

Airport Operating Standard

# Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULDs)





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# Introduction

Airport Operating Standards have been produced by Perth Airport to ensure safe operations at Perth Airport. The ***Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULDs)*** standard applies to all airside operators and their staff who are undertaking Airside Services and are to be performed in conjunction with each individual organisations procedures and requirements.

The ***Staging and Storage of GSE and ULD's*** standard aims to provide a safe environment for all airside staff, passengers and aircraft and to ensure that the requirements documented in this standard are relevant and capable of practical implementation by all staff.

This Standard and the procedures described within may be amended from time to time by PAPL on recommendation of the Perth Airport Airfield Operations Management Committee following a meeting of the Airfield Operations Safety Management System. PAPL will endeavour to provide sufficient notification of changes to operators; however, it is the responsibility each operator to keep informed of any amendments.

The Standard includes:

- Responsibilities
- Airside Operating Licence
- Equipment staging areas
- Equipment storage areas
- Storage of ULD's
- Incorrect parking of equipment
- Stowage of equipment during strong wind warnings

The Standard is designed to be read in conjunction with the ***Perth Airport Operating Protocol*** and the following Airport Operating Standards:

- Airside Safety & Driving
- Aircraft Turnaround

The above documents are available via the Perth Airport Extranet at <https://perthairport.sharepoint.com/sites/Extranet> or via the Corporate page on the Perth Airport website [www.perthairport.com.au/AOP](http://www.perthairport.com.au/AOP).

# Responsibilities

## Perth Airport Pty Ltd (PAPL)

PAPL is responsible for producing this Standard and consulting with stakeholders as necessary to determine operating requirements and necessary restrictions.

PAPL (Airfield Operations) has the day-to-day responsibility for implementation of this standard. PAPL will also close a parking bay when GSE has not been removed from the bay prior to the next aircraft's arrival.

## Airside Operators

Airside operators are responsible for complying with this standard and for notifying PAPL of any incidents, near misses or faults.

The operator must ensure:

- That they hold a current Airside Operators License (AOL) with PAPL.
- That only those personnel that are suitably trained and qualified perform operational duties in regards to GSE and ULD's.
- All personnel involved in the operation of GSE and ULD's are briefed on their individual responsibilities.
- GSE is marked or branded so that it is clearly identifiable as belonging to the operator.
- That all motorised equipment (excludes towed equipment that has a motor to operate the equipment once in place) holds and displays a current Authority to Use Airside (AUA).
- That personnel operating motorised equipment hold and display a current Authority to Drive Airside (ADA).
- Personnel are instructed on the hazards associated with aircraft movements and aircraft turnarounds.
- Each Unit Load Device (ULD) containing Dangerous Goods which requires a hazard label, must have the label clearly displayed on its exterior, as an indication that Dangerous Goods are contained within the unit.

# Airside Operating Licence

There are different types of areas where active and non-active GSE can be staged and/or stored at Perth Airport. Some of these areas are common-use, and some are leased to operators for the exclusive storage of their GSE equipment. Other areas, such as Equipment Clearance Areas, are time limited for the purpose of staging prior to servicing an aircraft .

In all cases, operators are required to have an Airside Operating Licence (AOL) with PAPL. The AOL is an agreement between the operator and PAPL to provide Airside Services at the Airport. Airside Services are defined as activities performed or services delivered airside including (but not limited to) ground handling services, catering, cleaning, refuelling, engineering and transport operations (including the use of vehicles).

To meet the requirements of an AOL, operators must:

- Ensure that its GSE is stored so as not to affect the availability of positions or hinder the movement of passengers and GSE of other operators.
- Not impede the access of other operators to any equipment staging or storage area that they are allocated to use.
- Not use equipment that does not belong to them without the permission from the owner.
- Cooperate with other operators in common use equipment staging and storage areas.
- Comply with any reasonable direction that PAPL staff gives an operator concerning the operators use of an equipment staging and/or storage area.



# Equipment staging areas

Designated equipment staging areas are marked in one of two ways:

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## Equipment Clearance Areas

Equipment clearance areas are defined by a broken white-red- white line and are areas where vehicles and equipment can be staged.

Equipment may remain within the Equipment Clearance Area unless another ground handler is servicing the next flight, in which case equipment must be removed no later than 45 minutes prior to the next flight.

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## Equipment Clearance Lines

Equipment clearance lines are broken red lines (dashed) and may be found on the T1 Domestic apron. This line is marked with the aircraft parking position that it is protecting. You must remain behind this line when aircraft are arriving at and departing from the bay indicated on the marking. **This line is strictly prohibited for pre-staging GSE unless the operator remains with the equipment at all times.**

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GSE may only be staged in designated equipment clearance areas under the following conditions:

- Where there is more than one airline company, ground handling agent (GHA) or operator utilising a bay over the day, staging of their equipment on the allocated bay may only commence 45 minutes prior to the arrival of the aircraft it is going to service and subject to the bay being vacant of any previous aircraft.
- All equipment should remain within the designated staging areas (i.e. within equipment clearance areas) until the aircraft arrives, however the use of adjacent bays for positioning of equipment/vehicles may occur subject to bay availability and provided equipment/vehicle is not left unattended.
- Where there is more than one airline company, GHA or operator utilising a bay over the day, the airline, GHA or operator may negotiate with the Airport Control Centre (ACC) for early staging of the bay on a case by case basis only.
- Where there is more than one airline company, GHA or operator utilising a bay over the day, the airline, GHA or operator may negotiate with the ACC for its equipment to remain on the bay, if the next aircraft scheduled on the bay is to be serviced by that airline or ground handling agent.

