



**Flight Operations Standards Department**  
**Commercial Air Transport (A) – AOC Inspection Checklists**  
**Ground Handling Ramp Inspection Checklist**

• Inspector Name		• Handling Agent Name	
• Date		• Responsible representative	

1	Ramp Operations	JCAR OPS	YES	NO
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<b>a</b>	<b>Operating Gates</b>			
(1)	An operator shall establish and maintain an accident prevention and flight safety program, which may be integrated with the quality system, including	OPS1.037 a)		
(a)	Programs to achieve and maintain risk awareness by all persons involved in operations; and	OPS1.037 a)		
(b)	An occurrence reporting scheme to enable the collation and assessment of relevant incident and accident reports in order to identify adverse trends or to address deficiencies in the interests of flight safety	OPS1.037 a)		

<b>b</b>	<b>Supervisors</b>			
(1)	An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole	OPS 1.205		
(2)	An operator shall establish procedures and instructions, for each airplane type, containing ground staff and crew members' duties for all types of operation on the ground and in flight	OPS 1.210		
(3)	Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety	App 1 OPS1.1045 A 2.4		

<b>c</b>	<b>Aircraft Loading Coordination</b>			
(1)	The number of ground staff is dependent upon the nature and the scale of operations. Operations and ground handling departments, in particular, must be staffed by trained personnel who have a thorough understanding of their responsibilities within the organization	App 2 OPS 1.175 c) 2)		
(2)	An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole, and complying with the following safety measures:	OPS 1.205		
(a)	Visibility clothing			
(b)	Hearing protection			
(c)	Safety shoes and clothes			
(3)	An operator shall establish procedures and instructions, for each airplane type, containing ground staff and crew members' duties for all types of operation on the ground and in flight	OPS 1.210 a)		
(4)	An operator shall ensure that during any phase of operation, the loading, mass and centre of gravity of the airplane complies with the limitations specified in the approved Airplane Flight Manual, or the Operations Manual if more restrictive	OPS 1.605		
(5)	An operator must establish the mass and the centre of gravity of any airplane by actual weighing prior to initial entry into service and thereafter at intervals of four years if individual airplane masses are used and nine years if fleet masses are used	OPS 1.605		
(6)	An operator must determine the mass of all operating items and crew members included in the airplane dry operating mass by weighing or by using standard masses	OPS 1.605		
(7)	An operator must establish the mass of the traffic load, including any ballast, by actual weighing or determine the mass of the traffic load in accordance with standard passenger and baggage masses as specified in OPS 1.620	OPS 1.605		
(8)	An operator must determine the mass of the fuel load by using the actual density or, if not known, the density calculated in accordance with a method specified in the Operations Manual	OPS 1.605		
(9)	An operator shall specify, in the Operations Manual, the principles and methods involved in the loading and in the mass and balance system that meet the requirements of OPS 1.605. This system must cover all types of intended operations	OPS 1610		

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1	Ramp Operations <i>Continue</i>	JCAR OPS	YES	NO
<b>d</b>	<b>Speed Limit / Stop Vehicle Approach / Vehicle Safety / Movement at ramp / Safety Standard with Low Visibility</b>			
(1)	An operator shall establish and maintain an accident prevention and flight safety program, which may be integrated with the quality system, including	OPS1.037 a)		
(a)	Programs to achieve and maintain risk awareness by all persons involved in operations; and	OPS1.037 a)		
(b)	An occurrence reporting scheme to enable the collation and assessment of relevant incident and accident reports in order to identify adverse trends or to address deficiencies in the interests of flight safety	OPS1.037 a)		
(2)	The operational vehicles safety measures to includes:			
(a)	Positioning			
(b)	Serviceability			
(c)	vehicle operator qualification			
<b>e</b>	<b>Push Back and Towing</b>			
(1)	The operator shall ensure that all push back and towing procedures comply with appropriate aviation standards and procedures	OPS 1.308 a)		
(2)	The operator shall ensure that pre- or post-taxi positioning of the airplanes is not executed by tow bar less towing unless:	OPS 1.308 b)		
(a)	An airplane is protected by its own design from damage to the nose wheel steering system due to tow bar less towing operation, or	OPS 1.308 b)		
(b)	A system/procedure is provided to alert the flight crew that such damage may have or has occurred, or	OPS 1.308 b)		
(c)	The tow bar less towing vehicle is designed to prevent damage to the airplane type	OPS 1.308 b)		
2	Cargo Handling Operations and Baggage	JCAR OPS	YES	NO
<b>a</b>	<b>Operational Procedures</b>			
(1)	Handling procedures must include Special loads and classification of load compartments	App 1 to OPS 1.1045 8.2.2 e)		
(2)	An operator shall establish procedures and instructions, for each airplane type, containing ground staff and crew members' duties for all types of operation on the ground and in flight	OPS1.210		
(3)	Weighing of an airplane:	App 1 to OPS 1.605 1)		
(a)	New airplanes are normally weighed at the factory and are eligible to be placed into operation without reweighing if the mass and balance records have been adjusted for alterations or modifications to the airplane. Airplanes transferred from one operator with an approved mass control program to another operator with an approved program need not be weighed prior to use by the receiving operator unless more than four years have elapsed since the last weighing	App 1 to OPS 1.605 1)		
(b)	The individual mass and centre of gravity (CG) position of each airplane shall be reestablished periodically. The maximum interval between two weighing must be defined by the operator and must meet the requirements of OPS 1.605 (b). In addition, the mass and the CG of each airplane shall be reestablished either by:	App 1 to OPS 1.605 1)		
	• Weighing; or	App 1 to OPS 1.605 1)		
	• Calculation, if the operator is able to provide the necessary justification to prove the validity of the method of calculation chosen, whenever the cumulative changes to the dry operating mass exceed $\pm 0,5$ % of the maximum landing mass or the cumulative change in CG position exceeds 0,5 % of the mean aerodynamic chord	App 1 to OPS 1.605 1)		
(4)	Training	APP 1 OPS1.1045 D		
<b>b</b>	<b>Cargo Documentation</b>			
(1)	An operator shall ensure that, Mass and balance documentation as specified in Subpart J are carried on each flight	OPS 1.135		

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2	Cargo Handling Operations and Baggage <i>Continue</i>	JCAR OPS	YES	NO
<b>c</b>	<b>Authority of the Commander</b>			
(1)	An operator shall establish mass and balance documentation prior to each flight specifying the load and its distribution. The mass and balance documentation must enable the commander to determine that the load and its distribution is such that the mass and balance limits of the airplane are not exceeded. The person preparing the mass and balance documentation must be named on the document. The person supervising the loading of the airplane must confirm by signature that the load and its distribution are in accordance with the mass and balance documentation.	OPS 1.625 a)		
<b>d</b>	<b>Container Handling Procedures</b>			
(1)	An operator shall ensure that during any phase of operation, the loading, mass and centre of gravity of the airplane complies with the limitations specified in the approved Airplane Flight Manual, or the Operations Manual if more restrictive	OPS 1.605th		
(2)	Unit Load Devices (ULD) to include pallets, LD 3 and dollies are serviceable			
<b>e</b>	<b>Communications and Information</b>			
(1)	An operator shall establish procedures to ensure that only such hand baggage is taken into the passenger cabin as can be adequately and securely stowed	OPS 1.270		
(2)	An operator shall establish procedures to ensure that all baggage and cargo on board, which might cause injury or damage, or obstruct aisles and exits if displaced, is placed in stowage designed to prevent movement	OPS 1.270		
(3)	Procedures established by an operator to ensure that hand baggage and cargo is adequately and securely stowed must take account of the following:	App 1 to OPS 1.270		
(a)	Each item carried in a cabin must be stowed only in a location that is capable of restraining it	App 1 to OPS 1.270		
(b)	Mass limitations placarded on or adjacent to stowage must not be exceeded	App 1 to OPS 1.270		
(c)	Under seat stowage must not be used unless the seat is equipped with a restraint bar and the baggage is of such size that it may adequately be restrained by this equipment	App 1 to OPS 1.270		
(d)	Items must not be stowed in toilets or against bulkheads that are incapable of restraining articles against movement forwards, sideways or upwards and unless the bulkheads carry a placard specifying the greatest mass that may be placed there	App 1 to OPS 1.270		
(e)	Baggage and cargo placed in lockers must not be of such size that they prevent latched doors from being closed securely	App 1 to OPS 1.270		
(f)	Baggage and cargo must not be placed where it can impede access to emergency equipment; and	App 1 to OPS 1.270		
(g)	Checks must be made before take-off, before landing, and whenever the fasten seat belts signs are illuminated or it is otherwise so ordered to ensure that baggage is stowed where it cannot impede evacuation from the aircraft or cause injury by falling (or other movement) as may be appropriate to the phase of flight	App 1 to OPS 1.270		
<b>f</b>	<b>Special Handling</b>			
(1)	An operator shall establish procedures and instructions, for each airplane type, containing ground staff and crew members' duties for all types of operation on the ground and in flight	OPS 1.1210 b)		
(2)	Information to personnel. An operator must provide such information in the operations manual and/or other appropriate manuals as will enable personnel to carry out their responsibilities with regard to the transport of dangerous goods as specified in the Technical Instructions, including the actions to be taken in the event of emergencies involving dangerous goods. Where applicable, such information must also be provided to his handling agent	OPS 1.1215 a)		
(3)	Information, instructions and general guidance on the transport of dangerous goods including Guidance on the requirements for acceptance, labeling, handling, stowage and segregation of dangerous goods	App 1 to OPS 1.1045 9.1 b)		



