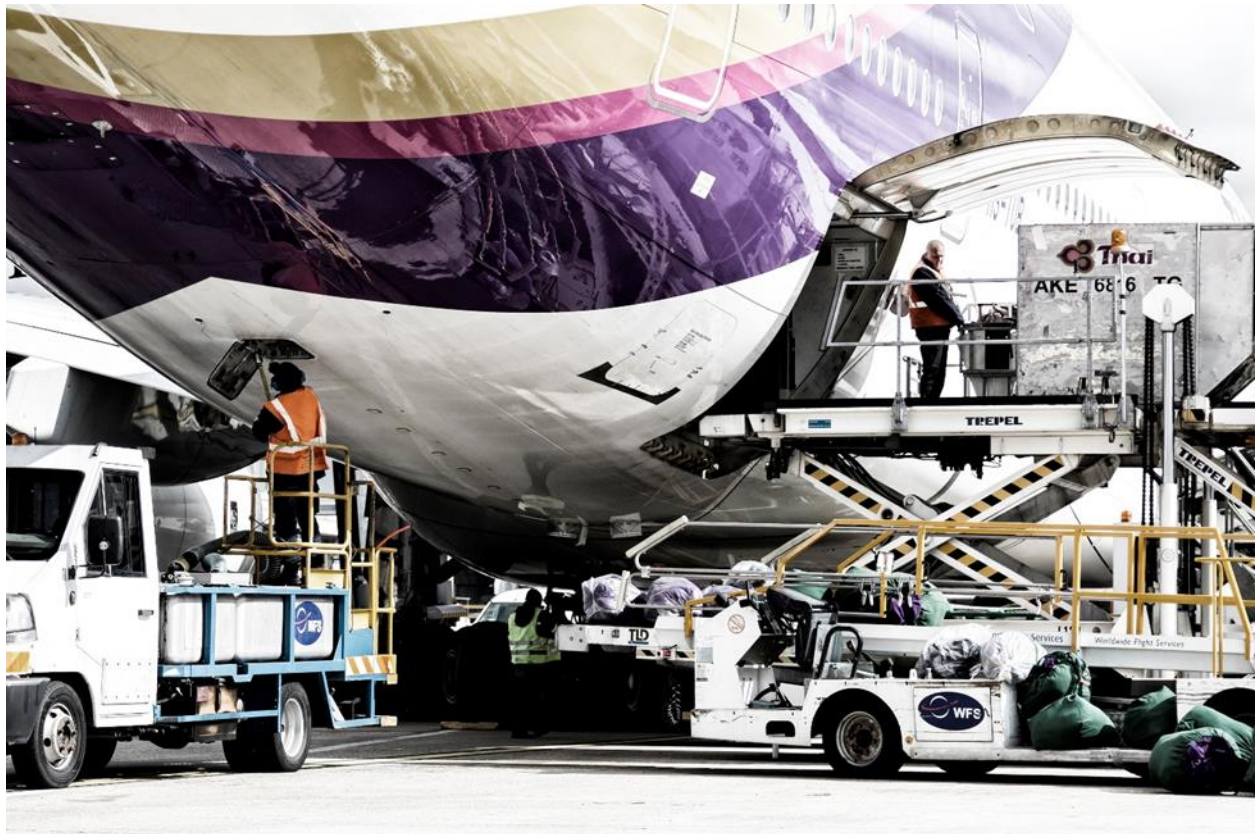


# Ground Operations Qualification Packet

Review full [GSE / Ground Operations Qualification Program Manual](#) for instructions and practical / OJT requirements

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_





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# Ground Operations - Level 1 - Basic





# WFS Orientation Checklist

Security	Check off on Completion	Evaluator Initial/Date
Access Codes		
Piggybacking		
Challenge Procedures		
No Unsecured doors		

Personal Safety	Check off on Completion	Evaluator Initial/Date
Uniform with Vest		
Proper Footwear		
Hearing Protection		
No items that can get caught		
Long hair must be restrained		
Smoke only in Designated areas		

Weather	Check off on Completion	Evaluator Initial/Date
Anticipate Weather - Plan		
Dress for the elements		
Be prepared for changes		
Know emergency procedures		

Inclement Weather	Check off on Completion	Evaluator Initial/Date
Operating on Snow/Ice		
Operating in Rain/Wet Ramp		

Warehouse Familiarization	Check off on Completion	Evaluator Initial/Date
Access points		
Admin / Ops / Timeclocks		
Office Areas		
Breakrooms		
Bathrooms		
Warehouse Tour		
Staging / Stowage Areas		
Warehouse Flow		
Emergency Evacuation Plan		

Speed Limits	Check off on Completion	Evaluator Initial/Date
Warehouse		
Open Ramp		
Aircraft Safety Zone		
Service Roads		

Situational Awareness	Check off on Completion	Evaluator Initial/Date
Awareness of Surroundings		
Protect yourself – Don't Assume		
Attention to the task at hand		
Safety Attitude – report violations		

No Shortcuts	Check off on Completion	Evaluator Initial/Date
Never Rush		
Get help when needed		
Ask Questions		
Go on the side of Safety		

Professionalism	Check off on Completion	Evaluator Initial/Date
No Running		
No Horseplay		

Proper Lifting	Check off on Completion	Evaluator Initial/Date
Bend at the Knees		
Straight Back		
Hold close to the body		
Get assistance if needed		
Move feet, don't twist		

Airport Familiarization	Check off on Completion	Evaluator Initial/Date
Admin / Ops / Timeclocks		
Breakroom		
Bathroom		
Bag Room(s)		
Interline		
Gates		
Ramp Tour / Markings		
Cargo Location		
Fuel Farm / GSE Fueling		
Emergency Evacuation Plan		

Right of Way Rules	Check off on Completion	Evaluator Initial/Date
Aircraft Taxiing		
Aircraft under Tow		
Emergency Vehicles		
Pedestrians		

Employee Name (print) \_\_\_\_\_

Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator (Print/Signature) \_\_\_\_\_



## Ramp Operations Familiarization Checklist

Training Elements	Reviewed
	Yes
<b>Circle of Safety</b>	
Importance of the Circle	
Brake Test Stops	
Never Drive Under Aircraft	
Speed Limit Reminder	
<b>Defensive Driving</b>	
Be Aware of Others	
Sound Horn Before Moving	
Follow Speed Limits	
Follow Airport Driving Rules	
Off Airport Driving	
<b>Parking/Staging Equipment</b>	
Always Shut Off Engine	
Set Parking Brake & Chock Wheels	
Lower all Raised Platforms	
Park in Designated Areas	
<b>Inclement Weather</b>	
Operating GSE on Snow/Ice	
Operating GSE in Rain/Wet Ramp	

