

Dunedin Airport

Safety & Security Regulations



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Introduction



Statement of Purpose

This manual has been produced by DIAL in the interests of airside safety and security and contains rules for drivers of vehicles airside at Dunedin Airport. It is intended as a reference for all staff that drive airside.

The rules and procedures outlined in this manual are designed to ensure the safe and orderly movement of vehicles airside at the airport.

By right of ownership and multiple pieces of legislation; Dunedin International Airport Bylaws 2005, the Civil Aviation Act 1990, and the Health and Safety at Work Act 2015, Dunedin Airport has control over all persons and vehicles operating airside.

This manual is issued in accordance with CAR Part 139.119 and forms part of the DIAL Exposition: Compliance Manual.

The Dunedin Airport Safety & Security Regulations will be reissued whenever it is updated. DIAL will advise the employers of ADP holders of any changes to these rules via email. It is the responsibility of the employer to ensure that all staff are made aware of any changes.

Signed:

Nick Rodger
General Manager Infrastructure and Operations
Dunedin International Airport Limited

Part 1

Airside Driving Rules–Apron Area



GENERAL AIRSIDE DRIVING RULES



Give way to
aircraft
at all times



Do not approach an
aircraft that still has its
anti-collision lights still
active
(red or white strobes)



No Smoking
or Vaping



Give way to
emergency
Vehicles operating
under red lights



Driving under the
influence of
alcohol is
prohibited



Driving under the
influence of
unprescribed or
undisclosed
drugs is
prohibited



Seatbelts are to
be worn at all
times



When provided,
drive only on the
apron roads



No transmitting device to be used within 3m of re-fuelling trucks/vents



Report any emergency situation to DIAL on 027 432 0778



No seat in vehicle, no ride



No Scooters, bicycles or other unmotorized vehicles are to be operated on the apron



Correct PPE must be worn at all times



Large vehicles must be marshalled to the aircraft excluding regular service vehicles (refuellers, champs etc).



Only park vehicles in designated parking areas



Do not drive between passengers on their marked pathways



Dispose of FOD
in yellow bins



Do not block the
egress
of a refueling truck



No cellphone whilst
driving unless it's
hands-free. Use of
tablets while driving is
also prohibited.



Avoid reversing any
vehicle, if reversing is
required then a
reversing camera or 360
walkaround prior is
required.



Follow directions of
DIAL Staff at all
times

APRON MARKINGS AND SIGNAGE



**Taxi - Lane and Stand Lead
In Centre Lines**



**Equipment Clearance Line –
vehicles that are parked behind
here are clear of aircraft**

APRON MARKINGS AND SIGNAGE



Pedestrian Walkways

Do not park over top of these or drive between passengers



Stop Box Designators

Indicates where the nose wheel of the aircraft is to stop



Emergency Call Point

Indicates the location of the emergency call point. After activating the alarm, wait for AES staff to arrive and provide assistance. Do not block this area with vehicles

APRON MARKINGS AND SIGNAGE



Fire Hydrant – ensure vehicle are not parked over top of these at all times



MAGS – provide visual indicators of your location and the runway designator



Aircraft Taxiway Hold Points

APRON MARKINGS AND SIGNAGE



Taxiway Edge Markings



Runway Holding Point Markings



**Maneuvering Area Line – DO NOT
CROSS WITHOUT CLEARANCE**

General Information

Prior to a driver being granted an Airside Drivers Permit (ADP), they must possess a minimum of a current Restricted New Zealand Drivers Licence, or a valid International Drivers Licence.

Additionally, while driving at Dunedin Airport drivers must have:

- A current licence and endorsement, if applicable, for the type of vehicle being operated.
- If a driver is in the process of obtaining a licence with the associated endorsement for a particular type of vehicle operating at the airport:
 - They must be directly supervised at all times until obtaining the licence and or endorsement and
 - additionally, a risk assessment has been carried out to ascertain that it is safe to do so.
- A permanent Airport Identity Card (AIC) which must be worn and visible at all times.

Refer to Appendix A for the ADP application process.

ADP holders must only access and operate on the airfield for official work duties.

Any passenger travelling within a vehicle travelling airside, whether they are being escorted or unescorted must possess a permanent or temporary Airport Identity Card that is always fully visible and is available for inspection if requested.

If a driver should be re-employed by another organisation at the airport, they will be required to complete a new ADP application.

Should a driver's AIC, NZ Drivers Licence or International Licence expire, be suspended, or become invalid at any point during the time they hold an ADP, the ADP will automatically become invalid. Dunedin Airport may check the NZTA database to cross check for driving offences.

As an ADP remains the property of Dunedin International Airport Limited, should a driver end their employment at the airport, they will be required to return their ADP to the DIAL Operations team.

Permit Categories

There are four categories of ADP: Category 1, Category 1A, Category 2, and Category 3. Each category entitles the holder to operate on specific areas of the airfield.

Category 1 (CAT1): Authorised holders of this permit category may operate on the apron only. These ADPs are coloured green.

Category 1A authority to enter Taxiway Charlie for work purposes (CAT1A): Authorised holders of a Cat 1A permit are qualified and competent to operate the push back tug or refuelling truck over the manoeuvring line onto Taxiway Charlie when completing authorised work with clearance from ATC. These ADPs are coloured green with a yellow border.

Category 2 with driving on perimeter road (CAT2): Authorised holders of a Cat 2 permit who are qualified and competent to drive on the airfield perimeter road. These ADPs are coloured Yellow.

Category 3 (CAT3): Authorised holders of this permit category may operate on all airside areas including the apron and manoeuvring area. These ADPs are coloured red.

Employer Responsibilities

Employers are responsible for the following:

- The driver's ability to hold a current AIC, NZ Drivers Licence, or International Drivers Licence.
- Monitoring the expiry date of AICs and ADPs to ensure the renewal process can be undertaken in a timely manner.
- Ensuring that drivers are made aware of any changes to this manual.
- Ensuring each driver receives the required number of supervised driver training hours.
- Ensuring the organisation has a minimum of \$10 million in public liability insurance and \$10 million in 3rd party insurance.

Should a driver lose or have their ADP stolen, they must report this immediately to DIAL staff. The driver must then obtain a new ADP before they can drive on the airfield again.

Vehicle Condition

Any vehicle operating in the airside environment at Dunedin Airport must meet the following criteria:

- Are registered for use on public roads if they are to be used outside of the security area.
- Have an active permit to operate airside.
- Are of a road worthy standard under New Zealand law, and are maintained to a level which minimises fuel, oil, and hydraulic leakages.
- If the vehicle is of a specialist nature, it must meet the IATA industry standard for that vehicle.
- Are fitted with identifiable company markings which can be seen from up to 50 metres away.
- Have functioning roof mounted flashing amber lights that can be seen from 360°.
- Vehicles that operate on the manoeuvring area must be fitted with a roof mounted flashing amber light that can be seen from 360°.

Day to Day Operations

Vehicles must follow any clearly marked apron roads when operating on the apron. Avoid cutting across aircraft stands and only exit the apron road when you have reached the area or stand you need to operate from.

Always adhere to the speed limits throughout the apron and if required, reduce speed to match the conditions of the day.

Like on standard NZ roads, vehicles must be driven on the left-hand side of the road.

Drivers must always be on the lookout for active anti-collision lights on aircraft, on jet aircraft these are fitted on both the top and underneath the fuselage. For turbo-prop aircraft these lights are fitted underneath the fuselage and on the tail.

Driving and/or parking underneath apron drive aerobridges is not permitted. This is because they can be raised or lowered and moved from side to side at any time and could damage your vehicle as well as cause severe injury if contact is made.

Organisations must have equipment or other vehicles that can move a broken-down vehicle off the apron if required.

If operating an open sided vehicle, ensure you physically remain entirely within the frame of the vehicle while it is moving.

In low visibility conditions, vehicle headlights must be activated and set to low beam.

Only vehicles of less than 2.25m in height are permitted to operate and pass through the baggage hall.

Riding on luggage trolleys or inside ULDs is prohibited.

Refrain from driving underneath an aircraft unless you are authorised to do so.

Driving Behind Aircraft

A vehicle must never drive behind an aircraft when its anti-collision lights are on, including when waved to cross behind by a crew member or engineering.

Drivers must also give way to an aircraft including those under tow or preparing for push back.

Remain at least:

- 75 metres behind Code C Jets (A320/B737 etc) aircraft with anti-collision lights on.
- 50 metres behind any turbo prop (Q300/ATR etc) Aircraft with anti-collision lights on.

The only exception to this rule is when operating under instructions from the tower.

Towing

Drivers must not operate vehicles with a train of rolling stock exceeding six barrows or ULDs (either AKE or AKH size).

When towing cargo pallets, ensure the combined load of the pallets does not exceed the braking capacity of the towing vehicle. It is recommended that no more than three (3) pallets be towed in a single train.

It is the responsibility of the driver to ensure all loads that are being transported are secure and will not come loose or fall onto the apron.

When travelling through the baggage hall, drivers must ensure that the tarpaulins on the ULDs are in the lowered position.

Aircraft Refuelling Operations

To maintain safety while aircraft are being refuelled, drivers are to ensure they do the following:

- Remain a minimum of 3m away from refuelling operations.
- Do not drive over refuelling hoses or bonding wires.
- Be aware of the location of emergency fuel shut off valves, and how to activate them if required.

Refuelling vehicles are not permitted to enter the manoeuvring area, except for the purpose of GA refuelling at the Skyline Hangar via Taxiway Charlie only.

Access Gates

There are three main access gates to the apron areas at Dunedin Airport:

AC1 (North Apron by Baggage Hall)

The AC1 gate is the primary access point for all freight vehicles that are required to operate on the apron or baggage hall.

AC2 (South Apron by AES Station)

The AC2 gate is the primary access point for all vehicles that are required to operate on the apron.

AC3 (South Apron by BP Fuel Farm)

Usage of the AC3 gate is restricted to DIAL, AES, BP and emergency vehicles only.

All access gates require a swipe card/fob to be presented to the reader for approval prior to the gate opening, and all access is recorded via CCTV. Gates will only open for authorised persons and vehicles.

Should driver's experience any issues with gate operation, they are to remain at the gate and contact a member of DIAL staff.

Tailgating, that is, following another vehicle closely so as avoid the need for swiping in is prohibited. All drivers entering the apron must swipe their own access card/fob against the reader.

Report any observed breach of this rule to the Airport Operations Team immediately.

Once a vehicle has passed through the gate, the driver must wait until it has closed completely behind them, before driving away.

Should a vehicle damage an access gate in any way or observe any damage or fault, the driver is to advise the Airport Operations Team immediately for further assistance.

Any damage caused by Airport staff other than DIAL employees to Gates, will be at the cost of that employee's employer to fix – unless it is a fault of the gate.

Vehicle Escorts on the Apron

For drivers who do not hold an ADP, an escort will be always required to guide them when they are driving on the apron (driving under supervision is exempt).

Only DIAL, AVSEC, and approved airlines/ground handlers are permitted to provide vehicle escorts.

The driver conducting the escort needs to ensure the following:

- The vehicle under escort has an operational need to be on the apron.
- The vehicle has activated its hazard lights or roof mounted beacon if fitted and is aware that they must be always active while on the apron.
- The driver under escort understands they must always follow their escort's directions.

The driver of the vehicle under escort must understand and can confirm the following prior to the escort commencing:

- That they will drive as close as safely possible to the escorting vehicle during the escort.
- That once at the destination, the vehicle cannot leave until the escorting party returns to escort them off the apron.
- That their vehicle is in a road worthy condition and is checked to ensure there is no risk that it could leave FOD on the apron.
- That any loads being brought onto the apron are secured.
- That smoking (including E-Cigarettes and vaping) by the driver or any passenger is not permitted at any time while they are on the apron.
- That animals are not permitted to be in the vehicle at any time while it is on the apron (AVSEC, Police, MPI and Customs dogs are exempt).

During airport operational hours, the number of light vehicles allowed to be escorted in a single convoy is two (2). For larger vehicles such as trucks or those vehicles with

trailers attached, the maximum number of vehicles permitted in a single convoy reduces to one (1).

Biosecurity: Servicing International Flights

Dunedin Airport is an approved Place of First Arrival for international aircraft under the Biosecurity Act 1993.

For drivers involved with the movement of international luggage between the aircraft and the baggage hall, this must be done via the most direct route possible.

The approved belt for these bags is arrival belt 2, labelled "International".

Drivers must refer to the baggage signage above each belt before unloading to ensure the bags are going to the correct belt.

Should drivers discover any animal, reptile, insect, or plant material that is not contained, advise MPI and the Airport Operations Team immediately.

Part 2

Airside Driving Rules–Manoeuvring Area



3

CAT 3 Driver
Permit required



Always obtain clearance
from the Control Tower
prior to entering the
maneuvering area and
follow their instructions
at all times



Approval from DIAL
management required
if organisations
require regular access
to these areas



Always maintain a
listening watch for
aircraft

A2

Drivers must know the
alphanumeric
designators for the
maneuvering area



Vehicles must have a
2-way Airband radio
for communicating
with the Control
Tower

60

Vehicles should
usually travel at
60km/h in this area



Drivers must know
the signals used to
communicate with
the Control Tower in
the event of a radio
failure



Fuel trucks are not
permitted to operate
on Taxiway Alpha or
Runway 03/21 at any
time

Radio Clearances

Prior to entering the manoeuvring area, drivers must obtain a clearance from the Control Tower. Before transmitting, it is important for drivers to wait 3 seconds to ensure they are not interrupting a previous transmission.

It is the responsibility of the driver to ensure they remain on the correct frequency of 120.7.

Once a clearance has been received, drivers must do the following:

- Read back the instructions to the Control Tower before carrying out the task.
- Complete the task promptly and safely.
- Remember to advise the Control Tower when your work in the manoeuvring area is complete and that you have vacated the area.

Radio Failure

In the event radios in a vehicle become unserviceable whilst the driver is on the manoeuvring area, the following steps need to be followed:

- Vacate immediately from the manoeuvring area via the quickest and safest route. Be extra mindful of the location of aircraft.
- Once vacated, advise the Control Tower via alternative means, such as telephone, that the vehicle is clear of the manoeuvring area.
- Do not re-enter the manoeuvring area until radio communication with the Control Tower can be re-established.

Control Tower Light Signals

In certain situations, during a radio failure the Control Tower will communicate with vehicles using light signals. The colours and their respective meanings are outlined in the table below.

Colour		Signal Meaning
Steady Red		Stop immediately.
Red Flashes		Move off the runway or taxiway.
Steady Green		Permission to cross or move on the runway or taxiway.
Green Flashes		Increase speed in the direction of travel.
White Flashes		Report to the Control Tower via phone, do not enter the manoeuvring area.

Should the Control Tower not receive a response to the above signals, they may flash the taxiway or runway lights. Should drivers experience this, they must vacate the manoeuvring area immediately.

Aircraft Clearance Vehicle Safe Zones

To be sufficiently clear of taxiing aircraft whilst in the manoeuvring area, vehicles must position themselves in the following area:

Code C Aircraft (Airbus A320/Boeing 737) & Code D Aircraft (Boeing 757, C130/Hercules):

- A minimum of 50m from the edge of all runways and taxiways.

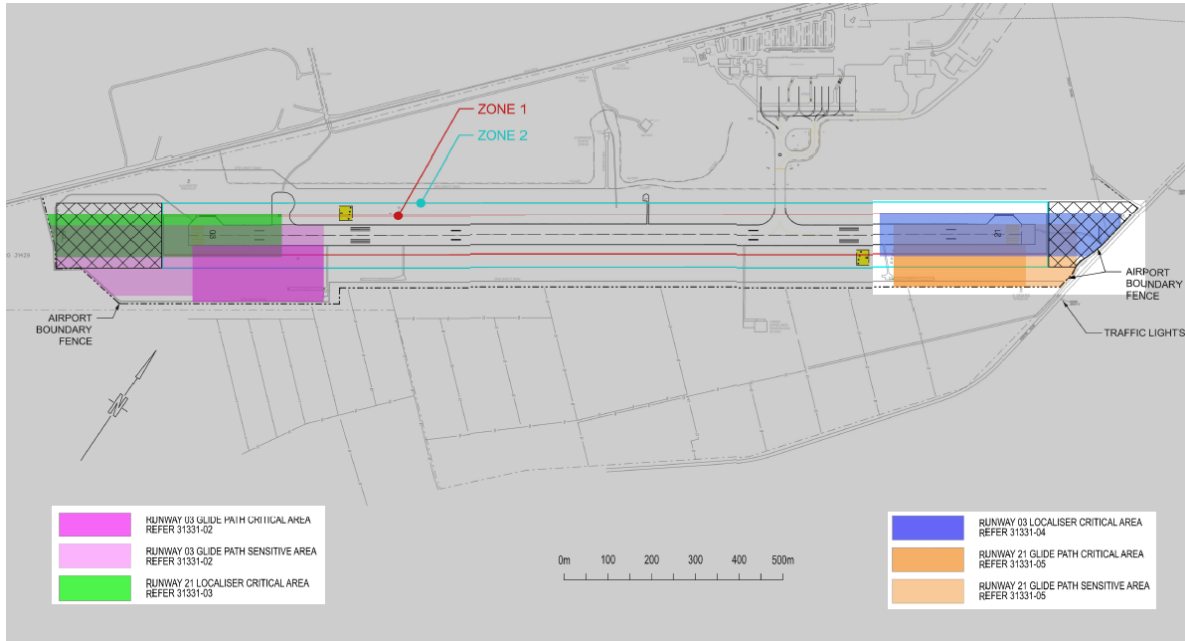
Instrument Landing System Protection Zones

Due to the possibility of interference to the radio signals radiating from the ILS, there are restrictions on when authorised vehicles or personnel may approach the aerials. As a result, there are two (2) protection zones that drivers need to be aware of which are outlined below.

Northern Protection Area

The Northern protection area encompasses the critical and sensitive areas of the RWY21 glidepath and the RWY03 localizer.

