system
  - (c) a suitable radio in order to communicate with Air Traffic Control (ATC) as appropriate. (*See also CASR 139.254 (3) (a) (ii).*)

1.8.6 All electric baggage tugs which are to be used on the Airside must be equipped with a squawker alert system. The squawker is recommended to meet the following specifications:

- (a) Sound pressure of 85 +/- 6dB(A) @ 1 metre from body; and
- (b) Chime type of acoustic warning signal or tone; and
- (c) Interlocked with the drive and reverse movements of the tug.

## 1.9 Activation of Lights

1.9.1 All Vehicle Operators must ensure the Vehicle's yellow or amber flashing light is activated prior to entering the Airside from any perimeter security gate. The flashing light must be activated at all times (24 hours 7 days a week requirement) and in all areas whilst in operation airside.

1.9.2 All Vehicle Operators must activate the Vehicle's headlights and taillights during hours of dusk, dawn and darkness and periods of declared low visibility, whenever the Vehicle is operating on the Movement Area.

1.9.3 The flashing light must be located on the highest point of the Vehicle so that it is visible from all angles. The flashing light may be of a type which is rotating, flashing or strobing. The flashing light must meet technical specifications as defined in section 1.8 Special Equipment and Markings for Vehicles.

1.9.4 All Vehicle Operators must activate the Vehicle's indicator lights i.e. blinkers; if so equipped, in order to signal its intentions whenever driving around the Airport.

## 1.10 New types of Vehicles

1.10.1 Where a Vehicle Operator plans to acquire a new type of Vehicle for Airport use, it should as soon as possible discuss its proposal with SYD so that an assessment can be made about compatibility with pavements and local geography at the Airport.

1.10.2 The type of information necessary to make such assessment of the proposed equipment will ordinarily include:

- (a) compliance with RMS or IATA standards (where applicable)
- (b) dimensions
- (c) gross mass
- (d) number, spacing and size of wheels and type of tyres and their pressures
- (e) turning radius
- (f) motive power
- (g) areas of intended operation
- (h) safety and special features.

1.10.3 The Manager may in its absolute discretion issue or renew an AUA and may impose any conditions it considers necessary.

## 1.11 Granting of an AUA

1.11.1 Upon approval, the Airside Driving Centre using AIRDAT Onboard to notify the Vehicle Operator that the label is ready for collection.

## 1.12 Affixing of the AUA Label

1.12.1 Upon issue of the label, it must immediately be affixed to the corresponding Vehicle as identified on the label.

1.12.2 The label must be affixed to the front windscreen of the Vehicle, preferably on the right hand side.

1.12.3 Where a Vehicle does not have a windscreen, the label is to be affixed and clearly visible, preferably on the right hand side of the Vehicle.

1.12.4 Responsibility for ensuring a Vehicle's AUA is clearly readable rests with the Vehicle Operator. The Manager or their delegate may request a Vehicle Operator apply to replace an AUA where it has been subject to weather damage.

## 1.13 Affixing of the Airport Map

1.13.1 A map of the Airport must be affixed to all vehicles operating on the manoeuvring area.

1.13.2 The Airport map must be affixed in such a way that it can be easily referenced by the driver.

## 1.14 Removal of Vehicles from the Airside

1.14.1 SYD may direct the removal of a vehicle from the Airside ((Regulation 131(1)) where the vehicle:

- (a) is operated, parked staged or stored in a manner that is likely to endanger a person or property (including other vehicles or aircraft);
- (b) impedes safe or efficient operations
- (c) is inactive, unserviceable or un-roadworthy
- (d) fails to meet the requirements of possessing an AUA under the AVCH
- (e) is identified airside without the appropriate authority (e.g. AUA or Escort card)  
((Regulation 123 (1))

1.14.2 A direction will be issued to the vehicle operator either:

- (a) verbally and in writing, to remove the vehicle from airside within 24 hours unless otherwise agreed; or
- (b) verbally to relocate the vehicle to another airside location

- 1.14.3 Refusal to comply with such a direction is an offence under the Regulations, and monetary penalties may apply (Regulation 131(2)). In the event of a failure to comply with directions to remove the vehicle, or if the vehicle is impeding Airport operations, SYD may remove, relocate or impound the vehicle. In the event SYD removes and impounds equipment or vehicles, the Licensee will be invoiced associated impound and removal fees.
- 1.14.4 If due to the size and/or complexity of removal, the vehicle is unable to be removed by the Operator within 24 hours of notice, the Operator's management will be given written notice to advise it must:
- (a) inform SYD within three days of the notification to remove being issued, of arrangements to remove the vehicle. If no arrangements are advised, SYD will commence its own arrangements to remove.
  - (b) ensure the vehicle is removed within (7) seven days of the notification to remove being issued. If the vehicle is not removed by the Operator within this period, the Operator will be invoiced 'Site Storage Fees'.
- 1.14.5 Where SYD identifies a vehicle parked in an area that impacts the safe and efficient operation of aircraft parking bays, SYD will require the Operator to take immediate action to relocate or remove the vehicle or equipment within 15 minutes of notification unless otherwise agreed. If the vehicle is not removed within the required timeframe, SYD will close the bay and the Licensee will be invoiced 'Bay Closure Fees'.
- 1.14.6 All fees outlined in sections 1.14.3, 1.14.4 and 1.14.5 are outlined in Schedule 1.
- 1.14.7 SYD accepts no responsibility for any damage that may be sustained by the Vehicle in the course of it being moved or whilst in impounded.
- 1.14.8 Any costs associated with removal of vehicles or equipment from impound will be the responsibility of the Operator.

## 1.15 Suspension of an AUA

1.15.1 Subject to this AVCH, an AUA is valid until the end of the month shown on the AUA label.

1.15.2 The Manager or their delegate may at any time suspend an AUA where:

- (a) the Vehicle does not meet the requirements of section(s) 1.3, 1.4, 1.5, 1.6 or 1.7; or
- (b) there has been a breach of the requirements of this Handbook that is sufficiently serious to consider suspension of the AUA.

1.15.3 If the Manager or their delegate suspends an AUA under clause 2.15.2, it may be done by verbal and/or written notice to the Vehicle Operator. That notice will specify the:

- (a) reason/s for; and
- (b) period of, the suspension.

1.15.4 Within 72 hours of receipt of a notice of suspension of an AUA, the Vehicle Operator must either:

- (a) physically surrender the AUA to the SYD Airside Driving Centre; or
- (b) if the AUA cannot be removed from the Vehicle, destroy the AUA and provide SYD with a statutory declaration that the AUA has been destroyed.

1.15.5 At any time during a period of suspension under this part, SYD may by written notice to the Vehicle Operator:

- (a) re-issue the AUA for the balance of its term (and any applicable AUA issue charges will apply);
- (b) extend the period of suspension; or
- (c) invite the Vehicle Operator of the AUA to show cause why it should not be cancelled.

1.15.6 If the Manager elects to invite the Vehicle Operator in accordance with section 1.15.5 then the Vehicle Operator must write to the Manager within (7) seven days stating the reason for reinstatement of the AUA. Failure to respond to such a request will result in the immediate withdrawal of the AUA. No form of credit or refund will be available as a result of that withdrawal.

1.15.7 The Manager's authority to suspend or withdraw an AUA is not limited only to situations where there is a breach of this AVCH. In some circumstances, the Manager may consider it appropriate to suspend, cancel, or to limit the number of Vehicles at the Airport for general congestion or operational efficiencies.

## 1.16 Withdrawal of an AUA

- 1.16.1 The Manager in deciding whether or not to withdraw an AUA may use the criteria for issuing an AUA as detailed in this part of the AVCH. If the AUA is withdrawn the Manager or their delegate will notify the Vehicle Operator by written notice, as soon as practicable.
- 1.16.2 The Vehicle Operator must within 72 hours of receipt of the notice either:
- (a) surrender the AUA to the SYD Airside Driving Centre; or
  - (b) if the AUA cannot be removed from the Vehicle, destroy the AUA and provide SYD with a statutory declaration that the AUA has been destroyed; and
  - (c) remove the Vehicle from the Airside.

## 1.17 Appeal of Decisions - AUA

- 1.17.1 The decision by SYD to withdraw an AUA may initially be appealed to the Manager of AOL & Aviation Safety within 7 business days of notification of any suspension.
- 1.17.2 SYD must provide an outcome of the appeal within 7 business days of the receipt of any appeal. Where this cannot be achieved, SYD will notify the vehicle operator in writing.
- 1.17.3 Should the operator wish to escalate the matter beyond the initial appeal, pursuant to the regulations, a vehicle operator may apply to the Administrative Appeals Tribunal (AAT) for review of the decision by SYD to withdraw an AUA within 7 business days of receiving SYD's initial appeal result advice.
- 1.17.4 The AUA will remain withdrawn pending the decision of the AAT.

## 1.18 Vehicles in Leased Areas

- 1.18.1 An AUA is not required for Vehicles used SOLELY within Leased Areas so long as the Leased Area is outside of the area of the Airside.

## 1.19 Renewal of an AUA

- 1.19.1 In applying for an AUA, Vehicle Operators must acknowledge and accept that the holding of an AUA for a Vehicle is not an automatic right to enter the Airside. Every application for an AUA is reviewed on a case-by-case basis. The holding of a current AUA is not sufficient grounds for an automatic renewal of the AUA for that Vehicle, or for any other Vehicle of a Vehicle Operator.
- 1.19.2 At the time of renewal of an AUA, the Vehicle Operator must satisfy the Manager that the criteria set out for the issue of an AUA (as stated at sections 1.3, 1.4, 1.5, 1.6 and 1.7) have been met.

## 1.20 Renewal Application

- 1.20.1 The Vehicle Operator is able to monitor Vehicles requiring renewal through their AIRDAT 'Onboard' account.
- 1.20.2 The System will also provide email notification of vehicles requiring renewal. All Applications for AUA Renewals must be submitted via the 'Onboard' system of AIRDAT. Application must ensure relevant information for each vehicle is updated in accordance with section 1.3.3

## 1.21 Replacement of an AUA Label

- 1.21.1 SYD may issue a replacement AUA Label for any Vehicle Operator that confirms that the original label has been lost or destroyed at the applicants cost.
- 1.21.2 To replace an AUA Label, the Vehicle Operator is required to submit to SYD an application for replacement in writing by an AIRDAT Onboard admin or complete a statutory declaration, providing a clear explanation as to why the original label was either lost or destroyed.

## 1.22 Temporary AUA

- 1.22.1 SYD may issue a temporary AUA. Temporary AUAs are issued for a maximum period of three months.
- 1.22.2 A Vehicle Operator must in applying for a temporary AUA submit all relevant documentation as in the case of any permanent AUA application.

## 1.23 Expiry of an AUA

- 1.23.1 When an AUA expires, the Vehicle Operator must either:
  - (a) remove AUA from the vehicle, destroy the AUA upon request SYD may request a statutory declaration that the AUA has been destroyed

## 1.24 Disposal of Vehicles with an AUA

- 1.24.1 When a Vehicle Operator disposes of a Vehicle which has an AUA, prior to disposal, the Vehicle Operator must either:
  - (a) Within (7) seven days of disposal, physically return the AUA to the SYD Airside Driving Centre; or
  - (b) if the AUA cannot be removed from the Vehicle, the Vehicle Operator must supply SYD with a statutory declaration that the Vehicle has been disposed of.

## 2 AUTHORITY TO DRIVE AIRSIDE (ADA)

### 2.1 Introduction

2.1.1 An Authority to Drive Airside (ADA) is an authority issued by SYD that permits the holder of the ADA to operate a Vehicle on the Airside at the Airport within certain designated areas, depending upon the Category of ADA the driver holds (as set out in section 2.2 below).

2.1.2 SYD is the sole responsible authority for the examination of drivers and issuing of ADAs on the Airport.

### 2.2 Categories of ADA

2.2.1 The Airside areas for which driving is authorised for each Category of ADA are:

- |     |              |   |
|-----|--------------|---|
| (a) | Category 2   | Airside Roads and Aprons – Excluding south of Number 2 Fire Station and TWY Kilo Apron  |
| (b) | Category 2S  | Aprons and Airside Roads including those south of Number 2 Fire Station and TWY Kilo Apron  |
| (c) | Category 2PD | Airside Roads and Aprons – Excluding south of Number 2 Fire Station and TWY Kilo Apron. Permitted to enter restricted areas of the Domestic Manoeuvring Area for pushback and tow forward only      |
| (d) | Category 2PI | Airside Roads and Aprons – Excluding south of Number 2 Fire Station and TWY Kilo Apron. Permitted to enter restricted areas of the International Manoeuvring Area for pushback and tow forward only |
| (e) | Category 3   | All Manoeuvring Areas excluding Runways and associated Runway strips  |
| (f) | Category 4   | All Manoeuvring Areas including Runways and associated Runway strips  |



## 2.3 Endorsements to an ADA

- 2.3.1 ADAs may carry specific 'endorsements' as part of the ADA.
- 2.3.2 Specific type endorsements may be developed when and if warranted e.g. **E** – Escort.

## 2.4 Airfield Zoning of an ADA

- 2.4.1 A CAT 2S ADA is required for any driver travelling south of the Taxiway Kilo Standoff Apron or south of the Number 2 Fire Station. The CAT 2S ADA will be restricted to specific organisations/companies that have a need to access the area on a regular basis.
- 2.4.2 A CAT 2PD or 2PI ADA is for drivers to enter the Manoeuvring Areas for the sole purpose of pushing an aircraft park from a parking position to a disconnect point. CAT 2PD or 2PI drivers:
  - (a) Can only enter the Manoeuvring Areas that are authorised for CAT 2PD or 2PI use
  - (b) Are only authorised for one precinct that is specified during testing and are not permitted to enter the Manoeuvring Areas they are not authorised for and /or for any other reason except for push back operations. Refer to Attachment E for maps indicating authorised areas of operation in the domestic and international precincts.

## 2.5 Eligibility to hold an ADA

- 2.5.1 An applicant must demonstrate a proper and reasonable need for an ADA and should not assume that there is a right to drive Airside. The applicant must demonstrate that there is an operational requirement for frequent unescorted access to the Airside before SYD will issue an ADA to a person.
- 2.5.2 In the case of an applicant who has not held an ADA in the same or higher Category for the Airport, the Manager (or delegate) may only issue the ADA if satisfied that the applicant:
  - (a) has an operational requirement to drive unescorted on the Airside on a frequent basis (i.e. at least weekly);
  - (b) holds a current and valid Australian State or Territory Driver's Licence or overseas drivers licence as recognised by the Service NSW;
  - (c) holds a current and valid ASIC or valid Australian Federal Police Warrant Card;
  - (d) is familiar with the Airport geography and comprehends the terminology used to describe the Airside;
  - (e) understands the significance and meaning of Airside signs and markings;
  - (f) has a thorough knowledge of the "Rules for Driving Airside" as contained in the appropriate Pocketbook referenced in this AVCH; and

- (g) if applying for a CAT 2PD, CAT 2PI, CAT 3 or 4 ADA:
  - (i) holds an Aeronautical Radio Operators Certificate (AROC), issued by CASA; and
  - (ii) has a thorough knowledge of Air Traffic Control instructions, apron operating restrictions and safety issues associated with operating on the Airside.

## 2.6 Airside Driving Documentation

2.6.1 The reference document for all Category ADA's is the Airside Driving Pocketbook and should be read in conjunction with this AVCH. The Pocketbook is available for download from the [Airside Driving Centre](#) page of the SYD website.

2.6.2 A visual reference for all drivers is the Airside Map available from the Airside Driving Centre.

## 2.7 Sydney Airport ADA Training and Testing

Subject to Sydney Airport's discretion the following ADA Training and Testing arrangements apply:

### *Initial Testing Requirements*

2.7.1 All initial applicants must complete the applicable category of Airside Driving Awareness eLearning course and assessments.

2.7.2 All initial applicants are required to submit an ADA drivers log sheet.

2.7.3 Initial applicants for Category 2P & Category 4 are required to submit a Practical Observation Log (POL). The Practical Observation Log must be signed by a company trainer registered with SYD as per section 2.19.8.

2.7.4 Applicants for all Categories of ADA are required to pass any reasonable and relevant tests deemed necessary by the Manager or delegate.

2.7.5 The SYD testing regime consists of, but may not be limited to:

- (a) Airside Driver Awareness eLearning course
- (b) Theory Assessment
- (c) Geography Assessment (CAT 3 and CAT 4 only); and
- (d) Practical Assessment

### *Renewal Process*

2.7.6 Unless directed by Sydney Airport, ADA holders applying to renew their ADA permit are required to recomplete the testing regime as specified in section 2.75. SYD may at its discretion also amend or change renewal requirements including the length of validity for an ADA permit.

- 2.7.7 Where concern exists with regards to a company's driver behavioral trends, SYD may advise the company's management that all drivers will be required to re-sit all or specific parts of the testing regime.
- 2.7.8 During the renewal process, Category 2P, 3 & 4 ADA applicants may be required to demonstrate an ongoing need to hold that category of ADA permit which could include the recompletion of the CAT 2P & CAT 4 Practical Observation Log (POL).

## 2.8 Purpose of Testing

- 2.8.1 The purpose of conducting ADA assessments are designed to provide evidence that the applicant has attained a level of competency applicable to driving safely on the Airside. Material tested includes the geography of the Airport and the rules for driving Airside. Questions are drawn from information provided in the Airside Driving Pocketbook. SYD does not seek to verify a person(s) competency in operating a particular piece of plant or equipment.
- 2.8.2 Applicants are expected to undertake the theory assessment alone unless special provision apply.
- 2.8.3 SYD can facilitate special provisions which aim to minimise or eliminate the impact of the disability and/or health condition while maintaining assessment standards. By way of examples:
- (a) If an Applicant has trouble reading the assessment questions, SYD may allow a support person to be present during the assessment and assist by reading the questions and explaining them to the Applicant.
  - (b) If an Applicant is from non-English speaking background(s), SYD may allow a support person who is able to interpret English concisely to the Applicant to be present during the assessment to translate and explain them to the Applicant.
- 2.8.4 Applicants applying for special provisions must include supporting evidence which may include a letter from their employer and/or health professionals outlining the accessibility requirements.

## 2.9 Application for an ADA

- 2.9.1 The administration process for ADA applications is managed through Airdat Passport. Before booking for a theory and practical ADA examination, all drivers are required to complete an Airside Driving Awareness eLearning course. This course must be recompleted every two years. Applicants are also required to submit any supporting documentation including logged hours and the Aeronautical Radio Operators Certificate (CAT 2PI/2PD/3/4 Only) in the system as a prerequisite.
- 2.9.2 In deciding whether to issue an ADA, the Manager or their delegate, will consider the following:
- (a) the demonstrated operational requirement for unescorted driving access on a frequent basis (i.e. at least weekly).

- (b) the reason(s) for the requested Category of issue.
- (c) whether or not the applicant has satisfied the pre-requisites set out in sections 2.10-2.17 of this AVCH (as required).
- (d) the overall safety of the Airside, having regard to the number and functions of persons and property on the Airside.
- (e) the security of the Airside, and the aircraft on it; and
- (f) the efficient utilisation of the Airside.
- (g) Whether or not the applicant has been involved in serious driving offences and or investigations that involved driving.

2.9.3 To avoid any doubt, the Manager (or their delegate) retains the absolute discretion whether to, and on what conditions, issue or renew an ADA.

2.9.4 Applicants of the ADA required to submit logged hours must:

- (a) be under the direct supervision of an ADA permit holder whose ADA permit is at least the equivalent Category of licence being applied for; and
- (b) complete the relevant Airside Driving Awareness eLearning course prior to operating a Vehicle Airside under supervision.

## 2.10 Prerequisites for Category 2 ADA

2.10.1 For a CAT 2 ADA, the applicant must:

- (a) complete Category 2 Airside Driver Awareness eLearning course
- (b) complete a minimum of twenty (20) hours driving on the Airside under direct supervision by an ADA holder, of which fifteen (15) hours in daylight and at least five (5) hours in darkness (between sunset and sunrise); and
- (c) demonstrate to a SYD Ground Standards Examiner the following:
  - (i) safe Vehicle operations in the vicinity of aircraft;
  - (ii) recognition of giving way to aircraft taxiing or under tow;
  - (iii) recognition of aircraft which have anti-collision lights on and their main engines running;
  - (iv) awareness of aircraft with turbo propellers and the recognition of the propellers operating
  - (v) awareness of the dangers of jetblast and safe distances to pass behind aircraft with their main engines in operation;
  - (vi) minimum distances for the operation of Vehicles from parked or taxiing aircraft;
  - (vii) safety procedures in relation to passengers moving about on Aprons, to and from aircraft;
  - (viii) geographic limits for CAT 2 ADA drivers and recognition of the boundaries of Manoeuvring Areas, by day and night;
  - (ix) understanding Airside road marking and the significance of various airside road markings;
  - (x) significance of Apron Road pavement markings and adherence to Apron Roads while travelling on Aprons;
  - (ix) compliance with speed limits and signage as appropriate, and observance of safe speeds for existing conditions;
  - (x) knowledge of parking areas, equipment storage areas and equipment staging areas, aerobridge clearance zone and their associated markings;
  - (xi) correct procedures for live taxiway crossings;
  - (xii) knowledge of relevant Airside safety policies such as “No Seat, No Ride”, safety in the vicinity of aircraft, speed ADA licence criteria and other safety matters contained in the relevant Pocketbook; and
- (d) complete assessments in accordance with Category 2 ADA.

## 2.11 Prerequisites for Category 2S ADA

2.11.1 For a CAT 2S ADA, the applicant must:

- (a) complete Category 2S Airside Driver Awareness eLearning course
- (b) Complete a minimum twenty (20) hours driving airside – fifteen (15) hours in daylight, five (5) hours in darkness (between sunset and sunrise); with at least three (3) hours daylight, two (2) night (between sunset and sunrise), Driving in areas south of the Kilo Standoff Apron located in the South East Sector, and the Number 2 Fire Station located just past the South West Sector Apron.

(c) Be employed by an authorised Company or organisation as outlined below, or conduct one of the following authorised activities to hold a CAT 2S ADA:

- SYD
- Australian Federal Police
- Australian Border Force
- Airservices Australia
- Airside Security – perimeter patrol
- Airfield Maintenance and works
- Airfield Lighting Maintenance
- Contractors engaged in project works
- Bussing transport contractors.

Additional companies, organisations or functions may be authorised to hold an ADA on request and approval by the Manager or delegate. Those authorised must demonstrate a need to access the southern roadways on a regular basis.

(a) Demonstrate to a SYD Ground Standards Examiner the following:

- (i) safe Vehicle operations in the vicinity of aircraft;
- (ii) recognition of giving way to aircraft taxiing or under tow;
- (iii) recognition of aircraft which have anti-collision lights on and their main engines running;
- (iv) awareness of the dangers of jetblast and safe distances to pass behind aircraft with their main engines in operation;
- (v) minimum distances for the operation of Vehicles from parked or taxiing aircraft;
- (vi) safety procedures in relation to passengers moving about on Aprons, to and from aircraft;
- (viii) geographic limits for CAT 2 and 2S ADA drivers and recognition of the boundaries of Manoeuvring Areas, by day and night;
- (ix) significance of Apron Road pavement markings and adherence to Apron Roads while travelling on Aprons;
- (ix) compliance with speed limits and signage as appropriate, and observance of safe speeds for existing conditions;
- (x) knowledge of parking areas, equipment storage areas and equipment staging areas and their associated markings;
- (xi) correct procedures for live taxiway crossings;
- (xii) knowledge of relevant airside safety policies such as “No Seat, No Ride”, and other safety matters contained in the relevant Pocketbook; and

(c) complete assessments in accordance with Category 2S ADA.

## 2.12 Prerequisites for Category 2PD and 2PI ADA

2.12.1 For a CAT 2PD and CAT 2PI ADA, the applicant must:

- (a) complete Category 2PI or 2PD Airside Driver Awareness eLearning course
- (b) complete a minimum of twenty (20) hours driving on the Airside under direct supervision by an ADA holder, of which fifteen (15) hours be conducted by day and at least five (5) hours by night;
- (c) under direct supervision by a Category 3 or 4 ADA holder, as the driver complete a Practical Observation Log (POL) of ten (10) recorded aircraft pushback operations in the authorised area of operations (International or Domestic) that the applicant wishes to hold a CAT 2PD or CAT 2PI; and
- (d) hold an Aeronautical Radio Operators Certificate (AROC);
- (e) complete assessments in accordance with Category 2PD or 2PI
- (f) be able to demonstrate to a SYD Ground Standards Examiner competence in operating a Vehicle on the Maneuvering Area that will include the following:
  - (i) all of the matters required to be demonstrated by an applicant for a CAT 2 ADA, as set out above;

**in addition:**

- (ii) recognition and meaning of Movement Area Guidance Signs (MAGS) to determine physical location on the airfield;
- (iii) recognition and meaning of all day and night markers and markings, e.g. Towbar disconnect, MAGS, taxiway intersection markings, holding points, rapid exit taxiways, runways and all lighting;
- (iv) knowledge of ATC radio frequencies
- (v) understand limitations of Category 2PD or 2PI ADA.
- (vi) correct radio procedures and use of standard phraseology; and
- (vii) knowledge of radio fail procedures and light signals from ATC.

2.12.2 An applicant for a Category 2PD or Category 2PI ADA who currently holds a valid and current Category 3 or 4 ADA may automatically downgrade to a Category 2PD or Category 2PI ADA without the requirement to submit logged hours or Practical Observation Log (POL) of (10) recorded aircraft pushback operations.

## 2.13 Prerequisites for Category 3 ADA

2.13.1 For a Category 3 ADA, the applicant must:

- (a) complete Category 3 Airside Driver Awareness eLearning course
- (b) complete a minimum of thirty (30) hours driving on the Airside, of which twenty five (25) hours be conducted by day and at least five (5) hours by night. A substantial part of this time must be as a driver under direct supervision by a category 3 or 4 ADA holder on the Manoeuvring Area;
- (c) hold an Aeronautical Radio Operators Certificate (AROC); and
- (d) be able to demonstrate to a SYD Airside Driving Examiner competence in operating a vehicle on the Maneuvering Area that will include the following:
  - (i) all of the matters required to be demonstrated by an applicant for a CAT 2 ADA, as set out in section 2.10 above

**in addition:**

- (ii) recognition and meaning of Movement Area Guidance Signs (MAGS) to determine physical location on the airfield;
  - (iii) recognition and meaning of all day and night markers and markings, e.g. MAGS, taxiway intersection markings, holding points, rapid exit taxiways, runways and all lighting;
  - (iv) correct procedures for entering or crossing taxiways, boundaries such as runways and runway strips;
  - (v) knowledge of ATC radio frequencies
  - (vi) understand limitations of Category 3 ADA
  - (vii) correct radio procedures and use of standard phraseology; and
  - (viii) knowledge of radio fail procedures and light signals from ATC.
- (e) complete assessments in accordance with Category 3 ADA.



## 2.14 Prerequisites for Category 4 ADA

2.14.1 For a Category 4 ADA, the applicant must:

- (a) complete Category 4 ADA Airside Driver Awareness
- (b) complete a minimum of forty (40) hours driving on the Airside, of which thirty five (5) hours be conducted by day and at least five (5) hours by night. A substantial part of this time must be as a driver under supervision by a category 4 ADA holder on the Manoeuvring Area;
- (c) as a driver, complete a Practical Observation Log (POL) of ten (10) recorded runway crossings
- (d) hold an Aeronautical Radio Operators Certificate (AROC); and
- (e) be able to demonstrate to a SYD Airside Driving Examiner competence in operating a vehicle on the Maneuvering Area that will include the following:
  - (i) all of the matters required to be demonstrated by an applicant for a CAT 2 ADA, as set out in section 2.10 above

**plus**

- (ii) recognition and meaning of Movement Area Guidance Signs (MAGS) to determine physical location on the airfield;
  - (iii) recognition and meaning of all day and night markers and markings, e.g. MAGS, taxiway intersection markings, holding points, rapid exit taxiways, runways and all lighting;
  - (iv) correct procedures for entering or crossing taxiways, runways and runway strips;
  - (v) correct radio procedures and use of standard phraseology; and
  - (vi) knowledge of radio fail procedures and light signals from ATC.
- (f) complete assessments in accordance with Category 4 ADA.

## 2.15 Issue – Category 2 ADA and 2S ADA

3.15.1 The Manager or their delegate may issue an ADA only after the applicant:

- (a) satisfies the eligibility requirements;
- (b) provides evidence of a valid ASIC for use at the Airport;
- (c) provides evidence of a valid State or Territory Drivers Licence; and
- (d) successfully completes both SYD theory and practical driving assessments.

## 2.16 Issue – Category 2PD and 2PI ADA

2.16.1 The Manager or their delegate may issue an ADA only after an applicant:

- (a) satisfies the eligibility requirements;
- (b) provides evidence of a valid ASIC for use at the Airport; and
- (c) provides evidence of a valid State or Territory Drivers Licence;
- (d) provides evidence of a completed 2P Practical Observation Log (POL);
- (e) provides evidence of an Aeronautical Radio Operators Certificate (AROC); and
- (f) successfully completes both SYD theory and practical driving assessments.

## 2.17 Issue - Category 3 ADA

2.17.1 The Manager or their delegate may issue an ADA only after an applicant:

- (a) satisfies the eligibility requirements;
- (b) provides evidence of a valid ASIC for use at the Airport;
- (c) provides evidence of a valid State or Territory drivers licence;
- (d) provides evidence of an Aeronautical Radio Operators Certificate (AROC); and
- (e) successfully completes both SYD theory and practical driving assessments.

## 2.18 Issue - Category 4 ADA

2.18.1 The Manager or their delegate may issue an ADA only after an applicant:

- (a) satisfies the eligibility requirements;
- (b) provides evidence of a valid ASIC for use at the Airport;
- (c) provides evidence of a State or Territory drivers licence;
- (d) provides evidence of an Aeronautical Radio Operators Certificate (AROC); and
- (e) provides evidence of a completed CAT 4 Practical Observation Log (POL);
- (f) successfully completes both SYD theory and practical driving assessments.

## 2.19 Conditions of Issue

- 2.19.1 An ADA will be valid for 24 calendar months from the month of issue unless otherwise specified or until suspended or cancelled by SYD. The ADA will expire on the last day of the month of validity.
- 2.19.2 If an ADA holder ceases to be employed by a Vehicle Operator and is subsequently employed or hired for work by another Vehicle Operator on the Airside at the Airport, the driver must re-apply for a new ADA. Provided the period between employers is less than one month, the ADA may be re-issued with the same expiry date and without the need to follow the initial application procedure.
- 2.19.3 Notwithstanding the condition in section 2.18, an ADA holder must have a minimum of 3 months of validity left on the ADA. Otherwise, the ADA holder must apply for and undertake the appropriate testing before an ADA is issued.
- 2.19.4 The ADA is valid only while the ADA holder is in possession of a current State or Territory drivers licence. If for whatever reason, an ADA holder's State or Territory licence has been cancelled or suspended:
- (a) the ADA holder must immediately advise their employer and SYD; and
  - (b) the ADA will be suspended for the period of the cancellation/suspension of that State or Territory licence.
- 2.19.5 Where an ADA holder works for more than one Company their ADA must be sponsored by only one company. It is the responsibility of the ADA holder that they inform both companies of any suspension/cancellation.
- 2.19.6 If an applicant has an International or overseas drivers licence and eligible to drive on state or territory roads they may be issued a temporary ADA for 6 months, provided ADA testing has been completed and until such time the applicant provides evidence of the state or territory drivers licence.
- 2.19.7 Upon request by SYD, provide verification on company sponsor letterhead the applicant's suitability and training competency to apply and hold a Category 4 ADA.
- 2.19.8 As a condition of Issue, SYD will hold a registry of recognised company trainers who are able to authorise the completion of Category 2P and Category 4 Practical Observation Logs (POL). It is the applicant's companies' responsibility to inform SYD of any changes to their list of company trainers prior to submission of a POL to satisfy eligibility.

## 2.20 Testing Process for an ADA

2.20.1 SYD will conduct competency based testing of all applicants prior to the issue of an ADA. SYD can amend or change testing at its discretion including the use of simulators or computerised assessments in lieu of the practical demonstrations.

2.20.2 The CAT 2 - ADA Drivers test can consist of:

- (a) CAT 2 Airside driver awareness eLearning;
- (b) a computer based theory test, consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (c) a practical demonstration of competency consisting of a driving test conducted on the Airside.

