


OPERATIONS ADVISORY NOTICE (OAN)		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Transport Malta Malta Transport Centre Pantar Road Lija LJA 2021 Malta
OAN Number: 17/18 Rev 01	Issue Date: 07 September 2021	
Subject: OM Compliance Checklists		

1.0 INTRODUCTION

Further to OAN 13/18, the Flight Operations Inspectorate is making available OM compliance checklists to all operators.

2.0 SCOPE

The scope of these checklists is to aid all operators in compiling compliant and valid operations manuals suites. These checklists should also ensure that the structure and content of these manuals is compliant with the provisions of the regulations.

These checklists shall be submitted to the Flight Operations Inspectorate when applying for a change in scope of approval (e.g. addition of a new type of aircraft on operations specifications).

This revised OAN reinforces the requirement for any change requiring approval of the Cabin Crew Manual, to be accompanied by a completed compliance checklist.

3.0 USE OF CHECKLISTS

Operators are required to compile the applicable reference (where applicable). The checklists also include a column 'PA' to show those sections requiring prior approval.

OPERATIONS MANUAL – Part A


PA = Prior Approval; A = Applicable, NA = Not Applicable; Reference – OM reference; C = Compliant; NC = Not Compliant

Item N°	Reference	Item	PA	A/NA	Reference	Compliance Criteria	C/NC	Remarks
1.	ORO.MLR.100 (k)	The operator shall ensure that all personnel are able to understand the language in which those parts of the OM which pertain to their duties and responsibilities are written.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2.	ORO.MLR.100	The content of the OM shall be presented in a form that can be used without difficulty and observes human factors principles.		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL								
3.	AMC3 ORO.MLR.100 ORO.GEN.110 (a) ORO.MLR.100	0.1 <u>Introduction</u> (a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate.		<input type="checkbox"/>	<input type="checkbox"/>	The content of the OM shall reflect the requirements set out in Annex III (Part-ORO), Annex IV (Part-CAT) and Annex V (Part-SPA), as applicable, and shall not contravene the conditions contained in the operations specifications to the air operator certificate (AOC).		<input type="checkbox"/>
4.	AMC3 ORO.MLR.100 ORO.GEN.110 (b)	(b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.		<input type="checkbox"/>	<input type="checkbox"/>	Every flight shall be conducted in accordance with the provision of the ops manual. All operations personnel shall have easy access to the portions of the OM that are relevant to their duties.		<input type="checkbox"/>
5.	AMC3 ORO.MLR.100 ORO.MLR.101	(c) A list and brief description of the various parts, their contents, applicability and use.		<input type="checkbox"/>	<input type="checkbox"/>	The main structure of the OM shall be as follows: (a) Part A: General/Basic, comprising all non-type-related operational policies, instructions and procedures; (b) Part B: Aircraft operating matters, comprising all type-related instructions and procedures, taking		<input type="checkbox"/>

4.0 ACCESS

The checklists are made available through Centrik (Documents – Forms) repository. Operators are to ensure that the latest checklists available on the repository are used and transmitted to the Inspectorate when applying for approvals and change in scope.

Flight Operations Inspectorate

 Transport Malta Civil Aviation Directorate	COMPLIANCE CHECKLIST OM PART-E (CABIN CREW MANUAL)
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Please complete this form electronically. Submission of this form shall be done through the Centrik Applications Module.	For Civil Aviation Directorate use only
	File Ref:
	Date:

SECTION I: Compliance Checklist

Name of Operator:	AOC Number:
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Abbreviations:

TM CAD	Transport Malta Civil Aviation Directorate
CCOM	Cabin Crew Operations Manual
SCCM	Senior Cabin Crew Member
CCM	Cabin Crew Member
EEL	Emergency Equipment List

COMPLIANCE CHECKLIST OM PART-E (CABIN CREW MANUAL)

CHAPTER 0 Administration and Control of CCOM	CCOM Manual Reference	CAD Only	
		S / NS / NA	
Objective			
0.1 Introduction			
A statement that the manual complies with all applicable regulations.			
A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.			
A list and brief description of the various parts, their contents, applicability and use.			
Explanations and definitions of terms and words needed for the use of the manual (*abbreviations, definitions, phonetic alphabet, units conversion table).			
*Minimum definition list found in APPENDIX I.			
Distribution list (internally within the organisation and TM CAD).			
CHAPTER 1 Organisation and Responsibilities	CCOM Manual Reference	CAD Only	
		S / NS / NA	
Objective			
A description of the Cabin Operations Section structure including the sections' organigram, in particular the subordination and reporting lines.			
Responsibilities and duties of Cabin Operations management personnel.			
A description of duties, responsibilities, authorities and minimum qualifications for the following roles (as applicable); Cabin Crew Manager; Deputy Cabin Crew Manager; Cabin Crew Instructor; Cabin Crew Examiner; Cabin Crew Inflight Instructor; and Cabin Crew Inflight Examiner.			
Authority, duties and responsibilities of the pilot-in-command/commander.			
A statement defining the authority, duties and responsibilities of the pilot-in-command/commander.			
Responsibilities and duties of Cabin Operations operational personnel.			

<p>A description of duties, responsibilities, authorities and minimum qualifications for the following roles (as applicable);</p> <p>Senior Cabin Crew Member; (incl. the supervision of familiarisation flights ORO.CC.135 (b)(2)(i))</p> <p>Cabin Crew Member;</p> <p>Trainee Cabin Crew; and</p> <p>other Crew Members.</p>		
<p>Duties and responsibilities of crew members other than qualified Cabin Crew Members (i.e. Cabin Service Attendants if applicable).</p>		
<p>Occurrence reporting</p> <p>(a) The operator should report all occurrences defined in (EU) No 2015/1018, and as required by the applicable national rules implementing Regulation (EU) No 376/2014 on occurrence reporting in civil aviation.</p> <p>AMC1 ORO.GEN.160 Occurrence reporting</p>		
<p>Portable electronic devices</p> <p>(6) Reporting</p> <p>Occurrences of suspected or confirmed interference should be reported to the competent authority. Where possible, to assist follow-up and technical investigation, reports should describe the suspected device, identify the brand name and model number, its location in the aircraft at the time of the occurrence, interference symptoms, the device user's contact details and the results of actions taken by the crew.</p> <p>AMC2 CAT.GEN.MPA.140 Portable electronic devices</p>		
<p>Transport of dangerous goods</p> <p>(c) The first and any subsequent report should be as precise as possible and should contain the following data, where relevant:</p> <p>(1) date of the incident or accident or the finding of undeclared or misdeclared dangerous goods;</p> <p>(2) location, the flight number and flight date;</p> <p>(3) description of the goods and the reference number of the air waybill, pouch, baggage tag, ticket, etc.;</p> <p>(4) proper shipping name (including the technical name, if appropriate) and UN/ID number, when known;</p> <p>(5) class or division and any subsidiary risk;</p> <p>(6) type of packaging, and the packaging specification marking on it;</p> <p>(7) quantity;</p> <p>(8) name and address of the shipper, passenger, etc.;</p>		

<p>(9) any other relevant details; (10) suspected cause of the incident or accident; (11) action taken; (12) any other reporting action taken; and (13) name, title, address and telephone number of the person making the report.</p> <p>AMC1 CAT.GEN.MPA.200(e) Transport of dangerous goods</p>		
<p>Transport of dangerous goods</p> <p>(a) Copies of relevant documents and any photographs taken should be attached to the report.</p> <p>AMC1 CAT.GEN.MPA.200(e) Transport of dangerous goods</p>		
<p>Additional conditions for assignment to duties</p> <p>Cabin crew members shall only be assigned to duties, and operate, on a particular aircraft type or variant if they:</p> <p>(a) hold a valid attestation issued in accordance with Annex V (Part-CC) to Regulation (EU) No 1178/2011; (b) are qualified on the type or variant in accordance with this Subpart; (c) comply with the other applicable requirements of this Subpart and Annex IV (Part-CAT); and (d) wear the operator's cabin crew uniform.</p> <p>ORO.CC.210 Additional conditions for assignment to duties</p>		
<p>Conditions for assignment to duties</p> <p>(a) Cabin crew members shall only be assigned to duties on an aircraft if they:</p> <p>(1) are at least 18 years of age; (2) have been assessed, in accordance with the applicable requirements of Annex IV (Part-MED) to Regulation (EU) No 1178/2011, as physically and mentally fit to perform their duties and discharge their responsibilities safely; and (3) have successfully completed all applicable training and checking required by this Subpart and are competent to perform the assigned duties in accordance with the procedures specified in the operations manual.</p> <p>ORO.CC.110 Conditions for assignment to duties</p>		
<p>Conditions for assignment to duties</p> <p>b) Before assigning to duties cabin crew members who are working on a freelance or part-time basis, the operator shall verify that all applicable requirements of this Subpart are complied with, taking into account all services rendered by the cabin crew member to any other operator(s), to determine in particular:</p>		

