



CHINA AIRLINES



Introduction of TOY Station

Unit : TOYCI

Staff : TAKADA, KATSUYUKI

Date : 2019/09/06

Agenda

1. Branch Office Information

- 1) Organization Chart
- 2) Introduction of Station
- 3) Ground Handling Agent
- 4) Airport Specific Procedure
- 5) Flight / Aircraft Type
- 6) Document List

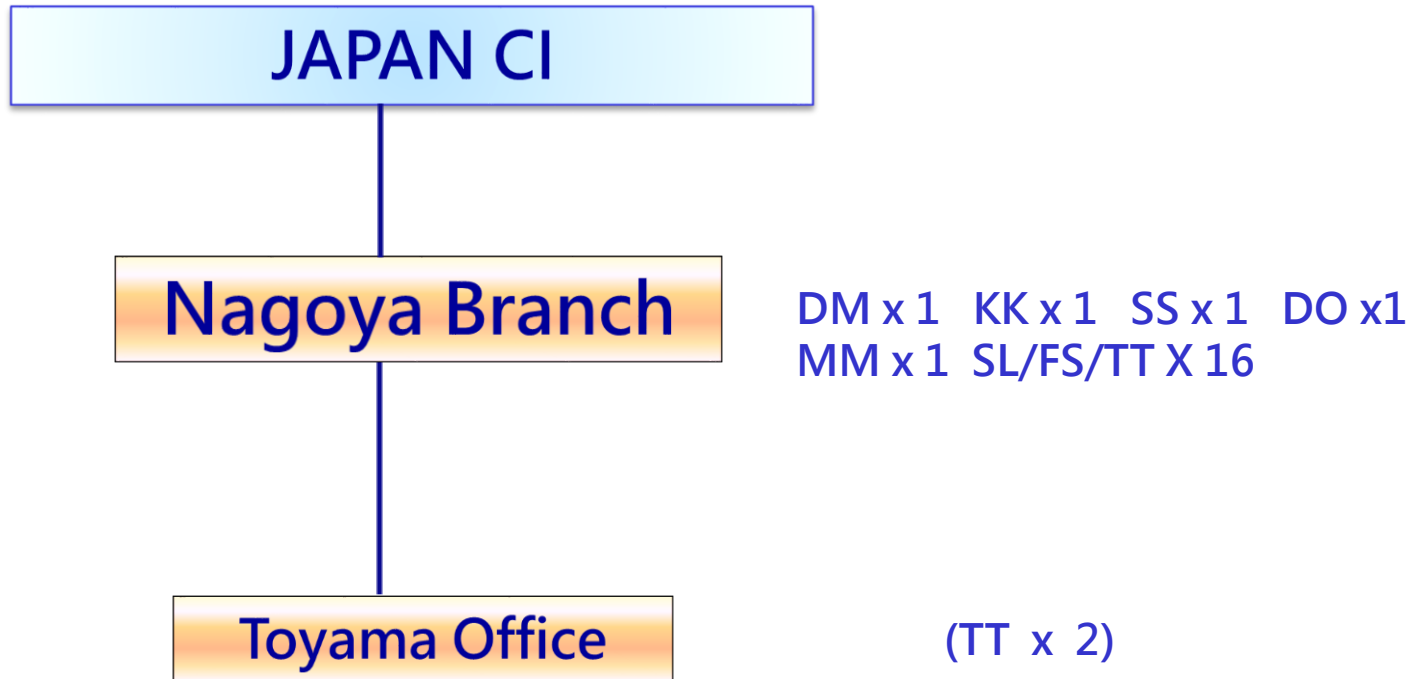
2. Safety Operation

- 1) GDI Prevention
- 2) Training
- 3) Emergency Response
- 4) GHA Management
- 5) Implementation of SMS

Branch Office Info.

