

GROUND SERVICE PROVIDER STATION RAMP SAFETY INSPECTION CHECKLISTS

Sections	Reference Documents
A: AIRCRAFT ARRIVAL & DISEMBARKATION B: AIRCRAFT SERVICING C: AIRCRAFT DEPARTURE & PUSH-BACK D: GSE CONDITION & SERVICEABILITY E. HELIPORT / HELIPAD GROUND SAFETY F. SEAPLANES WATER HANDLING	GACAR Part 151 V 7.0 GACAR Part 68 V 4.0 IGOM, 4th & 8th Editions AHM, 36th & 39th Editions FAA FAA-H-8083-21B IS-BAH IG 2023

ORGANIZATION / GROUND STATION AUDIT INFORMATION					
Airport		GSP			
Aircraft Type		Airline			
Date/Time		Registration			
Inspector		Signatures		Stand	

IMPLEMENTATION			
S = Satisfactory	U = Unsatisfactory	I = Incomplete	X = Not Applicable

GENERAL MEMORANDUM – APPLICABLE TO ALL SECTIONS							
Item	Subject	Regulatory Ref.	Technical Ref.	S	U	I	X
•	Validate number of supervisors on-shift.	GACAR 151.47		☐	☐	☐	☐
•	Perform sample interview(s) with supervisors to establish satisfactory English language skills.	GACAR 151.47		☐	☐	☐	☐
•	Perform sample interview(s) on GOM and SOPs subjects to establish satisfactory knowledge on company procedures.	GACAR 151.41		☐	☐	☐	☐
•	Sample check implementation of specific SOPs Vs GOM/SOPs to establish adherence to procedures.	GACAR 151.5		☐	☐	☐	☐

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SECTION A - AIRCRAFT ARRIVAL & DISEMBARKATION								
Item	Subject	Regulatory Ref.	Technical Ref.	S	U	I	X	
A1. AIRCRAFT PRE-ARRIVAL & TAXI-IN								
1.	Parking stand surface is clear of FOD prior to a/c arrival.	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐	
2.	Parking stand is free of any fuel or hydraulic/oil spills.	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐	
3.	All stand markings are clearly visible:	GACAR § 151.5(a)(4) GACAR § 151.5(a)(1)	ICAO Annex-14 STD / AHM 632					
	(a) Stand envelope lines (borderline).	GACAR § 151.5(a)(4)	ICAO Doc. 9157/P4	☐	☐	☐	☐	
	(b) Staging area(s).	GACAR § 151.5(a)(4)	ICAO Doc. 9157/P4	☐	☐	☐	☐	
	(c) No parking areas (red hatched areas).	GACAR § 151.5(a)(4)	ICAO Doc. 9157/P4	☐	☐	☐	☐	
	(d) A/c Lead-in line.	GACAR § 151.5(a)(4)	ICAO Doc. 9157/P4	☐	☐	☐	☐	
	(e) Stop-bars designating the a/c types.	GACAR § 151.5(a)(4)	ICAO Doc. 9157/P4	☐	☐	☐	☐	
4.	Stand lighting (if night) in good condition.	GACAR § 151.5(a)(4)	ICAO Doc. 9157/P2	☐	☐	☐	☐	
5.	Sufficient number of trash cans exist and emptied regularly.	GACAR § 151.5(a)(1) GACAR § 151.5(a)(4)	IGOM 6.6 (8 th)	☐	☐	☐	☐	
6.	If used , Visual Docking Guidance System (VDGS) is operational .	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐	
7.	If Boarding Bridge is used:							
	(a) Boarding Bridge is fully retracted .	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐	
	(b) Boarding Bridge area beneath and within travel distance is clear .	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐	
	(c) Boarding Bridge operator is wearing hearing protection .	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐	
8.	Equipment Restricted Area (ERA) is clear of any ground support equipment (GSE).	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐	
9.	Chocks are stowed properly before use as per airport regulations (shall not be left loose anywhere on the stand as this constitutes FOD).	GACAR § 151.5(a)(1)	AHM-612 IGOM 6.6	☐	☐	☐	☐	
10.	Trained person in charge of a/c arrival is waiting on stand Check Work Permit .	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐	
11.	Adequate manpower/operators awaiting on stand (excluding labor) – Record number of servicing staff:	GACAR § 151.51		☐	☐	☐	☐	
12.	All staff wear appropriate PPE:							
	(a) High visibility vest.	GACAR § 151.5(a)(1)	AHM-630-4.2.3	☐	☐	☐	☐	
	(b) Safety footwear (shoes or boots) to prevent foot injuries.	GACAR § 151.5(a)(1)	AHM-630-4.2.1	☐	☐	☐	☐	
	(c) Hearing protection.	GACAR § 151.5(a)(1)	AHM-630-4.2.2	☐	☐	☐	☐	
13.	Functions & GSE awaiting outside the ERA before a/c arrival:							
	(a) Marshaller (if automated docking system is not available).	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐	

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	(b) If applicable, passenger stairs.	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐
	(c) Headset operator (if headset communication is required by customer airline).	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐
	(d) If requested by the airline, GPU (if a/c is not using APU).	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐
	(e) Chocks.	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐
	(f) Safety Cones.	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐
	(g) If applicable, Air Condition Unit (ACU).	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐
14.	If Marshaller is used:						
	(a) Uses proper high-visibility wands/paddles/gloves for day, or illuminated wands for night (or low visibility).	GACAR § 151.5(a)(1)	IGOM 4.8.4 AHM-631-9.1	☐	☐	☐	☐
	(b) Uses signals in a clear and precise manner.	GACAR § 151.5(a)(1)	IGOM 4.8.2	☐	☐	☐	☐
	(c) Is qualified to perform this function Check Work Permit	GACAR § 151.41 GACAR § 68.7	IGOM 4.8.4	☐	☐	☐	☐
A2. AIRCRAFT STOPPING & GSE POSITIONING							
15.	Upon aircraft stopping personnel stay clear of aircraft until anti-collision lights are switched off (exception for GPU).	GACAR § 151.5(a)(1)	IGOM 6.3 (8 th)	☐	☐	☐	☐
16.	If GPU is connected:						
	(a) GPU is equipped with a functional emergency stop button.	GACAR § 151.5(a)(1)	AHM-913-14.1	☐	☐	☐	☐
	(b) Grounding cable is connected to grounding point on nose wheel strut (where available).	GACAR § 151.5(a)(1)	IGOM 4.9.3.1	☐	☐	☐	☐
	(c) Parking brake is set.	GACAR § 151.5(a)(1)	IGOM 4.9.3.1	☐	☐	☐	☐
	(d) GPUs are not operated unless they are positioned 6 meters from the aircraft fueling vents.	GACAR § 151.5(a)(1)	AHM-630-9.3.9	☐	☐	☐	☐
	(e) Fire extinguisher is within certification dates.	GACAR § 151.5(a)(1)	AHM-913-18.1	☐	☐	☐	☐
	(f) If equipped, chocks are placed on both sides of a tire (front and rear).	GACAR § 151.5(a)(1)	AHM-630-7.6	☐	☐	☐	☐
	(g) Check Work Permit of GPU operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
17.	After anti-collision light is off and engines are spooling down:						
	Chocks are positioned as follows:						
	(i) Forward and Aft of each (most front) inner main landing gear (or the right main landing gear only).	GACAR § 151.5(a)(1)	IGOM 4.2.2 (8 th)	☐	☐	☐	☐
	(ii) Forward and Aft of the (right) nose landing gear (if chocks are positioned at both main landing gears, then the nose gear chocks may be provisional).	GACAR § 151.5(a)(1)	IGOM 4.2.2 (8 th)	☐	☐	☐	☐
	(a) Confirmation is given to flight crew for chocks on (hand signals or/and headset).	GACAR § 151.5(a)(1)	IGOM 4.7.2	☐	☐	☐	☐
	(b) Appropriate size of chocks (length and height) is used.	GACAR § 151.5(a)(1)	AHM 462.5 (39 th)	☐	☐	☐	☐
	(c) Chocks are of high-visibility colors or identified by high-visibility markings.	GACAR § 151.5(a)(1)	AHM 462.5 (39 th)	☐	☐	☐	☐

