

**APRON MANAGEMENT SAFETY AUDIT CHECKLIST  
(AHM- Apron Handling Manual)**

<b>AIRCRAFT ARRIVAL</b>		<b>RESPONSE</b>
1	Is hearing protection used by all employees?	
2	Is proper footwear worn?	
3	Has an FOD inspection been made? Is the gate area clear? Is all equipment positioned outside aircraft clearance lines?	
4	Is bridge fully retracted? If driveable type- is it parked within its "Ramp Box"	
5	Is the area beneath the boarding bridge clear?	
6	Does the operator check for clearance?	
7	Are the gate and bridge areas ready for arrival?	
8	Does the operator use hearing protection?	
9	Are the proper hand signals used by marshaller?	
10	Are wands used for marshalling and all signaling(illuminated in low visibility)?	
11	Are chocks properly installed?	
12	Is ground cable connected to grounding point on Nose Leg (where available)?	
13	Do personnel wait until the aircraft has stopped is chocked and "all clear" given by marshaller before approaching?	
14	Are wingtip/engine cones properly positioned?	
15	Is the bridge operator alert to devices on the fuselage?	
16	Do bridge warning devices operate(beacon,bell,etc?)	
17	Is the bridge auto leveling system deployed and operating?	
18	Is the boarding bridge properly lighted?	
19	Is the bridge properly aligned to the aircraft?	

20	Is the weather curtain deployed to the aircraft?	
21	Do employees walk rather than run on the ramp?	
22	Are local speed limits observed by all drivers?	
23	Are roadways used by equipment operators?	
24	Is guideperson used when positioning equipment in confined areas?	
25	Is guideperson used when backing equipment to the aircraft?	
26	Is guideperson used when positioning highreach trucks?	
27	After positioning elevated units to the aircraft, are stabilizers immediately deployed?	
28	Do all vehicles make a stop for brake check?	
29	Are the areas around cargo/passenger doors visually checked for existing damage before ground equipment approaches?	
30	Do personnel check clearances when opening cargo/passenger doors?	
31	Are cargo/passenger doors opened and secured properly?	
32	When mobile passenger steps are used, are they properly positioned to the aircraft door? Are stabilizers deployed?	
33	Do personnel refrain from "horseplay"?	
34	Is the beltloader in the full down position with handrail stowed when approaching the aircraft?	
35	Is the beltloader front bumper positioned below and away from the cargo door sill?	
36	Is the beltloader handrail raised when up to a wide body aircraft?	
37	Do employees refrain from walking, standing or sitting on a moving conveyor belt?	
38	Are safety rails on wide body loaders down upon approach to aircraft?	
39	Is the container loader properly positioned to the aircraft with stabilizers deployed?	
40	Are loader guard-rails installed for off/on load and stowed when cargo door is closed?	
41	Do employees use the ladder rather than riding up or down the loader platform?	

42	Are brakes set on vehicles?	
43	Are chocks used on vehicles?	
44	When carts/dollies are dropped off, does the tractor come to a complete stop, is the hand brake engaged and does the driver dismount to engage the brakes?	
45	Are locks on dollies properly set prior to approach to Container loader?	
46	Are the operators arms and legs within the profile of vehicle at all times when moving?	
47	Do employees use correct body mechanics when loading/unloading or lifting?	
48	Is baggage properly handled?	
49	Are all container/cart doors or curtains closed and fastened after loading?	
50	Are baggage tractor hood/fender/seat or top of containers free of baggage/cargo/mail?	
51	Do all employees avoid driving equipment under the aircraft wing and fuselage?	
52	Do all employees wear protective gloves when servicing lavatories?	
53	Is the plug(donut)properly installed and all acces panels secured when lavatory servicing is finished?	
54	Is guideperson used when backing highreach trucks away?	
55	Enforcement of safety precautions during aircraft refueling operations?	

<b>AIRCRAFT DEPARTURE</b>		
1	Is the bridge properly aligned to the aircraft?	
2	Is the bridge auto leveling system deployd and operating?	
3	Is the bridge weather curtain deployed to the aircraft?	
4	Is the bridge properly lighted?	
5	Is hearing protection used by all employees?	
6	Is proper footwear worn?	