2.20.3 The CAT 2S – ADA drivers test can consist of:

- (a) CAT 2S Airside driver awareness eLearning;
- (b) a computer based theory test, consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (c) a practical demonstration of competency consisting of a driving test conducted on the Airside.

2.20.4 The CAT 2PD and CAT 2PI – ADA drivers test can consist of:

- (a) CAT 2P Airside driver awareness eLearning;
- (b) a computer based theory test, consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (c) a practical demonstration of competency consisting of a driving test conducted on the Airside; and
- (d) may include a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant.

2.20.5 The CAT 3 – ADA Drivers test can consist of:

- (a) CAT 3 Airside driver awareness eLearning;
- (b) a computer based theory test, consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (c) a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant; and
- (d) a practical demonstration of competency consisting of a driving test conducted on the Airside and specifically including the taxiway network.

2.20.6 The CAT 4 – ADA Driver test can consist of:

- (a) CAT 4 Airside driver awareness eLearning;
- (b) a computer based theory test consisting of multi-choice questions which are to be completed within a designated time frame of commencing the test; and
- (c) a geographical knowledge test consisting of designated locations which are to be correctly identified by the applicant; and

- (d) a practical demonstration of competency consisting of a driving test conducted on the Airside specifically including the taxiway and Runway network. The test will include at least one (1) Runway crossings.

## 2.21 Criteria for Obtaining a 'Pass'

- 2.21.1 Applicants must correctly answer 100% of the assessment questions to successfully complete the theory test. At the time of assessment, applicants failing to correctly answer up to three questions in the theory test may immediately attempt the three (or fewer) questions again. If the applicant is unsuccessful in correctly answering these questions again, they must re-sit the entire test, but may only do so after a mandatory study/training period of not less than 72 hours. CAT 3 and CAT 4 ADA applicants are also required to complete an Airport geography test which they must answer 100% correctly to successfully complete the geography test.
- 2.21.2 Following successful completion of the theory (including geography tests for CAT 3 and CAT 4) ADA permit applicants are to demonstrate the application of their knowledge and skill by undertaking a practical driving test under the guidance of a SYD Ground Standards Examiner.
- 2.21.3 Applicants for CAT 3 and 4 ADAs are generally required to undertake the practical assessment in the afternoon during off peak.
- 2.21.4 Any person failing to meet the required standards from practical testing may undertake further testing but may only do so after a mandatory study/training period of not less than 72 hours.
- 2.21.5 Current ADA permit holders who fail (during ADA renewal) to demonstrate competency must surrender their current ADA until such time as they can successfully pass the assessments. Where an applicant fails any stage of testing in three consecutive attempts, an exclusion period may be assigned at the discretion of the Manager or delegate preventing the applicant from re-attempting the assessment for a nominated period of time

## 2.22 ADA and the Points System

- 2.22.1 SYD has a "points" system for breaches of the rules for driving Airside. Details of the penalty points system and the points which apply to each offence under the rules for driving Airside are set out in section 4 of this AVCH. Penalty points may be issued by SYD Authorised Officers.
- 2.22.2 If a driver is alleged to have breached the rules for driving Airside and SYD cannot identify the driver of the Vehicle at the time of the offence, then SYD may allocate the points to the Vehicle Operator.
- 2.22.3 This system does not restrict the general discretion of the Manager to suspend an ADA whenever he/she considers it appropriate to do so in accordance with section 2.26.
- 2.22.4 A person who accumulates (12) Twelve or more points during a period of 36 months may have their ADA suspended either by the Manager or by an Authorised Officer (refer also to section(s) 3.26 and 3.28).
- 2.22.5 Any person who is identified breaching posted speed limits, will have their ADA suspended for a period of (14) fourteen days in addition to receiving penalty points against their ADA.
- 2.22.6 Any person who is identified failing to wear a seatbelt (where fitted to the Vehicle) will have their ADA suspended for a period of (7) seven days in addition to receiving penalty points against their ADA.
- 2.22.7 Any person who is identified committing an offence failing to give way to aircraft as outlined under section 5, offence codes 510, 511, 512 or 513, will have their ADA suspended until such time as per AVCH section 5 the points system and they have recompleted the applicable category of Airside Driving Awareness eLearning.
- 2.22.8 With reference to sections, 3.21.5, 3.21.6 and 3.21.7, the driver will be required to return their ADA to the Airside Driving Centre. Alternatively, SYD Authorised Officers may confiscate the ADA at the time of offence. The suspension will apply from the date of return. Failure to return the ADA may result in an extended suspension period applying.
- 2.22.9 Where an individual is alleged to have breached the rules of the AVCH and does not possess a valid ADA, a SYD Authorised Officer may issue the individual a Ramp Safety Notice. The Manager or delegate may then place a temporary ban on the individual from obtaining an ADA for a nominated period of time.
- 2.22.10 Once an individual has obtained a valid ADA after having accumulated (12) twelve or more points or after having been found to have breached the rules of the AVCH without holding a valid ADA, the Manager, or their delegate may at their discretion, suspend the individual for a nominated period of time. In such instances, the individual will be invited to show cause as to why the decision to suspend their ADA should be overturned. If this decision

is overturned, the individual will be placed on probation until such time as their penalty points reduce to below (12) twelve points. During probation, further infringements of the AVCH will result in the suspension or cancellation of the individual's ADA.

## 2.23 Renewal of an ADA

2.23.1 To renew an ADA, an applicant must:

- (a) demonstrate that there continues to be an operational requirement for frequent unescorted access to the Airside;
- (b) provide evidence of a valid ASIC for use at the Airport;
- (c) provide evidence of a current State or Territory Drivers Licence; and
- (d) successfully complete the SYD assessments.

2.23.2 SYD or an approved delegate may re-issue an ADA to applicants if these requirements and eligibility criteria are satisfied.

2.23.3 The applicant's Airside driving record from the previously issued ADA will carry over to the new ADA for the remainder of any validity.

## 2.24 Upgrading an ADA

2.24.1 An applicant may apply to upgrade an ADA from a CAT 2, CAT 2S, CAT 2PD/I to a CAT 3 or directly to a CAT 4.

2.24.2 In applying to upgrade an ADA, an applicant must:

- (a) establish a genuine need to upgrade the ADA; and
- (b) otherwise satisfy the eligibility requirements for that category of ADA as listed in the preceding sections.

2.24.3 The Manager or delegate is under no obligation to upgrade the ADA and each application must be established on a case-by-case basis.

## 2.25 Downgrading of an ADA

2.25.1 The holder of an ADA that no longer meets the prerequisites of the category of ADA is obliged to downgrade the ADA to a category that they are eligible to meet.

2.25.2 The ADA holder must present the ADA for re-issue to the Airside Driving Centre, within 72 hours of the downgrade taking effect.

2.25.3 The Manager or their delegate may downgrade the category of any ADA under the following circumstances:

- (a) the ADA holder is subject to investigation;
- (b) the ADA holder's category has been lowered due to the loss of a substantial number of penalty points; or
- (c) the ADA holder is unable to substantiate the need to maintain the category of the ADA.



## 2.26 Transferring of an ADA

- 2.26.1 If an ADA holder working for more than one company ceases employment with their original sponsoring company, but continues to work for another employer, and is still eligible to retain their ADA they must return their ADA permit and transfer it to their remaining employer by providing:
- (a) a current and valid ASIC;
  - (b) a current and valid state or territory licence.
- 2.26.2 When the holder of an ADA ceases employment with a company that operates vehicles but is subsequently rehired by another vehicle operator at SYD, the ADA holder may only transfer their ADA to the new employer if the period between employment is less than 3 months without needed to re-sit airside driving tests. ADA will be then reissued with the original expiry date if they can satisfy the following conditions:
- (b) their eligibility to hold an ADA;
  - (c) a current and valid Red ASIC;
  - (d) a current and valid state or territory drivers licence.
- 2.26.3 To transfer a previously held Category 2PI, Category 2PD, Category 3 or Category 4 ADA, an applicant must in addition to satisfying the requirements listed above must also:
- (a) provide a letter from their new employer which state that their employment requires an ongoing operational requirement to operate a vehicle on the manoeuvring area on a frequent basis, specify what the requirements is; and
  - (b) upon request, supply their Aeronautical Radio Operator Certificate (AROC).
- in addition to the above, Category 2PI, Category 2PD and Category 4:
- (c) provide evidence of a completed Practical Observation Log (POL) with the new company endorsed by an authorised trainer.

## 2.26 Surrender of an ADA

- 2.26.1 When a driver is no longer required to drive on the Airside, the ADA holder must return the ADA to the Airside Driving Centre within 72 hours of the cessation of driving duties for that employer. The Vehicle Operator must also ensure that the ADA holder complies with this section.
- 2.26.2 The ADA is not transferable between individuals, and ADAs are issued for use at the Airport only.

## 2.27 Suspension of an ADA

- 2.27.1 The Manager or their delegate may at any time suspend an ADA where an ADA holder is involved in, or alleged to have been involved including:
- (a) a safety/security incident;
  - (b) a vehicular or other related accident;
  - (c) a serious breach of the Airside Rules and Code of Conduct under section 1.2;
  - (d) a serious breach of the rules for driving Airside;
  - (e) a failure to obtain the required pass mark of the Airside Driver Tests;
  - (f) a situation where the ADA holder accumulates (12) twelve or more penalty points during a period of 36 months; or
  - (g) a situation where the holder has abused or threatened in any way an Authorised Officer on behalf of SYD.
  - (h) an event where an Airside Traffic Infringement Notice (ATIN) is issued for an offence defined in section 4 requiring temporary suspension of an ADA.
- 2.27.2 The suspension will be for a period to be determined by the Manager or their delegate, pending the outcome of any SYD or regulatory investigation.
- 2.27.3 An ADA holder must not drive (using the privileges of an ADA) a Vehicle Airside on the Airport during the period of suspension.
- 2.27.4 During any suspension period, a person may drive a Vehicle Airside 'under supervision' for the purpose of re-training, only after receiving written authorisation from SYD.
- 2.27.5 Any person supervising a driver for the purpose of retraining will be responsible for, and subject to any penalties (including loss of ADA points) arising as a result of a breach of the AVCH by the driver.

- 2.27.6 A person found driving Airside without supervision, as per section 3.26.4, may be subject to legal action (e.g. under Regulation 123).
- 2.27.7 A Vehicle Operator that does not comply with the Airport Operations Manual (including the AVCH) may also breach the SYD 'Conditions of Use'.
- 2.27.8 If an ADA is suspended under section 2.28.1, it may be done by oral and/or written notice to the ADA holder. The Vehicle Operator Company will be advised separately. The notice to the ADA holder will specify the reasons for and period of the suspension.
- 2.27.9 If the matter is one of the accumulation of (12) twelve or more penalty points then the ADA holder will be invited to, 'show cause' in writing (within (7) seven days of the dated letter from SYD) why their ADA should not be withdrawn (refer also to section 2.30 - Withdrawal of an ADA and section 2.31 - Appeal of Decisions - ADA).
- 2.27.10 Within 72 hours of receipt of a notice of suspension of an ADA, the ADA holder must surrender the ADA to the SYD Airside Driving Centre, or Airport Services Centre.
- 2.27.11 Vehicle Operators may also request SYD to suspend an employee's ADA by providing the Manager with sufficient written advice as to why suspension should occur.
- 2.27.12 At any time during the period of ADA suspension, the Manager may:
- (a) lift the suspension;
  - (b) extend the period of suspension; and/or
  - (c) downgrade the category of the ADA.
- 2.27.13 Before an ADA will be reinstated following suspension, the ADA holder may (at the discretion of the Manager) be required to sit the appropriate SYD Category driving tests.

## 2.28 Removal of the ADA

- 2.28.1 An Authorised Officer (i.e. SYD Operations Officer) may request the immediate surrender of a driver's ADA if the driver has been involved in:
- (a) a runway incursion; or
  - (b) a number of offences, resulting in the accumulation of (12) twelve offence penalty points in any one event; or
  - (c) a failure to obtain the required pass mark of the Airside Driver Tests; or
  - (d) a failure to provide (show) or hold a valid ASIC.
- 2.28.2 In the event that an ADA is requested to be surrendered, the ADA holder must comply with the instruction.

## 2.29 Withdrawal of an ADA

2.29.1 The Manager or their delegate may at any time withdraw an ADA if an ADA holder:

- (a) fails to respond to the invitation to 'show cause' in writing (within 7 days);
- (b) fails to sufficiently 'show cause' why the ADA should not be withdrawn;
- (c) a serious breach of the Airside Rules and Code of Conduct;
- (d) is involved in a serious breach of the rules for driving Airside;
- (e) fails to obtain the required pass mark during Airside Driver testing;
- (f) no longer has a valid reason to hold an ADA; or
- (g) fails to provide (show) or hold a valid ASIC.

2.29.2 Within 72 hours of receipt of a notice of withdrawal of an ADA, the ADA holder must surrender the ADA to the Airside Driving Centre.

2.29.3 A person must not drive a Vehicle Airside on the Airport once their ADA has been withdrawn.

2.29.4 A person who has had their ADA withdrawn or suspended may drive a Vehicle Airside 'under supervision' for the purposes of retraining only after receiving written authorisation from SYD.

2.29.5 Any person supervising a driver for the purpose of re-training under section 2.30.4 will be responsible for, and subject to any penalties (including loss of ADA points) arising as a result of, a breach of the AVCH by the driver.

2.29.6 A person found driving on the Airport without the appropriate authority may be subject to legal action (e.g. under Regulation 123).

## 2.30 Appeal of Decisions – ADA

2.30.1 Sydney Airport will review any appeal about:

- (a) the award of driving penalty points (refer to Section 4 – The Points System);
- (b) the withdrawal of an ADA;
- (c) the suspension of an ADA; or
- (d) a decision to downgrade an ADA.

2.30.2 If the matter is one of the accumulation of (12) twelve or more points, then the ADA holder will be invited to 'show cause' in writing (within (7) seven days of the dated letter from SYD) stating why their ADA should not be withdrawn.

2.30.3 A delegate of the Manager will consider the appeal in the first instance.

2.30.4 Should the appeal result require escalation, the matter may be reviewed by the Manager or an alternative SYD delegate.

2.30.5 All driving appeals should be made in writing within (7) seven days from the date of the alleged offence. The appeal is to be addressed to Sydney Airport's Ground Standards & Training Supervisor Locked Bag 5000, Sydney International Airport NSW 2020 or via email: [airsidedrivingcentre@syd.com.au](mailto:airsidedrivingcentre@syd.com.au).

2.30.6 Any loss of points given at the time of the incident will stand until such time as the process outlines in section 2.31 is complete. It will be incumbent on the alleged offender to demonstrate that they were not responsible for the relevant incident or there was satisfactory mitigating circumstances.

## 3 RULES FOR DRIVING AIRSIDE

### 3.1 Introduction

- 3.1.1 The rules for driving Airside are an important part of the system that SYD has put in place to promote the safe and orderly movement of staff, passengers, aircraft and vehicular traffic Airside.
- 3.1.2 Failure to comply with the requirements of these rules may constitute an offence under the Regulations, and an ADA holder may be subject to penalty. It may also be a breach of the AOL in accordance with the Enforcement Structure and Compliance Charges.
- 3.1.3 Any failure to comply with the requirements of these rules will also be taken into account by the Manager in considering whether to suspend or withdraw a person's ADA, thereby preventing them from use or operation of motor Vehicles Airside.
- 3.1.4 Vehicle Operators/Companies must not in any way develop procedures for the operation of Vehicles while Airside, contrary to the rules and conditions set out in this AVCH.
- 3.1.5 Where the AVCH is silent, NSW state road rules will apply.

