



# TENANT DIRECTIVE

**BWI:** 204.2  
**DATE:** September 12, 2012  
**DISTRIBUTION:** B

**TITLE:** BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD  
MARSHALL AIRPORT (BWI MARSHALL) EQUIPMENT TRAINING  
CERTIFICATION PROGRAM

## **I. REFERENCES**

This Directive supersedes BWI Tenant Directive 204.2, dated August 6, 1986.

## **II. DIRECTIVE STATEMENT**

- A. In order to provide for safe and proper operation of Loading Bridges and Mobile Lounges, the Maryland Aviation Administration (MAA) will conduct a training and certification program for BWI Marshall tenant employees.
- B. The Airport Operations Center is designated as the MAA office responsible for training and certification.

## **III. PROCEDURES**

- A. Loading Bridges:
  - 1. Each BWI Marshall tenant agency manager responsible for the operation of loading bridges is to designate at least one employee to receive training and certification as a Loading Bridge Operator Instructor.
  - 2. The Airport Operations Center will provide certification training for each designated Loading Bridge Operator Instructor.

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3. Upon completion of the initial certification training by either Airport Operations Center personnel or 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 (Annotated BWI ID Badge).
4. The BWI Marshall tenant agency is responsible for ensuring that loading bridge operators are fully qualified and possess an Annotated BWI ID Badge.

B. Mobile Lounges:

1. The BWI Marshall tenant agency responsible for operating the MAA's Mobile Lounges is the Aircraft Service International Group (ASIG). ASIG will designate an employee to be certified as a Mobile Lounge Operator Instructor.
2. ASIG is authorized to train and certify Mobile Lounge operators in accordance with MAA-approved procedures.
3. Only trained ASIG personnel shall operate the Mobile Lounges.

C. MAA Loading Bridge Training form, MAA-106 (see Attachment 1), shall be completed for each loading bridge or mobile lounge trainee by a designated and certified instructor. This form will be completed in duplicate and 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 organization. The Loading Bridge Training form (MAA-106) must be completed before issuance of an Annotated BWI ID Badge.

D. Each BWI Marshall tenant manager is to maintain a current file of all their employees trained and certified to operate MAA equipment (loading bridges and mobile lounges) for review and inspection by MAA.

**ELECTRONIC COPY  
ORIGINAL ON FILE IN  
AIRPORT OPERATIONS**

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John A. Stewart  
Director  
Office of Airport Operations

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MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND AVIATION ADMINISTRATION

LOADING BRIDGE TRAINING

NAME: \_\_\_\_\_ BWI I.D. BADGE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

INSTRUCTOR/AIRLINE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

	<u>Check</u>	<u>Initial</u>	<u>Remarks</u>
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

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