

TO: Ground Service Providers & Station Managers
FROM: Ground Operations Bureau
ISSUE DATE: 12.04.2024
REG: 06/ONPS/2024
REVISION: 1.0
SUBJECT: Ground handling incident

Revision list:

Rev. No.	Effectivity	Reason
1.0	13.04.2024	New document

Risk acceptance:

CURRENT RISK INDEX <u>before</u> change		PROJECTED RISK INDEX <u>after</u> change		ACCEPTANCE AUTHORITY (includes acceptance of Risk)	
CRITICAL		CRITICAL		Name	Sebastian Jadczak
SERIOUS	X	SERIOUS		Position	Ground Operation Nominated Person
MODERATE		MODERATE		Signature	<i>Electronically agreed</i>
LOW		LOW	X	Date	12.04.2024

Approval notice:

Prepared by:	Name	Function	Date
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Source: GHM 42 p. 4.5

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MEMO

Subject: Ground handling incident

REG No: 06/ONPS/2024

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EFFECTIVE DATE: 13.04.2024

Dear Handling Agents,

We wish to draw your immediate attention to a critical incident that occurred during ground handling operations involving LOT Polish Airlines aircraft at one of the airports:

While attempting to load the rear cargo hold of the SP-LMD aircraft, a ground handling employee tried to use the available tug (without the use of a conveyor belt). The employee positioned the tug with its rear facing towards the aircraft. The other one employee was standing on the tug to enter the cargo hold. At one point, the tug operator suddenly moved towards the aircraft, crushing his colleague against the lower edge of the cargo hold with the tug's cabin. The injured person was transported to the hospital.

In connection with the incident, **we remind you** that:

- Personnel shall not walk or stand on a moving conveyer belt
- Personnel must not ride up or down on the rear platform of a loader
- Personnel shall never attempt to jump off or on a moving vehicle
- Personnel shall not be transported on equipment unless there is a seat for them
- Personnel on moving equipment must be properly seated and shall keep their bodies within the confines of vehicle structure
- Personnel must not ride on elevating platforms when the vehicle is in the drive mode
- Personnel shall not walk on rollers or castors
- On arriving aircraft, all personnel must remain clear of the propellers, engine inlets and exhausts until the engines have spooled down and, in case of propellers stopped turning
- Personnel must not approach an aircraft until the anti-collision beacons have been switched off
- Personnel and equipment must not pass through the arc of the propeller at any time, including when it is stationary
- On departing aircraft, as soon as the anti-collision beacons are on, personnel must remain clear of the propellers, engine inlets and exhausts
- Personnel must immediately vacate the area unless required to perform a specific function
- Extreme care shall be exercised when entering and leaving aircraft cabin holds and compartments
 - Aircraft cabins shall only be entered or exited by using steps, stands or loading bridges and which have been properly positioned and secured
 - Holds and compartments shall only be entered or exited by using the appropriate elevating device and which has been positioned and secured (conveyer belt, cargo loader)
- If towbar is connected to the tractor and aircraft, it is forbidden to cross the drawbar