EXECUTIVE AVIATION

STANDARD OPERATING PROCEDURE
VERSION   01
EFFECTIVE DATE   03112019

SOP-OPS-EA-05   **STATUS BOARD OVERVIEW**

PURPOSE

This procedure has been developed to provide an overview of the Executive Aviation Status Board found on the Vortex portal. The Status Board is intended to provide information related to equipment serviceability, weather information and general notices on operations information and events. The Status Board is intended to create transparency on equipment serviceability and to provide the information required for crews to prepare for safe and efficient ground operations.

SITUATION AND ASSUMPTIONS

The Status Board has been developed to improve visibility and access to information that support advance planning and preparation. A review of the status board does not replace the mandatory daily and pre-trip inspections, or physical tag/lock out of equipment when required. In addition, verbal notifications to the Executive Aviation GSE Shop, or your local leadership of failures that prohibit operations to continue is required.

CONCEPT OF OPERATIONS

To log into the EA Vortex Status Board, you must access the EA Vortex Portal through a link on a company computer, tablet or phone; or through the following web address on any computer or portable device:

http://execaviation.vortexcms.com/portal

From the portal you can select the Status Board Icon shown in Figure 1:

Once at the Status Board home page you can select your desired base from the list shown in Figure 2:
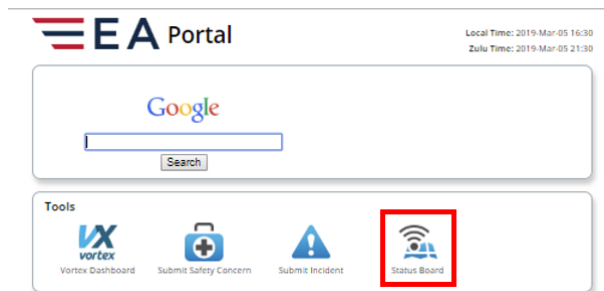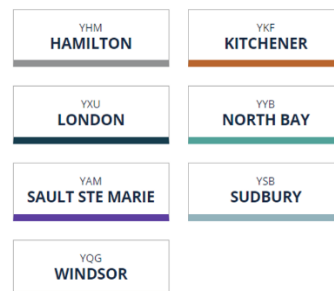

Figure 1 Status Board Portal Link

Figure 2 Status Board Home Page Base List

The Executive Aviation Vortex Status Board should be used for the following activities which will be detailed further below:

1. Daily Operations Planning
2. Reporting Equipment Status

DAILY OPERATIONS PLANNING

Information to support daily operations planning can be found through the EA Status Board in the following areas:

1. Main Apron Layout
    a. This area shows the terminal apron layout that can be used to brief on gate planning or to identify permanent or temporary restrictions or hazards
2. Equipment List
    a. This area shows a list of local ground service equipment and a colour indicator of the current status – green (in service); Yellow (in service – see information); Red (Out of Service)
3. Equipment Information & General Notices
    a. Any remarks added to equipment serviceability status will be displayed in the Equipment Information notices section. A maximum of four lines will be displayed at any one time; you will be able to identify the total number of notices through the massage number e.g. 2/5
    b. General information related to operations including training, charters, schedule changes can be shared through the general information notices section
4. Current and Three-Day Weather Information
    a. Current weather information is provided by Environment Canada and can be used for operations preparation including, heater cart requirements, wind conditions, extreme heat or cold etc.
    b. A three-day forecast is provided by Environment Canada to support medium term planning
5. Weather Network Severe Weather Forecast
    a. The Severe Weather Outlook helps you prepare for significant weather, such as an upcoming storm, that could result in weather warnings or alerts being issued. To help you plan ahead and be prepared, the 3-day outlook will detail when and what the anticipated level of risk is for your local area.
6. Time
    a. Current local and Zulu (GMT) time is available in the top right corner

Please refer to figure 3 below for a basic overview of the Status Board page.
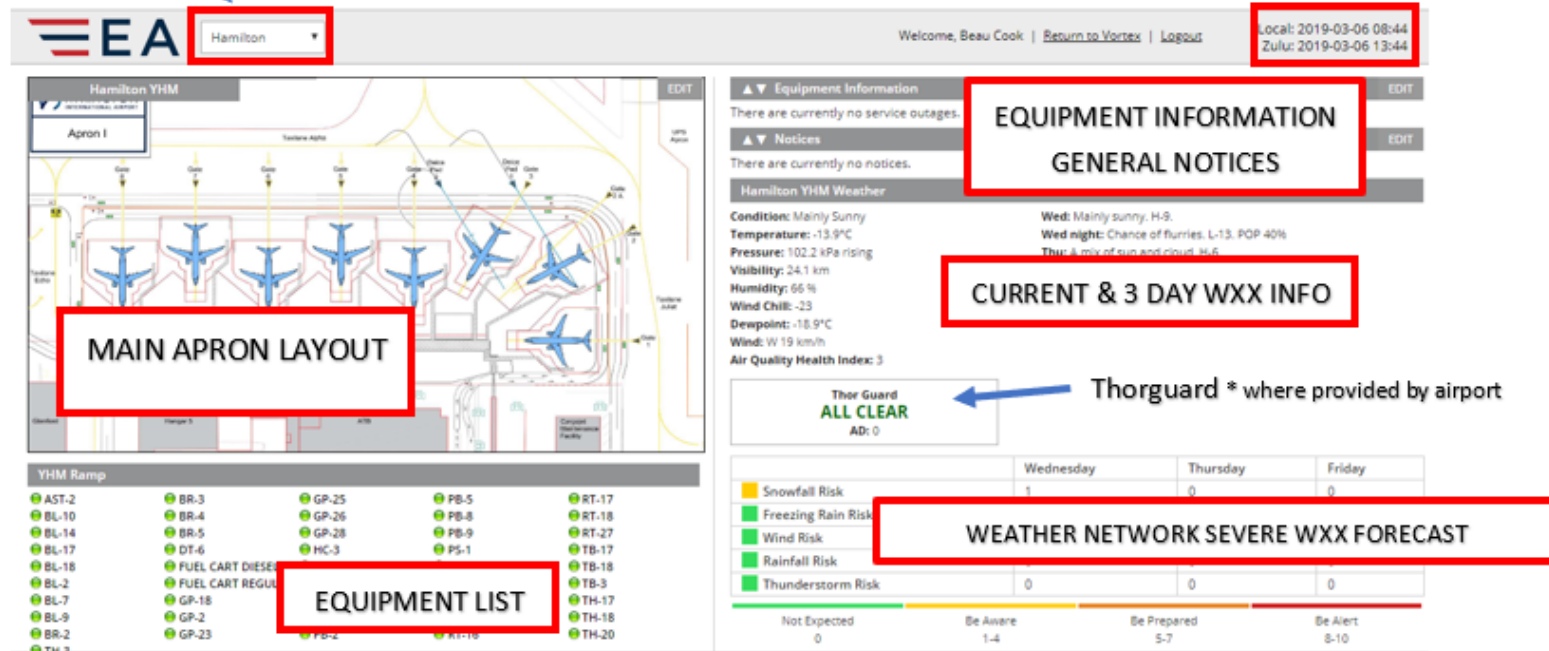
Figure 3 Status Board Overview

REPORTING EQUIPMENT STATUS

To improve awareness and transparency of deficiencies, with an objective to mitigate accidental use and reduce down time; deficiencies identified through daily inspections, pre-trip inspections or during operations must be reported through the EA Vortex Status Board.