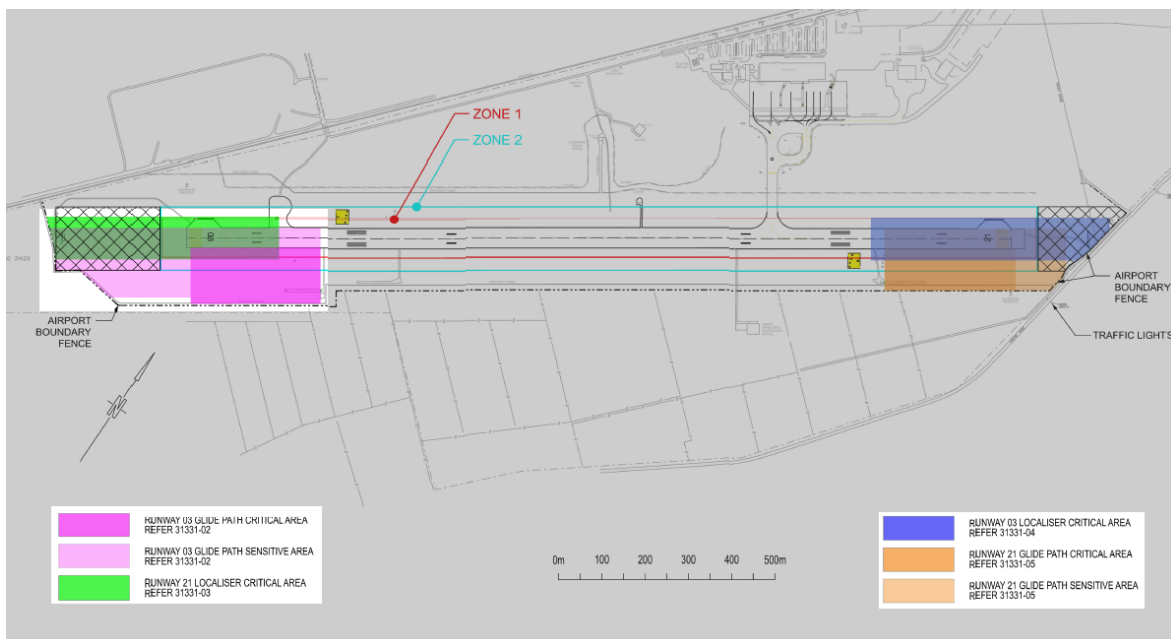
Vehicles are not permitted in the northern protection area without ATC clearance.



Southern Protection Zones

The Southern protection area encompasses the critical and sensitive areas of the RWY03 glidepath and the RWY21 localizer.

Vehicles are not permitted in the southern protection area without clearance from ATC.



Work Zones

These zones allow for the continued use of the runway whilst works are taking place in the areas adjacent.

There are multiple work zones at the airport:

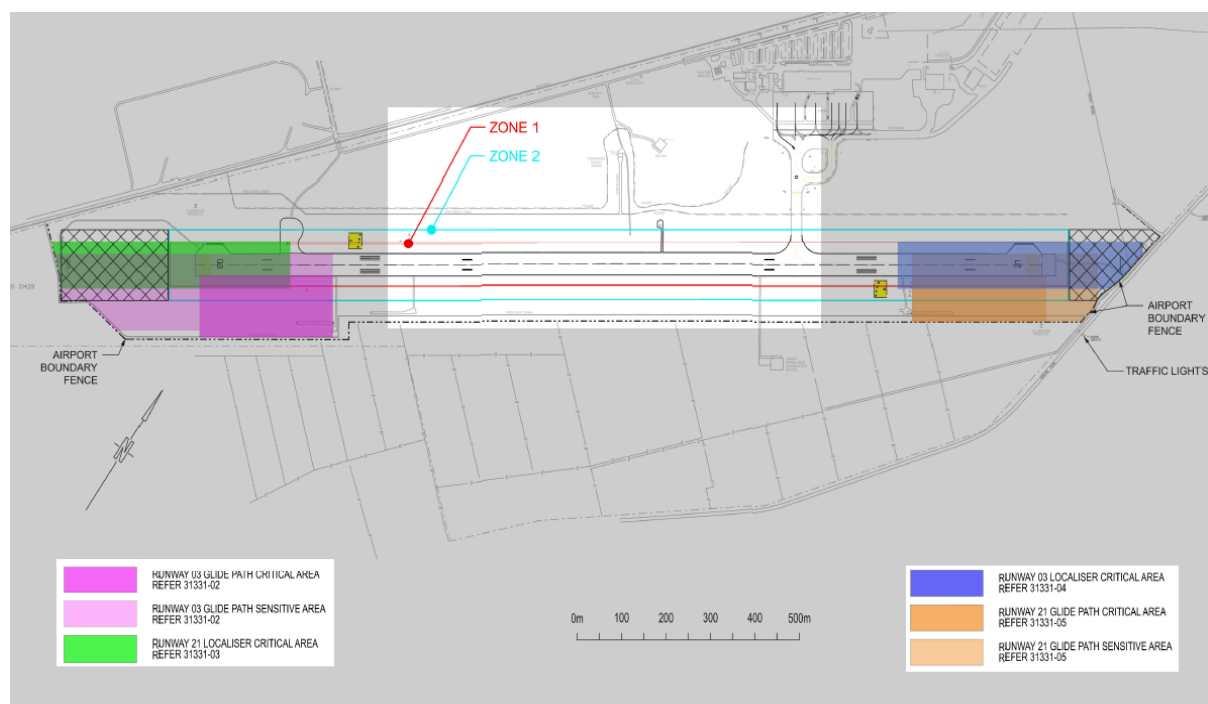
Work Zone 1:

Surrounds the runway strip and extends 45m from the runway centre line. Personnel and lightweight frangible equipment used to calibrate landing aids may still be left in position, provided they are clear of aircraft movements.

Vehicles and larger equipment must however be moved to the edge of Zone 2 during Code C and above jet movements, and to the edge of Zone 1 for smaller Code A and B turboprop movements.

Work Zone 2:

Extends from the outer edge of Work Zone 1 to 75m from the runway centre line. All equipment and personnel can work in this area when the cross winds are less than 10kts and there are no Code C aircraft and above operating.



Always remain clear of the localiser equipment and protection areas until you receive clearance from ATC.

Vehicle Escorts on the Manoeuvring Area

All escorts in the manoeuvring area require the prior approval of an AES Crew Chief.

The lead vehicle in the convoy can only be driven by a CAT 3 Permit holder. This vehicle will communicate with the Control Tower for the relevant clearances to enter the manoeuvring area.

A "Tail-End-Charlie" will be arranged by DIAL staff to follow at the rear of the convoy to ensure nothing falls from vehicles or equipment that if left could pose a risk to aircraft.

Airways technicians may provide their own escort when towing trailers on the runway. If they cannot provide two vehicles, they must contact DIAL for assistance.

Part 3

Appendices



APPENDIX A

Airside Driver Permit Application Process



Category 1 and 1A (Apron) Permit Candidate Application

New applicants must complete the following:

- Complete the DIAL Airside Driver Permit Application, this is to be completed using the online AeroSimple platform.
- Review the SSR.
- Satisfactorily complete the online CAT 1, 1A, & 2 theory test on the **AeroSimple** website.
- Complete a minimum of 4 hours of supervised practical driving training (must be logged), this can be completed through approved external trainers.
- Submit their application through AeroSimple to the DIAL Head of Systems and Process with their AIC, NZDL/International DL, **AeroSimple** completion certificate, practical driving log and evidence of competency as a pushback tug operator (if applicable).

CAT 1 and 1A ADPs are valid for a period of 3 years before they need to be renewed.

Category 2 (Apron and Perimeter Road) Permit Candidate Application

New applicants must complete the following:

- Complete the DIAL Airside Driver Permit Application through AeroSimple.
- Review the SSR.
- Satisfactorily complete the online CAT 1, 1A, & 2 theory test on the **AeroSimple** website.
- Complete a minimum of 4 hours of supervised practical driving training (must be logged), this can be completed through approved external trainers.
- Submit their application through AeroSimple to the DIAL Head of Systems and Process with their AIC, NZDL/International DL, **AeroSimple** completion certificate, and practical driving log.

CAT 2 ADPs are valid for a period of 3 years before they need to be renewed.

Category 3 (All Areas) Permit Candidate Application

New applicants must complete the following:

- Complete the DIAL Airside Driver Permit Application through AeroSimple.
- Review the SSR.
- Satisfactorily complete the online CAT 3 theory test on the **AeroSimple** website.
- Complete a minimum of 4 hours of supervised practical driving training (must be logged) on the manoeuvring area, this can be completed through approved external trainers.
- Book a date and time with DIAL for a practical test by contacting Dunedin Airport Head of Systems and Process by email: mbeattie@dnairport.co.nz.
- Complete the practical test (refer to Practical Test Information below).
- Submit their application to the DIAL Head of Systems and Process with their AIC, NZDL/International DL, **AeroSimple** completion certificate, practical driving test certificate and practical driving log.

CAT 3 ADPs are valid for a period of 3 years before they need to be renewed.

