



AIRSIDE SAFETY OPERATING PROCEDURES

April 2011

TABLE OF CONTENTS - KEY AIRSIDE SAFETY REQUIREMENTS

- 1. GENERAL**
 - 1.1 Introduction
 - 1.2 Contact
 - 1.2 Aerodrome Layout

- 2. AIRSIDE SAFETY**
 - 2.1 Personal Safety
 - 2.2 Aerodrome Operations Officers
 - 2.3 Safety Around Aircraft
 - 2.4 Jet Blast, Engine Ingestion and Propeller Safety
 - 2.5 Foreign Object Debris
 - 2.6 No Smoking, Alcohol or Banned substances
 - 2.7 Low Visibility Operations

- 3. AERODROME SECURITY**
 - 3.1 ASIC / VIC
 - 3.2 Vehicle Access
 - 3.3 Pedestrian Access
 - 3.4 Access Cards
 - 3.5 Filming and Photography

- 4. AIRSIDE DRIVING**
 - 4.1 Vehicles under escort
 - 4.2 Airside Drivers Licence
 - 4.3 Airside Vehicle Registration

- 5. AERODROME MARKINGS, MARKERS, SIGNALS AND SIGNS**
 - 5.1 Taxiway Guideline
 - 5.2 Taxiway Edge
 - 5.3 Helicopter Landing and Lift-Off Area
 - 5.4 Helicopter Parking Position Marking
 - 5.5 Helicopter Apron Edge Markings
 - 5.6 Parking Clearance Line
 - 5.7 Equipment Storage Line
 - 5.8 Equipment Clearance Line or Hatching
 - 5.9 Apron Service Road
 - 5.10 Towbar Disconnect Point
 - 5.11 Apron Limit Line
 - 5.11 Live Taxiway Crossing
 - 5.12 Movement Area Guidance Signs
 - 5.13 Unserviceability Marker
 - 5.14 Works Limit Marker
 - 5.15 Taxiway and Apron Edge Markers
 - 5.16 Helicopter Apron Edge Marker

- 6. AIRSIDE WORKS**

- 7. AERODROME EMERGENCIES**

- 8. ENVIRONMENTAL PROTECTION**
 - 8.1 Aircraft Ground Running Procedures

APPENDICES

- Appendix A – Definitions
- Appendix B - Incident/Hazard Report Form

KEY AIRSIDE SAFETY REQUIREMENTS

- **Always be aware of your surroundings;**
- **Always wear a High Visibility Vest and your ASIC or VIC;**
- **Never approach a jet aircraft while its engines are operating ;**
- **Never approach a propeller driven aircraft whilst its engines are operating ;**
- **Never approach an operating aircraft from the rear whilst it is operating unless this is approved;**
- **Never park or stand within 3 meters of any aircraft unless you are directly involved in the servicing of that aircraft;**
- **Never park or stand within 15 meters of an aircraft being refuelled;**
- **Aircraft always have right of way over vehicles, equipment and pedestrians;**
- **No person is permitted within 30 meters of a helicopter or a Helicopter Landing Site (HLS), other than persons essential to the helicopter operation;**
- **Foreign Objects & Debris damage engines and aircraft. If you see a foreign object airside – pick it up and relocate to a safe place;**
- **All vehicles, except those under authorised escort, must have an operating rotating beacon mounted on the top of the vehicle at all times;**
- **All accidents must be reported immediately to an Airport Operations Officer on 0418 335 549**
- **No person is permitted to allow media personnel airside access at any time; and**
- **Smoking is not permitted airside. Alcohol or any banned substances are not permitted to be consumed on airside and persons who are intoxicated or affected by medication or illicit drugs are not permitted airside.**
- **Report suspicious events, persons, and articles immediately (be security aware).**

1. GENERAL

1.1 Introduction

This document, entitled Airside Safe Operating Procedures for Essendon Airport, establishes the guidelines for all persons entering Essendon Airport's airside.

These requirements have been developed as part of Essendon Airport Pty Ltd's (EAPL) Safety Management System, and endeavour to maintain a safe environment for the protection of aircraft, aerodrome infrastructure, personnel, contractors and members of the general public involved in aerodrome operations.

This document forms part of the EAPL Conditions of Use Procedures. The procedures set out in this document must be read prior to entering the airside area and must be followed at all times. The EAPL may alter these procedures at any time without notice.

Where an airside operator is unable to comply with any of these procedures, an application for exemption must be submitted and will be considered by the Operations Manager on case-by-case basis.

The Operations Officers will enforce these procedures. Failure to comply with a direction of an Operations Officer will be referred to the Operations Manager for consideration.

1.2 Contact

All enquiries should be forwarded to:

