Airside Driver Authority: Rules for Drivers Operating Airside - Endorsements

Handbook

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Version 3

April 2025

MELBOURNE AIRPORT

Foreword

This **Handbook** has been prepared by Melbourne Airport to meet the applicable requirements of the *Melbourne Airport Manual*, the *APAC Safety Management Standard, Part 139 (Aerodromes) Manual of Standards 2019*, made under division 139.C.4 of the *Civil Aviation Safety Regulations (CASR) 1998 and the Airports (Control of On-Airport Activities) Regulations 1997.* Any external references made to regulations, standards and documents should be read in conjunction with this document. As these external references are in force from time to time and may be subject to change, the latest issues/amendments should be checked prior to using this document.

APAM will review this document regularly to ensure as far as possible that the information contained within is current, accurate and suitable for the intended purpose. Should any changes be found necessary, or where compliance with this **Handbook** becomes impractical or impossible, the Head of Airfield is to be advised immediately.

Head of Airfield
Aviation
Australian Pacific Airports Melbourne

Contents

Definitions

Please refer to the Aeronautical Information Package and the CASA Website for commonly used Aviation terms and abbreviations.

For additional definitions specific to Melbourne Airport, please visit www.melbourneairport.com.au/glossary.

References

TITLE
AIRSIDE VEHICLE CONTROL HANDBOOK
ADA: RULES FOR DRIVERS AIRSIDE – LEVEL 2
GROUND RUNNING OF AIRCRAFT OPERATIONAL SAFETY POLICY
AIRCRAFT TURNAROUND OPERATIONAL SAFETY POLICY
PEDESTRIAN SAFETY OPERATIONAL SAFETY POLICY
AIRSIDE DRIVER PENALTY INFRINGEMENT NOTICE (PIN) BOOKLET
AIRFIELD MAPS | MELBOURNE AIRPORT

The above documents can be accessed via the Melbourne Airport website.

Change Summary

VERSION	DATE	CHANGE DESCRIPTION
1	6 September 2022	• Initial issue.
2	23 November 2022	• Update to mobile phone and radio transceiver restrictions • Addition of jet blast advice • Addition of maintenance endorsement disclaimer
3	08 April 2025	• Amendment to Gate 39 procedures • Administrative changes to capture Taxiway Delta

1. Disclaimer

This Handbook has been designed as an **addition** to the Airside Driver Authority (ADA) Level 2 Handbook and ADA Level 3 and 4 Handbook. Drivers MUST ensure that they have read and understood the requirements of the handbooks that apply to their ADA level. Content applicable to driving as a Level 2, 3, or 4 ADA holder is not included in this Handbook.

The Handbook is issued as an addendum to the Airside Vehicle Control Handbook (AVCH), which can be found on the Melbourne Airport website.

2. Introduction

It is recognised that there is an ongoing requirement for vehicles to operate on airside areas of the airport and this Handbook help ensures this is done as safely as possible.

Melbourne Airport issues the following categories of ADAs:

- **Perimeter (P)**: Access to Perimeter Road only
- **Level 2**: Aprons Only
- **Level 3**: Aprons and Taxiways
- **Level 4**: Aprons, Taxiways and Runways

In addition to the categories of ADAs, the following endorsements can also be granted:

- **Perimeter (P)**: Access to Perimeter Road only.
- **Maintenance (M)**: Access to areas deemed to be required for maintenance.
- **Escort (E):** provide positive guidance to vehicles who do not have an ADA or the required level/endorsement.

This Handbook has been developed for drivers who require an endorsement on their ADA to perform specific tasks at Melbourne Airport.

3. Background

Approved vehicles must display Authority to Use Airside (AUA) for the area they are proposed to operate in. As an authorised driver you must ensure that you are driving an appropriately approved vehicle.

The operations of vehicles and equipment on airside may appear to be simple – but the reality is that the traffic system is a complex operation, and your knowledge of the airside rules and regulations and respect for your airside colleagues is vital. Everyone has a job to do and safely operating your vehicle in that work environment is only one part of your task.

Penalty points are imposed for any breach of these rules and regulations. Your ADA remains the property of Melbourne Airport and may be revoked for any behaviour that is hazardous to airfield operations. Refer to Section 10 - Penalties for further information.

4. Accidents, Incidents and other Emergencies

Various hazards and emergencies can occur on the airport. A major fuel or oil spill, aircraft or ground fire, vehicle accident, medical emergency, hazardous materials incident or terminal evacuation will require a planned response under the Airport Emergency Plan (AEP). Melbourne Airport has an emergency number that is manned 24 hours a day. In an emergency, the Integrated Operations Centre (IOC) will set in motion the response to the incident.

