

Check list for the evaluation of ASO

Airport :
Date :

1. Aircraft Operations

Aircraft Ground Movements and Parking		Yes	No	NA
1	Availability of Aircraft for timely operation			
2	Ground crews are ready and in position before flights arrive.			
3	Vehicles and equipment approach aircraft only after aircraft anti-collision light is turned off.			
4	Chocks are positioned.			
5	Chocks are in good condition.			
6	Aircraft are parked only in approved parking stands, with nose wheel on appropriate mark.			
7	The marshaller or ground crew chief performs a pre-departure walk-around of the aircraft.			
8	FOD has been removed from the apron parking, approach and departure paths, as well as any obstructions prior to arrival and immediately after departure of an aircraft.			
9	Chocks are properly stowed.			
10	Marshaller is in position before aircraft arrival			
11	Marshallsers use appropriate internationally recognized hand signals to give guidance to aircraft			
12	Ground crew check around aircraft for passengers, personnel, vehicles and other aircraft before commencing push back or giving engine start-up signal			
13	Wing walkers are used when an aircraft is being pushed back, or is entering/leaving a stand that has the adjacent stands occupied by aircraft			
14	All vehicles and ground crew are clear of air bridge before operation			
Comments				

2- Foreign Object Debris (FOD)

		Yes	No	NA
1	FOD is picked up and disposed of in designated containers.			
2	FOD containers are in place and are less than ¾ full.			
3	Equipment and vehicles are free of FOD.			
4	Ground Crew checks for FOD in gate area prior to aircraft arrival Ground crew checks for FOD in gate area and on apron behind aircraft prior to push back			
5	Cabin service crews dispose of cabin waste in appropriate containers			
6	Cabin service crews pick up any waste material dropped on airside			
7	All equipment including loading bridges are tied down prior to a typhoon			
8	Equipment is placed in approved marshalling areas or storage containers when not in use			
9	Equipment that may be subjected to jet blast is appropriately stowed.			
10	Any FOD generated by passengers on the apron is removed by ground handling agent supervising the passenger embarkation/dis-embarkation			
11	Plastic waste from cargo operations on the apron is removed from the apron area as soon as possible and not placed in FOD Containers			
Comments:				

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3. Aircraft Servicing

Fuelling		Yes	No	NA
1	Fuelling vehicles are positioned to allow rapid removal of aircraft and other servicing vehicles during an emergency.			
2	Fuel dispensers are grounded/ bonded when refueling is in process.			
3	Refueling hoses and hydrant pits are clearly marked before fuelling commences and during fuelling.			
4	When hydrant refueling is taking place, the lanyard is attached to the shut off valve and remains taut and unobstructed during the refueling			
5	Fuelling is controlled by a dead man controller and a fuel company representative			
6	Path to emergency stop button is clear and free of obstructions			
7	Fuelling vehicle brakes are set before refueling commences			
8	Fire extinguisher on fuel vehicle is within certification dates			
9	Fire extinguishers on air side are clear of all obstructions			
10	Fuel vehicle has appropriate quantities of fuel absorbent material to clean up small spills			
11	No vehicles are parked or stopped under aircraft wing tank vents			
12	Cell phones are not used within 15 meters of a refueling aircraft.			
13	There is no smoking by any person on the apron.			
14	No vehicle/equipment parked or stopped within 5 meters (16 ft) of an aircraft which is being refueled starts its engines while refueling is taking place.			
15	No vehicle/equipment parked or stopped within 5 meters (16 ft) of an aircraft which is being refueled has its engines running while refueling is taking place.			
16	Aircraft external lights and strobe system is off during refueling			
17	Connection and disconnection of electrical equipment is not carried out during refueling			
18	Ground Handler has verified that hot surfaces on aircraft engines , brakes and auxiliary power units (APU's) will not interfere with fuelling operations			
19	Where hydrant refueling takes place, no fuel is allowed to accumulate in the hydrant pits			
20	Fuel spills of any magnitude are reported promptly to aircraft pilot, senior ground handler and Airport staff			
21	Passenger boarding is not allowed on an aircraft in the refueling process			
Comments:				

4- Baggage/Cargo Handling

		Yes	No	NA
1	Conveyor is properly placed and chocked at rear door of aircraft			
2	Ground handling vehicles and equipment do not block fuel truck exit			
3	UDL is properly placed and brakes are applied, engine is turned off when servicing aircraft			
4	UDL has back up alarm and uses a guide on reversing away from aircraft			
5	All Equipment brakes are tested. Brake pedals do not show signs of wear, tires are in good condition			
6	All equipment is checked to ensure it is not producing metallic FOD (rusted metal pieces etc.)			
7	Tug is properly positioned with tow bar attached before push back			
8	Push back is at low/walking speed			
9	Baggage tractors do not haul more than 3 trailers/carts			
10	Trailer/Cart brakes are applied (handle up) or if no brakes are chocked when not being towed			

