MackayAirport
FOR WORKDAYS AND HOLIDAYS

AIRSIDE DRIVERS HANDBOOK

Rules for Airside Driving at Mackay Airport



Appendix to Airside Vehicle Control Manual
Version 6.2

Any alterations to this Handbook must be approved by the Manager Aviation Operations
The current copy of this Handbook is held on SharePoint
It is your responsibility to ensure you hold the current copy of this Handbook

DOCUMENT CONTROL

Version	Status	Sponsor	Author
6.2	Approved	Manager Aviation Operations	Compliance and Airside Safety Coordinator

Amendments	Date	By whom
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Version 6 – Review of Document, Minor changes and corrections throughout. Expanded Section 2.2,3.1 & 3.13. Expanded Section 13. Included DWG 16-1194 Pavement Strength Diagram.	12/05/2021	Aviation Team Leader

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Version 6.2 – Full review of document, title changes and editorial changes.	21/11/2024	Compliance and Airside Safety Coordinator

SUMMARY

In accordance with Section 10 of the Airport Operations Manual, Mackay Airport has developed the **Airside Vehicle Control Manual** and the **Airside Drivers Handbook**. These documents identify the mandatory rules and procedures for the control of surface vehicles operating on or near the movement areas of the airport as well as the procedures used to authorise drivers to drive vehicles airside.

The Mackay Airport Airside Drivers Handbook is distributed electronically as an uncontrolled document to the following organisations. The document is subject to regular review and amendment. Future amendments will also be distributed electronically on approval by the General Manager. Strict management of printed copies within organisations should be considered as inaccuracies and out of date information may otherwise result in confusion.

THE CURRENT VERSION OF THIS DOCUMENT IS AVAILABLE ON THE MACKAY AIRPORT WEBSITE.

CASA - Airport Inspector	Aviation Rescue Fire Fighting Service (ARFFS)
Airservices Australia Mackay Air Traffic Control	Swissport
Aerlink	Oceania Ground Force

Master

Electronic Copy on Mackay Airport SharePoint site

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INTRODUCTION

The **Airside Drivers Handbook** is an appendix to the **Airside Vehicle Control Manual** (AVCM) issued by Mackay Airport ABN 132 228 534 and details the mandatory rules and procedures for authorised airside drivers at Mackay Airport. These rules are in place to ensure the safe and orderly movement of passengers, aircraft and vehicular traffic in all airside areas at Mackay Airport and are in accordance with the CASA Manual of Standards Part 139 Aerodromes - Section 10.9 the Airport Assets (Restructuring and Disposal) Act 2008.

To meet the necessary safety and security requirements, persons who have a need to drive airside on a frequent and unsupervised basis are required to be trained, assessed as competent and issued with an Authority to Drive Airside (ADA). Other drivers may, at the discretion of Mackay Airport, be permitted airside if they are adequately supervised by appropriately authorised personnel.

There are two categories of Authority to Drive Airside (ADA), namely:

- **Restricted ADA:** Perimeter Roads and Aprons only
- **Unrestricted ADA:** Category Restricted plus Airside Roads, Taxiways and Runways

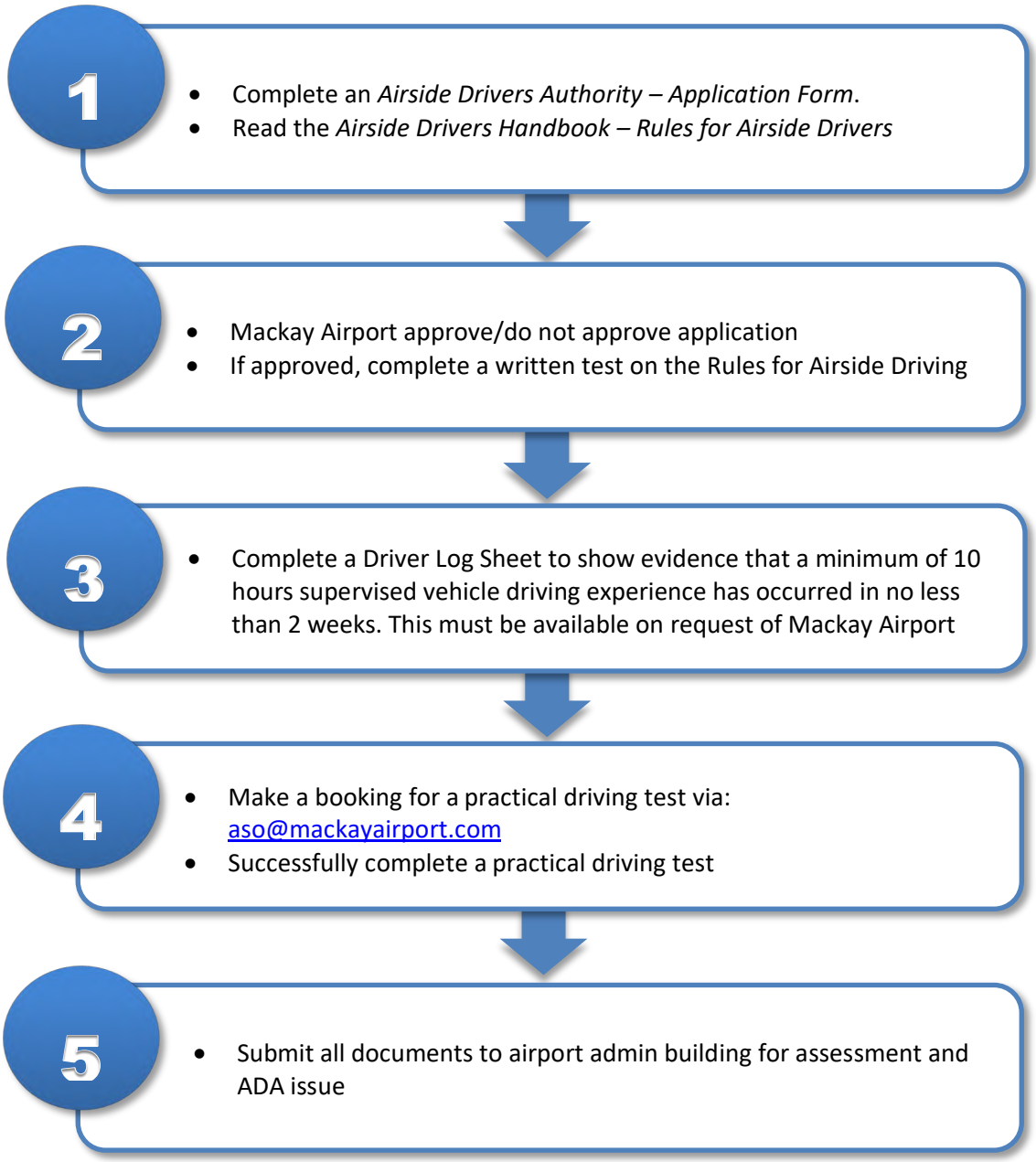
Training and assessment for the issue of an Airside Drivers Authority is conducted by Mackay Airport and may be by certain other organisations on the airport known as Approved Issuing Authorities.

Vehicles are not permitted in an airside area without supervision unless the vehicle displays a valid Airside Vehicle Permit.

Failure to comply with the mandatory rules and procedures detailed in this Handbook is a breach of conditions set down by the relevant authorities, and any such failure will be taken into account by Mackay Airport in considering whether to exclude or limit vehicles, equipment, individual drivers or their employers from airside operations.

Full details of the management and control of vehicular traffic on the airside of the Airport are provided in the **Airside Vehicle Control Manual**, available on the Mackay Airport website.

HOW TO OBTAIN OR RENEW AN AIRSIDE DRIVERS AUTHORITY (ADA)



Note – The Mackay Airport Airside Vehicle Control Manual, Airside Drivers Handbook and all associated forms are available on the Mackay Airport website (www.mackayairport.com)

DEFINITIONS

In these Rules:

TERM	DEFINITION
Aeronautical Radio Operators Certificate	A certificate issued in accordance with Civil Aviation Regulation 83A
Airport	Mackay Airport
Airside	The Movement Area of the Airport, adjacent terrain and buildings or portions thereof being the areas marked as such on the Mackay Airport Airside Plan.
Airside Drivers Authority (ADA)	An Airside Drivers Authority issued under the provisions of Part 4 of the Manual
Airside Drivers Authority Category Restricted	An Authority authorising driving in Category Restricted issued in accordance with Part 4 of the Manual
Airside Drivers Authority Category Unrestricted	An Authority authorising driving in Category Unrestricted issued in accordance with Part 4 of the Manual
Airside Drivers Handbook (ADH):	Appendix to Airside Vehicle Control Manual detailing mandatory rules and procedures for the control of surface vehicles operating on or near the movement areas of the airport as well as procedures used to authorise drivers to drive vehicles airside.
Airside Road	Means a road within the Airside of the Airport and marked as a road on the plan detailed on the Mackay Airport Airside Plan.
Airside Vehicle Control Manual	Means the document published by Mackay Airport, detailing particulars for the control of surface vehicles operating on, or in the vicinity of the movement area at Mackay Airport, in accordance with the requirements of MOS Part 139 Chapter 14
Airside Vehicle Permit (AVP)	Means an authority for a Vehicle to enter the Airside issued under the provisions of Part 2 of the Manual
Air Traffic Control (ATC):	Means an air traffic control service established by Airservices Australia in pursuance of Airservices Regulation (1995) 3.02
Approved Issuing Authority	Means an organisation, authorised by Mackay Airport under Part 6 of the Manual, to issue Authorities for Use Airside and/or Authorities to Drive Airside
Approved Training Officer	Means a person nominated by an Approved Issuing Authority and approved by the Mackay Airport Manager Aviation Operations in accordance with Part 7 of the Manual

TERM	DEFINITION
Apron	Means that part of an Airport used for the purpose of enabling passengers to board, or disembark from aircraft; or loading cargo on to, or unloading cargo from, aircraft; and/or for refuelling, parking or carrying out maintenance on aircraft; for general aviation operations.
ARFFS	Means Aviation Rescue Fire Fighting Service as provided by Airservices Australia
Authorised Officer	Means a person appointed under Part 2 of the Airport Assets (Restructuring and Disposal) Act 2008 by Mackay Airport to be an Authorised Officer
Aviation Security Identification Card (ASIC)	Means a card issued by an organisation approved by the Secretary to the Department of Home Affairs which permits individuals who have a justifiable need, to have unescorted access to security restricted areas on a Security Controlled Airport
Baggage Make Up Area (BMA)	Means all areas of the BMA including the Apron Entrance/Exit road, GSE parking area, link roads and the Baggage Halls
Common Traffic Advisory Frequency (CTAF)	Means a radio frequency used for the purposes of aircraft radio communications at a non-controlled aerodrome (CLASS G). It can also refer to the mandatory procedures (via CTAF procedures) that must be used at such an aerodrome [Note: Mackay Airport becomes a non-controlled aerodrome outside of the hours of operation of air traffic control.]
DAMP	Means Drug and Alcohol Management Plan
FOD	Means foreign object debris or foreign object damage
General Aviation	Means all civil aviation operations other than regular public transport operations
Ground Frequency	Means the designated frequency for the control of surface movement.
GSE	Means Ground Service Equipment
Manager Aviation Operations	means the Manager Aviation Operations of Mackay Airport Pty Ltd or an employee of Mackay Airport Pty Ltd authorised to act on behalf of the Manager Aviation Operations in relation to the exercise of powers under the Manual
Manoeuvring Area	Means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.
Manual	Means the Airside Vehicle Control Manual

TERM	DEFINITION
Markings	Means the symbols, lines, words and figures displayed on the surface of a Movement Area, or visual distinguishing features added to Vehicles
Movement Area	Means that part of the aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s)
Perimeter Road	Means an Airside Road which remains clear of the Manoeuvring Areas except in areas where the road marked as a road crosses a taxiway and being marked as a Perimeter Road on the Mackay Airport Airside Plan
Rules for Drivers Operating Airside	Means the rules for drivers set out in this booklet
Security Controlled Airport	Means an Airport declared (for security purposes) under section 28 of the Aviation Transport Security Act 2004 and the Aviation Transport Security Regulations 2005
Security Restricted Area (SRA)	Means any part of the Airport, designated by notices posted by Mackay Airport, for the operation of RPT Aircraft and Security Screened Passengers. This is a designated area, access to which is controlled for the purpose of Aviation Security [Note: The SRA at Mackay Airport comprises the main RPT Apron, BMA and other areas detailed in the Airport Transport Security Program.]
Supervised Vehicle	Means a Vehicle driven under Supervision in accordance with Part 5 of the Manual and with these Rules for Drivers Operating Airside
Supervision	Means supervision in accordance with Part 5 of the Manual and with these Rules for Drivers Operating Airside
Mackay Tower	Means the Air Traffic Control tower at Mackay Airport.
Transport Security Program	Means the Security arrangement in force at the Airport in accordance with the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005
Vehicle	Means a motor vehicle or other specialised airside mobile equipment, other than bicycles, tricycles and motorcycles. [Note: Bicycles and tricycles may be used Airside only in accordance with paragraph 9.6 of the Manual.]
Vehicle Operator	Means a person, firm, body corporate or Government Department controlling the operation of a Vehicle whether as owner, hirer or otherwise.

1 AIRSIDE DRIVERS AUTHORITY AND STATE/TERRITORY LICENCE

1.1 Licence

You must not drive a Vehicle Airside unless you hold a current State or Territory driving licence, or equivalent, appropriate to the class of vehicle to be driven.

Note: The driving licence may be a licence from any State or Territory - it does not have to be a Queensland licence.

1.2 Authority

You must not drive a Vehicle in any Airside area unless:

(a) You hold an Airside Drivers Authority in a Category (Restricted/Unrestricted) which authorises you to drive a vehicle of that Class in the area;

OR

(b) You are under Supervision

Note: The Airside Drivers Authority is not transferable between individuals or between airports.

1.3 Inspection of Documents

You must carry your Airside Drivers Authority and your State or Territory driving licence with you whenever you are in charge of a vehicle on Airside.

Whenever you are in charge of a Vehicle Airside, if the Manager Aviation Operations or delegate directs you to produce your Airside Drivers Authority and/or your State or Territory driver's licence, you must comply with that direction.

1.4 Cancellation/Suspension

1.4.1 **If you are notified by the Manager Aviation Operations that your Airside Drivers Authority is cancelled or suspended you must surrender it to the Manager Aviation Operations:**

(a) Immediately if you are notified while you are in charge of a Vehicle Airside;

(b) Otherwise within 48 hours.

Note: No driver should assume that there is a right to drive Airside.

Mackay Airport have instituted a "penalty points" system for breaches of the Rules as a guide to determining when it will invoke its power to cancel or suspend. However, any such system does not restrict the general discretion of the Manager Aviation Operations to cancel or suspend Airside Drivers Authority whenever he/she considers it appropriate to do so.

1.4.2 **If you hold an Airside Drivers Authority and you cease to hold at least one State or Territory licence to drive or you have any State or Territory licence to drive cancelled for breach of any traffic laws, your Airside Drivers Authority terminates immediately and you must within 48 hours of ceasing to hold a licence or cancellation:**

(a) Surrender the Airside Drivers Authority to the Manager Aviation Operations; and

(b) Notify in writing the Manager Aviation Operations, the Vehicle Operator for whom you drive and, if applicable, the Approved Issuing Authority which issued the Airside Drivers Authority that you no longer hold a State or Territory licence or of the cancellation, as the case may be.

2 VEHICLE

2.1 You must not drive a Vehicle in an Airside area without Supervision unless the Vehicle clearly displays an Airside Vehicle Permit and you are in possession of the appropriate Airside Driving Authority.

(a) The Permit must be affixed to the left-hand side of the windscreen if the Vehicle has a windscreen; or

(b) The Permit must be displayed in a holder facing outwards from the front of the vehicle and readily visible from outside the vehicle if the Vehicle does not have a windscreen.

2.2 Vehicles must be fitted with the following:

(a) Appropriate signage on both sides of the vehicle;

(b) Serviceable lighting system to allow the Vehicle Operator to signal their intentions; and

(c) Regulatory compliant amber-coloured flashing beacon must be fitted to the highest point of the vehicle and visible from 360 degrees, or as otherwise required by CASA. Factory fitted hazard lights are not an acceptable alternative.

(d) All vehicles that may be required to operate within 15 metres of an aircraft's fuel tank filling points and vent outlets during fuelling operations must comply with Civil Aviation Order 20.9. Compliance with these requirements is the responsibility of the operator of the equipment.

(e) All vehicles and ground equipment operated airside must be maintained in a sound mechanical and roadworthy condition so as to prevent avoidable breakdowns and spillage of fuels, lubricant and hydraulic fluid.

(f) All vehicles must be inspected daily, and the results of the inspections recorded in an appropriate system. Any vehicle that does not meet the above standards is not to be used and identified as "Out of Service".

(g) All loads must be secured and covered to reduce the risk of Foreign Object Damage (FOD).

3 AIRSIDE DRIVING RULES

3.1 Speed Limits

Whilst airside you must obey all regulatory and other installed signs and,

(a) Adhere to the following speed limits:

- Within 15 metres of an aircraft and on adjacent Apron Service Roads: 10 km/hr
- Within the Baggage Make up Area: 10 km/hr
- On Apron Areas: 15 km/hr
- On runways and taxiways: As conditions require
- On perimeter and airside roads: 40 km/hr

(b) Where a speed limit is indicated by a sign that shall be the speed limit for that area.

(c) Mackay Airport Airside Safety Officers and ARFFS Officers may use their discretion to drive outside these limits if necessary in order to effectively perform their duties in relating to Operational Hazards, Security compliance and Emergency Response.

(d) No restrictions apply in recognised emergencies, except when in close proximity to aircraft.

At no time may any Vehicle Operator drive in a manner likely to jeopardise the safety of any person, property or equipment.

3.2 Safety in the Vicinity of Aircraft

(a) Vehicles must give way to aircraft at all times, including aircraft under tow and vehicles returning to bay following aircraft pushback procedures.

(b) Do not drive within 3 metres of a stationary aircraft, except when required for the servicing of the aircraft.

(c) Do not drive within 15 metres of the extremity of a moving aircraft.

(d) Do not drive within 15 metres of a refuelling aircraft unless authorised and in accordance with Civil Aviation Order 20.9.

(e) Stay well clear of aircraft when their red or white anti-collision beacons are operating (indicating that the engines are running or are about to be started) and give way to all moving aircraft (beware of jet blast and prop wash).

(f) Vehicles/GSE must not operate within 15 metres of the extremity of a parked aircraft, if the anti/collision beacons are operating and/or the engine/s are operating unless eye contact has been made with the receiving/dispatching engineer/marshaller and a positive hand signal has been received indicating that the Vehicle/GSE can proceed.

(g) Drivers need to be aware during cross bleed and air starts of additional GSE.

3.3 Reversing of Vehicles

Drivers must not operate a vehicle in reverse unless under guidance by another person or he/she has established that it is safe to do so.

3.4 Driving Under the Influence

All Mackay Airport employees must comply with Mackay Airport's Drug and Alcohol Management Plan (DAMP). Contractors performing duties on behalf of Mackay Airport must comply with either their own or Mackay Airport's DAMP. Any person airside may be subject to random drug and alcohol testing by CASA.

A Vehicle Operator involved in an accident or near miss airside may be requested to undergo drug and alcohol testing.

3.5 Covering Loose Material

When driving vehicles carrying loose material (such as garbage and waste paper) the Vehicle Operator must ensure that the load is adequately covered to prevent spillage.

Vehicle Operators towing freight trolleys must ensure that their load is properly secured and that all flaps and tarps are correctly secured.

The interior of vehicles must be kept tidy and free from loose objects which may become FOD when vehicle doors are opened.

3.6 Access and Parking of Vehicles and Equipment

Vehicle Operators must never park vehicles or equipment so that they will obstruct aircraft, other vehicles (particularly refuelling vehicles) or pedestrians. All GSE must be parked within designated equipment storage areas.

