



CHECKLIST

CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY

CAA: CL-OPS042
June 2017

Name of Operator:
Date of Evaluation:
Type of Operation:
Inspector(s): /
Assessment Code: S=Satisfactory; U = Unsatisfactory; N/C= Not Checked; N/A= Not Applicable

	Item	S	U	N/C	N/A
	OVERALL MANUAL PRESENTATION				
1	Bound in a secure form (not loose)?				
2	Exterior of binder clearly indicates manual content?				
3	Table of contents?				
4	Distribution List				
5	Revision Instructions adequate?				
6	List of effective pages provided and correct?				
7	List of revision/Amendment page				
	ORGANISATION				
8	Organisation Charts				
9	Management Ground Handling duties and responsibilities				
10	Aircraft type and configuration				
11	Type of Operation				
	HANDLING CARGO AGENT REQUIREMENT				
12	Facility and staff				
13	Training				
14	Library and Documentation retention				
15	Contracts and Agreements				
	COMMUNICATION				
16	VHF				
17	Messaging				

18	Delay codes				
19	Internal Company Communication Assurance(Portal company address, Etc)				
	CHECK IN				
20	Ticketing and documentation				
21	Passenger manifest				
22	Dangerous Goods carried by Passenger/Crew				
23	Security Questioning/Placarding				
24	Advance Passenger Information				
	BAGGAGE				
25	Baggage Allowance				
26	Checked baggage				
27	Hand baggage				
	SECURITY				
28	Passenger Check in and Screening Policy				
29	Control of fire-arm/dangerous article/law enforcement officers				
30	Refusal of passenger (unruly passenger)				
31	Transit Passenger				
32	Passenger of International flight				
33	Passenger and Baggage Search prior to Embarkation				
34	Crew member Movement Control				
35	Appropriate Embarkation and Disembarkation				
36	Transfer of crew or passenger				
37	Unaccompanied or unauthorized hold baggage				
38	Protection Hold Baggage				
39	Mishandled Baggage				
	PASSENGERS				
40	General Handling Policy				
41	VIP and WIP				
42	Infant or unaccompanied minor				
43	Passenger with medical assistance				
	BOARDING				
44	Boarding Area Preparation				
45	Boarding Process				
46	Additional Gate Security				
	MASS AND BALANCE				
47	Load Control				
48	Standard Seating/Load plans				
49	Baggage/ Cargo Loading /Unloading				
50	Load sheet				
51	Last minute change				
	RAMP OPERATIONS				
52	Ramp Safety in Aircraft Handling				
53	Ground Personnel Safety Precautions				

54	Danger areas				
55	Equipment Restraint Area and Equipment Restraint Line				
56	Foreign Object Debris (FOD)				
57	Aircraft Arrival				
58	Parking and Security				
59	Engine Start				
60	Incident Management Reporting(Ground Deficiencies reporting)				
61	Night Stop Policy				
	FUELING				
62	Fuel Delivery				
63	General Fuelling Precautions YES - Requirements are met NO*-Requirements not met N/C= not checked N/A = Not applicable				
64	Fuelling with Passengers On board				
65	Fuelling Safety Zone				
	DE-ICING (if applicable)				
66	Clean Aircraft Concept				
67	Standard Method of Application				
	SERVICING				
68	Respective Aircraft Types				
	CARGO				
69	Acceptance				
70	Security				
71	Loading				
72	Securing of cargo				
73	Dangerous goods/company material (COMAT)				
74	Live animals				
75	Special cargo(Perishable cargo, human remains, fragile cargo high value cargo)				
76	Contingency and Emergency (Bomb Threat, Suspected Bomb, Explosives, Other Emergency)				
	MAIL				
77	Policy				
	DANGEROUS GOODS				
78	Acceptance				
79	Loading/Unloading				
80	Notice to Pilot				
81	Undeclared goods				
82	Incidences				
83	Spillage or leakage of Dangerous Goods				
84	Documentation				
	EMERGENCY RESPONSE				
85	Departure Handling Agent				

Name of Inspector _____ Signature _____

Date _____