

Annex II to Decision 2019/007/R

'AMC and GM to Part-ARO — Issue 3, Amendment 9'

The Annex to Decision 2012/016/R of 25 October 2012 is hereby amended as follows:

The text of the amendment is arranged to show deleted, new or amended text as shown below:

1. deleted text is marked with ~~strike through~~;
2. new or amended text is highlighted in **blue**; and
3. an ellipsis (...) indicates that the remaining text is unchanged in front of or following the reflected amendment.

1. A new GM1 ARO.RAMP.005 is inserted as follows:

GM1 ARO.RAMP.005 Scope

RAMP INSPECTION MANUAL

The following information may be found in the ramp inspection manual established by the Agency:

- (a) Additional guidance and best practices, in the manual and its attachments;
- (b) Additional provisions which are referenced in AMCs to this subpart, in its appendices.

2. AMC1 ARO.RAMP.100 is deleted:

~~**AMC1 ARO.RAMP.100 General**~~

~~RAMP INSPECTIONS~~

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

3. AMC1 ARO.RAMP.100(b) is amended as follows:

AMC1 ARO.RAMP.100(b) General

SUSPECTED AIRCRAFT

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

- (a) information regarding poor maintenance of, or obvious damage or defects to an aircraft;
- (b) reports that an aircraft has performed abnormal manoeuvres that give rise to serious safety concerns in the airspace of a Member State;
- (c) a previous ramp inspection that has revealed deficiencies indicating that the aircraft does not comply with the applicable requirements and where the competent authority suspects that these deficiencies have not been corrected;
- (d) ~~previous~~ lists, referred to in ARO.RAMP.105, indicating that the operator or the State of the operator has been suspected of non-compliance;

- (e) evidence that the State in which an aircraft is registered is not exercising proper safety oversight; ~~or~~
- (f) concerns about the operator of the aircraft that have arisen from occurrence reporting information and non-compliance recorded in a ramp inspection report on any other aircraft used by that operator;
- (g) information stemming from EASA Third-Country Operator (TCO) monitoring activities; **or**
- (h) any relevant information collected pursuant to ARO.RAMP.110.

4. A new AMC1 ARO.RAMP.100(c) is inserted as follows:

AMC1 ARO.RAMP.100(c) General

ANNUAL RAMP INSPECTION PROGRAMME

- (a) The competent authority should establish an annual ramp inspection programme and determine the number of inspections for the upcoming calendar year.
- (b) To establish the annual ramp inspection programme, the competent authority should consider layer 1 and layer 2 operators as defined in AMC1 ARO.RAMP.150(b)(4)(iii).
- (c) For layer 1 operators, the annual ramp inspection programme should meet the target numbers of inspections as assigned by the Agency for the Member State territories in ICAO EUR region.
The assigned targets for layer 1 operators may be exceeded in the following cases:
 - (1) operators recently considered in the lists provided by the Agency as per ARO.RAMP.105(a); or
 - (2) safety reasons that were not identified in the annual programme.
 The competent authority should keep records of the reasons leading to such over-inspections on layer 1 operators.
- (d) For layer 2 operators, the total planned number of inspections as defined in the annual ramp inspection programme should not be less than the layer 2 operators target assigned by the Agency for the Member State territories in ICAO EUR region.
- (e) The annual ramp inspection programme should take seasonal traffic patterns into account and, as far as possible, evenly distribute the inspections over the year.
- (f) The competent authority should ensure that the annual ramp inspection programme leaves appropriate time and resources to enable the inspections of aircraft operated by layer 2 operators suspected of not being compliant with the applicable requirements.
- (g) The competent authority should ensure that layer 2 operators, including unforeseen ones which cannot be a part of the established annual programme, receive inspections proportionate to the traffic pattern in the State. The following priority criteria should be considered before deciding to inspect the aircraft:
 - (1) prioritised ramp inspections as per ARO.RAMP.105(a);
 - (2) aircraft suspected of not being compliant with the applicable requirements; and
 - (3) inspection of an operator which was not inspected in accordance with ARO.RAMP in any State in the previous 12 months;
- (h) The competent authority should amend the annual ramp inspection programme as necessary to the extent possible:

- (1) when new targets are assigned by the Agency;
- (2) when new layer 2 operators start operations; or
- (3) following the identification of a significant increase of the safety risks level as per ARO.RAMP.100(c)(1).