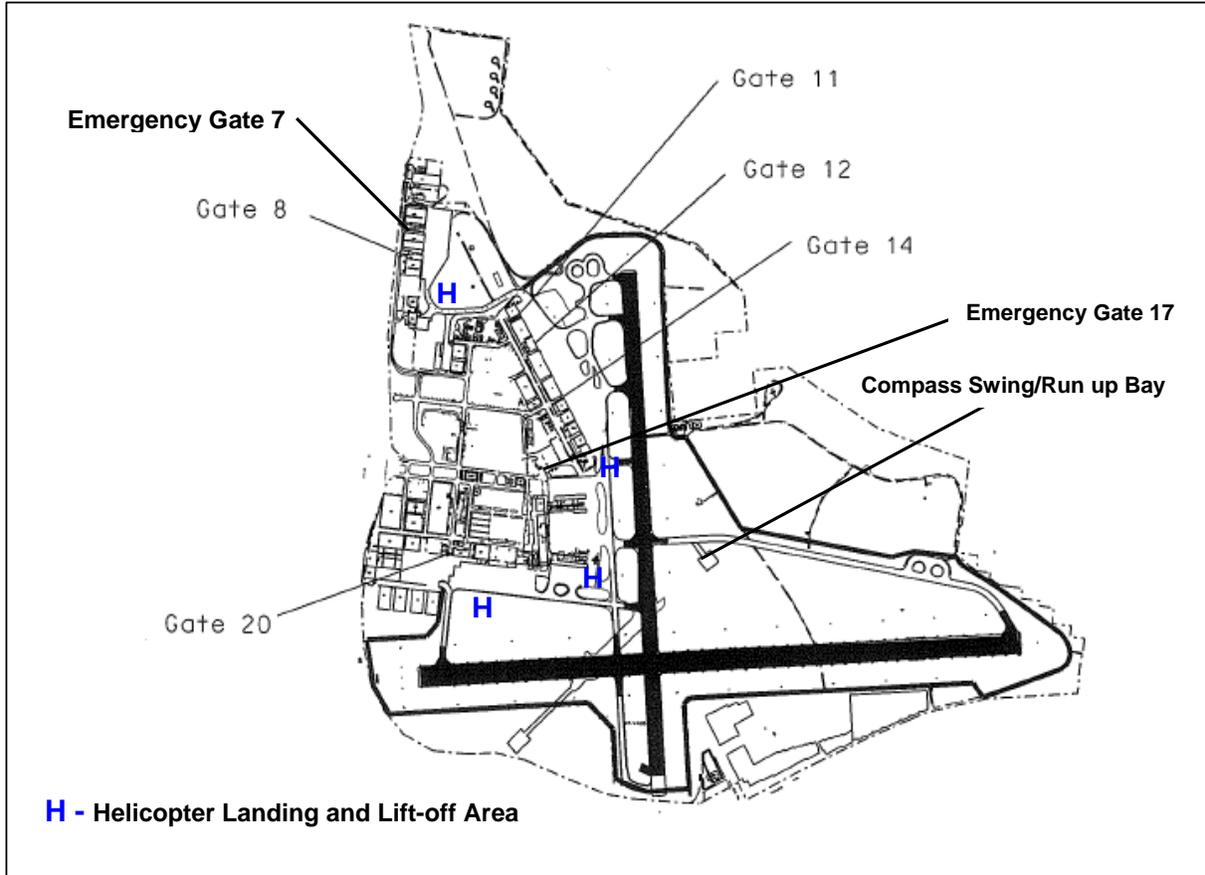
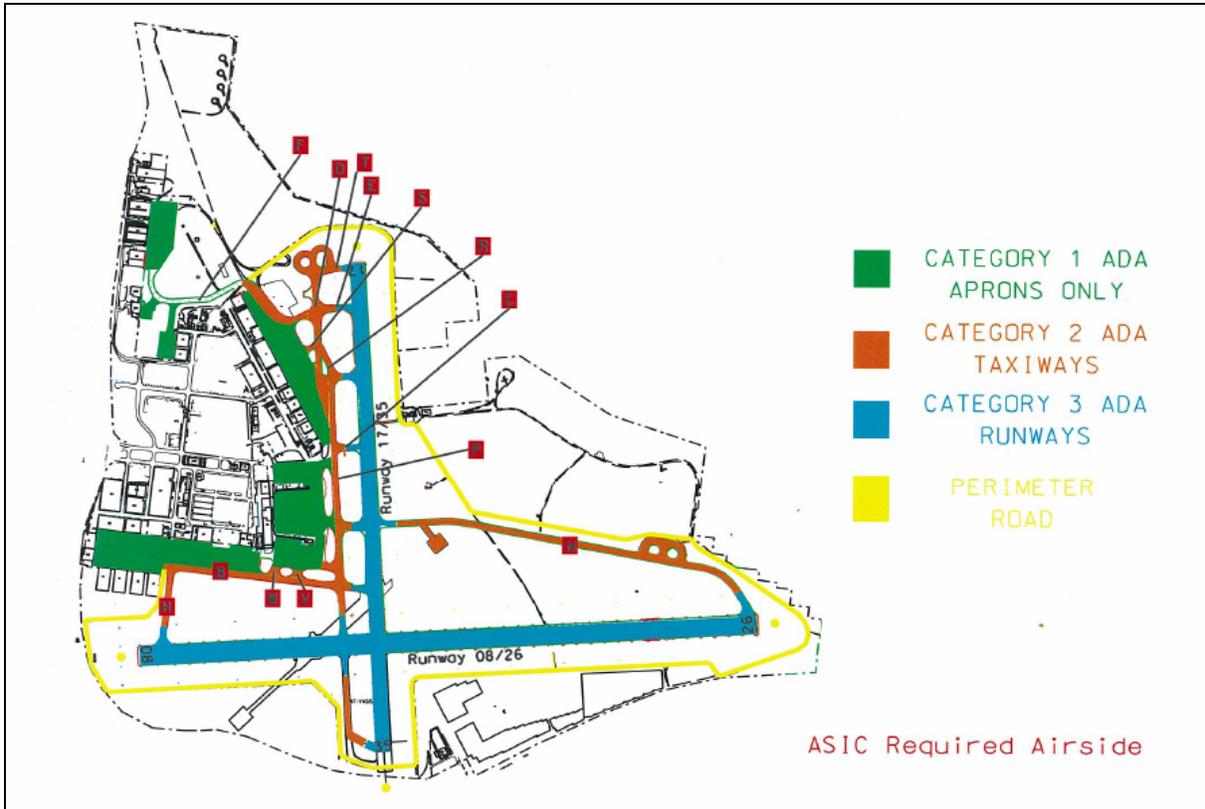
Operations Manager
Essendon Airport Pty Ltd
Level 2, 7 English Street
Essendon Fields
Victoria 3041
Australia

Phone: +61 3 9948 9300

Facsimile: +61 3 9948 9330

Email: enquiries@essport.com.au

1.3 Aerodrome Layout



2. AIRSIDE SAFETY

2.1 Personal Safety

High Visibility Vests must be worn at all times while airside.

The requirement to wear high visibility vests does not apply to any passenger moving directly to or from an aircraft for operational purposes.

Hard hats, safety boots, safety glasses, sunglasses and hearing protection should be worn in accordance with individual company policies and in areas specified by EAPL. EAPL recommends all personnel wear hearing protection in the vicinity of operating aircraft.

2.2 Aerodrome Operations Officers

Essendon Aerodrome Operations Officers are trained and qualified in all aspects of aerodrome operations including safety, emergency, and security procedures. Any direct instructions given by an Essendon Airport Operations Officer **must** be obeyed immediately.

The Duty Operations Officer can be contacted for any enquiries relating to the safety and security of the airport on 0418 335 549.

2.3 Safety Around Aircraft

Essendon Airport is home to a range of aircraft types. There are larger jet aircraft, both large and small aircraft powered by propeller driven engines, a variety of helicopters and the occasional 'lighter than air' blimp / balloon. Each of these aircraft requires different safety precautions to ensure the safety of all personnel and equipment.

An aerodrome is a complex and busy environment. While an aircraft is on the ground there are often several different procedures being undertaken simultaneously. Passengers are embarking and disembarking, baggage and freight is loaded and unloaded, the aircraft is refuelled and personnel are performing maintenance inspections and general aircraft servicing. All this activity creates an environment, which can be susceptible to incidents and accidents.

Therefore a high level of personal diligence and appropriate procedures are required to ensure aircraft operations can be conducted safely.

General aircraft safety rules

- It is the responsibility of aircraft owners to ensure their aircraft are tied down or chocked to prevent uncontrolled movement.
- No unauthorised person is to approach any aircraft without the direct permission of the aircraft owner or Pilot-In-Command.
- Never park or stand within 3 meters of any aircraft unless you are directly involved in the servicing of that aircraft.
- Never park or stand within 15 meters of a refuelling aircraft as fuel overflow vents may discharge fuel at any time.
- No equipment should be so parked that it would block another vehicle gaining access or egress to or from an aircraft in the event of an emergency.
- Aircraft always have right of way over vehicles, equipment and pedestrians.
- No bicycles are to be ridden on the airside area at any time.

- Mobile phones are not permitted within 15 metres of a hydrant point or aircraft that is being refuelled.

