



**2023**

# **AIRSIDE DRIVING MANUAL**

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# GCA AIRSIDE DRIVERS MANUAL

## Contents

1.1 Introduction .....	6
1.2 Authority to Drive Airside (ADA) .....	7
1.2.1 General Information.....	7
1.2.2 Categories .....	7
1.2.3 Steps to Obtaining, Renewal or Upgrading.....	7
1.2.4 Aviation Security Identification Card (ASIC).....	8
1.2.4 Required Vehicle Training Hours.....	8
1.2.5 Transfer .....	8
1.2.6 Suspension/Cancellation.....	9
1.2.7 DAMP .....	9
1.2.8 Fee Structure.....	9
1.2.9 Forms .....	10
1.3 Authority to Use Airside (AUA) .....	10
1.3.1 General Information.....	10
1.3.2 Annual AUA Application.....	11
1.3.3 Motorcycles, Tricycles, Bicycles and Motorised Skateboards .....	11
1.3.4 Fee Structure.....	11
1.3.5 Forms .....	11
SECTION 2 .....	13
GENERAL AIRSIDE DRIVING RULES.....	13
2.1. General Driving .....	14
2.1.1 Carriage of Passengers.....	14
2.1.2 Mobile Phones .....	14
2.1.3 Speed.....	14
2.1.4 Anti-Collision Beacons.....	14
2.1.5 Foreign Object Debris (FOD) .....	14
2.1.6 Escort requirements.....	15
2.1.7 Roadways .....	15
2.1.8 Securing Loads .....	15
2.1.9 Low Visibility Procedures .....	15
2.1.10 Markers and Signs.....	15
2.2. Airside Entry .....	16
2.2.1 Gate 1 Entry .....	16
2.2.2 Gate 19 Egress.....	16
2.2.3 Gate 20 Egress.....	16
2.2.4 Gate 21 Egress.....	16

# GCA AIRSIDE DRIVERS MANUAL

2.3. Hazard and Incident .....	16
2.3.1 Reporting.....	16
2.3.2 Jet Blast and Prop Wash.....	17
2.3.3 Immobilised Vehicles .....	17
2.4. Safety Alerts and Feedback.....	18
2.4.1 Aerodrome Safety Committee .....	18
2.4.2 Safety Bulletins.....	18
2.5. Penalty Point System .....	19
2.5.1 Awarding Demerit Points .....	19
2.5.2 Appealing a Decision .....	19
2.6. Contacts .....	19
2.7 Category 1 – Restricted Access Map.....	20
SECTION 3 .....	21
CATEGORY 2 - AIRSIDE DRIVING RULES .....	21
3.1. General Driving .....	22
3.1.1 Speed.....	22
3.1.2 Aircraft Refuelling Hazard Zones.....	22
3.1.3 Emergency Fuel Stops .....	23
3.1.4 Towing rolling Stock.....	23
3.1.5 Baggage Make-up Room and Dollies .....	23
3.1.6 Baggage Make up room Traffic Management plan .....	24
3.1.7 Baggage Room Mezzanine Floor Access .....	25
3.1.8 Roadways.....	25
3.1.9 Circle of Safety .....	26
3.1.10 Jet blast .....	26
3.1.11 Pushback .....	26
3.1.12 Storm Warning System .....	27
3.1.13 Markings, Lighting.....	27
3.1.14 Vehicle/GSE Height Restrictions .....	28
3.1.15 Aerobridge safety areas .....	28
3.1.16 Aerobridge Emergency Stop Buttons.....	28
3.2. Gate Access .....	29
3.2.1 Gate 4 Egress.....	29
3.3 Category 2 – Restricted Access Map.....	30
SECTION 4 .....	31
Category 3 – Airside Driving Rules .....	31
4.1. General Driving .....	32

# GCA AIRSIDE DRIVERS MANUAL

4.1.1 Speed.....	32
4.2. Aeronautical Radio Operators Certificate (AROC) .....	32
4.2.1 Radio Frequencies .....	32
4.2.2 Radio checks of Signal Strength .....	32
4.2.3 Radio Techniques .....	33
4.2.4 Readback .....	33
4.2.5 Phonetic Alphabet and Common Phraseology .....	33
4.2.6 Tower Light Signals .....	33
4.3. Hotspot Areas .....	34
4.3.1 Taxiway Juliet .....	34
4.3.2 Western Grass Helicopter Training Area .....	34
4.3.3 Northern Apron Walkway .....	34
4.3.4 Taxiway Charlie and Runway 17/35 Intersection.....	34
4.3.5 Runway 32 End.....	35
4.3.6 Runway 14 End.....	35
4.3.7 Taxiways.....	35
4.3.8 Airside Roads.....	35
4.3.9 Restricted (ILS) Areas .....	36
4.4 Category 3 – Restricted Access Map.....	37
SECTION 5 .....	39
CATEGORY 4 – AIRSIDE DRIVING RULES.....	39
5.1. General Driving .....	40
5.1.1 Speed.....	40
5.1.2 Mobile Phones .....	40
5.1.3 Runways .....	40
5.1.4 Western Grass Helicopter Training Area .....	40
5.1.5 Taxiway Charlie and Runway 17/35 Intersection.....	41
SECTION 6 .....	43
CLASS P – AIRSIDE DRIVING RULES .....	43
6.1. General Driving .....	44
6.1.1 Speed.....	44
6.1.2 Mobile Phones .....	44
6.1.3 Perimeter Area Roads .....	44
6.1.4 Wildlife .....	44
6.1.5 Wildlife Dispersal .....	44
6.1.6 Gate 4 Egress.....	44
6.1.7 Runway 32 End.....	45

# GCA AIRSIDE DRIVERS MANUAL

6.1.8 Runway 14 End.....	45
6.2 CLASS P Additional Permitted Area Map. ....	46
SECTION 7 .....	47
CLASS N – AIRSIDE DRIVING RULES.....	47
7.1. General Driving .....	48
7.1.1 Speed.....	48
7.1.2 Vehicle Lighting .....	48
7.1.3 Movement Area Lighting.....	49
SECTION 8 .....	51
APPENDICIES .....	51
Appendices A – ADA Category Map.....	52
Appendices B – Taxiway and Runway Designators.....	53
Appendices C – ADA Application Form .....	54
Appendices D – AUA Single Vehicle .....	56
Appendices E – AUA Multiple Vehicle.....	59
Appendices F – Drivers Log .....	61
Appendices G – Penalty Points .....	63
Appendices H – Radio Procedures and Etiquette .....	67
Appendices I – Markers and Signs .....	70
Appendices J – Revision Review.....	76
Appendices K – Abbreviations, Acronyms and Definitions .....	78
Appendices L – Bay 8, 9 & 10 Parking Plan .....	82

# GCA AIRSIDE DRIVERS MANUAL

## 1.1 Introduction

As the operator of an aerodrome under the Civil Aviation Safety Regulations, Gold Coast Airport (GCA) is required to include in its Aerodrome Manual particulars for the control of surface vehicles operating on the, or in the vicinity of, the movement area.

GCA also has a general duty of care under common law and obligations under occupational health and safety legislation, the Civil Aviation Safety regulations, and the Air Navigation Regulations in relation to safety and security issues associated with surface vehicles operating in such areas.

The rules and standards set out in this manual form an important part of the system which GCA has put in place to promote the safe and orderly movement of passengers, aircraft, and vehicular traffic airside as well as in the baggage make-up area.

Failure to comply with the requirements of these rules is a breach of the conditions set down by the relevant authorities to use and to drive airside and the baggage make-up area.

Any failure to comply with the requirements of these rules will also be taken into account by GCA in considering whether to exclude individual drivers or employers from baggage make-up area use or the operation of motor vehicles.

DocuSigned by:



399962251C8C426...  
Matthew Bender

11 May 2023 | 8:43 AM AEST

In Force

Manager Airfield Operations & Standards  
Gold Coast Airport Pty Ltd

# GCA AIRSIDE DRIVERS MANUAL

## 1.2 Authority to Drive Airside (ADA)

### 1.2.1 General Information

It is a requirement that you **MUST NOT** drive airside unless:

- You are employed by an organisation authorised to operate at Gold Coast Airport; and
- You have an operational requirement to drive a vehicle airside; and
- You hold and display a valid ASIC allowing you to operate in that area; and
- Your ADA category allows you to operate a vehicle in that area; or
- You are under supervision of a person(s) who hold an ADA with a category that allows them to operate a vehicle in that area.

Under no circumstance can someone without an ADA, operate a vehicle airside unsupervised.

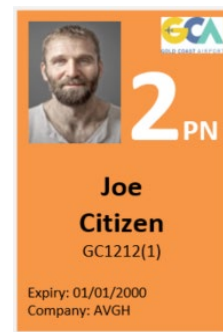
### 1.2.2 Categories

Gold Coast Airport has seven categories of licences. If a person holds a category of ADA, it is taken that all categories below the one issued are also permitted for use. To avoid confusion this means that a category 3 driver can also operate in category 2 and category 1 locations.

- 1 GA Apron operations only
- 1T Tower Road access only
- 2 RPT Apron and live taxiway crossing on Taxiway Alpha
- 3 All Taxiways, Tower Road and Perimeter Road, excluding Runway 17 undershoot
- 4 All Airside Areas including Runways, Taxiways, Tower Road, and Perimeter Road

Class N – Night Operations

Class P – Perimeter Road access for ADA 1 and 2 Operators



### 1.2.3 Steps to Obtaining, Renewal or Upgrading

The following steps detail the requirements and timings for obtaining or renewing an ADA.

- Step 1: Have a valid work related or operational need and have the appropriate current state or territory open class or valid P plate licence for the type of vehicle to be operated.
- Step 2: Review this document and complete the Application for authority to drive airside.
- Step 3: Make a booking for you practical driving test at:  
<https://outlook.office365.com/owa/calendar/QueenslandAirports@qldairports.onmicrosoft.com/bookings/>

**Note:** New applicants must produce their completed drivers log prior to sitting your practical test
- Step 4: On approval of the application, make a booking at the [above link](#):
  - a) Existing ADA holders – apply for your new ADA as part of any ASIC renewal application. Any application after the issue of a new ASIC will be deemed as a new application and condition 3a will apply.
  - b) New applicants only - obtain a driver log sheet and complete the required vehicle training hours applicable to your category of licence.
- Step 5: Make an appointment at the [Above Link](#). Submit all documentation to GCAL ASIC office for final approval and coding.

# GCA AIRSIDE DRIVERS MANUAL

## 1.2.4 Aviation Security Identification Card (ASIC)

When driving airside, you must hold and display a valid AUS or OOL Aviation Security Identification Card (ASIC) issued in accordance with the approved Transport Security Program for Gold Coast Airport and the Aviation Transport Security Regulations 2005. An ASIC must be displayed above waist height and on the outer side of clothing whilst airside.

For the purposes of airside driving, there are two types of ASICs, red and grey. The type of ASIC you hold will depend on the airside areas you are required to access for operational reasons.

A standalone ADA card is issued to those who successfully complete their ADA requirements. The expiry date of the ADA card must align with the expiry date of the individual's ASIC.

## 1.2.4 Required Vehicle Training Hours

All airside driver training must be conducted under the Direct Supervision of a suitably qualified Authority to Drive Airside licence holder. With the exception of category 2, all increases in category are cumulative.

To avoid confusion someone with a category 2 licence requiring a category 3 ADA would require 4hrs as an observer and 4hrs under observation, equally someone requiring Class N would have their ADA category requirements plus 3hrs as an observer and 3hrs being observed.

Persons who hold a current pilot's licence have no requirement to undergo testing. However, they hold an ADA they are still bound by the rules and regulations outlined in this document.

Licence Category	Permitted Operational Area	Time as an observer	Time being observed	AROC
1	General Aviation Apron	2 hours	2 hours	N/A
2	Main Apron and SRA	2 hours	2 hours	N/A
3	All Taxiways excluding Runway 17 undershoot	2 hours	2 hours	YES
4	All Runways	1 hours	1 hours	YES
<b>Licence Class</b>				
1T	AirServices Australia (Tower and ARRFs access only)	N/A	N/A	
N	Night Operations	3 hours	3 hours	
P	Perimeter Areas and Roads	1 hour	1 hour	

**NOTE:** The observer of a new ADA trainee **MUST** be in a position to provide instruction and intervene where required.



# GCA AIRSIDE DRIVERS MANUAL

## 1.2.5 Transfer

ADAs are not transferable. A holder must return their ADA to Gold Coast Airport Management, either personally or via his/her employer, within 48 hours upon leaving employment.

If the ADA holder changes employment, he/she must re-apply for a new ADA. The applicant must produce a letter from the new employer to Gold Coast Airport Management as supporting documentation.

## 1.2.6 Suspension/Cancellation

An ADA holder must, upon notification of suspension or cancellation of their ADA and/or State, Territory Drivers Licence, return their ADA to Gold Coast Airport Management either personally or via their employer within 48 hours.

## 1.2.7 DAMP

Gold Coast Airport aims to ensure everyone operating in the airside environment feels safe and is safe, whether they are working, travelling, or passing through. GCA guides this through the application of multiple management plans and programs in-conjunction with stakeholders and local operators. The Gold Coast Airport Drug & Alcohol Management Plan and the Authority to Drive Airside program are two key elements in GCA meeting its obligations to manage and coordinate vehicle traffic along with protecting aircraft in the airside environment.

As part of these programs, you may be required to undergo drug and alcohol testing on suspicion (as determined by an approved DAMP Supervisor), if you are involved in a significant accident or incident as categorised by the ADA penalty point table (Appendices F) or on a random basis if requested to do so by GCA or CASA. Any breach of the GCA DAMP policy or the Airside Driver Manual, including the refusal to consent to the DAMP testing process, may result in disciplinary action and/or the imposition of penalty points as per the ADA penalty point table (Appendices F). If under CASA DAMP legislation you return a positive test and are suspended from performing Safety Sensitive Aviation Activities (SSAA) in airside areas, your ADA will be suspended or cancelled in accordance with Section 4 of the penalty point table (Appendices F).

GCA puts the safety of everyone operating at the airport first and foremost and as such the DAMP, through the authority to drive airside process, is based on safety outcomes and not on whether the presence of alcohol, legal or illicit drug is revealed in a test.

## 1.2.8 Fee Structure

- Authority to Drive Airside (ADA) – all categories \$60.00
- Re-Issue ASIC with ADA \$55.00
- Upgrade of ADA Category \$22.00

# GCA AIRSIDE DRIVERS MANUAL

## 1.2.9 Forms

You must review all categories of airside driving supplementary up to and including the category being applied for. If you are applying for a class on your ADA, you must also review the applicable airside driving supplementary.

ADA Application Form	Appendices C	Page: 45
General Airside Driving Rules (Category 1 and 1T)	Section 2	Page: 12
Category 2 Airside Driving Supplementary	Section 3	Page: 20
Category 3 Airside Driving Supplementary	Section 4	Page: 26
Category 4 Airside Driving Supplementary	Section 5	Page: 33
Class P Airside Driving Supplementary	Section 6	Page: 36
Class N Airside Driving Supplementary	Section 7	Page: 40

## 1.3 Authority to Use Airside (AUA)

### 1.3.1 General Information

With the exclusion of emergency response vehicles and vehicles operating inside designated work zones or SEZ's, All

**Vehicles** operating in the airside areas of Gold Coast Airport MUST:

- Hold and display on the windshield or other forward-facing position, a valid AUA issued to that vehicle; or
  - Be escorted by a vehicle that has a valid AUA; and
- Clearly display a logo which identifies the company associated with the operator of the vehicle; and
- Vehicle identification by number plates and/or company fleet number; and
- An amber/yellow/orange warning light mounted on the top of the vehicle which flashes or rotates;
  - Vehicles being escorted must use hazard lights if no beacon is attached: and
- Must comply with all local, state, and federal government road worthy regulations; and
- Must be in a serviceable condition prior to use. Damaged, faulty, or unserviceable equipment MUST NOT be used, and the defective piece of equipment must be immediately tagged 'out of service' and reported at the first instance to your manager or supervisor; and
- Must be maintained in a sound mechanical and road worthy condition, to prevent avoidable breakdowns and spillages of fuels, lubricants, and hydraulic fluids etc; and
- Must have a seat supplied and fitted, Gold Coast Airport adopts a NO SEAT NO RIDE policy.

