

# Aircraft Turnaround Coordination and Supervision

## Duration

5 Days (40 hours)

## Target Audience

- Load controllers
- Aircraft dispatchers
- Ramp supervisors
- Turnaround coordinators
- Airline, airport and ground handling company staff
- Anyone interested in pursuing an aviation career

## Methodology

- Classroom
- On-site visit (subject to availability)

## Certificate Awarded

- A Jardine Aviation Academy certificate is awarded upon successful completion of the course

Effective aircraft turnaround requires efficient resources and time management and the cooperation of ground service providers. This 5-day course aims to provide participants with the essential technical and functional aspects of aircraft handling and ramp safety requirements.

## Objectives

Upon completion of the course, participants will:

- Be able to manage the turnaround of aircrafts and coordinate resources and process
- Understand the basic aircraft handling, loading and unloading procedures at ramp area
- Apply best practices to achieve safe, punctual and competitive turnaround services and loading operations

## Course Outline

- General ramp handling preparation
- Aircraft cleaning, water service, catering and fueling interface
- Special cases and special passengers handling
- Ramp equipment and their functions
- Introduction of aircraft holds and cabin
- Principles of aircraft loading and loading limitation
- Loading and unloading procedures
- Special cargo handling
- Incident and accident handling
- Ramp safety



**Jardine Aviation Services**

## Jardine Aviation Academy

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课程期间  
5天 (40小时)

### 培训对象

- 配载平衡员
- 航班签派员
- 航班调度员
- 停机坪督导员
- 航空公司、机场和地勤服务公司工作人员
- 有志从事航空业服务者

### 教学方式

- 课堂培训
- 现场参考 (需特别安排)

### 获颁证书

学员顺利完成课程后，  
将获颁怡中航空培训学院  
培训证书

本课程提供航班过场的基础培训，及教导如何有效率地执行航班调度，外场督导的技巧。学员可透过理论与实习，全方位掌握航班过场的流程，与相关的航空安全标准，及处理事故的要求。

### 培训目标

学员完成课程后将有能力:

- 管理航班调度，协调资源及相关程序
- 掌握停机坪的基本航班处理、配载及装卸程序
- 在航班调度与配载上实施安全、正点及具竞争力的操作

### 课程内容

- 停机坪服务之准备工作
- 协调航班清洁、食水、膳食及加油服务
- 特殊情况与特殊旅客之处理
- 地勤设备之操作
- 飞机客舱和货舱之介绍
- 飞机配载原则与限制
- 配载与装卸程序
- 特殊货物的处理
- 事故与意外的处理
- 停机坪安全



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