Always be aware of your surroundings

Jet Blast and Jet Engine Ingestion

Jet engines operate by consumption of large amounts of air into the intake at the front of the engine. This air is then compressed to a high pressure, injected with fuel and ignited. The high energy of combustion is used to drive the turbines, which power the engine. The air and exhaust is expanded in the turbines and then expelled through the rear of the engine travelling at very high speeds and at very high temperatures thus propelling the aircraft.

Both engine ingestion and jet blast can be fatal to people and can cause a great deal of damage to other aircraft, vehicles and equipment. A jet engine is very powerful even when taxiing or just starting up or shutting down.

Never approach a jet aircraft whilst its engines are operating

Propeller Driven Aircraft

Propeller driven aircraft operate differently to jet engines because they use one or more spinning propellers to drive the aircraft forward. A propeller spins at a high velocity around a propeller shaft and generates lift which acts in the forward direction thus propelling the aircraft. In doing so the air ahead of the propeller is sucked in and expelled through the propeller at a higher velocity, which also aids the propulsion.

Propellers are particularly dangerous because they spin at high velocity that it is difficult to see. It may also be difficult to hear a propeller engine operating due to the high ambient noise levels at an aerodrome. Accidentally walking into an operating propeller has seriously injured many people.

The exhaust gases of some propeller driven aircraft may be hot and may travel with the same force as jet engine exhaust so similar precautions should be taken as would be taken for a jet aircraft to avoid jet blast around prop aircraft.

- Always walk around the wing of a propeller driven aircraft and even if the aircraft appears to be shut down never walk within the arc of a propeller.

Never approach a propeller driven aircraft whilst its engines are operating

Helicopter Operations

Helicopter Operations can be particularly dangerous as the propeller or rotor, even when at idle power, has sufficient force to cause fatal or serious injuries. The following procedures should apply to all helicopter operations.

- Never approach the rear of a helicopter persons in this location are at risk of injury or death from engine exhaust gases and/or contact with the tail rotor.
- Approach a helicopter from the front or side and ensure you are in the pilot's line of vision.
- Approach the helicopter up the slope if possible and depart on the downward slope in order to avoid the main rotor blade.
- Crouch low before going under the main rotor.
- Secure loose articles such as hats and do not give chase if they are blown away.
- Eyes should be protected from any dust or blowing objects.
- If eyes become blinded by foreign debris crouch or sit down and wait for assistance. Do not continue to approach the helicopter.
- Never drive or park any vehicle or large equipment under the main or tail rotor blades.

No person is permitted within 30 metres of a helicopter or a Helicopter Landing Site (HLS), other than persons essential to the helicopter operation.

How to know if an Aircraft Engine is Operating

An anti-collision beacon is a flashing red light located on the top and/or bottom of every aircraft. The pilot will activate this light when the engines are operating or about to be started. This is the primary indication that the aircraft engines are operating and that the aircraft is about to manoeuvre.

Other indications that an aircraft may be about to pushback taxi or in the case of a helicopter take-off include:

- All servicing equipment including fuelling vehicles and baggage loaders are clear of the aircraft.
- All personnel are clear of the aircraft.
- The aircraft doors are closed.
- Those persons with access to the Essendon Ground Radio frequency should maintain a listening watch to assist in ascertaining information regarding aircraft movements.
- A pilot in a smaller propeller driven plane call out "Clear Prop" to indicate the engines are about to be switched on.

2.4 Foreign Objects & Debris

Foreign Objects & Debris, known as FOD, is any loose item on an aerodrome, which could be a danger to aircraft operations if sucked into an engine. It is essential that the airside is a clean and FOD free environment.

The following procedures should be followed to prevent FOD damage to any aircraft or person.

- All rubbish should be collected and put into secure rubbish bins before being disposed of in an off airside location
- Any rubbish skips located airside must have a secure lid to prevent any material escaping
- Building sites and cargo operations are specifically prone to producing FOD and these sites must have specific procedures to contain their site any aircraft operations.
- Offending items often include nuts & bolts, washers, rivets, stones, loose baggage hardware, sand and dirt, empty food and drink containers
- Designated storage areas should be designed to house any work related tools
- Vehicle and equipment utilising the airside should undergo regular maintenance to ensure no loose objects could cause FOD
- All airside operators should practice good house keeping by cleaning their designated areas regularly throughout each day.

Foreign Object Debris causes Foreign Object Damage

IF YOU SEE IT – PICK IT UP AND RELOCATE TO A SAFE PLACE

2.5 No Smoking, Alcohol, Banned Substances or Firearms

The consumption of alcohol or any banned substances is not permitted airside.

Any person found smoking on airside may be escorted off airside immediately.

Only EAPL staff and the Victorian and Federal Police are permitted to carry firearms airside.

Persons who are intoxicated or affected by medication or illicit drugs are not permitted airside.

2.6 Low Visibility Operations

During Low Visibility Operations it can be very difficult to see aircraft movements. No other vehicle (other than the Duty Operation Vehicle or aircraft / vehicle following the direction instructions of ATC) may enter or move airside during low visibility operations.

When active there will be signage displayed at vehicle access gates. Essendon ATC will notify aircraft when low visibility operations are in progress. The Essendon Airport Operations Officers can be contacted on 0418 335 549 to ascertain if low visibility operations are in place.

The following procedures should be followed during low visibility operations:

- Only aircraft and vehicles who have been approved by ATC may drive on the Manoeuvring Area.
- Aircraft owners must ensure their aircraft are tied down or chocked to prevent uncontrolled movement.
- Particular care must be exercised when moving around all apron areas if permitted to do so by ATC.
- Any unnecessary persons such as contractors should be removed from the manoeuvring area.
- No person is permitted to drive on the Perimeter Road without EAPL authority.
- Any blanket clearance to operate on the manoeuvring area issued by ATC is automatically cancelled when low visibility operations become effective.

3. AERODROME SECURITY

Essendon Airport is classified as a security controlled airport under the Aviation Transport Security Act 2004 and the *Aviation Transport Security Regulations 2005*. This means that the airport is gazetted as a restricted area and is afforded additional powers than would otherwise occur outside an airport environment.

Essendon Airport manages a Security Committee, which includes members of the Federal and State Police and Representatives from various airport operators. This Committee is responsible for ensuring the Transport Security Plan (TSP) of the airport is suitable for the current security climate. Aircraft operators are responsible for ensuring that their aircraft is secured at all times.

A perimeter fence encloses the airside area of Essendon Airport and the boundary is clearly marked with signage. In addition CCTV system monitors activity around the airport 24 hours a day. EAPL staff, Office of Transport Security Inspectors, specialised security officers and the Australian Federal Protective Services conduct regular inspections of the airside area.

Airside access through EAPL gates is controlled through a security access system. Access through these gates is via an access card, issued and controlled by EAPL Management.

The control of airside access, and all other security matters, through a facility, which adjoins airside and landside, is the responsibility of the leaseholder of the building or site. Under the Regulations, all airside facility operators must prevent unauthorised access to airside through their leased area.

It is a condition of your access to airside that all security incidents, or suspicions are reported to EAPL staff immediately, in addition to contacting the relevant authorities if necessary.

