

SAFETY OFFICE CHECKLISTS

1. Aircraft Operations

Aircraft Ground Movements and Parking		Yes	No
Ground crews are ready and in position before flights arrive.			
Vehicles and equipment approach aircraft only after aircraft anti-collision light is turned off.			
Chocks are positioned.			
Chocks are in good condition.			
Aircraft are parked only in approved parking stands, with nose wheel on appropriate mark.			
The marshaller or ground crew chief perform a pre-departure walk-around of the aircraft.			
FOD has been removed from the apron parking, approach and departure paths, as well as any obstructions prior to arrival and immediately after departure of an aircraft.			
Chocks are properly stowed.			
The apron and parking areas are free of any fuel or hydraulic oil spills.			
If there was a fuel spill, was the airline contacted and asked to decide whether loading/unloading should be terminated prior to clean up.			
There is required clearance between all aircraft during parking.			
Marshaller is in position before aircraft arrival			
Follow me vehicle is parked clear of aircraft gate with engine shut down while marshalling is taking place			
Marshallsers use appropriate internationally recognized hand signals to give guidance to aircraft			
Ground crew check around aircraft for passengers, personnel, vehicles and other aircraft before commencing push back or giving engine start-up signal			
Wing walkers are used when an aircraft is being pushed back, or is entering/leaving a stand that has the adjacent stands occupied by aircraft			
All vehicles and ground crew are clear of air bridge before operation			
Warning signal sounds before air bridge is moved			
Air bridge is properly positioned to receive passengers			
Air bridge tires are not worn or flat			
Emergency exit from bridge is clear of obstructions at all times			
Air bridge door to aircraft is closed and locked when air bridge not in use			
Comments			
Airside Operator(s) Observed (Check Box)			
Airport Staff		ERS	Airline
Ground Handler		Fuelling Company	
Date	Location		

Foreign Object Debris		Yes	No
FOD is picked up and disposed of in designated containers.			
FOD containers are in place and are less than ¾ full.			
Equipment and vehicles are free of FOD.			
Ground Crew checks for FOD in gate area prior to aircraft arrival			
Ground crew checks for FOD in gate area and on apron behind aircraft prior to push back			
Cabin service crews dispose of cabin waste in appropriate containers			
Cabin service crews pick up any waste material dropped on airside			
Daily sweeping of maneuvering surfaces including apron taxilanes is undertaken			
Sweeping of gate areas is undertaken on an as required basis			
Maneuvering surfaces including apron taxilanes are checked after weather events and swept as required			
All equipment including loading bridges are tied down prior to a typhoon			
Equipment is placed in approved marshalling areas or storage containers when not in use			
Equipment that may be subjected to jet blast is appropriately stowed.			
Any FOD generated by passengers on the apron is removed by ground handling agent supervising the passenger embarkation/debarkation			
Plastic waste from cargo operations on the apron is removed from the apron area as soon as possible and not placed in FOD Containers			
Comments			
Airside Operator(s) Observed (Check Box)			
Airport Staff		ERS	Airline
Ground Handler		Fuelling Company	
Date		Location	

2. Aircraft Servicing

Fuelling	Yes	No
Fuelling vehicles are positioned to allow rapid removal of aircraft and other servicing vehicles during an emergency.		
Fuel dispensers are grounded/ bonded when refueling is in process.		
Refueling hoses and hydrant pits are clearly marked before fuelling commences and during fuelling.		
When hydrant refueling is taking place, the lanyard is attached to the shut off valve and remains taut and unobstructed during the refueling		
Fuelling is controlled by a dead man controller and a fuel company representative		
Path to emergency stop button is clear and free of obstructions		
Fuelling vehicle brakes are set before refueling commences		
Fire extinguisher on fuel vehicle is within certification dates		
Fire extinguishers on air side are clear of all obstructions		
Fuel vehicle has appropriate quantities of fuel absorbent material to clean up small spills		
No vehicles are parked or stopped under aircraft wing tank vents		
Cell phones are not used within 15 meters of a refueling aircraft.		
There is no smoking by any person on the apron.		