### 3.2 General Requirements

- 3.2.1 A person driving a Vehicle on the Airside, including a person driving a Vehicle which is under supervision (escorted), must at all times comply with the rules for driving Airside set out in section 3 of the AVCH.
- 3.2.2 SYD authorises the use of Vehicles on the Airside through the issue of AUAs and ADAs. On Manoeuvring Areas, Airservices Australia's Air Traffic Control exercises control over vehicular traffic.
- 3.2.3 Drivers must not drive a Vehicle on the Airside unless:
  - (a) they have a valid ADA permit; the vehicle has a valid AUA and they carry:
    - (i) that ADA (and the AUA is appropriately affixed to the vehicle);
    - (ii) a valid and current ASIC (or other authorised pass); and
    - (iii) a valid State or Territory driving licence or other drivers licence recognised by Services NSW (unless that licence has been surrendered to the security gate upon access to the Airside); or
  - (b) if they do not have a valid ADA or the Vehicle does not have a valid AUA, they:
    - (i) are supervised in the Vehicle by the holder of a valid ADA or the Vehicle is escorted by a person authorised in accordance with this AVCH to provide Airside Vehicle escort services; and
    - (ii) carry: a valid and current ASIC (or other authorised pass); and a valid State or Territory driver's licence or other driving licence recognised by the Service NSW (unless that licence has been surrendered to the security gate upon access to the Airside)

#### 3.2.4 When driving Airside, drivers must:

- (a) be familiar with the latest edition of the Handbook/Pocketbooks (including amendments to the Handbook/Pocketbooks);

**NB:** These documents can be accessed **via the SYD website:**

[SYD - Airside Driving Centre Website](#)

- (b) understand the regulations and restrictions that apply to the Airside area;
- (c) be familiar with the designations of the Runways and taxiways;
- (d) comply with the rules for driving Airside, including (without limitation) the radio procedures set out in this AVCH;
- (e) not drive while if they have any detectable level of and/or are affected by any alcohol or drugs to an extent which would preclude them from lawfully driving on the public roads adjoining the Airport;
- (f) not drive in a manner likely to jeopardise the safety of any person or property on the Airside;
- (g) obey all signposts, pavement markings, and traffic control devices located Airside. Where roadways intersect and there are no signs or markings, NSW state road rules (for example, about giving way to vehicles on the right) will apply at those points;
- (h) activate an amber beacon (located on the highest point of the vehicle) during hours of darkness and during periods of declared low visibility.

3.2.5 Drivers must not use vehicles or equipment that do not belong to their organisation without permission from the owner or the person who has the right to grant such authority under a usage agreement.

### 3.3 Road System

3.3.1 SYD provides a continuous road system around the Airport. This road system is designed and marked in accordance with the CASA Manual of Standards (MoS139) and allows for appropriate clearances from aircraft operating on the Movement Areas.

3.3.2 Vehicles must use the marked roadway system where provided. Vehicles may move off the roadway when in association with the servicing of an aircraft, and then only when within close proximity to that aircraft.

- 3.3.3 The Airside Road at a number of locations crosses operational taxiways and taxilanes. Aircraft and aircraft under tow have right of way in all circumstances. Drivers of Vehicles including Category 2 ADA holders are permitted to cross taxiways at marked crossing areas however all drivers, must exercise extreme caution and in all cases, giving way to aircraft.
- 3.3.4 Access to Airside roadways south of the Number 2 fire station and TWY Kilo Apron are restricted to holders of CAT 2S and above ADA's. Any driver requiring access to this area who does not hold the required category of ADA will require an escort by a suitably qualified ADA holder.

### 3.4 Height Restrictions

- 3.4.1 Vehicles in excess of 3.3 metres in height and/or slow moving Vehicles, must obtain clearance from ATC prior to travelling along the western perimeter roadway of Runway 16R/34L (west of Taxiway A) between the southern extremity of the runway and the alternate Emergency Assembly Area (adjacent to the Number 2 Fire Station).
- 3.4.2 Vehicles in excess of 4 metres in height travelling along the Airside roadway must obtain clearance from ATC prior to transiting across any runway approach/take-off areas.
- 3.4.3 Any Vehicles to which section 3.4.1 or 3.4.2 applies, if non-radio equipped, must request to be escorted by SYD.
- 3.4.4 Height restrictions apply throughout various locations and are sign-posted accordingly. They include the South West Sector Underpass, Terminal buildings and the roadway on the Domestic 1 apron.

### 3.5 Speed Limits

- 3.5.1 When driving on the Airside at the Airport drivers must observe the following speed limits:

(a)	Within 3 Metres of an aircraft on an Apron	10 Km/h
(b)	Aprons and aircraft parking areas including all areas used for the loading or unloading of passengers, cargo, fuelling, parking, and/or maintenance of aircraft	10Km/h
(c)	Airside Roads (where designated)	30 Km/h
(d)	Airside Roads (where designated)	40Km/h
(e)	Airside Roads (where designated)	60 Km/h
(f)	Taxiways and Runways (unless otherwise directed by ATC)	60 Km/h
(g)	All Shared Zones, and areas located beneath all Terminals, including roadways, baggage make-up & basement areas.	10 Km/h

**Note: Where a speed limit is indicated by a sign or pavement marking, that shall be the maximum speed limit for that area.**



- 3.5.2 Where there is an operational requirement to vary speeds to those indicated above, approval must be sought from the Manager, and the Vehicle must be driven at all times in a safe manner. In general, approval to vary the above speeds is only given to drivers involved in an Airport emergency or runway inspections, or under the request of ATC.
- 3.5.3 The speed limits are not indicators of the speed at which drivers should operate Vehicles; they indicate the maximum permitted speed. The driver must decide, depending on conditions such as weather and the load being carried by the Vehicle, what is a safe speed to travel (below the maximum permitted).

## 3.6 FOD Control Measures

- 3.6.1 It is the responsibility of all persons accessing the Airside to reduce Foreign Object Debris (FOD) by removing any item of FOD encountered whilst Airside and placing it in specially marked receptacles.
- 3.6.2 Drivers must ensure when driving Vehicles carrying or towing loose material that the load is adequately secured or covered to prevent spillage. Any item(s) falling from a Vehicle must be recovered by the driver and secured to prevent further spillage and possible aircraft damage. When transporting ULD containers, drivers must ensure container doors/curtains are closed and locked and the locks on rolling stock are engaged. ULD container doors may be opened prior to entering Terminal 1 bag rooms with low overhead height to prevent damage to overhead fire protection systems.
- 3.6.3 Drivers must ensure all rubbish (such as drink containers, paper etc.) is removed from vehicles and disposed of appropriately prior to operating the Vehicle.
- 3.6.4 The use of plastic wrap secured to baggage barrows is strictly prohibited. ULD containers and cargo wrapped in plastic wrap may continue to be transported on profiles and dollies, however no plastic wrap may be secured to the profiles or dollies themselves. Drivers must ensure it is appropriately secured before towing.
- 3.6.5 Drivers towing any profiles, dollies or barrows must inspect the equipment for any plastic wrap or debris caught in the equipment, including wheel and axel assemblies, prior to towing.
- 3.6.6 Items blowing onto the Manoeuvring Area must be brought to the attention of SYD Operations Officers immediately.
- 3.6.7 SYD Authorised Officers actively monitor and enforce requirements regarding FOD emanating from Vehicle operations.

### 3.7 Right of Way

- 3.7.1 All aircraft, including those under tow, have right of way over all other Vehicles.
- 3.7.2 Vehicles travelling on Airside roadways have right of way over Vehicles entering/crossing roadways.
- 3.7.3 Where roadways intersect and there are no signs or markings, the NSW State road rules (for example, about giving way to vehicles on the right) will apply at those points.

### 3.8 Overtaking other Vehicles

- 3.8.1 The following conditions apply to any Vehicle overtaking another Vehicle on the Airside:
  - (a) the overtaking Vehicle must not breach the speed limit for that area
  - (b) the overtaking must be conducted in a safe manner
  - (c) the overtaking manoeuvre must not force any other Vehicle off the Airside road; and
  - (d) the overtaking manoeuvre must not force any other Vehicle onto any part of the Manoeuvring Area (i.e. apron taxiway), nor should the overtaking Vehicle use the Apron taxiway to overtake preceding traffic.

### 3.9 Dangerous Driving

- 3.9.1 Vehicles traveling on the Airside roadways must not be driven without due care and attention, including driving without regard for the safety of aircraft, passengers and others on the Airside or in a manner dangerous to people, other vehicles or equipment.

### 3.10 Proximity to Aircraft

- 3.10.1 Drivers must observe the following when operating a Vehicle around aircraft **except** when required for servicing the aircraft:
  - (a) Do not drive under aircraft.
  - (b) Do not drive within 3m lateral clearance, or within 1m of overhead clearance of any part of an aircraft.
- 3.10.2 Drivers must not drive a Vehicle within 15 metres of an aircraft **refuelling point** or **venting point** during the period of aircraft refuelling unless they are involved with the servicing of that aircraft.
- 3.10.3 Drivers must not drive behind and must stay well clear of aircraft when their red anti-collision beacons are operating (as this indicates that the engines are running or are about to be started, or that the aircraft is about to move).

### 3.11 Towing of Rolling Stock

3.11.1 The following maximum requirements apply to driver's towing rolling stock:

- (a) Dollies and Baggage/Cargo Barrows – a maximum of six (6) laden or unladen on Aprons and Airside Roads;
- (b) Dollies as stipulated under local arrangements within the basement baggage handling areas of Terminals 1 and 2.
- (c) Profiles – a maximum of five (5) laden or unladen on Aprons and Airside Roads.

3.11.2 Companies are expected to and must ensure they have completed a risk assessment to identify any scenarios/locations where company requirements shall apply to further reduce towing lengths than provided under the AVCH. The safe operation of rolling stock under tow and associated risks to the safety of equipment and personnel on the ramp is the paramount consideration.

3.11.3 Drivers involved in towing rolling stock should refer to their Company's standard operating procedure regarding the number that can be towed safely by their Company equipment (which may differ from but must not exceed the maximum number set out in the preceding rule).

3.11.4 Drivers must check the serviceability of all rolling stock prior to commencement of towing. This includes a visual inspection of all hitches, latches, towbars, and tow pins.

3.11.5 Drivers must ensure prior to towing any non motorised GSE including dollies, barrows, stairs and /or freight pallets that:

- (a) Any netting, straps or protective materials are secured and do not drag or hang loose, and any stabiliser or retractable/ extendable safety rail or feature is in the appropriate position for transport.
- (b) Dollies with turntables are straight ahead in the locked position.
- (c) All ULD's and pallets are properly secured using appropriate locks, stops, rails, curtains and straps and towed on an appropriate dolly type.

### 3.12 Vehicle Occupants

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

3.12.2 In the case of a Vehicle classified as a 'Bus', the number of 'standing' passengers must not be in excess of the designated capacity of that Vehicle.

3.12.3 The wearing of seat belts is mandatory in Vehicles where seat belts are fitted. It is the responsibility of the driver to ensure that all occupants of the Vehicle comply with this requirement. Vehicle operator is accountable for AVCH Points System, and breaches will result in the ADA suspension of the operator only. Vehicle operators can be issued an ATIN for each person in a vehicle who has failed to comply with 3.12.3.

3.12.4 The wearing of seat belts within the circle of safety around an aircraft is not required for the purpose of positioning rolling stock to load/unload aircraft.

### 3.13 Mobile Phones and Other Mobile Devices

3.13.1 The driver of a Vehicle must not whilst driving Airside answer or use, or attempt to answer or use, a hand-held phone, tablet or other mobile device. All other functions including texting, video messaging, online chatting, reading preview messages and emailing as well as the use of audio playing functions are further prohibited.

3.13.2 Use of a mobile phone to make or receive phone calls whilst driving Airside is restricted to the use of an acceptable hands-free device whereby:

- (a) The mobile phone is secured in a fixed mounting; or
- (b) If not in a fixed mounting, the mobile phone must be connected to the vehicle's Bluetooth in-vehicle system and must not require the driver to touch or manipulate the phone in any way.
- (c) Audio ear buds and headphones are prohibited for use as a hands-free device when driving Airside. Audio ear buds and headphones are also prohibited when driving airside for use with a portable audition device.

3.13.3 The driver of a Vehicle should if using a hands-free device, ensure any use is kept to a minimum so as not to be a distraction and/or impair situational awareness.

3.13.4 Mobile tablet devices may be secured in a fixed mounting within the Vehicle for visual reference purposes, however to maintain situational awareness, the driver must not touch or manipulate the device unless the Vehicle has been pulled over with the parking brake engaged in a safe location.

### 3.14 Vehicle Operations at the Terminals

3.14.1 No stopping, standing, staging or parking of vehicles or equipment including ULD's is permitted on Terminal concourse roadways unless otherwise designated or signposted. Additionally, this restriction applies to any areas where they could interfere with aircraft, pedestrians, other vehicles, fire stairs, firefighting equipment, and marked emergency exits or access points including e-stops. Penalties will apply in signed and/or marked areas.

3.14.2 Vehicles towing LD7 cargo type profiles are prohibited from transiting beneath terminal buildings using concourse roadways.

3.14.3 Aircraft tow tractors, PPU's or push tugs are prohibited from transiting beneath terminal buildings using concourse roadways.

3.14.4 No overtaking is permitted on concourse roadways or basement areas of Terminals 1 and 2.

3.14.5 Vehicles entering the concourse roadways at Terminals 1 or 2 from the Apron must stop and give way to Vehicles on the concourse roadways - unless otherwise marked or sign-posted.

- 3.14.6 Vehicles must not enter a roadway where the height of the Vehicle is greater than the clearance height designated for that roadway.
- 3.14.7 Vehicles must not transit under any portion of any building i.e. Terminals 1 or 2, whether designated as a marked roadway or not, when the height of the Vehicle, plus components i.e. aerials or extensions, are higher than the maximum height limit of the structure.
- 3.14.8 Shared zones advise the driver that the area is shared by pedestrians and Vehicles as well as the applicable speed limit of 10Km/h. Drivers must adhere to the speed limit in these areas and watch out for pedestrians.

## 3.15 Operating on the Manoeuvring Area

3.15.1 A driver must not enter the Maneuvering Area unless:

- (a) there is an operational requirement to do so
- (b) holds a Category 2PD, 2PI, 3 or 4 ADA. A Category 4 ADA is required to enter or cross any runway or rapid exit taxiway (RET)
- (c) a clearance is obtained to cross or enter a runway or rapid exit taxiway (RET)
- (d) the Vehicle displays a rotating or flashing beacon which is amber in colour (visible from all directions, or in the case of ARFF vehicles, red and/or red/blue in colour)
- (e) the Vehicle is equipped with a serviceable radio capable of receiving and transmitting on all Sydney ATC Tower frequencies
- (f) the Vehicle is equipped with serviceable electronic surveillance equipment 'VeeLo'
- (g) if the Vehicle is not equipped with a serviceable radio or VeeLo as outlined above, the Vehicle will require an escort from another Vehicle that is suitably equipped (see also CASR 139.254 (3) (B))
- (h) between sunset and sunrise or in conditions of declared low visibility, the Vehicle has headlights illuminated (dipped) and taillights operating
- (i) prior to entering the Manoeuvring Area, the driver obtains the latest terminal information to ascertain the aerodrome operating configuration including whether any low visibility, special procedures (see section 3.29) are in use; and
- (j) whilst operating on the Manoeuvring Area the driver must monitor the ATC Tower frequency appropriate to the area of operation and give way to all aircraft movements.

3.15.2 With the agreement of Airservices Australia and under some circumstances, SYD including Work Safety Officers (WSO) when operating on works such as time limited works on taxiways, Aviation Rescue Fire Fighting (ARFF) drivers holding Category 3 or 4 ADAs, may be permitted to operate on taxiways without specific clearance from ATC. It is incumbent upon the driver to maintain a listening watch on the frequency applicable to the area of operation and vacate the area for aircraft movements.

3.15.3 Runway stop bars are located at all runway hold points. Upon reaching a runway stop bar, drivers must seek clearance from ATC to proceed to enter the runway strip. Drivers must receive clearance and the runway stop bar must be extinguished prior to proceeding to enter the runway strip. If either of these elements are not observed, the driver must hold their position and notify the ATC again. Under no circumstances should drivers cross a lit runway stop bar.

NOTE: Runway stop bars do not indicate the issuance of clearance by the ATC to enter the Runway Strip.

3.15.4 In the case of aircraft tugs with or without aircraft attached, or aircraft escort Vehicles, drivers must seek clearance from ATC prior to commencing the tow or entering the Manoeuvring Area.

3.15.5 A taxiway is not and must not be used as a short distance transit route.

### 3.16 Operating on a Runway Strip or Rapid Exit Taxiway (RET)

- 3.16.1 A driver must not enter any runway (or its associated strip) or rapid exit taxiway (RET) unless a Category 4 ADA permit is held and specific clearance to do so is obtained from Airservices Australia - Air Traffic Control.
- 3.16.2 During periods of low visibility, special procedures (see section 3.29) will be adopted to control the movement and operation of Vehicles on the Manoeuvring Area. Advice will be available on the ATIS and drivers must listen to this broadcast immediately prior to contacting ATC for clearance to enter the Manoeuvring Area.

