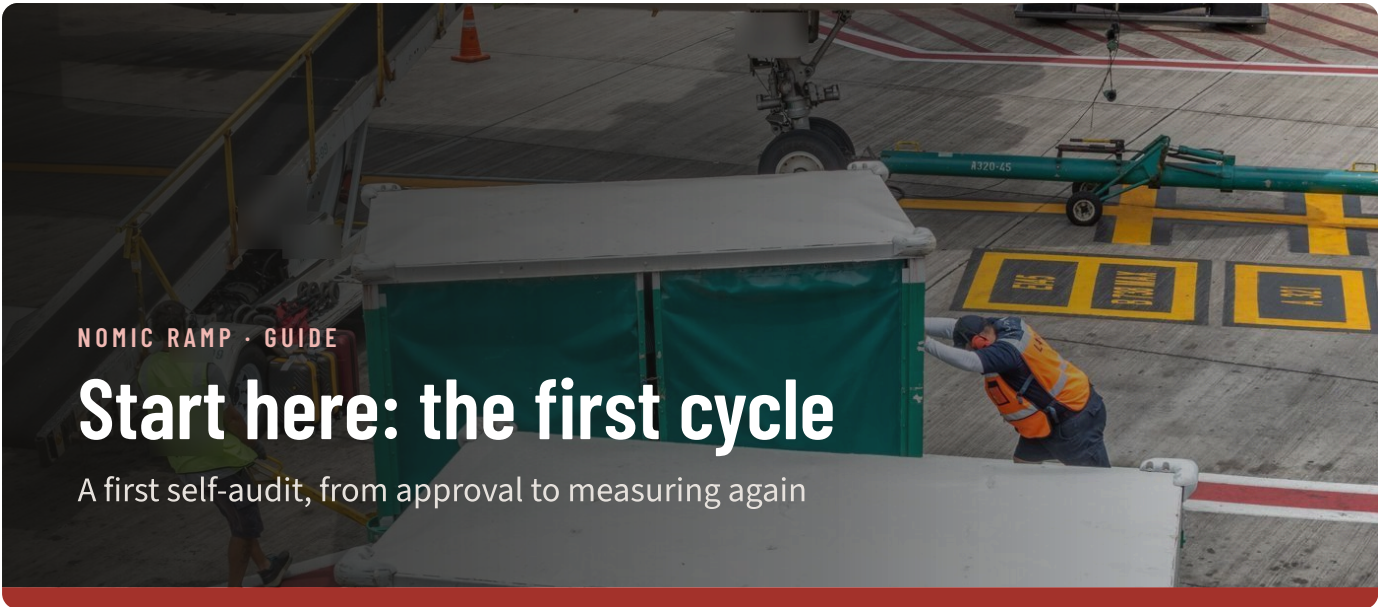




NOMIC RAMP · GUIDE

Start here: the first cycle

A first self-audit, from approval to measuring again

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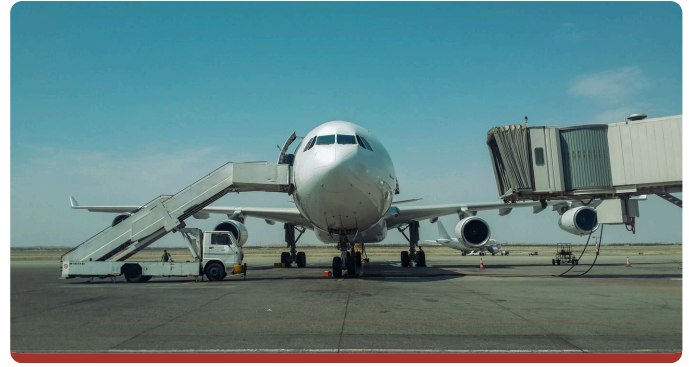
START HERE

A first self-audit at one station takes about 8 to 12 weeks from approval to the report, then Learning Teams and changes. Each stage below says what to do, what to use, when it is done, and why it matters.

The materials named here are at **nomicramp.com/templates** and **nomicramp.com/course**, opened with the organisation's work email sign-in.

Make the ramp safer, from the data.

nomicramp.com · hello@nomicramp.com



Get backing

The programme lead takes the business case to management, then agrees the rules with management and the workforce (and unions, where there are any): voluntary, de-identified and never used for discipline. The data protection officer reviews the assessment.

Use: business case · agreement · data protection assessment

Weeks 1 to 2

Done when: the agreement is signed.

Why: Crews only work normally when they trust that nothing seen will be used against them. The signed agreement is that trust in writing.



Plan the cycle

Choose the station, the shifts, days, aircraft types and stands to cover, and how many turnarounds: 75 to 100 is a good first look. Add local codes for any procedures of the organisation's own.

Use: set-up checklist · sampling calculator · local codes

Weeks 2 to 3

Done when: there is a sampling plan with a target for each shift and aircraft type.

Why: A spread sample covers the operations where the risk is, not just the easy day shifts, so the results reflect the real ramp.



Choose and train the observers

Choose 4 or 5 experienced ground personnel the crews trust. Each does the online course (about 7 hours), codes the practice exercises until their coding agrees with the reference answers, then does 2 or 3 practice observations with support.

Use: [observer selection guide](#) · [observer course](#) · [observer briefing](#) Weeks 3 to 7

Done when: every observer has reached the pass mark and done their practice observations.

Why: If two observers would code the same turnaround differently, the results would measure the observers, not the ramp.



Tell the crews

Brief the crews before anyone is observed: toolbox talks, the leaflet and the launch message. Say what it is, what it isn't, who sees what, and that any crew can say no.

Use: [crew briefing leaflet](#) · [comms kit](#) The week before observing

Done when: every shift in the sample has been briefed.

Why: A crew that is surprised by an observer works differently. Crews who know why, and that it is safe, carry on as normal.



Observe, code and check

Observers record on their phones, then code each observation after the turnaround. Once a week, 2 or 3 observers meet to check the coding together. The programme lead watches progress against the sampling plan and fills any gaps.

Use: [the app](#) · [paper form](#) · [checking session guide](#) 3 to 4 weeks

Done when: the planned turnarounds are observed, coded and checked.

Why: Normal turnarounds show the risk before it becomes an incident, and checking makes sure the findings stand up before anything is changed because of them.



Read the results

The results, dashboard and summary report come straight from the checked observations. Pick the few findings that matter most for safety: the threats that go with irregular loads, damage and near misses. Share them with the crews first, then management.

Use: the app's results, dashboard and summary report · **sample report** About 2 days

Done when: the top findings are chosen and the crews have seen them.

Why: The point isn't the counts. It is finding the conditions that go with things going wrong, so the changes target the biggest risks. Crews see it first because it is their data.



Learning Teams

For each top finding, run a 60 to 90 minute Learning Team with the people who plan the work and the people who do it. The app makes the pack: the data, quotes from the notes, and questions. Shop talks can add the crews' own explanations.

Use: the app's Learning Team packs · **Learning Team guide** · **shop talk guide** 2 to 4 weeks

Done when: each top finding has a change chosen to try.

Why: The data shows where the risk is; the people who do the work know why it happens and what would work, so the changes fit the real job and stick.



Make the changes, then measure again

Put each change into the action plan with a person responsible, a date and one measure to watch, and run it through the safety management system. Tell the crews what is changing because of their data. Once the changes have bedded in, run the next cycle with the same codes.

Use: the app's action plan · **comms kit: results messages** Then the next cycle

Done when: the next cycle shows whether each change made the ramp safer.

Why: A change that isn't measured is a guess. The next cycle shows whether the risk really went down, so what works is kept and what doesn't is changed.

■ Who does what

- **Programme lead:** 2 or 3 days to set up, half a day a week during the cycle, 2 days for the report.
- **Observers (4 or 5):** about 7 hours of course, then 1½ to 2 hours per turnaround.
- **Checking group (2 or 3 observers):** about an hour a week during the cycle.
- **Managers and crews:** the agreement, the briefings, and the Learning Teams.