



Australian Government

AVIO3001A Monitor airside access and airside driving

Release 1

AVIO3001A Monitor airside access and airside driving

Modification History

Release 1. This is the first release of this unit.

Unit Descriptor

This unit involves the skills and knowledge required to monitor compliance with processes and procedures for persons gaining access airside, to monitor compliance with airside access and driving requirements, and to escort vehicles airside.

Application of the Unit

Work must be carried out in compliance with the relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and the Office of Transport Security (OTS).

Use for Australian Defence Force (Defence) Aviation is to be in accordance with relevant Defence Orders and Instructions.

Work is performed under limited supervision.

Work involves the application of relevant regulations, principles, protocols and procedures when inspecting and reporting on aerodrome serviceability as part of aerodrome operations.

All activities are carried out in accordance with relevant organisational policy and workplace procedures.

Licensing/Regulatory Information

Legislative/regulatory and/or personnel licensing/certification requirements are applicable to this unit.

Pre-Requisites

Nil.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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|---|--|
| 1 Supervise airside access by persons and vehicles | <p>1.1 Access requirements for persons airside are checked in accordance with workplace procedures</p> <p>1.2 Vehicles airside are checked to ensure they are appropriately authorized, marked and lit in accordance with workplace procedures and regulatory requirements</p> <p>1.3 Appropriate supervision of personnel and vehicle activities is maintained throughout periods airside</p> |
| 2 Deal with breaches of airside access requirements | <p>2.1 Breaches of airside access requirement are identified</p> <p>2.2 Offending persons and vehicles are dealt with in accordance with workplace procedures</p> <p>2.3 Breaches of airside access requirements are reported to relevant authorities according to workplace procedures</p> |
| 3 Maintain safety of airside driving environment | <p>3.1 Checks of airside driver requirements and vehicle authorisations are carried out as required</p> <p>3.2 Checks of vehicle clearances from aircraft and aircraft refueling operations are carried out</p> <p>3.3 Correct parking of airside vehicles is checked</p> <p>3.4 Unattended vehicles are dealt with in accordance with workplace procedures</p> <p>3.5 Appropriate monitoring of airside driving is maintained throughout periods when airside</p> |
| 4 Deal with breaches of airside driving rules/principles | <p>4.1 Breaches of airside driving rules or safe driving principles are identified</p> <p>4.2 Offending drivers are dealt with according to workplace procedures</p> <p>4.3 Breaches of airside driving rules or safe driving principles are reported to relevant authorities according to workplace procedures</p> |

4.4 Airside driving incidents (including runway incursions) are reported when required

5 Provide vehicle escorts

5.1 Requests for vehicle access are assessed and requirements determined

5.2 Escort is planned to minimise conflict with airside operations

5.3 Drivers are briefed and escort is conducted and completed according to workplace procedures

Required Skills and Knowledge

This section describes the knowledge and skills required for this unit.

Required knowledge:

- Aerodrome layout, including access routes
- Operation of airband radio equipment as used to communicate with Air Traffic control (ATC) and/or pilots
- Physical characteristics of aircraft
- Problems, safety hazards and risks that exist when inspecting an aerodrome and related assessment/management measures that may need to be taken
- Purpose and application of aerodrome markers, markings and temporary lighting
- Relevant state/territory and commonwealth legislative and regulatory requirements relating to monitoring airside access and airside driving such as:
 - Airports (Control of On-Airport Activities) Regulations
 - CASA Manual of Standards
 - Civil Aviation Safety Regulations (CASRs)
 - Defence Orders and Instructions
 - environmental sustainability
 - licensing
 - Manual of Standards (MOS) Part 139 - Aerodromes
 - standards and recommended practices (SARPs) of the International Civil Aviation Organization (ICAO)
 - work health and safety (WHS)/occupational health and safety (OHS)
- Relevant information/documents:
 - Aerodrome Manual
 - Aerodrome safety management system (SMS) and safety/security policies and principles of risk assessment and risk management
 - aerodrome Drug and Alcohol Management Plan (DAMP)
 - aerodrome Transport Security Plan (TSP)
 - Airside Driver Handbook and/or airside driving requirements for aerodromes
 - conditions of service, legislation and industrial agreements including workplace agreements and awards
 - induction and training materials
 - logbooks
 - operational checklists
 - plans and maps

