



NOTICE OF PROPOSED AMENDMENT (NPA) No 2009-02D

**DRAFT OPINIONS OF THE EUROPEAN AVIATION SAFETY AGENCY,
FOR A COMMISSION REGULATION establishing the implementing rules for air
operations of Community operators**

and

**DRAFT DECISIONS OF THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION
SAFETY AGENCY on
acceptable means of compliance, certification specifications and guidance material
related to the implementing rules for air operations of Community operators**

"Implementing Rules for Air Operations of Community Operators"

D. Draft Opinion and Decision Part-AR (Subpart GEN, OPS and CC)

NOTE: This NPA contains the draft Opinion on the Implementing Rules for Air Operations of Community Operators, the Subparts related to Air Operations of the draft Opinion on the Implementing Rules for Organisation Requirements, the Subparts related to Air Operations of the draft Opinion on the Implementing Rules for Authority Requirements and the related draft Decisions (AMC, CS and GM). The NPA is split into seven separate NPAs (2009-02A, 2009-02B, 2009-02C, 2009-02D, 2009-02E, 2009-02F AND 2009-02G) as indicated in the Table of Reference below. The documents are published in the Comment-Response Tool (CRT) available at <http://hub.easa.europa.eu/crt/>.

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VI. DRAFT OPINION PART – AUTHORITY REQUIREMENTS (PART-AR)

Subpart GEN - General requirements

Section IV – Ramp inspections

AR.GEN.405 Scope

This subpart establishes the requirements to be followed by a Member State inspecting authority or the Agency when exercising its task and responsibilities regarding the performance of ramp inspections of aircraft subject to the Basic Regulation when landed in the territory under their jurisdiction and the grounding of such aircraft.

AR.GEN.410 Definitions

For the purpose of this section the following definitions apply:

- 'grounding' means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it;
- 'prioritisation of ramp inspections' means the dedication of an appropriate portion of the total number of ramp inspections conducted by a Member State on an annual basis, as provided under AR.GEN.415 (c)(2) of this section;
- 'Ramp inspection' means the inspection of aircraft, of flight and cabin crew qualifications and of flight documentation in order to verify the compliance with the applicable requirements.
- 'Foreign aircraft' means aircraft used by operators, which are not under the regulatory oversight of the Member State in which territory they are operating.
- 'Foreign operator' means an operator, which is not under the regulatory oversight of the Member State in which territory they are operating.

AR.GEN.415 General

- (a) The inspecting authority shall perform a ramp inspection:
 - (1) of any foreign aircraft suspected of not being compliant with the applicable requirements and
 - (2) of other aircraft using the spot-check procedure Such a procedure shall be based on a continuous risk assessment conducted by the inspecting authority.
- (b) The inspecting authority shall conduct ramp inspections on aircraft used by operators for which it ensures oversight as laid down in AR.GEN.300.
- (c) The inspecting authority shall establish an annual programme for the conduct of ramp inspections of foreign aircraft. This programme shall:
 - (1) provide for a minimum annual quota of ramp inspections based on a calculation methodology taking into account historical information on the number of operators and their number of landings in the Member State's territory; and
 - (2) enable the inspecting authority to give priority to their inspections of aircraft of operators identified by the Agency as presenting a potential risk, based on analysis of available data.
- (d) The Agency shall provide the inspecting authorities with a list of operators for the prioritisation of ramp inspections, in line with (c)(2). This list shall include information generated in accordance with AR.GEN.455(b)(4) and be produced in a regular and timely manner and at least once every 4 months.
- (e) When deemed necessary by the Agency, it shall conduct ramp inspections on aircraft to verify compliance with the applicable requirements for the purpose of:
 - (1) certification procedures assigned to the Agency by Regulation 216/2008;

- (2) inspection of a Member State when it is suspected of not carrying out its inspections tasks in accordance with this regulation;
- (3) inspections of undertakings in case of a detected level 1 finding on its organisation or aircraft.

AR.GEN.420 Prioritisation criteria

The list of operators, or aircraft types, or particular aircraft, on which an inspecting authority is required to prioritise its ramp inspections, shall include:

- (a) Aircraft of operators or aircraft types or particular aircraft identified as posing a potential safety threat on the basis of the regular analyses conducted by the Agency.
- (b) Aircraft of operators or aircraft types or individual aircraft communicated to the Agency by the Commission:
 - (1) identified on the basis of an opinion expressed by the Air Safety Committee within the context of the implementation of Regulation (EC) No 2111/2005 of the European Parliament and the Council¹ that further verification of effective compliance with relevant safety standards through systematic ramp inspections on those subjects is necessary. This may include aircraft of operators or aircraft which have been withdrawn from the list of air carriers subject to an operating ban within the Community established by Regulation (EC) No 2111/2005.
 - (2) identified on the basis of information obtained by the Commission from the Member States pursuant to Article 4 (3) of Regulation (EC) No 2111/2005.
- (c) Aircraft of operators, which aircraft are subject to an operating ban pursuant to Regulation (EC) No 2111/2005.
- (d) Aircraft operated by other operators certified in the same State as any operator subject to an operating ban pursuant to Regulation (EC) No 2111/2005.
- (e) Aircraft used by a third-country operator that operates into within or out of the territory where the Treaty applies for the first time or has not been inspected for more than 6 months.

AR.GEN.425 Collection of information

- (a) The inspecting authority and the Agency shall collect and process any information deemed useful for continuing oversight or conducting ramp inspections.
- (b) This information shall be included in the standard report form established in Appendix 1.

AR.GEN.430 Qualification of inspectors

- (a) The inspecting authority and the Agency shall have qualified inspectors to conduct ramp inspections.
- (b) Inspectors shall:
 - (1) possess the necessary aeronautical education or practical knowledge relevant to their area(s) of inspection.
 - (2) have successfully completed:
 - (i) specific theoretical and practical training, using the appropriate syllabi, in one or more of the following areas of inspection:
 - (A) Flight deck
 - (B) Cabin safety
 - (C) Aircraft condition
 - (D) Cargo

¹ OJ L 344, 27.12.2005, p. 15.

- (ii) on-the-job training delivered by a senior inspector appointed by the inspecting authority or the Agency, using the appropriate syllabus.
- (3) maintain the validity of their qualification by undergoing recurrent training and by performing a minimum of 12 inspections in every 12 month period.
- (c) The training in paragraph (2)(i) shall be delivered by the inspecting authority or by an appropriately qualified training organisation.
- (d) The Agency shall develop training programmes and foster the organisation and implementation of training courses and workshops for inspectors to improve the understanding and uniform implementation of this section.
- (e) The Agency shall facilitate and co-ordinate an inspector exchange programme aimed at allowing inspectors to obtain practical experience and contributing to the harmonisation of procedures.

AR.GEN.435 Conduct of Ramp inspections

- (a) The inspecting authority and the Agency shall take the necessary measures to ensure that an inspector will not perform a ramp inspection when that could result directly or indirectly in a conflict of interest, in particular family and financial interest.
- (b) The ramp inspection shall be performed in a standardised manner using procedures issued by the Agency and the ramp inspection report form established in Appendix 3.
- (c) When performing a ramp inspection, the inspector(s) shall make all possible efforts to avoid an unreasonable delay of the aircraft inspected.
- (d) On completion of the ramp inspection, the pilot-in-command or, in his/her absence, another member of the flight crew or a representative of the aircraft operator shall be informed of the ramp inspections results using the form established in Appendix 2.

AR.GEN.440 Categorisation of findings

- (a) For each inspection item, two categories of possible non-compliances with the applicable requirements are defined as findings. Such findings will be categorised as follows:
 - 1. A level 1 finding is any significant non-compliance with the requirements or the terms of an approval or certificate which lowers the safety standards and seriously hazards flight safety.
 - 2. A level 2 finding is any non-compliance with the requirements or the terms of an approval or certificate which could lower the safety standards and possibly hazard flight safety.

AR.GEN.445 Follow up actions on non-compliances

- (a) When a finding is raised during a ramp inspection, the inspecting authority shall act in accordance with the conditions and procedures laid down in Part AR.GEN.345 or AR.GEN.350, as applicable.
- (b) When a finding is raised during a ramp inspection carried out by the Agency, the Agency shall act in accordance with the conditions and procedures pursuant Subpart AR.TCO.340 or AR.TCO.345, as applicable.
- (c) The inspecting authority shall inform the Agency, the competent authority of the State of the operator and, where relevant, the State in which the aircraft is registered or where the licence of the pilot-in-command was issued and, where appropriate, request for confirmation of their acceptance of the corrective actions taken by the operator.
- (d) The inspecting authority shall:
 - 1. inform the Agency, when the aircraft is used by a third-country operator;
 - 2. for level 1 findings and due to the significance of their potential influence on the safety of the aircraft and its occupants take immediate steps by:

- (i) imposing a restriction on the aircraft flight operation; or
 - (ii) requesting immediate corrective actions; or
 - (iii) grounding the aircraft.
- (e) The Agency shall inform the competent authority of the state of the third-country operator and, where relevant, the State in which the aircraft is registered or where the licence of the pilot-in-command was issued and, where appropriate, request for confirmation of their acceptance of the corrective actions taken by the third-country operator.

AR.GEN. 450 Grounding of aircraft

- (a) In the case of a level 1 finding where it appears to the inspecting authority or the Agency that the finding would clearly be hazardous to flight safety, and that the aircraft is intended or is likely to be flown without completion by the operator or owner of the appropriate corrective action, the inspecting authority shall:
 - (1) notify the pilot-in-command or the person appearing to be in command of the aircraft that the aircraft is not permitted to commence the flight until further notice;
 - (2) take such steps as may be necessary to ground that aircraft.
- (b) The inspecting authority where the aircraft is grounded shall immediately inform the competent authority of the State of the operator of the grounded aircraft or, when relevant, the State in which the aircraft is registered and the Agency in case the aircraft is used by a third-country operator.
- (c) When the aircraft is registered in a Member State, the State of the operator or the State of registry may prescribe the necessary conditions under which the aircraft can be allowed to take-off. If the deficiency affects the validity of the certificate of airworthiness of the aircraft, the grounding shall only be lifted when the operator shows evidence that he has obtained a permit to fly in accordance with Part 21 Subpart P.
- (d) When the aircraft is registered in a third country or in a Member State, which has delegated its regulatory oversight to a third country, and used by a third-country operator, the Agency, in coordination with the State of the operator or the State of registry, may authorise the aircraft to take-off in accordance with Subpart AR.TCO 210. If the deficiency affects the validity of the certificate of airworthiness of the aircraft, the grounding shall only be lifted by the Member State authority when the operator shows evidence that it has obtained an operational authorisation from the Agency.

AR.GEN. 455 Reporting

- (a) The completed ramp inspection reports referred to in AR.GEN.430 (b) shall be entered into the centralised Agency database within 21 calendar days after the inspection;
- (b) The inspecting authority or the Agency shall enter into the centralised Agency database any information useful for the application of the Basic Regulation and its implementing rules and for the accomplishment by the Agency of the tasks assigned to it by this Regulation, including information covered by AR.GEN.425(a);
- (c) Whenever a report as referred to in AR.GEN 425 (b) shows the existence of a potential hazardous safety threat or in case of a level 1 finding, the report shall be communicated without delay to the competent authorities of the Member States and the Agency when the aircraft is registered in a Member State or in a third country.
- (d) Whenever information concerning aircraft deficiencies is given voluntarily, the reports referred to in AR.GEN.425(b) and AR.GEN. 435 (d) shall be de-identified regarding the source of such information.