In designated parking positions (equipment storage areas), vehicles are to be left as follows:

- With doors closed but unlocked;
- Keys removed from the ignition switch; and
- Handbrake on.

Outside of designated parking positions vehicles are to be left as follows:

- With doors closed but unlocked;
- Keys in the ignition switch; and
- Handbrake on.

(Note: This requirement does not apply to ARFFS vehicles in the case of an emergency).

Vehicles and equipment must be parked in marked parking bays or equipment storage areas unless there is an operational requirement to do otherwise.

If the Airside Vehicle Permit for the vehicle only authorises entry and egress at specified points, only drive a vehicle into or out of Airside areas through those points. Notwithstanding this requirement, Mackay Airport staff may direct vehicles to or via non-standard routes or areas as circumstances required.

3.7 Lighting of Vehicles

During darkness and in poor visibility (fog, rain) vehicle lighting must be switched onto low beam. Vehicles operating airside must be fitted (on the high point of the vehicle) with an appropriately coloured (amber other than emergency vehicles) rotating beacon or flashing lights visible from 360 degrees around the vehicle (factory fitted hazard lights are not acceptable).

3.8 Low Visibility

Mackay Airport does not have the facilities to support low visibility aircraft operations when the runway visibility falls below 800m. If the ATC has determined low visibility, only drivers with an Unrestricted ADA are permitted to drive vehicles airside. Authorised drivers must comply with all directions issued by ATC and the ASO for the conduct of low visibility operations.

3.9 No Smoking

There is a no smoking rule applying to all within the airside area, including smoking inside vehicles.

3.10 Mobile Phones

- Drivers are not permitted to use a mobile phone while operating a vehicle and must pull over and park to make or receive a call (does not include manoeuvring area).
- Mobile phone usage is not permitted by a driver on a manoeuvring area.

3.10.1 Beware of Pedestrians

- Drivers must be aware of pedestrian movements.
- Vehicle Operators must give way to passengers being escorted between an aircraft and a terminal gate.
- Vehicles must not drive between an aircraft that is parked and the terminal building whilst passengers are boarding or alighting.
- Vehicle Operators must give way to all pedestrians in the Baggage Makeup Area (BMA).
- Vehicles and GSE must not be parked across or impede pedestrian crossings. This includes entry door to the BMA.

3.11 Driving in the Baggage Makeup Area (BMA)

- Speed limit is 10km/h within all areas of the BMA.
- All traffic is to proceed clockwise through the BMA via the entrance adjacent to the Airport Safety Office unless escorted and supervised by Mackay Airport staff.
- Only unloaded Baggage Tugs may be reversed to the head of the baggage conveyor laterals and only within the designated areas. Reversing beyond the designated areas is not permitted.
- GSE must be parked only in the designated equipment parking area and must not restrict traffic flow. Double parking is strictly prohibited.

3.12 Baggage Carried on Baggage Tugs

Excessive baggage carried on tugs must be avoided. One or two pieces of small baggage is permissible in the baggage crate on the front of a tug, or on the empty seat, providing it is secure and does not impede the operator's vision.

3.13 Towing of Baggage Barrows/Freight Dollies

- A maximum of four (4) baggage barrows or 4 freight dollies may be towed.
- Baggage must not be placed higher than the bars on the Barrows.
- Vehicle operators must remain aware of all loose items, particularly during periods of strong wind, and if items fall off, the operators must immediately stop and retrieve the items.

3.14 Riding on Vehicles and Equipment

Vehicle Operators must never carry passengers on a vehicle or other item of equipment unless there is a seat provided for that purpose.

Mackay Airport adopts a **NO SEAT NO RIDE** policy.

3.15 Bicycles

Bicycles may not be ridden airside without written permission from the Manager Aviation Operations.

3.16 Seatbelts

Seatbelts are to be worn at all times where fitted.

3.17 Airside Covered Passenger Walkway

Vehicles are not permitted to drive along the airside covered passenger walkway adjacent to the terminal with the exception of Mackay Airport vehicles used for maintenance. This includes covered entrances from the apron.

3.18 Security Fence Clearance

All airside vehicles including GSE must be kept a minimum of 2m away from the Airside/Landside boundary fence and a minimum of 3m away from the boundary fence if they are landside.

3.19 Follow Instructions of an Officer of the Airport Operator

Vehicle Operators must comply with instructions given to them by the Airport Operator including instruction in the form of default notices issued to individuals or attached to a vehicle.

Vehicle Operators must show their current state or territory driver's licence and Airside Drivers Authority upon request by an employee of the Airport Operator, or other authorised persons.

Vehicle Operators must also produce their Airside Drivers Authority and a current state or territory driver's licence when they have been involved in a notifiable accident or near miss.

3.20 Driving under the Authority of an ADA

If you are driving under an Airside Drivers Authority you must:

(a) Be familiar with the latest Handbook including amendments to the Handbook;

[Note: The Airside Drivers Handbook is available on the Mackay Airport Website.]

(b) Understand the limitations which apply to the Movement Area; and

(c) Be familiar with the designations of the runways and taxiways and comply with the prescribed radio procedures if applicable.

3.21 Supervision by Another Vehicle (Escort)

A Vehicle Operator may be permitted to drive a vehicle on the Movement or Manoeuvring Area of the Airport without the appropriate authorities **provided** the vehicle is under supervision (escort) of a compliant vehicle suitably authorised and equipped and driven by a Vehicle Operator with such authorities and endorsements, such as an Airport Duty Safety Officer.

3.22 Manoeuvring Area

You must not drive a Vehicle on the Manoeuvring Area unless you have an operational need to do so.

3.23 **You must not drive a Vehicle on the Manoeuvring Area of the Airport unless:**

(a) The Vehicle is equipped with a radio capable of two-way communication with Air Traffic Control (ATC) and aircraft;
AND

(b) You hold, or are accompanied by a person who holds, an Aeronautical Radio Operators Certificate;
AND

(c) You have, or an accompanying person as mentioned in (b) above has, obtained a clearance from ATC to enter the Manoeuvring Area;
OR

(d) The vehicle is under Supervision by a Vehicle so equipped and driven by a driver with such Certificate and who has obtained the appropriate ATC clearance.

3.24 **You must not drive a vehicle on any part of the Manoeuvring Area:**

(a) Between sunset and sunrise; or

(b) In conditions of low visibility (generally when visibility is less than 800 metres);

UNLESS

(c) You have an Unrestricted Airside Drivers Authority; and

(d) The Vehicle has headlights (dipped) and tail lights operating;

AND EITHER

(e) Displays a rotating beacon on the highest part of the Vehicle which is red in the case of rescue and fire-fighting Vehicles, red/blue for Police Vehicles and amber for other Vehicles;

OR

(f) Is under Supervision by another Vehicle being operated in accordance with these Rules and displaying such beacon or flashing hazard lights.

3.26 When you are on the Manoeuvring Area of Mackay Airport, where the control of aircraft and Vehicles is the responsibility of ATC, you must:

(a) Be conversant with the Radio Procedures and with the meaning of ATC visual signals and signs which might be used on the Airport (see "Radio Procedures" below).

(b) Obey all instructions given by Air Traffic Controllers.

(c) Be familiar with the geography of the Airport and have displayed, in the cab of the Vehicle, a plan of the Airport or relevant areas of the Airport.

(d) Outside the Tower hours of operation, you must follow common traffic advisory frequency (CTAF) procedures detailed in paragraph 13.24.

4 ACCIDENTS

4.1. If you are the driver of a Vehicle involved in an accident or near miss on Airside which:

(a) Causes personal injury, or has the potential to cause personal injury; or

(b) Causes property damage, or has the potential to cause property damage, you must immediately report the accident to the Manager Aviation Operations or delegate and within a reasonable time after the accident, provide a written statement to the Manager Aviation Operations detailing how the accident occurred, and procedures developed to minimise the event recurring. In the event that persons are injured or property is damaged, testing may be required in accordance with the DAMP policy.

4.2. All fuel and oil spills are to be reported immediately to the Manager Aviation Operations or delegate on 0407 570 233 followed up with the completion of appropriate reports.

The company or vehicle operator responsible for the source of the spill is required to clean up the spill and dispose of the residue and cleaning materials in an environmentally responsible fashion, and restore all pavements and surfaces to a safe operational condition.

If Mackay Airport is requested by the offending company to assist in the clean-up, or if Mackay Airport is required to provide materials for use in the clean-up process; fees will apply.

5 AIRSIDE GATES

After passing through a gate, vehicle operators must stop their vehicle and ensure that all automatic vehicle gates are fully closed before they drive on.

Tailgating another vehicle is not permitted and all vehicle operators must ensure that no other vehicle or person follows them through the gate. If this occurs, the incident must be reported to the Duty Airport Safety Officer or the Manager Aviation Operations immediately.

All vehicle operators must ensure that all chained gates are closed and relocked before departing the immediate area.

Any damage, fault or defect identified to any gate, fence or locking device is to be reported to Mackay Airport immediately.

6 IMMOBILISED VEHICLES

6.1 If you are driving a Vehicle which becomes immobilised on the Manoeuvring Area you must:

(a) Notify Air Traffic Control immediately; and

(b) Notify the Duty Airport Safety Officer.

6.2 If you are driving a Vehicle which becomes immobilised on an Apron, you must notify the Duty Airport Safety Officer immediately.

6.3 If you are the driver of a Vehicle which becomes immobilised on a Movement Area, you must provide to Mackay Airport staff such assistance as they may reasonably require to move the Vehicle off the Movement Area or to another area on the Movement Area as Mackay Airport staff may consider appropriate.

7 EMERGENCY SITUATIONS

In emergency conditions, or if the standard light signals have not been observed, the Tower may activate the flashing runway or taxiway lighting system. This means that you must safely vacate the Manoeuvring Area and observe the Tower for light signals. You must contact and advise the Tower as soon as practicable.

8 SUPERVISION

8.1 If you are required by Mackay Airport or by your Vehicle Operator to provide Supervision for a Vehicle or driver not authorised to be driven/drive within an Airside area except under Supervision, you may, subject to such conditions as the Manager Aviation Operations considers appropriate, supervise the Vehicle by:

(a) Driving a vehicle for which an Airside Vehicle Permit is current to escort the Supervised Vehicle;

(b) Riding in the Supervised Vehicle and instructing the driver;

(c) Accompanying the Supervised Vehicle on foot; or

(d) Directing the Supervised Vehicle from a vantage point.