7	Do employees walk rather than run on the ramp?	
8	Are local speed limits observed by all drivers?	
9	Are roadways used by equipment operators?	
10	Are the operators arms and legs within the profile of vehicle at all times when moving?	
11	Do all vehicles make stop for a brake check?	
12	Are all container/cart doors or curtains closed and fastened during transport?	
13	When mobile passenger steps are used, are they properly positioned to the aircraft door? Are stabilizers deployed?	
14	Do personnel refrain from "Horseplay"?	
15	Do all employees avoid driving ground equipment under the aircraft wings and fuselage?	
16	Are baggage tractor hood/fender/seat or top of containers free of baggage/cargo/mail?	
17	Is the beltloader front bumper positioned below and away from the cargo door sill?	
18	Is the beltloader handrail raised when up to a wide body aircraft?	
19	Do employees refrain from walking, standing or sitting on a moving conveyor belt?	
20	Is the container loader properly positioned to the aircraft with stabilizers deployed?	
21	Are loader guard-rails installed for off/on load and stowed when cargo door is closed?	
22	Do employees use the ladder rather than riding up or down the loader platform?	
23	Are locks on dollies properly set prior to approach to container loader?	
24	Are brakes set on vehicles?	
25	Is a guideperson used when backing equipment to the aircraft?	
26	Is a guideperson used when positioning equipment in confined areas?	
27	When carts/dollies are dropped off, does the tractor come to a complete stop, is the hand brake engaged and does the driver dismount to engage the brakes?	
28	Is baggage properly handled?	

29	Do employees use correct body mechanics when loading/ unloading and lifting?	
30	Are all required locks set/cargo nets/barriers installed and secured before cargo doors are closed?	
31	Do personnel check clearances when closing cargo/passenger doors?	
32	Is correct size of tractor used for pushback?	
33	Is a complete walk-around inspection done to check that cargo/access doors are closed and secured, that there is no visible damage to the aircraft and that the gate area is clear of equipment?	
34	Is ground equipment parked to avoid jet blast/prop wash/engine ingestion?	
35	Is the loading bridge retracted before start of pushback?	
36	Does the agent check for clearance before retracting the bridge?	
37	Is the bridge operator alert to devices on the fuselage?	
38	Do bridge warning devices operate	
39	Is the weather door closed when the bridge is stowed?	
40	Does the agent remain on the bridge until the aircraft has pushed back?	
41	Are wingtip clearance cones removed and correctly stowed(if applicable)?	
42	If the headset operator is not in the tractor are they clear of nose gear when aircraft is moving?	
43	Are wing walkers in position and using proper hand signals?	
44	Are wingwalkers aware of engine hazard zones?	
45	Do employees understand the meaning of aircraft rotating beacons?	
46	Are wands used for marshalling and all signaling (illuminated) in low visibility)?	
47	Do employees avoid walking under the fuselage or stepping across the tow bar?	
48	Is the marshaller at the correct position to hold the aircraft brakes?	
49	Is the tow bar disconnect properly?	

<b>EQUIPMENT</b>		
1	Are vehicles properly maintained	
	(a) Parking Brake?Foot Brake?	
	(b) Windshield Mirrors, Windows?Cracked/dirty?	
	(c) Windshield wipers?	
	(d) Wheel/tires?	
	(e) Lights/reflectors?	
	(f) Horn/back-up alarms?	
	(g) No evidence of fluid leakage?	
	(h) Cleanliness-interior and exterior?	
	(i) Functional operating controls (levers,switches,etc)	
	(j) Functional operating features ( belts,casters,hoses,etc)	
2	Do all vehicles requiring them have chocks?	
3	Do the brake systems on carts/dollies operate properly?	
4	Is there a complete complement of loks on all dollies?	
5	Are brakes set on all carts/dollies?	
6	Are seats provided for any passengers riding on equipment?	
7	Are all safety devices functional?	
8	Are fire extinguishers installed on specifed vehicles?Are inspection tags current?	
9	Are baggage containers checked for serviceability prior to being loaded?	
10	Are sides on carts in the up position; curtains closed during transport? Are container doors securely closed?	
11	Is the beltloader in the full down position when parked or moving on the ramp?	
12	Are rear dooras of trucks closed at all times when elevated and during movement on the ramp?	
13	Are trucks driven with body lowered?	
14	Are vehicle doors closed after the driver leaves?	

<b>HOUSEKEEPING</b>		
1	Is ramp free of items which could cause FOD?	
2	Is the ramp swept regulary?	
3	Is the ramp area free of any fluid spillage?	
4	Is the ramp area free of unnecessary congestion?	
5	Are the gates clear of equipment which may block the arrival or departure of an aircraft?	
6	Are ramp markings(taxi lines,etc) clearly identified?	
7	Is ground equipment parked in proper areas?	
8	Are all motorized vehicles backed into parking spaces?	
9	When not in use, are all vehicles shut off with parking brake on and transmission in park or neutral?	
10	Are aircraft chocks properly stored when not in use?	
11	Are there sufficient numbers of trash cans, and are they emptied regulary?	
12	Are all vehicles free of any debris which could interfere with safe operation of vehicle or cause FOD?	
13	Are vehicles free of evidence of smoking?	
14	Are towbars disconnected from tugs when not in use?	
15	Are pallets/containers stored off the ground and secured?	

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<b>SERVICES</b>	<b>RESPONSE</b>
FOD inspection	
Aircraft marshalling	
Placing of wheel chocks	
Checking for aircraft damage	
Opening/closing aircraft compartment doors	
Aircraft loading/off-loading	
Stowing/securing of load in the aircraft cargo Compartments	
Checking aircraft in0plane loading systems and reporting of missing locks and serviceable	
Reporting of loading irregularities	
Physical checking of dangerous goods	
Checking of NOTOC against actual load	
Cross check and reporting of Last Minute Changes	
Providing fire fighting equipment	
Providing passenger stairs/jetways	
Providing pallet/container dollies/bulk carts	
Toilet servicing	
Potable water servicing	
GPU/Air start services	
Catering services	
Fuel services	
Anti/De-icing Services	



Aircraft push back	
Walk out assistance	
Aircraft towing	

<b>Ground Support Equipment</b>	<b>Specifications</b>
Ground Power Unit (GPU)	Output KVA:
Toilets Service Truck	Capacity:
Aircraft Cooling Unit	Capacity:
Portable Water Truck	Capacity:
Airstart Unit (ASU)	Lbs/min:
Container/Pallet Loader	Lift capacity:
Main Deck Loader	Lift capacity:
Conveyor Belt	Range of height:
Fork Lift	Lift capacity:
Pallet Transporter	
Container Transporter	
Catering Lift Truck	Range of height:
Container Dollies	
ULD-Storage racks	
Pallet Dollies	Size:
Baggage/cargo carts	
Tugs	
Passenger Steps	Range of height:

Maintenance steps	Range of height:
Jet bridges	Operable height:
Aircraft Tow tractors	Max.capacity:
Tow bars	A/C types:
De-icing unit	Range of height:
De-icing fluid	Type of name:
Snow Plow	

### **Training and Qualification of Aircraft Servicing Staff**

A: Training must be completed by a written test (Yes/No)

B: A Licence is issued (Yes/No)

<b>Function</b>	N/A	A		B	
		Yes	No	Yes	No
General loader					
Loading Supervisor					
Operator Passenger boarding equipment					
Operator aircraft loading equipment					
GSE operator (GPU,ASU,ACU)					
Push Back operator					
Towing operator					
Walk out assistance					
Water servicing					
Toilet Servicing					
Catering Truck operator					
Anti/de-icing operator					

**RESCUE AND FIRE-FIGHTING**  
**(ICAO Doc 9137 Part 1, Rescue and Fire Fighting)**

<b>Level of protection to be provided</b>		<b>RESPONSE</b>
1	Airport category?	
2	Types of extinguishing agents?	
3	Amounts of extinguishing agents ?	
4	Critical area?	
5	Supply and storage of extinguishing agents?	
6	Response time?	
7	Fire station?	
8	Communication and alerting systems?	
9	Number of vehicles?	
<b>Airport facilities affecting rescue and fire fighting services</b>		
1	Airport water supply?	
2	Emergency access roads?	
<b>Communication and alarm requirements?</b>		
1	System facilities?	
2	Fire station communications?	
3	Rescue and fire fighting vehicle communications?	
4	Other communication and alerting facilities?	
<b>Factors in the Specification Process for Rescue and Fire Fighting Vehicles</b>		
1	Preliminary considerations?	
2	Quantities of extinguishing agents?	
3	Advantages in adopting improved extinguishing agents?	

4	Compatibility of new vehicles with existing fleet?	
5	Dimensional or loading limitations?	
6	Preparation of a specification?	
7	Additional contractual considerations?	
8	Aspects to be considered in preparing a specification for a rescue and fire fighting vehicles?	
<b>Protective Clothing and respiratory Equipment</b>		
1	Protective clothing?	
2	Respiratory equipment?	
<b>Ambulance and Medical Services</b>		
1	General?	
<b>Extinguishing Agent Characteristics</b>		
1	Principal extinguishing agents?	
2	Complementary agents?	
3	Conditions of storage of extinguishing agents?	
<b>Fire Stations</b>		
1	Location?	
2	Design and Construction?	
<b>Personnel</b>		
1	General requirements?	
2	Selection of personnel for rescue and fire fighting duties?	
3	Management of rescue and fire fighting personnel?	
<b>Aircraft Fire fighting and Rescue Procedures</b>		

1	Features common to all emergencies?	
2	Fighting aircraft fires?	
3	Rescue tactics and associated equipment requirements?	
4	Accidents involving dangerous goods?	
5	Post-accident procedures?	
<b>Rescue Operations in Difficult Environments</b>		
1	Operational procedures for accidents in the water?	
2	Training of personnel?	
3	Inter-agency exercises?	
<b>Training</b>		
1	Basic training?	
2	Operational tactics?	
<b>Foaming of Runways for Emergency Landings</b>		
1	Theoretical benefits from foaming of runways?	
2	Operational problems?	
3	Techniques of runway foaming?	
<b>Aircraft Fuelling Practices</b>		
1	General precautionary measures to be taken during aircraft fuelling operations?	
2	Additional precautionary measures to be taken when passengers remain on board or embark/disembark during refueling operations?	
3	Sources and dissipation of electrical energy that may develop during aircraft fuelling operations?	
<b>Availability of Rescue and Fire Fighting Information</b>		
1	General?	