Training Elements	Reviewed
	Yes
<b>FOD</b>	
FOD Walks	
FOD Damage	
FOD Prevention	
<b>Aircraft Arrivals</b>	
Red Beacon Significance	
Engine Spool Down	
Chock Placement	
Do Not Block Fuelers	
Use of Guide Person	
Always Chock Equipment	
No Jumping off Equipment	
Do Not Exit Moving Equipment	
Seatbelt Use	
No Seat - No Ride	
Arrival Walk Around	
Aircraft Inlet/Exhaust Awareness	
Hydraulic Door Operation	
Manual Door Operation	

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Ramp Operational Awareness Checklist

Training Elements	Reviewed
	Yes
<b>Dolly/Bagcart Safety</b>	
Dolly/Bagcart Use	
Do not Walk Through a String	
Working Around a K-loader	
Three Points of Contact	
Pinch Points	
<b>Beltloader Safety</b>	
Do not Ride the Belt	
Raise a Handrail	
Equipment Procedures	
Always maintain 2" Clearance	
Use Guide Person in Circle of Safety	
Stay Clear of Backing Equipment	
<b>Wingwalking</b>	
Proper Signals	
Maintaining line of sight with Marshaller/PB Driver	
Wingwalker Awareness	
When to Stop Aircraft	

Training Elements	Reviewed
	Yes
<b>Lavatory</b>	
Proper PPE	
Proper Procedures	
<b>Handling Safety</b>	
Do Not Lift by Straps	
Observe Load Limits	
Secure Nets	
Stacking Properly	
Conveyor Systems	
Raise Dolly Locks - Loaded	
Observe Orientation Arrows	
Avoid Load Shifting	
Don't Throw Box/Baggage	
Stack Heavy to Light	
Secure Loads	
<b>Dangerous Goods</b>	
Recognition	
Segregation	
Inspection/Handling	
Damaged/Leaking Procedures	
Tie Down Policies	

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Aircraft Familiarization

Each A/C Family handled in the operation must be covered - IE 737 / 767 / 777 / A320 ...	A/C:		A/C:		A/C:		A/C:		A/C:		A/C:	
Nose / Nose Gear	Date:	DE Initials	Date:	DE Initials	Date:	DE Initials	Date:	DE Initials	Date:	DE Initials	Date:	DE Initials
Ground Power Panel												
Chocks/Cone placement												
Headset Input (Per A/C)												
Nose Gear Bypass Pin												
Towbar/Shear & Lock Pin												
Location of Pitot Tubes												
Angle of Attack												
Location of Static Port												
<b>Cargo Hold</b>												
Cargo Door												
Cargo Door Panels												
Cargo Door Sill & Vent (Per A/C)												
<b>Wings and Engine Area</b>												
Location and visual check of Engine Panels												
Location and visual check of Fuel Panel												
<b>Cargo Bulk Door</b>												
Cargo Door												
Cargo Door Panel												
Cargo Door Sill & Vent (Per A/C)												
<b>Fuselage</b>												
Airstart Panels and operation of the panel												
Conditioned Air Panels and operation of the panels												
Location of APU Exhaust & Intake												
Lavatory Service Panel and operation												
Potable Water Service panel and operation												
<b>Specific Air Carrier Differences</b>												
Other - as Reqd.												
Other - as Reqd.												
Other - as Reqd.												
Other - as Reqd.												
Aircraft Specific Certification Completed (Date)		X		X		X		X		X		X

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Equipment Pre-trip Inspection

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	Yes	No
<b>Walks around equipment checking for damage and obvious deficiencies</b>		
Tires - properly inflated and no missing bolts	<input type="checkbox"/>	<input type="checkbox"/>
Body - signs of damage / missing panels	<input type="checkbox"/>	<input type="checkbox"/>
Headlights / Taillights - Not damaged / missing	<input type="checkbox"/>	<input type="checkbox"/>
Orange "Beacon Light" on high / covered equipment - (Requirement varies by airport)	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher (if equipped) - not missing / damaged and fully charged	<input type="checkbox"/>	<input type="checkbox"/>
Seat belt - not hidden under seat / tied up - check both ends for damage	<input type="checkbox"/>	<input type="checkbox"/>
Towing hitches - properly attached / not bent / spring functional	<input type="checkbox"/>	<input type="checkbox"/>
Wheel chocks - installed as required	<input type="checkbox"/>	<input type="checkbox"/>
Checks for and disposes of FOD on exterior and in operators' compartment	<input type="checkbox"/>	<input type="checkbox"/>
Adequate fuel supply / Fuel Cap or Tank is secured properly	<input type="checkbox"/>	<input type="checkbox"/>
Checks "Equipment Specific" safety features (e-stops / safety rails ...)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engine compartment - Only those not requiring tools to access</b>		
Hood latches - present and securely holds hood down	<input type="checkbox"/>	<input type="checkbox"/>
Oil level - once per shift (Report and or add per local SOP)	<input type="checkbox"/>	<input type="checkbox"/>
Looks for signs of hose leaks (anti-freeze / other fluids on engine / compartment)	<input type="checkbox"/>	<input type="checkbox"/>
Scans visible wiring for signs of burned / loose wires	<input type="checkbox"/>	<input type="checkbox"/>
Checks under equipment / engine compartment for signs of leaking fluids	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operators Compartment</b>		
Maintain 3 points of contact when climbing on equipment	<input type="checkbox"/>	<input type="checkbox"/>
Properly sits on equipment and adjusts seat as required	<input type="checkbox"/>	<input type="checkbox"/>
Steering wheel play - not more than 1/4 turn	<input type="checkbox"/>	<input type="checkbox"/>
Verifies equipment is in park / neutral and parking brake applied	<input type="checkbox"/>	<input type="checkbox"/>
Steps on foot brake before starting	<input type="checkbox"/>	<input type="checkbox"/>
Checks Headlights / Tail Lights / Beacon lights ... functional. (Get help if needed.)	<input type="checkbox"/>	<input type="checkbox"/>
Checks dash gauges - reports damaged / missing / nonfunctional ones	<input type="checkbox"/>	<input type="checkbox"/>
Verifies horn functions while turning steering wheel (at least 2 different positions)	<input type="checkbox"/>	<input type="checkbox"/>
Verifies brakes functional (Foot brake and Parking brake)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Before Using</b>		
Runs through all operator controls 1 cycle to verify proper functionality	<input type="checkbox"/>	<input type="checkbox"/>
Reports deficiencies to supervisor or sends ECR	<input type="checkbox"/>	<input type="checkbox"/>
Tags equipment out for safety related deficiency	<input type="checkbox"/>	<input type="checkbox"/>

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file





# Ramp Driving

Initial

Recurrent

Training Elements	Evaluator Initials	
	Yes	No
Performs pre-trip inspection of equipment before moving		
Knows, understands and obeys ramp traffic patterns		
Knows, understands, and follows company policy including how to report incidents		
Uses a guide person when approaching aircraft		
Ensures container doors are secured before moving		
Checks for people and/or equipment before moving		
Ensures all dollies are securely coupled and honks horn before moving		
Knows maximum number of dollies that tug can pull		
Adjusts mirrors and fastens seat belt before moving		
Checks "Left-Right-Left"		
Gives right of way to aircraft, emergency vehicles, fuel trucks, and pedestrians		
Checks that intersections are clear before entering		
Knows, understands and obeys all speed limits		
Makes test stops at 50-feet and 8-feet		
Reduces speed around aircraft/deck loader/air trailer		
Reduces speed before entering curves, blind spots and stopping		
Does not block fire extinguishers or fuel trucks		
Parks equipment behind perimeter lines		
Does not drive between aircraft and marshaller		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

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## GSE Refueling – Gas / Diesel

Initial       Recurrent

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	<b>Yes</b>	<b>No</b>
Knows and understands the operation of fuel truck/cart at location		
If fixed refueling station - knows location and use of emergency shut off valve		
Uses appropriate PPE		
Ensures unit being refueled is OFF during refueling process		
Checks for fuel leaks (cart and vehicle tank) before refueling. Informs maintenance and completes an ECR		
Connects fuel cart/truck "bonding cable" (if equipped) to vehicle being fueled.		
Chocks both units before refueling begins		
Ensures that spill kit and fire extinguisher are within reach in case of an emergency		
Ensures there are no open flames, smoking, or any activity in area which could cause spark during refueling		
Discontinues fueling if activity or vehicles in vicinity may impact refueling process		
Ensures proper fuel type is being used and never mixes fuel		
Checks gauges for accuracy with visual check - reports any discrepancy to maintenance and notes on ECR form		
Does not overfill tank. Allows for "head room" on hot days		
Properly closes and seals tank, records fuel dispensed on fuel log with vehicle number		
Ensures no leakage or spillage occurred during fueling		
Removes chocks and bonding cable (if equipped) before moving refueling unit		
Properly stops fuel truck/cart fueling drive system and stores hose		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

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## GSE Refueling – Propane

Initial

Recurrent

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	<b>Yes</b>	<b>No</b>
Knows and understands the process of propane tank removal and replacement		
Uses appropriate PPE		
Ensures unit being refueled is OFF during refueling process		
Ensures unit is chocked (including forks down on forklift)		
Inspects mounting brackets to ensure brackets can securely fasten tank to vehicle		
Uses proper lifting/moving techniques when securing tank from storage		
Turns off current tank valve and uses proper tools to disconnect tank		
Properly loosens brackets and removes tank		
Places new tank in correct position and tightens brackets		
Ensures mounting brackets and tank are secure		
Reconnects tank using proper tools and test connection		
Ensures new tank is off before connecting fuel line		
Opens tank valve and checks for fuel leaks		
Starts vehicle to ensure proper installation has occurred		
Returns empty tank (properly tagged) to proper storage location		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## GSE Refueling – Compressed Natural Gas

Initial       Recurrent

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	<b>Yes</b>	<b>No</b>
Knows and understands CNG refueling process		
Knows location of emergency shutoff		
Knows location of vehicle's safety shutoff valve		
Uses appropriate PPE		
Ensures unit being refueled is OFF during refueling process		
Ensures unit is chocked (including forks down on forklift)		
Checks current fuel quantity to determine approximate amount of fuel to be dispensed		
Positions valves appropriately prior to connecting to refueling station		
Connects to refueling station based on type and unit		
Positions valves and refuels according to specifications for type unit		
Closes valves prior to disconnecting from refueling unit		
Checks for leaks after disconnecting		
Starts vehicle to ensure proper installation has occurred		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Marshalling – GSE

Initial

Recurrent

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	<b>Yes</b>	<b>No</b>
Marshaller in correct position to observe path of travel and potential obstructions		
Maintains line of sight with GSE/Tug Operator or ensures presence of signal relay person (SRP)		
Signals far enough in advance for operator to react		
Allows for widest angle of turn		
Keeps aircraft clearance in sight at all times or ensures presence of clearance observation person		
Responds promptly to signals from SRP or clearance observation person (if applicable)		
Uses clear and concise signals visible to GSE/Tug operator		
Gives signals in a deliberate manner without personal interpretation		
Gives signals in an orderly sequence		
Knows all applicable signals		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Marshalling – Wing Walker

Initial       Recurrent

Evaluator must initial each row

<b>Training Elements</b>	<u>Practical\Fam Training</u>		<u>Observation 1</u>		<u>Observation 2</u>		<u>Observation 3</u>	
	<u>Date:</u>		<u>Flight #:</u>		<u>Flight #:</u>		<u>Flight #:</u>	
	Yes	No	Yes	No	Yes	No	Yes	No
Wing Walker in correct position of arrival or departure sequence.								
Uses proper high visibility wands/paddles (lighted at night)								
Stands just outside of wing tip								
Maintains line of sight to marshaller or signal relay person (SRP) throughout process								
On Pushback – Follows wing until aircraft movement is stopped, and brakes set								
Communicates clearances to the marshaller/SRP as required								
Signals for aircraft to stop if there is a pending loss of clearance or it appears that line of sight to marshaller/SRP may be broken								
Uses clear and concise wand signals visible to GSE/Tug operator								
Gives signals in a deliberate manner without personal interpretation								
Gives signals in an orderly sequence								
Knows all applicable signals								

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Tug / Tractor – Page 1 of 2

Initial

Recurrent

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	<b>Yes</b>	<b>No</b>
Wears Seat Belt at all times		
Shifts to forward and TEST brakes		
Stops before shifting and shifts only at idle		
Makes smooth stops		
Makes test stops at 50-feet and 8-feet		
Uses proper braking procedures under various load and weight condition		
Can adjust emergency brake		
Stops at all signs, doorways and entering/exiting building		
Looks for clear path and uses mirrors before backing		
Avoids backing to blind side		
Uses guide for backing and positioning		
Does not force jackknifed dollies		
Keeps safe distance and speed around corners and in crowded areas		
Keeps proper clearance and path on approach, approaches parallel to aircraft as much as possible		
Uses guide person when approaching aircraft		
Sounds horn		
Once for forward and Twice for backwards		
At blind spots and corners		
When entering and exiting building		
To alert others		



