



# **EASA Guidance Material On the Qualification of SAFA Inspectors**



## QUALIFICATION OF INSPECTORS

### GENERAL

1. This guidance material refers to the qualification of inspectors, including the related eligibility and training requirements and requirements on the training organisations. In the interest of standardisation of the SAFA ramp inspection techniques it is important that the Member States adhere as much as possible to the listed references. Non-adherence should be mentioned as a reasoned comment in the training records of the inspector or the evaluation records of the third party training organisation.
2. A competent authority should establish for each qualified SAFA inspector what items of the Ramp Inspection checklist he/she is entitled to inspect (inspection privileges). In determining the inspection privileges of an inspector the competent authority should ensure that the inspector has the technical knowledge and expertise and the specific SAFA training required to inspect all aspects pertaining to a specific inspection item. Further details on how to establish the inspecting privileges of a SAFA qualified inspector are presented in paragraph 6.

### **GM to paragraph 2.3.1 of the Annex to the Commission Directive 2008/49/EC which replaces Annex II of the Commission Directive 2004/36/CE**

### ELIGIBILITY CRITERIA

#### Introduction

3. Paragraph 9.4.5 of ICAO Doc 8335, Manual of Procedures for Operations Inspection, Certification and Continued Surveillance, describes the sensitive environment in which CAA inspectors have to perform their duties:

“The satisfactory execution of the various functions of the CAA inspectorate depends to a large extent on the qualifications, experience, competence and dedication of individual inspectors. In addition to the vital importance of technical competency in performing certification, inspection and surveillance functions, it is likewise critical that inspectors possess a high degree of integrity, are impartial in carrying out their tasks, are tactful, have a good understanding of human nature and possess the ability to get along well with people. Persons subject to surveillance by inspectors are often apprehensive and sensitive to perceived intrusions by CAA representatives into what they consider their own domain. Such apprehension or resentment can usually be reduced or overcome when the inspectors responsible for surveillance take care to explain that their objective is to assist rather than hinder and that their surveillance activities are being carried out in the interest of enhancing safety. Considering the specialized and sensitive nature of the CAA inspector’s mission, it is vitally important that the qualifications, previous experience and personal characteristics of each person employed to perform inspection and surveillance duties be verified and carefully evaluated before selections are made.”

4. The theoretical, practical and on the job SAFA training is not intended to enlarge the background knowledge; it will train the inspectors to apply their knowledge during the ramp inspections. In the interest of standardisation, it is therefore of vital importance that all inspectors possess a certain minimum level of background knowledge on the items he/she will inspect before considered to be eligible as a ramp inspector.

#### Eligibility criteria

5. A candidate should be considered eligible to become a ramp inspector provided he/she meets the following criteria:
  1. Has good command of the English language;
  2. Education and the past 5 years experience:



- a. has successfully completed post-secondary education with a duration of at least 3 years and after that, at least 2 years aeronautical experience in the field of aircraft operations or maintenance, or personnel licensing; or
- b. has or has had a commercial/airline transport pilot licence and preferably carried out such duties for at least 2 years ; or
- c. has or has had a flight engineer license and preferably carried out such duties for at least 2 years; or
- d. has been a cabin crew member and preferably carried out such duties in commercial air transport for at least 2 years; or
- e. has been licensed as maintenance personnel and preferably exercised the privileges of such licence for at least 2 years; or
- f. has successfully completed professional training in the field of air transport of dangerous goods and preferably after that, at least 2 years experience in this field; or
- g. has successfully completed post-secondary aeronautical education with a duration of at least 3 years;

Above mentioned training, licence and/or experience requirements may be substituted by other relevant professional training, licences and/or working experience of an equivalent level (e.g. certain staff of aircraft production facilities, airworthiness surveyors from leasing companies might be considered eligible).

3. Is free of any form of conflict of interest, in particular, family, economical and commercial interests that might impair his/her independence in the performance of his/her duties.

### **Privileges of the inspector**

6. The background knowledge and working experience of the inspector determines the privileges of the inspector (the scope of his/her inspection; what he/she is entitled to inspect). The numerous varieties in backgrounds of the candidate inspectors make it impossible to issue a full set of templates showing the background-privileges relation. It is therefore up to the competent authority to determine the eligibility and the related privileges for the inspector, whereby the following should be considered:
  1. Background knowledge;
  2. Working experience;
  3. Interrelation of the inspection item with other disciplines (e.g. former cabin crew member may require additional training on MEL issues before being considered eligible for safety items in the cabin);

The following example shows the typical privileges of an experienced CPL/ATPL holder and of an experienced aircraft maintenance engineer:

#### **Example:**

*Typical inspection privileges of a CPL/ATPL holder could include the following inspection checklist items:*

*A items*

*B Items*

*C items*

*D1/D3*

*Typical inspection privileges of an aircraft maintenance licence holder could include the following inspection checklist items:*

*A items except for A3, A4, A5, A6, A13, A14, A20*

*B items except for B11, B14*

*C items*

*D1*

**Bridge training**

7. The competent authority may decide to enlarge the privileges of the inspector if the basic knowledge of the inspector has been satisfactory enlarged by additional theoretical trainings and/or practical trainings. This may require the subsequent attendance of the relevant module of the SAFA training, since this training is about applying the basic knowledge during the SAFA inspection. As an example: if an AML holder has acquired knowledge on the operational items of the "A" section (cockpit items) of the checklist (e.g. because he/she obtained his/her Commercial Pilot's License), the privileges may be expanded. He/She will be required however to follow the SAFA theoretical, practical and on-the-job training module of the new items.

**Qualification tracking system**

8. The competent authority should put in place a system that will ensure that their SAFA Inspectors meet at all times the qualification criteria set by the Annex to the Directive 2008/49/EC with regard to the eligibility, training and recent experience.

**GM to paragraph 2.3.2 of the Annex to the Commission Directive 2008/49/EC which replaces Annex II of the Commission Directive 2004/36/CE****INITIAL TRAINING REQUIREMENTS**

## SCOPE AND DURATION OF INITIAL TRAINING

9. Initial training is encompassing:
  1. Initial theoretical training; and
  2. Practical training; and
  3. On the Job Training (OJT)

**A. INITIAL THEORETICAL TRAINING**

10. The scope of the initial theoretical training is to familiarise the inspectors with the framework and the European dimension of the SAFA Programme, and with the common inspection, finding categorisation, reporting and follow-up procedures. The primary scope of the theoretical training is not the transfer of technical (operational, airworthiness, etc) knowledge and the trainees should possess such knowledge, either from previous work experience or through specialised training, prior to attending the theoretical course. The duration of the initial theoretical training should be no less than 3 training days.
11. In case an integrated course is delivered (consisting of both the transfer of technical knowledge and specific SAFA information) the duration of the course should be extended accordingly.
12. The initial theoretical SAFA training shall be conducted in accordance with the Syllabus in Appendix 1.

**B. Practical training**

13. Ramp inspections normally have to be performed during the turnaround time of an aircraft. In general, these turnaround times are too short to perform any kind of initial practical training without causing any delay or even without any increase of the load on the Flight Crew. The scope of practical training is to instruct on inspection techniques and specific areas of attention without any interference with the flight crew. Preferably this should be done in a non-operational environment (e.g. on an aircraft in a maintenance hangar), however alternatively aircraft with an adequate turnaround time may be used. In the latter case the flight and/or ground crew should be informed about the training character of the inspection.



14. The duration of the practical training should be no less than 1 training day. The competent authority may decide to lengthen the training based on the level of expertise of the attendees. Practical training may be split in several sessions provided an adequate training tracking system is in place.
15. The practical SAFA training should be conducted in accordance with the Syllabus in Appendix 2.

### **C. On the job training (OJT)**

#### SCOPE OF ON THE JOB TRAINING (OJT)

16. The scope of OJT is to familiarise the trainees with the particularities of performing a ramp inspection in a real, operational environment. The competent authority should ensure that OJT is undertaken only by trainees that have successfully completed theoretical and practical training.
17. The competent authority should ensure that the area of expertise of the trainee is compatible with the one of the Senior Inspector delivering OJT.
18. When selecting the operators to be inspected during the OJT programme the Senior Inspector should ensure that the training can be performed in a satisfactory manner but without undue hindrance or delay of the inspected operator.
19. The competent authority should ensure that the OJT ramp inspections ideally address different operators (i.e. EU operators, third country operators), different aircraft types and aircraft configurations (i.e. jet and propeller aircraft, single aisle and wide-body aeroplanes, passenger/cargo/combi configurations), different types of operations (i.e. commercial operations and general aviation, etc., long haul and short haul operations).
20. OJT should comprise of two phases:
  1. Observation: during this phase the trainee will accompany and observe the Senior Inspector when performing a series of ramp inspections (including the preparation of the inspection and post-inspection activities: reporting, follow-up).
  2. Under supervision: during this phase the trainee will gradually start to perform ramp inspections, under the supervision and guidance of the Senior Inspector.

#### DURATION AND CONDUCT OF ON THE JOB TRAINING (OJT)

21. The duration of OJT should be customised to take into account the particular training needs of every trainee. As a minimum, the OJT programme should contain at least 6 ramp inspections as an observer and 6 ramp inspections performed under the supervision of the senior inspector, over a period of maximum 6 months. In general, the OJT should start as soon as possible after the completion of the practical training and should cover as much as possible the inspection items which the inspector will be privileged to inspect.
22. OJT may not necessarily be given by one single senior inspector. In such cases it becomes even more important that appropriate records will be maintained for each trainee documenting the training received (when the trainee is observing the inspection) and his/her ability to effectively perform SAFA ramp inspections (under supervision). For this purpose, the senior inspector should use a checklist containing the applicable elements presented in Appendix 3.



23. Before starting the OJT the trainee should be briefed with regard to the general objectives and working methods of the training.
24. Before every inspection the trainee should be briefed with regard to the particular objectives and lessons to be learned during this inspection,
25. After every day of inspection the trainee should be debriefed with regard to his/her performance and progress and areas where improvement is still needed.

#### ELEMENTS TO BE COVERED DURING THE OJT

26. The OJT should address the elements listed hereunder. However, some of the situations described below happen very seldom (i.e. grounding of an aircraft) and in such cases they must be presented by the senior inspector during one of the debriefings.

1. preparation of an inspection:
  - a. use of the centralised database to prepare an inspection
  - b. other sources of information
  - c. areas of concern and/or open findings
  - d. retrieval of updated reference materials: NOTAMS, navigation and weather charts;
  - e. selection of operator(s) to be inspected (spot-check procedure, priority list);
  - f. task allocation among members of a ramp inspection team;
  - g. daily/weekly/monthly ramp inspection schedule
2. administrative issues:
  - a. ramp inspector's credentials, rights and obligations
  - b. special urgency procedures (if any);
  - c. national (local) aerodrome access procedures;
  - d. safety and security airside procedures;
  - e. ramp inspector kit (electric torch, fluorescent vest, ear plugs, digital camera, checklists, etc);
3. cooperation with airport, air navigation services to obtain actual flight information, parking position, time of arrival/departure, etc.
4. ramp inspection:
  - a. introduction to the aircraft commander, flight crew, cabin crew, ground crew;
  - b. inspection items: according to the area of expertise of the trainee;
  - c. findings (identification, categorisation, reporting, evidencing)
  - d. follow-up actions (class 2 and class 3)
5. Proof of Inspection:
  - a. completion and delivery of the PoI
  - b. request of acknowledgement of receipt (document the refusal to sign)
6. Human factors elements:
  - a. Cultural aspects;
  - b. Communication techniques;
  - c. Resolution of disagreements and/or conflicts;
  - d. Crew stress;
  - e. Decision making process.

#### ASSESSMENT OF TRAINEES

27. The assessment of the trainees should be done by the senior inspector(s) while the trainee is performing ramp inspections under supervision. A trainee should be considered to have successfully completed the OJT only after demonstrating that he/she possesses the professional capacity, knowledge, judgment and ability to perform ramp inspections in accordance with the common requirements.

**OJT PERFORMED BY A FOREIGN SENIOR INSPECTOR**

28. Certain states may not have senior inspectors to conduct OJT with their trainees. In such a case the OJT should be performed by a senior inspector from another state, either in home state of the trainee or in the home state of the senior inspector.
29. EASA will facilitate and coordinate such arrangements. The competent authorities having appointed Senior Inspectors should notify EASA with regard to their number and area of expertise. Based on the information received EASA will publish and maintain a consolidated list.
30. The foreign Senior Inspector may not have the knowledge on certain elements of the OJT (e.g. 26.2 and 26.3). In such cases, the competent authority should ensure that this information is provided to the trainees prior of being fully qualified as SAFA inspectors.

**ISSUANCE OF THE QUALIFICATION STATEMENT OF SAFA INSPECTORS**

31. The competent authority should issue a formal qualification statement for each qualified SAFA inspector listing the inspecting privileges.
32. The competent authority should issue the qualification statement only after the candidate:
  1. Has successfully completed the theoretical training demonstrated by passing an evaluation set by the competent authority.
  2. Has successfully completed practical and on the job training based on the assessment of the senior inspector(s) by evaluating the trainee's ability to effectively perform ramp inspections in an operational environment.

**GM to paragraph 2.3.3 of the Annex to the Commission Directive 2008/49/EC which replaces Annex II of the Commission Directive 2004/36/CE****MAINTAINING THE VALIDITY OF THE QUALIFICATION****A. RECURRENT TRAINING**

33. Once qualified, ramp inspectors shall undergo recurrent training in order to be kept up to date.
34. A competent authority should ensure that all ramp inspectors undergo ad-hoc recurrent training whenever it would be deemed necessary due to significant changes in the EC SAFA Programme's structure and procedures, or regularly, at least once every three years after being qualified as ramp inspectors.
35. EASA will indicate in the SAFA Training Bulletin as referred to in paragraph 40 when an ad-hoc recurrent training would be deemed necessary.
36. Recurrent training shall be delivered by the competent authority or by a SAFA training organisation.
37. The scope of the recurrent theoretical training is to refresh the knowledge of the qualified SAFA inspectors:
38. The recurrent training should cover at least the following elements:
  1. New regulatory and procedural developments:
    - a. New/amended standards
    - b. New/amended SAFA Guidance Material



- c. Changes in the categorisation of findings
    - d. New/upgraded IT tools
  2. New technology and/or operational practices
  3. Articulation with other European processes (Black List, authorisation of 3<sup>rd</sup> country operators)
  4. Standardisation and harmonisation issues:
    - a. Issues of general interest identified by the SAFA standardisation visits;
    - b. Issues identified by periodic quality reviews conducted by EASA;
    - c. Best practices.
39. The duration of the recurrent theoretical training should be adequate to the extent of the new information to be provided. The typical duration of recurrent training should be not less than 1 training day and the format of the course should encourage the exchange of experience among the participants.
40. In order to enhance the effectiveness of the recurrent SAFA training EASA will publish at least annually a SAFA Training Bulletin comprising relevant, updated information to be incorporated in the recurrent training.
41. Appropriate records should be kept by the competent authority attesting that all ramp inspectors have successfully completed the recurrent training.

## **B. RECENCY REQUIREMENTS**

42. The minimum number of inspections required for ramp inspectors to maintain their qualification should be not less than 12 SAFA ramp inspections during any 12 months period after initial qualification, preferably evenly spread during such intervals.

As a transitory measure the minimum number of SAFA ramp inspections may be reduced to 8 for the 12 months periods ending in 2009 and reduced to 10 for the periods ending in 2010.

The minimum number of 8 inspections may also be used for those inspectors who are considered to be qualified in accordance with paragraph 2.6.1 of the Annex to the Commission Directive 2008/49/EC.
43. This number could be reduced with the number of inspections on aircraft operated by domestic operators if the inspector is also a qualified flight operations, ramp or airworthiness inspector of a competent authority and is regularly engaged in the oversight of such operators.
44. If a SAFA inspector lost his/her qualification as a result of failure to reach the minimum number of inspections mentioned in paragraph 42 above he/she may be re-qualified by the competent authority by performing at least 2 inspections under the supervision of a senior inspector; the time between these two inspections should be not more than 2 months.
45. If a SAFA inspector lost his/her qualification because he/she has not been engaged in performing inspections on aircraft for more than 12 months he/she may be re-qualified by the competent authority only after successfully completing OJT as prescribed in paragraphs 16-27 and any recurrent training required.
46. If a SAFA inspector lost his/her qualification because he/she has not been engaged in performing inspections on aircraft for more than 36 months he/she should be fully re-qualified by successfully completing initial theoretical, practical and on the job training.

**GM to paragraph 2.4.3 of the Annex to the Commission Directive 2008/49/EC which replaces Annex II of the Commission Directive 2004/36/CE****EVALUATION OF THIRD PARTY SAFA TRAINING ORGANISATIONS****GENERAL**

47. Training Organisations may decide to develop and deliver:

- Initial theoretical training; and/or
- Initial practical training; and/or
- Recurrent training.

In each case, the competent authority shall evaluate the capability to deliver one or more of the above mentioned SAFA training in accordance with the technical criteria established by EASA by reviewing:

1. A detailed description of its organisational structure, facilities and equipment (refer to paragraphs 52-57 below);
  2. A copy of its training procedures (refer to paragraphs 58-61 below);
  3. Evidence related to its training developers and instructors (refer to paragraphs 62-66 below);
  4. Evidence related to the training course material developed for every training to be given to their inspectors (refer to paragraphs 67-70 below).
48. The evaluation should furthermore include a sampling of an actual course delivery, preferably before employing the training organisation but ultimately during the first training course delivered to the inspectors of the competent authority. However, in the latter case this may require additional training to be given to these inspectors in the case the evaluator raises any findings on the course delivery.
49. The competent authority should use the checklists listed in Appendices 4-6 during the evaluation of the training organisation. These checklists should be part of the final evaluation report drawn up by the competent authority and kept on file for 4 years. Once the competent authority has positively evaluated the Training Organisation, such evaluation shall remain valid subject to compliance with the technical criteria as attested by the results of the periodic review as mentioned in the paragraphs 71-72.
50. The competent authority should issue a formal statement attesting the positive evaluation of training organisation, indicating also the type of training (initial theoretical training and/or initial practical training and/or recurrent training). Such a statement should be transmitted to EASA.
51. Any additional type of training should require an evaluation following the same procedure and criteria as the initial evaluation.

**TECHNICAL CRITERIA FOR THIRD PARTY SAFA TRAINING ORGANISATIONS****A. ORGANISATION**

52. The competent authority should verify that the Training Organisation has appointed a manager with corporate authority who is responsible for ensuring that SAFA training courses are managed and carried out in accordance with the technical criteria established by EASA.



53. The competent authority should verify that the Training Organisation contracts sufficient and qualified staff to develop and deliver Community SAFA training courses in accordance with the technical criteria required by EASA.

#### **B. FACILITIES**

54. The size and structure of training facilities shall ensure protection from the prevailing weather elements and proper delivery of all planned training on any particular day.
55. Fully enclosed appropriate accommodation, separate from other facilities, shall be provided for the instruction. In case the training will be given in other facilities than its own training facility, such facility shall meet the same criteria.
56. For practical instruction, a suitable aircraft should be available for an adequate period.

#### **C. INSTRUCTIONAL EQUIPMENT**

57. Classrooms should have appropriate presentation equipment, of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom.

#### **D. TRAINING PROCEDURES**

58. The competent authority should verify that the Training Organisation has established appropriate procedures to ensure proper training standards and compliance with the technical criteria established by EASA, including an adequate system to ensure control of the training process (e.g. facilities, instructors, course preparation, material and delivery).
59. The training should be conducted in English language with the aim to train the trainee in the jargon to be used during the ramp inspection.
60. The competent authority should verify that the Training Organisation's compliance with EASA's technical criteria is maintained in time, and that the content of Community SAFA training course is always kept in line with the relevant EASA syllabi.
61. Furthermore, the competent authority should verify that the Training Organisation has put in place a system to evaluate the effectiveness of training being provided, based upon feedbacks collected from course participants after each training delivery using a standard form developed by the training organisation.

#### **E. CRITERIA APPLICABLE TO TRAINING INSTRUCTORS**

##### GENERAL

62. The competent authority should evaluate the training organisation if the level of experience and qualifications of training course instructors is adequate. In general the level should be above the eligibility requirements for SAFA inspectors.

##### QUALIFICATION CRITERIA

63. The minimum acceptable levels of experience and qualifications of training instructors, taking into account the eligibility requirements for SAFA inspectors, are as follows:
1. knowledge of the Community SAFA Programme



2. knowledge of training delivery methods and techniques.
3. for instructors delivering training on inspection items and/or delivering practical training:
  - a. meets the eligibility requirements for SAFA inspectors
  - b. knowledge of the SAFA inspection methodology through participation, as an inspector or as an observer under the guidance of a Senior Inspector, in at least 30 SAFA inspections in the previous 5 years before being nominated as an instructor.
4. for instructors delivering training on the regulatory framework and general SAFA process, at least 2 years of direct experience in the EC SAFA Programme (e.g. either as an inspector or as a SAFA National Coordinator) or as an aviation safety regulations/legislation expert;

#### EVALUATION OF INSTRUCTOR QUALIFICATION

64. The competent authority should require the training organisation to put in place a system that will ensure that their instructors meet at all times the qualification criteria related to the qualification, recent experience and recurrent training. The competent authority should evaluate such system for compliance with paragraph 63 and ensure that the training organisation corrects any deviations from the applicable criteria before any training will be delivered by the concerned instructor.

#### TRANSITIONAL MEASURES

65. Notwithstanding the abovementioned criteria, individuals having participated as an instructor in at least one SAFA Inspector Training Course since 1<sup>st</sup> of October 2006 are considered eligible to act as SAFA Instructors without demonstrating compliance with the criteria prescribed above in paragraph 63. Nevertheless, they shall remain current by fulfilling the criteria in paragraph 66.

#### RECENT EXPERIENCE AND RECURRENT TRAINING

66. Recent experience and recurrent training criteria for SAFA instructors are as follows:
1. The instructor delivering training on inspection items and/or delivering practical training shall have performed or observed a minimum of 6 SAFA inspections per year under the conditions as specified in 66 (3).
  2. All instructors should attend a recurrent training workshop organised by EASA, aiming at updating the knowledge with new developments of the SAFA Programme as well as standardisation and harmonisation issues. EASA's workshop should be attended whenever it would be deemed necessary due to significant changes in the SAFA Programme's structure and procedures, with a minimum of at least once every 3 years. EASA will indicate in the SAFA Training Bulletin as referred to in paragraph 40 when an ad-hoc recurrent training would be deemed necessary.

#### **F. CRITERIA APPLICABLE TO TRAINING COURSE MATERIAL**

67. The competent authority shall ensure that the content of training courses are in compliance with the relevant syllabi, as developed and published by EASA.
68. Therefore, the competent authorities are required to request, evaluate and retain:
1. A copy of all developed training course material (course slides, reference documents, etc), and
  2. A compliance checklist cross-referencing the course content vs. the relevant syllabus.



69. At the time of the evaluation, the training course material shall be accurate and reflect the latest status of all applicable regulatory material and Community SAFA procedures/instructions/forms at the time of delivery. The competent authority should make sure that the training organisation has put in place an adequate procedure that will ensure that the training material will be updated as necessary.
70. The competent authority shall ensure that course participants will be given:
1. A copy of the complete training course material;
  2. Access to relevant examples of legal/regulatory documents and technical information.

#### **G. PERIODIC EVALUATION OF TRAINING ORGANISATIONS**

71. The competent authority should request the training organisation(s) on which they conducted the initial technical evaluation to communicate any changes of any of the elements of that initial evaluation.
72. The same competent authority should also ensure that the organisation will be evaluated every 24 months. During the periodic evaluation the competent authority should determine whether the training organisation continues to meet the above mentioned technical criteria. The extent of the periodic evaluation should be proportionate to the magnitude of the changes affecting that training organisation (e.g. new facilities, new instructors, new/amended training material, new training courses, etc.) and will include a review of the results of the feedback system. If deemed necessary, the periodic review may include a re-sampling of training course(s). The results of the periodic review should be communicated to the training organisation concerned, including, if applicable, all the deviations from the technical criteria. The competent authority should ensure that the SAFA training organisation addresses and corrects those deviations to the satisfaction of the competent authority. If the competent authority finds that the training organisation no longer meets the technical criteria then the initial evaluation will cease to have effect for the purpose of delivering SAFA training. Such a decision should be notified immediately to EASA.

#### **H. USING EVALUATION RESULTS OF OTHER COMPETENT AUTHORITIES**

73. A competent authority (A), when so requested by another competent authority (B), may make available to the latter (B) all the results of the initial and periodic evaluation of a training organisation. This competent authority (B) may use, wholly or in part, the results of such previous evaluation(s) performed by the other competent authority (A) to use as a base for its own evaluation.

#### **GM to paragraph 2.4.6 of the Annex to the Commission Directive 2008/49/EC which replaces Annex II of the Commission Directive 2004/36/CE**

##### **Technical Evaluation performed by EASA**

74. EASA, on request of one or more competent authorities, will perform the service of evaluating the training organisation. To enable EASA to conduct the evaluation process such a request should be made at least 60 days prior to the anticipated date of training. The competent authority should also notify the training organisation that the evaluation will be performed by EASA.
75. When performing an evaluation of training organisation on behalf of a competent authority, EASA will employ the same procedure as described in paragraphs 52-70 above. The evaluation process will end with a technical advice issued by EASA



which may be used, subject to an agreement with EASA, by any competent authority wishing to use the services of that training organisation.

**GM to paragraph 2.5 of the Annex to the Commission Directive 2008/49/EC which replaces Annex II of the Commission Directive 2004/36/CE**

**SENIOR INSPECTORS**

76. The senior inspectors play an important role in the process of qualification of inspectors and therefore only inspectors possessing significant technical knowledge and experience should be nominated. A competent authority may appoint senior inspectors provided they meet the relevant common qualification criteria as mentioned in paragraph 2.5.2 of the Annex to the Commission Directive 2008/49/EC.
77. Additional factors to be considered when nominating senior inspectors include knowledge of training techniques, professionalism, maturity, judgment, integrity, safety awareness, communication skills, personal standards of performance, and a commitment to quality.
78. After appointment a senior inspector will maintain this qualification only if performing a minimum number of 12 SAFA inspections a year, preferably evenly spread during the interval.
79. If a SAFA Senior Inspector loses his/her qualification as a result of failure to reach the minimum number of inspections mentioned in paragraph 78 above he/she should be re-qualified by the competent authority by performing at least 2 SAFA inspections under the supervision of a senior inspector, within a maximum period of 2 months.
80. Senior inspectors, like any other SAFA inspectors, should also receive recurrent training according to the frequency mentioned in paragraph 34 above.



## APPENDIX 1

### *Course Syllabus*

# INITIAL TRAINING COURSE - THEORETICAL TRAINING -



# INITIAL (THEORETICAL) TRAINING COURSE

- **Module (gen) : GENERAL OVERVIEW (legal)**
- **Module (A) : Flight deck inspection items**
- **Module (B) : Cabin Safety inspection items**
- **Module (C) : Aircraft condition inspection items**
- **Module (D) : Cargo inspection items**



## MODULE (GEN)

### OVERVIEW OF THE SAFETY ASSESSMENT OF FOREIGN AIRCRAFT

#### Introduction

- The Community Safety Assessment of Foreign Aircraft Programme Overview
- Role and Responsibilities of the European Aviation Safety Agency - Overview

#### The EC SAFA programme - ICAO basic references

- ICAO convention
- Annex 1 – Personnel Licensing
- Annex 6 – Operations of Aircraft
- Annex 8 – Airworthiness of Aircraft - Main features
- Application by all SAFA participating States
- Dissemination of inspection results
- Bottom-up approach
- Focused attention
- Compliance with ICAO standards

#### Principles of SAFA programme

- EU Member State Role
- States on SAFA working arrangements with EASA
- Common procedures and common reporting format
- The SAFA data base – Introduction
- The legal obligation to inspect

#### The European Commission

- Role and responsibility
- Legislative power

#### Objectives:

1. Trainees should know the background of the SAFA Programme
2. Trainees should be able to identify the main elements of the Programme
3. Trainees should understand the role of SAFA in the general safety oversight context



### **The European Aviation Safety Agency**

- Role and responsibilities
- The executive tasks
  - Collection of inspection reports
  - Maintenance of the centralised database
  - Analysis of relevant information
  - Reporting to European Commission and the Member States
  - Advising the European Commission and Member States on follow-up actions
  - Developing SAFA procedures
  - Developing training programmes and foster the organisation and implementation of training courses and workshops
  - The implementation of the EC SAFA Programme in the Community

### **EU and non EU Member States**

- Role and responsibilities
- EU Member States
- Non-EU States that have signed the Working Arrangement

### **Eurocontrol**

- Role and responsibilities

### **The Air Safety Committee – ASC**

- Role and responsibilities
- Representation of EU Member States
- Legislative advisory role

### **The European SAFA Steering Expert Group – ESSG**

- Role and responsibilities
- Representation of EU Member States and non-EU Member



States

- Technical advisory role



## THE EU SAFA LEGAL FRAMEWORK

- Directive 2004/36/CE** (Council/Parliament)  
 Scope and objective
- Collection of information
  - Ramp inspection
  - Exchange of information
  - Protection and dissemination of information
  - Grounding of aircraft
  - Imposition of a ban or condition on operation

- Objectives:
1. Trainees should fully understand the legal instruments of the Programme
  2. Trainees should be able to identify the stakeholders and their responsibilities
  3. Trainees should be capable to define the relationship between SAFA Programme and the Community List of Banned Airlines

- Commission Directive 2008/49/EC**  
 Scope and relevance  
 Annex II – Overview
- Qualification of Inspectors and Qualification Criteria
  - Senior Inspectors
  - Transitional measures
  - Standards
  - The Inspection process
  - Maximum Database inclusion time
  - Categorisation of findings
  - Follow-Up actions
  - Appendix 1 – SAFA Ramp Inspection Report
  - Appendix 2 – Proof of Inspection Form

- Commission Regulation 768/2006 implementing Directive 2004/36 (SAFA Programme)**  
 Scope and relevance

- Commission Regulation 351/2008**  
 Scope and relevance



- Definitions
- Prioritisation criteria
- Communications

### **Commission Regulation 2111/2005**

Scope and relevance

### **List of banned air carriers 474/2006 and subsequent amendments**

Scope and relevance

### **Commission Regulation 216/2008 – EASA new Basic Regulation**

- General Overview
- SAFA related Articles
- Article 10 – Oversight and enforcement
- Article 69 – Repeals (applicable paragraphs)



## THE ICAO FRAMEWORK

### International Requirements

- The Chicago Convention – general overview
- The ICAO general overview
- The Convention – key SAFA-related Articles
- Article 11 – Applicability of Air Regulations
- Article 12 – Rules of the Air
- Article 16 – Search of Aircraft
- Article 29 – Documents carried on Aircraft
- Article 30 – Aircraft Radio Equipment
- Article 31 – Certificate of Airworthiness
- Article 32 – Licenses of Personnel
- Article 33 – Recognition of certificates and licenses
- Article 37 – Adoption of International Standards and Recommended Practices
- Article 38 – Departures from international standards and procedures
- Article 83 bis – Transfer of certain functions and duties

### SAFA and ICAO - Annex 7 (Aircraft Nationality and Registration Marks) – Overview

- The Certificate of Registration
- Example of Certificate of Registration
- The Identification Plate

### SAFA and ICAO - Annex 8 (Airworthiness of Aircraft) – Overview

### Objectives:

1. Trainees should be able to outline ICAO's role and responsibilities within the international civil aviation context.
2. Trainees should understand the obligations of the signatory states.
3. Trainees should understand the direct relationship between ICAO standards and SAFA.



- Validity of the Certificate of Airworthiness
- Standard form of Certificate of Airworthiness
- Emergency Exits, markings and lights
- Safety and Survival Equipment

**SAFA and ICAO - Annex 1  
(Personnel Licensing) – Overview**

- General Rules concerning licenses

**SAFA and ICAO - Annex 6  
(Operation of Aircraft) - Overview**

- Part I, Commercial operation
- Part II, General operation
- Part III, Helicopter operation

**SAFA and ICAO - Annex 16  
(Environmental Protection) – Overview**

- Noise Certificate (applicability to SAFA programme)

**SAFA and ICAO - Annex 18  
(The Safe Transport of Dangerous Goods by Air)**

- Overview
- Dangerous goods technical instructions (Doc 9284)

**SAFA and ICAO Doc 7030  
(Regional Supplementary procedures)**

- Overview
- Applicability (EUR and NAT region only)



## SAFA TECHNICAL ASPECTS – OVERVIEW

### Preparation of the Inspection

#### Subjects of the Inspection:

- Civil Aircraft / Foreign Aircraft / Third Country Aircraft
- Technical considerations
- Experience / feedbacks from previous checks
- “Intelligence” (SAFA database, ATC, passenger complaints, etc)
- Prioritisation (Commission Regulation 351)

#### Elements to be inspected:

- In principle all SAFA checklist items; but:

#### Other considerations for a limited inspection:

- Time available (stop duration, slot, no unreasonable delay)
- Inspector privileges
- Areas of concern (based upon previous checks and/or SAFA data base)
- Context (recent / old aircraft, new airline, new type of aircraft)
- Intelligence information

#### Planning the inspection:

- Efficient use of the time available
- Considerations for inspections on arrival or departure
- Any day in a week, any time in a day

#### Short transit times:

- Walk around check during off boarding
- Segmented inspections



### **Toolkit for the SAFA inspector**

- Inspector's documentation (SAFA procedures, regulations, updated reference material, etc.)
- Inspector's tools (vest, flashlight, camera, telephone, protective personal equipment, etc)
- Inspector's Identification (authority ID, Airport badge)
- Airline documentation available

#### **Teamwork:**

- Preferably 2 Inspectors covering all fields of expertise
- Briefing on task allocation

### **The ramp inspection checklist**

- Annex II to Directive EC 36/2004 as amended by Directive EC/49/2008
- Aspects to be covered by the ramp inspection
- The ramp inspection checklist (format/structure and overview of contents)

### **Starting the Inspection**

- Introduction to the crew (flight crew / technical staff / airline representative / translator)
- Determination of available inspection time
- Explain that any operator is subject to inspections (SAFA principle)

### **Code of conduct**

- Human factor principle (inspection = intrusion)
- Cooperation with the crew
- Time efficiency
- Collection of evidence

### **Categorisation of findings**

- Definition of finding : Deviation from the standards
- Category 1 finding with minor influence on safety
- Category 2 finding with significant influence on safety
- Category 3 finding with major influence on safety



- SAFA findings categorisation Table

### **Follow up actions**

- Relationship between finding and action
- Class 1 action
- Class 2 action
- Class 3 actions

### **Concluding the Inspection**

- Debriefing of inspection results.
- Delivery of proof of inspection to the The Captain / Airline representative / Sub-contractors



## SAFA DATABASE – Hands on Training

- Purpose of the database
- The Database as Inspectors' tool
- SAFA Database – Input
- SAFA Database – Output
- SAFA Database – Search
- Focused inspection module
- Follow up actions : Operator logging
- Database analytical tools and reports

### Objectives:

1. Trainees should have the relevant knowledge to input and retrieve data from the SAFA database.
2. Trainees should know the analysis process and its deliverables.
3. Trainees should understand the analysis dependability on the accuracy of the inspection reports.



## MODULE (A)

### SAFA INSPECTION ITEMS (A )

#### A1 General Condition (cockpit)

- Circuit breakers (C/B) (inappropriately pulled/popped)
- Stowage of baggage
- Crew seats (manual or electrical ones)
- Security / Reinforced cockpit door
- General condition of cockpit
- Minimum crew

#### A2 Emergency Exit (cockpit)

- Access (easy / no blockings)
- Escape ropes (secured)
- Emergency exits (cockpit)

#### A3 Equipment

- Awareness of different design philosophies of A/C systems (BITE, message displays / status)
- Proper functioning (system test)

#### GPWS - TAWS

- General (basic principles)
- Forward looking terrain avoidance function (7-channel SRPBZ ICAO compliant)
- Presence of the equipment
- Validity of GPWS database
- System test - passed
- CIS built A/C systems (SSOS, SPPZ and SRPBZ)

#### Objectives:

Trainees should possess the relevant knowledge enabling them to inspect each item.

**ACAS/TCAS II**

- General (Applicability and principles)
- Mode S transponder and ACAS (general)
- System test

**8.33 kHz radio channel spacing**

- Selection of an 8.33 kHz channel
- Presence of 6 or 5 digits (132.055 or 32.055)

**RNAV – BRNAV - PRNAV**

- General (Applicability and principles)
- Special authorisation
- Required equipment
- Flight planning and completion of the flight

**RVSM**

- General (Applicability and principles)
- Special authorisation
- Required equipment
- Flight planning and completion of the flight

**MNPS**

- General (Applicability and principles)
- Special authorisation
- Required equipment
- Flight planning and completion of the flight

**A4 Manuals**

- Operation Manual (structure and content requirements)
- Flight Manual (structure)
- National Aviation Authority approval



- Update status
- Ex-Soviet built aircraft “Rukowodstwo” or RLE
- Electronic Flight Bag (build in, lap-tops, other)

#### **A5 Checklists**

- Availability: within reach and update status
- Compliance with operator procedures (normal, abnormal and emergency)
- Appropriateness of checklist used (aircraft checklists)
- A/C system integrated checklists
- Ex Soviet-built aircraft issues (Pilots checklist and flight engineers checklist)

#### **A6 Radio Navigation Charts**

- Required charts (departure, en-route, destination and alternate): within reach and update status
- Validity of FMS database
- Electronic maps and charts

#### **A7 Minimum Equipment List (MEL)**

- Availability: approval and update status
- Content: MEL reflects installed equipments
- Ex Soviet-built aircraft: Rokowodstovo content
- Relationship MEL / MASTER MEL
- CDL (configuration deviation list)

#### **A8 Certificate of Registration**

- Availability and accuracy
- Original documents and certified copies acceptability
- Presence of mandatory information on the certificate:
- Identification plate (type – location)

#### **A9 Noise Certificate**

- Availability (if applicable)



- Multiple noise certification
- Approval status

**A10 AOC or equivalent**

- Availability (original or certified copy) and accuracy
- Content in compliance with requirements / format
- Presence of Operational specifications and relevance to the operations of the inspected flight (if applicable)

**A11 Radio (station) license**

- Availability and accuracy
- Original documents and certified copies acceptability

**A12 Certificate of Airworthiness (C of A)**

- Format of Certificate of Airworthiness
- Original documents and certified copies acceptability
- Presence, accuracy and validity

**A13 Flight Preparation**

- Presence and accuracy of Operational Flight Plan
- Performance calculations
- Proper fuel calculation and monitoring
- Special considerations for ETOPS operations
- Availability and update of meteorological information
- Availability and update of NOTAMS
- Letter Y in field 10 of the flight plan

**A14 Weight and Balance sheet**

- Availability and accuracy

**A15 Hand Fire Extinguishers**

- Validity, access and locations
- Mounting
- Types

**A16 Life Jackets / Flotation Devices**

- Validity, access and locations
- Applicability

**A17 Harness**

- Presence (and usage)
- Availability for all flight crew members
- Requirements for different crew positions
- Conditions (wearing)

**A18 Oxygen equipment**

- Presence, access and condition.
- Oxygen cylinder pressure.
- Minimum required according to the OPS manual. (In case of low pressure)
- Operational functional check of the combined oxygen and communication system (crew)

**A19 Flash Light**

- Number of required flashlights (day / night)
- Condition, serviceability and access

**A20 Flight Crew Licences**

- Validity of crew licences and appropriate ratings
- Validation of foreign licences
- Validity of Medical Certificate
- Special medical conditions (spare glasses, etc)
- Curtailment of privileges of pilots who have attained their 60<sup>th</sup> birthday

**A21 Journey Log Book**

- Content of Journey log book (recommendation / roman numerals)
- Examples of Journey log books

**A22 Maintenance Release**

- Applicable requirements and duties of the PIC
- Ex-Soviet built aircraft : PTO, TY and KAPTA

**A23 Defect Notification and Rectification (Incl. Tech Log)**

- Defects notification
- Cross check with MEL
- History of defects / notification (incl. Hold item list)
- Ex-Soviet built aircraft : PTO, TY and KAPTA

**A24 Pre-flight Inspection**

- Applicable requirements and duties of the PIC



## MODULE (B)

### SAFA INSPECTION ITEMS (B)

#### B1 General Internal Condition

- General condition
- Safety and survival equipment
- Design and construction

#### B2 Cabin Attendant’s Station and Crew Rest Area

- Cabin attendant’s seats (number, material / fire resistant and condition , upright position / safety hazard
- Equipment

#### B3 First Aid Kit / Emergency Medical Kit

- Recommendation on contents (validity)
- Locations of kits
- Adequacy
- Readily / access
- Identifications / markings / seals

#### B4 Hand Fire Extinguishers

- Validity, access and locations
- Mounting
- Types

#### B5 Life jackets/Floatation Devices

- Validity, access and locations
- Applicability
- Different models of jackets and/or floatation devices on board

#### Objectives:

Trainees should possess the relevant knowledge enabling them to inspect each item.



- Instructions for passengers (written and demonstration)

**B6 Seat belt and seat condition**

- Seats and belts (material / condition / installation)

**B7 Emergency Exit, Lighting and Marking, Torches**

- Evacuation signs
- Lighting and marking (passenger compartment)
- Flash lights (cabin crew)
- Instructions for passengers (written and demonstration)

**B8 Slides / Life-Rafts / ELT's**

- Slides/rafts general (locations, types)
- Serviceability - Pressure gauge / green band
- Instructions for passengers (written and demonstration)
- ELT (general / types / location)

**B9 Oxygen Supply (Cabin Crew and Passengers)**

- Oxygen supply: Cylinders and generators
- Serviceability - Pressure gauge / green band
- Models / A/C types
- Dropout panels / Storage of masks

**B10 Safety Instructions**

- Availability and accuracy

**B11 Cabin Crew Members**

- Appropriate number of cabin crew (A/C type)
- Refuelling with passengers on board (crew positions)

**B12 Access to Emergency Exits**

- Number and location of exits
- Different models and sizes (A/C type)
- Obstructions



- Instructions for passengers (written and demonstration)

**B13 Safety of Passenger Baggage's (cabin luggage)**

- Proper storage (size, weight and number)
- Safety risks

**B14 Seat Capacity**

- Numbers of seats (A/C type)
- Max number of passengers (A/C type)



**MODULE (C)**

**SAFA INSPECTION ITEMS (C)**

**C1 General External Condition**

- Corrosion (different corrosion types)
- Cleanliness and contamination (fuselage and wings)
- Windows and Windshields (delamination)
- Exterior lights (landing lights, NAV-lights, strobes, Beacon ...)
- Markings
- De-icing requirements

**C2 Doors and hatches**

- Door types (Normal – Emergency – Cargo doors)
- Markings and placards of doors
- Operating instructions of doors
- Condition and possible damages

**C3 Flight controls**

- Condition and possible damages, corrosion and loose parts
- Rotor head condition
- Leakage

**C4 Wheels, tyres and brakes**

- Tire pressure (cockpit indications / wheel integrated gauge)
- Brake condition
- Condition and possible damages, leaking and loose

**Objectives:**

Trainees should possess the relevant knowledge enabling them to inspect each item.



parts

### **C5 Undercarriage**

- Condition and possible damages, corrosion and loose parts
- Strut (and tilt cylinder) pressure

### **C6 Wheel well**

- Condition and possible damages, corrosion, leaks and loose parts

### **C7 Powerplant and pylon**

- Cowlings, cowling doors and blow-out doors
- Condition and possible damages, corrosion, leaks and loose parts
- Pylon, pylon doors, blow-out panels and missing rivets
- Condition and possible damages, corrosion, leaks and loose parts
- Reversers' condition

### **C8 Fan blades**

- Types of Fan blades
- Foreign Object Damages (FOD), (dents, nicks, blade bending)

### **C9 Propellers / Rotors**

- Types of Propellers / Rotors
- Foreign Object Damages (FOD), (dents, nicks, blade bending)
- De-icing (boots and heating elements)

### **C10 Obvious repairs**

- Obvious repairs / Maintenance release, Technical log,



**C11 Obvious unrepaired damage**

- Damages / Missing Maintenance release, Technical log,
- Assessment of damage

**C12 Leakage**

- Obvious leakage, Technical log,
- Types and assessment of leakage
- Toilet leaks / blue ice etc



## MODULE (D)

### SAFA INSPECTION ITEMS (D)

#### D1 General condition of cargo compartment

- Structures, wall panels, wall sealing
- Fire detection & extinguishing sys
- Blow-out panels
- 9G-net
- Containers
- Loading instructions / door instructions
- Damages

#### D2 Dangerous goods

- Special authorisation for the transport of DG
- Notification to the Pilot in Command
- Segregation and accessibility
- Packaging and labelling
- Limitations / Restrictions (Cargo only aircraft)

#### D3 Safety of cargo on board

- Loading instructions (placards, wall markings )
- Flight kit (secured)
- Pallets, nets, straps, containers (secured)
- Loading limitations ( Weight, size and height)

#### E1 General

All the general items which may have a direct relation with the safety of the aircraft or its occupants

#### Objectives:

Trainees should possess the relevant knowledge enabling them to inspect each item.



## **APPENDIX 2**

### ***Course Syllabus***

# **INITIAL TRAINING COURSE - PRACTICAL TRAINING -**



## **INITIAL (PRACTICAL) TRAINING COURSE**

- Module (A) : Flight deck inspection items**
- Module (B) : Cabin Safety inspection items**
- Module (C) : Aircraft condition inspection items**
- Module (D) : Cargo inspection items**



## MODULE A (Flight deck)

### A1 General Condition (of cockpit)

- Security / reinforced door (how to recognize)
- Reinforced cockpit door installations / locking functions (with a real example)
- C/Bs / different locations (recognize pulled/popped) /
- Crew seats / serviceability (functions of seats / manual – electrical)
- Examples of storage of flight cases and crew luggage (possible safety hazards)
- Check cleanliness of cockpit
- Composition of the flight crew

### Objectives:

Trainees should be able to use their technical knowledge and SAFA inspection techniques in a satisfactory manner during the subsequent on-the-job training

### A2 Emergency Exit (cockpit)

- Recognize the possible escape route through the avionic bay
- Recognize easy access (no blockings)
- Escape ropes (check if secured)

### A3 Equipment

#### GPWS-TAWS:

- GPWS, locate instruments in cockpit
- Aural warning test demonstrating ( if possible)
- Recognize CIS-built A/C systems (if possible): SSOS – SPPZ – SRPBZ

#### ACAS/TCAS II

- Locate instruments in cockpit
- Mode S transponder and ACAS II (locate and check the model)
- System warning test (if possible)

**8.33 kHz radio channel spacing**

- Indication in the flight plan (examples)
- How to check real channel spacing during the inspection (performed with real radios or approved training devices)

**A4 Manuals (flight manuals only)**

- Operations manual: (content / handling exercise)
- Aeroplane flight manual (examples / how to recognize accuracy)
- Electronic manuals (lap-tops) / integrated systems.
- Ex-Soviet built aircraft manuals , "Rukowodstwo" or RLE

**A5 Checklists**

- Check validity normal-, abnormal-, emergency checklists and "Quick reference handbook"
- Meaning of "available" / within reach (case study / examples)
- A/C sys integrated checklists (demonstration of system)
- Ex-Soviet built A/C checklists (recognize / examples)

**A6 Radio Navigation Charts**

- Check the covering of charts
- En-route and instruments approach charts (view examples)
- Locations in the cockpit
- Electronic maps and charts (examples)
- Check updating markings of the charts and folders.
- FMS navigation data-base (check the "INIT" page for validity)

**A7 Minimum Equipment List (MEL)**

- Check the deferred defects are in accordance with the



## MEL instructions

- Inspect MEL according the current MMEL
- Approval (check)
- "Rokowodstwo" (examples)

**A8 Certificate of Registration (CoR)**

- Content and accuracy of the Certificate of Registration (various examples / check)
- Requirements of certified true copy (examples of copys)
- Common location in the A/C
- Identification plate /show various locations in a/c

**A9 Noise Certificate**

- Format of the noise certificate
- Content of noise certificate / approval / (check)

**A10 Air Operator Certificate (AOC) or equivalent**

- Format of the air operator certificate
- Content and accuracy of AOC / approval (check compliance with the requirement)
- Operational specifications and relevance to the operations of the inspected flight (if applicable)
- Show location (a/c documents or door)

**A11 Radio (station) license**

- Format of the radio station license (examples)
- Show location (a/c documents or door)

**A12 Certificate of Airworthiness (C of A)**

- Check certificate and content (Recognize standard form)
- Accuracy and validity (check)
- Show location (a/c documents or door)

**A13 Flight Preparation**

- Check operational flight plan, proper filling and relevant documents
- Proper fuel calculation and monitoring (demonstration of various examples)
- NOTAMS/ check validity ( examples)
- Weather information / Available and within reach (demonstrate updated reports / examples)
- Letter Y in field 10 of the flight plan

**A14 Weight and Balance sheet**

- Check examples of different type weight and balance sheets / A/C types (manual and computerized)

**A15 Hand Fire Extinguishers**

- Locations / access (cockpit visit)
- Condition and pressure gauge
- Familiarize with different date markings (inspection date or expiry date)
- Mountings (review examples)
- Types (review examples)

**A16 Life Jackets / Flotation Devices**

- Locations
- Familiarize with date markings
- Extra Raft location in cockpit (installation, pressure gauge)

**A17 Harness**

- Worn out (examples)
- Locks (common problems)

**A18 Oxygen equipment**



- Storage of masks (Quick Donning / Balloon)
- Pressure gauge (check green band)
- Radio boom – mask check

**A19 Flash Light**

- Locations
- Operational check

**A20 Flight Crew Licences**

- Licenses of personnel :
  - Endorsement of certificates and licenses
  - Validity of endorsed certificates and licenses
  - Language proficiency
  - Medical Certificate ( Spare glasses etc)
  - Validity of crew licences and appropriate ratings
- Aeroplane flight crew :
  - Curtailment of privileges of pilots who have attained their 60<sup>th</sup> birthday

**A21 Journey Log Book**

- Content of Journey log book (check markings and comply with the requirement)
- Responsibility of signing log book (example)

**A22 Maintenance Release**

- Aeroplane maintenance (maintenance record)
- Maintenance release, general (checkmark or sign)
- Relevant release for service (examples)
- Ex-Soviet built A/C

**A23 Defect Notification and Rectification (Incl. Tech Log)**

- Open Defects
- History of defects (incl. Hold item list)



- Ex-Soviet built A/C

**A24 Pre-flight Inspection**

- Pre-flight inspection sheet and journey log (presence and signed off)

**MODULE B (Safety / Cabin)**

**B1 General Internal Condition (cabin)**

- Safety and survival equipment (*Cabin visit for the locations*)
- Design and construction (Familiarize with different type cabins)
- Recognize loose carpet and damaged floor panel
- System design features:
  - Recognize right materials (*Cabin visit*)
  - Lavatory smoke detection system / *Cabin visit for the locations*
  - Built-in fire extinguisher system for each receptacle intended for disposal of towels, paper or waste (how to check extinguishers) / *Cabin visit for the locations*
- Check that normal and abnormal duties by cabin crew may be performed without hindrance (*Guided tour in cabin for demonstration of duties*)

**Objectives:**

Trainees should be able to use their technical knowledge and SAFA inspection techniques in a satisfactory manner during the subsequent on-the-job training

**B2 Cabin Attendant’s Station and Crew Rest Area**

- Cabin attendant’s seats (cabin visit for number, material and condition)
- Cabin attendant’s seats upright position (case study / recognize safety hazard)



- Familiarize with problems with belt wearing and fast locks
- Familiarize with seat attachment to the floor or wall
- Easy access to emergency equipments (cabin visit for locations and condition)

### **B3 First Aid Kit/Emergency Medical Kit**

- Cabin visit for locations (Readily / access)
- Adequacy (how to determine)
- Identifications / markings / seals (examples)

### **B4 Hand Fire Extinguishers**

- Cabin visit for locations (Readily / access)
- Checking serviceability

### **B5 Life jackets/Floatation Devices**

- Different models of jackets and floatation devices
- Instructions for passengers
- Condition and serviceability

### **B6 Seat belt and seat condition**

- Seat belt material / condition (examples)
- Recognize common problems with Fast locks
- Recognize common problems with seat belt wearing
- Installation of seat belts (hazard to block evacuation)
- Extra belts (locations)
- Passenger seats (number and condition)  
Passenger seat materials / fire resistant (recognize right materials)
- Seat attach to the cabin floor (how to check)

### **B7 Emergency Exit, Lighting and Marking, Torches**

- Lighting and marking (cabin visit for locations and condition)
- Condition and serviceability of exits
- Instructions for passengers



- Availability, serviceability and easy access of torches

### **B8 Slides / Life-Rafts / ELT's**

- Slides/rafts general (cabin visit for locations and condition)
- Check pressure gauge and recognize green band
- Recognize condition of slides and rafts and familiarize with expiry date markings
- Emergency locator transmitter (ELT) (cabin visit for locations and condition)
- Automatic fixed ELT (examples / how to recognize)
- Automatic portable ELT (examples / how to recognize)
- Automatic deployable ELT (examples / how to recognize)

### **B9 Oxygen Supply (Cabin Crew and Passengers)**

- Check oxygen supply (cylinders and generators) (cabin visit for locations and condition)
- Check the cylinder pressure gauge and recognize green band
- Dropout panels (cabin visit for locations and condition)
- Storage of masks / serviceability

### **B10 Safety Instructions**

- The meaning of available (within reach)
- The meaning of accuracy / A/C types (recognize difference in instructions)
- Content of instructions

### **B11 Cabin Crew Members**

- Appropriate number of cabin crew (how to check)
- Refuelling with passengers on board (check cabin crew positions)
- Cabin crew member's type training document (Familiarize with different types)

**B12 Access to Emergency Exits**

- Number and location of exits
- Different models and sizes (A/C type)
- Instructions for passengers (written and demonstration)
- Obstructions (requirement on the projected opening)

**B13 Safety of Passenger Baggage's (cabin luggage)**

- Recognize proper storage (size, weight and number)
- Familiarize and recognize safety risks (case study)

**B14 Seat Capacity**

- Max number of passengers according to the cabin configuration
- Compare the numbers of passenger and the number of serviceable seats
- Interrelation with other inspection items: maximum number of passengers influenced by: B6 (Inop seat) and/or B7 (inop exit)



## MODULE C (Aircraft Condition)

### C1 General External Condition

- Recognize presence of ice, snow and frost
- Condition of paint (familiarize when loose of painting is problem)
- Recognize legibility of aircraft's markings (registration)
- Corrosion (Familiarize and recognize different kind corrosion types)
- Cleanliness and contamination of fuselage and wings (familiarize and recognize)
- Windshields (recognize delaminating)
- Windows (recognize damages and problems)
- Exterior lights (landing lights, NAV-lights, strobes, Beacon, etc) ( check the condition)
- Recognize marks of lightning strike

### C2 Doors and hatches

- Familiarize with different door types / structures (aircraft visit for locations)
- Cockpit indications of doors (cockpit visit)
- Familiarize with markings and placards of doors
- Operating instructions of doors (recognize hazards if lack of markings)
- Recognize normal condition and possible damages / losing parts

### C3 Flight controls

- Condition and possible damages, corrosion and loose parts
- Recognize marks of lightning strike
- Familiarize with static dischargers (recognize when

### Objectives:

Trainees should be able to use their technical knowledge and SAFA inspection techniques in a satisfactory manner during the subsequent on-the-job training



missing)

- Recognize possible defects and damages

#### **C4 Wheels, tyres and brakes**

- Familiarize with different tyre models
- Familiarize with different brake assemblies
- Recognize brake wearing indicator "pin" ( examples / locations)
- Recognize normal condition and possible damages, leaking and loose parts
- Tire wear / Tire pressure (check)

#### **C5 Undercarriage**

- Condition and possible damages, corrosion and loose parts
- Proper strut ( and tilt cylinder pressure)
- Lubrication (recognize signs of lubrication)
- Familiarize with marking placards
- Recognize bonding wires
- Possible defects and damages

#### **C6 Wheel well**

- Condition and possible damages, corrosion and loose parts
- Lubrication (recognize signs of lubrication)
- Familiarize with marking placards
- Recognize bonding wires
- Possible defects and damages

#### **C7 Powerplant and pylon**

- Powerplants (type of engines )
- Cowlings, cowl doors and blow-out doors
- Leaks (hydraulic, fuel, oil)
- Condition and possible damages, corrosion, leaks and loose parts



- Recognize engine sensors (condition)
- Possible defects and damages
- Pylon (types of pylons) - Recognize pylon doors, panels and blow-out panels and loose rivets – bolts
- Reverser's condition ( broken hinges and proper closure)

**C8 Fan blades**

- Typical Foreign Object Damages (FOD), (examples of dents, nicks and blade bending)
- Recognize looseness of blades in hub
- Possible defects and damages (Familiarize how to follow procedures concerning to comply with engine maintenance manual)

**C9 Propellers**

- Typical Foreign Object Damages (FOD), (examples of dents, nicks and blade bending)
- Check De-icing boots
- Possible defects and damages (Familiarize how to follow procedures concerning to comply with engine maintenance manual)

**C10 Obvious repairs**

- Recognise obvious repairs (examples)
- Maintenance release / Technical log

**C11 Obvious unrepaired damage**

- Recognise obvious damages (examples)
- Damages / Maintenance release / Technical log
- Recognize assesment of damage (examples)

**C12 Leakage**

- Fluid leaks outside of limits (examples fuel, hydraulic, oil)
- Obvious leak: Check the maintenance release, Technical log



- Recognize toilet leaks (blue ice examples)
- Recognize De-icing fluids on the A/C (aircraft visit for locations)



## MODULE D (Cargo)

### D1 General Condition of cargo compartment

- Cargo compartment (aircraft visit for locations)
- Check wall panels
- Recognize wall sealing
- Familiarize with A/C systems in cargo compartment:
  - Fire containment, detection & extinguishing systems
  - Ventilation
  - Heating
  - Loading systems (rollers)
  - Lighting
- Recognize Blow-out panels
- Familiarize with 9-G-net
- Cargo restraining devices
- Check cargo door sealing for ETOPS
- Loading instructions / door instructions
- Damages in cargo compartment
- Recognize obvious repairs in cargo compartment

### D2 Dangerous goods

- How to recognise the special authorisation to transport DG
- Assessing the scope of the authorisation (different classes)
- NOTOC (format and content)
- Segregation and accessibility
- Examples of packaging and labelling of DG
- Identifying limitations and restrictions for certain (sub)classes of DG
- Identification and removal of contamination with DG

### D3 Safety of cargo on board

#### Objectives:

Trainees should be able to use their technical knowledge and SAFA inspection techniques in a satisfactory manner during the subsequent on-the-job training



- Cargo bay (guided visit for locations)
- Containers
- Loading instructions (placards, wall markings / tidiness)
- Familiarize with Flight kit / spare wheel (secured)
- Familiarize with Pallets, nets, straps, containers (secured)
- Recognising loading limits (weight and height)



# **Appendix 3**

## **On the Job Training of SAFA Inspectors**



On the Job Training of SAFA Inspectors				
National Aviation Authority		Senior Inspector:		
Name of trainee:		Place:		
Date:		SAFA Ramp Inspection Number:		
Operator:		A/C Registration:	A/C Type:	
A	Flight deck	Check: ( Description / notes )	Observation	Under Supervision
<b>General</b>				
1	General condition	<ul style="list-style-type: none"> <li>• inappropriately pulled circuit breakers</li> <li>• reinforced cockpit door</li> <li>• crew baggage</li> <li>• flight crew seats</li> <li>• emergency exits (serviceability)</li> <li>• escape ropes (secured or not)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
2	Emergency exit	<ul style="list-style-type: none"> <li>• Are exits serviceable (if not, check MEL limitations)</li> <li>• Possible obstacles</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
3	Equipment	TCAS/TCAS II: <ul style="list-style-type: none"> <li>• Presence</li> <li>• System test / passed</li> </ul> 8.33 kHz: <ul style="list-style-type: none"> <li>• Radio channel spacing</li> </ul> RNAV: <ul style="list-style-type: none"> <li>• Authorisation to perform operations in RNAV airspace.</li> </ul> GPWS/TAWS: <ul style="list-style-type: none"> <li>• presence</li> <li>• TAWS / SRPBZ for forward looking terrain avoidance function</li> <li>• System test (if possible)</li> </ul> MNPS <ul style="list-style-type: none"> <li>• Special Authorisation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>Documentation</b>				
4	Manuals	<ul style="list-style-type: none"> <li>• Presence of Operations manual</li> <li>• Up-to-date</li> <li>• NAA authorization</li> <li>• Content (complies with the requirements)</li> <li>• Presence of Flight manual / performance data</li> <li>• "Rukowodstwo"</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		



5	Checklists	<ul style="list-style-type: none"> <li>• available / within reach</li> <li>• Tidiness / cleanness</li> <li>• Normal</li> <li>• Abnormal</li> <li>• emergency</li> <li>• Up-to-date / not for training etc.</li> <li>• Content (compliance with the operator procedures)</li> <li>• Appropriate for aircraft configuration being used</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
6	Radio navigation charts	<ul style="list-style-type: none"> <li>• Presence of instrument approach charts (available / within reach/ up-to-date)</li> <li>• Presence of en-route charts (available / within reach/ up-to-date)</li> <li>• Route covering</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
7	Minimum equipment list	<ul style="list-style-type: none"> <li>• availability / within reach</li> <li>• Up-to-date/ less restrictive than MMEL</li> <li>• Does content reflect equipments of aircraft</li> <li>• Possible deferred defects/ accordance with instructions</li> <li>• Possible use of MMEL</li> <li>• Rukowodstwo (check when possible)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
8	Certificate of registration	<ul style="list-style-type: none"> <li>• On board</li> <li>• Accuracy (Reg. mark, A/C type and S/N)</li> <li>• Format</li> <li>• English translation when needed</li> <li>• Identification plate (S/N)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
9	Noise certificate	<ul style="list-style-type: none"> <li>• On board</li> <li>• Approval (state of registry)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
10	AOC or equivalent	<ul style="list-style-type: none"> <li>• Accuracy</li> <li>• Content ( operator identification, validity, date of issue, A/C type, OPS SPECS)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
11	Radio licence	<ul style="list-style-type: none"> <li>• On board</li> <li>• Accuracy with installed equipment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
12	Certificate of airworthiness (C of A)	<ul style="list-style-type: none"> <li>• On board (original or certif. true copy)</li> <li>• Accuracy</li> <li>• Validity</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		



Flight data				
13	Flight preparation	<ul style="list-style-type: none"> <li>Operational flight plan on board</li> <li>Proper filling</li> <li>Signed by pilot-in-command (and where applicable, Dispatch)</li> <li>Fuel calculation</li> <li>Fuel monitoring</li> <li>NOTAMS</li> <li>Updated meteorological information</li> <li>Letter Y in flight plan</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
14	Weight and balance sheet	<ul style="list-style-type: none"> <li>On board</li> <li>Accuracy (calculations / limits)</li> <li>Pilots acceptance</li> <li>Load and trim sheet/ actual load distribution</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
Safety equipment				
15	Hand fire extinguishers	<ul style="list-style-type: none"> <li>On board</li> <li>Condition / pressure indicator</li> <li>Mounting (secured)</li> <li>Expiry date (if any)</li> <li>Access</li> <li>Sufficient number</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
16	Life jackets/flotation device	<ul style="list-style-type: none"> <li>On board</li> <li>Access / within reach</li> <li>Condition</li> <li>Expiry date (where applicable)</li> <li>Sufficient number</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
17	Harness	<ul style="list-style-type: none"> <li>On board (no seatbelt)</li> <li>Condition</li> <li>Sufficient number (one for all crewmembers)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
18	Oxygen equipment	<ul style="list-style-type: none"> <li>On board</li> <li>Condition</li> <li>Cylinder pressure (minimum acc. to OPS manual)</li> <li>Ask crew to perform the operational function check of combined oxygen and communication system.</li> <li>Follow practice of the flight crew</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
19	Flash light	<ul style="list-style-type: none"> <li>On board</li> <li>Appropriate quantities</li> <li>Condition</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<ul style="list-style-type: none"> <li>Serviceability</li> <li>Access / within reach</li> <li>The need of flashlight (departure</li> </ul>		



		or arrival at night time)		
		<b>Note:</b>		
<b>Flight crew</b>				
20	<b>Flight crew license</b>	<ul style="list-style-type: none"> <li>• On board</li> <li>• Form / content / English translation when needed</li> <li>• Validity</li> <li>• Ratings (appropriate type)(PIC/ATPL)</li> <li>• Pilots age</li> <li>• Possible difference with ICAO Annex 1 (concerning the age of pilots)</li> <li>• In case of validation (all documents needed)</li> <li>• Medical Assessment / check interval</li> <li>• Spare eye glasses if applicable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>Journey log book / Technical log or equivalent</b>				
21	<b>Journey log book or equivalent</b>	<ul style="list-style-type: none"> <li>• On board</li> <li>• Content</li> <li>• Filling (carefully and properly)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
22	<b>Maintenance release</b>	<ul style="list-style-type: none"> <li>• validity</li> <li>• When need of maintenance, technical log has been complied with.</li> <li>• When ETOPS, requirement are met.</li> <li>• Signed off</li> <li>• Verify that maintenance release has not expired</li> <li>• Ex Soviet built a/c</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
23	<b>Defect notification and rectification</b>	<ul style="list-style-type: none"> <li>• Number of deferred defects</li> <li>• All defects been notified</li> <li>• Defect deferrals include time limits and comply with the stated time limits</li> <li>• All the defects are notified</li> <li>• Technical log markings (should be understandable by captain)</li> <li>• Ex Soviet built a/c</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
24	<b>Pre-flight inspection</b>	<ul style="list-style-type: none"> <li>• Performed (inbound / outbound flight)</li> <li>• Signed off</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		



B Cabin / Safety				
<b>1</b>	<b>General internal condition</b>	<ul style="list-style-type: none"> <li>• General condition</li> <li>• Possible loose carpets</li> <li>• Possible loose or damaged floor panels</li> <li>• Possible loose or damaged wall panels</li> <li>• Seats</li> <li>• Markings of unserviceable seats</li> <li>• Lavatories</li> <li>• Lavatory smoke detectors</li> <li>• Safety and survival equipments (shall be reliable, readily accessible and easily identified. Instructions of operation shall be clearly marked)</li> <li>• Possible obstacles to perform normal and abnormal duties</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>2</b>	<b>Cabin attendant's station and crew rest area</b>	<ul style="list-style-type: none"> <li>• Presence of cabin crew seats and compliance with the requirement</li> <li>• Sufficient number</li> <li>• Condition (seatbelt, harness)</li> <li>• Emergency equipments (flash light, fire extinguishers, portable breathing equipment ...)</li> <li>• Cabin preparation list</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>3</b>	<b>First aid kit / emergency medical kit</b>	<ul style="list-style-type: none"> <li>• On board</li> <li>• Condition</li> <li>• Expiry date</li> <li>• Location (as indicated)</li> <li>• identification</li> <li>• Adequacy</li> <li>• Access</li> <li>• Operating instructions (clear)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>4</b>	<b>Hand fire extinguishers</b>	<ul style="list-style-type: none"> <li>• On board</li> <li>• Condition (pressure indicator)</li> <li>• Expiry date (if available)</li> <li>• Mounting and access</li> <li>• Number</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>5</b>	<b>Life jackets / flotation devices</b>	<ul style="list-style-type: none"> <li>• On board</li> <li>• Easy access</li> <li>• Condition</li> <li>• Expiry dates as applicable</li> <li>• Sufficient number</li> <li>• Infant vest</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		



6	<b>Seat belt and seat condition</b>	<ul style="list-style-type: none"> <li>• On board</li> <li>• Sufficient number</li> <li>• Condition</li> <li>• Availability of extension belts</li> <li>• Cabin seats (verify the condition)</li> <li>• If unserviceable check U/S-tag.</li> <li>• Restraint bars</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
7	<b>Emergency exit, lightning and marking, Torches</b>	<ul style="list-style-type: none"> <li>• Emergency exits (condition)</li> <li>• Emergency exit signs/ presence (condition)</li> <li>• Operation instructions (markings and passenger emergency briefing cards)</li> <li>• Floor path markings (ask to switch on). Possible malfunction/MEL</li> <li>• Lightning</li> <li>• Flashlights and batteries (condition)</li> <li>• Sufficient number of flashlight (night operations)</li> <li>• Availability on each cabin attendant's station.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
8	<b>Slides / life-rafts (as required), ELT</b>	<ul style="list-style-type: none"> <li>• Slides on board</li> <li>• Condition</li> <li>• Expiry date</li> <li>• Sufficient number</li> <li>• Location and mounting</li> <li>• Bottle pressure gauge</li> <li>• ELT on board</li> <li>• ELT (condition and date)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				
9	<b>Oxygen supply (cabin crew and passengers)</b>	<ul style="list-style-type: none"> <li>• Presence</li> <li>• Sufficient quantity of masks (cabin crew and passengers)</li> <li>• Drop-out-panels are free to fall</li> <li>• Passenger instructions (passenger emergency briefing cards)</li> <li>• Portable cylinder supply and medical oxygen, check pressure and mounting</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Note:</b>				



10	Safety instructions	<ul style="list-style-type: none"> <li>• On board</li> <li>• Tidiness</li> <li>• Accuracy / content (A/C type)</li> <li>• Sufficient numbers (passenger emergency briefing card for each passenger)</li> <li>• Cards for flight crew ( check emergency equipment locations)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
11	Cabin crew members	<ul style="list-style-type: none"> <li>• General overview of cabin crew (conditions)</li> <li>• The sufficient number of cabin crew (appropriate)</li> <li>• How the duty stations are manned</li> <li>• Ask crew training document to prove type training (not required by ICAO)</li> <li>• Follow practice of the cabin crew</li> <li>• When refuelling with passengers onboard check procedures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
12	Access to emergency exits	<ul style="list-style-type: none"> <li>• Access areas</li> <li>• Possible obstacles for evacuation (foldable jump seat or seat backrest table)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
13	Safety of passenger baggage's	<ul style="list-style-type: none"> <li>• Hand baggage storages in cabin</li> <li>• Size of hand baggage</li> <li>• Quantity of hand baggage</li> <li>• Weight of hand baggage</li> <li>• Placed under seat (restraint bar)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
14	Seat capacity	<ul style="list-style-type: none"> <li>• Number of passengers / permitted</li> <li>• Sufficient seat capacity</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>C Aircraft condition</b>				
1	General external condition	<ul style="list-style-type: none"> <li>• Radom (latches/painting)</li> <li>• Windshields</li> <li>• Wipers</li> <li>• Static ports / areas</li> <li>• AoA probes</li> <li>• Pitot tubes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



		<ul style="list-style-type: none"> <li>• TAT probe</li> <li>• Crew oxygen discharge indicator (if exist)</li> <li>• Ground power connection (condition)</li> <li>• Wings (general condition, no ice or frost)</li> <li>• Fairings</li> <li>• Leading edge (dents)</li> <li>• Winglets</li> <li>• Trailing edge / Static dischargers</li> <li>• Look for hydraulic leaks</li> <li>• Look for fuel leak</li> <li>• Fuselage</li> <li>• Tail section / static dischargers</li> <li>• APU cooling air inlet</li> <li>• APU exhaust air / surge</li> <li>• Look APU area for leaks</li> <li>• Tail bumper (contact markings)</li> <li>• Maintenance and service panels (water/waste/hydraulic maintenance panels/refuel panels/cargo door control panel/ RAT door)</li> <li>• Cabin windows</li> <li>• Exterior lights</li> <li>• Painting (condition)</li> <li>• Cleanliness</li> <li>• Markings/ operational instructions and registration</li> <li>• Obvious repairs</li> <li>• Obvious damages</li> </ul> <p><b>Note:</b></p>		
<b>2</b>	<b>Doors and hatches</b>	<ul style="list-style-type: none"> <li>• Passenger doors (condition)</li> <li>• Emergency exits (condition)</li> <li>• Cargo doors (condition)</li> <li>• Avionics compartment doors (condition)</li> <li>• Accessory compartment doors (condition)</li> <li>• Operation instructions of all doors</li> <li>• Lubrications of all doors</li> <li>• Door seals</li> <li>• Handles</li> </ul> <p><b>Note:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Flight controls</b>	<ul style="list-style-type: none"> <li>• Ailerons (condition)</li> <li>• Slats / Krueger flaps/ Notch flap(condition)</li> <li>• Spoiler panels (condition)</li> <li>• Flaps/ track fairings (condition)</li> <li>• Rudder (condition)</li> <li>• Elevators (condition)</li> <li>• Stabilizer (condition)</li> </ul> <p><i>Note! Check for leaks, flap drooping, wearing, corrosion, disbonding, dents, loose fittings and obvious damages.</i></p> <p><b>Note:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>



4	<b>Wheels, tyres and brakes</b>	<ul style="list-style-type: none"> <li>• Wheels (assy condition, bolts and paint markings)</li> <li>• Tyres (condition and pressure) Check for cuts, groove cracks, worn out shoulders, blister, bulges, flat spots)</li> <li>• Worn tire areas (measure the tread depth)</li> <li>• If cuts measure depth</li> <li>• Brakes (condition, wearing pins, )</li> <li>• Measure and familiarize length of the pin/ check for the limits.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
5	<b>Undercarriage</b>	<ul style="list-style-type: none"> <li>• Landing gear / hinges (general condition/leaks)</li> <li>• Struts</li> <li>• Locking mechanisms</li> <li>• Hydraulic (or pneumatic) lines (condition)</li> <li>• Strut pressure (visual check/piston length)</li> <li>• Lubrication</li> <li>• Electric lines and plugs.</li> <li>• Bonding</li> <li>• Cleanliness</li> <li>• FOD (Foreign Object Damage)</li> <li>• Surface (plasma) and paintings</li> <li>• Check for corrosion</li> <li>• Placards and markings (nitrogen pressure table)</li> <li>• Dampers and bogie cylinders (check for leaks)</li> <li>• Landing gear strut doors</li> </ul> <p>Use flashlight and mirror</p>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
6	<b>Wheel well</b>	<ul style="list-style-type: none"> <li>• General condition (structures)</li> <li>• Possible corrosion</li> <li>• Cleanliness</li> <li>• Installations (wiring, piping, hoses, hydraulic containers and devices)</li> <li>• Check for leaks</li> <li>• Wheel well doors (hinges)</li> <li>• Check for maintenance safety pins</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
7	<b>Powerplant and pylon</b>	<ul style="list-style-type: none"> <li>• Air intake ring (general condition / inner skin and acoustic panels)</li> <li>• Engine cowlings (panels aligned, handles aligned, vortex generators/access doors)</li> <li>• Intake area fasteners</li> <li>• Sensors</li> <li>• Thrust reverses (ring and inner doors or thrust reverser doors)</li> <li>• Reverser duct inner skin and acoustic panels</li> <li>• Outlet guide vanes (from behind/reverser duct)</li> <li>• Exhaust barrel (inner and outer skin)</li> <li>• Drain mast/leaks</li> <li>• Pylons (sealants, panels, doors and blow-out-doors, possible leaks)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



		<b>Note:</b>		
8	Fan blades	<ul style="list-style-type: none"> <li>Fan blades: general condition (check for foreign object damage, cracks, nicks, cuts, corrosion and erosion)</li> <li>Fan blade:                             <ul style="list-style-type: none"> <li>Leading edge</li> <li>Mid-span shroud (no stacked)</li> <li>Tip</li> <li>Contour surface</li> <li>Root area</li> <li>platform</li> </ul> </li> <li><i>Note! Wait until rotation stop! Use flash light and mirror for the backside of the blades.</i></li> <li>Spinner (damages / bolts)</li> <li>Fan outlet vanes (thorough the fan)</li> <li>FOD (Foreign Object Damage)</li> <li>Split fairing</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
9	Propellers	<ul style="list-style-type: none"> <li>Blades (general condition)</li> <li>Tip and mid area (75% from root)</li> <li>Root area</li> <li>(Check for nicks, dents, cracks, leakages and ...)</li> <li>Hub / spinner</li> <li>Looseness of blades in hub</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
10	Obvious repairs	<ul style="list-style-type: none"> <li>During the inspection of C-items notify unusual design and badly performed repairs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
11	Obvious unrepaired damages	<ul style="list-style-type: none"> <li>During the inspection of C-items notify unassessed and unrecorded damages and corrosion (lightning strike, bird strikes, FODs, etc...)</li> <li>Check damage charts</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
12	Leakage	<ul style="list-style-type: none"> <li>During the inspection of C-items notify all the leaks:</li> <li>Fuel leaks</li> <li>Hydraulic leaks</li> <li>Toilet liquid leaks</li> <li>When leak: measure the leak rate and check the leak rates from AMM etc. if it is allowable and inside normal operation limits or not.</li> <li>Wear eye protection and use proper inspection gears for inspection</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		



<b>D Cargo</b>				
<b>1</b>	<b>General condition of cargo compartment</b>	<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Lightning</li> <li>• Fire protection/ detection / extinguishing systems and smoke detectors</li> <li>• Floor panels</li> <li>• Wall panels / markings</li> <li>• Blow-out-panels</li> <li>• Ceilings</li> <li>• Wall and ceiling panel sealants</li> <li>• Cargo nets / door nets</li> <li>• Fire extinguishers</li> <li>• Cargo roller and driving system and control panel</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>2</b>	<b>Dangerous goods</b>	<ul style="list-style-type: none"> <li>• OPS manual / information required by ICAO Annex 18</li> <li>• Technical instructions (ICAO Doc. 9284) are applied</li> </ul> If dangerous goods on board: <ul style="list-style-type: none"> <li>• Pilots notification</li> <li>• Stowing of dangerous goods cargo</li> <li>• Packaging (condition, leaks, damage)</li> <li>• Labelling</li> </ul> If leak or damage of dangerous goods cargo: <ul style="list-style-type: none"> <li>• Condition of other cargo</li> <li>• Follow removal</li> <li>• Follow cleaning of contamination.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>		
<b>3</b>	<b>Safety of cargo on board</b>	<ul style="list-style-type: none"> <li>• Load distribution (floor limits, pallets and containers / maximum gross weight)</li> <li>• Flight kit / spare wheel / ladders (secured)</li> <li>• Cargo (secured)</li> <li>• Condition and presence of:               <ul style="list-style-type: none"> <li>• Lockers</li> <li>• Restraints</li> <li>• Pallets</li> <li>• Nets</li> <li>• Straps</li> <li>• Containers</li> <li>• Container locks on the floor</li> <li>• Heavy items securing inside containers</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		<b>Note:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E General</b>				
<b>1</b>	<b>General</b>	<b>Note:</b>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Additional elements (O) observed/performed (P) during OJT</b>	
<i>(Please List)</i>	
<b>Assessment</b>	
<b>- Was the inspection carried out in a satisfactory manner regarding:</b>	
<b>- preparation of the inspection</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (provide further details below*)
<b>- ramp inspection</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (provide further details below*)
<b>- proof of inspection</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (provide further details below*)
<b>- human factors elements</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (provide further details below*)
<b>- Further training needed:</b>	
<b>Additional Remarks:*</b>	
<b>Signature of the trainee:</b>	<b>Signature of the senior inspector:</b>



## **APPENDIX 4**

# **CHECKLIST FOR THE EVALUATION OF 3<sup>RD</sup> PARTY SAFA TRAINING ORGANISATION**



1 ORGANISATIONAL STRUCTURE				
No.	DESCRIPTION	YES	NO	REMARKS
1	Has a manager with corporate authority been appointed?			
2	Has the training provider contracted enough staff to develop and deliver Community SAFA training?			
3	Is the development and delivery of training in accordance with the technical criteria required by the Agency?			

2 FACILITIES				
No.	DESCRIPTION	YES	NO	REMARKS
1	Does the size and structure of the available training facilities ensure adequate protection against weather elements?			
2	Does the size and structure of the available training facilities provide proper training activities?			

3 INSTRUCTIONAL EQUIPMENT				
No.	DESCRIPTION	YES	NO	REMARKS
1	Is the presentation equipment appropriate for the training to be delivered?			
2	Can the trainees easily read the presented material from any position in the classroom?			

4 TRAINING PROCEDURE				
No.	DESCRIPTION	YES	NO	REMARKS
1	Has the training provider established appropriate procedures to ensure proper training standards?			
2	Has the training provider established a system to control the training preparation and delivery process?			



	3	Is the course material written in the English language and will the course be given in English language?			
	4	Has the training provider demonstrated how compliance with Agency's technical criteria is maintained in time and kept in line with the training syllabi?			
	5	Has the training provider devised a system to evaluate the effectiveness of training provided?			
	6	Has the training provider devised a system to evaluate the effectiveness of the training based upon the feedback received?			



## **APPENDIX 5**

# **CHECKLIST FOR THE EVALUATION OF SAFA TRAINING INSTRUCTORS**



1 Qualification Criteria				
No.	DESCRIPTION	YES	NO	REMARKS
1	Do the instructors possess knowledge of the Community SAFA Programme?			
2	Do the instructors have the knowledge on training methods and techniques?			
3	Do the instructors delivering training on inspection items/practical training meet the SAFA eligibility and inspection experience requirements?			
4	Do the other instructors meet the working experience criteria?			

2 Qualification records				
No.	DESCRIPTION	YES	NO	REMARKS
1	Has the training organisation created and maintained proper records on their instructors?			

3 Recent experience and recurrent training				
No.	DESCRIPTION	YES	NO	REMARKS
1	Do the instructors meet, if applicable, the requirements on recent experience?			
2	Do the instructors meet the requirements on recurrent training?			

<b>ADDITIONAL REMARKS</b>	
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## **APPENDIX 6**

# **CHECKLIST FOR THE EVALUATION OF SAFA TRAINING MATERIAL**



<b>Module GENERAL (SAFA legal items)</b>
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Item	Description	Covered (Y/P/N) <sup>1</sup>		Comments / Remarks
		Theoretical Training	Practical Training	
	<b>Overview</b>			
1	The EC SAFA programme ICAO basic references			
2	Principles of SAFA programme			
3	The European Commission			
4	The European Aviation Safety Agency			
5	EU and non-EU member states			
6	Eurocontrol			
7	The Air Safety Committee – ASC			
8	The European SAFA Steering Expert Group – ESSG			
	<b>The EU SAFA Legal Framework</b>			
9	Directive 2004/36/CE			
10	Directive 2008/49/EC			
11	Regulation 768/2006 implementing Directive 2004/36 (SAFA Programme)			
12	Regulation 351/2008			
13	Regulation 2111/2005			
14	List of Banned air carriers Regulation 474/2006) and subsequent amendments			
15	Regulation 216/2008 – EASA new			

<sup>1</sup> Y = YES; P = PARTIAL; N = NO



Item	Description	Covered (Y/P/N) <sup>1</sup>		Comments / Remarks
		Theoretical Training	Practical Training	
	Basic Regulation			
	<b>The ICAO framework</b>			
16	International Requirements			
17	SAFA and Annex 1, 6, 7, 8, 16, 18			
	<b>SAFA Technical Aspects</b>			
18	Preparation of the Inspection			
19	The ramp inspection checklist			
20	Starting the Inspection			
21	Code of conduct			
22	Categorisation of findings			
23	Follow up actions			
24	Concluding the Inspection			
	<b>SAFA DATABASE – Hands on Training</b>			
25	Purpose of the database			
26	The Database as Inspectors' tool			
27	SAFA Database – Input			
28	SAFA Database – Output			
29	SAFA Database – Search			
30	Focused Inspection Module			
31	Follow up actions : Operator logging			
32	Database analytical tools and reports			

**Module A (SAFA Inspection Items A)**

Item	Description	Covered (Y/P/N)		Comments / Remarks
		Theoretical Training	Practical Training	
A1	General Condition (of cockpit)			
A2	Emergency Exit (cockpit)			
A3	Equipment			
A4	Manuals (flight manuals only)			
A5	Checklists			
A6	Radio Navigation Charts			
A7	Minimum Equipment List (MEL)			
A8	Certificate of Registration (CoR)			
A9	Noise Certificate			
A10	Air Operator Certificate (AOC) or equiv.			
A11	Radio (station) license			
A12	Certificate of Airworthiness (C of A)			
A13	Flight Preparation			
A14	Weight and Balance sheet			
A15	Hand Fire Extinguishers			
A16	Life Jackets / Flotation Devices			
A17	Harness			
A18	Oxygen equipment			
A19	Flash Light			
A20	Flight Crew Licences			
A21	Journey Log Book			
A22	Maintenance Release			
A23	Defect Notification and Rectification			
A24	Pre-flight Inspection			

**Module B (SAFA Inspection Items B)**

Item	Description	Covered (Y/P/N)		Comments / Remarks
		Theoretical Training	Practical Training	
B1	General Internal Condition (cabin)			
B2	Cabin Attendant's Station and Crew Rest Area			
B3	First Aid Kit/Emergency Medical Kit			
B4	Hand Fire Extinguishers			
B5	Life jackets/Floatation Devices			
B6	Seat belt and seat condition			
B7	Emergency Exit, Lighting and Marking, Torches			
B8	Slides / Life-Rafts / ELT's			
B9	Oxygen Supply (Cabin Crew and Passengers)			
B10	Safety Instructions			
B11	Cabin Crew Members			
B12	Access to Emergency Exits			
B13	Safety of Passenger Baggage's (cabin luggage)			
B14	Seat Capacity			

**Module C (SAFA Inspection Items C)**

Item	Description	Covered (Y/P/N)		Comments / Remarks
		Theoretical Training	Practical Training	
C1	General External Condition			
C2	Doors and hatches			
C3	Flight controls			
C4	Wheels, tyres and brakes			
C5	Undercarriage			
C6	Wheel well			
C7	Powerplant and pylon			
C8	Fan blades			
C9	Propellers			
C10	Obvious repairs			
C11	Obvious unrepaired damage			
C12	Leakage			

**Module D (SAFA Inspection Items D)**

Item	Description	Covered (Y/P/N)		Comments / Remarks
		Theoretical Training	Practical Training	
D1	General condition of cargo compartment			
D2	Dangerous goods			
D3	Safety of cargo on board (DG related)			
E1	General			