<p>(1) the total number of aircraft types and variants operated; and (2) the applicable flight and duty time limitations and rest requirements.</p> <p>ORO.CC.110 Conditions for assignment to duties</p>		
<p>Number and composition of cabin crew</p> <p>(b) For the purpose of complying with point (a), the minimum number of cabin crew members shall be the greatest number amongst the following:</p> <p>(1) the number of cabin crew members established during the aircraft certification process in accordance with the applicable certification specifications, for the aircraft cabin configuration used by the operator;</p> <p>e.g. refer Type Certificate Data Sheet.</p> <p>(2) if the number under point (1) has not been established, the number of cabin crew members established during the aircraft certification process for the maximum certified passenger seating configuration reduced by 1 for every whole multiple of 50 passenger seats of the aircraft cabin configuration used by the operator falling below the maximum certified seating capacity;</p> <p>e.g. refer Supplementary Type Certificate.</p> <p>(3) one cabin crew member for every 50, or fraction of 50, passenger seats installed on the same deck of the aircraft to be operated.</p> <p>ORO.CC.100 Number and composition of cabin crew</p>		
<p>Number and composition of cabin crew</p> <p>(a) For operations with more than one cabin crew member, the operator shall nominate one cabin crew member accountable to the pilot-in-command or the commander.</p> <p>ORO.CC.100 Number and composition of cabin crew</p>		
<p>Operator's cabin crew uniform</p> <p>The uniform to be worn by operating cabin crew should be such as not to impede the performance of their duties, as required for the safety of passengers and flight during operations, and should allow passengers to identify the operating cabin crew including in an emergency situation.</p> <p>GM1 ORO.CC.210(d) Additional conditions for assignment to duties</p>		

<p>Operation on more than one aircraft type or variant</p> <p>(a) A cabin crew member shall not be assigned to operate on more than three aircraft types, except that, with the approval of the competent authority, the cabin crew member may be assigned to operate on four aircraft types if for at least two of the types:</p> <ul style="list-style-type: none"> (1) safety and emergency equipment and type-specific normal and emergency procedures are similar; and (2) non-type-specific normal and emergency procedures are identical <p>ORO.CC.250 Operation on more than one aircraft type or variant</p>		
<p>Single cabin crew member operations</p> <p>(a) The operator shall select, recruit, train and check the proficiency of cabin crew members to be assigned to single cabin crew member operations according to criteria appropriate to this type of operation.</p> <p>(b) Cabin crew members who have no previous operating experience as single cabin crew member shall only be assigned to such type of operation after they have:</p> <ul style="list-style-type: none"> (1) completed training as required in (c) in addition to other applicable training and checking required by this Subpart; (2) successfully passed the checks verifying their proficiency in discharging their duties and responsibilities in accordance with the procedures specified in the operations manual; and (3) (3) undertaken familiarisation flying of at least 20 hours and 15 sectors on the relevant aircraft type under the supervision of an appropriately experienced cabin crew member. <p>ORO.CC.255 Single cabin crew member operations</p>		
<p>Senior cabin crew member</p> <p>(a) When more than one cabin crew member is required, the composition of the cabin crew shall include a senior cabin crew member nominated by the operator.</p> <p>ORO.CC.200 Senior cabin crew member</p>		
<p>Senior cabin crew member</p> <p>(b) The operator shall nominate cabin crew members to the position of senior cabin crew member only if they:</p> <ul style="list-style-type: none"> (1) have at least one year of experience as operating cabin crew member; and 		

<p>(2) have successfully completed a senior cabin crew training course and the associated check.</p> <p>ORO.CC.200 Senior cabin crew member</p>		
<p>Number and composition of cabin crew</p> <p>(a) When scheduling cabin crew for a flight, the operator should establish procedures that take account of the experience of each cabin crew member. The procedures should specify that the required cabin crew includes some cabin crew members who have at least 3 months experience as an operating cabin crew member</p> <p>AMC1 ORO.CC.100 Number and composition of cabin crew</p>		
<p>CAT.GEN.MPA.100</p> <p>(5) when undertaking duties for more than one operator:</p> <p>(i) maintain his/her individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and</p> <p>(ii) provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.</p> <p>CAT.GEN.MPA.100 Crew responsibilities</p> <p><u>Note: Reference to OM A in CCM as applicable.</u></p>		
<p>CAT.GEN.MPA.100</p> <p>(b) The crew member shall not perform duties on an aircraft:</p> <p>(1) when under the influence of psychoactive substances or when unfit due to injury, fatigue, medication, sickness or other similar causes;</p> <p>(2) until a reasonable time period has elapsed after deep water diving or following blood donation;</p> <p>(3) if applicable medical requirements are not fulfilled;</p> <p>(4) if he/she is in any doubt of being able to accomplish his/her assigned duties; or</p> <p>(5) if he/she knows or suspects that he/she is suffering from fatigue as referred to in 7.f of Annex IV to Regulation (EC) No 216/2008 or feels otherwise unfit, to the extent that the flight may be endangered.</p> <p>CAT.GEN.MPA.100 Crew responsibilities</p> <p><u>Note: Reference to OM A in CCM as applicable.</u></p>		

<p>ALCOHOL CONSUMPTION</p> <p>The operator should issue instructions concerning the consumption of alcohol by crew members. The instructions should be not less restrictive than the following:</p> <p>(a) no alcohol should be consumed less than 8 hours prior to the specified reporting time for a flight duty period or the commencement of standby;</p> <p>(b) the blood alcohol level should not exceed the lower of the national requirements or 0.2 per thousand at the start of a flight duty period;</p> <p>(c) no alcohol should be consumed during the flight duty period or whilst on standby.</p> <p>AMC1 CAT.GEN.MPA.100(c)(1) Crew responsibilities</p> <p><u>Note: Reference to OM A in CCM as applicable.</u></p>		
<p>ELAPSED TIME BEFORE RETURNING TO FLYING DUTY</p> <p>24 hours is a suitable minimum length of time to allow after normal blood donation or normal recreational (sport) diving before returning to flying duties. This should be considered by operators when determining a reasonable time period for the guidance of crew members.</p> <p>GM1 CAT.GEN.MPA.100(c)(2) Crew responsibilities</p> <p><u>Note: Reference to OM A in CCM as applicable.</u></p>		
<p>Carriage of weapons of war and munitions of war (if applicable)</p> <p>(b) Where an approval has been granted, the operator shall ensure that weapons of war and munitions of war are:</p> <p>(1) stowed in the aircraft in a place that is inaccessible to passengers during flight; and</p> <p>(2) in the case of firearms, unloaded.</p> <p>(c) The operator shall ensure that, before a flight begins, the commander is notified of the details and location on board the aircraft of any weapons of war and munitions of war intended to be carried.</p> <p>CAT.GEN.MPA.155 Carriage of weapons of war and munitions of war</p> <p><u>Note: Reference to OM A in CCM as applicable</u></p>		

<p>Carriage of sporting weapons and ammunition</p> <p>(a) The operator shall take all reasonable measures to ensure that any sporting weapons intended to be carried by air are reported to the operator.</p> <p>(b) The operator accepting the carriage of sporting weapons shall ensure that they are:</p> <p>(1) stowed in the aircraft in a place that is inaccessible to passengers during flight; and</p> <p>(2) in the case of firearms or other weapons that can contain ammunition, unloaded.</p> <p>(c) Ammunition for sporting weapons may be carried in passengers' checked baggage, subject to certain limitations, in accordance with the technical instructions.</p> <p>CAT.GEN.MPA.160 Carriage of sporting weapons and ammunition</p> <p><u>Note: Reference to OM A in CCM as applicable</u></p>		
<p>Method of carriage of persons</p> <p>The operator shall take all measures to ensure that no person is in any part of an aircraft in flight that is not designed for the accommodation of persons unless temporary access has been granted by the commander:</p> <p>(a) for the purpose of taking action necessary for the safety of the aircraft or of any person, animal or goods therein; or</p> <p>(b) to a part of the aircraft in which cargo or supplies are carried, being a part that is designed to enable a person to have access thereto while the aircraft is in flight.</p> <p>CAT.GEN.MPA.165 Method of carriage of persons</p> <p><u>Note: Reference to OM A in CCM as applicable</u></p>		
<p>Psychoactive substances</p> <p>(a) The operator shall take all reasonable measures to ensure that no person enters or is in an aircraft when under the influence of psychoactive substances to the extent that the safety of the aircraft or its occupants is likely to be endangered.</p> <p>(b) The operator shall develop and implement a policy on the prevention and detection of misuse of psychoactive substances by flight and cabin crew members and by other safety-sensitive personnel under its direct control, in order to ensure that the safety of the aircraft or its occupants is not endangered.</p>		

