Ramp/ Aircraft Loading Operations

A. Ramp Operations/ Arrival	Y	N	n/a	Remarks
1. Has a FOD (Foreign Object Debris) check of the apron and stand area been completed prior to aircraft arrival, to prevent the likelihood of ingestion or damage?				
2. Are all servicing vehicles and equipment positioned outside of the Equipment Restraint Area (ERA), prior to and during the aircraft arrival?				
3. Has the Aircraft Guidance System been set for the correct aircraft type and done so by a qualified person? If the aircraft is marshalled using hand signals, were they clear and in accordance with industry standards?				
4. Do personnel stay clear of the aircraft, until engines have been shut down and anti-collision lights have been switched off? Note: Was an inoperative APU procedure used?				
5. Are chocks placed around the nose gear before any other activity? Was the main gear then chocked correctly? (If the aircraft is parked on a slope, the chocks should be firmly placed against the down side of the tyre) Do adverse weather conditions require additional measures? (Local airport procedures may apply)				
6. Are sufficient safety cones deployed around the aircraft silhouette to ensure adequate visual warning and are placed no more than 1 metre outward from the protected point? Cones should be located at the wing tips, in front of wing mounted engines, the tail cone where there is a back of stand road and the nose cone when the aircraft is free standing. (Local airport procedures may apply)				
7. Is the Ground Service Equipment driven and operated in an appropriate manner whilst in the Equipment Restraint Area (ERA), after safety cones and chocks have been deployed? Confirm that: a. A vehicle/ equipment brake check is conducted before equipment enters stand b. Hand signal guidance (Banks person) is provided when manoeuvring in areas of close proximity to the aircraft, when visibility is limited and when reversing anywhere on the apron c. Parking brakes set when positioned for operation. (Chocked & stabilised if required)				
8. Are the guide/ guard rails and stabilisers of loading equipment stowed during manoeuvring and raised/ lowered as required before operation?				
9. Assess the condition of the GSE. Are there any obvious defects to tyres, stabilisers, guide/ guard rails and/ or systems? Is the equipment clear of FOD? Ask personnel to describe procedures for reporting defects.				

10. Are all personnel wearing appropriate Personal Protective Equipment? Hearing protection during conditions where noise levels are high, high visibility clothing, protective goggles (Toilet servicing staff & refuellers) and safety footwear.				
11. During disembarkation was safe and effective passenger control established and maintained?				
B. Inbound Load				
1. Are all bulk and containerised loads fully secured? (Doors and curtains on ULDs closed, floor locks/ guides raised and bulk nets all secured/ tensioned) Is there any evidence of load shift? If so, can any related restraint equipment defects can be identified?				
2. Does the inbound mass & balance documentation (Loadsheet/ LDM) reflect the actual quantities and distribution of the load?				
3. Are all loads loaded in compliance with structural and loading (height) limitations as indicated by the appropriate placards and/ or documentation?				
4. Is the offload completed in accordance with the operator's procedures to ensure the ground stability of the aircraft? (Aft holds before forward holds)				
5. On completion of the offload, have **all** holds been checked to ensure that they are empty, including those that are not frequently used?				
C. Load Planning				
1. Check that the Loadsheet, Load Form and/ or Loading Instructions are for the correct type and variant of aircraft? Verify the accuracy of basic details such as aircraft registration, flight routing, date, Dry Operating Mass/ Index, crew compliment and catering codes etc.				
2. Have the loading team been advised of any cargo loading system or restraint defects, that affect loading?				
3. Does the issued Loadsheet, Load Form and/ or Loading Instructions reflect the operational configuration of the aircraft?				
4. Are all masses and related centre of gravities shown on the Loadsheet within the certified/ regulated structural limitations and the flight envelope? Max Ramp Mass, Regulated Take-Off Mass, Take-Off Mass, Max Zero Fuel Mass and Max Landing Mass				
5. Are all loads planned in accordance with structural and loading limitations? Are additional considerations required for special loads or dangerous goods?				
6. Are planning considerations required/ given for ground stability? (Sequence/ tail support)				
7. Are standard or actual baggage masses correctly used?				
8. Are flight spares (including flyaway kits) and ballast accounted for if present?				
9. Are alternative manual documents available in case the EDP system fails?				

