STANDARD SAFETY PROCEDURES

RETAIL FUEL AIRCRAFT TOWING

OBJECTIVE: To coordinate the safe movement of aircraft by a tow team.

Prior to towing any Retail Fuel aircraft, the following minimum criteria must be met:

Personnel Requirements:

A safe towing operation requires a coordinated team effort from the tow vehicle driver and the wing walkers. All personnel should be aware of their exact roles before starting a towing procedure. All personnel must be properly trained to perform such operations. Every team member has the responsibility and authority to stop a towing operation at any time they suspect a dangerous situation or lose sight of any other team member.

- Driver: The driver controls the speed and direction of the aircraft during the towing operation and is responsible for stopping the aircraft when an unsafe condition arises. The safety of the aircraft and the towing team members lies in the hands of the driver. The driver must always maintain visual contact with all team members. If visual contact is lost, the towing operation must stop until visual contact is regained.
- Wing walkers: Wing walkers provide the driver with a wider visual awareness of obstructions and traffic. Wing walkers should maintain a position outside the wingtip during towing, maintaining a constant line of sight with the driver at all times.

Equipment:

All equipment used in a towing operation should be thoroughly inspected before use. Inspections should ensure that the equipment is in safe working condition and appropriate for the aircraft being serviced.

1. Towing Vehicle – a thorough pre-start vehicle check shall be performed using appropriate checklists. Deficiencies shall be noted using internal processes and referred to Maintenance as required.
2. Towbar: Each towbar must only be used for the aircraft for which it has been designed. If a bypass pin is required, the pin must be installed prior to attaching the towbar. Shear bolts must be visually inspected prior to and after each use to ensure a safe operation.
3. Nose wheel: Inspect the aircraft nose wheel for damages prior to connecting the towbar. If damage is detected, do not connect the towbar or attempt to move the aircraft; notify your supervisor and the pilot in command.
4. Towbarless towing: Ensure the aircraft nose gear is centered in the lift
cradle of a towbarless tractor before attempting to move the aircraft. If the nose gear is not centered in the cradle, the aircraft may lean or tilt to one side or the other due to the imbalance. This condition could damage the nose landing gear.

6. Gust locks must be removed.

Personal Protective Equipment (PPE):

The following PPE is the minimum PPE required for towing operations. At no time shall personal electronic devices as defined in SSP 104 (i.e. I Pod headphones, cell phones, pagers, , etc.) be in use during towing operations.

- Company approved reflective safety vest
- Company approved hearing protection
- Highly visible or Illuminated wands

Work Area/Environment:

The work area should be thoroughly inspected for FOD and other equipment that may cause congestion in the work area.

Notes:

- Any aircraft, with a net (empty/minimal fuel) ramp weight above 51,000 pounds, (generally any aircraft larger than G-V), must have a brake rider during tow. The brake rider will be a crew member or an A/P Mechanic certified to brake ride that particular aircraft. No ASIG employees shall brake ride, unless they are qualified, certified, and approved by the aircraft operator.

- Communications between the tow vehicle driver, wing walker(s), and brake rider (if applicable) must be clear, concise, and agreed upon by all parties prior to the towing operation begins.
Towing Procedures:
1. Tow vehicles approaching an aircraft should perform a safety stop fifty (50) feet from the aircraft; a second safety stop is required at the ten (10) foot mark. From this point, the vehicle should proceed at a slow walking pace.

2. Towbars should be connected to the nose gear by hand. Ensure that the aircraft is configured for tow movement when required (e.g., torque link scissors, etc.). Ensure the tow bar is securely attached to the connection points, and check that the safety pin is locked in place. If there is any damage to aircraft nose gear assembly, stop the operation immediately and inform a supervisor and the pilot in command. Note the tow limits of the aircraft nose assembly, ensure gust locks have been removed and all tow team members are aware of these limits.

3. After the tow bar is connected to the aircraft, slowly drive the tow vehicle forward while another line person, positioned at the front of the tug, provides guidance. Attach the tow bar to the tug when the connection points are in line with one another, and engage the locking device.

4. Remove the chocks from the aircraft and clear the area between the vehicle and the aircraft. Begin the tow movement slowly and cautiously. If there is resistance in trying to move the aircraft, stop the tow movement immediately and consult your supervisor, as this may mean that the aircraft brakes are set. To maintain positive control during the entire towing operation, the driver of the tow vehicle has responsibility for the aircraft when in transit and at its designated parking spot until the aircraft has been secured.

6. After the aircraft comes to a complete stop at its destination, chock the wheels in accordance with SSP 203, then disconnect the tow bar from the tug.

7. Reconnect the nose gear torque link assembly (if applicable), disconnect the tow bar from the aircraft, and re-connect it to the rear hitch of the tug. Drive the vehicle forward to its designated parking spot, ensuring all tow team members are in view and clear of the vehicle’s path. The towing operation is not considered complete until the tow vehicle has been returned to its designated parking spot. The towing team must remain alert until the vehicle has been parked.

Notes:
- During the entire movement of the aircraft, it is essential that the vehicle driver adhere to the turn limits of the aircraft nose wheel to prevent aircraft damage.
- Only appropriate sized rubber chocks shall be used in hangars. Tow bars shall not remain attached to any aircraft upon completion of the tow operation.
- All GSE deficiencies shall be recorded on the Station equipment (VDR) sheet by the reporting employee as well as reported to their immediate supervisor.

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