8.2 If you are driving a Supervised Vehicle which is being escorted by another Vehicle in accordance with the preceding Rule you must keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 10 metres and no less than 5 metres.

8.3 Before you start supervising a Vehicle by driving an escorting Vehicle, you must ensure that the driver of the Supervised Vehicle is aware of the requirement to keep the Supervised Vehicle behind the escorting Vehicle at a distance of no more than 10 metres.

9 APRON AREAS

You must not drive a Vehicle in an Apron Area unless:

(a) The Vehicle carries a current Airside Vehicle Permit and you hold an Airside Drivers Authority Category Restricted or above; or

(b) The Vehicle is under Supervision; or

(c) The Manager Aviation Operations has given approval for the operation of such Vehicles in that part of the Apron Area and the operation of the Vehicle is in accordance with any conditions which the Manager Aviation Operations may have attached to that approval.

10 AVIATION SECURITY INDENTIFICATION CARD

10.1 Mackay Airport is designated as a Security Controlled Airport in accordance with the Transport Security Program approved for the Airport under the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005. As such when driving airside a valid Red or Grey Aviation Security Identification Card (ASIC) must be displayed at all times. Only the Red ASIC card allows access to the main RPT apron which is identified as the Security Restricted Area (SRA) when driving airside.

10.2 Drivers operating vehicles under supervision must display the appropriate security Visitor Identification Card or valid ASIC.

11 PENALTY POINT SYSTEM

11.1 Introduction

A penalty point system is in operation at the Airport which allocates penalty points prescribed driving breaches and other offences conducted whilst operating airside at the Airport. The system is based on a 12 point maximum, accumulated within a rolling 24 month period.

11.2 Airside Driver Penalty Points

The Penalty Points System allocates a maximum penalty for a range of prescribed airside driving offences.

Each time a Vehicle Operator is reported for a breach of the airside driving regulations the Vehicle Operator will be notified, issued with a Penalty Infringement Notice by an authorised Mackay Airport Operations Officer and a record kept of the appropriate penalty points.

Airside Vehicle operators may challenge an individual Penalty Infringement Notice, by writing to Mackay Airport within 14 days of the Notice being issued and stating any other circumstances relating to the matter.

Airside Vehicle Operators who accumulate twelve (12) penalty points within any twenty four (24) month period, will be provided with details of their offences and invited to show cause why their Airside Drivers Authority should not be withdrawn. The Vehicle Operator's response to show cause notice will be reviewed by Mackay Airport. An Airside Vehicle Operator's Airside Drivers Authority may be suspended pending this show cause process.

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

A Vehicle Operator may appeal against a determination by responding in writing to the Manager Aviation Operations.

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

The penalty point system forms part of the Airside Vehicle Control Handbook (AVCH).

Following an incident, accident or near miss, a driver can be issued with Penalty Points should the investigation identify a driving breach or offence.

PENALTY POINTS		
1 – SPEEDING		
1.1	Exceeding the speed limit in Baggage Make Up Area	Accrual of 3 penalty points
1.2	Exceeding the speed limit by less than 15km/h	Accrual of 3 penalty points
1.3	Exceeding the speed limit by more than 15km/h but less than 30km/h	Accrual of 6 penalty points
1.4	Exceeding the speed limit by more than 30km/h but less than 45km/h	Accrual of 6 penalty points and 1 month Authority suspension
1.5	Exceeding the speed limit by more than 45km/h	Accrual of 6 penalty points and 6 months Authority suspension
2 – SAFETY IN THE VICINITY OF AIRCRAFT		
2.1	Failure to give way to taxiing aircraft	Accrual of 12 penalty points
2.2	Driving within 3 metres of a parked aircraft	Accrual of 3 penalty points
2.3	Being within the danger zone at the front of an operating engine	Accrual of 3 penalty points
2.4	Being within the danger zone at the rear of an operating engine	Accrual of 3 penalty points
2.5	Driving in a manner dangerous to aircraft	Accrual of 12 penalty points
2.6	Reversing of vehicle in an unsafe manner	Accrual of 3 penalty points
3 – IMPROPER OVERTAKING		
3.1	Improper overtaking	Accrual of 2 penalty points
3.2	Driving in a manner dangerous to other vehicles	Accrual of 6 penalty points
4 – DRIVING UNDER THE INFLUENCE		
4.1	Having a blood alcohol reading or 0.02 or above	Accrual of 12 penalty points
4.2	Having a banned substance in your system	Accrual of 12 penalty points

PENALTY POINTS		
5 – COVER LOOSE MATERIAL		
5.1	Dropping rubbish on the apron	Accrual of 3 penalty points
5.2	Failure to secure load	Accrual of 3 penalty points
5.3	Failure to stop and pick up FOD	Accrual of 1 penalty point
6 – IMPROPER PARKING		
6.1	Parking in a no parking zone	Accrual of 1 penalty point
6.2	Parking in a safety area	Accrual of 6 penalty points
6.3	Parking in an area that obstructs an emergency exit	Accrual of 10 penalty points
6.4	Parking in an area that obstructs traffic	Accrual of 3 penalty points
6.5	Parking in an area that obstructs pedestrians	Accrual of 6 penalty points
6.6	Parking in an area that obstructs aircraft	Accrual of 6 penalty points
6.7	Failure to park equipment in an equipment staging or storage area	Accrual of 3 penalty points
7 – IMPROPER LIGHTING		
7.1	Failure to dip headlights	Accrual of 1 penalty point
7.2	Driving without headlights	Accrual of 1 penalty point
7.3	Failure to use flashing beacon	Accrual of 3 penalty points
8 – LOW VISIBILITY		
8.1	Driving airside during low visibility without authority	Accrual of 6 penalty points
9 – NO SMOKING		
9.1	Smoking in a vehicle on the airside	Accrual of 3 penalty points

10 – PEDESTRIAN SAFETY		
10.1	Driving along airside covered passenger walkway	Accrual of 6 penalty points
10.2	Driving across a passenger pedestrian crossing during loading/unloading	Accrual of 4 penalty points
10.3	Driving in a manner dangerous to pedestrians	Accrual of 4 penalty points
11 – TOWING OF FREIGHT DOLLIES		
11.1	Towing more than the allowable number of containers	Accrual of 3 penalty points
12 – RIDING ON EQUIPMENT		
12.1	Carrying a passenger when there is no seat provided	Accrual of 10 penalty points
13 – SEATBELTS		
13.1	Driving without a seatbelt where fitted	Accrual of 3 penalty points
14 – FAILURE TO FOLLOW DIRECTION		
14.1	Failure to follow directions of a Mackay Airport authorised officer	Accrual of 3 penalty points
14.2	Failure to show Airside Driver Authority when requested by a Mackay airport authorised officer	Accrual of 3 penalty points
14.3	Failure to show State Driver Licence when requested by a Mackay Airport authorised officer	Accrual of 3 penalty points
14.4	Taking children or an animal airside without Mackay Airport approval	Accrual of 2 penalty points
14.5	Failure to stop after an accident	Accrual of 6 penalty points
15 – FAILURE TO ABIDE BY AIRSIDE MARKINGS		
15.1	Crossing low strength pavement markings	Accrual of 3 penalty points
15.2	Crossing a live taxiway at a point other than a live taxiway crossing	Accrual of 12 penalty points
15.3	Failure to stop at a stop sign	Accrual of 3 penalty points
15.4	Failure to give way at a give way sign	Accrual of 3 penalty points
15.5	Disobeying traffic direction	Accrual of 3 penalty points

15.6	Failure to stop at a live taxiway crossing	Accrual of 3 penalty points
16 – EXCEEDING AUTHORITY		
16.1	Driving on the perimeter road without the appropriate authority	Accrual of 6 penalty points
16.2	Driving on the apron without the appropriate authority	Accrual of 8 penalty points
16.3	Driving on the taxiway without the appropriate authority	Accrual of 10 penalty points
16.4	Driving on the runway without the appropriate authority	Accrual of 12 penalty points
16.5	Escorting a vehicle without the appropriate authority	Accrual of 3 penalty points
17 – ACCIDENTS		
17.1	Failure to report an accident or incident while in control of a vehicle	Accrual of 12 penalty points
18 – BAGGAGE MAKEUP AREA		
18.1	Failure to comply with one-way traffic plan	Accrual of 6 penalty points
18.2	Excessive reversing within the BMA or reversing beyond the designated tug parking area in the BMA	Accrual of 3 penalty points
18.3	Parking of GSE in a manner that restricts traffic flow	Accrual of 3 penalty points
19 – OTHER		
19.1	Any offence that may constitute a hazard to aircraft operations or airside safety	To be examined on a case by case basis
19.2	Failure to ensure security gate is closed and secure.	Accrual of 6 points
19.3	Failure to be in full control of a vehicle	Accrual of 9 points

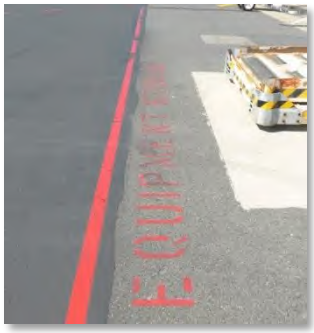
12 AIRSIDE MARKINGS

All drivers must be familiar with the meaning and form of airside markings. Some are outlined below:

(a) **Parking Clearance** is marked by yellow/red/yellow lines. Vehicles positioned behind this line will be clear of aircraft taxiing along the apron edge taxiway.



(b) **Equipment Storage Areas** are defined by a single red line. This defines areas where vehicles and equipment may be parked clear of aircraft. Vehicles and equipment must always be stored behind these lines when not in use.



(c) **Equipment clearance Lines** are identified by a broken red line. They define areas where vehicles and equipment may park in the short-term, providing they are not left unattended, awaiting the arrival of an aircraft. Vehicles and equipment must remain behind these lines until the aircraft red anti-collision beacon is extinguished.



