

Formação IATA

Nível 1 – Para quem vá trabalhar na Placa (lado ar)

Nível 2 – OAES terminais

Nível 3 – OAES placa

Nível 4 – Chefes de equipa e supervisores

Nível 5 – Chefias operacionais

| Function subject | 1 | 2 | 3 | 4 | 5 |
|------------------|--------|--------|--------|-----|---|
| 1 | √ | √ | √ | √ | √ |
| 2 | a, d-f | a, d-f | a, d-f | √ | √ |
| 3 | b-d | b-d | a-d | a-d | √ |
| 4 | a-e | a-e | a-e | a-g | √ |
| 5 | √ | √ | √ | √ | √ |
| 6 | √ | √ | √ | √ | √ |
| 7 | X | √ | √ | √ | √ |
| 8 | √ | √ | √ | √ | √ |
| 9 | √ | √ | √ | √ | √ |
| 10 | √ | √ | √ | √ | √ |
| 11 | X | √ | √ | √ | √ |
| 12 | X | X | X | √ | √ |
| 13 | X | X | X | √ | √ |
| 14 | X | X | X | √ | √ |

- 1) Safety awareness
 - a) A safety culture
 - b) Company safety policy and program
 - c) Employee responsibilities
 - d) Airport airside regulations
- 2) Human factors
 - a) Motivation
 - b) Human behaviour
 - c) Communications skills
 - d) Stress at work
 - e) Ergonomics
 - f) The effects of drugs and alcohol abuse
- 3) Procedures and regulations
 - a) Regulations(JAR ops, FAA, etc)
 - b) Safe operating practices
 - c) Emergency procedures
 - d) Dangerous Goods Regulations
 - e) Introduction to Aviation Law
 - f) IATA Standard Ground Handling Agreement

- 4) Accidents and Incidents
 - a) Causal factors
 - b) Personnel injuries
 - c) Damage to aircraft, ground equipment and facilities
 - d) Accident and incident reporting
 - e) The real cost of accident(direct/indirect costs)
 - f) Accident prevention
 - g) Ground Damage/accident Investigation
 - h) Risk Assessment and management
- 5) Personal Protection
 - a) Working clothes including Hi-Visibility Clothing
 - b) Personal protective equipment for: feet, hands, eyes, knees and hearing
 - c) Back injury prevention:lifting and moving loads
- 6) Hazards
 - a) Vehicular traffic
 - b) Aircraft movement(arrival/departure)
 - c) Jet engines
 - d) Propeller driven aircraft and helicopters
 - e) Aircraft antennae and other protusions
 - f) Aircraft fuelling on the airside and fuel spills
 - g) Adverse weather operations
 - h) Night operations
- 7) Equipment operation
 - a) Driver skills licensing
 - b) Inspection and serviceability of vehicles and equipment
 - c) Standard Operating Procedures (SOPs)
 - d) Equipment specifications and safety
 - e) Treatment of equipment, "ramp rage"
- 8) Clean –Up
 - a) FOD
 - b) Vehicle cabs
 - c) Airside areas
 - d) Food refuse
- 9) Emergency situations
 - a) Injuries
 - b) Natural disasters
 - c) Threats
 - d) Fuel spills
 - e) Fire sources
 - f) Fire prevention
 - g) Types of fires and extinguishers
 - h) Equipment fires
 - i) Fires on aircraft
 - j) Location of alarms, fuel shut-offs
- 10) Airside markings
- 11) Hand signals

12) Airside safety management

- a) Creating a no threat safety culture
- b) Managing airside safety✓
- c) Due diligence
- d) Co-ordination of airside activities between departments and companies

13) Benchmarking

14) Safety audits

NIVEL 1

Nível 1: Qualquer funcionário que trabalhe na Placa (lado ar)

| | |
|----|--------|
| | 1 |
| 1 | √ |
| 2 | a, d-f |
| 3 | b-d |
| 4 | a-e |
| 5 | √ |
| 6 | √ |
| 7 | X |
| 8 | √ |
| 9 | √ |
| 10 | √ |
| 11 | X |
| 12 | X |
| 13 | X |
| 14 | X |

