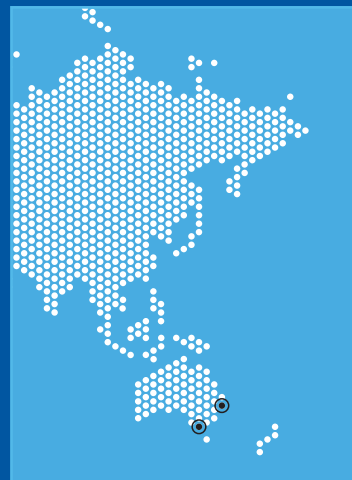




Flight Services

Australia Campuses Welcome Guide





Welcome to the Flight Services Australia Campuses

Brisbane

Melbourne

Our goal is to give you the vital training required to operate and maintain your airplanes safely and efficiently.

Our staff wants to help make your training as pleasant and productive as possible. This campus guide will give you the basic information that you need while you are in training. If you have any questions that this guide does not answer, please call Brisbane Guest Services on +61 7 3307 9300.

Be sure to bring your photo ID, your current logbook, and your current aviation license on the first day of training.

Thank you for choosing Boeing Flight Services for your training. We look forward to meeting and working with you while you are here.

Enjoy your stay.

Marilyn Andre
Campus Manager
Australia

Guest Information

Accommodation

See the list in back.

Alcohol Policy

All alcoholic beverages are prohibited on the premises at any time while you are training.

Cameras

The use of personal cameras (still or video) is not permitted at the campuses. The only exception is the use of personal cameras to take pictures of fellow classmates in the lobby areas on the ground and first floor and outside the primary entrance to the campus. Special permission is required for pictures outside these areas. We will work with our students to accommodate such requests.

Class Schedule

Your instructor will provide you with your class schedule on the first day of training. The availability of simulator times and the number of customers can affect class schedules, so please check the schedules regularly.

Dress Code

The dress code during training is business casual attire.

Food Service

Brisbane

The customer lounge is located on the first floor. It has a refrigerator, a microwave, and coffee and tea facilities.

The lunchroom and lounge is located on the ground floor. It has vending machines available around the clock for hot and cold drinks and for snacks. There are lounges and a TV for your leisure and recreational breaks.

Also, the Coffee Caddee (mobile café) is at the campus Monday through Friday at 9:30 a.m. and again at 12:30 p.m.

Note: Because the cafeteria in Aviation Australia is the only one within walking distance (approximately 350 metres) from the campus, it is recommended that you bring your own meals.

Melbourne

The customer lounge and lunchroom is located on the ground floor. It has a refrigerator, a microwave, complimentary coffee and tea facilities, and a vending machine with cold drinks and snacks. There are also lounges and a TV for your leisure and recreational breaks.

There is a take-away shop across the road and various cafés close to the campus.

Gift Store

The Boeing gift store, located in the main lobby of the Brisbane campus, is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Please check with Guest Services about the store and availability of stock. For your convenience, we offer electronic funds transfer at the point of sale.

Lobby and Reception

Our representatives can assist you with booking taxis, requests for medical attention, photocopying, faxing, mail, and lost items.

Brisbane Guest Services

Direct line: +61 7 3307 9300.

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Mail and Messages

We recommend that your personal mail be directed to your place of accommodation. Messages may be left for you at the Brisbane campus at +61 7 3307 9300. You may collect your messages from Guest Services.

Medical Services

If you become ill during the day and cannot attend training, please notify your instructor or call Brisbane Guest Services at +61 7 3307 9300. Our representative will inform your instructor. If you become ill while on training, please notify your instructor or our representative, who will escort you to a first aid officer for immediate attention.

For medical emergencies that occur while you are away from Boeing, please call the appropriate hospital:

Royal Brisbane and Women's Hospital: +61 7 3636 8111.

The emergency department is located at the corner of Butterfield Street and Bowen Bridge Road, Herston QLD 4029.

Royal Melbourne Hospital: +61 3 9342 7000. The emergency department is located at the corner of Grattan Street and Royal Parade, Parkville VIC 3052.