(d) **Helicopter Aprons** are defined by two blue lines. They define the aprons where only helicopters are permitted to operate. Vehicles and equipment must remain clear of these areas until the red anti-collision beacon on the helicopter is extinguished.



(e) **Pedestrian Crossings** are marked by white zebra crossing markings, similar to those used on the public roads. Drivers of vehicles or equipment must give way to all pedestrians on Pedestrian Crossings at all times.



(f) **Unserviceability Cone Markers** indicate an airside area that is out of bounds. Do not enter the area beyond these cones, unless there is an operational need to do so and permission is requested from the WSO, or Duty ASO. At night these areas are lit by Red-coloured lights.



(g) **Taxiway and Apron Edge Markers** are Yellow-coloured and are used along taxiway and apron edges to heighten pilot visibility.



(h) **Limit of Works Markers** are Orange-coloured witches hats are used to mark work areas on the airfield. At night these markers are supplemented by the use of either Red or Amber-coloured temporary lights. Do not enter the area beyond these markers, unless there is an operational need to do so and permission is requested from the WSO.



(i) **Airport Markers** are generally found along perimeter roads and are located at the closest safe distance from aircraft movements. These markers signpost where vehicles must stop, look and give way to arriving or departing aircraft.







(j) **Aircraft Give way Markers are** generally found at entry to the movement area to indicate that drivers must give way to aircraft.



(k) **Holding Point:** Runway holding point markings on taxiways identify the location where an aircraft/vehicle is required to stop when it does not have a clearance to proceed onto a runway.



(l) **Taxiway Guidance line:** Single yellow line marks the centreline of taxiways.



LINE MARKINGS – Used to mark the following areas:	
APRON EDGE MARKING	A DOUBLE YELLOW line used to mark the edge of the high strength pavement.
EQUIPMENT CLEARANCE LINES	A BROKEN RED line defines the area to be kept clear while an aircraft is being manoeuvred into an adjacent parking position. i.e. Staging area.
EQUIPMENT STORAGE AREA	A SINGLE RED line defines areas that are clear of aircraft and are to be used for parking equipment (depending on the background surface the red line may be accompanied by a black or white line to highlight this position.
LEAD IN LINE	A SINGLE YELLOW line which is an extension of the taxiway centreline. This line guides pilots to their park.
PASSENGER PATHWAY	A WHITE ZEBRA marking to assist the movement of passengers to and from aircraft parked on the apron.
INTERMEDIATE HOLDING POSITION MARKINGS	One metre SOLID YELLOW then one metre BROKEN YELLOW lines to mark intersection of taxiways or any hold point, to show where to halt before entering a taxiway or intersection if required by ATC to do so.
TAXI GUIDLINES	A SINGLE YELLOW line marks the centreline of taxiways.
AIRCRAFT TYPE LIMIT LINES	A YELLOW MARKING of aircraft type to limit the size or weight of aircraft in this area.
AIRCRAFT NOSEWHEEL STOP BAR	Defined as YELLOW BAR with aircraft designation located at the end of a lead in line which marks the position of the nose wheel stop on a bay.
PILOT STOP LINE	The pilot stop line is located so that when the aircraft is stopped, the YELLOW LINE is immediately to the left of the pilot.
KEYHOLES	A YELLOW or WHITE LINE with terminating ring, marking the parking position of aircraft.
HELICOPTER APRON EDGE	A BLUE cone or DOUBLE BLUE LINE to mark the edge of the helicopter apron area.

COLOURED LIGHTS – Used to mark the following areas	
APRON or TAXIWAY EDGE (Temporary use only)	BLUE LIGHTS
HOLDING POINTS	YELLOW or AMBER LIGHTS
RUNWAY EDGE	WHITE LIGHTS
TAXIWAY CENTRE LINE	GREEN LIGHTS
UNSERVICEABLE AREA	RED LIGHTS

COLOURED CONES – Used to mark the following areas:	
TAXIWAY AND APRON EDGE	A YELLOW cone to mark the edge of an aircraft apron area.
UNSERVICEABILITY AREA	A WHITE cone WITH a RED BAND to mark the unserviceable area.
WORKS AREA LIMIT	An ORANGE cone to define the limit of works.

OTHER MARKINGS	
MOVEMENT AREA GUIDANCE SIGNS (MAGS)	MOVEMENT AREA GUIDANCE SIGNS are used to indicate to pilots their position on the airfield. They are also a useful aid to drivers for a quick check of their position.
RUNWAY STRIP MARKERS	WHITE GABLE MARKERS define the edge of the Runway Strip. ATC permission is required for entry to this area.

13 RADIO PROCEDURES

13.1 Introduction

Radio contact with the Tower is necessary during Tower hours if you intend to proceed from the Apron onto taxiways and runways (i.e. Manoeuvring Area).

You must not enter the Manoeuvring Area unless you have requested, and received, a clearance from ATC.

Outside the Tower hours of operations, you must follow common traffic advisory frequency (CTAF) procedures detailed in paragraph 13.17.

13.2 Working on the Manoeuvring Area

Once you have entered the Manoeuvring Area, you must keep a constant radio listening watch, staying alert to what is happening around you by listening to radio communications.

As soon as you are told by the Tower to vacate a runway, you must do so immediately and then notify the Tower that you are clear when you have moved behind the relevant taxiway holding position line or outside the relevant line of runway strip markers.

13.3 Transmission Techniques

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

13.3.2 Make use of the following principles:

- Speak plainly and end each word clearly to prevent consecutive words "running together";
- Avoid any tendency to shout;
- Avoid variations in speech intensity and unusual inflections of the voice;
- Avoid hesitant sounds such as "er" and "um";
- Preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences, etc.);
- Maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others;
- If improvisation is necessary, make it brief and unambiguous (standard phraseology is best);
- Read each written message before transmission, in order to eliminate unnecessary delays;
- Request a repeat of any unclear radio communication until the instruction is confirmed and completely understood.

13.4 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:

PHONETIC ALPHABET					
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	JULIETT	JEW-lee-ETT	W	WHISKY	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

13.4.1 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

13.5 **In general, numbers except whole hundreds and thousands, are to be transmitted by pronouncing each digit separately, e.g.**

10 ONE ZERO

75 SEVEN FIVE

100 ONE HUNDRED

583 FIVE EIGHT THREE

5000 FIVE THOUSAND

11000 ONE ONE THOUSAND

24000 TWO FOWer THOUSAND

38143 THREE EIGHT ONE FOWer THREE

13.6 **Numbers containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word "dacimal", e.g.**

118.1 ONE ONE EIGHT DaySeeMAL ONE

124.5 ONE TWO FOWer DaySeeMAL FIVE

13.7 **In contrast, ground vehicle call signs are to be transmitted using the group form and be preceded by a vehicle identifier, e.g.**

Car 1 CAR ONE

Car 7 CAR SEVEN

13.9 **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

13.10 **Commonly Used Phrases**

The following phrases are commonly used:

WORD/PHRASE	DESCRIPTION
ACKNOWLEDGE	LET ME KNOW THAT YOU HAVE RECEIVED AND UNDERSTOOD THIS MESSAGE
AFFIRM	YES
APPROVED	PERMISSION FOR PROPOSED ACTION GRANTED
CANCEL	ANNUL THE PREVIOUSLY TRANSMITTED CLEARANCE
CLEARED	AUTHORISED TO PROCEED UNDER THE CONDITIONS SPECIFIED
CONFIRM	HAVE I CORRECTLY RECEIVED THE FOLLOWING (see also "SAY AGAIN")
CORRECT	THAT IS CORRECT
CORRECTION	AN ERROR HAS BEEN MADE IN THIS (OR OTHER) MESSAGE THE CORRECT INFORMATION IS
DISREGARD	CONSIDER THAT MESSAGE/INSTRUCTION AS NOT SENT
EXPEDITE	HURRY
GO AHEAD	PROCEED WITH YOUR MESSAGE (Normally only after "STAND BY")
HOLD POSITION	STOP - DO NOT PROCEED UNTIL ADVISED
HOLD SHORT OF	STOP BEFORE A SPECIFIED LOCATION (For a runway or taxiway, this is the Taxi Holding Position line)
HOW DO YOU READ	WHAT IS THE READABILITY OF MY TRANSMISSION (or HOW WELL CAN YOU HEAR MY TRANSMISSION – Normally preceded by "RADIO CHECK"
NEGATIVE	NO, or PERMISSION NOT GRANTED, or THAT IS NOT CORRECT
RADIO CHECK	I WISH TO KNOW HOW WELL YOU CAN HEAR ME – PLEASE ADVISE YOUR READABILITY OF MY TRANSMISSION
READ BACK	REPEAT ALL, OR THE SPECIFIED PART, OF THIS MESSAGE BACK TO ME EXACTLY AS RECEIVED
REQUEST	REQUEST PERMISSION TO ....., or I WOULD LIKE TO KNOW.....
ROGER	I HAVE RECEIVED ALL OF YOUR LAST MESSAGE (see also "WILCO")

WORD/PHRASE	DESCRIPTION
SAY AGAIN	REPEAT ALL, OR THE FOLLOWING PART OF YOUR LAST MESSAGE
STAND BY	WAIT AND I WILL CALL YOU BACK
VACATE	MOVE OFF THE RUNWAY/TAXIWAY/AREA IMMEDIATELY (May Be Amplified By "VIA TAXIWAY .... Or NEXT LEFT")
VACATED	I HAVE VACATED RUNWAY/TAXIWAY/AREA (Not Required After Crossing A Runway Or Taxiway Unless Asked By The Tower E.G. In Poor Visibility)
VERIFY	CHECK AND CONFIRM WITH ORIGINATOR
WILCO	I (FULLY) UNDERSTAND YOUR MESSAGE/ INSTRUCTION AND WILL COMPLY WITH IT
WORDS TWICE	COMMUNICATION IS DIFFICULT - PLEASE SEND EVERY WORD OR GROUP OF WORDS TWICE OR SINCE COMMUNICATION IS DIFFICULT – WORDS WILL BE SENT TWICE

13.8 Communicating with ATC

13.8.1 If you are intending to enter or cross a taxiway for any purpose, you need to communicate with ATC on MACKAY GROUND frequency.