<p>(c) Without prejudice to the applicable national legislation on data protection concerning testing of individuals, the operator shall develop and implement an objective, transparent and non-discriminatory procedure for the prevention and detection of cases of misuse of psychoactive substances by its flight and cabin crew and other safety-sensitive personnel.</p> <p>(d) In case of a confirmed positive test result, the operator shall inform its competent authority and the authority responsible for the personnel concerned, such as a medical assessor of the licensing authority.</p> <p>CAT.GEN.MPA.170 Psychoactive substances</p> <p><u>Note: Reference to OM A in CCM as applicable</u></p>		
<p>Endangering safety</p> <p>(a) The operator shall take all reasonable measures to ensure that no person recklessly, intentionally or negligently acts or omits to act so as to:</p> <p>(1) endanger an aircraft or person therein; or</p> <p>(2) cause or permit an aircraft to endanger any person or property.</p> <p>CAT.GEN.MPA.175 Endangering safety</p> <p><u>Note: Reference to OM A in CCM as applicable</u></p>		
<p>Transport of dangerous goods</p> <p>(a) Unless otherwise permitted by this Annex, the transport of dangerous goods by air shall be conducted in accordance with Annex 18 to the Chicago Convention as last amended and amplified by the 'Technical instructions for the safe transport of dangerous goods by air' (ICAO Doc 9284-AN/905), including its supplements and any other addenda or corrigenda.</p> <p>(b) Dangerous goods shall only be transported by an operator approved in accordance with Annex V (Part-SPA), Subpart G, except when:</p> <p>(1) they are not subject to the technical instructions in accordance with Part 1 of those instructions; or</p> <p>(2) they are carried by passengers or crew members, or are in baggage, in accordance with Part 8 of the technical instructions.</p> <p>(c) An operator shall establish procedures to ensure that all reasonable measures are taken to prevent dangerous goods from being carried on board inadvertently.</p> <p>(d) The operator shall provide personnel with the necessary information enabling them to carry out their responsibilities, as required by the technical instructions.</p>		

CAT.GEN.MPA.200 Transport of dangerous goods			
Note: Reference to OM A in CCM as applicable			
CHAPTER 2 Standard Operating Procedures	CCOM Manual Reference	CAD Only	
		S / NS / NA	
Objective			
Sterile flight crew compartment			
(c) Sterile flight crew compartment procedures should ensure that:			
(2) cabin crew and technical crew communications to flight crew or entry into the flight crew compartment are restricted to safety or security matters.			
(d) The sterile flight crew compartment procedures should be applied:			
(1) during critical phases of flight;			
(2) during taxiing (aeroplanes);			
(3) below 10 000 feet above the aerodrome of departure after take-off and the aerodrome of destination before landing, except for cruise flight; and			
(4) during any other phases of flight as determined by the pilot-in-command or commander.			
AMC1 ORO.GEN.110(f) Operator responsibilities			
Sterile flight crew compartment			
(b) Establishment of procedures			
The operator should establish procedures for flight, cabin, and technical crew that emphasise the objectives and importance of the sterile flight crew compartment. These procedures should also emphasise that, during periods of time when the sterile flight deck compartment procedures are applied, cabin crew and technical crew members should call the flight crew or enter the flight crew compartment only in cases related to safety or security matters. In such cases, information should be timely and accurate.			
GM1 ORO.GEN.110(f) Operator responsibilities			
Sterile flight crew compartment			
(c) Communication to the flight crew			
Cabin crew and technical crew use their own discretion to determine whether the situation is related to safety or security matters and whether to			

<p>call the flight crew. Situations requiring information to the flight crew may include:</p> <ul style="list-style-type: none"> (1) any outbreak of fire inside the cabin or in an engine; (2) a burning smell in the cabin or presence of smoke inside or outside; (3) fuel or fluid leakage; (4) exit door unable to be armed or disarmed; (5) localised extreme cabin temperature changes; (6) evidence of airframe icing; (7) cabin/galley equipment or furniture malfunction/breakage posing a hazard to the occupants; (8) suspicious object; (9) disruptive passenger; (10) security threat; (11) abnormal vibration or noise; (12) medical emergency; (13) general drop-down of the oxygen masks in the cabin; and (14) any other condition deemed relevant by a cabin crew or technical crew member. <p>GM1 ORO.GEN.110(f) Operator responsibilities</p>		
<p>ESTABLISHMENT OF PROCEDURES</p> <p>(a) An operator should establish procedures to be followed by cabin crew covering at least:</p> <ul style="list-style-type: none"> (1) arming and disarming of slides; (2) operation of cabin lights, including emergency lighting; (3) prevention and detection of cabin, galley and toilet fires; (4) actions to be taken when turbulence is encountered; (6) safety aspects of the in-flight entertainment (IFE) system, if installed. <p>AMC1 ORO.GEN.110(f)(h) Operator responsibilities</p>		
<p>Operator responsibilities</p> <p>(c) When establishing procedures and a checklist system for cabin crew with respect to the aircraft cabin, the operator should take into account at least the following duties:</p> <p>AMC1 ORO.GEN.110(f)(h) Operator responsibilities</p>		

Duties	Pre-take off	In-flight	Pre-landing	Post-landing
(1) Briefing of cabin crew by the senior cabin crew member prior to commencement of a flight or series of flights	x			
(2) Check of safety and emergency equipment in accordance with operator's policies and procedures	x			
(3) Security checks as applicable	x			x
(4) Passenger embarkation and disembarkation	x			x
(5) Securing of passenger cabin (e.g. seat belts, cabin cargo/baggage, IFE system)	x		x	
(6) Securing of galleys and stowage of equipment	x	if required	x	
(7) Arming of door/exit slides	x			
(8) Safety briefing/information to passengers	x	x	x	x
(9) 'Cabin secure' report to flight crew	x	if required	x	
(10) Operation of cabin lights	x	if required	x	x
(11) Safety aspects of the IFE system (if installed)	x	x	x	x
(12) Cabin crew at assigned crew stations	x	if required	x	x
Duties	Pre-take off	In-flight	Pre-landing	Post-landing
(13) Surveillance of passenger cabin	x	x	x	x
(14) Prevention and detection of fire in the cabin (including the combi-cargo area, crew rest areas, galleys, lavatories and any other cabin remote areas) and instructions for actions to be taken	x	x	x	x
(15) Actions to be taken when turbulence is encountered		x		
(16) Actions to be taken in case of in-flight incidents (e.g. medical emergency)		x		
(17) Actions to be taken in the event of emergency situations	x	x	x	x
(18) Disarming of door/exit slides				x
(19) Reporting of any deficiency and/or un-serviceability of equipment and/or any incident	x	x	x	x

AMC1 ORO.GEN.110(f)(h) Operator responsibilities

Operator responsibilities

- c) The operator should specify the contents of safety briefings for all cabin crew members prior to the commencement of a flight or series of flights.

AMC1 ORO.GEN.110(f)(h) Operator responsibilities

OAN No.:03/10 (Section 3.1)

Cabin Crew (Certificate of Competency)

<p>Minimum Cockpit Occupancy</p> <p>Safety Information Bulletin Operations SIB No.: 2016-09</p> <p>Flight crew compartment security</p> <p>(c) In all aeroplanes which are equipped with a secure flight crew compartment door in accordance with point (b) of ORO.SEC.100 :</p> <p>(1) that door shall be closed prior to engine start for take-off and shall be locked when required so by security procedures or by the pilot-in-command until engine shutdown after landing, except when deemed to be necessary for authorised persons to access or egress in compliance with national civil aviation security programmes;</p> <p>Note : Procedures shall be established for authorised persons to access or egress the flight crew compartment</p> <p>ORO.SEC.100 Flight crew compartment security</p>		
<p>Senior cabin crew member</p> <p>(d) The senior cabin crew member shall be responsible to the commander for the conduct and coordination of normal and emergency procedures specified in the operations manual, including for discontinuing non-safety-related duties for safety or security purposes.</p> <p>ORO.CC.200 Senior cabin crew member</p>		
<p>Senior cabin crew member</p> <p>RESPONSIBILITY TO THE COMMANDER</p> <p>When the level of turbulence so requires, and in the absence of any instructions from the flight crew, the senior cabin crew member should be entitled to discontinue non-safety-related duties and advise the flight crew of the level of turbulence being experienced and the need for the fasten seat belt signs to be switched on. This should be followed by the cabin crew securing the passenger cabin and other relevant areas.</p> <p>AMC1 ORO.CC.200(d) Senior cabin crew member</p>		
<p>Senior cabin crew member</p> <p>(e) The operator shall establish procedures to select the most appropriately qualified cabin crew member to act as senior cabin crew member if the nominated senior cabin crew member becomes unable to operate. Changes to these procedures shall be notified to the competent authority.</p> <p>ORO.CC.200 Senior cabin crew member</p>		

<p>Senior cabin crew member</p> <p>(e) the operator should consider including the identification of the most appropriately qualified cabin crew member in pre-flight briefings.</p> <p>GM1 ORO.CC.200(e) Senior cabin crew member</p>		
<p>Senior cabin crew member</p> <p>MOST APPROPRIATELY QUALIFIED CABIN CREW MEMBER</p> <p>Selection of the most appropriately qualified cabin crew member should take into account if the individual's experience as operating cabin crew member is adequate for the conduct of duties required of a senior cabin crew member. The selected cabin crew member should have operational experience on the concerned aircraft type/variant.</p> <p>AMC2 ORO.CC.200(e) Senior cabin crew member</p>		
<p>Conditions for assignment to duties</p> <p>(c) Operating cabin crew members, as well as their role with regard to the safety of passengers and flight, shall be clearly identified to the passengers.</p> <p>ORO.CC.110 Conditions for assignment to duties</p>		
<p>Specific procedures for cruise phase operation with a lower number of cabin crew members in the passenger compartment</p> <p>(b) When establishing the specific procedures for cruise phase operation with a lower number of cabin crew members in the passenger compartment, the operator should at least consider the following:</p> <p>(1) Normal procedures including at least:</p> <p>(i) surveillance of the passenger compartment, including the lavatories and the galleys;</p> <p>(ii) management of, and assistance to, passengers;</p> <p>(iii) crew communication and coordination, including the necessary contact with and support to the flight crew as specified by the operator.</p> <p>AMC2 ORO.CC.205(d)</p>		
<p>Specific procedures for cruise phase operation with a lower number of cabin crew members in the passenger compartment</p> <p>(c) Specific procedures for cruise phase operation with a lower number of cabin crew should describe:</p> <p>(1) how to re-assign duties and responsibilities of cabin crew members or senior crew members who take in-flight rest to another cabin crew</p>		

