



# TENANT INFORMATION ADVISORY

Retention: Indefinite

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## SAFETY ALERT Ramp Operations – Safety and Compliance

This Advisory has been issued to raise awareness for operating on the ramp and gate areas at BWI Marshall Airport. To help minimize the potential for accidents and incidents, we are asking all employees to review their safety plans and pay special attention to their surroundings while completing their daily tasks. Listed below are some areas of concern that need to be emphasized:

### Pedestrian Movements on the Ramp:

- The only pedestrian movements allowed on the ramp are those associated with aircraft operations.
- Unless servicing an aircraft, all personnel should be within **50 feet of a building**.\*

\*Code of Maryland Regulations (COMAR) 11.03.01.04D, Designated Vehicular and Pedestrian Routes, states “Pedestrians desiring to walk between terminal concourses shall remain within 50 feet of the terminal building at all times to remain clear of the taxiway.”

### Gate Areas:

- Employees are encouraged to participate in safety walks to check for debris to prevent Foreign Object Damage (FOD) around gate areas, specifically in the aircraft parking zones. Remember all trash can become FOD!
- Check status/condition of Jet Bridges. Ensure they are properly positioned prior to and after aircraft operations. This includes parking them within their safety zones, securing all doors, and turning off power. This is essential especially during high wind conditions.
- Ensure all vehicles and ramp equipment are properly positioned in a safe location outside of the aircraft parking envelope. This includes turning vehicles off and properly chocking, when applicable. Do not forget to secure the chocks and marshaling wands.
- Ensure proper observation and backing techniques are utilized. This includes aircraft marshalers and backup or guide personnel for vehicles, equipment, etc.
- Aircraft Maintenance/Cleaning Operations - **Do not** dump trash bags on ramp. **Do not dump water, fluids, etc. on ramp, specifically during adverse weather conditions** (freezing temperatures of 32 degrees or below).
- **The use of Smarte Cartes on the AOA is strongly discouraged.**

**Jetways or Jet Bridges - Remember the four critical zones:**

- **Aircraft Lead-in Lines** - Designed to assist in guiding and parking aircraft.
- **Aircraft Parking Envelope** - Designed to safely allow an aircraft to be parked. Do not park equipment within these areas unless specified during aircraft operations.
- **Jetway Safety Restraint Lines (triple yellow lines)** - Designed to provide a safe movement area for operating/storing a Jetway. Do not park vehicles or equipment within this space as they can be easily struck by a moving Jetway causing damage and possible injury.
- **Passenger Walkway** - Design for guidance for enplaning/deplaning passengers. Some gates have these. Do not park vehicle and/or equipment within this space. Keep clear.

**Vehicle Service Road (VSR):**

- Vehicles should operate within the roadway system and remain vigilant for moving aircraft, equipment and personnel. **Do not cut across ramps as a shortcut to avoid the road system.** Vehicles in the roadway have the right-of-way over other vehicles, so it is important for drivers to utilize roadways wherever they exist and not drive across multiple gate areas. History shows this leads to increased accidents and incidents. Always remember aircraft and emergency vehicles have the right-of-way.
- Follow posted speed limits and operate safely in accordance with the current conditions such as rain, nighttime, fog, etc. Stay alert and be familiar with your surroundings.
- Ensure all vehicles and equipment are in good working condition. Make a routine of inspecting your vehicle prior to operating it and check for any deficiencies.
- **The use of bicycles, scooters, skateboards, hoverboards, etc. are prohibited on the air operations area. The operation of any two-wheeled motor vehicle or self-propelled vehicle on the air operations area shall be approved in writing by the Airport Director.**

**Personnel & Equipment Visibility:**

- All personnel operating within the ramp areas are highly encouraged to wear ANSI rated high visibility apparel/clothing.
- Ensure all vehicles and/or equipment have operational lighting and retro-reflective markings.

**General Operating Guidelines:**

- Maintain Situational Awareness throughout – Adjust as needed but do it safely.

The goal is to have a safe and efficient ramp area for all employees to work in. It takes a “Team Effort” to accomplish this and we request your assistance in achieving this.

Thank you for your support and cooperation on this matter.

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John A. Stewart  
Director  
Office of Airport Operations

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