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2	Cargo Handling Operations and Baggage <i>Continue</i>	JCAR OPS	YES	NO
<b>g</b>	<b>Special Handling - Decontamination</b>			
(1)	An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole	OPS 1.205		
<b>h</b>	<b>Special Handling - Loading, Stowing and Download</b>			
(1)	Procedures and provisions for loading and securing the load in the airplane	App 1 OPS 1.1045 B 7)		
(2)	An operator shall establish procedures and instructions, for each airplane type, containing ground staff and crew members' duties for all types of operation on the ground and in flight	OPS 1.210 a)		
<b>i</b>	<b>Special Load Information - NOTOC</b>			
(1)	An operator shall ensure that, Notification of special loads including dangerous goods including written information to the commander as prescribed in OPS 1.1215 (c) are carried on each flight	OPS 1.135		
<b>j</b>	<b>Weapons and Ammunition</b>			
(1)	An operator shall not transport weapons of war and munitions of war by air unless an approval to do so has been granted by all States concerned	OPS 1.065		
(2)	An operator shall ensure that weapons of war and munitions of war are:	OPS 1.065		
(a)	Stowed in the airplane in a place which is inaccessible to passengers during flight; and	OPS 1.065		
(b)	In the case of firearms, unloaded; unless, before the commencement of the flight, approval has been granted by all States concerned that such weapons of war and munitions of war may be carried in circumstances that differ in part or in total from those indicated in this subparagraph	OPS 1.065		
(3)	An operator shall ensure that the commander is notified before a flight begins of the details and location on board the airplane of any weapons of war and munitions of war intended to be carried	OPS 1.065		
(4)	The conditions under which weapons, munitions of war and sporting weapons may be carried	App 1 to OPS 1.1045 9.2		
<b>k</b>	<b>Weapons and Ammunition for Use in Sports</b>			
(1)	An operator shall take all reasonable measures to ensure that any sporting weapons intended to be carried by air are reported to him	OPS 1.070		
(2)	An operator accepting the carriage of sporting weapons shall ensure that they are:	OPS 1.070		
(a)	Stowed in the airplane in a place which is inaccessible to passengers during flight unless CARC has determined that compliance is impracticable and has accepted that other procedures might apply; and	OPS 1.070		
(b)	In the case of firearms or other weapons that can contain ammunition, unloaded	OPS 1.070		
(3)	Ammunition for sporting weapons may be carried in passengers' checked baggage, subject to certain limitations, in accordance with the Technical Instructions (see OPS 1.1160 (b)(5)) as defined in OPS 1.1150 (a)(15)	OPS 1.070		
(4)	The conditions under which weapons, munitions of war and sporting weapons may be carried	App 1 to OPS 1.1045 9.2		
(5)	They are required to be aboard the airplane and are in accordance with the relevant requirements or for operating reasons, although articles and substances intended as replacements or which have been removed for replacement must be transported on an airplane as specified in the Technical Instructions	OPS 1.1160 b)		

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3	Passenger Service Assistance	JCAR OPS	YES	NO
<b>a</b>	<b>Turnover of Passengers and Their Luggage Safety Measures</b>			
(1)	Airplane, passengers and cargo handling procedures related to safety. A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the airplane. Further procedures, aimed at achieving safety whilst the airplane is on the ramp, must also be given. Handling procedures must include:	OPS 1.1045, a, 8.2.2		
(a)	Children/infants, sick passengers and persons with reduced mobility	OPS 1.1045, a, 8.2.2		
(b)	Transportation of inadmissible passengers, deportees or persons in custody	OPS 1.1045, a, 8.2.2		
(c)	Permissible size and weight of hand baggage	OPS 1.1045, a, 8.2.2		
(d)	Loading and securing of items in the airplane	OPS 1.1045, a, 8.2.2		
(e)	Special loads and classification of load compartments	OPS 1.1045, a, 8.2.2		
(f)	Positioning of ground equipment	OPS 1.1045, a, 8.2.2		
(g)	Operation of airplane doors	OPS 1.1045, a, 8.2.2		
(h)	Safety on the ramp, including fire prevention, blast and suction areas	OPS 1.1045, a, 8.2.2		
(i)	Start-up, ramp departure and arrival procedures including push-back and towing operations	OPS 1.1045, a, 8.2.2		
(j)	Servicing of airplanes	OPS 1.1045, a, 8.2.2		
(k)	Documents and forms for airplane handling	OPS 1.1045, a, 8.2.2		
(l)	Multiple occupancy of airplane seats			
(2)	An operator shall establish procedures to ensure that only such hand baggage is taken into the passenger cabin as can be adequately and securely stowed	OPS 1.270		
(3)	An operator shall establish procedures to ensure that all baggage and cargo on board, which might cause injury or damage, or obstruct aisles and exits if displaced, is placed in stowage designed to prevent movement	OPS 1.270		
(4)	An operator shall establish procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the airplane	OPS 1.280		
(5)	An operator shall compute the mass of passengers and checked baggage using either the actual weighed mass of each person and the actual weighed mass of baggage or the standard mass values	OPS 1.620		
<b>b</b>	<b>Assistance to Passengers with Reduced Mobility (PRM)</b>			
(1)	An operator shall establish procedures for the carriage of persons with reduced mobility (PRMs)	OPS 1.260, a		
(2)	An operator shall ensure that PRMs are not allocated, nor occupy, seats where their presence could:	OPS 1.260, b		
(a)	Impede the crew in their duties	OPS 1.260, b		
(b)	Obstruct access to emergency equipment; or	OPS 1.260, b		
(c)	Impede the emergency evacuation of the airplane	OPS 1.260, b		
(3)	The commander must be notified when PRMs are to be carried on board	OPS 1.260, c		
(4)	An operator shall establish procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the airplane	OPS 1.280		
<b>c</b>	<b>Doors Opening and Closing</b>			
(1)	An operator shall establish procedures and instructions, for each airplane type, containing ground staff and crew members' duties for all types of operation on the ground and in flight	OPS 1.210, to		

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4	Weight and Balance	JCAR OPS	YES	NO
<b>a</b>	<b>Documentation and Records</b>			
(1)	An operator must ensure that all operations personnel are able to understand the language in which those parts of the Operations Manual which pertain to their duties and responsibilities are written	OPS1.025 b)		
(2)	An operator shall specify, in the Operations Manual, the principles and methods involved in the loading and in the mass and balance system that meet the requirements of OPS 1.605. This system must cover all types of intended operations	OPS 1610		
(3)	An operator shall establish mass and balance documentation prior to each flight specifying the load and its distribution. The mass and balance documentation must enable the commander to determine that the load and its distribution is such that the mass and balance limits of the airplane are not exceeded. The person preparing the mass and balance documentation must be named on the document. The person supervising the loading of the airplane must confirm by signature that the load and its distribution are in accordance with the mass and balance documentation. This document must be acceptable to the commander, his/her acceptance being indicated by countersignature or equivalent. (See also OPS 1.1055 (a)12)	OPS 1.625		
(4)	An operator must specify procedures for last minute changes to the load	OPS 1.625		
<b>b</b>	<b>Load Planning Procedures</b>			
(1)	For a fleet or group of airplanes of the same model and configuration, an average dry operating mass and CG position may be used as the fleet mass and CG position, provided that the dry operating masses and CG positions of the individual airplanes meet the tolerances specified in subparagraph (ii) below	App 1 OPS 1.605 2		
(2)	An operator shall establish mass and balance documentation prior to each flight specifying the load and its distribution. The mass and balance documentation must enable the commander to determine that the load and its distribution is such that the mass and balance limits of the airplane are not exceeded. The person preparing the mass and balance documentation must be named on the document. The person supervising the loading of the airplane must confirm by signature that the load and its distribution are in accordance with the mass and balance documentation. This document must be acceptable to the commander, his/her acceptance being indicated by countersignature or equivalent. (See also OPS 1.1055 (a)12)	OPS 1.625 a)		
(3)	An operator shall specify, in the Operations Manual, the principles and methods involved in the loading and in the mass and balance system that meet the requirements of OPS 1.605. This system must cover all types of intended operations	OPS 1610		
(4)	An operator must establish the mass of the traffic load, including any ballast, by actual weighing or determine the mass of the traffic load in accordance with standard passenger and baggage masses as specified in OPS 1.620	OPS 1.605 d)		
(5)	An operator shall use the following mass values to determine the dry operating mass:	OPS 1.615		
(a)	Actual masses including any crew baggage; or	OPS 1.615		
(b)	Standard masses, including hand baggage, of 85 kg for flight crew members and 75 kg for cabin crew members; or	OPS 1.615		
(c)	Other standard masses acceptable to CARC.	OPS 1.615		
<b>c</b>	<b>Dangerous Goods.</b> Information to the commander. An operator shall ensure that:	OPS1.1215 c)		
(1)	Written information is provided to the commander about the dangerous goods to be carried on an airplane, as specified in the Technical Instructions	OPS1.1215 c)		
(2)	Information for use in responding to in-flight emergencies is provided, as specified in the Technical Instructions	OPS1.1215 c)		
(3)	A legible copy of the written information to the commander is retained on the ground at a readily accessible location until after the flight to which the written information refers. This copy, or the information contained in it, must be readily accessible to the aerodromes of last departure and next scheduled arrival point, until after the flight to which the information refers	OPS1.1215 c)		



