



# FLIGHT OPERATION

## // GROUND HANDLING

### 4 MONTHS

## FLIGHT OPERATION

### // GROUND HANDLING

- Audience**
- Airlines, ground handling and other services providers
  - Airport authorities
  - Ground-operation professionals at a supervisory level

### PURPOSE

Upon completion of this course, you will be able to:

- Coordinate the various actions on a flight between landing and take-off: filling fuel, catering, boarding, freight & luggage loading (etc.)
- Make sure all safety and security rules are applied during ground operations
- Fill in and hand in all necessary documents to the PIC (Pilot In Command)
- Preparing and signing load sheets.

### COURSE DESCRIPTION

#### 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

#### Short- medium- & long-haul aircrafts

- Boeing B737 – B747 – B767 – B757 – B777 – B787
- Airbus A318 – A319 – A320 – A321 – A330 – A340 - A380

#### 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

#### Computerized traffic management - ALTÉA FLIGHT MANAGEMENT

- Introduction
- Bulk cargo hold processing
- Electric cargo holds processing

#### Flight management – practice

- Preparing a flight
- Hand-in the pre-flight planning package
- Analyzing information given to the crew
- 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 operators (international, national & local)
- How to act with any abandoned baggage, package or container
- 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 regulations
- Traffic risks inside the airport zone
- Operators on the ground
- Precautions to be taken
- Rules to abide

#### On-job training

- Coordinate flight operations
- Pre-flight
- Prepare load plan
- Prepare load sheets and documentations.



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