

SSRU AIR

EMERGENCY TRAINING CENTER

Request and Checklist Form



Airline Business, College of Hospitality Industry Management
Suan Sunandha Rajabhat University
+6634 964 946





SSRU AIR

EMERGENCY TRAINING CENTER **Request Form**

Course: _____

Lecturer: _____

Date of usage: _____

Time of usage: _____

Request by: _____

Program: _____ Year _____ Group _____

Student's signature: _____ Date: _____

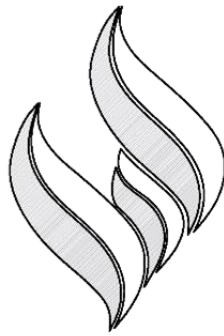
Lecturer's signature: _____ Date: _____

Head of Airline Business Department's
signature: _____ Date: _____



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Operation Checklist

Please strictly follow the provided instructions for the best performance of the equipments.

Please tick √ in box 'ON' when you start to perform safety and security check, if you find some errors, write down in 'Remark' then sign your name. Some area which you are not using, please help save our planet by 'Don't turn on'.

Please tick √ in box 'OFF' when you start to perform safety and security check before you finish your flight, if you find some errors, write down in 'Remark' then sign your name.

Your final report of using / recommendations would be much appreciated on the page 'Mock-up Report'.

Thank you and enjoy our facilities.



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Instructions	Items	ON	Remark/ Signature	OFF	Remark/ Signature
Operations Check					
Turn on/off light switches at the main entrance (Left hand side) (4)	1. Hall Lights				
Turn on/off Main, LED, AV Breakers and switches on the side (9)	2. Cabin Lights / Galley Lights				
Use 'Carrier' Remote control and return to place	3. Main Hall A/C – Entrance (2)				
Use the air-con switch on the wall	4. Aircraft side A/C – Front (2)				
Use the air-con switch on the wall	5. Aircraft side A/C – Rear (2)				
Turn on/off UPS switches at the cart stowage (2)	6. Audio Visual				
Turn on 3 white switches above electric box at the aircraft side (rear)	6.1 Personal Video				
Turn on the green switches (2) Microphone located in dry-store#1	6.2 Audio / Microphone				
Use the button at the crew seat (L1)	7. Seat Belt Sign				

Instructions	Items	ON	Remark/ Signature	OFF	Remark/ Signature
Cabin Check					
Seat belts stowed in place (cross)	1. Seat belts				
	2. Crew station check (L1) - Demo equipment - BCF - Megaphone - Torch				
	3. Crew station check (L2) - Demo equipment - BCF - First Aid kit - Torch				
	4. Crew station check (R2) - Demo equipment - BCF - First Aid kit - Torch - Oxygen bottle				
	5. Crew station check (L3) - Demo equipment - BCF				
	6. Crew station check (R3) - Demo equipment - BCF				
	7. Cabin Cleanliness Check				

Instructions	Items	ON	Remark/ Signature	OFF	Remark/ Signature
Galley Check					
Turn on/off galley power breaker s (in the galley area)	1. Galley power (2)				
Plug into the power outlet behind the cart-stowage # 1	2. - Coffee machines (2) - Kettle (1)				
Plug into the power outlet behind dry-store#1	3. Microwave				
	4. Cleanliness of the galley				

Instructions	Items	ON	Remark/ Signature	OFF	Remark/ Signature
Check-in area Check					
Turn on/off light switches at the main entrance (Right hand side)	1. Check-in Lights (3)				
Turn on/off power breaker at the corner	2. Power				
Switch on/off	3. Computers (2)				
Switch on/off	4. Weighing Machines (2)				
Switch on/off	5. Conveyor belts (2)				
Use the SONY remote control	6. TV screens (2)				
	7. Cleanliness of the check-in area				

Mock-up Report

Date		Time	
Course			
Responsible student's name (Receive the key)		Lecturer check (Before use)	
Responsible student's name (Return the key)		Lecturer check (After use)	
AB Head of department		Date	