

Martinaire / UPS Flight Crew Procedures and Responsibilities For Loading and Unloading Aircraft

Pilot Name:	Date:	Route:
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These procedures are taken directly from the UPS Small Feeder Aircraft Operations Manual. It is the Pilot's responsibility to ensure they are followed. If for any reason they are not, ALL operations should be STOPPED and dispatch notified immediately! When performing ramp operations for UPS, specific guidelines are to be followed by UPS personnel to ensure the safety of flight crews and aircraft.

The movement of any vehicle inside the perimeter of the aircraft, with the pilot present, is the responsibility of the Pilot. Failure of Martinaire Pilots to follow the procedures listed below will result in disciplinary action. These procedures were established for the safety of the Martinaire Pilot, UPS Personnel, and the equipment we all use in our daily operations.

Checklist Directions: This Checklist is to be completed for each MRA/UPS loading event. For each leg, complete the checklist below by initialing the appropriate "Leg" box for each item. Checklists are to be returned to Martinaire Dispatch with your MRA Form 01.

Specific Pilot Duties: Confirm aircraft is properly set up for the operation by ensuring the following:	Leg	City	1	2	3	4	5	6
Pilot is have the aircraft pre-flighted and serviced and is to be present at the aircraft 30 minutes prior to departure for loading.								
Check Aircraft is properly checked.								
Check Aircraft tail stand is attached.								
Check that cargo doors and pod doors are opened.								
When truck arrives, check that the truck stops outside the perimeter of the aircraft wing and tail (at least 15 feet from aircraft). Pylons/cones are to always be used and properly placed by UPS personnel to establish a safety zone around the aircraft and loading door area. Three feet from the closest point of aircraft. IF PYLONS/CONES ARE NOT AVAILABLE, THE TRUCK IS NOT TO ENTER THE PERIMETER OF THE AIRCRAFT WING AND TAIL. THE DRIVER WILL HAVE TO HAND-CARRY THE CARGO TO THE AIRCRAFT FOR LOADING. THERE ARE NO EXCEPTIONS TO THIS RULE.								
If used, check that the belt loader is no closer than 2 inches from the aircraft. No part of the belt loader can break the plain of the aircraft door.								
Specific Pilot Duties: Guiding driver into safety zone								
Never stand between the aircraft and vehicle when guiding the driver.								
Check and ensure driver understands your guide signals.								
Driver will sound horn twice prior to backing.								
Check and ensure driver does not back closer than 3 feet from any part of the aircraft. AT NO TIME IS ANY VEHICLE TO BE CLOSER THAN THREE FEET TO THE AIRCRAFT. VEHICLES MUST REMAIN OUTSIDE OF THE SAFETY ZONE. THE PILOT HAS THE ULTIMATE RESPONSIBILITY FOR MARSHALLING THE TRUCK IN THE VICINITY OF THE AIRCRAFT.								
Check that Driver chocks left hand vehicle tire.								
Specific Pilot Duties: Exiting the safety zone								
Guide the driver out of the safety zone.								
Driver will sound horn once prior to forward movement.								
If used, guide belt loader operator out of safety zone.								
UPS personnel will remove pylons.								
All packages were unloaded at correct stops and aircraft was searched for left over freight after unloading at final destination together with UPS driver.								
Write UPS driver's name in box →								

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