Note: Category 1T vehicles operating in the airside areas of Gold Coast Airport are required to:

- Hold and display on the windshield or other forward-facing position, a valid AUA issued to that vehicle; or
  - Be escorted by a vehicle that has a valid AUA; and
- Vehicle identification by number plates; and
- Must comply with all local, state, and federal government road worthy regulations; and
- Must be maintained in a sound mechanical and road worthy condition, to prevent avoidable breakdowns and spillages of fuels, lubricants, and hydraulic fluids etc; and
- Must have a seat supplied and fitted, Gold Coast Airport adopts a NO SEAT NO RIDE policy.

# GCA AIRSIDE DRIVERS MANUAL

## 1.3.2 Annual AUA Application

The following steps are to be completed in order:

- Hold a current ASIC and ADA; and
- Complete the required application form; and
- Make an appointment with the ASIC Issuing Office (A copy of vehicle insurance documentation and registration details, where applicable, must be supplied to have an AUA issued).

## 1.3.3 Motorcycles, Tricycles, Bicycles and Motorised Skateboards

Motorised skateboards and similar devices are **NOT** permitted airside.

Motorcycles (maximum 250cc), tricycles, and bicycles:

- a) Must have an operational requirement
- b) Must be operated in a safe manner at all times.
- c) Written approval must be obtained from GCAPL.
- d) Are not permitted on maneuvering areas.
- e) Are not permitted to operate in darkness/or low visibility conditions.
- f) Must be equipped and maintained to the standard applicable to that required on a public road.
- g) While operating on all areas of the airside, the rider must wear a helmet designed to meet the applicable Australian Standard and wear a high visibility vest/jacket.

## 1.3.4 Fee Structure

- Authority to Use Airside (AUA) – Single Vehicle                      \$25.00
- Authority to Use Airside (AUA) – Multiple Vehicles                      \$25.00 per Vehicle

## 1.3.5 Forms

AUA Application Single Vehicle	Appendices D	Page: 47
AUA Application Multiple Vehicles	Appendices E	Page: 49

# GCA AIRSIDE DRIVERS MANUAL

# GCA AIRSIDE DRIVERS MANUAL



**GOLD COAST AIRPORT**

**2022**

**SECTION 2**

**GENERAL AIRSIDE DRIVING RULES**

# GCA AIRSIDE DRIVERS MANUAL

## 2.1. General Driving

Section 1 is intended as general driving rules for all ADA categories and covers the requirements for Category 1 and 1T Licenses. Persons who hold a current Pilots Licence or an Authority To Taxi An Aeroplane are deemed to hold the qualifications to obtain a Category 1 Licence.

### 2.1.1 Carriage of Passengers

Gold Coast Airport adopts a NO SEAT NO RIDE policy and seatbelts must be fitted to vehicles where possible. Any passenger in a vehicle must hold and display a valid ASIC or Visitor (VIC) pass and have a legitimate reason to be airside.

### 2.1.2 Mobile Phones

Mobile phones are only to be used whilst driving airside where a hands-free device such as Bluetooth is fitted.

### 2.1.3 Speed

Where a speed limit is indicated by a sign, that shall be the speed limit for that area. Otherwise, speed limits are indicated below:

Location	Speed Limit
Airservices access roads (tower and ARFFS)	25 km
GA apron	25 km
Within 15m of an aircraft	5 km (walking pace)

### 2.1.4 Anti-Collision Beacons

Aircraft anti-collision beacons (red lights) mounted on the top and belly of the aircraft are one of the indicators that an aircraft may move or start their engines. Vehicles are to stay well clear of aircraft when their anti-collision beacons are operating and must not pass behind the aircraft.

All vehicles must give way to moving aircraft when they are under their own power or being towed.



### 2.1.5 Foreign Object Debris (FOD)

It is the responsibility of all persons accessing the airside area to remove any FOD, where it is safe to do so, and place it within the FOD bins provided. If FOD is in a location an individual cannot access under their ADA licence they must immediately notify the Duty Aerodrome Reporting Officer of the FOD. Failure to comply with the above may result in the offender receiving an infringement in accordance with the Penalty Points Table.

# GCA AIRSIDE DRIVERS MANUAL

## 2.1.6 Escort requirements

If you are made available by GCAPL or by your vehicle operator to provide supervision for a vehicle or driver not authorised to be driven/drive within an airside area except under supervision, you may, subject to such conditions as GCAPL considers appropriate, supervise the vehicle by;

- Holding the appropriate ADA and driving a vehicle for which an Authority to Use Airside is current to escort the supervised vehicle; or
- Holding the appropriate ADA and riding in the supervised vehicle provided it holds a valid AUA.

When travelling under escort, the distance between vehicles should be no more than 10 meters. A travel plan is recommended prior to moving in escort. It's also important to note that vehicles under escort do not move independently of the lead vehicle, and STOP signs are obeyed by the lead vehicle only. This is to ensure the safety of the entire escort train.

## 2.1.7 Roadways

Airside drivers must always follow the airside roadways (including giving way to all aircraft) unless entering an aircraft parking bay for the direct servicing of that aircraft.

## 2.1.8 Securing Loads

When carrying loose material(s) drivers must ensure that;

- Any loose materials are adequately secured or covered to prevent a spill or the generation of FOD.
- Any item(s) that fall from the vehicle must be recovered by the driver and secured to prevent further spillage<sup>1</sup>.

Note: <sup>1</sup> The Aerodrome Reporting Officer must be immediately contacted on 0407 755 722 where any spilled items have blown onto the Manoeuvring Area.

## 2.1.9 Low Visibility Procedures

When Low Visibility Procedures have commenced, the Aerodrome Reporting Officer or other authorised personnel will not operate on the manoeuvring area without first obtaining clearance from Air Traffic Control. Controllers will limit aircraft and vehicular movements to one at a time in areas beyond their vision.

- For all low visibility operations, non-essential vehicles will NOT be permitted on the manoeuvring area.
- Under declared "Low Visibility Procedures" all non-essential vehicles operating airside will cease operations and vacate the manoeuvring area.
- All vehicle entry to airside will be via Gate 1. Vehicles requiring access from Gate 1 to the RPT apron will require an escort from either the ARO, WSO or ARFF. Vehicles may operate without escort on the RPT apron only.

When aircraft movements are in progress during declared "Low Visibility Procedures", vehicular movements on the manoeuvring area shall be restricted to those vehicles under the control of the ARFF and/or ARO.

Gold Coast Airport will provide vehicles to facilitate a "follow me" service on request from ATC, to assist with taxiing aircraft.

## 2.1.10 Markers and Signs

All drivers should be familiar with the meaning and form of airside markers, markings, and signs. A list of these is located at APPENICES H of this document.

# GCA AIRSIDE DRIVERS MANUAL

## 2.2. Airside Entry

It is a requirement that all persons conform to the minimum Work Health Safety PPE requirements for airside entry, these requirements consist of closed in footwear, hi-visibility shirt/vest/jacket, and hearing protection.

Only person with a valid ADA and AUA may drive through an airside gate and MUST NOT let others pass through the open gate behind you. You MUST wait until the gate has fully closed before leaving.

### 2.2.1 Gate 1 Entry

Gate 1 is the main entry point airside and adjacent to the SRA. Any vehicle or person(s) entering the airside of GCA through this gate may be subjected to enhanced screening procedures in line with legislative government requirements.

### 2.2.2 Gate 19 Egress

Airside drivers must exercise caution during Gate 19 egress to airside as Air Traffic Control has an obstructed view of this airside entrance due to the Joint User Hydrant Facility (JUHI) and hangers.

### 2.2.3 Gate 20 Egress

Airside drivers must exercise caution during Gate 20 egress to airside as Air Traffic Control has an obstructed view of this airside entrance due to the Joint User Hydrant Facility (JUHI).

### 2.2.4 Gate 21 Egress

Airside drivers must exercise caution during Gate 21 egress to airside as Air Traffic Control has an obstructed view of this airside entrance due to the Joint User Hydrant Facility (JUHI). Airside drivers must be careful not to enter Taxiway Golf without the appropriate ADA and ATC approval.

## 2.3. Hazard and Incident

### 2.3.1 Reporting

All accidents, incidents, near misses, and/or observed hazards must be reported to Gold Coast Airport Management by;

- Immediately notifying the Aerodrome Reporting Officer by phoning 0407 755 722; and
- Submitting a Hazard & Incident Notification Form to [airsidesafety@gcal.com.au](mailto:airsidesafety@gcal.com.au); or
- Scanning the QR codes placed around the airside areas,



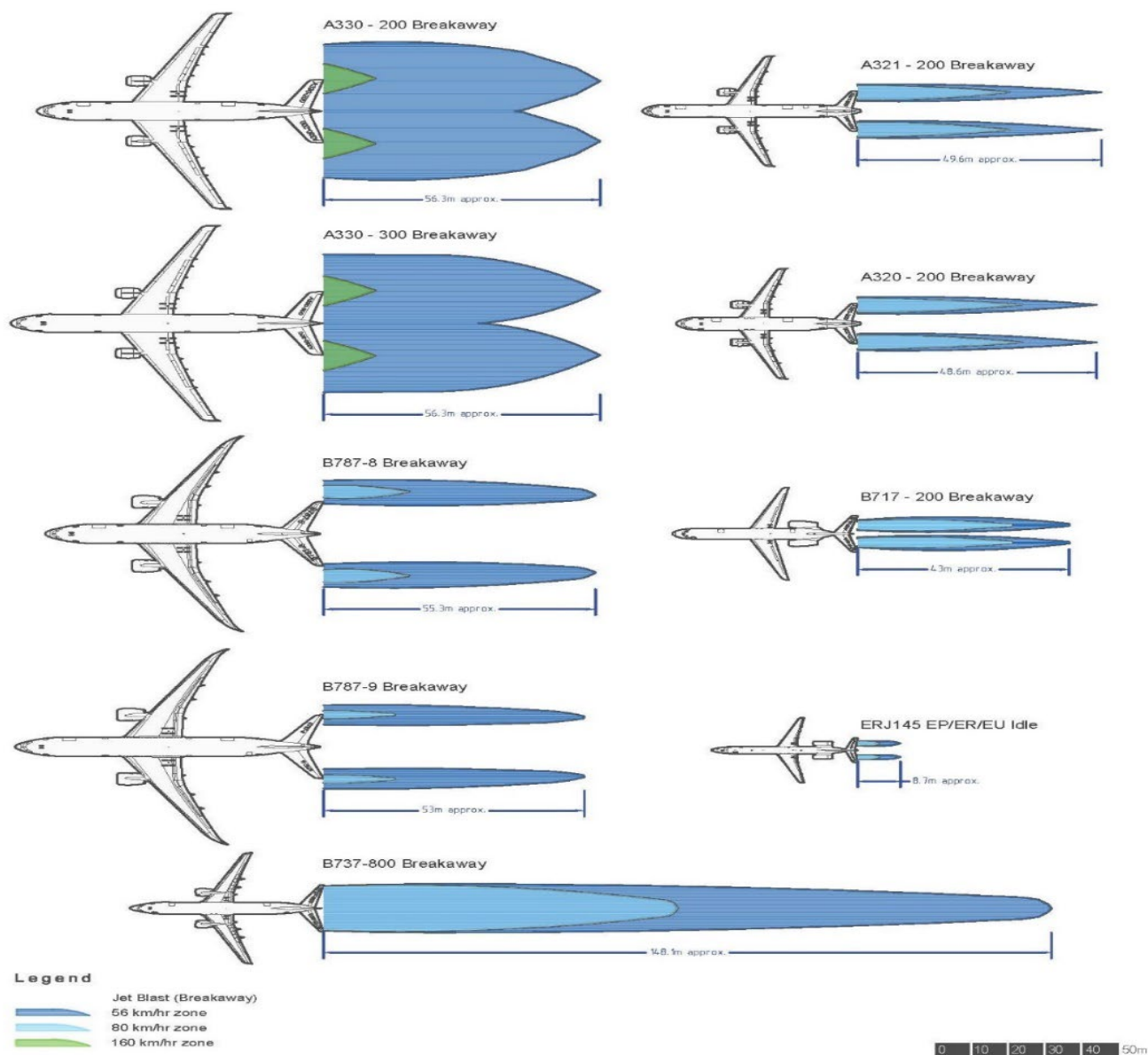
**QAL Hazard / Incident Report Form**  
Please scan to report an incident



# GCA AIRSIDE DRIVERS MANUAL

## 2.3.2 Jet Blast and Prop Wash

Jet blast/prop wash is the phenomenon of rapid heated air movement produced by the jet/propeller engines of aircraft to initiate aircraft momentum. Caution should always be administered when operating in the vicinity of operational aircraft.



## 2.3.3 Immobilised Vehicles

If you are driving a vehicle which becomes immobilised on the manoeuvring area you must:

- If Air Traffic Control is operating, notify air traffic control immediately;
- If air traffic control is not operating, notify via CTAF and then notify GCAPL immediately by contacting the Aerodrome Reporting Officer on 0407 755 702.
- Notify your supervisor

If you are driving a vehicle which becomes immobilised on an apron area, you must notify the Aerodrome Reporting Officer immediately on 0407 755 722 and assist them in moving it.

If you are the driver of a vehicle which becomes immobilised on a movement area, GCAPL staff will provide assistance that you may require to move the vehicle off the movement area or to another area on the movement area.

# GCA AIRSIDE DRIVERS MANUAL

## 2.4. Safety Alerts and Feedback

### 2.4.1 Aerodrome Safety Committee

Gold Coast Airport has established an Aerodrome Safety Committee which meets quarterly. Committee members consist of management representatives from on airport stakeholders.

The objectives of the Aerodrome Safety Committee are:

- To provide a forum for the exchange of ground safety related information between Gold Coast Airport and stakeholders.
- To assist Members in achieving and maintaining the highest standards of ground safety.
- To encourage communication on ground safety related matters within the industry in general.
- To further the causes of ground safety education/promotion within the Gold Coast Airport community.
- To formulate, recommend, or pursue, ground safety guidelines relating to operating standards within Gold Coast Airport.

### 2.4.2 Safety Bulletins

Gold Coast Airport distributes SMS Safety Bulletins on an as required basis.

These SMS Safety Bulletins reflect important changes or highlight hazards within the airside area recently identified on a national, state, and/or local level.



# GCA AIRSIDE DRIVERS MANUAL

## 2.5. Penalty Point System

A demerit point system is in operation at Gold Coast Airport which allocates point penalties for prescribed driving and other offences conducted whilst operating airside at the airport. The system is based on a 12-point maximum, accumulated within a rolling 24-month period. The penalty point table is located at APPENDICES F of this document.

### 2.5.1 Awarding Demerit Points

Each time a vehicle operator is reported for a breach of the airside driving regulations at Gold Coast Airport, the company Manager of the vehicle operator will be notified and issued with a Penalty Infringement Notice by the Manager Operations and Standards, or Airside Operations Supervisor and a record kept of the appropriate penalty points.

When notification is received, the Gold Coast Airport Manager of Operations and Standards or approved delegate will investigate to verify the breach by means of CCTV where possible.

### 2.5.2 Appealing a Decision

Airside Vehicle Operators who accumulate twelve or more penalty points within any twenty-four-month period, will be provided with details of their offences and invited to show cause as to why their Authority to Drive Airside should not be withdrawn. The Vehicle Operator's response to the show cause notice will be reviewed by Gold Coast Airport Management. An operator's Authority to Drive Airside may be suspended pending this show cause process.

Upon making a determination to withdraw an Authority, Gold Coast Airport Management will advise the Vehicle Operator and company Management in writing of the reasons for the determination and the duration of the withdrawal.

A Vehicle Operator may appeal against a determination by writing a letter of appeal to the Gold Coast Airport's General Manager of Operations & Service Delivery.

If a determination is made to withdraw an Authority for a specified time, the Vehicle Operator will be entitled to re-apply for an Authority after the expiration of that time. The Authority will not be automatically reinstated.

Gold Coast Airport Management do not withdraw Airside Vehicle Operator's Authority to Drive Airside lightly and will only do so after a thorough investigation and in the best interests of safety on the aerodrome.

## 2.6. Contacts

Contact	Contact Details
Aerodrome Reporting Officer	0407 755 722 or (07)5589 1127 <a href="mailto:gcalafetyofficers@gcal.com.au">gcalafetyofficers@gcal.com.au</a>
GCA Duty Manager	0412 985 437 or (07)5589 1201 <a href="mailto:customerservice@gcal.com.au">customerservice@gcal.com.au</a>
GCA Management Office	(07)5589 1100
Air Traffic Control (ATC)	(07)5599 5990
Aviation Rescue Fire Fighting (ARFF)	(07)5590 2710 (general business) (07)5590 2799 (emergency line)
Australian Federal Police (AFP)	131 237
ASIC Issuing Office	(07) 5589 1255



# GCA AIRSIDE DRIVERS MANUAL

## 2.7 Category 1 – Restricted Access Map



# GCA AIRSIDE DRIVERS MANUAL



**GOLD COAST AIRPORT**

**2022**

**SECTION 3**

**CATEGORY 2 - AIRSIDE DRIVING RULES**

# GCA AIRSIDE DRIVERS MANUAL

## 3.1. General Driving

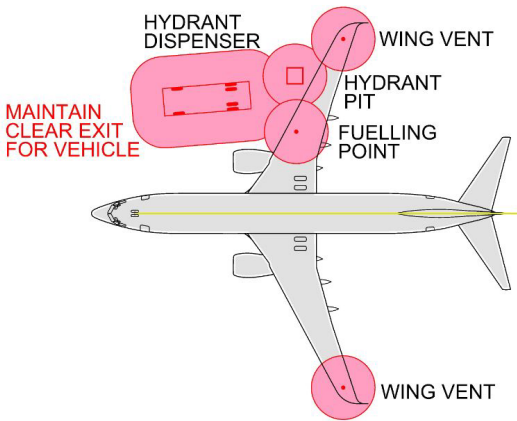
This section is for category 2 ADA Licenses and is to be read in conjunction with Section 1.

### 3.1.1 Speed

Where a speed limit is indicated by a sign, that shall be the speed limit for that area. Otherwise, speed limits are indicated below:

Location	Speed Limit
Airservices access roads (tower and ARFFS)	25 km
Sothern GSE	10 km (until gate 4)
Baggage Make-up Room (BMR)	10 km
RPT apron	25 km
STE head of stand road	10km
Immediate vicinity of an aircraft	Refer to circle of safety (Section 3.1.5)

### 3.1.2 Aircraft Refuelling Hazard Zones



The above image represents 3m fuelling hazard zones in which the following rules apply:

- Keep all mobile phones, tablets, PDAs, and vehicles outside of the hazard zones.
- Keep all passengers who are on the apron at least 3 metres away from fuelling equipment, hydrant pits and wing vents.
- Ensure passengers have mobile phones, tablets, PDAs, and cameras turned off.
- Only intrinsically safe electrical equipment may be used within hazard zones.
- No vehicles should be parked under the wing vents.



# GCA AIRSIDE DRIVERS MANUAL

## 3.1.3 Emergency Fuel Stops

Gold Coast Airports RPT apron is fitted with emergency fuel stop buttons. Activation of the fuel stops in the case of an emergency or spill is the responsibility of ALL airside stakeholders, not just JUHI personnel. Once the emergency fuel stop is depressed in the field it automatically isolates the JUHI tank farm from the hydrant line with the hydrant supply pumps also shut down.

Normal operation can only be restored by appropriate JUHI personnel once it is deemed safe to do so.



## 3.1.4 Towing rolling Stock

Vehicle operators towing rolling stock must ensure that the number of dollies, barrows, and low profiles being towed does not exceed company determined safe limits. Under no circumstances are the number of dollies, barrows, low profiles etc. being towed allowed to exceed the limit determined by Gold Coast Airport.

Gold Coast Airport's policy on the towing of rolling stock:

Drivers must not operate with a train of rolling stock on the aprons and airside roads in excess of:

- Six (6) dollies
- Four (4) barrows
- Two (2) low profiles

The baggage make-up room has specific requirements regarding rolling stock (refer to section 3.1.5 below).

## 3.1.5 Baggage Make-up Room and Dollies

Each baggage handling company may determine the number of containers attached while working around the baggage room laterals under the condition that the following guidelines have been followed by the baggage company:

- An internal documented risk assessment has been completed on the proposed work process and it is deemed that the risks associated with the task can be safely managed.
- An internal safe work procedure is in place to show how the risks associated with this process are being managed to a safe standard.
- Consultation has taken place between airport management and the other baggage handling companies with regards to the intended safe work procedure and number of containers that the baggage company is intending to use. All entities must be given an opportunity to give feedback during this process.
- All applicable staff members are trained on the safe work procedure and competent.

There is no parking/storing of GSE or equipment in any of the below areas,

- On the pedestrian walkways or crossings
- In front of fire equipment or fire doors
- In the marked red 'keep clear' areas
- In between laterals within the Baggage Make-up Room.
- Any perimeter fences.
- Against a work site perimeter.
- Red hatched hazardous aerobridges areas

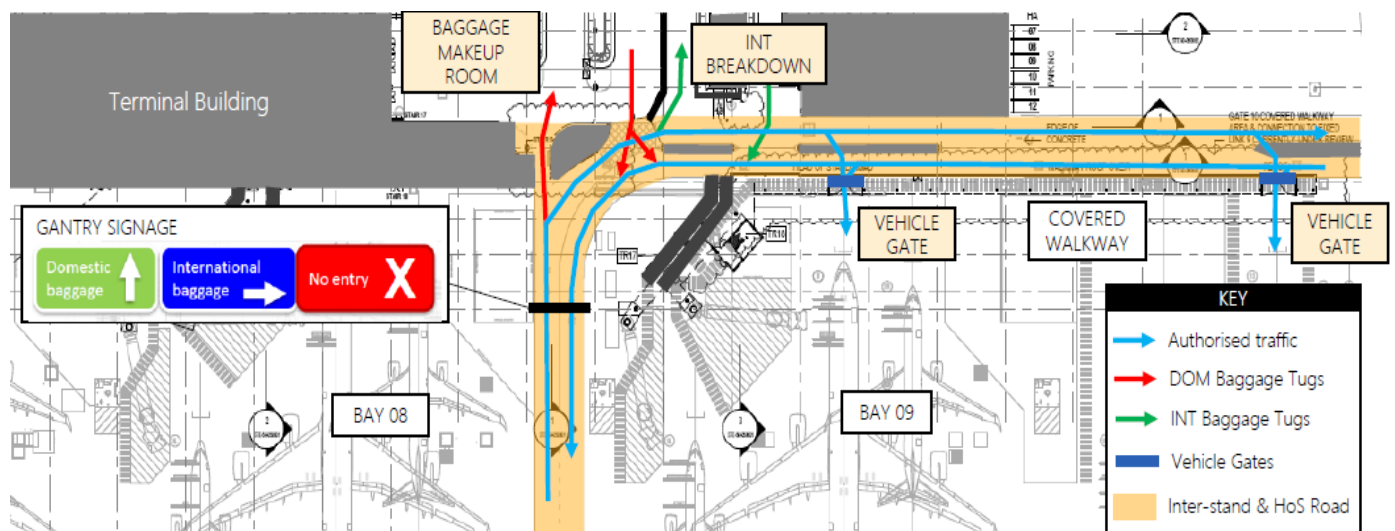
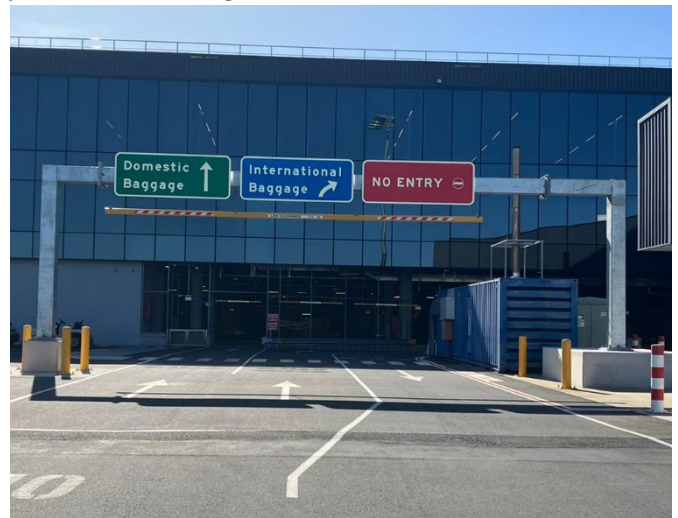
# GCA AIRSIDE DRIVERS MANUAL

## 3.1.6 Baggage Make up room Traffic Management plan

The Gold Coast airport baggage make up room is combined with both International and Domestic Operations, separated by a physical barrier and swing functionality elements when both are active. The combined operation is separated by a physical barrier and has operational controls such as restricted entry points for pedestrians and vehicles giving clear separation and visibility to all operating within the baggage make-up room (BMR) and international arriving baggage breakdown area.

GCA Operations have implemented further enhancements to traffic segregation at the gantry sign at the decision point, prior to entering the BMR, requiring all vehicles entering the main BMR to stop. This requirement is not applicable to tugs entering the international arriving baggage breakdown area. The gantry signage acts as a decision point for all drivers approaching the baggage make-up room from the west. Drivers will either take the left lane to proceed into the BMR or continue to the right to either enter the international arriving baggage breakdown area or continue along the head-of-stand roadway. International arrival baggage tugs have right of way over all other vehicle movements (*except for emergency vehicles responding to an incident*), as per the new arrangement.

A separation fence provides a physical barrier between the BMR and the international arriving baggage breakdown area. Tugs, with or without trains, must not move directly from the international arriving baggage breakdown area to the BMR or vice versa. Baggage tugs exiting the International arriving baggage breakdown area are permitted to turn either left or right, but if re-entering the BMR, you must do so from the west at the gantry sign decision point. Segregation between the international arriving baggage breakdown area and DOM tugs must be maintained at all times.



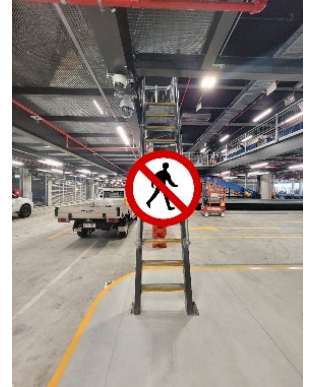
In the event that an emergency vehicle is blocking access or is on route through the entry/exit points, all traffic must STOP and GIVE Way to emergency vehicles. Once the Emergency vehicles are clear and the roadways are available then the standard vehicle traffic flow will resume. International baggage delivery takes priority both for entering and exiting the international arriving baggage breakdown area over traffic to and from the BMR.



## GCA AIRSIDE DRIVERS MANUAL

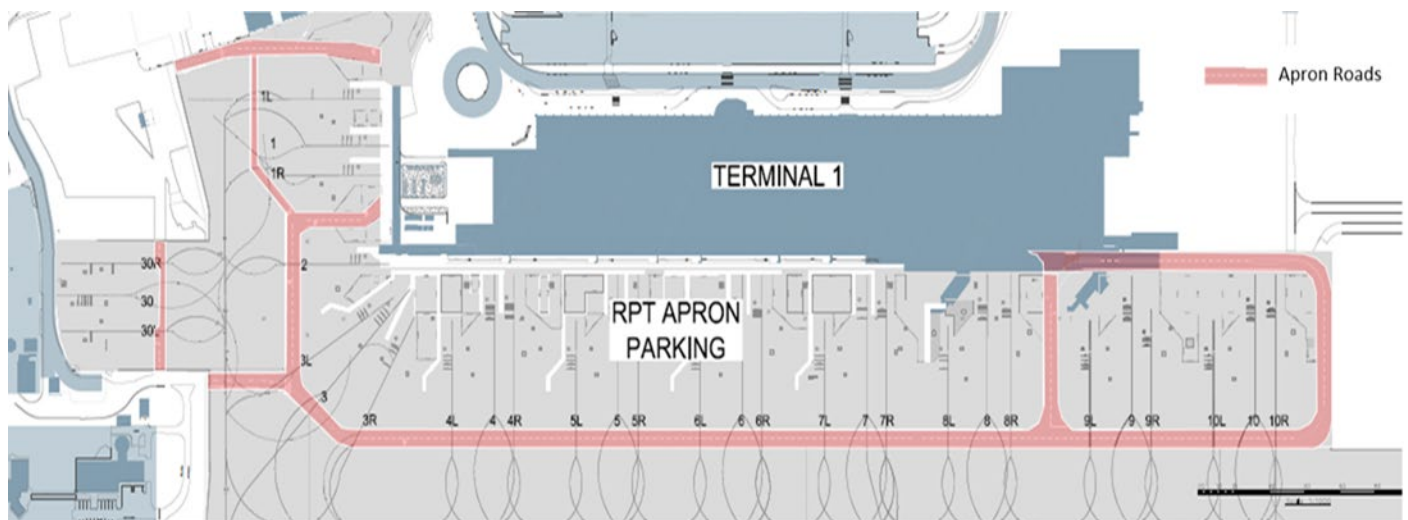
### 3.1.7 Baggage Room Mezzanine Floor Access

Access to the Baggage Makeup Room mezzanine level is restricted to Gold Coast Airport terminal maintenance, baggage control room, CBS security staff and other Authorised GCAL employees only. Access by other stakeholders is strictly prohibited. To gain access to the mezzanine level or the baggage control room please contact the Baggage Control Supervisor on 07 5589 1432. Stakeholder access will be under escort at all times.



### 3.1.8 Roadways

Airside drivers must always follow the apron roadways (including giving way to all aircraft) unless entering an aircraft parking bay for the direct servicing of that aircraft.



All mandatory speed zones must be adhered to airside with additional consideration throughout the shared zone along the STE head of stand roadway and within the BMR 10KPH. Pedestrians must always be given right of way in all instances.

# GCA AIRSIDE DRIVERS MANUAL

## 3.1.9 Circle of Safety

The term *Circle of Safety* relates to an invisible circle which extends 5 metres around an aircraft. Inside this circle is an inner circle which encapsulates the fuselage and engine areas adding a 2m safety zone.

Any Vehicle not required to service an aircraft must not enter the 5m circle of safety.

Under no circumstances are drivers to drive within 5m of an aircraft circle of safety if not servicing that aircraft.



It is recommended that vehicles/equipment servicing an aircraft come to an initial complete stop at a distance no less than 5m from the aircraft. This is represented by the outer red circle in the above image. Vehicles/equipment operating within this circle must be driven at walking pace (approx. 4 – 6km/h).