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4	Weight and Balance <i>Continue</i>	JCAR OPS	YES	NO
<b>d</b>	<b>Load Sheet &amp; Trim Sheet</b>			
(1)	If determining the actual mass by weighing, an operator must ensure that passengers' personal belongings and hand baggage are included. Such weighing must be conducted immediately prior to boarding and at an adjacent location	OPS1.620 b)		
(2)	On any flight identified as carrying a significant number of passengers whose masses, including hand baggage, are expected to exceed the standard passenger mass, an operator must determine the actual mass of such passengers by weighing or by adding an adequate mass increment	OPS1.620 h)		
(3)	If standard mass values for checked baggage are used and a significant number of passengers check in baggage that is expected to exceed the standard baggage mass, an operator must determine the actual mass of such baggage by weighing or by adding an adequate mass increment	OPS1.620 i) j)		
(4)	An operator shall ensure that a commander is advised when a non-standard method has been used for determining the mass of the load and that this method is stated in the mass and balance documentation	OPS1.620 j)		
(5)	Centre of gravity limits:	App 1 OPS 1.605 d)		
(a)	Operational CG envelope. Unless seat allocation is applied and the effects of the number of passengers per seat row, of cargo in individual cargo compartments and of fuel in individual tanks is accounted for accurately in the balance calculation, operational margins must be applied to the certificated centre of gravity envelope. In determining the CG margins, possible deviations from the assumed load distribution must be considered. If free seating is applied, the operator must introduce procedures to ensure corrective action by flight or cabin crew if extreme longitudinal seat selection occurs. The CG margins and associated operational procedures, including assumptions with regard to passenger seating, must be acceptable to CARC	App 1 OPS 1.605 d)		
(b)	In flight centre of gravity. Further to subparagraph (d)1 above, the operator must show that the procedures fully account for the extreme variation in CG travel during flight caused by passenger/crew movement and fuel consumption/transfer	App 1 OPS 1.605 d)		
(6)	The mass and balance documentation must contain the following information:	App 1 OPS 1.625 a 1)		
(a)	The airplane registration and type	App 1 OPS 1.625 a 1)		
(b)	The flight identification number and date	App 1 OPS 1.625 a 1)		
(c)	The identity of the commander	App 1 OPS 1.625 a 1)		
(d)	The identity of the person who prepared the document	App 1 OPS 1.625 a 1)		
(e)	The dry operating mass and the corresponding CG of the airplane	App 1 OPS 1.625 a 1)		
(f)	The mass of the fuel at take-off and the mass of trip fuel	App 1 OPS 1.625 a 1)		
(g)	The mass of consumables other than fuel	App 1 OPS 1.625 a 1)		
(h)	The components of the load including passengers, baggage, freight and ballast	App 1 OPS 1.625 a 1)		
(i)	The take-off mass, landing mass and zero fuel mass	App 1 OPS 1.625 a 1)		
(j)	The load distribution	App 1 OPS 1.625 a 1)		
(k)	The applicable airplane CG positions; and	App 1 OPS 1.625 a 1)		
(l)	The limiting mass and CG values	App 1 OPS 1.625 a 1)		
(7)	Last minute change. If any last minute change occurs after the completion of the mass and balance documentation, this must be brought to the attention of the commander and the last minute change must be entered on the mass and balance documentation. The maximum allowed change in the number of passengers or hold load acceptable as a last minute change must be specified in the Operations Manual. If this number is exceeded, new mass and balance documentation must be prepared	App 1 OPS 1.625 a 1)		
(8)	Computerized systems. Where mass and balance documentation is generated by a computerized mass and balance system, the operator must verify the integrity of the output data. He must establish a system to check that amendments of his input data are incorporated properly in the system and that the system is operating correctly on a continuous basis by verifying the output data at intervals not exceeding 6 months	App 1 OPS 1.625 b)		
(9)	Data link. When mass and balance documentation is sent to airplanes via data link, a copy of the final mass and balance documentation as accepted by the commander must be available on the ground	App 1 OPS 1.625 d)		

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5	De-icing / Anti-icing	JCAR OPS	YES	NO
<b>a</b>	<b>Ice Removal Procedures</b>			
(1)	An operator shall establish procedures to be followed when ground deicing and ant icing and related inspections of the airplane(s) are necessary	OPS 1.345		
(2)	A commander shall not commence take-off unless the external surfaces are clear of any deposit which might adversely affect the performance and/or controllability of the airplane except as permitted in the Airplane Flight Manual	OPS 1.345		
(3)	An operator shall establish procedures for flights in expected or actual icing conditions	OPS 1.346		
(4)	A commander shall not commence a flight nor intentionally fly into expected or actual icing conditions unless the airplane is certificated and equipped to cope with such conditions	OPS 1.346		
(5)	An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole	OPS1.205		
<b>b</b>	<b>Inspection Procedures</b>			
(1)	An operator shall establish procedures to be followed when ground deicing and ant icing and related inspections of the airplane(s) are necessary	OPS 1. 1345		
(2)	An operator shall establish procedures for flights in expected or actual icing conditions	OPS1.346		
<b>c</b>	<b>Authority of the Commander</b>			
(1)	A commander shall not commence take-off unless the external surfaces are clear of any deposit which might adversely affect the performance and/or controllability of the airplane except as permitted in the Airplane Flight Manual	OPS 1 1345		
(2)	A commander shall not commence a flight nor intentionally fly into expected or actual icing conditions unless the airplane is certificated and equipped to cope with such conditions	OPS 1.346		
<b>d</b>	<b>Types of Fluids / Specifications Fluids / Acceptance of Fluids / Information Fluidics</b>			
(1)	De-icing and anti icing on the ground. A description of the de icing and anti icing policy and procedures for airplanes on the ground. These shall include descriptions of the types and effects of icing and other contaminants on airplanes whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used must be given including:	App1 OPS1.1045 8.2.4		
(a)	Proprietary or commercial names	App1 OPS1.1045 8.2.4		
(b)	Characteristics	App1 OPS1.1045 8.2.4		
(c)	Effects on airplane performance	App1 OPS1.1045 8.2.4		
(d)	Hold-over times; and	App1 OPS1.1045 8.2.4		
(e)	Precautions during usage	App1 OPS1.1045 8.2.4		
<b>e</b>	<b>Fluid Treatment</b>			
(1)	An operator shall establish procedures to be followed when ground deicing and ant icing and related inspections of the airplane(s) are necessary	OPS 1.345		
(2)	An operator shall establish procedures for flights in expected or actual icing conditions	OPS1.346		
<b>f</b>	<b>Procedures Between Crew and Ground Staff</b>			
(1)	An operator shall establish procedures to be followed when ground deicing and ant icing and related inspections of the airplane(s) are necessary	OPS 1.345		
(2)	An operator shall establish procedures for flights in expected or actual icing conditions	OPS1.346		
<b>g</b>	<b>Term of Protection (Holdover Time)</b>			
(1)	An operator shall establish procedures to be followed when ground deicing and ant icing and related inspections of the airplane(s) are necessary	OPS 1.345		
(2)	An operator shall establish procedures for flights in expected or actual icing conditions	OPS1.346		



