

AERODROME OPERATIONS CHECKLIST
BROADLY COVERING AREAS FOR ASSESSMENT OF THE AIRPORT PREPAREDNESS TO RESUME NORMAL OPERATIONS

The intention of this checklist is to facilitate a quick check for aerodromes resuming operations after an extensive lockdown/ reduced operations period due to the COVID-19 pandemic. It is not an exhaustive list since detailed checks/inspections are done as a part of the State's safety oversight of aerodromes. Items may be added or excluded from the checklist based on local conditions, taking into consideration whether aerodromes are resuming operations after complete closure or increasing operations from minimal traffic.

Items	Areas/Topic to be covered	References <i>Add related local regulations from CAA</i>	Action taken* <i>Attach supporting documents as required</i>	Remarks
A	Aerodrome infrastructure			
A1	Visual aids for Navigation <i>Including but not limited to the status of all markings, lights including calibration of PAPI, signs, status of obstacle lights, etc.</i>	Annex 14 Vol I, Aerodrome Design Manual(Doc 9157 Part 4), Airport Services Manual(Doc 9137 Part 9)		
A2	Electrical systems <i>Including but not limited to the status of primary and secondary power supply systems supporting airfield lighting and radio navigation aids, etc.</i>	Annex 14 Vol I, Aerodrome Design Manual (Doc 9157 Part 5), Airport Services Manual (Doc 9137 Part 9)		

A3	Non-visual Aids for Navigation <i>Status of radio navigation aids, especially of those which were not in use during the lockdown period i.e. VOR/DME, ILS for a specific runway.</i>	Annex 10 Vol I, Manual on Testing of Radio Navigation Aids (Doc 8071) , PANS - Aerodromes (Doc 9981)		
A4	Rescue and Fire Fighting <i>Including but not limited to the status of firefighting equipment, extinguishing agents and readiness of personnel to meet the RFF category and response time requirements, status of access roads, disabled aircraft removal plans/ equipment, etc.</i>	Annex 14 Vol I, Airport Services Manual(Doc 9137 Part 1)		
B	Aerodrome Operations			
B1	Obstacle Management <i>Review obstacles around the aerodrome with specific focus on OFZ, pruning of trees or any new structures during this period which will affect the safety of aircraft operations. Obstacles may be posed by continued parking of aircraft at ad-hoc improvised areas during COVID period.</i>	Annex 14 Vol I, PANS-Aerodromes (Doc 9981), Airport Services Manual (Doc 9137 Part 6).		

B2	Pavement Management <i>Check the status of runway, taxiway and apron pavements with special attention to the distress on pavement due to possible prolonged parking of aircraft as well as during ground manoeuvring of aircraft at improvised parking areas.</i>	Annex 14 Vol I, PANS –Aerodromes (Doc 9981), Aerodrome Design Manual(Doc 9157 Part 3), Airport Services Manual (Doc 9137 Part 2 and Part 9).		
B3	Wildlife Hazard Management <i>With focus on vegetation, habitat and land use management, check the status of wildlife activity reporting and repellent systems, checks on aircraft and other infrastructure (i.e. passenger loading bridges) for possible "nesting" due to inactivity, and effectiveness of wildlife management plans to mitigate wildlife hazard.</i>	Annex 14 Vol I, PANS –Aerodromes (Doc 9981), Airport Services Manual (Doc 9137 Part 3).		
B4	Apron Management <i>Including but not limited to the effective functioning of passenger loading bridges, VDGS, apron flood light, FOD management, aircraft stand availability for allocations, etc.</i>	Annex 14 Vol I, PANS –Aerodromes (Doc 9981), Airport Services Manual (Doc 9137 Part 8).		

B5	Aeronautical Information Management <i>Check and initiate actions to amend/cancel existing NOTAMS/publications regarding any restrictions for aircraft operations or closure (partial or full) of the aerodrome.</i>	Annex 15, PANS –AIM (Doc 10066)		
B6	Aerodrome Emergency Plan <i>Review aerodrome emergency plan to include Aerodrome preparedness to handle public health emergencies. It may include but not limited to lessons learnt and procedures followed during the COVID-19 lockdown, plans to handle such contingencies in the future, etc.</i>	Annex 14 Vol I, Airport Services Manual (Doc 9137 Part 7).		
B7	Resuming Airside works <i>Including but not limited to the review of work plan under the changed conditions, such as change in scope, contractual obligations, need for additional safety precautions, etc.</i>	PANS - Aerodromes (Doc 9981)		
B8	Vehicle/equipment readiness <i>Check the readiness of all the airfield vehicle and equipment which would not have been used for an extensive period of time.</i>	As per the manufacturers Manual.		

C	Certification and Compliance			
C1	Status of Aerodrome certification <i>Based on the validity of the current aerodrome certificate/license and the need for certification/or renewal of the certificate during the lockdown/ period of reduced operations</i>	Annex 14 Vol I, PANS –Aerodromes (Doc 9981), Manual on Certification of Aerodromes (Doc 9774).		
C2	Exemptions filed, if any <i>Check the status of exemptions filed and any conditions or procedures subject to which the exemption was granted.</i>	As exempted by CAA during the Aerodrome certification.		
C3	Safety Risk Assessment <i>Conduct a safety risk assessment for non-compliance to national aerodrome regulations/standards or deviation arising due to prolonged closure or limited operations such as OLS infringement due to continued parking of aircraft at non-designated areas, deviations from SOPs due to the COVID-19 situation, etc.</i>	PANS –Aerodromes (Doc 9981) SMM (Doc 9859).		

D	Coordination and Collaboration			
D1	Stakeholder Preparedness <i>Details of virtual discussion and communications with stakeholders on the plans for resuming normal airport operations, addressing their concerns and the support required from them.</i> <i>The option of Airport Collaborative Decision Making (A-CDM) as a basic tool for all the coordination process may be considered to ensure timely and effective information exchange if it is not already available. This will facilitate in gaining stakeholder confidence to fully implement A-CDM in the future, using appropriate resources and processes.</i>	PANS - Aerodromes (Doc 9981), Manual on Collaborative Air Traffic Flow Management (Doc 9971).		
D2	Revised Aerodrome Capacity <i>With the involved stakeholders, agree on any operational retractions including declared capacity, airport slot coordination, etc. in coordination with airport slot coordinator, if necessary.</i>			
D3	Virtual meetings <i>Consider hosting virtual meetings of RST and local</i>	PANS Aerodromes (Doc 9981).		

	airport operations coordination group, if required to understand the safety concerns of the stakeholders.			
D4	Air Traffic Control & Meteorology <i>Coordinate with local ATC (TWR, APP and ACC) to ensure readiness of airport and airspace for return to operations and agree upon any operational or capacity restrictions.</i> <i>Coordinate with local Met Office for availability of Meteorological services, if it is not provided through the local ATC.</i>	PANS- ATM (Doc. 4444), Air Traffic Services Planning Manual (Doc. 9426), Annex 3. Manual on Coordination between ATS, AIS and Aeronautical Meteorological Services (Doc 9377).		
D5	Airport Security <i>Coordinate and review with relevant Airport security agencies on the preparedness to resume operations, with specific focus on Aerodrome fencing, Lighting, etc. related to the provisions of Annex 14 Vol I. It may also include reviewing of changes implemented during restricted operations/closure, and identifying any new requirements (e.g. related to temporary operations or infrastructure).</i>	Annex 14 Vol I.		

E	Human Resource, Competency & Training			
E1	Availability of human resources <i>Check the availability of human resources especially if aerodrome operator and/or subcontractors downsized the staff pool.</i>	As per requirements of individual parties.		
E2	Preparedness of Concessionaires <i>Including but not limited to the preparedness of airport concessionaires for Ground Handling, Fuelling, catering and other subcontracted agencies after long period of closure or reduced activity.</i>	PANS –Aerodromes (Doc 9981).		
E3	Airfield Personnel preparedness <i>Briefing/short training to airfield personnel on their roles and responsibilities as they may be resuming work after an extensive break. Refresher training for those with lapsed permits/ratings.</i>	PANS –Aerodromes (Doc 9981).		

Post COVID-19 Guidance for Aerodrome Operators Resumption of Operations.

PANDEMIC MANAGEMENT CHECKLIST.

