

## Gatwick Airport Directive

Title: <b>Passenger Boarding Bridge Operation</b>		Ref No: GAD/F:22/16
Issue Date: 22/11/2016	Effective Date: 28/10/2016	Expiry Date: 28/10/2018
<p><b>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.</b></p>		
<b>Introduction:</b>		
<p>The majority of pier served stands at Gatwick Airport are provided with Passenger Boarding Bridges (PBBs). These will be of two main types - Apron Drive or Nose Loader. The PBBs are owned and maintained by Gatwick Airport Ltd (GAL) and operated to agreed standards by handling agents and airlines.</p> <p>GAL is responsible for ensuring that systems exist for planned preventative maintenance, operational inspections and the use of standard operating procedures agreed with the handling agents, and includes elements of best practice found in CAP642.</p> <p>Passenger Boarding Bridges should only be used for transferring passengers to and from aircraft. Under no circumstances should they be used for any other purpose such as transfer of building materials or furniture from lorries.</p>		
<b>Programme:</b>		
None		
<b>Operational Impacts:</b>		
None		
<b>Further Information:</b>		
<p><b>PASSENGER BOARDING BRIDGE OPERATOR LICENSING</b></p> <p>Passenger Boarding Bridges may only be operated by persons holding a Passenger Boarding Bridge Operators licence, endorsed for the appropriate type of equipment used. Passenger Boarding Bridge Operators must be assessed as competent by an authorised trainer.</p> <p>Handling agents at Gatwick Airport are authorised to carry out Passenger Boarding Bridge operation training subject to the following conditions being met:-</p> <ul style="list-style-type: none"> <li>• The trainer will have had a minimum of 12 months experience operating Passenger Boarding Bridges.</li> <li>• The trainer will have attended an Airside Operations Passenger Boarding Bridge Train the Trainer course in line with the manufacturers' guidelines</li> <li>• The trainer will hold a general Train the Trainer qualification.</li> </ul> <p>Staff may only operate specific Passenger Boarding Bridge types they have been trained on.</p> <p>Access will be managed by a swipe card system and key. Only personnel who have received the appropriate training shall be able to operate the Passenger Boarding Bridge.</p> <p>The operation, training and licensing systems will be audited by GAL.</p> <p><b>PASSENGER BOARDING BRIDGE OPERATOR TRAINING</b></p> <p>Authorised PBB trainers must be in possession of a valid trainers' licence issued by GAL.</p> <p>Authorised PBB trainers are responsible for assessing the competence and for issuing of PBB operators' licence.</p> <p><b>PASSENGER BOARDING BRIDGE EXTERNAL ENGINEERING STEPS</b></p> <p>The PBB external engineering steps should only be used by:</p> <ul style="list-style-type: none"> <li>• GAL Airfield Operations staff</li> <li>• GAL GAL Engineering staff</li> <li>• Emergency Services</li> </ul> <p>If third parties identify a need to use the engineering access steps, this must be risk assessed. As part of this risk assessment process, it must be assumed that these steps are not designed for public or generic use and the assessment made accordingly. Copies of these risk assessments are to be made available to GAL audit teams.</p> <p><b>ENQUIRIES</b></p> <p>Any enquiries relating to the content of this GAD should be addressed to the Airside Training Team, Tel: 01293 503090 or GAL ext3090</p>		
<b>Signatory</b>		
Gary Cobb		
<b><u>for and on behalf of the Chief Executive Officer of Gatwick Airport Limited</u></b>		
<b>Consultation:</b>		
Has consultation on this Directive taken place? Yes - Consultation record held by author		

**Distribution:**

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