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5	De-icing / Anti-icing <i>Continue</i>	JCAR OPS	YES	NO
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h	Special Training Staff			
(1)	The number of ground staff is dependent upon the nature and the scale of operations. Operations and ground handling departments, in particular, must be staffed by trained personnel who have a thorough understanding of their responsibilities within the organization	App 2 OPS 1.175		
(2)	An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole	OPS 1.205		
(3)	Training	App 1 OPS1.1045 D		

6	Fueling Procedures	JCAR OPS	YES	NO
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a	Refueling & Defueling			
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(1)	No airplane is refueled/defueled with Avgas or wide cut type fuel (e.g. Jet-B or equivalent) or when a mixture of these types of fuel might occur, when passengers are embarking, on board or disembarking	1.305		
(2)	In all other cases necessary precautions must be taken and the airplane must be properly manned by qualified personnel ready to initiate and direct an evacuation of the airplane by the most practical and expeditious means available	1.305		
(3)	An operator shall establish procedures for refueling/defueling with wide-cut fuel (e.g. Jet-B or equivalent) if this is required	1.307		

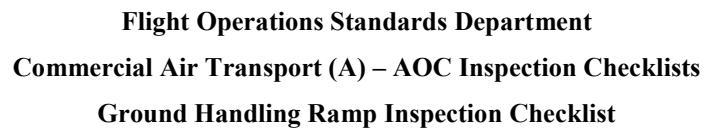
b	Refueling & Defueling with Passengers Embarking, on Board or Disembarking.			
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(1)	One qualified person must remain at a specified location during fuelling operations with passengers on board	App. 1 1.305		
(2)	A two-way communication shall be established and shall remain available by the airplane's intercommunication system or other suitable means between the ground crew supervising the refueling and the qualified personnel on board the airplane	App. 1 1.305		
(3)	Crew, staff and passengers must be warned that re/defueling will take place	App. 1 1.305		
(4)	"Fasten Seat Belts" signs must be off	App. 1 1.305		
(5)	"NO SMOKING" signs must be on, together with interior lighting to enable emergency exits to be identified	App. 1 1.305		
(6)	Passengers must be instructed to unfasten their seat belts and refrain from smoking	App. 1 1.305		
(7)	The minimum required number of cabin crew specified by OPS 1.990 must be on board and be prepared for an immediate emergency evacuation	App. 1 1.305		
(8)	If the presence of fuel vapor is detected inside the airplane, or any other hazard arises during re/defueling, fuelling must be stopped immediately	App. 1 1.305		
(9)	Provision is made for a safe and rapid evacuation	App. 1 1.305		

c	Earth Connection			
(1)	An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole	OPS1.205		

d	Hose Connection			
(1)	An operator shall ensure that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole	OPS1.205		

• Inspection Result				
<input type="checkbox"/> Satisfactory		<input type="checkbox"/> Unsatisfactory		

[illegible]

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**Date**