SOUTH SUDAN
CIVIL AVIATION AUTHORITY

Checklist

SSCAA-CLO-OPS042A

June 2026

GROUND HANDLING MANUAL EVALUATION CHECKLIST

Name of Operator:
Date of Evaluation:
Inspector(s):
Type of Operation:

***Instructions for Use*:**

1. Check **YES** column if item complies with requirements and you have no comment.
2. Check **NO** column if the item does not comply with requirements and you have a comment.
3. Check **N/A** column if the activity was not relevant for this evaluation.
4. Check **N/C** (Not Checked) column if you did not review the record, procedure or event or you do not have adequate information to make a valid audit assessment

Item	Assessment			
	YES	NO	N/C	N/A
OVERALL MANUAL PRESENTATION				
1 Bound in a secure form (not loose)?				
2 Exterior of binder clearly indicates manual content?				
3 Table of contents?				
4 Distribution List				
5 Revision Instructions adequate?				
6 List of effective pages provided and correct?				
7 List of revision/ Amendment page				
ORGANISATION				
8 Organisation Structure				
9 Management of Ground Handling duties and responsibilities				
10. Policy to retain responsibility when contracted services are used				
11 Aircraft type and configuration				
HANDLING CARGO AGENT REQUIREMENT				
12 Facility and staff				
13 Training policy				
14 Library and Documentation retention				
15 Contracts and Agreements				
COMMUNICATION				
16 VHF				

17 Messaging				
18 Delay codes				
19 Internal Company Communication Assurance(Portal company address, Etc)				
CHECK IN				
20 Ticketing and documentation				
21 Passenger manifest				
22 Dangerous Goods carried by Passenger/Crew				
23 Security Questioning/Placarding				
24 Advance Passenger Information				
BAGGAGE				
25 Baggage Allowance				
26 Checked baggage				
27 Hand baggage				
SECURITY				
28 Passenger Check in and Screening Policy				
29 Control of fire-arm/dangerous article/law enforcement officers				
30 Refusal of passenger (unruly passenger)				
31 Transit Passenger				
32 Passenger of International flight				
33 Passenger and Baggage Search prior to Embarkation				
34 Crewmember Movement Control				
35 Appropriate Embarkation and Disembarkation				
36 Transfer of crew or passenger				
37Unaccompanied or unauthorised hold baggage				
38 Protection Hold Baggage				
39 Mishandled Baggage				
PASSENGERS				
40 General Handling Policy				
41 VIP and VVIP				
42 Infant or unaccompanied minor				
43 Passenger with medical assistance				
BOARDING				
44 Boarding Area Preparation				
45 Boarding Process				
46 Additional Gate Security				
WEIGHT AND BALANCE				
47 Load Control				
48 Standard Seating/Load plans				
49 Baggage/ Cargo Loading /Unloading				
50 Load sheet				
51 Last minute change				
RAMP OPERATIONS				
52 Ramp Safety in Aircraft Handling				
53 Ground Personnel Safety Precautions				
54 Danger areas				
55 Equipment Restraint Area and Equipment Restraint Line				
56 Foreign Object Debris (FOD)				
57 Aircraft Arrival				
58 Parking and Security				

59 Engine Start				
60 Incident Management Reporting(Ground Deficiencies reporting)				
61 Night Stop Policy				
FUELING				
62 Fuel Delivery				
63 General Fuelling Precautions				

Inspector's Assessment & Recommendations
Name & Signature of Inspector(s) Date: