STANDARD SAFETY PROCEDURES
AIRCRAFT APPROACH
PROCEDURES FOR PERSONNEL
AND VEHICLE SAFETY

OBJECTIVE: The following are standard procedures to ensure the safety of ASIG employees, equipment, as well as our customer’s personnel and equipment when approaching an arriving or operating aircraft.

1) No Employee or Equipment shall approach beyond any wing tip, nose, or tail section of any arriving aircraft until the aircraft has come to a complete stop, the engine(s) has (have) been shut down and the landing gear has been chocked by a designated gate crew member.

2) Before the placement of aircraft wheel chocks or performing other ground service operations, a predetermined plan of safe entry and exit for ramp workers (to the aircraft) must be made to avoid danger areas. Visual confirmation of a "safe to proceed" environment shall be determined by observing the jet engine exhaust wake and/or propellers have stopped, jet engines are “spooled down”. The anti-collision lights (red beacons) may be an indicator of engines running.

   When the red beacons are on, this indicates the aircraft's electrical system is active and engines could start or maintenance functions, such as flaps, slats, speed brakes or other devices may be extended. – ASIG Ramp Safety Program

Note: In some ground handling locations, a ground service employee will need to chock the nose gear only prior to the aircraft systems being turned off – per airline specifications.

Dangerous areas around the aircraft which must be considered include:
   • engine intake/exhaust locations
   • areas where flaps, gear doors or air stair doors may be activated, and
   • the area around the propellers (prop arc).

CAUTION:
Under no circumstances shall an ASIG employee walk between the engines and the fuselage, or within the propeller arc of an aircraft. When proceeding from one end of the aircraft to the other always walk around the wingtip of the aircraft.

Also, be aware of hot brakes. If an employee discovers a hot brake situation, they should notify their supervisor or lead immediately.

Failure to comply with the above, shall constitute a violation of company policy.
Printed copies are for reference only.
EXCEPTIONS:

**Ground Support Systems**
This policy is not intended to restrict access to those aircraft requiring external support systems, such as a ground power unit, before shutting down engines.

**Deicing**
Deicing units are allowed to enter beyond the nose and wings of the aircraft when the airline policy requires engine running deicing to be completed. In addition, aircraft with tail mounted engines (i.e. CRJ200, DC-9, ERJ-145, MD-80, etc.) may require tactile inspections of the aircraft after deicing is completed. When this is required by airline policy, only an authorized employee may conduct this inspection. The leading edge and top of the wing surface must be inspected while remaining forward of the wings.

These are the only reasons that an employee may approach the aircraft, and are to be done only when the employee’s approach can be safely accomplished.

Always be alert for hazardous situations when approaching and/or working in close proximity to any aircraft. Never approach any aircraft if you are unsure it is safe to proceed.