- If it is an emergency situation – call the IOC emergency number on 9297 1601, The IOC will call 000 to ensure they respond to the correct location and may connect 000 with you to discuss the incident details.
- Use an Emergency Call Point, where the system operates as an intercom. Pressing the red button will automatically call the Integrated Operations Centre.
- Air Traffic Control (ATC) (if applicable) via the applicable frequency.

For any other incident or safety hazard, drivers should notify the Senior Airside Safety Officer (Car 2).

It is a requirement of the Airport Conditions of Use that all incidents are reported to Melbourne Airport.

5. Contact Numbers

POSITION/SERVICE	CONTACT PHONE NUMBER
IOC Emergency Number	9297 1601
Airport Fire Service	9286 3199
Senior Airside Safety Officer (Car 2)	0418 335 985
Airside Safety Officer (Car 3)	0418 124 142
IOC (General Enquiries)	9297 1624
Airside Fault Reporting	9297 1002
Duty Manager	9297 1844

6. Renewing an Endorsement

Airside drivers are required to renew and complete the online course at least 1 day prior to expiry date. Failure to complete the online course prior to the expiry date will result in the loss of access to the course. To regain access, drivers will need to contact airdatsupport@melair.com.au.

If the endorsement has expired for a period greater than 3 months, the driver must recomplete the classroom and practical components in order to renew the ADA.

Completing only the online modules, does not constitute as a re-issue of the driver authority. The ADA needs to be reprinted for it to be valid.

7. Perimeter Road Endorsement

7.1. Overview

The limit of the Perimeter Road area commences at the catering facility on the eastern side and Gate 22 on the Southern side of the Airfield.

Drivers must be cautious and **not deviate** from the normal perimeter road path unless authorised, otherwise they may enter an aircraft Movement Area, a Navigational Aid restricted areas and other areas designated for safety purposes. To be authorised means you must:

- Hold the correct authority and/or endorsement for the applicable area with your ADA Level, or
- Be under the escort of an authorised escort driver who also holds the ADA Level required for that area.

7.2. Obtaining a Perimeter Road Endorsement

7.2.1. Endorsement

To obtain your Perimeter Road Endorsement, you must complete the initial classroom training and assessment.

The Perimeter Road Endorsement is valid for as long as your ADA Level 2, 3, or 4 is valid.

7.2.2. Licence

A Perimeter Road endorsement is normally linked to another Authority to Drive Airside (ADA). In some circumstances, a perimeter road endorsement may be issued as a standalone authorisation where access to another part of the airside is not required (for example access directly from Gate 12 to the Airservices or Bureau of Meteorology facilities).

To obtain your Perimeter Road endorsement, you must satisfy the following requirements:

1. Complete the initial classroom training and assessment.
2. Complete a company familiarisation with an experienced driver covering the specific area and roadways utilised for their role/purpose.

To obtain a standalone ADA Perimeter the following additional requirements must be satisfied:

1. Complete the initial classroom training and assessment.
2. Complete a specific induction. This can be completed with the classroom training and can delivered by the requesting company or Melbourne Airport (e.g. project specific).
3. Complete a 2-hour familiarisation with a Works Safety Officer (WSO) or other Melbourne Airport authorised provider.

After completing the Perimeter Road ADA initial classroom and assessment, the candidate has a maximum period of 6 months to complete all the familiarisations and geography test and obtain the ADA. Failure to do so will result in the removal of training records.

The Perimeter Road ADA is valid for a period of up to 1 year from the date of issue. Renewal of the ADA will be subject to an ongoing requirement.

7.3. Safety Rules

7.3.1. Mobile Phones and Radio Transceivers

Airside drivers must always stop their vehicle in a safe location when operating a mobile phone or radio transceiver, unless otherwise permitted below.

If a mobile phone (not a smartwatch) or radio transceiver is secured in a commercially designed holder fixed to the vehicle, an airside driver may use it to make or receive an essential communications call or radio transmission, provided:

- it can be operated without touching any part of the **mobile phone** (i.e. using Bluetooth) or in the case of a **radio transceiver** a commercially designed hand unit is available,
- it does not distract them from the safe operation of the vehicle, and
- the drivers' situational awareness is not adversely affected.

Note: The term 'essential' is considered to mean the performance of an operational, safety or security duty which cannot be delayed without an adverse consequence. All other functions including, texting, emailing, task management, photography, engagement with social media, commercial/shopping activities or other use of non-essential applications are prohibited whilst the vehicle is in motion.

7.3.2. Guidance Signage

Perimeter Road signage is present along the accessible route, as defined by the airfield map (link). Where the path is designated for a specific roles/purpose, road signage will stipulate a deviation from the standard accessible Perimeter Road route stating, 'CAUTION ACCESS FOR AUTHORISED PERSONNEL'.

Where a deviation away from the Perimeter Road leads into the Movement Area (i.e. Taxiway or Runway) a 'STOP ESCORT REQUIRED BEYOND THIS POINT' or STOP ACCESS TO MOVEMENT AREA' sign will be present.

