



STANDARD OPERATING PROCEDURE_OPS003

Predeparture Walkaround & Checks

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PURPOSE

This SOP establishes the standard procedure for predeparture walkaround and checks to ensure the aircraft, equipment and stand area are ready and safe for pushback.

It provides guidance for the Turnaround Coordinator (TRC) to conduct and document a consistent predeparture check in accordance with the DHS Ground Operations Manual.

OBJECTIVE

The objective of this SOP is to:

- guide TRCs in performing a complete predeparture walkaround check;
- ensure the aircraft and apron are clear of FOD, obstacles and connected GSE;
- verify that all servicing panels, access doors and safety devices are correctly closed or removed;
- ensure chocks, bypass pin and towbar procedures are applied as required (detailed in SOP_OPS005);
- prevent damage, delays and safety hazards during subsequent pushback operations.

APPLICATION

Operations department: Turnaround Coordinator

ABBREVIATIONS & DEFINITIONS

TRC = Turnaround Coordinator

FOD = Foreign Object Debris/Damage

GSE = Ground Support Equipment

GPU = Ground Power Unit

ASU = Air Start Unit

PROCEDURE STEPS



1. Predeparture Walkaround

Step	Action
1.	Conduct a walkaround as soon as ground servicing is complete.
2.	Walk around the entire aircraft at normal pace, ensuring: <ul style="list-style-type: none">• Apron is clear of FOD and obstructions.• All GSE is detached and removed (except GPU/ASU if required).• Stand area is clear for aircraft movement.• Clearance exists between aircraft and obstacles/facilities.• Servicing panels and hatches are closed and secured.• Doors (cabin/cargo) are closed, handles flush, and locking indicators correct.• Remove items such as propeller straps, tail stands, landing gear safety pins.• Check for visible damage, leaks, or unremoved covers (pitot/static). <p>➤ <i>For detailed FOD Check after aircraft arrival, refer to SOP_OPS002.</i></p>
3.	If any abnormalities are found, immediately inform the flight crew, maintenance and supervisor.
4.	Repeat the check if the aircraft returns to stand after initial completion.

2. Predeparture Table

The TRC must ensure the following items are checked and confirmed prior to pushback:

- All servicing checks completed.
- Fire protection equipment available and positioned.
- Towbar/tug combination suitable for aircraft type and conditions.
- Nose gear bypass pin installed (or steering set as required).
- Communication with flight crew established (interphone).
- Chocks in correct position (MLG or NLG depending on aircraft type).
- Additional personnel (if required) in position.
- ASU/GPU correctly positioned and used only if approved by flight crew.
- Area clear of unauthorised persons.
- GSE parked clear of ERA (Equipment Restraint Area).
- Passenger boarding bridge retracted and parked.
- ERA and movement path clear of FOD.
- Surface condition safe (free of snow/ice).
- Ramp area clear of loose items that may be affected by jet blast.
- Danger areas around engines/tug free of persons/equipment.
- Confirmation from flight crew: parking brake set.

➤ *For detailed connection and disconnection procedures of towbar and tug, refer to SOP_OPS004*



Reference

DHS GOM, Chapter 4.6.3.1 – Predeparture Walkaround Check

DHS GOM, Chapter 4.6.3.2 – Predeparture Table