



# Local Operating Procedure (LOP)

*SEA – Express Amazon 166B  
(WH1) & 156A (WH2)*

*Tim Logan - GM*

*Version – 2.1*

*Date – 08/07/2023*

*Page - 1*

**Local Operating Procedures Packet:**

The following are required local procedure documentation, to be developed according to local specifics and implemented in the station. LOPs must be available to all employees in addition to all other company publications.

Local procedures should be reviewed annually, or upon a relevant change of process, customer, references, etc. Station management is responsible for the maintenance of this document and all LOPs.

WFS POLICY REFERENCE	<i>IQSMS 2.4 c</i>	
APPLICABLE LOCAL PROCEDURES	{Check the Correct Box}	
LOP Title	Applicable	Non-Applicable
LOP Customer Manuals Access	<b>Applicable for All Locations</b>	
LOP Customer Process Table	<b>Applicable for All Locations</b>	
LOP Local Incident Reporting Procedures	<b>Applicable for All Locations</b>	
LOP Severe Weather Plan	<b>Applicable for All Locations</b>	
LOP ULD Damage Notification	<b>X</b>	
LOP GSE Out of Service Procedures	<b>X</b>	
LOP Customer Recordkeeping	<b>X</b>	
LOP Scale Calibration	<b>X</b>	
<i>{insert additional LOPs, as required}</i>		
<i>{insert additional LOPs, as required}</i>		
<i>{insert additional LOPs, as required}</i>		

# Local Operating Procedure (LOP)

*SEA – Express Amazon 166B  
(WH1) & 156A (WH2)*

*Tim Logan - GM*

*Version – 2.1*

*Date – 08/07/2023*

*Page - 2*

## LOP - CUSTOMER MANUALS ACCESS

Please identify the air carrier/customer by name and note the required manuals to conduct operations as well as how they are accessed.

Air Carrier / Customer	Manuals are Hard Copy Only	Manuals are Accessible via Web	Manuals are Located on a Specific Computer
	If manuals are hardcopy, please note their location and who is responsible for maintenance.	If manuals are accessible only via the web, please identify the URL/userid/password (if common access).	If manuals are accessible only via a specific computer, please identify the location and who has access.
Air Transport International (ATI)		<a href="https://login-us.com/login/">https://login-us.com/login/</a> Airline: TIN User Name: CGO.Vendor Password: Boeing123	
ABX Air		<a href="https://portal.abxair.com/nexus/nxlogin.pgm">https://portal.abxair.com/nexus/nxlogin.pgm</a> User ID: ABX Training Password: abxairgt	
Atlas Air		<a href="https://emanuals.atlasair.com">https://emanuals.atlasair.com</a>	
Sun Country Airlines		<a href="https://suncountry.comply365.net">https://suncountry.comply365.net</a> User Name: GSC Password: Charterops1	



# Local Operating Procedure (LOP)

*SEA – Express Amazon 166B  
(WH1) & 156A (WH2)*

*Tim Logan - GM*

*Version – 2.1*

*Date – 08/07/2023*

*Page - 4*

## LOP - LOCAL INCIDENT REPORTING PROCEDURES

It is a requirement to document a local plan that identifies who is notified/contacted and when notification is required for incidents and accidents.				
	Who Must be Notified (Name/Phone/Email)	Type of Notification Required	Follow Up Activity is Required?	Required Documentation?
Employee Injury	- Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a> WFS Sedgwick / 1.866.750.8777	WFS Notification Process. PULSE entry	YES	Incident Statement(s), Witness Statement(s) pictures, drug & alcohol results
Aircraft Damage (WFS Notification)	Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a>	WFS Notification Process. PULSE entry	YES	Incident Statement(s), Witness Statement(s) pictures, drug & alcohol results
Aircraft Damage (Air Carrier Notification for each customer)	ATI SOC / 937-366-4628 / 937-366-4629 ABX System Control / 937-366-2141 Sun Country / 877-411-8881 ATLAS System Ops / 914-701-8050	Telephone	YES	Incident Statement(s), Witness Statement(s) pictures
GSE Damage	Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a> Marvin Seman / 206-549-7113 / <a href="mailto:marvin.seman@wfs.aero">marvin.seman@wfs.aero</a>	WFS Notification Process. PULSE entry	YES	Incident Statement(s), Witness Statement(s) pictures, drug & alcohol results
Facility Damage	Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a> Marvin Seman / 206-549-7113 / <a href="mailto:marvin.seman@wfs.aero">marvin.seman@wfs.aero</a>	WFS Notification Process. PULSE entry	YES	Incident Statement(s), Witness Statement(s) pictures, drug & alcohol results
Security Incident (WFS Notification)	Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a> Marvin Seman / 206-549-7113 / <a href="mailto:marvin.seman@wfs.aero">marvin.seman@wfs.aero</a>	WFS Notification Process. PULSE entry	YES	Incident Statement(s), Witness Statement(s) pictures, drug & alcohol results
Security Incident (Air Carrier Notification for each customer)	ATI SOC / 937-366-4628 / 937-366-4629 ABX System Control / 937-366-2141 Sun Country / 877-411-8881 ATLAS System Ops / 914-701-8050	Telephone	YES	Incident Statement(s), Witness Statement(s) pictures

# Local Operating Procedure (LOP)

*SEA – Express Amazon 166B  
(WH1) & 156A (WH2)*

*Tim Logan - GM*

*Version – 2.1*

*Date – 08/07/2023*

*Page - 5*

Customer Service Failure	Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a>	WFS Notification Process. CHIME PULSE entry	YES	5W's Report via email
Environmental Incident	Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a> Marvin Seman / 206-549-7113 / <a href="mailto:marvin.seman@wfs.aero">marvin.seman@wfs.aero</a>	WFS Notification Process. PULSE entry	YES	Incident Statement(s), Witness Statement(s) pictures, drug & alcohol results
Third Party Incident	Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a> Marvin Seman / 206-549-7113 / <a href="mailto:marvin.seman@wfs.aero">marvin.seman@wfs.aero</a>	WFS Notification Process. PULSE entry	YES	Incident Statement(s), Witness Statement(s) pictures
Pandemic/Covid/Medical Incident	Tim Logan / 206-200-7653 / <a href="mailto:tim.logan@wfs.aero">tim.logan@wfs.aero</a> Alex Maulolo / 253-844-0013 / <a href="mailto:Alex.maulolo@wfs.aero">Alex.maulolo@wfs.aero</a> Marvin Seman / 206-549-7113 / <a href="mailto:marvin.seman@wfs.aero">marvin.seman@wfs.aero</a>	WFS Notification Process. PULSE entry	YES	Incident Statement(s), Witness Statement(s) pictures, drug & alcohol results

# Local Operating Procedure (LOP)

*SEA – Express Amazon 166B  
(WH1) & 156A (WH2)*

*Tim Logan - GM*

*Version – 2.1*

*Date – 08/07/2023*

*Page - 6*

## LOP - SEVERE WEATHER PLAN

It is a requirement to document the local severe weather processes for use by all employees.				
	Source of Weather Information	Type of Notification Required and to Whom	Required Actions with GSE?	When is Alert/Activity over?
Thunderstorm and Lightning	Port of Seattle (POS) NOAA Seattle State & Local EMA	Telephone, email, text messaging  Management team	All ramp operation/outdoor activity stops, personnel follow SOP requirement. GSE secured in place.	Once WFS management determines appropriate action based on information provided by POS, NOAA or EMA alerts, warnings and advisories
Snow/Freezing Precipitation	Port of Seattle NOAA Seattle State & Local EMA	Telephone, email, text messaging  Management team	If event requires it, tugs will have snow chains, Loaders, Pushback, GPU and Air Start require additional warm up time	
Extreme Cold	Port of Seattle NOAA Seattle State & Local EMA	Telephone, email, text messaging  Management team	If event requires it, tugs will have snow chains, Loaders, Pushback, GPU and Air Start require additional warm up time	
Extreme Heat	Port of Seattle NOAA Seattle State & Local EMA	Telephone, email, text messaging  Management team	Powered GSE's should not be topped off to prevent overflowing do to expansion.	
High Winds	Port of Seattle NOAA Seattle State & Local EMA	Telephone, email, text messaging  Management team	GSE's such as air stairs, baggage cart, dollies must have additional chocks and locked to prevent movement	
Low Visibility	Port of Seattle NOAA Seattle State & Local EMA	Telephone, email, text messaging  Management team	GSE operators MUST ensure all GSE's lighting system (headlights, brake lights, amber lights) are properly functioning	
Earthquake	Port of Seattle NOAA Seattle State & Local EMA	Telephone, email, text messaging  Management team	GSE's are secured. If a fuel spill / other hazards accrues, report the incident immediately	



# Local Operating Procedure (LOP)

*SEA – Express Amazon 166B  
(WH1) & 156A (WH2)*

*Tim Logan - GM*

*Version – 2.1*

*Date – 08/07/2023*

*Page - 8*

## LOP - GSE OUT OF SERVICE PROCEDURES

It is a requirement for the ramp/warehouse to create local procedures for reporting, locking and tagging out of service ground support equipment. The process must ensure that unserviceable equipment does not return to service until the deficiency is corrected.

