



Disabled Aircraft Recovery Plan Operational Safety Plan

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Version 3

October 2025



MELBOURNE AIRPORT

Foreword

This Operational Safety Plan has been prepared by Melbourne Airport to meet the applicable requirements of the Melbourne Airport Manual, the APAC Safety Management Standard and also the Part 139 (Aerodromes) Manual of Standards 2019, made under division 139.C.4 of the Civil Aviation Safety Regulations (CASR) 1998.

Any external references made to regulations, standards and documents should be read in conjunction with this document. As these external references are in force from time to time and may be subject to change, the latest issues/amendments should be checked prior to using this document.

APAM will review this document regularly to ensure as far as possible that the information contained within is current, accurate and suitable for the intended purpose. Should any changes be found necessary, or where compliance with this Operational Safety Plan becomes impractical or impossible, the Head of Airfield is to be advised immediately.

Head of Airfield
Aviation
Australian Pacific Airports Melbourne

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Definitions

Please refer to the Aeronautical Information Package and the CASA Website for commonly used Aviation terms and abbreviations.

For additional definitions specific to Melbourne Airport, please visit www.melbourneairport.com.au/glossary.

For the purpose of this plan:

- *Operator* means the operator of an aircraft.
- *Owner* includes the Operator where an aeroplane is owned and operated by the same party.

Important Contacts

Please refer to the [Disabled Aircraft Recovery Plan Contact List](#) for an up-to-date list of key contacts.

Change Summary

Version	Date	Change Description
2	3 October 2023	• Key contact list moved out of document into separate spreadsheet located on SharePoint. • Amended authority from Airfield Standards Manager to Head of Airfield. • Restructure of document and addition of new section "Recovery Coordination". • Alignment of document with ICAO Airport Services Manual – Part 5. • Amended section 3.2 to include requirement for regular users of the airport to provide Melbourne Airport with a copy of the aircraft operator's removal plan. • Editorial amendments
3	21 October 2025	• Addition of Appendix C – YMML Disabled Aircraft Recover – Readiness Planning form • Minor administrative and procedural changes

1. Introduction

1.1. Background

This Disabled Aircraft Recovery Plan (DARP) has been developed by the Melbourne Airport Disabled Aircraft Recovery Committee in accordance with the provisions of ICAO Annex 14, Volume I, and the ICAO Airport Services Manual.

1.2. Rationale

1.2.1. Aim

This plan is intended as an aid for the staff involved in the recovery of a disabled aircraft at Melbourne Airport.

1.2.2. Authority

This **Disabled Aircraft Recovery Plan** has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

1.2.3. Alteration

Melbourne Airport may alter or vary this **Disabled Aircraft Recovery Plan** at any time. A reference to the **Disabled Aircraft Recovery Plan** shall be a reference to this policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

1.2.4. No Derogation

Nothing in the **Disabled Aircraft Recovery Plan** shall derogate from any responsibility otherwise imposed by law, agreement or other policy, procedure or rule imposed by Melbourne Airport with respect to the same or similar subject matter as this policy.

2. Recovery Coordination

No two disabled aircraft incidents will be the same. Each incident will present new problems and new challenges to the recovery team and will need to be handled according to the prevailing circumstances.

In accordance with Part 5 of the ICAO Airport Services Manual, responsibilities for the removal of a disabled aircraft lie not only with the aircraft operator, but also with the State (Victoria) and the airport operator (Melbourne Airport).

The lead agency for disabled aircraft recovery will be the aircraft owner/operator (or aircraft recovery delegate) involved. To ensure an efficient recovery operation, Melbourne Airport will appoint an Aircraft Recovery Coordinator to coordinate Melbourne Airport staff and resources to assist in the recovery of a disabled aircraft.

2.1. Aircraft Recovery Team

An aircraft recovery team will be established by Melbourne Airport to oversee the aircraft removal operation. It is desirable that all members of the team remain on site (unless otherwise represented) until the recovery operation is completed. The aircraft recovery team consists of the following roles which must be clearly identified by tabards: For some DAR, it is acceptable for representation to be via an online meeting invite, as determined by the Aircraft Recovery Coordinator.

Role	Primary responsibilities
Aircraft Recovery Coordinator	The Aircraft Recovery Coordinator is an APAM staff member who has been appointed by the Airport Commander or Crisis Chair to coordinate the resources needed to perform the recovery. They will also ensure that all roles in recovery team are filled by appropriately qualified people. They are responsible for ensuring that: • The recovery is completed as soon as practicable, • The aircraft recovery team holds briefings at appropriate intervals, • Decisions are recorded and • That APAM has met all of its obligations under this plan.
Airline Recovery Lead	The Airline Recovery Lead is appointed by the aircraft operator to lead the recovery. They will be appropriately qualified and have the authority to make decisions on behalf of the operator. They are responsible for ensuring the recovery is completed in the agreed timeframe and accountable for making financial decisions during the recovery.
Site Safety Supervisor	The Site Safety Supervisor is accountable for the safety of all people, infrastructure and the environment during the recovery operation. They have the authority to immediately cease the operation at any time if deemed unsafe and are responsible for undertaking a risk assessment prior to recovery commencing.
Fuel Supervisor	Responsible for allocating resources to safely defuel aircraft and maintain the fuel samples that ATSB require as part of the investigation.
Handling Agent Supervisor	Work with the airline, provide trained resource and/or equipment to support the removal of the disabled aircraft. Resources to report into the recovery team contracted by the airline. Handling agent to work with ATSB to support any investigation work or requests.
Civil Works Supervisor	In some circumstances, temporary roads or standing areas may need to be built around the aircraft to facilitate access for plant and machinery. The Civil Works Supervisor is responsible for overseeing any works required to ensure that access and working areas around an aircraft are safe and serviceable.