It is recommended that vehicles/equipment servicing an aircraft then come to a second complete stop at a distance no less than 2m from the aircraft. This is represented by the inner red circle on the above image. Vehicles/equipment within the 2m circle must then be driven at a slow walking pace (2-4km/h).

## 3.1.10 Jet blast

Jet blast may be experienced when airside drivers are crossing from the remote apron to the cargo facilities as aircraft power onto Bays 1L, 1, 1R, or 2.

## 3.1.11 Pushback

A pushback procedure has been developed for use by Air Traffic Control and may be used as a guide to educate pushback drivers from engineering or other ground handling organisations.

Pushback operators must follow the lead-in line or pushback line and disconnect at the appropriate Tug Disconnect Point (TDP).

Pushback operators must immediately notify Air Traffic Control where there is any deviation from the lead-in line, push back line or the TDP during pushback.

Note: Pushback lines are provided where the pushback differs from the existing lead-in line.

# GCA AIRSIDE DRIVERS MANUAL

## 3.1.12 Storm Warning System

A Storm Warning System is installed along the outer wall of Terminal 1 and consists of two warning lights and audible alarms.

Further information in relation to activation of the alarm and procedures to follow is available from your Supervisor/Manager as each organisation has their own thunderstorm policy.



### 10 Nautical Mile Thunderstorm Alert

White strobe flashing light and repeating siren with 15 second short bursts.



### 5 Nautical Mile Thunderstorm Alert

Blue strobe flashing light and continuous siren.

## 3.1.13 Markings, Lighting

A typical bay layout at Gold Coast Airport consists of the following:

- Aircraft parking designation
- Marshaller stop bar
- Alignment line
- Lead-in line
- Pushback line (only in cases where it differs from the lead in line)
- Tug parking position
- Hydrant pit
- Equipment clearance areas
- Equipment storage areas
- Aerobridge safety area
- Combined emergency eye wash station and safety shower
- Emergency stop JUHI shutdown
- Airside road and apron edge markings
- Pedestrian walkway and apron edge markings
- Pedestrian walkway
- Equipment free zones

# GCA AIRSIDE DRIVERS MANUAL

## 3.1.14 Vehicle/GSE Height Restrictions

### CLEARANCE BAR FOR 4300mm HIGH VEHICLES and GSE

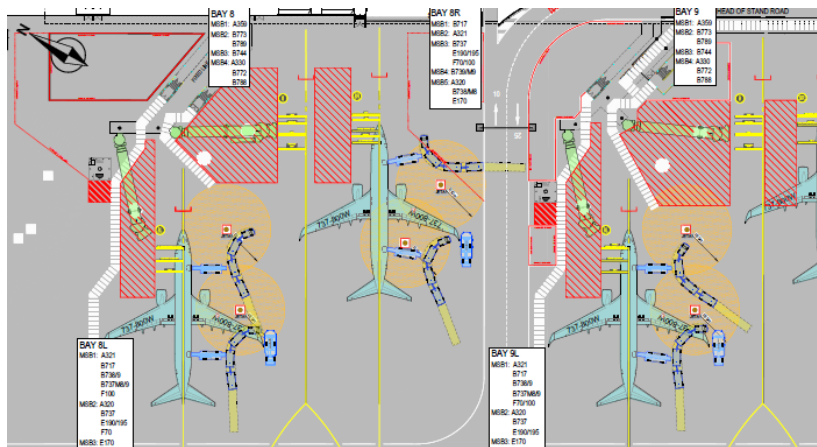
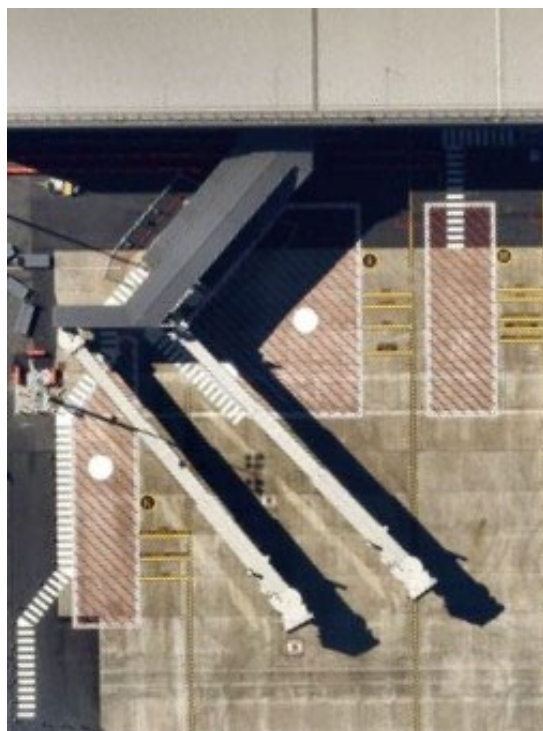


Vehicles and GSE are restricted to a height limit of 4.3m from the Gantry sign heading along the STE head of stand (HOS) roadways. Special consideration should be taken when towing GSE through this area to ensure damage to infrastructure and ground handler GSE is avoided. This area is restricted to 10Kmph for all vehicles operating airside.



## 3.1.15 Aerobridge safety areas

Figure: Red Hatching lines – Safety Areas



Full drawing can be found at *Appendices L*

The red hatching defines safety areas that vehicles and equipment must remain clear of at all times. Vehicles must not drive, park or stand in these areas.

Airside operators must not drive under or place GSE under the fixed link (terminal infrastructure to which the aerobridge is connected or an aerobridge in any position).

Bridges must be returned to home position (white circle only) following use.



# GCA AIRSIDE DRIVERS MANUAL

## 3.1.16 Aerobridge Emergency Stop Buttons

Figure: Aerobridge Stop Button



## 3.2. Gate Access

### 3.2.1 Gate 4 Egress

Entry to the SRA is NOT permitted through gate 4 unless the appropriate security screening process is undertaken, and access is provided by trained GCA and/or the contracted security provider's staff.

# GCA AIRSIDE DRIVERS MANUAL

## 3.3 Category 2 – Restricted Access Map





# GCA AIRSIDE DRIVERS MANUAL



**GOLD COAST AIRPORT**

**2022**

## **SECTION 4**

### **Category 3 – Airside Driving Rules**

# GCA AIRSIDE DRIVERS MANUAL

## 4.1. General Driving

This section is for category 3 ADA Licenses and is to be read in conjunction with Sections 1, 2 and 5.

### 4.1.1 Speed

Where a speed limit is indicated by a sign, that shall be the speed limit for that area. Otherwise, speed limits are indicated below:

Location	Speed Limit
GA Apron	25 km
Airservices access roads (tower and ARFFS)	25 km
Baggage Make-up Room (BMR)	10 km
RPT apron	25 km
STE Head of stand road	10 km
Immediate vicinity of an aircraft	Refer to circle of safety (Section 3.1.5)
Taxiway	40 km unless operationally necessary, or directed by ATC
Airside / perimeter roads	40 km

## 4.2. Aeronautical Radio Operators Certificate (AROC)

It is a requirement that all persons operating airside under a Category 3 ADA hold a valid AROC.

Radio contact with the Tower is necessary if you intend to operate on, or cross taxiways. Once you have entered the Taxiway, you must keep a constant radio listening watch, staying alert to what is happening around you by listening to radio communications.

### 4.2.1 Radio Frequencies

Gold Coast Ground	121.8
Gold Coast Tower	118.7
ATIS	134.5
CTAF	118.7

### 4.2.2 Radio checks of Signal Strength

Radio reception readability is assessed on a 1-5 scale, the resulting number given when requesting a radio check is based on how well your transmission can be heard and understood.

Readability	Meaning
1	Unreadable
2	Readable now and then
3	Readable but with difficulty
4	Readable
5	Perfectly readable



# GCA AIRSIDE DRIVERS MANUAL

## 4.2.3 Radio Techniques

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

You should make use of the following principles:

- speak plainly and end each word clearly to prevent consecutive words “running together”
- avoid any tendency to shout
- avoid variations in speech intensity and unusual inflections of the voice
- avoid hesitant sounds such as “er” and “um”
- preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.)
- maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others
- if improvisation is necessary, make it brief and unambiguous (common phraseology is best)
- understand the message before transmission, in order to eliminate unnecessary delays.

## 4.2.4 Readback

When seeking approval to operate on the manoeuvring area or to cross a taxiways, do not proceed until you have completed your readback in full. This allows ATC to confirm you are proceeding as directed.



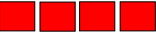

## 4.2.5 Phonetic Alphabet and Common Phraseology

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

The use of common phraseology also helps to convey messages in a concise manner when talking with the tower and during CTAF, other airport users. A copy of the phonetic alphabet, common phraseology and examples of radio communications is shown in APPENICES G of this document.

## 4.2.6 Tower Light Signals

Ensure you carry a mobile phone with the Tower contact number stored at all times when operating on the manoeuvring area. In the event of a radio failure please observe for light signals from the Tower and use your mobile phone to establish contact:

SIGNAL	MEANING
 Green Flashes	Permission to cross landing area or to move onto taxiway
 Red Light	Stop
 Red Flashes	Move off the landing area or taxiway and watch out for aircraft
 White Flashes	Vacate the manoeuvring area in accordance with local instructions

Note: In an emergency or if the above signals are not seen, flashing runway or taxiway lighting means vehicles must vacate the runway or taxiway and look for light signals from the control tower.

# GCA AIRSIDE DRIVERS MANUAL

## 4.3. Hotspot Areas

### 4.3.1 Taxiway Juliet

Taxiway Juliet is the grassed taxiway on the western side of RWY 14/32 opposite the point where Taxiway Foxtrot joins RWY 14/32. Even though this taxiway is not sealed, ATC approval is required to enter or cross. Drivers who operate in or around this area must ensure they are familiar with the location of Taxiway Juliet.

### 4.3.2 Western Grass Helicopter Training Area

Blue gable markers mark the edges of the Western Grass Helicopter Training area located in the western precinct of the airport. Vehicles are not permitted to enter the Western Grass Helicopter Training area without ATC approval.

Drivers must exercise caution when traversing the airside roads running adjacent to the Western Grassed Helicopter Area.

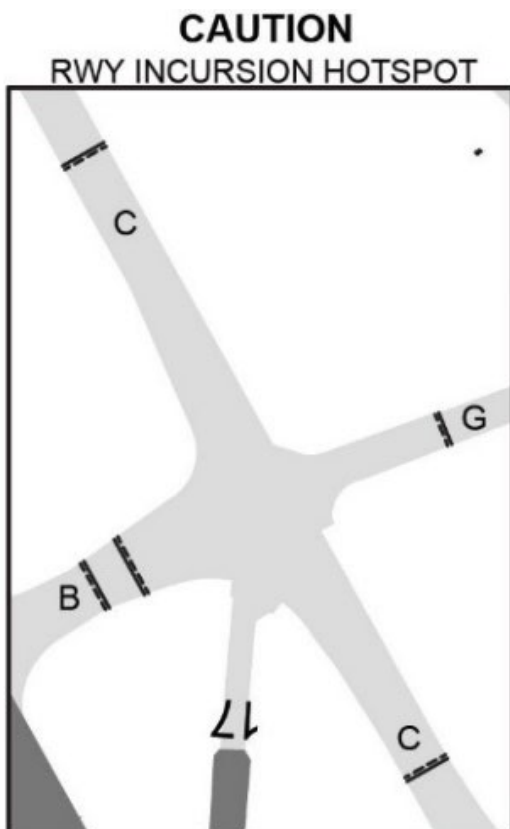
### 4.3.3 Northern Apron Walkway

All airside drivers must approach the Northern Apron Walkway with caution and be aware of pedestrians when entering and exiting the international baggage hall.

The driver may continue over the walkway crossing if the gates are in the vehicle only access position and the zone is clear of pedestrians.

### 4.3.4 Taxiway Charlie and Runway 17/35 Intersection

The undershoot of Runway 17 extends into the intersection of Taxiways B, C, G, and fire station access road. Persons operating with a Category 3 ADA are NOT PERMITTED to enter this area.



# GCA AIRSIDE DRIVERS MANUAL

## 4.3.5 Runway 32 End

Caution must be exercised when crossing the under shoot of Runway 32. Airside drivers must stop at the appropriate signs and give way to aircraft departing or on approach to Runway 32 before attempting to cross this area. This rule applies to drivers that are travelling both from east to west and vice versa.



## 4.3.6 Runway 14 End

Caution must be exercised when crossing the under shoot of Runway 14. Airside drivers must stop at the appropriate signs and give way to aircraft departing or on approach to Runway 14 before attempting to cross this area. This rule applies to drivers that are travelling both from east to west and vice versa.



## 4.3.7 Taxiways

A map of taxiway designator can be found at APPENDICES B.

## 4.3.8 Airside Roads

Some airside roads may lead into movement areas, all drivers should be vigilant not to enter these areas unless the appropriate category ADA licence is held, and tower notification procedures have been followed.

Airside roads should not be accessed without an operational requirement anyone found to be using these roads for general purposes may be infringed under the penalty point system.

## GCA AIRSIDE DRIVERS MANUAL

### 4.3.9 Restricted (ILS) Areas

RWY 14 ILS critical areas are to be kept clear at all times by all vehicles, equipment and persons on foot except with ATC approval for all activities including wildlife hazard management or maintenance activities such as mowing operations. ILS critical areas are delineated on the airfield by white/red markers installed around the sites.

The RWY 32 Localiser Restricted area, is enclosed by a perimeter fence. The access road around this area can be accessed by vehicles where operationally required. To access the 'Candy Shed' or other operational requirements. Access onto the critical area is under ATC approval only.

The DVOR Restricted area, the access road around this area can be accessed by vehicles where operationally required. Access onto the critical area is under ATC approval only.





# GCA AIRSIDE DRIVERS MANUAL

## 4.4 Category 3 – Restricted Access Map



# GCA AIRSIDE DRIVERS MANUAL

# GCA AIRSIDE DRIVERS MANUAL



**GOLD COAST AIRPORT**

**2022**

## **SECTION 5**

### **CATEGORY 4 – AIRSIDE DRIVING RULES**



# GCA AIRSIDE DRIVERS MANUAL

## 5.1. General Driving

This section is for category 4 ADA Licenses and is to be read in conjunction with Sections 1, 2, 3 and 4.

### 5.1.1 Speed

Where a speed limit is indicated by a sign, that shall be the speed limit for that area. Otherwise, speed limits are indicated below:

Location	Speed Limit
GA Apron	25 km
Airservices access roads (tower and ARFFS)	25 km
Baggage Make-up Room (BMR)	10 km
RPT apron	25 km
STE Head of stand road	10 km
Immediate vicinity of an aircraft	Refer to circle of safety (Section 3.1.5)
Taxiway	40 km unless operationally necessary, or directed by ATC
Airside / perimeter roads	40 km
Runway	As required

### 5.1.2 Mobile Phones

Outside of an emergency situation, mobile phones are not to be used at any time when operating within the Runway Strip.

### 5.1.3 Runways

When entering or crossing the runway strip vehicle operators must call Air Traffic Control (Ground) for clearance from outside the gable markers or the appropriate Runway Holding Point(s). This also applies to the undershoot of Runway 17 which extends into the intersection of Taxiways B, C, G, and fire station access road.

Vehicle operators MUST on request of the tower vacate the runway immediately by the safest practicable manner and advise once clear of the runway strip.

Refer to APPENDICES G for radio procedures and etiquette information on how to cross a Runway.