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18.	Positioning of Cones:						
	(a) Cones are positioned 1 meter outward from the point of aircraft to be protected, and minimum at:	GACAR § 151.5(a)(1)	IGOM 4.6.1	☐	☐	☐	☐
	(i) Wingtips (and vent areas if appropriate).	GACAR § 151.5(a)(1)	IGOM 4.6.1.1	☐	☐	☐	☐
	(ii) Engines.	GACAR § 151.5(a)(1)	IGOM 4.6.1.1	☐	☐	☐	☐
	(iii) Aircraft Tail (provisional).	GACAR § 151.5(a)(1)	IGOM 4.6.1.1	☐	☐	☐	☐
	(iv) Aircraft Nose (provisional).	GACAR § 151.5(a)(1)	IGOM 4.6.1.1	☐	☐	☐	☐
	(b) Cones weigh at least 4.53kg (10 lbs.) and are 75cm high.	GACAR § 151.5(a)(1)	AHM-630-6.2	☐	☐	☐	☐
	(c) Cones have reflective striping and are in good condition.	GACAR § 151.5(a)(1)	AHM-630-6.2	☐	☐	☐	☐
19.	Walk around inspection is performed for the following prior to giving clearance to GSE to position at aircraft:						
	(a) Passenger access doors inspected for damage before positioning boarding device (stairs or Boarding Bridge).	GACAR § 151.5(a)(1)	IGOM 4.9.2.2	☐	☐	☐	☐
	(b) Cargo door(s).	GACAR § 151.5(a)(1)	IGOM 4.9.2.2	☐	☐	☐	☐
	(c) Servicing access panels/points.	GACAR § 151.5(a)(1)	IGOM 4.9.2.2	☐	☐	☐	☐
	(d) Engine cowlings.	GACAR § 151.5(a)(1)	IGOM 4.9.2.2	☐	☐	☐	☐
	(e) Fuselage.	GACAR § 151.5(a)(1)	IGOM 4.9.2.2	☐	☐	☐	☐
20.	GSE approach only after safety cones are positioned & walk around inspection is completed .	GACAR § 151.5(a)(1)	IGOM 4.9.2.2	☐	☐	☐	☐
21.	GSE are subject to a pre-movement brake-testing prior to engaging at least 5 meters away from aircraft.	GACAR § 151.5(a)(1)	IGOM 4.1.3.7	☐	☐	☐	☐
22.	GSE approach the a/c at the correct speed (walking speed).	GACAR § 151.5(a)(1)	IGOM 4.9.2.2 IGOM 4.1.3.7	☐	☐	☐	☐
23.	GSE handrails are retracted during positioning and then extended once in position.	GACAR § 151.5(a)(1)	ISAGO HDL 1.3.13	☐	☐	☐	☐
24.	Guide person is used and is properly positioned to accurately judge clearances						
	(a) When visibility is restricted.	GACAR § 151.5(a)(1)	IGOM 4.1.3.7	☐	☐	☐	☐
	(b) When spaces are confined.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
	(c) When backing equipment to the aircraft.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
	(d) When positioning stairs/equipment at doors and driver/operator vision is restricted , guide person is used.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐
	(e) When positioning high-reach equipment in general.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
25.	Fire extinguisher (or equivalent) positioned on stand is within certification dates.	GACAR § 151.5(a)(1)	AHM-913.18.1	☐	☐	☐	☐
A3. PASSENGER DISEMBARKATION							
26.	Walking surfaces of stairs or boarding bridge are free from conditions that could cause injury to passengers or staff (obstructions, spills, etc.)	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐

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27.	If Boarding Bridge is used:						
	(a) All GSE and personnel are clear of the Bridge moving area before operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐
	(b) Warning signal sounds before (or during) Bridge is moved.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐
	(c) Bridge tires are not worn or deflated.	GACAR § 151.5(a)(4)	ICAO Doc. 9137/P9	☐	☐	☐	☐
	(d) Emergency exit of bridge is clear of obstructions at all times.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐
	(e) Bridge door to a/c is closed , or if open has a safety device/strap, during bridge operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐
	(f) Only the operator of the bridge is in the bridgehead during positioning.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐
	(g) When the bridge is in final position at the a/c door, the auto-leveling system is engaged (if no auto-leveling system, bridge must be positioned 15cm below door sill).	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐
	(h) Bridge weather canopy is properly deployed to cover aircraft.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
	(i) Keys (if required for use) are removed from the control panel after operation (or bridge control unit shall have a mechanism that impedes operations from unauthorized use).	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐
	(j) Bridge is equipped with necessary serviceable sensors for alarming the operator of close proximity to the a/c fuselage, engines or objects.	GACAR § 151.5(a)(1)	AHM-922.8.1.5	☐	☐	☐	☐
	(k) Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
28.	If stairs are used:						
	(a) Stabilizers are deployed (if available).	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐
	(b) Parking brake is on.	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐
	(c) Stairs are secured with chocks (if no stabilizers & non-motorized), which are positioned at both sides of a tire (rear and front).	GACAR § 151.5(a)(1)	IGOM 4.1.3.3	☐	☐	☐	☐
	(d) Stairs have lighting for night operations.	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐
	(e) The auto-leveling system is engaged (If stairs have no auto-leveling mechanism, stairs must be monitored and adjusted as required).	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐
	(f) Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
29.	If Passenger (Pax) Buses are used:						
	(a) Adhere to airline procedures: buses assume position on stand after the stairs have been positioned & secured and prior to the disembarkation of pax.	GACAR § 151.5(a)(1)	IGOM 1.3.2 OPS/AIRLINE STD	☐	☐	☐	☐
	(b) Bus is not left unattended with its engine running.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(c) Passenger disembarkation onto apron is supervised and properly controlled.	GACAR § 151.5(a)(1)	IGOM 6.1 & 1.3.2	☐	☐	☐	☐
	(d) If passengers need to use walkways, these are clearly marked and supervised.	GACAR § 151.5(a)(1)	IGOM 6.2	☐	☐	☐	☐
	(e) Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐

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SECTION B - AIRCRAFT SERVICING

Item	Subject	Regulatory Ref.	Technical Ref.	S	U	I	X
B1. GENERAL							
30.	No GSE is operated by a person using simultaneously a hand-held portable electronic device.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
31.	GSE with lifted devices are not driven, or parked, in elevated position.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
32.	GSE do not carry extra personnel without an approved seat (no-seat - no ride principle).	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
33.	No GSE move or park under the aircraft fuselage or wings (exceptions, potable water, lavatory and refueling vehicles).	GACAR § 151.5(a)(1)	IGOM 4.1.3.7	☐	☐	☐	☐
34.	All GSE use guide person when reversing if visibility is obstructed, or if close to the a/c or other GSE.	GACAR § 151.5(a)(1)	IGOM 4.1.3.7	☐	☐	☐	☐
35.	Chocks are placed on all non-motorized GSE when servicing the a/c.	GACAR § 151.5(a)(1)	IGOM 4.1.3.3	☐	☐	☐	☐
36.	The operator of electrical and motorized GSE remains within easy reach of emergency controls, or if not fitted with emergency controls, in the operation position.	GACAR § 151.5(a)(1)	ISAGO HDL 1.3.12	☐	☐	☐	☐
37.	All GSE is free of any F.O.D. (inside and around).	GACAR § 151.5(a)(1)	AHM-612/AHM-635	☐	☐	☐	☐
B2. BAGGAGE & CARGO HANDLING (OFFLOADING / LOADING)							
38.	The areas around all cargo doors are visually checked for existing damage before cargo loaders and conveyor belt approach.	GACAR § 151.5(a)(1)	IGOM 4.10.2.1	☐	☐	☐	☐
39.	Cargo doors are opened and secured by trained and authorized personnel (not labor).	GACAR § 151.5(a)(1)	IGOM 4.10.2.1	☐	☐	☐	☐
40.	For the Conveyor Belt:						
	(a) Conveyor belt is positioned with the safety rails lowered/stowed.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(b) Conveyor belt's boom is not position inside the a/c cargo hold.	GACAR § 151.5(a)(1)	IGOM 4.1.3.6	☐	☐	☐	☐
	(c) The rubber bumper of the conveyor belt is at least 2.5 cm away from a/c fuselage/door sill.	GACAR § 151.5(a)(1)	IGOM 4.1.3.6	☐	☐	☐	☐
	(d) Parking brake is applied.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(e) If equipped, chocks are placed on both sides of a tire (front and rear).	GACAR § 151.5(a)(1)	AHM-630-7.6	☐	☐	☐	☐
	(f) Protective side rails are raised before operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.6	☐	☐	☐	☐
	(g) Is equipped with a fire extinguisher within certification dates (motorized or non-motorized).	GACAR § 151.5(a)(1)	AHM-913-18.1	☐	☐	☐	☐
	(h) Is equipped with a reversing alarm , if motorized.	GACAR § 151.5(a)(1)	AHM-913-14.6	☐	☐	☐	☐
	(i) Is equipped with a functioning emergency stop button .	GACAR § 151.5(a)(1)	AHM-913-14.1	☐	☐	☐	☐
	(j) If equipped with stabilizers, they are deployed and secured prior to operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(k) Employees do not walk, stand, or sit on a moving conveyor belt.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐

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	(l) Is not left unattended with its engine running.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(m) Employees use correct body mechanics when loading/unloading or lifting.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
	(n) Baggage is properly loaded and offloaded to avoid damage or personal injury.	GACAR § 151.5(a)(1)	IGOM 3.8.2.4 AHM-612/630-4.5.3	☐	☐	☐	☐
	(o) Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
41.	For the Cargo Loader:						
	(a) Cargo loader(s) approach a/c with safety rails lowered.	GACAR § 151.5(a)(1)	IGOM 4.11.2.5	☐	☐	☐	☐
	(b) Stabilizers are deployed and secured prior to operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(c) Parking brake is applied.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(d) Is equipped with a functioning emergency stop button .	GACAR § 151.5(a)(1)	AHM-913-14.1	☐	☐	☐	☐
	(e) Side rails are deployed when in on/off loading operation.	GACAR § 151.5(a)(1)	IGOM 4.11.2.5	☐	☐	☐	☐
	(f) Is equipped with a reversing alarm .	GACAR § 151.5(a)(1)	AHM-913-14.6	☐	☐	☐	☐
	(g) Is not left unattended with its engine running.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(h) Is equipped with a fire extinguisher within certification dates.	GACAR § 151.5(a)(1)	AHM-913-18.1	☐	☐	☐	☐
	(i) Employees use the ladder of the loader to move up and down (not the platform)	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
	(j) Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
42.	Loading supervisor is on site and in possession of LIR .	GACAR § 151.5(a)(1)	IGOM 6.3 (8 th)	☐	☐	☐	☐
43.	Cargo holds are offloaded according to LIR	GACAR § 151.5(a)(1)	IGOM 6.3 (8 th)	☐	☐	☐	☐
44.	Condition of load & ULD/Pallets is inspected prior to loading.	GACAR § 151.5(a)(1)	IGOM 6.3 (8 th)	☐	☐	☐	☐
45.	When cargo/belly cargo offloading is completed, a cargo hold inspection is conducted by trained person.	GACAR § 151.5(a)(1)	IGOM 4.11.5	☐	☐	☐	☐
46.	Enquire, when cargo/belly cargo loading is completed, if fire barriers, door nets, pallet locks, and container stops are installed/locked , where applicable, and as required.	GACAR § 151.5(a)(1)	IGOM 4.11.9	☐	☐	☐	☐
47.	Confirm (through Work Permit/records where possible) that loading and unloading of baggage is performed by people trained to AHM-611 standards.	GACAR § 151.41 GACAR § 68.7	IGOM 4.11.1.2	☐	☐	☐	☐
48.	If Dangerous Goods involved, check Work Permit of person in charge of handling DG.	GACAR § 151.41 GACAR § 68.7	IGOM 4.11.1.3	☐	☐	☐	☐
49.	Cargo loaded in accordance with LIR.	GACAR § 151.5(a)(1)	IGOM 6.3 (8 th)	☐	☐	☐	☐
50.	Enquire if LIR (Loading Instruction Report) Vs Load-sheet have been cross-checked to confirm the documents are consistent and reflect actual loading.	GACAR § 151.5(a)(1)	IGOM 4.11.9	☐	☐	☐	☐

