



Instructions for Use:

1. Check **C** column if you determine the document or individual item conforms.
2. Check **N/C** column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
3. Check **N/Ckd** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
5. Coordination is required between FOPS and AIR as necessary. The respective inspector shall sign on the last column after reviewing the item.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors may also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Attach to this checklist.

REVIEW OF A GROUND HANDLING MANUAL

FSS-GEN-FORM 70

Operator

AOC File Number:

Date Submitted

Date Evaluated

Requirement	Regulatory Reference	Assessment
MANUAL LAYOUT AND CONTROL (OPS)		
1. Does the Certificate Holder's manual meet the required standards on consistency with other documents written by the operator		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
2. Does the manual contain:		
a. A foreword or introduction outlining the purpose and use of the manual		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
b. Description of document control including revision procedures		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
c. List of abbreviations and definitions used in the manual		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
d. Distribution List		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
e. List of effective pages and Table of Contents		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
ORGANISATION STRUCTURE AND SYSTEM (OPS)		
3. Is an organisation structure presented that shows the relationship of ground handling functions with other departments?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
4. Are roles and responsibilities of those responsible for ground handling described including : a) Ramp operations,		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

Requirement	Regulatory Reference	Assessment
b) Passenger services, c) Baggage services, d) Cabin services, e) Weight and balance control, f) Ground support equipment, and g) Fuel services.		
5. Are security procedures that relate to Ground Handling Operations adequately addressed?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
6. Does the operator's quality system include the ground handling processes and procedures		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
7. Are outsourced ground handling services audited as part of the operators' quality assurance?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
8. Does the operator's safety system include the ground handling processes and procedures?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
9. Does the operator's safety system include capturing and resolving of ground handling hazards and incidents?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
10. Are sub-contracting policies described including maintaining of ground handling responsibilities when services are sub-contracted?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
11. Are training policies and requirements for ground handlers described?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
RAMP SERVICES & AIRSIDE SAFETY (OPS & AIR)		
12. Is a description of the operator's ramp services and the airside safety programme included in the manual?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
13. Does airside safety include requirements and procedures for:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
a. Personnel protective equipment?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
b. Equipment operations on the apron including ground-power units, air-starters, loaders, etc?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
c. Driving on the apron and near aircraft?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
d. Fire protection and prevention on the ramp?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
e. Airside safety training?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
REFUELLING (OPS & AIR)		
14. Does the Description of fuelling procedures including:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
a. Safety precautions during fuelling and de-fuelling;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
b. Fuelling with APU running and, when approved, engine running;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
c. Fuelling with passengers on board;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
d. Fuelling from mobile units and from hydrants or fuel pits;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
e. Quality of fuel and precautions against mixing of fuels;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
f. Requirements and qualifications of fuelling personnel.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
PASSENGERS, BAGGAGE AND CARGO (OPS)		
15. Description of passenger handling procedures related to safety during deplaning and enplaning procedures including door operations.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

Requirement	Regulatory Reference	Assessment
16. Baggage handling procedures during loading and off-loading including door operations		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
17. Cargo handling procedures during loading and off-loading including cargo door operations		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
18. Description of marshalling signals including signals from flight deck crew.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
OTHER SERVICES AND GROUND EQUIPMENT (OPS & AIR)		
19. Cabin services procedures including catering and cleaning		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
20. Procedures for ground support equipment		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
21. Water and toilet servicing		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
22. Are procedures and requirements for towing, push-back, engine runs on the apron and taxiing of aircraft described including requirement for authorisation to non-flight crew personnel?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
23. Description of extreme weather ground handling operations including de-icing procedures.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
MAINTENANCE OF GROUND EQUIPMENT (AIR)		
MAINTENANCE PROGRAMME		
24. A description of the maintenance procedures for the Ground Support for the Equipment (GSE)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
PARTS SUPPLY		
25. A description of a system for the procurement of parts for the GSE		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
TRAINING		
26. A description of a system to assess and maintaining the competence of the personnel maintaining the GSE.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
SAFETY AND ACCOMODATION		
<p>27. Procedures to demonstrate that the facility used for the accommodation, storage & maintenance of the GSE is adequate for scope of services provided by the operator including:</p> <ul style="list-style-type: none"> a. protection from the weather; b. segregated and appropriate specialized work areas that complies with OEM requirements; c. appropriate office accommodation for ground handling support services and documents and records; d. storage facilities are provided for parts, equipment, tools and materials required for GSE; e. the facilities provide security for serviceable parts, segregation of serviceable from unserviceable parts, and control deterioration of, and damage to, stored items; 		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
28. Procedures for removing of unserviceable GSE from the Ramp area		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

AIRWORTHINESS INSPECTOR REMARKS:

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Inspector's Name & ASI #: _____ Date: _____

OPERATIONS INSPECTOR REMARKS:

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RECOMMENDED APPROVAL:

Approved

Not Approved

Inspector's Name & ASI #: _____ Date: _____