Should someone conducting any of these roles need to leave site, they must conduct an effective handover of the role to someone else to ensure continuity of operations.

2.2. Management

With regards to overseas and previous local experience the following is recommended:

- Regular coordination is vital, and meetings should be held regularly to maintain effective management of the recovery and to ensure correct allocation of resources.
- Melbourne Airport management may be best place to provide personnel support and other resources as required, i.e. food, amenities, communication etc.
- The recovery team in consultation with the Recovery Manager and Airport Commander needs to have all cost recovery measures pre-arranged with the responsible aircraft owner/operator before the recovery operation commences.

Aircraft recoveries can be protracted; therefore, the management team are responsible for ensuring that the recovery operation can be sustained until completed.

2.3. Costs

Aircraft owners/operators shall reimburse Melbourne Airport costs of dealing with any disabled aircraft pursuant to this plan including:

- Costs incurred by Melbourne Airport contractors, consultants and suppliers on a cost recovery basis; and
- Costs of Melbourne Airport staff at Melbourne Airport's going rate for labour costs.

3. Agency Responsibilities

Depending on the severity of an incident, multiple agencies can be involved during an aircraft recovery operation. The following subsections detail the responsibilities of each agency listed in this plan.

3.1. Melbourne Airport (Airport Operator)

Melbourne Airport is responsible for appointing an Aircraft Recovery Coordinator to coordinate the recovery operation and must have a disabled aircraft removal plan available (this plan). The Aircraft Recovery Coordinator role also forms part of the Incident Management Team (IMT).

If the aircraft owner/operator fails to take responsibility for the removal operation, or is slow to act in doing so, Melbourne Airport may take over the responsibility and contract the removal to a third party once indemnified by the aircraft owner/operator.

Melbourne Airport will not accept responsibility for any damage sustained during the recovery of an aircraft.

Note: The authoritative provisions of this subsection do not imply that anything other than proper recovery procedures may be used for removal of disabled aircraft.

3.2. Aircraft Owner/Operator (Lead Agency)

The registered owner or aircraft operator has complete responsibility for the removal of an aircraft. The aircraft owner/operator is responsible for:

- Maintaining detailed contingency plans for aircraft recovery;
- Planning recovery action as soon as they are notified of the incident;
- Obtaining Australian Transport Safety Bureau (ATSB) and/or Coroner approval for moving the aircraft in consultation with the Aircraft Recovery Coordinator;
- Removal and acceptable disposal of fuel and/or dangerous cargo;
- The passengers on board as well as the removal of cargo and hand luggage from the aircraft.
- Removal and storage of the aircraft, parts and other items associated with the incident
- Maintaining a flexible approach to decision making during the period of recovery as the airport may still be open to other operators; and
- Forming part of the Incident Management Team (IMT).

Every regular user (aircraft operator) of the airport **is requested to** provide Melbourne Airport (airport operator) with a current copy of the aircraft operator's removal plan/**process**. Information within the document must include all relevant contact numbers as well as information on who the aircraft operator will use to remove the aircraft. **Refer Appendix C.**

3.3. Airservices Australia

Airservices Australia is responsible for notifying Melbourne Airport if advised of an immobilised aircraft by the pilot in command.

3.4. Australian Transport Safety Bureau

The ATSB is responsible for approving recovery of the aircraft where the aircraft does not affect the operational viability of the airport. If the ATSB elects to conduct an on-scene investigation, a disabled aircraft and/or any debris resulting from the incident cannot be removed from the movement area until authorised by the ATSB investigators.

In the event the incident concerns military aircraft, the Defence Aviation Safety Authority has the same role as the ATSB as defined above.

3.5. Support Agencies

The following agencies may give support to the recovery team:

- Aircraft Manufacturers
- Airlines
- Airservices Australia
- ATSB
- Aviation Rescue Fire Fighting (ARFF)
- Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (Federal)
- Department of Jobs, Skills, Industry and Regions (Vic)
- Department of Transport and Planning (Vic)
- Handling Agents
- Hume Council
- Local hire companies
- Melbourne Airport
- Qantas (Salvage Team Sydney)
- Refuellers
- Sky Bus/Carbridge

4. Activation

A disabled aircraft incident is declared when an aircraft is immobilised within the airport perimeter. Such incidents may include a burst tyre, overheated brakes or another incident requiring the temporary closure of the runway, taxiway, or adjacent area.

4.1. Activation under Emergency Conditions

Where an aircraft has been disabled because of an emergency or has the potential to cause an emergency, response procedures within the Airport Emergency Plan (AEP) **will** be enacted first.