D. Loading and Restraint				
1. Is the loading team in possession of loading instructions **prior** to the on-load? Check to ensure that loading documentation has not been signed **before** loading				
2. Observe preparation of the aircraft holds prior to loading. Does all restraint equipment including nets, locks and guides appear to be present, correctly located and operative?				
3. Is a check of the baggage and/ or cargo tags conducted before loading to confirm the correct destination of the load?				
4. Are all ULDs presented for carriage in a serviceable condition and secured correctly? Check that all doors and curtains are closed/ secured and no damage exceeds the operator's/ manufacturers acceptable limits.				
5. Is the on-load completed in accordance with the operator's procedures to ensure the ground stability of the aircraft? (Forward holds before aft holds)				
6. If required, is sufficient load spreading material and/ or supplementary restraint equipment available, fit for purpose and used appropriately?				
7. Has any ballast/ flight spares/ special loads on-board been correctly secured?				
8. Have any sporting weapons been stowed and secured in a place which is inaccessible to passengers during flight? Has any accompanying ammunition been stowed separately?				
9. Have all bulk hold restraint nets been correctly fitted, secured and tensioned? Ensure that loads have not exceeded any marked loading height limits.				
10. Has bulk loaded cargo been loaded in accordance with any specific certification requirements, such as achieving the required % of fill within barrier nets?				
11. Have all ULDs been properly secured into the aircraft's cargo loading system? Are all locks, latches and guides raised/ set as required, particularly for partial loads?				
12. Are passenger numbers/ distribution in accordance with the Loadsheet/ Load Form?				
13. Are hold quantities/ distribution in accordance with the Loading Instructions? Are void holds/ positions confirmed and annotated as empty?				
14. Was a check conducted to verify that electrical circuits of electric mobility aids were inhibited to prevent inadvertent operation? Were devices loaded and secured to prevent damage to the aircraft and the device?				
15. If cabin baggage is transferred to the hold, has it been verified that baggage contains no spare lithium batteries and has the mass and balance documentation been amended to reflect?				
E. Dangerous Goods				
1. Are all dangerous goods in the correct location as specified on the NOTOC, secured and				

segregated as required?				
2. Has Company Material (COMAT) such as aircraft spares, rotables and consumables that are classified as dangerous goods been labelled and declared as such?				
3. Does any ULD containing dangerous goods which require a class hazard label display on its exterior a ULD tag with red hatchings on both sides? The primary and subsidiary hazard classes or divisions of such dangerous goods must be clearly marked on this tag. (The IMP code is not sufficient)				
4. Are Cargo Aircraft Only goods accessible when required?				
5. Has the NOTOC been completed correctly, with one copy held on the flight deck and another stored on the ground?				
F. Final Documentation Checks				
1. Observe the reconciliation between loadsheet and load form/ load instructions				
2. Confirm that any Last Minute Changes have been: a. Annotated and calculated correctly b. Presented to the flight deck, and; c. Are within the allowable limits for traffic load/ fuel				
G. Ramp Operations/ Departure				
1. During embarkation was safe and effective passenger control established and maintained?				
2. Were all the safety cones removed only after servicing equipment was withdrawn?				
3. Did the main gear chocks remain in place until the pushback tug was connected and both its and the aircraft brakes were confirmed as set?				
4. Was a thorough final pre-departure walkround check conducted, only after all servicing vehicles and equipment had been removed?				
5. If an Air Start Unit is required, was it positioned in a location away from the rotating engine, or the aircraft, to prevent the risk of injury to personnel or damage to the aircraft?				
6. Observe the pushback and verify that: a. There is adequate communication to ensure that the pushback does not commence until authorisation has been received from ATC and has been communicated by the flight deck, to the pushback crew. b. A visual check of the area the aircraft is to be pushed into is made to confirm clearances and to check for any Foreign Object Debris (FOD) c. Speed does not exceed walking speed for the headset operative and steering turn limits are adhered to d. During the pushback, the headset operative maintains a safe distance from the tug and the engines				

e. The aircraft nose wheel is chocked whilst the tow bar is disconnected from the aircraft (Local airport restrictions may apply), and; f. The towbar is disconnected from the tug, before the aircraft, to release any residual pressure.				
7. Did the agent provide visual confirmation to the flight deck that all equipment has been removed and it is safe for the aircraft to taxi?				
8. After departure, check all equipment, cones and chocks have been removed from the stand and is parked/ stowed appropriately?				
H. Procedures Manual				
1. Are the appropriate operations manuals available on station and accessible to personnel that are required to review the information/ instruction? Ask a member of staff to show you.				
2. Are the documents above, controlled and amended to the latest revision status?				
3. Do those manuals cover all types, variants and configurations of intended operations?				
4. Are ground operational informational/ safety notices held, displayed and controlled on station? To help evaluate effectiveness, can any operative recall the content or theme of the last or most current notice?				