

**OPERATIONAL SAFETY INSTRUCTION**

Version A

Issued 01/09/2020

Aircraft Arrival Procedure on Stand

Issued By Airside Operations
and Safety Manager

Ref BRS-OSI-GO-013

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. INTRODUCTION

This instruction informs the airport community of the requirements with respect to the arrival of an aircraft onto stand.

For the purposes of this instruction, the arrival phase is from when the aircraft manoeuvres onto the stand from the taxiway, to the engines being shut down and the anti-collision lights being switched off.

For instructions on aircraft departure procedures please see BRS-OSI-GO-014 Aircraft Departure Procedures Off Stand.

2. PRE-ARRIVAL INSPECTION

The airline/ground handler or marshaller must conduct an inspection of the stand prior to an aircraft entering it. This check shall be made on foot, covering the full length and width of the stand, as shown at Appendix A. The following checks must be made during this inspection:

1. Stand footprint is clear of vehicles and equipment i.e. chocks, cones, steps, tugs, GPUs, baggage trolleys etc.
2. FEGP extensions are stowed and clear of the aircraft's parking position
3. The area is clear of FOD (bins are sited across the ramp for easy FOD disposal)
4. The stand is free from spills, contaminants, and hazardous surface conditions i.e. ice, snow, standing water
5. There are no unsafe conditions which may present a hazard to staff or passengers

Any issues identified during the stand inspection which cannot be dealt with at the time (such as parked vehicles, other companies' ground equipment), must be referred to airside operations for support. Under no circumstances must stand entry guidance (marshalling) begin until all unsafe conditions have been resolved.

If the safety check is completed satisfactorily, the marshaller can signal to the flight crew that they are ready to receive the aircraft and commence marshalling signals to guide the aircraft onto stand.

Flight crew must not taxi onto stand (cross the single or double white lines at the back of the stand) unless the marshaller has signalled clearance to proceed (UK AIP, EGGD AD 2.9 refers).

3. EQUIPMENT POSITIONING

Prior to the aircraft arrival on stand, all Ground Support Equipment (GSE) must be positioned clear of the aircraft's approach path, in one of the following areas:

- Equipment Parking Areas (EPA) – red and white boxes
- Equipment Pre-Positioning Areas (EPPA) – blue and white boxes
- Inter-stand Clearway
- On an adjacent stand

Procedures for the use of an EPA or EPPA can be found in BRS-OSI-GO-003 Equipment Parking and Pre-Positioning Areas.

3.1. Stand Preparation

To ensure an efficient turnaround time, handling agents will want to prepare a stand ready for an inbound aircraft. This will involve some equipment such as baggage equipment and front steps being positioned in EPPAs, with rear steps and belt loaders positioned on adjacent stands.

Stands should not be prepared any more than 20 minutes prior to an aircraft arrival, unless otherwise agreed with airside operations. At least one member of the turnaround team shall remain on or in the vicinity of the stand in case equipment needs to be moved at short notice due to conflict with adjacent stand operations.

See Appendix B for examples of stand preparation.

4. GROUND STAFF

Ground staff must not enter the stand footprint, except for the marked EPA or EPPA areas, until the aircraft has come to a complete stop, engines have shut down and the anti-collision lights have been switched off. A member of the turnaround team, normally either a Team Leader or Lead Agent, should indicate to all other ground staff when it is safe to approach the aircraft.

5. STAND ENTRY GUIDANCE

All stand entry guidance at Bristol Airport is with a marshaller. See BRS-OSI-GO-010 Aircraft Marshalling.

6. APPLICATION OF GROUND POWER PRIOR TO ENGINE SHUTDOWN

In certain circumstances, such as APU failure, the aircraft may require ground power prior to engine shutdown. Under these conditions, appropriately trained and experienced ground staff may approach the aircraft to attach ground power. Handling agents are required to have safe procedures and risk assessments for this operation, which must contain the following principles:

1. A pre-arrival briefing must be held between the handling agent's ramp staff and the Lead Agent or Team Leader will assign responsibility for the GPU application.
2. All Ground Support Equipment (GSE) and personnel must be positioned clear of the aircraft path, outside the Equipment Restraint Area (ERA) (IGOM 4.9.1)
3. After the aircraft has come to a complete stop, receive confirmation from the flight crew that the parking brakes have been set (SERA 923/2012 Section 4 - Marshalling Signals)
4. Respond to the flight crew before positioning chocks at the nose landing gear wheels. This is the first action to take place around the aircraft, and shall be completed before any other activity (IGOM 4.7.1)
5. Position and connect the ground power to enable the flight crew to shut down the engine(s) (IGOM 4.9.3.1) 5)
6. Only when the engine(s) have spooled down and the anti-collision lights have been switched off, is it safe for ground service providers to approach the aircraft and commence other servicing tasks. (IGOM 4.9.1).

7. COMPLETION OF THE ARRIVAL PROCEDURE

The arrivals procedure is concluded with the aircraft safely parked by a marshaller.

With exception of the above condition (section 6), only when the aircraft has come to a complete stop, the aircraft engines shut down and anti-collision lights turned off may staff approach the aircraft to chock it and commence turnaround procedure.

8. JET BLAST AND FUMES

Flight crew are requested to use minimum power at all times when manoeuvring on the taxiways and apron. This is of importance when manoeuvring near works areas, and in the apron cul-de-sacs where jet blast can affect adjacent stands (UK AIP, EGGD AD 2.20 refers).

9. EMERGENCY TELEPHONES

Emergency telephones are located only on the most remote stands at Bristol, with a phone located at the head of stands 38/39 and another at the head of stands 19/20.

10. GENERAL ENQUIRIES

Any enquiries should be addressed to Airside Operations on **01275 473705** or **07712 792235**.

APPENDIX B

STAND PREPARATION LAYOUT