1) Organization Chart

NGO Branch territory Toyama Office

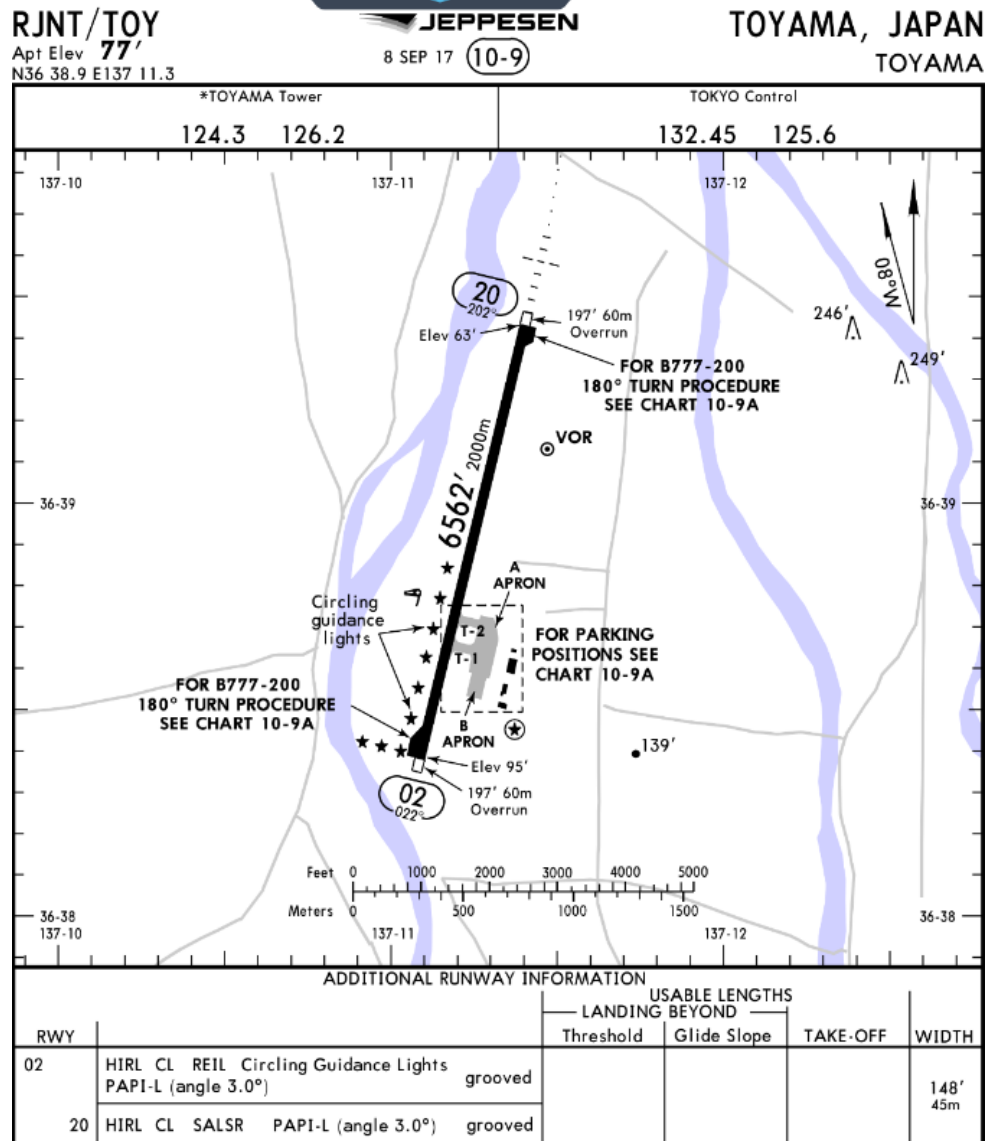


Total TOY number of employees : 2

Branch Office Info.

2) Introduction of Station

TOY Airport Map



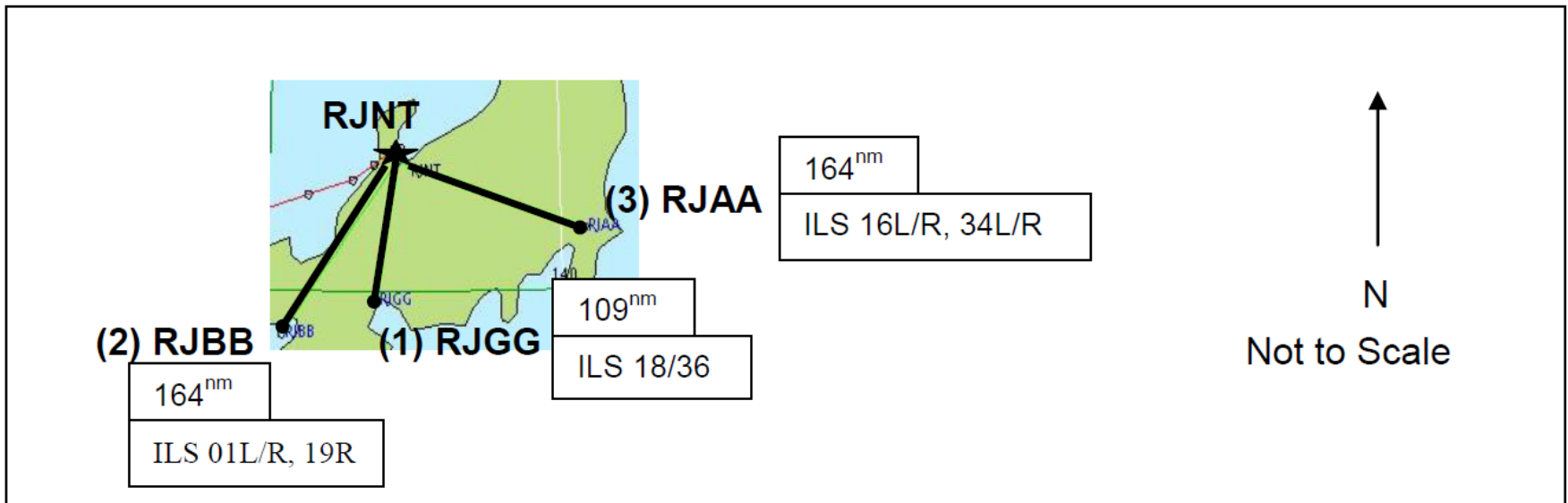
TOY Airport Basic Info.