## Tug / Tractor – Page 2 of 2

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	<b>Yes</b>	<b>No</b>
Knows difference between inbound/outbound containers	<input type="checkbox"/>	<input type="checkbox"/>
Knows how and where to stage re-spots	<input type="checkbox"/>	<input type="checkbox"/>
Knows which re-spots are hot and which aircraft re-spots go	<input type="checkbox"/>	<input type="checkbox"/>
Closely positions dolly	<input type="checkbox"/>	<input type="checkbox"/>
Lowers dolly locks	<input type="checkbox"/>	<input type="checkbox"/>
Pushes/pulls container	<input type="checkbox"/>	<input type="checkbox"/>
Raises and checks dolly locks	<input type="checkbox"/>	<input type="checkbox"/>
Parks vehicle in proper storage area with parking brake engaged and wheels chocked	<input type="checkbox"/>	<input type="checkbox"/>
Completes ECR (if required)	<input type="checkbox"/>	<input type="checkbox"/>

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file





# Beltloader

Initial  Recurrent

Evaluator must initial each row

Training Elements	Practical\Fam Training		Observation 1		Observation 2		Observation 3	
	Date:		Flight #:		Flight #:		Flight #:	
	Date:		Date:		Date:		Date:	
	Yes	No	Yes	No	Yes	No	Yes	No
Wears Seat Belt at all times								
Drives at speeds conducive to operation and conditions								
Makes smooth stops								
Stops before shifting and shifts only at idle								
Makes test stops at 50-feet and 8-feet								
Uses horn and looks before backing up								
Final approach straight in / Backs straight out until clear of A/C Engine								
Uses guide person when approaching aircraft								
Maintains minimum 2" clearance between bumper and fuselage								
Raises conveyor belt to compartment height								
Does NOT position under fuselage or inside compartment								
Chocks after positioning								
Raises hand rail								
Does not operate hydraulics when in beltloader is in motion								
Removes chocks before pulling away from aircraft								
Lowers conveyor belt AFTER moving back 8-feet								
Parks vehicle in proper storage area with parking brake engaged and wheels chocked								
Completes ECR (if required)								

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Ground Power Unit / KVA

Initial

Recurrent

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	Yes	No
Walks around unit – verifies cables properly stowed and not connected to aircraft		
Test tow bar and tongue lock		
Tests hand brakes		
Checks GPU head and power cable for excessive wear, worn insulation - bare wires, cable tie-wrapped together, weather cracked/broken cables and debris		
Starts Engine		
Checks oil pressure, water temperature, amps and fuel		
Tests control panel lights		
Turns off Engine		
Uses guide person when approaching aircraft		
Chocks GPU tires and engages brakes		
Raises and latches towing tongue		
Connects head securely to aircraft according to aircraft procedures (supports/brackets used)		
Watches mechanic/head marshaller during aircraft engine start up and does not disconnect from aircraft until given disconnect signal		
Does not disconnect power cable from aircraft while contactor switch is closed		
Verifies there is not a 3-Point connection		
Pulls chocks and releases brake AFTER tug is connected		
Allows proper clearance between GPU and aircraft		
Allows engine to cool down		
Turns off Engine and sets parking brake		
Completes ECR (if required)		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Crew Stairs – Non-Motorized

Initial

Recurrent

Training Elements	Evaluator Initials	
	Yes	No
Checks tow bar and coupler		
Checks condition of handrail, frame and steps		
Checks leveling jack, lock pins or screws		
Checks condition of hydraulic stabilizers		
Checks hydraulic fluid level		
Checks filler caps		
Checks hydraulic stairs		
Checks hydraulic shutoff valve		
Pumps handle to raise stairs		
Checks operation of hydraulic cylinders		
Opens hydraulic shutoff valve		
Checks movement of stairs while lowering		
Raises stabilizers before coupling tug to crew stairs		
Uses guide person when approaching aircraft		
Stops backing and uncouples at 10-foot mark		
Positions crew stairs at least 2 inches from crew door sill		
Adjusts height of stairs		
Secures stairs with stabilizers		
Always uses chocks to secure stairs		
<b>Prior to moving stairs from aircraft</b>		
Ensures aircraft door is closed and secure		
Raises stabilizers		
Moves stairs at least 10-feet from aircraft before coupling to tug		
Secures stairs in proper storage area		
Completes ECR (if required)		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Baggage Cart

Initial

Recurrent

Training Elements	Evaluator Initials	
	Yes	No
Checks condition of bumper guards		
Checks tow bar and tongue lock		
Checks condition of vinyl curtain and/or chain gates		
Checks movement of curtains on tracks		
Checks inside for dirt, labels, tags, packages, water, or other liquids		
Ensures curtains / container doors are closed securely before moving		
Uses guide person when positioning		
Approaches belt loader in appropriate manner		
Positions baggage cart to belt loader		
Secures baggage cart with tongue lock		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



# Dolly

Initial

Recurrent

Training Elements	Evaluator Initials	
	Yes	No
Checks tow bar and parking brake		
Checks rollers, casters, tires and lugs		
Checks condition of frame and bumper rail		
Checks operation of pallets locks and stops		
Secures container doors before moving (if applicable)		
Uses guide person when approaching aircraft		
Approaches aircraft in appropriate manner		
<b>Bulk Loads (if Applicable)</b>		
Opens container doors and secures to side of container at the 8-foot test stop (if applicable)		
Positions dolly with container/ULD to a belt loader, if used		
Secures dolly by using tongue lock		
Raises and lowers locks before moving container/ULD on dolly		
<b>Container Loads</b>		
Ensures containers/ULD are brought to K-Loader in proper loading sequence		
Positions dolly no further than one foot and not closer than 2 inches from K-Loader		
Drops only the locks required to load/unload container		
Ensures all locks on loaded dolly are in up position before moving		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Golf Cart / Kubota - Small Electric Vehicles

Initial       Recurrent

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	<b>Yes</b>	<b>No</b>
Pre-Trip: If plugged in / charging – powers off charger before unplugging unit from charger (if applicable).		
Completes pre-trip inspection and verifies adequate power charge.		
Employee can explain what all controls on the unit do, and knows the towing capacity of the unit (if applicable).		
Ensures unit is in neutral, with parking brake set before powering on unit.		
Steps on foot brake before placing the unit into gear.		
Wears Seat Belt at all times		
Employee demonstrates capability to drive the unit in a safe controlled manner.		
Employee follows all standard safe driving procedures. (speed limit / safety stops / guide person)		
Employee watches for clearance and slows at corners.		
Employee slows down and increases following distance when pulling loads or operating on wet / slippery surfaces (if applicable).		
Places the unit into park, sets parking brake, and shuts unit off if exiting the unit.		
Employee has demonstrated complete understanding of the equipment operation, safety procedures and is able operate alone without supervision		
Post-Trip: Parks unit in charging spot. Once shut down, ensures charger is powered off before connecting the unit, and powers on the charger once connected to the unit.		
Completes ECR (if required)		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Potable Water Service – Cabinet – Page 1 of 2

Initial  Recurrent

### Potable Water Service – Hygienic Principles Training

WFS employees assigned to perform potable water service must follow the procedures below.

