



Staging and Storage of Ground Servicing Equipment and Unit Load Devices

Operational Safety Policy

AFO-AS-POL-00-0002

Version 4

March 2026

Foreword

This **Operational Safety Policy** has been prepared by Melbourne Airport to meet the applicable requirements of the *Melbourne Airport Manual*, the *APAC Safety Management Standard* and also the *Part 139 (Aerodromes) Manual of Standards 2019*, made under division 139.C.4 of the *Civil Aviation Safety Regulations (CASR) 1998*.

Any external references made to regulations, standards and documents should be read in conjunction with this document. As these external references are in force from time to time and may be subject to change, the latest issues/amendments should be checked prior to using this document.

APAM will review this document regularly to ensure as far as possible that the information contained within is current, accurate and suitable for the intended purpose. Should any changes be found necessary, or where compliance with this **Operational Safety Policy** becomes impractical or impossible, the Head of Airfield is to be advised immediately.

Head of Airfield
Aviation
Australian Pacific Airports Melbourne

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Definitions

Please refer to the Aeronautical Information Package and the CASA Website for commonly used Aviation terms and abbreviations.

For additional definitions specific to Melbourne Airport, please visit www.melbourneairport.com.au/glossary.

Change Summary

Version	Date	Change Description
2	29 April 2022	<ul style="list-style-type: none"> • Transposed into new template • New clause regarding unserviceable and redundant equipment • Editorial changes • Changes to incorrect parking • Changes to adverse weather restrictions • Updated maps
3	13 June 2024	<ul style="list-style-type: none"> • Minor changes to Section 4 – Right of Removal/Destruction
4	19 March 2026	<ul style="list-style-type: none"> • Administrative changes to reflect renamed taxilanes

1. Introduction

1.1. Background

The purpose of this policy document is to outline the Melbourne Airport policy for the storage and staging of Ground Servicing Equipment (GSE) and Containers on the apron areas at Melbourne Airport. The policy is a part of, and should be read in conjunction with, the Melbourne Airport Airside Conditions of Use.

The policy applies to all aircraft operators, handling agents, refuelling companies, engineers and all other airside tenants and their staff involved on the airside at Melbourne Airport.

Staging and storage procedures outlined in this document are to be followed in conjunction with each individual organisation's procedures and requirements.

1.2. Rationale

1.2.1. Aim

This Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy has been produced in the interests of safety and security at Melbourne Airport. It details the safety rules for operators on the airside.

This policy aims to provide a safe environment for all airside staff, passengers and aircraft and to ensure that the requirements documented in this policy are relevant and capable of practical implementation by all staff.

1.2.2. Authority

This Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

1.2.3. Scope

This document applies to Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) which all operators and their staff should follow to ensure a safe working environment on the airside at Melbourne Airport.

1.2.4. Alteration

Melbourne Airport may alter or vary this Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy at any time. A reference to the Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy shall be a reference to this policy as distributed, published or otherwise declared to be in force by Melbourne Airport from time to time.

1.2.5. No Derogation

Nothing in the Staging and Storage of Ground Servicing Equipment (GSE) and Unit Load Devices (ULD) policy shall derogate from any responsibility otherwise imposed by law, agreement or other policy, procedure or rule imposed by Melbourne Airport with respect to the same or similar subject matter as this policy.

2. Staging and Storage

2.1. Equipment Staging Areas

Designated staging areas are marked with a broken red line and provided on all aircraft parking bays.

GSE may only be parked in designated staging areas under the following conditions:

- The airline or ground handling agent may only commence staging its equipment on the allocated bay 25 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 must remain within the designated staging areas at all times until the aircraft arrives.
- The airline or ground handling agent may negotiate with the Integrated Operations Centre (IOC) Supervisor for early staging of the bay on a case-by-case basis only.
- The airline or ground handling agent may negotiate with the ACC Supervisor 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.

All equipment must be removed from the bay within 15 minutes of the departure of an aircraft.

2.2. Equipment Storage Areas

Designated storage areas are marked with a solid red line and provided on most aircraft parking bays.

These areas are for medium term parking only (no more than 24 hours). GSE that is not required within the 24-hour period must be parked in a GSE Area.

2.3. Other Storage Areas

Dedicated multi-user GSE Areas are provided on the airside for the longer-term parking of serviceable GSE. GSE parking is only permitted in white marked parking bays.

GSE Areas are not provided for the storage of unserviceable or redundant equipment. Melbourne Airport will take action in accordance with Section 4 of this policy in the event that unserviceable or redundant equipment is left in GSE Areas.

All airside users are expected to ensure that their equipment is stored securely to eliminate the equipment moving in adverse weather. GSE Areas are also FOD free environments, all airside users must ensure FOD is picked up in these areas when generated.

Please refer to the following Appendices for the locations of multi-user and GSE areas.

- [APPENDIX A](#) Bravo and Charlie Concourse Storage and Staging
- [APPENDIX B](#) Delta Concourse Storage and Staging
- [APPENDIX C](#) Echo and Foxtrot Concourse Storage and Staging
- [APPENDIX D](#) Golf & Hotel Apron Storage and Staging

2.4. Storage of Unit Load Devices

Empty ULDs can be hazardous to passengers, staff, equipment and aircraft when left unsecured. ULDs 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. Failure to do so may result in Penalty Infringement Notice (PIN) being issued. ULD's flaps/doors must always be secured when not in use.

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

2.5. Incorrect Parking of Equipment

Incorrectly parked equipment can be reported to the Senior Airside Safety Officer on 0418 335 985. Airside staff observed leaving equipment incorrectly parked will be issued with a Penalty Infringement Notice (PIN).

All airport users must follow the direction of the Senior Airside Safety Officer, or as delegated, when directed to move incorrectly parked equipment.

Any GSE that infringes an aircraft parking bay will result in the bay being designated unserviceable and closed until the bay can be returned to a serviceable state.

3. Adverse Weather

The Bureau of Meteorology (**BoM**) will issue wind warnings on occasions where winds are forecasted to be greater 41 knots (76km/h). Winds of this magnitude including wind gusts are defined as “strong winds”. Affected airports and airlines/handling agents will be notified through local arrangements.

Virgin Flight Operations located in Brisbane will issue weather warnings of this nature to the IOC who will update the airside Flight Information Display (FID) screens and issue warnings via Whispir.

During strong wind conditions all GSE should be secured on the apron, high lift vehicles lowered, and the stabilizers deployed. All mobile stairs should be fitted with stabilizer jacks and fully deployed, in conditions where wind (including gusts) greater than 50 knots (96km/h) are forecast, equipment should be either laid on their side or tied up to a suitable anchor point.

Hitching rails can be used in designated GSE areas in lieu of anchor points to tie down unused equipment such as mobile stairs, Disabled People Loader (DPL) and maintenance stands.

Dollies or profiles with containers loaded on them should have park brake set, where fitted, if not fitted, they should either be chocked, or connected in train. When fitted, all equipment should be serviceable with working locking pins and brakes. Empty containers must have the container flap in the closed and locked position. Max permissible barrows or large profiles in train are 4 or a maximum of 6 dollies can be connected at any time. Airside drivers transporting dollies loaded with empty containers should use extra caution during strong winds conditions.

Airside Safety will conduct inspections of Staging/Storage Areas and GSE Areas upon receipt of a wind warning and may direct airport users to secure their equipment. The Senior Airside Safety Officer has the discretion to close GSE Areas should that present a hazard to the safety of airport users. This may include GSE that is inadequately restrained or ULDs left on the ground.

4. Right of Removal/Destruction

Redundant, unidentified, defective and unserviceable GSE equipment stored in GSE Areas can be hazardous to staff and aircraft when left unsecured.

The Senior Airside Safety Officer will conduct routine checks of GSE Areas to determine whether any redundant, unidentified, defective or unserviceable equipment has been incorrectly stored or tagged. If the Senior Airside Safety Officer determines that equipment stored by Airport Users is unidentifiable, defective or unserviceable, a defect notice will be provided to the equipment owner or user.

The notice will provide a period of time for the equipment owner to relocate or repair the equipment. If the equipment owner fails to comply with the notice, the AUA for the GSE will be withdrawn. Melbourne Airport also reserves the right to have defective equipment removed, and the equipment owner will be liable for any costs incurred by Melbourne Airport.

Melbourne Airport reserves the right to impose a penalty on the Airport User for failure to comply with the Airport Conditions of Use Agreement.

5. Further Information

For further information with regard to this **Operational Safety Policy**, please contact:

airfieldsupport@melair.com.au

5.1. Important contacts

Integrated Operations Centre

Phone: (613) 9297 1813

Senior Airside Safety Officer (Car 2)

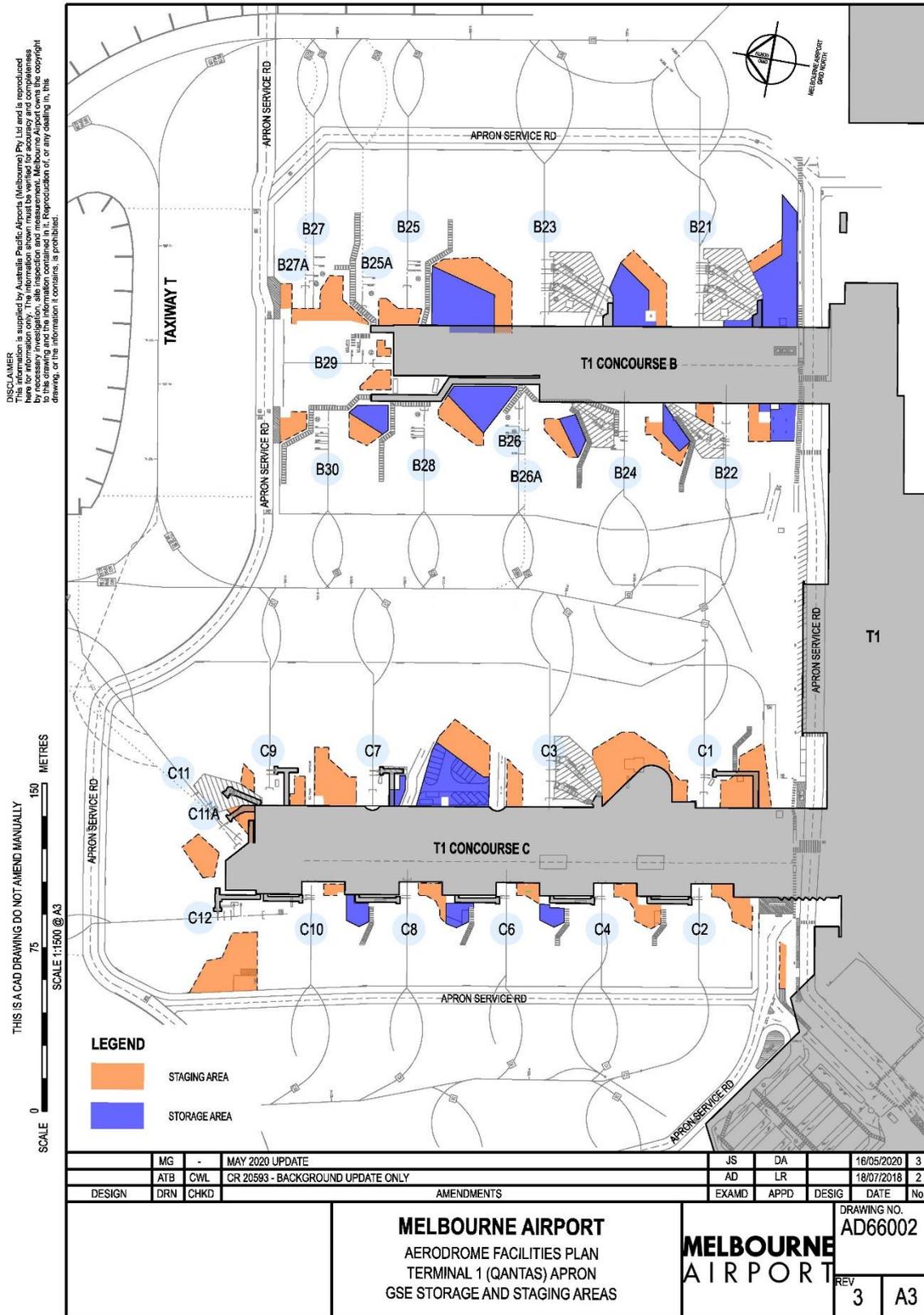
Phone: 0418 335 985

5.2. Emergencies

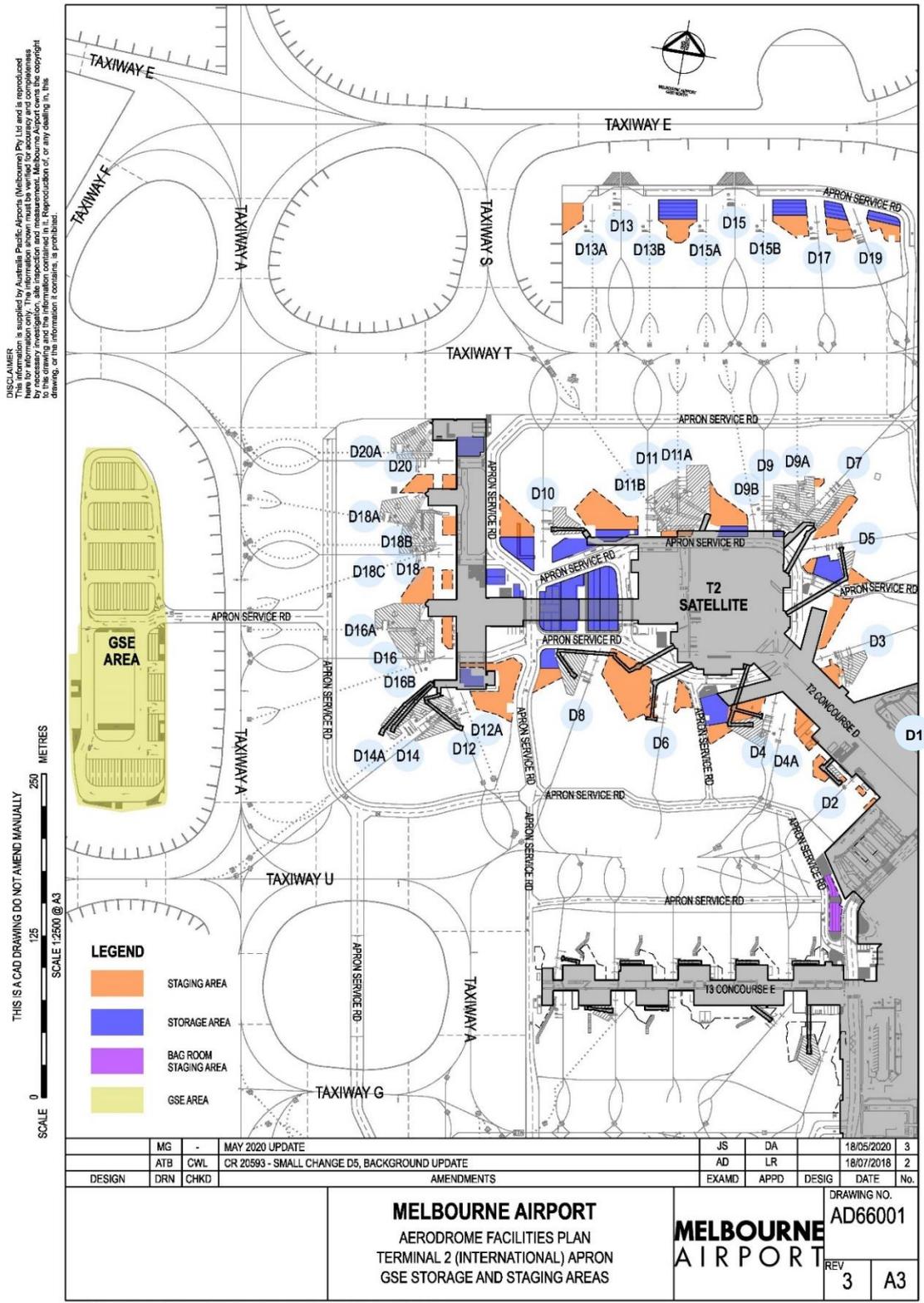
In case of emergency contact the Integrated Operations Centre on 9297 1601 or by pressing the Apron Emergency Call Point button.

