

Loading Dock Operation Procedures

OBJECTIVE

To establish procedures and provide guidance to airport personnel using the loading dock areas for deliveries.

STANDARD OPERATING PROCEDURE

As part of the Tom Bradley International Terminal renovation project, two loading docks have been opened for vendor deliveries. These are situated on the North side adjacent to Gate 131 and on the south side adjacent to Gate 151.



Effective 11/01/2016 vendor deliveries are permitted only at these dock locations. Deliveries at other TBIT locations will be strictly prohibited and subject to citations. Vendor deliveries necessary at other TBIT locations may be allowed on an ad hoc basis with authorization from Terminal Operations – Please Call the ARCC at 310-646-4265.

Vehicle standards at Loading Docks

Maximum Overhead Clearance: 13'ft.

Maximum Truck Length: 53'ft.

Tractor-trailers are not permitted at the loading dock.

Vehicle Parking and Staging

1. Only delivery vehicles are permitted within the dock area.
2. No person shall park delivery vehicle outside the dock area. Vehicles reported as interfering with the use of the loading dock for others, or blocking aircraft or emergency vehicles will be subject to citation under the SAFE program.
3. Vehicles should not be left unattended while waiting for loading dock parking spot to open up.
4. No vehicle should stage outside the designated staging area. Designated staging is available on the north and south side of the airfield adjacent to loading dock entrance.
5. If loading docks and staging areas have exceeded capacity, vendors are prohibited from offloading outside designated approved locations. Vehicles must return at a later time until such a parking spot opens up to allow delivery company to either stage or access dock area for offloading.

Delivery Protocols

1. The loading dock operates a first-come first-served basis.
2. Vendors at the loading docks must have only one vehicle at the dock at a time.
3. Vehicles are not allowed to remain at the dock indefinitely after the delivery/pickup is completed. Maximum dwell time at the dock is **1 hour** for each delivery.
4. All pallets, trash, crates and cartons **must be removed** from the loading dock area when the vehicle departs.
5. Storage of any kind is NOT permitted within loading dock area. This includes construction materials, debris, furniture, or other delivery materials.
6. Disposal of empty pallets are the responsibility of the person or vendor delivering the palletized material. Pallets must be removed from the building by the delivering person or vendor

7. Storing or staging equipment or supplies outside the loading dock area is strictly prohibited.
8. Any failure or break down of the loading lock units must be reported to the ARCC Incident Desk at 424-646-9076 immediately.
9. Combustible materials and liquids are not allowed in the building without prior authorization by Terminal Management. All combustible materials must be clearly marked with the appropriate labels

Breakdown Area

1. The loading dock breakdown vestibule permits vendors to stage and breakdown for a maximum of (2) hours.
2. No storage of any kind is to be placed in the corridor in the breakdown areas.
3. All cardboard must be broken down and placed in dumpster.
4. Delivery personnel who shunts roll-up doors are responsible for maintaining security of those shunted doors.
5. No person shall interfere or obstruct with the emergency exit route in breakdown and dock areas.

Maintenance

1. LAWA maintenance will be responsible for cleaning the dock area.
2. LAWA will empty dumpsters every other day based on usage.
3. Please call Airport Operations at the ARCC (424-646-9076) to report system failure or malfunction.