

## AEROBRIDGE PRACTICAL TRAINING RECORD FIXED AEROBRIDGE BAY 2, 3 & 4

Name:	
ASIC Number and Expiry:	
Company:	

Operators of Fixed Aerobridges must be certified to be able to operate the fixed aerobridges and **must not** operate an Apron Drive Aerobridge unless gaining additional certification on the Apron Drive Aerobridge. Training must be undertaken in general operating procedures as well as specific local procedures that apply. The trainee will be assessed during the training process as competent or not competent by the company's Authorised Trainer over three dockings for an arriving aircraft, and three retractions for a departing aircraft. This will be followed by an Online Assessment which the candidate must pass in order to be deemed competent. Upon successfully completing the training and assessment candidates must present a signed copy of the Training Record and Online Assessment to the terminal control centre. Access to the controls of the aerobridge will then be granted at the discretion of Darwin International Airport.

Aerobridge Operator certification is valid for two (2) years from date of training. Refresher training is to be completed every 2 years via the Online Induction and Assessment process.

### PRACTICAL TRAINING RECORD

Date	Flight Details	Aircraft Type	Arrival or Departure	Authorised Trainer
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**During the practical training process the Authorised Trainer will assess the trainer as:**

- **Competent (C) or**
- **Not yet Competent (NC)**

Pre-start Check		C	NC
1.0	Ensure you have a valid ASIC or VIC (if escorted by an ASIC holder)		
1.1	Ensure correct PPE is worn (Hi-Viz and ear protection)		
1.2	Identify any hazards that may affect safe operation of the aerobridge such as weather conditions, spills, damage to Aerobridge		
1.3	Check that tunnel floor and cabin are clear of any objects		
1.4	Confirm cabin safety chain is secure		
1.5	Physically check under the aerobridge to ensure no apron equipment or vehicles will obstruct the normal operation of the the attached moveable stairs		
1.6	Check aerobridge internal lighting (and external floodlighting at night) is serviceable		

Manual and Pre-Position Procedures for Dock Aerobridge		C	NC
2.0	Prior to an aircraft entering the bay, swipe your ASIC to logon		
2.1	Select the pre-position button on the LCD touch screen		
2.2	Ensure the aerobridge is correctly parked in the HOME position		
2.3	<b>Pre-Position:</b> <ol style="list-style-type: none"> <li>Select the aircraft type required on the LCD touch screen, the aerobridge will raise or lower to the selected Pre-Position height</li> <li>When the aerobridge is successfully pre-positioned, the LCD screen will switch to manual mode, confirm that the selected aircraft type is displayed on the LCD touch screen.</li> <li>When the "go" or "thumbs up" is given by the ground crew select MANUAL CONTROL on the LCD touch screen</li> </ol>		
2.4	<b>OR Manual Control:</b> <ol style="list-style-type: none"> <li>Press the blue Manual Control icon</li> <li>Wait for the "go" or "thumbs up" is given by the ground crew</li> <li>Move the joystick FORWARD to <b>EXTEND</b> the aerobridge toward the aircraft. Move the joystick to the LEFT to <b>RAISE</b>; and to the RIGHT to <b>LOWER</b> the aerobridge to the desired height off the aircraft doorsill</li> </ol>		
2.5	Drive the aerobridge towards the aircraft by pushing the joystick forward		
2.6	Slow the aerobridge (stop if necessary) make any final height or cabin angel adjustments and slowly ease the aerobridge cabin onto the aircraft		
2.7	Ensure at least two (2) of the three (3) bumper sensors are pressed against the aircraft (note if the cabin is not correctly aligned, the aerobridge will adjust it automatically)		
2.8	Press the AUTO MODE to deploy the auto levelling arm and canopy; swipe card to LOG OFF		
2.9	Open the aerobridge cabin safety chain; open aircraft door following relevant company procedures; then remove SAFETY SHOE from its holder and place under the open aircraft door		
2.10	Ensure everything has been completed before allowing passengers to disembark		

<b>Aircraft Departure – Retract Aerobridge</b>		<b>C</b>	<b>NC</b>
4.0	Remove the SAFETY SHOE from underneath the aircraft door and place back in its holder		
4.1	Following relevant company procedures to close the aircraft door		
4.2	Reconnect SAFETY CHAIN		
4.3	Swipe ASIC card to LOG ON		
4.4	Press the MANUAL CONTROL button on the LCD touch screen. The canopy and auto levelling arm will automatically retract		
4.5	All non-essential personnel should have left the aerobridge cabin area		
4.6	Pulling the joystick towards you drive the aerobridge back 2-3 metres from the aircraft		
4.7	Once the aircraft has pushed back and the tug disconnected, select the HOME & PRE POSITION button on the LCD touch screen		
4.8	Check that the area beneath the aerobridge and the stairs is clear of personnel and equipment before returning the aerobridge to HOME position		
4.9	Select the HOME button on the LCD touch screen		
4.10	Press and hold the green PRE-SELECT button next to the joystick until the aerobridge reaches the HOME Position and the message BRIDGE IS HOME SWIPE OFF TO TURN BRIDGE OFF is displayed		
4.11	Swipe-off to turn the aerobridge OFF		

<b>Communication, Reporting, Safety and Emergency Procedures</b>		<b>C</b>	<b>NC</b>
5.0	Reporting of aerobridge faults or malfunctions during operations to the DIA ADM		
5.1	Ensure all incidents are reported to DIA		
5.2	In the event of an emergency the DIA ADM is to be contacted immediately, an ARFF if necessary		
5.4	Operator is aware of potential hazards associated with the operation of the aerobridge		
5.5	Aerobridge Operator communicates with ground staff prior to docking of the aerobridge, and aware to respond to instructions received from Ground crew		
5.6	Aerobridge Operator continues to monitor aerobridge during refuelling and loading/unloading so that they are able to respond to any critical alarms that occur		
5.9	Aware the engineers service stairs (“Jacobs ladder”) are not used for the movement of passengers and other unauthorised persons, or for the carriage of goods to or from the apron; and that the stairs are not used while the aerobridge is moving		
5.10	Ensures that all personnel and equipment are clear of the aerobridge movement area during aerobridge operations		
5.13	Manual operating procedures are adopted when Pre-position operating procedures are not able to be used		
5.14	Aware aircraft door must not be opened until docking is completed; and the canopy and auto leveller have been deployed		
5.15	Never goes into manual control with the aircraft door open		

<b>General Comments</b>

Overall Record of Practical Training		Date Completed	Authorised Trainer
1	Operator has read Aerobridge Operating Guide and Procedures.		
2	Operator is aware of 'Aerobridge Conditions of Use' and responsibility of the Aerobridge Operator.		
2	Aerobridge familiarisation; induction on general aerobridge Safety Rules and apron safety procedures.		
3	The operation and functions of the aerobridge Control Console.		
4	Familiar with the interconnection of safety devices involved with the operation of the aerobridge		
6	Has undergone hands on operation of the aerobridge under the supervision of an Authorised Trainer and recorded this information in the table provided below (a minimum of three dockings and three retractions, including a manual docking).		
7	Is familiar with DIA accident/ incident reporting procedures		
8	Is aware of procedures for Reporting problems and/or malfunctions to the DIA.		

I ..... (Supervisor's name) acknowledge that..... (Candidate's name) on this date ..... is competent in his/her duties that pertain to use of the Fixed Aerobridge and that he/she has completed practical training in accordance with DIA requirements and is ready to conduct the online Induction and Assessment.

Signed ..... (Supervisor)

DIA OFFICE USE ONLY	
Access Granted	
Approved By:	
Date:	