

## Audit Check Sheet – Aircraft Loading

Audit Date: \_\_\_\_\_

Auditor Name: \_\_\_\_\_

Location/Station: \_\_\_\_\_

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### 1. Aircraft Loading/Offloading Operations

- Confirm aircraft loading/offloading procedures are documented and implemented effectively.
    - Are handlers using load plans and LIR as reference?
    - Is handling supervised and discrepancies managed?
  - Verify personnel understand their responsibilities during loading/offloading, including communication with the Load Master or Dispatch.
  - Confirm procedures for handling different load types (bulk, ULDs, special items) are followed.
  - Ensure staff adhere to time constraints, sequencing, and correct placement based on weight and balance instructions.
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### 2. Load Positioning

- Verify documentation and implementation of load positioning procedures to ensure:
    - Correct weight distribution
    - Center of gravity within limits
    - Compliance with airline-specific loading policies
  - Confirm accuracy of markings, locks, and restraint systems for each loaded item, particularly for irregular or heavy cargo.
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### 3. Loading Equipment Use

- Ensure loading equipment (e.g., belt loaders, high-loaders, dollies) is used safely and in accordance with documented procedures.
- Verify all equipment operators are trained and competent; inspection logs for the equipment are current.
- Confirm procedures are in place for the safe removal of equipment post-loading to prevent aircraft damage.

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## 4. In-plane Loading Operations

- Confirm procedures for manual loading within aircraft holds are defined and observed, including:
  - Use of personal protective equipment (PPE)
  - Manual lifting limits
  - Hazard awareness (sharp items, DG)
- Verify safe working conditions inside holds (lighting, ventilation, escape paths).

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## 5. Special Loading – Dangerous Goods & Special Cargo

- Confirm DG loading follows airline and IATA DGR procedures, including:
  - Proper documentation and labeling
  - Positioning per segregation rules
  - Use of protective coverings, if required
- Verify special cargo loading practices (e.g., live animals, perishable cargo, human remains) align with documented procedures.

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## 6. Communication & Supervision

- Confirm clear communication exists between the loading crew, Load Controller, and ramp supervisors.
- Verify loading is monitored in real-time and documentation is signed off after completion.

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## 7. Documentation Control

- Ensure all aircraft loading-related documents (load sheets, load plans, LIRs, NOTOC) are:
  - Up to date
  - Accurately completed
  - Securely stored and retrievable for audits

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## 8. Training

- Confirm all loading personnel are trained in:
  - Load distribution principles

- Aircraft structural limitations
- Cargo restraint procedures
- Dangerous goods awareness
- Emergency procedures during loading

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## Audit Summary

- **Compliance Status:**

- ☐ Compliant
- ☐ Minor Non-compliance (Action Required)
- ☐ Major Non-compliance (Immediate Action Required)

- **Auditor Comments:**

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- **Corrective Action Required (If applicable):**

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- **Follow-up Audit Required:** ☐ Yes / ☐ No

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**Auditor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Auditee Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_