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51.	Baggage tractors do not haul more than the number of units allowed in airport regulations (usually 4 similar carts, or if dissimilar carts and dollies are used, max. number is 3 / AHM 965: ULD dollies up to 6 and pallet dollies up to 4: AHM 966).	GACAR § 151.5(a)(1)	IGOM 3.1.3.3 AHM 965, 966	☐	☐	☐	☐
52.	Baggage carts shall have deployed racks when carrying baggage to prevent bags from falling and must not be overloaded (specs of cart manufacturer).	GACAR § 151.5(a)(1)	AHM-744-1.12	☐	☐	☐	☐
53.	Brake system of carts and dollies is serviceable and applied when disengaged from tractor.	GACAR § 151.5(a)(1)	IGOM 4.11.2.3	☐	☐	☐	☐
54.	ULD have the correct tags attached/put into the ULD tag pocket.	GACAR § 151.5(a)(1)	IGOM 3.4.3.5	☐	☐	☐	☐
55.	ULD/containers should be in good condition (no damages) as per ODLN (Operational Damage Limitation Notice) displayed at an easily visible location of the ULD.	GACAR § 151.5(a)(1)	IGOM 3.4.3.4	☐	☐	☐	☐
56.	ULD/containers doors/curtains are closed and fastened after loading.	GACAR § 151.5(a)(1)	IGOM 4.11.3	☐	☐	☐	☐
57.	All ULD straps and nets must be serviceable to prevent damage of content/baggage.	GACAR § 151.5(a)(1)	IGOM 3.4.3.4	☐	☐	☐	☐
B3. CATERING SERVICING							
58.	Guide person assists the driver of the catering vehicle in the docking procedure with the a/c.	GACAR § 151.5(a)(1)	IGOM 4.8.1	☐	☐	☐	☐
59.	For the Catering vehicle:						
	(a) Is equipped with a reversing alarm .	GACAR § 151.5(a)(1)	AHM-913-14.6	☐	☐	☐	☐
	(b) Parking brake is applied.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(c) Stabilizers are deployed and secured prior to operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(d) If equipped, chocks are placed on both sides of a tire (front and rear).	GACAR § 151.5(a)(1)	AHM-630-7.6	☐	☐	☐	☐
	(e) Vehicle's bridge has extended its safety side railings before servicing commences.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(f) Is not left unattended with its engine running.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(g) Is equipped with a fire extinguisher within certification dates.	GACAR § 151.5(a)(1)	AHM-913-18.1	☐	☐	☐	☐
60.	Catering supplies (trolleys) to be loaded have security seal indicating that they have been searched.	GACAR § 151.5	SEC STD	☐	☐	☐	☐
61.	Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
B4. POTABLE WATER SERVICING							
62.	No potable water and lavatory servicing are performed at the same time (if yes, check if aircraft type is exempted).	GACAR § 151.5(a)(1)	IGOM 4.2.1	☐	☐	☐	☐
63.	For the Potable Water Truck:						
	(a) Parking brake is applied.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(b) If equipped, chocks are placed on both sides of a tire (front and rear).	GACAR § 151.5(a)(1)	AHM-630-7.6	☐	☐	☐	☐
	(c) Is not left unattended with its engine running.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐

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	(d) Is equipped with a reversing alarm .	GACAR § 151.5(a)(1)	AHM-913-14.6	☐	☐	☐	☐
	(e) Is equipped with a fire extinguisher within certification dates.	GACAR § 151.5(a)(1)	AHM-913-18.1	☐	☐	☐	☐
64.	Water nozzle filling point is protected/covered before and after servicing to prevent contamination (or immersed in chlorinated water).	GACAR § 151.5(a)(1)	AHM-440-3.4	☐	☐	☐	☐
65.	Water nozzle's filling point is kept 1 meter above ground level.	GACAR § 151.5(a)(1)	AHM-440-3.1	☐	☐	☐	☐
66.	Before connecting to a/c the hose is flushed .	GACAR § 151.5(a)(1)	IGOM 4.2.2.1	☐	☐	☐	☐
67.	No leaks are observed in the water tank or hose of the vehicle.	GACAR § 151.5(a)(1)	AHM-630-7.7	☐	☐	☐	☐
68.	The person executing the operation has not been involved in lavatory operation on the same shift – If yes, check procedure and confirm its implementation.	GACAR § 151.5(a)(1)	AHM-440-3.3	☐	☐	☐	☐
69.	After servicing a/c access panels are secured .	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
70.	Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
71.	Check through records if the water container of the truck has been drained not more than 24 hours before operation.	GACAR § 151.5(a)(1)	AHM-440-3.5	☐	☐	☐	☐
72.	Check through records if cleaning and disinfecting of potable water truck/tank is performed at least weekly .	GACAR § 151.5(a)(1)	AHM-440-3.6	☐	☐	☐	☐
73.	<u>Once a week:</u> Check if potable water truck is staged/parked away from lavatory trucks and 30 meters away from other waste storage/treatment.	GACAR § 151.5(a)(1)	AHM-440-3.1	☐	☐	☐	☐
74.	<u>Once every 4 months:</u> Visit water facility and ensure bacteriological examination is conducted at least 4 times per year – Check records and results.	GACAR § 151.5(a)(1)	AHM-440-2.5	☐	☐	☐	☐
B5. LAVATORY SERVICING							
75.	For the Lavatory Truck:						
	(a) Parking brake is applied.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(b) If equipped, chocks are placed on both sides of a tire (front and rear).	GACAR § 151.5(a)(1)	AHM-630-7.6	☐	☐	☐	☐
	(c) Is not left unattended with its engine running.	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
	(d) Is equipped with a reversing alarm .	GACAR § 151.5(a)(1)	AHM-913-14.6	☐	☐	☐	☐
	(e) There is no leak from the lavatory truck or hose.	GACAR § 151.5(a)(1)	IGOM 4.3.3	☐	☐	☐	☐
	(f) Is equipped with a fire extinguisher within certification dates.	GACAR § 151.5(a)(1)	AHM-913-18.1	☐	☐	☐	☐
76.	The Operator of the vehicle:						
	(a) Wears heavy rubber gloves .	GACAR § 151.5(a)(1)	IGOM 4.3.2	☐	☐	☐	☐
	(b) Wears full face protection .	GACAR § 151.5(a)(1)	IGOM 4.3.2	☐	☐	☐	☐
	(c) Wears protecting clothes .	GACAR § 151.5(a)(1)	IGOM 4.3.2	☐	☐	☐	☐
	(d) Watches for stains and signs of leakage before opening a/c panel.	GACAR § 151.5(a)(1)	IGOM 4.3.3.1	☐	☐	☐	☐

