STANDARD SAFETY PROCEDURES
EQUIPMENT ABUSE/NEGLECT

OBJECTIVE: To eliminate the improper treatment /use of all equipment above and beyond normal wear.

ASIG will not tolerate equipment abuse and/or neglect. Abuse, as it applies to ground equipment, is any improper treatment or use of equipment which creates maintenance expense beyond normal wear. This may be characterized by, but not limited to, the following discrepancies:

1) Service calls or malfunctions due to equipment being out of fuel.
2) Broken glass, lights, and reflectors.
3) Broken door handles and window regulators.
4) Tire damage due to vehicle operating on low or flat tires.
5) Engine failure due to no oil or coolant.
6) Dead batteries due to leaving lights, ignition (master) switch on or other accessories.
7) Damage due to dragging power cables or service hoses, fuel hoses, or driving away from aircraft or fuel farm with cables or hoses still connected.
8) Graffiti.
9) Repairs caused by operator tampering with adjustments.
10) Transmission, clutch and drive line parts that fail abnormally.
11) Damage due to equipment operating with emergency brake on or interlock engaged.
12) Damage to upholstery caused by puncture or tearing (which is not attributable to normal wear).
13) Replacement or repair of missing equipment or accessories (windshield wiper blades, radiator cap, fuel caps, nozzle dust caps, etc.).
14) Damage to paint that is not attributable to normal wear.

Failure to comply with the above, shall constitute a violation of company policy.
Printed copies are for reference only.
15) Equipment damage caused by adding wrong fluids to fuel tank, hydraulic tanks, engine oil, or radiators.

16) Repairs to sheet metal or structural parts bent or damaged in accidents or through negligent operation.

17) Failure to tag out an unserviceable piece of equipment.

18) Operating a tagged out piece of equipment.

19) Under normal circumstances, no piece of equipment shall be utilized to push another piece of equipment, unless for the purposes of vehicle maintenance, or with approval from General Manager or designee.

20) Failure of ASIG employees to notify maintenance of known equipment discrepancies

Note:

All GSE deficiencies shall be recorded on the station equipment write-up (squawk) sheet by the reporting employee as well as reported to their immediate supervisor. A Vehicle Discrepancy Report (VDR) may also be used.

The Company strives to provide their employees with safe, mechanically sound equipment for their use, and expects each employee to treat such equipment with the same care as though it were their own.

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