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Ground Handling Checklist for Kenya Operations

PRE-ARRIVAL VERIFICATION & TERMINAL READINESS

> Operators flying into Kenya (including HKJK, HKNW, HKMO, and HKRE) must verify all ground handling, fuel logistics, and statutory immigration interfaces prior to crossing the FIR boundary to prevent local operational friction.

1. RAMP & AIRCRAFT SERVICING LOGISTICS

- [ ] Confirm specific parking or stand allocations with local airport authorities.
- [ ] Confirm aircraft type compatibility and the precise ground handling scope of service.
- [ ] Confirm specialized Ramp Equipment (GSE) availability (tow bars, air start units, GPU).
- [ ] Confirm aircraft steps or passenger bridge compatibility and reservation details.
- [ ] Confirm specialized aircraft servicing requirements (lavatory service, potable water, oxygen).
- [ ] Confirm fuel order status, required volume (liters/USG), and strict delivery timing windows.
- [ ] Confirm high-standard aircraft catering orders, delivery times, and preservation requirements.

2. CREW, PASSENGER & TERMINAL SUPPORT

- [ ] Confirm secure airside/landside passenger transport vehicles are organized.
- [ ] Confirm dedicated crew transport to the designated hotel or terminal interfaces.
- [ ] Confirm VIP handling, specialized lounge access, and expedited clearance profiles where required.

3. STATUTORY CLEARANCES & MANIFESTS

- [ ] Confirm exact passenger and crew manifest details are finalized and transmitted.
- [ ] Verify valid Electronic Travel Authorization (eTA) confirmations or entry requirements for all individuals on board.
- [ ] Prepare accurate General Declarations (Gen Dec) stamped and signed where required.
- [ ] Confirm local Customs, Immigration, and Quarantine (CIQ) protocol requirements.

- [ ] Confirm compliant commercial cargo documentation where applicable.
- [ ] Confirm validated dangerous goods documents and mandatory technical clearances where applicable.

4. REGULATORY INFRASTRUCTURE & COORDINATION

- [ ] Confirm slot confirmations, overnight ramp parking authorizations, or Prior Permission Required (PPR) codes where applicable.

5. CRITICAL OPERATOR & DISPATCH COMMUNICATIONS

- [ ] Verify primary ground handler communication frequencies and direct duty phone contacts.
- [ ] Verify direct fuel supervisor and on-ramp distribution contacts.
- [ ] Verify active after-hours escalation desk phone numbers and secondary focal points.
- [ ] Transmit updated Estimated Time of Arrival (ETA) and Estimated Time of Departure (ETD) updates to all local parties.
- [ ] Confirm a solid contingency plan is distributed if operational timing changes unexpectedly.

Kenya Ground Operations Advisory: Kenya Civil Aviation Authority (KCAA) and Kenya Airports Authority (KAA) strictly monitor slot allocations and parking limits at JKIA (HKJK). Ensure all entry eTAs are validated prior to block out, as local immigration regimes do not grant leeway upon landing. For support escalation, contact your aaes.aero representative.