AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE

Regulations and Safety Instructions

June 2025



445 Gum Flats Road,
Wensleydale, Victoria
Australia 3241
Telephone (+61 3) 5288 7306
www.aarconline.com

EMERGENCY RESPONSE PLAN

INCIDENTS

In the event of any incident involving personal injury at the AARC Facility, AARC Management must be notified immediately.

If any injury requires more than basic First Aid, contact the appropriate Emergency Service (see attached contact numbers). Any person who has been injured in an incident is required to have a medical check-up at the nearest local health centre.

If Emergency Service personnel attend AARC, please give clear directions and accompany them to the scene of the incident.

In the event of any type of incident involving injury to a person, damage to vehicles or equipment or any environmental impacts as a result at the AARC Facility, AARC Management must be notified immediately.

EMERGENCIES

In the event of an emergency situation, e.g. a bushfire, where emergency evacuation of AARC may be required, a safety warden or response co-ordinator will be identified by a red hat with SAFETY WARDEN prominently displayed on it.

Please follow all directions from the Safety Warden.

The emergency assembly area in the compound is on the west side of Shed 1.
There is also an emergency assembly area at the First Aid Station in the centre of the ADR.

PLEASE BE FAMILIAR WITH THESE LOCATIONS.

IF AARC ANNOUNCES AN EVACUATION OF THE FACILITY, ALL PERSONS MUST FOLLOW DIRECTION OF THE SITE SAFETY WARDEN AND LEAVE THE SITE IN A SAFE MANNER.

ENVIRONMENTAL IMPACT

There may be environmental impacts caused by any type of incident or as a result of responding to it.

The safety warden/response co-ordinator will need to liaise with the Environmental Protection Authority (EPA) on any possible environmental impacts.

WORKSAFE

WorkSafe needs to be notified immediately of any incident which results in death or specified injuries (check current WorkSafe reporting requirements).

EMERGENCY CONTACT PHONE NUMBERS

The address of the property is:

Australian Automotive Research Centre
445 Gum Flats Road
WENSLEYDALE VIC 3241
AARC Office 03 5288 7306
AARC Operations Manager
Scott Martella Mobile 0419 318 988

STATE EMERGENCY SERVICE

132 500 (24 Hours) ....OR

000 ASK FOR POLICE and then S.E.S.

SVC (Spatial Vision Central) 6863F11 (451490)

Police	**000**
Ambulance	**000**
Fire Brigade	**000**

Police Assistance Line 13 14 44
Police - Anglesea 5263 3468
Police - Torquay 5264 3400

MEDICAL CENTRES

Anglesea……4215 6700
Surfcoast, Torquay……....4215 7900
Geelong Hospital……..…4215 0000
Emergency Department …4215 0100

EPA Victoria……...1300 372 842
WorkSafe Victoria……..1800 136 089

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CHECKLIST FOR BOOKINGS

The following items are available on our website at: www.aarconline.com
Report Forms are also available from the AARC Office.

INSTRUCTIONS: **STANDARD OPERATING PROCEDURES (SOP's)**

FORM : SAFETY RELATED INCIDENT REPORT
NOTE : INCIDENT INVESTIGATION DETAILS
FORM : HAZARD REPORT

MAP: Directions Map to AARC

AARC encourages all users of these facilities to download and install the **VicEmergency** App and make themselves familiar with the **Bushfire Management Plan.**

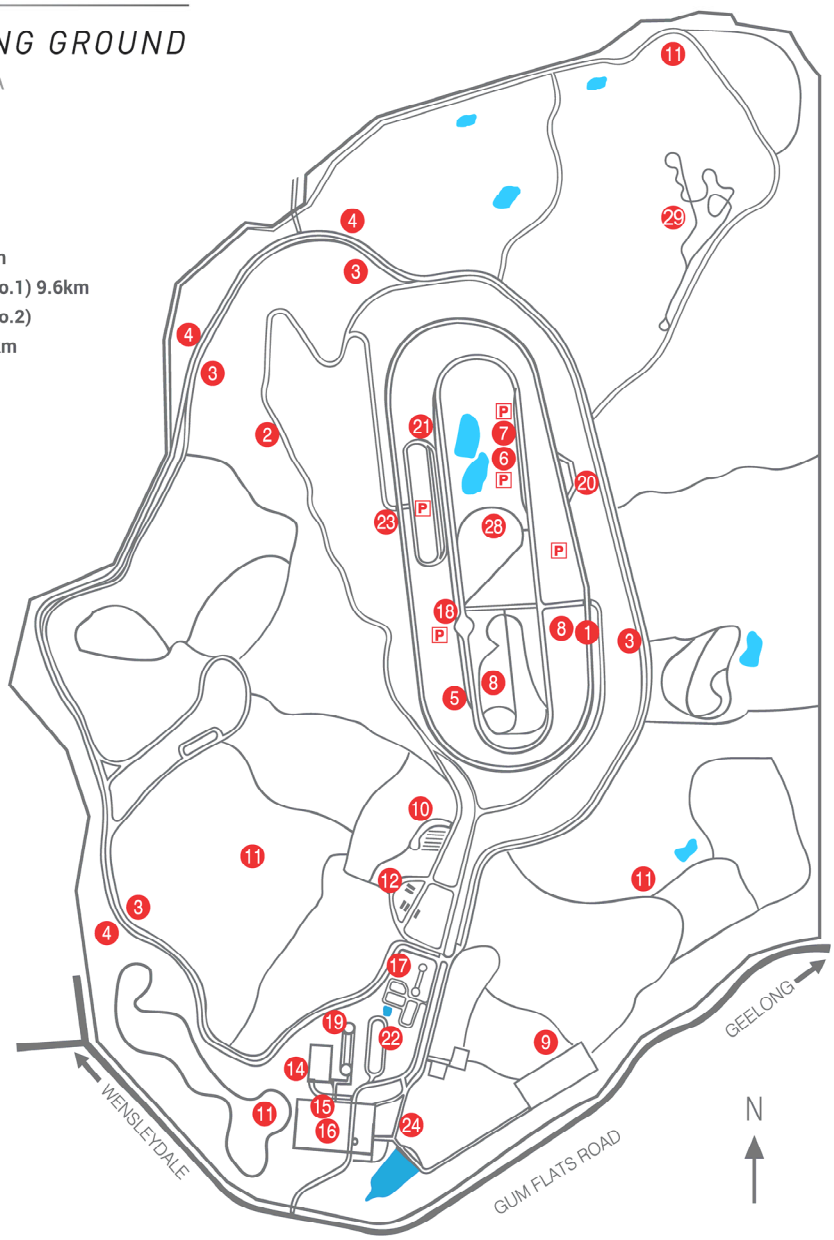
ALL users working afterhours must have a representative onsite with the VicEmergency App installed.

AARC

AUTOMOTIVE PROVING GROUND
AUSTRALIA

FACILITIES

1. HIGHWAY CIRCUIT: Bitumen-4.2km
2. GRADIENT SECTION: Bitumen-2.2km
3. SECOND CLASS SURFACE (Gravel No.1) 9.6km
4. SECOND CLASS SURFACE (Gravel No.2)
5. ADR TYPE APPROVAL CIRCUIT: 3.2km
6. LOW MU CERAMIC TILES
7. LOW MU BASALT TILES
8. VEHICLE HANDLING (Gravel)
9. 4WD INTRODUCTION
10. 4WD GRADIENTS
11. 4WD TRACKS
12. PARK BRAKE FACILITIES
14. HEAVY VEHICLE MANOEUVRING
15. TILT TABLE
16. CONFERENCE ROOMS, WORKSHOPS
17. VEHICLE VALIDATION PRECINCT
    - FORDING BATH
    - 30% SIDE SLOPE
    - COMPOUND ARTICULATION GAUGE
    - LANDING CRAFT RAMP
    - 450MM WHEEL DROP
    - WHEEL UP RAMP
    - SIMPLE ARTICULATION GAUGE
    - CHASSIS TWIST COURSE
18. NOISE TEST SITE
19. IMPACT TEST FACILITY
20. WATER BATH
21. ROUGH COURSE
22. COOLING CIRCUIT
23. PRODUCT LAUNCH AREA
24. LINFOX CENTRE
28. DYNAMIC HANDLING FACILITY
29. OFF ROAD ENDURANCE FACILITY
P. DESIGNATED PARKING AREAS



AARC is a LINFOX company www.aarconline.com

AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE (AARC) REGULATIONS AND SAFETY INSTRUCTIONS

1. INTRODUCTION

These Regulations and Safety Instructions have been written with a view to ensure the AARC Facility is a safe, productive and harmonious environment for all participants.

In the **interest** of all personnel using the facilities, disregarding the spirit of the Regulations or unsafe practice of any kind, whether listed or not, will result in the withdrawal of access to the AARC Facility.

In the event of a breach this must be immediately reported to the appropriate Supervisor:

Unsafe work practices	Defective equipment affecting safety	A hazardous situation in work areas or field facilities

A copy of a Hazard Report Form is available on our website at www.aarconline.com.

2.(A) PRODUCT SECURITY

The operations at the AARC Facility are of a **confidential nature**. It is a condition of employment, and licence to use, that the security of these operations be maintained.

Discussion of the following topics is completely prohibited outside the AARC Facility, or with personnel inside the property other than in the course of duty:

- Product development
- Testing
- Concerns associated with test and development or training

These provisions apply to the activities of all companies and organisations operating at the AARC Facility, and all users will respect the confidentiality of each operation.

2.(B). FIELD FACILITIES

a) Users must not cause or permit any damage of any kind to the AARC Facility (including, but not limited to, road verges, drains, road surfaces, embankments and signs).
b) Users must immediately report to AARC management any damage to the AARC Facility which they cause or observe.
c) If a user by their act or omission causes or permits any damage of any kind to the AARC Facility, the user or the hirer must reimburse AARC on demand for all costs incurred by AARC in making good the damage.
d) No rubbish or other item may be disposed of anywhere in the AARC Facility except by being properly disposed of in a bin or other receptacle provided for that purpose.

3. ENTRANCE TO THE AARC FACILITY

Pedestrian access via the designated pedestrian gate from the visitors car park. All visitors to the AARC Facility must initially report to the Site Office to sign in.