Category 3 Practical Test Information

- DIAL is committed to arranging a test date within 7 days of the application being made.
- A minimum of 3 hours-notice must be provided to DIAL should the applicant cancel their test.
- No shows will incur a 14 day stand down period before the test can be rebooked.
- On the day, the applicant must ensure they meet DIAL staff at the agreed location and time and ensure they have their AIC, NZDL/Overseas DL, AeroSimple completion certificate and practical driving log.
- DIAL staff will provide a briefing prior to the test commencing outlining the expectations and route. A post-test briefing will also be provided.
- Should the applicant fail, a mandatory 2-day standdown period will apply before the new test can be rebooked.

- Should an applicant fail on 2 consecutive occasions, the applicant's organisation will need to contact Head of Systems and Process during business hours Monday to Friday (0900-1700) by email: mbeattie@dnairport.co.nz.

ADP Renewal Information

ADP expiry dates are generally aligned with a permit holder's AIC expiry date so holders must make note of the date and ensure they re-apply in good time to avoid the risk of letting them lapse.

The renewal process for CAT 1, 1A, and 2 Driver Permit holders requires the driver to re-sit the online module on the **AeroSimple** website, complete the required application forms and return these to the Head of Systems and Process. No practical driving log is required to be completed for a CAT 1, 1A, and 2 Driver Permit renewal.

The renewal process for CAT 3 Driver Permit holders requires the driver to re-sit the online module on the **AeroSimple** website and complete the required application forms and return these to the Head of Systems and Process. A practical test will then need to be arranged with DIAL before the permit can be renewed.

Demerit Schedule

The demerit schedule is attached as Appendix 3.

Vehicle Permit Application Process

Introduction

An Airside Vehicle Permit (AVP) is an authority issued by DIAL allowing the operation of a vehicle on the Airside areas of Dunedin Airport. No person may drive a vehicle airside that is not authorised by an AVP unless it is under vehicle escort as described in these regulations. The provisions contained within these regulations control the access and operation of the vehicle(s) on Airside areas of the Airport.

The issue of an AVP does not entitle a Vehicle Operator to parking space on Airside areas at Dunedin Airport or to access Airside areas where such access is not necessary for the vehicle. A vehicle with an AVP cannot be operated by a person, unless that person has a valid ADP or is under escort by a suitably authorised person as defined in these regulations.

Exempt vehicles

The following vehicles and equipment do not require an AVP:

- Non-motorised vehicles and equipment used airside (e.g. baggage trailers, aircraft tow bars, Ground Power Units, generators). NOTE: This equipment must be included as part of a maintenance programme to ensure it is maintained to a high standard.
- Emergency service vehicles responding to airfield emergencies or exercises.
- Escorted vehicles, where the vehicle is always escorted while airside.

Application

All AVP applications are to be completed through AeroSimple.

Applications must be submitted no less than 14 days before any anticipated need for the AVP.

The DIAL AVP application must be accompanied by the following:

- Either the Certificate of Registration or a letter of compliance from a qualified mechanic that the Vehicle complies with the relevant standards,
- Evidence of public liability insurance of not less than NZD \$10 million,
- A covering letter from the applicant, explaining the need for the vehicle to have Airside access,
- If applicable, a letter from the 'contracting company', sponsoring the access,

- Photos showing the front, rear and both sides of the vehicle(s).

An AVP may be issued for a period of up to one year. AVP's may be issued for longer periods in exceptional circumstances.

In considering any "contract for service" arrangements, applicants should not anticipate automatic AVP approval.

Criteria for Issue

The major criteria for the issue or renewal of an AVP for a particular vehicle, is that the applicant must demonstrate an operational need to drive that vehicle Airside on a frequent and unescorted basis. The applicant must further show that the operational task(s) cannot be otherwise undertaken landside.

In addition, in deciding whether to issue an AVP, the following will be considered:

- Airside Safety in relation to aviation operations, persons, and property.
- The security of aircraft and other property located Airside.
- Congestion of airside areas, thereby decreasing the efficiency of the airport (particularly movement areas) and increasing the risk of accident to airport users.
- The ability of the Vehicle Operator to ensure that the operation of the vehicle will be compliant with the requirements of these regulations and with all laws, rules, standards, and directions including, where applicable, legislative requirements and Air Traffic Control directions, relating to the operation of vehicles Airside.

In addition, the applicant must, meet one or more of the following criteria:

- Be directly involved with the operation or servicing of aircraft at Dunedin Airport (including refuelling).
- Be directly involved with the servicing of Ground Service Equipment (GSE) at Dunedin Airport.
- Be directly involved with the servicing or maintenance of airside facilities, equipment, buildings, or other facilities which cannot otherwise be reached via a Landside alternative.
- Be directly involved with the servicing of other equipment that can only be reached via an Airside route.

- Be a member of a government organisation (Customs, MPI, AVSEC, Police) with a demonstrated need to drive a vehicle Airside on a frequent and unescorted basis.
- Be directly involved with the servicing of air navigation equipment.
- Have a need to transport/relocate equipment Airside on a frequent basis.
- Have a need to be Airside on a frequent and unescorted basis, e.g. maintenance contract (supported by documentation from the sponsor including details of the frequency of entry onto Dunedin Airport, and areas to which access is required).
- Carry out regulatory or law enforcement activities.
- Any other purpose approved in writing by the General Manager (Operations and Infrastructure).

Insurance

The vehicle operator must provide proof of third-party liability insurance for each vehicle seeking an AVP. The amount of the public liability insurance cover must be no less than NZD \$10 million.

Roadworthiness/Vehicle Condition

Where appropriate, DIAL will use the New Zealand warrant/certificate of fitness standards as set by New Zealand Transport Agency (NZTA). At the time of application for an AVP, vehicle operators must submit a copy of the vehicle's current registration details (if applicable).

Any vehicle not subject to holding a certificate of registration under New Zealand laws will be required to submit a letter from a qualified mechanic, confirming that the vehicle is in good state of repair, having regard to the nature of the vehicle and its functions.

The DIAL reserves the right to, at any time, conduct or order the conduct of a serviceability inspection on any vehicle which appears not to be in a good state of repair.

A vehicle serviceability check may include (but not be limited to) the following:

- Towing attachments
- Tyre condition
- Body condition
- Excess emissions
- Seat belts (if fitted)
- All vehicle lights.
- Horn (if fitted)
- Fluid leaks

IATA Specification – Where appropriate, in the case of specialist Airport Vehicles, DIAL may use the vehicle standards as set by the International Air Transport Association (IATA) to determine whether a vehicle is in a good state of repair.

Non-Specific – In the case of a specialist airport Vehicle, where no NZTA or IATA specification exists, the DIAL may give approval for the use of such a vehicle in accordance with certain limitations or restrictions, which DIAL may attach to the AVP at the time of issue, or subsequently attach as a condition of continued operation.

Any vehicle not meeting the standards of serviceability as set down in either NZTA, IATA or otherwise by DIAL, will have the AVP suspended, and the Vehicle Operator must remove the vehicle from Airside and return the AVP to DIAL within 24 hours.

The AVP may be reissued once repairs have been completed and DIAL has received written verification from a qualified mechanic to that effect.

New types of Vehicles

Where a Vehicle Operator plans to acquire a new type of vehicle for airport use, they must advise DIAL of the proposal, allowing a minimum of 14 days for an assessment to be made about compatibility with pavements and the operating environment of the airport.

The information necessary to make an assessment for the proposed vehicle will ordinarily include:

- Make & Model
- Compliance with NZTA or IATA standards (where applicable)
- Dimensions
- Gross mass
- Number, spacing and size of wheels, types, and pressure of tyres.
- Turning radius
- Motive power
- Areas of intended operations
- Safety & special features

To avoid any doubt, DIAL retains absolute discretion about whether, or on what condition, to issue or renew an AVP.

Issue of an AVP

The DIAL Head of Systems and Process is authorised by DIAL to issue AVP.

Upon receipt of an AVP application, the DIAL Head of Systems and Process or other designated person will consider the application and assess whether issue of an AVP is appropriate.

Upon approval, DIAL will notify the Vehicle Operator that the AVP label is ready for collection.

Upon issue, the AVP label must be affixed to the front windscreen of the vehicle.

Where the vehicle does not have a windscreen, the AVP label is to be affixed to be clearly visible on the front of the vehicle.

Holding an AVP for a vehicle does not provide an automatic right for that vehicle, or its passengers, to enter Airside.

Removal of Vehicles from Airside

If a vehicle is being driven, is stopped, or parked Airside in a manner that is likely to endanger a person or property (including other vehicles or aircraft) or is likely to interfere with the operation of the Airport, the DIAL Head of Systems and Process or authorised personnel, may direct the driver to remove it from Airside.

If the driver of a vehicle refuses the direction from DIAL Head of Systems and Process or authorised personnel to remove a vehicle from airside, the driver may receive penalties of demerit points or other penalties as deemed appropriate.

If the driver of the vehicle cannot be found, or refuses to comply with the direction, the DIAL Head of Systems and Process, or authorised personnel may direct that the vehicle be moved to a place within the Airport approved for that purpose.

The Vehicle Operator will be required to pay all costs incurred by DIAL for the removal of the vehicle.

Suspension of an AVP

Subject to these regulations, an AVP is valid until the expiry date shown on the AVP label.

The DIAL Head of Systems and Process' authority to suspend or withdraw is not limited only to situations where there is a breach of these regulations. In some circumstances, the DIAL Head of Systems and Process may consider it appropriate to suspend, cancel, or limit the number of vehicles or operators at the Airport for general congestion, operational efficiencies, emissions, safety, or security.

DIAL may at any time suspend an AVP pending for the purposes of further investigation, where DIAL has reason to believe that:

- The vehicle or Vehicle Operator does not meet the requirements of the vehicle permit requirements; or
- there has been a breach of these regulations that is sufficiently serious to consider withdrawal of the AVP.

Suspension of an AVP may be done with immediate effect by oral and written notice to the Vehicle Operator. Notification will specify the:

- Reason/s for; and
- Period of, the suspension.

Within 72 hours of receipt of a notice of suspension, the Vehicle Operator must:

- Physically surrender the AVP to the DIAL

At any time during a period of suspension under these regulations, DIAL may, by written notice to the Vehicle Operator:

- Re-issue the AVP for the balance of its term (and any applicable AVP issue charges may apply); or
- Extend the period of suspension; or
- Invite the Vehicle operator to explain in writing why the AVP should not be withdrawn; or
- withdraw the AVP.

The Vehicle Operator should write to the DIAL Head of Systems and Process, within 7 days, explaining their case for reinstatement of the AVP. Failure to respond to such a request will result in the immediate withdrawal of the AVP. No form of credit or refund will be available as a result of that withdrawal.

Withdrawal of an AVP

At any time during a suspension period, DIAL may withdraw an AVP by oral and/or written notice to the Vehicle Operator. That notice will specify the reason/s for the withdrawal. If oral notice is given in the first instance, DIAL will issue written notice within 72 hours of the oral notice.

Following the suspension of an AVP, DIAL must invite the Vehicle Operator, in writing, to explain why the AVP should be reinstated. The Vehicle Operator should write to the DIAL Head of Systems and Process, within 7 days, stating the case for reinstatement of the AVP.

If no explanation has been received from the Vehicle Operator within 7 days, the AVP shall remain suspended without further correspondence. If an explanation is received within 7 days, DIAL shall consider that explanation. If DIAL is not satisfied with the explanation provided, it shall have the discretion to decide that the AVP should be withdrawn.

Any airport users may request DIAL withdraw an AVP by providing DIAL with sufficient reasons as to why withdrawal should occur. The decision to withdraw the AVP remains with DIAL.

In deciding whether to withdraw an AVP, the criteria for issuing an AVP may be used. Notification of an AVP withdrawal will be made in writing to the Vehicle Operator as soon as practicable.

If DIAL decides that the AVP should be reinstated, and the AVP has already been surrendered in accordance with the suspension, DIAL must either return the original

AVP to the Vehicle Operator or reissue an AVP if DIAL has received a statutory declaration from the Vehicle Operator that the AVP has been destroyed.

Appeal of Decisions – AVP

An appeal can be made in relation to:

- The award of demerit points (refer to appendix C); or
- The withdrawal of an AVP; or
- A decision to downgrade an AVP.

Appeals may be made to the GM Operations and Infrastructure, in writing, within 7 days from the date of the Demerit Points being imposed and/or notice of the decision to withdraw/downgrade the AVP being received. The appeal is to be addressed to the GM Operations and Infrastructure in the first instance. DIAL reserves the right to refuse any appeal not made within the 7-day period. If required a third party 'specialist' may be called in to act as an advisor.

Any Demerit Points given at the time of the incident, and/or any amendments to an AVP, will stand until such time as the independent third party determines otherwise.

Renewal of an AVP

Every application for renewal of an AVP is reviewed on a case-by-case basis. The holding of a current AVP is not sufficient grounds for an automatic renewal of the AVP for that vehicle, or for any other vehicle.

At the time of renewal, the Vehicle Operator must satisfy DIAL that the criteria set out for the issue of an AVP (as stated above) continue to be met.

Renewal Application

All Airside Vehicle Permit applications are to be completed using AeroSimple.

Applications must be submitted to the Head of Systems and Process no less than 14 days before the expiry if the Vehicle Operator wishes to continue to use the vehicle Airside.

The DIAL AVP Application form must be accompanied by the following documents in support of the application:

- Certificate of Registration of the Vehicle for use on public roads.
- Evidence of public liability insurance of not less than \$10 million.
- A covering letter from the applicant, confirming continued need for Airside access for the vehicle.
- If applicable, a letter from the 'contracting' company, sponsoring continued access.

Temporary AVP

The DIAL Head of Systems and Process may, if deemed necessary, issue a temporary AVP in accordance with provisions of an approved Method of Works Plan (MOWP) or other temporary works programme.

A Vehicle Operator must when applying for a temporary AVP submit all relevant documentation as in the case of any permanent AVP application.

A Vehicle Operator must when applying for a temporary AVP, submit any additional documentation requested by the DIAL Head of Systems and Process in support of the application.

Expiry of an AVP

When an AVP expires, the Vehicle Operator must either:

- Physically return the AVP to DIAL; or
- If the AVP cannot be removed from the Vehicle, destroy the AVP and provide DIAL with a statutory declaration that the AVP has been destroyed.

Disposal of Vehicle with an AVP

When a Vehicle Operator disposes of a vehicle which has an AVP, prior to disposal, the Vehicle Operator must either:

- Within 7 days of disposal, physically return the AVP to DIAL or
- If the AVP cannot be removed from the vehicle, destroy the AVP and provide DIAL with a statutory declaration that the AVP has been destroyed.

DIAL should be notified of the disposal of any vehicle within 72 hours.

APPENDIX B

Airport Maps

The following maps are included in this document:

B-1 Airport Security Boundary

B-2 Northern Protection Area

B-3 Southern Protection Area

B-4 Work Zones 1 and 2



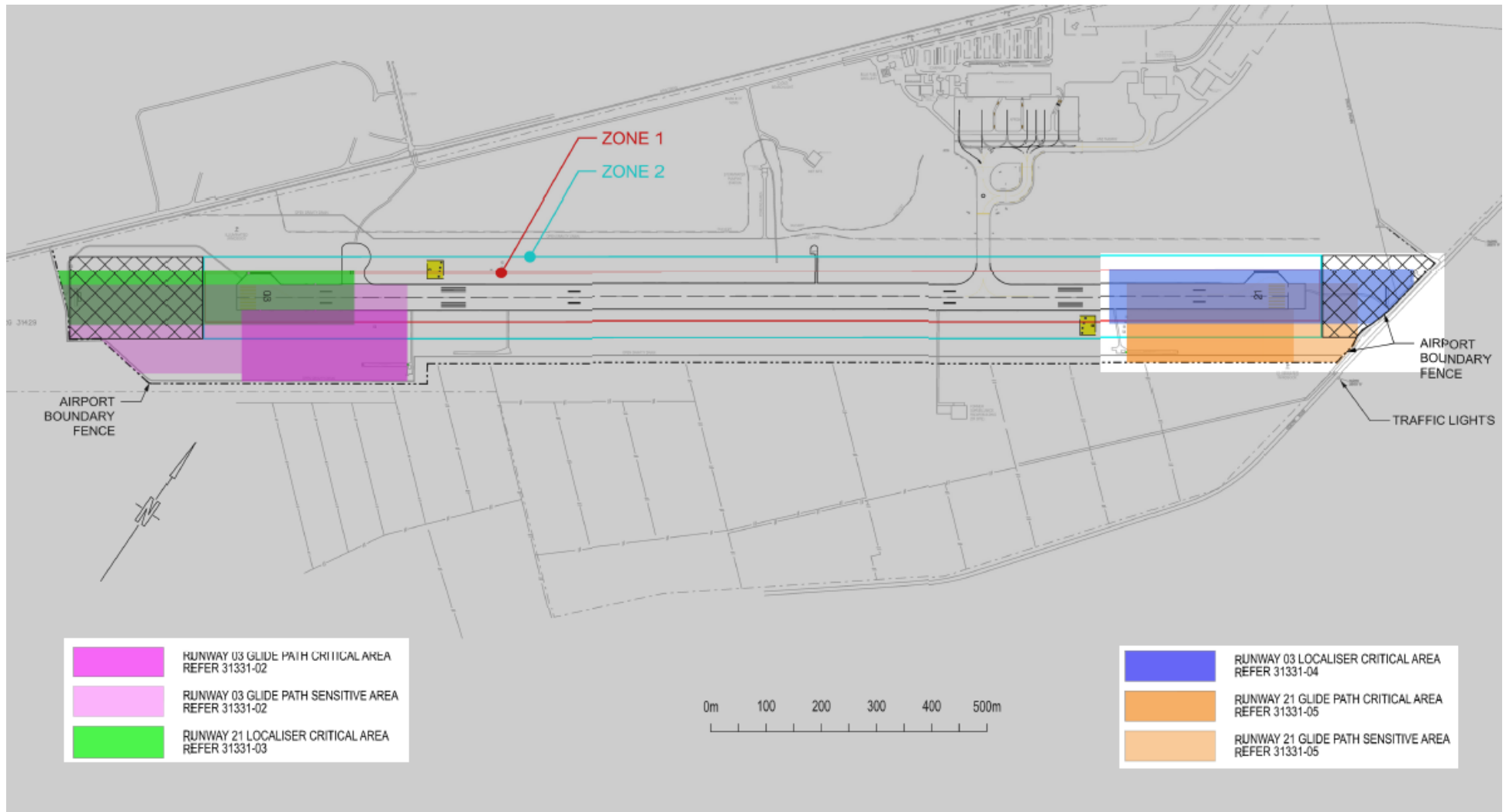
Map B-1: Airport Security Boundary



Map B-2: Northern Protection Area

The Northern protection area encompasses the critical and sensitive areas of the RWY21 glidepath and the RWY03 localizer.

