



MOORABBIN AIRPORT

AIRSIDE VEHICLE CONTROL

HANDBOOK

Category 2 - Movement Area

As at August 2010

FOREWORD

This Airside Vehicle Control Handbook is issued under the *Airports (Control of On-Airport Activities) Regulations 1997*, the *Manual of Standards Section 10.9* and the Aerodrome Manual for Moorabbin Airport.

Moorabbin Airport Corporation Pty Ltd (MAC) also has a general duty of care under common law and obligations under occupational health and safety legislation, the *Civil Aviation Regulations 1988* and the *Air Navigation Regulations 1947* in relation to safety and security issues associated with surface vehicles operating in such areas.

As the operator of an aerodrome licenced under the *Civil Aviation Regulations 1988* and the *Manual of Standards Part 139*, MAC is obliged to include in its Aerodrome Manual the particulars for the control of surface vehicles operating on or in the vicinity of the movement area.

Under the *Airports (Control of On-Airport Activities) Regulations 1997* a vehicle cannot go on or be operated Airside without a valid Authority for Use Airside (AUA) and the driver issued with an Authority to Drive Airside (ADA) or under supervision as instructed in this Handbook.

The intent of the requirements for Airside operation of vehicles set out in this Handbook is to ensure the safe movement of aircraft, persons and vehicular traffic.

Failure to comply with the requirements of this Handbook is a breach of the conditions set down by the relevant authorities allowing drivers and their vehicles use of the movement area. Any such failure will be taken into account by MAC in considering whether to exclude individuals and/or entities from driving Airside.

Phil McConnell
Aviation General Manager
MOORABBIN AIRPORT CORPORATION
August 2010

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DEFINITIONS

In this Handbook:

Aircraft Radiotelephone Operator Certificate of Proficiency: means a certificate issued in accordance with Civil Aviation Regulation 83A.

Airside: means the movement area of the Airport, adjacent terrain and buildings or portions thereof.

Airside Road: means a road within the Airside area of the Airport.

Authority for Use Airside (AUA): means a permit for a Vehicle to enter Airside issued under Part 2 of the Handbook.

Apron: means that part of an Airport used:

- for the purpose of enabling passengers to board, or disembark from aircraft;
- for loading cargo on to, or unloading cargo from, aircraft; and /or
- for refueling, parking or carrying out maintenance on aircraft

Apron Area: means that part of a Movement area designated as such on the plan at Attachment A.

Authority to Drive Airside (ADA): means an authority to drive airside issued under Part 3 of the Handbook.

Handbook: means the Airside Vehicle Control Handbook for Moorabbin Airport.

MAC: Moorabbin Airport Corporation.

Manoeuvring Area: means that part of the Airport used for the take-off, landing and taxiing of aircraft, excluding Aprons.

Authorised Persons: means the Aviation General Manager of Moorabbin Airport or an employee of MAC authorised to act on behalf of the MAC in relation to the exercise of powers under the Handbook.

Movement Area: means that part of the Airport that is used for the surface movement of aircraft, including Manoeuvring Areas and Aprons.

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 or apron.

Rules for Drivers Operating Airside: means the rules for drivers set out in this Handbook.

Supervised Vehicle: means a vehicle driven under supervision in accordance with this Handbook.

Vehicle Operator: means any legal entity including a person, firm, body corporate or Government department controlling the operation of a vehicle whether as owner, hirer or otherwise.

Vehicle: means a motorised vehicle or other specialised airside mobile equipment (eg; golf buggy, fork lift, tug), other than bicycles and tricycles.

Note: Bicycles and tricycles are not considered to be vehicles under this definition. Bicycles, tricycles or any other form of non-motorised transport may only be used Airside in accordance with Section 5.2.

PART 1: VEHICLE OPERATORS

1.1 General Requirements.

A Vehicle Operator must not operate or permit the operation of a vehicle in an area Airside in breach of this Handbook.