Access to the security compound is restricted to vehicles and personnel authorised by AARC Management. Access to the test and training facilities is similarly restricted, and vehicles and personnel may only enter as authorised by AARC Management. **High visibility clothing or vest must be worn beyond the AARC office.**

INDUCTION

All visitors must complete an **site and or event** induction. This may be for a specific work area, or the whole facility. A copy of the current Regulations & Safety Instructions must also be read and understood**.** A medical declaration form is to be signed indicating that the user has no known illness that may affect other facility users. This will form part of the Personal Indemnity Form. All new inductions and medical declarations are valid until the end of the current Calendar year.

Where a group of people are involved, with prior approval from **AARC Manager, one person from the Events management team may be designated as team leader,** sign them in by completing a Group Acknowledgement form, listing all group members' names and **contact details. This person is thereafter responsible for that group whilst on site and must also register the time on the Group sheet when all guests and Event personnel have departed AARC premises.**

At least one person with Level 2 First Aid accreditation must accompany all activities at the AARC Facility.

Drivers and operators must hold a current licence for the class of vehicle or equipment operated, unless they are undertaking instructions from a person with the appropriate licence and experience.

No photographic equipment is permitted at the **AARC Facility** without the permission of the AARC Manager, for casual users or by tenants with permission from their management/supervisor. This includes mobile phones with a camera feature. Unauthorised photographic equipment can be left at the main office and be collected on departure.

All Drone videos and still images will be vetted by the AARC Manager.

Potential users must confirm in writing that their **own vehicle** and general third party liability policies adequately cover accidents and damage that may be caused by or to their vehicles, equipment and employees using the **AARC Facility**. There are AARC Conditions of Hire which will be forwarded to any potential users of the facility. These must be read and signed by the user and are valid for a period of 12 months. A copy of the Certificate of Insurance is required and must be provided prior to any scheduled activity.

ALL VISITORS TO THE AARC FACILITY MUST COMPLETE A PERSONAL INDEMNITY FORM BEFORE THEY WILL BE ALLOWED ACCESS.

4. TRAFFIC CONTROL

4.1 General

All AARC Facility traffic will observe the normal requirements of:
- Statutory legislation and road law
- Road courtesy in regard to seat belts, control signs, signals, passing, stopping, parking, traffic lanes, etc.

The driver's primary responsibility is to maintain control of the vehicle at all times. The driver will not be required to operate beyond their capability or be subjected to personal risk.

4.2 Access Roads

The main access road from the compound to the Highway Circuit has a maximum speed limit of 60 km/h. A 40 km/h speed limit applies between the ADR and Highway Circuits and entering/exiting the facility to/from Gum Flats Road. Testing on access roads is **strictly prohibited.**

4.3 Speed Limits at the AARC Facility

The speed limit in the compound area is 10 km/h. Always be aware of pedestrian movement and other traffic.

Speed limits apply to all circuits and access roads. If test circuit speed limits need to be exceeded, appropriate signage must be applied to the Magnetic Board.

ALL OVER-LIMIT TESTING MUST BE ARRANGED PRIOR WITH AARC MANAGEMENT.

CIRCUIT	SPEED LIMIT	OVER LIMIT SIGN NEEDED	EXCLUSIVE USE NEEDED
HIGHWAY	100 km/h	120 km/h, 140 km/h	140 km/h *
ADR	100 km/h	120 km/h, 130 km/h	130 km/h *
2ND CLASS ROAD	80 km/h	100 km/h, 120 km/h	140 km/h *
ACCESS ROAD	60 km/h	NOT PERMITTED	

* A current **CAMS Licence** is required to drive in excess of speeds noted.

* A Crash Helmet must be worn when driving in excess of speeds noted.

Always drive according to the road, weather and traffic conditions which prevail at the time.

Drive defensively at all times at the AARC Facility.

4.4 High-visibility clothing

High-visibility **clothing/vests** are to be worn at all times **outside of office spaces**.

4. TRAFFIC CONTROL……cont'd

4.5 Entering Circuits

Extreme care must be exercised whenever entering circuits.

- Stop
- **Add your User sign/s to the magnetic track sign board**
- Make radio contact with all present users
- Check direction of travel
- Give way to approaching traffic.

Always conduct a clearing run of a circuit before testing or training, to familiarise yourself with that circuit and ensure that there are no hazards or changes on the circuit. If unfit for purpose, this must be reported to the AARC Manager. Do not proceed until the issue is resolved.

Vehicles will not stop or park adjacent to each other on roads or circuits, even momentarily, or cause an obstruction to moving traffic.

4.6 Magnetic Boards

User's magnetic signs must be added to the Magnetic Board at all circuits and facilities so equipped. One sign must be used for each test vehicle. The Rough Course also has a directional arrow sign. Additional signs are available for specific activities such as Braking, High Speed and Filming. Please use the sign appropriate for your type of testing.

The placement of a magnetic sign is required for each vehicle that is testing on a facility, even on a one lap test. These must be removed when exiting the circuit.

Ensure that all signage is removed at the completion of your testing.