<p>member considering the experience and qualification of the cabin crew member or senior cabin crew member; and</p> <p>(2) how cabin crew members taking in-flight rest can be again ready to act and reach their assigned cabin crew stations in case of an emergency.</p> <p>AMC2 ORO.CC.205(d)</p>		
<p>Operation on more than one aircraft type or variant</p> <p>SAFETY BRIEFING FOR CABIN CREW</p> <p>When changing aircraft type or variant during a series of flight sectors, the cabin crew safety briefing should include a representative sample of type-specific normal and emergency procedures and safety and emergency equipment applicable to the actual aircraft to be operated for the immediately subsequent flight sector</p> <p>GM1 ORO.CC.250 Operation on more than one aircraft type or variant</p>		
<p>Reduction of the number of cabin crew members during ground operations and in unforeseen circumstances</p> <p>(b) By way of derogation from ORO.CC.205 point (a), the minimum number of cabin crew members may be reduced in either of the following cases:</p> <p>(1) during normal ground operations not involving refuelling or defuelling when the aircraft is at its parking station;</p> <p>Reduction of the number of cabin crew members during ground operations and in unforeseen circumstances</p> <p>For the purposes of ORO.CC.205 points (b)(1) and (b)(2), the operator's procedures of the operations manual shall ensure that:</p> <p>(1) an equivalent level of safety is achieved with the reduced number of cabin crew members, in particular for evacuation of passengers;</p> <p>(2) despite the reduced number of cabin crew members a senior cabin crew member is present in accordance with point ORO.CC.200;</p> <p>(3) at least one cabin crew member is required for every 50, or fraction of 50, passengers present on the same deck of the aircraft;</p> <p>(4) in the case of normal ground operations with aircraft requiring more than one cabin crew member, the number determined in accordance with point (3) shall be increased by one cabin crew member per each pair of floor level emergency exits</p>		

<p>ORO.CC.205 Reduction of the number of cabin crew members during ground operations and in unforeseen circumstances</p>		
<p>PROCEDURES WITH REDUCED NUMBER OF CABIN CREW</p> <p>(a) During ground operations, if reducing the applicable minimum required number of cabin crew, the operator should ensure that the procedures required by ORO.CC.205(c)(1) specify that:</p> <ul style="list-style-type: none"> (1) electrical power is available on the aircraft; (2) a means of initiating an evacuation is available to the senior cabin crew member or at least one member of the flight crew is in the flight crew compartment; (3) cabin crew stations and associated duties are specified in the operations manual; and (4) cabin crew remain aware of the position of servicing and loading vehicles at and near the exits. Additionally, in the case of passengers' embarkation: (5) the senior cabin crew member should have performed the pre-boarding safety briefing to the cabin crew; and (6) the pre-boarding cabin checks should have been completed. <p>AMC1 ORO.CC.205(c)(1) Reduction of the number of cabin crew members during ground operations and in unforeseen circumstances</p>		
<p>Number of cabin crew members in the passenger compartment</p> <p>(a) When establishing the specific procedures for cruise phase operation with a lower number of cabin crew members in the passenger compartment, the operator should at least consider the following:</p> <ul style="list-style-type: none"> (1) Normal procedures including at least: <ul style="list-style-type: none"> (i) surveillance of the passenger compartment, including the lavatories and the galleys; (ii) management of, and assistance to, passengers; (iii) crew communication and coordination, including the necessary contact with and support to the flight crew as specified by the operator. <p>AMC2 ORO.CC.205(d)</p>		
<p>Crew responsibilities</p> <p>(a) The crew member shall be responsible for the proper execution of his/her duties that are:</p> <ul style="list-style-type: none"> (1) related to the safety of the aircraft and its occupants; and 		

<p>(2) specified in the instructions and procedures in the operations manual.</p> <p>CAT.GEN.MPA.100 Crew responsibilities</p>		
<p>Crew responsibilities</p> <p>(b) The crew member shall:</p> <p>(1) report to the commander any fault, failure, malfunction or defect which the crew member believes may affect the airworthiness or safe operation of the aircraft including emergency systems, if not already reported by another crew member;</p> <p>(2) report to the commander any incident that endangered, or could have endangered, the safety of the operation, if not already reported by another crew member;</p> <p>(3) comply with the relevant requirements of the operator's occurrence reporting schemes;</p> <p>(4) comply with all flight and duty time limitations (FTL) and rest requirements applicable to their activities;</p> <p>CAT.GEN.MPA.100 Crew responsibilities</p>		
<p>Transport of dangerous goods</p> <p>(e) The operator shall, in accordance with the technical instructions, report without delay to the competent authority and the appropriate authority of the State of occurrence in the event of:</p> <p>(1) any dangerous goods accidents or incidents;</p> <p>(2) the discovery of undeclared or misdeclared dangerous goods in cargo or mail; or</p> <p>(3) the finding of dangerous goods carried by passengers or crew members, or in their baggage, when not in accordance with Part 8 of the technical instructions.</p> <p>CAT.GEN.MPA.200 Transport of dangerous goods</p>		
<p>Copies of reports</p> <p>Where a written report is required, a copy of the report should be communicated to the commander concerned unless the terms of the operator's reporting schemes prevent this.</p> <p>AMC1 CAT.GEN.MPA.100(b) Crew responsibilities</p>		

<p>Personnel or crew members other than cabin crew in the passenger compartment</p> <p>The operator shall ensure that personnel or crew members, other than operating cabin crew members, carrying out their duties in the passenger compartment of an aircraft:</p> <p>(a) are not confused by the passengers with operating cabin crew members;</p> <p>(b) do not occupy required cabin crew assigned stations;</p> <p>(c) do not impede operating cabin crew members in their duties.</p> <p>CAT.GEN.MPA.115 Personnel or crew members other than cabin crew in the passenger compartment</p>		
<p>Measures to prevent confusion by passengers</p> <p>If personnel or crew members other than operating cabin crew members carry out duties in a passenger compartment, the operator should ensure that they do not perform tasks or wear a uniform in such a way that might identify them as members of the operating cabin crew.</p> <p>AMC1 CAT.GEN.MPA.115(a) Personnel or crew members other than cabin crew in the passenger compartment</p>		
<p>Positioning cabin crew members</p> <p>To prevent confusion by passengers and undue expectations in case of emergency, positioning cabin crew members should not wear, or should at least make invisible to passengers, parts of the operator's cabin crew uniform, such as main jacket or crew signs or badges, that might identify them as members of the operating cabin crew.</p> <p>GM1 CAT.GEN.MPA.115 Personnel or crew members other than cabin crew in the passenger compartment</p>		
<p>Common language</p> <p>The operator shall ensure that all crew members can communicate with each other in a common language.</p> <p>CAT.GEN.MPA.120 Common language</p> <p><u>Note: Reference to OM A in CCM as applicable.</u></p>		
<p>Admission to the flight crew compartment</p> <p>(a) The operator shall ensure that no person, other than a flight crew member assigned to a flight, is admitted to, or carried in, the flight crew compartment unless that person is:</p>		

<p>(1) an operating crew member;</p> <p>(2) a representative of the competent or inspecting authority, if required to be there for the performance of his/her official duties; or</p> <p>(3) permitted by and carried in accordance with instructions contained in the operations manual.</p> <p>(b) The commander shall ensure that:</p> <p>(1) admission to the flight crew compartment does not cause distraction or interference with the operation of the flight; and</p> <p>(2) all persons carried in the flight crew compartment are made familiar with the relevant safety procedures.</p> <p>(c) The commander shall make the final decision regarding the admission to the flight crew compartment.</p> <p>CAT.GEN.MPA.135 Admission to the flight crew compartment</p>		
<p>Portable electronic devices</p> <p>The operator shall not permit any person to use a portable electronic device (PED) on board an aircraft that could adversely affect the performance of the aircraft's systems and equipment and shall take all reasonable measures to prevent such use.</p> <p>CAT.GEN.MPA.140 Portable electronic devices</p>		
<p>Portable electronic devices</p> <p>(d) Use of PEDs in the passenger compartment</p> <p>(1) Procedures and training</p> <p>If an operator permits passengers to use PEDs on board its aircraft, procedures should be in place to control their use. These procedures should include provisions for passenger briefing, passenger handling and for the stowage of PEDs.</p> <p>AMC2 CAT.GEN.MPA.140 Portable electronic devices</p>		
<p>Portable electronic devices</p> <p>(2) Provisions for use</p> <p>(i) The use of PEDs in the passenger compartment may be granted under the responsibility of the operator, i.e. the operator decides which PED may be used during which phases of the flight.</p>		