#### **WFS GOM - 3.6.3.3 - Water Servicing Staff**

When assigned to service potable water, the employee shall:

- a. Be dressed in clean working clothes in accordance with company policy, and the WHO Drinking Water Quality Standard.
- b. For hygiene reasons, if employees are assigned to conduct both toilet and water servicing functions on a flight, the employee must service the potable water before servicing aircraft toilets.

#### **Caution:**

You MUST NOT perform water servicing after performing lavatory servicing. If you are reassigned to perform water servicing after performing toilet servicing, you MUST shower and change into clean external clothes/overalls and PPE prior to servicing the water on the other aircraft.

- c. The employee must wear single use or disposable gloves during the drinking water servicing. - AHM 440 10.9. Station management are responsible for providing a supply of disposable gloves for this purpose.

#### **WFS GOM - 3.6.2.1 - Filling Aircraft Water Tanks**

- a. Before connecting the aircraft filling hose to the aircraft, flush the hose.

NOTE: The hose needs to be flushed in a basket or waste container before connecting the hose to the aircraft filling port. (Not required on consecutive servicing).

- b. Do not place hose ends on the ground.
- c. On immediate turnaround sequence, water service shall always be performed before toilet service. Certain aircraft types are exempted from this rule. (For exceptions, refer to the operating airline's GOM).
- d. Aircraft filling port shall be cleaned/wiped dry with antiseptic wipes before the hose is connected to the aircraft adaptor.

NOTE: Cleaning may be carried out either by wiping with a towelette or equivalent soaked with a disinfecting solution or wiping with a disinfectant pre-soaked "towelettes". The spray-and-wipe procedure is accepted if sprayed directly on the towelette. However, they should not spray directly into the aircraft coupling.

Note – If you are not feeling well, you must not perform potable water service and must inform your supervisor.

By signing below, I certify that I have read and reviewed the above with my trainer / evaluator. I fully understand the above, and I will be tested on my understanding of it before I am certified to service potable water by myself.

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



## Potable Water Service – Cabinet – Page 2 of 2

Initial  Recurrent

Evaluator must initial each row

Training Elements	Practical\Fam Training		Observation 1	
	Yes	No	Yes	No
Employee has been completed Hygienic Principles training, and is dressed appropriately in a clean uniform				
Prior to aircraft arrival, inspects cabinet for cleanliness, serviceability, and leaks. Check condition of hose and coupling for damage. Ensure connector is capped, or submerged in disinfectant solution receptacle. Reports any defects found to their supervisor.				
Employee is wearing single use / disposable gloves.				
Purges water hose for 5-10 seconds minimum prior to connecting to aircraft				
Does not approach aircraft until rotating beacon is off, wheels are chocked and the all clear is given				
Approaches aircraft following all SOP				
Aircraft fill port cleaned / wiped dry with disinfectant wipe / towlette prior to connecting to the aircraft				
Opens applicable valve after connected to aircraft				
Uploads water amount requested by customer				
Closes applicable valve before disconnecting hose				
Secures fill cap only after fill line quits dripping, and secures panel doors opened				
Replaces protective cap on hose				
Winds in hose, stores nozzle appropriately, and secures cabinet door				
Verify employee has completed A/C Familiarization training for ALL aircraft types scheduled to be handled in the station				

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

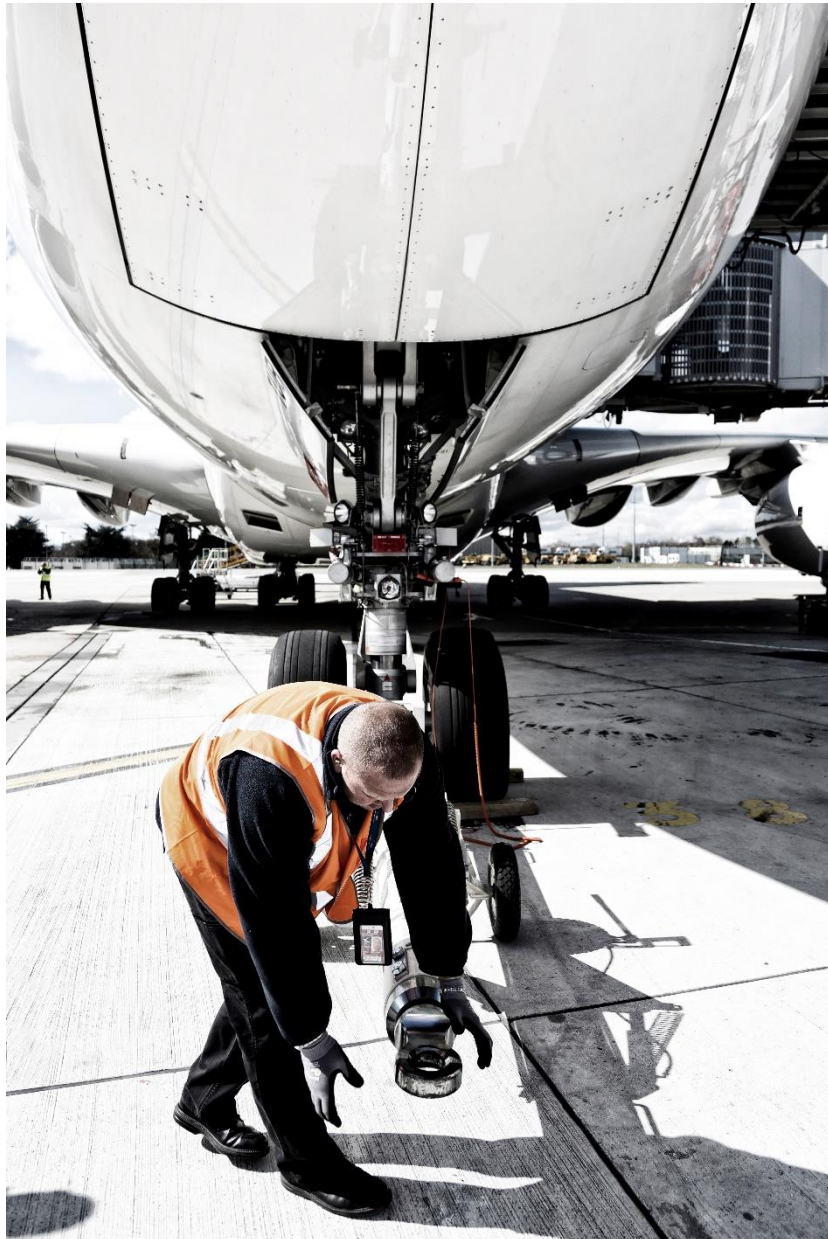
Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