5. AMC1 ARO.RAMP.100(c)(1) is deleted
6. AMC2 ARO.RAMP.100(c) is deleted
7. AMC3 ARO.RAMP.100(c) is deleted
8. GM1 ARO.RAMP.100(c) is deleted
9. GM1 ARO.RAMP.100(c)(1) is deleted
10. AMC1 ARO.RAMP.115(a) is deleted
11. AMC1 ARO.RAMP.115(b)(1) is renumbered AMC1 ARO.RAMP.115(a)(b) and amended as follows:

AMC1 ARO.RAMP.115(a)(b)(1) Qualification of ramp inspectors

ELIGIBILITY CRITERIA

- (a) The candidate should be considered eligible to become a ramp inspector provided he/she meets the following criteria:
 - (1) has good knowledge of the English language attested by a ~~valid language proficiency certificate~~, unless English was used as a medium of instruction during secondary or higher education; and
 - (2) relevant education or training and appropriate recent work experience (over the previous 5 years) in accordance with one of the following items:
 - (i) has successfully completed 3 years of post-secondary education with a duration of at least 3 years followed by and after that at least 2 years aeronautical experience in the field of aircraft operations and/or maintenance, and/or personnel licensing;
 - (ii) has or has had a commercial/airline transport pilot licence and preferably carried out such duties for at least 2 years;
 - (iii) has or has had a flight engineer licence and preferably carried out such duties for at least 2 years;
 - (iv) has been a cabin crew member and preferably carried out such duties in commercial air transport for at least 2 years;
 - (v) has been licensed as maintenance personnel and preferably exercised the privileges of such a licence for at least 2 years;
 - (vi) has successfully completed professional training in the field of air transport of dangerous goods, followed by and preferably after that at least 2 years of experience in this field; or
 - (vii) has successfully completed post-secondary aeronautical education with a duration of at least 3 years, followed by aeronautical experience.

12. GM1 ARO.RAMP.115(b)(1) is deleted
13. AMC2 ARO.RAMP.115(b)(2) is deleted
14. AMC3 ARO.RAMP.115(b)(2) is deleted
15. A new AMC2 ARO.RAMP.115(a)(b) is inserted as follows:

AMC2 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

QUALIFICATION PROCESS

- (a) The competent authority should ensure that its inspectors meet, at all times, the qualification criteria with regard to training and recent experience.
- (b) Any competent authority or ramp inspection training organisation (RITO) approved in accordance with ARO.RAMP.120(a) may provide the initial theoretical and practical training.
- (c) The senior ramp inspectors delivering the on-the-job training may be appointed by any competent authority.
- (d) The initial theoretical and practical training, as well as the on-the-job training as per ARO.RAMP.115(b)(2), should be completed within 12 months. If the qualification of the candidate is not completed within 12 months, the entire process should be re-initiated.
- (e) The competent authority should issue a formal qualification statement, including the inspection privileges, for each candidate who has successfully completed the initial theoretical, practical, and on-the-job-training, as demonstrated by:
 - (1) for theoretical and practical trainings, a satisfactory evaluation by the competent authority or by the RITO which has delivered the training;
 - (2) for on-the-job training, the positive assessment, made by the senior ramp inspectors who have provided the training, of the candidate's ability to effectively perform ramp inspections in an operational environment;
 - (3) a final assessment of the inspector's competency performed at the end of the initial training process by the competent authority.

16. A new AMC3 ARO.RAMP.115(a)(b) is inserted as follows:

AMC3 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

INITIAL THEORETICAL AND PRACTICAL TRAINING

- (a) The initial theoretical and practical training for ramp inspectors should be developed on the basis of the syllabi that are established by the Agency and which are included as annexes of the ramp inspection manual.
- (b) The duration of the initial theoretical training should be no less than 3 training days, except for cases when previous training can be credited to the candidate, following an assessment made by the competent authority.

In case of an integrated training course, intended to transfer both technical and specific ramp inspection knowledge, the duration of the course should be extended accordingly.

(c) The duration of the initial practical training should be not less than 1 day. The competent authority of the candidate may decide to lengthen or shorten the training taking into account the level of expertise of the candidate.

17. A new AMC4 ARO.RAMP.115(a)(b) is inserted as follows:

AMC4 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

ON-THE-JOB TRAINING

(a) The on-the-job training (OJT) should be conducted within the scope defined by ARO.RAMP.005.

(b) The content of the OJT should be established on the basis of the list of elements to be covered, which is included in appendixes of the ramp inspection manual.

(c) The competent authority should ensure that only the candidates that have successfully completed the initial theoretical and practical trainings are undertaking the OJT.

(d) The OJT should comprise 2 phases:

(1) Observation:

During this phase, the candidate should accompany and observe a senior ramp inspector performing a series of ramp inspections (including the preparation of the inspection and post-inspection activities such as reporting).

The senior inspector should also provide details on applicable follow-up activities.

(2) Under supervision:

During this phase, the candidate should perform ramp inspections under the supervision and guidance of a senior ramp inspector.