Each user has their own magnetic sign with initials which must be placed on the appropriate section of the board when a facility is being used: **Casual User magnets will be supplied upon sign in at AARC Office.**

4. TRAFFIC CONTROL……cont'd

4.6 Magnetic Boards……cont'd

Magnetic Board Symbols:

Rheinmetall MAN	**Blue with white background**	**RDA**
Bosch Chassis Group	**Blue with white background**	**B**
Iveco Trucks	**Blue with white background**	**Iv**
Toyota	**Blue with white background**	**T**
Thales	**Blue with white background**	**Th**
ABMARC	**Blue with white background**	AB/M
Hanwha	**Green with white background**	**HDA**
Mercedes-Benz	**Green with white background**	**Mb**
Kenworth	**Green with white background**	**Kw**
Casual user	**Green with white background**	**Cu**
Motorcycle	(User's name plus motorcycle icon)	

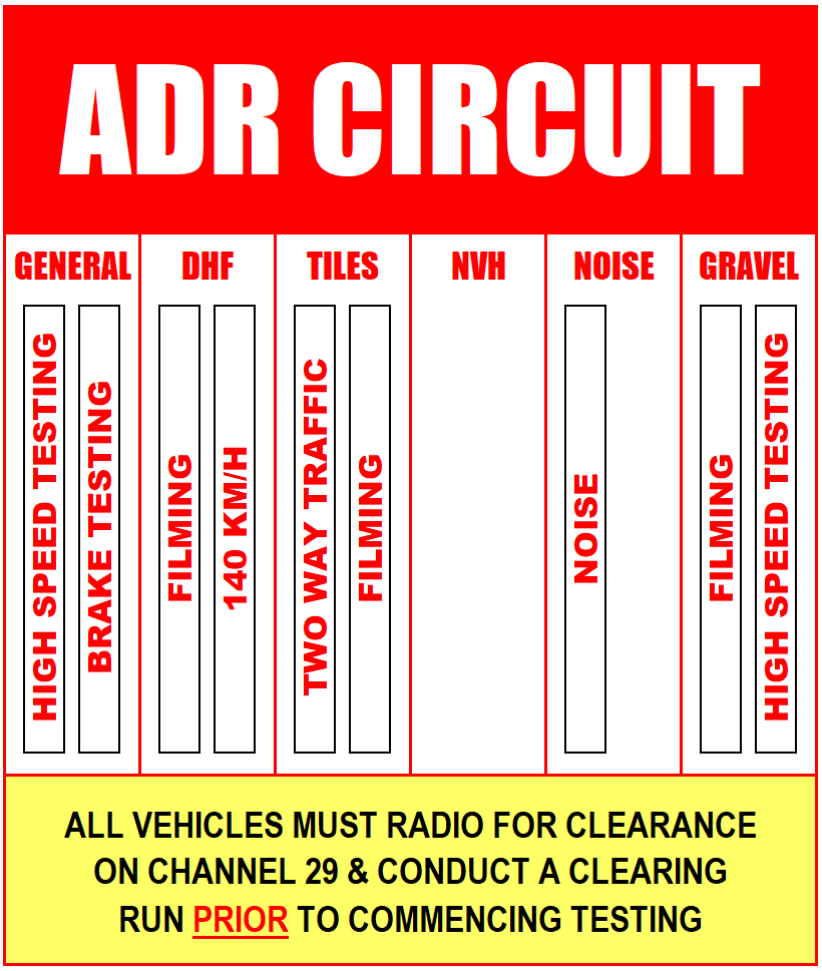
These magnetic signs are kept with Tenants or at the office for other users.

4. TRAFFIC CONTROL……cont'd

4.6 Magnetic Boards……cont'd

The ADR Circuit board is divided into six sections:

Magnetic board – example of usage



Other signs on the ADR Circuit which can be found on the back of the board include:

- Red 150mm Disc - To be placed beside your company name on the magnetic board, and one on the left side of your vehicle to indicate that you are unable to stop **while conducting tests where vehicle testing requires.**

5. SAFETY REGULATIONS

5.1 General

These regulations are to be used in conjunction with any industry specific safety regulations issued by an organisation using the AARC facility.

5.2 Safety Belts

Safety belts must be worn at the AARC Facility at all times by all drivers and passengers in all vehicles, unless a Certificate of Exemption is provided from a Medical Practitioner.

5.3 Crash Helmets

Crash helmets must be worn when vehicle speed exceeds limits specified in **Item 4.3** and at other times when operating vehicles with a high potential for rollover. Helmets are to comply with the current Australian Standard.

5.4 Personal Protective Equipment (PPE)

Safety glasses, sunglasses, sunscreen, gloves, helmets and other appropriate items of protective equipment may be issued by your company, and must be worn as directed.

Failure to do so may result in injury or long-term personal damage

5.5 Headlights

All vehicles are to travel with headlights on while at the AARC Facility.

5.6 Hazard Lights

Hazard lights **must** be used whenever vehicles are stopping on any circuit, eg. brake stops. Durability testing vehicles on the Highway Circuit, provided they have an amber flashing light mounted on the roof, are exempt from this.

5.7 Mobile Phones

Mobile phones may ONLY be used in a vehicle when it is stationary and parked in a safe location.

5.8 Weather Conditions

Adverse weather conditions such as fog, heavy rain and days of total fire ban[1] may mean that testing cannot take place for safety reasons. Should any of these conditions prevail, the decision on whether testing can take place will be made by AARC Management or tenant company supervisors if operating outside normal hours of operation.

[1] Refer to Regulation 7.4 Fire Danger Rated Days

5. SAFETY REGULATIONS…...cont'd

5.9 Fuel Storage

All petrol and diesel will be stored in the appropriate underground tanks unless prior arrangement has been made with AARC management. No open containers of petrol, diesel or other flammable fuels are permitted in or around buildings.

