

# AUTHORITY TO DRIVE AIRSIDE INSTRUCTOR CHECKLIST



## Instructor Checklist for ADA Category 2

The Instructor Checklist has been developed and designed to assist airside driving trainers when providing airside driving training. This guide is also intended to provide a general standard across all parties operating and driving airside.

This checklist is established following 4 principles to train and assess the trainees' knowledge, and prepare them for supervised driving duties (some examples have been provided below for each area). This checklist should be used in conjunction with the Airside Vehicle Control Handbook (AVCH), Airside Driver's Guide and any related Airport Operating Standards.

1. **Show** – Show the trainee the relevant area/training location.
2. **Explain** – Explain to the trainee what the area/line is used for, any limitations, hazards, or operating instructions relevant to the area.
3. **Ask** – Ask the trainee to demonstrate their knowledge in this area.
4. **Evaluate** – Evaluate the trainee's knowledge, ensuring they have a full understanding. Re-visit steps 1 and 2 if required.

### Airside Visual Aids - Markings



1.1	<b>Taxiways Crossing</b>	<p><b>Show:</b> Multiple areas where a live Taxiway Crossing is used (solid white line with a STOP sign and zipper markings marks an airside road crossing a taxiway).</p> <p><b>Explain:</b> Where a live Taxiway Crossing is used and the conditions for using these (<u>all vehicles MUST give way to ALL aircraft and vehicles on the taxiway</u> and must drive between the two lines without stopping or deviating). Prior to crossing, drivers must check their surroundings (360-degree), look for authorized vehicles and aircraft taxiing, and aircraft preparing to pushback.</p> <p><b>Ask:</b> Demonstrate correct Taxiway Crossing protocol, identify blind spots and crossing points. Ask the trainee on this situation with different scenarios (aircraft taxiing, aircraft pushing-back from aircraft parking stand, authorized vehicle driving on taxiway...).</p>	<input type="checkbox"/>
1.2	<b>Apron Service and Airside Roads</b>	<p><b>Show:</b> Apron service and airside roads around the airside environment (marked by double continued white lines on the taxiway side and a single continued white line on the apron side).</p> <p><b>Explain:</b> Always utilize an apron service and airside road when provided, instead of driving across aprons. Where an airside road borders a taxiway/taxilane, a double line edge markings will be present and must not be crossed. <u>Vehicles on the apron service and airside roads MUST give way to ALL traffic coming from/going to a taxiway/taxilane.</u> Extra caution must be taken when driving through the Baggage Hall, service road underneath Terminal 1, and shared pedestrian-vehicle areas</p> <p><b>Ask:</b> Identify apron service roads and airside roads markings. Explain roadway layout and demonstrate correct navigation around the airport.</p>	<input type="checkbox"/>
1.3	<b>Equipment Storage Areas</b>	<p><b>Show:</b> Multiple areas where an Equipment Storage Area (single red line with text "Equipment Storage") is used.</p> <p><b>Explain:</b> An Equipment Storage Area defines areas cleared of aircraft and MUST be used for <u>storage</u> of equipment. Vehicles and equipment may be parked and left unattended in these areas. This is the safest area on an aircraft parking bay for storage of equipment.</p> <p><b>Ask:</b> Identify an Equipment Storage Area, explain its correct use, and the differences between using an Equipment Storage Area and an Equipment Clearance Area.</p>	<input type="checkbox"/>

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1.4	<b>Equipment Clearance Areas</b>	<p><b>Show:</b> Multiple areas where an Equipment Clearance Area (dashed red line with text “Equipment Clearance”) is used.</p> <p><b>Explain:</b> An Equipment Clearance Area defines areas cleared of aircraft and may be used for staging equipment (used only for TEMPORARY parking). <u>Vehicles and equipment CANNOT be left unattended in these areas.</u></p> <p><b>Ask:</b> Identify an Equipment Clearance Area, explain its correct use, and the differences between using an Equipment Storage Area and an Equipment Clearance Area.</p>	<input type="checkbox"/>
1.5	<b>Parking Clearance Markings</b>	<p><b>Show:</b> Multiple areas where Parking Clearance markings (continued yellow-red-yellow line) are used.</p> <p><b>Explain:</b> Parking Clearance markings are used to limit the parking of aircraft to a particular area of the apron. To respect clearances, aircraft are required to be contained within their parking areas (all aircraft parts included).</p> <p><b>Ask:</b> Demonstrate where Parking Clearance Markings will be found in multiple locations on the airfield. Explain the signification of these markings.</p>	<input type="checkbox"/>
1.6	<b>Aerobridge Clearance Zone</b>	<p><b>Show:</b> Aerobridge Clearance Zones underneath and adjacent to aerobridges (red hatched areas).</p> <p><b>Explain:</b> Aerobridge Clearance Zones define areas where an aerobridge may operate. These areas must be kept CLEAR of equipment, vehicles, and personnel at all times, other than when the aerobridge is stationary and docked to an aircraft being serviced on that particular bay. Equipment must be removed <u>immediately</u> from the zone as soon as the aerobridge is about to move. When aerobridges are in operation, a warning light and alarm will activate, but awareness should always dictate.</p> <p><b>Ask:</b> Identify a few Aerobridge Clearance Zones and demonstrate the correct operation to undertake.</p>	<input type="checkbox"/>

## Airside Areas



2.1	<b>T1 Apron</b>	<p><b>Show:</b> All airside areas such as Terminal 1, Terminal 2 and Northern Commuter Aprons, and the live Taxiways Crossing (where airside roads are crossing live Taxiways).</p> <p><b>Explain:</b> Always utilize an apron service and airside road when provided, instead of driving across aprons. Vehicles on apron service and airside roads MUST give way to ALL traffic coming from/going to a taxiway/taxilane. Extra caution must be taken when driving through the Baggage Hall, service road underneath Terminal 1, and shared pedestrian-vehicle areas. An understanding of the airfield will assist in maintaining situational awareness and safe vehicle operation.</p> <p><b>Ask:</b> Identify airside roads layout, Taxiway Crossing points, aprons, aircraft parking bays, Baggage Hall, and Service Road underneath Terminal 1. Demonstrate the correct driving procedure in these areas.</p>	<input type="checkbox"/>
2.2	<b>T2 Apron</b>		<input type="checkbox"/>
2.3	<b>Northern Commuter Apron</b>		<input type="checkbox"/>
2.4	<b>TWY Crossings</b>		<input type="checkbox"/>

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2.5	<b>Speed Limits in different airside areas</b>	<p><b>Explain:</b> Whilst Airside, you MUST obey all regulatory signs and, unless otherwise indicated by signs, adhere to the related speed limits (refer to AVCH). Where a speed limit is indicated by a sign, this shall be the speed limit for that area. <u>Do not drive in a manner likely to jeopardise the safety of any person.</u> When driving around terminal areas, you must follow and stay as much as possible on airside roads where provided. Extra caution must be taken when driving through the baggage hall and the shared pedestrian-vehicle areas.</p> <p><b>Ask:</b> State the different speed limits to respect in the different airside areas.</p>	<input type="checkbox"/>
2.6	<b>Access Gates J, N &amp; 2, SRA Access</b>	<p><b>Show:</b> Airside access gates J, N and 2, and Security Restricted Area (SRA) access.</p> <p><b>Explain:</b> Airside access gates J, N and 2 are access gates from landside to airside. Airport personnel holding a valid and current ASIC can enter the airside area of the airport through these gates. Gate J is the only access gate where ASIC VIC Pass holders can access airside. To access the Terminal 1 SRA, all vehicles and personnel (holding an authorised identification card valid for that part of the airport) will be required to enter through the airside screening points (Southern and Northern Security Huts, Gate N).</p> <p><b>Ask:</b> Identify each access gate and their locations. Demonstrate correct access and understanding of the SRA area.</p>	<input type="checkbox"/>
2.7	<b>Blind Spots, Bay Give-Way Points</b>	<p><b>Show:</b> Multiple blind spot locations around the airfield (such as on the service road underneath Terminal 1). All aircraft parking bays give way points, including give way points on the Terminal 2 apron airside road.</p> <p><b>Explain:</b> <u>When navigating around the airfield, it is important to be at all times completely aware of its surroundings.</u> Complete 360-degree checks must be done before crossing taxiways/taxilanes and extra attention must be given when driving on airside roads that may be impacted by aircraft entering and exiting bays. Vehicles on apron service and airside roads MUST give way to ALL traffic coming from/going to a taxiway/taxilane. Some locations on airside roads across the airfield have aircraft parking bays give way markings where you MUST stop and give way to ALL traffic coming from/going onto this aircraft parking bay.</p> <p><b>Ask:</b> Identify blind spots and give-way points. Demonstrate the correct awareness and procedure in these areas.</p>	<input type="checkbox"/>

## Operating Around Aircraft



3.1	<b>Maintaining Situational Awareness</b>	<p><b>Show:</b> Different scenarios on the aprons (aircraft taxiing to parking bay, aircraft beacons on, passengers walking on apron, equipment on an empty bay, AVDGS active, aerobridge connected to aircraft...), and the elements to look for to understand the situation and maintain situational awareness (What is happening? What is likely to occur? What should I do?).</p> <p><b>Explain:</b> Techniques to maintain situational awareness on the airfield include for example: 360-degree awareness, verbalising the immediate operation around you, understanding the aircraft movement activities, looking at the people around you and using the data available to predict upcoming events...</p> <p><b>Ask:</b> Describe what is seen in a particular operational area happening on the apron, identify the elements helping to understand the situation, state what is likely to occur and the correct procedure to follow in this scenario.</p>	<input type="checkbox"/>
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3.2	<b>Indications that an Aircraft is Exiting or Entering a Bay</b>	<p><b>Show:</b> Apron service and airside roads at the rear of aircraft parking bays on Terminal 1 and Terminal 2 Aprons.</p> <p><b>Explain:</b> When an aircraft is starting to push-back or about to enter an aircraft parking bay, vehicles <b>MUST</b> stop and give way.</p> <ul style="list-style-type: none"> <li>- Indications that an aircraft is preparing to pushback include aerobridge/stairs removed, chocks and cones removed, equipment and personnel vacated the area, a pushback tug or tow vehicle attached...</li> <li>- Indications that an aircraft is arriving and will shortly enter an aircraft bay include empty/clear bay, AVDGS active, personnel and service equipment in the area, equipment potentially staged on the bay...</li> </ul> <p><u>If at any point the anti-collision beacons are on, you <b>MUST</b> stop and not drive either in front or behind an aircraft.</u></p> <p><b>Ask:</b> Verbalise the stages of preparation for departure an aircraft is currently in, is it departing anytime soon? Is it safe to proceed and why.</p>	<input type="checkbox"/>
3.3	<b>Anti-collision Beacons - When/Where to Stop</b>	<p><b>Show:</b> An aircraft with active anti-collision beacons.</p> <p><b>Explain:</b> When an aircraft has activated its anti-collision beacons, this indicates that the engines are running or about to be started. <u>Vehicles and personnel <b>MUST NOT</b> pass in front or behind an aircraft with activated anti-collision beacons;</u> this is an offence and offenders will be issued an infringement for this action. You <b>MUST</b> stop and give way to an aircraft preparing to push-back or enter an aircraft parking bay. When stopping and giving way, vehicles and personnel <b>MUST</b> be clear of the aircraft clearance zone; stopping at the adjacent bay in a safe location is recommended.</p> <p><b>Ask:</b> Where an aircraft has its anti-collision beacons activated, identify a safe and appropriate location to stop and give-way.</p>	<input type="checkbox"/>
3.4	<b>Jet Blast, Ingestion and FOD</b>	<p><b>Show:</b> Aircraft jet blast and ingestion hazards zones. Multiple examples of Foreign Object Debris (FOD).</p> <p><b>Explain:</b> Jet blast is the blast caused by aircraft engines when running and it has the potential to be particularly hazardous and dangerous to personnel or items at the rear of an aircraft. Ingestion is the force created by an engine (at the front or on the sides of the engine) when running; this is also known as intake suction. <u>Even at minimum engine power, both forces can have catastrophic results.</u> <u>You <b>MUST</b> take extreme caution and <b>ALWAYS</b> respect the safety zone distances when operating around running engines.</u> Never approach or pass behind running aircraft engines.</p> <p>Any loose materials or debris airside are identified as FOD and create a hazard and risk to aircraft. It is <u>everyone's responsibility</u> to prevent FOD by ensuring all equipment is appropriately maintained, in good working order, and all loads are appropriately secured. It is <u>everyone's responsibility</u> to pick up FOD detected or immediately report to Airport Coordination Centre (ACC) any FOD on the Manoeuvring Area.</p> <p><b>Ask:</b> Identify hazard zones around aircraft and safe zone distances. Identify potential FOD and FOD bins for disposal of materials.</p>	<input type="checkbox"/>
3.5	<b>Refuelling Hazard Zones</b>	<p><b>Show:</b> Aircraft refuelling activities and the associated hazard zones.</p> <p><b>Explain:</b> Fuel hazard zones include the hydrant pit, fuelling point, hoses, dispenser vehicle, and wing vents. A refuelling vehicle must maintain a 3 metre hazard zone around all refuelling equipment whilst refuelling. <u>No other equipment other than that of the refuellers must enter the hazard zone whilst refuelling is in progress.</u> It is also important that all electrical equipment within 3 metres of these hazards zones is intrinsically safe, the exit zone for the fuelling vehicle is clear, and no vehicles, personnel, or equipment (other than the refueller) are operating or parked within these zones.</p> <p><b>Ask:</b> Identify each of the five refuelling hazards zones. Demonstrate the right procedure to follow in an aircraft refuelling scenario.</p>	<input type="checkbox"/>

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3.6	<b>Restrictions on Aircraft Being Serviced</b>	<p><b>Show:</b> Aircraft with service activities happening on the apron.</p> <p><b>Explain:</b> Only vehicles and equipment servicing an aircraft should be (driving or parked) in the vicinity of this aircraft. Extra precautions should be taken when driving near a serviced aircraft as this also means an increase in pedestrian movements (personnel and passengers). Vehicles MUST adhere to the related speed limits (refer to AVCH).</p> <p><b>Ask and Evaluate:</b> Identify hazard zones around an aircraft being serviced. Demonstrate the correct procedure and speed limits in these areas.</p>	<input type="checkbox"/>
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### Emergency Prevention & Response



4.1	<b>Specificity and Use of Hashed Path Clearance Areas</b>	<p><b>Show:</b> Multiple Hashed Path Clearance Areas with emergency fuel stops, emergency showers, and emergency stops for Advanced Visual Docking Guidance System (AVDGS).</p> <p><b>Explain:</b> Vehicles and equipment MUST NEVER park in a Hashed Path Clearance area leading to an emergency related infrastructure such as the previously mentioned.</p> <p>Emergency fuel stop buttons are located on aircraft parking bays where hydrant refuelling is conducted. In case of an emergency, all personnel, regardless of their positions, have the <u>authority and responsibility</u> to activate the fuel emergency stop system to stop the fuel flow. Fire extinguishers are provided on aircraft parking bays for the initial intervention of a fuel fire.</p> <p>Similarly, emergency stops for AVDGS are located on aircraft parking bays where AVDGS are provided. Emergency showers are installed on various parts of the aerodrome and can also be used in case of an emergency.</p> <p><b>Ask and Evaluate:</b> Identify emergency fuel stops, emergency showers and emergency AVDGS stops. Demonstrate the correct procedure around emergency related infrastructure.</p>	<input type="checkbox"/>
4.2	<b>Emergency Procedures and Reporting to the Airport Coordination Centre</b>	<p><b>Explain:</b> Always follow the emergency procedures outlined by Adelaide Airport (AVCH, Airside Driver's Guide, related documents and Standard Operation Procedures), your company, and the training provided. Reportable incidents include, but are not limited to, damage to an aircraft, unplanned/unauthorised movement of an aircraft or ground support equipment, near misses, injury, fire, fuel/oil or material spills, dangerous driving and behaviours...</p> <ul style="list-style-type: none"> <li>- In a life-threatening emergency call – 000, then the ACC emergency line on 81549444</li> <li>- In an emergency – ACC emergency line on 81549444</li> <li>- Any other occurrence – ACC line on 81549444</li> </ul> <p><b>Evaluate:</b> Describe the emergency requirements and reporting obligations for an airline ground operator regarding emergency response and incidents reporting.</p>	<input type="checkbox"/>