A Vehicle Operator must ensure that any vehicle that it operates, or which is operated on its behalf Airside, is operated in accordance with all relevant legislation including, to the extent applicable, the *Civil Aviation Act 1988*, the *Civil Aviation Regulations 1988* and the *Civil Aviation Orders*.

A Vehicle Operator must not operate or permit the operation of a vehicle Airside unless the following are complied with:

- (a) the Vehicle Operator holds a current Authority for Use Airside for the vehicle to operate in the relevant area;
- (b) if the vehicle is not permanently located Airside, any entry or egress of the vehicle from the Airside area is through entry or egress points authorised by MAC;
- (c) the Vehicle Operator's current Authority for Use Airside authorisation sticker for the vehicle is affixed to the left side of the windscreen or displayed in a holder facing outwards from the front of the vehicle if there is no windscreen;
- (d) the driver of the vehicle holds a current Authority to Drive Airside;
- (e) the vehicle is fitted with an operating yellow/amber/orange flashing or rotating light to be located on the roof of the vehicle;
- (f) the vehicle is either:
 - registered for use on public roads; and
 - meets the mechanical and roadworthiness requirements under the law of the State of Victoria

Or, in the case of a specialist Airport vehicle, the vehicle meets:

- the IATA specifications, if any, for such a vehicle; or
- in the case of a vehicle for which there are no IATA specifications, any conditions which the MAC may have attached to an approval or may attach from time to time.

1.2 Areas of Operation.

Providing all requirements are met, operations shall include the apron area and manoeuvring areas.

- (a) for the Manoeuvring Area - where a Category 2 ADA is required:
 - the vehicle is equipped with a radio capable of two-way communication with Air Traffic Control and aircraft, or
 - the vehicle is under the direct supervision of a driver who holds a Category 2 ADA in accordance with this Handbook.
- (b) for the Perimeter Road - where specific written approval is given by the MAC.

PART 2: VEHICLE AUTHORITY FOR USE AIRSIDE (AUA)

2.1. Issue/Renewal.

Upon receiving an Authority to Use Airside (AUA) application from a Vehicle Operator, the MAC may issue or renew an AUA.

The MAC will only issue or renew an AUA if the applicant demonstrates:

- (a) a need for the vehicle to operate in the area on a frequent and unsupervised basis in accordance with the following:
 - (i) to provide a service which is part of, or incidental to, the operation of the Airport;
 - (ii) to carry out regulatory or law enforcement activities; or
 - (iii) any other purpose approved in writing by the MAC;
- (b) the capacity to ensure that the operation of the vehicle will comply with the requirements of this Handbook and with all laws, rules, standards and directions including, where applicable, *Civil Aviation Orders* and *Air Traffic Control* directions;
- (c) vehicles and ground equipment operated Airside are to be in roadworthy condition and be maintained in a sound mechanical condition so as to prevent potential breakdowns, spillage of fuel, lubricants and hydraulic oils, etc.

And without limiting the generality of (b);

- (d) that the applicant has in place appropriate arrangements to comply with *CAO 20.9* for vehicles that are to operate within 15 metres of an aircraft fuel tank opening or vent outlet during fuelling or de-fuelling;
- (e) that there are in place appropriate arrangements to ensure that if the vehicle becomes immobilised on the Apron, the vehicle will be immediately removed and MAC notified;

Even if the applicant satisfies the preceding provision, the MAC is not obliged to issue or renew an AUA.

2.2 Insurance.

The Vehicle Operator must ensure that a vehicle for which it holds an AUA is covered by current:

- (a) Third Party Personal Injury Insurance to an amount as specified by the MAC.
- (b) Third Party Property Insurance to an amount as specified by the MAC.

2.3 Indemnity and Release.

MAC will not issue an AUA, unless it has been provided with an Indemnity and Release Form, obtainable upon request at the MAC office.

2.4 Vehicle Disposal.

When a Vehicle Operator disposes of a vehicle for which it holds an AUA, the Vehicle Operator must remove the Permit sticker from the vehicle prior to disposal and within 24 hours of disposal notify the MAC in writing; and

- (a) either return the Permit for the vehicle to the MAC or
- (b) notify MAC in writing that the Permit has been destroyed.

