

PRE-AUDIT DATA INPUT

Ground Service Provider		
Ground Station (Aerodrome)		
Data Input by	Position	Signature

No	Traffic Volume Served Annually	Number	Remarks
1.	Number of passenger airlines served (to be served)		
2.	Number of cargo airlines served (to be served)		
3.	Number of total aircraft movements (arrivals/departures) served annually		

No	Ground Station Manpower	Actual	Budgeted
	Number of total employees at ground station:		
	(a) Headset Operation:		
	(b) Marshalling:		
	(c) Load Control:		
	(d) Loading Supervision:		
	(e) Baggage Handling / Reconciliation:		
	(f) Passenger Handling:		
	(g) Cargo Handling:		
	(h) Passenger Boarding Bridge Operation:		
	(i) Turnaround Coordination/Ramp Supervision:		
	(j) In-Flight Catering:		
	(k) Aircraft Cleaning:		
	(l) Ground Support Equipment (GSE) Operator:		
	• Push-back:		
	• High-Loader:		
	• Cargo Loader:		
	• ULD-Transporter:		
	• Passenger/Crew Bus:		
	• Passenger Steps:		
	• Conveyor Belt:		
	• Catering Vehicle:		
	• Waste & Water Unit:		
	• Baggage Tractor:		
	• Air Starter Unit (ASU):		
	• Ground Power Supply (GPU):		
	• Air Condition Unit (ACU):		
	• PRM Vehicle:		
	• De-/Anti Icing Equipment:		
	• Forklift:		

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	• Fueling Bowser – Hydrant Dispenser:		
5.	Number of employees for “over-the-wing” ground handling activities:		
6.	Number of employees for “below-the-wing” ground handling activities:		
7.	Number of supervisory personnel:		
8.	Number of instructors:		
9.	Number of designated examiners:		
10.	Number of practical assessors:		

No	Basic Training Modules	Number	Remarks
11.	Number of employees who passed Airside/Health & Safety training:		
12.	Number of employees who passed Regulatory Awareness training:		
13.	Number of employees who passed Security Awareness training:		
14.	Number of employees who passed basic ERP training:		
15.	Number of employees who passed Airport Familiarization training:		
16.	Number of employees who passed Human Factors training:		
17.	Identity number of employees who have Dangerous Goods training:		

No	Ground Support Equipment	Number	Condition (A-E)
18.	Number and condition of Tow-barless pushback tractors:		
19.	Number and condition of aircraft tow tractors:		
20.	Number and condition of tow bars:		
21.	Number and condition of motorized conveyor belts:		
22.	Number and condition of non-motorized conveyor belts:		
23.	Number and condition of cargo loaders:		
24.	Number and condition of motorized container transporters:		
25.	Number and condition of motorized passenger stairs:		
26.	Number and condition of non-motorized passenger stairs:		
27.	Number and condition of motorized Ground Power Units (GPUs):		
28.	Number and condition of non-motorized GPUs:		
29.	Number and condition of motorized Air Condition Units (ACUs):		
30.	Number and condition of non-motorized ACUs:		
31.	Number and condition of motorized Air Starter Units (ASUs):		
32.	Number and condition of non-motorized ASUs:		
33.	Number and condition of other high-loader vehicles (e.g. cleaning, catering):		
34.	Number and condition of Potable Water Units:		
35.	Number and condition of Lavatory Service Units:		
36.	Number and condition of passenger busses:		
37.	Number and condition of crew transport busses:		
38.	Number and condition of baggage carts:		
39.	Number and condition of dollies:		

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40.	Number and condition of baggage tow tractors:		
41.	Number and condition of PRM vehicles (Ambi-lift):		
42.	Number and condition of motorized anti/de-icing equipment:		
43.	Number and condition of non-motorized anti/de-icing equipment:		
44.	Number and condition of conventional ramp vehicles (including vans):		
45.	Number and condition of fuel dispenser vehicles:		
46.	Number and condition of fuel bowser vehicles:		
A = 1 to 4 years		B = 5 to 8 years	C = 9 to 12 years
		D = 13 to 15 years	E = Above 15 years