When the immediate movement of a disabled aircraft is required in the interests of safety or the performance of the functions of Airservices Australia (AA) relating to air traffic services, Airservices Australia may order this action without consultation of the airline.

The AEP documents how the airport community responds to manage the hazards associated with an incident including an aircraft incident.

4.2. Activation of the Disabled Aircraft Recovery Plan

The activation of the Disabled Aircraft Recovery Plan is a recovery function that can occur once the Incident Controller is satisfied that all hazards have been managed so far as that they no longer have the potential to cause further harm. Handover of the aircraft for recovery will be formally documented as part of the incident.

5. Authority

In carrying out any power or authority conferred on it under this plan Melbourne Airport may, but is not obliged to, act on the instructions of any personnel of the Operator or Owner which in the reasonable opinion of the Head of Airfield have actual or ostensible authority to give instructions concerning a disabled aircraft.

6. Indemnity

Melbourne Airport will seek indemnity from the airlines if Melbourne Airport assistance is provided in the aircraft recovery. The Operator releases and indemnifies Melbourne Airport:

- a) From any liability as a result of any act or omission or other deficiency by Melbourne Airport or any of its contractors, agents and suppliers, included in the recovery of a disabled aircraft under this plan, causing loss or damage of any kind whatsoever, including bodily injury, property damage and financial loss and whether incurred by the Operator, the Owner or any other third party; and
- b) Acting on clause [Authority](#).

Refer to [APPENDIX B](#) for conditions regarding aircraft recovery by Melbourne Airport.

7. Initial Considerations

7.1. Site Survey

Depending upon the degree of damage to the aircraft, it is likely hazards will be present. Once the Control Agency has given formal release, hazards such as spilled fuel, radioactive materials, chemicals, and composite materials all need to be carefully assessed and addressed prior to the commencement of the recovery operation.

A Site Safety Officer will be appointed **by the Aircraft Recovery Coordinator** at the start of the recovery process.

Personal Protective Equipment (PPE) must be issued to all staff on site appropriate to their role in the recovery process.

7.2. Site Security

Security of the aircraft must be considered. The site, aircraft, aircraft parts or any other item involved in the incident should be protected by cordon or within a secure building identified by the ATSB and aircraft owner/operator.

7.3. The Aircraft as an Obstacle or Obstruction

If the disabled aircraft is infringing a runway or taxiway strip which is therefore deemed unserviceable the runway/taxiway must be closed until such time as revised declared distances are released/ published by the authority of the Head of Airfield or approved delegate.

7.3.1. Revised Declared Distances for Runways

As a runway is gradually made available it will be necessary for declared distances to be calculated for the runway. Taxiway Intersection Declared Distances are contained in the Runway Distance Supplement of the Enroute Supplement Australia (ERSA) Document.

Declared runway distances with a displaced threshold, and for take-off over the obstruction, need to be correctly calculated. Melbourne Airport Staff who can make these calculations are Airfield Operations Manager and the Airfield Standards Manager.

7.4. Advice to the Tower

Melbourne Tower must be advised immediately in the following circumstances:

- Initial advice of the disabled aircraft.
- As the incident develops and the runway/taxiway is made operational.

7.5. NOTAM

A NOTAM must be issued when:

- The disabled aircraft penetrates the airport's prescribed airspace;
- The disabled aircraft prompts the closure of any part of the movement area; and
- The disabled aircraft affects the daily airport operations in any way.

The first NOTAM will state the way in which the disabled aircraft is affecting the daily operations of the airport. Subsequent NOTAMs will progressively make note of the availability of the affected area.

Where a disabled aircraft obstructs a runway strip, a NOTAM will typically be released allowing aircraft to land towards the obstruction or take-off away from it.

Some key staff who can issue NOTAMs are:

- Senior Airside Safety Officer (Car 2)
- Airfield Operations & Works Coordinator
- Airfield Information Specialist
- Airfield Operations Manager
- Airfield Standards Manager
- Airfield Operations Lead

7.6. Temporary Pavement

In the event of an aircraft overshooting or under shooting the runway there is a high likelihood that a temporary pavement will be needed to return the aircraft to the runway.

Temporary pavement could be made of a number of different products: e.g.;

- Timbers
- Industrial plywood
- Marsden matting
- Steel plates
- Crushed rock

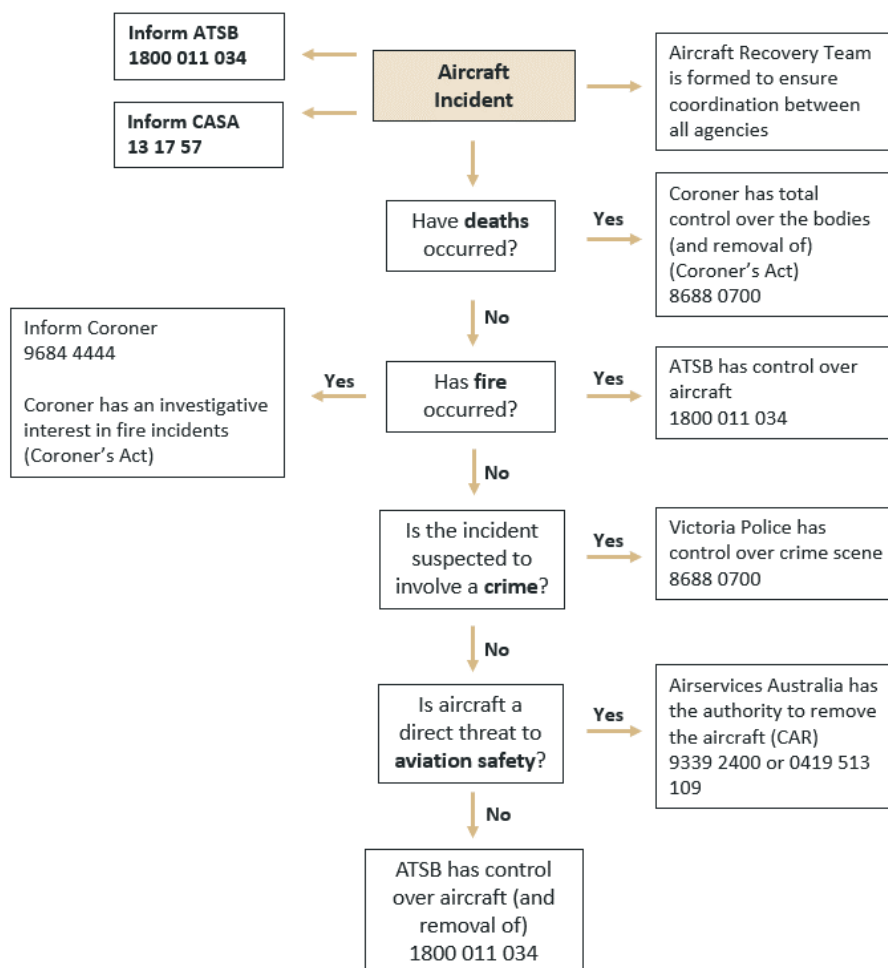
The Aircraft Recovery Team will make an assessment and decide on the preparation and road structure.

7.7. Briefings

Once all essential staff have gathered on site, they are to be briefed as per the list specified in the [Aircraft Recovery Coordinator Checklist](#).

8. Approval for Removal

8.1. Aircraft Recovery Authorisation



8.2. Recovery of Aircraft

Subject to clearance by the investigation teams, the registered Owner/Operator of the aircraft or facility is responsible for the control of the removal of the wreckage and clean-up costs associated with the recovery. If the registered Owner/Operator refuses to move the aircraft, Melbourne Airport will provide notice to the registered Owner/Operator directing the registered Owner/Operator to move the aircraft.

8.3. Movement of the Aircraft

The disabled aircraft may not be recovered/moved except with the permission of the ATSB (or Airservices when it is in the interests of safety). This clearance may be obtained by telephone through the provision of photos or digital images. Written advice of approval should be obtained.

8.4. ATSB Approval

The ATSB can elect to secure the perimeter of accident site (s 44 TSI Act). Melbourne Airport will contact the ATSB prior to recovery of the aircraft where the aircraft does not affect the operational safety of the airport.

8.5. Airservices Australia Approval

Airservices Australia Senior Tower Controller will make initial contact with the ATSB. All secondary contact will be by the Aircraft Recovery Coordinator (refer [Recovery Coordination](#)).

Air Services Regulations 2019 (Cth) Regulation 8 also gives Airservices Australia the power to authorise the removal of a disabled aircraft where it is in the interests of safety. This authority is detailed in the Instrument of Delegation and Authorisation and is exercised by the Airservices Australia Air Traffic Management Director and Director Operations.

Civil Aviation Regulation 293 gives CASA the power to remove an aircraft where it is in the interests of safety.

9. Defueling of an Aircraft

9.1. Background

A disabled aircraft may require defueling in the normal course of events prior to moving the aircraft.

9.2. Authorised Agency

Defueling can be carried out by the operators of JUHI at Melbourne Airport.

Note: Liaison with the ATSB prior to defueling is imperative as they may have a requirement to reserve fuel for investigative purposes.

9.3. Capabilities

JUHI can coordinate tankers available for defueling aircraft. Melbourne Airport does not have access to information on the origin of aircraft fuel.

9.4. Quarantine Issues

After some incidents the ATSB will require a fuel sample for the investigation. Usually 20 litres from each specified tank will need to be kept in secured sterilised containers.

9.5. Contact Arrangements

The current providers of Aircraft fuel at Melbourne Airport can be found in the [Disabled Aircraft Recovery Plan Contact List](#). The airline operator's contracted refueler should be used in the first instance.

10. Removal of Cargo and Mail

10.1. Background

Cargo may need to be removed from the aircraft prior to it being recovered. General cargo, mail and personal effects will each need careful consideration.

10.2. Review of the Cargo Manifest

The manifest needs to be obtained to identify any dangerous goods on board. General cargo can be removed by one of the Ground Handling Agents at Melbourne Airport. Agents who can remove cargo can be found on the [Disabled Aircraft Recovery Plan Contact List](#).

10.3. Mail

The removal of mail will require the approval of Australia Post. The key contact for Australia Post is through Qantas Freight Domestic. Refer to the [Disabled Aircraft Recovery Plan Contact List](#).

10.4. Hand Luggage

The removal of hand luggage needs to be considered as a top priority for the recovery team. If hand luggage has not been removed when passengers have exited the aircraft, it will need to be addressed quickly to ensure that passengers have access to their essential items i.e. keys, medication and passports.

11. Removal of Aircraft

11.1. Background

No two disabled aircraft incidents will be the same. Operational requirements will dictate the precise strategy to be adopted.

11.2. Aircraft Data

Aircraft data is available from the Airline or Aircraft Manufacturer.

11.3. Special Considerations

Some aircraft present problems for recovery because of their special lifting requirements (i.e., no slings).

11.4. Moving the Aircraft

With regards to overseas and previous local experience the following has been identified:

- Air/bags are usually used as the primary jacking system
- Air compressors need to be of high quality
- Linkable Perforated Steel Plates (PSP) and 1 inch industrial ply is considered the best ground preparation.

11.5. Staff

In the event of an Airport Emergency requiring construction or maintenance tasks, Melbourne Airport will consider the use of additional staff resources such as preferred contractors or the City of Hume staff to ensure a more efficient and safe operation.

11.6. Security

Before the removal of the aircraft any security issues associated with passenger, baggage and cargo should be carefully considered by the aircraft Owner/Operator.

12. Return to Operations

12.1. Background

The objective of the recovery team is to get the aircraft recovered as quickly and safely as possible, however, there will be pressure to return the airport to partial and then full operations as quickly as possible.

It must be made clear that the recovery team must go through a defined process prior to any consideration to return to normal operations.

12.2. Inspections

Melbourne Airport is responsible for the assessment of damage to airport facilities under its control. This assessment may be undertaken directly by Melbourne Airport or by agents appointed by Melbourne Airport.

The following tasks will need to be undertaken by Melbourne Airport in checking the security of the airport:

- a full inspection of the perimeter fence;
- resumption of Melbourne Airport access control on the airport perimeter;
- reinstatement of building access control systems; and
- security audit of the airside area.

The Department of Home Affairs also conduct security audits on all restricted areas of Melbourne Airport.

12.3. Recovery

After any emergency response, the Incident Controller will hand the scene back to Melbourne Airport. Melbourne Airport's Crisis Management Team (CMT) will take responsibility for ensuring **recovery back to** normal operations. Return of the airport to operational status is a priority to Melbourne Airport.

The CMT will develop a plan in consultation with the **Disabled Aircraft** Recovery Team to resume operations as soon as is safe and practicable. This may be staged, with partial opening initially and a staged return to full operation.

As a minimum, before an area can return to operation, the following safety inspections must take place to ensure that the airport is safe for aircraft operations:

- Aircraft pavements
- Navigation facilities
- Airport lighting
- Perimeter security

12.4. Stand-Down

Stand down orders will be issued by the Aircraft Recovery Coordinator in consultation with those involved. Once stand down orders have been given, all equipment must be removed, and personnel withdrawn to the satisfaction of the Aircraft Recovery Coordinator.

13. IATP Salvage Kit

13.1. IATP Kit Location

The International Airlines Technical Pool (IATP) kit for the Pacific Area is held by Qantas at Sydney Airport.

13.2. IATA Kit Contents

This kit is extremely comprehensive and covers hundreds of different items from wooden wedges through to inflatable bags for lifting aircraft.

The majority of the salvage kit is able to be air freighted. Road freighting may also be an option if site preparation such as road construction will take over 12 hours. Avalon or Essendon Airports should also be considered if Melbourne Airport is temporarily closed.

13.3. Details

The contact for arranging the use of the equipment is the Qantas Aircraft Recovery Coordinator and they would exercise the recovery plan. Refer to the [Disabled Aircraft Recovery Plan Contact List](#).

13.4. Agreement

Melbourne Airport does not have any formal agreement with Qantas to borrow the equipment. It is the responsibility of the aircraft owner/operator to consult with Qantas regarding the use of the IATA Salvage Kit.

Qantas has indicated it will make the kit available for their aircraft and the aircraft of other airlines that are members of the International Airlines Technical Pool. Other airlines will need to make arrangements directly through the Qantas Aircraft Recovery Coordinator.

The Department of Transport and Planning are also able to provide additional resources and assets at short notice to assist the Qantas Group Recovery Team and Melbourne Airport as required.

14. List of Required Equipment

14.1. List of Equipment Held at Melbourne Airport

Item	Description	No.	Available From	Remarks
1.	20 litre buckets to be used as ballasts	100	Airfield Civil Maintenance Manager	Used to provide weight in situations where ballast is required.
2.	Plywood sheets (6 mm by 1.25 by 2.5m).	10	Airfield Civil Maintenance Manager	A versatile material that has many uses such as for padding or placement underneath pneumatic lifting bags or placement between the aircraft and any tethering cables.
3.	Plywood sheets (20 mm by 1.25 by 2.5 m).	50	Airfield Civil Maintenance Manager	This thicker plywood is used for placement over soft earth to facilitate the movement of aircraft or equipment. Old cargo pallets could also be used for this purpose.
4.	Crushed rock	10m3	Airfield Civil Maintenance Manager	Used for filling and levelling of areas for equipment access.
6.	Water drainage pump	1	Airfield Civil Maintenance Manager	Intended for use for removal of water when excavation is required.
7.	Megaphones	2	Airfield Civil Maintenance Manager	For communicating messages to staff located on top and around the site.