2.5 Expiry, Cancellation and Suspension.

An AUA is only valid for the period that the vehicle is covered by a current insurance policy. Validity will be renewed on presentation of evidence of the insurance renewal certificate.

MAC may, at any time, cancel, suspend or vary the conditions of an AUA by giving written notice to the Vehicle Operator that:

- (a) the Permit is cancelled; or
- (b) the Permit is suspended for the period specified in the notice;

Within 48 hours of receipt of a notice of cancellation or suspension of a Permit under the previous paragraph, the Vehicle Operator must:

- (a) surrender the Permit to the MAC or
- (b) destroy the Permit and provide the MAC with a written statement that the Permit has been destroyed.

At any time during a period of suspension under this Part, MAC may by written notice to the Vehicle Operator:

- (a) re-issue the Permit for the balance of its term;
- (b) cancel the Permit, if suspended or conditional; or
- (c) extend the period of suspension or conditions.

PART 3: AUTHORITY TO DRIVE AIRSIDE (ADA)

3.1 General Requirements.

A person driving a vehicle Airside, including a person driving a vehicle that is under supervision, must comply with the rules and regulations as set out in this Handbook.

On receipt of an application obtainable from the MAC office, the MAC may issue or renew an ADA.

The Airside areas for which driving may be authorised are as follows:

- Category 1: Apron Area as indicated in Appendix A.
- Category 2: Movement Area (including Perimeter Road)

Note. Use of the Perimeter Road is subject to a separate approval by MAC.

Documentation required with the ADA application includes a current State, territory or recognised international drivers' licence and an Aviation Security Identification Card (ASIC).

3.2 Issue of an ADA.

In the case of an applicant who has not held an ADA during the 12 months preceding the application or is upgrading their licence, the MAC may issue the ADA if satisfied that:

- the applicant has passed a written test conducted by MAC, and
- in the case of a Category 2 Licence, the applicant also has a current Aircraft Radio Telephone Operator Certificate of Proficiency as issued by CASA.

3.3 Renewal of ADA.

The MAC may issue a renewal of an ADA if they are satisfied that the applicant is suitable to hold a licence and the relevant documentation is provided.

3.4 Expiry, Suspension and Cancellation.

The duration of an ADA is 24 months, dependent on currency of driver's licence and ASIC card or unless the MAC specifies a shorter period in which case the ADA terminates on the expiry of the shorter period.

MAC may, at any time cancel, suspend or vary the ADA by giving notice to the driver and/or Vehicle Operator. The notice may be given:

- (a) orally or in writing to the driver in person; or
- (b) by written notice to the address provided in the application for the ADA or any such changed address as the driver may have notified to MAC.

If MAC cancels, suspends or varies the conditions of an ADA, it will, within two working days, give the driver's Vehicle Operator written notice, with reasons of the decision.

When a driver is given notice that his or her ADA has been cancelled or suspended, the driver must surrender the ADA to MAC:

- (a) immediately, if the driver is informed while in charge of a vehicle Airside, or
- (b) within 48 hours.

The Vehicle Operator must take reasonable steps to ensure that within 48 hours of its notification of cancellation or suspension, the ADA is given to MAC

Without limiting the powers and discretion, which it may have under other provisions of this Handbook, MAC may at any time during a period of suspension:

- (a) re-issue the ADA or part thereof to the driver for the remainder of the period of the AUA;
- (b) cancel the ADA;
- (c) extend the period of suspension or conditions.

If MAC takes action under the preceding paragraph, MAC will provide written notice of that action to the Vehicle Operator.

3.5 Notifying Loss of Licence.

If a driver who holds an ADA ceases to hold a current licence to drive or has had the licence cancelled for a breach of any traffic or other laws, the ADA terminates immediately and the driver must within 48 hours of the cessation or cancellation notify the Vehicle Operator, who must within 48 hours notify the MAC. The MAC will then cancel the ADA.

