

COVID-19 Workplace Checksheet

Transport & Logistics

DOCUMENTATION

Is the previous audit filed?

☐ Yes☐ No☐ Na

Is the membership valid?

☐ Yes☐ No☐ Na

GENERAL

Are cones in place?

☐ Yes☐ No☐ Na

Are GPUs connected to the source?

☐ Yes☐ No☐ Na

Are FOD checks completed?

☐ Yes☐ No☐ Na

Are teams and equipment prepared?

☐ Yes☐ No☐ Na

Are stairs and bridges connected on time?

☐ Yes☐ No☐ Na

Are all equipment in good condition?

Yes

No

Na

Are all concerned equipment clean?

Yes

No

Na

Is the position of equipment ok on the ramp?

Yes

No

Na

Is the flight 100 percent secure with backscatter?

Yes

No

Na

Are vehicle engines parked on aircraft switched off?

Yes

No

Na

Are the vehicle brakes on during parking?

Yes

No

Na

Is the position equipment ok before departure?

Yes

No

Na

Does AXXICOM have enough staff?

Yes

No

Na

Are customs available?

Yes

No

Na

Is crew baggage handled before passenger baggage?

Yes

No

Na

Is cleaning available?

Yes

No

Na

Is AXXICOM available on arrival?

Yes

No

Na

Are there any delays

Yes

No

Na

Mention the delay timings

Signature

SIGNATURE

Is the load labeled correctly?

Yes

No

Na

Is the driver wearing the correct PPE?

Yes

No

Na

Is the assistant having correct PPE?

Yes

No

Na

Is a secured fire extinguisher available on site?

☐ Yes☐ No☐ Na

Is a dangerous goods operator card available in vehicles?

☐ Yes☐ No☐ Na

Does the driver have a valid license?

☐ Yes☐ No☐ Na

Is the vehicle carrying hazardous waste?

☐ Yes☐ No☐ Na

Is the vehicle registered for the same?

☐ Yes☐ No☐ Na

Are lights functional in vehicles?

☐ Yes☐ No☐ Na

Is the windscreen in good condition?

☐ Yes☐ No☐ Na

Are tires in good condition?

☐ Yes☐ No☐ Na

Are side and rear mirrors working well?

☐ Yes☐ No☐ Na

Is the vehicle insured?

Yes

No

Na

Does the insurance cover oil spills?

Yes

No

Na

Is the waste manifest signed correctly?

Yes

No

Na

Is the vehicle inspected daily?

Yes

No

Na

Are tanks and containers in good condition?

Yes

No

Na

Is there a valid trim card for load?

Yes

No

Na

Are drivers and assistants trained to operate the vehicle?

Yes

No

Na

GENERAL COMPLIANCE

Is the vehicle compliant?

Yes

No

Na

Additional comments

Signature

SIGNATURE

OPERATIONAL REQUIREMENTS

Is the vehicle clean to be operated safely?

Yes

No

Na

Is the drip tray in good condition?

Yes

No

Na

Does the operator manual have all procedures?

Yes

No

Na

Is the hose in good condition?

Yes

No

Na

Is the pump secured?

Yes

No

Na

Is the pump neat?

Yes

No

Na

Is the spill kit complete?

Yes

No

Na

Is the spill kit in good condition?

Yes

No

Na

Is a fully stocked first aid kit available?

Yes

No

Na

Are oily rags and filters contained using the proper method?

Yes

No

Na

PROCESS APPLICATION

Is spill procedure followed?

Yes

No

Na

Are fire safety procedures followed?

Yes

No

Na

Are health and safety procedures followed?

Yes

No

Na