



TENANT DIRECTIVE

Tenant Directive No.: BWI 204.2
Distribution List: B
Effective Date: February 28, 2022

Original Date: September 12, 2012
Revised: February 28, 2022

Approved by: *Suzanne W. Folck*
Director, Office of Airport Operations

Date: 2/28/22

BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL (BWI MARSHALL) AIRPORT LOADING BRIDGE CERTIFICATION AND EQUIPMENT PROCEDURES

Purpose

The purpose of this Directive is to:

- A. Provide for safe and proper operation of loading bridges by ensuring tenants have a certified loading bridge operator instructor.
- B. Ensure tenants understand the responsibility for monitoring BWI Marshall Airport loading bridges while mated to an aircraft.

Reference(s)

- A. National Fire Protection Association, NFPA415, Standard on Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways (Chapter 6)
- B. BWI Marshall Airport Tenant Directive 202.1, BWI Marshall Airport Airfield Operator's Permit Program

Scope

- A. This Tenant Directive is applicable to all BWI Marshall Airport tenants and employees whom operate loading bridges.
- B. This Tenant Directive supersedes Tenant Directive 204.2 dated September 12, 2012.
- C. This Tenant Directive supersedes Tenant Directive 204.3 dated December 9, 2008.
- D. This Tenant Directive supersedes Tenant Directive 005.4 dated September 21, 1992.

Definitions

N/A

Responsible Party:

Director, Airport Operations
Manager, Airport Operations

DIRECTIVE

I. Directive Statement

- A. In order to provide for safe and proper operation of loading bridges, the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) conducts a loading bridge operator instructor certification program for BWI Marshall Airport tenants.
- B. It is incumbent upon all tenants who utilize loading bridges to understand the proper procedures for each model. This especially includes the controls for the auto leveler mechanism and its relationship to aircraft. Proper use of the auto leveler will prevent excessive maintenance cost, ensure operability, and protect aircraft from costly damage and revenue loss.

II. Procedures

A. Loading Bridge Training

- 1. Each BWI Marshall Airport tenant agency is responsible for the safe operation of loading bridges under its own program. Said tenant is to designate one or more employees to be certified as a loading bridge operator instructor by the MDOT MAA Airport Operations Loading Bridge Proficiency Coordinator. Those individuals shall instruct other personnel from their company in the proper operating procedures of loading bridges.
- 2. The BWI Marshall Airport tenant agency is responsible for ensuring that loading bridge operators are fully qualified and possess an annotated BWI Marshall Airport Identification Badge and meet the training requirements for the loading bridge operator as stated in BWI Marshall Airport Tenant Directive 202.1, BWI Marshall Airport Airfield Operator's Permit Program.
- 3. MDOT MAA Loading Bridge Training form MAA-106 (see Attachment) shall be completed for each loading bridge operator trainee by a certified loading bridge operator instructor. This form shall be completed in duplicate with one copy forwarded to the Office of Airport Security where it will be maintained in the employee's training file. The second copy shall be maintained by the tenant agency. The Loading Bridge Training form (MAA-106) must be completed before issuance of an annotated BWI Marshall Airport Identification Badge.

4. Upon completion of the initial certification training by a designated loading bridge operator instructor, each loading bridge operator's BWI Marshall Airport Identification Badge will be annotated with an "L" to indicate authorization to operate a loading bridge.
5. Each BWI Marshall Airport tenant manager is to maintain a current file of all their employees trained and certified to operate MDOT MAA equipment (e.g., loading bridges) for review and inspection by MDOT MAA.

B. Loading Bridge Operating Procedures

1. Where loading bridges are provided, the walkway including the bumpers, curtains, and canopies shall be seated per the manufacturer's instruction whenever the loading bridge is mated to an aircraft.
2. Bumpers, aluminum cab curtains, and canopies (in the down position) are essential elements necessary to ensure the fire performance of the loading bridge's walkway system and to provide a safe egress path in the event of an emergency. Canopies and curtains also offer weather protection. Because of the physical variations in airframe fuselage shapes, it may not be possible to achieve 100 percent contact of bumpers and canopies against all aircraft fuselages.
3. While the loading bridge is mated to an aircraft, the operator is responsible for continuously monitoring its function, especially when the auto leveler is engaged during the loading of passengers, cargo, and fuel. The loading bridge is equipped with audible and visual alarms that indicate a malfunction. It is the responsibility of the loading bridge operator to immediately report any and all malfunctions to the BWI Marshall Airport Operations Center at 410-859-7018. Each tenant assumes full responsibility for unattended loading bridges when mated to an aircraft.
4. Tenants shall keep loading bridges free and clear of equipment, obstructions, trash, etc.
5. Loading bridges shall be stowed properly in the stow box provided.

ADDITIONAL AUTHORIZED DOCUMENTS

Attachment: MDOT MAA Loading Bridge Training Form MAA-106



ADDITIONAL INFORMATION

Contact Information

Director, Office of Airport Operations
410-859-7024

Manager, Airport Operations
410-859-7194



ATTACHMENT

MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND AVIATION ADMINISTRATION

LOADING BRIDGE TRAINING

NAME: _____ BWI I.D. BADGE #: _____ EXPIRATION DATE: _____

INSTRUCTOR/AIRLINE: _____ COMPLETION DATE: _____

	Check	Initial	Remarks
Drive	_____	_____	_____
Maneuver	_____	_____	_____
Position at Aircraft	_____	_____	_____
Procedures	_____	_____	_____
Shut Down- Stow	_____	_____	_____
Safety	_____	_____	_____
Gate Position	_____	_____	_____

ASC: Issue "L" on BWI I.D. Badge # _____

Do Not Issue "L" on BWI I.D. Badge # _____

INSTRUCTOR SIGNATURE

MAA-106 R 9/09