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77.	After servicing, no spillage is observed.	GACAR § 151.5(a)(1)	IGOM 4.3.3.1	☐	☐	☐	☐
78.	After servicing a/c access panels are secured .	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
79.	Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
B6. FUELING SERVICING							
80.	GSE within FSZ (Fueling Safety Zone is 3 meters of the fueling vehicle, fuel hose, ports or a/c vents) do not have their engines running unnecessarily .	GACAR § 151.5(a)(1)	IGOM 4.4.1	☐	☐	☐	☐
81.	All GSE are kept at least 1 meter away from any fueling equipment (fuel hose, hydrant pit, fuel vehicle, etc.).	GACAR § 151.5(a)(1)	AHM-630-9.3.8	☐	☐	☐	☐
82.	No handheld portable electronic devices, including cell phones, portable music players, etc. are used within the FSZ (only company assigned radios).	GACAR § 151.5(a)(1)	IGOM 4.4.1	☐	☐	☐	☐
For the Fuel Hydrant Pit:							
83.	(a) Fuel pit box is clean and free of accumulated fuel, water or F.O.D. inside.	GACAR § 151.5(a)(2)	JIG4-A7/JIG2-8.2	☐	☐	☐	☐
	(b) Fuel pit lid is tethered/secured to the fuel pit body.	GACAR § 151.5(a)(2)	JIG4-A7/JIG2-8.2	☐	☐	☐	☐
For the Fueling vehicle/hydrant dispenser:							
84.	(a) Fuel vehicle has a clear escape route (not obstructed by other GSE).	GACAR § 151.5(a)(1)	AHM-630-9.3.7	☐	☐	☐	☐
	(b) Fire extinguisher is within certification dates.	GACAR § 151.5(a)(1)	AHM-913-18.1	☐	☐	☐	☐
	(c) Is grounded/bonded when refueling is in progress.	GACAR § 151.5(a)(1)	AHM-630-9.4.5	☐	☐	☐	☐
	(d) No leaks observed from the vehicle's refueling system.	GACAR § 151.83	MAN. STD	☐	☐	☐	☐
	(e) Is equipped with a reversing alarm .	GACAR § 151.5(a)(1)	AHM-913-14.6	☐	☐	☐	☐
	(f) Is equipped with a functioning emergency stop button .	GACAR § 151.5(a)(1)	AHM-913-14.1	☐	☐	☐	☐
85.	Calibration record is on board fueling vehicle - Check indicative calibration frequencies below:	GACAR § 151.5(a)(2)	JIG1-4.23 / A16	☐	☐	☐	☐
	(a) Master meters: 3 years	GACAR § 151.5(a)(2)	JIG1-4.9.1	☐	☐	☐	☐
	(b) Bulk meters: 6 months	GACAR § 151.5(a)(2)	JIG1-4.9.1	☐	☐	☐	☐
	(c) Master gauges: 3 years	GACAR § 151.5(a)(2)	JIG1-4.10.2	☐	☐	☐	☐
	(d) Test rig gauges: 6 months	GACAR § 151.5(a)(2)	JIG1-4.10	☐	☐	☐	☐
	(e) Hose pressure gauges: 6 months	GACAR § 151.5(a)(2)	JIG1-4.10	☐	☐	☐	☐
	(f) Densitometers: 6 months	GACAR § 151.5(a)(2)	JIG1-4.19	☐	☐	☐	☐
	(g) Hydrometers: 6 months	GACAR § 151.5(a)(2)	JIG1-4.19	☐	☐	☐	☐
	(h) Conductivity meter: 3 years	GACAR § 151.5(a)(2)	JIG1-4.22	☐	☐	☐	☐
86.	Fire extinguisher on stand is within the certification dates.	GACAR § 151.5(a)(1)	AHM-913.18.1	☐	☐	☐	☐

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87.	A lanyard is attached to the hydrant pit valve and extended to the apron free of obstacles and readily accessible to the operator.	GACAR § 151.5(a)(1)	AHM-630-9.4.8	☐	☐	☐	☐
88.	Ensure fuel hose is protected and marked appropriately (cones/markers/flags used).	GACAR § 151.5(a)(1)	IGOM 4.4.1	☐	☐	☐	☐
89.	Ensure open pit (if hydrant system is used) is protected and marked appropriately (four-winged flag or equivalent).	GACAR § 151.5(a)(1)	AHM-630-9.4.9	☐	☐	☐	☐
90.	Operator is holding the " dead man control " throughout the refueling process.	GACAR § 151.5(a)(1)	AHM-630-9.4.11	☐	☐	☐	☐
91.	Check Work Permit of operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
92.	No vehicle is parked, or person standing under aircraft wing tank vents on a 3-meter radius from vent point.	GACAR § 151.5(a)(1)	AHM-630-9.2.2	☐	☐	☐	☐
93.	Connection/disconnection of electrical GSE is not performed during refueling.	GACAR § 151.5(a)(1)	AHM-630-9.3.1	☐	☐	☐	☐
94.	There are no passengers on board, or boarding, during refueling unless relevant procedures are implemented.	GACAR § 151.5(a)(1)	AHM-175	☐	☐	☐	☐
95.	If fueling with passengers on board (or boarding) takes place:						
	(a) If boarding bridge is used, rear door is closed and armed or stairs are provided.	GACAR § 151.5(a)(1)	AHM-175-4.2.2	☐	☐	☐	☐
	(b) If stairs are used, at least two doors are equipped with stairs (preferably front and rear).	GACAR § 151.5(a)(1)	AHM-175-4.2.3	☐	☐	☐	☐
	(c) Ground below a/c exits are kept clear of all obstructions/GSE.	GACAR § 151.5(a)(1)	AHM-175-4.2.7	☐	☐	☐	☐
96.	Airport's Hydrant Emergency Fuel Shutoff Button:						
	(a) Emergency fuel shutoff button is readily visible and accessible from aircraft stand - within 80m.	GACAR § 151.5(a)(2)	JIG 4, A7.7	☐	☐	☐	☐
	(b) Shutoff button is visible and clearly identifiable with a suitable high visibility sign .	GACAR § 151.5(a)(2) GACAR § 151.5(a)(1)	JIG 4, A7.7 AHM-630-9.4.7	☐	☐	☐	☐
	(c) Shutoff button is clear of obstruction.	GACAR § 151.5(a)(1)	AHM-630-9.4.7	☐	☐	☐	☐
B7. AIRCRAFT CLEANING							
97.	Verify the corresponding procedures and cleaning agents are described in the ground operations manual or equivalent.	E-book 16.2.2.5		☐	☐	☐	☐
98.	Verify only approved and environmentally friendly chemical agents are used.	E-book 16.2.2.5		☐	☐	☐	☐
99.	Covering and uncovering of aircraft sensitive sensors/probs is described to be performed or/and inspected by a Part-66 licensed aircraft mechanic.	E-book 16.2.2.5		☐	☐	☐	☐
100.	Verify approved airline procedures are followed.	E-book 16.2.2.5		☐	☐	☐	☐

