

Gatwick Airport Directive

Title: Airside Non Powered Equipment Operations		Ref No: GAD/F:31/16
Issue Date: 20/12/2016	Effective Date: 16/11/2016	Expiry Date: 16/11/2019
<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>1. Scope - What is covered This Directive describes the operating procedures for non powered equipment, the requirements and procedures to be conducted by airside operators.</p>		
Programme:		
None		
Operational Impacts:		
None		
Further Information:		
<p>2. Controls - What you need to do</p> <p>2.1 Safety Inspections All non powered equipment will have a minimum of two full safety inspections per year. The equipment will be inspected, maintained and serviced by a qualified engineer. Records of inspection, service and maintenance must be kept for a minimum of 3 years and must be available for inspection by GAL upon request. The inspection must confirm that the mechanical, hydraulic and electrical condition is to a satisfactory standard as per manufacturers or industry specifications.</p> <p>2.2 Requirements Only trained and competent persons shall operate and carry out daily inspection of equipment. Any defective equipment or equipment that has expired its inspection program shall be removed from use immediately. A mechanical device i.e. Hitch Lock or Wheel Lock shall be attached to the equipment preventing it from being used. Equipment must have signs of suitable size showing the name and 24Hr contact telephone number of the Operating Company. Equipment must have red rear reflectors and amber side reflectors, clearly visible in conditions of poor visibility or in darkness. High intensity reflective sheet or reflective paint is acceptable. Aircraft Tow Bars must be clearly visible and have suitable reflectors. Aircraft Passenger Steps must be fitted with a means of "Closing Off" access to the steps from ground level when not in use. Equipment must have a satisfactory and serviceable parking brake system or have a chocking device.</p> <p>2.3 Operational procedures Equipment should not exceed 3.05 metres (10ft) wide and the overall length of a train of trailers including the prime mover and couplings must not exceed 18.3 metres (60ft). Subject to the above maximum the specific categories may be drawn by one prime mover are: Not more than 4 single baggage or single LD3 trailers. Not more than 3 double LD3 trailers; Not more than 3 large cargo trailers. Where more than one category of trailer is drawn by one tug, no more than 3 trailers are permitted. Equipment must be able to meet the airside height restrictions which are clearly marked by warning plates whenever headroom clearance is limited. GAL is currently designing buildings and structures to give minimum headroom of 4.5 metres over airside roads. However around some buildings the headroom is much less (e.g. 2.7 metres at Concorde House.) On some tail of stand roads headroom is restricted by overhanging aircraft tails. Any equipment must be fully retracted before moving and the driver must ensure his/her towed equipment can meet height restrictions. In case of doubt Airside Operations (GAL ext 3090) should be contacted for advice or to make arrangements for an escort of oversize equipment via the taxiway system. Any load, loose baggage or freight must be securely fastened to ensure it cannot spill or fall onto the apron or airside roads. When moving empty trailers around the airfield any sheets provided for securing baggage should be fastened. For any equipment combination which is essential to use but cannot satisfy the requirements of this Directive, specific approval must be obtained from GAL Airside Operations before use airside at Gatwick.</p> <p>3 Compliance - What will be checked Gatwick Airport Limited reserves the right to inspect all equipment and relevant documentation to ensure that they comply with this Directive.</p> <p>4 Responsibility - Who is responsible It is the responsibility of all staff and organisations operating at Gatwick to comply with this Directive. Additional information is available from the Airside Operations Manager 07803 120115 or the Airside Control Lead 01293 503085</p>		

Signatory

Gary Cobb

for and on behalf of the Chief Executive Officer of Gatwick Airport Limited**Consultation:**

Has consultation on this Directive taken place? Yes - Consultation record held by author

Distribution:

FULL