(e) The duration of the OJT should be customised to the individual training needs of each candidate. As a minimum, the OJT should include at least 6 observed ramp inspections and 6 ramp inspections performed under the supervision of a senior ramp inspector, over a period of maximum of 6 months. Notwithstanding (a), up to 3 of these observed ramp inspections and 3 of these inspections under supervision may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.

(f) The OJT should cover in each phase all inspection items that the inspector will be privileged with, and it should be delivered by senior ramp inspectors who are privileged with the same items.

(g) The OJT should be documented by the senior ramp inspectors who have provided the training, using OJT forms detailing the training content.

(h) Certain OJT items may be replaced by alternative training using representative examples when no operational environment is required (e.g. documents, dangerous goods).

18. A new AMC5 ARO.RAMP.115(a)(b) is inserted as follows:

AMC5 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

EXTENSION OF THE RAMP INSPECTOR PRIVILEGES

(a) The competent authority may extend the privileges of a ramp inspector provided that the following conditions are met:

- (1) the relevant knowledge of the ramp inspector has been satisfactorily complemented by additional theoretical and/or practical training relevant to the scope of the extension; and
- (2) the ramp inspector has received OJT on the new inspection items that will be added to his/her privileges.

- (b) The competent authority should determine the necessary number of ramp inspections of the OJT on a case-by-case basis, taking into account both the complexity and the criticality of the new items to be covered during this training, as well as the inspector's aeronautical education and practical knowledge.
- (c) Certain OJT items may be replaced by alternative training using representative examples when no operational environment is required (e.g. document inspections, dangerous goods).

19. A new AMC6 ARO.RAMP.115(a)(b) is inserted as follows:

AMC6 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

RECENT EXPERIENCE AND REQUALIFICATION

- (a) The minimum number of inspections to be performed by a ramp inspector to meet the recent experience requirement should be 12 per calendar year.
- (b) Up to half of these ramp inspections may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.
- (c) In the calendar year during which the ramp inspector is qualified, the minimum number of inspections to meet the recent experience requirement should be determined on a pro rata basis.
- (d) When qualification is lost as a result of failure to perform the minimum number of inspections, the ramp inspector may be requalified by the competent authority after having performed at least half of the missing inspections under supervision of a senior inspector within the following calendar year. These inspections under supervision should not be counted for the recent experience requirements for that calendar year. Up to half of these inspections may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.
- (e) If the ramp inspector cannot regain the qualification following the process described in (d), he/she should perform a complete OJT during the calendar year that follows.
- (f) If the ramp inspector fails to regain the qualification following the process described in (e), the conditions for initial qualification should apply.

20. AMC1 ARO.RAMP.115(b)(3) is renumbered AMC7 ARO.RAMP.115(a)(b) and amended as follows:

AMC7 ARO.RAMP.115(a)(b) Qualification of ramp inspectors

RECURRENT TRAINING

- (a) The competent authority should ensure that all ramp inspectors undergo recurrent training at least once every 3 calendar years ~~after being qualified as ramp inspectors and whenever deemed necessary by the Agency, e.g. after major changes in the inspection procedures. The Agency will inform the competent authority of such necessity and on the associated timeframe for implementation.~~
- (b) In addition, the competent authority should ensure that additional training is provided to all ramp inspectors when information is received from the Agency about the necessity for ad hoc training. In developing such training, the competent authority should take into account any Agency instructions

related to the training content and the associated timeframe for implementation. This ad-hoc training may be considered as recurrent training.

- (bc) Recurrent training should be delivered by a competent authority, or by an approved ramp inspection training organisation approved in accordance with ARO.RAMP.120(a) or by the Agency.
- (ed) The recurrent training should cover at least the following elements:
- (1) new regulatory and procedural developments;
 - (2) new operational practices;
 - (3) articulation review of with other European processes and regulations (list of banned operators or aircraft pursuant to Regulation (EC) No 2111/2005, authorisation of third-country operators); using data collected through ramp inspections; and
 - (4) standardisation and harmonisation issues including those communicated by the Agency.
- (d) If a senior ramp inspector loses his/her qualification as a result of failure to undergo the recurrent training mentioned in point (b) above, he/she should be re-qualified by the competent authority by providing him/her with the missing recurrent training.

21. AMC1 ARO.RAMP.115(b)(2) is renumbered AMC8 ARO.RAMP.115(a)(b) and amended as follows:

AMC18 ARO.RAMP.115(a)(b)(2) Qualification of ramp inspectors

SENIOR RAMP INSPECTORS

- (a) The competent authority may appoint senior ramp inspectors provided that the appointees meet the following qualification criteria established by that competent authority. These qualification criteria should contain at least the following requirements:
- (1) the appointees have been a qualified ramp inspector for the 36 months prior to preceding his/her appointment; and
 - (2) during the period under (1), the appointees have performed a minimum of 72 ramp inspections, with no less than 24 ramp inspections during each of the three the last 12 months segments prior to the appointment; and
- (b) the senior ramp inspectors will remain appointed should maintain their seniority only if performing at least 24 ramp inspections during each calendar year with no less than 12 ramp inspections during each half of that calendar year. Up to 6 of these ramp inspections may be performed on national operators, as long as they are performed in accordance with ARO.RAMP.
- (c) If the competent authority does not have senior ramp inspectors to conduct on-the-job training, such training may be performed by a senior ramp inspector from another State.
- (c) For the calendar year during which the senior inspector was appointed, the recent experience requirements should be applied on a pro rata basis.
- (d) Additional factors to be considered when nominating senior ramp inspectors include knowledge of training techniques, professionalism, maturity, judgment, integrity, safety awareness, communication skills, personal standards of performance and a commitment to quality.
- (d) When seniority is lost, but not the ramp inspector qualification, as a result of failure to perform the minimum number of ramp inspections, it can be regained if:

- (1) the inspector performs 2 ramp inspections under the supervision of a senior ramp inspector; or
- (2) the inspector performs the missing number of ramp inspections.

These inspections should be performed within the following year, and should not be counted for the recent experience requirements for that year.

The above provision should not be used for two consecutive years.

~~(e) Should a senior ramp inspector lose his/her appointment as a result of failure to meet the conditions on minimum number of ramp inspections mentioned in point (b) above, he/she may be reappointed by the competent authority after performing the missing number of ramp inspections under the supervision of another senior ramp inspector. These ramp inspections should be performed during the next half calendar year in addition to the ones required for that period.~~

(e) If the senior ramp inspector cannot regain his/her seniority following the provisions under (d), the conditions under (a)(2) apply.

~~(f) Senior ramp inspectors, like any other inspectors, should also receive recurrent training according to the frequency mentioned in point (b) of AMC1 ARO.RAMP.115(b)(3).~~

(f) For each appointed senior ramp inspector, the competent authority should establish, based on his/her experience, the privileges for which he/she may deliver OJT.

22. AMC4 ARO.RAMP.115(b)(2) is deleted
23. GM1 ARO.RAMP.115(b)(2) is deleted
24. GM2 ARO.RAMP.115(b)(2) is deleted
25. AMC1 ARO.RAMP.115(b)(2)(i) is deleted
26. AMC2 ARO.RAMP.115(b)(2)(i) is deleted
27. AMC2 ARO.RAMP.115(b)(3) is deleted
28. GM1 ARO.RAMP.115(b)(3) is deleted
29. GM1 ARO.RAMP.115(c) is deleted
30. GM2 ARO.RAMP.115(c) is deleted
31. GM3 ARO.RAMP.115(c) is deleted
32. AMC1 ARO.RAMP.120(a) is amended as follows:

AMC1 ARO.RAMP.120(a) Approval of training organisations

APPROVAL OF A RAMP INSPECTION TRAINING ORGANISATION BY THE COMPETENT AUTHORITY

(a) When evaluating the ramp inspection training organisation's capability to deliver training, the competent authority should verify that the training organisation:

- (1) provides Has established a detailed description of:
 - (i) the organisational structure;

- (ii) the facilities and office accommodation;
- (iii) the instructional equipment;
- (iv) the instructor recruitment criteria and maintenance of their continuous competence;
- (v) the record keeping system;
- (vi) the process for the development of the training course material development and its continuous update; and
- (vii) additional means and methods used to fulfil its tasks,

The documents and information specified above may be included into an organisation manual.

(2) Has developed the training course materials adequate for all types of training to be delivered;

(23) Ensures compliance with its own procedures on adequate control of the training development, preparation, delivery process and records keeping, as well as compliance with the legal requirements. The training organisation should evaluate the effectiveness of the training provided, based upon written feedbacks collected from course participants after each training delivery;

(4) Conducts the training in English with the aim to train trainees in the jargon used during ramp inspections.

~~(b) For the purpose of evaluating an organisation's capability, the competent authority should use checklists containing at least the elements listed in GM2 ARO.RAMP.115(c). These checklists should be part of the final evaluation report drawn up by the competent authority and be kept for a minimum of 5 years, in accordance with ARO.GEN.220(c).~~

(be) The competent authority should issue the approval for an unlimited duration.

