

Ground Supervision Checklist

Milestone checklist for an LFS or handling-agent representative supervising an arrival, turnaround or departure.
Record times in UTC and note deviations.

Station (ICAO): _____ Date: _____

Aircraft registration: _____ Flight / trip reference: _____

Pre-arrival

- ☐ Handler briefed on aircraft type, pax/crew count, ETA UTC
- ☐ Parking stand / FBO confirmed
- ☐ Customs & immigration notified
- ☐ Fuel order placed and confirmed qty / grade
- ☐ Catering order confirmed see catering template
- ☐ Ground transport arranged

Arrival & turnaround

- ☐ Block-on time recorded __:__ UTC
- ☐ Marshalling / chocks / cones in place
- ☐ GPU / air-start connected if required
- ☐ Security sweep of aircraft (if required)
- ☐ Pax/crew met and escorted to FBO/terminal
- ☐ Fuel uplift witnessed, ticket collected qty
- ☐ Catering delivered and verified
- ☐ Lavatory & water service completed
- ☐ Cabin cleaning completed
- ☐ Baggage/cargo loaded per manifest

Departure

- ☐ Crew briefed on slot/ATC clearance
- ☐ Final pax/crew count confirmed vs. manifest
- ☐ Documents returned to crew (permits, GenDec)
- ☐ Block-off time recorded __:__ UTC
- ☐ Handling invoice / disbursements reviewed

Incident / deviation notes
