

Alaska Airlines
MILITARY HR LOAD/UNLOAD HUDDLE CHECKLIST

I. Arrival and unload check list

A. Team lead roles and responsibilities

1. Will secure van 5038, chairs, card table, laptop, cell phone, and petty cash
2. Determines exact location Military HR will be placed at hangar (Sheet Metal Shop)
3. Briefs the checklist at team huddle
4. Will assign two maintenance techs inside pit and three techs outside as spotters
 - a. One of the spotters will make final height adjustment of belt loader (verify proficiency) and operate drive belt
5. Provides escort duty for Military escort
6. Provides oversight for offload and transfer to cart

B. Two maintenance team members inside pit roles & responsibilities

1. Positioned on FWD corners of belt loader as its moved up to pit door
2. Provides instructions to driver for final height adjustment to door sill
3. Positions Military HR to door with “feet” exiting first
4. Communicate with spotters when ready to start drive belt
5. Ensure casket exits smoothly
6. When casket reaches end of belt loader exit pit and support two aft corners “head end” for transfer into baggage cart
7. Secure and latch outboard curtains

C. Three maintenance team members outside pit “spotters” roles and responsibilities

1. One will make final height adjustment to door sill and operate the drive belt
2. Set brakes and install chocks
3. Communicate with two inside techs when ready to start drive belt
4. Ensure casket exits smoothly with no abrupt drops

5. Stop drive belt when casket reaches end of belt loader
6. Support two FWD corners “feet end” and as five man team transfer casket to cart “feet facing fwd”
7. Secure and latch inboard curtains

D. Menzies roles and responsibilities

1. Brief location of Military HR from load plan sheet
2. Position belt loader to pit door and raise to trained height
3. Stand ready to assist if Military HR is loaded incorrectly

E. Customer Service Agent (Jet way operator) roles and responsibilities

1. Will greet Military Escort along with team lead
2. Will explain to passengers with gate checked bags there may be a short wait due to the protocols of offloading a Military HR

F. Alaska Cargo roles and responsibilities

1. Will position Military cart with bobtail 10ft away and perpendicular to belt loader
2. After Military HR is secure will drive to company hangar (Sheet Metal Shop)

II. Incorrect Load Process

- A. Two maintenance team members inside pit verify incorrect load
- B. Two inside team members will hand off minimum amount of bags necessary to remove Military HR
- C. Three outside spotters will place bags underneath A/C belly
 1. In the event of rain or glycol a baggage cart will be placed on L/H side of A/C parallel to pit
 2. Human chain will be formed to offload minimum amount of bags necessary to remove Military HR
- D. Military HR has to be first onto belt loader

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III. Departure and load check list

A. Team lead roles and responsibilities

1. Briefs the check list at team huddle
2. Determine through maintenance coordinator and Menzies load plan sheet exact location Military HR will be loaded
3. Provides escort duty for Military Escort
4. Will assign two maintenance techs inside pit and three techs outside as spotters
 - a. One of the spotters will make final height adjustment of belt loader (verify proficiency) and operate the drive belt
5. Provides oversight for transfer from cart and load into pit
6. After load will accompany Military Escort to jet way or **“private”** area for final TSA screening
7. Will verify with Menzies last bag has been loaded and ready for Military HR load

B. Two maintenance team members inside pit roles & responsibilities

1. Provides instructions to driver for final height adjustment to door sill
2. Position baggage cart 10ft away and perpendicular to belt loader
3. Unlatch and open outboard curtains
4. Support two corners of **“head end”** for transfer onto belt loader
5. Enter pit and communicate with spotters when ready to start drive belt
6. Ensure casket enters pit smoothly **“head facing fwd towards nose of acft”**
7. Secure pit nets and door

C. Three maintenance team members outside pit “spotters”

1. One will make final height adjustment to door sill and operate the drive belt
2. Verify brakes and chocks are set

3. Position baggage cart 10ft away and perpendicular to belt loader
4. Unlatch and open inboard curtains
5. Support two corners of **“feet end”** for transfer onto belt loader
6. One spotter will start drive belt and transition casket up to door
7. Communicate with inside techs when ready to make transition from belt loader to pit
8. Ensure casket enters pit smoothly
9. Lower belt loader to full down position and turnover to Menzies

D. Menzies roles and responsibilities

1. Brief location Military HR will be placed from load plan sheet
2. Position belt loader to pit door and raise to trained height
3. Communicate with team lead when final bag has been loaded
4. Remove belt loader from acft after pit door is secure
5. Stand ready to assist if needed