3.6 Inspection of Licence.

The MAC may direct a person apparently in charge of a vehicle Airside to produce:

- (a) his/her ADA,
- (b) his/her current driver's license and/or,
- (c) his/her current ASIC card.

A person who receives a direction under the previous paragraph must comply immediately with the direction.

PART 4: SUPERVISION OF VEHICLES WITHOUT PERMITS AND DRIVERS WITHOUT AUTHORITY.

4.1 General.

The provisions in this Part are intended to allow for supervised driving of a vehicle Airside where:

- (a) there is no permit for the vehicle; and/or
- (b) the driver is not authorised to drive Airside

MAC may, under such conditions as the MAC considers appropriate:

- (a) make available a person holding a current ADA for the Airside area; or
- (b) authorise a Vehicle Operator to make available a person holding a current ADA for the Airside area.

To supervise a vehicle Airside without an AUA being driven by a driver without an ADA, the following is permitted:

- (a) a driver with a current ADA driving an escort vehicle for which an AUA is current;
- (b) briefing the driver of the supervised vehicle to stay within 10 metres of you, never being in front of the escort vehicle and to give way to all aircraft at all times;
- (c) being a passenger in the supervised vehicle; and/or
- (d) accompanying the supervised vehicle on foot.

Note 1: Any person who requests MAC to provide supervision should contact MAC at least one working day in advance. Even if such notice is given, MAC is not always able to make vehicles and/or personnel available to supervise vehicles.

Note 2: MAC may authorise a Vehicle Operator to provide supervision on a case by case basis or authorise a Vehicle Operator to supervise any vehicle in a category of regular visiting vehicles such as, for example, limousines or hire cars collecting passengers from aircraft.

A vehicle under escort does not need a rotating/flashing light but must display vehicle hazard lights.

NOTE: *Vehicles that are escorted by an authorised driver do not require an AUA.*

4.2 Withdrawal of Consent.

MAC may withdraw at any time its consent for supervision given under the preceding section.

PART 5: EXEMPTIONS AND NON-MOTORISED VEHICLES

5.1 Exemptions.

Any person, including a Vehicle Operator, may apply to the MAC for exemption from some or all of the provisions contained in this Handbook, either generally or in relation to specific situations, persons, activities or Airside areas.

MAC may approve, only in writing, any such exemption on such conditions as it considers appropriate.

5.2 Bicycles, Tricycles and Other Non-Motorised Vehicles.

No person is to ride a bicycle, tricycle or other non-motorised vehicle Airside without the written permission of the MAC.

All bicycle, tricycle or other non-motorised vehicle riders Airside must hold an ADA.

An *Australian Standards* approved safety helmet is to be worn at all times when on a bicycle, tricycle or other non-motorised vehicle.

High visibility safety clothing is to be worn when on a bicycle, tricycle or other non-motorised vehicle.

Any person riding a bicycle, tricycle or other non-motorised vehicle Airside must comply with this Handbook.

No person is to ride a bicycle, tricycle or other non-motorised vehicle Airside in darkness (eg, when the Apron lights are on)

Permission may be withdrawn at any time by the MAC, giving written or oral notice of withdrawal.

PART 6: RULES FOR DRIVERS OPERATING AIRSIDE

BREACH OF ANY OF THE FOLLOWING RULES MAY RESULT IN THE LOSS OF AN ADA.

6.1 Directions / Instructions.

You must comply with all instructions given by authorised MAC personnel.

6.2 Regulatory Signs.

You must obey all regulatory and advisory signs displayed on the Apron area.

6.3 Safety in the Vicinity of Aircraft.

Vehicles must give way to moving aircraft **AT ALL TIMES**, even when they are under tow.

Drivers must be aware of the safety distances when driving vehicles in the vicinity of parked aircraft.

- **Drive 3 metres clear of parked aircraft** (except when servicing aircraft)
- **Drive 15 metres clear of refuelling aircraft** (except refuelling vehicles).

Drivers must remain clear of aircraft that have their red anti-collision beacons operating as they indicate that the engine(s) are running or are about to be started.