4.3	<b>Low Visibility Procedures</b>	<p><b>Explain:</b> During low visibility procedures, operators MUST follow all restrictions as notified by the Airport Operator. Aircraft service vehicles may operate in localised areas on the apron whilst servicing aircraft. Below visibility of 550m, vehicles may only cross airside road Taxiway Crossing points if escorted by an AAL Airside Operations vehicle.</p> <p><b>Evaluate:</b> Demonstrate an understanding of low visibility procedures and precautions that must be taken.</p>	<input type="checkbox"/>

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4.4	<b>NOGGIN Alerts and Storm Warnings</b>	<p><b>Explain:</b> Adelaide Airport uses the notifications system NOGGIN to communicate alerts to all related parties. This system is also used to communicate storm warnings. The phases of the storm warnings are:</p> <p>Phase 1: Storm Watch</p> <ul style="list-style-type: none"> <li>- Forecast of thunderstorm approaching, but not within 16km of Adelaide Airport</li> <li>- Airport Coordination Centre monitors the thunderstorm activity</li> <li>- No NOGGIN Alert</li> </ul> <p>Phase 2: Thunderstorm Approaching</p> <ul style="list-style-type: none"> <li>- Thunderstorm is within 16km of Adelaide Airport, but not within 8km</li> <li>- NOGGIN Alert will advise a TS is within 16km of Adelaide Airport to Airside Operators</li> <li>- Airside Operators are aware of their expectations in Phase 2</li> </ul> <p>Phase 3: Thunderstorm in Immediate Vicinity</p> <ul style="list-style-type: none"> <li>- Thunderstorm is within 8km of Adelaide Airport</li> <li>- NOGGIN Alert will advise a TS is within 8km of Adelaide Airport to Airside Operators.</li> <li>- It is expected that ALL Airside Operators will cease operations upon the activation of Phase 3</li> </ul> <p>Phase 4: Thunderstorm Cancellation</p> <ul style="list-style-type: none"> <li>- Thunderstorm is beyond 16km of Adelaide Airport</li> <li>- NOGGIN Alert will advise a TS clear of Adelaide Airport and the TS has been stood down to Airside Operators</li> </ul> <p>ALWAYS follow advice from the NOGGIN alerts received.</p> <p><b>Evaluate:</b> Demonstrate an understanding of NOGGIN alerts, storm warnings procedures, and precautions that must be taken.</p>	<input type="checkbox"/>
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**ADA Applicant Name:** ..... **Company:** ..... **ADA Applicant Signature:** .....

In authorising this application, I certify that the applicant has been trained at a minimum standard covering the elements presented in this document and complied with the relevant ADA requirements and those set forth by Adelaide Airport, in accordance with the Airside Driver's Guide and Airside Vehicle Control Handbook. I confirm that the applicant is deemed competent to drive airside.

**Date:** ..... **Nominated Trainer Name:** ..... **Nominated Trainer Signature:** .....