# Ground Operations - Level 2 - Intermediate





## Marshalling – Aircraft

Initial       Recurrent

Evaluator must initial each row

<b>Training Elements</b>	<b>Practical\Fam Training</b>		<b>Observation 1</b>		<b>Observation 2</b>		<b>Observation 3</b>	
	<b>Flight #:</b>		<b>Flight #:</b>		<b>Flight #:</b>		<b>Flight #:</b>	
	<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
	Yes	No	Yes	No	Yes	No	Yes	No
Knows and understands aircraft dimensions, turning points, jet blast/propeller wash area, and planned parking position(s)								
Uses proper high visibility wands/paddles (lighted at night)								
Always stays in view of the pilot-in-command								
Signals far enough in advance for pilot to react								
Allows for widest angle of turn								
Ensures 15-feet of straight travel prior to stopping point (if applicable)								
Keeps wing walkers in sight at all times or ensures presence of signal relay person (SRP)								
Responds promptly to signals from wing walkers or SRP								
Signals for aircraft to stop if line of sight broken or loss of clearance								
Uses clear and concise wand signals								
Gives signals in a deliberate manner without personal interpretation								
Gives signals in an orderly sequence								
Knows all applicable signals								

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Lavatory Services - Page 1 of 2

Initial       Recurrent

Evaluator must initial each row

<b>Training Elements</b>	<u>Practical\Fam Training</u>		<u>Observation 1 Flight #:</u>		<u>Observation 2 Flight #:</u>		<u>Observation 3 Flight #:</u>	
	<u>Date:</u>		<u>Date:</u>		<u>Date:</u>		<u>Date:</u>	
	Yes	No	Yes	No	Yes	No	Yes	No
Checks level of clean blue juice in tank, and fills per manufacture specs if needed								
Checks waste tank level, and empties truck/cart per local SOP if needed								
Checks condition of hose and coupling								
Ensures vehicle/service carts are in clean serviceable condition and lights, mirrors, and wipers are functional								
Ensures that PPE kit is current and available								
Knows and understands that potable water can only be done by someone who is not operating the Lav truck								
Makes test stops at 50-feet and 8-feet								
Guided into position following all WFS SOP								
Ensures that wheels are chocked								
Removes portable lav vehicle/cart hitch and places in lock position - No 3-Point Connection								
Utilizes proper PPE before opening lav service panel (Face shield / Long gloves / Apron – Required)								
Removes flush port caps/toilet drain caps								
Ensures no waste is discharged on ground								
Checks for evidence of leakage								
Connects drain hose coupling to aircraft								
Opens drain valve and drains tank completely								
Connects fill hose to aircraft fill waste tank system								
Flushes tank and closes drain valve								
Charges tanks with proper quantity of clean fluid.								
Ensures winter service training program is followed (if applicable)								
Knows proper glycol mixture - 50/50 (if applicable)								



## Lavatory Services – Page 2 of 2

<b>Training Elements</b>	<b>Practical\Fam Training</b>		<b>Observation 1</b>		<b>Observation 2</b>		<b>Observation 3</b>	
	<b>Date:</b>		<b>Flight #:</b>		<b>Flight #:</b>		<b>Flight #:</b>	
	<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
	Yes	No	Yes	No	Yes	No	Yes	No
Disconnects hoses and replaces flush port caps/toilet drain caps								
Closes service panel properly and wipes clean / dry								
Flushes twice to combine mixture (if using “Lav Pods” – instead of mixed degerm)								
Wipe Lavatory Area (if not performed by cabin service) Commode, Walls and Floors								
Guide person used to move vehicle away from aircraft								
Reports to supervisor immediately if any ice buildup is found (during cold weather operations)								

- Employee MUST have completed A/C Familiarization training on ALL A/C handled in the station, and understand any air carrier differences before being certified to conduct LAV service on their own.

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



# Potable Water Service – Truck / Cart – Page 1 of 2

Initial  Recurrent

## Potable Water Service – Hygienic Principles Training

WFS employees assigned to perform potable water service must follow the procedures below.

### **WFS GOM - 3.6.3.3 - Water Servicing Staff**

When assigned to service potable water, the employee shall:

- b. Be dressed in clean working clothes in accordance with company policy, and the WHO Drinking Water Quality Standard.
- b. For hygiene reasons, if employees are assigned to conduct both toilet and water servicing functions on a flight, the employee must service the potable water before servicing aircraft toilets.

### **Caution:**

You MUST NOT perform water servicing after performing lavatory servicing. If you are reassigned to perform water servicing after performing toilet servicing, you MUST shower and change into clean external clothes/overalls and PPE prior to servicing the water on the other aircraft.

- c. The employee must wear single use or disposable gloves during the drinking water servicing. - AHM 440 10.9. Station management are responsible for providing a supply of disposable gloves for this purpose.

### **WFS GOM - 3.6.2.1 - Filling Aircraft Water Tanks**

- e. Before connecting the aircraft filling hose to the aircraft, flush the hose.

NOTE: The hose needs to be flushed in a basket or waste container before connecting the hose to the aircraft filling port. (Not required on consecutive servicing).

- f. Do not place hose ends on the ground.
- g. On immediate turnaround sequence, water service shall always be performed before toilet service. Certain aircraft types are exempted from this rule. (For exceptions, refer to the operating airline's GOM).
- h. Aircraft filling port shall be cleaned/wiped dry with antiseptic wipes before the hose is connected to the aircraft adaptor.

NOTE: Cleaning may be carried out either by wiping with a towelette or equivalent soaked with a disinfecting solution or wiping with a disinfectant pre-soaked "towelettes". The spray-and-wipe procedure is accepted if sprayed directly on the towelette. However, they should not spray directly into the aircraft coupling.

Note – If you are not feeling well, you must not perform potable water service and must inform your supervisor.

By signing below, I certify that I have read and reviewed the above with my trainer / evaluator. I fully understand the above, and I will be tested on my understanding of it before I am certified to service potable water by myself.

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_



## Potable Water Service – Truck / Cart – Page 2 of 2

Evaluator must initial each row

Initial

Recurrent

Training Elements	Practical/Fam Training		Observation 1		Observation 2		Observation 3	
	Date:		Flight #:		Flight #:		Flight #:	
	Date:		Date:		Date:		Date:	
	Yes	No	Yes	No	Yes	No	Yes	No
Employee has completed Hygienic Principles training, and is dressed appropriately in a clean uniform, and wearing single use / disposable gloves.								
Check condition of hose and coupling and ensure correct hose connector								
Ensure cart is in clean serviceable condition and tank is filled with potable water prior to aircraft arrival								
Does not approach aircraft until rotating beacon is off, wheels are chocked and the all clear is given								
Approaches aircraft following all SOP								
Positions water cart manually; sets chocks and engages tongue brakes – No 3-Point Connection								
Aircraft fill port cleaned / wiped dry with disinfectant wipe / towlette prior to connecting to the aircraft								
Purges water hose for 5-10 seconds minimum prior to connecting to aircraft								
Opens applicable valve after connected to aircraft								
Uploads amount requested by customer								
Closes applicable valves before disconnecting hose								
Replaces protective cap on hose								
Secures fill cap only after fill line quits dripping, and secures panel doors opened								
Removes chocks, releases brake and moves away from aircraft at a walking pace								
Parks cart in designated parking area away from lavatory truck, sets brake and chocks wheels								
Completes ECR (if required)								
Employee has completed A/C Familiarization training for ALL aircraft types scheduled to be handled in the station								

Employee Name (print) \_\_\_\_\_

Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Air Start Unit

Initial

Recurrent

Evaluator must initial each row

<b>Training Elements</b>	<b>Practical\Fam Training</b>		<b>Observation 1 Flight #:</b>	
	Date:		Date:	
	Yes	No	Yes	No
Tests tow bar, tongue lock and hand brake				
Checks air hose/coupler and verifies no debris				
Chocks air start tires and engages brake				
Raises and latches towing tongue				
Uses guide person when positioning equipment				
Checks nozzle connection and hose for kinks				
Checks that there is not a 3-Point Connection				
Starts Engine				
Checks that compressor is operating properly				
Awaits signal from headset before giving air flow				
Confirms Air Flow/Load switch is in unload position. Disconnects coupling from aircraft AFTER air start engine is at Idle speed				
Chocks are pulled, and brake released AFTER tug is connected				
Let's engine cool per model specifications				
Stops Engine				
Completes ECR (if required)				

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Air Conditioning / Heater Cart

Initial

Recurrent

Evaluator must initial each row

<b>Training Elements</b>	<b>Practical\Fam Training</b>		<b>Observation 1 Flight #:</b>	
	<b>Date:</b>		<b>Date:</b>	
	Yes	No	Yes	No
Tests tow bar, tongue lock, brake, and chocks.				
Walk around check for damage, not connected to a/c, and hose stowed.				
Checks fuel levels, air hose and head serviceable.				
Connects tow tongue to tug. Removes chocks and releases brake only after connected to avoid rolling.				
Uses guide person and follows all WFS SOP when positioning. (Not closer than 8' (2.5 m))				
Ensure unit exhaust not pointed at aircraft skin.				
Chocks wheels & sets brake before disconnecting & locking tow tongue up.				
Rolls hose out completely and removes kinks before connecting to a/c.				
Uses extension hose if required. Stows extension hose carriage and sets brakes to prevent movement.				
Start unit, select appropriate temperature and airflow rate for aircraft size according to unit design.				
Start airflow only when aircraft vented. (Varies by aircraft type – door open / cracked, or vent valve opened)				
Check that exhaust smoke / fumes not getting blown into air intake and monitor periodically.				
Shut off unit after clearance from cockpit.				
Disconnects hose, closes panel, and stows hose and extensions.				
Connects to tug after verifying there is not a 3-point connection.				
Chocks are pulled, and brake released AFTER tug is connected				
Guided away from aircraft per WFS SOP.				
Completes ECR (if required)				

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file





## Tow Bar

Initial

Recurrent

<b>Training Elements</b>	<b>Evaluator Initials</b>	
	<b>Yes</b>	<b>No</b>
Checks for damage		
Tests tow bar and coupler		
Checks condition of frame and any handles		
Checks aircraft latch and latch release		
Checks height adjustment (if applicable)		
Closes shut off valve		
Checks condition and movement of lift springs		
Opens shut off valve to lower tow bar		
Raises tow bar to proper level for attachment to aircraft		
Properly aligns tow bar, with connection open, to aircraft		
Engages tow bar to aircraft and closes connection		
Checks security of attachment prior to tractor movement		
Adjusts height of tow bar as necessary for tractor connection		
Does not straddle tow bar during process unless procedure for specific tow bar requires that position		
Releases pressure allowing wheels to raise		
During disconnection, pumps wheels to ground (if equipped)		
Disconnects pushback from tow bar first		
Disconnects tow bar from aircraft and reconnects to pushback		
Completes ECR (if required)		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



# Bobtail Truck

Initial

Recurrent

Training Elements	Evaluator Initials	
	Yes	No
Wears Seat Belt at all times		
Shifts to forward and tests Emergency / Parking brake and Foot brake		
Can adjust emergency brake (if applicable)		
Stops before shifting and shifts only at idle (if applicable)		
Makes smooth stops		
Makes test stops at 50-feet and 8-feet around the aircraft		
Stops at all signs, doorways and entering/exiting building		
Uses proper braking procedures under various load and weight condition		
Looks for clear path and uses mirrors before backing		
Avoids backing to blind side		
Uses guide for backing and positioning loads		
Does not force jackknifed dollies		
Keeps safe distance and speed around corners and in crowded areas		
Uses guide person within the circle of safety, and when connecting to a load		
Walks around and checks all connected dollies & carts – hitches, locks raised, nets secured, curtains closed		
Sounds horn before moving with a load and at blind corners		
Knows difference between inbound/outbound containers		
Knows how and where to stage re-spots		
Sets brakes on any dollies / carts after disconnecting from them		
Parks vehicle in proper storage area with parking brake engaged		
Completes ECR (if required)		

