

C.12. Ground Operations Manager Checklist

GROUND OPERATIONS MANAGER CHECKLIST			
No	Item	Time	Initials
1.	Acknowledge callout and proceed to EMC, do not call for information.		
2.	Keep a comprehensive log of own activities in order to brief to Emergency Director when he arrives		
3.	Attend all Emergency Management Chairman's briefings		
4.	Ensure all records regarding the load including weight and balance at both HQ and are quarantined.		
5.	Verify if any DG on board, and if so, what implications offer advice on the nature of the DG.		
6.	Advise the Emergency Site Team of any requirements for the particular location.		
7.	In conjunction with the authorities and the appointed emergency service provider (if applicable) return of deceased crew members or escorts possessions, after communicating with the EMC Chairman.		
8.	Organise staff to assist with cargo handling at the site if required.		

Remarks:

Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator

End of Checklist

Name and Signature:

Date: