

SAFETY



OPEN PANEL DOORS

Aircraft continue to arrive with panel doors open. This clearly demonstrates how important it is to complete the Pre-Departure Walk Around! Let's review those procedures as outlined in EGOM:

"Conduct a Pre-Departure Walk Around to visually verify all panel doors not currently in use are closed and secured and check the aircraft for any leaks, damage or abnormalities that may affect the safety of the flight. This MUST be completed before engine start or pushback."

In addition, remember...

The Double Tap must be completed by the agent after any panel door that was opened for servicing is closed. This ensures the panel door is secured and ready for departure.

COMPLIANCE

Damage to a CRJ-200 was discovered by the Flight Crew prior to departure. This damage was not reported during the Post-Arrival Walk Around.

Prevention: All damage, no matter how minor must be reported

immediately to the Flight Crew and station management. Always conduct a post-arrival walk around within 10 minutes of arrival. The post-arrival walk around is a visual check to look for obvious signs of damage to the aircraft. It is NOT an airworthiness inspection.

AWARENESS

All ground equipment must be disconnected from the aircraft when not providing service. This includes the GPU power cord any time the GPU is not providing power to the aircraft as well as airstart, air

conditioning and lav cart/truck hoses when not in use. It is a requirement that the employee who disconnects the hose or cord is the only person to close and secure the service door.



Station Briefing Guide 4-10-17

Stations are urged to use this guide to assist with Station Safety Briefings. This information should be reviewed daily with all employees to ensure understanding and compliance. This may result in employees hearing it more than once but will serve to reinforce the information. The questions at the bottom must be used to ensure understanding.

SAFETY

Open Panel Doors

- Conduct a Pre-Departure Walk Around to visually verify all panel doors not currently in use are closed and secured.
- The Double Tap must be completed by the agent after any panel door that was opened for servicing is closed.

COMPLIANCE

Aircraft Damage

- All damage, no matter how minor must be reported immediately to the Flight Crew and station management.
- Always conduct a post-arrival walk around within 10 minutes of arrival. The post-arrival walk around is a visual check to look for obvious signs of damage to the aircraft. It is NOT an airworthiness inspection.

AWARENESS

- All ground equipment must be disconnected from the aircraft when not providing service.

What must be conducted to ensure all panel doors are closed and secure?

What must you do if you find or see aircraft damage occur?

When is the only time a GPU can be connected to an aircraft?