



AIRSIDE OPERATIONAL
SAFETY POLICY

DISABLED AIRCRAFT RECOVERY PLAN

**MELBOURNE
AIRPORT**

FEBRUARY 2019

Produced by Melbourne Airport
in the interest of Airport Safety and Security

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Recommended Changes

Any proposal for additions or amendments to the Melbourne Airport Disabled Aircraft Recovery Plan should be entered below and forwarded to:

Airfield Operations CASA Manager
Melbourne Airport
Locked Bag 16
Tullamarine, Vic 3043
Email ashley.bevan@melair.com.au

The following are suggestions for improving the Melbourne Airport – Disabled Aircraft Recovery Plan:

Name:
Position:
Organisation:
Contact Details:

1.1

INTRODUCTION

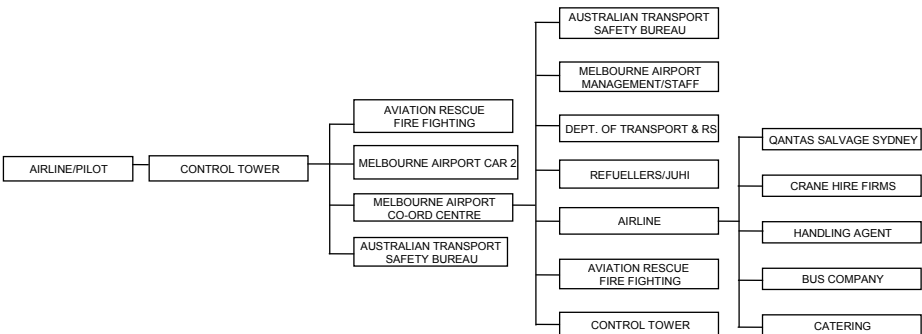
This Disabled Aircraft Recovery Plan has been developed by the Melbourne Airport Disabled Aircraft Recovery Committee in accordance with the provisions of ICAO Annex 14, Volume I, and Part 5 of the Airport Services Manual. This plan is intended as an aid for the staff involved in the recovery of a disabled aircraft at Melbourne Airport.

A disabled aircraft incident is declared when an aircraft is immobilised within the airport perimeter. Such incidents may include a burst tyre, overheated brakes or another incident requiring the temporary closure of the runway, taxiway or adjacent area.

1.2

ACTIVATION

The activation to a disabled aircraft incident will be by the Airservices Australia Senior Tower Controller, Pilot in Command, or Melbourne Airport.



**ACTIVATION CHART
DISABLED AIRCRAFT**

1.3

CONTROL AND COORDINATION

1.3.1 CONTROL AGENCY

In accordance with Part 5 of the Airport Services Manual the control agency will be the airline (or Aircraft recovery delegate) involved.

1.3.2 COORDINATION

Melbourne Airport will coordinate the aircraft recovery operation. To perform this role, Melbourne Airport will appoint an Aircraft Recovery Coordinator.

1.4

MANAGEMENT

Overseas and local experience shows that:

- Coordination is vital, at least one major meeting should be held every 6 hours to establish management and allocate or reallocate responsibility
- Management are responsible for personal support and other resources, i.e. food, amenities, communication etc.
- The Recovery team needs to have all procurement agreed with the airline and bills sent to the airline
- Aircraft recoveries can be protracted. Suitable planning should be implemented to ensure appropriate procedures are in place.

1.5

DEFINITIONS

For the purpose of this plan:

Operator means the operator of an aircraft.

Owner includes the Operator where an aeroplane is owned and operated by the same party.

1.6

AGENCY RESPONSIBILITIES

1.6.1 AIRCRAFT OWNER/OPERATOR

The aircraft owner/operator is responsible for:

- Maintaining detailed contingency plans for aircraft recovery
- Planning recovery action as soon as they are notified of the accident
- Obtaining Australian Transport Safety Bureau (ATSB) approval for moving of the aircraft in consultation with the Aircraft Recovery Coordinator
- Removal and acceptable disposal of fuel and/or dangerous cargo
- Removal and storage of the aircraft, parts and other items associated with the incident
- Maintaining a flexible approach to decision making during the period of recovery as the airport may still be open to other operators
- Forming part of the Incident Management Team (IMT).

1.6.2 MELBOURNE AIRPORT

Melbourne Airport is responsible for:

- The appointment of an Aircraft Recovery Coordinator
- Forming part of the Incident Management Team (IMT)

If the aircraft owner/operator cannot undertake recovery or is dilatory in doing so, Melbourne Airport may initiate aircraft recovery once indemnified by the aircraft owner/operator.

Melbourne Airport will not accept responsibility for any damage sustained during the recovery of an aircraft.

Note: The authoritative provisions of this subsection do not imply that other than proper recovery procedures may be used for removal of disabled aircraft.

1.6.3 AUSTRALIAN TRANSPORT SAFETY BUREAU

The Australian Transport Safety Bureau is responsible for approving recovery of the aircraft where the aircraft does not affect the operational viability of the airport.

1.6.4 AIRSERVICES AUSTRALIA

Airservices Australia may approve removal of the aircraft where an aircraft affects the operational safety of the airport. This authority is exercised by the Southern Towers Group Manager – 9339 2400 or 0438 441 648. The following agencies may give support to the recovery team:

1.7

SUPPORT AGENCIES

The following agencies may give support to the recovery team:

- Aircraft Manufacturers
- Airlines
- Airservices Australia
- Australian Transport Safety Bureau
- Aviation Rescue Fire Fighting
- Country Fire Authority
- Department of Transport and Regional Services
- Handling Agents
- Hume Council
- Local hire companies
- Melbourne Airport
- Metropolitan Fire Brigade
- Qantas (Salvage Team Sydney)
- Refuellers
- Salvation Army
- Sky Bus

1.8

KEY CONTACTS

See Section 2

1.9

RECOVERY TEAM

See Section 2

1.10 COSTS

Operators shall reimburse Melbourne Airport costs of dealing with any disabled aircraft pursuant to this plan including:

- a) Costs incurred by Melbourne Airport contractors, consultants and suppliers on a cost recovery basis; and
- b) Costs of Melbourne Airport staff at Melbourne Airports going rate for labour costs.

1.11 AUTHORITY

In carrying out any power or authority conferred on it under this plan Melbourne Airport may, but is not obliged to, act on the instructions of any personnel of the Operator or Owner which in the reasonable opinion of the Airside Standards Manager have actual or ostensible authority to give instructions concerning a disabled aircraft.

1.12 INDEMNITY

The Operator releases and indemnifies Melbourne Airport:

- a) from any liability as a result of any act or omission or other deficiency by Melbourne Airport or any of its contractors, agents and suppliers, included in the recovery of a disabled aircraft under this plan, causing loss or damage of any kind whatsoever, including bodily injury, property damage and financial loss and whether incurred by the Operator, the Owner or any other third party; and
- b) acting on clause 1.11.

Refer to Section 12.1: *Indemnity Letter* for conditions regarding aircraft recovery by Melbourne Airport.

2.1 INITIAL CONSIDERATIONS

2.1 SITE SURVEY

Any Disabled Aircraft will have many hazards associated with it. Hazards such as spilt fuel, depleted uranium, chemicals, and composite materials all need to be carefully assessed and addressed prior to the commencement of the recovery operation.

A Site Safety Officer, normally Car 2 or an approved delegate will be appointed at the start of the recovery process.

Personal Protective Equipment (PPE) must be issued to all staff on site appropriate to their role in the recovery process.

2.2 SITE SECURITY

Security of the aircraft must be considered. The site, aircraft, aircraft parts or any other item involved in the incident should be protected by cordon or within a secure building identified by the ATSB and aircraft owner/operator.

2.3 THE AIRCRAFT AS AN OBSTACLE OR OBSTRUCTION

If the disabled aircraft is infringing a runway or taxiway strip which is therefore deemed unserviceable the runway/taxiway must be closed until such time as revised declared distances are released/published by the authority of the Airside Standards Manager or approved delegate.

2.4 ADVICE TO THE TOWER

Initial advice of the disabled aircraft must be made to Melbourne Tower immediately.

As the incident develops and the runway/taxiway is made operational the tower must be informed immediately.

2.5

NOTAM

A NOTAM must be issued when:

- the disabled aircraft penetrates the airport's prescribed airspace
- the disabled aircraft prompts the closure of any part of the movement area
- the disabled aircraft affects the daily airport operations in any way

The first NOTAM will state the way in which the disabled aircraft is affecting the daily operations of the airport. Subsequent NOTAMs will progressively make note of the availability of the affected area.

Where a disabled aircraft obstructs a runway strip a NOTAM will typically be released allowing aircraft to land towards the obstruction or take-off away from it.

Some key staff who can issue NOTAMs are:

Senior Airside Safety Officer	(613) 9297 1631	(613) 0418 335 985
Airfield Works Coordinator	(613) 9297 1839	(613) 0417 658 134

2.6

REVISED DECLARED DISTANCES FOR RUNWAYS

As a runway is gradually made available it will be necessary for declared distances to be calculated for the runway. Declared distances for departing from taxiway intersections are contained in the ERSA Runway Supplement Document.

Declared runway distances with a displaced threshold, and for take-off over the obstruction, need to be correctly calculated. Melbourne Airport Staff who can make these calculations are:

Airfield Operations Manager	(613) 9297 1742	(613) 0455 410 423
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2.7 AIRCRAFT RECOVERY COORDINATOR CHECKLIST

REFERENCE/ TIME	ACTION	PHONE NUMBER	NAME	ORGANISATION	NOTES
1.	ATC Liaison	9339 2092 8340 8286 9235 7420	Melbourne Tower Line Manager Melbourne Tower TAAATS Centre Manager	Airservices Australia Airservices Australia Airservices Australia	Clearance to move if safety threatened
2.	Log keeper and Photographer	9297 1057	Airfield & Engineering Administrator	Melbourne Airport	Log keeper to be present at all times with Coordinator
3.	Issue NOTAM	07 3866 3648		NOTAM office	Runways, Taxiways, OLS
4.	Nav Aids	02 6268 4777 9235 7402		Technical Equipment Interface (24 hours) Operations Interface (24 hours)	Confirm incident not due to Nav Aids
5.	Airline				Airline representative required on site

REFERENCE/ TIME	ACTION	PHONE NUMBER	NAME	ORGANISATION	NOTES
6.	PPE – worn by staff Tabards – worn by key group Safety Supervisor – designated Carry out Inspections	0418 335 985	Senior Airside Safety Officer	Melbourne Airport	Consider initial cordon and site safety briefing
7.		0418 335 985	Senior Airside Safety Officer	Melbourne Airport	Runway, Taxiways, Strips and Aprons
8.	Prescribed Airspace check	9297 1742	Ashley Bevan	Melbourne Airport	Transitional, Approach, Takeoff PANS - OPS
9.	Declared Distances calculated	9297 1742	Ashley Bevan Airfield Operations Manager	Melbourne Airport	
10.	ARFF liaised with on site	9286 3118	Superintendent Chris Quinn	Melbourne Airport Aviation Rescue and Fire Fighting	Site declared safe by ARFF prior to on site recovery
11.	Cargo Manifest obtained			(Airline)	

REFERENCE/ TIME	ACTION	PHONE NUMBER	NAME	ORGANISATION	NOTES
12.	Bus company contacted	9335 2811	Damien Wadden	Skybus	Airline to organise directly
13.	Airport Lighting contacted	9297 1693	Michael Mahlstedt Airport Lighting Supervisor	Melbourne Airport	Cables and lights inspected for damage. Lighting organised for night operations
14.	Approval from ATSB to remove aircraft	1800 011 034		Director of Aviation Investigation Australian Transport Safety Bureau	Send digital images, facilitate Captains and Engineers report. Ask what needs to be secured or stored – fuel, etc.
15.	CASA informed	9927 5355 Australian Wide Number 131757	Kevin Gould	Civil Aviation Safety Authority	Briefing to both Aerodrome and Flight Operators
16.	Indemnity sought and signed by airline	9297 1140	Lisa Evans Manager Legal Services	Melbourne Airport	Use form within this plan. Airline must sign before Melbourne Airport assists in working around aircraft.
17.	Briefings conducted at least every 3-6 hours	9297 1101	Aircraft Recovery Coordinator Airfield Manager	Melbourne Airport	<ul style="list-style-type: none"> ▪ Active Cordons ▪ Aircraft Recovery Coordinator and their role ▪ Site Safety Supervisor and

REFERENCE/ TIME	ACTION	PHONE NUMBER		NAME	ORGANISATION	NOTES
						<ul style="list-style-type: none"> ▪ their role ▪ Liaison responsibilities with Government organisations ▪ Escort procedures ▪ Essential staff ▪ Non essential staff ▪ Security ▪ Identification ▪ Personal Protective Equipment ▪ Entry and Exit points ▪ Site evacuation and whistle procedures ▪ Emergency situations ▪ First Aid on site ▪ Hazards ▪ Hours of work on site (Max 12 hours) ▪ Rubbish ▪ Toilets ▪ Media ▪ Photographs ▪ Storage and parking of vehicles/equipment

REFERENCE/ TIME	ACTION	PHONE NUMBER		NAME	ORGANISATION	NOTES
18.	Environmental impacts assessed	8326 3033		Nick Walker - Environment Manager	Melbourne Airport	Environmental assessment to be conducted once safety issues have been identified and site is available
19.	Fuel companies on site	8346 6901 8346 6901 9338 7156			JUHI- MOBIL Cootes Viva Energy	Quarantine Issues. Time taken to refuel.
20.	Engineering contacted	8336 4089 8336 4480 9335 1719	0418 969 910 0423 829 561 0438 747 031	Darren Fletcher Operations Manager Duty Maintenance Manager Salim Shamid	Qantas Qantas Qantas Cathay	Inspection of aircraft. Liaison with Salvage Kit Engineers in Sydney.
21.	Aircraft Manufacturers contacted	8668 8236	0466 774 558 0410 909 891	Evan Hamm William Lourmer	Boeing Airbus	Provision of information on aircraft manuals/restrictions
22.	Qantas IATA Salvage Kit authorised	02 9691 7740 8336 4168	0423 822 412	Liana Barletta	Qantas Qantas (Melbourne)	Airline to liaise directly with Qantas for authority to use kit

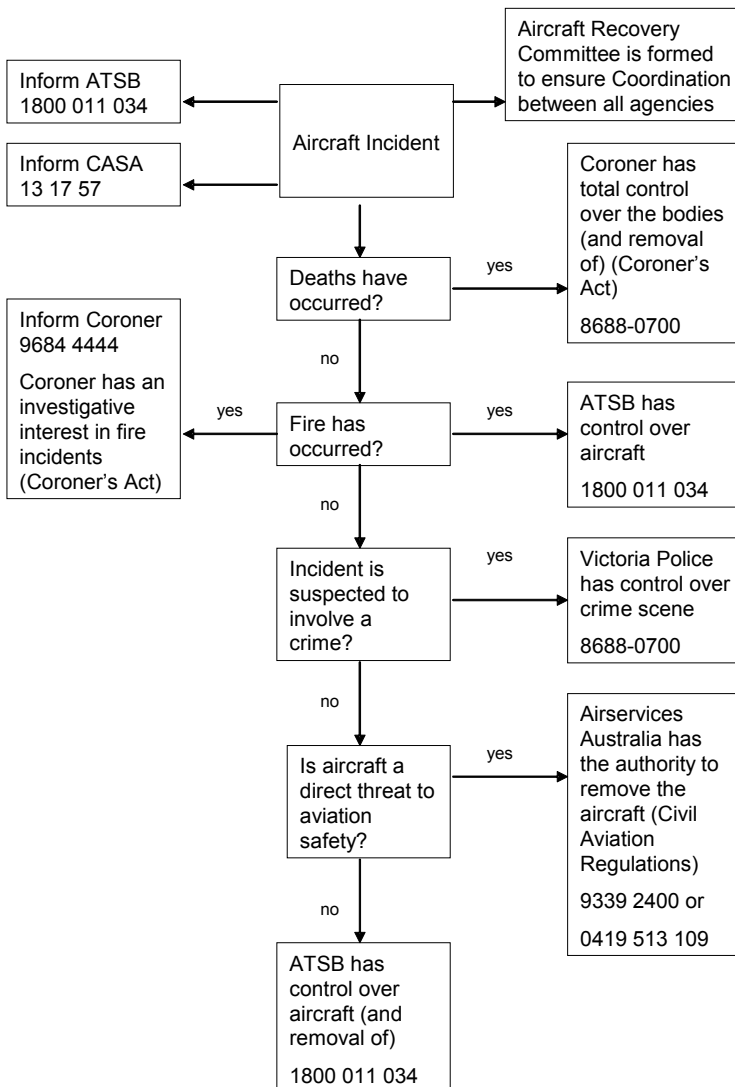
REFERENCE/ TIME	ACTION	PHONE NUMBER		NAME	ORGANISATION	NOTES
23.	Handling Agent contacted		8340 8035 8336 4708 0403 450 690	Duty Manager Duty Manager Ramp Supervisor	Menzies Qantas Ramp Swissport	Tugs, belt loaders, stairs, tractors etc.
24.	Maintenance contacted	8326 2552	0434 295 052 0455 444 103	Duty Manager Richard Horton Airside Maintenance Supervisor	Dnata Melbourne Airport	Sleepers, plywood, crushed rock, staff, contractors assistance, equipment, bob cats, trucks etc.
25.	SES contacted	9684 6651 Emergency Number 132 500	SES contacted by Control Agency		State Emergency services	Lighting, tarpaulins, man power etc.
26.	Hume City Council contacted	9205 2423	0419 607 607	Danny Eaton Emergency Resources	Hume City Council	Staff, equipment etc.
27.	Forward Command Post positioned	9297 1839	0418 335 985	Senior Airside Safety Officer	Melbourne Airport	Serviceable, positioned, staffed, clean
28.	Toilets provided	8325 8400 9336 3055	0418 333 118 0418 995 334	Wayne Giles	Coates Hire Keilor U Hire	Additional toilets, equipment, portables

REFERENCE/ TIME	ACTION	PHONE NUMBER		NAME	ORGANISATION	NOTES
29.	Crane companies on standby	9357 2422 1300 36 2666	0417 351 640	Richard Hollis	HiRig Crane Hire Boom Logistics	Cranes, lifting slings, cables
30.	Sunscreen, lip balm and hats	0418 344 193	9625 3680 PAGING SERVICE	Warwick Wilson	Salvation Army	PPE
31.	Catering provided	0418 344 193	9625 3680	Warwick Wilson	Salvation Army	Number of meals required, timing
32.	Security Cordon in place and maintained	9297 1024 0402397189 8346 3601	0418 393 580 9297 1841 (Gate 27)	Rita Rossi	Melbourne Airport ISS Duty Manager AFP PS	Area taped off, one entry/exit point, guards in place and briefed
33.	Media managed	9297 1163 9335 3666		Manager Media & Communications Media Number	Melbourne Airport	Restriction of airspace
34.	Storage area for wreckage organised				(Airline)	Hangers, aprons, taxiway extensions, fields, Whiskey 3

REFERENCE/ TIME	ACTION	PHONE NUMBER		NAME	ORGANISATION	NOTES
35.	Inspection conducted		0418 335 985	Senior Airside Safety Officer	Melbourne Airport	Area operational in accordance with CASA Manual of Standards Part 139 - Aerodromes
		9297 1839	0417 658 134	Leanne Carroll	Melbourne Airport	
		9297 1101	0457 528 313	Luc Ramalinga		
36.	Restoration of area	8326 2552	0455 444 103	Richard Horton Airside Maintenance Sup	Melbourne Airport	Asphalt, Works Safety Officer, area remaining closed

3.1

AIRCRAFT RECOVERY AUTHORISATION



3.2

RECOVERY OF AIRCRAFT

Subject to clearance by the investigation teams, the registered Owner/Operator of the aircraft or facility is responsible for the control of the removal of the wreckage and clean up costs associated with the recovery.

3.3

MOVEMENT OF THE AIRCRAFT

The disabled aircraft may not be moved except with the permission of the Australian Transport Safety Bureau. This clearance may be obtained by telephone through the provision of photos or digital images. Written/faxed advice of approval should be obtained.

3.4

ATSB APPROVAL

The Australian Transport Safety Bureau is responsible for approving recovery of the aircraft where the aircraft does not affect the operational safety of the airport.

3.5

AIRSERVICES AUSTRALIA APPROVAL

Airservices Australia may approve removal of the aircraft where an aircraft affects the operational safety of the airport.

Airservices Australia Senior Tower Controller will make initial contact with the ATSB. All secondary contact will be by the Aircraft Recovery Coordinator.

Civil Aviation Regulation 293 also gives Airservices Australia the power to authorise the removal of a disabled aircraft where there is a direct threat to aviation safety. This authority is exercised by Airservices Australia Southern Towers Group Manager:

Telephone: (03) 9339 2400.

3.6

AIRLINE RECOVERY CONTROLLER AND AIRCRAFT RECOVERY COORDINATOR

The following positions must be clearly identified by tabards:

- AIRCRAFT RECOVERY COORDINATOR
- Airline Recovery Controller
- Site Safety Supervisor
- Fuel Supervisor
- Handling Agent Supervisor
- Civil Works Supervisor

If a person in any of the above positions leaves the site they must delegate their position to a member of their staff and hand their tabard over.

4.1 BACKGROUND

A disabled aircraft may require defuelling, in the normal course of events prior to moving the aircraft. Defuelling will need careful planning and execution.

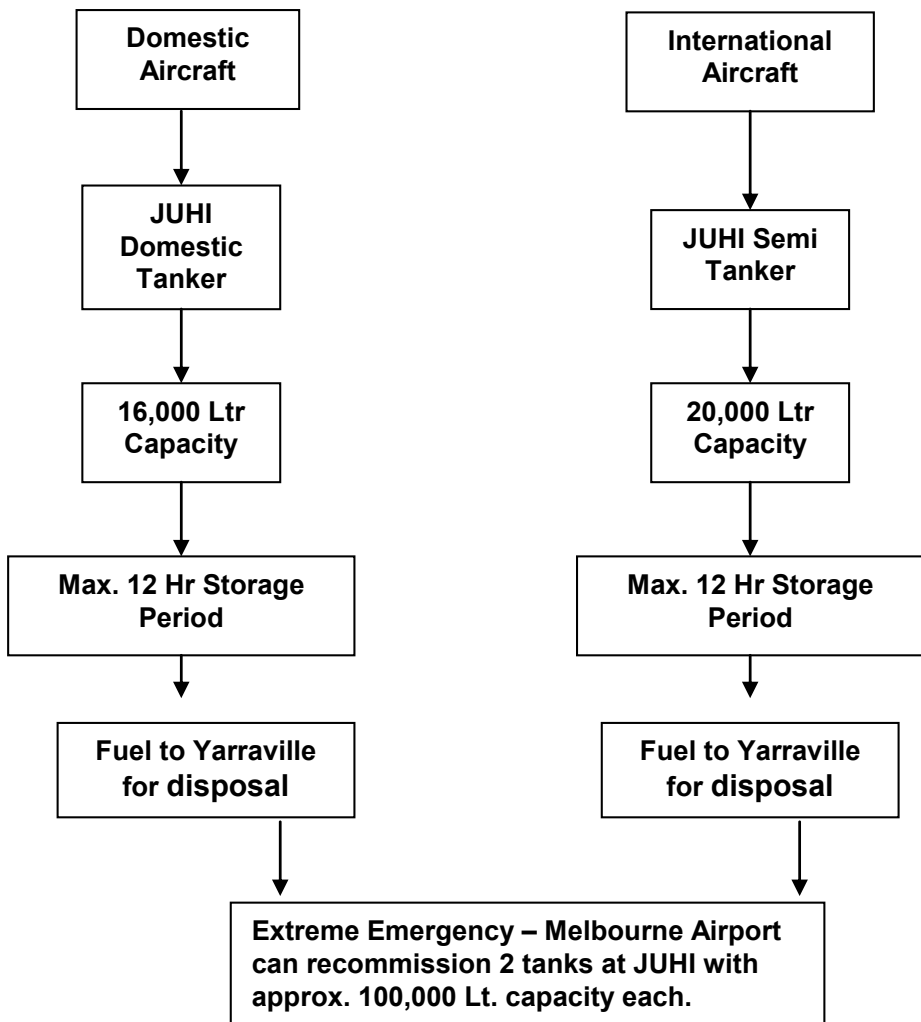
4.2 AUTHORISED AGENCY

Defuelling can be carried out by the Joint User Hydrant Installation (JUHI) at Melbourne Airport.

4.3 CAPABILITIES

The JUHI tanker is for defuelling domestic aircraft that require maintenance work to be carried out, and or load adjustments. The fuel is returned to an aircraft from the same airline. The JUHI semi-tanker can be used to defuel international aircraft for emergency maintenance work, for example a leaking wing.

Melbourne Airport does not have access to paperwork that provides information on the origin of aircraft fuel.



4.4 QUARANTINE ISSUES

After some incidents the Australian Transport Safety Bureau (ATSB) will require a fuel sample for the investigation. Usually 20 litres each from specified tanks will need to be kept in secured sterilised containers. Liaison with the ATSB is therefore imperative prior to defuelling the aircraft.

4.5 CONTACT ARRANGEMENTS

8346 6901	JUHI
8346 6901	Cootes
9338 7156	Shell

5.1 BACKGROUND

Cargo may need to be removed from the aircraft prior to it being moved. General cargo, mail and personal effects will each need careful consideration.

5.2 REVIEW OF THE CARGO MANIFEST

The manifest needs to be obtained to identify any dangerous goods on board. General cargo can be removed by one of the Ground Handling Agents at Melbourne Airport. Agents who can remove cargo are:

Qantas Cargo Manager	0408 409 032
Dnata Manager	8318 7709
Menzies Manager	8340 8110
Qantas Freight Domestic	8336 4060 or 8336 4072
Qantas Freight International	8336 5333
Swissport	0403 450 690
Toll	0421 050 910

5.3 MAIL

The removal of mail will require the approval of Australia Post.

Key contact for Australia Post is through Qantas Freight Domestic on: 8336 4060 or 8336 4072

5.4 HAND LUGGAGE

The removal of hand luggage needs to be considered as a top priority for the recovery team. If hand luggage has not been removed when passengers have exited the aircraft, it will need to be addressed quickly. The reason for this is that passenger's personal effects such as keys, medication, passports etc. will be needed.

6.1 BACKGROUND

In the event of an aircraft overshooting or under shooting the runway there is a high likelihood that a temporary pavement will be needed to return the aircraft to the runway.

6.2 INDEMNITY

Melbourne Airport will seek indemnity from the airlines if Melbourne Airport assistance is provided in the aircraft recovery. Refer to Section 1.12.

6.3 TEMPORARY PAVEMENT

Temporary pavement required to return the aircraft to the runway could be made of a number of different products: e.g.;

- Timbers
- Industrial ply wood
- Hazards
- Hours of work on site
- Rubbish
- Toilets
- Media
- Photographs
- Storage and parking of vehicles/equipment.
- Marsden matting
- Steel plates
- Crushed rock

All of these materials have been used previously by Aircraft Recovery Teams around the world. Manager Engineering and Facilities Management and Airline Recovery Controller will make an assessment and decide on the preparation and road structure.

6.4

BRIEFINGS

Once all essential staff have gathered on site, they are to be briefed on the following by the Aircraft Recovery Coordinator:

- Active Cordons
- Aircraft Recovery Coordinator and their role
- Aircraft Recovery Controller and their role
- Site Safety Supervisor and their role
- Liaison responsibilities with Government organisations
- Escort procedures
- Essential staff
- Non essential staff
- Security Identification
- Personal Protective Equipment
- Entry and Exit points
- Site evacuation and whistle procedures
- Emergency situations
- First Aid on site
- Hazards
- Hours of work on site
- Rubbish
- Toilets
- Media
- Photographs
- Storage and parking of vehicles/equipment.

7.1 BACKGROUND

No two disabled aircraft incidents will be the same. Each incident will present new problems and new challenges to the recovery team, and will need to be handled according to the prevailing circumstances. Operational requirements will dictate the precise strategy to be adopted.

7.2 AIRCRAFT DATA

Aircraft data is available from the Airline or Aircraft Manufacturer.

7.3 SPECIAL CONSIDERATIONS

Some types of Boeing and Airbus aircraft present problems for recovery because of their special lifting requirements (i.e. No slings).

7.4 MOVING THE AIRCRAFT

Overseas experience shows that:

- air/bags are usually used as the primary jacking system
- air compressors need to be of high quality
- linkable Perforated Steel Plates (PSP) and 1 inch industrial ply is considered the best ground preparation.

7.5 STAFF

In the event of an Airport Emergency requiring construction or maintenance tasks, Melbourne Airport will consider the use of additional staff resources such as preferred contractors or the City of Hume staff to ensure a more efficient and safe operation.

7.6

SECURITY

Before the removal of the aircraft any security issues associated with passenger, baggage and cargo should be carefully considered by the aircraft Owner/Operator.

8.1 BACKGROUND

The objective of the recovery team is to get the aircraft recovered as quickly and safely as possible, however, there will be pressure to return the airport to partial and then full operations as quickly as possible.

It must be made clear that the recovery team must go through a defined process prior to any consideration to return to normal operations.

8.2 INSPECTIONS

Melbourne Airport is responsible for assessment of damage to airport facilities under its control. This assessment may be undertaken directly by Melbourne Airport or by agents appointed by Melbourne Airport.

The following tasks will need to be undertaken by Melbourne Airport in checking the security of the airport:

- a full inspection of the perimeter fence
- resumption of Melbourne Airport access control on the airport perimeter
- reinstatement of building access control systems
- security audit of the airside area.

The Department of Infrastructure & Regional Development also conduct security audits on all restricted areas of Melbourne Airport.

8.3 RETURN TO PARTIAL OPERATIONS

The return of the airport to operational status is a priority to Melbourne Airport. By definition, the return to partial operation is the opening of part of the airport for aircraft operations.

The decision to re-open part of the airport will be made in conjunction with all agencies involved in the emergency recovery. Melbourne Airport will undertake an inspection to ensure that the runway and taxiway system is safe prior to reopening the area for aircraft operations.

The return to operational status will require the planned handover of the airport from the Forward Command Post/ Emergency Coordination Centre back to Melbourne Airport as airport operator.

It is anticipated that the handover will take place over a period of time. Melbourne Airport will be responsible for any inspections to be undertaken to ensure that airport security is reinstated.

8.4 RETURN TO NORMAL OPERATIONS

The return of the airport to full operations is a priority for Melbourne Airport. Melbourne Airport will undertake all operational safety inspections to ensure that the airport is safe for aircraft operations. The inspection will cover all aspects of the movement area safety including:

- aircraft pavements
- navigation facilities
- airport lighting
- perimeter security.

8.5 STAND-DOWN

Stand down orders will be issued by the Aircraft Recovery Coordinator in consultation with those involved. Once stand down orders have been given, all equipment must be removed and personnel withdrawn to the satisfaction of the Aircraft Recovery Coordinator.

9.1 IATA KIT LOCATIONS

The IATA kit for the Pacific Area is held by Qantas at Sydney Airport.

Melbourne Airport does not have any formal agreement with Qantas to borrow the equipment. It is the responsibility of the aircraft Owner/Operator to consult with Qantas regarding the use of the IATA Salvage Kit.

9.2 IATA KIT CONTENTS

This kit is extremely comprehensive and covers hundreds of different items from wooden wedges through to inflatable bags for lifting aircraft.

The majority of the salvage kit is able to be air freighted. Road freighting may also be an option if site preparation such as road construction will take over 12 hours. Avalon or Essendon Airports should also be considered if Melbourne Airport is temporarily closed.

9.3 DETAILS

The contact for arranging the use of the equipment is the Qantas Aircraft Recovery Coordinator contactable on 02 9691 7400 and they would exercise the recovery plan.

9.4 AGREEMENT

Qantas would make the kit available for their aircraft and the aircraft of other airlines that are members of the International Airlines Technical Pool. Other airlines will need to make arrangements directly through Qantas by contacting 02 9691 7400.

10.1 LIST OF EQUIPMENT HELD AT MELBOURNE AIRPORT

ITEM	DESCRIPTION	NO.	AVAILABLE FROM	CONTACT	REMARKS
1.	Ballast bags, with 12.5 kilos of sand in each bag.	200	Ground Staff – Richard Horton	8326 2552 0455 444 103	Used to provide weight in situations where ballast is required.
2.	Plywood sheets (6 mm by 1.25 by 2.5m).	10	Ground Staff – Richard Horton	9297 1955 0466 996 613	A versatile material that has many uses such as for padding or placement underneath pneumatic lifting bags or placement between the aircraft and any tethering cables.
3.	Plywood sheets (20 mm by 1.25 by 2.5 m).	50	Ground Staff – Richard Horton	9297 1955 0466 996 613	This thicker plywood is used for placement over soft earth to facilitate the movement of aircraft or equipment. Old cargo pallets could also be used for this purpose.
4.	Crushed rock	10m ³	Ground Staff – Richard Horton	9297 1955 0466 996 613	Used for filling and levelling of areas for equipment access.
5.	Quick set concrete	10m ³	Ground Staff – Richard Horton	9297 1955 0466 996 613	Can be used for subsurface preparation, for jacking or other concentrated earth load situations.
6.	Water drainage pump	1	Ground Staff – Richard Horton	9297 1955 0466 996	Intended for use for removal of water when excavation is

ITEM	DESCRIPTION	NO.	AVAILABLE FROM	CONTACT	REMARKS
				613	required.
7.	Megaphones	3	AEP Facilities	9297 1714	For communicating messages to staff located on top and around the site.
8.	Contour plan	1	CADD Section	9297 1006	To provide an indication of the grades over which the aircraft will be towed.
9.	Services plan	1	CADD Section	9297 1006	To provide an indication of the services underneath the area over which the aircraft will be towed.
10.	Compressor	1 @ 100 psi	Ground Staff – Richard Horton	9297 1955 0466 996 613	Used with air tools on site.
11.	Bolt cutters	1	Ground Staff – Richard Horton	9297 1955 0466 996 613	Many miscellaneous uses.
12.	Hand tools (picks, shovels, crow bars, sledge hammers)	3 of each	Ground Staff – Richard Horton	9297 1955 0466 996 613	Many miscellaneous uses.
13.	Ladder 6 metre	1	Ground Staff – Richard Horton	9297 1955 0466 996 613	Used for access to aircraft - the aircraft relationship, height wise, is drastically altered in the recovery situation.
14.	Ladder 9 metre	1	Ground Staff – Richard Horton	9297 1955 0466 996 613	Used for access to aircraft - the aircraft relationship, height wise, is drastically altered in the recovery situation.

10.2 LIST OF SUPPLIERS

Equipment can be sourced from local suppliers and on technical advice referred to Section 9.4.

ITEM	DESCRIPTION	AVAILABLE FROM	CONTACT	REMARKS
1.	Ballast bags, with 12.5 kilos of sand in each bag.	Tullamarine Hardware	9338 2287	Used to provide weight in situations where ballast is required.
2.	Plywood sheets (6 mm by 1.25 by 2.5m).	Mahoneys Timber & Hardware 480 Mahoneys Rd Campbellfield Builda Panels Pty 41 Parer Rd Airport West Plyboard Distributors 192 Dandenong Rd Dandenong	9359 5711 9310 5251 Fax 5257 9793 4233	A versatile material that has many uses such as for padding or placement underneath pneumatic lifting bags or placement between the aircraft and any tethering cables.
3.	Plywood sheets (20 mm by 1.25 by 2.5 m).	Mahoneys Timber & Hardware 480 Mahoneys Rd Campbellfield Builda Panels 41 Parer Rd Airport West Plyboard Distributors 129 Dandenong Rd Dandenong	9359 5711 9310 5251 Fax 5257 9793 4233	This thicker plywood is used for placement over soft earth to facilitate the movement of aircraft or equipment. Old cargo pallets could also be used for this purpose.
4.	Steel plates (13 mm by 1.0 by 2.0 m).	Coates Hire 1 Oban Court Laverton North 7 Steel 99 Studley Court Derrimut	8360 8771 8361 0777	For placement underneath lifting jacks to increase the bearing area. This size is only suitable on firm earth or on thin pavement.
5.	Ground reinforcement mats.			Intended to provide a rolling surface over earth to permit

ITEM	DESCRIPTION	AVAILABLE FROM	CONTACT	REMARKS
				the towing of aircraft
6.	Crushed rock	Barrow Group McIntyre Rd Sunshine	9663 1333 or 9366 7233	Used for filling and levelling of areas for equipment access.
7.	Quick set concrete	Cement Australia 2 Currejong St West Footscray	1300 236 368	Can be used for subsurface preparation, for jacking or other concentrated earth load situations.
8.	Water drainage pump	Keilor Hire 502 Fullarton Rd Keilor Park Kennard Hire 173 Settlement Pde Thomastown	9336 3055 or 9336 4311 9463 2700	Intended for use for removal of water when excavation is required.
9.	Earth anchors			Used to provide stability and allow tethering of the aircraft while lifting.
10.	Crane 10 ton with 6 metre reach	High Rig Cranes	9357 2422 0417 351 640	Used to lift individual aircraft parts.
11.	Crane 30 ton with 20 metre reach	High Rig Cranes	9357 2422 0417 351 640	
12.	Mobile multi-wheeled heavy load flatbeds	High Rig Cranes	9357 2422	For lifting the aircraft onto. These can be procured from a mover of heavy industrial equipment.
13.	Steel cable, assembly one inch diameter			All steel cables
14.	Rope 25mm diameter	Tullamarine Hardware	9338 2287	Many uses
15.	Rope 50mm diameter	Tullamarine Hardware	9338 2287	Many uses

ITEM	DESCRIPTION	AVAILABLE FROM	CONTACT	REMARKS
16.	Multiple strand block and tackle with a 50 ton capacity	Coates Hire Industrial Services 150 South Gippsland Highway Dandenong	8791 2100	Used as an alternative to winching or towing in moving the aircraft. Could also be used for handling major detached pieces of the aircraft.
17.	Winching units 10 ton capacity	Coates Hire Industrial Services 150 South Gippsland Highway Dandenong	8791 2100	Conventional towing in aircraft recover is usually ineffective and much better control is usually obtained by winching from a stationary point or vehicle.
18.	Flood lights	Keilor U Hire 502 Fullarton Rd Keilor Park Coates Hire 1457 Hume Hwy Campbellfield	9336 3055 or 9336 4311 9357 3388	For illumination of the recovery site at night.
19.	Bulldozer	Negri or Mitchell's Airport Contractors		Many uses including levelling of terrain and making temporary roadways.
20.	Compressor	Keilor U Hire 502 Fullarton Rd Keilor Park Coates Hire 1457 Hume Hwy Campbellfield	9336 3055 or 9336 4311 9357 3388	Used with air tools on site.
21.	Air powered rotary	Coates Hire		Cutting and

ITEM	DESCRIPTION	AVAILABLE FROM	CONTACT	REMARKS
	saw	1457 Hume Hwy Campbellfield	9357 3388	clearing metal wreckage.
22.	Metal shears			Many miscellaneous uses.

12.1 INDEMNITY LETTER

DATE: _____

AIRLINE: _____

MELBOURNE AIRPORT

AIRPORT MANAGEMENT
LEVEL 2
INTERNATIONAL TERMINAL
MELBOURNE AIRPORT

LOCKED BAG 16
GLADSTONE PARK
VICTORIA 3043 AUSTRALIA

TEL (61 3) 9297 1600
FAX (61 3) 9297 1886

DISABLED AIRCRAFT AT MELBOURNE AIRPORT

This document confirms the terms to apply if assistance is provided by Melbourne Airport to
.....(Owner/Operator), ABN

in the removal/recovery of aircraft.....(registration).

In signing this document(Owner/Operator) agrees that:

- 1. In providing the assistance, Melbourne Airport, its directors, employees, agents and contractors may act on the request or direction of the General Manager Operations, General Manager Infrastructure, nominated Aircraft Recovery Coordinator or any other person that in the reasonable opinion of Melbourne Airport has the authority to request or give directions about the assistance.
- 2. Melbourne Airport accepts no liability in connection with the assistance, which is provided entirely at the risk of (Owner/Operator), whom also:
 - (a) accepts sole responsibility for any losses of any kind (including damage to the aircraft and consequential loss) suffered or incurred by or any person arising out of or resulting from any act or omission (whether negligent or otherwise) on the part of Melbourne Airport, its directors, employees, agents and contractors, in providing the Assistance including the form, manner and standard of the Assistance or time taken to provide the Assistance;

(b) agrees to keep Melbourne Airport, its directors, employees, agents and contractors indemnified at all times for any liabilities or claims they may incur against them with respect to the matters described in Paragraph (a).

3. (Owner/Operator) agrees to reimburse Melbourne Airport on demand the costs and charges incurred by Melbourne Airport in connection with providing the Assistance and such reasonable fees as may be determined by Melbourne Airport in its discretion.

Indicate your acceptance to these terms by signing and returning a copy of this letter.

Signed for and on behalf of

..... (Owner/Operator) by
..... (Signature)
..... (Full Name)
..... (Position)
..... (Organisation)

in the presence of:

..... (Signature)
..... (Full Name)
..... (Position)
..... (Organisation)

On this..... day of(Month) in the year of

12.2

AIRCRAFT RECOVERY - KEY CONTACTS

Australian Transport Safety Bureau	1800 011 034
Civil Aviation Safety Authority	131 757
Department of Infrastructure and Regional Services (Security)	9625 2088

12.3

AIRCRAFT RECOVERY TEAM

Boeing – Evan Hamm	0466 774 558
Airbus – William Lourmer	8668 8236 / 0410 909 891
Airservices Australia – Bob Herriman	9339 2106 / 0417 200 521
Australian Transport Safety Bureau	1800 011 034
Highrig – Richard Hollis	9357 2422 / 0417 351 640
Melbourne Airport – Kerr Forbes	9297 1177 / 0457 549 488
Melbourne Airport – Marc Storti	9297 1742 / 0412 441 968
Qantas IATA Salvage Kit	02 9691 7400 / 02 9691 7185

