

**DFW Hot Cabin Avoidance Procedures  
2017**

**\*Update\* Effective May 15, 2017**

1. At the beginning of every shift Facilities MX is responsible to update the TMOD as to PCA/electric status of all gates. Facilities will also update the TMOD whenever there is a change in status (in or out of service) of any gate PCA and/or electric. The HCC will be responsible to update the GGR according to status reported by facilities maintenance.
2. The HCC GMS coordinators will update GMS program to show PCA inop on any affected gates and do all possible not to gate aircraft with inop APU or packs on a gate with inop PCA.
3. On the conference calls Automotive will be responsible to report on the status of all portable PCA units as well as Facilities reporting on the status of gate PCA.
4. Overnight Cabin cleaning bill of work will include closing all window shades and opening all overhead air vents. If AirServ requires cooling and/or power on aircraft for overnight cleaning they will contact the Ramp Service midnight Crew Chief at 5-4244 for terminal and pads or hangar 3 block house at 5-7291 for aircraft at the hangar.
5. Ramp Services is responsible to establish ground PCA and electric on all aircraft on all gates with operative fixed or portable services. This includes terminating aircraft unless aircraft maintenance is standing by on the gate waiting to remove the aircraft. Care should be given to ensure PCA hoses are free of kinks and twists.
6. Ramp Services on midnights will be responsible to ensure all portable PCA units are fully fueled.
7. Aircraft Maintenance will establish ground electric on aircraft delivered to the gate when there is not a ramp crew present. They will also inform the HCC at the time of gate delivery that the aircraft is now ready for PCA. HCC will then contact Ramp Services to have PCA connected to the aircraft.
8. Aircraft Maintenance will dispatch a technician to start the APU and packs on all originating Right Start Flight aircraft 1 hour prior to scheduled departure time.
9. All aircraft being delivered from pads/ hangar (taxied or towed) to the gate for live dept. will leave the APU and packs on.
10. All aircraft at the hangar that are scheduled to be taxied or towed to the terminal will have portable PCA established or APU and packs turned on one hour prior to the published pull time in order to begin pre-cooling. Inop APU A/C coming from a hangar should be taxied until cabin temp reaches a comfortable level.
11. Ramp Services - CCON CSM & CCON outside Crew Chief will be responsible for establishing portable PCA to cool all aircraft on the Pads. Note: Effective June 10<sup>th</sup> 2017 contact appropriate zone coordinator if pads are utilized - Z1=O,P,Q,R,S Pads, Z3=L,M,N Pads, Z6= A,B,C Pads, Z7-Term. D.
12. The HCC TMOD Coordinator/Seasonal position will monitor all aircraft on term. pads and comm. directly with the CCON crew chief as to which aircraft will require port. PCA established. If the crew chief cannot be reached contact the CCON CSM.
13. Long-turn 767s on the gate that has had PCA attached is still susceptible to cabin heating after several hours. Therefore the HCC will request Aircraft Maintenance to start APU and packs on these and other select aircraft one hour prior to scheduled departure. Ramp Svcs gate crew will keep cargo doors closed until loading begins and not leave cargo doors opened for prolonged periods of time.
14. All aircraft on the ground should have all window shades closed and all cabin air vents open. Flight attendants will make an arrival PA requesting customers to lower window shades and open air vents. AirServ cabin will attempt to open vents and lower shades if turn time allows.
15. Flight Service ramping team will notify the HCC if they discover a hot aircraft or any aircraft that does not have PCA or APU cooling established.
16. Passenger Service Agents or OC will go onboard aircraft upon their arrival at the gate - approx. one hour prior to departure. If cabin is hot via a laser temperature gauge measuring greater than 85 degrees, report this to the HCC planner, who will notify the gate Crew Chief or CSM if PCA needs to be hooked up, or A/C maintenance for APU start depending on gate PCA status. If additional measures, such as a portable PCA unit is needed on a gate the HCC will contact the outside Zone Crew Chief to assist in obtaining equipment. It may be necessary in addition to the gate PCA to run a portable PCA

hose up the rear stairs of S80 aircraft if the aircraft is heat soaked. Other heat soaked aircraft types may require a portable PCA hose to be safely placed inside an aircraft door to help quickly reduce onboard temperature.

17. Passenger Service will always operate under the premise that they will board every flight on time. Boarding will only be held if either the pilot or #1 Flight Attendant notifies Passenger Service that the cabin is too hot to board. The Captain will have the final authority on boarding.
18. Once cooling is established on a hot cabin aircraft, boarding will commence when the cabin temperature falls below 90 degrees. Concurrence with crew is required.
19. In extreme cases of hot cabin/heat-soaked aircraft the flight crew may start one engine to facilitate rapid cooling. Coordination with dispatch and loads will be required since additional fuel will likely be required.
20. Reminder for APU inop aircraft, normal air-start units are not preferred to support the use of aircraft packs for cooling. Use of the new Turbine Powered airstarts will primarily be used for Wide-body aircraft. (Note: a tank of gas on the turbine powered airstart is 2 hours)
21. Prospect to have the midnight aircraft security person to keep an eye out for any aircraft parked at the terminal that does not have a PCA hose attached. If an aircraft is found not to have PCA attached, they will call the HCC who in turn will get in contact with midnight Ramp Service to get the PCA hooked up to the aircraft.
22. TMOD assist will call the Facilities CSM on Duty at 425-6199 when a report of a hot airplane on the gate is received. They will in turn respond to ensure the gate PCA unit is working properly.
23. When any aircraft is cleaned on a PAD or at the hanger by AirServ, a call needs to be placed to the HCC notifying the TMOD of the condition of the plane. More specifically, does the plane have PC air attached and cooling? The HCC will make any additional communication to MX or Ramp Services to ensure the proper cooling of the aircraft has taken place. Note: The use of the PAC and APU on Airbus cannot be simultaneously used.
24. HCC Coordinators will request an hourly cabin temperature check on ALL WIDEBODY aircraft that **originate and are on the gate for more than 2 hours.**
  - Terminal GMS coordinator should advise the appropriate planner when a widebody aircraft originates or will be on a gate for more than 2 hours. This would include live arrivals or pulls from a pad or hangar to the gate
  - The HCC Planner will call the appropriate Psgr Svc personnel to get a cabin temp check when the aircraft first arrives on the gate (this could be an agent, OC, IOC or Psgr Svc CSM).
  - Psgr Svc personnel should advise if they feel the cabin is at a temp that would be ok for boarding.
  - The HCC Planner should note in the p-text of the flight... example...(note time and person contacted) "cabin temp check at 1400-ok for boarding per T Green" or "cabin temp check at 1400-cabin hot advised Tower Manager on Duty"
  - This check should be accomplished every hour and a new entry made in the p-text for every cabin temp check
  - This procedure will be in place for ALL WIDEBODY aircraft all day long.
25. The HCC Manager on Duty and HCC Manager Assist will coordinate with Ramp Svc, Facilities and Maintenance to ensure any hot cabins are addressed in a timely manner.
26. The HCC Coordinator / Seasonal will note any cabin temp checks on the daily hot aircraft PCA log.

Thanks for all you do!!!

HCC Managing Director - Matt Eggers  
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