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11	Baggage trailers/carts have intact curtains			
12	Tractors operate at walking speed around aircraft			
13	Tractors/ mobile equipment are operated with caution around fuel hydrant pit, hoses, safety lanyards and bonding cables during refueling operations			
14	Trailers hauling cargo are not creating a FOD problem with plastic wrappings			
15	Prepositioned trailers/carts are parked in appropriate areas with brakes and/or chocks applied			
16	Spills of any hazardous materials are reported promptly to airline pilot, senior ground handling supervisor and ADA			

5- Other Services

Yes No NA

1	Lav/Water Trucks are properly connected to aircraft			
2	Lav /water truck when reversing up to aircraft has a guide and reversing alarm			
3	Leakage/spillage from Lav truck in gate area is cleaned up			
4	Engines are turned off during servicing			
5	Lav/ water truck have brakes or chocks during servicing of aircraft.			

6- Catering

Yes No NA

1	Catering vehicle is guided into and out of position.			
2	Catering vehicle stops before contacting aircraft			
3	Bridge from truck to aircraft has safety rails in appropriate position			
4	Catering vehicle brakes and/or chocks are applied during servicing			
5	Catering vehicle engine is off during servicing			
6	Catering vehicle uses a reversing alarm			
7	Catering vehicle brakes are tested. Brake pedals do not show signs of wear, tires are in good condition			
8	Catering vehicle is checked to ensure it is not producing metallic FOD (rusted metal pieces etc.)			
9	Catering vehicle operated with caution around fuel hydrant pit, hoses, safety lanyards and bonding cables during refueling operations when servicing same side of aircraft as fueller			
Comments:				

7- Bus Operations:

Yes No NA

1	Dis-embarkation of passengers occurs only when aircraft anti-collision lights have been turned off. (In the originating gate and in the gate adjacent to port side of aircraft.)			
2	Air stairs are placed and locked in placed (chocked) before dis-embarkation/ embarkation commences			
3	Safety cones and pylons are placed beneath each wing, in front of engines and as clear guides to passengers. Passengers not allowed under wing			
4	Airline, or their ground handling agents lead passengers to and from aircraft by most expeditious and safe route, using lanes designated by cones placed by the airline/handling agent.			
5	Passengers are warned, when required, to walk in designated lanes or areas, not to smoke, not to use cell phones within 15m of refueling, not to throw trash, etc.			
6	The gate and surrounding areas are clear of passengers when an aircraft powers in to a parking stand.			
7	Passengers proceed expeditiously to the bus and do not loiter on the apron			

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8	Passengers not allowed to retrieve baggage on the apron			
9	Passenger dis-embarkation onto apron is controlled to ensure that adequate busses are available before dis-embarkation			
10	Bus parking brake applied and engine off during boarding/unloading process			
11	Ground handler to check bus doors before closing to ensure that they are unobstructed			
12	Bus not left unattended on the apron or on airside roads			
13	Designated passenger walkways are clear of oil, hydraulic fluid and fuel spills			
14	Loaded bus follows designated roadways at or below speed limit			
15	Passenger embarkation at terminal is controlled to ensure that passengers do not wander onto airside or airside roads			
Comments:				

8- Vehicle Operation

Safe Vehicle and Equipment Operations		Yes	No	NA
1	Driver has an airside driver's permit.			
2	Vehicles and mobile equipment have an airport permit.			
3	Vehicles are using designated vehicle lanes.			
4	Drivers are obeying airside traffic control signs and markings			
5	Vehicles are driving within speed limits as specified by an Airport Operator			
6	Vehicles using the airside are equipped with radios, as required, and are using them to obtain permission to access the runway/taxiway and monitor ATC transmissions when on the apron.			
7	Vehicles without an airport permit or a temporary permit are escorted by appropriately equipped vehicles. (ATS should be contacted to verify that proper procedures were being followed.)			
8	Vehicles without radios but with an airport operating permit are properly escorted onto the runway/taxiways when required to access these areas			
9	Vehicles are equipped with hazard beacons.			
10	Vehicle beacons are operating while vehicle is in motion on the airside			
11	Vehicles not equipped with a beacon are escorted by a properly equipped vehicle			
12	Vehicles yield right of way to passengers and aircraft.			
13	Vehicles come to a complete stop at blind spots.			
14	The vision of the operator is not obstructed by any extended superstructure or load.			
15	Vehicle(s) operated on the apron are in sound mechanical order; e.g.,, have adequate lights, rear view mirrors, horn, brakes, steering, tires, reverse alarm and a clear vision from the driver's seat.			
16	Vehicles are started in neutral or parked position.			
17	After equipment is positioned at an aircraft, the gear shift is in neutral or park, and the parking brakes/chocks are set before any other control is operated.			
18	Vehicles avoid restricted areas under aircraft wings and tail.			
19	No equipment or vehicles are left unattended at any time in the movement area.			
20	Before aircraft arrive and depart, vehicles and ground equipment are parked in designated areas that will not be affected by jet blast/prop wash or cause obstruction to: the arriving/departing aircraft, other arriving/departing aircraft, vehicle traffic lanes and other aircraft parking stands.			
21	Vehicles do not pass within 8 meters (25 ft) of the intake or 75 meters (225ft) of the rear of a running jet engine.			

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22	Vehicles not servicing an aircraft are at least 15 meters from an aircraft,			
23	A guide is used to position equipment and vehicles close to aircraft.			
24	Backing up is done safely with adequate clearance, guides are used when reversing around aircraft with reverse alarm functioning.			
25	Vehicle passengers are using vehicle seats. The driver is seated in the driver's position when starting and operating a vehicle or powered equipment.			
26	Equipment is being used only for intended purpose.			
27	Trailers, cart and dollies are always pulled, never pushed.			
28	Carts and containers are fully secured, and when they have no brakes chocks are used to prevent inadvertent movement around aircraft. Carts are not used as a climbing aid to access an aircraft			
29	All towing tractors are limited to a maximum of three trailers.			
30	Baggage, mail and cargo are towed in appropriate trailers.			
31	All powered equipment when approaching an aircraft make a full stop 50 feet from the aircraft and then again at 8 feet.			
32	All vehicles are clear of engine intake/propellers and exhaust when engine anti-collisions lights are on.			
33	Vehicles are not driven over electrical cords, fuel hoses, grounding wires, safety lanyards or other hoses.			
34	Ground equipment and vehicles are fuelled in a safe area away from aircraft.			
35	Parked vehicles/equipment has parking brake set or is chocked.			
36	Unattended vehicles and mobile equipment are parked in designated parking and storage areas.			
37	Unattended vehicles are not left running			
38	Vehicles around aircraft do not block any fuelling vehicle which is in the process of fuelling an aircraft			
Comments:				

9. Actions of Individuals

Movement of Passengers		Yes	No	NA
1	Movement of passengers occurs only when aircraft anti-collision lights have been turned off. In the originating gate and in the gate adjacent to port side of aircraft.			
2	Safety cones and pylons are placed beneath each wing, in front of engines and as clear guides to passengers. Passengers are not allowed under wing			
3	Airline, or their ground handling agents lead passengers to and from aircraft by most expeditious and safe route, using lanes designated by the airport or designated by cones placed by the airline/handling agent .			
4	Passengers are warned, when required, to walk in designated lanes or areas, not to smoke, not to use cell phones within 15m of refueling, not to throw trash, etc.			
5	The gate and surrounding areas are clear of passengers/ airside employees when an aircraft powers in to a parking stand.			
6	Ground Handlers check the area surrounding the aircraft for passengers, employees and vehicles before giving push back/engine start-up indication to pilot in command			
7	Designated passenger walkways are clear of oil, hydraulic fluid and fuel spills			
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10- Airside Personnel		Yes	No	NA
1	Safety vests are being worn.			
2	Hearing protection is being worn near aircraft when engines are running.			
3	Riders are prohibited on equipment without seats.			
4	Personnel are in position prior to aircraft arrival			
5	Personnel assigned to lavatory service use mask and rubber gloves.			
6	Personnel walk, do not run.			
7	Personnel do not approach aircraft until hazard lights are turned off.			
8	Personnel conduct is orderly.			
9	There is no eating, drinking or smoking airside.			
10	There are no signs of personnel being under the influence of drugs or alcohol			
Comments:				

Summary of mark obtained during audit

Sr. No	Area of Observation	Max. Marks	Actual Marks	Percentage
1	Aircraft Operations	14		
2	Foreign Object Debris	11		
3	Aircraft Servicing	21		
4	Baggage/Cargo Handling	16		
5	Other Services	5		
6	Catering	9		
7	Bus Operations	15		
8	Vehicle Operation	38		
9	Actions of Individuals	7		
10	Airside Personnel	10		

Note: This will be carried out randomly on monthly basis by the authority (UPSTDC). Operator getting more than 95% marks every month will be considered as a successful performer to get renewal for next two year.

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