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SECTION C - AIRCRAFT DEPARTURE & PUSH-BACK								
Item	Subject	Regulatory Ref.	Technical Ref.	S	U	I	X	
C1. PASSENGER BOARDING								
101.	Walking surfaces of stairs or boarding bridge are free from conditions that may cause injury to passengers or staff (obstructions, contamination, etc.)	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
102.	Boarding staff checks pax Identification vs boarding card at the gate, prior to boarding.	GACAR § 151.5(a)(1)	IGOM 1.1.7.1	☐	☐	☐	☐	
103.	If Boarding Bridge is used:							
	(a) All GSE and personnel are clear of the bridge before operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
	(b) Bridge tires are not worn or deflated.	GACAR § 151.5(a)(4)	ICAO Doc. 9137/P9	☐	☐	☐	☐	
	(c) Emergency exit of bridge is clear of obstructions at all times.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
	(d) The auto-leveling system is engaged (if no auto-leveling system, bridge must be positioned 15cm below door sill).	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
	(e) Bridge control unit shall have a mechanism that impedes operations from unauthorized use.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
	(f) Keys (if required for use) are not on the control panel before operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
	(g) Bridge is equipped with necessary serviceable sensors for alarming the operator of close proximity to the a/c fuselage, engines or objects.	GACAR § 151.5(a)(1)	AHM-922.8.1.5	☐	☐	☐	☐	
	(h) Warning signal sounds before (or during) bridge is moved.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
	(i) Only the operator of the bridge is in the bridgehead during retraction.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
	(j) Bridge door to a/c is closed, or has a safety strap, during bridge operation.	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
	(k) Bridge is fully retracted to designated parking position.	GACAR § 151.5(a)(1)	IGOM 4.9.1	☐	☐	☐	☐	
104.	If Stairs are used:							
	(a) Stabilizers are deployed.	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐	
	(b) Parking brake is on.	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐	
	(c) Stairs are secured with chocks (if no stabilizers & non-motorized), which are positioned at both sides of a tire (rear and front).	GACAR § 151.5(a)(1)	IGOM 4.1.3.3	☐	☐	☐	☐	
	(d) Stairs have lighting for night operations.	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐	
105.	(e) The auto-leveling system is engaged (If stairs have no auto-leveling mechanism, stairs must be monitored and adjusted as required).	GACAR § 151.5(a)(1)	IGOM 4.1.3.5	☐	☐	☐	☐	
	If Buses are used:							
	(a) Passenger disembarkation onto apron is supervised and properly controlled .	GACAR § 151.5(a)(1)	IGOM 6.1 & 1.3.2	☐	☐	☐	☐	
	(b) Passenger movement is protected and use walkways which are clearly marked and supervised.	GACAR § 151.5(a)(1)	IGOM 6.2	☐	☐	☐	☐	
	(c) Passenger walkways are free of undesired contamination .	GACAR § 151.5(a)(1)	IGOM 6.3 (8 th)	☐	☐	☐	☐	

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C2. PRE-DEPARTURE CHECK & PUSHBACK SEQUENCE							
106.	Pre-departure:						
	(a) Ramp surface is clear of F.O.D.	GACAR § 151.5(a)(1)	IGOM 4.12.5.1	☐	☐	☐	☐
	(b) Fire protection extinguisher/protection is on stand.	GACAR § 151.5(a)(1)	IGOM 4.12.4	☐	☐	☐	☐
	(c) Walk-around safety check performed to ensure panels/hatches and doors are closed and latched and there are no damages to the a/c.	GACAR § 151.5(a)(1)	IGOM 4.12.5.1	☐	☐	☐	☐
107.	(d) All GSE, including boarding bridge, are removed and are clear of the ERA (stand "envelope").	GACAR § 151.5(a)(1)	IGOM 4.12.5.1	☐	☐	☐	☐
	If boarding bridge is used, the operator remains on the bridge until the aircraft is pushed back.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
108.	Push-back operation/sequence:						
	(a) Tow-bar/shear-pin combination or the tow-barless tractor is suitable for the aircraft type.	GACAR § 151.5(a)(1)	AHM-631-5.1	☐	☐	☐	☐
	(b) No obstructions exist in the a/c push-back path.	GACAR § 151.5(a)(1)	IGOM 4.12.5.1	☐	☐	☐	☐
	(c) Communication with flight crew and ground staff is established via interphone system.	GACAR § 151.5(a)(1)	IGOM 4.12.4	☐	☐	☐	☐
	(d) Landing gear pins are removed .	GACAR § 151.5(a)(1)	IGOM 4.12.5.1	☐	☐	☐	☐
	(e) Nose landing gears chocks are removed .	GACAR § 151.5(a)(1)	IGOM 4.12.8.2	☐	☐	☐	☐
	Main landing gear chocks are not removed until (i), (ii) and (iii) take place:						
	(i) All GSE is removed from the aircraft (no exceptions as per GACA requirements).	GACAR § 151.5(a)(1)	IGOM 4.12.2 IGOM 4.12.8.2	☐	☐	☐	☐
	(ii) The pushback vehicle is connected to the aircraft and its parking brake is set .	GACAR § 151.5(a)(1)	IGOM 4.12.8.2	☐	☐	☐	☐
	(iii) Flight deck has confirmed to ground staff that a/c parking brake is set .	GACAR § 151.5(a)(1)	IGOM 4.12.4	☐	☐	☐	☐
	If Tow-bar Tractor is used:						
	(i) Tow-bar is first connected to a/c nose gear.	GACAR § 151.5(a)(1)	IGOM 4.12.8.2	☐	☐	☐	☐
	(ii) Tow-bar is then connected to the push-back tractor.	GACAR § 151.5(a)(1)	IGOM 4.12.8.2	☐	☐	☐	☐
	(f) If Tow-barless Tractor is used , tractor assumes final position but does not engage the cradle until it is time to lift the aircraft.	GACAR § 151.5(a)(1)	IGOM 4.12.7	☐	☐	☐	☐
109.	Aircraft chocks are removed and stowed in a designated/dedicated place.	GACAR § 151.5(a)(1)	IGOM 4.12.2	☐	☐	☐	☐
110.	Nose wheel steering bypass pin is inserted (where applicable) or confirmation is received from flight crew that nose wheel steering is depressurized.	GACAR § 151.5(a)(1)	IGOM 4.12.7.2	☐	☐	☐	☐
111.	Chocks removed hand signal / communication to flight crew is executed and flight crew acknowledges.	GACAR § 151.5(a)(1)	IGOM 4.12.2	☐	☐	☐	☐
112.	Cones are properly removed after all GSE activities around the aircraft are ceased .	GACAR § 151.5(a)(1)	IGOM 4.3.1 (8 th)	☐	☐	☐	☐
113.	Prior to the commencement of movement, push-back operator receives confirmation from flight crew that aircraft parking brake is released .	GACAR § 151.5(a)(1)	IGOM 4.12.9.5	☐	☐	☐	☐