Vehicles are not permitted in the northern protection area without ATC clearance.



Map B-3: Southern Protection Area

The Southern protection area encompasses the critical and sensitive areas of the RWY03 glidepath and the RWY21 localizer.

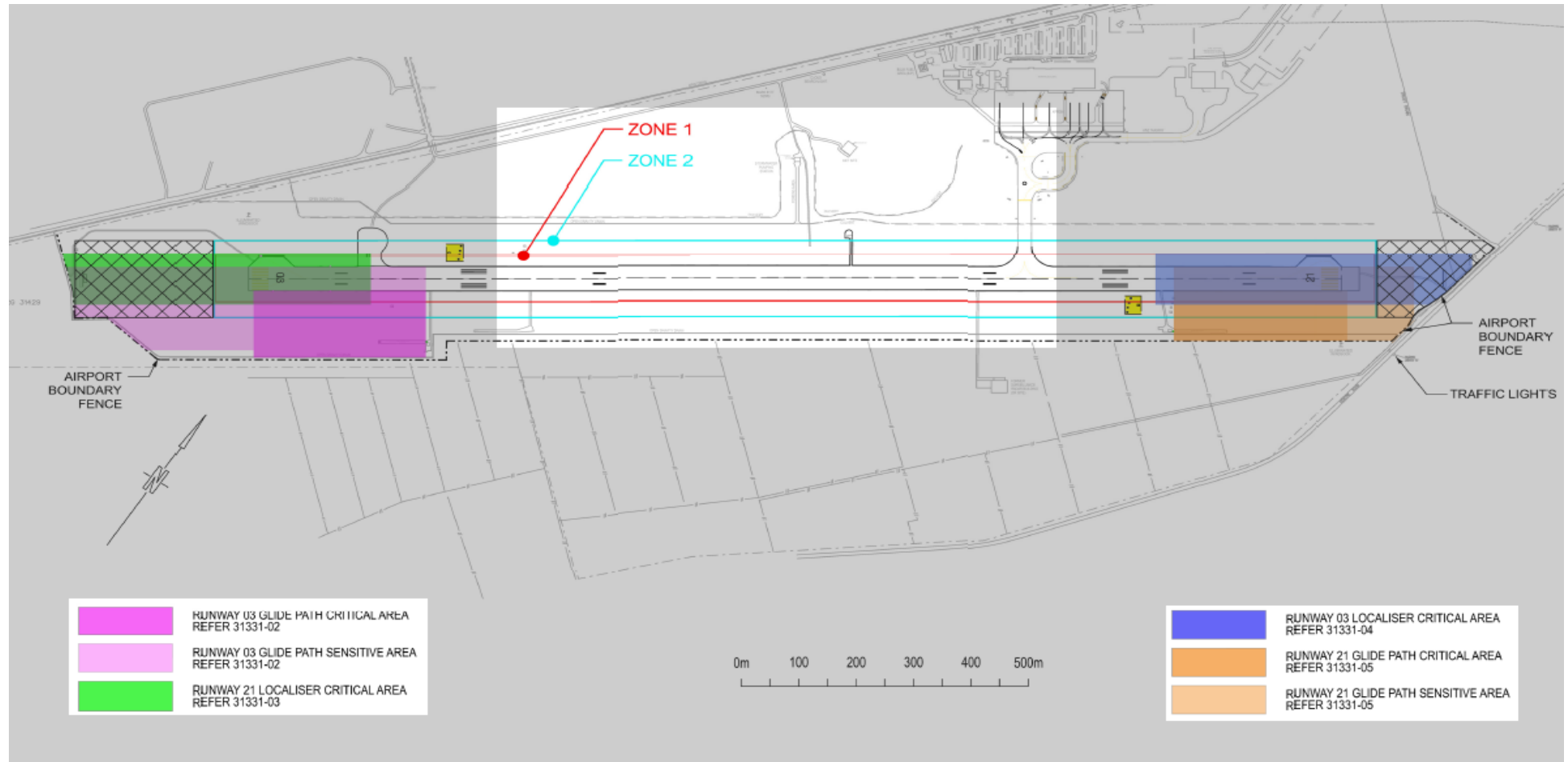
Vehicles are not permitted in the southern protection area without clearance from ATC.



Map B-4: Work Zones 1 and 2

Surrounds the runway strip and extends 45m from the runway centre line. Personnel and lightweight frangible equipment used to calibrate landing aids may still be left in position, provided they are clear of aircraft movements. Vehicles and larger equipment must however be moved to the edge of Zone 2 during Code C and above jet movements, and to the edge of Zone 1 for smaller Code A and B turboprop movements.

Work Zone 2 extends from the outer edge of Work Zone 1 to 75m from the runway centre line. All equipment and personnel can work in this area when the cross winds are less than 10kts and there are no Code C aircraft and above operating.



APPENDIX C

Airport Demerit Schedules

The following schedules are included in this document:

Schedule 1: Airside Driving (ADP Holders)

Schedule 2: Airside, Landside, Custom Controlled Areas, and Biosecurity Controlled Areas

Schedule 3: Airport Security



Airport-Wide Demerit Schedules

Introduction

Dunedin International Airport Ltd (DIAL) Operations staff are designated to enforce airside, landside, airside driving, and safety and security standards (including legislation and regulations relating to airport safety and security).

If airport personnel commit safety or security violations, DIAL staff are obliged to contact the person or manager of that person to investigate the circumstances. A decision on the issue of demerit points will be made after consideration of the facts. Airport personnel must comply with any instruction and then follow the directions provided by DIAL staff.

DIAL will always apply Just Culture as part of the decision-making process before infringements are issued. Should an infringement be considered appropriate, a copy will be sent to the rule breaker's employer, which shall be to the employee's manager where possible.

Employees should be made aware that demerit points are retained on the DIAL system for 2 years. Significantly, if 100 points are accumulated then temporary loss of access rights may be imposed. The temporary loss of access can range from 14 days up to 365 days and, subject to the seriousness of the event, revocation.

Schedule 1 relates to Airside Driving and may affect a person's ability to obtain or retain an Airside Driving Permit.

Schedules 2 and 3 relate to safety and security and may affect a person's ability to obtain or retain an airport access card, therefore affecting their ability to go airside for work purposes.

Included schedules:

Dunedin Airport Demerit Points – Schedule 1: Airside Driving (ADP Holders), p. 49

Dunedin Airport Demerit Points – Schedule 2: Airside, Landside, Customs-Controlled Areas, and Biosecurity-Controlled Areas, p. 52

Dunedin Airport Demerit Points – Schedule 3: Airport Security, p. 54

Dunedin Airport Demerit Points – Schedule 1: Airside Driving (ADP holders)

The following schedule lists demerit points for each violation. The accumulation of 100 or more demerit points in a two-year rolling period will result in the temporary loss of the Airside Driver Permit (ADP) for a period of 90 days on the first occasion.

If the person accumulates a further 100 points in any subsequent rolling 2-year period, their permit may be permanently revoked.

Offences	Demerit points
1. Dangerous Driving	100 and Airside Drivers Permit Suspended for 90 days (see Notes 2& 3)
2. Confirmation of driving airside whilst under the influence of alcohol/drugs	100 and Airside Drivers Permit suspended (see Note 1, 2 & 3)
3. Failure to obtain radio clearance from Air Traffic Control to enter or cross a runway or any part of the Manoeuvring or Controlled Apron Areas	80 and Airside Drivers Permit Suspended for 14 days
4. Failure to obtain clearance to work or park a vehicle adjacent to or on an active taxiway or runway	80 and Airside Drivers Permit Suspended for 14 days
5. Impeding the movement of an aircraft, or driving behind an aircraft under pushback	80 and Airside Drivers Permit Suspended for 14 days
6. Breach of ADP Category and/or Endorsement Criteria	80
7. Non-compliance with speed restrictions:	
Not more than 10km/h	15
More than 10km/h but not more than 20km/h	30
More than 20km/h but not more t than 30km/h	45
More than 30km/h	60 and Airside Drivers Permit Suspended for 14 days
8. Riding on a baggage trailer or container dolly	60
9. Driving a vehicle and failing to comply with a reasonable instruction, directive, order, or signal from a DIAL Employee, Police Officer, Customs Officer, Aviation Security Officer, or Air Traffic Control	60
10. Careless use of a Motor Vehicle	50 and Airside Drivers Permit Suspended for 14 days (see Note 3)

