

Auckland Apron Code of Conduct

29 November 2021

PURPOSE

The Operational Safety Committee is committed to building a safe operational standard and culture on the apron at Auckland Airport. All aircraft service organisations must work together to turn an aircraft around safely and efficiently while all regulatory, safety and compliance requirements are met. The following standards must be observed when servicing aircraft.

STANDARDS

Each organisation must:

1. Ensure all employees work in a cooperative and courteous manner.
2. Ensure apron remains free of FOD.
3. Comply with the Airside Driving and Vehicle Permit Rules and Airport Workers' Rules at all times.
4. Use the designated parking areas for all vehicle and Ground Service Equipment (GSE) (appendix 1). Any vehicle or GSE not actively servicing an aircraft must remain off the:
 - Equipment Restraint Area (ERA) of a stand (appendix 2)
 - Staging Area (appendix 2)
5. Respect the required separation distances between equipment and hazardous operations as required by the Circle of Safety (appendix 3)
6. A free and unobstructed passenger escape route must be maintained from the airbridge, aircraft stairs or emergency egress to a safe area.
7. Follow a priority sequence in deplaning and loading the aircraft and ensure that all parties have access to their relevant aspect of the aircraft. Do not approach aircraft until anti-collision light and engines are completely switched off, and an approval (thumbs-up gesture) is given by a person receiving the aircraft.

The sequence and timing are as per the agreement between airlines and ground handling organisations. The below is an example:

- a. A person receiving the aircraft
 - b. Loaders to deplane baggage and cargo
 - c. Catering and cleaning vehicles
 - d. Refuelling vehicles
 - e. Loading vehicles for baggage and cargo
8. Use the authorised airline protocols for manoeuvring on a stand.
 9. Ground handling equipment must be removed from
 - an international stand within 15 minutes of aircraft departure; or
 - a regional stand within 5 minutes of aircraft departure, unless the same ground handler is used for the next arrival.
 10. Ensure the usage of equipment (including equipment provided by AIAL such as Aviramp, airbridge, etc.) is in accordance with any operational or safety instructions, and to return it in safe order and conditions.

11. Communicate with designated parties when situations arise that create a conflict in priorities; if the matter cannot be resolved, it must be referred to the airline concerned.
12. Ensure all other health and safety rules and protocols are observed. This includes (but not limited to) the Auckland Airport Personal Protective Equipment (PPE) Matrix, the Infection Prevention and Control (IPC) Guidelines and other requirements under the Health and Safety at Work Act 2015.
13. Report any non-compliance to the impacted organisations and AIAL Operations Safety & Compliance Team ops.compliance@aucklandairport.co.nz
14. Demonstrate our commitment to this agreement.

MORNITORING COMPLIANCE AND AUDITS

The Operational Safety Committee reserves the right to monitor and audit each service providers with this Code and it is expected that organisations will cooperate by providing relevant information that the Operational Safety Committee requests, and by making their operations accessible so the Committee can conduct a meaningful audit.

Audits will be conducted bi-monthly. The date and time will be arranged by the Chairs of Operational Safety Committee. Representatives from AIAL Operations, airlines and ground handling organisation must be present at a minimum.

Any recommendations or corrective actions found during the audit will be directed to the airlines concerned for follow up.

The result of audits will be presented at the Operational Safety Committee Meeting.

APPENDICES

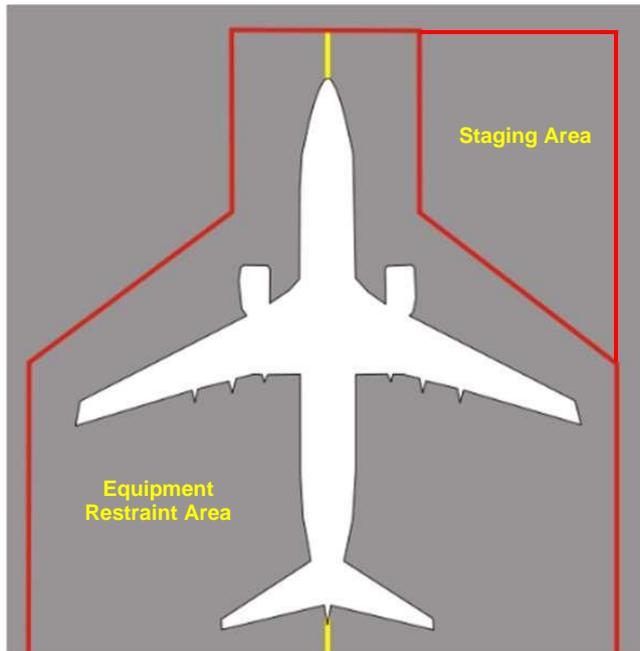
Appendix 1 GSE Parking Areas (International Apron)



GSE Parking Areas (Domestic Apron)



Appendix 2 Equipment Restraint Area



Appendix 3 Circle of Safety



- Vehicle/equipment must be driven at a walking pace within the Circle of Safety
- Vehicle/equipment should come to a complete stop at five (5) metres from the aircraft
- Vehicle/Equipment should then come to a second complete stop at two (2) metres from an aircraft
- Drivers must maintain the three (3) metre circle of safety around refuelling vehicles and equipment, including aircraft wing vents. All non-fuelling vehicles and drivers are strictly prohibited to be within this area when refuelling is taking place to avoid igniting vapour.