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114.	Prior to commencement of movement ensure a/c anti-collision lights are switched on and push-back tractor beacon is also switched on .	GACAR § 151.5(a)(1)	IGOM 4.12.9.5	☐	☐	☐	☐
115.	When stopping or slowing the a/c, operator makes a gentle brake application.	GACAR § 151.5(a)(1)	IGOM 4.12.9.5	☐	☐	☐	☐
116.	Before disconnection of the pushback tractor, flight crew is advised to set parking brake on by the ground crew.	GACAR § 151.5(a)(1)	IGOM 4.12.9.3	☐	☐	☐	☐
117.	If tow bar is used, the bar is disconnected from the tractor first .	GACAR § 151.5(a)(1)	IGOM 4.12.9.5 ISAGO AGM 3.2.2	☐	☐	☐	☐
118.	Nose wheel steering bypass pin is removed (where applicable).	GACAR § 151.5(a)(1)	IGOM 4.12.7.2	☐	☐	☐	☐
119.	Interphone is not disconnected until the push-back tractor is disconnected from the nose wheel.	GACAR § 151.5(a)(1)	IGOM 4.12.9.3	☐	☐	☐	☐
120.	" All clear " signal is given and steering pin is displayed to the flight crew (where applicable).	GACAR § 151.5(a)(1)	IGOM 4.12.7.2	☐	☐	☐	☐
121.	One single ground staff is fully responsible for the pushback procedure and is clearly visible:	GACAR § 151.5(a)(1)	IGOM 4.12.9.3	☐	☐	☐	☐
	(a) Check Work Permit of push-back operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐
	(b) Check Work Permit of Headset operator.	GACAR § 151.41 GACAR § 68.7		☐	☐	☐	☐

GROUND SERVICE PROVIDER STATION RAMP SAFETY INSPECTION CHECKLISTS

SECTION D - GSE CONDITION & SERVICEABILITY								
Item	Subject	Regulatory Ref.	Technical Ref.	S	U	I	X	
D1. MOTORIZED GSE								
122.	Walking surfaces of stairs or boarding bridge are free from conditions that may cause injury to passengers or staff (obstructions, contamination, etc.)	GACAR § 151.5(a)(1)	IGOM 4.1.3.4	☐	☐	☐	☐	
123.	Check daily/shift GSE inspection document (<i>inspected at least <u>once</u> per day, in particular the "parking" brakes, rubber protective bumpers, safety systems and all proximity sensors</i>).	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐	
124.	Check GSE air side permit issue date (last technical inspection date).	GACAR § 151.83		☐	☐	☐	☐	
125.	Windshield is clean without cracks.	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐	
126.	Parking brake is functional	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐	
127.	Mirrors are in place, clean and functional.	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐	
128.	Wheels/tires are not worn (within manufacturer's limits).	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐	
129.	All lights are working properly.	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐	
130.	Horn is working properly.	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐	
131.	Reversing alarm is working properly.	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐	
132.	Fire extinguisher is within certification dates.	GACAR § 151.5(a)(1)	AHM-913-18.1	☐	☐	☐	☐	
133.	If equipped, chocks are available on board.	GACAR § 151.5(a)(1)	AHM-630-7.6	☐	☐	☐	☐	
134.	Windshield wipers are in place and serviceable.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐	
135.	GSE is in good mechanical condition / no signs of any fluid leaks (fuel, hydraulics, oil, water).	GACAR § 151.5(a)(1)	AHM-630-7.7	☐	☐	☐	☐	
136.	Beacons/strobes are serviceable.	GACAR § 151.5(a)(1)	LCL STD	☐	☐	☐	☐	
137.	Has reflective markings (if no beacons).	GACAR § 151.5(a)(1)	AHM-913-12	☐	☐	☐	☐	
138.	All safety devices are functional, e.g. stabilizers, safety rails, sensors (if any).	GACAR § 151.5(a)(1)	AHM-612	☐	☐	☐	☐	
139.	Driver's cabin is in good condition and clean - instruments/controls are clear.	GACAR § 151.5(a)(1)	AHM-612	☐	☐	☐	☐	
140.	Seats are in good condition capable of accommodating the number of staff foreseen.	GACAR § 151.5(a)(1)	AHM-612	☐	☐	☐	☐	
141.	Vehicle is free of any potential F.O.D.	GACAR § 151.5(a)(1)	AHM-612	☐	☐	☐	☐	
142.	Check maintenance records to ensure GSE is properly maintained (request records from GSP if not readily available).	GACAR § 151.85		☐	☐	☐	☐	
D2. NON-MOTORIZED GSE / DOLLIES & CARTS								
143.	Check air-side permit issue date (last technical inspection date).	GACAR § 151.83		☐	☐	☐	☐	
144.	Equipment has a minimum of 2 reflective markings on each side .	GACAR § 151.5(a)(1)	AHM-913-12.2.4	☐	☐	☐	☐	