3.1 ASIC / VIC requirements

An ASIC (Aviation Security Identification Card) or VIC (Visitor Identification Card) must be worn at all times whilst airside. The card must be prominently displayed at all times. VIC holders must be accompanied by an ASIC holder at all times. The requirement to display an ASIC or

VIC does not apply to passengers being escorted to / or from an aircraft that is just about to land or depart.

Uniformed emergency personnel (ambulance, police, fire) may enter airside without an ASIC or VIC if they have reason to be there. Australian Defence Force Personnel may also access airside without an AISC or VIC provided they have valid reason for being there.'

Media personnel are not exempt from the requirement to wear ASIC or VICs.

3.2 Vehicle Access

Essendon Airport has five vehicle access gates at different locations, which provide an automated method for vehicle access to authorised persons.

These gates have been designed to prevent unauthorised vehicles tailgating authorised vehicles airside. Access through these gates is via an EAPL approved access card system.

All vehicle gates have CCTV coverage, and records of its users are maintained by EAPL. Under Civil Aviation Safety Authority (CASA) Regulations, all operators of vehicles airside must have an "Airside Drivers Licence". Furthermore, all vehicles driven airside must contain a rotating beacon.

It is forbidden for any access cardholder to provide vehicle access to an unauthorised vehicle without the consent of EAPL Management.

For more information regarding vehicle control please refer to the Essendon Airport Vehicle Control Handbook.

3.3 Pedestrian Access

To gain access to airside on foot an access card is required. Essendon Airport has three areas where pedestrians can access airside - through the airport terminal, at an access gate north of the airport terminal, and through an access gate between Hangar 4 and Hangar 5.

It is forbidden for any access cardholder to provide access to an unauthorised person. An unauthorised person is any person who does not have a legitimate reason to be airside.

3.4 Access Cards

To apply for an access card the following procedures must be followed:

- ➔ The applicant must complete an application form, which is available from the Airport Management Centre.
- ➔ A successful application must provide sufficient evidence to satisfy the EAPL Operations Manager that the applicant has a valid reason for accessing airside.
- ➔ The Operations Manager determines the location of the access gates and doors the applicant is approved to access.
- ➔ Once the Operations Manager approves the application, the applicant is sent an access card that is programmed to open the specific access doors and gates that have been approved.
- ➔ The decision of the Operations Manager is final regarding the approval process of accessing airside and landside security zones.

3.5 Filming and Photography

The written consent of the Operations Manager is required prior to any filming or photography being conducted at Essendon Airport. Filming for commercial purposes may incur a fee.

4. AIRSIDE DRIVING

4.1 Vehicles Under Escort

Where an unauthorised driver and vehicle have been granted access to the airside area under the supervision of an authorised EAPL employee they must obey the following procedures:

- Stay behind the escorting vehicle at a distance of no more than 10 metres and no less than 5 metres.
- Never veer from the course taken by your escort.
- Do not take your eyes off the escort vehicle and be prepared to stop frequently to give way to aircraft movements.
- Never drive airside without the escort vehicle, even if it is only a few metres.
- If necessary, get the attention of the escort vehicle driver by activating the vehicle horn or flashing the vehicle headlights.
- EAPL may withdraw at any time its consent for supervision.

4.2 Airside Vehicle Registration

Vehicles are not required to be fitted with an Airside Registration Sticker at Essendon Airport.

All vehicles drive airside must be roadworthy, registered, and possess 3rd party public liability insurance for not less than \$10 million per event.

All vehicles, except those under authorised escort, must have an operating orange beacon mounted on the top of the vehicle at all times when operating airside.

4.3 Airside Drivers Licence

No person, unless under authorised escort, is permitted to drive airside without an Airside Drivers Licence. To obtain an Airside Drivers Licence an application must be submitted to EAPL. This application can be obtained from the Airport Management Centre.

Three Categories of Airside Drivers Licence are available at Essendon Airport and are dependent upon the location in which the Airside Drivers Licence holder is permitted to drive. These categories are:

Category 1: Aprons only

Category 2: Aprons and Taxiways

Category 3: Airside Movement Area

A driver with category one or two licence may be granted access to the perimeter road or to an escorting authority with a supplementary licence. This will be shown on the licence as:

Category 1P: Aprons and Perimeter Road; or

Category 2P: Aprons, Taxiways and Perimeter Road; or

Category 1E: Aprons and Escorting Authority; or

Category 2E: Aprons, Taxiways and Escorting Authority.

Holders of all Airside Drivers Licence categories must abide by the following procedures:

- An orange flashing beacon must be fitted and operating on the vehicle at all times while operating airside.
- Drivers must not operate a vehicle airside while under the influence of alcohol or drugs.
- All drivers and passengers must wear seatbelts, where fitted.
- At night the vehicle headlights must be dipped and the taillights must be operating.
- Drivers must ensure that all loads are safely secured to the vehicle. Any lost materials must be picked up immediately.

- ➔ Airside Drivers Licence holder must carry his/her Airside Drivers Licence and state or territory licence at all times while driving on airside and must present it to any employee of EAPL when requested.
- ➔ ASIC / VIC must be displayed at all times whilst airside.
- ➔ An Airside Drivers Licence holder is responsible for ensuring that the vehicle being driven has a valid Airside Vehicle Registration.
- ➔ No Seat – No Ride
- ➔ Always give-way to aircraft and pedestrians
- ➔ Never drive or park within 3 metres of an aircraft unless directly involved in servicing the aircraft
- ➔ Never escort another vehicle on airside unless you have an Escorting Authority issued by EAPL
- ➔ Never drive or park within 15 meters of an aircraft being refuelled
- ➔ Unless otherwise stated by a sign the following speed limits must be adhered to
 - Aprons 15 km/h
 - Taxiways 25km/h
 - Perimeter roads 40km/h

Further information on the conditions of an Airside Drivers Licence is sited within the Airside Vehicle Control Handbook available from the Airport Management Centre.

5. AERODROME MARKINGS, MARKERS, SIGNALS AND SIGNS

The following markings, markers, signals and signs must be obeyed while on airside.

5.1 Taxiway Guideline

Aircraft place the nose wheel on the taxiway guideline to ensure that the aircraft is safely within the taxiway limits. Vehicles on a taxiway should always travel along the taxiway guideline to ensure that other aircraft and vehicles can observe the vehicles movements.



5.2 Taxiway Edge line

The taxiway edge line defines the edge of a taxiway surface. Unauthorised persons should not travel off a designated taxiway, as soft surfaces may be present.



5.3 Helicopter Landing and Lift-Off Area

The helicopter landing and life-off area is designed for the use of helicopters only. No people, other than those directly involved in helicopter operations are permitted within 30m of this area.



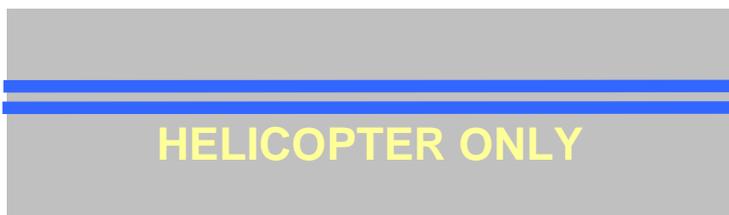
5.4 Helicopter Parking Position Marking

Helicopter parking position markings are areas specifically for helicopter parking. No other aircraft or vehicle is permitted to park or stand in this area.