### 3.17 Routes and Procedures on Apron Areas

- 3.17.1 Routes are marked throughout all Apron areas. Marked roadways including taxiway/taxilane crossing points are to be used to access Apron areas.
- 3.17.2 Vehicles must not be driven between, or across the path taken by, passengers moving to or from an aircraft.
- 3.17.3 Persons requiring pedestrian access around terminals and Apron areas must follow marked footways or if no marked footways are available follow the building footprint. Vehicles must give way to pedestrians crossing at a pedestrian crossing.
- 3.17.4 Drivers must always be on the lookout for pedestrians. In particular, caution must be exercised by drivers as Vehicles move from light areas to darker areas under terminal buildings and vice versa.
- 3.17.5 Caution must be used by drivers when operating a Vehicle behind Bay 10 and Bay 11, Terminal 3 where the required clearance between some aircraft and the Airside roadway is reduced to less than 3 metres.

### 3.18 Operations near Runway 16L/34R

- 3.18.1 Vehicles operating within the area of control of ATC Aerodrome Controller - East (as depicted on the Airside-driving map within the Airside Driving Pocketbook) must restrict operations to sealed surfaces. The depicted area comprises reclaimed land and disturbance of grassed surface may lead to a potential aircraft engine-ingestion incident. Access to grassed areas by vehicles is only permitted if associated facilities are withdrawn from aircraft operations.
- 3.18.2 The perimeter roadway at the northeast corner of Runway 16L/34R passes inside the runway strip (delineated by gable markers). A white painted "Flush Marker" on the roadway marks the location. The CASA has approved the use of this portion of roadway without a requirement to seek a clearance from ATC on each occasion. Vehicles proceeding on this portion of roadway must:
  - (a) keep a vigilant watch for aircraft
  - (b) confine all movement to the sealed roadway only

- (c) activate an amber beacon on the Vehicle
- (d) not stop or leave Vehicle unattended near this area or within 100 metres of the aircraft approach side (as signposted) without ATC clearance.

3.18.3 The perimeter roadway at the southeast corner of Runway 16L/34R passes within the Runway 34R approach surface. Vehicles proceeding on this portion of roadway must:

- (a) keep a vigilant watch for aircraft
- (b) activate an amber beacon on the Vehicle
- (c) not transit between runway strip end and sign posted area whilst an aircraft is on its last 1000 metres of Runway 34R approach
- (d) confine all movement to the sealed roadway only
- (e) not stop or leave Vehicle unattended within approach area (as signposted) without ATC clearance.

### 3.19 Vehicle Defects

3.19.1 Drivers must:

- (a) notify the company of any defect in a Vehicle, as soon as the driver is aware of it
- (b) immediately draw to the attention of the Vehicle Operator any written statement issued by or on behalf of the Manager and notifying a defect in a Vehicle being driven or attached to a Vehicle of which a driver is in charge.

3.19.2 In the event an Authorised Officer identifies a Vehicle defect, a defect notice will be raised against the vehicle in the AIRDAT Onboard system. The operating Company of the Vehicle will be required to provide an update within the Airdat Onboard system that the defect has been resolved. Should the defect not be updated, SYD reserves the right to suspend or cancel the Vehicle's AUA and request the Vehicle be removed from Airside.

3.19.3 Company is responsible for the vehicle ensuring roadworthiness/Vehicle conditions are met under section 1.7.7.

### 3.20 Vehicle Parking Restrictions and Requirements

3.20.1 Vehicles or equipment must not be parked so that they will obstruct aircraft, other Vehicles or pedestrians using the Airside.

3.20.2 All aircraft servicing equipment must be stored, when not in use, wholly within marked equipment storage areas or other storage areas designated by SYD.

3.20.3 SYD has designated certain marked parking positions for SYD Vehicles and emergency Vehicles only. Only designated Vehicles are permitted to park within these positions.

3.20.4 All aircraft servicing equipment awaiting immediate use is to be staged wholly within marked equipment clearance areas on aircraft parking bays. Service equipment is not positioned on bay greater than 30 minutes prior to aircraft's estimated time of arrival.

3.20.5 All aircraft servicing equipment must be removed from the bay's equipment clearance area within 15 minutes of departure.



- 3.20.6 Vehicles must not be parked or left in areas that are designated by signs or otherwise clearly marked as; no parking areas, limited no parking areas, no standing areas, limited no standing areas.
- 3.20.7 Vehicles must not be parked within 3 metres landside and 2 metres airside of any boundary fence that provides a Landside/Airside barrier, unless so designated. Such boundaries may not be marked or signposted.
- 3.20.8 If a driver fails to comply with certain provisions under the Regulations (including these Airside parking restrictions), SYD may:
- (a) issue an ATIN to the driver or where the driver is unknown, the AUA registered owner of the Vehicle. Monetary penalties may apply and/or
  - (b) commence legal proceedings for these offences.

The breaches may also constitute a breach of the AOL and enforcement activities in accordance with the Enforcement Structure. Compliance Charges may also be applicable.

### 3.21 Parking Restrictions for Refuelling Vehicles

- 3.21.1 Refuelling tanker Vehicles/dispensers Vehicles are not permitted to transit beneath any terminal building at the Airport.
- 3.21.2 Refuelling tanker Vehicles/dispenser Vehicles are not permitted to park unattended within 15 metres of a terminal building unless approved by a sign, marking or notice.
- 3.21.3 Refuelling tanker Vehicles are not permitted to transit through the SWSOOS tunnel located on the western Airport boundary next to the Cooks River, to access the South West Sector Apron.

### 3.22 Push Bikes or Scooters

- 3.22.1 No person is to ride a bicycle, tricycle, scooter or e-scooter Airside without the written permission of the Manager.
- 3.22.2 Push bike riders may dismount and walk with their bike upon entering the Airside.
- 3.22.3 The Manager may approve the use of pushbikes by law enforcement or other government agencies and may impose operating conditions to suit the requirements of the particular operation. However, pushbikes are prohibited on the Manoeuvring Areas.
- 3.22.4 Any approval given by the Manager may be withdrawn at any time by giving (7) seven days written notice of withdrawal.

### 3.23 Unserviceable Areas

- 3.23.1 No Vehicle may enter an area delineated by un-serviceability markers and markings (and lights) unless there is an operational need. If there is an operation need for a Vehicle to enter the area then the driver must exercise extreme caution and only remain in that area

for the period of that operational need.

### 3.24 Leased Areas

3.24.1 The driver of a Vehicle must not enter a Leased Area Airside without approval of the lessee unless they have a regulatory requirement or other lawful authority to enter that area (SYD Vehicles and personnel excepted).

### 3.25 Immobilised Vehicles

3.25.1 If a vehicle becomes immobilised on the Manoeuvring Area, the driver must immediately report this fact to Air Traffic Control. If unable to contact Air Traffic Control, contact the SYD Integrated Operations Centre (IOC) on 9667 9921 and remain with the Vehicle.

3.25.2 If a Vehicle becomes immobilised on an Apron area the driver must notify the SYD Integrated Operations Centre (IOC) on 9667 9921.

3.25.3 The driver of any Vehicle which becomes immobilised on an apron area must provide to SYD staff such assistance as is reasonably requested to move the Vehicle off the Apron area to another area as directed.

3.25.4 If a Vehicle becomes immobilized in the South West Sector Underpass the driver must remain in their Vehicle where safe to do so. CCTV will alert the IOC which will arrange Airfield Operations assistance.

3.25.5 The driver of any Vehicle which becomes immobilised in the South West Sector Underpass must provide to SYD staff such assistance as is reasonably requested to move the Vehicle from the underpass to another area as directed.

### 3.26 Vehicle Accidents

3.26.1 If the driver of a Vehicle is involved in an Accident on the Airside which:

- (a) causes personal injury; or
  - (b) causes property damage,
- the driver must immediately report the Accident to the SYD Integrated Operations Centre (IOC) on phone: 9667 9921.

3.26.2 Unless a statement has already been given to a SYD authorised person (for example, at the scene of the Accident/incident), a written statement is to be forwarded to the Manager, within 72 hours of the occurrence, detailing the circumstances surrounding the accident/incident.

3.26.3 In the event of the Manager AOL and Aviation Safety or his delegate undertaking an investigation, any person(s) involved in or witness to an occurrence, is required to disclose full details of the occurrence to the Manager or his delegate.

3.26.4 Failure to assist in or making available a person(s) for interview as part of a safety investigation may result in that organisation being asked to 'show cause' why it should not have its Vehicle AUAs and driver ADAs removed.

## 3.27 Vehicles Incidents

3.27.1 If the driver of a Vehicle is involved in an incident on the Airside which:

- (a) is a breach of the Regulations or rules within the AVCH or AVCP, or
- (b) gives rise to question the safe operation of the Vehicle,

the driver must make him or herself available to assist in any safety investigation which may be requested by the Manager and provide any and all information relevant to the event on request.

3.27.2 In the event of the Manager AOL and Aviation Safety or his/her delegate undertaking an investigation, any person(s) involved in or witness to an occurrence are required to disclose full details of the occurrence, or such limited details as are agreed between the parties to the Manager or delegate.

3.27.3 Failure to assist in or making available a person(s) for interview as part of a safety investigation may result in that organisation being asked to 'show cause' why it should not have its Vehicle AUA's and driver ADA's removed.

## 3.28 Aviation Security Identification Cards

3.28.1 When driving airside within a Security Restricted Area (SRA), drivers must display an ASIC or other approved Airside security pass issued in accordance with:

- (a) the SYD ASIC Program (approved by Department of Infrastructure and Regional Development);
- (b) the Transport Security Program approved for the Airport; and
- (c) the *Aviation Transport Security Regulations 2005*.

3.28.2 A breach of any of the conditions in this document, may also mean a breach of the conditions of access to the Airside of the Airport. In this event, an Authorised Officer may require the person in breach to leave the Airside at the Airport or withdraw their access permissions. If the action or incident also involves a breach of the conditions on which that person was issued an ASIC by SYD, SYD may suspend or withdraw that ASIC in accordance with its ASIC Program pending further investigation by SYD and/or other regulatory or law enforcement authorities.

## 3.29 Low Visibility Procedures

3.29.1 The minimum visibility conditions under which an aircraft may operate at the Airport for both landings and take-offs are determined by the capabilities of the Airport's facilities such as the Instrument Landing System Category. The Airport is currently classified as a CAT II airport and as such facilitates arrivals in visibility conditions to a minimum visibility of 350m.

3.29.2 Low Visibility Procedures (LVP) are declared by Air Traffic Control (ATC) when aircraft conduct Low Visibility Operations (LVO). Declaration of LVO is triggered when visibility at the aerodrome decreases to less than 800m. Under the declaration of LVP, the management of aircraft and Vehicle movements on the Movement Area becomes restricted.

During this period, positive traffic management of both aircraft and Vehicles on the Manoeuvring Area is under the direct control of ATC.

### 3.29.3 Notification of Low Visibility Procedures will be advised by:

- (a) SYD to all airside operators via SMS alert system. All operators are required to communicate to all personnel Low Visibility Procedures are now in operation. If unsure of the prevailing conditions in place, operators should contact the Sydney Airport Terminal Operations Control on 9667 9921 or SYD ATIS information on 9556 6567.
- (b) SYD ATIS on 118.55. Category 3/4 ADA holders must check the ATIS prior to entering the Manoeuvring Area. SYD ATIS information is also available by phone on 9556 6567.
- (c) Security Officers manning Airport Security Gates, including pedestrian gates, will advise personnel accessing airside of the application of Low Visibility Procedures.

3.29.4 During LVP arriving and departing aircraft movements will continue to operate around the aerodrome. All Airside Vehicle Operators must use extreme caution when operating around areas adjacent to taxiways including aprons and Airside roadways as well as on the Manoeuvring Area itself. Aircraft servicing Vehicles needing to operate on or near Apron areas during Low Visibility Operations shall be under the guidance of Airline/Ground Handling Ramp Supervisors.

3.29.5 Only Vehicles 'essential' to the servicing of aircraft or Airport operations will be permitted to operate on Airside during periods of Low Visibility. All Vehicles required to operate between Aprons must do so using the Airside Roadway system and continue to observe rules for driving Airside as outlined within Section 4 of the AVCH. Vehicles requiring access to the Manoeuvring Area may do so only under ATC direction, these include:

- (a) SYD Operations vehicles
- (b) Airport Rescue Fire Fighting vehicles
- (c) SYD maintenance staff (under escort)
- (d) Air Services Australia technicians (under escort)
- (e) Emergency vehicles (under escort)
- (f) Aircraft tugs involved in pushback operations onto active taxiways; and
- (g) Aircraft tugs - 'positioning' aircraft (under escort).

3.29.6 All Vehicles operating airside during Low Visibility Procedures must display dipped headlights and tail lights and must be equipped with and operate a beacon (also known as a Vehicle Warning Light) compliant with requirements under section 1.7.3 of the AVCH. Vehicles operating on the Manoeuvring Area must also be compliant with Vehicle equipment requirements under section 1.7.4 of the AVCH.

Upon declaration of the Airport's LVPs, any other Vehicles not directly involved with the servicing of aircraft or airport operations at that time must either:

- (a) maintain their then-current position or
- (b) be stored in an area approved for that purpose or
- (c) be stored in such other area as directed by the SYD Operations Officers; or
- (d) be removed from the Airside,

until such time as Air Traffic Control declare the cessation of Low Visibility Operations and the Airport's LVPs no longer apply.

3.29.7 Upon declaration of LVPs, SYD will put in place road closures in the following locations:

- (a) Eastern area EIA 2
- (b) Western Side of Lauriston Park Centre.

Non-essential vehicles south of these locations at the declaration of LVPs will be removed by Airfield Operations shortly after these road closures are put in place.

3.29.8 Under special circumstances, if other Vehicles (i.e. ambulance) need to enter the Airside, the Gate Security Officer must contact the appropriate duty Apron car to ensure an Escort is available.

### 3.30 Escorts

3.30.1 Drivers of Vehicles that are not authorised to drive Airside (i.e. drivers without an ADA and ASIC) may proceed Airside only if under the supervision of an escort. SYD or a Vehicle Operator may make available a suitably authorised person to act as an Escort.

3.30.2 For the purposes of this rule, a suitably authorised person is a holder of an ADA:

- (a) of the category required for the escort; and
- (b) that has been held for no less than three (3) months in that category; and
- (c) trained and endorsed as an Escort driver.

3.30.3 Drivers of vehicles that are under supervision of an escort must not use this clause for aircraft related servicing.

3.30.4 A driver holding an appropriate ADA for the area of operation may escort a vehicle by one of the following ways:

- (a) driving a Vehicle for which an AUA is current and appropriately equipped to escort the supervised Vehicle; or
- (b) accompanying the supervised Vehicle on foot.

3.30.5 Before a driver of a Vehicle commences escorting supervised Vehicle(s), the driver of the escort Vehicle must ensure that the driver has been issued with a security pass and that the driver of the supervised Vehicle is aware of the following requirements:

- (a) any specific rules for driving Airside applicable to the proposed route
- (b) the manner in which the escort will be conducted
- (c) the proposed route
- (d) to closely follow the escort vehicle

- (e) to give way to aircraft and passengers on aprons at all times
- (f) to obtain an Escort for the journey out of the Airside
- (g) to keep the supervised Vehicle behind the escorting Vehicle at a distance that will ensure adequate supervision at all times
- (h) if unsure at any time of correct procedures, to contact the Airfield Operations Supervisor (Car 2) on (02) 9667 9824 for assistance.

3.30.6 The maximum number of Vehicles that may be escorted at one time is two (2) large semi-trailers or four (4) non-articulated vehicles.

3.30.7 Vehicle(s) under escort do not constitute as hours logged driving airside.

3.30.8 Any convoy which exceeds the number of Vehicles stated in section 3.30.5 must have a second escort Vehicle located at the rear of the convoy.

3.30.9 The Manager may withdraw at any time its consent for a driver to act as an Escort. This will be done by written notice to the driver, and will be a new condition of the ADA issued to that driver.

### 3.31 Entry to the Airside

3.31.1 No Vehicle may enter the Airside unless it has a lawful reason or excuse to be Airside.

3.31.2 For safety and security reasons, a Vehicle may be subject to inspection and/or search by the SYD Authorised Officers, an Officer of the Australian Federal Police or other authorised persons by SYD prior to entry to the Airside.