IATA CODE	TOY	LOCATION	TOYAMA		
ICAO CODE	RJNT	COUNTRY	JAPAN		
AIRPORT	TOY Kitokito	TOTAL AIRPORT SITE AREA		91.6 Hectares	
TOWER VHF	124.30	Runways	1	Runway Length	2000M
Flight Type Operation	Passenger flight 4 flights/Week		Freighter		NIL
Operating Information	RWY OPERATION HOUR 07:00L-21:30L				
China Airline's office: (1) Passenger Handling Department (TOYTT)					
Telephone:	(81) 76-461-7077		Fax: (81) 76-461-7222		
Mobil Phone:	(81) 80-4755-5105 (TOYTT)				
VHF Frequency:	N/A				
Call Sign :	N/A				
China Airline's office: (2) Cargo Service Department					
Telephone:	81-569-38-7088 NGO		Fax:		
Mobile Phone:	81-90-47943617 NGOFS				
VHF Frequency:	N/A				
Call Sign :	N/A				
China Airline's office: (3) Maintenance Department (NGOMM/FDAMM)					
Telephone:	(81) 569-38-7191 (NGOMM)		Fax	(81) 569-38-0558 (NGOMM)	
Mobile Phone:	(81) 90-56067508 (NGOMM)				
VHF Frequency:	N/A				
Call Sign :	N/A				

Alternate Airports for TOYCI

EIP-Flight Operation Div.- Documents - Airport Pages - SKJ_Flight -
TOY-190822

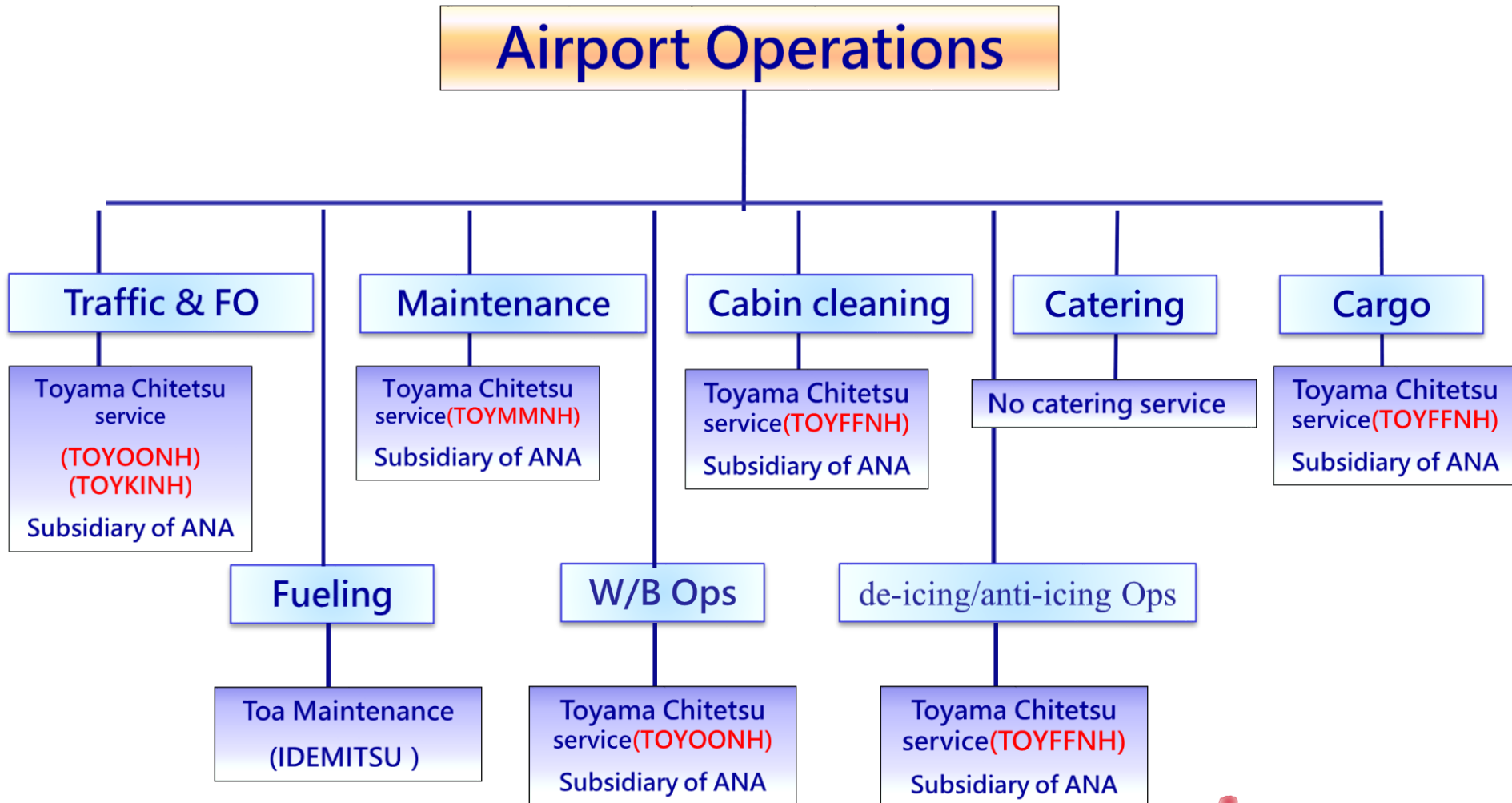
1. NGO (RJGG)
2. KIX (RJBB)
3. NRT (RJAA).



Branch Office Info.

3) Ground Handling Agent

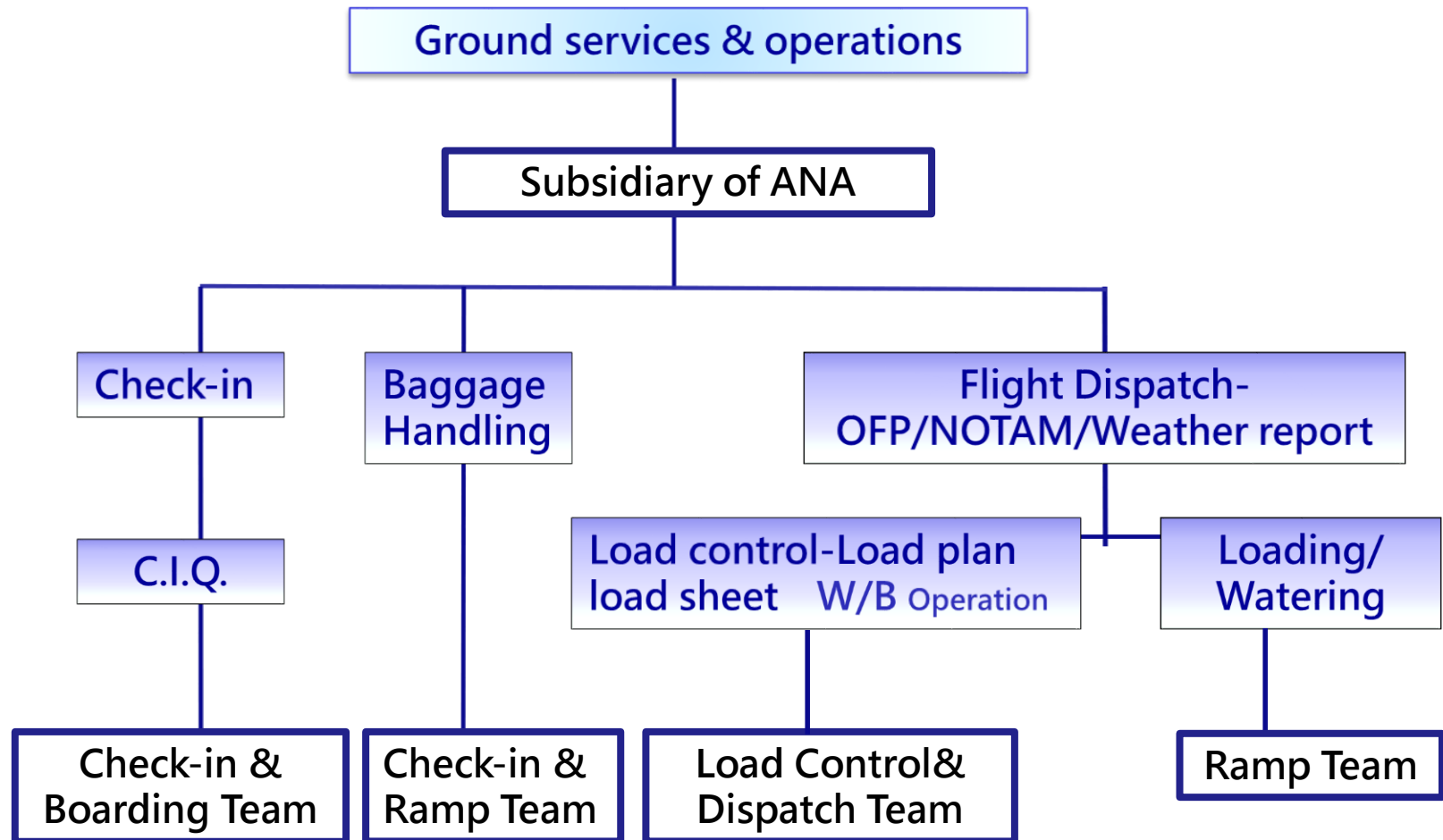
Introduction of TOYCI GHA



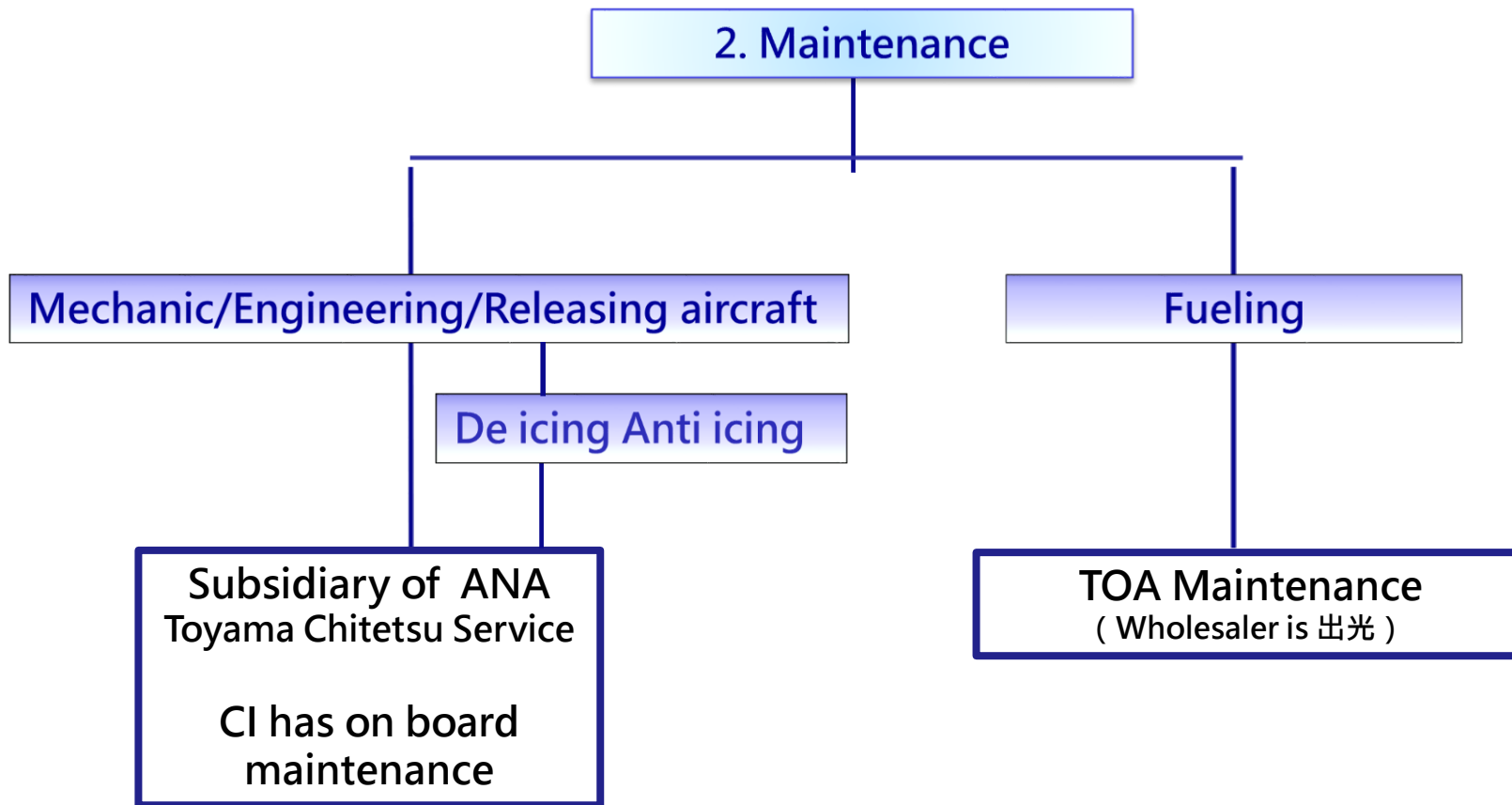
GHA Introduction

Ground Handling	GHA	Team
Traffic & Flight Operations	Toyama Chitetsu service Subsidiary of ANA	1. Check-in & CIQ (TOYKINH) 2. Baggage-Handling (TOYKINH) 3. Flight Dispatch & Load control (TOYOONH) 4. Ramp Operation (TOYFFNH) 5. W/B Operation (TOYOONH)
Maintenance & Flight Release	Toyama Chitetsu service Subsidiary of ANA	1. Upon request basis (170/171 has maintenance on board) 2. Deicing & Anti icing Operation (TOYFFNH)
Cleaning	Toyama Chitetsu service Subsidiary of ANA	Cabin Cleaning & Cabin Wastage Quarantine (TOYFFNH)
Catering	No catering	
Cargo	Toyama Chitetsu service Subsidiary of ANA	Cargo Handling (TOYFFNH)

Traffic & Flight Operations- ANA



Maintenance- ANA & Fueling- TOA



Branch Office Info.

4) Airport Specific Procedure

Specific Procedure

Airport Specific Procedure

No Specific Procedur

Branch Office Info.

5) Flight / Aircraft Type

Flight / Aircraft Type

1. Flight Type: Passenger Flight
2. Flight Number: CI170/CI171
3. Aircraft Type: B737-800
4. Flight Configuration/Capacity/Crew Number:

Flight Number	Route	Configuration	Cabin Capacity	Tech Crew	Cabin Crew
CI170	TPE-TOY	8/150	8/150	2 (1CA/1FO)	6
CI171	TOY-TPE	8/150	8/150	2 (1CA/1FO)	6

Flight / Aircraft Type

5. Flight Schedule:

4/Week : TOY Summer (APR-OCT)

4/Week : TOY Winter (NOV-MAR)

		START	END	START	END
		2019/3/24	2019/10/26	2019/10/27	2020/03/28
		CI Summer Schedule		CI Winter Schedule	
CI170	TPE-TOY	0735-1140		0800-1150	
CI171	TOY-TPE	1240-1500		1250-1540	

Branch Office Info.