5.5 Helicopter Apron Edge Markings

Helicopter apron edge markings define an area specifically for helicopter operations. No other aircraft or vehicle is permitted to access this area without approval.



5.6 Parking Clearance Line

The parking clearance line separates the manoeuvring area (only accessible to persons holding a category 2 AIRSIDE DRIVERS LICENCE) and the apron. This limit line must not be traversed without an EAPL approved escort.



5.7 Equipment Storage Line

The equipment storage line defines an area specifically for the storage of operational equipment.



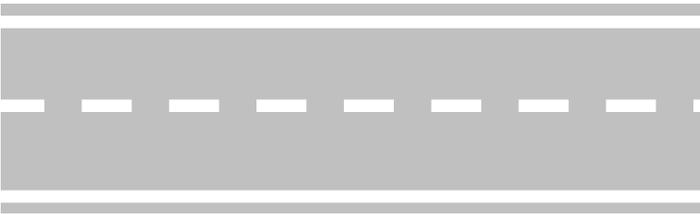
5.8 Equipment Clearance Line

The equipment clearance line defines an area, which must remain clear under all circumstances. Parking vehicles or equipment in this area may result in the item being permanently removed from airside.



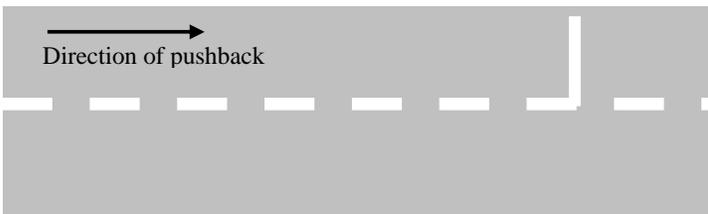
5.9 Apron Service Road

All vehicles must follow the apron service road until the point where that vehicle must leave the roadway to approach their specific destination. For example, the most direct possible route from the roadway to the aircraft or hanger must be followed. All drivers must use the landside roads to minimise airside traffic where appropriate.



5.10 Towbar Disconnect Point

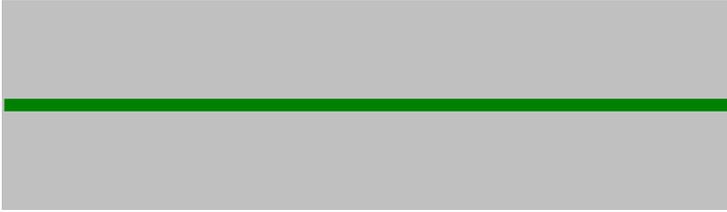
The towbar disconnect marking identified the point where a tug must disconnect from an aircraft being pushed back onto a taxiway or taxilane.



5.11 Apron Limit Line

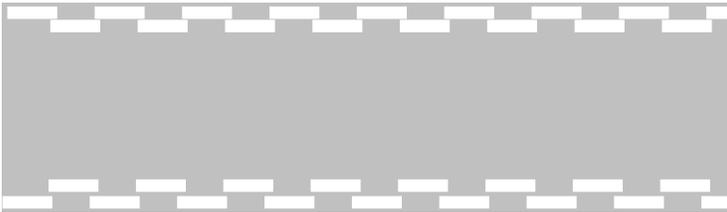
The Apron Limit Line separates the apron from the Manoeuvring Area (Taxiways and Runways). This line also separates Category 1 and Category 2 Airside Drivers Licence

Areas.



6.12 Live Taxiway Crossing

A Live Taxiway Crossing identifies an area when an apron service road crosses a taxiway or apron taxilane. Vehicles must use a Live Taxiway Crossing to cross an active taxiway and must come to a complete stop prior to crossing the taxiway.



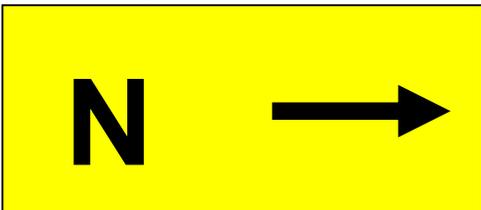
5.13 Movement Area Guidance Signs

Movement Area Guidance signs (MAG) are signs which identify the location of a specific runway or taxiway or advise mandatory instructions. Below is a taxiway MAG sign.

Taxiway Location Sign



Direction Sign

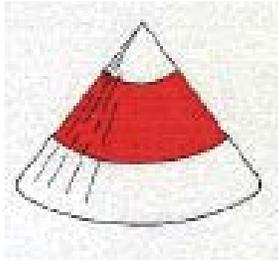


Runway Designation Sign



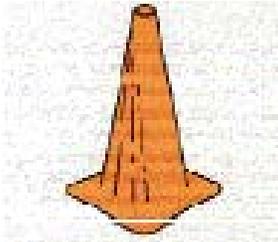
5.14 Unserviceability Marker

Unserviceability markers designate areas, which are closed to any aircraft operations. Vehicles should also take particular care in areas where these markers are displayed.



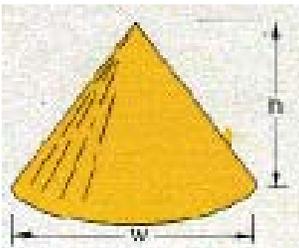
5.15 Works Limit Marker

A works limit marker defines the area surrounding a work site. No person is to access any work site without prior permission from EAPL.



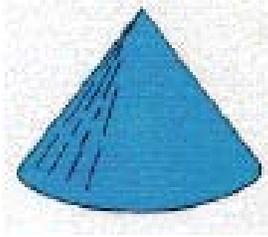
5.16 Taxiway and Apron edge markers

Taxiway and apron edge markers define the edge of the apron or taxiway surface where line marking is not present.



5.17 Helicopter Apron edge marker

Helicopter apron edge markers define the area of an apron specifically for use by helicopters where no line marking is present.



6. AIRSIDE WORKS

Airside works of various magnitudes are undertaken regularly at Essendon Airport and can be particularly dangerous to aircraft operations. All airport operators and contractors are required to comply with the following procedures.

- No works are to be undertaken airside without the direct permission from the EAPL Operations Manager.
- Works must be undertaken in a way to ensure that aircraft operational safety is not compromised.
- Airside deliveries must be escorted to and from the works site by authorised EAPL personnel.
- No contractor is permitted to leave a worksite by foot or in a vehicle without the permission of EAPL personnel.
- Contractors must comply with all aerodrome FOD procedures outlines in section 2.4 of this document.
- Airside access must only be through those access gates designated for the works
- Any direction given by EAPL personnel must be followed.
- Request permits from EAPL personnel to operate cranes or hot works such as welding, cutting and grinding
- All Incidents and accidents must be reported to EAPL personnel immediately.
- Ensure that any person entering the works site is inducted into all airport safety and security procedures as well as any additional site-specific requirements.
- Ensure compliance with all Environment Protection regulations.
- Ensure equipment is contained within worksites and that the worksite is returned to those standards specified by EAPL.
- Works must be carried out in accordance with any Method of Working Plan, local works plan or any other contractual agreement pertaining to the specific works.
- Contractors are not permitted to smoke or be under the influence of alcohol or drugs while on airside.
- Works that pose a bushfire risk must not be undertaken when the fire danger rating would preclude such activities from being undertaken. On "Code Red" Fire days no airside works are permitted which have a risk of starting a fire.

