

Daily Jetbridge Safety Checklist



Name:	Employee Number:	Station:	Gate:	Date:
		PIA	3	

	Yes/Operable	No/Inop or N/A
ACCESS DOORS - Ensure that Lounge/Service doors are fully functional and properly secured		
JETBRIDGE PHONE - Ensure phone is operational to receive/transmit calls	N/A	N/A
JETBRIDGE PHONE - Ensure station phone numbers are clearly visible	N/A	N/A
POWER - Ensure smooth operation in all directions.		
AUTO LEVELER - Indicator Light		
AUTO LEVELER - Warning Light		
AUTO LEVELER - Alarm Functions		
CANPOY - Operational - Moves up and down		
CANOPY - Visual check of Padding (protruding metal?)		
CAB FLOOR - Rotate in both directions - Ensure smooth movement with no sticking or binding		
WEATHER DOOR - Operational? Roll-Up and Swing Type Doors		
TRAVEL WARNING - Operational Bell and Beacon		
WHEEL POSITION INDICATOR - (Apron drive bridges only) Operational?		
CONTROL PANEL - All Buttons/Indicator lights working		
CONTROL PANEL - Gate Bag Buzzer is Operable	N/A	N/A
WHEELS - (Apron drive and radial bridges only) Ensure proper operation		
MIRROR - Clean, no obscured visibility	N/A	N/A
MIRROR - Properly Positioned	N/A	N/A
HOUSEKEEPING - No debris in jetbridge		
HOUSEKEEPING - Carpet vacuumed		
HOUSEKEEPING - Functioning Lights		
JETBRIDGE STAIRS - Ensure Jetbridge stairs have no tripping hazards		
JETBRIDGE STAIRS - Ensure handrails are not damaged		
JETBRIDGE STAIRS - Ensure baggage chute chain is hooked		
JETBRIDGE STAIRS - Baggage Chute not damaged		
CAMERA - (if applicable) Ensure camera view/monitor is working	N/A	N/A

All items are operational?	All inop items have been reported?	Comments: (rough movement, unusual noise, etc.)
YES / NO	YES / NO	

If there are inoperable items, retain in station for 7 calendar days and contact the applicable jetbridge maintenance provider.

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		PIA	4	

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ACCESS DOORS - Ensure that Lounge/Service doors are fully functional and properly secured		
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JETBRIDGE PHONE - Ensure station phone numbers are clearly visible	N/A	N/A
POWER - Ensure smooth operation in all directions.		
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AUTO LEVELER - Warning Light		
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WEATHER DOOR - Operational? Roll-Up and Swing Type Doors		
TRAVEL WARNING - Operational Bell and Beacon		
WHEEL POSITION INDICATOR - (Apron drive bridges only) Operational?		
CONTROL PANEL - All Buttons/Indicator lights working		
CONTROL PANEL - Gate Bag Buzzer is Operable	N/A	N/A
WHEELS - (Apron drive and radial bridges only) Ensure proper operation		
MIRROR - Clean, no obscured visibility	N/A	N/A
MIRROR - Properly Positioned	N/A	N/A
HOUSEKEEPING - No debris in jetbridge		
HOUSEKEEPING - Carpet vacuumed		
HOUSEKEEPING - Functioning Lights		
JETBRIDGE STAIRS - Ensure Jetbridge stairs have no tripping hazards		
JETBRIDGE STAIRS - Ensure handrails are not damaged		
JETBRIDGE STAIRS - Ensure baggage chute chain is hooked	N/A	N/A
JETBRIDGE STAIRS - Valet cart functioning		
CAMERA - (if applicable) Ensure camera view/monitor is working	N/A	N/A

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