



OPERATIONAL SAFETY POLICY

STAGING AND STORAGE OF GROUND SERVICING EQUIPMENT (GSE) AND UNIT LOAD DEVICES (ULDs)

**MELBOURNE
AIRPORT**

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Produced by Melbourne Airport
in the interest of Airport Safety and Security

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1.1 INTRODUCTION

The purpose of this policy document is to outline the Melbourne Airport policy for the storage and staging of Ground Servicing Equipment (GSE) and Containers on the apron areas at Melbourne Airport. The policy is a part of, and should be read in conjunction with, the Melbourne Airport Airside Conditions of Use.

The policy applies to all aircraft operators, handling agents, refuelling companies, engineers and all other airside tenants and their staff involved on the airside at Melbourne Airport.

Staging and storage procedures outlined in this document are to be followed in conjunction with each individual organisations procedures and requirements.

1.2 RATIONALE

1.2.1 AIM

This Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy has been produced in the interests of safety and security at Melbourne Airport. It details the safety rules for operators on the airside.

This policy aims to provide a safe environment for all airside staff, passengers and aircraft and to ensure that the requirements documented in this policy are relevant and capable of practical implementation by all staff.

1.2.2 AUTHORITY

The Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

1.2.3 SCOPE

This document applies to Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) which all operators and their staff should follow to ensure a safe working environment on the airside at Melbourne Airport.

1.2.4 ALTERATION

Melbourne Airport may vary this Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy at any time. A reference to the Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy shall be a reference to this Policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

1.2.5 NO DEROGATION

Nothing in the Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy 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.

1.3 DEFINITIONS

Equipment Staging Area

Defined by a broken red line, this area is for the short term staging of equipment. These areas are to be utilised no more than 25 minutes prior to the arrival of an aircraft and 15 minutes after the aircraft departure.

Equipment Storage Area

Defined by a solid red line, this area is for the medium term storage of equipment (no longer than 24 hours).

Ground Servicing Equipment (GSE)

Equipment that is owned leased or licensed and operated by an airside operator for the servicing of an aircraft. GSE includes container loading vehicles, belt loaders, high lift trucks, cabin cleaning vehicles, refuelling vehicles, lavatory trucks, water trucks, container dollies, container profiles, tow bars, mobile stairs, push-back tugs, baggage tugs, ground power units, catering vehicles, engineering services vehicles and rolling stock.

Ground Servicing Equipment (GSE) Area

A dedicated area for the safe storage of all Ground Servicing Equipment.

Unit Load Device (ULD)

A pallet or container used to load freight onto an aircraft.

Section Two Staging And Storage Of Ground Servicing Equipment (GSE) And Unit Load Devices (ULD)

2.1 EQUIPMENT STAGING AREAS

Designated staging areas are marked with a broken red line and provided on all aircraft parking bays.

GSE may only be parked in designated staging areas under the following conditions:

- The airline or ground handling agent may only commence staging its equipment on the allocated bay 25 minutes prior to the arrival of the aircraft it is going to service and subject to the bay being vacant of any previous aircraft.
- All equipment must remain within the designated staging areas at all times until the aircraft arrives
- The airline or ground handling agent may negotiate with the Airport Coordination Centre (ACC) Supervisor for early staging of the bay on a case by case basis only
- The airline or ground handling agent may negotiate with the ACC Supervisor for its equipment to remain on the bay, if the next aircraft scheduled on the bay is to be serviced by that airline or ground handling agent

All equipment must be removed from the bay within 15 minutes of the departure of an aircraft

2.2 EQUIPMENT STORAGE AREAS

Designated storage areas are marked with a solid red line and provided on most aircraft parking bays..

These areas are for medium term parking only (no more than 24 hours). GSE that is not required within the 24 hour period must be parked in a GSE Area.

2.3 OTHER STORAGE AREAS

2.3.1. Ground Service Equipment (GSE) Areas

Dedicated multi-user GSE Areas are provided on the airside for the longer term parking of serviceable GSE.

2.3.2. Location plans of Equipment Staging, Storage and Ground Service Equipment (GSE) Areas

Please refer to the following appendices for the locations of multi user Equipment Staging, Storage and GSE areas.

- Refer to Appendix 1. Bravo and Charlie Concourse Storage and Staging
- Appendix 2. Delta Concourse Storage and Staging
- Appendix 3. Echo and Foxtrot Concourse Storage and Staging
- Appendix 4. Golf Apron Storage and Staging
- Appendix 5. Hotel Apron Storage and Staging

2.3.3. Vehicle Parking Areas

Vehicle parking is only permitted in white marked parking bays.

2.4 STORAGE OF UNIT LOAD DEVICES (ULD'S)

Empty ULDs can be hazardous to passengers, staff, equipment and aircraft when left unsecured.

Because of the high risk of ULDs being blown around they must always be secured either on a trolley/dolly and within a GSE Area or within a racking system or on a roller bed within a leased area when not in use. Failure to do so may result in Penalty Infringement Notice (PIN) being issued.

ULD's must not be stored directly on the pavement under any circumstances.

2.5 INCORRECT PARKING OF EQUIPMENT

Incorrectly parked equipment can be reported to the Senior Airside Safety Officer on 0418 335 985.

Airside staff observed leaving equipment incorrectly parked risk being issued with a Penalty Infringement Notice (PIN) of between 3 and 12 penalty points depending on the infringement.

2.6

CORRECT STOWAGE OF GSE DURING STRONG WIND WARNINGS

The Bureau of Meteorology will issue wind warnings on occasions where winds is forecast to be greater 41 knots (76km/h). Winds of this magnitude including wind gusts are defined as “strong winds”. Affected airports and airlines/handling agents will be notified through local arrangements.