33. AMC1 ARO.RAMP.120 is renumbered AMC2 ARO.RAMP.120(a) and amended as follows:

AMC12 ARO.RAMP.120(a) Approval of training organisations

OVERSIGHT OF APPROVED RAMP INSPECTION TRAINING ORGANISATION

(a) ~~When determining the oversight programme of ramp inspector~~ inspection training organisations, the competent authority should assess the risks related to the type of activity carried out by the training organisation and adapt the oversight to the level of risk identified and to the organisation's ability to effectively manage safety risks **should be developed taking into account the scope of the approval, the size of the organisation, and the results of past certification and/or oversight activities.**

(b) An oversight cycle not exceeding 24 months should be applied. The oversight planning cycle may be extended to a maximum of 48 months if the competent authority has established that, during the previous 24 months ~~the organisation has been able to effectively manage safety risks.~~

(1) **all corrective actions have been implemented within the time period accepted or extended by the competent authority; and**

(2) **no level 1 findings as described in ARO.GEN.350 have been issued.**

34. AMC1 ARO.RAMP.120(a)(1) is deleted
35. AMC1 ARO.RAMP.120(a)(2) is deleted
36. AMC1 ARO.RAMP.120(a)(3) is deleted
37. AMC1 ARO.RAMP.120(a)(4) is amended as follows:

AMC1 ARO.RAMP.120(a)(4) Approval of training organisations

TRAINING INSTRUCTORS

- (a) The competent authority should verify that:
 - (1) the training organisation has a sufficient number of instructors with at least adequate:
 - (i) Adequate general aviation knowledge and experience;
 - (ii) knowledge of the EU ramp inspection programme;
 - (iii) knowledge of training delivery techniques; and
 - (iv) English language communication skills.
 - (b) Instructors delivering training on inspection items and/or delivering practical training should:
 - (1) have **been a qualified ramp inspector for 36 months** ~~conducted at least 72 inspections in the previous 3 years as qualified ramp inspectors~~ before being nominated as instructors **and have performed a minimum of 72 ramp inspections during this period;**
 - (2) have conducted at least **12 24** inspections as qualified ramp inspectors in the ~~previous 12 months~~ **calendar year** prior to **the year in which the training is delivered** ~~the date of the training delivery;~~ **and**
 - (3) deliver training only on those inspection items which they are entitled to inspect;
 - (c) **Notwithstanding (a), for the delivery of the theoretical and practical training on Dangerous Goods, the competent authority may accept instructors who are certified in accordance with the Technical Instructions for the latest effective edition of the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284-AN/905), provided that they possess adequate English language communication skills.**
- ~~(c) Instructors delivering training on the regulatory framework for ramp inspections should have at least 3 years of experience as national coordinators such as referred to in GM1 ARO.RAMP.100(c), or as qualified senior ramp inspectors, or as an European aviation safety legislation expert;~~
- ~~(d) All instructors should attend (or familiarise with the content of) a recurrent training workshop, organised by the Agency, at least once every 3 years or at the request of the Agency to update their knowledge of the EU Ramp Inspection Programme and to promote standardisation.~~
- ~~(e) Regarding theoretical and practical training on D02 items, instructors on dangerous goods certified in accordance with ICAO Annex 18 Doc 9284 AN/905 should only be required to have adequate knowledge of training delivery methods and techniques, and English language communication skills.~~

38. AMC1 ARO.RAMP.120(b) is deleted
39. AMC1 ARO.RAMP.125 is amended as follows:

AMC1 ARO.RAMP.125 Conduct of ramp inspections & ARO.RAMP.130 Categorisation of findings

INSPECTION INSTRUCTIONS ON THE CATEGORISATION OF FINDINGS

Inspectors should follow the inspection instructions **as defined in the ramp inspection manual** on the categorisation of findings established by the Agency for inspections performed on aircraft used by third country operators (SAFA) and on aircraft used by operators under the regulatory oversight of another Member State (SACA).

40. AMC2 ARO.RAMP.125 is deleted
41. GM1 ARO.RAMP.125(a) is deleted
42. GM2 ARO.RAMP.125(a) is deleted
43. AMC1 ARO.RAMP.125(b) is amended as follows:

AMC1 ARO.RAMP.125(b) Conduct of ramp inspections

GENERAL

- ~~(a) 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 two 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, according to their privileges granted in accordance with ARO.RAMP.115.~~
- (ab)** The competent authority should put in place appropriate procedures to allow them **the inspecting team** unrestricted access to the aircraft to be inspected. In this respect, ramp inspectors should possess adequate credentials.
- ~~(c) Inspectors should identify themselves to the pilot-in-command/commander 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 should 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.~~
- (bd)** The inspection should **start as soon as possible and** 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 **of them**, may be verified. According to the time and resources available for a ramp inspection, the items that are to be inspected should be selected accordingly, in conformity with the objectives of the ramp inspection programme. Items not being inspected may be inspected during a next inspection.

- (c) During the inspection, competent authorities ramp inspectors should verify the rectification of previously identified non-compliances. Whenever the time available does not permit a full inspection, the items affected by such non-compliances should be prioritised over other items.
- ~~(e)~~ Inspectors should 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. Unnecessary contact with passengers should be avoided.
- (d) Ramp inspectors should not open by themselves any hatches, doors or panels, which are not intended to be operated by passengers during normal operations, themselves nor should they operate or interfere with any aircraft controls or equipment. When such actions are required for the scope of the inspection, the ramp inspectors should request the assistance of the operator's personnel (flight crew, cabin crew, ground crew).
- (e) During an inspection prior to departure, the competent authority should inform the operator of any potential non-compliance with manufacturer's standards after the crew has confirmed that the pre-flight inspection has been performed.
- (f) The items to be inspected should be selected from the Proof of Inspection (POI).
- ~~(g)~~ The items to be inspected should be selected from the ramp inspection checklist (see Appendices III and IV). 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 crew compartment, 14 items address safety and cabin items (B items), 12 items are concerning the aircraft condition (C items) and three 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.
- (g) Items which have been inspected, as well as any possible findings and observations, should be recorded on in the Ramp Inspections Report (see Appendices III and IV) POI and in the ramp inspection tool.
- ~~(i)~~ ARO.RAMP.125(c) requires that the operator is informed about the results of every ramp inspection by providing it with a copy of the Proof of Inspection (see Appendix III). A signed acknowledgement of receipt should be requested from the recipient and retained by the inspector. Refusal to sign by the recipient should be recorded in the document.

44. GM1 ARO.RAMP.125(b) is deleted

45. AMC1 ARO.RAMP.125(c) is amended as follows:

AMC1 ARO.RAMP.125(c) Conduct of ramp inspections

PROOF OF RAMP INSPECTION

- (a) On completion of the ramp inspection, information about its results should be provided to the pilot-in-command/commander or, in his/her absence, to another member of the flight crew or a representative of the operator, using the Proof of Inspection (POI) form provided as an appendix to the ramp inspection manual, regardless of whether or not findings have been identified. When completing the POI, the following should be taken into account:

- (1) Only the remarks mentioned in the POI should be reported as findings in the final ramp inspection report. Any other relevant information which was not included in the POI should only be reported in the final report as a general remark under 'G' or in the additional information box.
- (2) When handing over the POI to the pilot-in-command/commander or operator representative, the inspector should ask him/her to sign the POI whilst explaining that the signature does in no way imply acceptance of the listed findings. The signature only confirms that the POI has been received by the pilot-in-command/operator representative, and that the aircraft has been inspected on the date and at the place indicated. **A refusal to sign by the recipient should be recorded in the document.**

(b) POIs may be completed electronically, including the required signatures, and may be printed on site or delivered electronically (e.g. by e-mail). ~~In either case, they should follow, to the greatest possible extent, the layout provided by EASA form 136, and should contain all the elements of such form.~~

46. GM1 ARO.RAMP.130 is deleted
47. GM2 ARO.RAMP.130 is deleted
48. GM3 ARO.RAMP.130 is deleted
49. GM4 ARO.RAMP.130 is deleted
50. GM5 ARO.RAMP.130 is deleted
51. GM6 ARO.RAMP.130 is deleted
52. Appendix to GM5 and GM6 ARO.RAMP.130 is deleted
53. GM7 ARO.RAMP.130 is deleted
54. GM8 ARO.RAMP.130 is deleted
55. AMC1 ARO.RAMP.135(a) is amended as follows:

AMC1 ARO.RAMP.135(a) Follow-up actions on findings

FOLLOW-UP ACTIONS FOR CATEGORY 2 OR 3 FINDINGS

- (a) Exceptionally, where multiple category 2 findings have been raised and the accumulation of these findings or their interaction justifies corrective action before the flight takes place, the class of action may be increased to the actions foreseen by ARO.RAMP.135(b).
- (b) When communicating findings to the operator, the inspecting authority should:
 - (1) use the ~~database~~ **ramp inspection tool** as the primary communication channel with the operator and limit communication via other channels;
 - (2) request evidence of corrective/preventive actions taken, or alternatively the submission of a corrective action plan followed by evidence that planned corrective actions have been taken;
 - ~~(3) communicate findings to the operator's focal points, the operational department or the management or, failing this, the quality department.~~

