



GHANA  
CIVIL AVIATION AUTHORITY

# ADVISORY CIRCULAR AC 14-010

## APRON SAFETY

### GENERAL

The Ghana Civil Aviation Authority (GCAA) Advisory Circulars from Aerodrome Safety and Standards (ASAS) contain information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Directives.

An AMC is not intended to be the only means of compliance with a Directive, and consideration will be given to other methods of compliance that may be presented to the Authority.

### PURPOSE

This Advisory Circular (AC) provides methods, acceptable to the Authority, for showing compliance with Part 32 of the Ghana Civil Aviation (Aerodrome) Directives (GCADs), as well as explanatory and interpretative material to assist in showing compliance.

The purpose of this AC is to provide guidance to Aerodrome Operators for the implementation of operational safety procedures at the apron. These procedures illustrate how safety risks can be managed and provide guidance on how airside safety can be administered within the context of a systematic and structured management approach

### REFERENCE

The Advisory Circular relates specifically to the Aerodrome GCADs.

### STATUS OF THIS AC


This is the first AC to be issued on this subject.

### FORWARD

These Apron Safety Guidelines have been created from Part 32 GCADs-Aerodrome to achieve safe and efficient performance of ground operations. The airport ramps is a place with a lot of risks for people and for that reason, clear rules and procedures are required to guarantee safe, free and efficient operations. These rules and procedures are hereby provided in these Guidelines.

The present rules are of total application in the restricted zone within the airport boundaries and are to be complemented with the Operative Instructions and local procedures which the Airport Management shall require from companies or entities operating within the boundaries of the airport.

## APPROVAL

Issue No: 01	<p>Approved by:</p>  _____ Director-General	<p>Nov. 2018</p> <hr/>
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## **1. APRON SAFETY MEASURES**

### **1.1 Managing Foreign Object Debris**

Foreign Object Debris, known as FOD, is any loose item on an aerodrome airside, which could be a danger to aircraft operations if sucked into an engine. It is essential that the airside is a clean and FOD free environment.

The Aerodrome Operator shall develop procedures to prevent FOD damage to any aircraft or person. The procedures so develop, as a minimum shall encompass measures to:

Ensure all rubbish are collected and put into secure rubbish bins before being disposed of in an off airside location;

Ensure any rubbish skips located on airside have a secure lid to prevent any material escaping;

Ensure building sites and cargo operations prone to producing FOD have specific procedures to contain their site;

- Ensure Vehicle and equipment utilizing the airside undergo regular maintenance to ensure no loose objects that could cause FOD
- Ensure all airside operators practice good housekeeping by cleaning their designated areas regularly throughout the day.
- Ensure Ground handling agents engaged in the servicing or handling of aircraft inspect the aircraft stands to ensure that no foreign objects or materials are left on the parking stand before every arrival and after every departure.
- Ensure drivers inspect their vehicles to ascertain that the loads are properly secured to prevent them from falling off the vehicle.

### **1.2 Procedures for pedestrian movements on the apron.**

The Aerodrome Operator shall develop procedures to protect the user of apron against jet blast hazards. The procedures developed shall as a minimum, encompass measures to:

- i. Ensure vehicles and wheeled equipment are left properly braked to minimize the risk of movement when subjected to jet blast.
- ii. Ensure prior to engine start up, all obstacles that are likely to be struck by jet blast are cleared.
- iii. Ensure apron employees and passengers are restricted from passing behind or near an aircraft with running engines.
- iv. Ensure airlines when taking their passengers from the aircraft to the Terminal Building and vice versa are guided safely by taking the following precautions:

- a) Passengers are taken into or out of the aircraft only when its engines are powered off and, if applicable, propellers have stopped spinning.
  - b) When there is another aircraft with engines on, passengers must be led at a sufficient distance from the aircraft so as not to be exposed to jet blast or air intake area of the engines.
  - c) Passengers are not led to cut across the route of a moving aircraft.
  - d) Special case passengers are preferably not to be led on foot across the apron.
- v. Ensure pedestrians use crossings, markings or walk paths and look out for traffic at all times, and that the designated passenger routes are kept free of any equipment and surface conditions kept clean and passengers are kept clear of protrusions on the aircraft, propellers and ground support equipment as well as jet blast from other aircraft.

### **1.3 Safety Procedures for Personnel Working on the Apron.**

As earlier stated, the apron is an area of high probability of accidents. Therefore, the Aerodrome Operator shall have procedures that ensure occupational Health Safety of personnel working on the apron. The procedures developed, shall as a minimum, encompass measures to:

- i. Ensure personnel are conversant with safety rules applicable to the job; first aid, location and use of fire fighting equipment.
- ii. Ensure personnel wear safety protective gears appropriate and necessary for the job being performed.
- iii. Ensure personnel wear ear protection to protect against the noise level of GPU, air starter and aircraft engines.

### **1.4 Low Visibility Operations**

During Low Visibility Operations it can be very difficult to see aircraft movements. The Aerodrome Operator shall develop procedures to be followed during low visibility operations. The procedures developed, shall as a minimum, include measures to:

- i. Ensure persons without essential aircraft operational requirements are not permitted to drive on the Manoeuvring Area;
- ii. Ensure aircraft owners tied down or chocked their aircraft to prevent uncontrolled movement;
- iii. Ensure particular care is exercised when moving around apron areas;
- iv. Ensure any airside works or constructions are stopped and contractors including construction equipment are removed from the manoeuvring area.
- v. Ensure any blanket clearance to operate on the manoeuvring area previously issued by ATC is automatically cancelled when low visibility operations become effective.

## **2. PROCEDURES FOR AIRCRAFT REFUELLING**

Aerodrome Operator shall provide procedures to be complied with during aircraft fuelling operations. The scope of such procedures shall address the following:

- i) Aircraft protection;
- ii) Fuel safety zone;
- iii) Fuel hose safety;
- iv) Fuel spillage;
- v) Ground support equipment;
- vi) Notification of persons on-board the aircraft;
- vii) Aircraft evacuation.

### **2.1. Aircraft protection**

- 1. Procedures shall ensure when refuelling an aircraft, the connection or disconnection of any aircraft electrical equipment, e.g. Ground Power Unit (GPUs), batteries and battery charges, are not permitted.
- 2. Procedure shall ensure the Auxiliary Power Unit (APU) are not started and/or shutdown during fuelling except in an emergency.
- 3. Procedures shall ensure aircraft is grounded before the refuelling.

### **2.2. Fuelling Safety Zones**

- 1. Procedures shall ensure fire hazards associated with fuel vapours are cautioned to ensure that items and processes such as; matches, open flames, welding, use of photographic flashbulb, mobile telephoning etc. are kept out of the fuelling safety zone.
- 2. Procedures shall ensure fuelling safety zone declared as an area extending a minimum distance of 6 meters (20ft) radius from fuelling receptacles, tank vents and fuelling equipment.
- 3. Procedures shall ensure equipment providing other aircraft servicing functions are positioned within a minimum distance of 3 meters (10ft) radius of aircraft fuel system vent opening.

### **2.3. Fuel Spillage**

Aerodrome Operator shall develop procedures to be applied in an event of a large mass of fuel spillage on apron. The procedures developed shall as minimum, ensure that:

- i. All personnel are evacuated from the area immediately.
- ii. All available fire fighting equipment are mobilized as standby protection until the arrival of the airport emergency services.
- iii. Movement of unauthorized personnel and equipment into the area are controlled.
- iv. As far as possible all activities inside and outside spill area are restricted to reduce the risk of ignition.
- v. All electrical equipment in use during the fuelling operations are switched off.

- vi. Normal operations are not resumed on the aircraft or any engines started before the person in charge of emergency determines that it is safe to continue.
- vii. If fuel is spilled on any load, then such items are **not to be loaded** into the aircraft.

#### **2.4. Fuelling Support Equipment**

Aerodrome Operator shall develop procedures to guide fuelling support equipment. The procedures developed, shall as a minimum ensure that:

- i. Fuelling vehicles are positioned in such a way that will allow rapid removal of aircraft and servicing vehicles during emergency.
- ii. Fuel dispensers are grounded when refuelling is in process.
- iii. Vehicles are not parked under the aircraft wing tip fuel vents.
- iv. That the uses of metal wheeled equipment in close proximity to the aircraft are prohibited.
- v. That the Ground Power Units are not operated unless they are positioned 6 meters from aircraft fuelling vents and venting points.

#### **2.5. Fuelling with persons on-board**

Aerodrome Operator shall develop procedures to be followed when fuelling while passengers are on-board. The procedures developed, shall as a minimum ensure that:

- i. Person responsible for fuelling inform crew/staff on-board and around the aircraft that fuelling is about to commence and when fuelling is complete.
- i. Person responsible for fuelling inform crew/staff on-board and around the aircraft should a hazardous situation arise.
- ii. Ground activities outside the aircraft and work within the aircraft, such as catering and cleaning, are conducted in such a manner that they do not create a hazard or obstructions.
- iv. Fuelling aircraft are controlled by personnel of technical competency from Fuel Company or its official representative.
- v. An aircraft shall not be refuelled when passengers are embarking, on board or disembarking unless it is properly attended.

### **3. PROCEDURES FOR GROUND SUPPORT EQUIPMENT**

Aerodrome Operator shall develop procedures to guide equipment providing ground services to aircraft. The procedures developed, shall as a minimum ensure that:

- i. Only adequately trained, qualified and authorized personnel are permitted to operate equipment.
- ii. Equipment shall be used only for the intended purpose.

- iii. Equipment are not permitted to move across the path of taxiing aircraft or embarking and disembarking passengers, and pedestrians always have the right-of-way.
- iv. Apron equipment are positioned behind the equipment restraint line with the parking brakes applied prior to the arrival of the aircraft at the parking position.
- v. Passenger loading bridges are in the fully retracted position prior to aircraft arrival.
- vi. Equipment, including passenger loading bridges shall not be moved towards the aircraft until it has come to a complete stop, parking brakes on, chocks positioned, engines shut down, anti-collision beacons switched-off, and ground/flight deck contact established.
- vii. Ground support equipment are in good mechanical condition.
- viii. Equipment, when approaching or leaving an aircraft, are driven at the established low safe speed.
- ix. Baggage/cargo must be transported on equipment specifically designed for that purpose.
- x. Loaded transporters and dollies have the load secured from movement by the use of locks, stops, rails or straps at ALL times, except when the load is being transferred onto or off the equipment. All locks, stops, rails and straps should be checked every time before use.
- xi. Unserviceable equipment are clearly tagged “**Out of Service**” and shall immediately be sent to the repair/maintenance department.
- xii. Motorized equipment make a full stop as a brake check before entering the equipment restraint area and again before reaching the aircraft side.
- xiii. Protective rubber bumpers on equipment, e.g. passenger steps, loading bridges, conveyor belts, catering trucks, are not compressed against the aircraft fuselage, in order to prevent damage and to allow for aircraft settling during servicing.
- xiv. Before removing ground support equipment from any aircraft cabin access door, the operators are advised by cabin crew. Ground support equipment is not removed unless a safety device has been put across the door opening or the door is being closed.
- xv. When opening the gate area, equipment are positioned so as to allow the clear movement of the aircraft.