Closed containers, in workshops, will be kept to a minimum practical quantity and other containers stored in a regulation cabinet.

Petrol must be carried in approved containers not exceeding a 25 litre capacity. All containers must be placed on the ground and in the open air when they are being filled at a fuel supply pump.

Should a spillage occur, use the absorbent material located near the pump to contain the spill and advise AARC manager of any major spills.

Smoking, sources of flame and mobile phones are prohibited in designated areas.

This includes:

- Fuel supply pumps
- Storage tanks
- Flammable liquid stores
- Battery charging areas
- Open fuel tanks

5.10 Refuelling Vehicles

All vehicle engines and mobile phones are to be switched off during refuelling.

There is no smoking or source of flame permitted.

- Do not overfill vehicle fuel tanks.
- Avoid contact with fuel and breathing vapours.
- Only approved containers may be used. These must be on the ground, in the open air.
- Absorbent material for spills is located beside Building 1 (closest to fuel bowsers).
- Report all spills to AARC manager.
- Only two vehicles are permitted to be refuelling at the one time.

5. SAFETY REGULATIONS…...cont'd

5.11 Roadworthiness, Safe Vehicle Preparation

These regulations are to be used in conjunction with any industry specific safety regulations issued by an organisation using the AARC facility.

Drivers are responsible for ensuring that any vehicle operated within the AARC Facility is safe and roadworthy in every respect - particularly brakes, steering, lights and signals.

Faults will be noted on a Defect Form and reported to the Supervisor immediately. The vehicle will not be operational until faults that affect the safety of any personnel are rectified.

5.12 Moving Vehicles

No person is to board or alight from a moving vehicle or piece of equipment.

5.13 Electric Vehicles

Should an electric or alternative fuelled vehicle or CAV be involved in an incident, always use extreme caution in sizing up the scene prior to taking appropriate action.

5.14 Connected and Automated Vehicles (CAV)

Safety must be the foundation when undertaking any testing involving CAV vehicles. Flashing lights will be used to identify any CAV vehicle in operation.

5.15 Electrical Equipment

Annual testing and tagging of all electrical equipment is required.
All defects in electrical equipment and tools must be immediately reported to a Supervisor, marked as unsafe and withdrawn from service.

Repairs and alterations to any electrical equipment will only be carried out by a competent, registered electrician.

5.16 Use of Cranes, Forklifts and Lifting Devices

Cranes, forklifts and lifting equipment will only be operated by personnel with the appropriate licence.

Only approved lifting equipment, which has been inspected and tested annually, will be used for lifting. These devices must not be used for any other purpose.

All chain slings, wire ropes and shackles are marked with safe working loads, which must not be exceeded.

Any damage to lifting gear must be immediately reported to a Supervisor, **marked as unsafe and withdrawn from service until rectified.**

5. SAFETY REGULATIONS…..cont'd

5.17 Machinery, Workshop Equipment and Vehicles

Always follow the Safe Operating Procedures for equipment being operated.

Any defect that could endanger the safety of personnel must be immediately reported to a Supervisor, **marked as unsafe and withdrawn from service until rectified.**

Vehicle Inspection Pits must be covered or chained off at all times when not in use.

5.18 Smoking

AARC is a smoke free site.
Vaping is not allowed indoors, consideration too others should be considered.

5.19 Alcohol

The consumption of alcohol is not permitted at the AARC Facility.

Blood Alcohol Limits at the AARC Facility are ZERO for all persons.

5.20 Drugs and Fatigue

No person will be permitted to drive or operate equipment at AARC if affected by drugs, or if unduly fatigued.

5.21 Random Alcohol & Drug Testing

AARC is a drug and alcohol free site.

All AARC visitors must understand that random Alcohol and Drug Testing could be carried out at any time. An independent qualified operator would conduct this testing. This it is a condition of access to the facility.

5.22 First Aid

First Aid Kits are located in the following areas:

- **AARC Office building in the Compound**
- **First Aid Station at the centre of the ADR Circuit**
- **Linfox Centre**

A Defibrillator & Emergency Oxygen are located at AARC Office/Canteen area and **centre of the ADR Circuit First Aid station**

A person with a minimum qualification of Level 2 in First Aid is required on site whenever vehicle testing or training is taking place. Tenant companies are encouraged to have a suitable number of their staff with accredited Level 2 First Aid Training.

NOTE: If testing **after hours**, at least 2 persons must be on site at all times. At least one person must have accredited Level 2 First Aid Training.

5. SAFETY REGULATIONS…...cont'd

5.23 Accidents

Accidents involving injury to persons, other property, or other vehicles or equipment will be reported to AARC Management immediately, regardless of shift or time.
Accidents involving Company property only will be reported in accordance with company instructions. A safety related incident report is to be submitted as soon as possible to AARC Management.
If the incidents require more than basic First Aid, contact the appropriate Emergency service. Phone numbers for these services are on the Emergency Contact List, located beside the telephones in each building.
Always refer to the Emergency Response Procedures on pages 2 and 3 of these Regulations.
Any person involved in an incident is required to have a medical check-up at the nearest local Health Centre, including a blood and/or urine test. AARC will organise for an independent investigator to visit the scene in the case of an Accident/Incident resulting in a person attending hospital, or a multi vehicle incident. The cost to be borne by those companies involved. A checklist (attached) should be completed with as many details as possible prior to the investigator arriving on scene.
A First Aid Kit is located in the First Aid Station at the centre of the ADR Circuit.
For other locations of First Aid Kits, please refer to 5.22 First Aid above.

5.24 Vehicle Loading

Load platforms and tray bodies must be securely attached to chassis with approved systems and spacers. This is to prevent frame flange distortion.

Load block and frames will be securely fastened with approved systems to ensure that dislodgment cannot occur in any circumstance.

Fifth wheels, towing devices, safety chains, etc. will be fitted in accordance with statutory requirements and best industry practice. This will be regularly inspected during operation.

5.25 Boom Gates

Various facilities, Highway Circuit, ADR Circuit and 5% Gradient have boom gates that can be closed when vehicles are conducting:

- High speed testing (Refer to Item 4.3)
- Potentially hazardous testing
- Change of direction in travel is required

5.26 Operator Safety

Unnecessary hazards must be avoided at all times. The operators will not be required to perform any task they do not feel confident to undertake., considering speed, gradient, side slope and other conditions.

When operating plant and equipment, all operators must be familiar with the relevant Safe Operating Procedures.

5. SAFETY REGULATIONS……cont'd

5.27 UHF Radios

UHF Radios use **Channel 29.** All track users must have a UHF radio on hand, regular users are encouraged to have radios fitted to vehicles, or to use portable units when conducting constant testing and training.

When entering Circuits or Test Facilities, **please announce user company name and communicate with other users of planned destination to ensure** they are aware of your movements.

Channel 29 is for use and adherence to AARC site rules only and communications with other track users, communications between test engineering teams to be undertaken on separate radio channel.

5.28 Motorcycle Testing

Motorcycles conducting on/off road testing must comply with all:

- Regulations
- Stop Signs
- Travel Direction Signs on off-road tracks etc.

All riders are to wear a high visibility jacket or top.

Motorcycles to use motorcycle symbol beside their magnetic name if testing on a circuit with a magnetic board.

5.29 Wildlife

The areas within the Highway Circuit are fenced off from kangaroos and other animals. Remember that on all other roads, animals can appear unexpectedly. Should an injured animal require assistance please contact **"Help for Wildlife" on 0417 380 687.**

6. TESTING AND TRAINING FACILITIES

6.1 HIGHWAY CIRCUIT

The direction of travel is anticlockwise.

Up to 8 vehicles on the circuit at any one time are permitted. This number will vary depending on what type of testing (speed) is being conducted.

The procedure for traffic entering the Highway Circuit is to stop at the entrance and ensure no traffic is coming, and then turn into the right slip lane merging into the right-hand lane, then into the left-hand lane when it is all clear. The maximum speed is 100 km/h on super elevated curves, and test/training requirements on other sections of the circuit.

When exiting the Highway Circuit to the 5% Gradient section, or the access road, all traffic making a right-hand turn must move to the right-hand lane, using it like a slip lane. No traffic is to make a right turn from the left lane. Lanes are clearly marked No 1 and No 2.

Should you be using the Highway Circuit and 5% Gradient together, please ensure that the kangaroo gate on the 5% Gradient is locked at the completion of testing.

6.2 5% GRADIENT SECTION

All traffic on this circuit operates in one direction. Maximum speed 60km/h on circuit, however this will vary, as there are a number of curves and descents which will require a lower speed. Should the direction of travel need to change or the road closed to travel in both directions, this will be marked with signage and boom gates (refer to SOP No.50 available on our web-site).

6.3 SECOND CLASS SURFACE — GRAVEL

All traffic operates in an anticlockwise direction.

NOTE: At the start of the Second Class Road, the Test Road is on the Left Hand Side. The roadway to the right of this is a Two-Way Access Road which continues until Sign Posts indicate the end of two-way traffic.

The Second Class Road has a maximum speed of 80km/h, but please drive to conditions, with safety in mind.

6. TESTING AND TRAINING FACILITIES……cont'd

6.4 ADR TYPE APPROVAL CIRCUIT

The direction of travel is clockwise.

Safe distance will be maintained between vehicles. Always allow for possible component failure or loss of vehicle control.

As the ADR circuit is a heavily utilised area, it is essential that all users converse with other users on the circuit prior to commencing testing, advising of the type of testing that they will conduct.

Always ensure that if you require the water sprinklers on, that this does not impact on other testing being carried out. Shut down all valves after use to prevent the next user inadvertently wetting parts of the track not required.

Vehicles will not park on any part of the circuit other than the designated parking areas listed below:

West Side of ADR

1) Turn around pad near curve on west side, except when Noise Testing is being conducted
2) Slip lane on south-west side of ADR prior to NVH road, except if NVH testing is taking place

East Side of ADR

North of Tiles near entrance to pump shed
South of Tiles where the road begins to taper

Remember that when certain testing takes place you may need to move to an alternative parking area.

Number of Vehicles Permitted to Operate at Any One Time

Designated Area	Number of Test Vehicles Permitted
Tiles	2
Dynamic Handling Facility	3
Gravel	2
General	6

These numbers will vary depending on what type of testing (speed) is being conducted.
No person may stand or park within **20** metres of circuit edge, or adjacent to high speed braking areas.

Brake spike or severe stops may only be carried out on designated extreme duty sections, the western side of the Brake Test circuit, excluding the Noise Test Area.