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

- (a) Heightened security
- (b) Aerodrome emergency
- (c) Low Visibility Operations
- (d) Vehicle defect
- (e) As otherwise directed by the Manager or SYD Manager Airport Security.

### 3.32 Vehicles entering the Airside (with an AUA)

3.32.1 All Vehicles with an AUA entering the Airside of the Airport must comply with the following conditions:

- (a) be in a state of good repair
- (b) display a Company logo of the Vehicle Operator
- (c) the Company logo must be displayed on both sides of the Vehicle and be clearly legible from at least 15 metres
- (d) if the Company does not have a logo the Company name and contact number must be displayed in its place

- (e) those vehicles intending to operate during hours of darkness, or in periods of declared low visibility must have an amber beacon affixed to the uppermost part of the body of the Vehicle and must activate the same upon entering the Airside under those conditions
- (f) those Vehicles intending to operate on the Manoeuvring Area must have an amber beacon affixed to the uppermost part of the body of the Vehicle and operate the same when on the Manoeuvring Area
- (g) those Vehicles intending to operate on the Manoeuvring Area must be equipped with a radio capable of contacting Air Traffic Control; and
- (h) Vehicle drivers must adhere to security regulations.

### 3.33 Vehicles entering the Airside (without an AUA)

3.33.1 Drivers must ensure that in respect of all Vehicles entering the Airside of the Airport which do not have an AUA:

- (a) the Vehicle is in a state of good repair
- (b) the Vehicle displays the Company logo of the Vehicle Operator
- (c) the Company logo is displayed on both sides of the Vehicle and is clearly legible from at least 15 metres
- (d) if the Company does not have a logo, the Company name and contact number is displayed in its place
- (e) the Vehicle is not moved anywhere on the Airside unless it is under escort; and
- (f) they adhere to all security regulations.

### 3.34 No Smoking in Vehicles

3.34.1 No person is permitted to smoke inside a Vehicle, while that Vehicle is located on the Airside of the Airport. Monetary penalties may apply.

### 3.35 Vehicles in proximity to Aircraft refuelling operations

3.35.1 Aircraft operators and those drivers servicing aircraft must refer to and adhere by the requirements of Civil Aviation Order 20.9 (Air Service Operators - Precautions in Refuelling, Engine and Ground Radar Operations) - see Attachment B for details.

### 3.36 Traffic Management Devices

3.36.1 SYD may from time to time establish traffic management devices in order to ensure the safe and orderly flow of traffic on the Airside.

3.36.2 Traffic management devices will be established in accordance with Service NSW Standards where applicable and as far as practicable.

3.36.3 Where a CASA aerodrome standard exists, it shall over-ride any other standard.

3.36.4 No person is to interfere with or amend any traffic management device as established by SYD.

### 3.37 South West Sector Underpass

3.37.1 On the approach to the Underpass from either direction the traffic light signal instructions shall be followed as detailed below:

- (a) No light showing - Proceed in accordance with road operating conditions.
- (b) Orange Light - Proceed with caution. Reduce speed 20Km/h when lights flash
- (c) Red Light - Stop traffic shall not enter the Underpass.

### 3.38 Portable Audio Devices

3.38.1 The driver of a Vehicle whilst driving airside must not use or attempt to use any portable audio devices including MP3 Players. Usage of a portable audio device extends to manipulation of the console itself and the use and /or wearing of ear buds/headphones.

### 3.39 Aerobridge Clearance Zones

3.39.1 Aerobridge Clearance Zones are marked as red and white hatched areas located and provide clearance for the movement of Apron drive Aerobridges. Vehicles and equipment are not permitted to enter and/or park a vehicle within the Aerobridge Clearance Zone at any time unless stipulated within the AVCH.

**N.B.** Where refuelling hydrants are located within the Aerobridge Clearance Zones, refuelling trucks shall be permitted to enter the clearance zone only once all Aerobridges are positioned.

### 3.40 Potable Water and Waste Dump Facilities

3.40.1 SYD provides potable water fill points for the upload of potable water to aircraft. In accordance with Section 3.1.4 of the rules for driving Airside, users must ensure the following requirements are met in use of these facilities, in conjunction with requirements outlined within IATA AHM 440.

- (a) Ensure toilet trucks are not parked within 30 metres of a potable water filling point.
- (b) Ensure any FOD cited or created around the potable water filling points is removed or reported to SYD.
- (c) On completion of filling, ensure that the filling hose is returned to the storage tray and the hose cap is secured.

3.40.2 SYD provides two waste dump facilities:

- (a) Domestic located between the Dom 3 and Dom 3A aprons.
- (b) International located behind the Western Blast Fence.

3.40.3 In accordance with Section 3.1.5 of the rules for driving Airside, users of the waste



dump facilities must ensure:

- (a) Only toilet waste is emptied into the macerator.
- (b) Do not throw away any hard rubbish items such as cloths, bottles, rubber gloves or food into the facility.
- (c) Ensure the area is hosed down and all waste materials washed down the pit following emptying of waste trucks.
- (d) Ensure all hoses are retracted and left tidy after each use.
- (a) Ensure all taps are switched off

### 3.41 ULD Control

3.41.1 Empty ULD containers are prohibited from being stored on apron either on the ground or where stored on rolling stock and:

- (a) May only be staged on aprons where they are in the process of being handled for loading or unloading from an aircraft, and where ground handling personnel are in attendance and must not be left unattended on the apron
- (b) Empty ULD containers should be transported to a ULD storage facility or alternate leased facilities as soon as possible following unloading from aircraft.
- (c) Be transported with the container doors/curtains closed and locked and must not be transported during high winds.

## 4 THE POINTS SYSTEM

### 4.1 Introduction

- 4.1.1 SYD is committed to creating a safe airside working environment for all stakeholders. A major way that all airside drivers can contribute to this process is through the open and timely reporting of incidents. SYD applies a just culture to the reporting of incidents and where possible will review any systemic contributions to breaches of the rules in the AVCH. This may lead to a reduced penalty or caution being applied in lieu of the penalty points outlined in this section, however the penalty applied will always be at the discretion of the Manager or their delegate.
- 4.1.2 Any person(s) found driving or acting contrary to the conditions set out in this Handbook or Pocketbooks may accumulate penalty points against their ADA for each breach.
- 4.1.3 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.
- 4.1.4 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.
- 4.1.5 If a driver commits multiple offences, he/she may lose multiples of points for each offence committed - points issued will be cumulative for a given action or behaviour.
- 4.1.6

	Offence	Points	ADA Suspension	AVCH Ref:
	<b>Speeding</b>			
501	Exceeding the Speed Limit in a shared zone by less than 10 km/h	6	14 Day ADA Suspension	<a href="#">3.5.1</a>
502	Exceeding the Speed Limit in a shared zone by more than 10 km/h	9	14 Day ADA Suspension	<a href="#">3.5.1</a>
503	Exceeding the Speed Limit by less than 10 km/h	3	14 Day ADA Suspension	<a href="#">3.5.1</a>
504	Exceeding the Speed Limit by more than 10 km/h but less than 20 km/h	6	14 Day ADA Suspension	<a href="#">3.5.1</a>
503	Exceeding the speed limit by more than 20 km/h but less than 30 km/h	9	14 Day ADA Suspension	<a href="#">3.5.1</a>
506	Exceeding the speed limit by more than 30 km/h	12	14 Day ADA Suspension	<a href="#">3.5.1</a>

	Safety in the vicinity of Aircraft	Points	ADA Suspension	AVCH Ref:
510	Failure to give way to taxiing aircraft	9	2 Week ADA Suspension	<a href="#">3.7.1</a>
511	Failure to give way to aircraft under tow	6	2 Week ADA Suspension	<a href="#">3.7.1</a>
512	Failure to stop when an aircraft has beacons activated	3	1 Week ADA Suspension	<a href="#">3.10.3</a>
513	Failure to give way to an aircraft that has commenced pushback	6	2 Week ADA Suspension	<a href="#">3.7.1</a>

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**Note:** Drivers whose ADA is suspended for failing to give way to aircraft, must recomplete the Airside Driver Awareness eLearning course in AIRDAT, upon which time the ADA will be reinstated. Repeat offences within a 12 month period will result in the applied ADA suspension periods outlined above being doubled

	<b>Failure to Abide by Airside Markings</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
550	Failure to stop at a stop sign	3	Nil	<a href="#">3.2.4(g)</a>
551	Failure to give way at a give way sign	3	Nil	<a href="#">3.2.4(g)</a>
552	Disobeying traffic signals	3	Nil	<a href="#">3.2.4(g)</a>
553	Failure to use marked roadway (where provided)	3	Nil	<a href="#">3.3.2</a>
554	Disobeying traffic directions	3	Nil	<a href="#">3.2.4(g)</a>
555	Accessing an area in a Vehicle without lawful reason or excuse	3	Nil	<a href="#">3.24.1</a> , <a href="#">3.33.1</a>

556	Failure to comply with ATC Instruction	3	Nil	<a href="#">3.15.2</a> , <a href="#">3.15.3</a> , <a href="#">3.16.1</a> , <a href="#">3.29.2</a>
557	Interfering with or disturbing traffic management devices	6	Nil	<a href="#">3.36.4</a>
558	Entering or parking in an Aerobridge Clearance Zone	3	Nil	<a href="#">3.39.1</a>

	<b>Dangerous Driving</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
580	Driving in a manner dangerous to people, other vehicles, or equipment	6	Nil	<a href="#">3.9.1</a>

	<b>Improper Overtaking</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
581	Failure to overtake in a safe manner	3	Nil	<a href="#">3.8.1</a>

	<b>Foreign Object Debris</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
600	Dropping FOD from a vehicle	6	Nil	<a href="#">3.6.2</a>
601	Failure to secure a load, ULD on a vehicle, trailer, or rolling stock	3	Nil	<a href="#">3.6.2</a>
602	Failure to remove FOD and/ or plastic wrap from a vehicle or equipment	3	Nil	<a href="#">3.6.2</a>
603	Use of plastic wrap on rolling stock	3	Nil	<a href="#">3.6.4</a>

	<b>Improper Lighting</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
610	Failure to dip headlights	3	Nil	<a href="#">3.15.1(h)</a>
611	Driving without headlights	3	Nil	<a href="#">3.15.1(h)</a>
612	Failure to use rotating beacons on manoeuvring area	3	Nil	<a href="#">3.15.1(d)</a>
613	Failure to use rotating beacon at night/low visibility	3	Nil	<a href="#">3.2.4 (h)</a>

	<b>Low Visibility</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
630	Driving airside during low visibility conditions without authority	6	Nil	<a href="#">3.29</a>

	<b>No Smoking</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
640	Smoking in a vehicle on the airside	Fine	Nil	<a href="#">3.34.1</a>

	<b>Pedestrian Safety</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
650	Failure to give way to passengers or pedestrian at a pedestrian crossing	3	Nil	<a href="#">3.17.3</a>
651	Driving across a passenger pedestrian crossing during loading/unloading of passengers	3	Nil	<a href="#">3.17.2</a>

	<b>Towing of Freight Dollies</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
690	Towing more than the allowable number of rolling stock	3	Nil	<a href="#">3.11.1</a>

	<b>Riding on Equipment</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
700	Carrying a passenger when there is no seat provided Offence – Driver	6	Nil	<a href="#">3.12.1</a>
701	Offence – Each person without a seat and holding an ADA	3	Nil	<a href="#">3.12.2</a>

	<b>Seat Belts</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
710	Failure to wear seat belt (where fitted)	3 – Per Occupant	7 Day ADA Suspension	<a href="#">3.12.3</a> <a href="#">3.12.4</a>

	<b>Bicycle</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
720	Riding a bicycle Airside (unless permitted by SYD)	3	Nil	<a href="#">3.22.1</a>

	<b>Failure to Follow Directions</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
770	Failure to follow any directions of SYD Authorised Officer	3	Nil	<a href="#">1.3</a> , <a href="#">3.1.2</a>
771	Failure to show ADA when requested by an Authorised Officer	3	Nil	<a href="#">1.3.1</a> ; <a href="#">1.3.2</a> ; <a href="#">3.1.2</a>
772	Failure to show State Driver Licence when requested by an Authorised Officer	3	Nil	<a href="#">1.3.2</a> <a href="#">1.3.3</a> <a href="#">3.2.3</a>
773	Failure to stop after an accident or incident	3	Nil	<a href="#">3.26.1</a>

	<b>Exceeding Authority</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
800	Driving on an apron without the appropriate authority	3	Nil	<a href="#">2.2.1(a)</a>
801	Driving on a taxiway or taxilane without the appropriate authority	6	Nil	<a href="#">2.2.1(b)</a>
802	Driving on a runway without the appropriate authority	12	Nil	<a href="#">2.2.1(c)</a>
803	Operating a vehicle airside without a valid ADA	12	Nil	2.22.10

	<b>Improper Parking</b> (Points may apply to identified ADA holders)	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
810	Parking in a 'No Parking' zone	Fine (3)	Nil	<a href="#">3.14.1</a>
811	Parking in a 'No Standing' or 'No Stopping' zone	Fine (3)	Nil	<a href="#">3.14.1</a>
812	Parking in a designated SYD Vehicle or emergency Vehicle zone	Fine (3)	Nil	<a href="#">3.20.3</a> <a href="#">3.14.1</a> <a href="#">3.21</a>
813	Parking in an area that obstructs fire stairs/emergency egress or access pathway	Fine (9)	Nil	<a href="#">3.14.1</a> <a href="#">3.21</a>
814	Parking in an area that obstructs traffic	Fine (3)	Nil	<a href="#">3.20.1</a> <a href="#">3.21</a>
815	Parking in an area that obstructs pedestrians	Fine (3)	Nil	<a href="#">3.20.1</a>
816	Parking in an area that obstructs aircraft	Fine (3)	Nil	<a href="#">3.20.1</a>
817	Failure to park wholly within a designated storage area	Fine (3)	Nil	<a href="#">3.20.2</a>
818	Parking within the prescribed distance(s) of an Airside/ Landside barrier	Fine (3)	Nil	<a href="#">3.20.5</a>

	<b>Other</b>	<b>Points</b>	<b>ADA Suspension</b>	<b>AVCH Ref:</b>
901	Failure to display AUA	3	Nil	<a href="#">1.8</a>
902	Failure to have a valid AUA	3	Nil	<a href="#">1.3</a>
903	Failure to display Company logos/identification on Vehicle	3	Nil	<a href="#">3.32.1</a> <a href="#">3.33.1</a>
904	Failure to carry Airport map/tower signals in Vehicle	3	Nil	<a href="#">3.32.2</a>

905	Failure to maintain proper Escort (Vehicle/aircraft)	3	Nil	<a href="#">3.30</a>
906	Failure to report Vehicle accident/incident	3	Nil	<a href="#">3.26</a>
907	Failure to provide information or giving false or misleading information	3	Nil	<a href="#">3.26.3</a> <a href="#">3.27.2</a>
908	Failure to give way to Vehicles already on the Airside road	3	Nil	<a href="#">3.7.2</a>
909	Failure to make contact with ATC prior to commencing aircraft escort	3	Nil	<a href="#">3.15.3</a>
910	Using a hand-held mobile phone while driving Airside	3	Nil	<a href="#">3.13</a>
911	Using a portable audio device whilst driving Airside	3	Nil	<a href="#">3.13</a> <a href="#">3.38.1</a>
912	Unauthorised use of a third-party's vehicles or equipment	3	Nil	<a href="#">3.2.5</a>
999	Operating a Vehicle contrary to a condition within the AVCH	3	Nil	<a href="#">ALL</a>

- 4.1.7 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.
- 4.1.8 If a driver commits multiple offences, he/she may lose multiples of points for each offence committed - points issued will be cumulative for a given action or behaviour.

## 4.2 Monetary Penalties

- 4.2.1 SYD may issue infringement notices or take legal action, involving monetary penalties, for breaches of the Regulations.

## 4.3 Notification to Operating Company

- 4.3.1 If an ATIN is issued to any driver, it will be recorded by SYD and a notification specifying the details of the offence may also be forwarded to the Company/Vehicle Operator sponsoring the ADA of the driver.
- 4.3.2 Infringement Notices may be managed as a breach of an AOL in accordance with the Enforcement Structure and Compliance Charges.



## 5.0 MISCELLANEOUS

### 5.1 Schedule of Fees

- 5.1.1 Details of fees for Airside Driving services provided by SYD can be obtained from the SYD ID, Access and Airside Driving Centre.