Virgin Flight Operations located in Brisbane will issue weather warnings of this nature to the Melbourne Airport Coordination Centre who will update the airside Flight Information Display (FID) screens.

During strong wind conditions all Ground Servicing Equipment (GSE) should be secured on the apron, high lift vehicles lowered and the stabilizers deployed. All mobile stairs should be fitted with stabilizer jacks and fully deployed, in conditions where wind (including gusts) greater than 50 knots (96km/h) are forecast, equipment should be either laid on their side or tied up to a suitable anchor point.

Hitching rails can be used in designated GSE areas in lieu of anchor points to tie down unused equipment such as mobile stairs, Disabled People Loader (DPL) and and maintenance stands.

Dollies or profiles with containers loaded on them should have park brake set, where fitted, if not fitted, they should either be chocked, or connected in train. When fitted, all equipment should be serviceable with working locking pins and brakes. Empty containers must have the container flap in the closed and locked position. Max permissible barrows or large profiles in train are 4 or a maximum of 6 dollies can be connected at any time.

Airside drivers transporting dollies loaded with empty containers should use extra caution during strong winds conditions, the minimum distance within an aircraft they are not servicing must be adhered to; 15metres within a refueling aircraft and 3metres when not being refueled.

Section Three Further Enquiries, Contacts And Emergencies

3.1 FURTHER ENQUIRIES

If you have any questions regarding this document, please contact:

Airfield Operations Manager
Melbourne Airport
Locked Bag 16
Tullamarine Victoria 3043
Phone: (613) 9297 1742

3.2 IMPORTANT CONTACTS

Airport Coordination Centre

Phone: (613) 9297 1813

Senior Airside Safety Officer (Car 2)

Phone: 0418 335 985

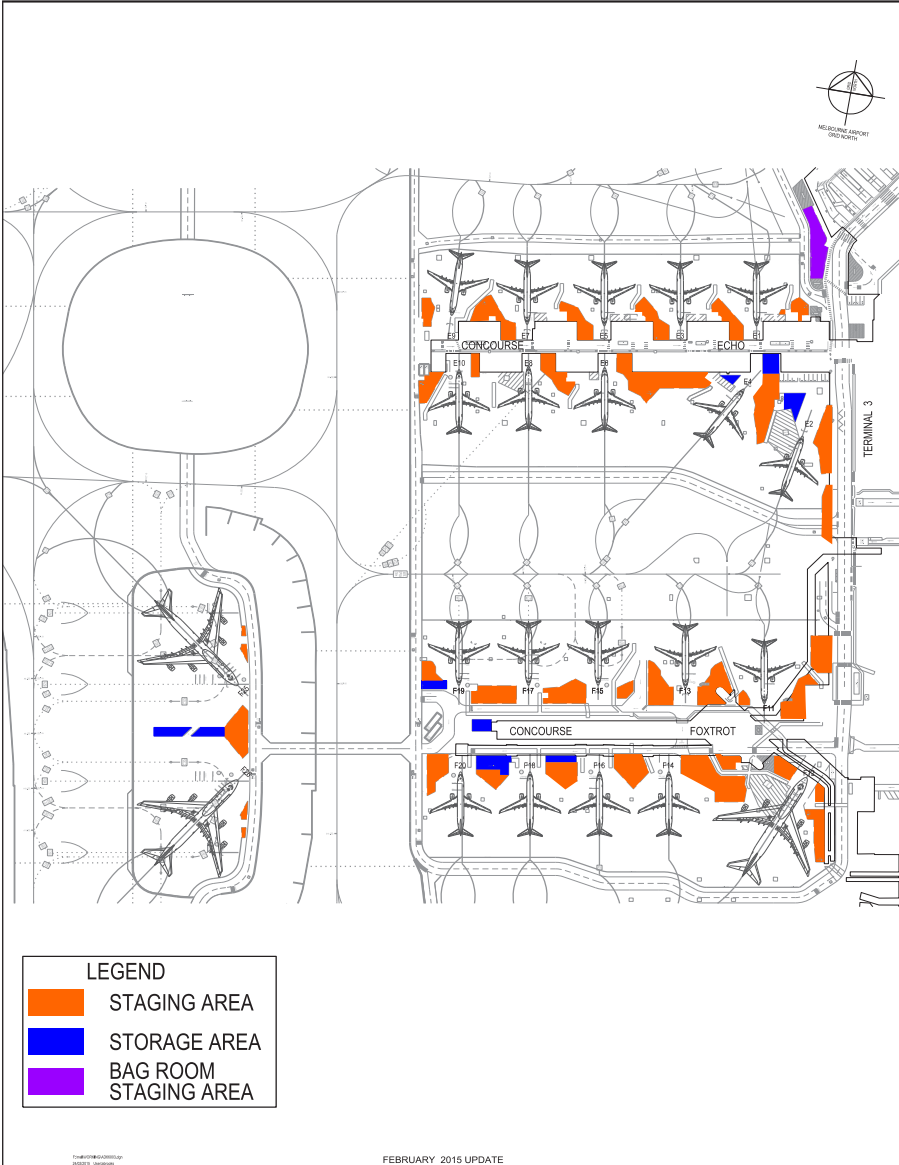
3.3 EMERGENCIES

In case of emergency contact the Airport Coordination Centre on 9297 1601 or by pressing the Apron Emergency Call Point button.

Appendix 1: Melbourne Airport Storage, Staging and GSE Areas:







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