<input type="checkbox"/> PANDEMIC RESPONSE TEAM.
<input type="checkbox"/> Establish a task force with participants from all key areas of the business including decision makers (Emergency Response, Legal, Human Resources, Communications, Safety, IT, Operational sections – e.g., ground operations, cargo, etc.). <input type="checkbox"/> Develop, implement and document strategies for response to –pandemic. <input type="checkbox"/> Schedule meetings, maintain action log and minutes
<input type="checkbox"/> CORPORATE - WIDE HEALTH-PANDEMIC ASSESSMENT.
<input type="checkbox"/> Establish overall corporate risk level <input type="checkbox"/> Develop overall risk hierarchy <input type="checkbox"/> Identify job functions with a higher risk factor and propose mitigations <input type="checkbox"/> Assign resources to address the outcomes
HEALTH AUTHORITY - GUIDANCE, REGULATORY REQUIREMENTS REVIEWS
<input type="checkbox"/> Daily review of guidance for managing workplace exposure to COVID-19 <input type="checkbox"/> Liaise daily with the responsible regulators to ensure communication and participation in COVID-19 management strategy decisions <input type="checkbox"/> Assess changes and develop strategies to ensure compliance with latest guidance specific to the workplace
<input type="checkbox"/> PHYSICAL DISTANCING STRATEGY
<input type="checkbox"/> Develop best practices documents and templates for site assessments <input type="checkbox"/> Identify circumstances where employees are unable to maintain a physical distance, implement mitigation strategies.

- ☐ Site assessments at all work locations including:
 - Airport authority, facility owner (internal or external)
 - Employer (airline, ground handling provider)
 - Employee representatives

☐ **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- ☐ Regularly assess PPE requirements for employees for each job function.
 - ☐ Plan regular enhancements to PPE, as appropriate to department / tasks to be performed, to address appropriate requirements based on health expert guidance and/or escalating levels of employee concern.
 - ☐ Awareness and promotion campaign for employees including information to address:
 - Purpose and protection offered by using of PPE
 - ☐ Safe use of PPE
 - Changes to PPE
- Develop feedback loop for employees to ensure:
- PPE is suitable
 - PPE is used correctly
 - Trending for inventory use
 - ☐ Assess the effectiveness of new requirements, policies and procedures to be ready for return to service.

☐ **PPE PROCUREMENT**

- Establish a PPE procurement team dedicated to:
 - Source for types, quantities on hand and how many are required.
 - Forecasting future requirements.
 - Procurement prioritisation

<ul style="list-style-type: none"> o Identification of existing and potential sources • Managing inventory <ul style="list-style-type: none"> o Receipt of correct PPE o Safe storage o Prioritisation o Distribution • Reporting <ul style="list-style-type: none"> o Inventory statistics (consumption – highlighting potential shortages) o Supply chain reports o Gaps in mandatory equipment
<p><input type="checkbox"/> IDENTIFICATION OF JOB FUNCTIONS REQUIRING CONTINUOUS ASSESSMENT OF PPE REQUIREMENTS.</p>
<ul style="list-style-type: none"> • Passenger Handling <ul style="list-style-type: none"> o Passenger handling staff assisting passengers with reduced mobility – e.g. lifting cases. o Front facing employees at airports (check-in, gate, wheelchair assist). <input type="checkbox"/> Baggage and cargo handling agents <input type="checkbox"/> Cabin cleaning staff <input type="checkbox"/> Other operational personnel
<p><input type="checkbox"/> Management of positive case(s) in the workplace and contact tracing</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Identify resource that will perform contact and interview of employee. <input type="checkbox"/> Record the following information: (questions which lead to other questions, must respect employee's right to privacy): <ul style="list-style-type: none"> o Name, Identification number

- Job title
- Workplace location
- Work cycle and hours
- Last shift worked and list of co-workers
- Date and time of onset of symptoms
- List of co-workers with whom the employee was in close contact.
- Areas and rooms in which employee was located during contagious period (as per WHO definition)
- Employees who have tested positive and were not likely to have contracted in the workplace:
 - Identify workers with whom employee was in close contact.
 - Contact affected workers and inform them to self-isolate and self-monitor (14 days) (Subject to guidance from local regulation).
 - Implement facility cleaning and sterilisation as required by local regulation.
- Employees likely to have contracted in the workplace: (Regulatory requirement):
 - Contact local health and safety committee to complete a workplace investigation.
 - Identify workers with whom employee was in close contact.
 - Contact those workers and inform them to self-isolate and self-monitor (14 days) (Subject to guidance from local regulation).
 - Implement facility cleaning and sterilisation as required.
 - Develop and implement corrective actions as per regulatory requirements.