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Originator	Airfield Operations Manager, APAM	Date	19 March 2025
Approver	Airfield Facilities & Technical Manager, APAM	Date	19 March 2025

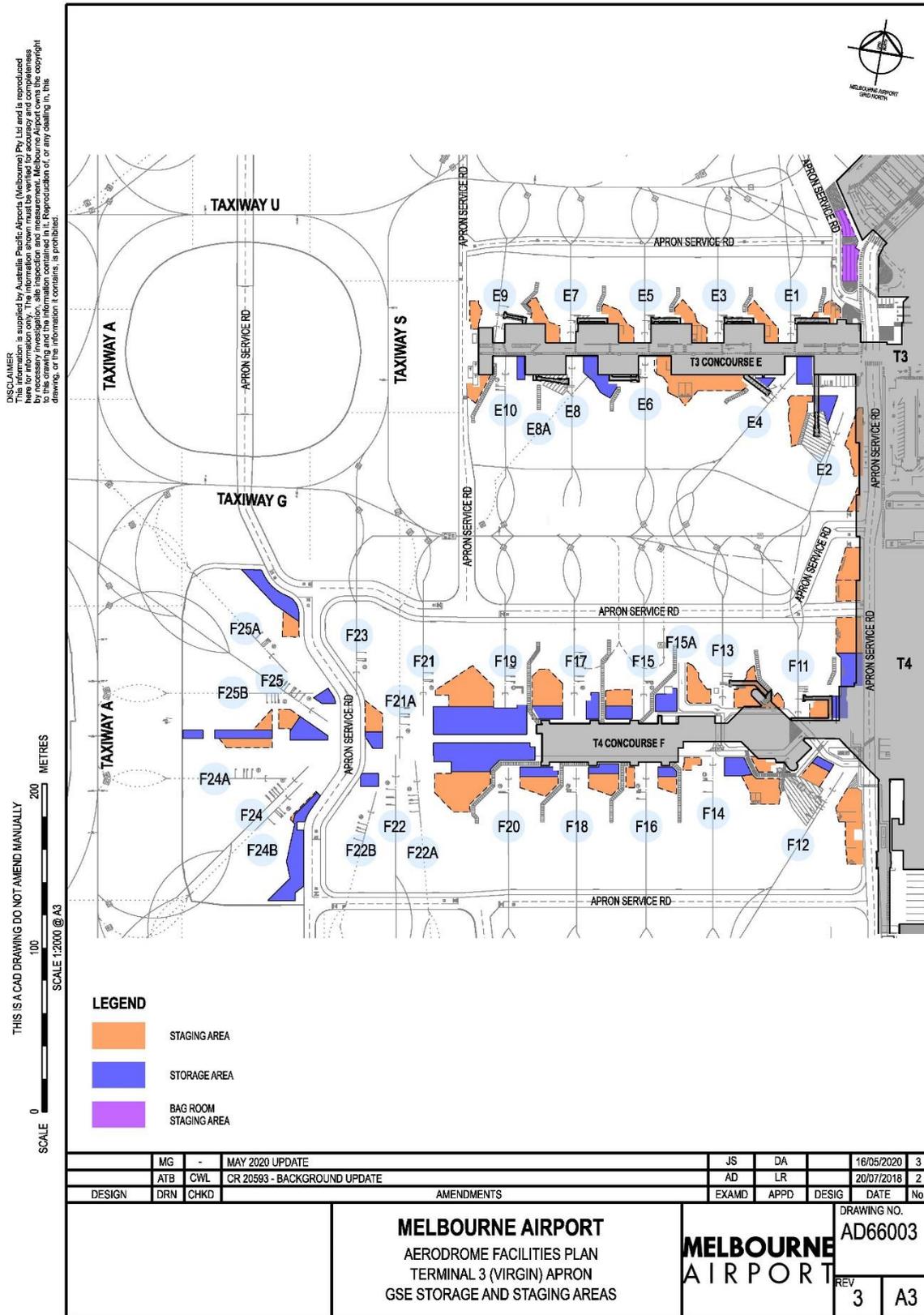
APPENDIX A Bravo and Charlie Concourse



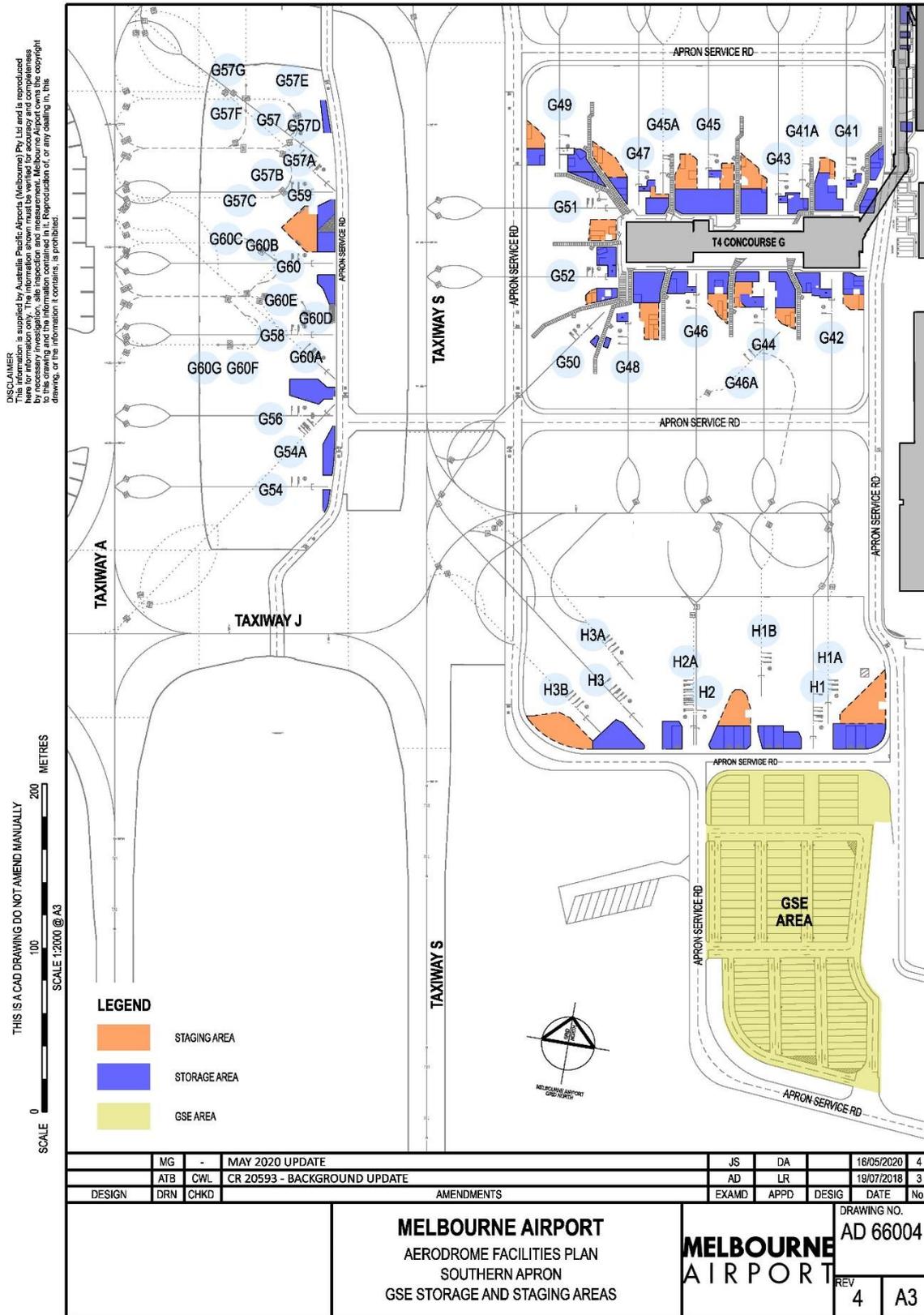
APPENDIX B Delta Concourse



APPENDIX C Echo & Foxtrot Concourse



APPENDIX D Golf Concourse and Hotel Apron





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