



Local Operating Procedure (LOP) Borrowed GSE

<i>Enter station and Line of Business</i>		<i>Enter GM/SM Name</i>	
<i>Enter Version of Form (i.e., 1.0)</i>		<i>Enter Date</i>	IQSMS 8.2.7

Stations are required to establish a local process for borrowing GSE from another ground-handling company or air carrier. This LOP is not necessary for passenger-only handling locations.

Identify below the requirements to borrow GSE from another Ground Handler or from an Air Carrier:

GSE Type Borrowed	Who owns the GSE?	Is there a standing agreement or is it Ad Hoc?	Who is authorized to borrow?	Is the equipment similar to existing WFS GSE?	If not, how are employees trained on the borrowed GSE?



Local Operating Procedure (LOP) Customer Record Keeping

<i>Enter station and Line of Business</i> LAX- Cargo	<i>Enter GM/SM Name</i> Rafael valencia	
<i>Enter Version of Form (i.e., 1.0)</i> 6.0	<i>Enter Date</i> 09/25/2025	IQSMS 8.2.4

It is a requirement for the warehouse, ramp, or passenger service to develop a local record-keeping procedure that specifies which records are maintained, for which carrier, and 1) where they are stored, 2) who has access, 3) the retention and destruction schedule, and 4) how they are kept safe and secure.

Records Kept	Location of Records	Access/Safe/Secure	Retention/Destruction
Cathay Cargo (Import/Export)	Flight Folder	Operation back office/ access	5 years
Starlux Airlines (Import/Export)	Flight Folder	Operation back office/ access	5 years
Atlas Charter (Import/Export)	Flight Folder	Operation back office/ access	5 years
SF Express (Import/Export)	Flight Folder	Operation back office/ access	5 years
TSA File	TSA File Drawer	Secure	30 Days
NOTOC File	NOTOC File Drawer	Access	90 Days



Local Operating Procedure (LOP) Oversize Baggage Check-In Handling

<i>Enter station and Line of Business</i>	<i>Enter GM/SM Name</i>	
<i>Enter Version of Form (i.e., 1.0)</i>	<i>Enter Date</i>	IQSMS 8.2.6

Passenger handling locations, including ticket counters and ramp operations, must identify specific procedures for processing oversized luggage that cannot go through the baggage handling system. This process must ensure that any luggage handled outside the normal procedures is properly screened by the TSA.

Describe the following steps that must be taken when any customer luggage cannot transit the baggage handling system, which ensures proper screening is completed:

- Where will luggage that won't fit in the system be picked up?
- Where will luggage be taken for TSA screening?
- How will the carrier know that the luggage has been properly screened?
- How do we ensure that unscreened luggage is not loaded onto an aircraft?
- How is the process documented?



Local Operating Procedure (LOP) Scale Calibration

<i>Enter station and Line of Business</i>	<i>Enter GM/SM Name</i>	
<i>Enter Version of Form (i.e., 1.0)</i>	<i>Enter Date</i>	IQSMS 8.2.5

It is required for cargo, express, or ticket counter locations (if WFS maintains scales) to identify, by scale, the calibration requirements, the authorized vendor, and reporting procedures for issues. Also, note if scales are checked daily and outline the local steps. The functional check should involve testing with the tolerance of the scale manufacturer or within a tolerance of +/- 1%, whichever is more restrictive, using an item of known weight. Additional guidance can be found in FAA Advisory Circular 120-85B – 1/25/22. If the air carrier or airport operator owns scales, please specify this under 'Remarks'.

Scale Number or Identification	Location	Calibration Requirements / Checks /Timeframe / Remarks

Who is the vendor for scale repair or calibration and what is their contact information?



Local Operating Procedure (LOP) ULD Damage Notification

<i>Enter station and Line of Business</i>	<i>Enter GM/SM Name</i>	
<i>Enter Version of Form (i.e., 1.0)</i>	<i>Enter Date</i>	<i>IQSMS 8.2.3</i>

It is mandatory to document the local procedure and contacts required to report ULD damage to the air carrier. This LOP must specify the location where damaged ULDs are taken to prevent their use until repair.

Contact Phone and email	Type of Notification	Where will the damaged ULDs be taken?	What is the follow-up action required?