☐ **SIGNIFICANT OPERATIONS ISSUES ARISING FROM THE PARTIAL OR COMPLETE STOP OF OPERATIONS.**

- Aircraft parking (short and long term)
- Storage of GSE and ULD and access to this equipment
- Changes to facilities
- Changes to operational procedures arising from the COVID-19 measures
- Personnel reduction
 - Remaining employee qualifications
 - Capacity for training remaining employees to perform new job functions, if need be
 - Emergency response continuity
 - Occupational safety regulatory compliance, continuity
 - Working alone assessment
 - Workplace inspection to ensure maintenance of safety devices e.g.: eye wash, first aid kits, fire extinguishers, clear exits.

☐ **SIGNIFICANT OPERATIONS ISSUES ARISING FROM RETURN TO SERVICE.**

- Airports readiness
- Personnel readiness including health and sanitary measures
- Operational readiness and changes to processes and procedures
- Any issues arising from the company safety risk assessment e.g.
 - Aircraft movements
 - GSE return to service
 - Safety oversight and quality control

AIRPORT READINESS CHECKLIST

☐ AIRPORT CAPABILITIES

- Regulatory requirements and restrictions
- New flight schedules
- Connectivity to airlines' networks
- Airport capacity
- Declared or phased planning constraint for e.g.;
 - Security queue throughput
 - Stand planning capacity
 - Runway capacity
- Development of an airport infrastructure usage plan e.g.
 - GSE movement
 - GSE maintenance
 - Aircraft movement
 - Aircraft parking

• AIRPORT INFRASTRUCTURE AND OPERATIONAL CHANGES

- The airfield has a master parking plan in place:
 - Standard level capacity known
 - Crisis level capacity known
- Requirements to keep aerodrome facilities and services operational
 - Runways and taxiways operation
 - Serviceability of fixed equipment (e.g., boarding bridges)

o Availability of check-in and departure areas
□ AIRPORT GUIDELINES, PROCESSES AND PROCEDURES
<ul style="list-style-type: none"> • Crisis / Post-Crisis Passenger disruption management • Passenger facilitation and boarding control • Ground / cargo handling procedures for crisis/post-crisis • On-boarding / reinstatement of ground staff • Document control for storage and reactivation of aircraft and GSE
□ AIRPORT ACCESS MANAGEMENT AND LICENSING
<p>Ensure that passes, permits and licences for personnel and vehicles have:</p> <ul style="list-style-type: none"> • Validity • Extensions • Defined timelines and new rules for new issuance or re-issuance
• AIRPORT INFRASTRUCTURE & OPERATIONAL CHANGES
<ul style="list-style-type: none"> o The airfield has a master parking plan in place: <ul style="list-style-type: none"> ➤ Standard level known ➤ Crisis level capacity known • Requirements to keep aerodrome facilities and services operational <ul style="list-style-type: none"> o Runways and taxiways operation o Serviceability of fixed equipment (e.g., boarding bridges) o Availability of check-in and departure areas

☐ **AIRPORT STAFF AVAILABILITY AND COMPETENCY**

- Availability of ground handling service providers and other service suppliers:
 - Capability of each company, when and at which capacity they can start operations
 - Airlines' capability to consider recurrent training and/or familiarisation for staff
 - Staff Training with regards to the changes in airport and operational requirement

☐ **AIRPORT SECURITY**

- Security risk assessment
- Security screening
 - Access points
 - Procedures
- Transfer screening
- Security staff availability and training

PERSONNEL READINESS CHECKLIST.

RESOURCE PLANNING

- Evaluate current capacity based on previous staff reduction
 - Remaining personnel qualifications
 - Capacity for training remaining personnel to perform new job functions, if need be
 - Emergency response continuity
 - Occupational safety regulatory compliance, continuity
 - Working alone assessment
 - Availability of trainers
- Evaluate and plan adequate resources for;
 - New flight schedule
 - Revised handling services and changed procedures
 - Potential impact of changes on achievable time to perform the related task
 - Updated turn-around times (even temporarily) to be integrated in the planning review - current capacity versus demand
 - Allocation of personnel to perform job tasks
- Identify gaps.
 - All skill sets are available across all shifts
 - All material (e.g., headset, phones, PPE) are available in sufficient quantity to allow performance of updated task performing
 - Training needs and training volume
- Change management and task prioritization
 - Who or what has been impacted
 - Who is responsible for what

- What communications are required
- Risk assessments and mitigations plans
- Progress is measurable etc.
- Any other event / activity that would drive a change management process