<p>(ii) Medical equipment necessary to support physiological functions may be used at all times and does not need to be switched-off.</p> <p>AMC2 CAT.GEN.MPA.140 Portable electronic devices</p>		
<p>Portable electronic devices</p> <p>(3) Stowage, passenger information and passenger briefing of PEDs</p> <p>(i) In accordance with CAT.OP.MPA.160 the operator should establish procedures concerning the stowage of PEDs. The operator should:</p> <p>(A) identify the phases of flight in which PEDs are to be stowed; and</p> <p>(B) determine suitable stowage locations, taking into account the PEDs' size and weight.</p> <p>(ii) The operator should provide general information on the use of PEDs to the passengers before the flight. This information should specify at least:</p> <p>(A) which PEDs can be used during which phases of the flight;</p> <p>(B) when and where PEDs are to be stowed; and</p> <p>(C) that the instructions of the crew are to be followed at all times.</p> <p>(iii) In accordance with CAT.OP.MPA.170, the use of PEDs should be part of the passenger briefings. The operator should remind passengers to pay attention and to avoid distraction during such briefings.</p> <p>AMC2 CAT.GEN.MPA.140 Portable electronic devices</p>		
<p>Portable electronic devices</p> <p>(4) In-seat electrical power supplies</p> <p>Where in-seat electrical power supplies are available for passenger use, the following should apply:</p> <p>(i) information giving safety instructions should be provided to the passengers;</p> <p>(ii) PEDs should be disconnected from any in-seat electrical power supply during taxiing, take-off, approach, landing, and during abnormal or emergency conditions; and</p> <p>(iii) flight crew, cabin crew and technical crew should be aware of the proper means to switch-off in-seat power supplies used for PEDs.</p>		

<p>AMC2 CAT.GEN.MPA.140 Portable electronic devices</p>		
<p>Portable electronic devices</p> <p>(5) Operator's safety measures during boarding and any phase of flight</p> <p>(i) Appropriate coordination between flight crew, cabin crew and technical crew should be established to deal with interference or other safety problems associated with PEDs.</p> <p>(ii) Suspect equipment should be switched off.</p> <p>(iii) Particular attention should be given to passenger misuse of equipment.</p> <p>(iv) Thermal runaways of batteries, in particular lithium batteries, and potential resulting fire, should be handled properly.</p> <p>(v) The commander may, for any reason and during any phase of flight, require deactivation and stowage of PEDs.</p> <p>(vi) When the operator restricts the use of PEDs, consideration should be given to handle special requests to operate a T-PED during any phase of the flight for specific reasons (e.g. for security measures).</p> <p>AMC2 CAT.GEN.MPA.140 Portable electronic devices</p>		
<p>Carriage of special categories of passengers (SCPs)</p> <p>a) Persons requiring special conditions, assistance and/or devices when carried on a flight shall be considered as SCPs including at least:</p> <p>(1) persons with reduced mobility (PRMs) who, without prejudice to Regulation (EC) No 1107/2006, are understood to be any person whose mobility is reduced due to any physical disability, sensory or locomotory, permanent or temporary, intellectual disability or impairment, any other cause of disability, or age;</p> <p>(2) infants and unaccompanied children; and</p> <p>(3) deportees, inadmissible passengers or prisoners in custody.</p> <p>CAT.OP.MPA.155 Carriage of special categories of passengers (SCPs)</p>		
<p>Carriage of special categories of passengers (SCPs)</p> <p>(b) SCPs shall be carried under conditions that ensure the safety of the aircraft and its occupants according to procedures established by the operator.</p> <p>CAT.OP.MPA.155 Carriage of special categories of passengers (SCPs)</p>		

<p>Carriage of special categories of passengers (SCPs) - Procedures</p> <p>When establishing the procedures for the carriage of SCPs, the operator should take into account the following factors:</p> <ul style="list-style-type: none"> (a) the aircraft type and cabin configuration; (b) the total number of passengers carried on board; (c) the number and categories of SCPs, which should not exceed the number of passengers capable of assisting them in case of an emergency; and (d) any other factor(s) or circumstances possibly impacting on the application of emergency procedures by the operating crew members. <p>AMC1 CAT.OP.MPA.155(b) Carriage of special categories of passengers (SCPs)</p>		
<p>Carriage of Special Categories of Passengers (SCPs) - Procedures to provide information to SCP</p> <p>The operator procedures on information provided to the SCP should specify the timing and methods on how and when the information can be provided.</p> <p>AMC2 CAT.OP.MPA.155(b) Carriage of Special Categories of Passengers (SCPs)</p>		
<p>Passenger seating</p> <p>The operator shall establish procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they are able to assist and not hinder evacuation of the aircraft.</p> <p>CAT.OP.MPA.165 Passenger seating</p>		
<p>Passenger seating - Emergency exit seating</p> <p>The operator should make provisions so that:</p> <ul style="list-style-type: none"> (a) a passenger occupies a seat at least on each side in a seat row with direct access to an emergency exit (not staffed by a cabin crew member) during taxiing, take-off and landing unless this would be impracticable due to a low number of passengers or might negatively impact the mass and balance limitations. (b) those passengers who are allocated seats that permit direct access to emergency exits appear to be reasonably fit, strong, and be able and willing to assist the rapid evacuation of the aircraft in an emergency after an appropriate briefing by the crew; (c) in all cases, passengers who, because of their condition, might hinder other passengers during an evacuation or who might impede the crew in carrying out their duties, should not be allocated seats that permit direct access to 		

<p>emergency exits. If procedures cannot be reasonably implemented at the time of passenger 'check-in', the operator should establish an alternative procedure which ensures that the correct seat allocations will, in due course, be made.</p> <p>AMC1 CAT.OP.MPA.165 Passenger seating</p>		
<p>Passenger seating - Access to emergency exits</p> <p>The following categories of passengers are among those who should not be allocated to, or directed to, seats that permit direct access to emergency exits:</p> <ul style="list-style-type: none"> (a) passengers suffering from obvious physical or mental disability to the extent that they would have difficulty in moving quickly if asked to do so; (b) passengers who are either substantially blind or substantially deaf to the extent that they might not readily assimilate printed or verbal instructions given; (c) passengers who because of age or sickness are so frail that they have difficulty in moving quickly; (d) passengers who are so obese that they would have difficulty in moving quickly or reaching and passing through the adjacent emergency exit; (e) children (whether accompanied or not) and infants; (f) deportees, inadmissible passengers or persons in custody; and (g) passengers with animals. <p>AMC2 CAT.OP.MPA.165 Passenger seating</p>		
<p>Carriage of special categories of passengers (SCPs)</p> <p>(c) SCPs shall not be allocated, nor occupy, seats that permit direct access to emergency exits or where their presence could:</p> <ul style="list-style-type: none"> (1) impede crew members in their duties; (2) obstruct access to emergency equipment; or (3) impede the emergency evacuation of the aircraft. <p>(d) The commander shall be notified in advance when SCPs are to be carried on board.</p> <p>CAT.OP.MPA.155 Carriage of special categories of passengers (SCPs)</p>		
<p>Carriage of Special Categories of Passengers (SCPs) - Seating procedures</p> <p>When establishing SCP seating procedures, the operator should take into account the following factors:</p> <ul style="list-style-type: none"> (a) If the SCP travels with an accompanying passenger, the accompanying passenger should be seated next to the SCP. 		

<p>(d) If the SCP is unable to negotiate stairs within the cabin unaided, he/she should not be seated on the upper deck of a multi-deck aircraft if the exits are not certified for emergency evacuation on both land and water.</p> <p>AMC1 CAT.OP.MPA.155(c) Carriage of Special Categories of Passengers (SCPs)</p>		
<p>Carriage of Special Categories of Passengers (SCPs) - Seating allocation of SCP with a disability and/or restraint aid</p> <p>(a) A disability and/or restraint aid that requires to be secured around the back of the seat should not be used if there is a person seated behind unless the seating configuration is approved for the use of such devices. This is to avoid the changed dynamic seat reactions with the disability and/or restraint aid, which may lead to head injury of the passenger seated behind.</p> <p>(b) If the seat design or installation would prevent head contact of the person seated behind, then no further consideration is necessary.</p> <p>AMC2 CAT.OP.MPA.155(c) Carriage of Special Categories of Passengers (SCPs)</p>		
<p>Carriage of Special categories of Passengers (SCPs) - Group seating</p> <p>(a) Taking into account access to exits, groups of non-ambulatory SCPs should be seated throughout the cabin to ensure that each SCP is surrounded by the maximum number of passengers capable of assisting in case of an emergency.</p> <p>(b) If non-ambulatory SCPs cannot be evenly distributed throughout the cabin, the operator should establish procedures to mitigate the increased safety risk such as seating of passengers capable of assisting in case of an emergency in the vicinity, additional information or training of cabin crew.</p> <p>(c) A group of passengers whose physical size would possibly prevent them from moving quickly or reaching and passing through an emergency exit, should not occupy the same seat row segment to avoid overloading the structure of the seat.</p> <p>GM1 CAT.OP.MPA.155(c) Carriage of Special categories of Passengers (SCPs)</p>		
<p>Carriage of Special Categories of Passengers (SCPs) - Seating allocation</p> <p>When establishing the procedure on seating of an SCP, seats should be allocated taking into account the following:</p>		