Parking

Brisbane only

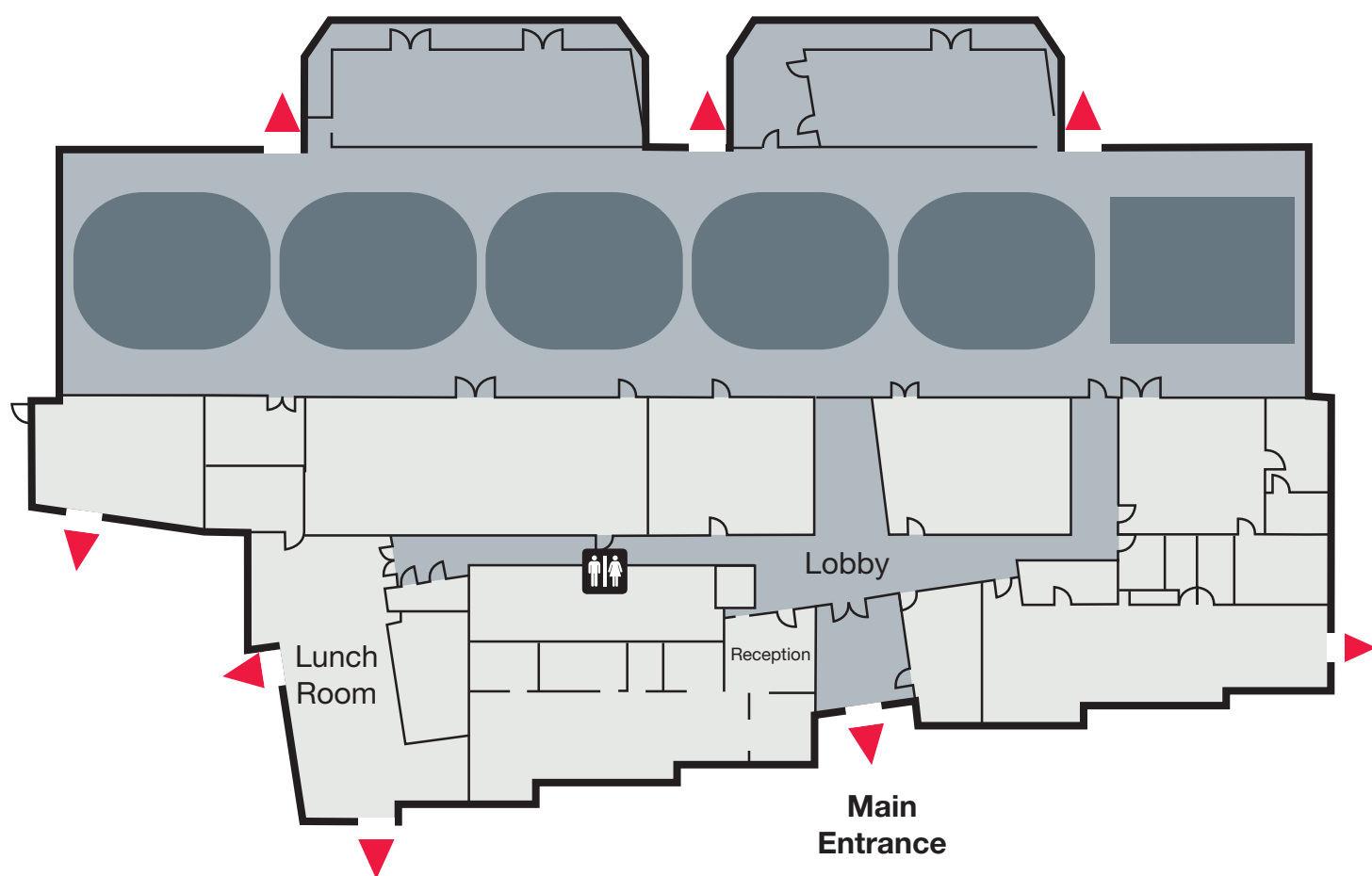
Free parking is available at the Brisbane campus for students attending training courses. On your arrival, the instructor will provide you with a car pass, which is included in the student kits. Passes are also available at Reception. To avoid a fine, display the car pass on the dashboard at all times while on the Brisbane campus.

Passports and Visas

If you are a visitor to this country, you are required to carry your passport at all times during your stay. For information on visas, see the following site: www.immi.gov.au/Visas.

