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Perth Airport

Airside Vehicle Control Handbook

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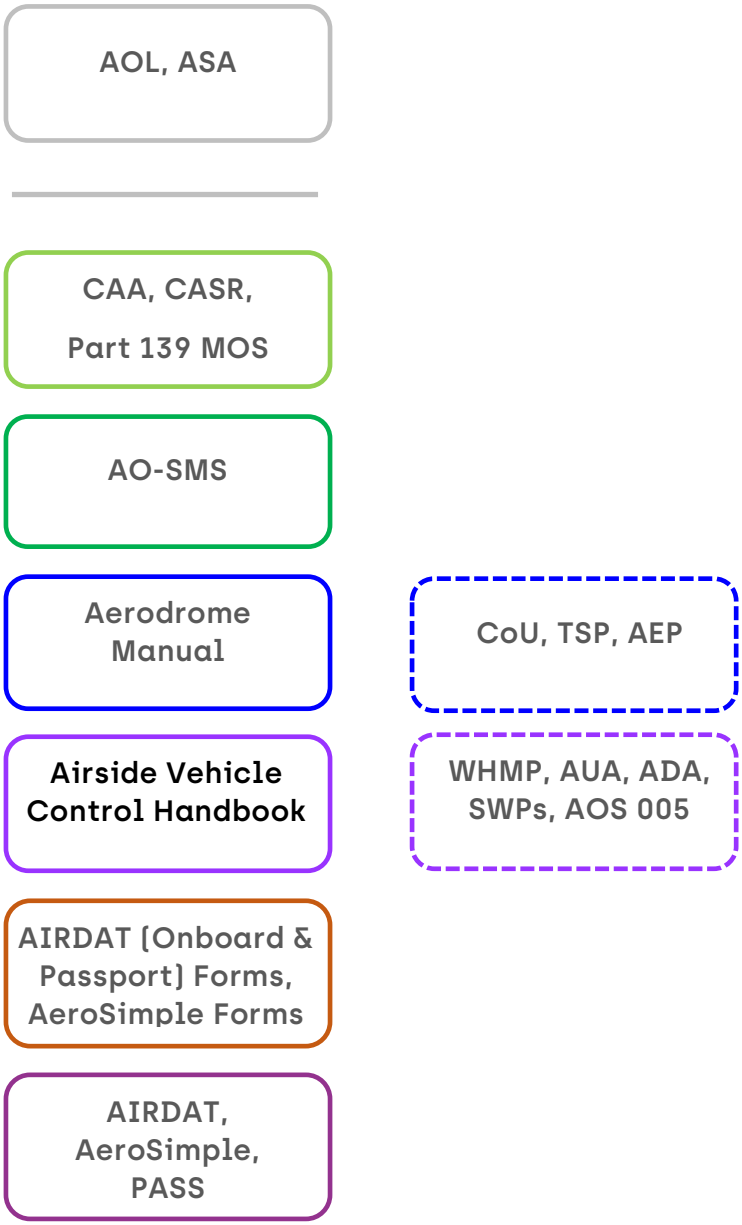
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Authority

This Airside Vehicle Control Handbook (the Handbook) has been prepared and issued under *the Airports (Control of On-Airport Activities) Regulations 2026 (Cth)*. These regulations require Perth Airport, as the Airport Operator, to control vehicle access and operation within the airside area of Perth Airport.

The requirements for the airside operation of vehicles set out in this Handbook is to ensure the safe and orderly movement of vehicular traffic so that aircraft operations are not interrupted or impeded and is designed to be incorporated as part of the aerodrome's Safety Management System (SMS).

In accordance with the *Civil Aviation Safety Regulations 1998 (Cth) (CASR)* and the Part 139 MOS, procedures for controlling the operation of surface vehicles on or near the movement area of the Airport must be included in the Aerodrome Manual. Such requirement is met through the publication of this Handbook and as such this Handbook is a subsidiary document that forms part of the Perth Airport Aerodrome Manual.

Failure to comply with the requirements of this Handbook is a breach of the conditions set down by the relevant authorities for use and to drive airside. Any such failure will be taken into account by Perth Airport in considering whether to exclude individuals or entities from airside use or operation of vehicles.

Signed by:
Vernon Vincent
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Vernon Vincent

General Manager Operations

Perth Airport Pty Ltd

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1

Introduction



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1. Introduction

1.1. GENERAL

Perth Airport Pty Ltd (PAPL) is the operator of Perth Airport, an aerodrome certified by the Civil Aviation Safety Authority (CASA). Perth Airport is also regulated by the Secretary of the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the Secretary) through the *Airports Act 1996 (Cth)* and the *Aviation Transport Security Act 2004 (Cth).*

As a condition of the aerodrome certificate (and in the interests of safety of aircraft operations), Perth Airport is required by the Civil Aviation Safety Authority (under Civil Aviation Safety Regulation Part 139) to institute certain aerodrome operating procedures, including procedures for the control of persons and vehicles on or near the aircraft movement areas.

On landside of Perth Airport, the provisions of state law and regulations are applicable in respect of vehicle registration and operations. The Australian Government has regulated operation of vehicles airside through the *Airports Act 1996 (Cth)* and in accordance with Part 4 Division 4 of the *Airports (Control of On-Airport Activities) Regulations 2026 (Cth).*

The *Airports (Control of On-Airport Activities) Regulations 2026 (Cth)* can be viewed on the Federal Register of Legislation website.

Whilst control of vehicles operating on the manoeuvring area is exercised by Airservices Australia Air Traffic Control (*Air Services Act 1995 (Cth)* and *Air Services Regulation 2019 (Cth)*), responsibility for approving vehicles for airside use and authorising persons to operate vehicles within the airside area remains with Perth Airport as the aerodrome operator under applicable aerodrome operating procedures and airside vehicle control requirements (*Civil Aviation Safety Regulations 1998 (Cth)(CASR 1998), CASA Part 139 (Aerodromes) Manual of Standards 2019 (Cth) (the Part 139 MOS), Air Services Act 1995 (Cth)* and the *Perth Airport Airside Vehicle Control Handbook*).

This Handbook details the requirements and procedures for the airside operation of vehicles at Perth Airport. In addition to this Handbook, Perth Airport publishes Airport Operating Standards (AOS). The Airside Safety and Driving AOS acts as a quick reference guide to the main rules that apply to drivers operating airside and this AOS is to be considered part of this Handbook.

A copy of this Handbook and the Airside Safety and Driving AOS are available via the Perth Airport website. It is the responsibility of vehicle operators to remain up to date with these documents containing the rules and requirements for driving airside.

It is a condition of all Authority to Drive Airside (ADA) and Authority for Use Airside (AUA) permits that vehicles are operated in accordance with the rules set out in this Handbook and those documented in the AOS.

Failure to comply with the rules may result in Perth Airport excluding or removing individuals from the use or operation of vehicles airside and/or excluding or removing vehicles from airside.

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1.2. RESPONSIBILITIES

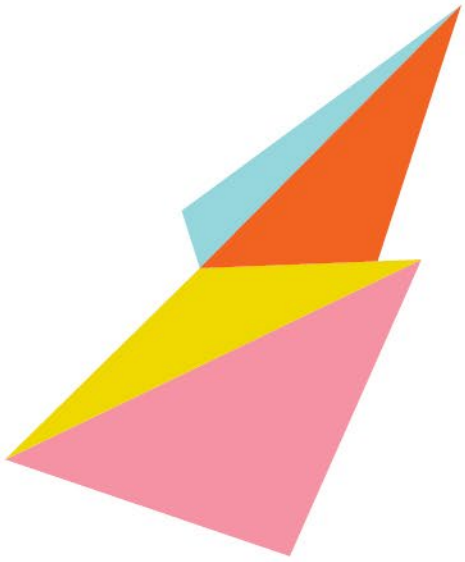
The responsibilities in relation to this Handbook are outlined in the table below:

Position	Responsibilities
Chief Operating Officer	Chief Operating Officer has overall responsibility and authority to control persons and vehicles entering and operating on the airside of Perth Airport, this Handbook is issued under such authority.
General Manager Operations	General Manager Operations is responsible for ensuring this Handbook is fit for purpose and that the provisions of this Handbook are implemented.
Operations Standards Manager	Operations Standards Manager (or their delegate) is responsible for: • Maintaining and updating this Handbook and the Airside Safety and Driving AOS • Ensuring current versions are available on the Perth Airport website • Documenting all changes in the Revision History of Appendix E.
Head of Airfield Operations	Head of Airfield Operations is responsible for enforcing the requirements of this Handbook airside and ensuring that Airport Operations Officers are familiar with relevant processes pertaining the airside driving safety.
Operations Technical Coordinator (or their delegate)	Operations Technical Coordinator (OTC) is responsible for: • Processing ADA, AUA and transponder applications • Ensuring operators have an Airside Operating Licence (AOL) • Managing the AIRDAT Passport and Onboard systems.
Fleet Coordinator	Fleet Coordinator is responsible for processing PAPL AUA applications and permits and ensuring that the PAPL vehicle fleet complies with all applicable AVCH requirements. This includes maintaining accurate records of vehicle approvals, registrations, inspections, and safety equipment.
Head of Training (or their delegate)	Head of Training (or their delegate) is responsible for: • Maintaining and updating airside driving training material, including the practical training and logbooks, instructor guide and ensuring this information is updated on PAPL corporate website and Extranet • Managing the contract with the external ApprovedTesting Officer (ATO) • Reviewing and updating the training and assessment process of the AVCH.
External Operator	All persons, companies, or corporations (including business entities) intending to operate a vehicle airside on Perth Airport are responsible for obtaining an AUA and an ADA for each vehicle and driver respectively, and to maintain and operate vehicles in accordance with this Handbook.

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2

Vehicle Operations



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2. Vehicle Operations

2.1. GENERAL REQUIREMENTS

Part 139 MOS – Chapter 14

A vehicle operator must not operate or permit the operation of a vehicle in an area on airside in breach of the rules as documented within this Handbook.

A vehicle operator must ensure that any vehicle which it operates, or which is operated on its behalf airside, is operated in accordance with all relevant legislation including the *Civil Aviation Act 1988 (Cth)*, *CASR 1998 (Cth)*, *CASA* Part 139 MOS, CASA Advisory Circular AC 139.C-14 – Airside Vehicle Control, *Civil Aviation Order (CAO) 20.9* in relation to precautions during refuelling of aircraft, as well as the *Work Health and Safety Act 2020 (WA) and Work Health and Safety (General) Regulations 2022 (WA)*.

Vehicles may only be permitted to operate in the airside area without an ADA or AUA when being escorted by an approved person in accordance with this Handbook.

A vehicle operator must ensure the operation of vehicles will comply with the requirements of this Handbook and all laws, rules, standards, and directions, including where applicable ATC directions, and ensure that there are appropriate arrangements in place to limit fire hazards.

All abbreviations and definitions used within this Handbook are provided in Appendix C and Appendix D.

2.2. AUTONOMOUS VEHICLES

The operation of autonomous vehicles within the airside area of Perth Airport is not permitted at this time due to current legislative and regulatory limitations.

No autonomous or semi-autonomous vehicle may operate airside unless expressly approved in writing by PAPL and supported by an applicable regulatory approval issued by CASA.

This section does not apply to remotely controlled pushback tugs or similar equipment operated by a licensed and competent operator, where direct human control is maintained at all times.

Remotely controlled pushback tugs operating on leased aprons remain subject to existing apron management arrangements, lease conditions, and applicable airside vehicle and equipment requirements.

2.3. MANOEUVRING AREA

Part 139 MOS – 14.02 - 14.06

The manoeuvring area, comprising the runways and taxiways, is a restricted area. All aircraft and vehicle traffic on the manoeuvring area are controlled by Airservices Australia (ASA) Air Traffic Control (ATC).

For a vehicle to operate on the manoeuvring area, as well as vehicles towing aircraft on taxilanes, links and apron taxiways, the following must apply:

The vehicle must:

- Be fitted with serviceable and active electronic surveillance equipment
- Be fitted with serviceable radio communications equipment capable of maintaining two-way radio communication with air traffic control
- Be assigned a transponder code and call-sign (issued by Perth Airport)
- In addition to the requirements of subsection 2.6, be clearly marked with the vehicle call sign (number only) on both sides of the vehicle's exterior that is readable from a distance of 200 m

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- Be escorted by another vehicle that meets the requirements listed above.

To operate on the manoeuvring area the vehicle operator must:

- Hold a Category 3 (limited to taxiways) or Category 4 (runways) ADA
- Obtain ATC clearance to enter the manoeuvring area
- Always monitor the air traffic control radio frequency for surface traffic when the vehicles are on the aerodrome's manoeuvring area
- Communicate with ATC as necessary and in accordance with Appendix B 'Radio Procedures', to ensure the safety of persons, vehicles, and aircraft on the manoeuvring area
- Always comply with ATC instructions.

Otherwise, the vehicle must be escorted by another vehicle that meets the requirements listed above.

Responsibility for meeting all requirements is that of the vehicle operator. Should compliance not be achieved the vehicle is not permitted to operate on the manoeuvring area without a suitable escort under any circumstances.

Vehicles are only permitted to enter the manoeuvring area if they are operated in accordance with 'Rules for Drivers Operating Airside' documented in Appendix A of this Handbook.

Pedestrians are not permitted in the manoeuvring area unless they are accompanied by a vehicle meeting the requirements of this section.

2.4. ADVANCED SURFACE MOVEMENT GUIDANCE CONTROL SYSTEM

CASR 139.130(2)(a); Part 139 MOS – 14.04

Perth Airport is equipped with an Advanced Surface Movement Guidance Control System (A-SMGCS). This system requires vehicles to be fitted with a vehicle transponder unit to operate on the manoeuvring area. The vehicle transponder unit must comply with the following requirements:

- Be a non-transponder device emitting 1090 MHz extended squitter using Downlink Format 18 (DF=18)
- Be compatible with the aerodrome ground surveillance system.

2.5. OBTAINING A VEHICLE TRANSPONDER CODE/CALLSIGN

Part 139 MOS – 14.03(4)(b) & (5); 14.04

The vehicle operator is required to complete and submit to the OTC a 'Request for Electronic Surveillance Equipment Transponder Code' form, which can be accessed here.

The OTC is responsible for issuing and maintaining a register of approved call signs.

The vehicle operator is responsible for arranging the testing of the transponder prior to operating on the manoeuvring area.

When a vehicle operator replaces a vehicle that is no longer required to operate on the manoeuvring area, they must notify the OTC who will re-issue the call-sign and transponder code to the replacement vehicle.

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2.6. OPERATING ON APRONS AND MARKED TAXIWAY ROAD CROSSINGS

Part 139 MOS – 14.05

Vehicles operating on aprons and marked taxiway road crossings must:

- Display dipped headlights at night or in conditions of poor visibility.
- Be lit when moving or operating with vehicle warning light/s mounted on the top of the vehicle to provide 360-degree visibility. The light/s must be amber/yellow in colour, be flashing or rotating at a rate of 60-90 flashes per minute and, where possible, have a peak intensity of between 40 and 400 candelas (cd).
- Be clearly marked with company logo and, if not registered for use on public roads, the AIRDAT Onboard fleet identification comprising of a combination of letters and number (e.g., AB 001, where 'AB' is the company identifier). If the vehicle has multiple logos, the prominent logo must be clearly identifiable.

or

- The vehicle is under escort in accordance with this Handbook.

Vehicles must be operated in accordance with the 'Rules for Drivers Operating Airside' outlined in Appendix A of this Handbook.

Additionally, vehicles operating on the perimeter roads must be lit with rear taillights, including Ground Support Equipment (GSE) towed behind vehicles. For towed GSE such as dollies and low profiles, lighting may be achieved by a portable battery-operated warning light affixed to the rear, either permanently or by other means adequate to ensure it does not dislodge and become a Foreign Object Debris (FOD) hazard.

Where the towed GSE is very small, such as aircraft jacks, and the vehicle taillights are clearly visible, additional lighting for towed GSE is not required. As guidance, the towed GSE must be lower than the vehicle tail lights and no longer than half the length of the towing vehicle.

2.7. LOW VISIBILITY CONDITIONS

Part 139 MOS – 23.02(c)(iii)-(v); 23.03

When Low Visibility Procedures (LVP) are in effect, the Airport Control Centre (ACC) will issue an Ops Advice for the LVP commencement and on cessation. During LVP conditions, the following requirements will apply to vehicle operators:

- All vehicles and personnel not required for aircraft servicing are to cease operations
- The operation of vehicles essential to the arrival or departure of aircraft shall be minimalised
- Only vehicles required for the arrival or departure of aircraft will be permitted to gain airside access
- Vehicles that are operating on the aprons must drive in accordance with the conditions at that time.

When LVP have been declared, vehicle movements on the manoeuvring area are restricted to Airport Operations Officer (AOO) and Aviation Rescue and Fire Fighting Services (ARFFS) vehicles in compliance with subsection 2.3.

Emergency service vehicles must be under escort by an authorised vehicle operator (either AOO or ARFFS) in the event of an emergency only with access in accordance with the Perth Airport Aerodrome Emergency Plan (AEP).

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2.8. AIRCRAFT MOVEMENT – ANTI-COLLISION BEACON

AC 139.C-14

Anti-collision beacons may be fitted on either the top or bottom of the aircraft, usually both. Whilst anti-collision beacons are predominantly red, it is important to note that some smaller aircraft have a white anti-collision beacon. An indication that an aircraft is about to activate its anti-collision beacon is:

- No vehicles will be left servicing the aircraft
- A pushback tug or power push unit will be attached
- Wheel chocks will be removed.

The anti-collision beacons on aircraft, when activated, indicate that the aircraft:

- Is about to start engines, or engines are running
- Is about to be pushed back, or towed
- Has arrived on bay and the engines are still running.

Vehicle operators are not permitted to drive behind an aircraft with an active anti-collision beacon unless under the direction of an AOO.

Airside drivers need to be aware that the Q400 aircraft has only the one red beacon on top of the aircraft positioned forward on the wing structure. Further details are available in the Safety Bulletin available on the PAPL Extranet.

2.9. TOWING OF AIRCRAFT

Part 139 MOS – 14.03(4), (5) & (8)

In addition to subsection 2.3, a vehicle operator permitting the conduct of aircraft tows must have in place procedures that necessitate:

- The vehicle performing the tow and the aircraft under tow to monitor ATC radio transmissions at all times during the tow
- An additional direct line of communication between the vehicle conducting the tow and the aircraft under tow to be available at all times during the tow
- The aircraft's anti-collision beacon is activated
- All persons involved in the tow operation are aware of their roles and responsibilities.

Prior to commencing an aircraft tow, tug operators are to advise ATC of the aircraft type that is being towed. Should radio transmissions to ATC occur from the cockpit, the tug call-sign is to be used.

Regardless of whether communication to ATC is via the cockpit, the tug driver is required to:

- Hold the appropriate authority, including Category of ADA and Aeronautical Radio Operator Certificate (AROC)
- Comply with ATC instructions at all times during the tow.

Where activation of the aircraft anti-collision beacon is not possible due to unserviceability during towing (e.g., an inactive Auxiliary Power Unit [APU]), the aircraft operator must implement procedures to ensure all potentially affected airside vehicles are aware of the impending aircraft movement. These procedures must have the following safety measures:

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- The deployment of wing walkers
- The use of clear signalling or communication methods to warn and manage other airside drivers operating on adjacent or intersecting roadways

- Short distance towing only (e.g., from 600s Bays to 700s Bays, from 900s Bays to T3/T4 contact Bays).

2.10. TOWING RESTRICTIONS – TUGS/DOLLIES

Vehicle operators must ensure towing vehicles are appropriately rated for the number, and total weight, of dollies under tow.

Regardless of the towing vehicle capacity, the maximum number of dollies to be towed at any one time are:

- 6 barrows or smaller ULD dollies (LD3 or similar) outside the baggage make up area
- 4 barrows or smaller ULD dollies (LD3 or similar) inside the baggage make up area
- 4 low profiles (LD7 or similar).

2.11. TUG PRE-POSITIONING

Operators are only permitted to pre-position tugs and other power-in/push-out equipment on aircraft parking bays where tug parking position marking is provided.

In the absence of tug parking position markings, tugs and other similar equipment are not to be pre-positioned in the absence of aircraft.

2.12. COMPETENCY

Part 139 MOS – 14.01; 14.02(b)

Vehicle operators must ensure that personnel have undertaken and passed the appropriate training/certification and are competent to use the equipment that they are expected to operate airside.

Where appropriate, Perth Airport may request a vehicle operator to provide licences or certificates of competency for the operation of specific equipment.

2.13. REMOVAL OF VEHICLES FROM AIRSIDE

ACOA Part 4, Division 4, s. 60

If a vehicle is being driven, stopped, or parked, in a manner that is likely to be a danger or an obstruction to a person or property (including other vehicles, aircraft or facilities), or that it is likely to interfere with the operation of the Airport and/or aircraft, an Airfield Duty Manager (ADM) or their delegate (AOO) may direct the driver or vehicle operator to remove the vehicle from the airside. The direction may be done verbally or by written notice.

In accordance with the *Airport (Control of On-Airports Activities) Regulations 2026 (Cth)*, if the driver of the vehicle cannot be found, or refuses to comply with the direction to move, Perth Airport will take actions necessary to remove the vehicle. Perth Airport accepts no liability for damage sustained by the vehicle in the course of it being moved.

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2.14. NOTIFIABLE ACCIDENTS

The driver and/or vehicle operator must immediately report to Perth Airport:

- Any accident that occurs on the airside
- Any near miss with the potential to cause an accident
- Any breach of the 'Rules for Drivers Operating Airside' in Appendix A of this Handbook.

Upon request from Perth Airport, the vehicle operator must provide to Perth Airport a written report that provides:

- The circumstances of the incident
- The likely cause or causes of the incident
- Actions taken by the vehicle operator to prevent the incident or similar incidents from reoccurring
- Any other information requested by Perth Airport.

Failure to provide a report within a reasonable timeframe may result in the AUA and/or ADA for vehicles and personnel involved in the incident being withdrawn, or all of the operators AUAs and/or ADAs being withdrawn.

2.15. VEHICLE SERVICEABILITY

Part 139 MOS – 14.03(1)

Vehicles and ground equipment operating airside must be maintained in a sound mechanical and roadworthy condition to prevent accidents, FOD, breakdowns and spillage of fuels, lubricants, or hydraulic fluids.

For GSE, the standards contained in the International Air Transport Association (IATA) Airport Handling Manual (AHM) will be used to determine the level of GSE serviceability required.

When applying for or renewing an AUA, the vehicle operator must submit the application with the most recent mechanical and safety inspection documentation for the vehicle. Acceptable documentation includes an inspection report, service report, or a tax invoice from a licensed mechanic or service centre confirming that a mechanical and safety inspection was conducted. The requirements for this documentation are provided below:

- Must have been completed within the previous 12 months unless this application relates to personnel electric/hybrid vehicle for which the recommended service timeframe exceed 12 months with applicable evidence to be provided as part of the AUA application
- Must confirm the vehicle is free from any defects or outstanding repair items
- If the vehicle is self-maintained, documentation must be based on the WA Department of Transport 'Pre-Vehicle Examination Check List' and accompanied by a statuary declaration signed in the presence of an approved witness as per Schedule 1 of the *Statutory Declarations Regulations 2023 (Cth).* An online statutory declaration is also acceptable, which removes the need for an approved witness
- For leased vehicles where the vehicle fleet is maintained by a lessor, the inspection report is still required, and no statutory declaration will be accepted.

The vehicle operator must not alter or modify a vehicle in any way that may impact on its roadworthiness or safety systems. The AUA for any vehicle that is modified will become void and the vehicle must be inspected by an appropriately qualified person with the inspection report to be submitted in reapplying for the AUA.

Perth Airport reserves the right at any time to conduct or require the conduct of a serviceability inspection on any vehicles which appear not to be in a roadworthy condition. Any vehicle not deemed to be in roadworthy condition must be removed from the airside (refer to subsection 4.3).

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2.16. FUEL & OIL SPILLS

Part 139 MOS – 14.03(1)(b)

On the identification of a spill, personnel are to act in accordance with Spill Prevention & Response AOS located on the Perth Airport website.

The costs associated with the clean-up of fuel/oil spills and/or repairs for apron damage caused by fuel/oil spills will be charged to the vehicle operator.

2.17. IMMOBILISED VEHICLES

Part 139 MOS – 14.03(1)(a)

A vehicle operator must have written procedures in place to effect notification and removal should the vehicle become immobilised on any part of the airside in accordance with the 'Rules for Drivers Operating Airside' outlined in Appendix A of this Handbook.

A vehicle operator must ensure that if a vehicle operated by it or on its behalf becomes immobilised, the following stakeholders are notified immediately:

- ACC
- Air Traffic Control (if the vehicle is on the manoeuvring area).

2.18. APPROVAL

Part 139 MOS – 14.02(a)

An AUA is a non-transferrable permit issued by Perth Airport.

Prior to obtaining an AUA permit, the vehicle operator must enter into an AOL, being an agreement between the vehicle operator and Perth Airport.

Applications for both an AOL and AUA can be submitted through AIRDAT Onboard.

2.19. AUTHORITY TO USE AIRSIDE APPLICATION

Part 139 MOS – 14.02(a)

An AUA application must be completed for every vehicle that will be required to operate unescorted airside. The application for a 12-month AUA must be submitted via AIRDAT Onboard, providing the company has successfully entered into an AOL.

The vehicle operator is required to provide, as a minimum, the following information about each vehicle, including:

- Make and model
- Fuel type
- Engine size
- Year of manufacture
- Registration or fleet ID if not registered for use on public roads.

The vehicle operator must also maintain adequate third-party liability insurance (in accordance with the AOL) to be able to apply for vehicle permits in AIRDAT Onboard.

Additional information may be required for vehicles that are not registered, such as GSE or other specialised equipment/machinery.

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The vehicle operator must be able to demonstrate:

- A valid operational requirement for the vehicle to operate airside on a frequent and unescorted basis
- The capacity to ensure the operation of the vehicle will comply with the requirements of this Handbook and all laws, rules, Australian standards, and directions including ATC directions
- That there are appropriate arrangements in place to ensure that if the vehicle becomes immobilised, the vehicle will be immediately removed in accordance with the 'Rules for Drivers Operating Airside' outlined in Appendix A of this Handbook
- That appropriate arrangements are in place to limit fire hazards in vehicles that will be operating within the immediate vicinity of an aircraft fuel tank opening or vent outlet during refuelling
- That the vehicle is maintained in a state of good repair and complies with the requirements outlined in subsection 2.15.

Perth Airport is not obliged to issue or renew an AUA.

Once all required documentation has been completed and approved by Perth Airport, an AUA will be issued. Once the permit has been issued, it must be affixed to the front windscreen of the vehicle on the lower driver's side. If the vehicle does not have a windscreen, the AUA must be displayed where it is clearly visible at the front of the vehicle.

Example image of the current AUA is provided below.



2.20. DAMAGED AUA

If an AUA label is damaged (for example, due to weather exposure or windscreen damage), the operator must request a replacement via email to Airside Licensing. The re-printed permit will be available for collection within a maximum of three (3) working days.

2.21. VEHICLE INSPECTIONS

Part 139 MOS – 14.03(1)

Perth Airport reserves the right to inspect and check vehicles to ensure that the vehicle satisfies the permit, operation, and serviceability requirements of this Handbook.

Any vehicle not meeting the requirements of this Handbook will have its AUA suspended, and the vehicle operator must remove the vehicle from airside until the appropriate corrective action has been taken and the vehicle AUA has been reinstated by Perth Airport.

As part of Perth Airport's security obligations, all vehicles operating airside or prior to entering airside will be subject to security inspections and validity check of AUA and ADA.

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2.22. DISPOSAL OF VEHICLE

Part 139 MOS – 14.02(a)

When a vehicle operator disposes of a vehicle for which it holds an AUA, the vehicle operator must:

- Remove the AUA from the vehicle prior to disposal
- Notify Perth Airport of the disposal in writing within 5 business days of disposal.

2.23. SEAT BELTS

The wearing of seat belts is mandatory in vehicles where seat belts are fitted and the vehicle is operating outside of the aircraft circle of safety. For operations inside the circle of safety, vehicles must be operated in accordance with the vehicle operator's procedures. It is the responsibility of the driver to ensure that all occupants of the vehicle comply with this requirement.

Passengers are not permitted to ride in or on a vehicle unless the passenger is seated in a seat specifically designed for carrying the passenger.

The vehicle operator has obligations under the Work, Health and Safety (WHS) regulations in relation to items of powered mobile plant (including GSE) which includes, if there is any risk that:

- The plant could overturn
- An object could come into contact with the operator or passenger/s of the plant
- The operator of the plant or passenger/s could be ejected from the seat.

As far as practicable, the risk is limited by the provision of an appropriate combination of operator protective devices, and that those devices are maintained and used appropriately.

Operator protective devices include roll-overprotective structures, falling object protective structures, operator restraining devices and seat belts.

2.24. SPEED LIMITS

Part 139 MOS – 14.03(2)

A vehicle operator must obey all signs and adhere to speed limits. Further details on speed limits are explained in the table below and further detailed in Appendix A.

Location	**Speed limit in km/h**
Runways (no aircraft or vehicles nearby)	**80 km/h** maximum (unless a higher speed is operationally required)
Runways (with aircraft or other vehicles nearby)	**40 km/h** maximum
Perimeter roads*	**50 km/h** maximum unless indicates otherwise
**Perimeter roadways adjacent to runway end must maintain 10 km/h minimum speed*	
*All taxiways / taxilanes (where no aircraft or vehicles nearby)	**60 km/h** (unless a higher speed is operationally required)

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Location	Speed limit in km/h
*Taxiways / taxilanes (where there are aircraft nearby)	**40 km/h** maximum
*Excludes Taxiway Romeo, GA Lane and marked zipper crossings of taxiways / taxilanes (*where apron road speed limits apply)	
Unsigned/unmarked airside areas	**40 km/h** maximum
Apron roadways	**25 km/h** maximum
Aprons (within 15m of an aircraft, when not on a marked road)	**10 km/h** maximum
Service tunnels/baggage make-up area	**5 km/h** maximum

2.25. HEIGHT LIMITATIONS

Height limitations apply at all airside entry gates, baggage make-up areas and head-of-stand roads across terminals where passenger boarding bridges and other overhead infrastructure is present.

Vehicle operators must ensure that vehicles are operated within height limitations. Vehicles greater than 2.3 m in height must be labelled with the vehicle height limit (both maximum and minimum if extendable) in a position that is clearly visible to the driver, without obstructing the drivers view from the vehicle operating position.

Vehicles using the Northern Perimeter Road sections that cross the runway approaches are restricted to 3.8 m. Vehicles exceeding 3.8 m must contact the ACC to arrange an escort.

Vehicles using the Southern Perimeter Road sections that cross the runway approaches are restricted to:

- 3.8 m when crossing RWY 06 threshold.
- 2.5 m when crossing RWY 03 threshold.

Vehicles exceeding the above height restrictions must stop prior to the 10 km/h speed zone and give way to aircraft using the runway or contact the ACC to arrange an escort.

2.26. SPEED LIMITED EQUIPMENT

Subject to the exclusions below, any vehicle or towed equipment that has a speed limit placed on it by the manufacturer must maintain it to a visible state. The placard must be such that it is easily visible to the driver of the vehicle or towing vehicle and the driver of any vehicle following the speed limited vehicle. Speed placards are not required if:

- The vehicle is governed not to exceed that speed limit (not applicable for towed equipment)
- The speed limit is equal to or greater than 60 km/h.

2.27. REVERSE DRIVING SAFETY

Vehicles with limited side or rear vision should be fitted with driver assist devices such as reverse cameras or additional mirrors or otherwise be marshalled when manoeuvring to the area with limited vision.

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3

Authority to Drive Airside

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3. Authority to Drive Airside

3.1. GENERAL

Part 139 MOS – 14.01(3); 14.02

An ADA is an authority issued by Perth Airport that permits the holder to operate a vehicle that has a valid AUA within certain designated areas on the airside at Perth Airport (depending upon the category of ADA issued). A person must not drive a vehicle airside unless they have a lawful and operational reason to do so.

A person can only drive airside if they hold an Aviation Security Identification Card (ASIC) in conjunction with the following:

- Holds a current and valid Australian State or Territory driver's licence that authorises the licence's holder to operate the vehicle being driven (minimum Class C)
- Extraordinary licences ("E" class) are acceptable and there is no requirement for the vehicle operator to display "E" plates whilst driving airside
- A minimum Green Provisional Licence (Green P Plate Driver)
- Holds an overseas driver's licence, which is current and valid and recognised by WA Department of Transport that authorises the licence's holder to operate the vehicle being driven (minimum Class C)
- If the International licence is not in English, the person must have an International Driving Permit (IDP) or an official English translation certified by a recognised authority (e.g., NAATI translator or translation by a consulate)
- Holds a current ADA
- Must be familiar with and obey airside driving rules (refer to Appendix A)
- Driving a serviceable vehicle that displays a current AUA issued to that vehicle
- Under the supervision of a company trainer or experienced driver in accordance with the requirements outlined in subsection 3.5.2, whilst holding a current VIC or EVIC.

Note 1: An interstate digital driver's licence is not acceptable as the form of identification when collecting their ADA for the ASO.

3.2. ADA CATEGORIES

Part 139 MOS – 14.02

There are different categories of ADAs to indicate the specific areas of airside that drivers are authorised to operate. These ADA categories are outlined in the table below. The airside driving areas associated with each ADA category are illustrated on Airside Maps available on the PAPL website.

Category	Description	Requirements
2	Aprons and Northern Perimeter Road	• Read and understood the AVCH and Airside Safety & Driving AOS • Successfully complete the Category 2 Airside Driving eLearning module • Completion of practical training/checklist facilitated by a company trainer or approved external training provider

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Category	Description	Requirements
		• Completion of the practical driving logbook, with a minimum of eight (8) hours of supervised driving, as the driver of the vehicle, under the supervision of a company trainer or experienced driver • Successful completion of a practical competency assessment conducted by a Perth Airport appointed Testing Officer • Renewal: Successful completion of the Perth Airport Category 2 Airside Driving eLearning module.
3	Category 2 areas and Taxiways	• Applicant must have operated under a Category 2 for a minimum of six (6) weeks before upgrading to a Category 3 • Successful completion of the Category 3 Airside Driving eLearning module • Completion of practical training/checklist facilitated by a company trainer or approved external training provider Completion of the practical driving logbook, with a minimum of eight (8) hours of supervised driving, as the driver of the vehicle, under the supervision of a company trainer or experienced driver (including a minimum of six (6) hours during daylight, and two (2) hours at night) • AROC (refer to the definitions for further details) • Successful completion of a practical competency assessment conducted by a Perth Airport appointed Testing Officer • Renewal: Successful completion of the Perth Airport Category 3 Airside Driving eLearning module.
4	Category 3 and Runways	• Restricted to organisations approved by Perth Airport. Confirm eligibility with Perth Airport Airside Licensing. • Applicant must have held a Category 2 or 3 ADA before upgrading to a Category 4 • Successful completion of the Category 4 Airside Driving eLearning module • Completion of practical training/checklist facilitated by a company trainer or approved external training provider Completion of the practical driving logbook, with a minimum of eight (8) hours of supervised driving, as the driver of the vehicle, under the supervision of a company trainer or Experienced Driver (including a minimum of six (6) hours during daylight, and two (2) hours at night) • AROC • Successful completion of a practical competency assessment conducted by a Perth Airport appointed Testing Officer

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Category	Description	Requirements
		• Renewal: Successful completion of the Perth Airport Category 4 Airside Driving eLearning module.

A driver is not permitted to operate a vehicle in any airside area for which the ADA category above does not apply.

A driver found to be driving in an area for which the ADA category does not apply will be subject of review and may have their authority withdrawn.

3.3. ENDORSEMENTS

ADA holders are eligible for endorsements based on their operational requirements and the companies they work for. These endorsements are listed in the table below.

Endorsements will apply across all ADA categories; however, may not be transferable when an employee changes company.

Endorsement type	Description	Requirements
S	Southern Perimeter Road	• Certain companies are approved to access this road • The AIRDAT Passport company's Administrator can allocate the endorsement S eLearning course for the driver.
E	Escort	• The company manager sends an email to airsidelicensing@perthairport.com.au with the driver's details • If approved, PAPL will allocate an Authority to Escort Application Approval to the persons AIRDAT Passport profile • The company's AIRDAT Passport Administrator can then allocate the E endorsement eLearning course for a driver • In some circumstances, PAPL can restrict "E" endorsement by identifying allowed areas for escort and record this restriction in the Authority to Escort Application Approval Qualification • The escort endorsement may not be granted if the driver has insufficient experience (less than 3 months unsupervised driving experience). Work Safety Officers (WSO) and PAPL Airfield Operations personnel are exempt from the minimum 3- month driving experience requirement, with any specific driving limitations to be determined on a project-by-project basis.
R	Restricted	• PAPL may restrict the ADA with specific restrictions

3.4. APPROVAL

Part 139 MOS – 14.01(3); 14.02(b)

As a condition of approval for an ADA, the applicant's manager must ensure the applicant:

- Has an operational and frequent need to drive unescorted airside

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- Holds, and continues to hold, a current Australian State or Territory driver's licence as recognised by the Western Australian Department of Transport (this may include an International driver's licence and/or an Australian digital driving licence)
- Has the attitude and behaviours required to operate safely airside
- Is appropriately prepared in accordance with the Training & Assessment Process outlined in the subsection below.

3.5. TRAINING & ASSESSMENT PROCESS

Part 139 MOS – 14.01(1); 14.01(3); 14.02(b)

To ensure familiarity with the requirements for driving airside, the applicant must have read and understood the content of this Handbook and the Airside Safety and Driving AOS. Further guidance including the practical training and logbooks and the instructor guide is available on the PAPL website and via the Perth Airport Extranet.

AIRDAT Passport is Perth Airport's system used to administer ADA training (including enrolments and bookings), practical assessments, assessment records and training workflow controls.

3.5.1. AIRSIDE DRIVING E-LEARNING

Each company has an authorised AIRDAT Passport Administrator responsible for overseeing airside driving training within AIRDAT Passport. Applicants and AIRDAT Passport Administrators are responsible for ensuring the requirements of subsection 3.5 have been met.

Upon satisfactory completion of the eLearning, the applicant may commence the familiarisation logbook and checklist.

3.5.2. PRACTICAL TRAINING, SUPERVISED DRIVING & LOGBOOK

Applicants must first complete a practical training session facilitated by their company trainer, company's experienced driver(s) or an approved external training provider. This must be completed before commencing supervised driving and accruing logbook hours.

Applicants must then complete a minimum of eight (8) hours of supervised driving as the driver of the vehicle, under the supervision of their company trainer or an experienced driver who is present in the vehicle, in accordance with ADA category requirements (refer to subsection 3.2). An applicant is permitted to undertake practical training whilst holding a Visitor Identification Card (VIC) or Extended Visitor Identification Card (EVIC).

The completed practical training checklist and logbook must be uploaded to AIRDAT Passport when booking the assessment.

Individual logbook entries must be no less than 30 minutes and no more than two (2) hours.

Logbook entries must be dated within the six (6) months prior to booking the practical assessment. Entries older than six (6) months will not be accepted, and the applicant must complete additional supervised driving hours, with at least two (2) of these hours completed in the same month as the assessment booking.

Perth Airport has developed the Authority to Drive Airside Category 2 – Instructor Guide to assist trainers in delivering the practical training session. This guide is available on the PAPL website or via the Perth Airport Extranet.

