

# KARRATHA AIRPORT

## **RULES AND REGULATIONS**

### **ISSUANCE OF AUTHORITY TO DRIVE AIRSIDE (ADA)**

#### **1. APPLICATION FOR ADA**

- a. The Application for Authority to Drive Airside forms are available from the KARRATHA AIRPORT management office.
- b. The application form must be accompanied with both the requesting (airport operator/employer) and his/her employee jointly signing the application.
- c. Attach the following forms to the application:
  - (i) employers signed letter justifying the need for the applicant to operate a vehicle unescorted airside indicating the inclusive period wherein the applicant will operate a vehicle;
  - (ii) photocopy of the applicant's current Australian Driving License;
  - (iii) photocopy of the applicant's ASIC card;
  - (iv) photocopy of the vehicle training certificate, if applicable;
  - (v) photocopy of the radio operator's certificate, if applicable (category 3 ADA);
- d. The documents must be submitted to the Airport Management office for processing. Applicants must ensure they have completed the Karratha Airport online Drive Airside theory based test with a 100% pass mark and produce their completion certificate.
- e. Category 1, 2 and 3 ADA applicants, besides passing the online induction theory test, must correctly answer 90% ADA multiple choice written theory questions to qualify. Unsuccessful applicants must re-take the written theory test.
- f. Once the applicant has passed both theory tests, and provided the required documentation for an ADA he/she will be advised to book a scheduled time for the ADA practical test which will be conducted by the Driving Test Officer (ARO) on a designated date. This booking is to be made via the Airport Management office.
- g. The Driving Test Officer will evaluate the applicant's ability to apply the airside driving rules as outlined in the Authority to Drive Airside Manual (ADAM) and his/her ability to operate the vehicle properly. Should the applicant fail the practical test, he/she will be referred back to the Airport Management Office for re-scheduling of the practical re-take test and the theory re-take test, as may be necessary.
- h. The Driving Test Officer shall certify that the applicant has successfully completed the practical exams by noting and signing the application form. The applicant shall agree to observe the airside driving rules by signing the relevant portion of the application form.

The Driving Test Officer shall submit the test form showing the results of the practical test to the Airport management Office for recording in SERA.

#### **2. ISSUANCE OF ADA**

- a. The applicant shall present the approved application form to Airport Management Office for issuance of the ADA. The ADA card will be printed and released upon submission of the approved application form and payment of the Initial application fee for an ADA – \$40 (included in this price is copies of the ADA Manual and Handbook). This is to be paid as follows – \$40 on submitting application after passing online theory driving tests.
- b. Renewal (24 months) ADA Fee of \$20.

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- c. \$40 will be paid for any ADA re sitting of practical driving tests. The amount of \$40 will be assessed as penalty for late renewal of ADA as well as lost or damaged ADA.

#### 3. CONDITIONS FOR ISSUANCE OF ADA

- a. An ADA is valid for 24 months from date of issue unless otherwise specified, or until suspended or cancelled by Karratha Airport.

#### 4. RENEWAL OF ADA

- a. All the requirements for a new application as per Item 1. Must be satisfied.
- b. An ADA holder may renew his/her permit at any time within one month before the expiry date of his/her ADA.

#### 5. ADA APPLICATION AND RELEASE SCHEDULE

The submission of ADA application forms, conduct of tests and their issuance/release are scheduled on regular working days, i.e., Monday to Friday, on the following timings:

<i>Activity</i>	<i>Time</i>
Conduct of ADA theory test (online)	Completed before application submission
Conduct of ADA written theory test	Completed before application submission
Submission of application forms and booking of practical test	0900 – 1600
Conduct of ADA practical test (Tuesday, Wednesday, Thursday only)	0930 – 0950
	1000 – 1020
	1030 – 1050
	1100 – 1120
Issuance of ADA	0900 – 1500