PERSONNEL COMPETENCY

All companies are responsible to provide training before the return to service and to ensure that all staff are qualified and competent and shall follow these principles:

- ☐ No person is assigned to perform a task for which he/she does not hold a record of training.
- ☐ Initial training is provided to all new personnel before they are scheduled for work - with no exceptions.
- ☐ The recurrent training is provided in accordance with the training plans.
- ☐ Extensions are granted in accordance with the regulatory requirements in case that the recurrent training cannot be provided.
- ☐ Start-up programs for staff returning from various types of leave is in place to bring all staff up to speed and ensure their competency and operational readiness.
- ☐ The training and start-up programs are done in accordance with the Airport Handling Manual Training Program.
- ☐ Cooperation with airport operator to ensure that airport requirements and instructions are incorporated into the training

☐ **PERSONNEL AIRPORT ACCESS**

To enable personnel to perform their duties effectively, the company needs to ensure and arrange with the airport for all personnel airport access in advance:

- ☐ Movement passes in restricted area are "activated"
- ☐ Permits issued by the authorities are valid and, if an extension of validity is needed, this is done prior to recommencement of operations

- ☐ All training required by the airport for newcomers are scheduled and performed before the personnel are scheduled for duty.
- ☐ Timelines and new rules issued by the airport operator for new issuance and reactivation to be coordinated to prevent a short duration peak demand for permits etc. that would lead to congestion and long wait times at the permit office

☐ **PERSONNEL SCHEDULING.**

- If a significant number of employees have been exempted from recurrent training for any period, ensure a mix of experience and validities among the staff performing specific tasks.
- Schedule the same shifts wherever possible, to minimize COVID-19 exposure
- Schedule enough personnel to perform the tasks
- Have a fall-back plan for sick offs and quarantine

OPERATIONAL READINESS CHECKLIST.

☐ STATION ADMINISTRATION

- Ground handling provider station or own station.
- Evaluate ground handling provider (new or previous) and review SLA if need be.
- Review and evaluate other contracts e.g., catering, cleaning, cargo etc based on scope of operation.
- Conduct Operational Audit, if need be.
- Ground Staff availability and competency.
- Access passes for staff and vehicles.
- Vaccination (if necessary) / Health status as per regulation.
- HOTAC and Ground Transportation for Crew.
- Communicate and address all new regulations and procedures.
- Excess baggage and other auxiliary revenue handling including updates on destination.
- Documentation: Ensure all station manuals, filing system is up to date.
- Other non-operational issues, review:
 - Station Finance
 - Asset Management and / or disposal
 - Office lease / other non-operational contracts
- Staff cross-utilization

PASSENGER AND BAGGAGE HANDLING

- Availability of check-in desks, transfers and gates for handling.
- Lounge availability
- Stationery availability and PPE
- DCS and sign-in codes

- Screening and security checks
- Check on amount of allowed quantities of DG (hand sanitizers carried by passenger)
- BRS availability
- Baggage reconciliation in place
- Availability of baggage belts
- Baggage irregularity process is in place
- Customs regulations for baggage clearance during delivery, replacement and repair
- Set up customer feedback points / email

RAMP HANDLING

- Availability of handling stationery and PPE
- GSE that is serviceable has been released for use by competent / qualified GSE maintenance staff
- Serviceability checklist of all GSE
- Ensure Fuel standards are maintained. All GSE involved in handling fuel shall have been properly cleaned and checked so that fuel is not contaminated
- Ensure Water standards are maintained. All water in water servicing vehicles and or aircraft are drained and refilled with clean water
- All Toilet vehicles and aircraft have been drained and flushed. Serviceability checklist for ULDs
- Aircraft ground movement
 - Ensure all procedures during aircraft ground movement are adhered to as documented in Chapter 4 of IGOM.
 - Ensure during any non-normal operations, a robust safety risk assessment is performed, and
 - implementation of the mitigation plan is followed
 - Aircraft ground movement should be coordinated with all relevant sections with the operations to include, aircraft maintenance, aircraft scheduling, operations control, local internal management and crew planning.

<ul style="list-style-type: none"> ○ Ensure parking plan complies with regulatory requirements, local airport facility requirements as well as airline's procedural requirements. ▪ Beware of birds and wildlife that may have used aircraft and / or the ramp as breeding grounds ▪ Check all fixed equipment such as jet bridges and attendant equipment such as air conditioning units and ground power units are checked and released for use. ▪ Cargo movement timelines between cargo warehouse and ramp reviewed and agreed on Review and address aircraft waste management process ▪ Loading for cargo in cabin <ul style="list-style-type: none"> ○ New procedure is available ○ Supplementary training has been delivered ○ Accessories "e.g. nets, straps, ropes, etc." necessary to secure cargo in cabin are available and sufficient ○ Additional crew for cabin surveillance and loading is planned e.g. cabin crew, load master as applicable
<p>□ CLEANING DURING PANDEMIC</p>
<ul style="list-style-type: none"> ▪ Ensure that Health and Safety regulations and requirements are implemented ▪ Enhanced cabin cleaning and sanitization procedures ▪ Cargo hold cleaning if required ▪ Aircraft cleaning and disinfectant products to be used ▪ Enhanced cleaning schedule ▪ Training of personnel ▪ Availability of aircraft cleaning material and PPE
<p>CHANGE MANAGEMENT</p>
<p>Communicate and address all issues arising from change management to include:</p> <ul style="list-style-type: none"> ▪ Facilities changes

- Change to operation procedures
- Risk associated with the changes are identified and mitigated to the acceptable safety level
- Enhanced oversight changes

☐ **EMERGENCY AND CONTINGENCY PLANNING**

- Ensure your station emergency response plan is aligned with the airport emergency plan
- Update the Local station Ground Operation control procedures as required
- Plan and communicate as necessary
- Maintain a list of medical providers
- Maintain a list of hotels providers
- Maintain a list of meal and refreshment providers
- Maintain a list of other critical service providers as per your station
- Review your plans and outcomes at agreed intervals
- Remember to have a “wrap-up” once normalcy resumes, to address aspects such as: lessons learned to be better prepared for next time

☐ **Communication**

It is important that daily briefs and updates are provided to all employees including all operational staff. It should include but not be limited to:

- The compliance to COVID policies relating to their health and safety
- Organizational and management changes and updates.
- Outcomes from the pandemic response plan
- New or amended procedures during the COVID-19
- Daily updates on destinations and transfer points
- Health and safety actions

- Hygiene routines reminders
- Human factors
- Safety tips
- Safety stand down modules for “Attention to Detail and Distraction Management”
- Injuries, accidents
- Emergency responses

GROUND SUPPORT EQUIPMENT (GSE) READINESS CHECKLIST

☐ GSE RETURN TO SERVICE

- The actions necessary to return GSE to full-time service depends on how long the unit was stored, how it was stored as well as whether or not it was rotated or “exercised” during the storage period.
- If not already done, develop a GSE return to service plan based on the record of all actions taken as part of the storage plan as well as the expected ramp up of operations as the situation returns to normal.
- As a minimum, a full safety and functional checklist should be performed and completed by qualified and competent GSE maintenance staff prior to starting and moving the equipment to ensure it is safe to use. Where available and the storage period was long enough to trigger it, utilize the Equipment Pre-operational Checklist or similar document from the manufacturer.
- Plan to reinstate GSE maintenance staff early enough to enable timely completion of critical return to service activities before return of air traffic.
- Plan to start returning units to service before return of air traffic so that there are enough units to meet initial days’ demand.
- Put in place measures to ensure cleanliness of high common use touchpoints on GSE
- At airports where there are significant numbers of parked aircraft, be prepared for the need for aircraft tow tractors / pushback tractors ahead of the return of air traffic.
- Ensure adequate supplies of parts and fluids that are expected to be needed to reinstate out of operational use (OOU) GSE are on hand prior to starting the return to service program.
- Ensure Airside Vehicle Passes (AVPs) are valid or that arrangements have been made for extended validities.
- Where AVPs are dependent on currency of preventative maintenance and inspection regimes, it is recommended that airport authorities recognize PMI schedules that have been adjusted to account for reduced usage (or no usage) of the equipment.

- Ensure that all GSE personnel who will need operator / driver licences and access permits for the airside and the GSE storage areas will have these available in time or that arrangements have been made for validity extensions, before the start of the return to service program.
- The return to service safety and functional checks should be recorded in the maintenance record system.
- Reinstate the normal preventative maintenance and inspection (PMI) or other assessment program as units return to operation to ensure compliance to safety and operational requirements.
- Timely consultation with airport operator regarding completion of processes that comply with instructions, and requirements.

Refer to [Guidance for ground handling during COVID-19](#) for detailed guidance on how to manage GSE.