Brisbane Campus

Ground Level

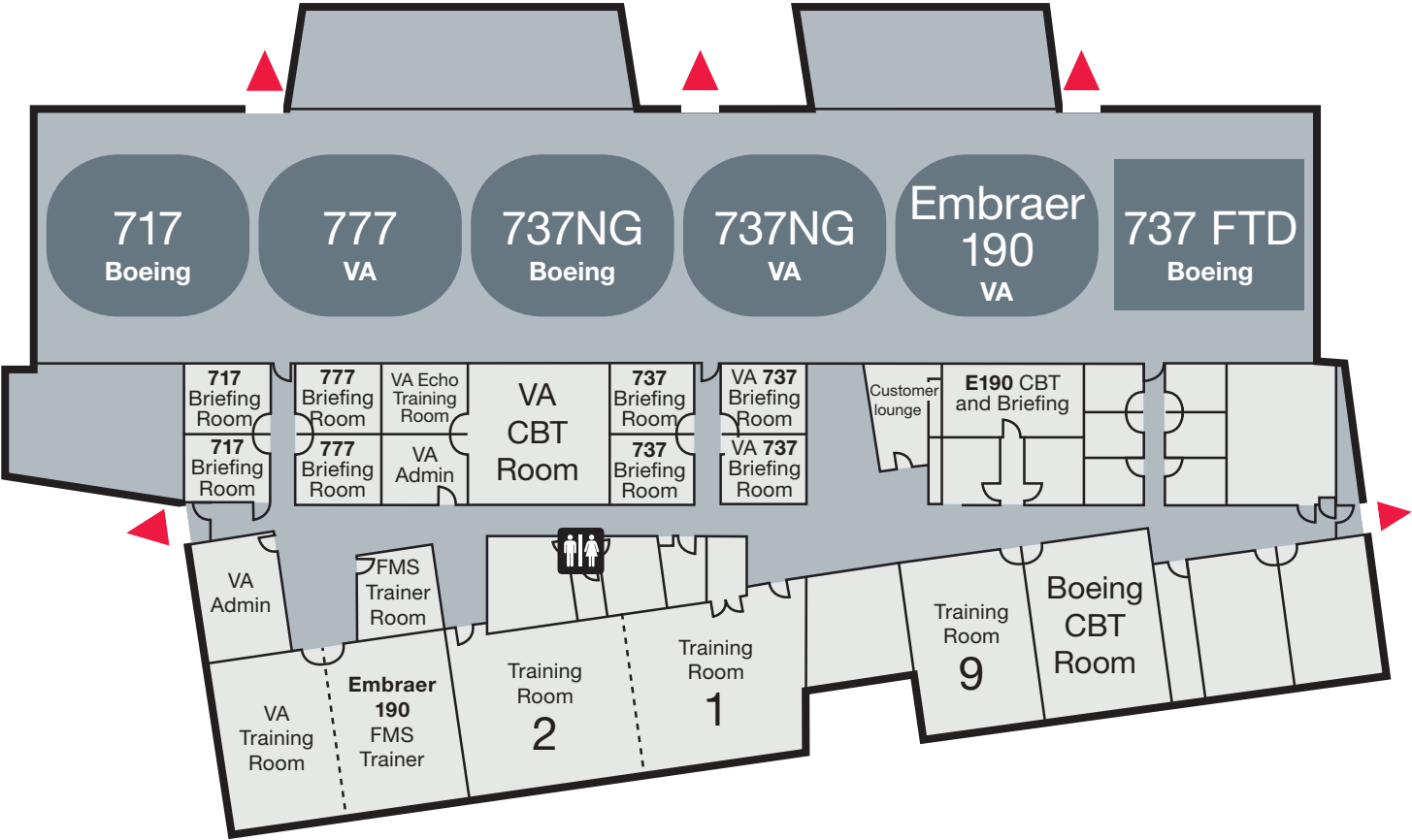


Maps for Melbourne are available on-site.

Australia Campuses Welcome Guide

Brisbane Campus

First Level



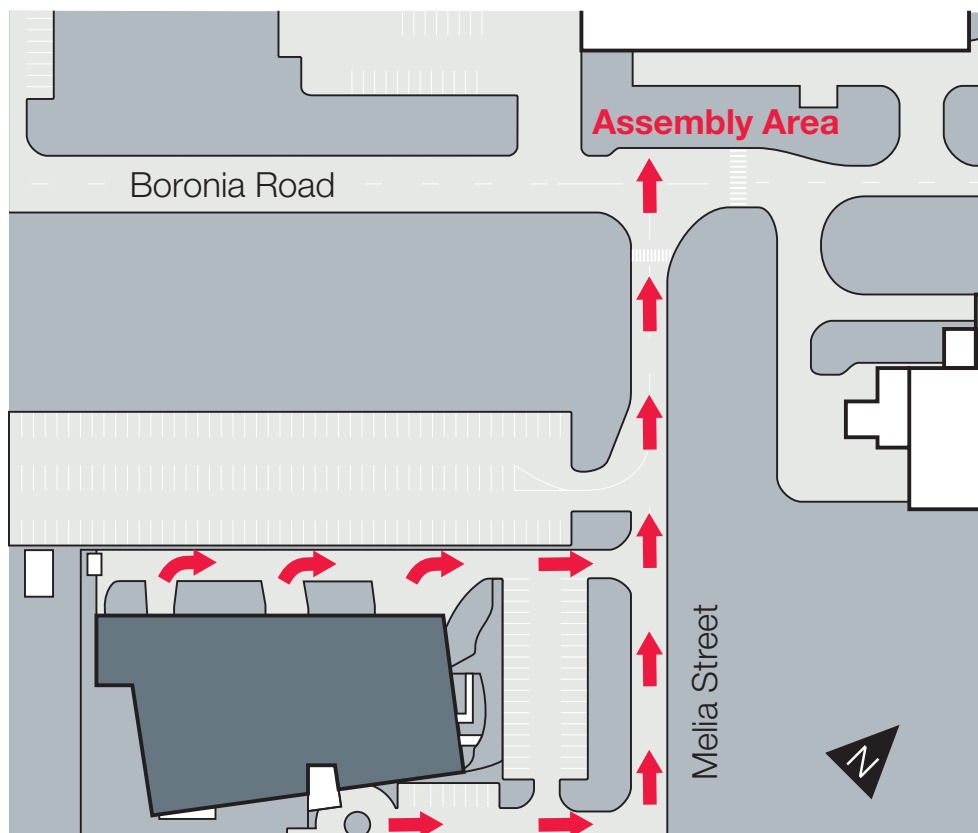
Brisbane Campus Evacuation Map

Response to Fire Warning System

- Leave the building immediately by means of the nearest stairwell or exit.
- Close the door to your area as you leave. Do not prop doors open.
- Once outside the building, proceed to the nearest designated assembly area.
- Do not attempt to use the elevator. During an alarm, normal elevator operation is disabled. When an alarm is activated, the elevator returns to the first floor and both end doors automatically open.
- During evacuation, do not delay for any reason; do not stop to fight the fire. Smoke inhalation and invisible toxic fumes can injure or kill as easily as fire can.
- The primary life-saving factors are to keep calm and not run.

Building Evacuation Assembly Areas

- During an evacuation, all personnel in the building must exit and proceed to the assembly area northeast of the building.
- Do not remain near the building entrances or fire lanes. It hampers fire department activities and the evacuation efforts of other personnel.



Maps for Melbourne are available on-site.

Campus Location Maps



For a map and directions to the appropriate campus, see Google Maps at www.google.com/maps.

Brisbane Campus

3 Melia Street

(nearest cross street: Boronia Road)

Brisbane Airport QLD 4007

Phone: +61 7 3307 9300

Fax: +61 7 3307 9399

Operating hours:

24 hours a day, 7 days a week



Melbourne Campus

Ansett Aviation Centre, first floor

50 Garden Drive

Tullamarine VIC 3045

Operating hours:

24 hours a day, 7 days a week

Guest Information

Safety

Your safety while at the campus is important to us. If you have any questions or concerns, please contact Guest Services.

Evacuation and Shelter in Place

Take responsibility for knowing what to do in the event of an evacuation or shelter in place. Shelter in place is implemented during an event when it is safer to stay inside in a designated area, such as a conference room, away from external hazards. Please see the building evacuation map and evacuation plan for more information.

Hazardous Areas

Do not enter the simulator bay floors, because they are potentially hazardous areas. Obey all signs and barriers designed to keep you safe from hazards.

Injuries

If you are injured while on campus, first aid is available at reception or in the first aid room located along the ground floor hallway near the lunch room. For serious injuries and medical emergencies call 0 (for an outside line) and then 000. Report all injuries to Guest Services.

Overhead Cranes

The simulator bays are equipped with overhead cranes. In the event of crane use, do not enter the crane operating envelope.

Automatic External Defibrillator—Brisbane Only

The campus is equipped with an automatic external defibrillator (AED) for use in an emergency. The AED is located on the ground floor near the main staircase. Report any instance of removing an AED from the cabinet to Guest Services so that it can be checked before being put back into service.

Security

Your instructor will provide you with your security access badge on the first day. Always wear it, clearly visible above the waist, while you are on the campus.

Smoking Policy

Smoking is prohibited in the buildings. A list of designated smoking areas is available at each training site.

Please help to make the environment as clean and safe as possible by disposing of cigarette butts in the ash cans provided in the smoking area.

Training Materials

If an airline sponsors you, please obtain your manuals before your first day of training.

Boeing Flight Services no longer courier or provides Airbus manuals; however, you may organise to have your Airbus manuals delivered to the appropriate address:

Brisbane: Boeing Flight Services, 3 Melia Street, Brisbane International Airport QLD 4007.

Melbourne: Boeing Flight Services, 50 Garden Drive, Tullamarine VIC 3045.

What to Bring on Your First Day

On your first day of training, you will need to have your photo ID, your current logbook, and your current aviation license.





Australia Campuses Welcome Guide

Brisbane

Melbourne

Boeing Commercial Airplanes

Flight Services

3 Melia Street

Brisbane International Airport QLD 4007