

**OPERATIONAL SAFETY INSTRUCTION**

Version B

Issued 13/12/2022

Aircraft Marshalling

Issued By Airside Operations
and Safety Manager

Ref BRS-OSI-GO-010

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

Aircraft parking on all stands is by marshaller instructions. Pilots must hold on the taxiway/taxi-lane centreline until signalled to enter their designated stand by a marshaller (UK AIP EGGD AD 2.9 refers).

The presence of the marshaller should indicate that a safety check of the stand has been made by the handling agent prior to the aircraft arrival.

Aircraft marshalling at Bristol Airport is the responsibility of the ground-handling agents. A 'follow-me' service is available from Airside Operations on request. For the purpose of this instruction, marshalling refers to the signals given by use of bats or wands during the day or lit wands at night.

2. MARSHALLING SIGNALS

Only recognised and approved marshalling signals shall be given to aircraft. The correct signals are found in the Standardised European Rules of the Air (SERA), Appendix 1 *Signals*. These are replicated in the UK Civil Aviation Authority (CAA) guidance document CAP 637 Visual Aids Handbook.

3. EQUIPMENT

Marshalls shall wear a fluorescent vest or jacket that is fastened, to allow the flight crew to identify that he or she is the person responsible for the marshalling operation.

Daylight-fluorescent wands, table-tennis bats or gloves shall be used for all signalling by marshalls during daylight hours. Illuminated wands shall be used at night or in low visibility.

Marshalling bats shall be fluorescent orange.

Marshalling wands shall be orange or red and the specific model must be approved by the Airside Operations and Safety Manager prior to purchase.

4. TRAINING, ASSESSMENT AND AUTHORISATION

Only persons trained, qualified, and approved by handling agents or the Airside Operations and Safety Manager (AOSM) shall carry out the functions of a marshaller.

Ground handling agent training departments are responsible for the content of their marshalling training material and ensuring that the training is tailored to marshalling at Bristol Airport.

Trainee marshallers shall conduct a **minimum of twenty** marshalling events under the observation of a trainer or authorised colleague, prior to a final competency assessment and sign-off. This must include marshalling on a variety of stands in daylight and night conditions.

5. COMMENCEMENT OF MARSHALLING

The marshaller must identify the stand using the appropriate signal (both arms straight up above the head) as the aircraft approaches. Marshalling guidance signals (i.e. left/right/straight ahead etc.) should commence approximately 5-10 seconds before the aircraft begins to turn off of the taxiway/taxilane centreline onto the stand.

6. INTO-WIND PARKING

In strong winds, aircraft may need to be positioned facing into wind, as per the airline's Ground Handling Manual. Ground handling agents shall contact Airside Operations who will attend the stand to marshal the aircraft or give guidance to the handling agent's marshaller on the direction and stop position for the aircraft. See also BRS-OSI-WX-003 Adverse Weather.

7. SAFETY RULES

- Ground handling agents are permitted to undertake and are responsible for providing a marshalling service for aircraft which they are handling. Agents must not marshal an aircraft that is handled by another handling agent.
- No person is permitted to walk or drive between a marshaller and aircraft during the marshalling process. This starts at the point the marshaller identifies themselves to an aircraft and finishes once the aircraft is chocked and the marshaller has lowered their bats or wands.
- On some stands it may be necessary for the person marshalling to position themselves in the head of stand roadway, vehicles are to give way to the marshaller until the aircraft is brought to a stop and the marshaller has vacated the roadway. Vehicles are not permitted to drive behind the marshaller once they are positioned in the roadway.
- An aircraft shall only be marshalled onto a stand once a thorough FOD check and safety inspection has been completed. There must be no vehicles, equipment, or personnel within the stand footprint, except for equipment in an Equipment Pre-Positioning Area (EPPA) (see BRS-OSI-GO-003 Equipment Parking and Pre-Positioning Areas).

- It is permissible to position chocks and cones for the nose gear at the ends of the nose-wheel stop position, prior to the aircraft arrival, however these must not be in a position where they obstruct the nose-wheel in the event of an over-run on a self-maneuvring stand or when parking in a non-standard alignment.
- If an aircraft comes to a stop before entering a stand, consideration should be given to the effect of jet blast on adjacent roadways and stands.
- Marshalls should be wary of vehicle traffic on the rear of stand road system and ensure they are giving way to inbound aircraft and, if necessary, signal aircraft to stop until certain of a vehicle driver's intentions.
- Marshalls should report any near miss between vehicles and an aircraft being marshalled, to Airside Operations, to allow for investigation and follow-up actions with driver(s) involved.
- The handling agent is responsible for maintaining an operational awareness of landing aircraft. Neither Airside Operations nor ATC will notify of landing traffic.

8. FAILURE TO PROVIDE A MARSHALLER

Inbound aircraft not met by a marshaller will face inevitable delay associated with parking and may cause further disruption to other aircraft on taxiway Zulu or in apron cul-de-sacs. In such instances, ATC will contact Airside Operations for marshalling assistance.

Airside Operations will log the marshalling event on Airstar, to include the date, time, aircraft registration, stand number and handling agent. Marshalling services provided by Airside Operations will be recharged to the handling agent each month at the rate published in the Bristol Airport fees and charges document.

9. MARSHALLING ON SOUTHSIDE APRONS

Refer to BRS-OSI-GO-012 Southside Aircraft and Ramp Operations.

10. GENERAL ENQUIRIES

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