Maximum speed permitted is 80km/h on super elevated curves and test/training requirements on other sections of the circuit. Boom gates are to be closed when vehicle speeds exceed **130km/h.**

The Toyota NVH Road on the west side the ADR is defined by white lines and traffic cones. This area is prohibited to all traffic except Toyota.

6. TESTING AND TRAINING FACILITIES……cont'd

6.5 LOW MU CERAMIC TILES
6.6 LOW MU BASALT TILES

The Ceramic and Basalt Tiles are defined by dotted white lines & traffic cones. Bookings can be made through AARC Manager. Vehicles can travel in both directions while using the tiles or the adjacent surface on the west side of the traffic cones. Refer to SOP No. 57 (available on our website) for using the ceramic and basalt tiles whilst other traffic is circulating on the ADR circuit.

LED lights will automatically flash on a sign on the north-west side of the ADR circuit prior to the curve and will operate when the ABS pump is running to warn other users of vehicles
using Tiles and Wet Areas on east side of ADR. Refer to the image below for wording.



6.7 VEHICLE HANDLING — GRAVEL

Always check the direction of travel. Be aware of other ADR circuit traffic and any dust that you create. Consider your speeds and the consequences should you lose control or have component failure.

6. TESTING AND TRAINING FACILITIES…...cont'd

6.8 4WD INTRODUCTION

6.9 4WD GRADIENTS

6.10 4WD TRACKS

Visitors and personnel other than approved engineering or training staff will not be permitted to operate on gradients exceeding 40%, or side slopes exceeding 20%, unless under direct supervision of an approved instructor.

Only one vehicle will operate on a gradient during ascent or descent at any time, and all other vehicles and personnel will be kept clear of any potential hazard, eg. vehicles and personnel will not be permitted to occupy the area at the base of steep gradients while vehicles are operating on the gradient.

Vehicles will only operate on designated circuits and follow approved routes.

Proposed activities and route are to be advised to AARC Management, for casual users, or by tenants with permission from their management/supervisor.

Hazardous gradients, crossings or side slopes that could result in personal injury or serious damage to vehicle will not be attempted.

Appropriate distance between vehicles will be maintained to ensure safety in the event of loss of vehicle control or component failure, eg. roll back on steep gradient or loss of traction on a steep descent.

6.11 PARK BRAKE SLOPES

The concrete park brake slopes are to be left in a clean condition. Use the broom that is provided to remove any debris if necessary.
Vehicle weight restrictions apply on traction rollers.

6.12 VEHICLE VALIDATION PRECINCT (VVP)

VVP access must be booked through the AARC Manager. Refer to **SOP # 45 (available on our website)**.

Designated Area	Number of Test Vehicles Permitted
Vehicle Validation Precinct	2

6. TESTING AND TRAINING FACILITIES…...cont'd

6.13 ROUGH COURSE

The direction of travel can be either clockwise or anticlockwise – use the magnetic arrow to indicate your direction of travel.

Up to three test vehicles are permitted at any time on separate sections. Vehicles must not park on any part of the circuit other than the designated and signposted parking areas to the left and right of the entry from the Highway Circuit. Vehicles and other personnel may not park or enter within 20 metres of test sections while tests are in progress.

All traffic entering the facility must stop, look and listen for traffic. If nothing is visible, travel in a clockwise direction on the shoulder of the roadside around to the northern end, then join the circuit. The maximum speed permitted is 60 km/h.

6.14 COOLING CIRCUIT

The cooling circuit is to be used for low speed cooling performance, drawbar, transmission durability, induction system, exhaust brake pressure, slow brake work and traction control testing.

- The direction of travel can be either clockwise or anticlockwise
- Up to two vehicles may travel in the same direction
- Maximum speed 70 km/h.

6.15 DYNAMIC HANDLING FACILITY

Access to the Dynamic Handling Facility (DHF) can be booked through AARC Manager.

Refer to **SOP No. 55** for using the area.

6.16 OFF ROAD ENDURANCE FACILITY

All traffic entering the facility must stop, look and listen for traffic. If nothing is visible, travel in a clockwise direction. The maximum speed permitted is 60 km/h.

7. REGULATIONS—GENERAL

7.1 FIRE CONTROL - BUILDINGS AND EQUIPMENT

NOTE: No risk to personal safety is to be taken to preserve property.

If there is extreme danger the area will be evacuated.

Strictly observe all regulations regarding fire precautions as per CFA Regulations **and AARC policy to be adhered too.**

Report any potential fire hazard immediately.

Be familiar with location, operation and application of all extinguishers and equipment.

Fire extinguishers shall be fitted to test vehicles where safe and practicable to do so, a risk assessment considering weather conditions, option of support vehicle fitted with fire extinguisher shall be undertaken prior to operation.
Only serviceable fire extinguishers, of approved type, to be used.

Report any defective or discharged appliances and arrange refill immediately.

An employee, discovering a fire, will:

- Report “FIRE” and operate siren, (if appropriate) which is located on the West side of Building 1, (near Emergency Assembly Point) and call for assistance.
- Advise AARC office, then advise other facility users if applicable by phone or UHF radio.
- If possible, make an immediate attack with appropriate equipment.
- All staff will move immediately to assist if safe to do so.