- relevant forms and databases
- workplace procedures
- Reporting procedures
- Requirements for completing relevant documentation and/or incident reporting
- Safety distances required from an aircraft wingtip to objects including other aircraft
- Weather information and its implications for workplace operations
- Workplace procedures for monitoring airside access and airside driving

Required skills:

- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Adapt to differences in equipment and operating environment in accordance with workplace procedures
- Apply the relevant systems (i.e. aerodrome Safety Management System (SMS)) and procedures to assess and/or mitigate risk that might arise during monitoring airside access and airside driving
- Communicate effectively with others when monitoring airside access and airside driving
- Complete documentation related to monitoring airside access and airside driving
- Identify and correctly use equipment required to monitor airside access and airside driving
- Implement OH&S/WHs procedures and relevant regulations
- Interpret and follow operational instructions and prioritise work
- Monitor and anticipate operational problems and hazards and take appropriate action
- Monitor work activities in terms of planned schedule
- Operate electronic communication equipment to required protocols
- Read and interpret instructions, regulations, procedures and other information relevant to monitoring airside access and airside driving
- Select and use required personal protective equipment (PPE) conforming to industry and OH&S/WHs standards
- Work collaboratively with others when monitoring airside access and airside driving
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the Elements, Performance Criteria, Required Skills, Required Knowledge and include demonstration of applying:

- required knowledge and skills
- relevant legislation and workplace procedures
- other relevant aspects of the range statement.

Context of and specific resources for assessment

Performance is demonstrated consistently over time and in a suitable range of contexts.

Resources for assessment include access to:

- a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
- access to an appropriate range of relevant operational situations in the workplace.

In both real and simulated environments, access is required to:

- relevant and appropriate materials and equipment, and
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation.

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests.

Practical assessment must occur in an appropriate range of situations in the workplace.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Problems and irregularities that may occur when monitoring airside access and driving may include:

- control and loss of keys
- foreign object debris (FOD)
- persons airside without appropriate identification or authorisation
- persons airside without lawful reason
- vehicles used airside without appropriate authorisation

Dependent on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- established procedures
- organisational procedures
- standard operating procedures (SOPs)

Workplace may include:

- aerodrome environs
- airside
- entire aerodrome
- landside
- offices

Workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- standard operation procedures (SOPs)

Workplace hazards may include:

- aircraft movements
- aircraft propellers and rotors
- foreign object debris (FOD)
- other vehicles in the vicinity of the aircraft
- personnel in the vicinity of the aircraft
- slippery surfaces

Factors that may adversely affect the safety and/or security of an aviation workplace may include:

- breaches of security regulations and procedures
- changes in the wind and weather conditions
- equipment or facility breakdown, malfunction or failure
- workplace hazards

Aerodromes may include:

- certified aerodromes
- Defence aerodromes
- joint-user aerodromes

Aerodrome movement area facilities include:

- registered aerodromes
- other (unclassified) aerodromes
- apron
- clearway
- markers, markings and aerodrome lighting
- runway and runway strip
- runway end safety area
- taxiway and taxiway strip

Equipment may include:

- computer
- radio/s
- telephone
- vehicle with flashing light
- vehicle with siren/loud speaker

Assessment of personnel includes:

- confirmation of appropriate licences/authorities to operate vehicles and equipment
- confirmation of authorisation to enter the airside
- checking understanding of:
 - aerodrome markings and signage
 - aerodrome speed limits
 - aerodrome terminology, signs and radio instructions
 - required vehicle marking and lighting requirements
 - vehicle restriction zones around aircraft, navigation beacons, lights

Checking vehicles includes:

- appropriate markings and lights
- fuel and oil leakage
- roadworthiness

Operating conditions may involve:

- all weather conditions
- day or night
- various forms of transport (vehicle, other motorised/towed equipment)
- variety of terrain conditions

Persons that may need to be notified regarding airside access or monitoring airside access may include:

- aerodrome tenants/users
- air traffic control
- airline personnel and managers
- contractors
- emergency services personnel
- relevant technical staff

Signs and notices may include:

- safety personnel
- security personnel
- other aerodrome/workplace personnel and managers
- hazard warnings
- limited access
- movement area guidance signs
- no smoking
- speed restrictions
- unauthorised entry
- underground electrical reticulation

Unit Sector(s)

Not applicable.

Competency Field

O - Security