



AIRSIDE OPERATING CONDITIONS FOR CONTRACTORS

Adelaide Airport Limited

**Airside Operating Conditions for Contractors
ADELAIDE AIRPORT LIMITED**

SOP No.	Procedure	Revision	Document Owner	Date Amended
660	Airside Operating Conditions - Adelaide	Approved Revision : 4.0	Facilities Manager - Facilities Manager	17/07/2019

CONTENTS

1.	GENERAL.....	1
2.	SAFETY AND SECURITY CONDITIONS.....	1
3.	SPECIAL CONDITIONS	1
4.	TOOLS OF TRADE ON THE AIRSIDE	1
5.	SPECIFIC AIRSIDE PPE	1
6.	WORK SAFETY OFFICER	2
7.	SECURITY PASSES.....	2
8.	WORK AREA IDENTIFICATION	3
9.	UNSERVICEABILITY MARKER (U/S CONES)	3
10.	VEHICLES PLANT AND ACCESS.....	3
11.	MOBILE PHONES	4
12.	ALCOHOL & DRUGS	4
13.	ANIMALS & MINORS	4
14.	SECURING MATERIALS	4
15.	METHOD OF WORKING PLAN	4
16.	CONTRAVENING RULES AND CONDITIONS.....	4
16.1	Minor Breach	5
16.2	Major Breach	5
17.	DEFINITIONS.....	5

1. GENERAL

This document has been prepared to ensure that the following rules and conditions are observed by contractors, sub-contractors and their Workers (all of whom are referred to as “the Contractor”) when working on the Airside at Adelaide Airport. Adelaide Airport Ltd, and its successors or assignees, are referred to as “AAL”.

These Airside Operating conditions for contractors are to be read in conjunctions with the “Site Rules & Conditions for Contractors” document and are designed to complement the appropriate legislation, rules, standards and practices for construction, occupational health, safety and environment and not to substitute in any way for the duty of care owned by the Contractor under common law, statute law, Australian Standards or relevant rules and practices.

The Contractor must ensure so far as is reasonably practicable that all work is performed in a manner that does not pose a risk to the health and safety of any Worker or other person at the Airport or a risk of damage to property on the Airport.

2. SAFETY AND SECURITY CONDITIONS

Operating conditions Airside are strictly controlled to ensure a safe and secure operating environment. Contractors shall comply with the conditions within this document and those specified by the authorising AAL officer with respect to works undertaken in Airside areas.

3. SPECIAL CONDITIONS

In the event of an airport emergency, or in adverse weather conditions (fog, thunderstorm etc) or unscheduled aircraft operations, airside work sites may be required to be vacated, as directed by an AAL Officer. Due to the unforeseen nature of these conditions prior warning may not be given to the Contractor.

4. TOOLS OF TRADE ON THE AIRSIDE

No firearms are permitted Airside unless approved by the Airside Operations Manager. Tools that eject a missile (eg nail guns) require prior approval and conditions of use, to be obtained from the AAL Project Officer.

The Contractor must also comply with any directions and instructions issued by AAL so as to not endanger the safety of aircraft and their passengers at any time.

No naked flame or plant shall be used within 15 metres of aircraft fuel points, aircraft fuel tank vents or apron fuel hydrants while aircraft fuelling operations are in progress.

5. SPECIFIC AIRSIDE PPE

AAL requires all Contractors to adhere to a minimum PPE requirement for accessing and working Airside.

- **High Visibility Clothing** – an Australian Standard approved day/night high visibility vest or clothing must be worn at all times when Airside.

- **Enclosed Footwear** – appropriately enclosed shoes must be worn at all times whilst working or accessing Airside areas. Open toed shoes, thongs or sandals do not provide the adequate protection from potential airside hazards and are not to be worn at any time whilst Airside.
- **Hearing Protection** – ear muffs or plugs must be carried at all times when working airside and utilised in areas of high noise conditions (eg aircraft coming onto a bay or when alarms are sounding in the baggage hall). Staff are exempt from the requirement to carry hearing protection if using the under Terminal 1 pedestrian footpath.

Compliance will be monitored by the Airside Operations Officers (AOO). If you are found airside without the minimum PPE, you will be removed from airside and requested to retrieve it.

6. WORK SAFETY OFFICER

Works undertaken on the airside may require an AAL Works Safety Officer (WSO) to remain at the site while the works are being completed. The WSO is primarily responsible for the safety of passengers, airside ground handlers, operators and aircraft.

The AAL Project Officer in consultation with the Airside Operations Manager will confirm when the WSO is required.

Where a WSO is required the contractor may be required to pay all associated costs to AAL.

7. SECURITY PASSES

All Contractors working Airside will be subject to airport security regulations which require all Contractors to display an Aviation Security Identification Card (ASIC) or Visitor Identification Card (VIC). A Visitor Pass holder must be escorted by a valid ASIC holder. Visitor Passes can be obtained from AAL at Gate J, Terminal 1 Southern Screening or T1 northern screening as appropriate. The pass is to be worn and displayed in a prominent position at all times.

The area in which the Contractor is required to work and the length of the term of contract will determine whether either an ASIC or VIC is required.

All costs associated with obtaining the appropriate security pass and card shall be paid by the Contractor.

A fee and a bond apply for the issue of an ASIC. Please check with AAL for current charges. There is a minimum four (4) week processing time. There is no cost for a VIC with up to a 0.5 hour processing time.

A VIC will be issued to individuals with an operational need to work airside under escort from an ASIC holder. Such passes will only be issued for the period of time that the individual is engaged in works, and can only be issued for a period of up to 28 days. If an individual has an operational need in excess of 28 days, then that individual must apply for an ASIC.

The Contractor shall provide to AAL full details of name, and name of the company of all Workers working on the Site to the AAL Project Officer.

Immediately a person ceases to be employed on the project or works, the Contractor shall be responsible for the return of that person's security card to the AAL Pass Issue Office.

8. WORK AREA IDENTIFICATION

Orange work safety cones and bunting shall be used to mark all work boundaries. Suitable solid barriers shall be used to secure and isolate dangerous excavations and hazardous areas. Work areas shall be established by the contractor at the direction of the AAL Works Safety Officer (WSO) or Airside Operations Officer (AOO).

9. UNSERVICEABILITY MARKER (U/S CONES)

Unserviceability Markers are red and white striped cones used to delineate a part of a runway, taxiway or apron unsuitable for use by aircraft. These cones would generally be used in conjunction with orange Work Safety Cones, which mark the work boundary.

10. VEHICLES PLANT AND ACCESS

All vehicles shall be roadworthy and fit for purpose. The wearing of seatbelts whilst Airside is compulsory at Adelaide Airport.

Contractor's vehicles are required to be escorted at all times unless they are displaying an Authority to Use Airside (AUA) and the driver has an Airside Driving Authority (ADA) licence.

For vehicles who do not have a current AUA access to Airside shall only occur under the supervision of an authorised AAL Officer or other authorised escort. In the event that the Contractor is required to drive unescorted on the Airside, all rules and conditions covered in the 'Airside Vehicle Control Handbook' are to be followed, including testing and licensing of drivers/vehicles where applicable. Fees may apply for services provided by AAL.

A person driving a Supervised Vehicle which is being escorted by another Vehicle must remain behind the escorting Vehicle at a distance of no more than 10 metres and no less than 5 metres.

All vehicles travelling Airside must remain on the designated perimeter road/s or nominated access routes.

No unauthorised private vehicle shall enter the Airside. The Contractor shall provide and arrange for transport of employees to and from the work site and within the Airside area. Speed limits on Airside parts of the Airport are:

- Baggage Hall 10km/h max (walking pace)
- Within 15m of an aircraft 10km/h
- Elsewhere on the movement area 15km/h
(including aprons)
- Terminal service road 15km/h
- Airside roads 40km/h
- Perimeter roads 60km/h

All vehicles, plant and personnel shall remain within the work area designated by the AAL WSO or AOO.

Prior approval must be obtained from the AAL Project Officer to leave vehicles Airside outside working hours. The Contractor is to advise the type and number of vehicles and these will be allocated a designated parking area. The Contractor is to be aware that all vehicles are parked at no risk to AAL.

No plant or equipment shall be placed within two metres of the Airside/Landside Security fence.