GROUND SERVICE PROVIDER STATION RAMP SAFETY INSPECTION CHECKLISTS

145.	Brake system is serviceable and engaged when cart/dolly is not attached to the tug.	GACAR § 151.5(a)(1)	IGOM 4.11.2.3	☐	☐	☐	☐
146.	Equipment is secure when at staging area to prevent from moving under high winds.	GACAR § 151.5(a)(1)	IGOM 4.5.3	☐	☐	☐	☐
147.	Equipment is free of any F.O.D. (inside and around).	GACAR § 151.5(a)(1)	AHM-612/AHM-635	☐	☐	☐	☐
148.	Wheels/tires are not worn (within manufacturer's limits).	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐
149.	Equipment is in good mechanical condition / no signs of any fluid leaks (fuel, hydraulics, oil, water).	GACAR § 151.5(a)(1)	AHM-630-7.7	☐	☐	☐	☐
150.	If applicable, parking brake is functional.	GACAR § 151.5(a)(1)	AHM 612-Chk	☐	☐	☐	☐
D3. OPERATION OF GSE							
151.	Check random GSE drivers for: (a) Airside Driving Permit , (b) Civil Driving License equivalent to the GSE operated (heavy or light equipment) Work Permit relevant to GSE driven.	GACAR § 151.41 GACAR § 68.7	AHM-630-7.1	☐	☐	☐	☐
152.	Driver does not operate vehicles whilst using hand held portable electronic devices.	GACAR § 151.5(a)(1)	AHM-630-7.3	☐	☐	☐	☐
153.	Vehicle's doors are closed after the driver leaves.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
154.	Vehicles are free of evidence of smoking.	GACAR § 151.5(a)(1)	IGOM 6.6 (8 th)	☐	☐	☐	☐
155.	Vehicle is driven within airport speed limits – Airport regulations apply.	GACAR § 151.5(a)(1)	AHM-611-6.2.1.1	☐	☐	☐	☐
156.	For ULD transportation, if dollies are un-sprung with solid tires, speed is limited to 13km/h .	GACAR § 151.5(a)(1)	AHM-427-3.1	☐	☐	☐	☐
157.	GSE do not carry extra personnel without an approved seat (no-seat - no ride principle).	GACAR § 151.5(a)(1)	IGOM 4.1.3.2	☐	☐	☐	☐
158.	Vehicles don't pass behind an aircraft on "break away" power (or taxiing) less than 150m - Airport regulations also apply.	GACAR § 151.5(a)(1)	IGOM 4.1.2.2	☐	☐	☐	☐
159.	Vehicles don't pass behind an aircraft on "idle" power less than 75m - Airport regulations also apply.	GACAR § 151.5(a)(1)	IGOM 4.1.2.2	☐	☐	☐	☐
160.	GSE are parked only on airport designated positions (not on restricted/hatched areas) - Airport regulations also apply.	GACAR § 151.5(a)(1)	AHM-611-6.2.1.1	☐	☐	☐	☐

GROUND SERVICE PROVIDER STATION RAMP SAFETY INSPECTION CHECKLISTS

SECTION E – HELIPORT / HELIPAD GROUND SAFETY								
Item	Subject	Regulatory Ref.	Technical Ref.	S	U	I	X	
E1. APPROACHING A ROTORCRAFT								
161.	Ground staff protects their hearing by wearing earplugs or earmuffs .	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
162.	Unauthorized persons are kept out of the helicopter landing and takeoff area.	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
163.	Ensure no objects can become airborne, snapped or broken in the landing zone prior to landing or before take-off.	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
164.	Ground staff does not approach or leave without the pilot's visual acknowledgment.	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
165.	Nobody approaches or leaves a helicopter when the engine and rotors are running down or starting up	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
166.	Passengers are briefed by ground staff (or PIC) before approaching a helicopter with its rotors running.	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
167.	Passengers' safe entry and exit paths are from the side of the helicopter, away from the rear tail rotor, and within the pilot's view	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
168.	Ground staff and passengers approach or leave the helicopter in a crouching manner.	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
169.	All passengers movement must be supervised .	GACAR § 151.5(c)	FAA-H-8083-21B, Ch.8	☐	☐	☐	☐	
170.	All concerned people hold firmly onto loose articles , e.g. hats.	GACAR § 151.5(c)	ISBAH IG par. 12.13	☐	☐	☐	☐	
E2. FUELING WITH PAX ON BOARD								
171.	In case of fueling with pax on board :							
	(a) During all fueling operations, cellular phones are turned off, as a precaution	GACAR § 151.5(c)	ISBAH IG par. 12.13	☐	☐	☐	☐	
	(b) Door(s) on the refueling side of the helicopter remain closed.	GACAR § 151.5(c)	ISBAH IG par. 12.13	☐	☐	☐	☐	
	(c) Door(s) on the non-refueling side of the helicopter remain open, weather permitting.	GACAR § 151.5(c)	ISBAH IG par. 12.13	☐	☐	☐	☐	
	(d) Firefighting facilities of the appropriate scale be positioned so as to be immediately available in the event of a fire.	GACAR § 151.5(c)	ISBAH IG par. 12.13	☐	☐	☐	☐	
	(e) Sufficient personnel should be immediately available to move passengers clear of the helicopter in the event of a fire.	GACAR § 151.5(c)	ISBAH IG par. 12.13	☐	☐	☐	☐	
	(f) The ground area beneath the exits intended for emergency evacuation be kept clear .	GACAR § 151.5(c)	ISBAH IG par. 12.13	☐	☐	☐	☐	

GROUND SERVICE PROVIDER STATION RAMP SAFETY INSPECTION CHECKLISTS

SECTION F – SEAPLANES SAFETY								
Item	Subject	Regulatory Ref.	Technical Ref.	S	U	I	X	
F1. PASSENGER SAFETY								
172.	Passengers name list is confirmed, and relevant documents are checked, i.e. passport, visa, etc.	GACAR § 151.51(a)(1)	Section B	☐	☐	☐	☐	
173.	All baggage is reconciliated with the respective passengers	GACAR § 151.51(a)(1)	Section B	☐	☐	☐	☐	
174.	Confirmed with passengers that no DGR items are in either hold or cabin baggage.	GACAR § 151.51(a)(1)	Section B	☐	☐	☐	☐	
175.	Confirmed with passengers that no Lithium batteries are carried as spare in either hand or hold baggage	GACAR § 151.51(a)(1)	Section B	☐	☐	☐	☐	
176.	Prohibited items are reported to flight crew.	GACAR § 151.51(a)(1)	Section B	☐	☐	☐	☐	
177.	All baggage has been weighted and recorded for weight and balance purposes.	GACAR § 151.51(a)(1)	Section B	☐	☐	☐	☐	
178.	Passengers were briefed by ground crew (or PIC) on safety procedures.	GACAR § 151.51(a)(1)	Section B	☐	☐	☐	☐	
179.	There is a platform extending from the shore, on water and supported by pillars to hold it in position, intended to align alongside seaplanes for the purposes of embarkation and disembarkation of passengers, loading and unloading of cargo , or refueling or parking of seaplanes.	GACAR § 151.5(d)	ICAO sample water aerodrome regulations.	☐	☐	☐	☐	
180.	Ground staff supervises and maintain eye contact with the passenger when embarking or disembarking and provides any assistant deemed appropriate.	GACAR § 151.5(d)	Section B	☐	☐	☐	☐	
F2. SAFETY PARTICULARS								
181.	Ground staff should ideally be confident open water swimmers.		Best practice	☐	☐	☐	☐	
182.	All ground support equipment and infrastructure are appropriate for the type of sea plane operations.	GACAR § 151.5(a)(1)	Section B	☐	☐	☐	☐	
183.	Over wing fueling requires at least 3 staff (fuel track operator, Ground Staff to be positioned on top of the aircraft, and supervisor)	GACAR § 151.5(d)	Section B	☐	☐	☐	☐	