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Item	Description	No.	Available From	Remarks
8.	Contour plan	1	Airfield Design Specialist	To provide an indication of the grades over which the aircraft will be towed.
9.	Services plan	1	Airfield Design Specialist	To provide an indication of the services underneath the area over which the aircraft will be towed.
10.	Compressor	1 @ 100 psi	Vehicle and Plant	Used with air tools on site.
11.	Bolt cutters	2	Airfield Civil Maintenance Manager	Many miscellaneous uses.
12.	Hand tools (picks, shovels, crow bars, sledgehammers)	2 of each	Airfield Civil Maintenance Manager	Many miscellaneous uses.
13.	Ladder 6 metre	1	Airfield Civil Maintenance Manager	Used for access to aircraft – the aircraft relationship, height wise, is drastically altered in the recovery situation.
14.	Ladder 9 metre	1	Airfield Civil Maintenance Manager	Used for access to aircraft - the aircraft relationship, height wise, is drastically altered in the recovery situation.

14.2. List of Suppliers

The below equipment can be sourced from local suppliers.

Item	Description	Available From	Contact	Remarks
1.	20lt Heavy duty Plastic Buckets – Used for Ballasts.	Bunnings – Broadmeadows	9351 3800	Used to provide weight in situations where ballast is required.
2.	Plywood sheets (6 mm by 1.25 by 2.5m).	Mahoneys Timber & Hardware 480 Mahoneys Rd Campbellfield Bunnings – Broadmeadows	03 9359 5711 03 9351 3800	A versatile material that has many uses such as for padding or placement Underneath pneumatic lifting bags or placement between the aircraft and any tethering cables.
3.	Plywood sheets (20 mm by 1.25 by 2.5 m).	Mahoneys Timber & Hardware 480 Mahoneys Rd Campbellfield Bunnings – Broadmeadows	03 9359 5711 03 9351 3800	This thicker plywood is used for placement over soft earth to facilitate the movement of aircraft or equipment. Old cargo pallets could also be used for this purpose.
4.	Steel plates (12mm - 1.2M x 1.2M).	Coates Hire 572 Geelong Road Brooklyn 3012 Coates Hire 1835-1841 Hume Highway Service Road (Cnr of Somerton Rd & Hume Highway) Campbellfield 3061 24/7 Online Service	03 8340 4000 03 9303 3100 131 552	For placement underneath lifting jacks to increase the bearing area. This size is only suitable on firm earth or on thin pavement.

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Item	Description	Available From	Contact	Remarks
5.	Ground reinforcement mats.	TBC		Intended to provide a rolling surface over earth to permit the towing of aircraft.
6.	Crushed rock	Barro Group 191 Drummond St, Carlton	03 8656 3900	Used for filling and levelling of areas for equipment access.
7.	Quick set concrete	Eifers Civil	0401 858 122 0416 259 415	Can be used for Subsurface preparation, for jacking or other concentrated earth load situations.
8.	Water drainage pump	Keilor U Hire 502 Fullarton Rd Keilor Park Kennards Hire 173 Settlement Rd Thomastown	03 9336 3055 or 03 9336 4311 03 9463 2700	Intended for use for removal of water when excavation is required.
9.	Earth anchors	TBC		Used to provide stability and allow tethering of the aircraft while lifting.
10.	Crane 10 ton with 6 metre reach	Boom Logistics	1300 362 666	Used to lift individual aircraft parts.
11.	Crane 30 ton with 20 metre reach	Boom Logistics	1300 362 666	
12.	Mobile multi- wheeled heavy load flatbeds	Boom Logistics	1300 362 666	For lifting the aircraft onto. These can be procured from a mover of heavy industrial equipment.
13.	Steel cable, assembly one inch diameter	TBC		All steel cables
14.	Rope 25mm diameter	Bunnings – Broadmeadows	03 9351 3800	Many uses
15.	Rope 50mm diameter	Bunnings – Broadmeadows	03 9351 3800	Many uses

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Item	Description	Available From	Contact	Remarks
16.	Multiple strand block and tackle with a 50 ton capacity	Coates Hire – Industrial Services 120 South Gippsland Highway Dandenong	03 9701 9200	Used as an alternative to winching or towing in moving the aircraft. Could also be used for handling major detached pieces of the aircraft.
17.	Winching units 10 ton capacity	Coates Hire – Industrial Services 120 South Gippsland Highway Dandenong	03 9701 9200	Conventional towing in aircraft recover is usually ineffective and much better control is usually obtained by winching from a stationary point or vehicle.
18.	Flood lights	Keilor U Hire 502 Fullarton Rd Keilor Park Coates Hire 1835-1841 Hume Highway Service Road (Cnr of Somerton Rd & Hume Highway) Campbellfield 3061	03 9336 3055 or 03 9336 4311 03 03 9303 3100	For illumination of the recovery site at night.
19.	Bulldozer	Negri or Fulton Hogan (Airport Contractors)		Many uses including levelling of terrain and making temporary roadways.
20.	Compressor	Keilor U Hire 502 Fullarton Rd Keilor Park Coates Hire 1835-1841 Hume Highway Service Road (Cnr of Somerton Rd & Hume Highway) Campbellfield 3061	03 9336 3055 or 03 9336 4311 03 9303 3100	Used with air tools on site.