13.8.2 If you are intending to enter a runway for any purpose, you need to communicate with ATC on MACKAY TOWER frequency.

13.8.3 Mackay Airport ASO's have a clearance to operate on taxiways without the requirement for clearance from Air Traffic Control, however must monitor MACAKY TOWER and GROUND.

13.8.4 ATC Frequency's are published in AIP ERSA FAC YBMK, however frequency and services may be combined. ATIS MACKAY (128.0) contains current information of ATC services, Duty Runway, Weather and Hazards and should be consulted prior to operations.

13.8.5 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
- "MACKAY TOWER" Advise TOWER WHO you are "CAR ONE" or "TRACTOR TWO"
- Advise TOWER WHERE you are "ON RPT APRON" or "AT TWY FOXTROT"
- Advise TOWER what you wish to do "REQUEST ENTER RWY THREE TWO"
- Advise TOWER your intentions "FOR INSPECTION" or "FLIGHT STRIP MOWING WITH IMMEDIATE RECALL" [Note: It is an ATC requirement that all instructions given by ATC are "read back" (i.e. repeated back to ATC) with your call sign given last.]

13.9 Entering or Crossing a Taxiway

Entering a Taxiway Contact ATC on GROUND frequency:

"MACKAY TOWER, TRACTOR TWO AT TAXIWAY ALPHA, REQUEST PERMISSION ENTER TAXIWAY ALPHA FOR MOWING ON IMMEDIATE RECALL".

(Tower Response: "TRACTOR TWO enter Taxiway Alpha on immediate recall" or "TRACTOR TWO hold Position").

(Your acknowledgement: "ENTER TAXIWAY ALPHA ON IMMEDIATE RECALL – TRACTOR TWO" or "HOLD POSITION – TRACTOR TWO".

Crossing a Taxiway Contact ATC on GROUND frequency:

"MACKAY TOWER, TRACTOR TWO AT TAXIWAY ALPHA, REQUEST PERMISSION TO CROSS TAXIWAY ALPHA".

(Tower Response: "TRACTOR TWO cross Taxiway Alpha" or "TRACTOR TWO hold Position").

(Your acknowledgement: "CROSS TAXIWAY ALPHA – TRACTOR TWO" or "HOLD POSITION – TRACTOR TWO".

13.10 Entering a runway

Contact ATC on TWR frequency:

"MACKAY TOWER, CAR NINE AND COMPANY AT TAXIWAY GOLF, REQUEST PERMISSION TO ENTER RUNWAY ONE FOWer FOR LINEMARKING, ON TWO MINUTE RECALL"

(Tower response: "CAR NINE AND COMPANY enter Runway 14 on two minute recall" or "CAR NINE Hold Position")

(Your acknowledgement: "ENTER RUNWAY ONE FOWer ON TWO MINUTE RECALL - CAR NINE AND COMPANY" or "HOLD POSITION – CAR NINE"

13.11 Crossing a runway

Contact ATC on TOWER or GROUND frequency:

"MACKAY TOWER - CAR ONE ON TAXIWAY LIMA – REQUEST CROSS RUNWAY ONE FOWer"

(TOWER response: "Car 1 From Lima Cross Runway 14" or "CAR ONE Hold short of Runway 14")

(Your acknowledgement: "FROM TAXIWAY LIMA CROSS RUNWAY ONE FOWer – CAR ONE" or "HOLD SHORT OF RUNWAY ONE FOWer - CAR ONE")

[Note: If your request was denied at this time and would be followed, when the runway is clear, by "CAR ONE, cross Runway 14".]

13.12 Entering the manoeuvring area from aprons

"MACKAY TOWER – TENDER ONE ON THE RPT APRON, REQUEST TO ENTER TAXIWAY BRAVO, RUNWAY ONE FOWer"

(Tower response: "TENDER ONE – Enter Taxiway Bravo, Runway 14")

(Your acknowledgement: "ENTERING TAXIWAY BRAVO, RUNWAY ONE FOWer – TENDER ONE")

Once you have made your initial contact with the Tower, you no longer need to address ATC as MACKAY TOWER and conversely, ATC will not advise its name each time.

13.13 Listening watch on manoeuvring areas

Once you have gained taxiway or runway entry, you must maintain a constant listening watch, a heightened level of situational awareness and avoid all distractions where possible.

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. Remember that the Tower will not interrupt your work unless it is necessary and that you are then expected to co-operate with all possible speed.

When you are directed by ATC to vacate, the Tower call is brief, e.g. “CAR SEVEN – VACATE RUNWAY ONE FOWer”

Your immediate response is “CAR SEVEN”, which is your acknowledgement to the Tower that you have received and understood the message and that you are acting accordingly. You then drive clear of the runway immediately via the quickest and most practical route (which, in the wet season may involve driving along the runway to the nearest exit taxiway).

Once you have vacated and are outside the runway strip or when on a taxiway, behind the taxi holding position markings, you call TOWER with “CAR SEVEN HAS VACATED RUNWAY ONE FOWer”. MACKAY TOWER will acknowledge “CAR SEVEN”.

If you have vacated onto a Taxiway Alpha you must advise Tower of your position – Car 1 and Car 2 excluded.

13.14 Typical directions from the Tower advising you of restrictions

"CAR ONE – MACKAY TOWER – HOLD POSITION"

(Stay where you are and await further details regardless of where you are)

"CAR THREE – REMAIN SOUTH OF TAXY BRAVO"

(Remain on Runway 14, However you must not travel north of Taxiway Bravo without approval)

"CAR NINE – HOLD SHORT RUNWAY ONE FOWer – EXPECT ONE ZERO MINUTE DELAY"

(Several aircraft are on approach or taxiing for departure – you may wish to try later)

"CAR SEVEN – VACATE RUNWAY ONE FOWer"

(Regardless of what you are doing, what you have requested or what you have been cleared to do so far, move outside the Manoeuvring Area, clear of the runway strip markers).

You must remember to always ask for a clearance to cross or enter any runway, unless the Tower Controller has already specifically authorised you to do so. If you have not received such a clearance, you must stop at the Taxi Holding Position (clear of the runway strip) and remain there until you have permission to proceed.

13.15 The meaning of “HOLD”

The word "STOP" is rarely used in radio transmissions from the Tower – instead you will hear the word "HOLD", which means "STOP". Examples of the use of "HOLD" are:

"HOLD POSITION" (Stop where you are)

"HOLD SHORT OF RUNWAY ONE FOWer" (Stop clear of the runway strip)

13.16 "CTAF" Call

When operating at any aerodrome, it is necessary for both pilots and vehicles to communicate to other stations their movement and intentions. Where there is no Air Traffic Control at the aerodrome the Airspace becomes CLASS G. Communication is achieved by using a general broadcast call. The call is used by all stations to indicate passage on manoeuvring areas particularly runways and within 10 NM of the Aerodrome. This call follows the same conversation as in a controlled environment except that the operator is relaying intentions or location information to all aerodrome users through a general broadcast. The CTAF Frequency is published in the AIP ERSA FAC YBMK. The call is structured as follows:

"MACKAY TRAFFIC" (station being called)

"AIRPORT VEHICLE CAR ONE" (your call sign)

"ON TAXIWAY JULIET" (your location)

"ENTERING AND OPERATING RUNWAY ONE FOWer THREE TWO FOR RUNWAY INSPECTION" (your message)

"MACKAY"

No acknowledgement is expected to this call. Pilots and ground stations will use these calls to formulate a picture in their mind of the location of aircraft or vehicles that may interfere with their normal operations e.g. a pilot will know that a vehicle is on the runway that they wish to land on.

Note that at all times Landing ACFT have right of way, and the Manoeuvre area should be vacated with ACFT in the circuit area or reporting on Final. CTAF should be also used to communicate directly with an ACFT to advice of any Hazards and to clarify the intentions of all traffic operating in the area.

13.17 Some General Tips

Before you go out onto the Movement Area:

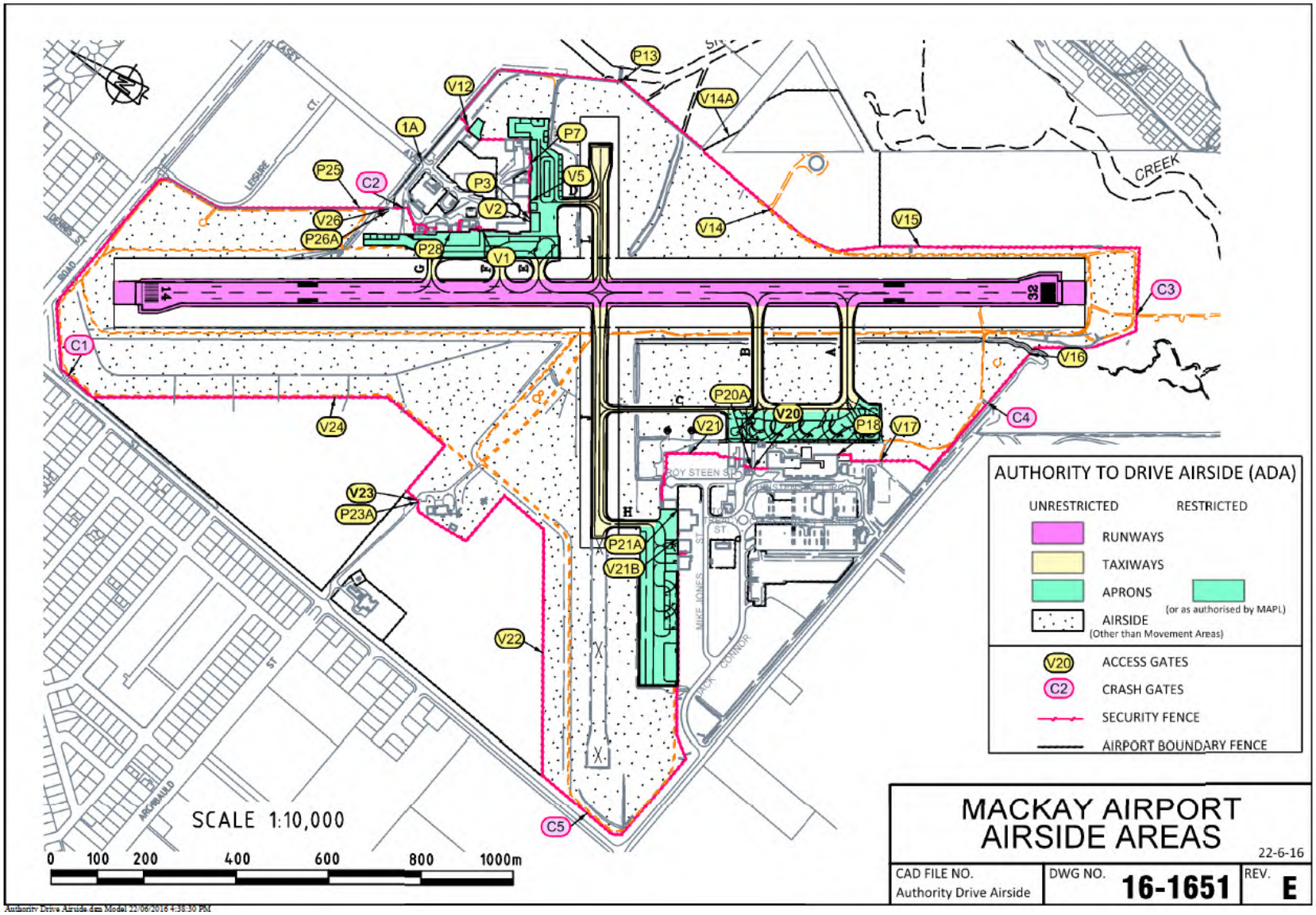
- Know the procedures;
- Know the Light Signals;
- Heighten your situational awareness levels;
- Avoid any type of distraction, where possible;
- Be precise – and patient;
- Comply with handbook;
- Keep your eyes open, stay alert and never go beyond hearing;
- Range of your radio;
- Plan work carefully and avoid any tendency to rush whilst airside;
- Never leave anything (equipment or tools) on the movement area.
    - [NOTE: If you become confused about what is happening, leave the movement area and advise an ASO or the Manager Aviation Operations, further training or assistance may be required.]