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Tail Post / Tail Stand

Initial  Recurrent

Evaluator must initial each row

Training Elements	Practical\Fam Training		Observation 1 Flight #:	
	Yes	No	Yes	No
Knows type and post/strut requirement for aircraft				
Has tail post in slanted up position				
Checks condition of tail post frame, handle, pull rings and rail post attachment hook				
Checks condition of tail strut frame, stairs, wheels, casters, tow bar and tow bar latch attachment hook				
Climbs stairs to strut platform and checks condition of strut, then exits				
Checks condition and operation of support pad				
Completes ECR (if required)				
<b>Test priority valve</b>				
Valve in DOWN position - checks movement				
Valve in UP position - closes/opens jaws				
<b>747/Airbus Tail Stand</b>				
Ensures strut is in down position and manually positions under Aircraft				
Ensures head jaws are in open position before raising strut				
Climbs ladder to check alignment before closing jaws				
Closes jaws and complete process				
Chocks front and back of one wheel				
<b>DC-8 Tail Strut</b>				
Uses two people to install strut				
Watches for overhead clearances				
Pulls tail post ring to lock in place				
Twists tail post 1/2 turn for stability				

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file



## Mobile Stair Truck

Initial

Recurrent

Evaluator must initial each row

Training Elements	Practical\Fam Training		Observation 1 Flight #:		Observation 1 Flight #:		Observation 3 Flight #:	
	Yes	No	Yes	No	Yes	No	Yes	No
Employee can describe what each control does, and what it moves								
Employee wears installed seatbelt when operating								
Verifies safety rails retracted / stabilizers raised / chocks removed before moving								
Employee is capable of driving and controlling the Stair Truck in a safe manner before approaching an aircraft								
Employee can demonstrate proper docking with a crew stair or k-loader or belt loader at various heights								
Approaches aircraft following all standard SOP, and only when aircraft door is closed								
Leaves 2" gap between bumper and aircraft. Ensures gap does not go below 1" when stabilizers are lowered – stairs never touch the aircraft. Chocks truck if not equipped with stabilizers								
Verifies from the top that it is positioned properly with clearance to safely open the door per aircraft specifications before allowing anyone else on the stairs								
Ensures stair / door clearance monitored during boarding / deplaning								
Ensures door closed before retracting guard rails								
Removes chocks / raises stabilizers before being guided off the aircraft								
Parks in designated spot and lowers stairs / chocks in								

Employee Name (print) \_\_\_\_\_

Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

Date \_\_\_\_\_

Retain completed acknowledgment in employee training file

# Ground Operations - Level 3 - Advanced





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## MDL / LDL Loader – Page 1 of 2

Initial       Recurrent

Evaluator must initial each row

<b>Training Elements</b>	<b>Practical\Fam Training</b>		<b>Observation 1</b>		<b>Observation 2</b>		<b>Observation 3</b>	
	<b>Date:</b>		<b>Flight #:</b>		<b>Flight #:</b>		<b>Flight #:</b>	
	<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
	Yes	No	Yes	No	Yes	No	Yes	No
Checks pallet stops and rubber bumpers								
Checks that bridge extensions are locked into position								
Climbs bridge and checks that transmission is in neutral								
Checks performance chains – “longitudinal drive, rollers, and casters								
Lowers elevator and bridge to driving position								
Raises stabilizers before driving/lowers stabilizers after parking								
Moves forward and reverse to test drive system and foot brake								
Stops completely before shifting; shifts only at idle								
Uses guide person when approaching aircraft								
Makes test stops at 50-feet and 8-feet								
Always looks back and backs away from wing								
Raises bridge to cargo door sill height after 8-foot test stop								
Raises retractable panels for 747 lower deck (if applicable)								
Positions leading rubber edge of deck loader no less than 2 inches from cargo door sill and extends safety rails								
Remains within reach of emergency control during operation								
Checks that tail stand or nose tether is in place (as required)								
Operator does not adjust bridge height with Door Control panels or PDU Control panel doors open								



## MDL / LDL Loader – Page 2 of 2

<b>Training Elements</b>	<b>Practical\Fam Training</b>		<b>Observation 1</b>		<b>Observation 2</b>		<b>Observation 3</b>	
	<b>Date:</b>		<b>Flight #:</b>		<b>Flight #:</b>		<b>Flight #:</b>	
	<b>Date:</b>		<b>Date:</b>		<b>Date:</b>		<b>Date:</b>	
	Yes	No	Yes	No	Yes	No	Yes	No
Checks that sill guards are in place as required								
Adjusts bridge tilt to match aircraft cargo door sill								
Ensures no one is in path before loading/unloading container and before lowering/raising elevator frame								
Understands load/unload signals								
Receives container from aircraft/dolly								
Raises and lowers elevator ONLY when give proper signal								
Rotates the container as appropriate								
Properly discharges container from loader								
Retracts safety rails prior to moving from aircraft								
Verifies bridge is clear of the a/c before raising or lowering it								
Never raise/lower deck loader while someone is climbing / descending ladder								
Never allows anyone to ride up or down deck loader elevator								
Parks in proper storage area								
Puts stabilizers down at all extended stops								
Closes operator's platform gate								
Completes ECR (if required)								

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file





## MDL / LDL Loader – APD System

Initial       Recurrent

Evaluator must initial each row

Training Elements	Practical\Fam Training		Observation 1		Observation 2		Observation 3	
			Flight #:		Flight #:		Flight #:	
	Date:		Date:		Date:		Date:	
	Yes	No	Yes	No	Yes	No	Yes	No
Switch loader to "Turtle" Mode								
Verify proximity radar activated by message screen								
Ensure Spotter is in position and ready by A/C								
Approach A/C using steering wheel and foot pedal								
Performs 10 foot brake check								
Performs 5 foot brake check								
Switch Loader to "Snail" speed to retract boogie wheels								
Properly discharges container from loader								
Operator does not adjust bridge height with Door Control panels or PDU Control panel doors open								
Retracts safety rails prior to moving from aircraft								
Lowers bridge and deck after backing away at least 8 feet								
Never cycles deck loader while someone is climbing ladder								
Never allows anyone to ride up or down deck loader elevator								
Parks in proper storage area								
Puts stabilizers down at all extended stops								
Closes operator's platform gate								
Completes ECR (if required)								

Employee Name (print) \_\_\_\_\_ Employee # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator name (print) \_\_\_\_\_

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Retain completed acknowledgment in employee training file