Arrivals Aircraft

1. Were the pre-arrival checks completed before aircraft arrival (lead-in and stop lines verified *what the number is on lead in line*, FOD walk, sterile gate)

2. Are the lead-in lines and stop lines clearly marked (painted) and visible (clear of snow and ice)

3. Was the ‘sterile area’ (including red hatched marked area) clear of all peronnel, FOD, vehicles, equipment, chocks, cones and bridge correctly positioned? (marshaller and wing walkers only allowed in sterile area)

4. Was there an employee on the bridge for aircraft arrival

5. Were the brakes applied (tounges up) on rolling stock, dollies, carts and pallets on and in the vicinity of the gate

6. Was the marshaller, (and wing walkers if applicable), in the correct position and using correct and approved hand signals (attract operators attention aircraft also)

7. Was the marshaller, (and wing walkers if applicable) using the approved marshalling equipment/wands (Day and night)

8. Is the gate equipped with a serviceable VDGS (yes/no)
   - If so was it used?
   - Was the E-stop switch (deadman switch) staffed (in hand) until the aircraft is stopped/parked?

9. Was the aircraft on the correct lead-in line and parked on the correct stop line?

10. Do all employees remain clear of the aircraft (except nose gear chocks/ GPU,) until Engines are shut off and ACL (anti collision lights) are off?
    - (propellers feathered prior to approaching nose gear/gpu

11. Was the aircraft chocked according to SOP (correct type and number of chocks)?

12. Does the marshaller signal chocks in to the captain (After the nose and main gear are both chocked)?

13. Was a 7-point arrival service inspection of aircraft completed prior to any ground equipment being positioned on the aircraft?

14. Was the GPU and CAU installed on arrival (ensuring no 3-point contact on mobile GPU, and GPU sock installed on mobile GPU)?

15. Does the fueler wait for confirmation before hooking up to the aircraft (IE thumbs up from lead, bridge operator or authorized air Canada personnel)

16. Is the arrival on a bridge gate?

- If so, Was a guide person used to position the bridge as follows: B777/B787 L2 pax door (close to engine 1) B787 L1 pax door (close to angle sensor located on aircraft)
- Was the ‘fishing pole’ or a guide person used to position the bridge to regional aircraft (if doing regional)
- Was the bridge floor 6” below aircraft sill with a gap of 2”?
- Was the safety shoe placed under the door
- Was the canopy positioned as per sop?

Offloading/loading

1. Did the ramp lead review the offloading/loading instruction with the crew and did the lead have a copy of the loading/offloading sheet?

2. Were all crew members in possession of the leading instruction (applicable to loading of aircraft)?

3. Was the aircraft coned as per sop; with cones placed before GSE (loaders, belt) is positioned and removed only after GSE (loaders, belt) have been removed from aircraft? (not earlier than 10 minutes departure)

4. Were cargo doors on the B777,B787 and A330 opened/closed using portable stairs to access the controls?

5. Was a mandatory brake test (safety stop) performed prior to positioning equipment on aircraft? (min 10 feet for final brake check) (loader and belt)

6. Were belt loader rails lowered during positioning? Was the belt in the lowered position while driving and not raised until the final positioning? (belt not raised while driving)

7. Were belt loader rails (A-319) and up) raised and secured prior to employees stepping on the conveyor? Was the dual handrail belt loader or modified entry SOP used to access widebody aircraft?

8. Were the carts Driven no closer than 3 feet (1 meter) to belt loaders carts closer than 3 feet must be disconnected and positioned by hand

9. Was all mobile (towable) equipment positioned ensuring no 3-point connection (mobile GPU)

10. Was all ground equipment properly positioned at the aircraft? Were rubber bumpers (on belt loader) in place and no equipment in contact with the aircraft? Was there a 4-6 inch gap between GSE on aircraft (belts shall not be placed inside hold)

11. Were cargo hold nets stowed inside the hold during offload (e-75, e-90) IE: not hanging out when loading and offloading

12. Were the fueling safety zones respected? (only for required and immediate task and not parked or running unattended)

13. Were the emergency aircraft refueling exits (aft cabin door) clear of ramp and servicing equipment and not obstructing during fueling

14. Was ground equipment immobilized and lowered from the aircraft and engine turned off when not in use? (ex: belt loader

left in raised position when not in use during turn, aircraft height changes during passenger loading and offloading)

15. Was the loading instruction signed by employees, responsible for raising locks and netting and verifying they are secure (second signature required)

16. Was a guide person used and in the correct position for all ULD loader movements on/off the C2 cargo door of the A320/A321 aircraft?

17. Did the container loader approach the aircraft in the slowest/lowest speed (not exceeding walking speed)

18. Was the loader operation platform raised while driving forward (not to be raised while driving)

19. Was the ULD loader left side rail raised with the 'trombone' extended prior to offloading ULD (must be down while positioning)

20. Did the driver of dollies loaded with ULD's walk around the string and verify the dolly locks secure by physically checking each lock by hand before moving the string (during offload the driver must stop and physically check the locks before leaving the gate)

Driving around gate:

1 Were all employees wearing (using) a seatbelt when outside the gate area? Driving to and from the gate

2. Was driving around the aircraft perimeter (circle of safety), around personnel and in congested areas at walking speed (5km/h)

how many employees are speeding on gate

3. Was a vehicle/equipment walk around completed prior to use?

4. Was equipment used for purposes beyond its design (ballast on belts, bags on tractors, tractor/cart to service water, etc?) *do not do this!*

5. Was defensive driving observed? (no personal communication devices shall be used and no signs of distracted driving) *Even driving wrong way in exit corridors can be a fail*

6. Were employees adhering to proper driving direction with no driving under the wing except where pub 70 allows? *driving between the mid wing and engine cone during offload

6 A) unnecessarily driving under the wing during loading. *observe how many employees are driving under the wing*

7. Did all employees refrain from driving under the fuselage (body of aircraft) except where pub 70 allows (lav and water)

8. Were vehicles and equipment parked in approved parking locations with the engine shut down and parking brake engaged when not in use (no vehicles left running unattended) *pay close attention to paymover not left running *

9 Was a guide person used when positioning GSE that requires a guide person (high lift, paymover to aircraft, airstairs, belt loader on widebody, 320 c-2 door near engine) was a guide person used when maneuvering equipment in congested areas?

10 were the number of carts/dollies/pallets per string as per sop/local regulation? (not to exceed 6 dollies/carts or 4 pallet dollies.

Departure of aircraft:

1. Was the steering bypass pin/switch installed/deactivated before the towbar is connected to the aircraft.

2. Was the towbar and tractor(paymover) compatible/approved for the aircraft type?

3. Was the paymover engine turned off when left unattended attached/positioned to the aircraft

4. Was a communication check completed with the flight crew at least 10 minutes prior to departure?

5. Were chocks removed only after receiving verbal confirmation from the flight crew that the aircraft brakes are set.

6. Was a thorough departure walk around (30 point)of the aircraft completed prior to departure?

7. Were the wing walker and marshaller in the correct position at the wing during pushback (all the way to the stop not just vehicle corridor)

8. Were the marshaller and wing walker using approved marshalling equipment/wands (day/night)

9. Was the sterile area (and pushback patch) clear of all equipment and personnel (except for wing walkers) during/before the

pushback?

10. Was the pushback speed and movement under control and appropriate for ramp conditions? (not faster than walking speed)

11. Was the tow bar disconnected in the correct sequence from the tractor first then from the aircraft? And attached to the rear of the tractor?

12. Did the marshaller issue the correct hold position hand signal?

13. Does the marshaller remain in position between the 10 and 2 o'clock position (within view of pilot)

14. Was the correct proceed at your discretion hand signals issued to the flight crew?

15. Was a guide person in proper position when removing the bridge off the L2 door on the B777 and B787 (if applicable)

16. Was the passenger bridge stowed in the correct parking position once removed (circle)

17. Does the bridge operator remain in position on the bridge until the nose of the aircraft has cleared the bridge head (get the thumbs up from pilot or wave from pilot)

18. Did the pushback stop and WAIT! For the bridge operator to take the wing walker position at the wing ???

Personal protective equipment (PPE)

1. Were all employees using required PPE in accordance with SOP (including ear plugs for arrival and departure crews, ear muffs)

2. Were all employees wearing an approved vest per SOP? (Vest zipped up also)

3. Were employees wearing proper footwear as per SOP?

4. Body mechanics – are pristine condition principles being followed?