



Transfer of Explosive Cargo

Operational Safety Policy

AFO-AS-POL-00-0006

Version 4

October 2024

MELBOURNE AIRPORT

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
1	1 February 2019	Initial issue
2	19 May 2022	Scheduled Review. Minor updates.
3	24 October 2024	<ul style="list-style-type: none"> • Minor formatting • Inclusion of Gate 2A • Dangerous Goods Regulations 2022

1. Introduction

The purpose of this policy document is to outline the Melbourne Airport policy applicable to the transfer of explosive cargo on the airside at Melbourne Airport. The policy is a part of and should be read in conjunction with the Melbourne Airport Conditions of Use.

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

The procedures outlined in this document are to be read and followed in conjunction with the Standard Operating Procedures (SOP) and requirements that have been prepared by each individual organization.

This policy does not apply to explosives listed in classification codes 1.4S or 1.6N of the Australian Explosives Code.

2. Rationale

2.1. Aim

This Transfer of Explosive Cargo policy has been produced in the interests of safety and security at Melbourne Airport and it details the safety rules for operators on the airside.

The policy aims to provide a safe environment for all those working on the airside, as well as passengers and aircraft, and to ensure that the requirements that are contained within the policy are relevant and capable of practical implementation by all.

2.2. Authority

This Transfer of Explosive Cargo policy has been prepared by Australia Pacific Airports (Melbourne) Pty Limited, hereafter referred to as Melbourne Airport.

2.3. Scope

This document applies to the transfer of explosive cargo which all operators and their employees should follow to ensure a safer work environment on the airside at Melbourne Airport.

2.3.1. Alteration

Melbourne Airport may alter or vary this Policy at any time. A reference to the Transfer of Explosive Cargo 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.

2.3.2. No Derogation

Nothing in the Transfer of Explosive Cargo 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.

3. Definitions and General Provisions

3.1. Class 1

Class 1 comprises:

- a) explosive substances (a substance that is not itself an explosive, but which can form an explosive atmosphere of gas, vapour or dust is not included in Class 1), except those that are too dangerous to transport or those where the predominant hazard is appropriate to another class;
- b) explosive articles, except devices containing explosive substances in such quantity or of such a character that their inadvertent or accidental ignition or initiation during transport will not cause any effect external to the device either by projection, fire, smoke, heat or loud noise; and
- c) substances and articles not mentioned under 3.1 (a) and (b), which are manufactured with a view to producing a practical, explosive or pyrotechnic effect.

3.2. Definitions

For the purposes of these Instructions, the following definitions apply:

- a) Explosive substance is a solid or liquid substance (or a mixture of substances) which is in itself capable, by chemical reaction, of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings. Pyrotechnic substances are included even when they do not evolve gases.
- b) Pyrotechnic substance is a substance or a mixture of substances designed to produce an effect by heat, light, sound, gas or smoke or a combination of these as the result of non-detonative, self-sustaining, exothermic, chemical reactions.
- c) Explosive article is an article containing one or more explosive substances.

This policy does not apply to explosives in hazard divisions 1.4S or 1.6N.

4. Responsibilities

Airport Tenants and Airline Operators, Handling Agents and Freight Handlers must comply with all legislation regarding the transfer of explosive cargo. They are expected to monitor and oversee the safe loading and unloading of hazardous materials onto the aircraft, to ensure adherence to all policy, procedures and legislation, whether governmental or airport.

All Airport Tenants involved in storage and/or freighting hazardous materials are responsible for ensuring that all packaging, storage and transport of any hazardous goods is compliant with the State of Victoria, Dangerous Goods (Explosives) [Regulations 2022](#).

5. Approvals

5.1. Melbourne Airport Approval

All airline operators and forwarders **shall** seek Melbourne Airport approval, prior to conducting the transfer of:

- more than 1000kg Net Explosive Quantity (NEQ) of hazard division 1.3 explosives; or
- more than 5 kg NEQ of hazard division 1.1, 1.2 or 1.3 explosives (other than Category 1.4S or 1.6N) as per Table 1; or
- explosives identified as 'FORBIDDEN' in the ICAO Technical Instructions (TI) through Melbourne Airport.

Approvals must be sought at least **72 hours** in advance of the proposed shipment date.

In seeking approvals, the airline operator or shipper shall provide the following information to Melbourne Airport:

- a) Date and time of expected arrival and departure
- b) Category of movement (International or Domestic)
- c) Type of cargo
- d) Flight number
- e) Airline coordinator and contact number
- f) Number of vehicles involved in transfer
- g) Type and quantity of cargo
- h) A copy of the CASA approval (where applicable). This information is to be emailed to:

Airfield Operations Manager
Melbourne Airport
airfieldsupport@melair.com.au

5.2. Civil Aviation Safety Authority (CASA) Approval

Prior to the transfer of explosives identified by the ICAO TI as 'FORBIDDEN' for air transport through the airport, the operator and shipper or their agent must obtain CASA permission to conduct the flight.

A copy of the CASA instrument of approval must then be provided to Melbourne Airport. CASA will consult with Melbourne Airport in relation to any operational conditions that may be imposed on the flight, where they relate to the airport, before issuing any permissions for transport of explosives listed as 'FORBIDDEN unless with written permission'.

5.3. ICAO/IATA Compliance

The Airline Operator must provide Melbourne Airport with an assurance that the flight and the cargo comply with all the requirements of the ICAO - Technical Instructions for the Safe Transport of Dangerous Goods by Air. Otherwise, the operator must provide proof of compliance with the IATA - Dangerous Goods Regulations, or otherwise a copy of a CASA instrument, giving permission for such transport.

6. Safety Distances

Melbourne Airport has adopted the Civil Aviation Safety Authority recommendation for safety distances for Explosive Laden Aircraft that is contained within AC 139-12 (0). This information is included in Table 1 below:

NEQ (KG)	Hazard Division 1.1, 1.2 and 1.5		Hazard Division 1.3 & 1.4 (other than 1.4S. See Note iii) Propellant and non-propellant	
	Passenger Terminal and Runways	Other inhabited buildings, taxiways and public roads	Passenger Terminal and Runways	Other inhabited buildings, taxiways and public roads
25	270	180	50	30
200	270	180	60	40
500	270	180	80	50
1000	270	180	90	60
2000	270	180	100	70
3000	300	200	110	80
5000	380	250	120	90
10000	480	320	150	120
20000	600	400	200	150

Table 1: Safety Distance (metres) between Explosive Laden Aircraft and Other Aerodrome Facilities

Notes:

- (i) Explosive laden aircraft should not be parked, loaded or unloaded in front of glass constructed passenger terminals. Where this is unavoidable, the recommended safety distance should be doubled.
- (ii) For NEQ less than 25kg, safety distances less than those recommended above may be used by aerodrome operators with due consideration for safety.
- (iii) Hazard Divisions 1.4S and 1.6N explosives may be handled without the need for safety distances.
- (iv) Safety distances recommended in the table apply to active runways, taxiways and public roads.
- (v) The separation distance for intermediate quantities of explosives may be obtained by interpolation.
- (vi) Definition of Hazard Divisions 1.1, 1.2, 1.3 and 1.5 is contained in ICAO Technical Instructions for the Safe Transport of Dangerous Goods. Details of the hazard divisions of the explosives transported should be made available by the consignor/consignee of the explosives or the aircraft operator carrying the explosives.
- (vii) Additional requirements concerning distances from radio transmitters may also be applied by CASA.

Division	1.1	1.2	1.3	1.4	1.5	1.6
1.1	1.1	1.1	1.1	1.1	1.1	1.1
1.2	1.1	1.2	1.1	1.2	1.1	1.1
1.3	1.1	1.1	1.3	1.3	1.1	1.3
1.4	1.1	1.2	1.3	1.4	1.5	1.4
1.5	1.1	1.1	1.1	1.5	1.5	1.5

Table 2: Determination of hazard division for loads containing more than one hazard division

When more than two Hazard Divisions (HD) are present in any load, two HD shall be considered in determining a resultant HD which should then be considered with the next HD and so on until all HD present in the load have been considered.

7. Preferred Aircraft Parking Position

The preferred parking position for aircraft with explosive cargo either on board, or for upload, is the Bravo Taxiway Run-Up Bay (See Appendix 1).

All aircraft involved in transfer of explosives will be handled from this position.

Aircraft involved will be directed into the run-up bay by Melbourne Airport Airside Safety staff and marshalling of the aircraft will be conducted by the handling agents. Vehicles and equipment of the handling agent will also be escorted and directed by Melbourne Airport Airside safety staff.

7.1. Alternative Parking

An alternate aircraft parking position may need to be designated should Bravo Taxiway become unavailable. Melbourne Airport will arrange for an alternate site to be made available, should this become necessary.

8. Handling Agent Vehicular Access

The vehicles involved in the explosive cargo transfer will be escorted to the planned gate and marshalled to a designated area by Melbourne Airport Airside Safety staff. All vehicles and equipment must remain within the marshalling area until required for the aircraft unload or loading.

Melbourne Airport Airside Safety staff will escort the handling agent's equipment and vehicles to the aircraft. Any vehicles carrying the explosives either onto, or off-airport, will be escorted to Gate 3 for direct access to the Tullamarine Freeway by Melbourne Airport.

9. Security

9.1. Staff

Standard security measures will apply to all staff involved in the transfer. These security requirements include:

- a) Only vehicles involved in the transfer are to be brought airside
- b) Only persons required for the transfer operation are to be brought onto the airside
- c) All visitors are to be issued with and should display, either a valid ASIC or VIC and must remain under the escort of an ASIC holder at all times

9.2. During Loading and Unloading from an Aircraft

The following safety procedures are to be adhered to during the loading and unloading of explosive cargo from the aircraft.

- a) Loading or unloading may only occur whilst aircraft are not landing or taking off on Runway 16/34.
- b) Loading or unloading must only commence with the approval of the Melbourne Airport Senior Airside Safety Officer (Car 2).
- c) Loading or unloading must be done in accordance with all recognized and applicable IATA standards.
- d) Loading or unloading may only commence following the complete shutdown of the engines of the aircraft.
- e) Transfer to and from the airport must be in accordance with the Australian Explosives Code (AEC).

10. Working in the Vicinity of Explosive Cargo

All personnel working within and around explosive cargo are expected to monitor and oversee the safe loading and unloading of any hazardous materials onto or from an aircraft, to ensure adherence to all policies, procedures and legislation, whether government or issued by Melbourne Airport or other authority.

10.1. The Role of the Airside Safety Officer

The Melbourne Airport Airside Safety Officer will escort and direct all handling agents' vehicles and equipment responsible for working with and transferring explosive cargo. These will be staged prior to the operation in a designate vehicle marshalling area (usually located on the hardstand adjacent to Gate 2A). All vehicles and equipment will be held there until required for the aircraft unloading or loading, at which point the Safety Officer will provide the escort to the aircraft while maintaining safe clearances.

Loading or unloading may only commence with the approval of the Senior Airside Safety Officer (Car 2). The approval can only be given once the engines of the aircraft have been shut down. If there are any conditions on the Transfer of Explosive Cargo, the Senior Airside Safety Officer has to make sure those conditions are fully carried out. The Airfield Operations Manager will send all approvals and conditions to the Senior Airside Safety Officer.

The Safety Officer will ensure correct PPE is worn according to Melbourne Airport guidelines and observe all stages of the operation, providing constant contact with Melbourne **Integration Operations** Centre. Verification that all staff and visitors are displaying valid security passes (Aviation Security Identification Card or Visitor **Identification Card**) and all vehicles are displaying a valid vehicle permit will be issued.

At the completion of the transfer, the **Airside** Safety Officer will escort any vehicles involved in transport either onto, or off-airport, to Gate 2 (Emergency Access Gate **2A**) for direct access to the Tullamarine Freeway.

11. Emergencies

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

12. Important Contacts

Senior Airside Safety Officer (Car 2)

Phone: 0418 335 985

Airport Coordination Centre (ACC)

Phone: (613) 9297 1813

13. Further Information

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

Airfield Support

airfieldsupport@melair.com.au

CASA Dangerous Goods Inspector

Phone: 131 757

Email: dg@casa.gov.au

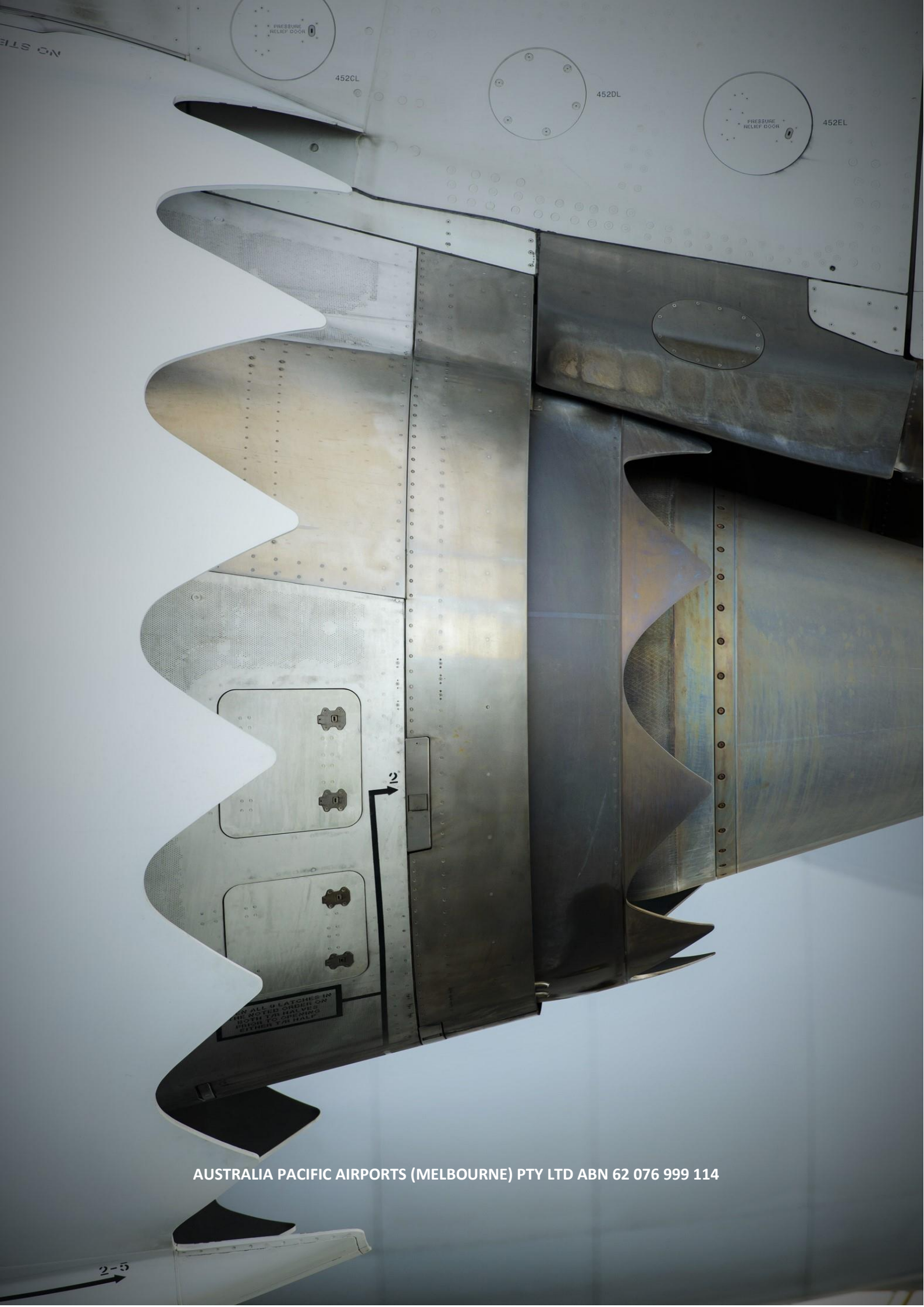
14. References

Title
Airport Conditions of Use

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APPENDIX A Transfer of Explosive Cargo Site Map





AUSTRALIA PACIFIC AIRPORTS (MELBOURNE) PTY LTD ABN 62 076 999 114

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