- (4) ~~monitor if the operator has provided a response to the findings, as required, and if such response gives sufficient reason, or if further information is needed to close findings, evidence of corrective actions taken might be the actual implementation of a corrective action plan. It is then for the inspecting authority to decide, based on the related risk and impact, whether or not a finding may be closed based on proposed corrective actions and taking into account the severity and previous recurrence of detected findings. Depending on the severity and recurrence of the findings raised, the inspecting authority may consider the actual closure of the findings in other report(s) containing the same findings only after having received satisfactory documented evidence of appropriate implementation of actions meant to prevent the reoccurrence of the non-compliance.~~
- (53) inform the operator's competent authority and the operator no later than 10 working 15 calendar days after the inclusion of the report in the database ramp inspection tool in order to permit appropriate action to be taken, as well as to confirm to the operator the findings raised. The primary source of information to enable operators to take swift action to address safety deficiencies is the database ;
- (64) upload in the database ramp inspection tool information on possible actions taken and responses provided by the operator following the ramp inspection and send a communication to the operator only if the operator's actions have not been satisfactory.;
- (75) give the operator a period of 30 calendar days to reply. If the operator does not react to the initial communication within this period, a second request should be sent, including a specific period of another 30 calendar days to reply (e.g. 15 working days), whilst copying the operator's competent authority. If the second attempt is also unsuccessful, the operator's competent authority should be requested to encourage the operator to reply. The inspecting authority should indicate in such request that no reaction from the operator could be interpreted as a 'lack of ability and/or willingness of an operator to address safety deficiencies' under Regulation (EC) No 2111/2005.
- (c) ~~In general, no reply is expected when informing the State(s) of oversight. However, findings which indicate possible shortcomings at State level should be emphasised, e.g. when the medical certificate does not indicate the medical class or type/instrument rating validation/expiration date is not mentioned. For such findings, which are out of the control of the operator, the State of oversight should be asked for corrective actions. When assessing the operator's corrective action (plan), it should be accepted that, for such non-compliances, the issue should be escalated to the oversight authority.~~
- (d) ~~The following are examples requiring a confirmation of the inspecting authority regarding its acceptance of the corrective actions taken by the operator:~~
- (1) ~~identification of a high number of non-compliances;~~
 - (2) ~~repetition of same findings;~~
 - (3) ~~lack of an adequate response from the operator;~~
 - (4) ~~evidence of consistent non-compliance with a particular standard also detected during ramp inspections of other operators from that State;~~
 - (5) ~~action by the competent authority may be required given the severity of the findings.~~
- ~~The inspecting authority should monitor if the State(s) of oversight has replied to any requests for confirmation made and if the response is satisfactory. Should the response be unsatisfactory, the communication should be re-launched following the procedure described in (b)(6) above.~~
- (e) ~~Any follow up communication from operators and States of oversight should be acknowledged, and they should be informed about the closure of findings. Requests for clarification should be responded~~

by the inspecting authority. Acknowledgement or clarifications from the inspecting authority should be given within 30 working days after receipt of communications or requests.

- (f) ~~When communicating a finding to the operator, and in any further correspondence from the inspecting authority, the operator's competent authority should, as much as possible, be copied in the communication, as it might contain relevant information for its oversight activities. This is particularly the case for information on the closure of ramp inspections findings sent by the inspecting authority (sent either by e-mail or by official letter).~~
- (g) ~~Findings should remain 'open' as long as no satisfactory response of the operator and/or the State(s) of oversight was received. However, findings could be closed if it could be confirmed, as an example by means of additional inspection(s), that appropriate corrective action was taken.~~
- ~~Whenever there is further communication to the operator, evidence of such could be uploaded as report attachments.~~
- (h) ~~If the inspecting authority received evidence from a relevant oversight authority showing that the operator does not exist anymore, all related findings should be closed and the reason for closure explained in the justification.~~
- (i) ~~A finding raised during a ramp inspection to which the inspecting authority has not received detailed corrective and/or preventive actions from the operator concerned or from its State(s) of oversight, should be considered as closed in the follow up part of the ramp inspection process, if the acceptance of mitigating measures in accordance with Regulation (EU) No 452/2014 ensures an equivalent level of safety to that achieved by the standards to which differences have been notified to ICAO by non-EU Member States.~~

56. AMC1 ARO.RAMP.135(b) is amended as follows:

AMC1 ARO.RAMP.135(b) Follow-up actions on findings

CLASSES OF ACTIONS FOR CATEGORY 3 FINDINGS

- (a) ~~In the case of a category 3 finding, the action(s) taken before departure of the aircraft should be verified.~~
- (b) Whenever restrictions on the aircraft flight operation (Class 3a action) have been imposed, it is appropriate to **the competent authority should** conduct appropriate verification of adherence to such restrictions. Examples of Class 3a actions, and related verification, are, but not limited to:
- (1) ~~restrictions on flight altitudes if oxygen system deficiencies have been found. This might be verified by checking the ATC flight plans and/or the actual altitude flown as reported by the EUROCONTROL CFMU system;~~
 - (2) ~~a non-commercial flight to the home base, if allowed by applicable requirements and the MEL (provided that the validity of the CofA is not affected);~~
 - (3) ~~seats that may not be used by passengers might be verified just before departure to confirm that seats are not occupied;~~
 - (4) ~~a cargo area that may not be used;~~
 - (5) ~~operational restrictions mandating the use of specific runways;~~
 - (6) ~~restrictions to specific environmental conditions (such as departure under visual meteorological conditions (VMC) only).~~

(eb) Whenever the operator is required to take corrective actions before departure (Class 3b action), inspectors should verify that the operator has taken such actions. Depending on the circumstances, this verification may take place after the departure. ~~Examples of immediate corrective actions to be taken before departure are:~~

- ~~(1) (temporary) repairs to defects according to the manufactures definitions (e.g. AMM and/or SRM);~~
- ~~(2) recalculation of mass and balance, performance calculations and/or fuel figures;~~
- ~~(3) a copy of a missing licence/document to be sent by fax or other electronic means;~~
- ~~(4) proper restraining of cargo.~~

~~If inspectors have imposed corrective actions, they should be mentioned in the 'Class of actions' field on the ramp inspection report. If the operator took voluntarily corrective actions to address a category 1 or a category 2 finding before the flight, it should be reported in the 'Additional information' field only.~~

(dc) An aircraft following a Class 3c finding **Whenever a category 3 finding is raised, the aircraft** should be grounded only **(Class 3c action)** if the crew refuses to take the necessary corrective actions or to respect imposed restrictions on the aircraft flight operation. However, grounding might be appropriate if an operator refuses to grant access in accordance with ORO.GEN.140 (in case of an EU operator) or contrary to Regulation (EU) 452/2014 (in case of a third country operator). The inspecting authority should then ensure that the aircraft will not depart as long as the reasons for the grounding remain. Any records of communication undertaken pursuant to ARO.RAMP.140(b), as well as other evidences, should be collected and kept as evidential material.

~~(e) Evidence related to findings on licences and certificates should be provided by the authority that issued the licence or certificate. However, if that authority is not able to provide such evidence in time, the inspecting authority may accept evidence from other sources, provided that it seeks confirmation of the validity of such evidence at the earliest opportunity with the authority that issued the licence or certificate. The ramp inspection report should mention which evidence was provided and by whom, including when necessary subsequent confirmation from the authority that issued the licence or certificate.~~

~~(f) In exceptional cases it might not be necessary to verify if the restrictions resulting from a category 3 finding are followed or if corrective actions have been taken (e.g. if the inspector has indications that appropriate actions will be taken), or if they are possible (e.g. for flight segments outside the EUROCONTROL area). The inspecting authority should determine on a case by case basis if it is necessary or feasible to verify that restrictions are respected or if corrective actions have been taken.~~

(d) If inspectors have imposed any restrictions and/or corrective actions, these should be mentioned in the ramp inspection report.

57. GM1 ARO.RAMP.135(b) is deleted
58. GM1 ARO.RAMP.140(a) is deleted
59. GM1 ARO.RAMP.140(d)(4) is deleted
60. GM1 ARO.RAMP.145(b) is deleted
61. A new AMC1 ARO.RAMP.145 is inserted as follows:

AMC1 ARO.RAMP.145 Safety reports

IMPORTANT SAFETY INFORMATION

- (a) When the competent authority receives safety-related information that could be of interest to the entire RAMP community, it should create a 'safety report' and insert it into the ramp inspection tool pursuant to ARO.RAMP.110.
- (b) Safety-related information should be verified by the reporting authority, as far as possible, before insertion in the ramp inspection tool.
- (c) If available, any relevant information contained in documents and pictures should be attached to the 'safety report'.

62. A new AMC1 ARO.RAMP.150(b)(4)(iii) is inserted as follows:

AMC1 ARO.RAMP.150(b)(4)(iii) Agency coordination tasks

SYSTEM-WIDE COORDINATION OF RAMP INSPECTIONS

In order to ensure a coordinated approach in establishing a risk-based number of ramp inspections for operators, the Agency should establish annual targets. When doing so, the following should be taken into account:

- (a) Such targets should only be established for operators flying to Member States' territories located in the ICAO EUR region⁸;
- (b) The targets for the upcoming year should be distributed to the Member States at the latest by 1 December and updated at least once during the upcoming year; and
- (c) The targets should be established per Member State for two layers of operators as follows:
 - (1) a target number of inspections for each operator for which the average number of commercial flights for the previous 12 months in each Member State is beyond a threshold defined by the Agency, based on an assessment of the safety risks and the number of flights ('layer 1');
 - (2) an overall target number of inspections for those operators not covered by (1) ('layer 2').

63. GM1 ARO.RAMP.160(a) is deleted

⁸ As defined in ICAO Doc 7030: Regional Supplementary procedures