The following areas, which are signed, are conditionally accessible for specific roles/purpose. These are outlined below:

- The Perimeter Fenceline Check Track for authorised security & project related personnel
- ALER access paths for authorised utility-based service personnel
- Airside projects access paths for authorised project personnel (i.e. runway overlay)
- Emergency hard stand access – for authorised bussing personnel

Additional signage alerting to departure from the Perimeter Road is currently present at many of the entrances to paths providing access to;

- Runways,
- Taxiways,
- Navigational Aids,
- observation areas, and
- Other access paths, often described as “short-cuts”

These areas are only accessible for those with the appropriate authority.

7.3.3. Speed Limits

The maximum speed permitted on the perimeter road, unless otherwise marked, is 60km/hr. However, drivers must drive to the conditions and are required to reduce their speed depending on the surface/limitations of their vehicle.

On roadways that are conditionally accessible for specific roles/purpose, where no speed signage is present, a reduced speed limit of 40 km/hr or less is recommended due to the surface/condition of these roads.

Reduced speed limits also apply:

- Where speed signage is present around airside gate areas (subject to high numbers of movements), and
- Where construction activity is being undertaken and new speed limits are indicated by the project.

Important: Drivers must consider the braking distance of their vehicle and other vehicles using perimeter road when determining the appropriate speed.

7.3.4. Surface Conditions

The following conditions must be taken into consideration when operating on Perimeter Road:

- The road surface conditions are not consistent around the Perimeter Road,
- Road width varies in areas,
- Heavy rain and inclement weather can cause slippery conditions,
- Corrugations are present in the road surface reducing vehicle controllability,
- Cambered sections increase the likelihood of drifting from the roadway due to distraction.

7.3.5. Giving Way to Heavy Vehicles

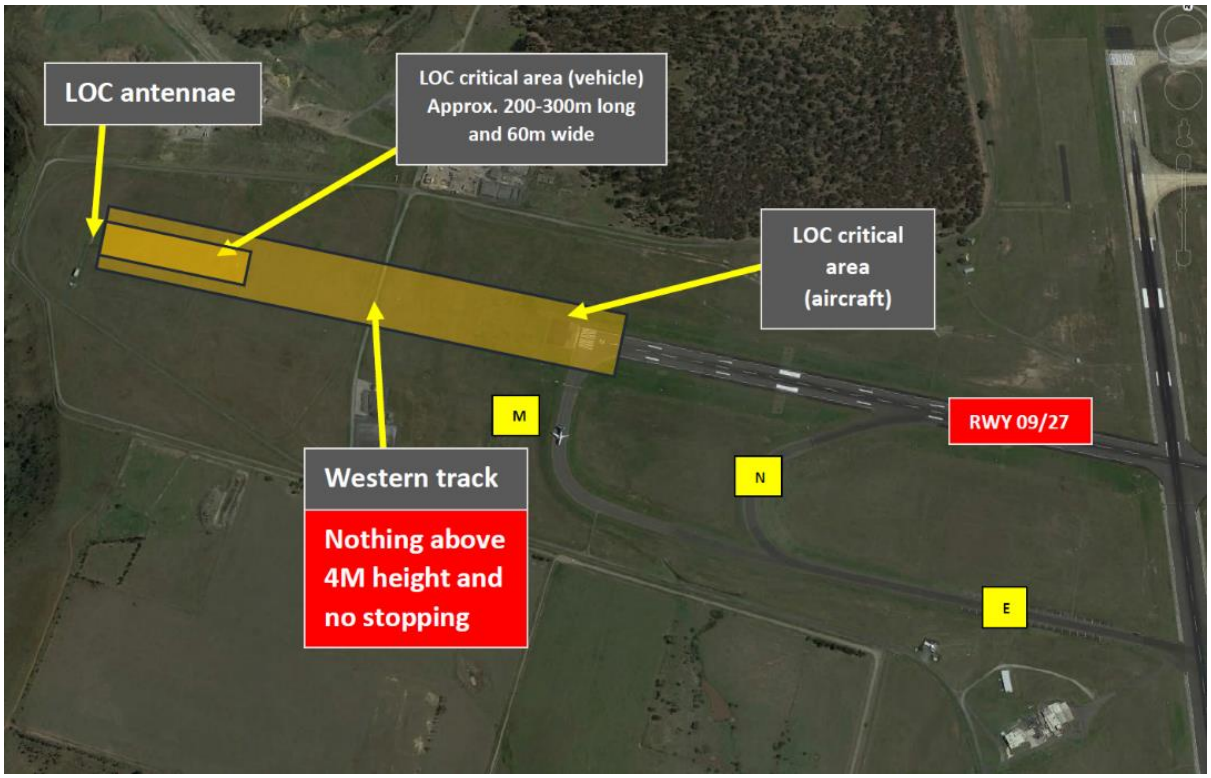
Always give way to heavy vehicle traffic when driving on Perimeter Road. This traffic may be escorted or unescorted. Where the roadway is narrow, you are expected to give 'right of way' to oncoming heavier vehicles. Be aware that standing water after heavy rainfall can also narrow the effective width of the roadways.