To report an equipment deficiency on the Status Board:

1. Login to the Status Board following the steps at the beginning of this section
2. Review the current status for the piece of equipment with the deficiency, if the deficiency has already been identified as shown in Figure 4:
    a. Proceed to use if in the "information" status only,
    b. If in the "out of service" status, lock out the equipment immediately, notify the Station Manager or designate, and report as an incident through the EA SMS system;
3. If the equipment is showing as "in service' select it by tapping or clicking on the equipment identifier or green circle to the left
4. By selecting the equipment an information box will appear and allow you to complete the following steps (shown in Figure 5 below):
    a. **Select a status** *Only EA Mechanics, Station Managers (or designates) can put equipment into the "in service" category
    b. **Enter service information** into the box below detailing the issue in as few words as possible while still identifying the issue as accurately as possible. Where multiple possibilities exist please ensure to specify which one is faulty e.g. left front tire pressure low
    c. Touch or click **"save" to update status board**
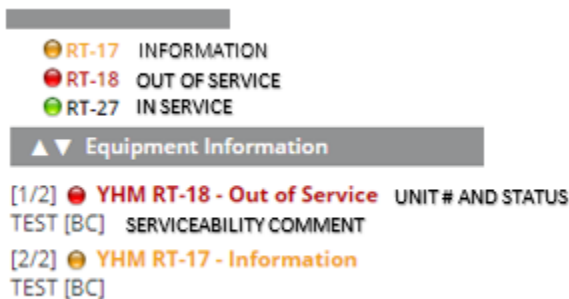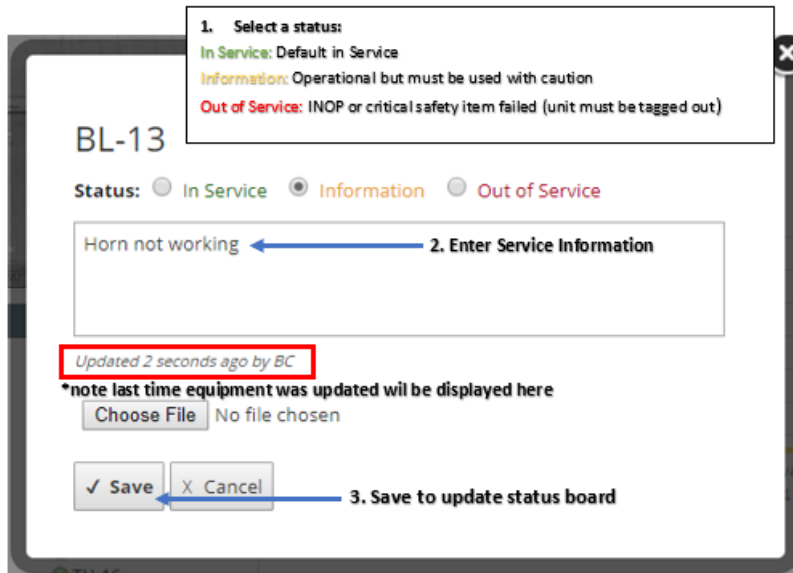

Figure 4 GSE Status and Information

Figure 5 Status Board Information Box

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

OPERATOR/ DESIGNATE

- Complete daily inspections as assigned
- Complete pre-trip GSE inspection prior to use of equipment
- Lock out equipment when critical failed items are identified
- Advise lead, ramp coordinator, station manager (or designate) of deficiencies

LEADS

- Review status board at the start of each shift and brief relative information to crews e.g. equipment serviceability and weather events
- Ensure equipment is locked out when critical items fail
- Update equipment status on the status board as required
- Notify Station Manager or designate of critical failed items

STATION MANAGER or DESIGNATE

- Review Status Board daily and follow up on equipment serviceability issues

- Update equipment serviceability status as required in partnership with EA Maintenance
- Update and maintain general information section as required
- Report any status board failures to Vortex support desk or London Operations Team

SPECIAL CONSIDERATIONS

In the event a deficiency is identified during the daily equipment inspection, an action item must first be created within the iAuditor system and then updated on the status board.

When access to the status board is not possible (due to lack of device or internet), the Station Manager or designate must be notified so that the information can be communicated to the appropriate groups.

RESOURCES AND LOGISTICS

Access to internet is required to use the status board.

PROCEDURE DEVELOPMENT AND MAINTENANCE

This SOP is owned by the London Operations team and should be reviewed annually as part of the SMS program.

RELATED DOCUMENTS

SOP-OPSB-EA-01_EQUIPMENT_SERVICE_REQUESTS

SOP-OPSB-EA-03_EQUIPMENT_INSPECTIONS_IAUDITOR

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