7. AERODROME EMERGENCIES

An aerodrome emergency is an actual or imminent occurrence, which may endanger the safety or health of any person or may destroy or damage property. There are many possible emergency situations at an airport however those emergencies specifically involving aircraft are defined by two categories, which determine the level of response required. These categories are:

- **Full emergency:** A situation declared by either the Pilot in Command or Air Traffic Control, when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident requiring the response from off-airport agencies. An Airport Emergency Plan activation is required for response to this situation and will involve participation from all agencies.
- **Local Standby:** A situation declared by either the Pilot or Command or Air Traffic Control to be initiated when an aircraft approaching the airport is known or is suspected to have developed some defect but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing. An Airport Emergency Plan activation is required for response to this situation however it usually only involves airport-based agencies.

During a local standby all operators and contractors may continue their business as normal. When a full emergency is declared all unnecessary contractors must be removed from airside. Operators may continue their business as normal unless otherwise advised by EAPL, ATC or a combat agency such as the Victoria Police.

If an aircraft crash occurs on the airport all operators and contractors should expect the airport to be closed until further notice.

Operators are responsible for ensuring all personnel and contractors are within lease boundaries during an emergency. Operators are requested to use caution when speaking to media. All media enquiries should be forwarded to the Victorian Police or the EAPL Chief Executive Officer.

No person is permitted to allow media personnel airside access at any time without express approval of the Essendon Airport Chief Executive Officer.

Incident, Accident and Hazard Reporting

All airport emergencies must be reported immediately to the Duty Operations Officer on 0418 335 549.

Airport emergencies include the following events:

- Personal injuries
- Damage to aircraft
- Vehicle accidents
- Damage to airport infrastructure
- Fuel, oil or hazardous material spills

All airport incidents, accidents and hazards must be reported to the Aerodrome Operations Manager by submitting the confidential Incident/Hazard Report Form.

The Essendon Airport Incident/Hazard Report Form is located on the back page of these procedures.

8. ENVIRONMENTAL PROTECTION

This document should be followed in conjunction with the Essendon Airport Operations Environmental Management Plan.

All operators, contractors and visitors must comply with the following procedures:

- An occupier of a site has a duty to prevent contamination of the land upon which they occupy, and any pollution that results from their activities is their responsibility to manage and clean up. The occupier of a premises must also prevent contamination when they are storing or handling chemical substances or waste that has the potential to contaminate land.
- Spray painting should be undertaken within sealed booth or covered area to prevent particle release into the atmosphere and use water based paint.
- Vehicle emissions should be reduced by ensuring regular vehicle maintenance and use of noise suppression devices to the manufacturers specifications.
- Chemicals must be stored in bunded areas.
- All staff must be trained to undertake a spill response.
- Spill clean up kits for minor spills should be supplied by tenant/contractor.
- All liquid waste must be stored in appropriate containers, in hardstanded, kerbed or channelled areas to collect runoff.
- Machinery must be maintained regularly to reduce potential to leak.
- Maintenance and regular cleaning of triple interceptor traps must be performed to prevent overflow or spills.
- Fuelling must be performed in designated areas, with precautions in place to prevent spill onto the soil or into drainage systems. Aircraft, vehicles or component washing must be performed in designated areas, where run off can be collected and diverted from spillage or leakage onto soil.
- Incident reports of any environmental incident must be reported to EAPL immediately.

- Washing activities must be performed in a designated area, where run off can be collected and diverted from stormwater or leakage into soil.
- All waste oils, fuels, chemicals and hazardous waste must be disposed in accordance with regulatory requirements.
- Excess paint, solvents or paint wastewater must be disposed according to City West Water Trade Waste Agreements with individual tenants.

8.1 Aircraft Ground Running Procedures

Operators must be mindful that Essendon Airport is located in a built up commercial and residential area. Ground running of aircraft engines are only permitted Monday-Friday between 0700 and 1800 hours and Saturday and Sunday between 1000 and 1800 hours. Ground running must be undertaken at the compass swing bay located on TWY November, unless otherwise approved by an Airport Operations Officer.

APPENDICES

Appendix A - Definitions

Accident: An occurrence associated with the operation of an aircraft in which:

(a) any person suffers death or serious injury as a result of being in, or in direct contact with the aircraft; or

(b) the aircraft sustains damage or structural failure that adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, or

(c) the aircraft is missing or inaccessible.

Aerodrome/Airport: A defined area on land or water (including any buildings, installations, and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Airport emergency plan (AEP): A plan developed by the airport operator to coordinate all agencies and their individual aerodrome emergency procedures, and State or supporting area plans for dealing with an aerodrome emergency.

Aeroplane: A power driven, heavier-than-air aircraft deriving its lift in flight chiefly from aerodynamic reactions on fixed surfaces, which remain fixed under given conditions of flight.

Aircraft: Any machine or craft that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the earth's surface.

Aircraft stand: A designated area on an apron intended to be used for parking an aircraft.

Air-ground communications: Two-way communication between aircraft and stations or locations (fixed or mobile) on the surface of the earth.

Air navigation aid (navaid): A ground based or airborne facility or equipment relying primarily on the transmission/reception of radio or radar signals to provide information used to determine the location of an aircraft. Nav aids are designed to be used either for en-route navigation or to assist in approach and landing in reduced visibility conditions.

Airport Operations Officer

A trained officer appointed by EAPL charged with the responsibility of daily airside safety.

Airport operator: Any owner, licensee, Authority, Corporation, or any other body, which has a legal responsibility for a particular aerodrome.

Airport works: Any construction or maintenance works carried out on or adjacent to the movement area that may create obstacles or restrict the normal take-off and landing of aircraft.

Airside: The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

Air taxiing: Airborne movement of a helicopter at low ground speed and at heights normally associated with ground effect.

Air taxiway: A defined path on the surface established for the air taxiing of helicopters.

Air traffic: All aircraft in flight or operating on the manoeuvring area of an airport.

Air Traffic Control (ATC): A service established by Airservices Australia pursuant to section 8 of the *Air Services Act 1995*. ATC functions are chiefly to prevent collisions between aircraft (and on the manoeuvring area, between aircraft and obstructions), and to expedite and maintain an orderly flow of air traffic.

Air traffic control service: A service provided by ATC, which includes a traffic advisory service, traffic avoidance advice or airport control service.

Air transit: The airborne movement of a helicopter:

(a) for the expeditious transit from one place to another within an aerodrome,

(b) at or below 100 feet above the surface; and

(c) at speeds greater than those used to air taxi.

Apron: A defined area on a land aerodrome intended to accommodate aircraft for the purposes of loading and unloading passengers, mail or cargo, fuelling, parking or maintenance.