11.	Driving airside whilst New Zealand or International Drivers Licence has been suspended or revoked	50 and Airside Drivers Permit Suspended (see Note 2)
12.	Driving behind an aircraft with anti-collision lights on without a clearance from ATC	50
13.	Using a cell phone while driving on the apron – exception applies to hands free devices	50
14.	Failing to give way to emergency vehicles with red flashing lights and siren	50
15.	Failing to supply information and/or an Airside Driver Permit to a DIAL Employee or Police Officer upon request	50
16.	Driving a vehicle with the number of persons on/in a vehicle exceeding the number of seats	40
17.	Driving a vehicle and failing to remain completely inside of a moving vehicle	40
18.	Driving airside with an expired Airside Drivers Permit	40
19.	Driving a vehicle and failing to notify Police or DIAL of any incident or accident involving an aircraft, equipment, injury, or death	40
20.	Driving through a construction or rectification worksite or any designated closed area without DIAL authority	35
21.	Breach of safety protocol	Minimum 30 , See note 4
22.	Unauthorised driving / use of a vehicle	Minimum 30 , See note 4
23.	Driving a vehicle with no current Airside Vehicle Permit	30
24.	Driving a vehicle with an Unsecured load	30
25.	Failure to wait until security gates are closed after passage by user	30
26.	Riding as a passenger in a vehicle with no seat available	30
27.	Driving a vehicle between an aircraft and relevant terminal access points while pedestrians are moving between the access point and the aircraft	30
28.	Driving a vehicle closer than the prescribed distance behind an aircraft with engines at idle power	30
29.	Driving under the Apron Drive Airbridge on Stand 3	25

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| 30. | Driving or being a passenger in a vehicle which is operating in the airside environment and not wearing a seatbelt (in vehicles in which seatbelts are fitted). | 25 |
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This rule does not apply if the vehicle is travelling under 15kph

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| 31. | Failure to wear compliant Personal Protection Equipment (PPE) while driving in an operational area | 20 (see note 5) |
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| 32. | Failure to use the apron road system (if available) correctly including the designated entry and exit points to such roads | 20 |
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| 33. | Driving a vehicle under any portion of an aircraft except while actively engaged in servicing that aircraft | 20 |
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| 34. | Failure to keep equipment lines and/or aircraft parking areas free from any obstruction | 15 |
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| 35. | Towing more than the allowable number of baggage trailers or container dolly's | 15 |
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| 36. | Failure to ensure that vehicles are clearly marked with operator's insignia and/or identifier | 10 |
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| 37. | Parking a vehicle or equipment across the blue pedestrian ladders. | 10 |
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Any offence not listed above will be judged on its seriousness and the demerit points will be issued accordingly. Demerit points will fall within the upper and lower boundaries of those for the above listed offences.

Schedule 1 notes

1. DIAL has a 'Zero Alcohol/Drugs Tolerance Policy'. Temporary loss of Permit use will be for a minimum period of 90 days, or for any other period imposed by a Civil Court. Any breach of the DIAL Drug and Alcohol Policy by DIAL employees will also be dealt with under the DIAL Drug and Alcohol Policy.
2. Temporary loss of Permit use will be for the same duration as the suspension period for the individuals NZ or International Driver Licence.
3. The definitions of violations 1 and 10 ('Dangerous Driving' and 'Careless Driving') are set out in the Dunedin Airport Airside Vehicle Control Manual.
4. Violations will be judged on their seriousness and the demerit points will be issued accordingly.
5. A high visibility outer garment, which covers the upper body, is always to be worn when operating Airside.

Dunedin Airport Demerit Points – Schedule 2: Airside, Landside, Custom Controlled Areas and Biosecurity Controlled Areas

The following schedule lists demerit points for each violation. Accumulation of 100 points, or more, in a two-year rolling period will result in the temporary loss of Airside and/or Landside Access for 30 days on the first occasion.

If the person accumulates a further 100 points in any subsequent rolling 2-year period, their permit may be permanently revoked.

Offences	Demerit points
1. Confirmation of being under the influence of drugs/alcohol	100 (see note 1)
2. Malicious damage to property, plant and/or equipment	100
3. Smoking or vaping in any airside area	80
4. Driving airside without obtaining an Airside Driver Permit/Unauthorised use of a vehicle	60 and Airside access suspended for 14 days
5. Failing to comply with a reasonable instruction, directive, order, or signal from a DIAL Employee, Police Officer, Customs Officer, or Aviation Security Officer	60
6. Riding on a baggage trailer or container dolly	60
7. Failure to load international luggage onto the correct reclaim belt, including oversize items	50
8. Using a cell phone within 3 metres of refuelling operations, including the fuel truck, aircraft fuelling points, and vents.	50 and Airside Access is suspended for 14 days
9. Failing to ensure that biosecurity gates/doors and all other access points are closed after passage or use, including the Transitional Facility	40
10. Failure to correctly dispose of international waste in the approved facilities provided	40
11. Riding as a passenger in a vehicle and failing to remain wholly inside of a moving vehicle	40
12. Failure to notify Police or DIAL of any incident or accident involving an aircraft, equipment, injury, or death	40
13. Riding as a passenger in a vehicle with no seat available	30

14.	Riding on the baggage belt	30
15.	Failure to wear compliant Personal Protection Equipment (PPE)	20
16.	Parking a vehicle or placing any equipment, or object (including wheelie bins, trailers, containers, pellets, or any other item that can be used to ascend the security fence) within 1.5 metres of the security fence airside or landside.	20
17.	Entering a work site without DIAL authority	20
18.	Breach of safety protocol	See note 2

Any offence not listed above will be judged on its seriousness and the demerit points will be issued accordingly. Demerit points will fall within the upper and lower boundaries of those for the above listed offences.

Schedule 2 notes

1. DIAL and all agencies that operate Airside have a "Zero Alcohol/Drugs Tolerance Policy". Any breach of the DIAL Drug and Alcohol Policy by DIAL employees will be dealt with under the DIAL Drug and Alcohol Policy.
2. Violations will be judged on their seriousness and the demerit points will be issued accordingly.

Dunedin Airport Demerit Points – Schedule 3: Airport Security

The following schedule lists demerit points attached to each violation. Accumulation of 100 points, or more, in a two-year rolling period will result in the temporary loss of Airside and/or Landside Access for 30 days on the first occasion.

If the person accumulates a further 100 points in any subsequent rolling 2-year period, their permit may be permanently revoked.

Offences	Demerit points
1. Allowing a non-airport employee to use an airport employees DIAL Access Card or Airport Identity Card (AIC) to access a sterile or airport security area	100 (See note 1)
2. Allowing unauthorised non-airport personnel and or a non-AIC holder into a sterile or designated security area	100 (See note 1)
3. Knowingly allowing an airport employee to use your, or another airport employee's DIAL Access Card or AIC to access a sterile or airport security area.	100
4. Using another airport employee's DIAL Access Card to gain entry to any security access door	100
5. Failing to present an AIC upon request to a DIAL Employee, Police Officer or Aviation Security Officer	50
6. Being in a sterile or security area while not on duty or official business e.g., seeing off family and friends	50
7. Swiping another airport employee into a sterile or security area <i>Ground Staff, flight crew, and AVSEC Officers are exempt from this rule when swiping flight crew into airbridges/boarding gates</i>	40 (See note 2)
8. Leaving an Escorted Temporary AIC holder unattended in a security or sterile area	35
9. Failing to have an AIC on your person while airside	30
10. Entering a sterile security area without completing AVSEC screening	30
10. Failing to ensure that security gates/doors and all other access points are closed and secured after passage or use	25
11. Continuing to work in a security area with an expired AIC without obtaining a Temporary AIC from Aviation Security	25

12.	Intentionally avoiding Non-Passenger-Screening	20
13.	Tailgating into a security area	20
14.	Allowing another person to tailgate you through an airside security door	20
15.	Not displaying a valid AIC while in a designated security area	10
16.	Any security related investigation confirming a disregard for airport security regulations	See note 3

Any offence not listed above will be judged on its seriousness and the demerit points will be issued accordingly. Demerit points will fall within the upper and lower boundaries of those for the above listed offences.

Schedule 3 notes

1. A 365-day card temporary loss of use applies.
2. The holder of an AIC may access an area outside their usual authority if given authority by the organisation with lawful control over the area, and they are accompanied by someone with a permanent AIC and usual authority to be within the area.
3. Violations will be judged on their seriousness and the demerit points will be issued accordingly.

