

GA & SPORTS RECREATIONAL AVIATION ACTIVITY PROCEDURE

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1. PURPOSE

The purpose of this document is to ensure compliance over the activities that are performed at the General Aviation precinct of the Whitsunday Coast Airport. Including ASIC requirements, Airport Reporting Officers involvement and special circumstances.

2. SCOPE

The procedures for GA and Sports Recreational activities includes:

- Responsibilities for Airport Reporting Officers involvement
- Security controlled aerodrome regulatory requirements
- Special occasions that may require additional assistance from Airport staff

3. REFERENCES

Aviation Transport Security Act (2004)

Aviation Transport Security Regulations (2005)

Whitsunday Coast Airport Transport Security Program

Manual of Standards Part 139 Aerodromes Section 11.11

Whitsunday Coast Airport – Aerodrome Manual Section 3.4

4. RESPONSIBILITY

Whitsunday Coast Airport is responsible for maintaining the continuous security of the Airside of the aerodrome.

The Security Contact Officer (SCO) is responsible for ensuring all security measures, including the management of access, are effective and conducted in accordance with regulations and the Airport's Transport Security Program.

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STANDARD OPERATING PROCEDURES MANUAL
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Staff delegated the responsibility of maintaining the security of the airside of the aerodrome are also managed in accordance with regulations and the Airport's Transport Security Program.

Within the Airport's Transport Security Program, it states that *"the tenant is responsible for ensuring the doors are locked when not being supervised and that person accessing the airside meet the ASIC/VIC intending passenger requirements. Airport Reporting Officers conduct regular inspections of these facilities to ensure that tenants comply with access control arrangements outlined"*.

5. PROCEDURE/S

5.1 General Aviation Pilot with a valid ASIC (No Passengers)

- General Aviation aircraft lands at Whitsunday Coast Airport
- Pilot displays a RED PPP or AUS ASIC and wears high-visibility clothing at all times when Airside.
- RED PPP or AUS ASIC Pilots are able to fly in and out of the aerodrome, complete operational requirements at the General Aviation area before and after flight for the duration of time required to do so with no alternate ASIC escorts required.

5.2 General Aviation Pilot with a valid ASIC (With Non-ASIC Passengers)

- General Aviation aircraft lands at Whitsunday Coast Airport
- Pilot displays a RED PPP or AUS ASIC and wears high-visibility clothing at all times when Airside.
- Pilot disembarks aircraft at the General Aviation area and escorts passengers/non-ASIC holders to the security-controlled gate to exit airside with the exception passengers are able to carry their own luggage. This is done immediately and without hesitation or diversion.
- Once the ASIC holder has escorted all passengers/non-ASIC holders to the landside area, the ASIC pilot is able to continue airside with the securing of aircraft and any other operational requirements to ensure safety of aircraft after flight. On Departure, ASIC pilot would need to complete all of the departure requirements of the aircraft with passengers either waiting landside or within the aircraft.
- If further access is required for non-ASIC holders (eg. aircraft maintenance, refuelling, assisting with tie downs etc), VIC passes will need to be organised by phoning the Airport Reporting Officer. Any RED PPP or AUS ASIC holder can escort the VIC pass holders.

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- For departure, on arrival to the airport the pilot accesses airside by phoning the on-call Airport Reporting Officer (0417 762 235) to arrange Airside access and request gate code, if gate code is not already known. The ASIC holder escorts passengers directly to the aircraft for departure.

5.3 Pilots of Sports Recreational Aircraft, no valid ASIC

- As a security-controlled airport, all pilots are required to hold a valid PPP or AUS ASIC to operate in and out of the Whitsunday Coast Airport.
- In the event a Sports Recreational pilot is required to land at the Whitsunday Coast Airport and does not hold a valid ASIC, a prior notification of arrival is requested to ensure that a RED PPP or AUS ASIC holder is available for escort.
- Once the ASIC holder has escorted all passengers/non-ASIC or holders to the landside area, the pilot is able to continue with the securing of aircraft and any other operational requirements to ensure safety of aircraft after flight with a RED PPP or AUS ASIC holder present as escort.
- For departure, on arrival to the airport an ASIC holder escorts pilot and passengers airside by phoning the on-call Airport Reporting Officer (0417 762 235) arrange Airside access and request gate code, if gate code is not already known.
- Pilot would need to complete all of the departure requirements of the aircraft with a RED PPP or AUS ASIC holder present as escort with passengers either waiting landside or within the aircraft until ready for departure.
- In the event the Pilot requires to come back for additional aircraft maintenance, not for flying out, a VIC and escort would need to be arranged.

5.4 Special events and circumstances

- In the event a club or organisation has an event at the airport, prior approvals are required from Airport Management for this to go ahead.
- During the approval process, aircraft registrations, pilot details and driver's licences are required to issue VICs for non-ASIC holders if required. Valid RED PPP or AUS ASIC holder to be arranged for escorting between aircraft and airside/landside gate.
- At the end of the event, an Airport Reporting Officer is to be contacted to retrieve VIC passes and return them in the AVCRM system.

In the event the above processes are not managed or adhered to by Aerodrome users, a breach of the Aviation Transport Act will need to be self-reported.

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