TURNROUND COORDINATOR
// GROUND HANDLING
DURATION: 2 MONTHS

Audience	airlines, ground handling and other service providers, airport Authorities, ground-operation professionals at a supervisory level
Duration	2 months (on-job training included)
Location	theory: in training centre | practice: at airport
Qualifications	HSC
Beginning date of courses	March and September
Closing date for enrolment	February and August

AIM

At the end of this course, the participant will be able to

- Coordinate and direct all operational activities within turn round including loading, fuelling, aircraft servicing
- Ensure turn round activities are in compliance with safety, security, operational procedures and processes delivered within SLA standards of performance and compliance limits
- Handle aircraft documentation to crews, including flight plan, met folders, load sheets etc, checking that the documentation is for the appropriate flight date and aircraft

COURSE CONTENT

General Information
- The Airport
- Air traffic
- Basics about aeronautics and aerodynamics.

Meteorology
- Weather conditions – air vs. ground temperature – air pressure – weather disturbances – hazardous events.

Human factors
- Self-knowledge – Managing stress – Communication: the basics – Collective work - Feedback.

Current IATA regulations

Traffic operations – initial level
- Loading bulk cargo hold
- Manual loading plan
- Aircraft weight & balance
- Types of messages

Traffic operations – advanced level
- Loading electric bulk cargo hold
- Specific messages
- Required servicing procedures
- Low-cost airlines & air charters

Loading procedures
- Priorities
- Preparation for the flight
- Cargo hold loading steps
- Loading limitations
- Fly-away kits
- Codes
- Masses

Cargo procedures
- Weighing of cargo
- Non-standard loads
- Special freights
- Separators

Flight management - practice
- Preparing a flight
- Hand-on the pre-flight planning package
- Coordination of the various tasks when landing
- Editing the manual loading plan
- The post-flight report

Dangerous goods
- Awareness training session about transport of dangerous goods (IATA Cat. 10)

Technical English
- Technical words about the airport
- Understanding & talking

Airport safety & security
- Prohibited items
- Verification of conformity at check-in and boarding
- Boarding cards
- Safety & security objectives
- Types of transit fares
- Performance measurement systems
- The importance of involving the team
- Reduction of costs in the long run

Co-activity
- Reminder of ramp regulation
- Traffic risks inside the airport zone
- Operators on the ground
- Precaution to be taken
- Rules to abide

Real Hand-On Practical

Handling several flights' operations at the airport

Additional courses
- Grooming
- Customer service

G2Acamas
Quality training for individuals & professionals