7.3.6. Caution Jet Blast Possible

When aircraft are located in the run-up area with operating engines facing the roadway along the fenceline near the Northern Perimeter Road or Gate 22, the following is the correct procedure before driving beyond the Caution Jet Blast possible signage:

1. Visually check for aircraft located in the run-up bay (northern section of Taxiway Bravo and southern section of Taxiway Kilo)
2. Do not proceed beyond the sign if an aircraft is present and the rear of the engines are directed towards the roadway
3. Proceed when it is safe to do so, when the rear of the aircraft engines are no longer facing the roadway

7.3.7. Western Maintenance Service Road



The Western Maintenance Service Road is not to be used during Low Visibility Procedures (LVP). Refer 7.4 below.

During conditions outside of LVP, two additional restrictions apply:

- Vehicle heights on this section of roadway are not to exceed 4m, and
- Vehicles are not permitted to stop on this roadway section at any time.

Note: If either of the two conditions cannot be achieved, this section of road cannot be used without tower approval, as the integrity of the Instrument Landing System (ILS) may be affected.

7.4. Low Visibility

When low visibility conditions are in effect, all drivers must vacate the Perimeter Road as soon as possible unless otherwise authorised or exempted. Drivers will be informed of Low Visibility through Whispr text message sent via the IOC, FIDS screen and changed gate signage. In the event of low visibility while you are already on the airfield; you may observe that you are not able to see parts of the terminal or concourses normally visible in clear weather. If in doubt, drivers may contact Car 3 to verify the field condition.

If low visibility procedures are in effect, special exemptions will normally apply to the following parties who may continue to use the perimeter road:

- Airside Safety Officer vehicles,
- Aviation Rescue Fire Fighter (ARFF) vehicles:
    - responding to emergency,
    - transiting between main fire station and Gate 12,
- Bureau of Meteorology (BoM) staff transiting:
    - between MET Station and Gate 12,
    - on foot between MET station and the meteorological recording instruments, and
- Airfield Lighting Officers responding to critical lighting failures.

Unless otherwise exempt, permission to remain can only be granted from the Senior Airside Safety Officer (Car 2), who will also consider ATC instructions. Car 2 may also revoke a normal exemption if there is an operational hazard with the perimeter road being used in such conditions.

Reminder: Vehicles are also not permitted to use Live Taxiway Crossing unless under escort from an ASO. This will likely affect access to the main terminal apron from the maintenance base, located at the end of the perimeter road (Gate 22). Plan ahead if low visibility conditions are likely and consider seeking an alternative route (i.e via landside). Works escorts and works on the manoeuvring area are to cease during low visibility, unless permitted by the Senior ASO (Car 2).

8. Maintenance Endorsement

8.1. Disclaimer

This endorsement has been designed as **an extension to the Perimeter Endorsement**. Maintenance endorsed drivers MUST ensure that they have read and understood the requirements of the Perimeter Endorsement.

8.2. Overview

The Maintenance Endorsement is held by operators specifically approved by Melbourne Airport Airfield Operations in order to access to sensitive portions of the Airfield for safety, compliance, security, emergency, and grounds, lighting or navigational equipment maintenance purposes.

The limit of the Maintenance area ceases at active Taxiway/Runway strips, the Runway End Safety Area (RESA), as well as Navigational Aid restricted areas. **Only ADA Level 4 holders are authorised to enter such areas**.

Drivers on a Maintenance Endorsement must be cautious not to enter these unauthorised areas unless they hold the correct authority. To be authorised means you must:

- hold the correct authority and/or endorsement for the applicable area with your ADA Level, or
- be under the escort of an authorised escort driver who also holds the ADA Level required for that area.

8.3. Obtaining a Maintenance Endorsement

A Maintenance Endorsement must be linked to a baseline Authority to Drive Airside (ADA). From the date of issue, the Maintenance Endorsement is valid for a maximum period of up to **2 years** for those holding an ADA Level 2 or **1 year** for those on an ADA Level 3.

An ADA Level 4 holder is automatically granted access to those areas covered by a Maintenance Endorsement.

To obtain your Maintenance Endorsement, you must satisfy the following requirements:

1. Hold an ADA Level 2 or 3.
2. Complete the initial classroom training and assessment.
3. Complete a company familiarisation with an experienced driver covering the specific area and roadways utilised for their role/purpose.