6) Document List

Mandatory Document List

SOM Vol. I (2018/06/25, QC-003 Rev.AF)

Document Name	Type	Sources (Note 1)
Flight Operations related Manuals (e.g. OPS Specs, FOM, MEL, AOM, ...)	E-Document	Issued by TPEOZ. Access via TPEOZ division website.
Engineering & Maintenance related Manuals (e.g. GMM, MMM, ...)	E-Document	Please refer to Chapter 7.2 for web access. (Note 2)
Ground Operations Manual (GOM)	E-Document	Issued by TPEFZ. (also available via EIP QMS)
Dangerous Goods Operation Manual (DGOM)	E-Document	Issued by TPEFZ. (also available via EIP QMS)
CAL Aviation Security Program (English or Chinese)	E-Document or Hardcopy	Issued by TPEPZ. Please download this manual from TPEPZ division website.
CAL Emergency Response Manual (English or Chinese) (PZ-004)	E-Document	Issued by TPEPZ. Access via EIP QMS. or PZ division website
航機遭遇緊急狀況作業程序 (ISO document JC-011)	E-Document	Issued by TPEJZ. Access via EIP QMS.
Station Emergency Response Manual	Hardcopy	Issued by each station. This manual shall be kept in hardcopy.
Station Operations Manual (SOM) Volume I & Volume II	Hardcopy	Issued by HDQCI & each station. This manual shall be kept in hardcopy.

Document Name	Type	Sources
Dangerous Goods Regulations (DGR)	Hardcopy	Issued by IATA. Purchased and distributed by TPEFZ.
Live Animals Regulations (LAR)	Hardcopy	Issued by IATA. Purchased and distributed by TPEFZ.
The Air Cargo Tariff (TACT Rules, Worldwide Rates except North America, North America Rates)	E-Document	Issued by IATA. The CD ROM(s) are purchased and distributed by TPEFZ.
Airport Emergency Procedure (or Manual)	Hardcopy	Issued by local airport authority. (Note 3)
Passenger Services Manual (PSM)	E-Document	Issued by TPETZ. Access via EIP QMS.
Cargo Handling Manual (CHM)	E-Document	Issued by TPEFZ. (also available via EIP QMS)

TOY Hard Copy Document List

TOY SOM Vol. II (2018/07/11, NGODM-012 Rev. AG)

	Document Name	Sorcess
Airport Authority Regulation and law		
1	Toyama airport Security plan	JCAB TOY
2	Toyama airport Restricted Area Control Guide	
3	Toyama airport Apron Control Guidance	

TOY Station Manual List

EIP- ISO documents - NGO Branch

NGODM▼

Manual No.	Manual Name	Version	Status	Approval No	Obsolete Approval No.
NGODM-010	Station Operations Manual (NGO)	AF	Current	12NGODM00179e	
NGODM-012	Station Operation Manual (TOY)	AG	Current	12NGODM00186e	
NGODM-013	Emergency Response Manual (NGO)	G	Current	13NGODM00197e	
NGODM-014	Emergency Respose Manual (TOY)	AE	Current	13NGODM00198e	
NGODM-015	Station Operation Manual (FSZ)	AG	Current	12NGODM00000e	
NGODM-016	Emergency Response Manual (FSZ)	AC	Current	13NGODM00199e	

Safety Operation

1) GDI Prevention

Ramp Operation Management

1. GHA - ANA Load control 備有有效CI 機坪監督資格。
1) :Qualification effectiveness From 2018/4/18 to 3-year validity.
2) : TOYCI staffs has LM-PAX18B for W&B/Ramp
2. CI人員依據「機坪作業安全督察系統(ROS)」中之檢查表為依據，負責安全督察，並留存紀錄於系統內，並由安全品保部負責定期檢視定期檢視。
NOTE. 「機坪作業安全督察系統」 <http://ros.china-airlines.com>
3. 本場站依 PZ-016 5.2.1.2.7 要求，至少監督頻率為每月班次之 20% (進/出)。
4. CI人員每半年檢視一次GHA 機坪機具維護紀錄及相關操作人員訓練紀錄(First Level Self Audit)。

