



## STANDARD OPERATING PROCEDURE\_OPS002

### Aircraft Arrival & FOD Check

Version/Rev	Date	Author	Amendment

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#### **PURPOSE**

This SOP establishes the standardised process for pre-arrival FOD checks and actions after aircraft arrival at stand. It ensures a safe, clean and obstacle-free stand before docking and a controlled post-arrival sequence once the aircraft has stopped.

#### **OBJECTIVE**

The objective of this SOP is to:

- conduct a mandatory pre-arrival FOD walkaround of the parking stand;
- keep the ERA and stand clear until engines are spooled down and clearance is given;
- perform the arrival sequence (chocks, GPU/FPU, cones, PBB) in a consistent manner;
- check aircraft condition before authorising GSE to approach;
- dispose of collected FOD correctly.

#### **APPLICATION**

Operations department: Turnaround Coordinator

#### **ABBREVIATIONS & DEFINITIONS**

**ERA** = Equipment Restraint Area

**FOD** = Foreign Object Debris

**GPU/FPU** = Ground/Fixed Power Unit

**GSE** = Ground Support Equipment

**MLG/NLG** = Main/Nose Landing Gear

**PBB** = Passenger Boarding Bridge



## PROCEDURE STEPS

### A. Pre-Arrival FOD Check & Stand Readiness

Step	Action
1.	Before aircraft arrival, the TRC conducts a FOD walkaround of the assigned stand.
2.	Remove all FOD from apron surface and ERA.
3.	Check GSE staging/parking areas for loose items.
4.	Verify that any items carried in/on vehicles are properly secured.
	Dispose of collected FOD in designated enclosed bins.
5.	Make sure the aircraft guidance docking system is activated, where applicable, or a marshaller is in position.
6.	Ensure the ERA and stand remain clear until aircraft arrival.

### B. Initial Arrival Actions (On-Block)

Step	Action
1.	Ensure that chocks are placed by the responsible ground handling provider (not DHS). The TRC verifies completion before authorising further actions.
2.	If required, ensure that GPU/FPU is connected by the responsible provider before engine shutdown.

### C. After Engine Shutdown / Anti-Collision Lights OFF

Step	Action
1.	Ensure that MLG chocks and safety cones are placed by the responsible provider. The TRC verifies placement before GSE is allowed to enter the ERA.
2.	If applicable, ensure PBB is positioned by the responsible provider. The TRC inspects cabin access door area for visible damage before authorising docking.

### D. Arrival Walkaround (Damage Check)

Step	Action
1.	TRC performs an arrival walkaround to check: <ul style="list-style-type: none"><li>• Cargo hold access doors</li><li>• Servicing panels and access points</li><li>• Aircraft fuselage</li><li>• Engine cowlings / propellers</li><li>• Cabin and service doors</li><li>• Apron surface</li></ul> <p>➤ For Predeparture Walkaround &amp; Checks prior to pushback, refer to SOP_OPS003.</p>
2.	If abnormalities (damage, leakage, unremoved covers, FOD) are detected: <ul style="list-style-type: none"><li>• Do not authorise GSE approach.</li><li>• Inform Supervisor and flight crew immediately.</li></ul>

### E. Clearance for GSE

Step	Action



1.	Ensure that positioning of GSE (stairs, GPU, ASU, PBB, loaders, belt) is carried out by the responsible provider.
2.	TRC does not connect or operate GSE but ensures area clearance and verifies correct placement.
3.	Only after TRC clearance may GSE begin servicing operations.

### SAFETY NOTES

- **Caution (FOD):** FOD can be ingested by engines, damage tyres/undercarriage/airframe, or create trip hazards.
- **Danger (Brake Overheat):** If notified of **brake overheat, do not approach** the main gear.

### REFERENCE

DHS GOM, Chapter 3.1.2.4 – FOD Prevention

DHS GOM, Chapter 4.1.3 – Actions after Aircraft Arrival