6.4 Night Operations.

Between sunset and sunrise or in conditions where visibility is less than 800m, the driver must ensure that the vehicle's headlights are on and dipped, tail lights and rotating beacon are all operating.

6.5 No Seat - No Ride

No person shall ride on or operate a vehicle when the passenger/cargo load is in excess of the designated capacity or available seating of that vehicle.

6.6 Smoking.

The Airside of the Airport is a designated **NO SMOKING** area. This means NO SMOKING anywhere Airside including the inside of vehicles.

6.7 Use of Flashing / Rotating Beacons.

When operating a vehicle Airside, a yellow/amber/orange flashing or rotating light must be displayed and operating on the roof of the vehicle. The light is to have a flash rate of 60-90 flashes/minute, a peak intensity of 40cd to 400cd intensity located at approximately 2.5° vertical and a vertical beam spread of 12°. Vehicles under escort do not need a rotating/flashing light but must display vehicle hazard lights.

6.8 Driving on the Manoeuvring Area - Category 2 Licence Only.

A driver must not drive a vehicle on the Manoeuvring Area unless:

- The driver holds a Category 2 licence issued by MAC and an Aircraft Radio Telephone Operator Certificate of Proficiency.
- The vehicle is equipped with a working radio, capable of two-way communication with Air Traffic Control (if operating) and aircraft.
- The vehicle is under direct supervision by a vehicle so equipped and driven by a driver meeting the above requirements.

6.9 Speed Limits.

When driving airside you must obey all regulatory signs and unless otherwise indicated by signs, adhere to the following speed limits:

Category 1 - Apron Area

- **10 km/hr - within 15 metres of an aircraft**
- **25 km/hr - elsewhere on the Apron Area**

Where a speed limit is indicated by a sign or marking, that speed limit applies.

Category 2 - Perimeter Road section of the Manoeuvring Area

- **40 km/hr on the manoeuvring areas.**
- **40 km/hr on the Perimeter Road** unless as posted in specific areas (eg, when it enters the general Apron area).

Where a speed limit is indicated by a sign or marking, that speed limit applies.

A Vehicle Operator must ensure that any vehicle which it operates or which is operated on its behalf is not operated within:

- **3 metres of an aircraft** except when serving the aircraft
- **15 meters of an aircraft during refuelling**, other than in accordance with *Civil Aviation Order 20.9*.

6.10 Towing of Loads.

In addition to complying with all other requirements within this Handbook, drivers are to ensure that the vehicle used to tow or carry a load is done so securely at all times. This includes covering all material to ensure there are no spillages. Vehicles towing must be rated and suitable for towing the load.

6.11 Incidents.

A Vehicle Operator must as soon as possible report to the MAC any accident Airside, involving a vehicle operated by or on behalf of the Vehicle Operator if the accident causes personal injury, property damage or involves an aircraft.

A written statement to the satisfaction of MAC, is to be provided to MAC on how the accident occurred, when requested.

6.12 Immobilised Vehicles.

If a vehicle operated by or on behalf of a Vehicle Operator becomes immobilised on the Apron Area, the Vehicle Operator must immediately remove it and ensure it has no impact on aircraft parking and movement on the Apron Area.

If you are driving a vehicle that becomes immobilized on the MANOEUVRING AREA you must:

- Immediately notify Air Traffic Control if operating;
- Immediately notify MAC regardless of whether Air Traffic Control is operating; and
- Take appropriate action in liaison with MAC to remove the vehicle from the manoeuvring area immediately.

6.13 Parking of Vehicles Airside.

Vehicles should not be parked where they will obstruct aircraft, other vehicles, pedestrian or building access airside or contrary to any signpost or Apron markings.

Except for designated vehicles and those parked within a licensed area of airport buildings such as a hangar, vehicles must not be parked overnight Airside. Vehicles may not be parked in rented aircraft bays or grassed areas.