Please refer to appendix 1 for the locations of multi-user Equipment Staging and Storage areas for Terminal 1.

# Equipment storage areas



Designated equipment storage areas are marked with a solid red line and are where GSE vehicles, plant or equipment may be stored. They are provided on most aircraft parking bays, with dedicated off-apron leased storage areas elsewhere.

Ensure brakes are applied and equipment is secured within these areas.

Common use/multi-user Equipment Storage Areas are provided for the parking of GSE typically required for loading/unloading baggage and freight or positioning aircraft such as bag tugs, belt loaders and pallet loaders.

Typical road vehicles such as passenger vehicles and high-lift trucks are not permitted to be stored in Equipment Storage Areas - these vehicles are to be stored landside or in licensed premises airside. Short term parking/staging of such vehicles is permitted in Equipment Storage Areas providing the vehicle is required to operate on that bay (with Equipment Clearance Areas conditions applicable), and it is not impacting the movement of GSE permitted to park in the area (e.g. tow motors, belt loaders, pallet loaders etc.)

Perth Airport may allocate Equipment Storage Areas to GHA's or specific equipment where equipment storage needs to be managed for safe and efficient operations. Please refer to appendix 1 for the locations of allocated Equipment Staging areas.

## Storage of Unit Load Devices (ULD's)

Empty ULDs can be hazardous to passengers, staff, equipment and aircraft when left unsecured.

Because of the high risk of ULDs being blown around they must always be secured either on a trolley/ dolly and within a GSE Area or within a racking system or on a roller bed within a leased area when not in use.

ULD's must not be stored directly on the pavement under any circumstances.

## Incorrect parking of equipment

Incorrectly parked equipment can be reported to the ACC on 9478 8572.



# Securing equipment

All GSE should be secured when parked on the apron.

Rolling stock, such as dollies or barrows must have some form of braking system or chocks which is to be applied when they are detached from tow units. An automatic braking system to stop rolling stock which has uncoupled during transit is highly recommended.

All containers must be secured on dollies, roller beds or racking. Containers are not to be left unsecured on the apron under any circumstances and any found will be removed at the Operators cost.

When parked, high lift vehicles and mobile stairs must be lowered.

In anticipation of strong wind conditions where wind (including gusts) greater than 40 knots (74km/h) are forecast, the following should occur:

- equipment such as mobile stairs, Disabled People Loader (DPL) and maintenance stands should be laid on their side or hitched together or relocated to an area away from aircraft & airport infrastructure (if possible);
- high lift vehicles lowered and stabilizers deployed;
- Mobile stairs lowered with stabilizer jacks deployed;
- Dollies with containers loaded on them should have park brake set, where fitted. If park brake is not fitted, dollies should either be chocked, or connected in train with at least one dolly chocked if not connected to a tug that has brakes applied;
- Empty containers must have the container flap in the closed and locked position.
- Airside drivers transporting dollies loaded with empty containers should use extra caution during strong winds conditions. The minimum distance within an aircraft they are not servicing must be adhered to; 15metres within a refuelling aircraft (except when travelling on a marked airside road) and 3 metres when not being refuelled.

# Further Enquiries, Contacts & Emergencies

## Further enquiries

If you have any questions in relation to this standard, please contact:

General Manager Operations  
Perth Airport Pty Ltd  
PO Box 6  
Cloverdale, Western Australia, 6985  
Phone: (618) 9478 8879  
Fax: (618) 9478 8889

For proposed changes to this standard, please email [document.controller@perthairport.com.au](mailto:document.controller@perthairport.com.au). Changes will be considered by the Ramp Safety Committee.

## Important contacts

Airfield Safety & Operations Manager

Phone: 9478 84441

Mobile: 0407 087 360

Airport Control Centre (ACC)

Phone: 9478 8572

Airfield Duty Manager (ADM)

Phone: 9478 8424

Mobile: 0419 195 790

## Emergencies

In case of emergency contact 000 (if life threatening situation) then ACC on 9478 8500.

# Definitions and Acronyms

Term	Definition
Airfield Duty Manager (ADM)	Perth Airport employee responsible for airfield safety including oversight of the airfield, Airport Operations Officers (AOO) and Works Safety Officers (WSO).
Airside Services	Activities performed or services delivered airside including (but not limited to) ground handling services, catering, cleaning, refuelling, engineering and transport operations (including the use of vehicles).
Equipment Clearance (Staging) Area	A designated area where equipment can be staged prior to the arrival or departure of an aircraft. Defined by a broken white/red/white line.
Equipment Storage Area	A designated area where equipment can be stored.
Ground Servicing Equipment (GSE)	Equipment that is owned, leased or licensed and operated by an airside operator for the servicing of an aircraft. GSE includes, but is not limited to, container loading vehicles, belt loaders, high lift trucks, cabin cleaning vehicles, refuelling vehicles, toilet trucks, water trucks, container dollies, tow bars, mobile stairs, push-back tugs, baggage tugs, baggage scanners, ground power units, catering vehicles, engineering service vans and rolling stock as well as non-motorised equipment such as ladders, steps and tow bars.
Unit Load Device (ULD)	A pallet or container used to load freight onto an aircraft.

# Appendix 1 Terminal 1 GSE map













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