### 5.2 Exemptions

- 5.2.1 Any person, including a Vehicle Operator or ADA applicant, may apply to the Manager for exemption from certain provisions of this Handbook either generally or in relation to specific situations, persons, activities or Airside areas. However, any exemption is at the absolute discretion of the Manager (who must take into account legislative obligations in determining whether an exemption can be granted).
- 5.2.2 Any such exemption, if granted, would be considered as a temporary measure until the particular conditions of this Handbook can be met by the applicant.
- 5.2.3 The Manager may approve, in writing, any such exemption on such conditions as the Manager considers appropriate.

### 5.3 Driving Airside without Authority

- 5.3.1 Any person found driving on the Airside of the Airport without the proper authority is in breach of the Regulations and may be subject to prosecution.

### 5.4 Changes in Government Departments

- 5.4.1 If a government department (Department) which is a Vehicle Operator or an Approved Issuing Authority is affected by a change in administrative arrangements which allocate the Department's functions involving Airside operations to a new or another Department, this AVCH operates in relation to the new or the other Department, as far as possible, as if all actions previously taken by or in relation to the previous Department had been taken by, or in relation to, the new Department.

### 5.5 Transition

- 5.5.1 As far as possible, actions taken under a previous AVCH for the Airport shall be taken to have been done under this AVCH and shall be subject to amendment, renewal, cancellation and/or suspension as the case may be in accordance with this Handbook

## 5.6 Emergency Service Vehicles

- 5.6.1 Airport Emergency Service Vehicles consist of the Aviation Rescue Fire Fighting Service and the Australian Federal Police.
- 5.6.2 Due to the nature of their role, it is possible that they may in the course of specific duties breach the rules for driving Airside. Station 'Standing Orders' have been developed and agreed between SYD and the respective Emergency Services, so that any breach of the AVCH is restricted to specific 'response' actions. At no time will safety be compromised.
- 5.6.3 Other State Emergency Service Vehicles will unless otherwise authorised, be subject to the conditions of this Handbook.

## 5.7 Emergency Response Vehicles

- 5.7.1 SYD Operations and Safety Coordinators Vehicle(s) will respond to emergencies on the Airport.
- 5.7.2 Due to the nature of their role, Airport Operations Officers may in the course of specific duties breach the rules for driving Airside. 'Standard Operating Procedures' have been developed and provide strict guidelines for responding to emergency situations and specific 'response' actions. At no time will safety be compromised.

## 6 RADIO COMMUNICATIONS

### 6.1 Introduction

- 6.1.1 Vehicles intending to operate on the Manoeuvring Areas of the Airport must be equipped with radios capable of maintaining two-way communications with Air Traffic Control.
- 6.1.2 Vehicle Operators are responsible for organising information, instruction or training so that drivers can obtain a Radio Operator's Certificate of Proficiency, through the CASA or its approved delegate.
- 6.1.3 Drivers should refer to their Radio Operators Certificate of Proficiency notes to ensure that they fully understand the regulations and restrictions that apply to the Movement Area and specifically the Manoeuvring Area.

### 6.2 Transmission Techniques

- 6.2.1 The efficient use of two-way radio depends largely on microphone technique, the method of speaking and choice of words used by the operator. (Refer to your Radio Operators Certificate of Proficiency notes.)

### 6.3 Phonetic Alphabet

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

### 6.4 Radio Checks and Testing

- 6.4.1 For routine radio checks or whenever it is suspected that radio equipment may not be performing correctly, a mandatory radio check is required.
- 6.4.2 The minimum acceptable standard for a transmitter's readability on the Airport is 'Four'.

### 6.5 Radio Emergency Procedures

- 6.5.1 If the driver suspects for any reason the VHF radio has ceased to operate, he/she should expedite the return of the Vehicle to base to have the radio repaired.
- 6.5.2 If at the time of a suspected or actual radio failure, the Vehicle was proceeding in accordance with an ATC clearance, the driver should vacate the manoeuvring area without entering or crossing a runway or Rapid Exit Taxiway (RET).

## 6.6 Procedures for Vehicles to Vacate Manoeuvring Area

6.6.1 If directed to vacate the manoeuvring area, you must:

- (a) if on runway, vacate the runway immediately;
- (b) vacate the Manoeuvring Area via the safest direct route; do not cross runways or RETs;
- (c) exercise extreme caution at all times and keep a vigilant watch for aircraft;
- (d) upon vacating the manoeuvring area, establish contact with ATC and advise that you are clear of the Manoeuvring Area. Use either another radio or telephone; and
- (e) do not re-enter the Manoeuvring Area until the radio has been repaired.

## 6.7 Procedures for Tugs (Towing Aircraft) to Vacate Manoeuvring Area

6.7.1 If on runway:

1. vacate the runway immediately onto the nearest taxiway. Ensure the aircraft has vacated the runway strip then hold position;
2. hold position on the taxiway and await arrival of Sydney Airport Operations Officer. Do not leave your Vehicle; and
3. make no more than two transmissions to ATC to advise of your situation (suspected radio failure) and intentions.

## 6.8 Some General Tips

Before you go out onto the Manoeuvring Area:

- (a) know the procedures;
- (b) know the light signals;
- (c) be Precise - and patient;
- (d) comply with instructions;
- (e) comply with this Handbook;
- (f) keep your eyes open, stay alert and never go beyond hearing range of your radio;
- (g) plan work carefully and avoid any tendency to rush whilst Airside;
- (h) never leave anything (equipment or tools) on the Movement Area; and
- (i) brief yourself on the current situation on the Manoeuvring Area by listening to the ATIS before proceeding.

If you become confused about what is happening, leave the Movement Area immediately and consult your supervisor about further information, instruction, training or supervisi

## 6.9 Tower Signals to Vehicles

If you receive light signals from ATC, respond to them promptly.

- |                   |   |
|-------------------|---|
| (a) GREEN FLASHES | Permission to cross Runway or to move on a taxiway            |
| (b) STEADY RED    | Stop immediately  |
| (c) RED FLASHES   | Move off the Runway or taxiway and watch out for aircraft     |
| (d) WHITE FLASHES | Vacate the Manoeuvring Area in accordance with local Handbook |

## 6.10 Radio Frequencies

CONTROLLER	CALLSIGN	FREQUENCY	AREA
Sydney Coordinator	Sydney Coordinator	127.6 MHz	Aerodrome
Sydney Tower Aerodrome Controller East	ADC E	124.7 MHz	R/W 16L/34R and associated T/W's east of 'C' + Helipad
Sydney Tower Aerodrome Controller West	ADC W	120.5 MHz	R/W's 16R/34L and 07/25
Surface Movement Controller East	SMC E	121.7 MHz	T/W's east of R/W 16R/34L
Surface Movement Controller West	SMC W	126.5 MHz	T/W's west of R/W 16R/34L
Automatic terminal Information Service	ATIS	118.55 MHz 126.25 MHz	
Airport Emergency Response	<b>Not to be used by anyone other than ARFF</b>	131.0 MHz	

## 6.11 Call Sign for Ground Vehicles

SYD maintains a register of Vehicle call signs and provides this list to Airservices Australia for consultation purposes prior to finalising any call sign.

Should a Vehicle Operator intend to operate a Vehicle on the Manoeuvring Areas, a call sign should be applied for by contacting the Ground Standards and Training Supervisor

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 SYD's Ground Standards and Training Supervisor

## 6.12 In operable VeeLo on the manoeuvring area

ATC monitor vehicle movements on the Manoeuvring Area via A-SMGCS. In the event of a VeeLo failure, ATC will notify the Vehicle Operator and the Airfield Operations Supervisor via the radio. The Vehicle must then exit the Manoeuvring Area via the nearest available exit point. Should the Vehicle have an aircraft under tow, the Vehicle will be permitted to complete the tow.

Where a Vehicle Operator has been notified of an inoperable VeeLo, the Vehicle must not return to the Manoeuvring Area until it is equipped with a serviceable Veelo.

During Low Visibility Procedures (LVP) ATC will instruct the operator of any Vehicle with an unserviceable VeeLo to hold position. The Airfield Operations Supervisor shall arrange an escort to allow the Vehicles movement from the Manoeuvring Area.

## DEFINITIONS

Defined terms have the meaning given to those terms in the AOL. In addition, the following terms used in this AVCH have the following meanings:

Accident	Any vehicle accident which:  (a) results in, or could potentially have resulted in, personal injury or damage to SYD property; or  (b) might potentially involve SYD in WHS or other proceedings.  (SYD must be notified immediately of all Accidents).
Aeronautical Radio Operator Certificate	A certificate issued in accordance with CASR regulation 83A
Airport	Means Sydney (Kingsford Smith) Airport
Airside	The area of the Airport designated as Airside and to which the general public does not have access.
Airside Road	An Airside road which remains clear of the Manoeuvring Area except in areas where the road, marked as a road, crosses a taxiway.
Air Traffic Control (ATC)	A general term about the exercise of control over aircraft and Vehicles on Airport, by Air Services Australia
Airside Traffic Infringement Notice (A.T.I.N)	An infringement notice issued by an Authorised person, following a breach of the Regulations for Driving Airside
	An infringement notice issued by an Authorised person, following a breach of the Rules for Driving Airside as set out in the AVCH and AVCP
Authority for Use Airside (AUA)	An authority to use a Vehicle Airside issued in accordance with the Regulations
Approved Testing Officer	A person approved by SYD in accordance with this Handbook

Apron	That part of an Airport used: for the purpose of enabling passengers to board, or disembark from aircraft; for loading cargo on to, or unloading cargo from, aircraft; and /or for refueling, parking or carrying out maintenance on aircraft
A-SMGCS	Advanced Surface Movement Guidance and Control System, used for the safe control of aircraft and Vehicles operating on the Manoeuvring Area.
Authority to Drive Airside (ADA)	An authority to drive airside issued in accordance with the Regulations
Authorised Officer	A person appointed by the Secretary to the Department of Transport & Regional Services as an authorised person under the Regulations.
ATIS	Frequency for the Automatic Terminal Information Service controller
Authorised Signatory	A authorised signatory employed by a Vehicle Operator to sign a request for a AUA/ADA application
Backtrack	Taxiing on a runway in the opposite direction to the current direction of operation
Business Days	Business days are deemed as Monday to Friday (excluding public holidays). Any temporary ADA suspension which would ordinarily expire on Saturday or Sunday will roll over to the next available business day
CASA	The Civil Aviation Safety Authority
Company	The owner or other person, firm, company or corporation (including government departments or business enterprises), controlling the operations of one or more Vehicles on Airside, or any person who has procured such vehicle for operation by his own agents



Car # (i.e. Car 2)	Refers to the Radio call sign/designation of a Sydney Airport Operations vehicle
Civil Aviation Safety Regulation (CASR)	The <i>Civil Aviation Safety Regulations 1998</i> (Cth)
Dangerous Driving	Means driving without due care and attention, including driving without regard for the safety of aircraft, passengers and others on the Airside
Escort	An ADA holder who accompanies a vehicle and who accepts responsibility for its control at all times
Frequent	At least three times per week
Handbook	This AVCH, including any appendices or attachments
Landside	That portion of the Airport not designated as Airside and to which the general public normally has free access
Leased Area	An area in respect of which a tenant pays a fee under a lease for exclusive use of that area
Low Visibility Operations (LVO)	Aircraft approved to conduct operations, low visibility take offs with an RV/RVR of less 800m or approaches with minima less than CAT I (eg CAT II or III) when, Low Visibility Conditions exist.
Low Visibility Procedures (LVP)	Procedures that have been developed by the aerodrome operator and ATC to manage ground traffic by restricting vehicle and pedestrian access to the movement area in order to allow aircraft to operate safely and minimise the possibility of a runway incursion during Low Visibility Conditions. Air Traffic Control declare LVP in progress at a trigger point when weather conditions are at the minima and the forecast is that the visibility will reduce to below 800m and/or cloud base is below 200ft.

Manoeuvring Area	That part of the Airport used for the takeoff, landing and taxiing of aircraft, excluding Aprons
Markings	A line, symbol or group of symbols/lines displayed on the surface of the Movement Area in order to convey information.
Movement Area	That part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons
Pavement Markings	The symbols, lines, words and figures displayed on the surface of a Movement Area
Pocketbook	The publication containing rules for driving Airside, markings, airport map etc., which is applicable to that category of airside driving authority shown on the cover
Prohibited Area	Any part of the Airport, designated by legislation or otherwise, access to which is prohibited to persons not having lawful authority or excuse to enter the area
Rapid Exit Taxiway (RET)	A taxiway that enables higher than normal exit speeds off a runway
Regulations	<i>The Airports (Control of On-Airport Activities) Regulations 1997 (Cth)</i>
Restricted Area	Any part of the Airport, designated by legislation or otherwise, access to which is prohibited to persons not having lawful authority or excuse to enter the area
Runway/Taxiway Strip	A specific area on each side of the runway/taxiway designed to reduce the risk of damage to an aircraft should it run off the runway/taxiway
Service NSW	A New South Wales Government executive agency
Speed Limit	The speed limit in a particular area, determined in accordance with Part 4 of this Handbook

Subsidiary	A wholly owned subsidiary company
Supervision	Supervision in accordance with the Rules for Drivers Operating Airside
Supervised Vehicle	A Vehicle driven under Supervision in accordance with the Rules for Drivers Operating Airside
SWOOS	The South and Western Sydney Ocean Outfall Sewer
SYD Vehicle	All Vehicles owned by or under the direct control of SYD
Transport Security Program	The Sydney Airport Transport Security Program (or TSP) issued in accordance with the <i>Aviation Transport Security Act 2004</i> (Cth) and Aviation Transport Security Regulations 2005 (Cth)
Terminal 1	The International terminal at the Airport which is operated by SYD (also known as the "Sydney International Terminal")
Terminal 2	The domestic terminal at the Airport which is operated by SYD
Terminal 3	The domestic terminal at the Airport which is operated by Qantas. All conditions in relation to this Handbook apply around the Terminal but not directly under the Terminal
VeeLo	An electronic surveillance device that meets the technical standards for the equipment published within the Manual of Standards Part 139 required by vehicles that enter, or move on the Manoeuvring Area
Vehicle Operator	A person, firm, body corporate or government department controlling the operation of a Vehicle whether as owner, hirer or otherwise
Vehicle	A motor vehicle or other specialised Airside Mobile Plant or equipment, other

	<p>than bicycles and tricycles, and including Specialist Airport Vehicles and Standard Road Vehicles as defined in the AOL.. A vehicle includes:</p> <ul style="list-style-type: none"><li>(a) A trailer, caravan or portion of an articulated vehicle; or</li><li>(b) An object that was designed or adapted for use as a vehicle but is incapable of being so used because:<ul style="list-style-type: none"><li>i. One or more parts have been removed from it; or</li><li>ii. It is in a wrecked or damaged condition.</li></ul></li></ul>
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## ATTACHMENTS

Attachment A	Indemnity and Release Form
Attachment B	Civil Aviation Order 20.9
Attachment C	ADA 2 Pocketbook
Attachment D	Airside Map
Attachment E	CAT 2PI Authorised Areas of Manoeuvring Area; and CAT 2PD Authorised Areas of Manoeuvring Area
Attachment F	Authority to Drive Airside – Category 2PI/D Practical Observation Log (POL) Authority to Drive Airside – Category 4 Practical Observation Log (POL)

Attachment A

**Deed of indemnity and release form**

**A copy of the form is available via the Onboard module of AIRDAT**

Attachment B

**Civil Aviation Order 20.9**

**Copies of these documents are available from the Australian Government Federal Register of Legislation Website – [www.legislation.gov.au](http://www.legislation.gov.au)**

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Document Name: Airside Vehicle Control Handbook