### 5.1.4 Western Grass Helicopter Training Area

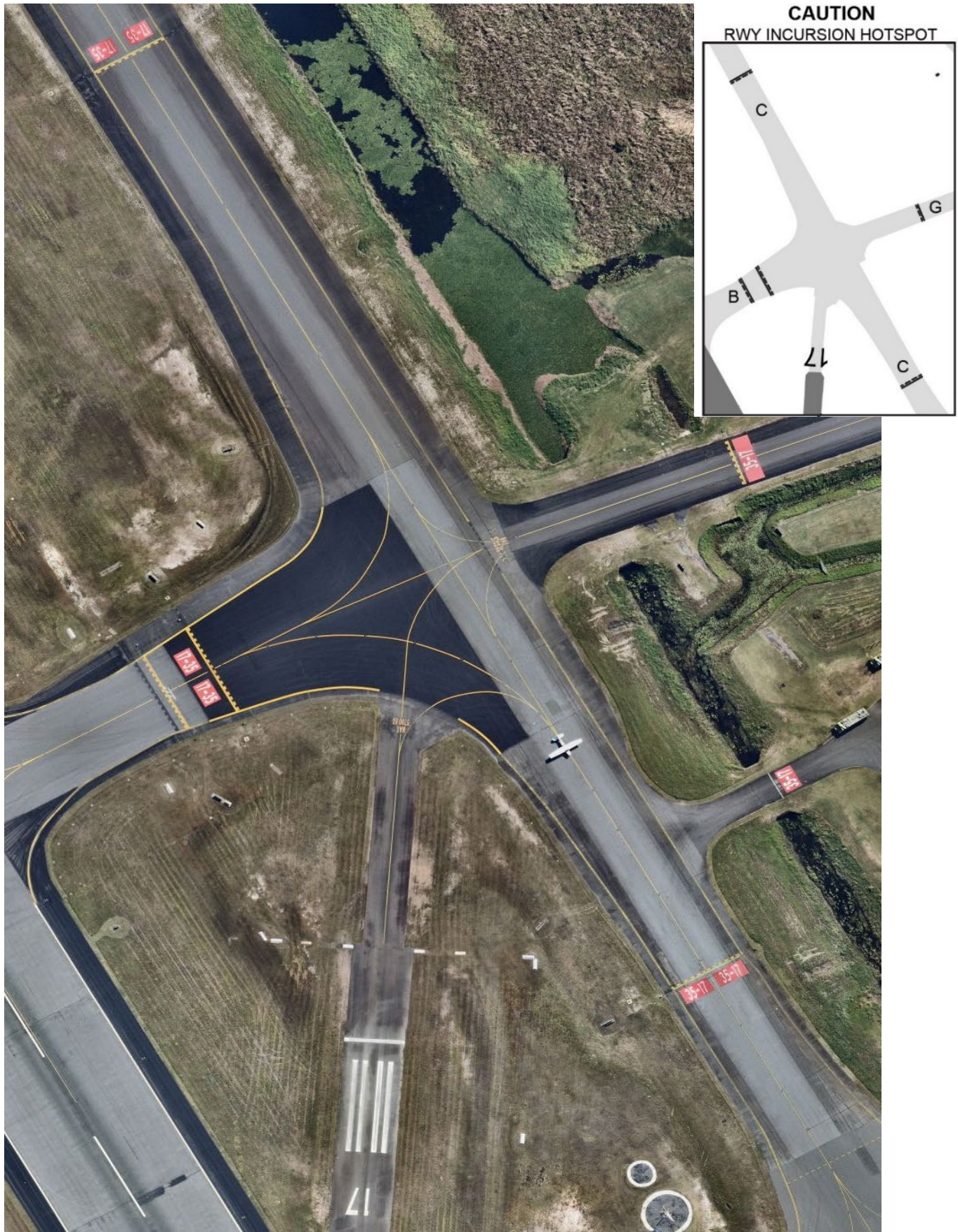
Vehicles are not permitted to enter the Western Grass Helicopter Training area without clearance from Air Traffic Control.



# GCA AIRSIDE DRIVERS MANUAL

## 5.1.5 Taxiway Charlie and Runway 17/35 Intersection

The undershoot of Runway 17 extends into the intersection of Taxiways B, C, G, and fire station access road. Persons operating in this area must do so under the instruction of tower.



# GCA AIRSIDE DRIVERS MANUAL

# GCA AIRSIDE DRIVERS MANUAL



**2022**

## **SECTION 6**

### **CLASS P – AIRSIDE DRIVING RULES**

# GCA AIRSIDE DRIVERS MANUAL

## 6.1. General Driving

This section applies to all categories of ADA Licenses holders that have an operational requirement to operate on the perimeter roads of the airport. It is to be read in conjunction with the appropriate sections of this document for the category of license being applied for.

This Category does not allow holders to operate on airside roads.

### 6.1.1 Speed

Location	Speed Limit
Perimeter roads	40 km

### 6.1.2 Mobile Phones

Mobile phones are only to be used whilst driving airside where a hands-free device such as Bluetooth is fitted except for the below.

### 6.1.3 Perimeter Area Roads

Drivers MUST not depart from the perimeter road unless operating on a Cat 3 ADA or higher.

Drivers MUST give way to any vehicles that have already entered the single lane perimeter road located on the North Western side of the airport near the desalination plant and ILS Glidepath.

Drivers MUST always give way to ARFFS vehicles at all times, giving these vehicles priority in any instance.

Entry to the SRA is PROHIBITED by law, at all times, to all vehicles unless via Gate 1 or other approved and active EIP. (Exemption do apply to limited GCA operators only).

### 6.1.4 Wildlife

Drivers should take caution not to unnecessarily startle wildlife, wait for gaps in aircraft movements before proceeding to not raise animals into the path of aircraft. If you are aware of any ground animals or flocks of birds please report this immediately to the ARO's.

### 6.1.5 Wildlife Dispersal

Drivers should be aware that wildlife dispersal may be in progress in airside areas, you should take appropriate measures not to put yourself or others in danger.

### 6.1.6 Gate 4 Egress

Entry to the SRA is NOT permitted as part of this class. Authorised vehicles may enter/exit through gate 4 for the purpose of entry to the perimeter road. Persons and vehicles must submit to security screening process by trained GCA and/or the contracted security providers staff if present.



## GCA AIRSIDE DRIVERS MANUAL

### 6.1.7 Runway 32 End

Caution must be exercised when crossing the under shoot of Runway 32. Airside drivers must stop at the appropriate signs and give way to aircraft departing or on approach to Runway 32 before attempting to cross this area. This rule applies to drivers that are travelling both from east to west and vice versa.



### 6.1.8 Runway 14 End

Caution must be exercised when crossing the under shoot of Runway 14. Airside drivers must stop at the appropriate signs and give way to aircraft departing or on approach to Runway 14 before attempting to cross this area. This rule applies to drivers that are travelling both from east to west and vice versa.





# GCA AIRSIDE DRIVERS MANUAL

## 6.2 CLASS P Additional Permitted Area Map.



# GCA AIRSIDE DRIVERS MANUAL



**GOLD COAST AIRPORT**

**2022**

## **SECTION 7**

### **CLASS N – AIRSIDE DRIVING RULES**



# GCA AIRSIDE DRIVERS MANUAL

## 7.1. General Driving

All Night Endorsements require 6 hours night familiarization over and above the requirements for other categories. Night Endorsements are required for those operators required to drive airside between the hours of sunset and sunrise.

All applicants must demonstrate an operational need for an N class ADA.

Candidates for the N class ADA must answer all mandatory questions correctly and obtain an overall pass mark of 95%. Should they be unsuccessful, they may re-sit the test after a study/training period of no less than 48 hours.

It is a requirement that any person applying for a N class ADA have an intimate knowledge of airfield lighting pertaining to their category of ADA.

Persons obtaining a class N endorsement as part of there ADA are still bound by the rules and regulations pertaining to the category of ADA held.

### 7.1.1 Speed

Location	Speed Limit
GA Apron	25 km
Airservices access roads (tower and ARFFS)	25 km
Baggage Make-up Room (BMR)	10 km
RPT apron	25 km
STE head of stand road	10 km
Immediate vicinity of an aircraft	Refer to circle of safety (Section 3.1.5)
Taxiway	40 km unless operationally necessary, or directed by ATC
Airside / perimeter roads	40 km
Runway	As required

### 7.1.2 Vehicle Lighting

Vehicles operating at night are required to use the same lighting that would be used if the vehicle was to operate on a state or territory road.

Head lights are to be operated on the low beam (never use high beam or driving spotlights when airside).





# GCA AIRSIDE DRIVERS MANUAL

## 7.1.3 Movement Area Lighting

Gold Coast Airport operates HIRL and MIRL during night and limited visibility operations.

Medium Intensity Runway Lighting (MIRL) is operated for normal night operations. It consists of white runway edge lights that extend the entire length of the usable runway. This can be activated by ATC or using the PAL system.

High Intensity Runway Lighting (HIRL) is operated during low visibility or on request from the pilot. It consists of white runway edge lights with the last 600mtrs displaying yellow runway edge lights. It can only be activated by ATC.

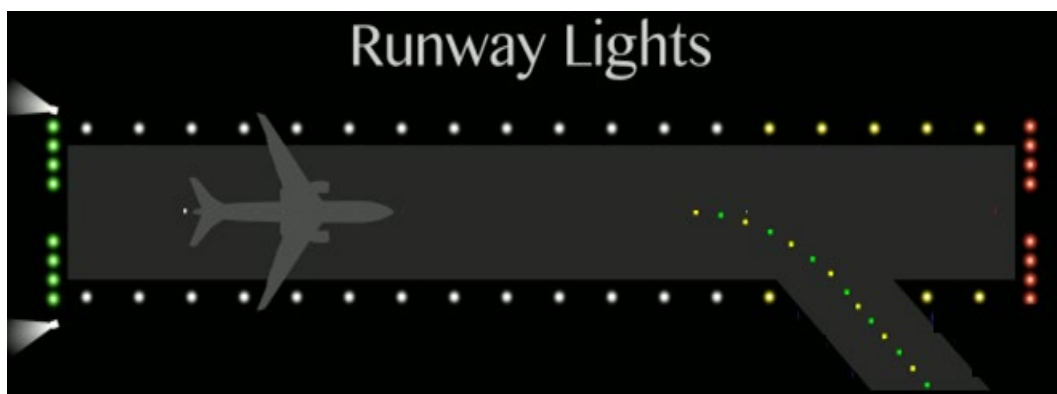
White flashing Runway Threshold Indicator Lights (RTIL) are deployed to show the start of the usable runway.

Blue Taxiway Edge lighting is in use on Echo South

Green Taxiway Centreline lighting indicate the centreline of all major taxiways.

Alternating green and yellow Taxiway Lead Off lights are flush mounted and display the exits from runway 14/32 to the major taxiways.

Excluding Taxiway Juliet, flashing yellow Runway Guard Lights (wig-wags) are raised side lights located at all runway hold points next to the stop bars.



# GCA AIRSIDE DRIVERS MANUAL

# GCA AIRSIDE DRIVERS MANUAL



**GOLD COAST AIRPORT**

**2022**

**SECTION 8**

**APPENDICIES**



# GCA AIRSIDE DRIVERS MANUAL

## Appendices A – ADA Category Map

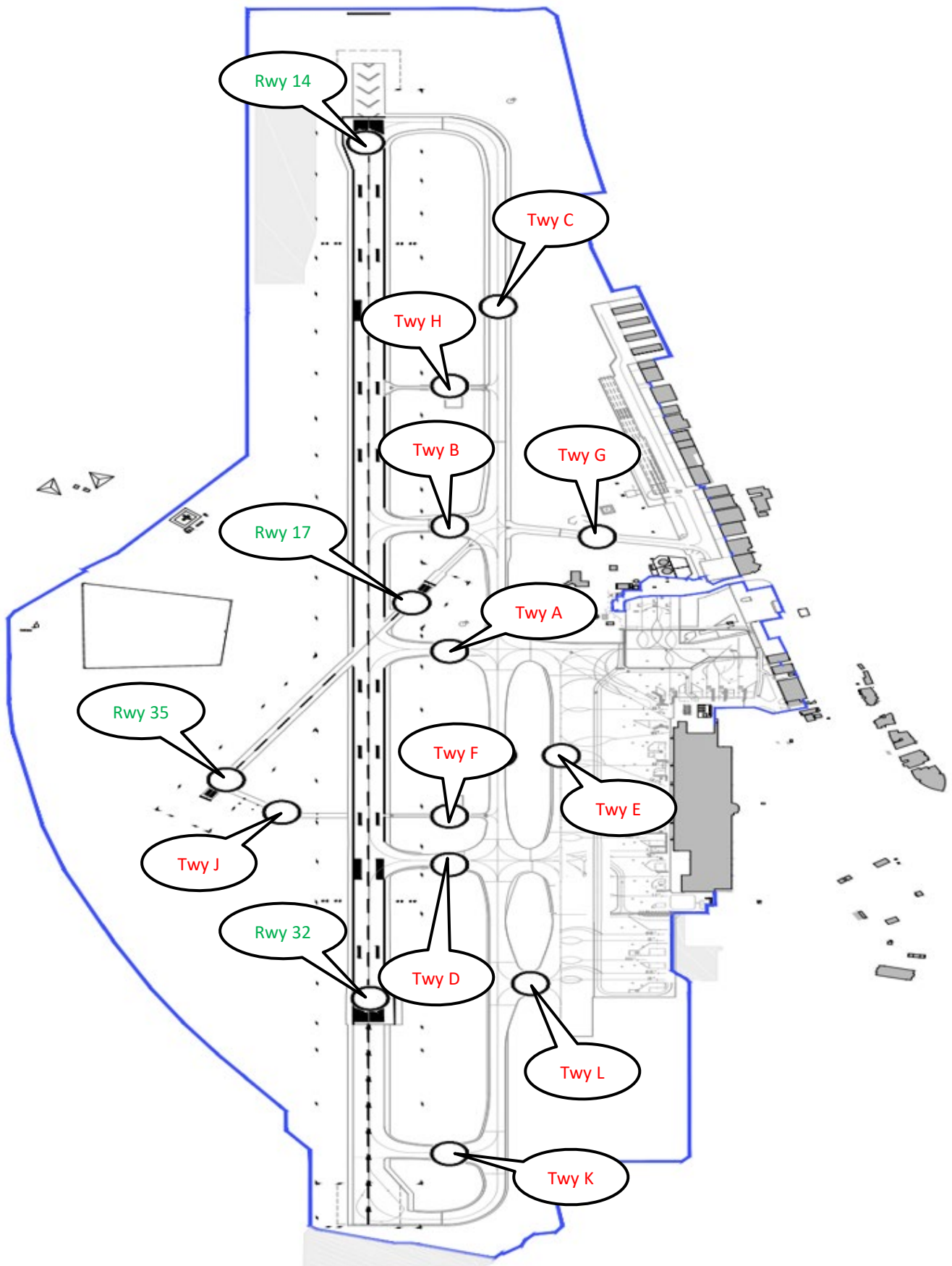




# GCA AIRSIDE DRIVERS MANUAL

## Appendices B – Taxiway and Runway Designators

Note: For the purpose of ease when communicating with the tower Taxiway Charlie is split into Charlie North and Charlie South.