After completing the initial classroom and assessment, the candidate has a maximum period of 6 months to complete the familiarisation and obtain the Maintenance Endorsement. Failure to do so will result in the removal of training records.

8.4. Restricted Areas & Meteorological Conditions

8.4.1. Runway Strips

Figure 1: Composition of a runway strip

A runway strip is the area surrounding the runway that is prepared and suitable for reducing damage to an aircraft in the event that the aircraft accidentally overshoots, overflies or runs off the runway.

The runway strip is comprised on the runway and associated stopways, a graded area around the runway and a fly-over area outside the graded area.

The runway strips at Melbourne Airport are all 300 metres wide and protect operations in Instrument Meteorological Conditions (IMC) which require use of the full runway strip width (refer Instrument Meteorological Conditions).

The graded portion of the runway strip is 150 metres wide and protect operations in Visual Meteorological Conditions (VMC), known as the VMC runway strip (refer Visual Meteorological Conditions).

Important: Drivers with a Maintenance endorsement are not permitted to enter the runway strip. Drivers must be aware of their proximity to the runway strip when operating on the Airfield.

8.4.2. Visual Meteorological Conditions

White gable markers are positioned to indicate the 150-metre-wide graded portion of the Runway strip – for operations during VMC.

Important: The width area of the runway strip up to the gable markers are only accessible to Melbourne Airport vehicles in VMC.

8.4.3. Instrument Meteorological Conditions

Orange markers are positioned to indicate the 300-metre-wide full runway strip – for operations IMC and the RESA at the ends of all Runways.

IMC has 2 stages:

1. Critical Area Protection.
2. Low Visibility Procedures (which support Low Visibility Operations).

Important: The area up to the orange markers is accessible to vehicles without special approval unless in Low Visibility.

8.4.3.1. Critical Area Protection

When visibility is reduced to 2000 metres, or the cloud base reduces to 600 feet, the first stage of IMC – Critical Area Protection will be implemented. When this happens, the runway strip is extended to its full 300 metres width to protect the integrity of the ILS.

All vehicles, equipment and personnel must stay out of the area marked by the orange markers under these conditions.

8.4.3.2. Low Visibility

When the visibility falls below 800 metres, or the cloud base reduces to 200 feet or less, the second stage of IMC – Low Visibility Procedures – will be implemented. Signs will be posted at all airside entry gates and shown on the Flight Information Display System (FIDS), to indicate Low Visibility, restricting traffic movement.

These restrictions will apply to all except emergency vehicles and vehicles essential to the limited airport operations. Those exempted include:

- ASO vehicles,
- ARFF vehicles responding to emergency,
- ARFF transiting between main fire station and Gate 12,
- Ground Handlers undertaking pushbacks,
- BoM staff transiting between MET Station and Gate 12;
- BoM staff transiting on foot between MET station and the meteorological recording instruments, and
- ALO responding to critical lighting failures.

In addition, vehicles are also not approved to access the shortcut roadway (Western Maintenance Road: see map) located between Gate 8 and Gate 11, during these conditions. Refer 7.3 and 7.4 above. All vehicles must proceed via the Perimeter Road located behind the Localiser Aerial on the Western side of the Airfield.

Important: The only time you may access the Maintenance sections of the Airfield (including those accessible via the Perimeter Road) during low visibility, is when you have permission from ATC.

Vehicles are also not permitted to use Live Taxiway Crossing unless under escort from an ASO.

8.4.4. Runway End Safety Area (RESA)

A RESA is provided at the end of a runway strip and is designed to protect an aircraft which undershoots or overruns the runway. The area must be clear of any hazards, which includes any transient, temporary or permanent obstructions other than visual or navigational aids for aircraft or vehicles. When the runway is in use for take-off or landing, no mobile object may be on any part of the RESA. This area extends a minimum distance of 360 metres from the end of a runway.

Important: The RESA is delineated by the orange markers. You must hold or be under the escort of an ADA Level 4E with the approval of ATC to access this area.

8.4.5. Restricted Areas

Even when you have approval to operate in grassland and access tracks, there are still some restricted areas which you cannot enter without the express permission of ATC.