Under no circumstances are any gates or doors leading onto the Airside to be left open and/or unlocked and unattended unless approved by the AAL Project Officer.

Portable floodlights are to be shielded so that no direct light is projected above the horizontal plane. All portable floodlights shall be projected away from the active section of the runway and the adjacent taxiways.

11. MOBILE PHONES

The use of mobile phones may be restricted in some portions of the Airside under certain conditions. The AAL Project officer will advise the contractor if phones are not permitted to be used.

Use of mobile phones on the apron within 15m of refuelling operations is strictly prohibited. Use of mobile phones while driving is prohibited at all times.

12. ALCOHOL & DRUGS

All Contractors who perform work on the Airside in accordance with Civil Aviation Safety Regulations must comply with the AAL Drug and Alcohol Management Program. This includes an education program, a drug and alcohol testing program and a drug and alcohol response program. Such Contractors and Workers are also subject to random testing by Civil Aviation Safety Authority.

For information on the AAL Drug & Management Plan, this is available from the AAL Project Officer.

AAL may request a Contractor to remove from site any Worker if it is considered that they are suffering the effect of alcohol or other drugs and/or fatigue.

13. ANIMALS & MINORS

Children and animals are not permitted Airside without the prior expressed approval of the AAL Airside Operations Manager.

14. SECURING MATERIALS

All materials, temporary structures, vehicles and objects shall be so constructed, tied down or secured that nothing can be blown onto an aircraft movement area. The Contractor shall take immediate action to remove or secure any objects which AAL considers could be a danger in this regard.

15. METHOD OF WORKING PLAN

Some Airside works may need to be carried out under the conditions and stages specified in a Method of Working Plan (MOWP) which will be prepared by AAL. The provisions of a MOWP must be fully complied with by the Contractor.

16. CONTRAVENING RULES AND CONDITIONS

If in the opinion of AAL, any Worker or employee of, or a person responsible to the Contractor contravenes these rules and conditions, the Contractor may be directed to remove the person from the site. Any directions issued by AAL with respect to its conditions must be complied with.

The following guidelines apply in relation to minor breach and major breaches of these Airside Operating Conditions but AAL reserves the right in its absolute and unfettered discretion to require immediate removal and permanent removal of any Contractor or Worker having regard to the particular circumstances applying to the relevant contravention of these Airside Operating Conditions.

16.1 Minor Breach

1st offence	24 hr removal, full re induction
2nd offence	As above plus final warning
3rd offence	Permanent removal

16.2 Major Breach

1st offence	Site shutdown Full investigation Work plan to rectify
2nd offence	As above plus additional WSO or Security Guard at the Contractors Cost

17. DEFINITIONS

Airside Area

Comprises all areas inside the Airport perimeter fence (including the Security Restricted Area) as detailed in the Airport Security Program, access to which is restricted to Contractors having lawful authority or excuse to enter.

Aviation Security Identification Card (ASIC)

A Security Identification Card issued under the Aviation Transport Security Regulations which permits individuals who have a justifiable need for unescorted access to Security Restricted Areas on the Airport.

Landside

That area of the Airport and buildings to which the public has free access.

Security Restricted Area (SRA)

Comprises the Regular Public Transport apron areas and any other area so detailed in the Airport Security Program, access to which, for the purpose of this document, is restricted to

- Contractors issued with a valid ASIC; and
- Contractors issued with a valid Visitor Identification Card, and escorted by a person issued with a valid ASIC.

Sterile Area

Comprises areas of the terminal buildings as detailed in the Airport Security Program to which Contractors and their Workers, vehicles and goods are not permitted access unless given a clearance. All Contractors who enter the sterile area must submit themselves and all articles in their possession to approved screening procedures. Access to the sterile area is restricted to Contractors issued with either a valid ASIC or a valid Visitor Identification Card and escorted by a valid ASIC holder and authorisation by AAL.

Visitor Identification Card (VIC)

All contractors working airside or in Terminal 1 must hold an ASIC or obtain and display a temporary visitor identification card (visitors pass) issued by AAL. Contractors with a VIC working in the Security Restricted Area must be escorted by the holder of a valid ASIC.