Aviation security: A combination of measures and human and material resources intended to safeguard aviation against unlawful interference.

Code Red Fire Day: Declaration of weather conditions where a rural fire behaviour will be extreme and present a real threat, to life, property and the environment.

Commercial operation: An air operation other than a private operation.

Controlled aerodrome: An aerodrome at which ATC service is provided to aerodrome traffic.

EAPL: Essendon Airport Pty Ltd.

Emergency/disaster: An emergency due to an actual or imminent occurrence which:
(a) endangers, or threatens to endanger, the safety or health of persons; and
(b) destroyed or damaged, or threatens to destroy or damage, property.

Flying school: A school for which there is an Air Operator's Certificate that authorises the school to conduct flying training.

Fuelling installation: A fixed facility for the reception, storage and distribution of liquid fuels for the fuelling of aircraft or ground vehicles.

Fuel tanker: A mobile fuel dispenser fitted out in accordance with CAO 20.9

Full emergency: A situation in which the response of all agencies involved in the AEP will be activated. A full emergency will be declared when an aircraft approaching the airport is known or suspected to be in such trouble that there is danger of an accident. The level of emergency declared depends on the category of aircraft:

- Level I up to 18 seats;
- Level II up to 150 seats;
- Level III up to 450 seats.

General aviation (GA): All civil aviation operations other than RPT operations.

Ground effect area: A specified area (in relation to a HLS), which provides ground effect for a helicopter rotor system.

Ground equipment: Articles of a specified nature for use in the maintenance, repair and servicing of an aircraft on the ground, including testing equipment and cargo and passenger handling equipment.

Ground taxiing: Movement of a helicopter under its own power and on its own undercarriage wheels.

Ground-to-air communication: One-way communication from stations or locations on the surface of the earth to aircraft.

Ground visibility: The visibility at an airport, as reported by an accredited observer.

Hard surface: A surface comprised of asphalt, bitumen, tar stone covered, tar bound pavements, compacted gravel. It does not include grass or natural surface.

Hazardous materials: Articles or substances, which are capable of posing significant risk to health, safety or property.

Helicopter: A heavier-than-air aircraft supported in flight by the reaction of air on one or more normally power driven rotors on substantially vertical axes.

Helicopter landing site (HLS): An aerodrome for use by helicopters

Helicopter stand: An aircraft stand which provides for parking a helicopter and, where air-taxiing operations are contemplated, the helicopter touchdown and lift off.

Hover: Flight at zero ground speed.

Incident: An occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of the operation of the aircraft. In practice this definition is broadly interpreted and the incident reporting system accepts any reports, requests, complaints and suggestions, which relate to aviation safety.

Jet propelled aircraft: Includes an aircraft that is propelled by one or more turbofan engines, turbojet engines, unducted engines or rocket engines, but does not include an aircraft that is propelled solely by conventional propeller engines.

Landside: The portion of an aerodrome not designated as airside and to which the general public normally has free access.

Local standby: A situation in which activation of only the airport-based agencies involved in the AEP is warranted. A local standby is the usual response when an aircraft approaching an airport is known or is suspected to have developed some defect, but the trouble is not such as would normally involve any serious difficulty in effecting a safe landing.

Manoeuvring area: The part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons.

Marker: An object displayed above ground level in order to indicate an obstacle or delineate a boundary.

Marking: A symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information.

Method of working plan (MOWP): A document which provides formal advice to the aviation industry and other involved parties, of the planned arrangements for the conduct of scheduled aerodrome works including restrictions to aircraft operations and to the works organisation, which are necessary for the continued safe operation of the airport during those works.

Movement: Either a take-off or a landing by an aircraft.

Movement area: That part of an aerodrome to be used for the take-off, landing and taxiing (i.e. surface movement) of aircraft, including manoeuvring areas and apron(s).

Movement area lighting: Runway, taxiway and apron lighting provided at an airport intended to be used at night to assist a pilot in locating the airport, and in landing, take-off, taxiing and parking.

Operator: In relation to aircraft, a person, organisation or enterprise engaged in, or offering to engage in, an aircraft operation.

Pavement: A prepared surface of a given depth providing added bearing capacity to an existing ground surface.

Pilot: A person licensed by CASA to manipulate the flight controls of an aircraft during flight.

Private aircraft: An aircraft employed in private operations as specified in Part XIII of the CAR.

Regular Public Transport (RPT): The transport of persons generally, or cargo for persons generally, for hire or reward in accordance with fixed schedules and to and from fixed terminals over specific routes.

Restricted area: Any part of an airport upon or in relation to which is posted a notice to the effect that access is restricted to persons holding an authorised identification card valid for that part of the airport.

Runway (RWY): A defined rectangular area on a land aerodrome, prepared for the landing and take-off of aeroplanes long its length.

Runway strip (RWS): A defined area including the runway and stopway, if provided, intended:

- (a) to reduce the risk of damage to aircraft running off a runway; and
- (b) to protect aircraft flying over it during take-off or landing operations.
- (c)

Security programme: Measures adopted to safeguard civil aviation against acts of unlawful interference.

Shoulder: An area adjacent to the edge of a runway, taxiway or apron pavement so prepared as to provide a transition between the pavement and the adjacent surface.

Taxiing: The surface movement of an aircraft under its own power, excluding take-off and landing but including, in the case of helicopters, operation over the surface of an airport within a height band associated with

ground effect and at speeds associated with taxiing, i.e. air taxiing.

Taxi holding point: A designated position at which taxiing aircraft and vehicles may be required to hold in order to provide adequate clearance from a runway.

Taxiway: A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the airport and another, including;

(a) **aircraft stand taxilane** - a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only;

(b) **apron taxiway** - a portion of a taxiway system located on an apron and intended to provide through taxi routes across the apron;

(c) **rapid exit taxiway (RET)** - a taxiway connected to a runway at an acute angle designed to allow landing aeroplanes to turn off the runway at higher speeds than on other exit taxiways, thereby minimising runway occupancy times.

Taxiway strip: An area including a taxiway and intended to protect an aeroplane operating on the taxiway and to reduce the risk of damage to an aeroplane accidentally running off the taxiway.

Unserviceable area: A portion of the movement area not available for use by aircraft because of the physical condition of the area or because of obstacles affecting it.

Visibility: The ability, as determined by atmospheric conditions and expressed in units of distance, to see and identify prominent unlit objects by day and prominent lighted objects by night.

Works Safety Officer (WSO): The person appointed by the airport operator to ensure that the conduct of airport works, insofar as they affect the safe operations of aircraft, is in accordance with the relevant part of the CAR and, if applicable the MOWP, and otherwise to maintain the safety of aircraft operations in relation such works.



Incident / Accident / Hazard Reporting Form

Incident / Accident Details

Location of Incident:			
Date of Incident:		Time of Incident:	
Weather Conditions	<i>(If Outdoors)</i>		

Incident / Accident Type (tick all that apply)

Airside Incident <input type="checkbox"/>	Landside Incident <input type="checkbox"/>	Off Airport (Aviation) <input type="checkbox"/>	
Road Incident <input type="checkbox"/>	Aircraft Incident <input type="checkbox"/>	Birdstrike <input type="checkbox"/>	<i>See Birdstrike Form</i>
Injury Employee <input type="checkbox"/>	Hazard Report <input type="checkbox"/>	Serious injury <input type="checkbox"/>	<i>Notify Worksafe (employee)</i>
Injury Other <input type="checkbox"/>	Hazard / Near Miss <input type="checkbox"/>	Fatality <input type="checkbox"/>	<i>Notify Worksafe (employee)</i>

Description of Incident / Hazard:

Emergency Services Attended No Yes – *Who attended?*

Medical Treatment Required No Yes – *Description*

Description of what was occurring prior to incident:

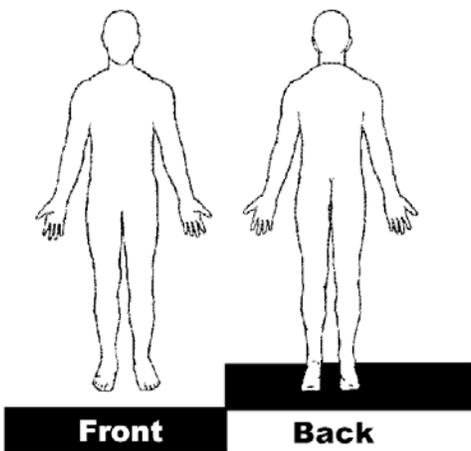
Witnesses	<i>Name:</i>	<i>Contact Number(s)</i>
	<i>Name:</i>	<i>Contact Number(s)</i>
	<i>Name:</i>	<i>Contact Number(s)</i>

Reporting Information (EAPL / EF Management Advised)

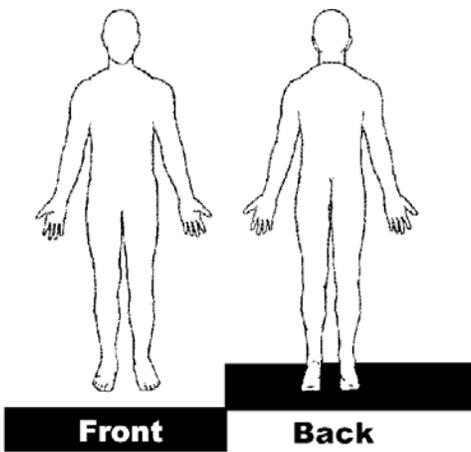
Reported to:			
Date of Report:		Time of Report:	
DAMP Drug Test Required <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>			

This form must be completed for any incident, accident, or hazard. Please include any images taken (photos) and attach additional pages as required. Fatalities and serious injuries must be reported immediately after medical treatment is rendered. Other incidents must be reported by 0900 on the next business day.

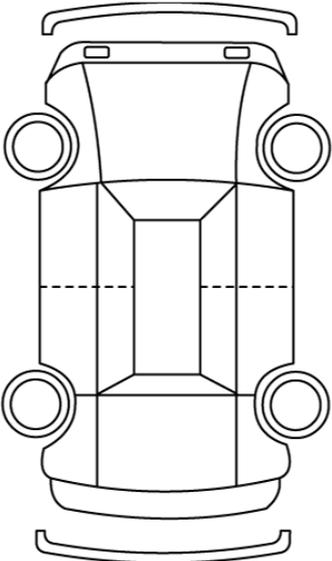
Affected / Injured Person (Add to report as required)

Full Name:	Surname:	First Name:	
Address:	Street Address	State	Postcode
Occupation:		Home Phone	Mobile
Description of Illness / Injuries Received			

Affected / Injured Person

Full Name:	Surname:	First Name:	
Address:	Street Address	State	Postcode
Occupation:		Home Phone	Mobile
Description of Illness / Injuries Received			

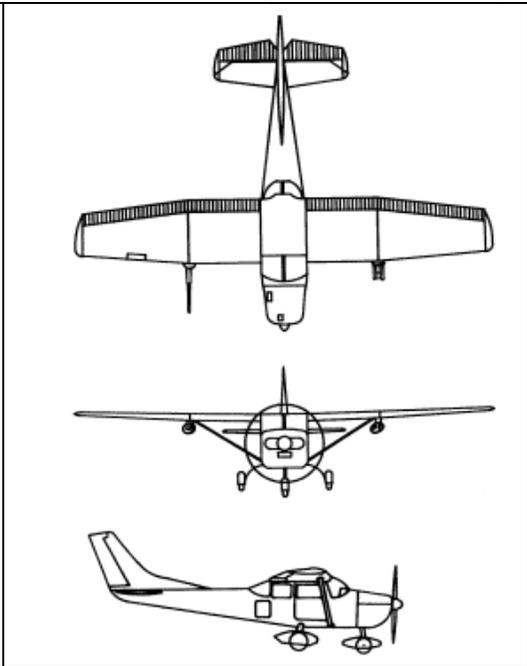
Vehicle Damage (Add to report as required)

Make		Registration No.	
Model		Colour	
Driver Name:	Surname:	First Name:	
Address:	Street Address	State	Postcode
License No:		Home Phone	Mobile
Insurer			
Passenger Name	Contact Number	Location in Vehicle	
Passenger Name	Contact Number	Location in Vehicle	
Passenger Name	Contact Number	Location in Vehicle	
Passenger Name	Contact Number	Location in Vehicle	
Passenger Name	Contact Number	Location in Vehicle	
<i>Details of Vehicle Damage</i> (Note any damage which you think may have been pre-existing)			

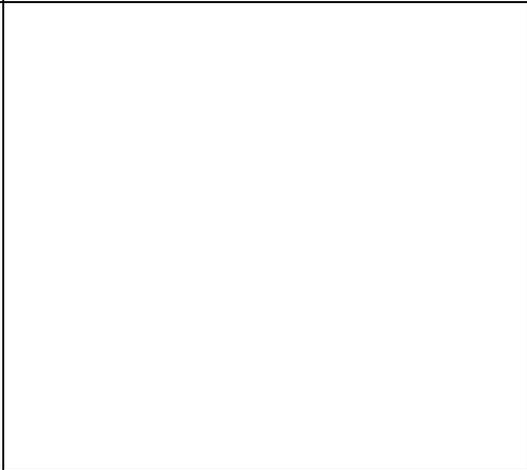
Aircraft Damage (Add to report as required)

Make		Registration No.	
Model		Colour	
Pilot Name:	Surname:	First Name:	
Address:	Street Address	State	Postcode
License No:		Home Phone	Mobile
Insurer			

Details of Damage
 (Note any damage which you think may have been preexisting)



Map & Comments



Aircraft Damage (Generic) (Add to report as required)

Make		Registration No.	
Model		Colour	
Pilot Name:	Surname:	First Name:	
Address:	Street Address	State	Postcode
License No:		Home Phone	Mobile
Insurer			
<i>Details of Damage</i> (Note any damage which you think may have been pre-existing)			
<i>Map & Comments</i>			

Incident Map (Add to report as required)



Comments: