

STATION INSTRUCTION

Station Instruction #	SI 296		
Title	Aircraft Arrival Procedures		
Date of Issue	26/07/24		
Effective start date	12/08/24	July 26, 2024	
Effective end date	UFN		
Written by	Nicholas Pelham		
Reviewed by	Kevin Doyle/Callum Hutchinson	OPR No	739

The contents of this document are highly confidential and must not be shared with anyone else, except strictly for the purposes of providing ground handling services to easyJet. Copyright and all other intellectual property rights in the material belong to easyJet Airline Company Limited.

Reason for Issue

Sequence of activities to be completed by ground crew on arrival of aircraft changed to reduce risk of ingestion/jetblast.

GHM Amendments

Section	Title	Details
4.1.1	Actions Prior to Aircraft Arrival	Requirement for ground crew to be stood at the head of stand for aircraft arrival where possible added
4.1.3	Actions After Aircraft Arrival	Sequence of activities to be completed by ground crew on arrival of aircraft changed

4.1.1 Actions Prior to Aircraft Arrival

(g) All personnel shall remain well clear of the arriving aircraft and its manoeuvring path, outside the ERA and where possible at the head of stand other than those personnel with functions that require them to be inside the ERA during aircraft arrival, e.g., marshaller(s) and/or wing walkers(s). See 4.1.3 for requirements/clearance for personnel to approach the aircraft.

4.1.3 Actions After Aircraft Arrival

(a) Upon aircraft stopping (APU operative):

1. After the engines have been shut down, are spooling down and the anti-collision lights have been switched off a nominated person must:

- i. Ensure nose wheel chocks are then positioned in accordance with 4.2.1
- ii. Provide confirmation that it is safe for remaining Ground Crew to approach the aircraft using the “thumbs up” signal

2. Once the “thumbs up” signal has been received Ground Crew shall:

- i. Verbally/visually confirm to flight crew that chocks have been positioned

This SI makes a change to the published Ground Handling Manual (GHM). The SI folder should have this instruction placed in it until its effective end date. GOM, GHP & other parties must ensure effective implementation of this SI at a local level. The accountable staff member at each airport must confirm to their easyJet Manager that the SI has been understood and embedded with all applicable Ground Crew. Local cascade may include some or all of the following:

- a signed read and brief, regular team briefing sessions to ensure Ground Crew understand SI content
- specific training and assurance of content comprehension by Ground Crew
- review of local audit checklists & training material to include any changes

STATION INSTRUCTION



- ii. Position and connect the Ground Power Unit (GPU) or Fixed Power Unit (FPU) and signal to the pilots once completed in accordance with 3.4.8.3
- iii. Position safety cones as per local requirements and main gear chocks in accordance with 4.2.1. After placement, GSE may enter the ERA to approach the aircraft
- iv. Check there is no damage to the cabin door areas and position passenger boarding devices
- v. Conduct an arrival walk around inspection and check for damage to all cargo doors, access panels, servicing points, the fuselage and engine cowlings before positioning remaining GSE

(b) Upon aircraft stopping (APU inoperative):

1. A nominated person must:

- i. Ensure nose wheel chocks are positioned in accordance with 4.2.1
- ii. Ensure the Ground Power Unit (GPU) or Fixed Power Unit (FPU) is connected and signal to the pilots once completed in accordance with 3.4.8.3
- iii. After the engines have been shut down, are spooling down and the anti-collision lights have been switched off provide confirmation that it is safe for remaining Ground Crew to approach the aircraft using the “thumbs up” signal

2. Once the “thumbs up” signal has been received Ground Crew shall:

- i. Verbally/visually confirm to flight crew that chocks have been positioned
- ii. Position safety cones as per local requirements and main gear chocks in accordance with 4.2.1. After placement, GSE may enter the ERA to approach the aircraft
- iii. Check there is no damage to the cabin door areas and position passenger boarding devices
- iv. Conduct an arrival walk around inspection and check for damage to all cargo doors, access panels, servicing points, the fuselage and engine cowlings before positioning remaining GSE

Note 1: If any damage is found, report it immediately to operating crew, via a supervisor and do not approach the aircraft with any GSE in the area where the damage has been found.

Note 2: “Spooling down” of an engine can be identified as follows: reduced engine noise, visible fan or propeller speed reduction, lack of exhaust heat/thrust plume.

Note 3: If the aircraft is dispatched with inoperative anti-collision lights, the wing tip strobe lights will be activated by the flight crew. If the wing tip strobe lights have been activated, Ground Crew must stay clear of the aircraft until they have been turned off and the engines have spooled down.

This SI makes a change to the published Ground Handling Manual (GHM). The SI folder should have this instruction placed in it until its effective end date. GOM, GHP & other parties must ensure effective implementation of this SI at a local level. The accountable staff member at each airport must confirm to their easyJet Manager that the SI has been understood and embedded with all applicable Ground Crew. Local cascade may include some or all of the following:

- a signed read and brief, regular team briefing sessions to ensure Ground Crew understand SI content
- specific training and assurance of content comprehension by Ground Crew
- review of local audit checklists & training material to include any changes