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 - c) Damage to aircraft, ground equipment and facilities
 - d) Accident and incident reporting
 - e) The real cost of accident(direct/indirect costs)
- 5) Personal Protection
 - a) Working clothes including Hi-Visibility Clothing
 - b) Personal protective equipment for: feet, hands, eyes, knees and hearing
 - c) Back injury prevention: lifting and moving loads

- 6) Hazards
 - a) Vehicular traffic
 - b) Aircraft movement(arrival/departure)
 - c) Jet engines
 - d) Propeller driven aircraft and helicopters
 - e) Aircraft antennae and other protusions
 - f) Aircraft fuelling on the airside and fuel spills
 - g) Adverse weather operations
 - h) Night operations
- 7) Clean –Up
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 - d) Fuel spills
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 - f) Fire prevention
 - g) Types of fires and extinguishers
 - h) Equipment fires
 - i) Fires on aircraft
 - j) Location of alarms, fuel shut-offs
- 9) Airside markings

NÍVEL 2

Nível 2

Formação para pessoal que trabalhe com equipamento (basic GSE) como tratores, tapetes, carrinhas, etc.

| | |
|----|--------|
| | 2 |
| 1 | √ |
| 2 | a, d-f |
| 3 | b-d |
| 4 | a-e |
| 5 | √ |
| 6 | √ |
| 7 | √ |
| 8 | √ |
| 9 | √ |
| 10 | √ |
| 11 | √ |
| 12 | X |
| 13 | X |
| 14 | X |

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 - d) Accident and incident reporting
 - e) The real cost of accident(direct/indirect costs)

- 5) Personal Protection
 - a) Working clothes including Hi-Visibility Clothing
 - b) Personal protective equipment for: feet, hands, eyes, knees and hearing
 - c) Back injury prevention: lifting and moving loads
- 6) Hazards
 - a) Vehicular traffic
 - b) Aircraft movement (arrival/departure)
 - c) Jet engines
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 - f) Aircraft fuelling on the airside and fuel spills
 - g) Adverse weather operations
 - h) Night operations
- 7) Equipment operation
 - a) Driver skills licensing
 - b) Inspection and serviceability of vehicles and equipment
 - c) Standard Operating Procedures (SOPs)
 - d) Equipment specifications and safety
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- 8) Clean –Up
 - a) FOD
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 - e) Fire sources
 - f) Fire prevention
 - g) Types of fires and extinguishers
 - h) Equipment fires
 - i) Fires on aircraft
 - j) Location of alarms, fuel shut-offs
- 10) Airside markings
- 11) Hand signals

NIVEL 3

Nível 3

Formação do nível 2, mais equipamento de suporte ao avião, loaders, transporters, tratores de reboque, carros de despejos e água potável, geradores pneumáticos, carros de ar condicionado, etc., assim como a responsabilidade de comando sobre o restante pessoal

| | |
|----|--------|
| | 3 |
| 1 | √ |
| 2 | a, d-f |
| 3 | a-d |
| 4 | a-e |
| 5 | √ |
| 6 | √ |
| 7 | √ |
| 8 | √ |
| 9 | √ |
| 10 | √ |
| 11 | √ |
| 12 | X |
| 13 | X |
| 14 | X |

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 - c) Emergency procedures
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12) Aircraft Handling

- a) Assembly of load in bulk or in ULDs
- b) Loading/off-loading of aircraft
- c) Aircraft movement
- d) Operation of ground support equipment (GSE)
- e) Servicing
- f) Aircraft deicing

13) Servicing

- a) Protective gloves should be worn as appropriate to the job function
- b) Face protection should be worn where there is the possibility of fluid “splash back” in the job function