Disabled Aircraft Recovery Plan

Item	Description	Available From	Contact	Remarks
21.	Air powered rotary saw	Coates Hire 1835-1841 Hume Highway Service Road (Cnr of Somerton Rd & Hume Highway) Campbellfield 3061	03 9303 3100	Cutting and clearing metal wreckage.
22.	Metal shears	TBC		Many miscellaneous uses.

15. Further Information

For further information with regards to this **Operational Safety Plan**, please contact:
airfieldsupport@melair.com.au

Document Number	AFO-GE-PLN-13-0001		
Version Number	Version 3		
Originator	Airfield Information Specialist, APAM	Date	DATE
Approver	Head of Airfield, APAM	Date	DATE

APPENDIX A Aircraft Recovery Coordinator Checklist

Item	Action	Organisation	Notes
1.	ATC Liaison	Airservices Australia	Clearance to recover/move if safety threatened
2.	Log keeper and Photographer	Melbourne Airport	Log keeper to be present at all times with Coordinator
3.	Issue NOTAM	NOTAM office	Runways, Taxiways, OLS
4.	Navigation Aids	Technical Equipment Interface (24 hours) Operations Interface (24 hours)	Confirm incident not due to Nav Aids
5.	Airline		Airline representative required on site and as a key part to the disabled aircraft recovery team
6.	PPE – worn by staff Tabards – worn by recovery committee Safety Supervisor – designated	Melbourne Airport	Consider initial cordon and site safety briefing
7.	Carry out inspections	Melbourne Airport	Runway, Taxiways, Strips and Aprons
8.	Prescribed Airspace check	Melbourne Airport	OLS or PANSOPS
9.	Declared Distances calculated	Melbourne Airport	NOTAM
10.	ARFF liaised with on site	Airservices Aviation Rescue Fire Fighting	Site declared safe by ARFF prior to onsite recovery
11.	Cargo Manifest obtained	Airline	
12.	Bus company contacted	Skybus/Carbridge	Airline to organise directly
13.	Airport Lighting contacted	Melbourne Airport	Cables and lights inspected for damage. Lighting organised for night operations
14.	Approval from ATSB to recover/move aircraft	Director of Aviation Investigation Australian Transport Safety Bureau	Send digital images, facilitate Captains and Engineers report. Ask what needs to be secured or stored – fuel, etc.
15.	CASA informed	Civil Aviation Safety Authority	Briefing to both Aerodrome and Flight Operators
16.	Indemnity sought and signed by airline	Melbourne Airport	See APPENDIX B . Airline must fill out and sign before Melbourne Airport assists in working around aircraft.
17.	Briefings conducted at least every 3-6 hours	Melbourne Airport	Active Cordons Aircraft Recovery Coordinator and their role Site Safety Supervisor and their role

Disabled Aircraft Recovery Plan

Item	Action	Organisation	Notes
			Liaison responsibilities with Government organisations Escort procedures Essential staff Non-essential staff Security Identification Personal Protective Equipment Entry and Exit points Site evacuation and whistle procedures Emergency situations First Aid on site Hazards Hours of work on site (Max 12 hours) Rubbish Toilets Media Photographs Storage and parking of vehicles/equipment
18.	Environmental impacts assessed	Melbourne Airport	Environmental assessment to be conducted once safety issues have been identified and site is available
19.	Fuel companies on site	BP Exxon Mobil Viva JUHI Sky Tanking	Quarantine Issues. Time taken to refuel.
20.	Engineering contacted	Contracted company	Inspection of aircraft.
21.	Aircraft Manufacturers contacted	Boeing Airbus	Provision of information on aircraft manuals/restrictions
22.	Qantas IATA Salvage Kit authorised	Qantas	Airline to liaise directly with Qantas for authority to use kit
23.	Handling Agent contacted	Menzies Swissport Oceania	Tugs, belt loaders, stairs, tractors etc.

Disabled Aircraft Recovery Plan

Item	Action	Organisation	Notes
		Dnata Rex Virgin	
24.	Maintenance contacted	Melbourne Airport	Sleepers, plywood, crushed rock, staff, contractors assistance, equipment, bob cats, trucks etc.
25.	Forward Command Post positioned	Melbourne Airport	Serviceable, positioned, staffed, clean
26.	Toilets provided	Coates Hire Conx Hire	Additional toilets, equipment, portables
27.	Crane companies on standby	Boom Logistics	Cranes, lifting slings, cables
28.	Security Cordon in place and maintained	Gate 27 Airside Access ISS Duty Manager 24/7 AFP Duty SGT Number	Area taped off, one entry/exit point, guards in place and briefed
29.	Media managed	Melbourne Airport	Restriction of airspace
30.	Storage area for wreckage organised	Airline	Hangers, aprons, taxiway extensions, fields, Whiskey 3
31.	Inspection conducted	Melbourne Airport	Area operational in accordance with CASA Manual of Standards Part 139 - Aerodromes
32.	Restoration of area	Melbourne Airport	Asphalt, Works Safety Officer, area remaining closed

APPENDIX B Indemnity Letter

DATE: _____

AIRLINE: _____

AIRPORT MANAGEMENT
LEVEL 2
INTERNATIONAL TERMINAL
MELBOURNE AIRPORT

LOCKED BAG 16
GLADSTONE PARK
VICTORIA 3043 AUSTRALIA

TEL (61 3) 9297 1600
FAX (61 3) 9297 1886

DISABLED AIRCRAFT AT MELBOURNE AIRPORT

This document confirms the terms applicable for assistance provided by Australia Pacific Airports (Melbourne) Pty Ltd or any related body corporate (**Melbourne Airport**) to

.....(Owner/Operator), ABN ,

in the removal/recovery of aircraft [registration] (**Aircraft**).

