

Gatwick Airport Directive

Title: Stand Entry Guidance Systems (SEGS) - Safety Compliance		Ref No: GAD/F:16/17
Issue Date: 10/02/2017	Effective Date: 16/01/2017	Expiry Date: 16/01/2019
<p>It is the responsibility of all employers to ensure the relevant Airport Notice is 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.</p>		
Introduction:		
<p>This directive defines the mandatory requirements to ensure safety compliance for arriving aircraft on Stand. For all stands equipped with Stand Entry Guidance Systems (SEGS), It is the responsibility of the Agent meeting the aircraft to ensure they are present on stand at 5 minutes prior to the aircraft arrival and the unit is operational no later than 2 minutes prior to aircraft arrival (or Estimated In Blocks Time (EIBT)); Failure to do so is a breach of Safety Procedures. Failure to have the SEGS unit operating upon aircraft arrival at stand is a safety incident and may result in a Mandatory Occurrence Report being filed.</p>		
Programme:		
None		
Operational Impacts:		
<p>The SEGS system must only be operated by trained personnel and MUST NOT be activated until a thorough visual walking inspection of the stand and the immediate area has been completed, to ensure:</p> <ol style="list-style-type: none"> 1. The removal of all obstructions and Foreign Object Debris [FOD]. 2. The removal of all spillages, contamination and hazards 3. Passenger Boarding Bridges [PBB's] are parked in the safety area. 4. Ground Handling Resources and Equipment are positioned to ensure the safe arrival of the Aircraft on stand. 5. Passenger boarding on adjacent stands does not pose a risk. <p>The action of activating the SEGS will indicate to the aircrew that the stand is safe to enter. Once the SEGS has been activated, all airside operators must remain clear of the stand to enable the safe parking of the arriving aircraft. Aircraft are not permitted to enter the stand if the SEGS has not been activated. In the event of stand entry guidance (SEG) failure during the arrival and parking of an aircraft, handling agents must contact GAL Airside Operations (ext. 3090) to request a marshaller. Most common aircraft types are programmed into the SEG. If the arriving aircraft type is not shown on the SEG, the handling agents must contact GAL Airside Operations (ext. 3090) to request a marshaller.</p> <p>AIRCRAFT EMERGENCY STOP SYSTEM All stands are fitted with an aircraft Emergency Stop system. Emergency stop buttons for the system are near the head of stand and in the PBB cabin. Any person can activate the Emergency Stop system if they see a potential accident or incident is about to occur. Once operated the sign will flash STOP in red and the SEGS will cease to operate. A competent individual must be positioned to activate the emergency stop button throughout the aircraft docking onto stand.</p>		
Further Information:		
Any questions concerning this directive should be addressed to the GAL Airside Operations Manager :- 07803 120 115		
Signatory		
Gary Cobb <u>for and on behalf of the Chief Executive Officer of Gatwick Airport Limited</u>		
Consultation:		
Has consultation on this Directive taken place? Yes - Consultation record held by author		
Distribution:		
FULL		