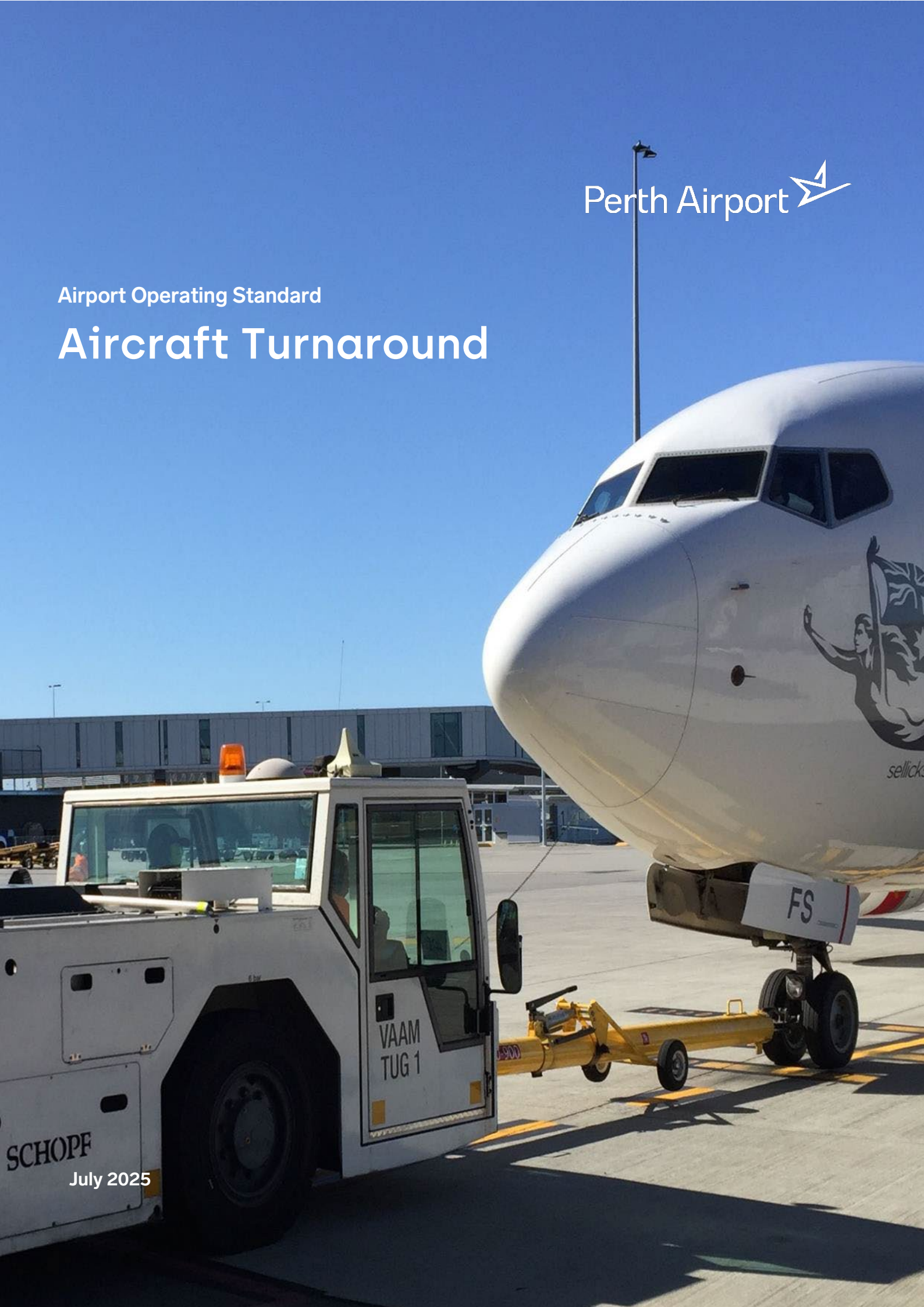
Perth Airport

Airport Operating Standard

Aircraft Turnaround



July 2025

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Changes: all changes are highlighted in blue font

Introduction

The *Aircraft Turnaround* Airport Operating Standard (the Standard) applies to all aircraft operators, ground handling agents (GHA), refuelling companies and aircraft servicing companies and are to be performed in conjunction with each individual organisation's procedures and requirements.

The Standard aims to provide a safe environment for aircraft turnaround (including refuelling, servicing and pushback operations) 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 Perth Airport Pty Ltd (PAPL) on recommendation of the Perth Airport's Airfield Operations Management Committee (AOMC) in consultation with the Ramp Safety Committee. Any changes and updates to this Standard will be communicated through a distribution of a Perth Airport Notice (PAN) and via the Ramp Safety Committee meeting.

It is the responsibility of each operator to keep informed of any amendments and use the most current version of this Standard, which is available on the Perth Airport's Extranet. For major and significant changes, PAPL will endeavour to provide sufficient notification of changes to aircraft operators and ground handling agents if such changes originated from PAPL. Any changes to this Standard resulting from CASA changes to regulations will be advised by a PAN without prior consultation with the Ramp Safety Committee.

Operators must perform the Airside Services in the most environmentally responsible manner practicable, and which otherwise mitigates any harm to the Environment, or risk of any harm being caused to the Environment.

The Standard includes:

- Responsibilities
- Prior to aircraft arrival
- Aircraft marshalling
- Aircraft arrival
- Aircraft turnaround
- Aircraft precautions.

The Standard is designed to be read in conjunction with the *Airport Operating Protocol,* your *Airside Operating Licence* with Perth Airport and the following Airport Operating Standards (AOS):

- Airside Safety & Driving
- Staging and Storage of Ground Support Equipment & Unit Load Devices
- Aircraft Scheduling & Facilities Allocation.

The above documents are available via the Operational Procedures page on the Perth Airport website.

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 plan in accordance with the CASR's and section 11.15 of Part 139 (Aerodrome) Manual of Standards - including auditing of aircraft turnaround activities.

Turnaround Audits

Perth Airport will conduct periodic audits of turnaround activities using the Turnaround Check List provided in Appendix A to ensure Perth Airport infrastructure is being used in accordance with the Airport Conditions of Use. Airport staff will take immediate action should they see a serious breach of this policy. Minor breaches will be recorded via the Perth Airport incident reporting system and the handling agent will be requested to correct deficiencies to this policy.

The results of these audits will be also provided at the quarterly Ramp Safety Committee meeting to aerodrome operators and other stakeholders.

Aircraft Operators / Ground Handling Agent

Aircraft operators / Ground Handling Agents (GHA) are responsible for complying with this plan and for notifying PAPL of any incidents, near misses or faults.

The aircraft operator / GHA must ensure:

- That only those personnel that are suitably trained and qualified perform operational duties for aircraft turnarounds. This includes relevant driving qualifications and specific training on any equipment used to conduct activities associated with the aircraft turnaround
- There are sufficient resources available to unload and turn around an aircraft that are no less adequate than industry standard
- A person is assigned to be 'in command' of the operation
- All personnel involved in the operation are briefed on their individual responsibilities
- Personnel are instructed on the hazards associated with aircraft movements and aircraft turnarounds
- All equipment is serviceable, in good working order, fit for its intended purpose and, where applicable, holds a valid Authority to Use Airside (AUA) permit
- The control and safe movement of all passengers between an aircraft and the terminal.

Prior to Aircraft Arrival

Aircraft Parking Position Inspection

A thorough inspection of the aircraft parking position is to be conducted (on foot) by the GHA to remove any obstructions or Foreign Object Debris (FOD) within 15 minutes prior to an aircraft powering onto the bay. Any spills, hazards or faults are to be reported immediately to the Airport Control Centre (ACC) on (+61) 8 9478 8572.

Equipment and Personnel Staging

The receipt agent procedures must make it clear to the receiver they are responsible to ensure all equipment is clear and the bay is free from obstructions before permitting the aircraft to arrive onto the bay.

The following tasks are to be completed prior to an aircraft arrival:

- Confirm aircraft parking position equipment availability and serviceability including chocks, cones, Visual Docking Guidance System (VDGS), refuelling hydrants (where applicable) and Fixed Ground Power (FGP)
- Ground Support Equipment (GSE) and vehicles are to be positioned behind the equipment storage and clearance lines with the parking brakes applied prior to the arrival of the aircraft in accordance with the Storage of GSE AOS. The use of adjacent aircraft parking position for positioning may occur, subject to bay availability and provided that equipment / vehicles are not left unattended
- A mobile Ground Power Unit (GPU) may be pre-staged and positioned within designated GPU areas, if provided, before an aircraft arrives (further requirements can be found in the Storage of GSE AOS)
- Chock and / or cone trolleys **must not** be positioned on the aircraft parking position and are to be stored in the provided equipment storage / clearance area
- A sufficient number of wheel chocks for the aircraft nose gear, positioned on the relevant stop bar well clear of the bay centreline is permissible, provided the receipt agent has procedures in place to ensure the chocks will not cause damage to the aircraft during the arrival process
- Low profiles and dollies must have their load secured from movement by the use of locks, stops, rails or straps at all times, except when the load is being transferred to or from the equipment
- All personnel must wear appropriate Personal Protective Equipment (PPE) in accordance with the Airside Safety & Driving AOS as a minimum, and additional PPE as required for the task as specified by their company procedures
- An appointed person should be positioned adjacent to the VDGS emergency stop button and be ready to activate the emergency stop in the event the aircraft over runs its stop position as marked on the stop bar
- All personnel on the ramp must be aware of the location of the emergency fuel shut down buttons in accordance with the Airside Safety & Driving AOS
- The passenger boarding bridge (PBB) must show a green light and be correctly positioned in the home position
- The VDGS is only to be activated once all applicable checks have been completed. A GHA representative must remain in attendance at the VDGS following activation and until the aircraft arrives on bay
- Pre-positioned pushback tugs at the front of the bay must be behind the red tug clearance line. Where

this line is not marked, pushback tugs are to be parked in a staging or storage area only and not at the front of the bay

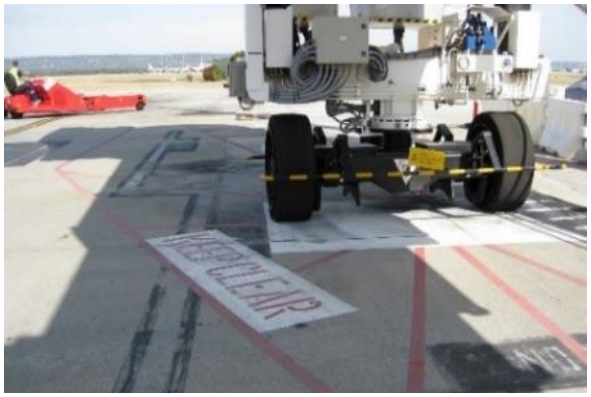
- Operators must ensure that none of their equipment is present in the equipment clearance area of the bay unless:
    - An aircraft they are servicing is currently occupying that bay, or
    - The bay is currently empty, and that operator is servicing the next scheduled aircraft to occupy that bay.

Passenger Boarding Bridge Clearance

Passenger boarding bridges (PBB) must be in the correct home parking position. All access routes and doorways are to be clear. The red-hatched Safety Area around PBB wheels is to be kept clear at all times.

Passenger Boarding Bridge Serviceability

Where an PBB is out of service or cannot be fully retracted and / or parked in its home position, the aircraft parking position is to be withdrawn from use unless stand-off parking or deboarding contingency arrangements are authorised by the ACC.



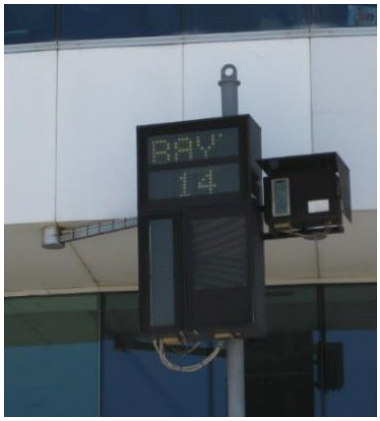
Enquiries or reports regarding the serviceability of a PBB should be forwarded to the ACC on (+61) 8 9478 8572.

Aircraft Marshalling

General Safety

When operating around aircraft that are being marshalled, always remember:

- Personnel must not walk or drive between an inbound aircraft and a marshaller directing that aircraft under any circumstances
- Airside drivers must be alert to the presence of marshallers as their attention is firmly fixed on the aircraft.



Visual Docking Guidance System

Each aircraft position with a PBB is equipped with a Safegate's Advanced Visual Docking Guidance System (A-VDGS) which provides guidance to the pilot for the correct aircraft parking position on the aircraft parking bay.

If an A-VDGS is available on the aircraft parking position, then it must be used.

The aircraft operator / GHA staff must be competent and qualified with a A-VDGS prior to use.

When A-VDGS Available

The A-VDGS are only to be switched on or off by the aircraft operator or GHA. Where A-VDGS is available:

- The aircraft operator or GHA staff member must ensure that the aircraft parking position is unobstructed by FOD, vehicles or equipment and that the PBB is in the home position before the arrival of the aircraft
- Switching on the A-VDGS only after these actions have been completed will then signify to the flight crew that it is safe for the aircraft to enter the aircraft parking position
- Once the A-VDGS have been switched on, the person responsible for the A-VDGS operation must not leave the aircraft parking position until the aircraft has parked, unless the A-VDGS is switched off again.

When A-VDGS Unavailable

Where an aircraft parking position is not equipped with an A-VDGS, or the A-VDGS is either unserviceable or not calibrated for that particular aircraft type, a marshaller must be provided in accordance with Civil Aviation Safety Authority - Civil Aviation Orders (CAO) 20.3 and the Perth Airport Operating Protocol.

Aircraft operators / GHAs must ensure in these circumstances that:

- where an A-VDGS is not provided on a power-in / push-back parking position, the aircraft must be hand marshalled onto the aircraft parking position to the applicable marshallers stop line
- where an alignment line (forward of the stop position) and pilot stop line is not provided on a power-in / power-out aircraft parking position, the aircraft must be hand marshalled onto the aircraft parking position to the applicable marshallers stop line, or a keyhole marking.

Enquiries or reports regarding the serviceability of an A-VDGS should be forwarded to the ACC on (+61) 8 9478 8572.

Aircraft Arrival

Positioning the Aircraft

The following procedures should be followed when positioning the aircraft onto the aircraft parking position:

- The nose wheel must stop on the correct marshaller stop line for the aircraft type
- The tail of the aircraft must be within the parking clearance line
- The pilot is to activate the park brake inside the flight deck whenever the aircraft is in a parked position.

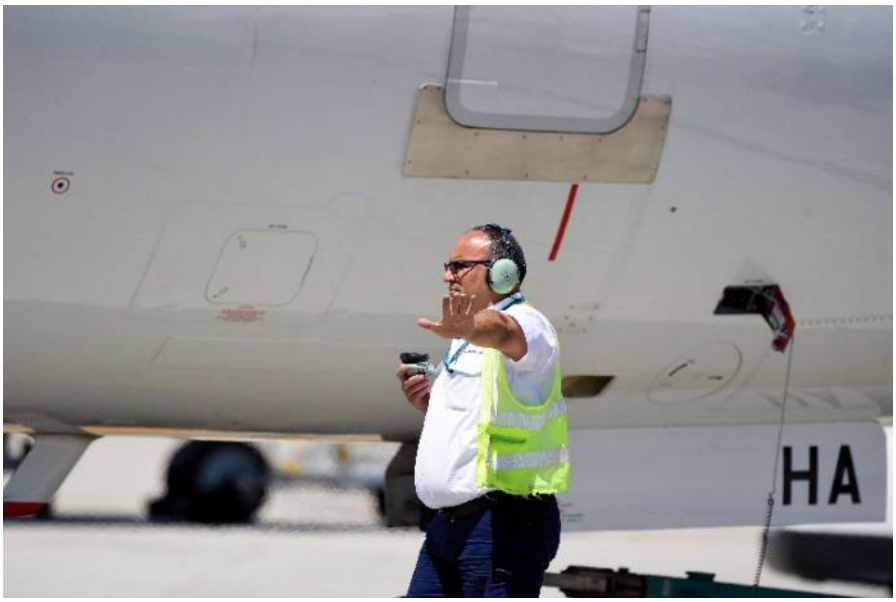
Emergency Stop Procedures

The Emergency Stop button, located in the A-VDGS control panel, instantly warns pilots that there is an immediate safety threat to their aircraft or to personnel on the apron. The aircraft should be stopped immediately to avert any danger.

The need to make an Emergency Stop is indicated to the pilots by the word 'STOP' appearing on the digital display.

Any person (irrespective of employer or function) who recognises a threat to operational safety should activate the Emergency Stop button. The flight crew should then advise Air Traffic Control that an Emergency Stop has been initiated on the bay.

The ACC must be notified of all emergency situations on (+61) 8 9478 8572.



Aircraft Turnaround

Aircraft Chocking

The following procedures should be followed once the aircraft has come to a complete stop:

- Chocking methods should be appropriate to the aircraft type and the requirements of individual aircraft operators
- Chocks should never be removed without the permission of the flight crew or person either receipting or dispatching the aircraft
- In adverse weather conditions (particularly during periods of high winds), procedures must be followed in accordance with the aircraft type or aircraft operator's specific instructions
- All jet aircraft should be chocked both fore and aft of the nose wheel, unless otherwise required by the aircraft manufacturer or operator.

Note: The IATA Ground Operations Manual (IGOM) provides further guidance on the aircraft chocking methodology.

Propeller Tethering

- Before the doors are opened, the cabin / ground crew must ensure the propellers have completely stopped and areas adjacent to the aircraft are clear of any vehicles and other aircraft
- Propeller tethering should ideally be fitted to all operators with turbo prop aircraft (including ad-hoc flights)
- Where company policy requires, cabin / ground crew are to ensure the propeller tether and extension is fitted to the side of which passengers will disembark prior to passengers disembarking / boarding (except for Dash 8-400 series)
- During the aircraft turnaround, it is recommended that a propeller tether is also fitted to the starboard side propeller to protect ground staff.

Approaching the Aircraft

The following procedures are to be followed once the aircraft has been chocked:

- Equipment must not move towards the aircraft until the parking brakes are on, chocks are in position, engines have been shut down, anti-collision beacons are switched off and approval of the dispatcher has been given
- When approaching or leaving an aircraft, GSE should not be driven faster than normal walking pace
- Where GSE is such that the operator's vision is restricted, marshalling or other guidance measures to prevent damage to aircraft must be provided in line with company procedures
- GSE is to have parking brakes applied, with gear selector in park or neutral when positioned at the aircraft and stabilisers extended (where installed)
- GSE and other vehicles must not be left unattended with their engines are running, except where there is a requirement of the operator to leave the driver's seat to operate the equipment and supplementary systems are in place to prevent inadvertent movement of the vehicle (e.g. interlockers / chocks)
- Vehicles must not park or drive under the wing or the fuselage of an aircraft (with the exception of refuelling vehicles) unless there is a company approved procedure for servicing that aircraft type.

Passenger Boarding Bridge / Stair Docking

- PBB and / or stairs must not move towards the aircraft until the approval of the person receipting the aircraft has been given. This indication will not be given until the aircraft is chocked, engines shut down (but still rotating), anti-collision beacons are switched off and an all clear is given by the aircrew. For very short turnarounds, the aircraft operator may have alternative processes which must be supported by a risk assessment
- The PBB is to be operated in accordance with Perth Airport procedures and training and is only to be operated by trained and competent staff
- Whenever the PBB is in motion, the operator must remain aware of any obstructions
- When the PBB or stairs is docked with the aircraft, there should be light contact between the PBB / stairs and aircraft fuselage
- The service stairs (or Jacobs ladder) attached to the PBB must not be used for the movement of passengers (and other unauthorised persons) or the excessive carriage of goods to or from the aerobridge and apron
- Ideally, three points of contact are to be maintained by personnel utilising the service stairs (or Jacobs ladder) and at least one hand **must** be on the handrail at all times
- The service stairs (or Jacobs ladder) must not be used while the PBB is in motion
- All apron drive aerobridges are to be removed from the aircraft during winds greater than 100km\h.