8.4.5.1. Runway Approach

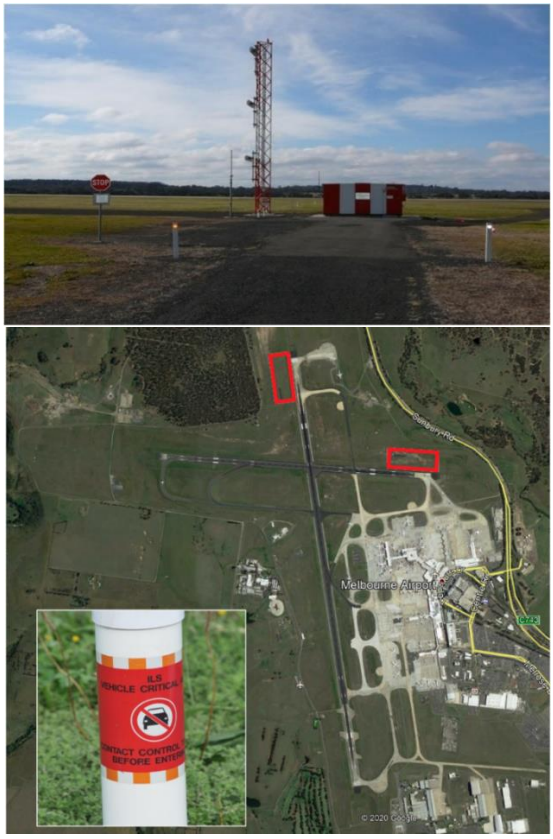
The area in the runway approach is considered to be part of the operating strip even though it is outside the marked runway strip. The area extending 360 metres beyond the runway end must be kept clear of obstacles to maintain a 1.6% obstacle free gradient.

8.4.5.2. Localiser Aerial

The Localiser forms part of the ILS and produces a signal that guides aircraft to the extended centreline of the runway. A vehicle in front of the aerial can upset the accuracy of the transmitted signal.

The Localiser aerials are located beyond the end of Runway 16 and Runway 27 and the critical zone extends from 5 metres behind, 300 metres in front of the aerial and 90 metres in total width, located in-line with the runway centreline. **The Localiser critical area is marked by small white posts with a red band warning sticker.**

8.4.5.3. Glidepath Area



The Glidepath is the second part of the ILS and complements the signal being sent out by the localiser. It sends a radio signal to an aircraft, so it can approach the runway on the correct glideslope.

Vehicles must not enter the critical zone and not drive over the earth mat that is laid between the antenna and the monitor pick-ups. The Glidepath aerials are located outside the runway strip, adjacent to the fixed distance marking on Runway 16 and Runway 27.

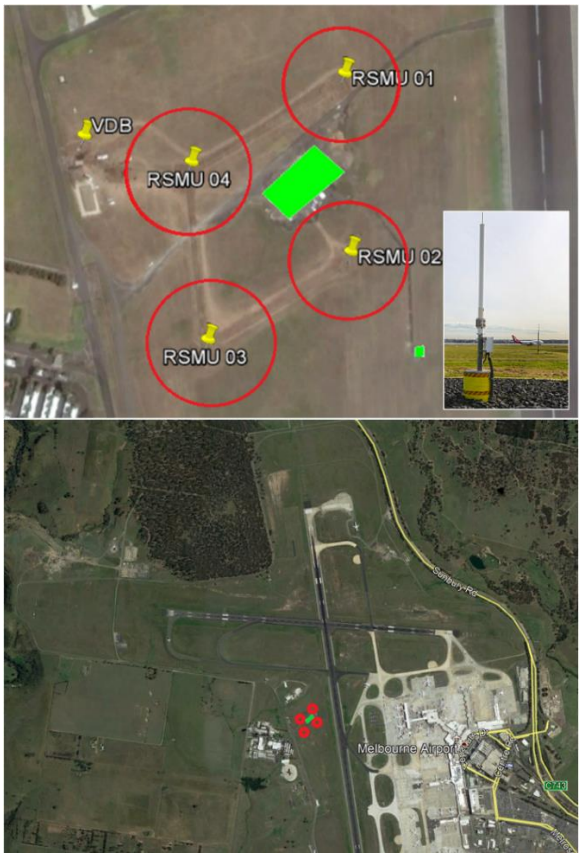
The Critical zone extends 160 metres in width and 400 metres in length from the front of the antenna. **The Glidepath critical area is marked by small white posts with a red band warning sticker.**

8.4.6. VHF Omni-directional Radio/Distance Measuring Equipment

Objects will be tolerated adjacent to the Distance Measuring Equipment (DME), as long as they do not project above the height of the mast supporting the DME antenna. However, as the DME at Melbourne Airport is located with the VHF Omni-directional Radio (VOR), the VOR exclusion zones apply. Even though the VOR installation is placed on level ground to minimise the potential for an obstacle causing interference to the signal, obstructions and obstacles can occur. For these reasons, exclusion zones apply to VOR installations:

No vehicle or equipment is permitted within 100 metres of the VOR.

8.4.6.1. Ground Based Augmentation System



No vehicle or other mobile objects are permitted to stop within proximity of the Ground Based Augmentation System (GBAS) restricted area. Vehicles to a maximum height of 3 metres are permitted to stop in the area highlighted in green.