Before Arrival

1. 航機抵達前檢查：至少於航機抵達前5分鐘
FOD (Foreign Object Debris) 檢查。
2. 確保無地面裝備及盤、櫃置放於航機滑行進場



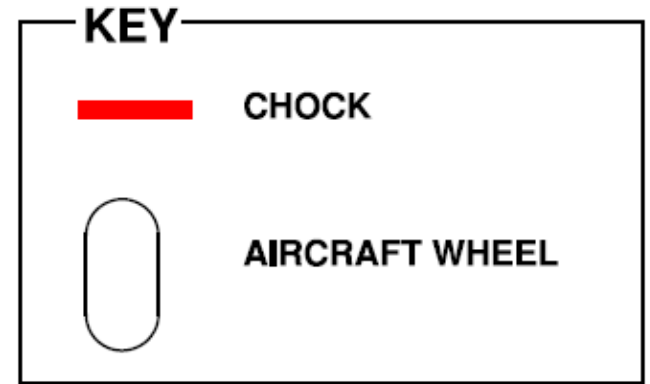
Aircraft on the Ramp

1. 航機停靠後之檢查均依照GOM (Chap. 6.1)辦理：

1) 輪檔：依GOM 6.2.4.10：B738 個輪擋放置於正確的位置。

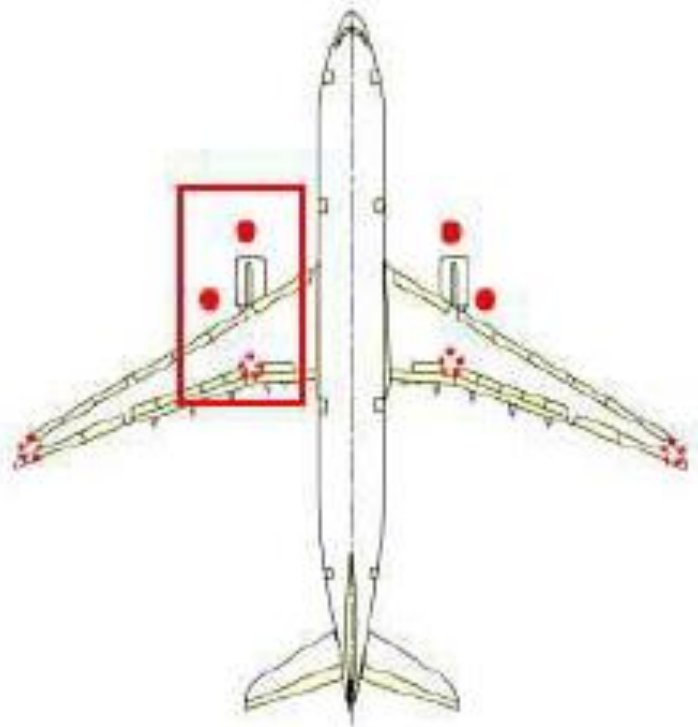
Aircraft type	Nose gear (Optional)	Main gear	Wing gear
B737	Both ends of left side	Symmetrically in front and rear of the wheels	N.A.

at surface)



Aircraft on the Ramp

1. 航機停靠後之檢查均依照GOM (Chap. 6.1) 辦理：
- 2) 依GOM 6.2.4.10：8個防撞錐，排列如下圖。



GSE Management

1. 煞車檢查：各項動力裝備均有定期維修紀錄，並停剎於紅線機具停泊區域內。
2. 裝備靠機時行進速度低於時速5 km/hr。
3. 靠機機具均有引導人員。
4. 靠機機具與航機保持適當距離：
 - 1) 餐勤車/高裝備與機身保持50公分之距離；
 - 2) 餐勤車防撞膠筒與機身保持約10公分(4-6英吋)；
 - 3) 升降平台車與貨艙門檻保持10公分(4-6英吋)之安全距離。
5. 停放於機坪內之各種裝備，如：拖車、手推車及盤車等皆是煞車狀態。

Departure Inspection / Push-back

1. 確認所有艙門，包括：客艙門、貨艙門，及蓋板皆已關妥鎖緊。
2. 確認航機無任何損傷是肇因於裝/卸行李、貨物時所作業之裝備或動力機具。
3. 後推前亦須移除所有防撞錐。
4. 確認航機拖車與航機連結後，所有輪檔均需移除。
5. 於航機後推前，確認所有裝備均已移除，所有艙門均已關閉，空橋已後退至定位。

GDI Prevention

1. Target: Zero GDI.
2. 檢示空橋操作人員資格：TOY 機場僅授權空橋操作合格員可以操作儀板。操作皆由地勤代理ANA人員操作。

Safety Operation

2) Training

Training Records

E-learning Courses	Recurrent training frequency	Station Trained number
LM-PAX15A/LM-PAX15B (W&B/Ramp)	Every 3 year(not mandatory)	At least 1
DGR TTT	Once	At least 1
LM-DGR (CAT10) (Loading)	Every 2 year(not mandatory)	At least 1
DGR Initial (CAT-6) (Cargo)	Every 2 year(not mandatory)	At least 1
Passenger DGR training	Every 2 year	All TT
Aviation security	Every 2 year	All TT
Aviation Security Training (Cargo)	Every 2 year	All staff who conduct FF
Safety management System	Every 2 year	All TT
Flight safety	Every 2 year	All TT
Airbus機外開門訓練 (330/340/350)	Once	All TT
Just culture	Once	All TT
First Level self Audit (Initial)	Once (before the first auditing)	All staff who conduct audit
Alcohol Test Training	Every year	All TT
CFR 382	Every 3 year	All TT

GHA - Load control
From 2018/04/18~2021/04/17 to 3-year validity.

China Airlines - Load Control
Current Endorsements to Handling Company in TOY

Name	Employer	Emp ID	Certificate No	Expiry Date	Endorsement Type						Remarks
					A330	A350	B738	B744P	B777	B744F	
KATSUNORI ZENGAME	TOYOONH	893907	2018-145	2021/4/18	☐	☐	☒	☐	☐	☐	
KATSUHIKO YAMASHITA	TOYOONH	923230	2018-144	2021/4/18	☐	☐	☒	☐	☐	☐	
YUJI NAKATSUBO	TOYOONH	923248	2018-146	2021/4/18	☐	☐	☒	☐	☐	☐	
YOSHIHISA SHIMIZU	TOYOONH	863966	2018-147	2021/4/18	☐	☐	☒	☐	☐	☐	
MASAYUKI SHIROKAWA	TOYOONH	943202	2019-153	2022/5/13	☐	☐	☒	☐	☐	☐	

Safety & Security Read and Sign Record

Both CI and relevant GHA have kept read and sign copies of safety and security notices.

CHINA AIRLINES DELIVERY / RECEIPT FORM OF TR

CHINA AIRLINES

To: TOYAH
From: TOYCI
Date: 06 MAY

1. Please find attached the GOM REV. 26-TR-005 distributed to your office.
2. Upon received, please sign and return the slip (or by email, fax) provided below to TOYCI immediately for our Acknowledgement.

Signed: TAKADA
Airport Manager of TOY

TO: TOYCI
Attn: _____
TEL: 076-861-7200
Fax: 076-861-9322
E-mail: _____

RECEIPT

Duly received the GOM REV. 26-TR-005

Signed: Y. SHIMIZU
Date: 03 MAY 2019
GHA: TOYOSHIMA

F-LM025 版本: AA

Safety Operation

3) Emergency Response

Emergency Reporting Chart

TOY SOM Vol. II 6.ERC

H/Q ER Center

+886-3-3993467

+886-3-3993468

TPEJC Duty Manager

+886-3-3993988

+886-3-3993989

TPEUA

+886-910195728 (24H)

+886-3-3993234 (Office Hr.)

TPEUJ

+886-933743082 (24H)

+886-3-3993235 (Office Hr.)

ER Convener (TPEVO)

+886-3-3998599

CAL President (TPEPS)

+886-3-3998899

**TOY
ER Center**

TOY Airport Authority

JCAB TOY:

+81-76-495-3088

TOY AIRPORT AUTHORITY

+81-76-495-3055

Airport Security

+81-76-495-3098

Airport Police

+81-76-495-3110

Immigration:

+81-76-495-3067

Customs:

+81-76-495-3065

Quarantine:

+81-76-428-4160

TOYOONH:

+81-76-495-3016

TOY ER Group

Coordinator : NGOKK/TOYTT

+81-90-8866-3813

+81-80-4755-5105(TOYTT)

Spokesman: NGODM

+81-80-1550-9269

NGOKK

+81-90-8866-3813

NGOSS

+81-90-3256-1945

NGODO

+81-90-4662-6732

Safety Operation

4) GHA Management

GHA Operation Monitoring

Measures:

1. First level self audit every half an year.
2. ROS (Ramp Operation System).
3. Meeting on monthly basis.
4. Quarterly GHA safety evaluation.
(TK-008, TQ-016)
5. Walk-around management.
(Airport Management Guide = KK業務手冊)

Safety Operation

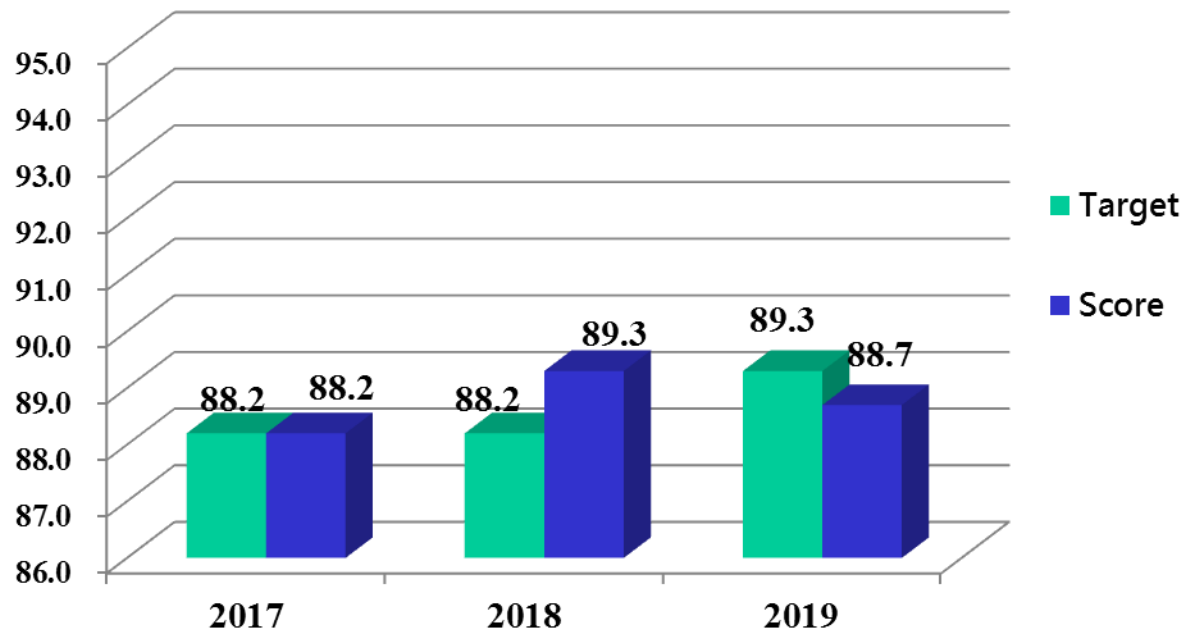
5) Implementation of SMS

SMS Training

1. SMS training for all staff have been completed.
2. Safety / Security issues will be reported in Safety Report.
3. All staff is familiar with Safety Report operations.
4. Communication channel with HQ ER center has been well established.

TOY Ground Handling Performance

1. 2019 CSI target 89.3



Thank you for your
attention