Site Address	**Map Reference**
AARC Property 445 Gum Flats Road, Wensleydale VIC 3241	SVC (Spatial Vision Central) 6863 FII (451490)

7. REGULATIONS—GENERAL……cont'd

7.2 FIRE CONTROL - FIELD OPERATION

The AARC Facility staff are responsible for all fire control, as there is no immediate assistance from a fire service.

All plant vehicles and equipment must be fitted with an appropriate fire control appliance, and the operator thoroughly instructed in its proper use.

All AARC tenants should know the locations of fire extinguishers, which are shown on a Plan posted in each building.

No extreme personal risk will be taken to protect property, but subject to that condition, every possible attempt will be made to suppress any fire occurring at the AARC Facility.

Due to the fire prone location and surroundings, no 4WD activities will operate on any day declared a Total Fire Ban Day by the CFA. AARC Management may restrict other activities, depending on the weather conditions that prevail on the day.

In the Declared Fire Danger Period each summer, the statutory requirements in regard to fire control in the country area of Victoria will be rigidly observed, and offenders will be liable to prosecution for non-compliance.

Essentially these are common sense requirements in regard to: control of sources of ignition, lighting fires in the open, disposal of matches, cigarette ends, faulty exhaust systems, incineration of rubbish, the use of oxy cutting equipment, metal grinders, power and chain saws in the open air etc.

7.3 FIRE CONTROL - RURAL AREAS

All fires within the general area must be reported to AARC Management immediately.

7.4 FIRE DANGER RATED DAYS

Due to AARC being identified as a HIGH RISK AREA by the CFA, on days declared CATASTROPHIC, AARC will be closed.

On days declared EXTREME by the CFA, track facility access at AARC will be limited and at the Manager's discretion. If the Site Manager is at all concerned, evacuation will be the default decision.

AARC encourages all users of these facilities to download and install the **VicEmergency** App and make themselves familiar with the **Bushfire Management Plan**.

7. REGULATIONS—GENERAL…...cont'd

7.5 EMERGENCY EVACUATION

In the event of an emergency situation, e.g. bushfire, where emergency evacuation of the AARC Facility may be required, a Warden must be appointed. The Warden will be easily identified by a red hat with SAFETY WARDEN prominently displayed on it.

The person on site with the most appropriate experience will be appointed to this position.

The Emergency Assembly Point is to the west of Building 1 or the First Aid Station at the centre of the ADR Circuit.

PLEASE BE FAMILIAR WITH THIS LOCATION

Refer to Emergency Response information on pages 2 & 3 of these Regulations.

7.6 ENVIRONMENT - PRESCRIBED WASTE DISPOSAL

All waste created at AARC must be disposed of appropriately, ensuring no harm or damage is caused to the environment.

Place recyclable items such as paper and plastics in the appropriate bins (located in the construction yard) where possible. AARC will then organize for this to be taken to an appropriate recycling facility.

Non-Harmful Waste

All non-harmful waste from workshop rubbish bins is to be emptied into the bulk waste collection container located in the construction yard. This bulk bin is emptied every four weeks. Should a more regular collection be required, please advise AARC Manager.

We must look after our environment.

Waste Oils

Waste oil drained from plant and equipment must be deposited into a drum in the construction yard and stored undercover on a bunded pallet.

AARC Management will arrange for a Licensed waste treater/disposer to collect the waste oil when an amount of approximately 1000 litres is ready for collection.

Engine Coolant

Engine coolant drained from plant and equipment is deposited into a drum marked "waste coolant" in the construction yard and stored undercover on a bunded pallet.

AARC will arrange for the collection of this as required.

Used Batteries

All used batteries should be marked "scrap" and placed undercover in the construction yard.

7. REGULATIONS—GENERAL……cont'd

7.6 ENVIRONMENT - PRESCRIBED WASTE DISPOSAL……cont'd

Scrap Steel

All scrap steel will be placed in the scrap steel bins in the construction yard.

Note: No used oil or brake fluid drums can be placed in with scrap steel.

Any steel too large to fit in the scrap bin can be stored in the construction yard for collection.

Brake Fluid

Brake Fluid must be disposed of through a recognised collection agent. Never put waste brake fluid into waste oil containers.

Tyres

Tenants are to arrange for their own disposal of tyres through tyre suppliers or approved agents.

All prescribed waste generated at AARC must be removed by an approved operator who will issue an EPA certificate or proof that items have been correctly removed. There is a cost for the removal of tyres, engine coolant, brake fluid, empty oil drums etc.

Each tenant is responsible for costs associated with the removal of all prescribed waste that they produce.

8. PROPERTY MAINTENANCE, TIDINESS & CLEANLINESS

8.1 Buildings

Buildings and work areas, canteen and kitchen will be maintained in a safe, tidy and clean condition at all times, by the personnel working in, or using the location.

Smoking is not permitted at the AARC Facility.

Report any damage to AARC Management.

Always leave things clean and tidy for the next user. IT MAY BE YOU!!

8.2 Wash Bay

(a) The use of the Wash Bay is a service provided by AARC.
(b) Users must leave the area after use in a clean and tidy condition, as one expects to find it.

CHECKLIST COMPLETED	
☐	AARC Regulations & Safety Instructions read
☐	Site Induction completed
☐	Conditions of Hire signed
☐	Insurance C of C provided
☐	Indemnity Forms signed
☐	Booking confirmed
☐	Deposit paid