Definitions

Airport Identity Card:	The identity card issued by the Aviation Security Service to persons authorised to access airside and landside areas for their duties.
Airport Employee:	Airport Employee refers to employees or contractors from any organisation operating in the Airport precinct.
Apron:	The part of an airport to be used for the purpose of enabling passengers to board, or disembark from aircraft, loading cargo onto, or unloading cargo from an aircraft or for refuelling, parking, or aircraft maintenance.
Airside:	Includes all airside security areas of the airport.
Careless Use:	Driving without due care and attention.
Dangerous Driving:	Intentionally driving in a way that there is a serious risk of personal injury or damage to property.
DIAL Access Card:	A swipe card issued by DIAL allowing access through security doors.
DIAL Employee:	A person employed by Dunedin International Airport Ltd
Just Culture:	A culture in which front-line operators and others are not punished for actions, omissions or decisions taken by them which are commensurate with their experience and training, but where gross negligence, wilful violations and destructive acts are not tolerated.
Manoeuvring Area:	The area of the aerodrome designated for the landing, take off and surface movement of aircraft. For the purposes of driving at Dunedin Airport this is defined as being the runway, taxiway Alpha, taxiway Bravo and taxiway Charlie.
Airside Security Area:	An airside area within a security designated aerodrome declared an Airside Security Area by the Director of Civil Aviation.
Sterile Area:	Areas where international passengers and crew subject to screening are prevented from having access to unauthorised articles or contact with unscreened persons.
Tailgating:	Following an authorised person through an open door without authority or failing to swipe and enter your access code when following an authorised person through an open door.
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 aerodrome and another, including aircraft stand taxi-lane and apron taxiway.
Transitional Facility:	Transitional facilities are used to hold, inspect, treat, identify, or destroy and dispose of uncleared risk goods.

Abbreviations

AIC	Airport Identity Card
ADP	Airside Drivers Permit
ATC	Air Traffic Control
AVP	Airside Vehicle Permit
AVSEC	Aviation Security Service
DIAL	Dunedin International Airport Ltd
PPE	Personal Protective Equipment

Temporary Loss of Use for ADP and/or Access Cards

Temporary loss of the ADP and DIAL Access Card use can range from 14 days up to 365 days, and depending on the seriousness of the incident, the ADP or DIAL Access Card may be revoked.

Temporary loss of ADP use relates to demerit points received from Appendix A, demerit points received from Appendices B & C do not accumulate towards the temporary loss of use or revocation of the ADP.

Temporary loss of DIAL Access Card use relates to demerit points received from Appendices B & C, demerit points received from Appendix A do not accumulate towards the temporary loss of use or revocation of the DIAL Access Card.

Appeal Process

An appeal can be made in relation to:

- The award of demerit points (refer to appendices A, B, & C); or
- The temporary loss of use of an ADP; or
- The temporary loss of use of a DIAL Access Card.

Appeals may be made to the GM Operations and Infrastructure, in writing, within 7 days from the date of the Demerit Points being imposed and/or notice of the decision to temporarily the ADP or DIAL Access Card. The appeal is to be addressed to the GM Operations and Infrastructure in the first instance. DIAL reserves the right to refuse any appeal not made within the 7-day period. If required a third party 'specialist' may be called in to act as an advisor.

DIAL will aspire to complete all appeal reviews and inform the appellant of the outcome within three weeks.

Any Demerit Points given at the time of the incident, and/or any amendments to an ADP, will stand until such time as the independent third party determines otherwise.

Completion of the Temporary Loss of Use Period

At the end of the temporary loss of use period, 100 demerits will be removed from the persons total demerit points outstanding, any points over 100 will continue accumulating.

On completion of the temporary loss of use period, airport employees may re-apply for, and be reissued with their suspended ADP or DIAL Access Card after completion of any required training.

Permanent Revocation

In the event a person receives 100 or more demerit points from the same demerit point stream on two occasions over a rolling two-year period, the persons ADP or DIAL Access Card may be permanently revoked.

Permit revocation shall be permanent unless otherwise stated by the DIAL General Manager Operations and Infrastructure (GMOI) or their representative.

A person who has their ADP or DIAL Access Card revoked, may appeal the decision. See the above Appeal Process section for this process.

Records

DIAL will maintain a log of issued demerit points on their online Management System "AeroSimple". Any person working at Dunedin Airport can request a copy of their demerit point total by contacting the DIAL Head of Systems and Process.

Audit

Internal audits will:

- be conducted periodically to ensure compliance with this Standard.
- include such matters as moderation of demerit issuance, and consistency in the application of this Standard, and
- be documented for each audit.

Safety & Security Regulations Definitions and Abbreviations

Definitions

Aerodrome: the part of the airport which is a defined area of land or water intended or designed to be used either wholly or partly for the landing, departure, and movement of aircraft; and includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration.

Airport Identity Card: the identity card issued by the Aviation Security Service to persons authorised to access airside and landside areas for their duties.

Airport Official: means the Chief Executive Officer of DIAL and any person appointed or authorised by DIAL to assist in the management or control of persons or property at the Airport, including (but not limited to) the Manager, Airport Operations and Airport Emergency Service, Airside Operations staff, other DIAL employees and Aviation Security Service Officers.

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

Airside Driver Permit (ADP): the permit issued by DIAL to persons who are required during their duties to drive vehicles in airside areas.

Airside Rules: the rules that apply to all personnel operating airside at Dunedin Airport.

Air Traffic Control (ATC): provided by the Airways Corporation of New Zealand for the purpose of controlling the movement of aircraft, vehicles, and pedestrians at Dunedin Airport.

Airside Vehicle Authority: means approval issued by DIAL to authorise a vehicle to operate within the airside area.

Approved Agency: a person authorised to conduct vehicle escorts.

Apron: the part of an airport to be used for the purpose of enabling passengers to board, or disembark from aircraft, loading cargo onto, or unloading cargo from an aircraft or for refuelling, parking, or aircraft maintenance.

Apron Management Service: the service provided to regulate the activities and the movement of aircraft and vehicles on the apron. At Dunedin Airport this service is provided by Airways Corporation of New Zealand (ACNZ) air traffic controllers in Dunedin Tower.

Apron Road System: the roading system which is reserved for the movement of vehicles not equipped with radios around the apron areas and on which the roads are designated by solid and broken white lines.

Careless Use of a Vehicle: driving without due care and attention.

Dangerous Driving: driving in a way that there is a serious risk of personal injury or damage to property.

Designated Parking Areas: the areas on the apron set aside for parking ground handling equipment or vehicles, and which are delineated by red solid or dashed paint markings on the apron or roadside.

Emergency Vehicle: any vehicle from the DIAL Airport Emergency Service, FENZ, St Johns Ambulance, Police, DIAL and Aviation Security Service or any other emergency vehicle approved by DIAL displaying a flashing beacon.

Vehicle Escort: the supervision of a vehicle driven by an operator who does not hold an ADP.

Escort Officer: the person escorting a vehicle or vehicles that require this service.

Foreign Object Debris (FOD): any piece of debris or object likely to present a danger to aircraft or personnel and safe operations in general.

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

Manual: means this manual including its appendices.

Manoeuvring Area: the area of the aerodrome designated for the landing, take off and for the surface movement of aircraft. For the purposes of driving at Dunedin Airport this is defined as being the runway, taxiway Alpha, taxiway Bravo and taxiway Charlie.

A double dashed red and white line delineates the boundary between the manoeuvring area and the apron.

Markings: the symbols, lines, words, and figures displayed on the surface of the movement area, as well as any special visual features added to vehicles.

Movement Area: any part of the airport that is intended for the movement of aircraft on the ground, and includes the manoeuvring area, maintenance areas and aprons.

New Zealand Driver Licence: the licence to drive that is issued or has effect under the Land Transport Act 1998; and includes an endorsement on a driver licence.

Perimeter Road: the road within the perimeter fence to facilitate the travel of vehicles to various areas whilst remaining clear of the Manoeuvring Area.

Restricted Area: the areas where a clearance is required at all times from ATC to enter.

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

Security Designated Aerodrome: means an aerodrome designated as a security aerodrome under section 82 of the Civil Aviation Act 1990. Dunedin Airport is a security designated aerodrome.

Security Enhanced Area: the area that the Director has declared to be a security enhanced area under the Civil Aviation Act 1990. Dunedin Airport apron area.

Speed Limit: the maximum speed limit for a given area.

Stand Safety Line: the red solid or dashed which delineate areas behind which vehicles, equipment and personnel are clear of aircraft.

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 aerodrome and another, including aircraft stand taxi-lane and apron taxiway.

Vehicle: a motor vehicle or other specialised airside mobile plant or equipment that can move under its own power.

Vehicle Operator: a person, firm, body corporate or government department or agency controlling the operation of a vehicle whether as owner, hirer or otherwise.

Dunedin Airport: Dunedin International Airport Ltd, at Momona, Dunedin; and includes any other land, buildings, installations, and facilities that may from time to time be acquired by or come under the control of DIAL.

Abbreviations:

ADP	Airside Driver Permit
AES	Airport Emergency Service
AIC	Airport Identity Card
ATC	Air Traffic Control
AVSEC	Aviation Security Service
CAA	Civil Aviation Authority
DIAL	Dunedin International Airport Limited
IATA	International Air Transport Association
ILS	Instrument Landing System
LOC	Localiser
MPI	Ministry for Primary Industries
NZDL	New Zealand Drivers Licence
PPE	Personal Protective Equipment
SSR	Safety & Security Regulations
VHF	Very High Frequency (in relation to radios)

Further Enquiries & Contacts

For any enquiries about the contents of this handbook or general enquiries about DIAL apron operations and management, please contact us on the following:

General Enquiries:

Airport Head of Systems and Process (Mon-Fri 0830-1700):

Email: mbeattie@dnairport.co.nz

Emergency Contacts:

Emergency Phone Number (Connects to AES Crew Chief or Night Ops 24/7):

Ph: 0274 320 778