AR.GEN. 460 Database

- (a) The Agency shall manage and operate the tools and procedures necessary for the collection and exchange of:
- (1) the information established in AR.GEN.425 and AR.GEN.435,
 - (2) the information provided by third countries or international organisations with whom appropriate agreements have been concluded by the Community, or organisations with whom the Agency has concluded appropriate arrangements in accordance with Article 27(2) of Regulation (EC) No 216/2008.
- (b) The management shall include the following tasks:
- (1) collect data from the Member States relevant to the safety information on aircraft using Community aerodromes;
 - (2) develop, maintain and provide continuous updating of a centralised database containing:
 - (i) all the information which the Member States are obliged to collect and make available on the basis of AR.GEN.425 and AR.GEN.435,
 - (ii) any other relevant information concerning the air safety of aircraft and of air operators;
 - (3) provide necessary changes and enhancements to the database application;
 - (4) analyse the centralised database information and other relevant information concerning the safety of aircraft and of air operators and, on that basis:
 - (i) advise the Commission and the Member State authorities on immediate actions or follow-up policy;
 - (ii) report potential safety problems to the Commission and to the Member State authorities;
 - (iii) propose co-ordinated actions to the Commission and to the Member State authorities when necessary on safety grounds and ensure co-ordination at the technical level of such actions;
 - (5) liaise with other European institutions and bodies, international organisations and Competent Authorities on information exchange.

AR.GEN.465

The Agency shall prepare on a yearly basis and forward to the Commission:

- (a) A report on the ramp inspection system containing, at least, the following information:
 - (1) status of the progress of the system, including the achievements related to the collection and exchange of information, the database, the manual of ramp inspections and the training actions;
 - (2) status of the inspections performed in the year;
 - (3) analysis of the inspection results with indication of the categories of findings;
 - (4) actions taken during the year; and
 - (5) Annexes containing lists of inspections sorted out by State of operation, aircraft type, operator and ratios per item.
- (b) A proposal for a public aggregated information report containing an analysis of all information received in accordance with AR.GEN.425(b) and AR.GEN.435(b).
- (c) an advise on the future development and strategy of the Community ramp inspection system.

AR.GEN.470 Information to the public

The Agency shall publish yearly an information report available to the public and the industry stakeholders containing an analysis of all information received in accordance with AR.GEN.455. That analysis shall be simple and easy to understand. In the analysis, the source of that information shall be de-identified.

APPENDIX 1 - STANDARD REPORT FORM



National Aviation Authority (*Name*)

(*State*)

Ramp Inspection

Standard Report

¹ No:-.....-.....

² Source: SR

³ Date:-.....-.....

⁴ Place:-.....-.....

⁵ (Unused)

⁶ Operator:-.....-.....

⁷ AOC number:

⁸ State:-.....-.....

¹⁰ Flight number:-.....-.....

⁹ Route: from-.....-.....

¹² Flight number:-.....-.....

¹¹ Route: to-.....-.....

¹³ Chartered by operator*:-.....

¹⁴ Charterer's State:-.....-.....

* (where applicable)

¹⁵ Aircraft Type-.....-.....

¹⁶ Registration mark:-.....-.....

¹⁷ Construction number:-.....-.....

¹⁸ Flight crew: State of licensing:-.....-.....

¹⁹ Remarks:
.....
.....
.....
.....

²⁰ Action taken:
.....
.....
.....
.....

²¹ (Unused)

²² National Coordinator's name

²³ Signature

APPENDIX 2 - PROOF OF RAMP INSPECTION FORM

Proof of Ramp Inspection					
Date:		Time:		Place:	
Operator:			State:		AOC no.:
Route from:		Flight no:		Route to:	
Flight type:		Chartered by Operator:		Aircraft type:	
Charterer's state:			Registration mark:		Aircraft configuration:
Flight crew state(s) of licensing:		Acknowledgement of Receipt ^(*)			
		Name:		Signature:	
		Function:			

Free format information of inspecting NAA (logo, contact details tel/fax/email)

Check		Remark		Check		Remark	
A Flight deck				B Cabin Safety			
1	General condition			1	General internal condition		
2	Emergency exit			2	Cabin crew station and crew rest area		
3	Equipment			3	First aid kit / Emergency medical kit		
Documentation				Journey log book / Technical Log or equivalent			
4	Manuals			21	Journey log book or equivalent		
5	Checklists			22	Maintenance release		
6	Radio navigation charts			23	Defect notification and rectification (incl. Tech Log)		
7	Minimum equipment list			24	Pre-flight inspection		
8	Certificate of registration						
9	Noise certificate (where applicable)						
10	AOC or equivalent						
11	Radio licence						
12	Certificate of Airworthiness (C of A)						
Flight data							
13	Flight preparation						
14	Mass and balance sheet						
Safety equipment							
15	Hand fire extinguishers						
16	Life jackets / flotation devices						
17	Harness						
18	Oxygen equipment						
19	Electric torches						
				C Aircraft condition			
				1	General external condition		
				2	Doors and hatches		
				3	Flight controls		
				4	Wheels, tyres and brakes		
				5	Undercarriage, skids/floats		
				6	Wheel well		
				7	Powerplant and pylon		
				8	Fan blades		
				9	Propellers, Rotors (main/tail)		
				10	Obvious repairs		
				11	Obvious unrepaired damage		
				12	Leakage		
				D Cargo			
				1	General condition of cargo compartment		
				2	Dangerous goods		
				3	Safety of cargo on board		
				E General			
				1	General		

Action Taken	Item	Remark(s)
(3c) Aircraft grounded by inspecting NAA		
(3b) Corrective actions before flight		
(3a) Restrictions on the aircraft operation		
(2) Information to the authority and operator		
(1) Information to the captain		
(0) No remarks		
Inspector(s) sign or number		

APPENDIX 3 - RAMP INSPECTION REPORT



National Aviation Authority (*name*)
 (*State*)
 SAFA
 Ramp Inspection Report
 NR: _._._._-_-._._._-_-._._._-_-

Source: RI
 Date: _._. _._. _____ Place: _____
 Local time: _: _:
 Operator: _____ AOC Number: _____
 State: _____ Type of Operation: _____
 Route from: _____ Flight Number: _____
 Route to: .. _____ Flight Number: _____
 Chartered by Operator*: _____ Charterer's State*: _____
 * (*where applicable*)
 Aircraft Type:.. _____ Registration Marks: _____
 Aircraft Configuration: _____ Construction Number: _____
 Flight crew: State of Licensing: _____
 2nd State of Licensing*: _____
 * (*where applicable*)

Findings:

Code / Std / Ref / Cat / Finding	Detailed Description
.....
.....
.....
.....
.....

Class of actions taken: Detailed Description

3d) Immediate operating ban

3c) Aircraft grounded by inspecting NAA

3b) Corrective actions before flight

3a) Restriction on aircraft flight operation

2) Information to the Authority and Operator

1) Information to Captain

Additional information (*if any*)

Inspector's names or numbers:.....

- *This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight.*

- *Data submitted in this report can be subject to changes for correct wording upon entering into the SAFA database.*

National Aviation Authority (Name)
(State)

Item Code	Checked	Remark
A. Flight Deck		
General		
1. General Condition	1 <input type="checkbox"/>	1 <input type="checkbox"/>
2. Emergency Exit	2 <input type="checkbox"/>	2 <input type="checkbox"/>
3. Equipment	3 <input type="checkbox"/>	3 <input type="checkbox"/>
Documentation		
4. Manuals	4 <input type="checkbox"/>	4 <input type="checkbox"/>
5. Checklists	5 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Radio Navigation Charts	6 <input type="checkbox"/>	6 <input type="checkbox"/>
7. Minimum Equipment List	7 <input type="checkbox"/>	7 <input type="checkbox"/>
8. Certificate of registration	8 <input type="checkbox"/>	8 <input type="checkbox"/>
9. Noise certificate (where applicable)	9 <input type="checkbox"/>	9 <input type="checkbox"/>
10. AOC or equivalent	10 <input type="checkbox"/>	10 <input type="checkbox"/>
11. Radio licence	11 <input type="checkbox"/>	11 <input type="checkbox"/>
12. Certificate of Airworthiness (C of A)	12 <input type="checkbox"/>	12 <input type="checkbox"/>
Flight data		
13. Flight preparation	13 <input type="checkbox"/>	13 <input type="checkbox"/>
14. Mass and balance sheet	14 <input type="checkbox"/>	14 <input type="checkbox"/>
Safety Equipment		
15. Hand fire extinguishers	15 <input type="checkbox"/>	15 <input type="checkbox"/>
16. Life jackets / flotation device	16 <input type="checkbox"/>	16 <input type="checkbox"/>
17. Harness	17 <input type="checkbox"/>	17 <input type="checkbox"/>
18. Oxygen equipment	18 <input type="checkbox"/>	18 <input type="checkbox"/>
19. Electric Torches	19 <input type="checkbox"/>	19 <input type="checkbox"/>
Flight Crew		
20. Flight crew licence/composition	20 <input type="checkbox"/>	20 <input type="checkbox"/>
Journey Log Book / Technical Log or equivalent		
21. Journey Log Book, or equivalent	21 <input type="checkbox"/>	21 <input type="checkbox"/>
22. Maintenance release	22 <input type="checkbox"/>	22 <input type="checkbox"/>
23. Defect notification and rectification (incl. Tech Log)	23 <input type="checkbox"/>	23 <input type="checkbox"/>
24. Pre-flight inspection	24 <input type="checkbox"/>	24 <input type="checkbox"/>
B. Cabin Safety		
1. General Internal Condition	1 <input type="checkbox"/>	1 <input type="checkbox"/>
2. Cabin crew stations and crew rest area	2 <input type="checkbox"/>	2 <input type="checkbox"/>
3. First Aid Kit/ Emergency medical kit	3 <input type="checkbox"/>	3 <input type="checkbox"/>
4. Hand fire extinguishers	4 <input type="checkbox"/>	4 <input type="checkbox"/>
5. Life jackets / Flotation devices	5 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Seat belt and seat condition	6 <input type="checkbox"/>	6 <input type="checkbox"/>
7. Emergency exit, lighting and Electric torches	7 <input type="checkbox"/>	7 <input type="checkbox"/>
8. Slides /Life-Rafts (as required), ELT	8 <input type="checkbox"/>	8 <input type="checkbox"/>
9. Oxygen Supply (Cabin Crew and Passengers)	9 <input type="checkbox"/>	9 <input type="checkbox"/>
10. Safety Instructions	10 <input type="checkbox"/>	10 <input type="checkbox"/>
11. Cabin crew members	11 <input type="checkbox"/>	11 <input type="checkbox"/>
12. Access to emergency exits	12 <input type="checkbox"/>	12 <input type="checkbox"/>
13. Safety of passenger baggage's	13 <input type="checkbox"/>	13 <input type="checkbox"/>
14. Seat capacity	14 <input type="checkbox"/>	14 <input type="checkbox"/>
C. Aircraft Condition		
1. General external condition	1 <input type="checkbox"/>	1 <input type="checkbox"/>
2. Doors and hatches	2 <input type="checkbox"/>	2 <input type="checkbox"/>
3. Flight controls	3 <input type="checkbox"/>	3 <input type="checkbox"/>
4. Wheels, tyres and brakes	4 <input type="checkbox"/>	4 <input type="checkbox"/>
5. Undercarriage skids/floats	5 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Wheel well	6 <input type="checkbox"/>	6 <input type="checkbox"/>
7. Powerplant and pylon	7 <input type="checkbox"/>	7 <input type="checkbox"/>
8. Fan blades	8 <input type="checkbox"/>	8 <input type="checkbox"/>
9. Propellers, Rotors (main & tail)	9 <input type="checkbox"/>	9 <input type="checkbox"/>
10. Obvious repairs	10 <input type="checkbox"/>	10 <input type="checkbox"/>
11. Obvious unrepaired damage	11 <input type="checkbox"/>	11 <input type="checkbox"/>
12. Leakage	12 <input type="checkbox"/>	12 <input type="checkbox"/>

D. Cargo		
1. General condition of cargo compartment.....	1 <input type="checkbox"/>	1 <input type="checkbox"/>
2. Dangerous Goods.....	2 <input type="checkbox"/>	2 <input type="checkbox"/>
3. Safety of cargo on board	3 <input type="checkbox"/>	3 <input type="checkbox"/>
E. General		
1. General.....	1 <input type="checkbox"/>	1 <input type="checkbox"/>

Subpart CC - Specific requirements related to cabin crew

Section I - Organisations providing cabin crew training

AR.CC.100 Approval of organisations providing cabin crew training

The procedure to approve an operator or a training organisation to provide cabin crew training shall be conducted in accordance with the requirements applicable in the Member State and shall ensure that:

- (a) the conduct and the programmes of the training courses provided by the organisation comply with the relevant requirements of Part-CC and Part-OR;
- (b) the training devices provided by the organisation realistically represent the aircraft cabin environment of the aircraft type(s) and the technical characteristics of the equipment to be operated by the cabin crew;
- (c) the trainers and instructors conducting the training sessions are suitably experienced and qualified in the training subject covered;
- (d) the personnel conducting the examinations are independent from the personnel that conducted the training.

Section II - Cabin crew attestations

AR.CC.200 Procedures for the issue of a cabin crew attestation

- (a) Upon receipt of an application for the issue of a cabin crew attestation and of any supporting documentation, the competent authority shall verify whether the applicant meets the applicable requirements.
- (b) If satisfied that the applicant meets the requirements, the competent authority shall issue the cabin crew attestation.
- (c) If permitted under national law and subject to a specific approval, the competent authority may delegate to an operator or a training organisation, provided they have been approved for cabin crew training, one or more of the following tasks that shall be undertaken in accordance with Part-CC:
 - (1) The conduct of the examination after completion of the initial safety training course;
 - (2) The issuance of cabin crew attestations.

AR.CC.205 Format and specifications for cabin crew attestations

Cabin crew attestations shall be issued using the form and specifications established in Appendix V to this Part.

AR.CC.215 Limitation, suspension or revocation of cabin crew attestations

- (a) The competent authority shall limit, suspend or revoke a cabin crew attestation, including, but not limited to, the following cases:
 - (1) Obtaining the cabin crew attestation by falsification of submitted documentary evidence;
 - (2) Non-compliance with the requirements of Part-CC or the applicable requirements of Part-OR, where a safety issue has been identified;
 - (3) Exercising the privileges of the cabin crew attestation when adversely affected by alcohol or drugs;
 - (4) Evidence of fraudulent use of the cabin crew attestation;
 - (5) Upon the written request of the holder.

- (b) For the purpose of (a)(2), when informed by an AME or AeMC on a case of suspected unfitness or of unfit assessment, the competent authority shall assess whether the cabin crew member is able to perform his/her duties safely with one or more of the following limitations as necessary in the interest of safety:
- (1) not to operate as a single cabin crew member;
 - (2) reduction of the applicable time period until the subsequent aero-medical examination and assessment specified in Part-MED; and
 - (3) if the assessment confirms the unfitness, the competent authority shall:
 - (i) limit, suspend or revoke the cabin crew attestation as necessary in the interest of safety; and
 - (ii) inform in writing the cabin crew member and their AME or AeMC.

Appendix V to Annex 1 - Part Authority Requirements

Standard EASA format for Cabin crew attestations

Cabin crew attestations issued in accordance with Part-CC by an EASA Member State, or by an operator, or training organisation specifically approved to do so by the competent authority of the Member State, shall conform to the following specifications.

1. Reference number:	2. CABIN CREW ATTESTATION Issued in accordance with Part Cabin Crew
3. Competent Authority:	
4. Full name of holder:	
5. Date and place of birth:	
6. Nationality:	
7. Signature of holder:	
8.	Shall exercise the privileges to act as cabin crew member in commercial operations as long as the conditions specified in box 12 are satisfied.
9. Issuing body:	
10. Signature of issuing officer:	
11. Date of issue:	
12.	The privileges of the cabin crew attestation shall be exercised only if the holder has been assessed medically fit in accordance with the applicable requirements of Part-MED and is proficient in accordance with Part-CC and with the applicable requirements of Part-OR for at least the aircraft type or variant to be operated.

Instructions:

- (a) The document shall include the boxes and related information as in the example above and in accordance with the instructions hereunder.
- (b) Size shall be not less than one-eighth A4.
- (c) The document shall be printed in the English or the official language of the Member State concerned, except that if the official language of the Member State concerned is used, a second English copy shall be attached for any attestation holder that works outside the Member State to ensure understanding for the purpose of mutual recognition.
- (d) The document shall be issued by the competent authority, or by an operator, or training organisation holding the relevant approval. In all cases, reference of the competent Authority of the Member State shall be stated.
- (e) The cabin crew attestation is recognised in all Member States and it is not necessary to exchange the document when working in another Member State.

Block 1: Attestation reference number shall commence with the country code of the EASA Member State followed by at least the 2 last numbers of the year of issue and an individual reference/number according to a code established by the competent Authority (e.g. BE-08-xxxx).

Block 2: The title "CABIN CREW ATTESTATION" and the reference to Part Cabin Crew or the full and precise translation in the official language of the issuing Member State shall be entered.

Block 3:

- (a) Where the competent authority itself issues the attestation, the seal or stamp of that authority as the competent authority of the Member State, where the attestation was issued, shall be entered.
- (b) Where the competent authority delegates through an approval procedure to another issuing body (see Block 11) the task of issuing the attestation, clear reference to that authority as the competent authority of the Member State where the attestation was issued shall be entered. Details to be entered shall be at least the acronym, full name and mail address.

Block 4: The same sentence or its full and precise translation shall be entered as in the example above.

Block 5: The full name (surname and first name) stated in the official identity document of the holder shall be entered.

Block 6 and 7: Nationality as well as date and place of birth stated in the official identity document of the holder shall be entered.

Block 7: Standard date format shall be used: i.e. day/month/year in full (e.g. 22/02/2008).

Block 8: The same sentence or its full and precise translation shall be entered as written in the example above.

Block 09: Identification details of the issuing authority/issuing body as relevant shall be entered and shall at least provide the full name of the organisation, postal address, official seal, stamp or logo, as applicable, and:

- (a) in the case of an operator, the AOC number and detailed reference to the authorisation/approval by the competent authority to provide cabin crew training and to issue attestations; and
- (b) in the case of an approved training organisation, the reference number of the relevant approval by the competent authority.

Block 10: This block shall show the signature of the officer acting on behalf of the issuing authority/body.

Block 11: Standard date format shall be used: i.e. day/month/year in full (e.g. 22/02/2008).

Block 12: The same sentence or its full and precise translation shall be entered as written in the example above.

Subpart OPS - Specific requirements related to air operations**Section I – General****AR.OPS.020 Record-keeping-Register of operator certificates and declarations**

The competent authority shall maintain a register of all operator certificates issued and declarations received.

Section II - Certification of commercial air operators**AR.OPS.210 Issue of the air operator certificate**

When satisfied that the operator is in compliance with Part-OPS and Part-OR, the competent authority shall issue the air operator certificate, as established in Appendix I to this Part. The certificate shall include the associated operations specifications and general conditions.

AR.OPS.230 Changes

- (a) In the case of minor amendments to the operations manual not affecting the terms of the certificate, the competent authority shall ensure that it has an adequate control over the approval of all manual amendments.
- (b) The competent authority shall prescribe the conditions under which an operator may operate during such changes.

AR.OPS.235 Code share arrangements

- (a) Before authorising any code share arrangement involving a third-country operator, the competent authority shall:
 - (1) verify that the third-country operator holds an authorisation in accordance with Part-TCO;
 - (2) review the audit report provided by the Community operator showing compliance of the third-country operator with Annex IV of the Basic Regulation and the standards maintained by that operator in conducting its operations;
 - (3) assess that all findings on the third-country operator are closed; and
 - (4) liaise with the competent authority of the State of third-country operator as considered necessary.
- (b) The authorisation of a code share arrangement shall be suspended or revoked whenever:
 - (1) the authorisation of the third-country operator is suspended or revoked; or
 - (2) an audit provided by the Community operator reveals that the third-country operator was failing to maintain compliance with Annex IV of the Basic Regulation or its standards.

AR.OPS.236 Leasing

The competent authority shall not authorise a lease-in agreement of an aircraft registered in a third country and used by an operator which it has certified unless the conditions specified in OR.OPS.030.AOC are demonstrated by the operator and verified by the competent authority.

Section III -Specific operations approvals

AR.OPS.300 Certification procedure

- (a) Upon receiving an application for the issue of a specific operation approval, the competent authority shall verify compliance with OPS.SPA.020.GEN and conduct, where relevant, an inspection of the operator.
- (b) When satisfied that the operator is in compliance with the applicable requirements, the competent authority shall issue the approval with the operation specifications, as established in Appendix I to this Part.
- (c) The competent authority shall agree with the operators it certifies the scope of the changes to the organisation's procedures that require prior approval.

AR.OPS.305 Minimum equipment list

- (a) Upon receiving an application for the issue of a MEL approval for an operator, the competent authority shall verify the operator's compliance with the applicable requirements, and conduct, where relevant, an inspection of the organisation before issuing the approval.
- (b) The competent authority shall not approve a procedure for the extension of the applicable Rectification Intervals notified by an operator unless the conditions specified in OR.OPS.020.MLR are demonstrated by the operator and verified by the competent authority.

AR.OPS.310 Certification Specifications (CS) and individual flight time specification schemes

- (a) The competent authority shall:
 - (1) evaluate individual flight time specification schemes in order to determine whether these are in compliance with the safety objectives and applicable requirements of the Basic Regulation.
 - (2) submit to the Agency the individual flight time specification scheme to be approved, accompanied with all relevant documentation.
- (b) When the competent authority approves derogations in accordance with Article 22.2(d), it shall comply with AR.GEN.045 (2).

VII. DRAFT DECISION AMC AND GM TO PART – AUTHORITY REQUIREMENTS (PART-AR)**Acceptable Means of Compliance (AMC) and Guidance material (GM) to Part-AR****Subpart GEN – General Requirements****Section II – Management****AMC AR.GEN.220**

The competent authority should make and keep a record of all inspections made noting the date and place of the inspection, the subject matter and, in particular, details of any non-compliances. The record should be made in written form or in a form assuring an acceptable level of accessibility, usability and reliability.

Section III – Certification, Oversight and Enforcement**AMC 1 AR.GEN.300 Continuing oversight - OPS****GENERAL**

1. The competent authority should assess the operator and monitor the continued competence to conduct safe operations in compliance with the applicable requirements. The competent authority should ensure that accountability for assessing operators is clearly defined. This accountability may be delegated or shared, in whole or in part. Where more than one agency is involved, an individual department manager should be appointed under whose personal authority operators are assessed.

GM 1 AR.GEN.300 Continuing oversight - OPS

1. Responsibility for the conduct of safe operations lies with the operator. Under these provisions a positive move is made towards devolving upon the operator a share of the responsibility for monitoring the safety of operations. The objective cannot be attained unless operators are prepared to accept the implications of this policy including that of committing the necessary resources to its implementation. Crucial to success of the policy is the content of Part-OR which requires the establishment of a management system by the operator.
2. The competent authority shall continue to assess the operator's compliance with the applicable requirements, including the effectiveness of the management system. If the management system is judged to have failed in its effectiveness, then this in itself is a breach of the requirements which may, among others, call into question the validity of a certificate, if applicable.
3. It is essential that the competent authority has the full capability to adequately assess the continued competence of an operator by ensuring that the whole range of activities is assessed by appropriately qualified personnel.
4. The safety manager, designated by the operator in accordance with Part-OR, shall have direct access to the accountable manager. The accountable manager is accountable to the competent authority as well as to those who appoint him. It follows that the competent authority cannot accept a situation in which the accountable manager is denied sufficient funds, manpower or influence to rectify deficiencies identified by the management system.

AMC 2 AR.GEN.300 Continuing oversight - OPS

OPERATIONS INSPECTIONS AND MONITORING PROCEDURES

1. Each operator to which a certificate has been issued should have an inspector specifically assigned to it. Several inspectors should be required for the larger companies with widespread or varied types of operation. This does not prevent a single inspector being assigned to several companies. Where more than one inspector is assigned to an operator, one of them should be nominated as having overall responsibility for supervision of, and liaison with the operator's management, and be responsible for reporting on compliance with the requirements for its operations as a whole.
2. Inspection and monitoring, on a scale and frequency appropriate to the operation, should include at least:
 - infrastructure
 - manuals
 - training
 - crew records
 - maintenance
 - equipment
 - release of flight/despatch
 - dangerous goods
 - operator's management system.
3. The following types of inspections should be envisaged, as part of the oversight programme:
 - flight inspection
 - navigation (ground) inspection
 - ramp inspection
4. The inspection should be a 'deep cut' through the items selected and all findings should be recorded. Inspectors in conjunction with the owners/operators should identify the root cause of each confirmed finding.
5. Inspectors should be satisfied that the root cause found and the corrective actions taken are adequate to correct the deficiency and to prevent re-occurrence.
6. Inspections may be conducted separately or in combination. Inspections may, at the discretion of the competent authority, be conducted with or without prior notice to the operator.

Where it is apparent to an inspector that an operator has permitted a breach of the applicable requirements, with the result that air safety has been, or might have been compromised, the inspector should ensure that the department manager is informed without delay.

7. In the first few months of a new operation, inspectors should be particularly alert to any irregular procedures, evidence of inadequate facilities or equipment, or indications that management control of the operation may be ineffective. They should also carefully examine any conditions that may indicate a significant deterioration in the operator's financial condition. Examples of trends which may indicate problems in a new operator's financial condition are:
 - a) Significant lay-offs or turnover of personnel;
 - b) Delays in meeting payroll;
 - c) Reduction of safe operating standards;
 - d) Decreasing standards of training;
 - e) Withdrawal of credit by suppliers;
 - f) Inadequate maintenance of aircraft;
 - g) Shortage of supplies and spare parts;
 - h) Curtailment or reduced frequency of revenue flights; and
 - i) Sale or repossession of aircraft or other major equipment items.

When any financial difficulties are identified, inspectors should increase technical surveillance of the operation with particular emphasis on the upholding of safety standards.

8. The number or the magnitude of the non-compliances identified by the competent authority will serve to support the competent authority's continuing confidence in the operator's competence or, alternatively, may lead to an erosion of that confidence. In the latter case the competent authority will need to review any identifiable shortcomings of the management system.

AMC 3 AR.GEN.305 Monitoring of activities - OPS

1. The competent authority should establish a schedule of inspections appropriate to each operator's business. The planning of inspections should take into account the results of the hazard identification and risk assessment conducted and maintained by the operator as part of the operator's management system. Inspectors should work in accordance with the schedule provided to them.
2. The competent authority may, having regard to an operator's performance, vary the frequency of an inspection schedule while ensuring that all aspects of the operation are periodically inspected in accordance with the schedule.
3. When defining the oversight programme, the competent authority should assess the risks related to the activity of each operator and adapt the oversight means to the level of risk identified.
3. In addition, the section(s) of the oversight programme dealing with ramp inspection should be developed based on geographical locations, taking into account aerodrome activity, and focusing on key issues that can be inspected in the time available without unnecessarily delaying the operations.
4. Where the operations monitoring inspection visit can be linked to the continuing oversight programme of the operator, then credits can be taken in the monitoring process of the certified operator.

AMC AR.GEN.310(a) - Certification procedure -OPS

When verifying compliance with the applicable requirements, the competent authority should ensure that the following steps are taken:

1. An operator's written application for an air operator certificate should be submitted at least 90 days before the date of intended operation, except that the Operations Manual may be submitted later, but not less than 60 days before the date of intended operation. The application form will be printed in language(s) of the competent authority's choosing.
2. An individual shall be nominated by the department manager of the competent authority to oversee, to become the focal point for all aspects of the operator certification process and to coordinate all necessary activity. The nominated person should be responsible to the department manager for confirming that all appropriate inspections have been carried out. He should also ensure that the necessary acceptances or approvals required by subparagraph (3) below are issued in due course. Of particular importance on initial application is a careful review of the qualifications of the nominated post holders. Account shall be taken of the relevance of the nominee's previous experience and known record.
3. Submissions which require the competent authority's specific approval shall be referred to the appropriate department of the competent authority. Examples of such submissions (which will be included in the Operations Specifications) are those for ETOPS, LVO, HEMS, PBN, MEL and the carriage of Dangerous Goods. Submissions should include, where relevant, the associated qualification requirements and training programmes.
4. The ability of the applicant to secure, in compliance with the applicable requirements and the safe operation of aircraft, all necessary training and, where required, licensing of personnel shall be assessed. So also shall the areas of responsibility and the numbers of those allocated by the applicant to key management tasks.
5. The applicant's proposed management system shall be scrutinised with particular regard to the allocated resources. Care shall be taken to verify that the system is comprehensive and is likely to be effective.
6. The competent authority shall inform the applicant of its decision concerning the

application within 60 days of receipt of all supporting documentation. Such documentation includes the whole operations manual amended, where necessary.

7. When the verification process is complete, the person with overall responsibility, nominated in accordance with sub-paragraph (2) above, shall present the application to the person responsible for the issue of an operator certificate together with a written recommendation and evidence of the result of all investigations or assessments which are required before the operator certificate is issued. Approvals required shall be attached to the recommendation.

AMC 2 AR.GEN.330 Changes - OPS

The changes mentioned in AMC to OR.OPS.015.MLR (h) should not be considered as minor amendments to the operations manual not affecting the terms of the certificate.

AMC 3 AR.GEN.330 Changes

1. A request from an operator to change the names or the listed duties of the accountable manager, nominated post holder, compliance monitoring manager or safety manager should not be regarded by the competent authority as a request for a change of the operator certificate.
2. When an operator submits the name of a new nominee for any of the nominated post holders or compliance monitoring manager or safety manager listed in the operations manual, the competent authority should require the operator to produce a written résumé of the proposed person's qualifications. The competent authority should reserve the right to interview the nominee or call for additional evidence of his suitability before deciding upon his acceptability.

GM AR.GEN.345 Findings and corrective actions - organisations

1. For a level 1 finding it may be necessary for the competent authority to ensure that further training by the operator is carried out and audited by the competent authority before operations are resumed, dependent upon the nature of the finding.
2. In practical terms, where a competent authority inspector finds a non-compliance with the applicable requirements against one aircraft or pilot, it is deemed to be a level 2 finding.

An example level 2 finding:

- The training documents of the cabin crew are not completed.

AMC AR.GEN.345 Findings and corrective actions - organisations

1. The corrective action period given by the competent authority should not initially exceed three months. In certain circumstances and subject to the nature of the finding, the three months period may be extended, subject to a satisfactory corrective action plan agreed by the competent authority.
2. Where the operator has not implemented the necessary corrective action within that period, it may be appropriate to grant a further period of up to three months, subject to the competent authority notifying the accountable manager. In exceptional circumstances and subject to a realistic action plan being in place, the competent authority may specifically vary the maximum 6 month corrective action period. However, in granting such a change, the past performance of the operator should be considered.
3. It may be necessary for the competent authority to ensure that further training by the operator is carried out and audited by the competent authority before operations are resumed, dependent upon the nature of the finding.

Section IV – Ramp inspections

AMC AR.GEN.415

1. A ramp inspection should normally be performed during a turn-around,
2. In addition to the applicable requirements, when inspecting the technical condition of the aircraft, it should be checked against the aircraft manufacturer's standard.

GM AR.GEN.415

1. Aircraft, as well as their crew and their operations, used by an operator established or residing in the Community or for which any Member State ensures oversight should be inspected against the requirements of Part-OPS, Part-FCL, Part-MS, Part-M, Part-145 and Part-CC.
2. Aircraft, as well as their crew and their operations, used by an operator established or residing in a third country or registered in a Member State which has delegated their regulatory oversight to a third country, should be inspected against the requirements in Part-TCO and the applicable Standards contained in Annex 1 (Personnel Licensing) and Annex 6 (Operation of Aircraft) and Annex 8 (Airworthiness of Aircraft).

AMC AR.GEN.415(a)(1)(ii)

In determining whether an aircraft is suspected of not being compliant with the applicable requirements the following should be taken into account:

1. information regarding poor maintenance of, or obvious damage or defects to an aircraft;
2. reports that an aircraft has performed abnormal manoeuvres which give rise to serious safety concerns in the airspace of a Member State;
3. a previous ramp inspection which has revealed deficiencies indicating that the aircraft does not comply with the applicable requirements and where the inspecting authority suspects that these deficiencies have not been corrected;
4. evidence that the State in which an aircraft is registered is not exercising proper safety oversight; or
5. concerns about the operator of the aircraft which have arisen from occurrence reporting information and non-compliances recorded in a ramp inspection report on any other aircraft used by that operator.

AMC AR.GEN.415(a)(2)

Spot-check procedure

When developing the procedure for the conduct of spot-check ramp inspections, the inspecting authority should take into account the following elements:

1. repeated inspections should be avoided on those operators, on which previous inspections have not revealed safety deficiencies;
2. the spot-check procedures would enable the widest possible sampling rate of the operator population flying into their territory;
3. should not discriminate on the basis of the nationality of the operator, the type of operation or type of aircraft, unless such criteria can be linked to an increased risk.

AMC AR.GEN.415 (c)(1)

Minimum annual quota

1. Inspection quota

The quota is representative of the inspection activity of an inspecting authority during a calendar year. To this end:

 - a. prioritised ramp inspections have a value of 1.5 points and

- b. any other inspections have a value of 1 point.
- 2. The inspecting authority should calculate the minimum annual quota of points for the next year before the end of each year using the following formula: $Q=(0,5*Opr) + (0.001*Lnd)$, whereby "Q" = annual quota, "Opr" is the number of foreign operators landing at the aerodromes of the Member State in the previous year and "Lnd" is the number of landings performed by those operators at aerodromes in the Member State in the previous year.
- 3. Submission of data
The inspecting authority should submit to the Agency not later than 01 September of each year the calculated annual quota points for the following year.

AMC AR.GEN.425 (a)

Collection of information

The information should include:

- 1. important safety information available, in particular, through:
 - (a) pilot reports;
 - (b) maintenance organisation report;
 - (c) incident reports;
 - (d) reports from other organisations, independent from the inspection authorities;
 - (e) complaints.
- (2) information on action(s) taken subsequent to a ramp inspection, such as:
 - (a) aircraft grounded;
 - (b) aircraft or operator banned from a Member State pursuant to Article 6 of Regulation (EC) No 2111/2005 or the European Community;
 - (c) corrective action required;
 - (d) contacts with the operator's competent authority;
 - (e) restrictions on flight operations.
- (3) follow-up information concerning the operator, such as:
 - (a) implementation of corrective action(s);
 - (b) recurrence of discrepancy.

GM AR.GEN 430 (a) Qualification of inspectors

- (1) The background knowledge and/or working experience of the inspector determines the privileges of the inspector. The inspecting authority should determine what the inspector is entitled to inspect taking into account the following considerations:
 - (a) Background knowledge;
 - (b) Working experience;
 - (c) 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 inspection of safety items in the cabin).

GM AR.GEN.430(b)(1) Qualification of inspectors

Eligibility Criteria

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

- i. 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
- ii. has or has had a commercial/airline transport pilot licence and preferably carried out such duties for at least 2 years; or
- iii. has or has had a flight engineer license and preferably carried out such duties for at least 2 years; or
- iv. has been a cabin crew member and preferably carried out such duties in commercial air transport for at least 2 years; or
- v. has been licensed as maintenance personnel and preferably exercised the privileges of such licence for at least 2 years; or
- vi. 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
- vii. has successfully completed post-secondary aeronautical education with a duration of at least 2 years.

AMC 1 to AR.GEN.430(b)(2)

Senior inspectors

1. A inspecting authority should appoint senior inspectors provided they meet the qualification criteria established by that Member State authority which should contain at least the following requirements:
 - a. The appointee has been a qualified ramp inspector over the three years prior to his appointment;
 - b. The appointee has performed a minimum of 36 ramp inspections during the three years prior to the appointment;
 - c. After appointment a senior inspector will maintain this qualification only if performing a minimum number of 12 ramp inspections a year.
2. If an inspecting authority does not have senior inspectors to conduct on-the-job training, such training should be performed by a senior inspector from another State, either in the inspecting authority of the trainee or in the inspecting authority of the senior inspector.

GM 1 AR.GEN.430(b)(2)

1. 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.
2. If a senior inspector should lose his/her qualification as a result of failure to reach the minimum number of inspections mentioned in AR.GEN 430 (b)(3), he/she should be re-qualified by the Member State authority by performing at least 2 inspections under the supervision of a senior inspector, within a maximum period of 2 months.
3. Senior inspectors, like any other inspectors, should also receive recurrent training according to the frequency mentioned in GM 1 AR.GEN.430(b)(3).

GM 2 AR.GEN.430(b)(2) INITIAL TRAINING REQUIREMENTS

SCOPE AND DURATION OF INITIAL TRAINING

Initial training should encompass:

1. Initial theoretical training; and
2. Practical training; and
3. On-the-Job Training

Initial theoretical training

1. The scope of the initial theoretical training is to familiarise the inspectors with the framework and the European dimension of the Ramp Inspection 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. 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.
2. In case an integrated course is delivered (consisting of both the transfer of technical knowledge and specific Ramp Inspection information), the duration of the course should be extended accordingly.
3. The initial theoretical training shall be conducted in accordance with the Syllabus in AMC 1 AR.GEN.430(b)(2)(i).

Practical training

1. 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). 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.
2. The duration of the practical training should be no less than 1 training day. The inspecting 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.
3. The practical training should be conducted in accordance with the Syllabus in AMC 2 AR.GEN.430(b)(2)(i).

On-the-job training

SCOPE OF ON-THE-JOB TRAINING

1. The objective of the on-the-job training is to familiarise the trainees with the particularities of performing a ramp inspection in a real, operational environment. The inspecting authority should ensure that on-the-job training is undertaken only by trainees that have successfully completed theoretical and practical training.
2. The inspecting authority should ensure that the area of expertise of the trainee is compatible with the one of the senior inspector delivering on-the-job training.
3. When selecting the operators to be inspected during the on-the-job training programme, the senior inspector should ensure:
 - a. That the training can be performed on a sufficient level but without undue hindrance or delay of the inspected operator;
 - b. That the ramp inspections are conducted on 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 operations and cargo operations), different types of operations (i.e., commercial operations and general aviation, etc., long haul and short haul operations).
4. On-the-job training should comprise two phases:

- a. Observing inspector: during this phase the trainee should 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).
- b. Inspector under supervision: during this phase the trainee should gradually start to perform ramp inspections under the supervision and guidance of the senior inspector.

DURATION AND CONDUCT OF ON-THE-JOB TRAINING

5. The duration of the on-the-job training should be customised to the particular training needs of every trainee. As a minimum, the on-the-job training programme should contain at least 6 observed ramp inspections and 6 ramp inspections performed under the supervision of the senior inspector, over a period of maximum 6 months. In general, on-the-job training should start as soon as possible after the completion of the practical training and cover as much as possible the inspection items which the inspector will be privileged to inspect.

The on-the-job training may be given by more than one 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 ramp inspections (under supervision). For this purpose, the senior inspector should use a checklist containing the applicable elements presented in GM 7 to AR.GEN.430(b)(2).

6. Before starting on-the-job training the trainee should be briefed with regard to the general objectives and working methods of the training.
7. Before every inspection the trainee should be briefed with regard to the particular objectives and lessons to be learned during this inspection.
8. After every day of inspection the trainee should be debriefed with regard to his/her performance and progress and areas where improvement is needed.

ELEMENTS TO BE COVERED DURING THE ON-THE-JOB TRAINING

On-the-job training should address the elements listed hereunder. However, some of the situations described below do not happen very often (i.e. grounding of an aircraft) and should, therefore, be presented by the senior inspector during one of the debriefings.

9. Preparation of an inspection:
 - a. use of the centralised database to prepare an inspection;
 - b. other sources of information (such as passenger complaints, maintenance organisation reports, Air Traffic Control (ATC) reports);
 - c. areas of concern and/or open findings;
 - d. retrieval of updated reference materials: Notice to Airmen (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.
10. 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.).

11. Co-operation with airport and air navigation services to obtain actual flight information, parking position, time of departure, etc.
12. Ramp inspection:
 - a. introduction to the pilot-in-command, 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. corrective actions – class 2;
 - e. corrective actions – class 3:
 1. Class 3a) enforcement of restriction(s) on aircraft flight operations (co-operation with other services/authorities to enforce a restriction)
 2. Class 3b) request of an immediate corrective action(s), satisfactory completion of a immediate corrective action
 3. Class 3c) grounding of an aircraft: notification of the grounding decision to the aircraft commander; national procedures to prevent the departure of a grounded aircraft; communication with the State of Operator/Registry
 - f. Proof of Inspection:
 1. completion and delivery of the Proof of Inspection report
 2. request of acknowledgement of receipt (document or a refusal to sign)
13. Human factors elements:
 - a. Cultural aspects;
 - b. Resolution of disagreements and/or conflicts;
 - c. Crew stress.

ASSESSMENT OF TRAINEES

14. The assessment of the trainee should be done by the senior inspector while the trainee is performing ramp inspections under supervision. A trainee should be considered to have successfully completed the on-the-job training only after demonstrating to the senior inspector that he/she possess the professional capacity, knowledge, judgment and ability to perform ramp inspections in accordance with the requirements of this Section.

GM 3 AR.GEN.430(b)(2)

Qualification of the inspector after successful completion of training

1. Successful completion of theoretical and practical training is demonstrated by passing an evaluation by the inspecting authority or by the approved training organisation. In case of integrated training courses the theoretical and practical examination may be integrated in a single examination.
2. Successful completion of on-the-job training is assessed by the senior inspector providing such training, through evaluation of the trainee's ability to effectively perform ramp inspections in an operational environment.
3. The inspecting authority should issue a formal qualification statement for each qualified inspector listing the inspecting privileges.
4. 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 inspecting authority to determine the eligibility and the related privileges for the inspector, whereby the following should be considered:
 - a. Background knowledge;

- b. Working experience;
 - c. 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).
5. The inspecting authority should issue the qualification statement only after the candidate has successfully completed the theoretical, practical and on-the-job-training.
 6. The inspecting authority should put in place a system that will ensure that their inspectors meet at all times the qualification criteria with regard to the eligibility, training and recent experience.

GM 4 AR.GEN.430(b)(2)

1. 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 in Appendix 3 of this section:

A items

B Items

C items

D1/D3 items

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

D1items

2. The inspecting 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 following the relevant module of the ramp inspection training in order to obtain the necessary knowledge to exercise that new privilege. 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 should be required, however, to follow the theoretical, practical and on-the-job training module of the new items.

AMC 2 AR.GEN.430(b)(2)

Approval of training organisations providing training to ramp inspectors

GENERAL

1. The training organisation should be approved by an inspecting authority of a Member State to provide training to inspectors if the evaluation shows that training will be provided in accordance with the relevant syllabi established and published by EASA.
2. The inspecting authority employing a third-party organisation for the purpose of ramp inspections related training should put in place a system to evaluate such an organisation. The system shall be simple, transparent and proportionate. Such a system should take into account evaluations conducted by other Member State authorities.
3. Such an assessment may be performed by the Agency on behalf of an inspecting authority. The result of this assessment should be used by any Member State as a basis for its own evaluation.
4. The inspecting authority should ensure that their training programmes and/or their systems for the evaluation of third party training organisations are amended accordingly to reflect any recommendations arising from the standardisation audits

conducted by EASA in accordance with the working methods provided under Commission Regulation 736/2006/EC.

5. For each approved training organisation, an inspecting authority should communicate to the Agency the following details:
 - a. Full legal name;
 - b. Address;
 - c. Scope of training (i.e. theoretical training, practical training and a combination of these trainings).

GM 5 AR.GEN.430(b)(2)

CRITERIA FOR TRAINING ORGANISATIONS

- 1 The Training Organisation should appoint a manager who is responsible for ensuring that training courses are managed and carried out in accordance with the following technical requirements:
 - a. The Training Organisation should contract sufficient staff to develop and deliver ramp inspection training courses in accordance with the technical criteria required by the Agency.
 - b. The size and structure of training facilities should ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.
 - c. Fully enclosed appropriate accommodation, separate from other facilities, should be provided for the instruction. In case the training will be given in other facilities than its own training facility, such facility should meet the same criteria.
 - d. 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.
 - e. The Training Organisation should establish appropriate procedures to ensure proper training standards and compliance with the applicable criteria, including a quality system to ensure adequate control of the training preparation and delivery process.
 - f. 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.
 - g. The Training Organisation should demonstrate that compliance with the applicable criteria is maintained in time, and that the content of the training course is always kept in line with the applicable syllabi.
 - h. The Training Organisation should put in place a system to evaluate the effectiveness of training provided, based upon feedback collected from course participants after each training delivery. An annual review summarising the results of the feedback system together with the Training Organisation's corrective actions (if any) shall be sent to the Agency.
 - i. Training Organisations providing ramp inspection training courses should use only training instructors meeting the experience and qualifications criteria listed hereunder:
 - i. knowledge of the Community Ramp Inspection Programme;
 - ii. knowledge of training delivery methods and techniques;
 - iii. for instructors delivering training on inspection items and/or delivering practical training:
 - A. meets the eligibility requirements for inspectors;
 - B. knowledge of the ramp inspection methodology through participation, as an inspector or as an observer under the

guidance of a senior inspector, in at least 30 inspections in the previous 5 years before being nominated as an instructor.

- iv. for instructors delivering training on the regulatory framework and general ramp inspection process, at least 2 years of direct experience in the EC Ramp inspection Programme (previous SAFA Programme), e.g. either as an inspector or as a National Coordinator or as an aviation safety regulations/legislation expert;
- j. Fulfilment of the criteria above should be attested by the training organisation based, as a minimum, on individual self-declaration.
- k. Training organisations should only employ training instructors that have maintained their proficiency by performing or observing a minimum of 6 ramp inspections per year.
- l. All instructors should attend a recurrent training workshop organised by the Agency, aiming at updating their knowledge with new developments of the Ramp Inspection Programme as well as standardisation and harmonisation issues. The Agency's workshop should be attended whenever it would be deemed necessary due to significant changes in the Ramp Inspection Programme's structure and procedures, with a minimum of at least once every 3 years.

GM 6 AR.GEN.430(b)(2)

Checklist for the evaluation of 3rd party 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 ramp inspection 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?			
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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 the 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 developed 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?			

GM 7 AR.GEN.430(b)(2)

Checklist for the Evaluation of Ramp Inspections Training Instructors

1 Qualification Criteria					
No.	DESCRIPTION	YES	NO	REMARKS	
	1	Do the instructors possess knowledge of the Community Ramp Inspection 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 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?			

ADDITIONAL REMARKS

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Checklist On- the-Job Training of Inspectors

On-the-Job Training of Ramp Inspection Inspectors		
National Aviation Authority	Senior Inspector:	
Name of trainee:	Place:	
Date:	Ramp Inspection Number:	
Operator:	A/C Registration:	A/C Type:

A	Flight deck	Check: (Description/ notes)	Observation	Under Supervision
General				
1	General condition	<ul style="list-style-type: none"> • inappropriately pulled circuit breakers • reinforced cockpit door • crew baggage • flight crew seats • emergency exits (serviceability) • escape ropes (secured or not) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
2	Emergency exit	<ul style="list-style-type: none"> • Are exits serviceable (if not, check MEL limitations) • Possible obstacles 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
3	Equipment	TCAS/TCAS II: <ul style="list-style-type: none"> • Presence • System test/passed 8.33 kHz: <ul style="list-style-type: none"> • Radio channel spacing RNAV: <ul style="list-style-type: none"> • Authorisation to perform operations in RNAV airspace. GPWS/TAWS: <ul style="list-style-type: none"> • presence • TAWS/SRPBZ for forward looking terrain avoidance function • System test (if possible) MNPS • Special Authorisation 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		

Documentation				
4	Manuals	<ul style="list-style-type: none"> • Presence of Operations manual • Up-to-date • NAA authorisation • Content (complies with the requirements) • Presence of Flight manual/ performance data • Rukowodstwo 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
5	Checklists	<ul style="list-style-type: none"> • Available/within reach • Tidiness/cleanness • Normal • Abnormal • Emergency • Up-to-date/not for training, etc. • Content (compliance with the operator procedures) • Appropriate for aircraft configuration being used 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
6	Radio navigation charts	<ul style="list-style-type: none"> • Presence of instrument approach charts (available/within reach/up-to-date) • Presence of en-route charts (available/within reach/up-to-date) • Route covering 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		

7	Minimum equipment list	<ul style="list-style-type: none"> • Availability/within reach • Up-to-date/less restrictive than MMEL • Does content reflect equipments of aircraft • Possible deferred defects/ accordance with instructions • Possible use of MMEL • Rukowodstwo (check when possible) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
8	Certificate of registration	<ul style="list-style-type: none"> • On-board • Accuracy (Reg. mark, A/C type and S/N) • Format • English translation when needed • Identification plate (S/N) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
9	Noise certificate	<ul style="list-style-type: none"> • On-board • Approval (state of registry) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
10	AOC or equivalent	<ul style="list-style-type: none"> • Accuracy • Content (operator identification, validity, date of issue, A/C type, OPS SPECS) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
11	Radio licence	<ul style="list-style-type: none"> • On-board • Accuracy with installed equipment 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
12	Certificate of airworthiness (C of A)	<ul style="list-style-type: none"> • On-board (original or certif. true copy) • Accuracy • Validity 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		

Flight data				
13	Flight preparation	<ul style="list-style-type: none"> Operational flight plan on board Proper filling Signed by pilot-in-command (and where applicable, Dispatch) Fuel calculation Fuel monitoring NOTAMS Updated meteorological information Letter Y in flight plan 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
14	Mass and balance sheet	<ul style="list-style-type: none"> On-board Accuracy (calculations/limits) Pilots acceptance Load and trim sheet/actual load distribution 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
Safety equipment				
15	Hand fire extinguishers	<ul style="list-style-type: none"> On-board Condition/pressure indicator Mounting (secured) Expiry date (if any) Access Sufficient number 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
16	Life jackets/flotation device	<ul style="list-style-type: none"> On-board Access/within reach Condition Expiry date (where applicable) Sufficient number 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		

17	Harness	<ul style="list-style-type: none"> • On-board (no seatbelt) • Condition • Sufficient number (one for all crewmembers) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
18	Oxygen equipment	<ul style="list-style-type: none"> • On-board • Condition • Cylinder pressure (minimum acc. to OPS manual) • Ask crew to perform the operational function check of combined oxygen and communication system. • Follow practice of the flight crew 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
19	Electric Torches	<ul style="list-style-type: none"> • On-board • Appropriate quantities • Condition • Serviceability • Access/within reach • The need of electric torches (departure or arrival at night time) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
Flight crew				
20	Flight crew license/composition	<ul style="list-style-type: none"> • On-board • Form/content/English translation when needed • Validity • Ratings (appropriate type)(PIC/ATPL) • Pilots age • Possible difference with ICAO Annex 1 (concerning the age of pilots) • In case of validation (all documents needed) • Medical Assessment/ check interval • Spare eye glasses if applicable 	<input type="checkbox"/>	<input type="checkbox"/>

		Note:		
Journey log book / Technical log or equivalent				
21	Journey log book or equivalent	<ul style="list-style-type: none"> • On-board • Content • Filling (carefully and properly) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
22	Maintenance release	<ul style="list-style-type: none"> • Validity • When need of maintenance, technical log has been complied with. • When ETOPS, requirement are met. • Signed off • Verify that maintenance release has not expired • Ex-Soviet built a/c 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
23	Defect notification and rectification	<ul style="list-style-type: none"> • Number of deferred defects • All defects been notified • Defect deferments include time limits and comply with the stated time limits • All the defects are notified • Technical log markings (should be understandable by captain) • Ex-Soviet built a/c 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
24	Pre-flight inspection	<ul style="list-style-type: none"> • Performed (inbound/outbound flight) • Signed off 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		

B Cabin Safety				
1	General internal condition	<ul style="list-style-type: none"> • General condition • Possible loose carpets • Possible loose or damaged floor panels • Possible loose or damaged wall panels • Seats • Markings of unserviceable seats • Lavatories • Lavatory smoke detectors • Safety and survival equipments (shall be reliable, readily accessible and easily identified. Instructions of operation shall be clearly marked) • Possible obstacles to perform normal and abnormal duties 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
2	Cabin crew stations and crew rest area	<ul style="list-style-type: none"> • Presence of cabin crew seats and compliance with the requirement • Sufficient number • Condition (seatbelt, harness) • Emergency equipments (electric torches, fire extinguishers, portable breathing equipment ...) • Cabin preparation list 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
3	First aid kit/ emergency medical kit	<ul style="list-style-type: none"> • On-board • Condition • Expiry date • Location (as indicated) • Identification • Adequacy • Access • Operating instructions (clear) 	<input type="checkbox"/>	<input type="checkbox"/>

		Note:		
4	Hand fire extinguishers	<ul style="list-style-type: none"> • On-board • Condition (pressure indicator) • Expiry date (if available) • Mounting and access • Number 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
5	Life jackets/ flotation devices	<ul style="list-style-type: none"> • On-board • Easy access • Condition • Expiry dates as applicable • Sufficient number • Infant vest 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
6	Seat belt and seat condition	<ul style="list-style-type: none"> • On-board • Sufficient number • Condition • Availability of extension belts • Cabin seats (verify the condition) • If unserviceable check U/S-tag. • Restraint bars 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		

<p>7</p>	<p>Emergency exit, lightning and marking, Electric torches</p>	<ul style="list-style-type: none"> • Emergency exits (condition) • Emergency exit signs/ presence (condition) • Operation instructions (markings and passenger emergency briefing cards) • Floor path markings (ask to switch on). Possible malfunction/MEL • Lightning • Electric torches and batteries (condition) • Sufficient number of electric torches (night operations) • Availability on each cabin attendant's station. 	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Note:</p>				
<p>8</p>	<p>Slides/life-rafts (as required), ELT</p>	<ul style="list-style-type: none"> • Slides on-board • Condition • Expiry date • Sufficient number • Location and mounting • Bottle pressure gauge • ELT on board • ELT (condition and date) 	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Note:</p>				
<p>9</p>	<p>Oxygen supply (cabin crew and passengers)</p>	<ul style="list-style-type: none"> • Presence • Sufficient quantity of masks (cabin crew and passengers) • Drop-out-panels are free to fall • Passenger instructions (passenger emergency briefing cards) • Portable cylinder supply and medical oxygen, check pressure and mounting 	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Note:</p>				

10	Safety instructions	<ul style="list-style-type: none"> • On-board • Tidiness • Accuracy/content (A/C type) • Sufficient numbers (passenger emergency briefing card for each passenger) • Cards for flight crew (check emergency equipment locations) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
11	Cabin crew members	<ul style="list-style-type: none"> • General overview of cabin crew (conditions) • The sufficient number of cabin crew (appropriate) • How the duty stations are manned • Ask crew training document to prove type training (not required by ICAO) • Follow practice of the cabin crew • When refuelling with passengers on-board check procedures 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
12	Access to emergency exits	<ul style="list-style-type: none"> • Access areas • Possible obstacles for evacuation (foldable jump seat or seat backrest table) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		

13	Safety of passenger baggage	<ul style="list-style-type: none"> • Hand baggage storages in cabin • Size of hand baggage • Quantity of hand baggage • Weight of hand baggage • Placed under seat (restraint bar) 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
14	Seat capacity	<ul style="list-style-type: none"> • Number of passengers/ permitted • Sufficient seat capacity 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
C Aircraft condition				
1	General external condition	<ul style="list-style-type: none"> • Radom (latches/painting) • Windshields • Wipers • Static ports/areas • AoA probes • Pitot tubes • TAT probe • Crew oxygen discharge indicator (if exist) • Ground power connection (condition) • Wings (general condition, no ice or frost) • Fairings • Leading edge (dents) • Winglets • Trailing edge/static dischargers • Look for hydraulic leaks • Look for fuel leak • Fuselage • Tail section/static dischargers • APU cooling air inlet • APU exhaust air/surge • Look APU area for leaks • Tail bumper (contact markings) • Maintenance and service panels 	<input type="checkbox"/>	<input type="checkbox"/>

		<p>(water/waste/hydraulic maintenance panels/refuel panels/cargo door control panel/RAT door)</p> <ul style="list-style-type: none"> • Cabin windows • Exterior lights • Painting (condition) • Cleanliness • Markings/operational instructions and registration • Obvious repairs • Obvious damages 		
		Note:		
2	Doors and hatches	<ul style="list-style-type: none"> • Passenger doors (condition) • Emergency exits (condition) • Cargo doors (condition) • Avionics compartment doors (condition) • Accessory compartment doors (condition) • Operation instructions of all doors • Lubrications of all doors • Door seals • Handles 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
3	Flight controls	<ul style="list-style-type: none"> • Ailerons (condition) • Slats/Krueger flaps/Notch flap(condition) • Spoiler panels (condition) • Flaps/track fairings (condition) • Rudder (condition) • Elevators (condition) • Stabiliser (condition) <p><i>Note! Check for leaks, flap drooping, wearing, corrosion, disbonding, dents, loose fittings and obvious damages.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

		Note:	
4	Wheels, tyres and brakes	<ul style="list-style-type: none"> • Wheels (assy condition, bolts and paint markings) <input type="checkbox"/> • Tires (condition and pressure). Check for cuts, groove cracks, worn out shoulders, blister, bulges, flat spots • Worn tire areas (measure the tread depth) • If cuts measure depth • Brakes (condition, wearing pins) • Measure and familiarise length of the pin/check for the limits. 	<input type="checkbox"/>
		Note:	
5	Undercarriage	<ul style="list-style-type: none"> • Landing gear/hinges (general condition/leaks) <input type="checkbox"/> • Struts • Locking mechanisms • Hydraulic (or pneumatic) lines (condition) • Strut pressure (visual check/piston length) • Lubrication • Electric lines and plugs. • Bonding • Cleanliness • FOD (Foreign Object Damage) • Surface (plasma) and paintings • Check for corrosion • Placards and markings (nitrogen pressure table) • Dampers and bogie cylinders (check for leaks) • Landing gear strut doors <p>Use electric torches and mirror</p>	<input type="checkbox"/>
		Note:	

<p>6</p>	<p>Wheel well</p>	<ul style="list-style-type: none"> • General condition (structures) • Possible corrosion • Cleanliness • Installations (wiring, piping, hoses, hydraulic containers and devices) • Check for leaks • Wheel well doors (hinges) • Check for maintenance safety pins 	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
		<p>Note:</p>		
<p>7</p>	<p>Powerplant and pylon</p>	<ul style="list-style-type: none"> • Air intake ring (general condition/inner skin and acoustic panels) • Engine cowlings (panels aligned, handles aligned, vortex generators/access doors) • Intake area fasteners • Sensors • Thrust reverses (ring and inner doors or thrust reverser doors) • Reverser duct inner skin and acoustic panels • Outlet guide vanes (from behind/reverser duct) • Exhaust barrel (inner and outer skin) • Drain mast/leaks • Pylons (sealants, panels, doors and blow-out-doors, possible leaks) 	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
		<p>Note:</p>		

8	Fan blades	<ul style="list-style-type: none"> • Fan blades: general condition (check for foreign object damage, cracks, nicks, cuts, corrosion and erosion) • Fan blade: <ul style="list-style-type: none"> ○ Leading edge ○ Mid-span shroud (no stacked) ○ Tip ○ Contour surface ○ Root area ○ platform <p><i>Note! Wait until rotation stop! Use electric torches and mirror for the backside of the blades.</i></p> <ul style="list-style-type: none"> • Spinner (damages/bolts) • Fan outlet vanes (thorough the fan) • FOD (Foreign Object Damage) • Split fairing 	□	□
		Note:		
9	Propellers	<ul style="list-style-type: none"> • Blades (general condition) • Tip and mid area (75% from root) • Root area • (Check for nicks, dents, cracks, leakages and ...) • Hub/spinner • Looseness of blades in hub 	□	□
		Note:		
10	Obvious repairs	<ul style="list-style-type: none"> • During the inspection of C-items notify unusual design and badly performed repairs 	□	□
		Note:		

11	Obvious unrepaired damages	<ul style="list-style-type: none"> • During the inspection of C-items notify unassessed and unrecorded damages and corrosion (lightning strike, bird strikes, FODs, etc...) • Check damage charts 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
12	Leakage	<ul style="list-style-type: none"> • During the inspection of C-items notify all the leaks: • Fuel leaks • Hydraulic leaks • Toilet liquid leaks • 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. • Wear eye protection and use proper inspection gears for inspection 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		
D Cargo				
1	General condition of cargo compartment	<ul style="list-style-type: none"> • Cleanliness • Lightning • Fire protection/detection/ extinguishing systems and smoke detectors • Floor panels • Wall panels/markings • Blow-out-panels • Ceilings • Wall and ceiling panel sealants • Cargo nets/door nets • Fire extinguishers • Cargo roller and driving system and control panel 	<input type="checkbox"/>	<input type="checkbox"/>
		Note:		

<p>2</p>	<p>Dangerous goods</p>	<ul style="list-style-type: none"> • OPS manual/information required by ICAO Annex 18 • Technical instructions (ICAO Doc. 9284) are applied <p>If dangerous goods on-board:</p> <ul style="list-style-type: none"> • Pilots notification • Stowing of dangerous goods cargo • Packaging (condition, leaks, damage) • Labelling <p>If leak or damage of dangerous goods cargo:</p> <ul style="list-style-type: none"> • Condition of other cargo • Follow removal • Follow cleaning of contamination. 	<input type="checkbox"/>	<input type="checkbox"/>
		<p>Note:</p>		
<p>3</p>	<p>Safety of cargo on board</p>	<ul style="list-style-type: none"> • Load distribution (floor limits, pallets and containers/maximum gross weight) • Flight kit/spare wheel/ladders (secured) • Cargo (secured) • Condition and presence of: • Lockers • Restraints • Pallets • Nets • Straps • Containers • Container locks on the floor • Heavy items securing inside containers 	<input type="checkbox"/>	<input type="checkbox"/>
		<p>Note:</p>		<input type="checkbox"/>

E	General			
1	General	Note:	<input type="checkbox"/>	<input type="checkbox"/>

Additional elements (O) observed/performed (P) during OJT

(Please List)

Assessment

- **Was the inspection carried out in a satisfactory manner regarding:**
- **preparation of the inspection** **Yes** **No** (provide further details below*)
- **ramp inspection** **Yes** **No** (provide further details below*)
- **proof of inspection** **Yes** **No** (provide further details below*)
- **human factors elements** **Yes** **No** (provide further details below*)
- **Further training needed:**

Additional Remarks:*

Signature of the trainee:	Signature of the senior inspector:

AMC 1 AR.GEN.430(b)(2)(i)

Syllabus of theoretical knowledge for ramp inspectors

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 RAMP INSPECTION 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 participating States
 Dissemination of inspection results
 Bottom-up approach
 Focused attention
 Compliance with ICAO standards

PRINCIPLES OF RAMP INSPECTION PROGRAMME

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

THE EUROPEAN COMMISSION

Role and responsibility
 Legislative power

The European Aviation Safety Agency

Role and responsibilities
 The executive tasks

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

- 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 training programmes and foster the organisation and implementation of training courses and workshops

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 Ramp Inspection LEGAL FRAMEWORK

Part AR.GEN.SECTION IV

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
- 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 – Ramp Inspection Standard Report
- Appendix 2 – Proof of Inspection Form
- Appendix 3-Ramp Inspection Report
- Prioritisation criteria
- Communications

Regulation (EC) No 2111/2005

Scope and relevance

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 the Ramp Inspection Programme and the Community List of Banned Airlines

List of banned air carriers 474/2006 and subsequent amendments

Scope and relevance

Regulation (EC) No 216/2008 – EASA new Basic Regulation

- General Overview
- Article 10 – Oversight and enforcement

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

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

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

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

- Validity of the Certificate of Airworthiness
- Standard form of Certificate of Airworthiness

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.

- Emergency Exits, markings and lights
- Safety and Survival Equipment

RI and ICAO - Annex 1 (Personnel Licensing) – Overview

- General Rules concerning licenses

RI and ICAO - Annex 6 (Operation of Aircraft) - Overview

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

RI and ICAO - Annex 16 (Environmental Protection) – Overview

- Noise Certificate (applicability to SAFA programme)

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

- Overview
- Dangerous goods technical instructions (Doc 9284)

RI and ICAO Doc 7030 (Regional Supplementary procedures)

- Overview
- Applicability (EUR 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” (RI database, ATC, passenger complaints, etc.)
- Prioritisation

Elements to be inspected:

- In principle, all RI 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 RI database)
- 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 RI inspector:

- Inspector’s documentation (RI procedures, regulations, updated reference material, etc.)
- Inspector’s tools (vest, electric torches, 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:

- 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 (Ramp Inspection 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
- Level 1 finding with major influence on safety
- Level 2 finding with significant influence on safety

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 Captain/Airline representative/Sub-contractors

RAMP INSPECTION DATABASE – Hands-on Training

- Purpose of the database
- The Database as Inspectors' tool
- RI Database – Input
- RI Database – Output
- RI 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 RI 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)**RAMP 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)
- Letter Y in field 10 of the flight plan

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)
- 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: Rukowodstwo 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 (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

A14 Mass 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 Electric torches

- Number of required electric torches (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 60th 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

A23 Defect Notification and Rectification (Incl. Tech Log)

- Defects notification
- Cross check with MEL
- History of defects/notification (incl. Hold item list)

A24 Pre-flight Inspection

Applicable requirements and duties of the PIC

MODULE (B)**RAMP INSPECTION ITEMS (B)****B1 General Internal Condition**

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

Objectives:

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

B2 Cabin Crew Stations and Crew Rest Area

- Cabin crew 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
- Instructions for passengers (written and demonstration)

B6 Seat belt and seat condition

- Seats and belts (material/condition/installation)

B7 Emergency Exit, Lighting and Marking, Electric torches

- Evacuation signs
- Lighting and marking (passenger compartment)
- Electric torches (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)**RAMP 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 parts

Objectives:

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

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 unprepared 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)**RAMP 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)

Objectives:

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

E1 General

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

AMC 2 AR.GEN.430(b)(2)(i)

Syllabus of practical training for ramp inspectors

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 recognise)
- Reinforced cockpit door installations/locking functions (with a real example)
- C/Bs/different locations (recognise pulled/popped)/
- Crew seats/serviceability (functions of seats/manual – electrical)
- Examples of storage of flight cases and crew luggage (possible safety hazards)
- Check cleanness of cockpit

A2 Emergency Exit (cockpit)

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

A3 Equipment**GPWS-TAWS:**

- GPWS, locate instruments in cockpit
- Aural warning test demonstrating: Sounds/display patterns
- Recognise 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/indications

Objectives:

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

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 recognise accuracy)
- Electronic manuals (lap-tops)/integrated systems.

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 (recognise/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)
- "Rukowodstwo" (examples)

A8 Certificate of Registration (CoR)

- Content and accuracy of the Certificate of Registration (various examples/check)
- Requirements of certified true copy (examples of copies)
- 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)
- 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 (Recognise 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)

A14 Mass and Balance sheet

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

A15 Hand Fire Extinguishers

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

A16 Life Jackets/Flotation Devices

- Locations
- Familiarise 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 Electric torches

- 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 licenses
- Aeroplane flight crew:
 - Composition of the flight crew
 - Curtailment of privileges of pilots who have attained their 60th 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)

A23 Defect Notification and Rectification (Incl. Tech Log)

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

A24 Pre-flight Inspection

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

MODULE B (Cabin Safety)**B1 General Internal Condition (cabin)**

- Safety and survival equipment (Cabin visit for the locations)
- Design and construction (Familiarise with different type cabins)
- Recognise loose carpet and damaged floor panel
- System design features:
 - Recognise 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 ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training

B2 Cabin Crew Stations and Crew Rest Area

- Cabin Crew seats (cabin visit for number, material and condition)
- Cabin Crew seats upright position (case study/ recognise safety hazard)
- Familiarise with problems with belt wearing and fast locks
- Familiarise 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)
- Recognise common problems with Fast locks
- Recognise 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 (recognise right materials)
- Seat attach to the cabin floor (how to check)

B7 Emergency Exit, Lighting and Marking, Electric torches

- Lighting and marking (cabin visit for locations and condition)
- Condition and serviceability of exits
- Instructions for passengers
- Availability, serviceability and easy access of electric torches

B8 Slides/Life-Rafts/ELT's

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

- Automatic portable ELT (examples/how to recognise)
- Automatic deployable ELT (examples/how to recognise)

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 recognise 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 (recognise 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 (Familiarise 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 (cabin luggage)

- Recognise proper storage (size, weight and number)
- Familiarise and recognise 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**

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

C2 Doors and hatches

- Familiarise with different door types/structures (aircraft visit for locations)
- Cockpit indications of doors (cockpit visit)
- Familiarise with markings and placards of doors
- Operating instructions of doors (recognise hazards if lack of markings)
- Recognise normal condition and possible damages/loosing parts

C3 Flight controls

- Condition and possible damages, corrosion and loose parts
- Recognise marks of lightning strike
- Familiarise with static dischargers (recognise when missing)
- Recognise possible defects and damages

Objectives:

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

C4 Wheels, tyres and brakes

- Familiarise with different tyre models
- Familiarise with different brake assemblies
- Recognise brake wearing indicator "pin" (examples/locations)
- Recognise 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 (recognise signs of lubrication)
- Familiarise with marking placards
- Recognise bonding wires
- Possible defects and damages

C6 Wheel well

- Condition and possible damages, corrosion and loose parts
- Lubrication (recognise signs of lubrication)
- Familiarise with marking placards
- Recognise bonding wires
- Possible defects and damages

C7 Powerplant and pylon

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

- Possible defects and damages
- Pylon (types of pylons) - Recognise 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)
- Recognise looseness of blades in hub
- Possible defects and damages (Familiarise with procedures related to compliance 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 (Familiarise with procedures related to compliance 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
- Recognise assessment of damage (examples)

C12 Leakage

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

- Recognise 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
- Recognise wall sealing
- Familiarise with A/C systems in cargo compartment:
 - Fire containment, detection and extinguishing systems
 - Ventilation
 - Heating
 - Loading systems (rollers)
 - Lighting
- Recognise Blow-out panels
- Familiarise with 9-G-net
- Cargo restraining devices
- Check cargo door sealing for ETOPS
- Containers
- Loading instructions/door instructions
- Damages in cargo compartment
- Recognise 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)

Objectives:

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

- 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

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

GM 1 AR.GEN.430(b)(3)

Recurrent training

1. Once qualified, ramp inspectors should undergo recurrent training in order to be kept up-to-date.
2. An inspecting authority should ensure that all ramp inspectors undergo recurrent training at least once every three years after being qualified as ramp inspectors.
3. Recurrent training should be delivered by an inspecting authority or by an approved training organisation.
4. The recurrent training should cover at least the following elements:
 - a. New regulatory and procedural developments;
 - b. New operational practices;
 - c. Articulation with other European processes (list of banned operators or aircraft pursuant to Regulation (EC) No 2111/2005, authorisation of third-country operators);
 - d. Standardisation and harmonisation issues.

GM 2 AR.GEN.430(b)(3)

Recency requirements

1. The minimum number of inspections required for ramp inspectors to maintain their qualification should be conducted during any 12 months period after undergoing training, evenly spread during such intervals.
2. 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 an inspecting authority and is regularly engaged in the oversight of such operators.
3. If an inspector lost his/her qualification as a result of not reaching the minimum number of inspections mentioned in (1), he/she may be re-qualified by the inspecting 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.
4. If an 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 Member State authority only after successfully completing on-the-job-training as prescribed in GM 2 AR.GEN. 430(b)(2) and any recurrent training required.
5. If an 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.
6. An inspecting authority should ensure that all ramp inspectors undergo recurrent training at least once every three years after being qualified as ramp inspectors and whenever deemed necessary by the Agency due to significant changes of the ramp inspection programme.

GM AR.GEN.435(d)

Conduct of ramp inspections

1. Ramp inspections should be performed by inspectors possessing the necessary knowledge relevant to the area of inspection whereby technical, airworthiness and operational knowledge must be represented in case all items of the checklist are being verified. When a ramp inspection is performed by 2 or more inspectors, the main elements of the inspection - the visual inspection of the aircraft exterior, the inspection in the flight deck and the inspection of the passenger cabin and/or cargo compartments - may be divided among the inspectors.

2. An inspecting authority should put in place appropriate procedures to allow them unrestricted access to the aircraft to be inspected. In this respect ramp inspectors should possess adequate credentials.
3. Inspectors should identify themselves to pilot-in-command of the aircraft or, in his/her absence, to a member of the flight crew or to the most senior representative of the operator prior to commencing the on-board part of their ramp inspection. When it is not possible to inform any representative of the operator or when there is no such representative present in or near the aircraft, the general principle will be not to perform a ramp inspection. In special circumstances it may be decided to perform a ramp inspection but this should be limited to a visual check of the aircraft exterior.
4. The inspection should be as comprehensive as possible within the time and resources available. This means that if only a limited amount of time or resources is available, not all inspection items but a reduced number may be verified. According to the time and resources available for a ramp inspection, the items that will be inspected will be selected accordingly in conformity with the objectives of the ramp inspection programme. Items not being inspected may be inspected during a next inspection.
5. Inspectors must show tact and diplomacy when performing a ramp inspection. A certain amount of inconvenience to Flight and Cabin Crews, handling agents and other personnel involved in ground handling activities may arise but inspectors should try to reduce it to the minimum.
6. Unnecessary contacts with passengers should be avoided.
7. Ramp inspectors should not open any hatches, doors or panels themselves nor will they operate or interfere with any aircraft controls or equipment. When such actions are required for the scope of the inspection, the ramp inspectors will request the assistance of the operator's personnel (flight crew, cabin crew, ground crew).
8. The items to be inspected should be selected from the Ramp Inspection checklist (see Appendix 1). The Ramp Inspection checklist contains a total of 54 items. Of these, 24 relate to operational requirements (A-items) to be checked on the flight deck, 14 items address safety and cabin items (B-items), 12 items are concerning the aircraft condition (C-items) and 3 items (D-items) are related to the inspection of cargo (including dangerous goods) and the cargo compartment. In case of any general inspection items not addressed by the other items of the checklist, they may be administered by the E-item (General) of the checklist.
9. Items which have been inspected as well as any possible findings and observations will be recorded in the Ramp Inspections Report (see Appendix 3).
10. AR.GEN.425(f) requires that the operator is informed about the results of every ramp inspection by providing him with a copy of the Proof of Inspection (see Appendix 2). A signed acknowledgement of receipt should be requested from the recipient and retained by the inspector. Refusal by the recipient to sign should be recorded in the document.

AMC 1 AR.GEN.435(d)

To be determined.

AMC 2 AR.GEN.435(d)

To be determined.

GM AR.GEN.435(e)

Unreasonable delay

The inspector(s) intending to conduct the ramp inspection should ensure that they are able to start the inspection immediately and can be carried out effectively. Delays related to the availability of the inspector(s) or the necessary inspection documentation or similar avoidable

reasons of delay caused by the inspector(s), which are not directly related to safety, should be avoided without exception.

GM 1 AR.GEN.440

To be determined.

GM 2 AR.GEN.440

To be determined.

AMC AR.GEN.445

To be determined.

AMC AR.GEN.450

To be determined

Subpart CC - Specific requirements related to cabin crew**AMC to AR.CC.100 Approval of organisations providing cabin crew training**

1. When assessing the training methods implemented by an organisation, the competent authority should take account of the following:
 - a. Training may include the use of mock-up facilities, video presentations, computer-based training and other types of training, as most appropriate to the training subject.
 - b. A reasonable balance between the different training methods should be ensured so that the cabin crew member achieves the level of proficiency necessary for a safe performance of all related cabin crew duties and responsibilities.
2. When assessing the representative training devices used by an organisation, the competent authority should take account of the following:
 - a. A representative training device may be used for the training of cabin crew as an alternative to the use of the actual aircraft or required equipment.
 - b. Only those items relevant to the training and testing intended to be given should accurately represent the aircraft in the following particulars:
 - i. Layout of the cabin in relation to exits, galley areas and safety equipment stowage as relevant;
 - ii. Type and location of passenger and cabin crew seats;
 - iii. Exits in all modes of operation, particularly in relation to method of operation, their mass and balance and operating forces and including failure of power-assist systems where fitted; and
 - iv. Safety equipment of the type provided in the aircraft (such equipment may be 'training use only' items and, for oxygen and protective breathing equipment, units charged with or without oxygen may be used).
 - c. When determining whether an exit can be considered to be a variant of another type, the following factors should be assessed:
 - i. Exit arming/disarming;
 - ii. Direction of movement of the operating handle;
 - iii. Direction of exit opening;
 - iv. Power-assist mechanisms;
 - v. Assist means, e.g. evacuation slides and ropes.

Subpart OPS - Specific requirements related to air operations

Section IV – Specific Operations Approvals

AMC to AR.OPS.300 Certification procedure - OPS

PROCEDURES FOR THE APPROVAL OF CARRIAGE OF DANGEROUS GOODS

The competent authority should verify that:

1. the applicant is in compliance with the applicable requirements and recognised standards;
2. the procedures specified in the procedures manual are sufficient for the safe transport of dangerous goods;
3. operations personnel is properly trained; and
4. a reporting scheme is in place.

AMC 2 to AR.OPS.300 Certification procedure -OPS

PROCEDURES FOR THE APPROVAL FOR RVSM OPERATIONS

1. The competent authority should verify that:
 - a. each aircraft holds an adequate airworthiness approval;
 - b. each operator has continued airworthiness programmes (maintenance procedures);
 - c. where necessary, operating procedures unique to the airspace have been incorporated in operations manuals including any limitations identified; and
 - d. high levels of aircraft height keeping performance can be maintained.
2. Content of Operator RVSM Application.

The following material should be made available to the competent authority, in sufficient time to permit evaluation, before the intended start of RVSM operations:

 - a. Airworthiness Documents:

Documentation that shows that the aircraft has RVSM airworthiness approval. This should include an Approved Flight Manual amendment or supplement.
 - b. Description of Aircraft Equipment:

A description of the aircraft appropriate to operations in an RVSM environment.
 - c. Training Programmes and Operating Practices and Procedures:

Operators Certificate holders may need to submit training syllabi for initial and, where appropriate, recurrent training programmes together with other relevant material to the responsible authority. The material should show that the operating practices, procedures and training items, related to RVSM operations in airspace that requires State operational approval, are incorporated.

Non-operator certificate holders should comply with local procedures to satisfy the competent authority that their knowledge of RVSM operating practices and procedures is equivalent to the level set for operator's certificate holders, sufficient to permit them to conduct RVSM operations.
 - d. Operations Manuals and Checklists:

The appropriate manuals and checklists should be revised to include information/guidance on standard operating procedures. Manuals should contain a statement of the airspeeds, altitudes and weights considered in RVSM aircraft approval, including identification of any operating limitations or conditions established for that aircraft group. Manuals and checklists may need to be

submitted for review by the competent authority as part of the application process.

e. Past Performance:

Relevant operating history, where available, should be included in the application. The applicant should show that changes have been made required in training, operating or maintenance practices to improve poor height keeping performance.

f. Minimum Equipment List:

Where applicable, a minimum equipment list (MEL), adapted from the master minimum equipment list (MMEL) and relevant operational regulations, should include items pertinent to operating in RVSM airspace.

g. Maintenance:

When application is made for operational approval, the operator should establish a maintenance programme acceptable to the competent authority.

h. Plan for Participation in Verification/Monitoring Programmes:

The operator should establish a plan for participation in any applicable verification/monitoring programme acceptable to the competent authority. This plan should include, as a minimum, a check on a sample of the operator's fleet by an independent height monitoring system.

3. Demonstration Flight(s).

The content of the RVSM application may be sufficient to verify the aircraft performance and procedures. However, the final step of the approval process may require a demonstration flight. The competent authority may appoint an inspector for a flight in RVSM airspace to verify that all relevant procedures are applied effectively. If the performance is satisfactory, operation in RVSM airspace may be permitted.

4. Form of Approval Documents.

Approval to operate in designated RVSM airspace areas will be granted by an Approval issued by the competent authority in accordance applicable requirements. Each aircraft group for which the operator is granted approval will be listed in the Approval.

5. Airspace Monitoring.

For airspace, where a numerical Target Level of Safety is prescribed, monitoring of aircraft height keeping performance in the airspace by an independent height monitoring system is necessary to verify that the prescribed level of safety is being achieved. However, an independent monitoring check of an aircraft is not a prerequisite for the grant of an RVSM approval.

a. Suspension, Revocation and Reinstatement of RVSM Approval

The incidence of height keeping errors that can be tolerated in an RVSM environment is small. It is expected of each operator to take immediate action to rectify the conditions that cause an error. The operator should report an occurrence involving poor height keeping to the competent authority within 72 hours. The report should include an initial analysis of causal factors and measures taken to prevent repeat occurrences. The need for follow-up reports will be determined by the competent authority. Occurrences that should be reported and investigated are errors of:

- (i) TVE equal to or greater than ± 90 m (± 300 ft);
- (ii) ASE equal to or greater than ± 75 m (± 245 ft); and
- (iii) Assigned altitude deviation equal to or greater than ± 90 m (± 300 ft).

Height keeping errors fall into two broad categories:

- errors caused by malfunction of aircraft equipment; and
- operational errors.

- b. An operator that consistently experiences errors in either category will have approval for RVSM operations suspended or revoked. If a problem is identified which is related to one specific aircraft type, then RVSM approval may be suspended or revoked for that specific type within that operator's fleet.
- Note: The tolerable level of collision risk in the airspace would be exceeded if an operator consistently experienced errors.
- c. *Operators Actions:*
The operator should make an effective, timely response to each height keeping error. The competent authority may consider suspending or revoking RVSM approval if the operator's responses to height keeping errors are not effective or timely. The competent authority will consider the operator's past performance record in determining the action to be taken.
- d. *Reinstatement of Approval:*
The operator will need to satisfy the competent authority that the causes of height keeping errors are understood and have been eliminated and that the operator's RVSM programmes and procedures are effective. At its discretion and to restore confidence, the competent authority may require an independent height monitoring check of affected aircraft to be performed.

GM to AR.OPS.300 Minimum equipment list

The competent authority should verify that the operator does not use the extension of rectification intervals as a means to reduce or eliminate the need to rectify MEL defects in accordance with the established category limit. RIEs will only be considered valid and justifiable when events beyond the operator's control have precluded rectification.

AMC AR.OPS.310 Certification Specifications (CS) and individual flight time specification schemes

The competent authority should monitor the implementation of the corresponding FRMS, ensure the continuing adequacy of the FRMS, and periodically audit the FRMS to evaluate its overall effectiveness in maintaining the required safety performance. The competent authority should take into account the results of relevant research, past experience in administering an FRMS, cultural issues, and the nature/scope of intended operations. Where the review of data from audits or periodic reports shows any adverse performance of safety, the competent authority should collaborate with the operator to develop processes or changes in the operator's FRMS to mitigate any safety risks and should amend or revoke any approval of an FRMS as appropriate.

GM AR.OPS.310 Certification Specifications (CS) and individual flight time specification schemes

If the competent authority is unable to reach a conclusion based on the documentation provided, it should consult with the relevant stakeholder groups, such as crew member representatives, scheduling managers, etc., and/or audit the applicant.