In signing this document, the (Owner/Operator) agrees that:

1. In providing the assistance, Melbourne Airport, its directors, employees, agents and contractors may act on the request or direction of the General Manager Operations, General Manager Infrastructure, nominated Aircraft Recovery Coordinator or any other person that in the reasonable opinion of Melbourne Airport has the authority to request or give directions about the assistance.
2. Melbourne Airport accepts no liability in connection with the assistance, which is provided entirely at the risk of the (Owner/Operator), whom also:
 - a. accepts sole responsibility for any losses of any kind (including damage to the aircraft and consequential loss) suffered or incurred by Owner/Operator or any person arising out of or resulting from any act or omission (whether negligent or otherwise) on the part of Melbourne Airport, its directors, employees, agents and contractors, in providing the Assistance including the form, manner and standard of the Assistance or time taken to provide the Assistance; and
 - b. agrees to keep Melbourne Airport, its directors, employees, agents and contractors indemnified at all times for any liabilities or claims they may incur against them with respect to the matters described in Paragraph (a).
3. The Owner/Operator agrees to reimburse Melbourne Airport on demand the costs and charges incurred by Melbourne Airport in connection with providing the Assistance and such reasonable fees as may be determined by Melbourne Airport in its discretion.
4. The Owner/Operator releases Melbourne Airport and its directors, employees, agents and contractors from:

- a. all claims, actions, causes of action, proceedings and demands which the Owner/Operator has now, or but for this letter would or might have at any time in the future against Melbourne Airport or any of its directors, employees, agents and contractors; and
 - b. all present or future liability of Melbourne Airport or any of its directors, employees, agents and contractors to the Owner/Operator, however caused, in relation to or arising out of or in consequence of the removal or recovery of the Aircraft by Melbourne Airport or any other person.
5. The release contained in clause **Error! Reference source not found.** operates even if the Operator/Owner is not now aware of, or has no present knowledge of, or at any future time is not aware of or has no knowledge of, any fact or circumstance which may now or in the future be relevant to or apply in relation to any such claim, action, cause of action, proceeding, demand or liability.

The Owner/Operator must not make or commence or threaten to make or commence any claim, action, cause of action, proceeding or demand against Melbourne Airport or its directors, employees, agents and contractors relating to the removal or recovery of the Aircraft.

Indicate your acceptance to these terms by signing and returning a copy of this letter. Signed for and on behalf of

..... (Owner/Operator) by
 (Signature)
 (Full Name)
 (Position)
 (Organisation)

in the presence of:

..... (Signature)
 (Full Name)
 (Position)
 (Organisation)

On this..... day of(Month) in the year of

APPENDIX C YMML DAR – Readiness Planning

This form is to be completed by all airlines / aircraft operators conducting operations at Melbourne Airport. Please respond to all requests for information in the table below and return this form to airfieldsupport@melair.com.au, together with a copy of the airline / aircraft operator's Disabled Aircraft Recovery Plan.

Airline / Aircraft Operator:

Ref.	Request for Information	Response from Airline
1	List all aircraft types currently operated at Melbourne Airport by this airline / aircraft operator.	
2	List all parties authorised to perform disabled aircraft recovery on your behalf at Melbourne Airport.	
3	Have all personnel authorised to perform disabled aircraft recovery on your behalf at Melbourne Airport been trained in disabled aircraft recovery techniques?	
4	Can all parties mentioned in Ref. 2 recover all types of aircraft that you operate at Melbourne Airport?	
5	Is this airline / aircraft operator a member of the International Aircraft Technical Pooling (IATP)?	
6	Provide the name and contact details of your appointed Airline Recovery Manager at Melbourne Airport.	
7	Provide the name and contact details of all personnel you would require to be on a disabled aircraft recovery call, held by the Aircraft Recovery Coordinator (APAM) in the event of a disabled aircraft.	

Ref.	Request for Information	Response from Airline
8	Provide the name and contact details of a company representative with powers to sign an indemnity form and orders before a disabled aircraft recovery can commence.	
9	Provide details of any equipment held on site at Melbourne Airport that could support the recovery of a disabled aircraft.	
10	Provide the name and contact details of a fuelling company that has capability to conduct a full defuel of your aircraft.	
11	Confirm that you have attached a copy of your disabled aircraft recovery plan to this Readiness Planning Response.	

Completed By

Name	
Company	
Position	
Email Address	
Phone Number	

Signature	Date



AUSTRALIA PACIFIC AIRPORTS (MELBOURNE) PTY LTD ABN 62 076 999 114