Document No: AVS-ADC-PO-25

Revision No: 1.2024

EDM ID: 25103858

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Review Date: As Required

Approved By: Manager AOL and Aviation Safety

**THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED**

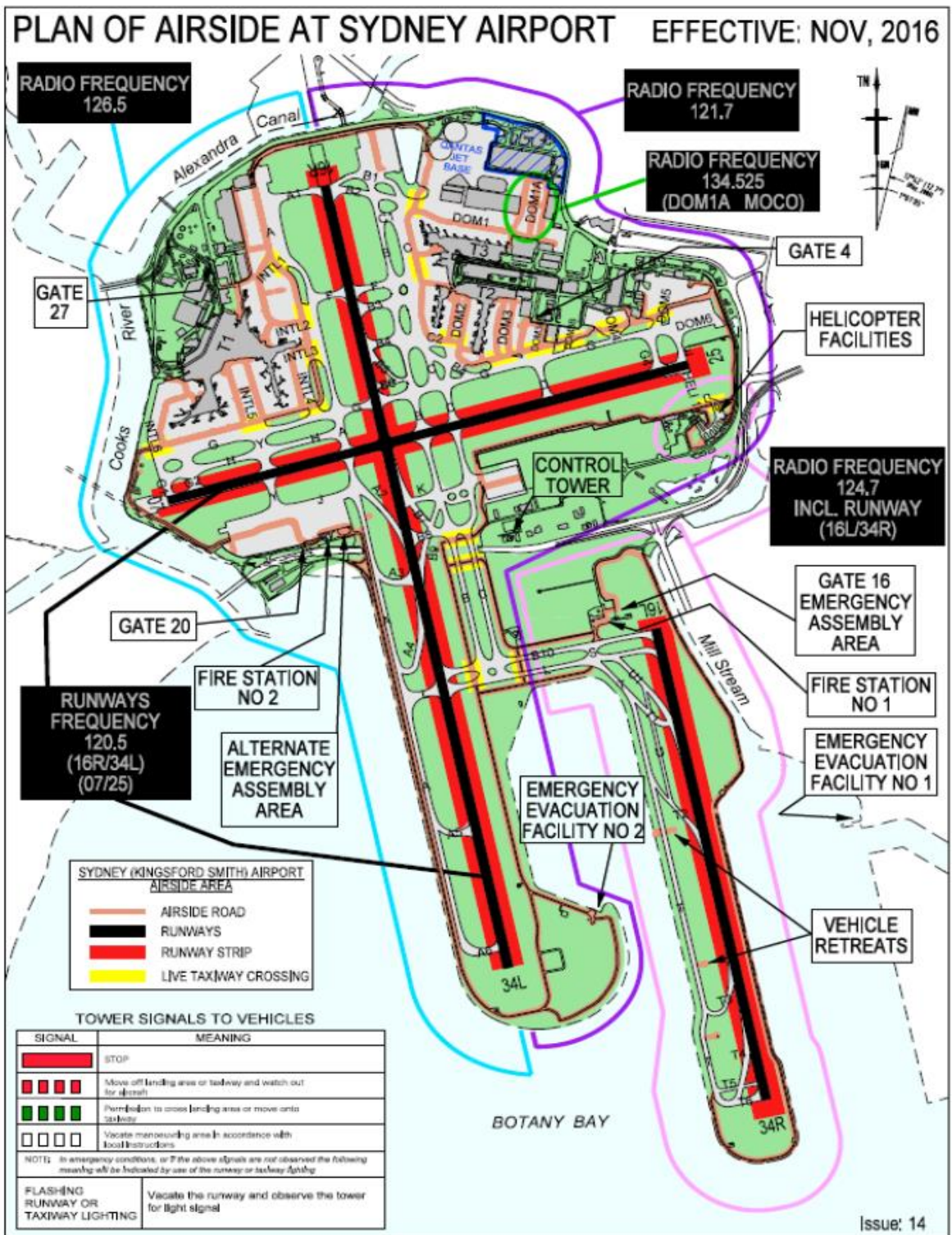
SYD Classification: Confidential

Attachment C

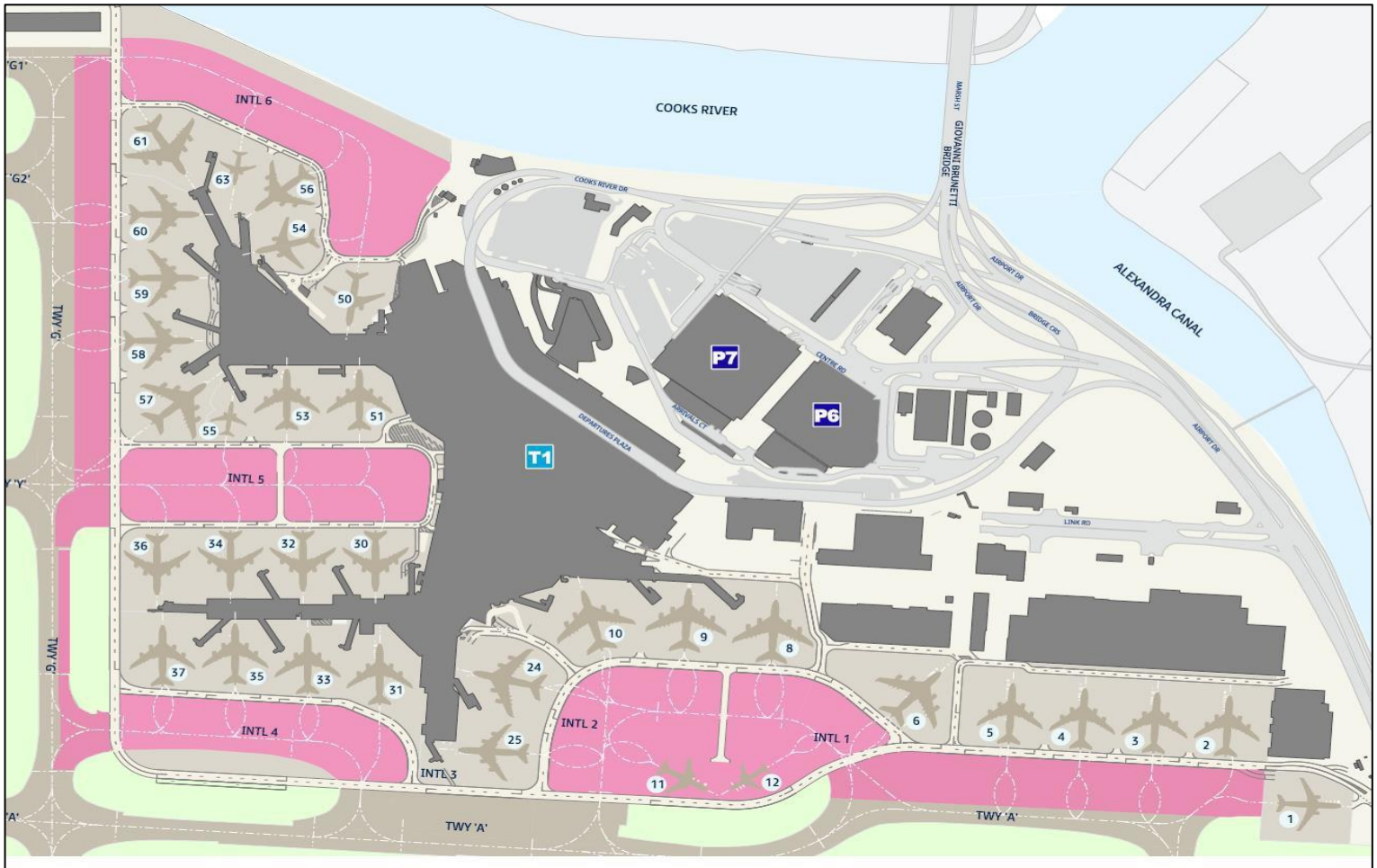
**Airside Driving Pocketbook**

**A copy of this pocketbook is available from  
the Airside Driving Centre webpage of the Sydney Airport Website:**  
<https://www.sydneyairport.com.au/corporate/join-us/working-on-airport/airside-driving-centre>

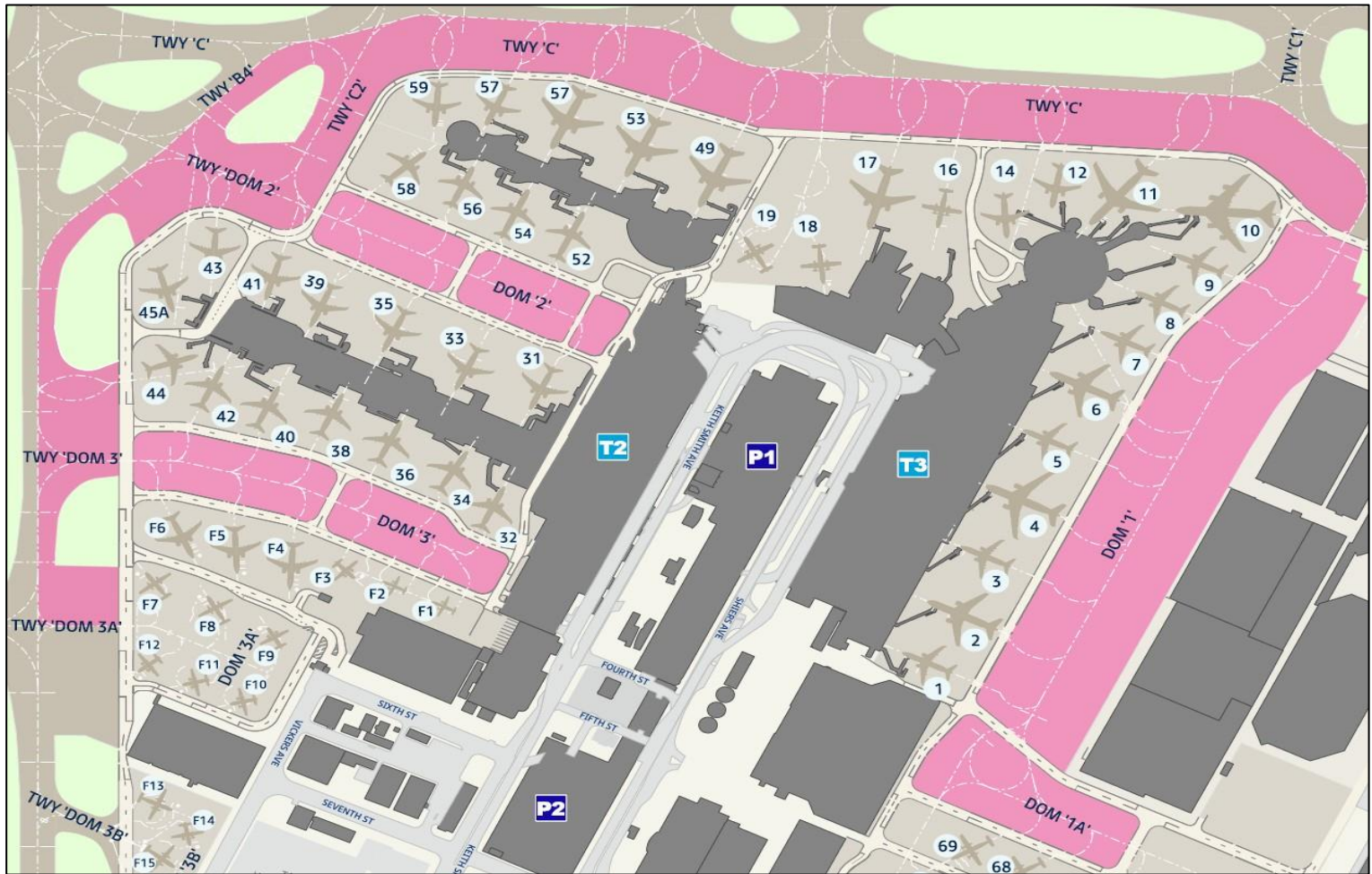




Category 2PI Authorised Areas of Manoeuvring Area



## Category 2PD Authorised Areas of Manoeuvring Area



Authority to Drive Airside Category 2PI/D – Practical Observation Log

Authority to Drive Airside Category 2PI/D - Practical Observation Log



Applicant Name: \_\_\_\_\_ Category: CAT 2PI / CAT 2PD / (Please circle)

All Applicants must:

- Complete 2P Airside Driver Awareness eLearning
- **INITIAL ONLY** Category 2PI: As per CAT 2 driver logged [hours](#)
- **INITIAL ONLY** Category 2PD: As per CAT 2 driver logged [hours](#)
- Hold an Aeronautical Radio Operators Certificate (AROC).
- Successfully pass the Theory Assessment within 6 months in one or both of the following:
  - (a) **INITIAL ONLY** – Recorded ADA hours.
  - (b) Minimum of 10 recorded pushbacks under the direct supervision of a company authorised pushback operator.

- Minimum of 10 pushbacks conducted in the single precinct to be completed under the direct supervision of a company authorised pushback operator who holds a valid Category 3 ADA or higher.
- Company trainer must sign verifying completed Practical Observation log.

Category 2P

		Aircraft Pushback Details			Supervising Driver Details				
	Date	Start	Intl/Dom	Bay	Vehicle Call Sign	Name	ADA Category	ADA Number	Signature
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

In authorising this application, I certify that the applicant has complied with the above requirements and those set forth by the Sydney Airport Airside Driving Centre and accordance with the Airside Driving Pocketbook and Airside Vehicle Control Handbook.

Trainer Name: \_\_\_\_\_ Trainer Sign: \_\_\_\_\_

## Authority to Drive Airside Category 2PI/D – Practical Observation Log

### Authority to Drive Airside Category 2PI/D - Practical Observation Log



Applicant Name: \_\_\_\_\_ Category: CAT 2PI / CAT 2PD / (Please circle)

**All Applicants must:**

- Complete 2P Airside Driver Awareness eLearning
- **INITIAL ONLY** Category 2PI: As per CAT 2 driver logged [hours](#)
- **INITIAL ONLY** Category 2PD: As per CAT 2 driver logged [hours](#)
- Hold an Aeronautical Radio Operators Certificate (AROC).
- Successfully pass the Theory Assessment within 6 months in one or both of the following:
  - (a) **INITIAL ONLY** – Recorded ADA hours.
  - (b) Minimum of 10 recorded pushbacks under the direct supervision of a company authorised pushback operator.

- Minimum of 10 pushbacks conducted in the single precinct to be completed under the direct supervision of a company authorised pushback operator who holds a valid Category 3 ADA or higher.
- Company trainer must sign verifying completed Practical Observation log.

#### Category 2P

		Aircraft Pushback Details			Supervising Driver Details				
	Date	Start	Intl/Dom	Bay	Vehicle Call Sign	Name	ADA Category	ADA Number	Signature
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In authorising this application, I certify that the applicant has complied with the above requirements and those set forth by the Sydney Airport Airside Driving Centre and accordance with the Airside Driving Pocketbook and Airside Vehicle Control Handbook.

Trainer Name: \_\_\_\_\_ Trainer Sign: \_\_\_\_\_

## Schedule 1: Airside Vehicle and Equipment Impound Removal and Storage Fees

### Purpose:

This schedule outlines the fees associated with the removal, impound and/or storage of Airside vehicles as provided for in Section 2.14 of the Airside Vehicle Control Handbook (AVCH).

### Impound Fee Schedule:

Fee Type	Description	Fees (excl GST)
Impound Fees	Fees associated with the removal of equipment to impound and associated daily storage fees in accordance with the AOL section 4.6.1.2 (b).	<p><b>Removal Fee</b> Fees will be invoiced for costs only incurred by SYD to remove the vehicle (e.g. tow truck, crane requirements etc).</p> <p><b>Daily Storage Fee:</b> Day 1: \$150.00 Days 2-7: \$100.00 per day Days 8-30: \$65.00 per day</p>
Site Storage Fees	Vehicles unable to immediately be removed due to their requiring heavy equipment such as a crane to arrange removal are provided 7 days to remove. Should the vehicle not be removed within this time, the Licensee is charged an initial Site Storage Fee. Beyond 7 Days, a Daily site Storage Fee applies until removed.	<p><b>Initial Site Storage after 7 Days:</b> \$750.00</p> <p><b>Daily Site Vehicle Storage fee:</b> \$150.00 per day until removed</p> <p><b>Note:</b> Vehicles or equipment subsequently removed by SYD to Impound will incur 'Impound Fees' outlined above.</p>
Bay Closure Fees	<ul style="list-style-type: none"> <li>Bay closure fees are applied where vehicles or equipment impede safe and efficient operation of aircraft parking bays.</li> <li>Where SYD closes a bay due to the Licensee failing to remove, it will charge an Initial Bay Closure fee based upon a minimum three hours.</li> <li>Closures beyond three hours incur further hourly bay closure charges capped at 6 hours daily per vehicle or equipment.</li> </ul>	<p><b>Initial Bay Closure Fee</b> \$420.00</p> <p><b>Hourly Bay Closure Fee</b> \$140.00 (up to 6 hours per day)</p> <p><b>Note:</b> The total potential Bay Closure fees applicable is \$1260.00 per day per vehicle or equipment</p>