If a vehicle needs to be left unattended for a short time Airside, the doors should be closed but unlocked, keys left in the ignition switch and the handbrake on. This excludes vehicles parked in designated vehicle parking areas.

6.14 Drug and Alcohol.

Drivers operating Airside are subject to the *Civil Aviation Safety Amendment Regulations 2008 - Drug and Alcohol Management Plans and Testing*. Airside Driving is considered to be a Safety Sensitive Aviation Activity and therefore drivers may be subject to random drug and alcohol testing when Airside. Testing for drugs and alcohol will automatically follow an accident or serious incident.

Drivers must not drive (or carry out any other Safety Sensitive Aviation Activity) Airside if affected by drugs or alcohol. The permitted level for alcohol is less than 0.02 grams of alcohol in 210 litres of breath.

6.15 Use of Gates Entering Airside.

Vehicular gates are to be operated only with keys issued by MAC. Vehicles are required to stop once passing through and wait until the gate has closed securely behind the vehicle.

UNDER NO CIRCUMSTANCES SHOULD AN UNAUTHORISED VEHICLE BE ALLOWED TO ENTER THROUGH THE GATES BEHIND YOU.

6.16 Defective Vehicles.

Any driver must notify the Vehicle Operator of any defect in a vehicle of which the driver is aware as soon as possible. Such a defective vehicle must not be operated Airside until the defect is rectified. The Vehicle Operator will be responsible for any incident where the defect contributed to incident.

PART 7: AIRSIDE MARKINGS

7.1 Runway Strip.

White gable markers mark the edge of the runway strip. Vehicles are not permitted to enter the runway strip without specific clearance from ATC or when the airport is a CTAF(R) a radio call has been made to all traffic on the CTAF(R) frequency.

7.2 Taxi Hold Points.

Taxi hold points are the holding points for aircraft prior to entering a runway. They consist of two solid and two broken lines across the taxiway at the gable marker line. Vehicles must not cross a holding point line unless clearance has been given by ATC or when the airport is a CTAF(R) no aircraft is approaching the runway.

7.3 Taxiway Edge Markers.

Taxiway edge markers consist of two continuous yellow lines side by side. These lines indicate the edge of the paved taxiway. Vehicles should not cross these lines unless moving clear for aircraft as the area beyond the lines may not be able to support the vehicle weight.

7.4 Parking Areas.

On paved light aircraft aprons where there are no individual aircraft parking positions marked, parking clearance lines are provided to allow random parking of aircraft. The parking clearance line consists of a continuous red line with a continuous yellow line on either side.

On grass, yellow gable or cone markers mark parking areas.

7.5 Night Markings.

Lights are used at night to delineate and provide guidance to pilots. These are:

- Runway edge lights: White
- Taxiway centreline lights: Green
- Taxiway edge lights: Blue
- Taxi hold point lights: Yellow

8 RADIO PROCEDURES

8.1 Transmission Techniques.

The efficient use of two-way radio depends largely on microphone technique and the method of speaking and choice of words used by the operator. You should make use of the following principles:

- keep your message brief and clear
- speak plainly and end each word clearly to prevent consecutive words “running together” avoid any tendency to shout or to accentuate syllables
- preserve the rhythm of ordinary conversation, avoiding long pauses but retaining oral punctuation (gaps between sentences etc.)
- avoid hesitant sounds such as “er” and “um”
- avoid variations in the intensity of speech and unusual inflections of the voice
- maintain a business-like manner and do not use colloquialisms, first names or be unduly familiar with others over the radio
- If improvisation is necessary, make it brief and unambiguous (std phraseology best)

8.2 Phonetic Alphabet.

The International Phonetic Alphabet is used to assist in voice transmission of call signs, runway and 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 shall apply:

