

STATION INSTRUCTION

Station Instruction #	298		
Title	Passenger Stairs		
Date of Issue	24/09/2024		
Effective start date	08/10/2024		
Effective end date	UFN		
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	OPR No	848	

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Reason for Issue

Enhancement to procedures for positioning, repositioning and removal of passenger stairs to reduce the risk of falls height.

GHM Amendments

Section	Title	Details
3.1.3.6	Passenger Stairs	<p>(h) Introduction of guidelines to ensure correct positioning of passenger stairs</p> <p>(k) Introduction of requirement for ground crew to ensure that guard rails are in place whenever stairs are positioned at aircraft</p> <p>(l) Introduction of requirement for ground crew to ensure that all doors for passenger boarding are open and guard rails in place prior to the release of passengers</p> <p>(n) Clarification of requirement that the person responsible for removing the stairs must be the person responsible for obtaining the permit to remove steps</p> <p>(o) Introduction of requirement for person responsible for removal of passenger stairs to remain on the platform until the cabin door is closed</p> <p>(q) Clarification of the requirement that passenger stairs must never be removed or repositioned with passengers or personnel on them, unless required for the operation of the equipment</p>

3.1.3.6 Passenger Stairs

The following precautions must also be taken when operating passenger stairs:

- (a) Check that the passenger stairs are serviceable before use
- (b) Check that the walking surfaces are free of contamination and safe for use
- (c) Ensure the movement path is clear of personnel, equipment/vehicles and all other obstacles before moving passenger stairs
- (d) If passenger stairs are towed, disconnect them from the tractor and manually position them at the aircraft. Ensure brakes are engaged once stairs are positioned to the aircraft

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- 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

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(e) Ensure safety rails and canopies, if any, on the passenger stair platform are fully retracted prior to positioning

(f) Move the passenger stairs slowly toward the aircraft, avoiding any aircraft sensors or protrusions, adhering to the easyJet no touch policy

1. Where the passenger stairs are equipped with self-levelling device, continue movement until the protective bumpers just touch the aircraft, or the passenger stair proximity sensors stop the movement
2. When not equipped with self levelling device, maintain a gap in accordance with the easyJet No-Touch policy

(g) The controls must only be operated from inside the drivers cabin of the passenger stairs except where equipped with external controls

(h) The acceptable range for vertical height between the passenger stair platform and door sill must be between 20-30cm to allow for vertical movement of the aircraft during ground operations (As a guide an A4 piece of paper portrait is approx. 30cm and landscape is 20cm)

(i) Engage any safety systems and auto-leveller features, if applicable. If the passenger stairs are not equipped with an auto leveller, the level of the passenger stairs must be monitored and adjusted, as required

(j) Deploy stabilisers, if fitted. Do not allow anyone (except the operator) to use the passenger stairs until the stabilisers are deployed

(k) Ensure guard rails are fully extended and securely in place whenever passenger stairs are positioned at the aircraft

(l) Prior to passenger disembarkation/boarding ground crew must check that all cabin doors for passenger use are open with guard rails on passenger stairs fully extended and securely in place

(m) Ensure passenger stairs are positioned so that the cabin door can be used as an unobstructed escape route in the event of an emergency/evacuation.

(n) The person responsible for removing/repositioning passenger stairs must obtain a permit to remove steps from the crew, who will then close the cabin door prior to removal of the passenger stairs

(o) The person responsible for removing/repositioning passenger stairs must remain on the platform until the cabin door is closed

(p) After the cabin door has been closed, confirm there are no staff on the stairs prior to retracting stabilisers, stairs must only be removed once the step permit has been given to the operator by the crew and the door is closed

(q) Passenger stairs must never be removed or repositioned with Passengers or Personnel on them, unless required for operation of the equipment

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