



TO : ALL STATIONS
FROM : GROUND OPERATIONS
ISSUE DATE : 12.08.2025
SUBJECT : OJT APPROVAL

Mandatory Pre-Approval and Oversight of All Ground Equipment Training Involving Pegasus Aircraft - OJT

1. Scope

This instruction applies to all ground handling service providers operating at any station where Pegasus Airlines operates. It governs training activities involving Pegasus aircraft, specifically those that involve:

- Pushback operations
- GPU connection
- Marshalling
- GSE operations that are physically attached to the aircraft (e.g., air starters, air conditioning units, lavatory service units, potable water units)
- Airbridge (PBB) operations

Excluded: Training for baggage and cargo loading/unloading is outside this scope unless GSE is physically interfaced with the aircraft.

2. Mandatory Pre-Approval Requirement

No training activity involving Pegasus aircraft may be carried out without explicit, written approval from Pegasus Airlines Ground Operations Directorate.

3. Approval Request Content

All training requests must be submitted minimum 5 business days in advance and include:

Field	Description
Training Type	Pushback / GPU / Marshalling / GSE Operations / Airbridge
Location & Date/Time	Airport, Flight Number, training date, local time
Trainer Information	Name, qualifications, licensing (if any), training credentials
Trainee Information	Name(s), position(s), previous experience/training hours
GSE Equipment Details	Type/model, ID, last maintenance and inspection date

Supervision Plan	Oversight method, trainer positioning, emergency procedure
Training Materials	Attach manuals and handouts for review (mandatory)
Risk Mitigation Measures	e.g., sensor checks, clearance zones, marshaling support

4. Training Documentation

The following materials must be submitted with the request:

- Trainer's manual / procedure set
- Trainee handouts (for basic safety and operation awareness)
- Checklists and SOPs for relevant equipment
- Emergency handling procedures in case of malfunction or misoperation

All documents must be in English or Turkish and compliant with IATA AHM or OEM (Original Equipment Manufacturer) guidelines.

5. Operational Restrictions

- Live flight operations cannot be used for training unless explicitly approved.
- All trainers must remain within physical intervention distance of the trainee.
- One-to-one supervision is required unless otherwise agreed in writing.
- No training shall occur on equipment unfamiliar to the trainee without prior dry-run familiarization.

6. Non-Compliance Clause

Any unapproved training or deviation from the approved scope will trigger:

- Immediate suspension of involved personnel from Pegasus aircraft operations.
- Formal safety and compliance investigation.
- Cost recovery for any resulting damage or operational disruption.

7. Contact for Approvals

All submissions must be sent to:

Pegasus Airlines – Ground Operations Directorate

AREA.AUDITORS@flypgs.com - GROUND SAFETY@flypgs.com