Describe the following when GSE becomes unserviceable:

- What are the steps taken and who to notify of equipment that is not serviceable?
- How is GSE rendered immobile (Locked Out)?
- Where are the tags and who is responsible for tagging the equipment out of service?
- Who can return the GSE to service?



# Local Operating Procedure (LOP)


SEA – Express Amazon 166B  
(WH1) & 156A (WH2)

Tim Logan - GM

Version – 2.1

Date – 08/07/2023

Page - 9

	Procedural Reference	Author: K. Roberts Dept: Training/Quality
	<b>GSE Red Tag Procedure</b>	Issue Date: 03/01/2021 Retention: UFN

Equipment **must** be RED TAGGED by **any** employee noticing defects with equipment

**THE PROCESS:**

- Red-Tag is completed and attached to the steering wheel
  - highly visible place for non-motorized equipment (dolly tongue, handle, etc.)
- Contact Duty Manager/Supervisor to check equipment to confirm red-tag status
  - provide location and vehicle number
- Duty Manger/Supervisor to ensure Red-Tagged unit is included on daily ECR and provided to GSE
- If Red Tagged equipment is impacting operational performance, a PHONE CALL must be made to GSE at ###-###-#### (Local GSE Number)
- If the equipment is safe to drive, it should be taken to (insert local designated staging area here)

Equipment should only be **pulled** by other GSE equipment **NEVER PUSHED.**

Equipment must only be pulled by means of rope or chain found in the (insert location of rope/chain here). Pulling of equipment should only be performed by Supervisors, Duty Managers or GSE staff.

If it is not possible to pull the equipment due to its location, a GSE mechanic must move or supervise the movement of the GSE.

**When to Red Tag**

- Unsafe to operate
- Leaking fluids
- Not operating normally
- Flat/Worn Tires
- If it is questionable, red tag it!

SAMPLE Red-Tag



The form is a red tag with a white border. It has a 'Back' label on the top left and a 'Front' label on the top right. The top of the tag has 'RED TAG' written in large, bold letters. Below this, there are several sections: 'Action to Take' with checkboxes for 'Return to:', 'Discard', 'Move to Red Tag Storage Area', and 'Move to Storage Site'; 'General Information' with fields for 'Date', 'Tagged By', 'Name', and 'Location'; 'Category' with checkboxes for 'Equipment', 'Tools & Rig', 'Finished Goods', 'Instruments', 'Consumable Materials', 'Other', 'Raw Materials', 'Work-in-Progress', 'Stationary, etc.', 'Machine Parts', and 'Misc'; 'Reason for Red Tag' with checkboxes for 'Not Required', 'Defect', 'Other', 'Aged/Obsolete', and 'Scrap'; and a 'Log No.' field at the bottom left.

Attach to unit, where clearly visible

Complete all fields legibly

Log Red-Tag status on ECR





# Local Operating Procedure (LOP)

<i>SEA – Express Amazon 166B (WH1) &amp; 156A (WH2)</i>		<i>Tim Logan - GM</i>
<i>Version – 2.1</i>	<i>Date – 08/07/2023</i>	<i>Page - 11</i>

## LOP - SCALE CALIBRATION

<p>It is a requirement for the cargo, express or ticket counter locations (if scales are maintained by WFS) to identify, by scale, the calibration requirements, who the authorized vendor is and where to report issues. Also note if scales are checked daily and the local steps. If scales are owned by the air carrier or airport operator, please identify that in the Remarks.</p>		
Scale Number or Identification	Location	Calibration Requirements / Checks /Timeframe / Remarks
Scale # 1	Building 166A 2380 S. 166 <sup>th</sup> St., SeaTac, WA 98158	Daily Check and Quarterly Calibration
Scale # 2	Building 166A 2380 S. 166 <sup>th</sup> St., SeaTac, WA 98158	Daily Check and Quarterly Calibration
Scale # 3	Building 166A 2380 S. 166 <sup>th</sup> St., SeaTac, WA 98158	Daily Check and Quarterly Calibration
Scale # 4	Building 166A 2380 S. 166 <sup>th</sup> St., SeaTac, WA 98158	Daily Check and Quarterly Calibration
<p>Who is the scale repair/calibration vendor and their contact information?</p> <p>MERIDIAN SCALE 8702 S. 222<sup>nd</sup>, Kent, WA 98031 (253) 872-4803</p>		