No vehicle/equipment parked or stopped within 5 meters (16 ft) of an aircraft which is being refueled starts its engines while refueling is taking place.		
No vehicle/equipment parked or stopped within 5 meters (16 ft) of an aircraft which is being refueled has its engines running while refueling is taking place.		
Aircraft external lights and strobe system is off during refueling		
Connection and disconnection of electrical equipment is not carried out during refueling		
Ground Handler has verified that hot surfaces on aircraft engines , brakes and auxiliary power units (APU's) will not interfere with fuelling operations		
Where hydrant refueling takes place, no fuel is allowed to accumulate in the hydrant pits		
Fuel spills of any magnitude are reported promptly to aircraft pilot, senior ground handler and ADA staff		
Fuelling with passengers aboard the aircraft takes place only at airlines request		
Passenger boarding is not allowed on an aircraft in the refueling process		
Comments		
Airside Operator(s) Observed (Check Box)		
Airport Staff		ERS
Ground Handler		Fuelling Company
Date		Location

Baggage/Cargo Handling		
Conveyor is properly placed and chocked at rear door of aircraft		
Ground handling vehicles and equipment do not block fuel truck exit		
UDL is properly placed and brakes are applied, engine is turned off when servicing aircraft		
UDL has back up alarm and uses a guide on reversing away from aircraft		
All Equipment brakes are tested. Brake pedals do not show signs of wear, tires are in good condition		
All equipment is checked to ensure it is not producing metallic FOD (rusted metal pieces etc.)		
Tug is properly positioned with tow bar attached before push back		
Push back is at low/walking speed		
Baggage tractors do not haul more than 3 trailers/carts		
Trailer/Cart brakes are applied (handle up) or if no brakes are chocked when not being towed		
Baggage trailers/carts have intact curtains		
Tractors operate at walking speed around aircraft		
Tractors/ mobile equipment are operated with caution around fuel hydrant pit, hoses, safety lanyards and bonding cables during refueling operations		
Trailers hauling cargo are not creating a FOD problem with plastic wrappings		
Prepositioned trailers/carts are parked in appropriate areas with brakes and/or chocks applied		
Spills of any hazardous materials are reported promptly to airline pilot, senior ground handling supervisor and ADA		

Other Services					
Lav/Water Trucks are properly connected to aircraft					
Lav /water truck when reversing up to aircraft has a guide and reversing alarm					
Leakage/spillage from Lav truck in gate area is cleaned up					
Engines are turned off during servicing					
Lav/ water truck have brakes or chocks during servicing of aircraft.					
Catering					
Catering vehicle is guided into and out of position.					
Catering vehicle stops before contacting aircraft					
Bridge from truck to aircraft has safety rails in appropriate position					
Catering vehicle brakes and/or chocks are applied during servicing					
Catering vehicle engine is off during servicing					
Catering vehicle uses a reversing alarm					
Catering vehicle brakes are tested. Brake pedals do not show signs of wear, tires are in good condition					
Catering vehicle is checked to ensure it is not producing metallic FOD (rusted metal pieces etc.)					
Catering vehicle operated with caution around fuel hydrant pit, hoses, safety lanyards and bonding cables during refueling operations when servicing same side of aircraft as fueller					
Comments					
Airside Operator(s) Observed (Check Box)					
Airport Staff		ERS		Airline	
Ground Handler		Fuelling Company			
Date	Location				

Bus Operations	Yes	No
Debarcation of passengers occurs only when aircraft anti-collision lights have been turned off. (In the originating gate and in the gate adjacent to port side of aircraft.)		
Air stairs are placed and locked in place (chocked) before debarkation/ embarkation commences		
Safety cones and pylons are placed beneath each wing, in front of engines and as clear guides to passengers. Passengers not allowed under wing		
Airline, or their ground handling agents lead passengers to and from aircraft by most expeditious and safe route, using lanes designated by cones placed by the airline/handling agent .		
Passengers are warned, when required, to walk in designated lanes or areas, not to smoke, not to use cell phones within 15m of refueling, not to throw trash, etc.		
The gate and surrounding areas are clear of passengers when an aircraft powers in to a parking stand.		
Passengers proceed expeditiously to the bus and do not loiter on the apron		
Passengers not allowed to retrieve baggage on the apron		
Passenger debarkation onto apron is controlled to ensure that adequate busses are available before debarkation		
Bus parking brake applied and engine off during boarding/unloading process		
Ground handler to check bus doors before closing to ensure that they are unobstructed		
Bus not left unattended on the apron or on airside roads		
Designated passenger walkways are clear of oil, hydraulic fluid and fuel spills		
Loaded bus follows designated roadways at or below speed limit		
Passenger embarkation at terminal is controlled to ensure that passengers do not wander onto airside or airside roads		

Comments					
Airside Operator(s) Observed (Check Box)					
Airport Staff		ERS		Airline	
Ground Handler		Fuelling Company			
Date	Location				

3. Vehicle Operation

Safe Vehicle and Equipment Operations	Yes	No
Driver has an airside driver's permit.		
Vehicles and mobile equipment have an airport permit.		
Vehicles are using designated vehicle lanes.		
Drivers are obeying airside traffic control signs and markings		
Vehicles are driving within speed limits.		
Vehicles using the airside are equipped with radios, as required, and are using them to obtain permission to access the runway/taxiway and monitor ATC transmissions when on the apron.		
Vehicles without an airport permit or a temporary permit are escorted by appropriately equipped vehicles. (ATS should be contacted to verify that proper procedures were being followed.)		
Vehicles without radios but with an airport operating permit are properly escorted onto the runway/taxiways when required to access these areas		
Vehicles are equipped with hazard beacons.		
Vehicle beacons are operating while vehicle is in motion on the airside		
Vehicles not equipped with a beacon are escorted by a properly equipped vehicle		
Vehicles yield right of way to passengers and aircraft.		
Vehicles come to a complete stop at blind spots.		
The vision of the operator is not obstructed by any extended superstructure or load.		
Vehicle(s) operated on the apron are in sound mechanical order; e.g.,, have adequate lights, rear view mirrors, horn, brakes, steering, tires, reverse alarm and a clear vision from the driver's seat.		
Vehicles are started in neutral or parked position.		
After equipment is positioned at an aircraft, the gear shift is in neutral or park, and the parking brakes/chocks are set before any other control is operated.		
Vehicles avoid restricted areas under aircraft wings and tail.		
No equipment or vehicles are left unattended at any time in the movement area.		
Before aircraft arrive and depart, vehicles and ground equipment are parked in designated areas that will not be affected by jet blast/prop wash or cause obstruction to: the arriving/departing aircraft, other arriving/departing aircraft, vehicle traffic lanes and other aircraft parking stands.		
Vehicles do not pass within 8 meters (25 ft) of the intake or 75 meters (225ft) of the rear of a running jet engine.		
Vehicles not servicing an aircraft are at least 15 meters from an aircraft,		
A guide is used to position equipment and vehicles close to aircraft.		

Backing up is done safely with adequate clearance, guides are used when reversing around aircraft with reverse alarm functioning.		
Vehicle passengers are using vehicle seats. The driver is seated in the driver's position when starting and operating a vehicle or powered equipment.		
Equipment is being used only for intended purpose.		
Trailers, cart and dollies are always pulled, never pushed.		
Carts and containers are fully secured, and when they have no brakes chocks are used to prevent inadvertent movement around aircraft. Carts are not used as a climbing aid to access an aircraft		
All towing tractors are limited to a maximum of three trailers.		
Baggage, mail and cargo are towed in appropriate trailers.		
All powered equipment when approaching an aircraft make a full stop 50 feet from the aircraft and then again at 8 feet.		
All vehicles are clear of engine intake/propellers and exhaust when engine anti-collisions lights are on.		
Vehicles are not driven over electrical cords, fuel hoses, grounding wires, safety lanyards or other hoses.		
Ground equipment and vehicles are fuelled in a safe area away from aircraft.		
Parked vehicles/equipment have parking brake set or are chocked.		
Unattended vehicles and mobile equipment are parked in designated parking and storage areas.		
Unattended vehicles are not left running		
Vehicles around aircraft do not block any fuelling vehicle which is in the process of fuelling an aircraft		
Comments		
Airside Operator(s) Observed (Check Box)		
Airport Staff	<input type="checkbox"/>	ERS
Ground Handler	<input type="checkbox"/>	Fuelling Company
Date	<input type="checkbox"/>	Location

4. Actions of Individuals

Movement Of Passengers	Yes	No
Movement of passengers occurs only when aircraft anti-collision lights have been turned off. In the originating gate and in the gate adjacent to port side of aircraft.		
Safety cones and pylons are placed beneath each wing, in front of engines and as clear guides to passengers. Passengers are not allowed under wing		
Airline, or their ground handling agents lead passengers to and from aircraft by most expeditious and safe route, using lanes designated by the airport or designated by cones placed by the airline/handling agent .		
Passengers are warned, when required, to walk in designated lanes or areas, not to smoke, not to use cell phones within 15m of refueling, not to throw trash, etc.		
The gate and surrounding areas are clear of passengers/ airside employees when an aircraft powers in to a parking stand.		

Ground Handlers check the area surrounding the aircraft for passengers, employees and vehicles before giving push back/engine start-up indication to pilot in command					
Designated passenger walkways are clear of oil, hydraulic fluid and fuel spills					
Comments					
Airside Operator(s) Observed (Check Box)					
Airport Staff		ERS		Airline	
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Airside Personnel					
Safety vests are being worn.					
Hearing protection is being worn near aircraft when engines are running.					
Riders are prohibited on equipment without seats.					
Personnel are in position prior to aircraft arrival					
Personnel assigned to lavatory service use mask and rubber gloves.					
Personnel walk, do not run.					
Personnel do not approach aircraft until hazard lights are turned off.					
Personnel conduct is orderly.					
There is no eating, drinking or smoking airside.					
There are no signs of personnel being under the influence of drugs or alcohol					
Comments					
Airside Operator(s) Observed (Check Box)					
Airport Staff		ERS		Airline	
Ground Handler		Fuelling Company			
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5. Airport Infrastructure and Services

Airside Maintenance					
Safety vests are being worn.					
Vehicles stopped in runway strip are positioned to be moved out of strip quickly					
Vehicles operating in runway strip are radio equipped					
Vehicles operating in runway strip are using hazard beacon when engine is running					
Personnel working in runway strip are trained re aircraft operational hazards and are supervised by person in direct contact with ATC					
All cut grass or other organic material is gathered up and disposed of to prevent blowing FOD					
Runways and taxiways checked for FOD every 4 hours					
Grass is cut to appropriate height					
Ditches along runways are free of debris and outlets are free flowing					
Runways and taxiways are swept daily					
Runway edge and centerline lights are checked daily at dusk and during LVO					
Runway touch down zone lights are checked daily					
Runway approach lights are checked weekly or upon complaint					

Runway edge and centerline lights are checked at varying intensities on a weekly basis		
No more than 2 successive runway/taxiway edge or centerline lights are unserviceable at any time		
Taxiway center line lights are checked daily		
Hazard lights are checked daily		
Taxiway bridge supporting structure is checked regularly for cracks and other signs of support failures.		
Navigational aids are checked as required		
Servicing of U/S navigational aids is undertaken on a priority basis		
Diesel generators are regularly inspected and exercised		
Diesel generator fuel tanks are no less than ¾ full at all times		
Apron lights are checked daily		
Aircraft gate guidance system is checked daily and recalibrated as required		
Airside fire hydrants are checked regularly and exercised		
Airside emergency stop buttons are checked daily and tested regularly		
Runway friction is checked regularly		
Maneuvering area surfaces are checked for cracks, spalling, damaged joint seals etc on a weekly basis		
Airside signage lights are checked daily		
Airside markings are checked monthly for wear		
Airside markings are checked at night and during LVO for visibility		
Air bridges are checked regularly for operational problems		
Ground power connections are checked regularly for continuity		
Airside emergency phones are checked regularly for operations		
Manholes and catch basins are checked and cleaned regularly		
Fire lanes are marked and kept clear at all times		
Comments		
Airside Operator(s) Observed (Check Box)		
Airport Staff		ERS
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6. Environmental Conditions

Wildlife Control		
Bird scaring equipment is checked regularly for operation		
Bird strikes are reported and remains collected		
Mammals on runway/ taxiways are promptly removed or scared away		
Bird scaring guns and ammunition is stored appropriately in locked cabinets		
Bird , mammal and rodent poisons are stored appropriately in locked cabinets		
Rodent control activities are undertaken regularly		
Weather Conditions		
Typhoon and electrical storm warning systems are checked and exercised regularly		
All visual landing aids are recalibrated after any major earth tremors		
All maneuvering surfaces are checked for distress after any major earth tremors		
Comments		
Airside Operator(s) Observed (Check Box)		
Airport Staff		ERS
		Airline

Ground Handler		Fuelling Company			
Date	Location				

SAMPLE