**PURPOSE**

**SITUATION AND ASSUMPTIONS**

**CONCEPT OF OPERATIONS**

**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

|  |  |
| --- | --- |
|  |  |
| **RAMP AGENT** |  |
| **LEAD / RC** | *
 |
| **STATION MANAGER**  |  |

**SPECIAL CONSIDERATIONS**

The special considerations section should include known deviations or circumstances that could have an impact on the outcome of the process. Steps to take when encountered (including communication requirements) should be included.

**RESOURCES AND LOGISTICS**

N/A

**PROCEDURE DEVELOPMENT AND MAINTENANCE**

Identify who owns the process (this could be a department or individual) and the review frequency.

**RELATED DOCUMENTS**

Identify any related documents that could provide additional guidance or context.

**This page intentionally left blank**