SCP category	Seating allocation procedure		
Unaccompanied child	The seating allocation of an unaccompanied child should allow for visual or audible communication during all phases of the flight with cabin crew. Groups of unaccompanied children should be seated in mix of ages, with the tallest child seated to allow assistance with fitting drop-down oxygen mask to smaller children in case of a decompression. Where possible, one adult should occupy the seat across the aisle next to each row of unaccompanied children.		
Passenger travelling with a child of less than 12 years of age	If a child travels with an accompanying adult in the same class of cabin, the child should be seated in the same seat row segment as the accompanying adult. Where this is not possible, the child should be seated no more than one seat row or aisle away.		
Passenger whose physical size would possibly prevent him/her from passing through an emergency exit	A passenger whose physical size would possibly prevent him/her from passing through an emergency exit (e.g. Type III or Type IV exit), should be seated in the vicinity of a suitable exit, taking into account the size of the exit. Seating of more than one of such passengers in the same seat row segment should be avoided.		
Passenger with physical disability of the upper limbs	A passenger with a physical disability of the upper limbs travelling without an accompanying passenger should be allocated seats during all phases of the flight so that visual and audible communication can be established with the cabin crew.		
Passenger with disability of lower limbs	A passenger with a disability of the lower limbs should be seated in a location providing easy access to floor level exits.		
Passenger with disability of both upper and lower limbs	A passenger with a disability of both upper and lower limbs should be seated in a location providing easy access to floor level exits.		
Mentally impaired passenger	A mentally impaired passenger, who travels without an accompanying passenger, should be allocated seats during all phases of the flight so that visual and audible communication can be established with the cabin crew.		
Passenger travelling with recognised assistance dog in the cabin	Suitable arrangements should be made between the passenger and the operator in advance of a flight where a recognised assistance dog is to be accommodated. A suitable restraint harness should be provided by the owner to secure and restrain the dog during taxi, take-off, landing and turbulence. In cruise, it is acceptable for the dog to be subject to less restraint.		
Stretcher occupant	Where possible, the stretcher should be installed behind a cabin monument. Alternatively, the stretcher could be installed where it can demonstrate compliance with the appropriate certification basis (CS.25.561 and CS.25.562(b), (c)(7), (8)). Stretcher installation should be as close to the floor level non-overwing exits as practical; preferably close to a required cabin crew station with an adjacent seat for the designated accompanying passenger.		
GM2 CAT.OP.MPA.155(c) Carriage of Special Categories of Passengers (SCPs)			
Carriage of Special Categories of Passengers (SCPs) - Conditions of safe carriage for unaccompanied children (a) When carrying an unaccompanied child that is not self-reliant, the operator should assess the safety risks to ensure that the child is assisted in case of an emergency situation. (b) A child under the age of 12 years, separated from the accompanying adult, who is travelling in another cabin class, should be considered as an unaccompanied child in order to ensure that the child is assisted in case of an emergency situation.			
AMC3 CAT.OP.MPA.155(b) Carriage of Special Categories of Passengers (SCPs)			

Carriage of special categories of passengers (SCPs) - Information provided to SCPs

When establishing procedures on the information to be provided to an SCP, the operator should consider informing the SCP that cabin crew can only assist the SCP once the cabin has been evacuated. The following table contains additional information by SCP category:

SCP category	Type of information
Unaccompanied child	<p>Inform the unaccompanied child on the following:</p> <ul style="list-style-type: none"> (a) which adult will assist with the operation of the seat belt and the fitting of the oxygen mask if the situation requires it; (b) the content of the passenger safety briefing card; and (c) in case of evacuation, to seek the assistance of adult passenger(s) in contacting a crew member. <p>Inform the passenger sitting next to the unaccompanied child to assist with:</p> <ul style="list-style-type: none"> (a) providing the child with an oxygen mask in case of decompression after fitting one's own mask; (b) securing/releasing the child's seat belt, if necessary; and (c) calling a cabin crew member in all other in-flight situations. <p>When a child and the accompanying adult travel in a different class of cabin, information should be provided to the child and adult that, in the event of an emergency, they should follow the instructions of the cabin crew and not try to reunite inside the cabin as this would slow down the overall evacuation.</p>
Adult travelling with an infant	<p>Information on brace position for adult with lap-held infant.</p> <p>Information on the use of the loop belt, in case of a lap-held infant.</p> <p>Information to fit own oxygen mask before fitting the infant's oxygen mask.</p> <p>Information on how to evacuate when carrying an infant:</p> <ul style="list-style-type: none"> (a) On land, see EASA SIB 2013-06 on evacuation of infants on aircraft equipped with inflatable slides or hatch-type overwing exits; and (b) In case of ditching, how to fit and when to inflate infant flotation aid (e.g. life jacket, flotation device).
Physically disabled passenger (aided walking)	Inform the SCP to leave mobility aid behind in an emergency evacuation.
Passenger with disability of upper limbs	<p>Inform the accompanying passenger to:</p> <ul style="list-style-type: none"> (a) fit the life jacket on the SCP, in case of a ditching evacuation; (b) first put on their own oxygen mask before fitting the SCP's oxygen mask, in case of decompression; and (c) secure/release the SCP's seat belt, if necessary.
Passenger with disability of lower limbs	<p>Inform the SCP:</p> <ul style="list-style-type: none"> (a) on the location of the nearest suitable exit; and (b) that mobility aids might not be accessible in an emergency evacuation.
Passenger with disability of both upper and lower limbs	<p>Inform accompanying passenger to secure/release the SCP's seat belt.</p> <p>Inform the SCP:</p> <ul style="list-style-type: none"> (a) in case of an evacuation, on the location of the nearest suitable exit; (b) in case of a ditching evacuation, that the accompanying passenger should fit the life jacket on the SCP; and (c) in case of a decompression, that the accompanying passenger should first put on his/her own oxygen mask before fitting the SCP's oxygen mask.
Visually impaired passenger	<p>Depending on the level of impairment, inform the visually impaired passenger on the following:</p> <ul style="list-style-type: none"> (a) seat and seat belt operation; (b) location of the nearest exit (e.g. number of seat rows to the nearest exit); (c) oxygen mask deployment; (d) location of life jacket; (e) brace position; and (f) location of cabin crew call button. <p>If available, take the aircraft demonstration equipment to the passenger for tactile assistance.</p>
Passenger travelling with a recognised assistance dog in the cabin	Advise how to evacuate guide dog by holding the dog and sliding.
Stretcher occupant	<p>Inform the stretcher occupant and the accompanying passenger that in case of an evacuation:</p> <ul style="list-style-type: none"> (a) the stretcher occupant should be evacuated when the cabin area surrounding the stretcher is clear; (b) to evacuate the stretcher occupant without the stretcher, if possible; (c) to be seated when sliding, holding the stretcher occupant in front; and (d) in the event of a ditching evacuation, to fit the life jacket on the stretcher occupant.

<p>GM2 CAT.OP.MPA.155(b) Carriage of special categories of passengers (SCPs)</p>		
<p>Stowage of baggage and cargo</p> <p>The operator shall establish procedures to ensure that:</p> <p>(a) only hand baggage that can be adequately and securely stowed is taken into the passenger compartment; and</p> <p>(b) all baggage and cargo on board that might cause injury or damage, or obstruct aisles and exits if displaced, is stowed so as to prevent movement.</p> <p>CAT.OP.MPA.160 Stowage of baggage and cargo</p>		
<p>Stowage of baggage and cargo - Stowage procedures</p> <p>Procedures established by the operator to ensure that hand baggage and cargo are adequately and securely stowed should take account of the following:</p> <p>(a) each item carried in a cabin should be stowed only in a location that is capable of restraining it;</p> <p>(b) weight limitations placarded on or adjacent to stowages should not be exceeded;</p> <p>(c) under seat stowages should not be used unless the seat is equipped with a restraint bar and the baggage is of such size that it may adequately be restrained by this equipment;</p> <p>(d) items should not be stowed in lavatories or against bulkheads that are incapable of restraining articles against movement forwards, sideways or upwards and unless the bulkheads carry a placard specifying the greatest mass that may be placed there;</p> <p>(e) baggage and cargo placed in lockers should not be of such size that they prevent latched doors from being closed securely;</p> <p>(f) baggage and cargo should not be placed where it can impede access to emergency equipment; and</p> <p>(g) checks should be made before take-off, before landing and whenever the 'fasten seat belts' signs are illuminated or it is otherwise so ordered to ensure that baggage is stowed where it cannot impede evacuation from the aircraft or cause injury by falling (or other movement), as may be appropriate to the phase of flight.</p> <p>AMC1 CAT.OP.MPA.160 Stowage of baggage and cargo</p>		