# GCA AIRSIDE DRIVERS MANUAL

## Appendices C – ADA Application Form



Gold Coast Airport  
Phone: (07) 5589 1255  
Fax: (07) 5599 5101  
Email: [asics@gca.com.au](mailto:asics@gca.com.au)

### APPLICATION FOR AUTHORITY TO DRIVE AIRSIDE (ADA)

Theory and practical examinations for ADA must be completed **EVERY TWO (2) YEARS** in line with your ASIC

- NOTE:**
- Use <https://outlook.office365.com/owa/calendar/QueenslandAirports@qldairports.onmicrosoft.com/bookings/> to book an appointment to sit your ADA tests.
  - Complete the online test [www.asiconline.com.au](http://www.asiconline.com.au)

#### SECTION 1: APPLICANT'S DETAILS

<b>NEW:</b>	<input type="checkbox"/> Driving log <b>MUST</b> be attached	<b>RENEWAL:</b>	<input type="checkbox"/>
Employer: .....			
Applicant Name: .....			
Home Address: .....			
Suburb: .....		Post Code: .....	
Email: .....		Mobile: .....	
ASIC Number: .....		ASIC Expiry Date: ...../...../.....	

#### SECTION 2: DRIVING CATEGORY / ENDORSEMENTS

Driving Category Required (Please Tick):

- ☐ Cat 1 General Aviation Apron Operations – Theory/Practical not required if you hold a current private pilot licence (proof is required upon collection of ADA)
- ☐ Cat 1T Tower / ARFF access only. (Cat 1 Log Hours not required)
- ☐ Cat 2 RPT Apron, GA Apron, Tower / ARFF and live Taxiway crossing on Taxiway Alpha
- ☐ Cat 3 All Taxiways, Tower / ARFF and Perimeter Road, excluding Runway 17 Undershoot
- ☐ Cat 4 All Airside Areas including Runways, Taxiways, Tower, Road and Perimeter Road
- ☐ Class N Night Operations
- ☐ Class P Perimeter Road Access for ADA 1 and 2 Operators

##### \*IMPORTANT TEST CONDITIONS

- Theory Component – Failure of the theory test will result in a 48 hour wait period before being able to re-sit the test.
- Practical Component – Failure of the practical test will require an additional 50% of the initial observed hours to be completed before being able to re-sit the practical test.

Operational need for ADA:

.....

.....

#### SECTION 3: LICENCE DETAILS

Drivers License No: ..... State: ..... Expiry Date: ...../...../.....

Current Pilots License No: .....

Radio Operators Certificate of Proficiency License No: ..... Issued On: ...../...../.....

#### SECTION 4: ENDORSEMENT BY THE EMPLOYER

# GCA AIRSIDE DRIVERS MANUAL

I ..... of .....  
(Full Name) (Company)

Company Postal Address: .....  
(for invoicing purposes)

Hereby certify that .....  
(The applicants name)

- Is required to drive/ operate company vehicles /equipment in the Category show in **Section 2**.
- Has completed the prescribed training and spent time as an observer in a vehicle airside:
  - Category 1 and 2 - 4 hours
  - Category 3 - 8 hours
  - Category 4 - 10 hours
- Will only drive / operate equipment Airside; on which he/she holds a current endorsement.
- I also understand this Authority to Drive airside (ADA) is for the sole use of the applicant and that cards are **not** to be transferred amongst other staff members and **must** be returned to Gold Coast Airport when the **applicant** no longer requires the card.

Company Delegates Signature: ..... Date: ...../...../.....

Company Delegates Name: ..... Position: .....  
(Please print name)

## SECTION 5: UNDERTAKING AND ACKNOWLEDGEMENT BY THE APPLICANT

- I have read the GCA Airside Driving manual and agree to fulfil the requirements on Airside Drivers set out in the manual, and I acknowledge that the Gold Coast Airport Pty Ltd may cancel or suspend the Authority at any time.
- I have undergone ..... hours as an observer in a vehicle operating airside in areas where the Authority to Drive Airside for which I am applying will authorise me to drive and have attached my driving log.

I understand that this license is valid ONLY for Gold Coast Airport, and if I am required to drive airside at any airport other than Gold Coast Airport I am obliged to apply for a separate license for each airport.

Applicants Signature: ..... Date: ...../...../.....

## SECTION 6: OFFICE USE ONLY

CAT: ..... ADA No: ..... Date Issued: ...../...../..... ADA Expiry Date: ...../...../.....

☐ Driving Log ☐ Theory Test ☐ Practical Test CARD ISSUED BY: .....

**PLEASE NOTE: - Fees are payable upon collection of ADA**

COST:	\$60.00 (ADA all CAT)	<input type="checkbox"/>	Payment Received:	<input type="checkbox"/>	To be Invoiced:	<input type="checkbox"/>
	\$55.00 (Re-Issue ASIC for ADA)	<input type="checkbox"/>				
	\$22.00 (Upgrade of CAT)	<input type="checkbox"/>				

## SECTION 7: RECEIPT OF ADA

I acknowledge receipt of the above-mentioned ADA which remains the property of Queensland Airports Limited and is on loan to me whilst I am employed in my current capacity at the company noted in Section 4 of this application form.

Applicant's Signature: ..... Date of Collection: ...../...../.....

Applicant's Current State Driver's license to be scanned below upon collection of application form:

# GCA AIRSIDE DRIVERS MANUAL

## Appendices D – AUA Single Vehicle



Gold Coast Airport  
Phone: (07) 5589 1255  
Fax: (07) 5599 5101  
Email: [asics@gcal.com.au](mailto:asics@gcal.com.au)

### AUTHORITY TO USE AIRSIDE – (AUA) SINGLE VEHICLE

New Application ☐ Renewal ☐ Cost: \$25.00  
Personal ☐ Company ☐

**NOTE:**

- Email your completed AUA form, current vehicle registration and insurance policy to [asics@gcal.com.au](mailto:asics@gcal.com.au)
- The ASIC office will contact you when your AUA is ready for collection and you can book a collection time at <https://outlook.office365.com/owa/calendar/QueenslandAirports@qldairports.onmicrosoft.com/bookings/>
- AUA's are issued to the expiry date of the valid insurance policy

#### SECTION 1: COMPANY/APPLICANT DETAILS

Applicants Name: .....  
Email: ..... Mobile: .....  
ASIC Number: ..... ASIC Expiry Date: ...../...../.....

Company Name: .....  
Employer Postal Address: .....  
(For invoicing purposes)  
Suburb: ..... Post Code: .....

#### SECTION 2: VEHICLE DETAILS

Vehicle Make/Model: ..... Year: .....  
Registration Number: ..... Registration Expiry Date: ...../...../.....  
Is this vehicle equipped with an amber flashing/rotating Vehicle Warning Light? YES ☐ NO ☐  
Is the vehicle operating with company signage? YES ☐ NO ☐  
**Note: AUA will always expire at expiry of valid Insurance Policy**

#### SECTION 3: PASS DETAILS

Justification for frequent and unescorted vehicle access to the airside:  
(Type of work, details, work requirements and location)

.....  
.....

# GCA AIRSIDE DRIVERS MANUAL

## SECTION 4: RELEASE AND INDEMNIFICATION

In consideration of being granted an Authority to Use Airside (AUA) in accordance with this application, the Applicant agrees to release the Gold Coast Airport (GCA), its officers and employees from liability for any loss or damage suffered by the Applicant except to the extent caused or contributed to by GCA and indemnify GCA in relation to any claim for loss or damage made by a third party to the extent that the loss or damage is caused by the negligence of, or failure to follow the airport procedures or a direction from any authorised airport personnel by the Applicant in the use of the vehicle whilst accessing the airside area.

## SECTION 5: INSURANCE DETAILS

### THIRD PARTY INSURANCE – PERSONAL INJURY (Compulsory third party insurance with vehicle registration)

Insurer: .....

Amount of cover (\$10M minimum) \$..... Expiry Date of Policy: ...../...../.....

### THIRD PARTY INSURANCE – PROPERTY DAMAGE (Comprehensive Motor Vehicle Insurance Policy)

Insurer: .....

Amount of cover (\$10M minimum) \$..... Expiry Date of Policy: ...../...../.....

*This policy must have provisions which include coverage for airside access at an Airport which is normally excluded from most motor vehicle insurance policies. If confirmation of this coverage cannot be provided then airside access will be denied and this AUA will not be approved.*

## SECTION 6: UNDERTAKING AND ACKNOWLEDGEMENT BY THE APPLICANT

- In making this application, I undertake and agree that the vehicles will be maintained and insured in conformity with the rules and conditions promulgated by Gold Coast Airport and the Rules for Drivers Operating Airside as amended from time to time, which I have read and understood.
- The Vehicle Operator acknowledges that the GCA Manager may cancel or suspend this permit at any time
- The Vehicle Operator acknowledges that the airside vehicle pass is only valid when displayed on the windscreen of the vehicle for which it is issued.
- I, the Authorised Signatory, accept that all vehicles are admitted to the specified airside areas on the condition that neither the airport nor its servants shall be liable for any loss of, or damage to, the vehicle or its contents. The airside vehicle pass remains the property of the issuing airport and is issued subject to Airport bylaws, notices and regulations which I and my company are fully aware of.

### VEHICLE USAGE – AIRSIDE

Please be aware that whilst your vehicle is airside a vehicle warning light is required. The lights must be amber, yellow or orange, be flashing or rotating and be mounted on the top of your vehicle.

Applicants Signature: ..... Date: ...../...../.....

## SECTION 7: OFFICE USE ONLY

Payment: <input type="checkbox"/> Received (attached)		To be invoiced: <input type="checkbox"/>	No charge: <input type="checkbox"/>
Authorised by: .....		Date: ...../...../.....	
Copy of Insurance Policy attached: YES <input type="checkbox"/> NO <input type="checkbox"/>	PREVIOUS AUA Number:		
Copy of Registration details attached: YES <input type="checkbox"/> NO <input type="checkbox"/>			
NEW AUA Number:	Issue Date: ...../...../.....	Permit Expiry Date: ...../...../.....	
Collected by: ..... (Print Name)	Signature: .....	Date: ...../...../.....	

# GCA AIRSIDE DRIVERS MANUAL

**PRIVACY COLLECTION STATEMENT**

In the course of managing the Airside of Gold Coast Airport (including issuing and administering any Authority to Drive Airside and doing things under the GCA Rules for Operating Airside we may collect some personal information about you, or individuals within your organization such as names, addresses, contact numbers, license details etc. GCA collects, stores, discloses, and destroys personal information in accordance with the Privacy Policy of the Queensland Airports Group of which it is a member, which is available at [www.qldairports.com.au/privacy-policy](http://www.qldairports.com.au/privacy-policy).



# GCA AIRSIDE DRIVERS MANUAL

## Appendices E – AUA Multiple Vehicle



Gold Coast Airport  
Phone: (07) 5589 1255  
Fax: (07) 5599 5101  
Email: [asics@gcal.com.au](mailto:asics@gcal.com.au)

### AUTHORITY TO USE AIRSIDE – (AUA) MULTIPLE VEHICLES

Personal ☐ Company ☐ Cost: \$25.00 per AUA

NOTE:

- Email your completed AUA form, current vehicle registration and insurance policy [asics@gcal.com.au](mailto:asics@gcal.com.au)
- The ASIC office will contact you when your AUA is ready for collection and you can book a collection time at <https://outlook.office365.com/owa/calendar/QueenslandAirports@qldairports.onmicrosoft.com/bookings/>
- AUA's are issued to the expiry date of the valid insurance policy

#### SECTION 1: COMPANY/APPLICANT DETAILS

Applicants Name: .....

Email: ..... Mobile: .....

ASIC Number: ..... ASIC Expiry Date: ...../...../.....

Company Name: .....

Postal Address: .....  
(For invoicing purposes)

Suburb: ..... Post Code: .....

#### SECTION 2: RELEASE AND INDEMNIFICATION

In consideration of being granted an Authority to Use Airside (AUA) in accordance with this application, the Applicant agrees to release the Gold Coast Airport (GCA), its officers and employees from liability for any loss or damage suffered by the Applicant except to the extent caused or contributed to by GCA and indemnify GCA in relation to any claim for loss or damage made by a third party to the extent that the loss or damage is caused by the negligence of, or failure to follow the airport procedures or a direction from any authorised airport personnel by the Applicant in the use of the vehicle whilst accessing the airside area.

#### SECTION 3: UNDERTAKING AND ACKNOWLEDGEMENT BY THE APPLICANT

- In making this application, I undertake and agree that the vehicles will be maintained and insured in conformity with the rules and conditions promulgated by Gold Coast Airport and the Rules for Drivers Operating Airside as amended from time to time, which I have read and understood.
- The Vehicle Operator acknowledges that the GCA Manager may cancel or suspend this permit at any time
- The Vehicle Operator acknowledges that the airside vehicle permit is only valid when displayed on the windscreen of the vehicle/s for which it is issued.
- I, the Authorised Signatory, accept that all vehicles are admitted to the specified airside areas on the condition that neither the airport nor its servants shall be liable for any loss of, or damage to, the vehicle or its contents. The airside vehicle pass remains the property of the issuing airport and is issued subject to Airport bylaws, notices and regulations which I and my company are fully aware of.

#### VEHICLE USAGE – AIRSIDE

Please be aware that whilst your vehicle is airside a vehicle warning light is required. The lights must be amber, yellow or orange, be flashing or rotating and be mounted on the top of your vehicle.

Applicants Signature: ..... Date: ...../...../.....

GCA AIRSIDE DRIVERS MANUAL

AUTHORITY TO USE AIRSIDE – (AUA) APPLICATION FORM – MULTIPLE VEHICLES

	New (N) OR Renewal (R)	Make	Model	Registration	Registration Expiry Date	Insurer	Policy Expiry Date	Previous AUA Number:	New AUA Number:	AUA Expiry	Rego Rcvd	Ins Rcvd
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
OFFICE USE ONLY		No Charge: <input type="checkbox"/>	Payment Rcvd: <input type="checkbox"/>		To be invoiced: <input type="checkbox"/>		Authorised by: _____ Date: ...../...../.....					
Collected by: _____		(Print Name) _____ Signature: ..... Date: ...../...../.....										

PRIVACY COLLECTION STATEMENT

In the course of managing the Airside of Gold Coast Airport (including issuing and administering any Authority to Drive Airside and doing things under the GCA Rules for Operating Airside we may collect some personal information about you, or individuals within your organisation such as names, addresses, contact numbers, licence details etc. GCA collects, stores, discloses and destroys personal information in accordance with the Privacy Policy of the Queensland Airports Group of which it is a member, which is available at [www.qldairports.com.au/privacy-policy](http://www.qldairports.com.au/privacy-policy).