A	ALFA (AL-fa)
B	BRAVO (BRAH-voh)
C	CHARLIE (CHAR-lee)
D	DELTA (DEL-tah)
E	ECHO (ECK-oh)
F	FOXTROT (FOKS-trot)
G	GOLF (golf)
H	HOTEL (hoh-TELL)
I	INDIA (IN-dee-ah)
J	JULIETT (JEW-lee-ETT)
K	KILO (KEE-loh)
L	LIMA (LEE-mah)
M	MIKE (mike)
O	OSCAR (OSS-cah)
P	PAPA (pah-PAH)
Q	QUEBEC (key-BECK)
R	ROMEO (ROH-me-OH)
S	SIERRA (see-AIR-RAH)
T	TANGO (TANG-go)
U	UNIFORM (YOU-nee-form)
V	VICTOR (VIC-tah)
W	WHISKY (WISS-key)
X	X-RAY (ECKS-RAY)
Y	YANKEE (YANG-key)
Z	ZULU (ZOO-loo)

8.3 Numerals.

All numbers, except whole thousands, are to be transmitted by pronouncing each digit separately:

10	ONE ZERO
75	SEVEN FIVE
100	ONE HUNDRED
583	FIVE EIGHT THREE
5000	FIVE THOUSAND
11000	ONE ONE THOUSAND
24000	TWO FOUR THOUSAND
38143	THREE EIGHT ONE FOUR THREE

Numbers containing decimals are transmitted with the decimal point, in appropriate sequence, indicated by the word "decimal",
eg. 118.1 ONE ONE EIGHT DECIMAL ONE

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

8.4 Commonly Used Phrases.

AFFIRM	which means	YES
APPROVED	which means	PERMISSION FOR PROPOSED ACTION GRANTED
CONFIRM	which means	HAVE I CORRECTLY RECEIVED THE FOLLOWING (see also "SAY AGAIN")
CORRECT	which means	THAT IS CORRECT
CORRECTION	which means	AN ERROR HAS BEEN MADE IN THIS (OR OTHER) MESSAGE – THE CORRECT INFORMATION IS ...
DISREGARD	which means	CONSIDER THAT MESSAGE/INSTRUCTION AS NOT SENT
GO AHEAD	which means	PROCEED WITH YOUR MESSAGE (Normally only used after the use of "STAND BY")
HOLD POSITION	which means	STOP – DO NOT PROCEED UNTIL ADVISED
HOLD SHORT OF	which means	STOP BEFORE A SPECIFIED LOCATION
NEGATIVE	which means	NO, or PERMISSION NOT GRANTED, or THAT IS NOT CORRECT
RADIO CHECK	which means	I WISH TO KNOW HOW WELL YOU CAN HEAR ME – PLEASE ADVISE YOUR READABILITY OF MY TRANSMISSION
RADIO SIGNAL STRENGTH	which means	READABILITY OF RADIO SIGNALS (IE HOW WELL A TRANSMISSION IS ABLE TO BE HEARD) IS CATEGORISED AS FOLLOWS: Unreadable Readable now and again Readable but with difficulty Readable Perfectly readable
REQUEST	which means	REQUEST PERMISSION TO or I WOULD LIKE TO KNOW
ROGER	which means	I HAVE RECEIVED ALL OF YOUR LAST MESSAGE(see also"WILCO")
SAY AGAIN	which means	REPEAT ALL, OR THE FOLLOWING PART OF YOUR LAST MESSAGE
STAND BY	which means	WAIT AND I WILL CALL YOU BACK
VACATE	which means	MOVE OFF THE RUNWAY/TAXIWAY/ AREA IMMEDIATELY (may be amplified by VIA TAXIWAY ... or NEXT LEFT ... ")
VACATED	which means	I HAVE VACATED RUNWAY/TAXIWAY/ AREA (not required after having crossed a runway/taxiway unless requested by the Tower eg. in poor visibility)
WILCO	which means	I (FULLY) UNDERSTAND YOUR MESSAGE/INSTRUCTIONS AND WILL COMPLY WITH IT

8.5 Basic Radio Procedures.

All transmissions to the Tower should be short and to the point. They should follow a standard format whenever possible.

