

---

GACAR PART 68 – CERTIFICATED AERODROMES GROUND SERVICES PERSONNEL

---

**TABLE OF CONTENTS**

Part 68 - Certificated Aerodromes Ground Services Personnel

**SUBPART A - GENERAL**

§ 68.1 Applicability. ....	2
§ 68.3 Requirements for individuals performing ground services functions. ....	2
§ 68.7 Training Requirements. ....	3
§ 68.9 Knowledge Training & Attendance ....	3
§ 68.11 On-Job-Training (OJT) & Logbook ....	4
§ 68.13 Knowledge Examinations ....	5
§ 68.15 OJT Assessments ....	6
§ 68.17 Recency of Experience. ....	7
§ 68.19 Obligations, Privileges and Limitations. ....	7

**APPENDIX A TO GACAR PART 68**

Appendix A Ground Operations Training (GOT) Baseline Requirements ....	8
--	---

---

GACAR PART 68 – CERTIFICATED AERODROMES GROUND SERVICES PERSONNEL

---

**SUBPART A – GENERAL**

**§ 68.1 Applicability.**

- (a) This part prescribes the qualifications and training requirements for persons who perform ground services functions within certificated aerodromes under GACAR Parts 139, 138, and 137.
- (b) This part also prescribes the responsibilities of aerodrome certificate holders to ensure that no person may perform any ground services functions unless that person satisfies the requirements of this part.
- (c) This part applies to ground services personnel who are employed on a full-time, part-time or seasonal basis by:
- (1) Ground service providers certificated under GACAR Part 151.
  - (2) “Self-handlers,” as defined in GACAR Part 151.1(d), operating at aerodromes certificated under GACAR Part 139, 138, and 137.

**§ 68.3 Requirements for individuals performing ground services functions.**

No person may perform any of the following job functions within a GACA certificated aerodrome under Part 139, 138 or 137 unless that person meets the requirements stipulated in this part.

- (a) Ground support equipment operation.
- (b) Aircraft marshalling.
- (c) Dangerous goods handling.
- (d) Load control
- (e) Loading supervision.
- (f) Passenger handling.
- (g) Ramp supervision/aircraft turnaround coordination.

---

## GACAR PART 68 – CERTIFICATED AERODROMES GROUND SERVICES PERSONNEL

---

- (h) Headset operation.
- (i) Cargo handling.
- (j) Aircraft catering.
- (k) Into-plane fueling.
- (l) Baggage handling.
- (m) Baggage Reconciliation.
- (n) Passenger boarding bridge operations.
- (o) Aircraft Cleaning

### **§ 68.7 Training Requirements.**

- (a) All personnel performing ground services within certificated aerodromes in KSA must present documentary evidence that they have successfully completed the formal training that is in compliance with this part and is specifically designed to qualify the personnel for the job function(s) for which the personnel are to be employed.
- (b) The documentary evidence must include Training in the specific job function(s) according to the ground operations training baseline requirements provided in Appendix A of this part.

### **§ 68.9 Knowledge Training & Attendance.**

- (a) Attendance of knowledge training is mandatory for all students.
- (b) No ground service provider may require any student to attend knowledge training more than eight (8) hours in any day or more than forty (40) hours in any 7-day period.
- (c) Each knowledge training instruction unit period must not be less than forty-five (45) minutes in length excluding breaks.

---

GACAR PART 68 – CERTIFICATED AERODROMES GROUND SERVICES PERSONNEL

---

(d) The ground service provider must:

(1) Maintain for each knowledge training session a record of attendance, indicating at the end the students absent from the corresponding training session.

(2) Ensure that in the event a student is absent from a knowledge training session the organization delivers to that student the corresponding training, and such training is documented.

(e) The records of attendance must be made available for inspection upon request by the President and/or the Certificated Aerodrome.

**§ 68.11 On-Job-Training (OJT) & Logbook.**

(a) Each OJT training session must have a set of clearly defined learning objectives.

(b) Each OJT instruction unit period must not be less than sixty (60) minutes in length.

(c) No ground service provider may require any student to attend OJT training more than eight (8) hours in any day or more than forty (40) hours in any 7-day period.

(d) Each ground service provider shall maintain an OJT training log for each trainee.

(e) Each entry in the OJT training log must include the following information:

(1) Full name and national identification/passport number or Iqama of trainee.

(2) Full name of instructor.

(3) Airport location where the training activity was carried out.

(4) The date of the training activity.

---

GACAR PART 68 – CERTIFICATED AERODROMES GROUND SERVICES PERSONNEL

---

(5) Description of the activity performed, including:

- (i) The process, procedure, scenario, function or task implemented, distinguishing between normal operating, contingency and emergency cases;
- (ii) The prevailing or simulated conditions under which it was performed;
- (iii) The airline and type of aircraft served (where applicable);
- (iv) The volume of passengers served (where applicable);
- (v) Any other specifics deemed appropriate.

(f) The OJT training log must be always kept updated and made available for inspection upon Request by the President and/or the Certificated Aerodrome.

**§ 68.13 Knowledge Examinations.**

(a) Knowledge examinations conducted under this part must be held in an enclosed environment free of noise and distractions.

(b) Examinations can be held either:

(1) Separately for each training module of a training component, or.

(2) Collectively for all modules of the corresponding training component.

(c) Exams passed on mandatory training components may not be repeated for ground services staff who change their job function.

(d) Dangerous Goods (DG) exams must cover all topics and subtopics from the DG category applicable to the job function of the candidate in accordance with GACAR Part 109.

---

## GACAR PART 68 – CERTIFICATED AERODROMES GROUND SERVICES PERSONNEL

---

(e) The database of examination questions must be reviewed, updated and enriched on an annual basis for all training relevant to the operations specifications of the certificate holder.

(f) Any student found during a knowledge examination to exhibit dishonest behavior, cheat or in possession of material pertaining to the examination subject, other than the authorized documentation, must be disqualified and not take any examination for at least six (6) calendar months after the date of the incident.

(g) Any examiner found during a knowledge examination to provide answers to exam questions to a student being examined, must be disqualified from acting as an examiner and the examination declared void.

### **§ 68.15 OJT Assessments.**

(a) OJT assessments conducted under this part must:

(1) Take place at the end of the OJT training within one or multiple sessions.

(2) Cover all OJT training elements delivered pursuant to GACAR § 68.11, including the testing of normal, contingency and emergency procedures, functions or tasks and the operation of the associated ground support equipment, systems or means.

(3) Be carried out under real and diverse operating conditions.

(b) A pass mark can be granted when the OJT assessor is satisfied that the learning objectives of the OJT training delivered have been met, and the candidate has demonstrated the capability to successfully:

(1) Use and operate the relevant ground support equipment, systems or means without undue strain, and

(2) Satisfactorily discharge its duties and execute the corresponding ground handling procedures, functions or tasks associated with the learning objectives of the complete OJT training delivered on the subject.

---

GACAR PART 68 – CERTIFICATED AERODROMES GROUND SERVICES PERSONNEL

---

(c) A final assessment report must be prepared and signed by the assessor in the manner prescribed by the President, indicating the level of proficiency of the candidate as: FAIL or RETRAIN or PASS/GOOD or PASS/VERY GOOD.

(d) OJT assessments must be endorsed by the certificated ground service provider to be valid.

**§ 68.17 Recency of Experience**

For ground services personnel who have not performed their assigned job functions for more than three month, their employer must provide refresher training in accordance with Appendix A of this part designed to qualify the staff for the job function(s) for which the staff is employed.

**§ 68.19 Obligations, Privileges and Limitations.**

(a) Obligations– Each person performing a ground services job function under this part must–

(1) Satisfy the requirements of this part at all times.

(2) Comply with the policies, procedures and instructions of their employer and their sponsoring organization; and

(3) Exercise their duties with due regard to safe operations and best practices.

(b) Privileges– Subject to compliance with the requirements specified in this part, the privileges of the qualified ground services personnel under this part are to provide the specific ground service for their employer in accordance with the job function(s).

(c) Limitations–

(1) No person may perform any ground service function while under the influence of any psychoactive substance, because of which human performance is impaired.

(2) No person may drive on the airside without a valid airside driving permit issued by the relevant aerodrome operator.

---

GACAR PART 68 – CERTIFICATED AERODROMES GROUND SERVICES PERSONNEL

---

**APPENDIX A TO GACAR PART 68 – GROUND OPERATIONS TRAINING (GOT)  
BASELINE REQUIREMENTS**

The coming into-force date for the service providers' implementation is by 31 December 2025 for Appendix A to Part 68.

**GACAR Part 68 Appendix A**

Part 68 - Certificated Aerodromes Ground Services Personnel > APPENDIX  
A TO GACAR PART 68 > GACAR Part 68 Appendix A

GACAR Part 68 Appendix A.docx