SECURITY FORM 006 – Airside Driving Log  
Issued March 2019



# GCA AIRSIDE DRIVERS MANUAL

## Appendices G – Penalty Points

NATURE OF INFRINGEMENT		POINTS
<b>1. SPEEDING</b>		
1.1	Exceeding the speed limit in the Baggage Make-up Room	Loss of <b>4</b> Penalty Points
1.2	Exceeding the speed limit by more than <b>45km/h</b>	Loss of <b>12</b> Penalty Points and <b>6-month</b> ADA Suspension*
1.3	Exceeding the speed limit by more than <b>25km/h</b>	Loss of <b>6</b> Penalty Points and <b>3-month</b> ADA Suspension*
1.4	Exceeding the speed limit by more than <b>15km/h</b>	Loss of <b>4</b> Penalty Points and <b>1-month</b> ADA Suspension*
<b>2. SAFETY IN THE VICINITY OF AIRCRAFT</b>		
2.1	Failure to give way to taxiing aircraft	Loss of <b>10</b> Penalty Points*
2.2	Failure to give way to aircraft under tow	Loss of <b>10</b> Penalty Points*
2.3	Failure to give way to aircraft that has commenced pushback	Loss of <b>10</b> Penalty Points*
2.4	Driving within 3 metres of a parked aircraft with exception to those servicing that aircraft.	Loss of <b>3</b> Penalty Points
2.5	Being within the danger zone at the front/or rear of an operating engine	Loss of <b>5</b> Penalty Points
2.6	Driving in a manner dangerous to aircraft	Loss of <b>10</b> Penalty Points*
2.7	Failure to give way to an aircraft entering a parking bay	Loss of <b>10</b> Penalty Points*
2.8	Failure to give way to a stationary aircraft with anti-collision beacons activated	Loss of <b>6</b> Penalty Points*
2.9	Failure to use apron service road	Loss of <b>3</b> Penalty Points
<b>3. IMPROPER OVERTAKING</b>		
3.1	Improper overtaking	Loss of <b>3</b> Penalty Points
3.2	Driving in a manner dangerous to other vehicles	Loss of <b>10</b> Penalty Points
<b>4. DRIVING UNDER THE INFLUENCE</b>		
4.1	Having an alcohol reading above 0.00	Loss of <b>12</b> Penalty Points*
4.2	Having a banned substance in your system	Loss of <b>12</b> Penalty Points*
<b>5. COVER LOOSE MATERIAL</b>		
5.1	Dropping rubbish airside	Loss of <b>3</b> Penalty Points
5.2	Failure to secure load	Loss of <b>6</b> Penalty Points
5.3	Failure to stop and pick up FOD	Loss of <b>3</b> Penalty Points
<b>6. IMPROPER PARKING</b>		
6.1	Parking in an area other than an Equipment Storage or Clearance Area	Loss of <b>3</b> Penalty Points
6.2	Parking in an equipment clearance area for greater than 30 minutes prior to or after servicing an aircraft.	Loss of <b>3</b> Penalty Points
6.3	Parking in an area that obstructs aircraft	Loss of <b>10</b> Penalty Points
<b>7. IMPROPER LIGHTING</b>		
7.1	Failure to dip headlights	Loss of <b>3</b> Penalty Points
7.2	Failure to use flashing beacon	Loss of <b>3</b> Penalty Points
7.3	Driving in periods of low vis or at night without dipped headlights	Loss of <b>3</b> Penalty Points
7.4	Failure to use vehicle lighting at night	Loss of <b>3</b> Penalty Points
<b>8. SMOKING</b>		
8.1	Smoking or vaping airside	Loss of <b>12</b> Penalty Points*
<b>9. PEDESTRIAN SAFETY</b>		
9.1	Driving across a pedestrian walkway during loading/unloading	Loss of <b>5</b> Penalty Points
9.2	Driving in a manner dangerous to pedestrians	Loss of <b>5</b> Penalty Points*
9.3	Failure to give way to a pedestrian	Loss of <b>5</b> Penalty Points

# GCA AIRSIDE DRIVERS MANUAL

<b>10.</b>	<b>TOWING OF DOLLIES</b>	
10.1	Towing more than the allowable number of dollies	Loss of <b>5</b> Penalty Points
<b>11.</b>	<b>PUSHBACK</b>	
11.1	Returning to the Apron other than via the shortest possible route	Loss of <b>3</b> Penalty Points
<b>12.</b>	<b>EXCEEDING AUTHORITY</b>	
12.1	Failure to follow the direction of an Aerodrome Reporting Officer and/or other authorised GCAPL representative	Loss of <b>6</b> Penalty Points
12.2	Failure to provide a GCAPL Authority to Drive Airside when requested by an Aerodrome Reporting Officer and/or other authorised GCAPL representative	Loss of <b>6</b> Penalty Points
12.3	Taking children or an animal airside without GCAPL approval	Loss of <b>10</b> Penalty Points
12.4	Carrying a passenger where there is no seat provided	Loss of <b>10</b> Penalty Points*
12.5	Not wearing a seat belt where provided	Loss of <b>6</b> Penalty Points
12.6	Disobeying traffic directions	Loss of <b>3</b> Penalty Points
12.7	Entering the Manoeuvring area without ATC approval	Loss of <b>10</b> Penalty Points*
12.8	Driving in a zone without the appropriate Airside Driving Authority	Loss of <b>6</b> Penalty Points*
12.9	Dangerous driving causing damage	Loss of <b>10</b> Penalty Points*
12.10	Diving without an ADA	3 month suspension and airside access prohibited pending investigation.
<b>13.</b>	<b>FAILURE TO ABIDE BY AIRSIDE MARKINGS</b>	
13.1	Crossing low strength pavements markings	Loss of <b>3</b> Penalty Points
13.2	Crossing a live Taxiway at a point other than an exempt Taxiway crossing	Loss of <b>6</b> Penalty Points
13.3	Failure to stop at a stop sign	Loss of <b>3</b> Penalty Points
13.4	Failure to give way at a give-way sign	Loss of <b>3</b> Penalty Points
<b>14.</b>	<b>USE OF MOBILE DEVICES</b>	
14.1	Use of a hand-held device whilst driving	Loss of <b>6</b> Penalty Points
14.2	Use of unapproved Mobile Device within 3 metres of a refuelling tanker or cart servicing an aircraft	Loss of <b>10</b> Penalty Points
<b>15.</b>	<b>SECURITY</b>	
15.1	Driving in a Security Restricted Area without being inspected/screened	Loss of <b>6</b> Penalty Points
15.2	Failure to display an ASIC whilst driving airside	Loss of <b>6</b> Penalty Points
15.3	Failure to hold and display a valid AUA	Loss of <b>6</b> Penalty Points
15.4	Failure to provide an operational need to be driving a vehicle airside	Loss of <b>6</b> Penalty Points
15.5	Allowing a passenger without an operational need to ride in or on a vehicle you are driving airside	Loss of <b>6</b> Penalty Points
15.6	Failure to adhere to Enhanced Inspection Point requirements	Loss of <b>6</b> Penalty Points
15.7	Failure to ensure access point is secure	Loss of <b>6</b> Penalty Points
<b>16.</b>	<b>CONTINGENCY OPERATIONS</b>	
16.1	Failure to stop after an incident	Loss of <b>10</b> Penalty Points
<b>17.</b>	<b>AEROBRIDGE OPERATION</b>	
17.1	Failure to return aerobridge to home position	Loss of <b>3</b> Penalty Points
17.2	Failure to log off after aerobridge is sent home	Loss of <b>3</b> Penalty Points
17.3	Operating aerobridge whilst using a mobile phone	Loss of <b>6</b> Penalty Points
17.4	Operation causes damage to aircraft /equipment	Loss of <b>8</b> Penalty Points*
17.5	Operation causes damage to aerobridge	Loss of <b>10</b> Penalty Points*
17.6	Failure to report an aerobridge incident/accident	Loss of <b>12</b> Penalty Points*
17.7	Failure to follow direction from Gold Coast Airport	Loss of <b>6</b> Penalty Points
17.8	Operating an Aerobridge in a manner dangerous to aircraft operations	Loss of <b>10</b> Penalty Points*

# GCA AIRSIDE DRIVERS MANUAL

17.9	Failure to maintain aerobridge cabin cleanliness	Loss of <b>3</b> Penalty Points
<b>18. AEROBRIDGE SAFETY</b>		
18.1	Parking or driving a vehicle / equipment through an aerobridge safety area	Loss of <b>12</b> Penalty Points*
18.2	Parking or driving a vehicle / equipment through or under a fixed link or aerobridge in any position (in or out of marked exclusion zones)	Loss of <b>12</b> Penalty Points*
18.3	Leaving equipment (other than as per 17.1) in an aerobridge safety area or AVDGS parking position	Loss of <b>6</b> Penalty Points*
18.4	Operation of an Aerobridge whilst persons / vehicles / equipment area in the safety area	Loss of <b>6</b> Penalty Points
18.5	Operator not following correct Aerobridge HOME procedure	Loss of <b>3</b> Penalty Points
18.6	Operator not following correct Aerobridge PRE-POSITION procedure	Loss of <b>3</b> Penalty Points
18.7	Operator not following the correct DOCKING procedure	Loss of <b>3</b> Penalty Points
18.8	Failure to report a fault associated with an aerobridge	Loss of <b>4</b> Penalty Points
18.9	Operating an apron drive aerobridge during winds > 50 knots or the inappropriate operation of an aerobridge	Loss of <b>8</b> Penalty Points*
18.10	Operating a class of Aerobridge without the appropriate ABDA licence	Loss of <b>8</b> Penalty Points

\* Notates an offence that could carry an immediate suspension and removal of an individual's ADA for a minimum 24-hour period.

NOTE: ADA suspension for up to a month can be issued following an incident of any \* noted offence.

NOTE: Post incident DAMP testing may be required and requested following any \* noted offence.

NOTE: Approved GCA staff have ability to confiscate an ADA with immediate effect with the approval of the Manager Operations & Standards or Airside Operations Supervisor pending an investigation of a serious offence.

NOTE: Any other offence that may constitute a hazard to aircraft operations or airside safety to be examined on a case-by-case basis\*

NOTE: Aerobridge Safety and Operation PINS attributed to an operator not holding an ADA are indicative of expected procedures and where committed and attributed to an individual found to be repeatedly offending may result in the removal of aerobridge operating and access privileges at the discretion of GCAL following investigation.

Following an aerobridge Post Implementation Review (PIR) period GCAL will determine whether a separate Aerobridge Driving Authority (ABDA) is required to which the relevant PIN infringement points will be attributed.

# GCA AIRSIDE DRIVERS MANUAL

## AIRSIDE DRIVING PENALTY INFRINGEMENT NOTICE



Operators Details					
Date:			Time:		
Operators Name:					
Company:					
Position:					
ASIC and Expiry:					
Infringement Details					
Infringement Category:	Speeding		Safety in Vicinity around Aircraft		
	Improper Overtaking		Driving under the influence		
	Improper Parking		Improper lighting		
	Pedestrian Safety		Towing of freight dollies		
	Exceeding Authority		Failure to abide by airside markings		
	Security		Contingency operations.		
Cover loose material					
No Smoking					
Pushback					
Use of mobile device					
Actual Infringement Description:					
Penalty Points Incurred:		Licence Suspension Incurred:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Period:	
Vehicle / Equipment Particulars (complete as applicable)					
Owner of Vehicle/Equipment:					
Type of Vehicle/Equipment:					
Registration Number:		Vehicle/Equipment Model:			
Age of Vehicle/Equipment:		Date last maintenance:			
KM or Engine Hours:		Condition of Vehicle/Equipment:			
Issued on behalf of Gold Coast Airport by:					
Signature:		Position:			



# GCA AIRSIDE DRIVERS MANUAL

## Appendices H – Radio Procedures and Etiquette

### Phonetic Alphabet

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

# GCA AIRSIDE DRIVERS MANUAL

## Common Phraseology

Acknowledge	Let me know that you have received my message.
Affirm	Yes.
Approved	Permission for proposed action.
Break	I hereby indicate the separation between portions of the message.
Cancel	Annul the previously transmitted clearance.
Confirm	Have I correctly received the following...? Or did you correctly receive this message?
Contact	Establish radio contact with...
Correction	An error has been made in this transmission (or message indicated) the correct version is...
Final	Commonly used to mean that an aircraft is on the final approach course or is aligned with a landing area.
Hold Position	Stay in place, where you are currently located.
Hold Short on intermediate hold point	Hold at the appropriate holding position for the runway, or the runway strip edge at the intersection of a crossing runway.
I Say Again	Repeat for clarity or emphasis.
Negative	No or permission denied or that is not correct.
Proceed	Authorised to proceed under the conditions specified.
Roger	I have received all of your last transmission. Under no circumstances to be used in reply to a question requiring read back or a direct answer in the affirmative or negative.
Say Again	Repeat all or the following part of your last transmission...
Standby	Wait and I will call you. The caller should re-establish contact if the delay is lengthy.
Vacate	Leave the designated area with immediate effect by the first available or designate route.
Verify	Request a check and confirmation of the information identified (i.e. verify men with hand tools).
Wilco	I understand and will comply with your message. Under no circumstances to be used in reply to a question or instruction requiring a read back.

# GCA AIRSIDE DRIVERS MANUAL

## Example Radio communications

### EXAMPLE: Requesting Tow

**Driver:** Gold Coast Ground, Tug Whiskey Delta, request tow Jetstar A320 from bay Seven (7) to bay Three (3) Zero (0).

**Controller:** Tug Whiskey Delta, Gold Coast Ground, proceed via Echo and Alpha to Bay Three (3) Zero (0), report complete.

**Driver:** Via Echo and Alpha to Bay Three (3) Zero (0), report complete, Tug Whiskey Delta.

**Driver:** Gold Coast Ground, Tug Whiskey Delta, established on bay Three (3) Zero (0), tow complete.

**Controller:** Tug Whiskey Delta.

### EXAMPLE: Request to drive from one location to another on the aerodrome via the manoeuvring area.

**Driver:** Gold Coast Ground, Tender One, Bay Three Zero, request proceed to the GA Apron.

**Controller:** Tender One, Gold Coast Ground, proceed via Echo, Alpha, Charlie, hold short Runway One Seven.

**Driver:** Via Echo, Alpha, Charlie, holding short Runway One Seven, Tender One.

**Controller:** Tender One, Gold Coast Ground, cross Runway One Seven via Golf to the GA Apron.

**Driver:** Crossing Runway One Seven via Golf to the GA Apron.

### EXAMPLE: Request to cross a Runway

**Driver:** Tender Two, on Charlie, request cross Runway One Seven.

**Controller:** Tender Two, on Charlie, cross Runway One Seven.

**Driver:** On Charlie, crossing Runway One Seven, Tender Two.

### EXAMPLE: Request to enter Runway for Runway Inspection

**Driver:** Car Twenty Five, on Charlie, request enter Runway Three Two for inspection,

**Controller:** Car Twenty Five enter Runway Three Two, cross Runway Three Five, report vacated.

**Driver:** On Charlie, entering Runway Three Two, crossing Runway Three Five, Car Twenty Five.

### EXAMPLE: ATC Instruction to vacate Runway

**Controller:** Car Twenty Five, vacate Runway onto Delta.

**Driver:** Vacate Runway onto Delta, Car Twenty Five.

### EXAMPLE: RADIO CHECK with ATC

**Driver:** Gold Coast ground, Car two five, request radio check.

or

**Driver:** Gold Coast ground, Car two five, how do you read?

**Controller:** Car two five, Gold Coast ground, readability Five.

# GCA AIRSIDE DRIVERS MANUAL

## Appendices I – Markers and Signs

### Cones

HELICOPTER APRON EDGE

A BLUE cone  
  
to mark the edge of the grassed helicopter parking area.



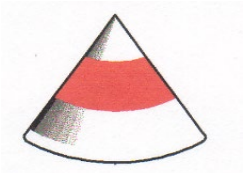
TAXIWAY AND APRON EDGE

A YELLOW cone  
  
to mark the edge of an aircraft apron area



UNSERVICEABILITY AREA

A WHITE cone with RED BAND  
  
to mark the unserviceable area



WORKS AREA LIMIT

A ORANGE cone  
  
to define the limit of works.



JETBLAST

A BLUE cone with WHITE BAND  
  
To define the extent of jet blast into a works area



GABLE

A WHITE gable marker  
  
To indicate the edge of the runway strip



ILS EXCLUSION MARKER

A WHITE pole with RED band  
  
ILS critical areas are delineated on the airfield by white/red markers.





# GCA AIRSIDE DRIVERS MANUAL

## Signs



### Aircraft Manoeuvring Area Sign

These signs are provided at locations where ATC clearance is required to proceed.



### Road Signs – Stop Zone

Stop zones are positioned at various high-traffic areas. Right-of-way rules apply. Some stop zones require ATC clearance before proceeding.



### Road Sign – Clearance Limit

All ADA holders need to be aware of the height of the vehicle they are driving and the height clearances to structures on the airside.



### Movement Area Guidance Sign (MAGS)

These signs are provided on taxiway intersections. The sign shows the name of the taxiway you are on as well as the taxiway you are about to enter or cross.



### Road Sign – International / Domestic BMA Entrance and HOS road

This sign indicates that this area is shared with pedestrians and a maximum speed limit of 10km/h is applicable.



### Road Sign – Perimeter Road

This sign indicates that you are about to enter the perimeter road. You require a P Class on your ADA or hold a cat 3 or 4 ADA to proceed.

## Miscellaneous



### FOD Bin

Blue FOD bins are positioned at various locations around the RPT apron. It is the responsibility of all airside operations to safely retrieve and dispose of FOD.



**Emergency Eye Wash Stations and Safety Showers** are provided along the main RPT and Remote Aprons. Access must never be obstructed to these areas.



### Emergency Fuel Stops

Emergency Fuel Stops or E-Stops are provided on the main RPT and Remote Apron. Depressing the Emergency Fuel Stop will shut down the flow of fuel and can be activated by anyone in an emergency.



### Fuel Hydrant

Refuelling hydrants are marked by a red box. You should avoid driving over the hydrants to prevent both damage to the hydrant lid and damage to your vehicle. Never park on a fuel hydrant.

# GCA AIRSIDE DRIVERS MANUAL

## Markings



### Aircraft Parking Position Marking

Yellow numerals indicating the unique bay number.



### Aircraft Nosewheel Stop Bar – Marshalling

Defines the position where the marshaller is to stop the aircraft nose wheel to ensure the aircraft is parked correctly. It is marked by a solid yellow bar 6 meters long on the port side of the aircraft.



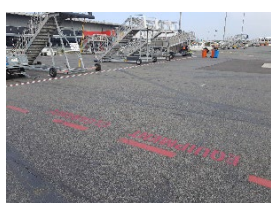
### Power-out line

Marked with a broken yellow line.



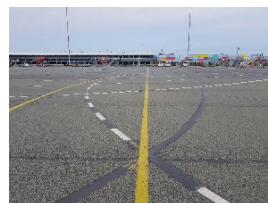
### Towbar Disconnect Point

Marked with a white bar, an aircraft is pushed back or pulled forward to this mark. The tug disconnects, and the aircraft departs under its own power.



### Equipment Clearance Line

Equipment staging areas are defined by a broken red line and are set aside for the staging of equipment and vehicles, prior to an aircraft arrival, while it is on the bay and for a short time after its departure.



### Aircraft Lead-in Line

Is marked with a solid yellow line for primary parking positions. The marking is followed when taxiing into a parking bay.



### Push Back Line

Push back lines are provided only where the pushback differs from the lead in line.



### Push Back Limit Line

The push back limit line marks the absolute limit of a push back. Tug operators must never exceed the push back limit under any circumstances.



### Intermediate Holding Point Line

Intermediate holding points mark the intersection of taxiways. E.g. if you were instructed to hold short of Echo on Alpha, you would stop short of this marking.



### Equipment Storage Area

Equipment storage areas are defined by a solid red line and are set aside for the parking of airline equipment and vehicles.



# GCA AIRSIDE DRIVERS MANUAL

## Security Restricted Area Marking



This marking designates the boundary of the Security Restricted Area (SRA). Persons and vehicles can only enter the SRA via an Enhanced Inspection Point.

## Zipper Markings



Red and white zipper markings mark the confines of the exempt taxiway crossing and must not be crossed without ATC approval.

## Give Way Marking



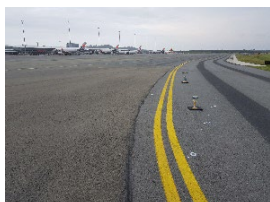
The give way markings define the location airside drivers must give way to pedestrians and other airside vehicles. All pedestrians transiting apron roads have right of way.

## Pedestrian Walkway



These areas are traversed by pedestrians and caution must be executed around these areas.

## Taxiway Edge Marking



The taxiway edge is marked by two solid yellow lines.

## Red Hatched Exclusion zones



This area must be kept clear. Never park on a safety area and avoid driving over these areas.

## Apron Service Road



The apron service road is provided to ensure that any vehicle movements are clear of aircraft parking bays. Markings are similar to landside roads – white with a broken centreline.

## Speed Limit Marking



Markings to indicate the applicable speed limit that must be adhered to in the respective area.

## Stop Bar



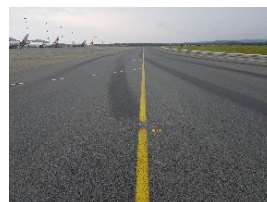
Stop bars are positioned at high-traffic intersections and high-risk locations on the apron service road. Right-of-way rules apply.

## Chevrons



Chevrons indicate the point at which the driver must stop and give way to aircraft or vehicles (such as Fire Tenders or Safety Cars) that may be using the taxiway.

## Taxiway Centreline



The centre of the taxiway is marked by a solid yellow line.

## Helicopter Parking



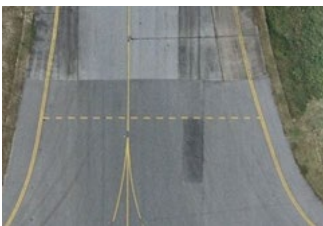
The helicopter parking area is marked with two solid blue lines.

# GCA AIRSIDE DRIVERS MANUAL



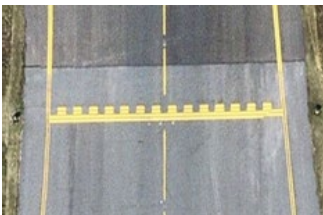
### Helicopter Landing Zone

The helicopter landing zone is marked with a solid white ring with a white H inside.



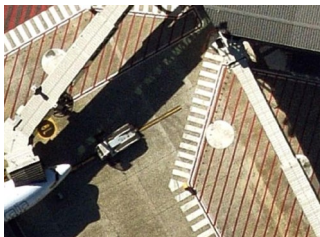
### Taxiway Hold Point

Taxiway hold points are marked with a yellow dashed line that marks the holding positions between taxiways



### Runway Hold Point

Runway hold point is marked with two solid and two dashed yellow lines.  
You must have ATC clearance to cross from the Holding side to the Runway side.



### Aerobridge Home Position

Aerobridges home positions are a solid white circle. The aerobridge must be kept in either the narrow or wide body positions when not in use



### Aerobridge Red Hatched Safety Area

Red hatched line marking identifies aerobridge operational areas which must be kept clear of vehicles and equipment.



### Decision Point Gantry Sign

An overhead sign indicating separation of international and domestic baggage tug routes.



### Aircraft Apron Limit Line

Apron limit line marking consist of a single, broken yellow line, the dashes of which are 3 m long and 1 m apart. At gold coast airport you must have ATC clearance to cross this line.

### Aerobridge Right Hand Bay Reposition

Right hand preposition are red dashed circles. Bridge can be prepositioned to this location immediately prior to narrow body aircraft arrival on the right-hand bays

NOT YET IN USE

Pic to be added when activated



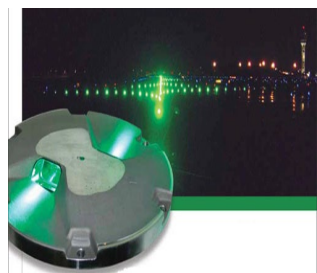
# GCA AIRSIDE DRIVERS MANUAL

## Lighting



### Runway Guard Lights

Elevated guard lights are used to identify the hold position for a runway, especially at night and during periods of low visibility. They are used to enhance the hold bar.



### Taxiway Centreline Lights

Flush mounted green lighting that designated the centreline of the taxiway. Designed to facilitate ground movement in low visibility.



### Runway End Lights

Used to depict the start and end of the usable runway. They are flush mounted and can be switch depending on the runway direction in use.

### Runway Threshold Identification Lighting (RTIL)



Runway threshold identification lights are to have the following characteristics: (a) be flashing lights; (b) the light flashes are synchronised with a normal flash rate of 100-120 per minute; (c) the colour of the lights is white; (d) a minimum range in bright sunlight of approximately 7 km;



### Runway Edge Lights

A single row of white lights bordering each side of the runway and lights identifying the runway threshold. The last 200' lights are amber.

### PAPI



Four boxes positioned on either side of the runway to provide a visual indication of the aircrafts position on the glidepath. Depending on the angle, lights will appear red or white.



### MAG Signs

Designed to assist ground movement around the airports during both daylight and low visibility.

# GCA AIRSIDE DRIVERS MANUAL

## Appendices J – Revision Review

1	0	January 2008	All		Initial issue
1	1	June 2008	2	Contents	Penalties
1	2	June 2008	6	ADA Requirements	ADA Category 1,2,3,3E – Observation/driving times
1	3	June 2008	9	2.1. Vehicle	Inclusion – visible Rotating Beacon
1	4	June 2008	9	3.1. Driving	Distance from aircraft refuelling
1	5	October 2008	All		CASA Audit – Amendments
1	6	July 2009	All		Reformatting/illustrations/Amendments
1	7	November 2009	20	2.3 Driving (f)	Inclusion of DAMP
1	8	November 2009	22	2.3.5	Low Visibility Procedures
1	9	January 2010	24	2.5	Circle of Safety
2	0	July 2012	ALL		
2	1	January 2011	23	7.16	Low Visibility Procedures
2	2	May 2011	12	4 – Airside Driving	Airside Driving Penalty Point System
2	3	October 2011	19	7 – Cat 4 Driver	Working on Man. Area changes to procedures Aviation Role changes
3	0	January 2012	13 29 30	3.6 Attachment B Attachment C	Baggage makeup driving rules Baggage Make up plan Hazard & Identification Form
3	1	September, 2012	29	Map – Drivers guide to Airside Areas	Updated - Gate 1 relocation Inclusion Tower Road, CAT 1A area. Western Helicopter Training Area (CAT 4) Jet blast Wall.
3	1	September 2012	8/14	ADA Categories	Inclusion of CAT 1A
3	1	September 2012	19	Jet Blast Wall	Inclusion of Jet blast Wall
3	1	September 2012	19, 22, 27	5.18; 7; 8.17	Western Grass Helicopter Training Area
3	2	December 2012	22	6.4	Mobile Phone Information
4	0	July 2015	All	All	Full review and re--issue
4	1	January 2016			Organisational changes
5	0	March 2019	All	All	Full review and re issue
5	1	January 2021	24	3.1.6 Circle of Safety	Addition of vehicle not required to service an aircraft
5	2	November 2021	57	Appendices F	Introduction of Drivers Log
5	2	November 2021	16, 24, 45	2.3.1, 3.1.6, 7.1.3	General clerical updates

# GCA AIRSIDE DRIVERS MANUAL

5	2	November 2021	49	Appendices B – Taxiway and Runway Designators	Map Upgrade
6	0	August 2022	ALL	ALL	Full review taking into consideration the STE new apron and BMR configuration. Detail on aerobridge PINS and usage expectations added to Appendices G
6	1	March 2023	7 8 10 14 16 48 63 74	1.2 1.2.4 1.3 2.1.4 2.3.1 7.1.2 Appendices G Appendices I	General clerical updates       New Penalty Point System

# GCA AIRSIDE DRIVERS MANUAL

## Appendices K – Abbreviations, Acronyms and Definitions

### Definitions

TERM	MEANING
Aerodrome or Airport	A defined area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and movement of aircraft i.e. Gold Coast Airport.
Aircraft Parking Position	A designated area on an apron intended to be used for parking an aircraft. Also known as an aircraft stand.
Airside	The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access of which is controlled.
Air Traffic Control (ATC)	<p>A service provided for the purpose of:</p> <ol style="list-style-type: none"> <li>a) Preventing collisions: <ol style="list-style-type: none"> <li>1. Between aircraft; and</li> <li>2. On the manoeuvring area between aircraft and obstructions; and</li> </ol> </li> <li>b) Expediting and maintaining an orderly flow of air traffic.</li> </ol> <p>At Gold Coast Airport, Airside Drivers will communicate with Air Traffic Control over two (2) frequencies;</p> <ul style="list-style-type: none"> <li>- Gold Coast Ground on 121.8; or</li> <li>- Gold Coast Tower on 118.7.</li> </ul>
Authority to Drive Airside (ADA)	An authority to drive airside issued under regulations 4.43 of the Airports (Control of On-Airport Activities) Regulations.
Authority to Use Airside (AUA)	An authority issued in accordance with regulation 4.44 of the Airports (Control of On-Airport Activities) Regulations.
Baggage Make-up Room (BMR)	The area ground handlers manually take baggage from the chutes, belt conveyors or carousels and place it into carts/dollies before being transported to the aircraft.
Foreign Object Debris (FOD)	Means foreign objects, debris or loose materials which are lying around airside and are capable of causing damage to an aircraft.

# GCA AIRSIDE DRIVERS MANUAL

Intermediate Holding Position	A designated holding position intended for traffic control at which taxiing aircraft and vehicles shall stop and hold until further clearance to proceed, when so instructed by the aerodrome control tower.
Jet blast	The rapid air movement produced by the jet engines of aircraft, particularly on or before take-off.
Low Visibility Procedures	Procedures applied at an aerodrome for protecting aircraft operations during conditions of reduced visibility or low cloud.
Manoeuvring Area	That part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
Marking	A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.
Movement Area	That part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).
Runway	A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.
Runway Holding Position	A designated position intended to protect a runway, an obstacle limitation surface, or a critical/sensitive area at which taxiing aircraft and vehicles shall stop and hold, unless otherwise authorised by the aerodrome control tower.
Runway Strip	<p>A defined area including the runway and stop way, if provided, intended:</p> <ol style="list-style-type: none"> <li>1. To reduce the risk of damage to aircraft running off a runway, and;</li> <li>2. To protect aircraft flying over it during take-off or landing operations.</li> </ol>
SRA	Security Restricted Area
Taxiway	<p>A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome to another, including:</p> <ol style="list-style-type: none"> <li>1. Aircraft parking position taxi lane. A portion of an apron designated as a taxiway and intended to provide access to aircraft parking positions only (i.e. Bay 16L, 16, &amp; 16R).</li> <li>2. Apron taxiway. A portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron.</li> </ol>
Taxiway Intersection	A junction of two or more Taxiways.



# GCA AIRSIDE DRIVERS MANUAL

Taxiway Strip	An area including a taxiway intended to protect an aircraft operating on the taxiway and to reduce the risk of damage to an aircraft accidentally running off the taxiway.
Threshold	The beginning of that portion of the runway usable for landing.
Visual Aids	May consist of Precision Approach Path Indicators, Runway Markings, Runway Lights etc.

# GCA AIRSIDE DRIVERS MANUAL

## Abbreviations and Acronyms

ADA	Authority to Drive Airside
ARFF	Aviation Rescue Fire Fighting
ARO	Aerodrome Reporting Officer
AROC	Aeronautical Radio Operator Certificate
ATC	Air Traffic Control
AUA	Authority to Use Airside
ASIC	Aviation Security Identification Card
BMR	Baggage Make-up Room
CASA	Civil Aviation Safety Authority
CTAF	Common Traffic Advisory Frequency
DAMP	Drug and Alcohol Management Plan
EIP	Enhanced Inspection Point
FOD	Foreign Object Debris
GA	General Aviation
GCAPL	Gold Coast Airport Pty Ltd
LOA	Letter of Agreement
LVO	Low Visibility Operations
PAPI	Precision Approach Path Indicator
PDA	Personal Digital Assistant
QAL	Queensland Airports Limited
RPT	Regular Passenger Transport
RWY	Runway
RWS	Runway Strip
SRA	Security Restricted Area
TWY	Taxiway

# GCA AIRSIDE DRIVERS MANUAL

## Appendices L – Bay 8, 9 & 10 Parking Plan