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

- Identify the unit being called "MOORABBIN GROUND"
- Tell the Tower WHO you are "THIS IS CAR 2"
- Tell the Tower what you wish to do, ie. "REQUEST BLANKET CLEARANCE "

8.5.1 To Enter A Runway

e.g. "MOORABBIN THIS IS CAR TWO, REQUEST ENTER RUNWAY 17L IMMEDIATE RECALL"

Tower response: "Car 2, enter runway 17L on immediate recall" or "Car 2, hold position"

Typical reply "Entering RWY 17 immediate recall, Car 2."

8.5.2 Crossing A Runway

eg. "MOORABBIN – CAR TWO– REQUEST CROSS RUNWAY 17L"

Tower response: "Car 2, cross runway 17L without delay", or "Car 2 hold position"

Typical reply "Crossing runway 17L Car 2" or "Holding, Car2".

8.5.3 Returning To Apron And Not Re-entering Maneuvering Area

eg. "MOORABBIN – CAR 5 CANCEL BLANKET CLEARANCE".

8.5.4 Typical Replies From The Tower Advising You Of Restrictions

"CAR TWO - HOLD POSITION" (Stay where you are and await further details regardless of where you are)

"CAR THREE – CROSS RUNWAY 04 WITHOUT DELAY" (Cross runway 04 without any delay)

"CAR 15 – HOLD POSITION EXPECT TWO MINUTE DELAY" (Stay where you are, expect clearance in 2 minutes)

"CAR TWO VACATE RUNWAY 13R" (Regardless of what you are doing, what you have requested or what you have been cleared to do so far, move off clear of the runway strip)

Remember, always ask for a clearance to cross or enter any runway. If you have not received such a clearance you must stop at the edge of the runway strip and remain there until you have permission to proceed. The word "STOP" is rarely used in radio transmissions from the Tower – instead you will hear the word "HOLD", which means, "STOP".

8.5.5 Blanket Clearance

Before entering the maneuvering area you must obtain a Blanket Clearance. This entitles you to enter the maneuvering area remaining clear of areas/runways nominated by the tower. If there is a need to enter these areas/runways a separate approval must be obtained. A blanket clearance must be cancelled when you have finished operating on the maneuvering area. You must advise the tower if you are going out of listening range/contact for any period of time.

8.5.6 Listening Watch On Maneuvering Area

It is mandatory that you maintain a constant listening watch whilst on the maneuvering area. When directed to vacate, the Tower call is brief:
“CAR ONE – VACATE RUNWAY 17L”

Your immediate response is to broadcast your call sign: “VACATING RUNWAY 17L, CAR ONE” which is an acknowledgment to the tower that you have received the message. (Note, that once you have made initial contact, you no longer address the Tower as ground and conversely, the Tower does not advise its name) Once you have vacated and are outside the runway strips, you call the Tower:

“CAR ONE HAS VACATED RUNWAY 17L” The Tower will acknowledge: “CAR ONE”

8.5.7 Tower Signals

Be aware of tower signals at all times:

- | | |
|----------------|---|
| Flashing Red | – move off the taxiway or runway, observe for aircraft. |
| Steady Red | – stop immediately. |
| Steady Green | – permission to move onto landing area or taxiway. |
| Flashing Green | – increase speed in the same direction. |
| Flashing White | – report to tower moving via perimeter road. |

PART 9: GENERAL TIPS

- Know the AREA in which you are allowed to operate
- Know the PROCEDURES
- Be PATIENT
- Be PRECISE
- Comply with INSTRUCTIONS
- Keep your EYES OPEN
- Stay ALERT
- PLAN work carefully and avoid any tendency to rush while Airside.
- NEVER leave anything (equipment or tools) anywhere on the Movement Area.

PART 10: CONTACT DETAILS.

Application forms for Authority to Drive Airside (ADA,) Authority for Use Airside (AUA), and Indemnity and Release can be obtained from the office of:

Moorabbin Airport Corporation

66 Bundora Parade, Moorabbin Airport

Mentone VIC 3194

Phone: 03 8587 8000

FAX: 03 9587 1782

Email: admin@moorabbinairport.com.au

APPENDIX A: APRON AREA