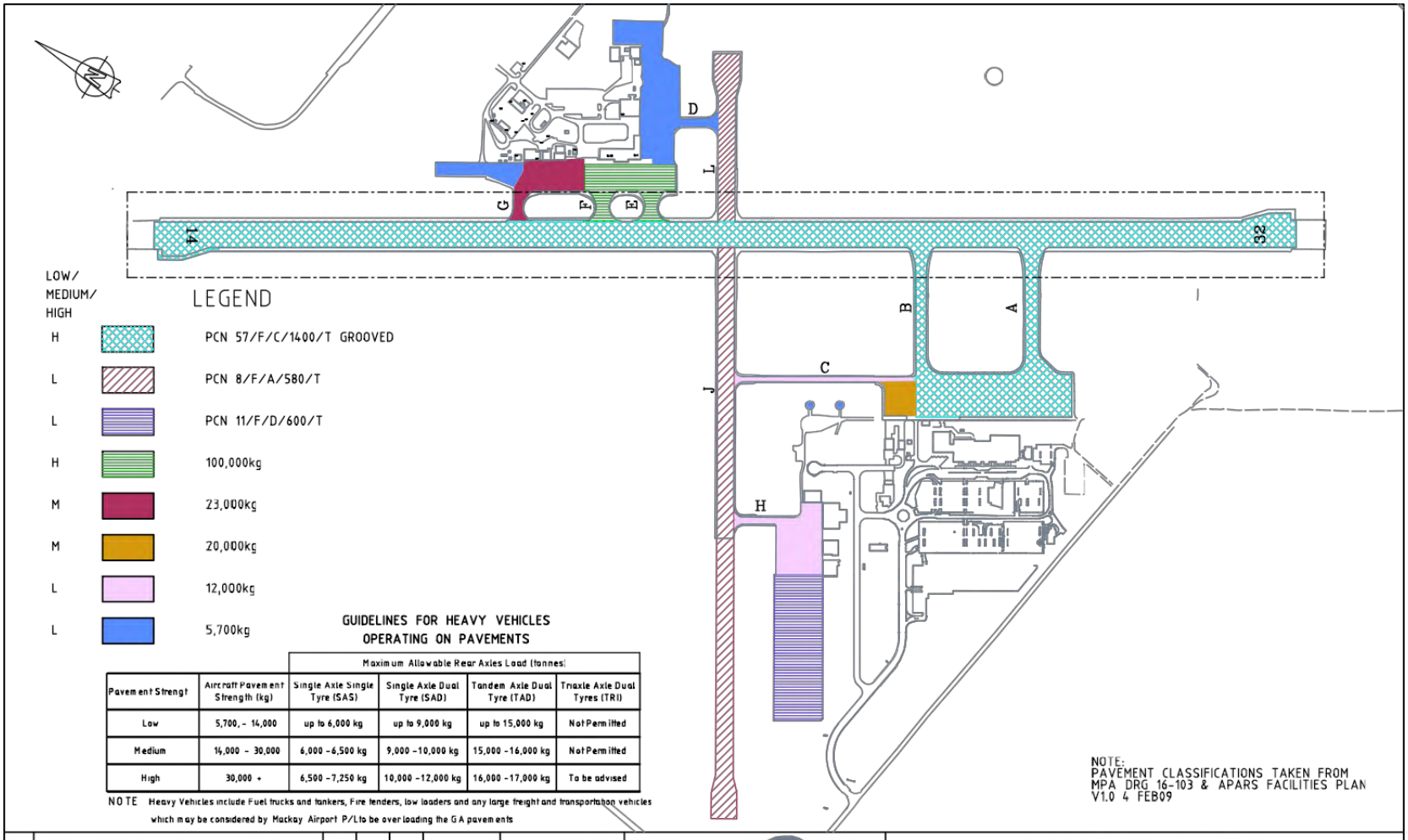
13.18 Light Signals

If you receive light signals from the Tower, respond to them promptly. The meaning of these signals may be displayed on the left hand corner of your Vehicle windscreen.

Signals and their meanings are listed hereunder:

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
WHITE FLASHES	Vacate the Manoeuvring Area in accordance with local Handbook


AUTHORITY TO DRIVE AIRSIDE (ADA)
UNRESTRICTED
RESTRICTED
RUNWAYS
TAXIWAYS
APRONS
(or as authorised by MAPL)
AIRSIDE
(Other than Movement Areas)
ACCESS GATES
CRASH GATES
SECURITY FENCE
AIRPORT BOUNDARY FENCE
SCALE 1:10,000
0 100 200 400 600 800 1000m
MACKAY AIRPORT
AIRSIDE AREAS
22-6-16
CAD FILE NO.
Authority Drive Airside
DWG NO.
16-1651
REV.
E
P13
V12
V14A
1A
P7
P25
C2
P3
V5
V2
V26
P26A
P28
V1
V14
V15
C3
C1
V16
P20A
V20
V21
P18
V17
C4
V24
V23
P23A
P21A
V21B
V22
C5
CREEK



GUIDELINES FOR HEAVY VEHICLES OPERATING ON PAVEMENTS

Pavement Strengt	Aircraft Pavement Strength (kg)	Maximum Allowable Rear Axles Load (tonnes) Single Axle Single Tyre (SAS)	Single Axle Dual Tyre (SAD)	Tandem Axle Dual Tyre (TAD)	Triaxle Axle Dual Tyres (TRI)
Low	5,700, - 14,000	up to 6,000 kg	up to 9,000 kg	up to 15,000 kg	Not Permitted
Medium	14,000 - 30,000	6,000 -6,500 kg	9,000 -10,000 kg	15,000 -16,000 kg	Not Permitted
High	30,000 +	6,500 -7,250 kg	10,000 -12,000 kg	16,000 -17,000 kg	To be advised

NOTE Heavy Vehicles include Fuel trucks and tankers, Fire tenders, low loaders and any large freight and transportation vehicles which may be considered by Mackay Airport P/Lto be over loading the GA pavements

NOTE:
PAVEMENT CLASSIFICATIONS TAKEN FROM
MPA DRG 16-103 & APARS FACILITIES PLAN
V1.0 4 FEB09

NO.		APP	CKD	DRN	DATE
A	WGA PAVEMENT TIRE PRESSURE ADDED	PC	SW	BKB	19-2-2013
B	HEAVY VEHICLE GUIDELINE ADDED, HELIPADS LOW SGTH	PC	SW	BKB	23-7-2013
C	14/32 PCN CHANGED TO 57/F/C/1400/T GROOVED	SW	SW	BKB	29-4-2014
D	RWY 05/23 REMOVED TWY J & L ADDED	PC		BKB	15-6-2016

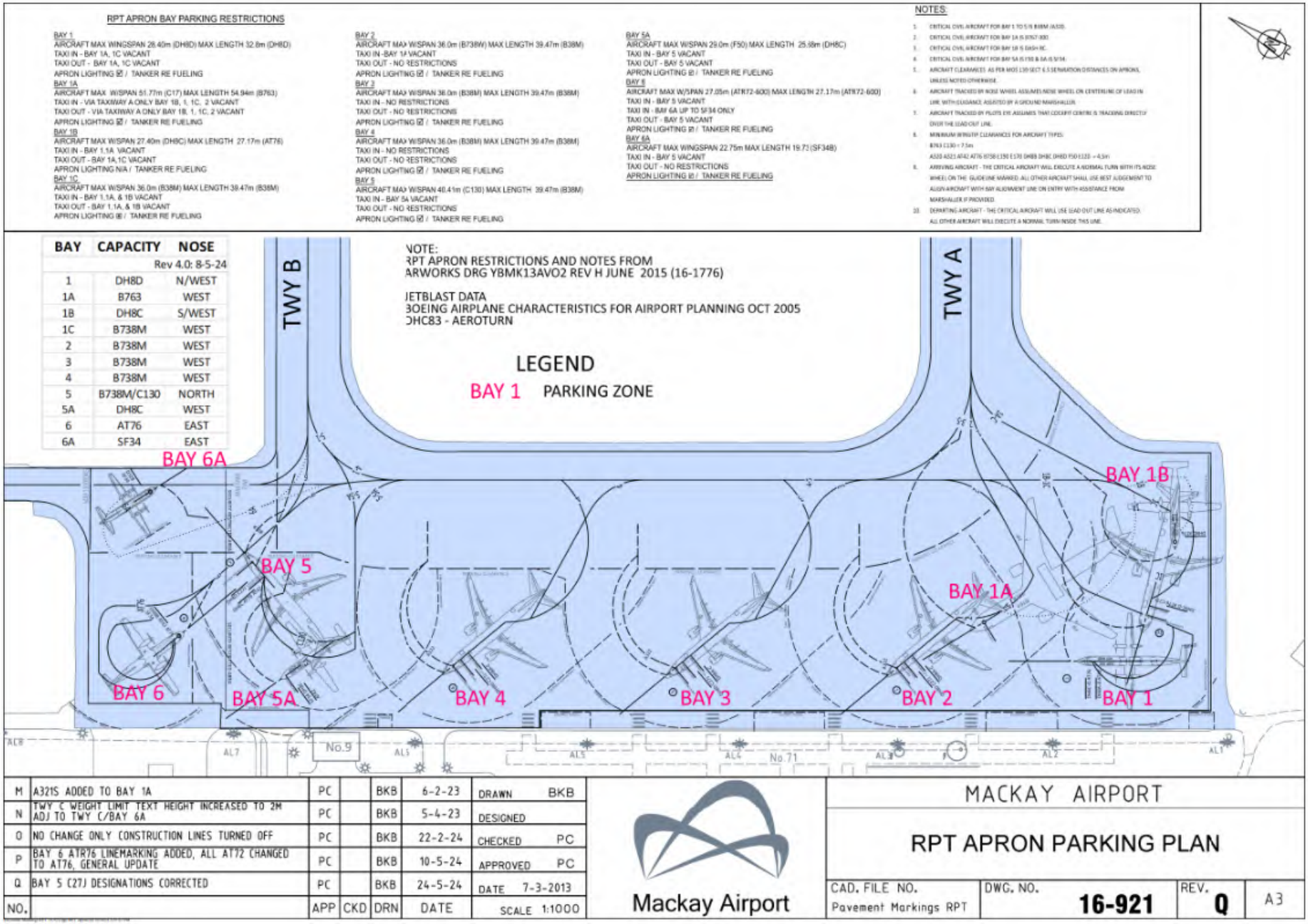
DRAWN BKB
DESIGNED BKB
CHECKED SW
APPROVED PC
DATE 15-7-2011
SCALE 1:6000

Mackay Airport

MACKAY AIRPORT

MOVEMENT AREA
PAVEMENT CLASSIFICATION

CAD. FILE NO. Pavement Strengt | DWG. NO. 16-1194 | REV. D | A3


RPT APRON BAY PARKING RESTRICTIONS
BAY 1
AIRCRAFT MAX WINGSPAN 28.40m (DH8D) MAX LENGTH 32.8m (DH8D)
TAXI IN - BAY 1A, 1C VACANT
TAXI OUT - BAY 1A, 1C VACANT
APRON LIGHTING ☑ / TANKER RE FUELING
BAY 1A
AIRCRAFT MAX WSPAN 51.77m (C17) MAX LENGTH 54.94m (B763)
TAXI IN - VIA TAXIWAY A ONLY BAY 1B, 1, 1C, 2 VACANT
TAXI OUT - VIA TAXIWAY A ONLY BAY 1B, 1, 1C, 2 VACANT
APRON LIGHTING ☑ / TANKER RE FUELING
BAY 1B
AIRCRAFT MAX WSPAN 27.40m (DH8C) MAX LENGTH 27.17m (AT76)
TAXI IN - BAY 1,1A VACANT
TAXI OUT - BAY 1A,1C VACANT
APRON LIGHTING N/A / TANKER RE FUELING
BAY 1C
AIRCRAFT MAX WSPAN 36.0m (B38M) MAX LENGTH 39.47m (B38M)
TAXI IN - BAY 1,1A, & 1B VACANT
TAXI OUT - BAY 1,1A, & 1B VACANT
APRON LIGHTING ☒ / TANKER RE FUELING
BAY 2
AIRCRAFT MAX WSPAN 36.0m (B738W) MAX LENGTH 39.47m (B38M)
TAXI IN -BAY 1# VACANT
TAXI OUT - NO RESTRICTIONS
APRON LIGHTING ☑ / TANKER RE FUELING
BAY 3
AIRCRAFT MAX WSPAN 36.0m (B38M) MAX LENGTH 39.47m (B38M)
TAXI IN - NO RESTRICTIONS
TAXI OUT - NO RESTRICTIONS
APRON LIGHTING ☑ / TANKER RE FUELING
BAY 4
AIRCRAFT MAX WSPAN 36.0m (B38M) MAX LENGTH 39.47m (B38M)
TAXI IN - NO RESTRICTIONS
TAXI OUT - NO RESTRICTIONS
APRON LIGHTING ☑ / TANKER RE FUELING
BAY 5
AIRCRAFT MAX WSPAN 40.41m (C130) MAX LENGTH 39.47m (B38M)
TAXI IN - BAY 5A VACANT
TAXI OUT - NO RESTRICTIONS
APRON LIGHTING ☑ / TANKER RE FUELING
BAY 5A
AIRCRAFT MAX WSPAN 29.0m (F50) MAX LENGTH 25.68m (DH8C)
TAXI IN - BAY 5 VACANT
TAXI OUT - BAY 5 VACANT
APRON LIGHTING ☑ / TANKER RE FUELING
BAY 6
AIRCRAFT MAX W/SPAN 27.05m (ATR72-600) MAX LENGTH 27.17m (ATR72-600)
TAXI IN - BAY 5 VACANT
TAXI IN - BAY 6A UP TO SF34 ONLY
TAXI OUT - BAY 5 VACANT
APRON LIGHTING ☑ / TANKER RE FUELING
BAY 6A
AIRCRAFT MAX WINGSPAN 22.75m MAX LENGTH 19.73 (SF34B)
TAXI IN - BAY 5 VACANT
TAXI OUT - NO RESTRICTIONS
APRON LIGHTING ☑ / TANKER RE FUELING
NOTES:
1. CRITICAL CIVIL AIRCRAFT FOR BAY 1 TO 5 IS B38M (A320).
2. CRITICAL CIVIL AIRCRAFT FOR BAY 5A IS B757-300.
3. CRITICAL CIVIL AIRCRAFT FOR BAY 1B IS DASH 8C.
4. CRITICAL CIVIL AIRCRAFT FOR BAY 6A IS F50 & SA-ILYUSHIN.
5. AIRCRAFT CLEARANCES AS PER MOS 139 SECT 6.5 SEPARATION DISTANCES ON APRONS, UNLESS NOTED OTHERWISE.
6. AIRCRAFT TRACKED BY NOSE WHEEL ASSUMES NOSE WHEEL ON CENTRELINE OF LEAD IN LINE WITH CLEARANCE ASSISTED BY A GROUND MARSHALLER.
7. AIRCRAFT TRACKED BY PILOTS EYE ASSUMES THAT COCKPIT CENTRE IS TRACKING DIRECTLY OVER THE LEAD OUT LINE.
8. MINIMUM WINGTIP CLEARANCES FOR AIRCRAFT TYPES:
B763 C130 = 7.5m
A320 A321 AT42 AT76 B736 C130 E170 DH8B DH8C DH8D F50 E120 = 4.5m
9. ARRIVING AIRCRAFT - THE CRITICAL AIRCRAFT WILL EXECUTE A NORMAL TURN WITH ITS NOSE WHEEL ON THE GUIDELINE MARKED. ALL OTHER AIRCRAFT SHALL USE BEST JUDGEMENT TO ALIGN AIRCRAFT WITH BAY ALIGNMENT LINE ON ENTRY WITH ASSISTANCE FROM MARSHALLER IF PROVIDED.
10. DEPARTING AIRCRAFT - THE CRITICAL AIRCRAFT WILL USE LEAD OUT LINE AS INDICATED. ALL OTHER AIRCRAFT WILL EXECUTE A NORMAL TURN INSIDE THIS LINE.
BAY CAPACITY NOSE
Rev 4.0: 8-5-24
1 DH8D N/WEST
1A B763 WEST
1B DH8C S/WEST
1C B738M WEST
2 B738M WEST
3 B738M WEST
4 B738M WEST
5 B738M/C130 NORTH
5A DH8C WEST
6 AT76 EAST
6A SF34 EAST
NOTE:
RPT APRON RESTRICTIONS AND NOTES FROM
ARWORKS DRG YBMK13AVO2 REV H JUNE 2015 (16-1776)
JETBLAST DATA
BOEING AIRPLANE CHARACTERISTICS FOR AIRPORT PLANNING OCT 2005
DHC83 - AEROTURN
LEGEND
BAY 1 PARKING ZONE
TWY B
TWY A
BAY 6A
BAY 1B
BAY 5
BAY 1A
BAY 6
BAY 5A
BAY 4
BAY 3
BAY 2
BAY 1
No.9
No.71
M A321S ADDED TO BAY 1A PC BKB 6-2-23
N TWY C WEIGHT LIMIT TEXT HEIGHT INCREASED TO 2M ADJ TO TWY C/BAY 6A PC BKB 5-4-23
O NO CHANGE ONLY CONSTRUCTION LINES TURNED OFF PC BKB 22-2-24
P BAY 6 ATR76 LINEMARKING ADDED, ALL AT72 CHANGED TO AT76, GENERAL UPDATE PC BKB 10-5-24
Q BAY 5 (27J DESIGNATIONS CORRECTED PC BKB 24-5-24
NO. APP CKD DRN DATE
DRAWN BKB
DESIGNED
CHECKED PC
APPROVED PC
DATE 7-3-2013
SCALE 1:1000
Mackay Airport
MACKAY AIRPORT
RPT APRON PARKING PLAN
CAD. FILE NO. Pavement Markings RPT
DWG. NO. 16-921
REV. 0
A3