OPS Checklist

American Airlines

DATE:	Flight #:													
	A/C#:													
	Action SKED:													
START OF SHIFT	Sign in to DECS (BSIemp#)													
	Assign printer (PTR/######)													
	Check NOTAMS (SLS*STA/NO)													
	Update Field Conditions Report (SLO*STA/FC)													
	Update Deicing Report (SLO*STA/DI)													
	Update Fuel Density Report/Complete Log (opp.aa.com/fuel/density) (RF5001 FUEL)													
	Verify gates have been assigned (GG)													
	Check messages on printer													
D-90	Check to ensure all flights are crewed (NSG)													
	Check that correct aircraft is on gate (RGG) with jetbridge, ground power and PCA connected													
	Check MEL items (RGMN) and take action (weight restrictions, ovens, seats, APU, Lavs, cargo belly, etc.)													
	Aircraft Clean with Security Sheet (if required)													
D-90 to D-30	Ramp Crew Chief should have load plan													
	Ramp Loading Bags/Cargo (GET)													
D-50	Verify fueling has started													
	Verify catering has started													
	Verify crew scan times (GET)													
D-50 to D-30	Verify boarding has begun (GET)													
D-30	Tug & Tow bar in place (Air Start if applicable)													
D-10	Boarding in Final / Standbys process competed													
	Last Pax through Gate Reader (GET)													
	Start disconnect of GSE - PCA / ELECTRIC													
	Security Cleared (Intl Flts)													
D-7	APU inop - all off D-7													
D-6	Carry on bags stowed / Bins closed / door closing													
	Ramp closing cargo door/Driver in Huff on headset													
D-5	Jetbridge OFF and Ramp ready to push													
D+2	Check for radio closeout (WBZ*FLT/DATE STN)													
D+30	Code delay if necessary (DM)													
END OF DAY	Fuel reconcilliation. Print the FWT and FWF													
	Station closing FCR Report (SLO*STN/FC)													