

<b>Relevant functions</b>		<input checked="" type="checkbox"/> All functions	<input type="checkbox"/> Maintenance	<b>Issue No:</b> 02-2018 <b>Date:</b> 27 Feb 2018 Page 1 of 2
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## **Revision Bulletin for Ground Operation Manual (GOM)**

### **Revision No.08 Date 20 Feb 2018**

**Refer to GOSARPs ISAGO Standards and Recommended Practices Section ORM 2.2.4 and ORM 8.1.1**

#### **Revised item explanations:**

1. Ch. 2.2.4 Currency and accessibility of operational documentation, add processes to ensure the IATA Temperature Control Regulations (TCR) and the required current IATA DG Addenda is accessible in a usable format in all station locations where operations are conducted.
2. Ch. 8.1 Unit Load Device (ULD) Inspections, add the procedure of ULDs Inspections to identify the damage when received or accepted.

This revision bulletin is not an official part of GOM, it is for your convenience only. This will ensure that users of documentation can get a quick overview of the most important changes in the current revision.

Each time the new revision is inserted, the holder of the GOM must enter the date and the signature in the List of Revisions Chapter 0.

#### **GOM Chapter 2 Documentation and Record**

##### **2.2.4 Currency and accessibility of operational documentation**

All station must hold the current edition of the IATA;

- IATA Dangerous Goods Regulations (DGR)
- IATA Airport Handling Manual (AHM)
- IATA Live Animal Regulations (LAR), (if applicable for stations where cargo operations are conducted)
- IATA Perishable Cargo Regulations (PCR), (if applicable for stations where cargo operations are conducted)
- IATA Temperature Control Regulations (TCR), (if applicable for stations where cargo operations are conducted)
- IATA ULD Regulations (ULDR), (if applicable for stations where the ULD handling and storage are conducted)

All manuals listed under section 2 must be readily accessible at the locations where operations are conducted and will be checked during internal audits and/or inspections.

It is compulsory for all BAGS station to hold current copies of the GOM and SOP.

Responsibility for purchasing and distributing those manuals is under Training Manager section also the latest Dangerous Goods Regulations (DGR) addendums will be checked and published the updated to all stations every first Monday in each month thereafter.

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**GOM Chapter 8 Unit Load Device (ULD) Management**

**8.1 Unit Load Device (ULD) Inspections**

Load Control Function and/or Ramp Master are assigned to supervise loading and unloading activities for ULD, responsibility for ensuring the ULD is loaded or off-loaded in accordance with applicable loading procedures and instructions. They are responsible for;

- a) When received, or accepted (On Arrival);
  - Ensure that compartment doors are fully opened and locked before beginning work.
  - Cross check and verify of the ULD identification or ULD number during unloading against with telex messages such as UCM, LDM, SCM.
  - A visual inspection to ensure that there are no damages of ULD that exceed the limits as per customer airlines procedures or refer BAGS SOP Ch. 5.11.14.5 Unit Load Device (ULD) Inspections / Classification of ULD Damage.
  - Any miss matched of ULD number, damaged or unserviceable must be immediate reported to supervisor and customer airlines representatives.
  - When ULD is damaged or found unserviceable, the ULD Damage Report (see the internal control document number FO.02.04) shall be issued and recorded in flight file attached with telex messages as UCM inbound or via e-mail.
- b) Prior to being released for loading into an aircraft;
  - Check that the ULDs to be loaded into an aircraft are crosschecked by unit number, commodity, weight (if applicable), number of pieces (if applicable), ULD Tag and destination against with the Loading Instructions or load sheet (as per customer requirements) and confirmed to be the correct.
  - Prior loading ULDs are inspected for damage and if found the damage, they shall not be loaded into the aircraft and reported to supervisor and customer airlines representatives.
  - When ULD is damaged or found unserviceable, the ULD Damage Report (see the internal control document number FO.02.04) shall be issued and recorded in flight file attached with telex messages as SCM (Stock Check Message) or via e-mail.
  - Damage ULDs shall be remove from operational service or offload the ULD from service and tag it using airline "UNSERVICEBLE- DO NOT USE" if available or tagged damaged (ref. AHM 420 attachment 'E')
  - In case of un-airworthy ULD, follow customer airlines procedures accordingly, the said ULDs shall be immediately placed in a location specifically designated for storage of un-airworthy ULD, and attached the unserviceable unit tag (see 5.11.14.2/ULD Tag). The storage shall be clear marked indicating that the area is designated for storing un-airworthy ULD only, to prevent the accidental use of such units





# ULDs DAMAGE REPORT

FLIGHT NO.:	REGISTRATION:	DATE:
AIRCRAFT TYPE:	ROUTE:	TIME:

NO	ULD NUMBER	Class of Damage			DAMAGE DESCRIPTION
		I	II	III	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**\*\*\*Classification of ULD Damage**

**Class I – Minor Damage**

Such damage has no substantial influence on the airworthiness of the unit and it may be used, however un-repaired damage must be noted for future observation.

**Class II – Medium Damage**

Use of such unit is to be limited, e.g. the total weight must be reduced accordingly and the decreased capacity clearly marked. Should such unit not be repaired immediately, the unit must be marked accordingly and kept under observation detailing it for repair as soon as possible. Stock /allocation permitting, to avoid further damage such units must be sent for repairs immediately.

**Class III – Major Damage**

This is damage whereby the unit is clearly not airworthy and therefore should be withdrawn form service, marked accordingly and sent for repair immediately.

**Inspected Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**\* Please kept this document in the flight file if damaged or unserviceable ULDs is founded \***