

DCA24LA034

OPERATIONAL FACTORS/HUMAN PERFORMANCE

Attachment 10

Hawaiian Airlines Operator Vehicle/GSE Operator's Safety Check

November 14, 2024

OPERATOR DISCREPANCY REPORT

ITEM # NO.	DISCREPANCY	DATE	EMP #



GENERAL

Ground operations depend on well-functioning Ground Service Equipment (GSE). It is the responsibility of all ground personnel to ensure that GSE is functional, and that if the condition of any GSE presents a hazard to personnel, equipment or aircraft, it be removed from operations.

DAILY INSPECTIONS

To help ensure that GSE is in safe and workable condition, daily vehicle inspections must be performed by all operators utilizing GSE for the first time of the day on their shift.

INSTRUCTIONS

1	Upon first use of the GSE by any operator, verify if the Safety Check has been conducted and signed off on for your shift on the inside of this card.
2	If the Safety Check has not been completed & signed off for the operator's shift on any given day, the operator must complete the Safety Check by verifying items one (1) through seventeen (17) listed in this card.
3	Any discrepancies found for items three (3) through seventeen (17) requires the GSE be tagged out according to "Removing GSE From Service" procedures found in section "G" - Chapter "3" of the Ground Service Manual (GSM).
4	Any discrepancies found for items one (1) through seventeen (17) are to be noted in the "OPERATOR DISCREPANCY REPORT" section on the back of this card.
5	Locate the appropriate calendar date inside this card, and complete the "Employee #" and "Initials" box in one of the three sections provided for each calendar date of the month.



ALL VEHICLES MUST BE INSPECTED PRIOR TO USE

REPORT ALL VEHICLE ACCIDENTS IMMEDIATELY TO
MANAGER ON DUTY

ITEMS TO BE CHECKED BEFORE USE
(if installed / applicable)

- | | |
|----|--|
| 1 | PERFORM GENERAL CONDITION WALKAROUND |
| 2 | FUEL QUANTITY (AT LEAST 1/3 FULL) |
| 3 | BRAKE PEDAL |
| 4 | PARKING BRAKE |
| 5 | ACCELERATOR PEDAL |
| 6 | CLUTCH PEDAL <i>(if applicable)</i> |
| 7 | LIGHTS |
| 8 | Horn <i>(if applicable)</i> |
| 9 | WINDSHIELD (WIPERS / WASHER FLUID / CRACKS) <i>(if applicable)</i> |
| 10 | STEERING |
| 11 | TIRES / WHEELS (DAMAGE / INFLATION / LUG NUTS) |
| 12 | DAMAGE / MISSING ITEMS (INTERIOR/EXTERIOR) |
| 13 | FLUID LEAKS |
| 14 | CHOCKS <i>(if applicable)</i> |
| 15 | Seatbelt Restraints <i>(if applicable)</i> |
| 16 | Bumpers <i>(applies to Belt Loaders and Container Loaders)</i> |
| 17 | Retractable Flap(s) <i>(applies to Container Loaders)</i> |

Note: GSE must be removed from service for any other condition that may cause injury or damage.

AFTER USE

- | | |
|---|--------------------------------------|
| 1 | REMOVE ALL TRASH / DEBRIS |
| 2 | PERFORM GENERAL CONDITION WALKAROUND |

VEHICLE/GSE OPERATOR'S SAFETY CHECK

VEHICLE TYPE			VEHICLE ID			MONTH / YEAR		
DAY	EMPLOYEE # / INITIALS		DAY	EMPLOYEE # / INITIALS		DAY	EMPLOYEE # / INITIALS	
1			11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		
OPERATOR'S EMP # & INITIALS SIGNIFIES ACCOMPLISHMENT OF SAFETY CHECKS			Example	1234	DE	31		
				054321	AT			