Other requirements are as follows:

- Vehicle no stopping zones on the unsealed airside road
- No stockpiling within 155 metres of the GBAS site
- Vehicles to a maximum height of 3 metres are permitted to park in the green coloured area
- Mowing in the area is permitted provided that the mower is not stationary for an extended period of time within 155m of the GBAS site and any associated Remote Satellite Measurement Unit (RSMU).

8.4.6.2. Runway Visibility Range Instruments (Transmissometers)

Transmissometers are used to provide a measurement of the Runway Visibility Range (RVR) equipment is installed on all runways at Melbourne Airport.

The RVR value is calculated by a computer located at Airport Lighting Equipment Room (ALER) which receives data from field units located on the runways and from the control tower to indicate which runway is selected and the light intensities being used.

Vehicles must never drive in between any of the sensor pylons, otherwise the aid may receive erroneous data and shut down. Vehicles must not get closer than 10 metres to the sensors, to avoid damaging the installation.

9. Escort Endorsement

9.1. Overview

The escort endorsement permits an ADA holder to escort a driver without an ADA operating a vehicle in the airside areas relevant to the Category of the ADA holder. The escort driver is responsible for the driver(s) under escort.

An ADA holder must:

- Be endorsed to conduct an escort in order to escort vehicles airside, and
- Authorised to access the area to conduct the escort based on their own ADA level and endorsements.

The endorsement is acknowledged through the addition of the letter E to the applicable level of the ADA.

9.2. Obtaining an Escort Endorsement

The Escort Endorsement must be linked to a baseline ADA. From the date of issue an Escort Endorsement is for a period of up to **2 years** for those holding an ADA Level 2 or **1 year** for those on an ADA Level 3 or 4.

To obtain your Escort Endorsement, you must satisfy the following requirements:

1. Hold an ADA Level 2, 3 or 4.
2. Complete the initial classroom training and assessment.

After completing the Escort Endorsement initial classroom, the candidate has a maximum period of 6 months in which to collect their ADA. Failure to do so will result in the removal of training records.

Drivers completing their online renewal module must do so **at least 1 day prior** to the ADA expiry date. If the ADA is not collected within the 3-month period, the candidate will need to recommence training from the initial stage.

9.3. Safety Rules

9.3.1. Escorting

While escorting a vehicle airside, the following safety precautions must be considered:

- Constant surveillance must be maintained at all times;
- A safe braking distance is maintained between both vehicles;
- Maintaining the minimum clearances to parked aircraft/other traffic;
- The effects of jet blast/prop wash;
- The manoeuvrability of both vehicles;
- That the driver under escort is aware of the safety rules (seatbelts, mobile phones etc.);
- The height clearance requirements of the vehicle;
- The road conditions of the planned route;
- The weather conditions at the time of the escort;
- The immediate course of action, should an unexpected event occur;
- The cleaning of vehicle/equipment tyres if unsealed roads or areas are used; and
- The escort activity not being completed until the vehicle is in a safe position

9.3.2. Escorting Convoys

An Authorised Escort Officer must ensure that they escort no more than three (3) vehicles at a time. Vehicles must also be arranged in an order that allows the Escort Officer to have visibility of each vehicle at all times. The smallest vehicle is to be at the front of the convoy, with the largest at the rear.

Escorting too many vehicles at once makes it extremely difficult to safely control the vehicles and can make stopping safely in tight operational areas very difficult.

Important: Always remember to ask vehicles to wait at their location if there is more than 3, or request assistance from another Authorised Escort Officer.

9.4. Gate Procedures

Legislation and Melbourne Airport policy requires that Airside Access Control standards are enforced at all points of entry into the Security Restricted Area.

Prior to commencing your escort, you must ensure the relevant Standard Operating Procedures (SOPs) have been followed by staff utilising an access gate. This is done by confirming the driver and any occupants either:

- Hold an Aviation Security Identification Card (ASIC), or
- Have been issued with a Visitor Identification Card (VIC), and that the vehicle is displaying an AUA or delivery placard

In situations where the escort driver meets the vehicle to be escorted at an unmanned entry point, the same requirements still apply.

9.4.1. Entry Procedure at Gate 39

Step 1: Emergency services vehicles, or any other vehicles requiring escort, are to access Gate 39 via Lane 1 and wait in Lane 1 (landside) for the escorting vehicle to arrive.

Step 2: On arrival at the gate and once ready to escort, the escorting vehicle must contact either Gate 39 or the IOC (callsign Sierra 1) via the non-ops radio to have the Lane 1 entry gate opened.

Step 3: Once the vehicle has entered the airside and the entry gate has closed, the escort may proceed.

9.4.2. Exit Procedure at Gate 39

Step 1: The escort driver is to stop on the airside but clear of the exit lane to Gate 39.

Step 2: The vehicle under escort is to be directed to drive down the exit lane and approach the Gate 39 exit gate.

Step 3: The escort driver calls Sierra 1 on the non-ops radio to request the exit gate be opened to allow the escorted vehicle to exit.

Step 4: Once the escorted vehicle exits, the escort driver must ensure the gate is secured before leaving. Under no circumstances is the escort driver to walk down the exit laneway ahead of the vehicle, approach the vehicle or the gate, or walk between the side of the vehicle and the fence.

9.4.3. Entry & Exit Procedure at Gate 27

Red: The vehicle requiring escort enters the Gate 27 screening point from Francis Briggs Rd. After the security screening process is successfully performed, the vehicle requiring escort awaits the escort vehicle in a numbered lane. Once briefed, the vehicle under escort proceeds through an airlock entrance gate under the direction of the escort vehicle.

Blue: The vehicle under escort is to be directed to drive down the exit lane and approach the Gate 27 exit gate. This will be opened by the gate personnel, once they detect the vehicle. The escort driver is required to wait in a safe position to the side of the road and proceed to the card reader, at the entrance to the escort holding position airlock only once the vehicle under escort safely exits.

Green: The escort driver scans their ASIC at the reader to access the escort holding position airlock. Once in a designated position, the escort driver awaits the vehicle requiring escort to arrive in a numbered lane. Once the escort has commenced, the escort vehicle proceeds through an airlock gate opened by scanning their ASIC or by the gate personnel.

9.5. Briefing the Driver

9.5.1. Security Identification

Confirming whether the driver holds an ASIC or VIC, as this will determine the procedure at the destination:

- If the driver or passengers are an approved ASIC holder, no special conditions apply.
- If the driver or passengers are all VIC pass holders, ensure an ASIC holder is present to receive the delivery, wait with a VIC holder for 5 minutes and if no ASIC holder arrives to accompany the VIC holder, the vehicle and driver will be escorted back landside. Instruct the ASIC holder who meets the delivery to remain with the VIC holder until the escort driver returns.

9.5.2. Before departing with the escort

The majority of vehicles requiring an escort will be delivery vehicles with goods for the terminal area, or contractors engaged in airside works projects. Regardless of who the escort is for, you must always follow the same procedure, including briefing the driver.

A briefing should cover the following items:

- Confirm the height of the vehicle to be escorted;
- Explain the route you are going to take;
- Instruct the driver that they must remain at a safe stopping distance behind the escort vehicle, while maintaining a constant speed and remaining alert at all times;
- Indicate the driver should use their horn or lights to attract attention where necessary;
- Explain they must not deviate from the route; and
- Confirm that once they have completed their delivery or work, they must not leave unless they are being escorted back out again.

9.5.3. Performing the Escort

Step 1: Ensure your amber beacon is operating

Step 2: Conduct briefing with driver

Step 3: Signal to the driver to follow you

Step 4: Constantly monitor the vehicle being escorted

Step 5: Ensure the vehicle is parked correctly at the destination

Step 6: Check with the driver as to how long they need to be there to complete unloading or loading

Step 7: Stay with the vehicle if it will be a short turnaround or ensure an ASIC holder supervises them

9.6. Low Visibility

When Low Visibility Procedures (LVP) are in force, all retail and works escorts on the manoeuvring area must stop, unless permitted to continue by the Senior Airside Safety Officer (Car2) or until the conditions improve and LVP cease to be in effect. For an escort in progress, it may proceed only to the next safest possible location. When in doubt, Car 2 should be contacted for further instructions.

If LVP are in effect, special exemptions will normally apply to the following parties who may continue to use the perimeter road:

- Airside Safety Officer vehicles,
- ARFF vehicles:
  - responding to emergency,
  - transiting between main fire station and Gate 12,
- BoM staff transiting:
  - between MET Station and Gate 12,
  - on foot between MET station and the meteorological recording instruments, and
- Airfield Lighting Officers responding to critical lighting failures.

9.7. Unexpected Occurrences

- Stop as soon as practicable, but in an area where it is safe to do so;
- Ensure your escort also stops;
- Contact the Senior Airside Safety Officer (Car 2) and inform them of what has happened, and then wait for further direction; and
- Begin drafting some notes of the incident (if time and circumstances permit).

10. Penalties

A Penalty Points System applies for airside drivers that breach the Rules for Drivers Operating Airside. Melbourne Airport publishes the Airside Driver Penalty Infringement Notice (PIN) Booklet on the Melbourne Airport website.

Airside drivers must make themselves aware of the penalty points system within this booklet as it details the following:

- How drivers are notified that they have been issued a PIN;
- The process to appeal a PIN;
- Penalty infringement points classification;
- The return of penalty infringement notice points

Melbourne Airport Airside Safety Officers issue warnings and PINs to airside drivers in accordance with the PIN Booklet.

11. Further Information

For further information with regard to this **Handbook**, please contact: airfieldsupport@melair.com.au.

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Emirates