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3.5.3. PRACTICAL COMPETENCY BOOKING & ASSESSMENT

Practical competency assessment bookings can be made in AIRDAT Passport by either the applicant or the company's authorised AIRDAT Passport Administrator once the following conditions are met by the applicant:

- The applicant's company trainer or approved external training provider has completed the final supervised drive and signed off the logbook, confirming the applicant is prepared for assessment
- The completed practical training checklist and logbook have been uploaded to AIRDAT Passport.

The applicant must bring the following to the assessment:

- Current Australian State/Territory Driver's licence or International Driver's licence (translated by NAATI or a consular if issued not in English)
- A Red ASIC
- High-visibility clothing or a high-visibility vest.

The applicant will be assessed on their:

- Theoretical knowledge and practical application of the airside driving rules
- Ability to obtain and maintain situational awareness
- Ability to safely navigate all areas relevant to the applicable ADA category

Ability to operate the vehicle safely and competently within the areas relevant to the applicable ADA category. The assessor may terminate the assessment at any time if the safety of people, operations, or infrastructure is in question, or the assessor otherwise considers termination necessary. The assessor will provide the applicant with instructions and may direct them to cease driving.

Following successful completion of the ADA assessment, the applicant or the company's authorised AIRDAT Passport Administrator may book an appointment with the Airport Services Office for collection of the ADA.

3.5.4. ASSESSMENT OUTCOME

Upon completion of the practical assessment, the Perth Airport Approved Testing Officer (ATO) will review the assessment criteria and relevant data captured during the assessment process, providing feedback to the candidate on areas of significance or improvement. Once the review and debrief is completed, the candidate will be deemed 'competent' or 'not yet competent.' Assessment outcome ratings are provided in the table below.

Assessment Outcome Rating	Assessment Rating Explanation
Competent	• Candidates deemed competent will be able to proceed to obtain their ADA permit • The applicant or the company's authorised AIRDAT Passport Administrator may book an appointment with the Airport Services Office for ADA collection. Information on booking is available on the Airport Services page.
Not Yet Competent	• Candidates deemed not yet competent will not be approved to drive airside without supervision and will be provided with a verbal debrief on the areas that contributed to the assessment outcome • This information will be recorded in AIRDAT Passport and will be visible to the candidate and the company's authorised AIRDAT

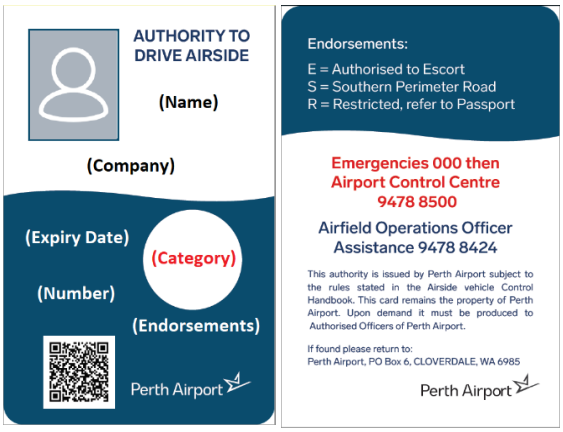
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Assessment Outcome Rating	Assessment Rating Explanation
	Passport Administrators • The candidate and company must review this information and adequately address the areas for improvement, supplying additional training prior to applying for a new practical assessment

3.6. ADA PERMIT

Part 139 MOS – 14.02(a)

An ADA permit will be issued on successful completion of the practical competency assessment. An example of the ADA permit is shown on the image below.



The ADA must be carried at all times whilst driving airside. Drivers must comply with any request by Perth Airport to sight the Driver's ADA in accordance with the 'Rules for Drivers Operating Airside' outlined in Appendix A of this Handbook.

Failure to comply with a request to show an ADA is an offence under the *Airports (Control of On-Airport Activities) Regulations 2026 (Cth)*. Perth Airport will request the attendance of the Australian Federal Police (AFP) should a person refuse an ADA or ASIC security check. The failure to produce may result in an infringement and demerit points or withdrawal of the ADA.

3.7. ADA EXPIRY

Part 139 MOS – 14.02

If not otherwise withdrawn or cancelled in accordance with this Handbook, the duration of an ADA is as follows:

- An ADA Category 2 or 3 terminates after two years, unless Perth Airport determines at the time of issue that the authority shall be for a specified shorter period, in which case the authority terminates on the expiry of that shorter period
- An ADA Category 4 terminates after one year unless Perth Airport determines at the time of issue that the authority shall be for a specified shorter period in which case the authority terminates on the expiry of the shorter period.

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3.8. NOTIFYING LOSS OF ADA

Part 139 MOS – 14.02(c)

Where an ADA holder no longer holds a valid Australian/International driver's licence for any reason, their ADA will be cancelled or suspended immediately. It is the ADA holder's responsibility to advise Perth Airport and their employer about their driver's licence suspension or cancellation.

Once the ADA holder advises Perth Airport about their driver's licence suspension/cancellation, the OTC will issue a notification of the ADA suspension for the corresponding period.

3.9. RENEWAL

Part 139 MOS – 14.02(c)

An ADA should be renewed before its expiry date. Once the ADA has expired, the ADA holder is not permitted to drive airside.

The renewal conditions:

- AIRDAT Passport Administrator must enrol the ADA holder for the specific ADA category eLearning course via AIRDAT Passport
- ADA holder must successfully complete the relevant renewal course via AIRDAT Passport
- AIRDAT Passport Administrator or the ADA holder must book an appointment with the Perth Airport Service Office to collect their renewed ADA
- ADA holder must present a valid driver's licence upon collection of their renewed ADA.

In the event the ADA has expired for greater than 3 months, the application will be treated as a new application.

The requirement to have an operational and frequent need to drive unescorted on the airside must be reassessed by the AIRDAT Passport Administrator at each time of an ADA renewal. Having a previously issued ADA does not infer automatic justification for a renewal.

3.10. DEMERIT POINT SYSTEM

Part 139 MOS – 14.02(c)

Perth Airport has in place a demerit point system for driving contrary to the rules contained in the Handbook (refer to Section 4 for further details).

3.11. LOST ADA CARD

If an ADA holder loses their ADA card, they must immediately cease driving airside.

To replace the ADA card, a Statutory Declaration must be completed by the ADA card holder outlining the circumstances of the loss or destruction and sent to: airsidelicensing@perthairport.com.au.

Perth Airport Airside Licensing will notify the ADA card holder when they can book an appointment with the ASO to collect a new ADA card.

3.12. TRANSFERRING AN ADA TO ANOTHER COMPANY

Part 139 MOS – 14.02(a);(c)

If the ADA holder changes employer, the ADA may be transferred providing the following criteria is met:

- An ADA is valid or has not expired for a period exceeding 3 months
- The ADA holder has not had a break in driving airside for a period exceeding 3 months

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- The category of ADA and any endorsements remain applicable to the new employer or are otherwise reduced or removed (refer to subsection 3.2 and subsection 3.3)
- All previously accumulated demerit points will remain with the ADA transfer.

In requesting to transfer an existing ADA, the new employer must undertake the following steps:

- Request the ADA transfer by emailing airsidelicensing@perthairport.com.au including evidence in how the above criteria has been met
- Undertake an internal assessment of the operational requirements for the ADA holder regarding the area they will be driving and if different to the previous employer, provide practical training in the new areas.

If the above criteria cannot be met, the ADA holder will need to undergo training and assessment as per a new candidate in accordance with subsection 3.5.

Despite the provisions of this subsection, PAPL will make the final decision and may still require the ADA holder to complete training and assessment as per a new candidate.

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4

Withdrawal of Authority



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4. Withdrawal of Authority

4.1. REGULATORY RIGHTS

In accordance with the *Airports (Control of On-Airport Activities) Regulations 2026 (Cth),* Perth Airport may withdraw or suspend an AUA or ADA under the Regulations. Perth Airport may also suspend an authority under this Handbook.

4.2. DRIVING INFRINGEMENTS AND DEMERIT POINTS

Part 139 MOS – 14.02(c); 14.03(2)(b)

Driving infringements will be issued for breaches of the 'Rules for Drivers Operating Airside' detailed in Appendix A of this Handbook. Demerit points associated with the rule are recorded against an individual's ADA.

At the discretion of the authorised officer, a Caution may be issued for a minor or low-risk driving infringement where, having considered the circumstances, demerit points are not warranted.

A Caution is a documented enforcement outcome that may be issued for a minor or low-risk driving infringements where, following consideration of the circumstances, the authorised officer determines that allocation of demerit points is not warranted.

A Caution may only be applied where:

- the non-compliance is considered minor in nature and did not result in an incident or create an immediate or significant risk to aircraft, persons or airside operations
- the behaviour was inadvertent or isolated, rather than deliberate, reckless or repeated
- the driver demonstrates an understanding of the requirement and the corrective behaviour expected
- there is no relevant history of similar non-compliance
- the circumstances do not otherwise require demerit points, suspension or cancellation under the AVCH.

A Caution must not be used solely as an alternative to the prescribed demerit points where the nature or seriousness of the offence warrants formal enforcement action.

A Caution must not be applied where the same or substantially similar non-compliance has previously resulted in a Caution for that driver, unless exceptional circumstances exist and the decision is documented and approved by the ADM or other nominated delegate.

A previous Caution should also be considered when determining the appropriate response to subsequent similar non-compliance.

Where an infringement notice is issued as a Caution, the details recorded in the notice must include sufficient commentary that supports the reasoning for the caution

When issuing driving infringements, both the driver and their employer will be notified of the infringement (provided that the employers AIRDAT Passport Administrators have included the drivers email address correctly in the driver's profile and the appropriate company administrators have been created and logged into Passport).

If an ADA holder accumulates 12 or more demerit points in any 24-month period, they will have their ADA suspended for a period of 3 months. Once the ADA suspension period is complete, the demerit points will be reset.

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Serious driving infringements (including driving without reasonable consideration for the safety of other people, vehicles, or property) may result in cancelling the ADA for a period of up to 3 months or permanently, regardless of the number of demerit points accumulated.

If an ADA is cancelled (for points or serious incidents) and the ADA holder continues to drive airside, their ADA suspension will be extended for another 3 months or permanently cancelled. In such circumstances the vehicle operator may also be asked to show cause as to why they should continue to hold an AOL and AUA's to operate at Perth Airport.

Once an ADA has been cancelled, the ADA holder will be required to re-apply and undergo training and assessment as required for new applicants. *This requirement does not apply to ADA suspensions.*

Refer to the *Airports (Control of On-Airport Activities) Regulations 2026 (Cth)* for regulations pertaining to the cancellation or suspension of an ADA.

4.3. VEHICLE INSPECTIONS AND DEFECT REPORTS

Part 139 MOS – 14.03(1)

Perth Airport reserves the right to inspect and check vehicles to ensure that the vehicle satisfies the serviceability requirements of this Handbook. Any vehicle not meeting the serviceability requirements will be issued with a warning or tagged out of service by Perth Airport.

Warnings will be typically issued by an AOO for a vehicle with defects that do not have an immediate or significant safety concern. The vehicle operator must immediately assess and resolve the defect as soon as practicable and notify Perth Airport via AIRDAT Onboard.

If a warning has not been rectified and the ongoing use will cause further deterioration in the level of serviceability, the AOO has the authority to tag the vehicle as 'Out of Service' and this vehicle must be removed from airside within 14 days (or earlier upon the direction of the ADM or HoAO). The vehicle operator cannot remove the 'Out of Service' placard until evidence is provided to PAPL Airside Licencing that all defects have been rectified. The evidence should be in the form of mechanical report or itemised invoice.

For vehicle defects that have immediate or significant safety concerns, the vehicle will be tagged with an out of service sign (this can be done by the vehicle operator or an AOO) and either parked in the vehicle operator's propriety area or removed from airside not later than the following day of the notice. If not removed during the provided timeframe, PAPL may remove, relocate or dispose the vehicle under the clause 4.5 of the AOL.

Where a vehicle defect presents an immediate or significant safety risk, the vehicle must be tagged with an 'Out of Service' sign. This may be applied by the vehicle operator or an AOO. The vehicle must then be parked in the vehicle operator's proprietary area or removed from airside no later than the day following the notice.

If the vehicle is not removed within the specified timeframe, PAPL may remove, relocate, or dispose of the vehicle in accordance with clause 4.4 of the AOL.

On rectification of a warning or tag out, the vehicle operator is to update the defect record in AIRDAT Onboard of the actions taken to bring the vehicle back to an acceptable level of serviceability.

Irrespective of who tags the vehicle out of service, the tag can only be removed by the organisation effecting the repair.

4.4. SUSPENSION AND CANCELLATION

Part 139 MOS – 14.02(a); 14.03(2)(b), ACOA Part 4, Division 4, s. 54; s. 56

Perth Airport may suspend an ADA and/or AUA by giving notice that the authority is suspended. The notice will outline the justification for the suspension and the period of suspension. Reasons for suspension include, but are not limited to:

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- Accumulation of 12 or more demerit points in a 24-month period
- Driving in a manner likely to cause injury to a person or damage to property
- Following a serious incident or near miss (pending the outcome of any investigation).

The notice for the purposes of the previous paragraph may be communicated either:

- Verbally to the driver and the employer; or
- By written notification via email to the driver and employer at the email address contained in AIRDAT Passport.

If the suspension is provided verbally, a written notification will also be provided.

Although Perth Airport has adopted a demerit point system to alert it to repeat offenders and to assist to determine whether to cancel or suspend a person's ADA for matters such as breaches of the 'Rules for Drivers Operating Airside', the authority to cancel or suspend an ADA remains solely at the discretion of Perth Airport at all times.

Perth Airport may, at any time during a period of suspension:

- Re-issue the authority
- Cancel the authority
- Extend the period of suspension
- Cancel the authority and issue the driver with an ADA for a lower category.

If Perth Airport takes any of the previously listed actions, a written notice of that action will be provided to the ADA holder as well as providing a copy to their employer.

Before suspending an authority, Perth Airport invites the authority holder to provide a written response within seven (7) days, showing cause as to why the ADA or AUA should not be suspended. This step is intended to provide the authority holder with an opportunity to respond and does not trigger the formal appeal process.

Perth Airport will review the response before deciding whether to proceed with the suspension of the ADA or AUA.

If suspension is considered appropriate, Perth Airport will issue written notice of the decision, including the reasons for the withdrawal.

4.5. APPEALS

ACOA Part 4, Division 4, s. 57

A review of the driving infringement, or a suspension or cancellation of authority, will only be considered upon receipt of a completed investigation report from the driver's employer. There is a three-level process for dealing with cases where a driver believes they have a valid reason to seek a review.

4.5.1. LEVEL 1 – DRIVER'S EMPLOYER INVESTIGATION AND REVIEW

It is the responsibility of every company operating airside at Perth Airport to have in place an internal process for investigating driving infringements. The employer's internal investigation process is the first level of the review and appeal procedure.

Following the investigation, the employer must advise Perth Airport and the ADA holder if they believe there are reasonable grounds for appeal. Perth Airport will not consider a driver's appeal without the company's investigation outcome.

For guidance, the following examples are not considered by Perth Airport as reasonable grounds and any appeal based solely on these examples will be rejected:

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- Time pressures, (whether they be perceived or not)
- Insufficient or inadequate availability of equipment
- Driver's lack of familiarity in the operating area
- Prevailing weather conditions
- Driver fatigue or illness, (i.e., not being fully fit for work)
- Driver was not aware of the rules or correct operation of the vehicle.

The employer is responsible to ensure that drivers are fit for work, fully trained in vehicles or equipment they are operating and fully aware of the airside driving rules. Although the above examples are not suitable grounds for appeal, if any are contributing factors to an infringement then it is expected that the employer must review their systems and implement changes to ensure their employees and others operating airside are not exposed to undue vehicle hazards.

On receipt of the employer review, the driver may accept the findings and implement any recommendations by the employer or proceed to Level 2 of the appeal process to have the infringement, suspension or cancellation reviewed by Perth Airport.

4.5.2. LEVEL 2 – PERTH AIRPORT REVIEW

The second level is a review by Perth Airport's panel comprising of:

- Head of Airfield Operations
- Airfield Duty Manager (provided they are not the issuing officer).

The issuing officer of the infringement may also be consulted as required.

The ADA holder must provide the following documentation to request a level 2 review by Perth Airport:

- The employer's investigation outcome
- The reasonable grounds for which the appeal is based on
- Any evidence supporting the reasonable grounds.

4.5.3. LEVEL 3 – PEER GROUP REVIEW

The third level is a peer review group of no less than three (3) personnel formed by independent members of the Perth Airport Ramp Safety Committee (RSC) comprising:

- General Manager Operations (GMO)
- Two (2) airline representative(s) or ground service provider representative(s).

This level will only convene where the driver considers the case has not been fully resolved at Level 2.

The peer review group will review:

- The driver's Level 1 submission
- Level 2 review and response.

The consensus decision (including any findings and recommendations) of the Peer Review Group will be communicated by the GMO to the driver.

Level 3 review requires at least one airline or ground services provider that is independent to the driver's company (i.e., does not provide regular services to, or receive regular services from the driver's company). If no independent airline or ground services provider can be identified or willing to participate, the GMO will appoint an independent party to be part of the peer review group.

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4.5.4. ADMINISTRATIVE REVIEW TRIBUNAL

If, after a Level 3 review the driver is still not satisfied with the decision, the final option is to have the case heard by the Administrative Review Tribunal.

In accordance with the *Airports (Control of On-Airport Activities) Regulations 2026 (Cth)*, application can be made to the Administrative Appeals Tribunal for a review of a decision made by Perth Airport in relation to:

- The issue of, or conditions imposed on, an Authority to Drive Airside
- The issue of, or conditions imposed on, an Authority for Use Airside
- Withdrawal of an Authority to Drive Airside
- Withdrawal of an Authority for Use Airside.

If application is made for a review by the Administrative Appeals Tribunal, the ADA and/or AUA will remain at the status advised by Perth Airport prior to the application being made to the Tribunal until such time as the Tribunal has reached a decision.

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5

Vehicle and Driver Escorts



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5. Vehicle and Driver Escorts

5.1. GENERAL

Part 139 MOS – 14.01(4) & (5)

A vehicle that does not have an AUA must be escorted by an AUA equipped vehicle driven by the appropriate category of ADA licence holder.

Perth Airport, upon request, may provide an escort service for a vehicle not authorised to be driven airside, or a driver not authorised to drive airside.

Either an AOO or an ADA holder with the appropriate category ADA (including endorsement 'E - escort') may provide escort or supervision by:

- Driving a vehicle to escort (lead) the supervised vehicle
- Travelling as a passenger in the supervised vehicle
- If appropriate, accompanying and directing the supervised vehicle on foot.

Where a vehicle is providing the escort, the person driving the supervised vehicle must remain directly behind the escort vehicle at a safe distance and follow all instructions.

The supervising driver must ensure that the driver of the escorted vehicle is aware of the requirement to maintain a safe distance and follow the escort vehicle.

The effective control of all supervised vehicles must be visually and safely maintained. In addition, the supervised vehicles do not present hazards to the safe operation of airside or otherwise do not comply with this Handbook.

Vehicles that have been escorted within the airfield and need to return landside must wait for the escort vehicle before moving. Failure to do so constitutes a serious safety breach and may result in the driver being banned from operating at Perth Airport.

An ADA holder with the "E" endorsement may escort the following number of the supervised vehicles:

- One (1) semi-trailer or two (2) vehicles on perimeter roads
- One (1) small truck (light rigid) or one (1) vehicle on aprons.

AOO's and WSO's are not bound by these vehicle restrictions.

5.2. ESCORT AUTHORISATION

Part 139 MOS – 14.01(4) & (5)

Perth Airport will authorise a person to escort by issuing endorsement 'E – Escort" on their ADA. The conditions of the escort endorsement and the areas allowed to access for escort purposes are presented in the AIRDAT Passport eLearning course for this endorsement type.

The process of acquiring the escort endorsement includes:

- The company's manager must request in writing to airsidelicensing@perthairport.com.au for the escort endorsement request outlining the operational requirements for a specific ADA holder to upgrade their ADA.
- Perth Airport will review the request and if approved, issue an Authority to Escort Application Approval to the drivers Passport qualifications. If there are restrictions on the approval, these will be recorded on this qualification.

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- Once the approval is applied, the company's AIRDAT Passport Administrator can enrol the driver in the 'Endorsement E' eLearning in Passport.
- Once completed, the company's AIRDAT Passport Administrator or driver, will need to book an appointment with the Perth Airport Service Office for the driver to collect a new ADA.

Perth Airport may withdraw at any time its consent for escort by giving written notice, including the reasons for withdrawal.



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6

Audits and Investigations



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6. Audits and Investigations

6.1. GENERAL

Part 139 MOS – 14.01(3); 14.02; 14.03(1) &(2)(b)

As the Airport Operator, Perth Airport has the responsibility to ensure that airside activities comply with all relevant Commonwealth and State regulations and requirements, including the *Airports (Control of On-Airport Activities) Regulations 2026 (Cth)* and the *Civil Aviation Safety Regulations 1998 (Cth)* under which this Handbook is issued.

Perth Airport will undertake the following activities to confirm that the requirements of this Handbook are being adhered to:

- Investigate reported accidents, in conjunction with relevant vehicle operator and/or drivers
- Periodically audit a sample of airside drivers to check the currency of Australian and Overseas driver's licences, ADA and AUA
- Validate AUA and ADA requests prior to providing airside access
- Conduct random speed checks of vehicles operating airside
- Inspect and check vehicles and if required, request that the vehicle operator provide a certificate of endorsement by an auto mechanic, to ensure that the vehicle satisfies mechanical and roadworthy standards.

Vehicle operators involved in incidents and accidents must comply with the requirements of the AOL, Incident Reporting & Responding AOS, including providing company investigation reports and any other relevant information within the timeframes specified by PAPL.

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Appendices



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APPENDIX A DRIVER RULES

A.1 GENERAL

A.1.1 You must remain up to date with the rules and requirements outlined in the Handbook and the relevant AOS.

A.1.2 The rules for drivers operating airside are applicable for all areas airside, however, may differ within the circle of safety (typically within 3 m of the aircraft being serviced). If an operator engaged in servicing an aircraft has more stringent safety requirements to comply with, then those will apply inside the circle of safety, otherwise the rules within this Handbook will apply.

A.2 AIRCRAFT VIOLATION

A.2.1 Aircraft (including aircraft under tow) always have the right of way. You must not impede or restrict aircraft operations.

A.2.2 Drivers must observe the aircraft anti-collision beacon and remain clear when it is active.

Infringement	Guidance Notes	Demerit Points	Penalty Number
Drive behind taxiing/towing aircraft	Driving behind an aircraft that is moving forward (including behind turboprop powering forward off stand).	9	AC01
Obstruct aircraft push back	The moment the anti-collision beacon is activated, the aircraft is considered to be pushing back	9	AC02
Obstruct taxiing/towing aircraft	Regardless of whether the aircraft slows or stops	9	AC03

A.3 SPEEDING

Rule	Infringement	Demerit Points	Penalty Number
When driving airside, you must adhere to the following speed limits: • 80 kph on runways where no aircraft or vehicles are nearby (excluding those under escort). • 40 kph on runways (when aircraft or other aircraft	Exceed apron speed by 0-10 km/h	3	SP01
	Exceed apron speed by 11-15 km/h	5	SP02
	Exceed apron speed by 16-20 km/h	7	SP03
	Exceed apron speed by >20 km/h	12	SP04
	Exceed perimeter road speed by 0-19 km/h	3	SP05

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Rule	Infringement	Demerit Points	Penalty Number
nearby or at a lower speed if conditions require). • 50 kph or as marked on perimeter roads. • 60 kph on taxiways/taxilanes where no aircraft or vehicles are nearby (excluding those under escort); or unless a higher speed is operationally required. • 40 kph on taxiways/taxilanes with aircraft or other vehicles nearby or at a lower speed if conditions require. • 40 kph on unsigned/unmarked airside areas. • 25 kph or as marked on aprons and apron roadways. • 25 kph on Taxiway Romeo and GA Lane. • 10 kph on apron within 15m of an aircraft, when not on a marked road. • 5 kph as marked in baggage handling areas/service tunnels. *Note: Refer to subsection 2.24 for further details on speed limits).*	Exceed perimeter road speed by 20-29 km/h	5	SP06
	Exceed perimeter road speed by 30-40 km/h	7	SP07
	Exceed perimeter road speed by >40 km/h	12	SP08
	Exceed bag hall speed by 0-5 km/h	4	SP09
	Exceed bag hall speed by 6-10 km/h	9	SP10
	Exceed bag hall speed by >10 km/h	12	SP11

A.4 MARKINGS AND SIGNS

When driving airside, you must:

A.4.1 Obey all signs, markers or markings and use marked roadways where provided.

A.4.2 Keep well clear of passengers when they are boarding or leaving aircraft.

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Infringement	Guidance Notes	Demerit Points	Penalty Number
Fail to stop at a stop sign	Includes stop markings where no physical sign is present	4	MA01
Failure to give way to a vehicle at a 'give way' or 'stop sign'	Includes give way or stop markings where no physical sign is present	4	MA02
Failure to use marked roadway (where provided)	Except if travelling from one aircraft stand to the aircraft stand immediately adjacent	6	MA03
Fail to comply with unserviceability markers	Temporary markers including witch's hats or traffic management signs	4	MA04
Driving across an aerobridge clearance zone when not required to do so	Driving across an aerobridge clearance zone when not required to do so	4	MA05
Overtaking on continuous dividing lines	Overtaking on continuous dividing lines	9	MA06
Failure to give way to passengers or pedestrians at a pedestrian crossing	Failure to give way to passengers or pedestrians at a pedestrian crossing	6	MA07
Failure to give way to vehicles already on the airside road	When entering from an aircraft parking position	4	MA08
Failure to abide by height, width or length limit sign or marking	Failure to abide by height, width or length limit sign or marking	4	MA09
Fail to comply with other road signs/markings	Fail to comply with other road signs/markings	4	MA10

A.5 VEHICLE OPERATIONS

A.5.1 Before operating a vehicle, the driver is to conduct a vehicle check to ensure the vehicle is safe and is serviceable (in good mechanical condition) to operate and that there are no loose items or equipment that may fall off the vehicle and present a FOD hazard.

A.5.2 A vehicle must not be operated with a passenger load in excess of its design capacity. Passengers can only travel in vehicles if they have an allocated seat.

A.5.3 When driving airside, you and your passengers must wear a seatbelt where a seatbelt is fitted.

A.5.4 Mobile phones are a distraction and must not be used when driving airside. Use of phones hands-free must be kept to a minimum whilst driving to ensure situational awareness is not impaired.

A.5.5 Whenever you are operating a vehicle airside, if Perth Airport directs you to produce your ASIC, ADA and/or your Australian Driver's Licence, you must comply with that direction.

A.5.6 When towing baggage or cargo dolly's the following maximum limits apply:

- 6 barrows or smaller ULD dollies (LD3 or similar) outside baggage make up area
- 4 barrows or smaller ULD dollies (LD3 or similar) inside baggage make up area

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- A lower number if the dolly fails to remain in line during towing
- A lower number if the above limits exceed the tow vehicle capacity.

A.5.7 When driving airside, you must:

- Not drive while affected by alcohol or drugs
- Not drive in a manner likely to jeopardise the safety of any person or damage to property
- Comply with instructions given to you by an AOO or WSO.

A.5.8 You must give way to ground personnel and push back tugs returning to the aircraft stand following an aircraft pushback.

A.5.9 Prior to entering a runway (ADA Category 4 holders only) you must ensure you have clearance from ATC, and the associated stop bar is lowered.

Infringement	Demerit Points	Penalty Number
Driver not wearing a seatbelt where fitted	9	OP01
Driving a vehicle with passenger/s not wearing a seatbelt where fitted	6	OP02
Carrying passenger/s where no seat provided	9	OP03
Use of mobile phone while driving (**Guidance note**: Refer to the WA Road Traffic Code for guidance)	9	OP04
Failing to secure load or equipment	4	OP05
Towing more than the allowable number of dollies	6	OP06
Failure to secure dolly or trailer to vehicle or dolly to dolly	6	OP07
Reckless driving likely to cause injury or damage	12	OP08
Driving whilst positive to alcohol or other drugs exceeding relevant limit	12	OP09
Stop bar violation (**Guidance note**: Crossing a lit stop bar at a runway holding position)	9	OP10
Failure to show ADA or state issued driver's licence when requested by an authorised person	4	OP11
Failure to stop or follow any directions of an AOO or WSO	9	OP12
Fail to give way to tug/crew in taxilane	4	OP13
Driving contrary to any other rule in the AVCH	4	OP14
Driving without due care and attention	6	OP15

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A.6 EXCEEDING AUTHORITY

A.6.1 You must not drive a vehicle in any airside area unless you:

- Hold a valid ADA in a category which authorises you to drive a Vehicle in the area; or
- Are under escort by an authorised escort.

A.6.2 You must not operate on a taxiway or runway without approval by ATC, regardless of whether you hold the corresponding category of ADA.

Infringement	Guidance Notes	Demerit Points	Penalty number
Driving with either an expired ADA or no authority	Driving with an expired ADA or state issued driver's licence or no authority	12	AU01
Driving on a perimeter road without the appropriate authority	Category 3 or 4 driving on Southern Perimeter Road with no operational need	4	AU02
Driving on an apron without the appropriate authority		4	AU03
Driving on a taxiway or taxilane without the appropriate authority	Appropriate authority includes ATC approval	6	AU04
Driving on a runway without the appropriate authority	Appropriate authority includes ATC approval	9	AU05
Escorting a vehicle without the appropriate authority		6	AU06
Riding a bicycle, skateboard, scooter, or similar device airside	Riding on or driving any device other than an authorised vehicle	6	AU07
Driving airside during low visibility conditions without authority	Authority as described in the AVCH and/or the Airside Safety and Driving AOS	6	AU08
Driving on the maneuvering area during low visibility without authority	Regardless of ATC approval to do so. (excludes towing aircraft with ATC approval)	12	AU09

A.7 OTHER RULES

A.7.1 If you are notified by Perth Airport that your ADA is cancelled or suspended, you must surrender it to Perth Airport by the time and date so directed.

A.7.2 If you hold an ADA and your driver's licence is cancelled or suspended, your ADA terminates immediately and you must, within 48 hours of ceasing to hold a licence:

- Surrender the ADA to Perth Airport

A.7.3 Vehicles operating within the movement area must carry and activate an amber or yellow rotating beacon or strobe light on the highest point of the vehicle (so it provides 360 degrees visibility).

A.7.4 When driving at night, in addition to a rotating beacon, vehicles must also activate headlights (dipped) and taillights.

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A.7.5 Vehicles operating on the manoeuvring area must be fully compliant with A-SMGCS requirements.

A.7.6 You are not permitted to park a vehicle in any area other than an area marked as a vehicle parking position or equipment storage area.

A.7.7 You must not drive within 3 m of an aircraft, except when required for the servicing of that aircraft.

A.7.8 You must notify the vehicle operator of any defect in a vehicle of which you are aware as soon as possible.

A.7.9 You must not drive a vehicle on the manoeuvring area of the airport unless:

- You have a valid operational requirement to drive on the manoeuvring area (valid operational requirement does not include vehicles using the manoeuvring area to move between locations to shortcut using perimeter roads)
- You are familiar with the runway and taxiway layout
- You hold a current plan of the manoeuvring area
- The vehicle displays an activated rotating beacon
- The vehicle is equipped with a radio capable of two-way communication with Air Traffic Control
- The vehicle is equipped with serviceable electronic surveillance equipment
- You understand the procedures that apply in the manoeuvring area, in particular ATC light signals
- You both request and receive ATC clearance to operate on the manoeuvring area
- Comply with all instructions given by ATC.

A.7.10 You must not commence an aircraft tow or pushback without clearance from ATC.

A.7.11 When Low Visibility Operations are in effect:

- You must not drive a vehicle on the airside unless essential for the arrival, loading, unloading or departure of aircraft
- Only emergency vehicles in the event of an emergency and AOOs vehicles will be permitted on the manoeuvring area.

A.7.12 If you are the driver of a vehicle involved in an accident airside, you must immediately report the accident to the Airport Control Centre, the vehicle operator, and your employer.

A.7.13 If you are driving a Vehicle which becomes immobilised on the manoeuvring area you must immediately:

- Notify ATC
- Continuously monitor radio communications
- Arrange for immediate movement of the vehicle.

A.7.14 If your vehicle becomes immobilised on any other area airside, inclusive of aprons, you must immediately notify the ACC and arrange for the expedient removal of the vehicle.

A.7.15 Any object that becomes loose and falls on the ground, or that are found on the ground Airside, must be removed immediately.

A.7.16 Any FOD identified in the manoeuvring area must be removed if safe to do so and reported immediately to Perth Airport.

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A.7.17 If you experience or suspect radio failure whilst on the manoeuvring area, you are to vacate the area by the safest and most expedient route. The ATC Tower is to be advised by telephone that you have vacated the manoeuvring area due to suspected radio failure as soon as practicable.

A.7.18 When driving on perimeter roads through the signposted restricted areas at runway ends, drivers must not stop and must maintain a minimum speed of 10 kph.

A.7.19 In addition to the specific rules covered in subsection A.4, drivers must comply with any other road sign or marking.

A.7.20 Drivers must not cross the security restricted area boundary marked by a green/white/green line unless they are exempt.

A.7.21 Personal entertainment audio devices must not be utilised whilst operating a vehicle airside.

A.7.22 Vehicles must not be parked where they will obstruct aircraft, other vehicles, access to eyewash stations, emergency fuel stops, pedestrians or any access doors from terminals, emergency evacuation routes or airport buildings. On apron areas, vehicles and equipment must only be parked within the designated equipment parking areas or allocated GSE/vehicle parking bays.

A.7.23 All vehicles fitted with rubbish bins must have a secure lid to prevent FOD.

A.7.24 The entire airside at Perth Airport is designated as a “No Smoking Area”. Smoking, vaping and the use of electronic cigarettes is prohibited in all airside areas including inside vehicles that are located airside.

A.7.25 Bicycles, tricycles, motorised skateboards and similar devices are not permitted airside.

A.7.26 Clearances to perimeter security fences must be a minimum of 3 m landside and 2 m airside at all times.

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APPENDIX B RADIO PROCEDURES

B.1 GENERAL

Radio contact with the ATC Tower is necessary if you intend to proceed from the apron onto taxiways and runways (manoeuvring area).

Do not enter the manoeuvring area unless:

- You have an established need to do so
- Hold a valid Category 3 or 4 ADA
- You have obtained ATC clearance to be in the portion of the manoeuvring area in which you intend operating (except where a blanket clearance is applicable).

B.2 WORKING ON THE MANOEUVRING AREA

Once you have entered the manoeuvring area, you must continuously monitor radio communications, staying alert to what is happening around you.

As soon as you are instructed by the ATC Tower to vacate a runway, you must do so immediately. Once you have moved outside of the relevant runway strip gable markers, notify the ATC Tower that you have vacated the runway.

B.3 TRANSMISSION 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 “err” and “um”
- Maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others.

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B.4 PHONETIC ALPHABET

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 phonetic alphabet is made up of particular words to denote the letters. When used, the pronunciations as shown are to apply:

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

B.5 NUMERALS

Numbers are to be transmitted using the following pronunciations:

0	ZE-RO
1	WUN
2	TOO
3	TREE or THREE
4	FOW-er
5	FIFE
6	SIX
7	SEV-en
8	AIT
9	NIN-er
DECIMAL	DAY-SEE-MAL
THOUSAND	TOUSAND or THOUSAND

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In general, numbers except whole thousands, are to be transmitted by pronouncing each digit separately, (apart from vehicle call signs), and e.g.

10	ONE ZERO
75	SEVEN FIVE
100	ONE ZERO ZERO
5000	FIVE THOUSAND
24000	TWO FOUR THOUSAND

In contrast, ground vehicle call signs are to be transmitted using the group form of 2 digits and be preceded by a Vehicle identifier, e.g.

CAR 12	CAR TWELVE
CAR 6	CAR SIX
TUG 675	TUG SIX SEVENTY FIVE

Numbers containing decimals are transmitted with the decimal point in appropriate sequence, indicated by the word “decimal”, e.g.

118.1	ONE ONE EIGHT DECIMAL ONE
121.9	ONE TWO ONE DECIMAL NINE

B.6 SIGNAL STRENGTH

Readability of radio signals (i.e., how well a transmission is able to be heard) is categorised as follows:

1	Unreadable
2	Readable now and again
3	Readable but with difficulty
4	Readable
5	Perfectly readable

B.7 COMMONLY USED PHRASES

The following phrases are commonly used:

ACKNOWLEDGE	Let me know that you have received my message
AFFIRM	Yes
APPROVED	Permission for proposed action granted
BREAK	I hereby indicate the separation between portions of the message (to be used when there is no clear distinction between the text and other portions of the message)

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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…
DISREGARD	Ignore previous transmission
FINAL	Commonly used to mean that an aircraft is on the final approach course or is aligned with a landing area.
GO AHEAD	Proceed with your message (normally only after stand by – THIS IS NOT A CLEARANCE TO ENTER OR CROSS)
HOLD POSITION	Stay in place, where you are currently located
HOLD SHORT	Hold at the appropriate holding position for the runway or the runway strip edge at the intersection of a crossing runway (remember that the runway strip edge will not be the sealed surface of the runway. It will be marked by gable markers and/or a holding point).
HOW DO YOU READ (RADIO CHECK)	What is the readability of my transmission? The readability scale is: 1. unreadable 2. readable now and then 3. readable but with difficulty 4. readable 5. perfectly readable.
I SAY AGAIN	Repeat for clarity or emphasis
NEGATIVE	'No' or 'permission not granted' or 'that is not correct'
READ BACK	Repeat all, or the specified portion of this message back to me exactly as received
ROGER	I have received all of your last transmission. Under no circumstances to be used in reply to a question requiring readback or a direct answer in the affirmative or negative.
SAY AGAIN	Repeat all or the following part of your last transmission
STAND BY	Wait and I will call you
VACATE	Move off the runway/taxiway area immediately
VACATED	I have vacated runway/taxiway area
WILCO	I (fully) understand your message/instruction and will comply

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B.8 COMMUNICATING WITH THE ATC TOWER

Before transmitting, be sure the channel is clear (i.e., there are no other communications in progress) by listening out and then:

- Identify the unit you are calling *'Perth Ground"*
- Tell the ATC Tower who you are *'this is car one"*
- Tell the ATC Tower where you are *'domestic apron or on TWY Alpha"*
- Tell the ATC Tower what you wish to do *'request enter runway two one"*
- Tell the ATC Tower of other significant details 'remaining clear of runway two four on immediate recall'.

B.9 THE MEANING OF "HOLD"

The word *"stop"* is rarely used in radio transmissions from the ATC Tower – instead you will hear the word *"Hold",* which means *"STOP".*

B.10 LISTENING WATCH ON MANOEUVRING AREA

Once you have gained runway (or taxiway) entry, you must maintain a constant vigilance for radio communications.

You should always be within hearing distance of your radio. Often a change in wind direction or other operational factor will require the Tower to move you from your work urgently.

B.11 BEFORE YOU GO OUT ONTO THE MOVEMENT AREA

- Know the procedures
- Know the light signals
- Be precise & patient
- Comply with the Handbook
- Keep your eyes open, stay alert and never go beyond hearing range of your radio
- Plan work carefully and avoid any tendency to rush works airside
- Never leave anything (e.g. equipment or tools) on the movement area.

If you become confused about what is happening, leave the movement area and seek clarification from Air Traffic Control before re-entering the movement area.

B.12 LIGHT SIGNALS

If you receive light signals from the ATC Tower, respond to them promptly. Signals and their meanings are listed below:

Green flashes	Permission to cross runway or to move on a taxiway
Steady red	Stop immediately
Red flashes	Move off the runway or taxiway and watch out for aircraft

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White flashes	Vacate the manoeuvring area in accordance with instructions

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APPENDIX C - GLOSSARY

Acronym/Abbreviation	Description
ACC	Airport Control Centre
ACOA	Airports (Control of On-Airport Activities) Regulations 2026
ADA	Authority to Drive Airside
ADM	Airfield Duty Manager
AEP	Aerodrome Emergency Plan
AFP	Australian Federal Police
AHM	Airport Handling Manual
AOL	Airside Operating Licence
AOO	Airport Operations Officer
AOS	Airport Operating Standard
APU	Auxiliary Power Unit
ARFFS	Aviation Rescue and Fire Fighting Services
ASA	Airservices Australia
ASIC	Aviation Security Identification Card
A-SMGCS	Advanced Surface Movement Guidance and Control System
ASO	Airport Services Office
ATC	Air Traffic Control
ATO	Authorised Testing Officer
AUA	Authority for Use Airside
CAO	Civil Aviation Order

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Acronym/Abbreviation	Description
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
COO	Chief Operating Officer
DAO	Driving Assessment Organisation
FOD	Foreign Object Debris
GMO	General Manager Operations
GSE	Ground Support Equipment
HoAO	Head of Airfield Operations
IATA	International Air Transport Association
LVP	Low Visibility Procedures
MOS	Part 139 (Aerodromes) Manual of Standards 2019
NAATI	National Accreditation Authority for Translators and Interpreters
OTC	Operations Technical Coordinator
PAN	Perth Airport Notice
PAPL	Perth Airport Pty Ltd
PASS	Perth Airport Safety System
RSC	Ramp Safety Committee
RWY	Runway
SMS	Safety Management System
TWY	Taxiway
WHS	Work Health and Safety
WSO	Works Safety Officer

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APPENDIX D DEFINITIONS

Term	Definition
Aeronautical Radio Operator Certificate	A certificate issued under Part 64 of the Civil Aviation Safety Regulations 1998 (Cth) authorising a person to operate an aeronautical radio, with competency standards prescribed in the Part 61 Manual of Standards (MOS).
AIRDAT Onboard	An online system to apply for, and maintain, an AOL and AUA.
AIRDAT Passport	An online system to apply for, and maintain, an ADA.
Airport	Perth Airport.
Airport Operator	Perth Airport Pty Ltd (Perth Airport).
Airside	The area of an aerodrome used for the arrival, departure and surface movement of aircraft, including manoeuvring areas, aprons and associated operational areas, together with adjacent terrain and buildings where their purpose and use directly support aircraft operations, and to which access is controlled. (Part 139 MOS section 3.01 (2)).
Airside road	Any road within the airside of the airport, including roads marked on aprons.
Apron	A defined area on a land aerodrome indented to accommodate aircraft for the purpose of loading or unloading passengers, mail, or cargo, fuelling, parking or maintenance (Part 139 MOS Part 139 section 3.01(2)).
Approved Testing Officer	A person nominated by a Driving Assessment Organisation and approved by Perth Airport to test applicants for an Authority to Drive Airside Category 2.
A-SMGCS	Advanced Surface Movement Guidance and Control System, as defined in ICAO Document 9830 - Advanced Surface Movement Guidance and Control Systems Manual.
Authority to Drive Airside	An authority issued in accordance with the *Airports (Control of On-Airport Activities) Regulations 2026 (Cth)* and this Handbook.
Authority for Use Airside	An authority issued in accordance with the *Airports (Control of On-Airport Activities) Regulations 2026 (Cth)* and this Handbook.
Autonomous vehicle	An autonomous vehicle is any motorised vehicle or ground support equipment capable of operating with reduced or no direct human control, including vehicles that rely on automated navigation, artificial intelligence, sensor-based decision-making, or remote supervision.
Aviation Security Identification Card	A permanent or temporary identification card issued by an ASIC issuing body authorised under the *Aviation Transport Security Regulations 2005.*

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Term	Definition
Category	Defines the area in which a Vehicle Operator is authorised to drive, in accordance with subsection 3.2 of this Handbook.
Caution (Infringement Notice)	A documented enforcement outcome issued at the discretion of an authorised officer for a minor or low-risk driving infringement where the circumstances do not warrant the allocation of demerit points.
Driving Assessment Organisation	An organisation that previously held an approval to issue authorities to drive airside and is now authorised only to conduct assessments of their drivers.
Electronic Surveillance Equipment	Equipment fitted to a vehicle in order for that vehicle to be permitted to operate on the manoeuvring area. Electronic surveillance equipment must meet the technical standards defined in Part 139 MOS section 14.04.
Escort	The supervision of a vehicle airside whereby the supervising person takes responsibility for the vehicle being escorted.
Experienced Driver	An ADA holder who has held a current ADA of an equivalent or higher category than that being applied for, for a minimum of one (1) year, with no airside driving infringements recorded in the preceding 12 months.
Handbook	This Airside Vehicle Control Handbook, including the Airside Safety and Driving AOS.
Manoeuvring area	The part of the aerodrome to be used for the take-off, landing, and taxiing of aircraft, excluding aprons (Part 139 MOS section 3.01(2)).
Markings	The symbols, lines, words, and figures displayed on the surface of a movement area, or visual distinguishing features added to vehicles.
Movement area	That part of an aerodrome to be used for the take-off, landing, and taxiing of aircraft, consisting of the manoeuvring area and the apron(s) (Part 139 MOS section 3.01(2)).
Notifiable accident	Any vehicle accident, that results in an injury or damage no matter how minor.
PASS	Perth Airport Safety System is an electronic incident reporting system.
Perimeter road	An airside road which remains clear of the movement areas except at marked taxiway crossings.
Proprietary area	An area that is subject to a valid lease, sub-lease or licence with PAPL or a third party and which allows the Licensee to store, park or maintain the Licensee's Equipment there.
Rules for drivers operating airside	The rules for drivers as set out in this Handbook at Attachment C.
Supervised vehicle	A vehicle under escort.
Vehicle Operator	A person, firm, or corporation (including business entities) controlling the operation of a vehicle whether as owner, hirer, or otherwise; or the driver of a vehicle.

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Term	Definition
Vehicle	A motor vehicle or other mobile plant or equipment, including specialised ramp equipment (ground servicing equipment) that is propelled by its own power.

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APPENDIX E REVISION HISTORY

Revisions to the Handbook are dated and a new version number assigned accordingly. In addition to recording the date of change for each section or page of this document, a summary of the changes made is also recorded.

Version	Date	Chapter/ Section/Paragraph	Details	Authorisation
17.1	27.10.2026	Cover page / Document Control	• Updated document version, effective date and review date.	GMO Vernon Vincent
		Authority and regulatory references	• Updated references to the Airports (Control of On-Airport Activities) Regulations 2026 and clarified the regulatory basis and authority under which the Handbook is issued.	
		1.2	• Updated accountable roles and responsibilities, including responsibilities for document control, vehicle fleet compliance, airside licensing administration, training materials and assessment arrangements.	
		2.8	• Added specific guidance regarding the location and visibility of the Q400 aircraft anti-collision beacon and included a reference to the applicable Safety Bulletin.	
		2.15	• Clarified mechanical and safety inspection documentation requirements for AUA applications, including provisions for electric and hybrid vehicles, self-maintained vehicles and leased fleets.	
		2.20	• Removed the first sentence in this section. Renamed the section name.	
		2.24	• Clarified speed limit on unsigned/unmarked airside areas.	
		3.1	• Clarified Australian and international driver's licence requirements and the minimum licence class required to operate the relevant vehicle.	
		3.2	• Updated ADA category requirements to distinguish practical training from supervised driving and clarify logbook, training, AROC and competency assessment requirements.	
		3.3	• Clarified eligibility requirements for the Escort endorsement, including the minimum three-month unsupervised driving experience criterion and the exemption for WSOs and PAPL Airfield Operations personnel, subject to project-specific limitations.	
		3.5.1–3.5.4	• Updated the ADA training and assessment process to clarify practical training, supervised driving, Experienced Driver responsibilities, logbook validity and sign-off requirements, assessment booking criteria and assessment outcomes.	
		4.2	• Introduced criteria for issuing a Caution for minor or low-risk driving infringements and clarified the required approval, documentation and consideration of previous cautions.	
		4.3	• Clarified warning and Out of Service processes for vehicle defects, including rectification, removal, parking and evidence requirements.	
		4.4	• Clarified the show-cause and notification process applying before the suspension of an ADA or AUA.	
		6.1	• Clarified incident and accident reporting requirements for vehicle operators, including the provision of company	

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Version	Date	Chapter/ Section/Paragraph	Details	Authorisation
			investigation reports and other relevant information within PAPL-specified timeframes.	
		Appendix A	• Clarified speed limit on unsigned/unmarked airside areas.	
		Appendix B	• Clarified the action required when a driver becomes uncertain or confused while operating on the movement area.	
		Appendix C and Appendix D	• Updated glossary entries and definitions to align with current legislation, systems, roles and operational terminology.	
		Appendix E	• Updated the Revision History details.	
		1.1, 1.2, 2.1, 2.3, 2.5, 2.6, 2.8, 2.9, 2.15, 2.20, 3.1, 3.2, 3.3, 3.5, 3.5.1, 3.5.2, 3.5.3, 3.5.4, 3.6, 3.8, 3.9, 3.12, 4.2, 4.3, 4.4, 4.5, 4.5.1–4.5.4, 5.1, 5.2, 6.1, Appendix A, Appendix B, Appendix C and Appendix D.	• Applied minor editorial, formatting, cross-reference and terminology updates for consistency and clarity.	
17	25.03.2026	Cover page	• Updated document version and dates.	GMO Tony Sewell
		Document Control	• Updated document version, effective date and review date.	
		Authority	• Updated authorising officer signature.	
		1.1	• Updated the Department name and links.	
		1.2	• Expanded and clarified responsibilities table to include additional AVCH accountable roles (e.g. Operations Technical Coordinator, Fleet Coordinator, Head of Training).	
		2.1	• Updated legislative and regulatory references; editorial clarification to align with current CASA MOS Part 139 and WHS requirements.	
		2.2	• **New subsection added** to explicitly prohibit autonomous and semi-autonomous vehicle operations airside unless expressly approved by PAPL and CASA; clarified that remotely controlled pushback tugs are excluded where direct human control is maintained.	
		2.3	• Clarified vehicle equipment requirements for manoeuvring area operations, including electronic surveillance equipment, radio requirements, call-sign allocation and escort provisions.	
		2.5	• Updated the link to the transponder code form.	
		2.6	• Editorial updates for consistency with enforcement practices.	
		2.8	• Update the link to the safety bulletin for the Q400 beacon.	
		2.9	• Clarified towing requirements where aircraft anti-collision beacons are unserviceable, including mandated risk controls (e.g. wing walkers, signalling, short-distance towing).	

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Version	Date	Chapter/ Section/Paragraph	Details	Authorisation
			• Clarified on communications requirements for towing crew.	
		2.15	• Clarified serviceability, inspection, and defect reporting requirements, including statutory declaration provisions for self-maintained vehicles.	
		2.20	• **New subsection added** to provide clarity for expired/damaged AUA handling process. • Removed the requirement to provide a statutory declaration for lost/damaged AUA to align with State Road legislations.	
		3.1	• Clarified on driver's licence requirements.	
		3.5, 3.5.1, 3.5.2, 3.5.3 & 3.5.4	• Reviewed and updated training requirements to align with company's changes.	
		3.8	• Editorial changes.	
		4.3	• Clarified processes for issuing warnings and "Out of Service" tags, removal timeframes, and parking requirements within leased/proprietary areas under the AOL.	
		4.4	• Clarified on AUA/ADA suspension and cancellation processes.	
		Appendix A	• Minor editorial clarifications to ensure consistency with updated operational requirements and enforcement practices.	
		Appendix C / D	• Editorial updates and clarification of definitions and terminology to align with current operational systems and practices.	
		Entire Document	• General editorial updates, formatting consistency improvements, and alignment with current Perth Airport systems, processes and terminology.	
16	18.03.2025	Cover page	• Updated document version and dates.	GMO Tony Sewell
		Document Control	• Updated document control page.	
		Document Hierarchy	• Updated document hierarchy.	
		Contents	• Updated Contents Table for heading/page numbers.	
		Authority	• Updated signature of the authority.	
		Entire document	• Editorial changes. Waypoints replaced with AeroSimple. Waypoints Forms replaced with AeroSimple Forms. Updated term Overseas Driving Licence to International Driving Licence.	
		1.1	• Updated references to regulations.	
		1.2, 4.4.2	• Title changed from Airfield Safety and Operations Manager to Head of Airfield Operations	
		2.7	• Heading changed. • Note added about Q-400's beacon visibility.	
		2.14	• Clarification added on mechanical and safety inspection report requirements for an AUA application of self-maintained vehicles and leased vehicles.	
		2.18	• Minimum requirements for AUA application updated to match AIRDAT application.	

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Version	Date	Chapter/ Section/Paragraph	Details	Authorisation
		2.19	• Added clarification on a Statutory Declaration requirement as per the Statutory Declarations Regulations 2023.	
		2.24	• Added a new requirement to give way to an aircraft when crossing RWY 06 and RWY 03 undershooting areas.	
		2.26	• Added a new requirement for reverse driving.	
		3.1	• Replaced overseas driving licence with International driving licence.	
		3.2	• Updated link to the Airside Driving Map.	
		3.4	• Updated the second bullet point regarding International Driving Licence and Digital Driving Licence.	
		3.5.2	• Added clarification regarding requirements for familiarisation training whilst holding a VIC or EVIC.	
		Section 4	• Subsections were re-numbered.	
		4.1	• New heading 4.1 Regulatory Rights added.	
		4.3	• Updated the third paragraph.	
		Appendix A	• Updated guidance on penalties ACO1 and AU01. • Updated rule A7.22.	
		Appendix B	• B.2 rephrased to provide concise description on requirements working on the manoeuvring area.	
		Version 15 Appendix D	• Removed the Airside Driving Map from the Handbook as this map is now provided on PAPL's website.	
		Appendix D	• Updated glossary.	
		Appendix E	• Updated definitions.	
		Appendix F	• Updated the Revision History for a new document version.	
15	18.03.2024	All pages	• New Handbook template introduced. Sections and subsection numbering changed. • All references to Category 2.5 were removed as no longer in place.	GMO Tony Sewell
		Document Control	• Updated Document Control table.	
		All pages	• The use of Airside Vehicle Permit (AVP) is no longer applicable.	
		Subsection 2.5	• Changed requirement about the company logo on the vehicle.	
		Subsection 2.6	• Emergency service vehicles are required to be escorted by authorised vehicle operator (PAPL AOO or ARFFS) in case of LVP. • Removed requirement to restrict vehicle access to marked service road crossings immediately adjacent to the manoeuvring area during LVP.	
		Subsection 2.9	• Towing restrictions of tug and dollies updated.	

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Version	Date	Chapter/ Section/Paragraph	Details	Authorisation
		Subsection 2.20	• Updated the requirement for ADA & AUA validity check prior entering airside conducted by the Security Contractor.	
		Subsection 2.21	• Removed the requirement to return the AUA to PAPL when a vehicle with attached AUA is disposed. • Changed timeframe requirement to notify PAPL in case of vehicle disposal.	
		Subsection 2.23	• New subsection 2.23 was included to provide more clarity on speed limits. Clarified speed limits on TWY Romeo and GA Lane, which is 25 km/h.	
		Subsection 2.24	• Clarified height limitation for vehicles using the Southern Perimeter Rd (2.5m at RWY 03 threshold and 3.8m at RWY 06 threshold).	
		Subsection 2.25	• New subsection added to specify requirements for speed limited equipment.	
		Subsection 3.1	• Updated general requirements for an ADA to add the minimum requirement for state / territory licence (as minimum Green Provisional Licence (Green P Plate Driver).	
		Subsection 3.2	• Updated ADA categories requirements.	
		Subsection 3.3	• Removed 'L' endorsement.	
		Subsection 3.5.2	• Minimum logbook entry is now capped at 30 minutes. • Clarified on expired logbook hours.	
		Subsection 3.5.3	• Practical ADA competency assessment is now can be cancelled at any time if required.	
		Subsection 3.5.4	• New subsection was added to clarify on ADA assessment outcome.	
		Subsection 3.8	• Remove requirement to return ADA if Australian driver licence is suspended or cancelled.	
		Subsection 3.11	• Specified requirements for ADA card loss.	
		Appendix A	• Under A.3 Speeding Rules, speeding rule updated. • Under A.5 new penalties OPS 15 and OPS 16 added. • New rules A7.21-A7.26 added.	
		Appendix C	• Transponder Application Form added.	
		Appendix D	• Map of airside driving areas included.	
		Appendix E	• Glossary updated.	
		Appendix F	• Definitions updated (including Experienced Driver).	
		Appendix G	• Revision history updated.	
14	17.03.2023	Document control	• Included the Document Control page.	GMO Tony Sewell
		Entire document	• Updated formatting to the PAPL standard formatting.	
		Section 1	• Updated signature.	
		Section 2	• Updated the Department name in subsection 2.1. • Updated references to Airservices Australia relevant regulations in subsection 2.1.	

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Version	Date	Chapter/ Section/Paragraph	Details	Authorisation
			• Updated subsection 2.2 to update responsibilities of the Airfield Safety and Operations Manager and include responsibilities of the Operations Technical Coordinator.	
		Section 3	• Excluded the 3rd paragraph of subsection 3.1. • Re-wrote subsection 3.3 to comply with the new MOS. • Re-wrote subsections 3.2, 3.4, 3.5, 3.6, 3.17, 3.18, 3.21 and 3.23 to align with current processes. • Modified subsection 3.7. • Updated the reference to regulation in subsection 3.12. • Updated the reference to WHS Regulations in subsection 3.22.	
		Section 4	• Updated subsections 4.1, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.8, 4.9 and 4.11 to align with current processes. • Updated subsection 4.2 due to removal of category 2.5. • Subsection 4.3 Endorsements was added to explain the endorsements process. • Added clarification on logbook entries validity and introduced the Instructor Guide for category 2.	
		Section 5	• Updated subsections 5.1, 5.2, 5.3, 5.4.1, 5.4.2 and 5.4.3 to align with current processes.	
		Section 6	• Completely re-wrote section 6 to align with current processes.	
		Appendix A	• Updated the entire Appendix A to include penalty numbers as per AIRDAT and excluded duplicated rules.	
		Appendix B	• Update commonly used phrases.	
		Appendix C	• Updated the form.	
		Appendix D	• Updated acronyms.	
		Appendix E	• Updated revision history.	
13	21.10.2022	Contents	• Updated page numbering and versions.	GMO Tony Sewell
		1.1	• Updated signature.	
		2.2	• Added delegation to others for OSM role.	
		Appendix E	• Updated revision history	
12	13.04.2022	All	• Annual review	GMO Tony Sewell
		Contents	• Updated page numbering and versions.	
		1.1	• Updated signature post annual review. Changed authorising person for this document to GMO.	
		2.1, 4.4	• Addition of link to Perth Airport Extranet.	
		3.1	• Change of reference from OSH legislation to WHS.	
		3.2	• Inclusion that vehicles towing aircraft on taxilanes, links & aprons require same as those on manoeuvring area.	
		3.18	• Removal of AUA image with old logo.	
		5.3	• Addition of ‘or more’ for the number of demerit points.	
		5.5	• Inclusion of regulation number for review of decisions.	

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		3.2, 3.15, 4.4.1, 5.1, 5.2, 5.3, 5.4.1, 5.5, Appendix A (A.3, A.4, A.5 & A.7)	• Minor grammatical updates.	
		3.6, 3.14	• Minor formatting updates.	
		Appendix E	• Updated revision history.	
11	13.04.2021	Contents	• Updated page numbering and versions.	COO Scott Woodward
		2.2	• Removal of Driving Assessment Organisations (DAO).	
		3.2	• Updated vehicle lighting requirements to align with Part 139 MOS. • Clarification on manoeuvring area requirements. • Requirement to have ATC clearance prior to entry.	
		3.3	• Removal of A-SMGCS note due to changes in Part 139 MOS.	
		3.5	• Updated vehicle lighting requirements to align with Part 139 MOS.	
		3.6	• Amended turnaround to arrival or departure for clarity.	
		3.14	• Clarity on mechanical & safety inspections on vehicles.	
		3.16	• Relocation of vehicle covered in AOL therefore removed.	
		3.17 & 3.20	• Removal of temporary permits and update to application location.	
		3.18	• Removed old permits and sticker images.	
		3.23	• Inclusion of placarding of limits on vehicles.	
		4.2 & 4.4	• Amended training to eLearning modules.	
		Various	• Updated position titles. • Inclusion of Part 139 MOS references and updated CAR references. • General edits not effecting the intent of the provision. • Reordering of sections Glossary and Revision history ow an appendix.	
		Appendix E	• Revision history.	
10.0	22.08.2019	All	• Document formatting updated. • Document History moved from Section 2 to after the attachments. • Sections 3 to 10 renumbered 2 to 9. • Other general edits or amendments that do not change the intent of the provisions.	COO Scott Woodward
		2.2	• Definition of Vehicle amended to be clear it includes GSE.	
		2.3	Position titles amended or added; • General Manager Airfield Operations changed to General Manager Operations, • General Manager Safety, Security & Emergency added • Operations Systems & Standards Manager - Airfield changed to Aviation Safety Manager.	
		2.4	• Responsibilities reviewed to include GMO and GMSS&E.	

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			• Responsibility to review AOS changed from AOM to ASM.	
		3.2	• Added requirement for pedestrians on the manoeuvring area to be accompanied by a Vehicle meeting the requirements of section 3.2.	
		3.23	• Added passenger/s to requirements for specifically designed seats. • Added guidance on what is an operator protective device.	
		4.10	• Added criteria around transfer of ADA to another company.	
		5.1	• Added requirements to return to a valid ADA for specific driving infringements	
		5.2	• Included provision for the Vehicle Operator to use their tag to tag a vehicle out of service if directed to do so by Perth Airport.	
		5.4.2 & 5.4.3	• Removed reference to AOMC and included both GMO and GMSS&E in the review process. • Updated Level 3 review process to include process if at least one independent airline or GSP representative is not identified.	
		Attachment C	• Removed (previously combined with D) Attachments D to F retitled C to E.	
9.0	23.05.2019	All	• Added reference to AIRDAT Passport. • Changed AIA to DAO. • Changed Approved Training Officer to Approved Testing Officer. • Added requirement to reapply for the AUA if the vehicle is modified. • Added new AUA permit (new PAPL branding). • Other general edits or amendments that do not change the intent of the provisions.	COO Scott Woodward
		4.23	• Added reference to the WA OS&H regulations for the vehicle operator to assess risks in operating the vehicle. • Added reference to vehicle operator procedures within the circle of safety.	
		4.24	• Added section to include height and / or width limitations.	
8.0	31.07.2018	All	• Replaced Cat 2/2.5 and Cat 3/4 Pocketbooks with Airside Safety and Driving Airport Operating Standard. • Introduced AIRDAT Onboard for AUA applications. • Included requirement for an Airside Operating Licence. • Included new AVP issued through Onboard and expiry date for existing AVP. • Other general edits or amendments that do not change the intent of the provisions.	COO Guy Thompson
		5.2 & 5.3	• Amended ADA assessments.	
		6.2	• Included vehicle defect reporting and tagging out of service.	

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Version	Date	Chapter/ Section/Paragraph	Details	Authorisation
		6.3 & Attachment D	• Identified specific infringements that trigger reassessment.	
		6.4	• Introduced a 3-level appeal process for ADA infringements.	
		Attachments C&D	• Combined Attachment C (driving infringements) with Attachment D (driving rules).	
		Attachment D	• Rearranged.	
7.0	25.05.2017	All	Amendments as marked. • Organisational changes (EGM change to COO). • Radiotelephone Operator certificate changed to AROC. • Electronic Surveillance Equipment Fitted to Vehicles (CASA Exemption to the technical standards in the MOS). • Inclusion of towing limitations for dollies. • Updated ADA application. • Other editorial amendments.	COO Guy Thompson
6.0	30.05.2016	All	Amendments as marked: • Publication of Airside Safety Awareness Guide – Cat 2 and 2.5 Pocketbook. • Inclusion of Temporary AUA issuing permit/process. • Removal of reference to Cat 4R. • Other minor amendments as marked.	EGM Ops & CEx Rowan Chalmers
5.0	29.06.2015	All	Amendments as marked: • A-SMGCS (mandated compliance date 01 September 2015). • Obtaining Transponder Codes/Call Signs (A-SMGCS). • Operations in Low Visibility. • Thunderstorm Warning System. • Aircraft anti-collision beacons – Aircraft under tow. • GSE Standards – IATA Ground Handling Manual.	EGM Ops & CEx Rowan Chalmers
4.0	10.02.2015	All	• Updated ADA Application Form.	EGM Ops & CEx Rowan Chalmers
		5.2 & 5.4	• Update to ADA training process (aligned with Technical Training team requirements).	
		Attachment F	• How to obtain ADA.	
3.0	08.12.2014	All	• Perth Airport appointment (General Manager Airfield Operations). • Clarity on requirement - state class motor driver's licence. • Clarity on requirement - familiarisation (log) training (driver). • Approved ADA permit format. • Restriction on pre-positioning of Tugs. • Immobilised vehicles (removal). • Removal of Category 1 ADA. • Application flow chart (Attachments F & G) • ADA suspension. • Update to A-SMGCS (expected date of implementation).	EGM Ops & CEx Rowan Chalmers
2.0	01.04.2014	All	• New Perth Airport EGMO&CE. • Update A-SMGCS (delay in implementation).	

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			• Inclusion of new AUA vehicle application.	EGM Ops & CEx Rowan Chalmers
		4.2	• Inclusion of movement area vehicle lighting requirements.	
1.0	01.08.2013	All	• Wholesale review and amendment. • Following March 2009 amendment of Regulations. Release from constraint of Regulations – becomes formal AVCH.	EGM Ops & CEx Peter Cock
Original Issue	July 1997	All	Commonwealth (Federal Airports Corporation) for Airports (Control of On-Airport Activities) Regulations 1997.	Commonwealth AVCH imposed on WAC under Regulations.

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