

Audit Check Sheet - Airport Handling (Aircraft Handling and Loading)

Audit Date: _____

Auditor Name: _____

Location/Station: _____

1. Aircraft Access

- Verify documented and implemented procedures for aircraft access control, including:
 - Authorized personnel verification
 - Secure handling of aircraft doors and hatches
 - Procedures for passenger/cabin crew access management
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2. Ground Support Equipment (GSE) Management

- Confirm procedures for use, inspection, and maintenance of all GSE are documented and strictly implemented.
 - Verify the condition, operability, and routine checks of all GSE in use during handling operations.
 - Confirm clear guidelines for GSE positioning, maneuvering, and safe operation around aircraft.
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3. Boarding Bridge and Stairs Inspection

- Verify documented inspection routines for passenger boarding bridges and stairs prior to use.
 - Confirm implementation of effective boarding bridge operational procedures, ensuring proper positioning, safety, and removal.
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4. Aircraft Servicing

- Verify documented and effectively implemented aircraft servicing procedures covering:
 - Potable water

- Lavatory service
 - Air conditioning units
 - Electrical power supplies
 - Deicing/anti-icing (where applicable)
 - Confirm adherence to proper communication and safety protocols during all servicing activities.
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5. Unit Load Devices (ULDs) Handling

- Confirm procedures are documented and strictly followed for inspection, loading, securing, and unloading of ULDs.
 - Verify documentation control for damaged ULDs, ensuring immediate reporting and segregation from service.
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6. Catering Operations

- Ensure procedures for loading, unloading, and management of catering supplies comply fully with safety, hygiene, and security standards.
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7. Aircraft Loading and Offloading Operations

- Verify clear, documented procedures for the safe and efficient loading/offloading of baggage, cargo, and mail.
 - Confirm effective supervision and communication during loading/offloading, ensuring accuracy against load plans and LIR.
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8. Load Positioning & Equipment Usage

- Confirm strict adherence to procedures related to load positioning according to aircraft loading instructions.
 - Verify compliance with safe operational practices for the use of loading equipment (belt loaders, cargo loaders, dollies).
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9. In-plane Loading Procedures

- Verify documented and implemented safety protocols for personnel during in-plane loading operations, including manual handling guidance.
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10. Special Procedures – Dangerous Goods & Special Cargo

- Verify strict adherence to procedures for handling, loading, and communicating dangerous goods.
 - Confirm compliance with airline and regulatory requirements for loading special cargo (live animals, perishable goods, etc.).
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11. Security Procedures

- Confirm thorough implementation of security protocols related to aircraft handling, cargo security, and personnel access control.
 - Verify clear documentation and communication of any security incidents or breaches.
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12. Documentation

- Ensure updated and accessible operational documentation at handling stations, including:
 - Airline-specific instructions
 - Equipment manuals
 - Emergency response procedures
 - Security regulations
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13. Training Requirements

- Confirm all handling personnel receive appropriate training covering:
 - Aircraft handling and servicing
 - ULD handling
 - Dangerous goods handling
 - Safety and security procedures
 - Specialized equipment operation (boarding bridges, loaders, airside driving)
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Audit Summary

• **Compliance Status:**

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

• **Auditor Comments:**

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

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

Auditor Signature: _____ **Date:** _____

Auditee Representative: _____ **Date:** _____