Passenger Movements

In accordance with the Airport Operating Protocol and the Airside Safety & Driving AOS; the following procedures are to be followed when passengers are required to walk on the apron:

- Passenger movements on the apron between the aircraft and terminal building must be closely supervised at all times to ensure that no smoking (including e-cigarettes and vaping devices) and no electrical equipment is used within 3m of refuelling activities (including any part of the fuelling operation being tankers or hydrant carts, hydrant pits, fuel hoses and aircraft vents typically located at the wing tips)
- Child passengers must be strictly supervised and holding the hand of the supervising adult
- The positioning of all vehicles and equipment is to allow an unobstructed pathway to and from the aircraft
- Special needs wheelchairs, Disabled Passenger Lift (DPL), other hi-lifts and / or ambulances should be in position prior to passengers disembarking
- When passengers are boarding or disembarking, the route shall avoid any fuelling zone areas by following the designated pedestrian walkway and / or airline operator instructions
- Boarding / disembarking processes should be suspended while an aircraft movement is occurring on an adjacent aircraft parking position.

Dual Door Operations

Airlines and their handlers must have procedures in place for Dual Door Operations (DDO) ensuring all risks are identified and mitigated. The procedures may be requested by PAPL for review.

DDO are only permitted on stands with a marked walkway to the port wing. Where the walkway is only marked to the front door, DDO is not permitted. Operators of ATR type aircraft are exempt from this requirement however must still have procedures in place for boarding where no marked walkway exists.

The minimum requirements for DDO are:

- Aircraft operators or their GHA must provide adequate personnel, stairs and / or ramp equipment
- During DDO, a marshaller must be positioned at the wingtip to ensure passenger safety is not compromised by operations on the adjacent parking position
- Personnel involved must be trained in safe DDO, including door operation, marshalling, and passenger guidance
- Aircraft operator or GHA procedures must consider when DDO should cease during lightning warning system phases, strong winds, or low-visibility conditions
- Contingency plans for evacuation or emergencies during DDO should be developed by aircraft operators and available for PAPL's review if requested
- Sufficient staff resources are provided to always ensure the safety of passengers on the apron
- Consider initial operations under a supervised trial phase.

Cargo Movements

Cargo Operations procedures are as follows:

- Dangerous Goods and Hazardous Materials are to be handled in accordance with the Transfer of Explosive Cargo AOS
- Handrails on conveyer belts, loaders and other elevated devices must be in the raised position unless otherwise stipulated by the aircraft operator / GHA company procedures
- Personnel should not walk or stand on a moving conveyer belt unless company procedures provide for accessing the aircraft hold via the conveyor belt in this manner
- Personnel should take extreme caution when required to walk on loading equipment decks / platforms and only then in accordance with company policies / procedures.

Animal Movements

Domestic pets and livestock are to be transferred into appropriate containers for travel at the handling agent premises landside, prior to transfer airside onto the aircraft (excluding assistance animals). Pet and livestock transfers into or out of travelling containers **must not** occur on the airside area.

Refuelling

Hydrant refuelling facilities are currently provided on most aircraft parking positions. All airside operations in the vicinity of aircraft refuelling should be regulated by the following procedures.

Clear Exit Paths

Fuelling operators and ground handling staff shall ensure equipment is positioned to allow for the quick removal of fuelling equipment in case of an emergency. Vehicles and GSE should be positioned so that there is no requirement for refuelling vehicles to reverse before departure.

Fuelling Zone

Aircraft's Auxiliary Power Units (APU) which have an exhaust efflux discharging into the fuelling zone should (if required to be in operation during fuelling) be started before filler caps are removed or fuelling connections made, or as required by the manufacturer.

Vehicle engines must not be left running unnecessarily in the vicinity of refuelling operations and no vehicle must be left running under the aircraft's wings.

Emergency Fuel Shut Down Buttons

All staff must be familiar with the location and operation of the Emergency Fuel Shut Down buttons and how to contact Aviation Rescue and Fire Fighting Service (ARFFS). In case of an emergency contact 000 (if a life-threatening situation) then the ACC on (+61) 8 9478 8500.

Emergency Fuel Shut Down buttons are located on all aircraft parking positions where hydrant refuelling is provided and onboard refuelling vehicles. All airside workers are encouraged to push an Emergency Fuel Shut Down button if a genuine risk to the safety of staff, passengers, aircraft or property exists. Operation of a stop button will shut down all fuel lines to the Airport.

Fuelling Operation Precaution Guidelines

The aircraft operator should determine whether refuelling of the aircraft should take place with passengers boarding or disembarking and the method by which this is carried out.

The following procedures should be followed during all fuelling operations:

- No handheld hazardous equipment is permitted in the refuelling vicinity (i.e. within 3 metres). This includes mobile phones, Personal Digital Assistants (PDA) and two-way radios
- If a staff member is dowsed in fuel, ensure that all clothes remain on the person until they have washed the fuel off under the deluge showers. This is to prevent static discharge from certain types of clothing materials
- Care should be taken during refuelling in high temperatures as the fuel may expand and vent from the wings, resulting in a fuel spill on the apron.

All vehicles and equipment should be positioned to provide:

- Access as clear as practicable to aircraft for ARFFS vehicles
- A clear route to allow their rapid removal from the aircraft in case of an emergency
- An evacuation route from occupied portions of the aircraft, including chute deployment areas
- Hose lines and electrical earthing cables are reasonably protected from vehicle movements
- Adequate distance away from aircraft fuel vents.

Spill Response

Spill Response procedures should be implemented in accordance with this document and the Spill Prevention and Response AOS.

Servicing

Servicing may only commence once the aircraft is parked on the aircraft parking position, chocked and both its engines and anti-collision beacons are switched off.

Operators of potable water tankers and toilet servicing vehicles must be vigilant that there is no spillage or leakage. The flushing of potable water tanks is not permitted on apron areas unless undertaken in a dedicated toilet disposal facility.

Elevating devices must not be elevated until positioned to service the aircraft.

Tasks that involve working from any height are considered high risk. These tasks must be identified and have the appropriate controls put in place. Operators should do as much of the task as possible on the ground, prior to working at heights.

Pre-Conditioned Air

Pre-conditioned air is available at some gates (150 - 154). Staff operating this equipment must be certified in its use.

Foreign Object Debris (FOD)

No FOD is to be deposited or left on any part of the airside area. It is the direct responsibility of all airside staff to ensure that the airside is as safe and clean as possible and that all FOD is removed as soon as it is identified.

Great care must be exercised by all those working on the airside, particularly those working on aircraft, to ensure that no FOD remains after completing their operation.

Aircraft Departure

Aircraft Pushback

The following procedures outline the general requirements for aircraft pushbacks:

- Only trained and authorised personnel or trainees under instruction may perform a pushback operation and they must be familiar with the required procedures before pushback commences
- Only pushbacks approved by Perth Airport using the current apron marking plans are permitted unless special instruction is given by Perth Airport or Air Traffic Control (details on Tow Bar Disconnect Points can be sourced on the apron plans available on the Perth Airport Extranet)
- Where an aircraft is required to push back onto the manouevring area, the pushback driver must hold a current and valid Category 3 Authority to Drive Airside if they are unable to return directly to the parking area following the push back
- Any vehicle engaged in towing aircraft must be approved by Perth Airport to operate in a Category 3 area and must be fitted with a radio capable of communicating with ATC / airline company frequency, and a transponder unit is fitted
- Situational awareness must be maintained, and the location of other person/s and obstructions must be known at all times. The pushback should be stopped if safety is compromised at any stage
- The dispatcher must closely monitor vehicle movements behind the aircraft immediately prior to pushback and not proceed if vehicles are obstructing the push
- The pushback team must ensure the safety of all those involved directly in and around pushback operations
- To ensure good communication prior to a pushback or towing operation, the pushback driver and dispatcher should be aware of the requirements of each parking bay layout and line markings
- The flight crew and / or the aircraft tug operator must be in radio contact with Air Traffic Control via the radio tuned to frequency Perth ATC ground frequency 122.20 (ground east) or 121.70 (ground west) during pushback as well as maintaining a direct line of communication with each other
- The maximum turning angle of the aircraft should be closely monitored to avoid oversteer
- All hand signals given by a dispatcher must be followed
- Tugs are never to be left unattended while the vehicle engine is switched on, except where there is a requirement of the operator to leave the driver's seat to operate the equipment
- Anti-collision beacons must be activated just prior to an aircraft pushback in order to provide airside drivers with adequate warning of impending aircraft movement.

Note: If the person responsible for the dispatch of the aircraft observes activation of the anti-collision beacon whilst personnel / activities are still within the aircraft vicinity, that person shall notify the flight crew and request de-activation of the anti-collision beacon until such time as the area is clear.

Commencement of Pushback

The following procedures outline the requirements during the pushback sequence:

- The correct tug, towbar and bypass pin should be used for the specific aircraft type and series to be pushed back
- Prior to the commencement of pushback, a pre-departure walk around should be undertaken to ascertain the safety of the proposed pushback and ensure the area is clear of any FOD
- All radio communication should be in accordance with radio telephony standards
- Chocks should only be removed at the request of the flight crew or dispatcher
- All chocks should be removed, PBB retracted and all equipment and personnel clear of the aircraft prior to commencing pushback
- For Dash 8 aircraft the anti-collision beacon is not visible from rear of stand roads, at such parking positions the dispatcher must ensure vehicles stop before starting or continuing the push back
- Ensure safe operation of the tug when moving clear of the aircraft
- For aircraft being positioned onto another aircraft parking position, this position is to be clear of any obstructions.

At completion of the pushback, ensure that all vehicles and equipment are returned to the appropriate equipment staging or storage areas.

Unmanned Pushback Tugs

The use of remote-controlled pushback tugs, referred to as Power Push Units (PPU), should be in accordance with manufacturer and individual company's operational procedures. In addition to the procedures above, Perth Airport requires the following:

- The vehicle must have a PAPL issued AUA
- Arrangements for the removal of the unit if it were to breakdown (e.g. whilst attached to aircraft, whilst on a taxiway, etc)
- Confirmation that the beacon will continue to operate if the vehicle breaks down.

Dangers Associated with Pushback Operations

All airside personnel must act responsibly towards their own personal safety and the safety of those around them. Pushback operators are susceptible to injuries and must be particularly cautious of the following:

- Connecting or disconnecting the tow bar
- Walking near the draw bar
- Moving around on wet or slippery surfaces
- Jet blast or ingestion from their aircraft, or other aircraft in the vicinity
- Movement of other vehicles in the vicinity
- Personnel must always maintain a high level of situational awareness and where possible, avoid turning away from an aircraft during pushback.

If an accident or incident occurs during the pushback sequence, the following procedures should be followed:

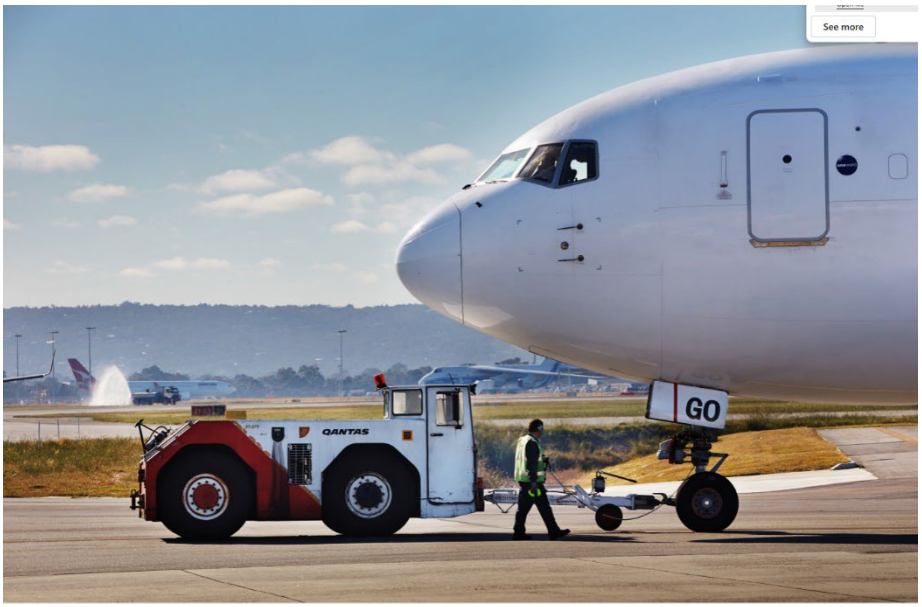
- The tug should be stopped immediately, brakes applied and placed in neutral gear
- Perth Ground should be contacted on 122.20 (ground east) or 121.70 (ground west). Perth Ground may then request assistance from Aviation Rescue Fire Fighting Service (ARFFS) and the ADM / AOO
- All accidents or incidents must be reported to the ACC on (+61) 8 9478 8572.

Aircraft Parking Position Inspection

Prior to departing the aircraft parking position, all personnel are to ensure:

- That the bay is clear of FOD
- Any spills on the aircraft parking position are cleaned up and all spills are reported to the ACC on (+61) 8 9478 8572
- Equipment has been cleared from the bay and returned to dedicated equipment parking areas.

Any faults or hazards are reported to the ACC on (+61) 8 9478 8572.



Medical Emergencies

If the incident is perceived as life threatening, call **000** first followed by the ACC on (+61) 8 9478 8500.

On-board Aircraft

If an aircraft operator / GHA receives notification that a medical emergency has occurred on board an inbound or outbound flight, the airline or GHA must follow the procedures for notification detailed in the Incident Reporting & Responding AOS.

Ambulance & Airside Medical Transfers

If an ambulance is required, the ACC must be notified immediately so they can contact emergency services for assistance and arrange for interim care. The ACC must always be contacted either in case of an emergency or for an airside medical transfer so that they can ensure the appropriate vehicle / staff escort is also supplied.

Appendix A – Turnaround Check List

Prior to Aircraft Arrival

PART 1: CHECKS PRIOR TO ARRIVAL OF AIRCRAFT	
1	FOD inspection conducted
2	Passenger boarding bridge (PBB) showing a green light
3	Red-hatched safety area around aerobridge is clear
4	GSE, GPU, vehicles & people positioned within storage or staging areas
5	VDGS is only activated when bay is unobstructed
6	VDGS displaying correct aircraft type
7	All personnel wearing appropriate personal protective equipment (PPE)

Aircraft Arrival

PART 2: CHECKS DURING AIRCRAFT ARRIVAL	
1	VDGS E-Stop is attended until aircraft stops
2	VDGS does not display error messages
3	Aircraft is marshalled on to bay where VDGS is not available
4	No personnel walk or drive between an inbound aircraft and a marshaller
5	The aircraft stops aligned with the centreline
6	VDGS guides aircraft to stop on the correct stop bar
7	Chocks applied to at least the nose wheel front and back

Aircraft Turnaround

PART 3: CHECKS DURING AIRCRAFT TURNAROUND	
1	Propellers are stationary before passengers disembark or board
2	GSE, personnel or passenger boarding bridge (PBB) do not approach aircraft until the beacon is off
3	Where a drivers vision is restricted, a marshaller is provided
4	The aerobridge Jacobs ladder is not used when in motion
5	Vehicles and equipment do not obstruct walkways
6	Electronic devices are not operated within 3m of fuel hazard zones
7	Passenger movements on the apron are supervised
8	GSE is driven at walking pace within the circle of safety
9	Three points of contact are maintained by personnel using Jacobs ladders
10	Handrails, where provided, on loaders and other elevated devices are in the raised position
11	Pets and livestock are always appropriately containerised
12	Fuelling vehicles are not obstructed ensuring quick egress
13	A pre-departure walk around is undertaken prior to pushback

Aircraft Departure

PART 4: CHECKS DURING AIRCRAFT DEPARTURE	
1	Nose chocks are only removed once the pushback tug is connected and PBB retracted
2	The dispatcher is positioned to monitor vehicle movements behind the aircraft
3	Aircraft anti-collision beacon is activated prior to pushback commencing
4	Jet blast and ingestion zone clearances are adhered to
5	Personnel do not pass beneath the aircraft fuselage during pushback
6	Following pushback, the dispatch crew return to the bay and ensure the bay is clear of FOD or spills

Observations ratings: The audit observations used for these checks: Satisfactory, Unsatisfactory and N/A.

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: (+61) 8 9478 8879

For proposed changes to this standard, please email document.controller@perthariport.com.au. Changes will be considered by the Ramp Safety Committee.

Emergencies

In case of emergency contact 000 (if a life-threatening situation) then the ACC on (+61) 8 9478 8500.

Important contacts

Airport Control Centre (ACC) ..... (+61) 8 9478 8572

Head of Airfield Operations..... (+61) 8 9478 8441

Airfield Duty Manager (ADM) ..... (+61) 8 9478 8424

Definitions & Acronyms

Term	Definition
Aircraft Pushback	The pushback of an aircraft by a tug, tractor or Power Push Unit (PPU) from a designated aircraft parking bay.
Aircraft Turnaround	The servicing of an aircraft from the time it enters a bay until the aircraft pushback has been completed.
Aircraft Parking Position	Means an open-air designated area on an apron for parking an aircraft. An aircraft parking position is also known as an aircraft stand and/or bay. An aircraft parking position does not include any area that is within a fully or partially enclosed aircraft hangar. An area designated on an apron as being available for the parking of aircraft is considered to be an aircraft parking position.
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).
Air Traffic Control (ATC)	A branch within Airservices Australia (AsA) that controls the movements of aircraft at and around a controlled aerodrome.
Authority to Drive Airside (ADA)	Issued in accordance with Commonwealth Regulations, authorising the holder to drive an approved vehicle Airside (also called Airside driver's licence).
Authority to Use Airside (AUA)	Issued by PAPL for a vehicle or motorised equipment for its use Airside.
Advanced Visual Docking Guidance System (A-VDGS)	Visual docking guidance systems which are used by airports to guide pilots from the taxi way to the stop position on the airport apron. Note: Previously referred as Nose In Guidance System (NIGS).
Civil Aviation Safety Authority (CASA)	The Commonwealth's safety regulator for civil air operations in Australia and the operation of Australian aircraft overseas.
Emergency Shower & Eye Wash Facility	A facility provided for airside staff to wash any part of their body should they come into contact with fuel, lubricants or other hazardous substances.
Foreign Object Debris (FOD)	An aviation term for refuse /debris that could potentially cause damage to staff, aircraft and / or equipment.
Ground Support Equipment (GSE)	GSE is the standard abbreviation for Ground Support Equipment. GSE encompasses all the machinery, tools, and vehicles used on the ground to service aircraft and facilitate airport operations.
Jet Blast	Exhaust from the rear of an operating jet engine.
Jet Engine Ingestion	Debris or other matter drawn into the inlet of a jet engine.
Notice to Air Men (NOTAM)	Publication produced by Airservices Australia via the NOTAM Office advising changes to physical and operating standards of the aerodrome.
Passenger Boarding Bridge (PBB)	A passenger boarding bridge, also known as a jet bridge, jetway, or aerobridge, is an enclosed, movable walkway that connects an airport terminal to an aircraft, allowing passengers to board and disembark without going outside.
Propeller Wash	Backwash from an aircraft propeller.
Servicing	A collective term used to describe the process of loading / unloading, refuelling,

Term	Definition
	cleaning, maintenance and any other activity that is necessary for the aircraft during the aircraft turnaround.
Situational Awareness	A person's perception of the environment at a particular time and place or more simply, being alert to all that is happening around you.
Tow Bar Disconnect Point (TBDP)	A marked position where an aircraft can disconnect from a tug, tractor or PPU and commence taxi under its own power.
Tug Manoeuvring Area	An area where a pushback tug can be manoeuvred and positioned prior to the pushback of an aircraft.

Notes

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