<p>Stowage of baggage and cargo - Carriage of cargo in the passenger compartment</p> <p>The following should be observed before carrying cargo in the passenger compartment:</p> <p>(a) for aeroplanes:</p> <p>(1) dangerous goods should not be allowed; and</p> <p>(2) a mix of passengers and live animals should only be allowed for pets weighing not more than 8 kg and guide dogs;</p> <p>(b) for aeroplanes and helicopters:</p> <p>(1) the mass of cargo should not exceed the structural loading limits of the floor or seats;</p> <p>(2) the number/type of restraint devices and their attachment points should be capable of restraining the cargo in accordance with applicable Certification Specifications; and</p> <p>(3) the location of the cargo should be such that, in the event of an emergency evacuation, it will not hinder egress nor impair the crew's view.</p> <p>AMC2 CAT.OP.MPA.160 Stowage of baggage and cargo</p>		
<p>Passenger briefing - The operator shall ensure that passengers are:</p> <p>(a) given briefings and demonstrations relating to safety in a form that facilitates the application of the procedures applicable in the event of an emergency; and</p> <p>(b) provided with a safety briefing card on which picture-type instructions indicate the operation of safety and emergency equipment and emergency exits likely to be used by passengers.</p> <p>CAT.OP.MPA.170 Passenger briefing</p>		
<p>Passenger briefing - Passenger briefing</p> <p>Passenger briefings should contain the following:</p> <p>(a) Before take-off</p> <p>(1) Passengers should be briefed on the following items, if applicable:</p> <p>(i) any cabin secured aspects, e.g. required position of seatbacks, tray tables, footrests, window blinds, etc. as applicable;</p> <p>(ii) emergency lighting (floor proximity escape path markings, exit signs);</p> <p>(iii) correct stowage of hand baggage and the importance of leaving hand baggage behind in case of evacuation;</p> <p>(iv) the use and stowage of portable electronic devices, including in-flight entertainment (IFE) systems;</p>		

(v) the location and presentation of the safety briefing card, the importance of its contents and the need for passengers to review it prior to take-off; and
(vi) compliance with ordinance signs, pictograms or placards, and crew member instructions; and

(2) Passengers should receive a demonstration of the following:

- (i) the use of safety belts or restraint systems, including how to fasten and unfasten the safety belts or restraint systems;
- (ii) the location of emergency exits;
- (iii) the location and use of oxygen equipment, if required. Passengers should also be briefed to extinguish all smoking materials when oxygen is being used; and
- (iv) the location and use of life-jackets if required.

(3) Passengers occupying seats with direct access to emergency exits not staffed by cabin crew members should receive an additional briefing on the operation and use of the exit.

(b) After take-off

(1) Passengers should be reminded of the following, if applicable:

- (i) use of safety belts or restraint systems including the safety benefits of having safety belts fastened when seated irrespective of seat belt sign illumination; and
- (ii) caution when opening overhead compartments.

(c) Before landing

(1) Passengers should be reminded of the following, if applicable:

- (i) use of safety belts or restraint systems;
- (ii) any cabin secured aspects, e.g. required position of seatbacks, tray tables, footrests, window blinds, etc. as applicable;
- (iii) correct stowage of hand baggage and the importance of leaving hand baggage behind in case of evacuation;
- (iv) the use and stowage of portable electronic devices; and
- (v) the location of the safety briefing card, the importance of its contents and its review.

(d) After landing

(1) Passengers should be reminded of the following:

- (i) use of safety belts or restraint systems;
- (ii) the use and stowage of portable electronic devices; and
- (iii) caution when opening overhead compartments.

(e) Emergency during flight:

- (1) Passengers should be instructed as appropriate to the circumstances.

(f) Smoking regulations

<p>(1) The operator should determine the frequency of briefings or reminding passengers about the smoking regulations.</p> <p>AMC1 CAT.OP.MPA.170 Passenger briefing</p>		
<p>Passenger briefing - In-flight entertainment (IFE) systems</p> <p>When IFE systems are available by means of equipment that can be handled by passengers, including portable electronic devices (PEDs), provided by the operator for the purpose of IFE, appropriate information containing at least the following should be made available to passengers:</p> <p>(a) instructions on how to safely operate the IFE system for personal use in normal conditions;</p> <p>(b) restrictions, including stowage of retractable or loose items of equipment (e.g. screens or remote controls) during taxiing, take-off and landing, and in abnormal or emergency conditions; and</p> <p>(c) the instruction to alert cabin crew members in case of IFE system malfunction in accordance with point (f)(9) of GM2 CAT.OP.MPA.170.</p> <p>AMC3 CAT.OP.MPA.170 Passenger briefing</p>		
<p>Passenger briefing - In-flight entertainment (IFE) systems</p> <p>c) the instruction to alert cabin crew members in case of IFE system malfunction in accordance with point (f)(9) of GM2 CAT.OP.MPA.170.</p> <p>AMC3 CAT.OP.MPA.170 Passenger briefing</p>		
<p>Passenger briefing</p> <p>(9) portable electronic devices, including spare batteries:</p> <p>(i) allowed versus forbidden devices;</p> <p>(ii) use in various flight phases including during safety briefing;</p> <p>(iii) stowage;</p> <p>(iv) danger of fire in case the device is damaged;</p> <p>(v) the need to call for immediate assistance in case a device is damaged, hot, produces smoke, is lost, or falls into the seat structure (including advice to refrain from manipulating the seat);</p> <p>GM2 CAT.OP.MPA.170 Passenger briefing</p>		
<p>OAN Number: 09/2020</p> <p>Passenger Seating with 'Direct Access' to Emergency Exits Not Staffed by Cabin Crew Members.</p>		

<p>Refuelling/defuelling with passengers embarking, on board or disembarking</p> <p>(b) For all other types of fuel, necessary precautions shall be taken and the aircraft shall be properly manned by qualified personnel ready to initiate and direct an evacuation of the aircraft by the most practical and expeditious means available.</p> <p>CAT.OP.MPA.195 Refuelling/defuelling with passengers embarking, on board or disembarking</p>		
<p>Refuelling/defuelling with passengers embarking, on board or disembarking</p> <p>(a) When refuelling/defuelling with passengers on board, ground servicing activities and work inside the aircraft, such as catering and cleaning, should be conducted in such a manner that they do not create a hazard and allow emergency evacuation to take place through those aisles and exits intended for emergency evacuation.</p> <p>(b) The deployment of integral aircraft stairs or the opening of emergency exits as a prerequisite to refuelling is not necessarily required.</p> <p>AMC1 CAT.OP.MPA.195 Refuelling/defuelling with passengers embarking, on board or disembarking</p>		
<p>Refuelling/defuelling with passengers embarking, on board or disembarking</p> <p>OPERATIONAL PROCEDURES — AEROPLANES</p> <p>(c) Operational procedures should specify that at least the following precautions are taken:</p> <p>(1) one qualified person should remain at a specified location during fuelling operations with passengers on board. This qualified person should be capable of handling emergency procedures concerning fire protection and firefighting, handling communications, and initiating and directing an evacuation;</p> <p>(2) two-way communication should be established and should remain available by the aeroplane's inter-communication system or other suitable means between the ground crew supervising the refuelling and the qualified personnel on board the aeroplane; the involved personnel should remain within easy reach of the system of communication;</p> <p>(3) crew, personnel and passengers should be warned that re/defuelling will take place;</p> <p>(4) 'Fasten Seat Belts' signs should be off;</p> <p>(5) 'NO SMOKING' signs should be on, together with interior lighting to enable emergency exits to be identified;</p> <p>(6) passengers should be instructed to unfasten their seat belts and refrain from smoking;</p>		

<p>(7) the minimum required number of cabin crew should be on board and be prepared for an immediate emergency evacuation;</p> <p>(8) if the presence of fuel vapour is detected inside the aeroplane, or any other hazard arises during re/defuelling, fuelling should be stopped immediately;</p> <p>(9) the ground area beneath the exits intended for emergency evacuation and slide deployment areas should be kept clear at doors where stairs are not in position for use in the event of evacuation; and</p> <p>(10) provision is made for a safe and rapid evacuation.</p> <p>AMC1 CAT.OP.MPA.195 Refuelling/defuelling with passengers embarking, on board or disembarking</p>		
<p>Crew members at stations</p> <p>(b) <i>Cabin crew members</i></p> <p>During critical phases of flight, each cabin crew member shall be seated at the assigned station and shall not perform any activities other than those required for the safe operation of the aircraft.</p> <p>CAT.OP.MPA.210 Crew members at stations</p>		
<p>Cabin crew seating positions</p> <p>(a) When determining cabin crew seating positions, the operator should ensure that they are:</p> <p>(1) close to a floor level door/exit;</p> <p>(2) provided with a good view of the area(s) of the passenger cabin for which the cabin crew member is responsible; and</p> <p>(3) evenly distributed throughout the cabin, in the above order of priority.</p> <p>(b) Item (a) should not be taken as implying that, in the event of there being more cabin crew stations than required cabin crew, the number of cabin crew members should be increased.</p> <p>AMC1 CAT.OP.MPA.210(b) Crew members at stations</p>		
<p>Assisting means for emergency evacuation</p> <p>The operator shall establish procedures to ensure that before taxiing, take-off and landing and when safe and practicable to do so, all means of assistance for emergency evacuation that deploy automatically are armed.</p> <p>CAT.OP.MPA.220 Assisting means for emergency evacuation</p>		

<p>Seats, safety belts and restraint systems</p> <p><i>(a) Crew members</i></p> <p>(1) During take-off and landing, and whenever decided by the commander in the interest of safety, each crew member shall be properly secured by all safety belts and restraint systems provided.</p> <p>(2) During other phases of the flight, each flight crew member in the flight crew compartment shall keep the assigned station safety belt fastened while at his/her station.</p> <p>CAT.OP.MPA.225 Seats, safety belts and restraint systems</p>		
<p>Seats, safety belts and restraint systems</p> <p><i>(b) Passengers</i></p> <p>(1) Before take-off and landing, and during taxiing, and whenever deemed necessary in the interest of safety, the commander shall be satisfied that each passenger on board occupies a seat or berth with his/her safety belt or restraint system properly secured.</p> <p>(2) The operator shall make provisions for multiple occupancy of aircraft seats that is only allowed on specified seats. The commander shall be satisfied that multiple occupancy does not occur other than by one adult and one infant who is properly secured by a supplementary loop belt or other restraint device.</p> <p>CAT.OP.MPA.225 Seats, safety belts and restraint systems</p>		
<p>Securing of passenger compartment and galley(s)</p> <p>(a) The operator shall establish procedures to ensure that before taxiing, take-off and landing all exits and escape paths are unobstructed.</p> <p>(b) The commander shall ensure that before take-off and landing, and whenever deemed necessary in the interest of safety, all equipment and baggage are properly secured.</p> <p>CAT.OP.MPA.230 Securing of passenger compartment and galley(s)</p>		
<p>Smoking on board</p> <p>The commander shall not allow smoking on board:</p> <p>(a) whenever considered necessary in the interest of safety;</p> <p>(b) during refuelling and defuelling of the aircraft;</p> <p>(c) while the aircraft is on the surface unless the operator has determined procedures to mitigate the risks during ground operations;</p>		

<p>(d) outside designated smoking areas, in the aisle(s) and lavatory(ies);</p> <p>(e) in cargo compartments and/or other areas where cargo is carried that is not stored in flame-resistant containers or covered by flame-resistant canvas; and</p> <p>(f) in those areas of the passenger compartment where oxygen is being supplied.</p> <p>CAT.OP.MPA.240 Smoking on board</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices - CHILD RESTRAINT DEVICES (CRDs)</p> <p>(c) Location</p> <p>(1) Forward-facing child seats may be installed on both forward-and rearward-facing passenger seats, but only when fitted in the same direction as the passenger seat on which they are positioned. Rearward-facing child seats should only be installed on forward-facing passenger seats. A child seat should not be installed within the radius of action of an airbag unless it is obvious that the airbag is de-activated or it can be demonstrated that there is no negative impact from the airbag.</p> <p>(2) An infant/child in a CRD should be located in the vicinity of a floor level exit.</p> <p>(3) An infant/child in a CRD should not hinder evacuation for any passenger.</p> <p>(4) An infant/child in a CRD should neither be located in the row (where rows are existing) leading to an emergency exit nor located in a row immediately forward or aft of an emergency exit. A window passenger seat is the preferred location. An aisle passenger seat or a cross aisle passenger seat that forms part of the evacuation route to exits is not recommended. Other locations may be acceptable provided the access of neighbour passengers to the nearest aisle is not obstructed by the CRD.</p> <p>(5) In general, only one CRD per row segment is recommended. More than one CRD per row segment is allowed if the infants/children are from the same family or travelling group provided the infants/children are accompanied by a responsible adult sitting next to them in the same row segment.</p> <p>(6) A row segment is one or more seats side-by-side separated from the next row segment by an aisle.</p> <p>AMC1 CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices</p> <p>(d) Installation</p>		

<p>(1) CRDs tested and approved for use in aircraft should only be installed on a suitable passenger seat by the method shown in the manufacturer's instructions provided with each CRD and with the type of connecting device they are approved for the installation in aircraft. CRDs designed to be installed only by means of rigid bar lower anchorages (ISOFIX or equivalent) should only be used on passenger seats equipped with such connecting devices and should not be secured by passenger seat lap belt.</p> <p>(2) All safety and installation instructions should be followed carefully by the responsible adult accompanying the infant/child. Operators should prohibit the use of a CRD not installed on the passenger seat according to the manufacturer's instructions or not approved for use in aircraft.</p> <p>(3) If a forward-facing child seat with a rigid backrest is to be fastened by a seat lap belt, the restraint device should be fastened when the backrest of the passenger seat on which it rests is in a reclined position. Thereafter, the backrest is to be positioned upright. This procedure ensures better tightening of the child seat on the aircraft seat if the aircraft seat is reclinable.</p> <p>(4) The buckle of the adult safety belt must be easily accessible for both opening and closing, and must be in line with the seat belt halves (not canted) after tightening.</p> <p>(5) Forward-facing restraint devices with an integral harness must not be installed such that the adult safety belt is secured over the infant.</p> <p>AMC1 CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices</p> <p>(e) Operation</p> <p>(1) Each CRD should remain secured to a passenger seat during all phases of flight unless it is properly stowed when not in use.</p> <p>(2) Where a child seat is adjustable in recline, it must be in an upright position for all occasions when passenger restraint devices are required.</p> <p>AMC1 CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>CHAPTER 3 Emergency and Safety Equipment</p>	<p>CCOM Manual Reference</p>	<p>CAD Only S / NS / NA</p>
<p>Objective</p>		
<p>Flight crew compartment security</p>		

<p>(a) In an aeroplane which is equipped with a secure flight crew compartment door, that door shall be capable of being locked, and means shall be provided by which the cabin crew can notify the flight crew in the event of suspicious activity or security breaches in the cabin.</p> <p>ORO.SEC.100 Flight crew compartment security</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices - CHILD RESTRAINT DEVICES (CRDs)</p> <p>(a) A CRD is considered to be acceptable if:</p> <p>(1) it is a 'supplementary loop belt' manufactured with the same techniques and the same materials as the approved safety belts; or</p> <p>(2) it complies with (b).</p> <p>(b) Provided the CRD can be installed properly on the respective aircraft seat, the following CRDs are considered acceptable:</p> <p>(1) CRDs approved for use in aircraft according to the European Technical Standard Order ETSO-C100c on Aviation Child Safety Device (ACSD);</p> <p>(2) CRDs approved by EASA through a Type Certificate or Supplemental Type Certificate;</p> <p>(3) Child seats approved for use in motor vehicles on the basis of the technical standard specified in point (i) below. The child seat must be also approved for use in aircraft on the basis of the technical standard specified in either point (ii) or point (iii):</p> <p>(i) UN Standard ECE R44-04 (or 03), or ECE R129 bearing the respective 'ECE R' label; and</p> <p>(ii) German 'Qualification Procedure for Child Restraint Systems for Use in Aircraft' (TÜV/958-01/2001) bearing the label 'For Use in Aircraft'; or</p> <p>(iii) Other technical standard acceptable to the competent authority. The child seat should hold a qualification sign that it can be used in aircraft.</p> <p>(4) Child seats approved for use in motor vehicles and aircraft according to Canadian CMVSS 213/213.1 bearing the respective label;</p> <p>(5) Child seats approved for use in motor vehicles and aircraft according to US FMVSS No 213 and bearing one or two labels displaying the following two sentences:</p> <p>(i) 'THIS CHILD RESTRAINT SYSTEM CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS'; and</p> <p>(ii) in red letters 'THIS RESTRAINT IS CERTIFIED FOR USE IN MOTOR VEHICLES AND AIRCRAFT';</p>		

(6) Child seats approved for use in motor vehicles and aircraft according to Australia/New Zealand's technical standard AS/NZS 1754:2013 bearing the green part on the label displaying 'For Use in Aircraft'; and

(7) CRDs manufactured and tested according to other technical standards equivalent to those listed above. The devices should be marked with an associated qualification sign, which shows the name of the qualification organisation and a specific identification number, related to the associated qualification project. The qualifying organisation should be a competent and independent organisation that is acceptable to the competent authority.

AMC1 CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices

Seats, seat safety belts, restraint systems and child restraint devices

EASA leaflet 'Travelling with children' contains guidance on;

- Child seats accepted by EU rules; and
- Child seats from outside EU.

<https://www.easa.europa.eu/sites/default/files/dfu/Flying-with-children.pdf>

First-aid kit

(a) Aeroplanes shall be equipped with first-aid kits, in accordance with Table 1.

Table 1

Number of first-aid kits required

Number of passenger seats installed	Number of first-aid kits required
0-100	1
101-200	2
201-300	3
301-400	4
401-500	5
501 or more	6

CAT.IDE.A.220 First-aid kit

First-aid kit

(b) First-aid kits shall be:

- (1) readily accessible for use; and
- (2) kept up to date

CAT.IDE.A.220 First-aid kit

<p>First-aid kit - CONTENT OF FIRST-AID KITS</p> <p>(a) First-aid kits should be equipped with appropriate and sufficient medications and instrumentation. However, these kits should be supplemented by the operator according to the characteristics of the operation (scope of operation, flight duration, number and demographics of passengers, number of decks, etc.).</p> <p>(b) The following should be included in the first-aid kit:</p> <p>(1) Equipment</p> <ul style="list-style-type: none"> (i) bandages (assorted sizes, including a triangular bandage); (ii) burns dressings (unspecified); (iii) wound dressings (large and small); (iv) adhesive dressings (assorted sizes); (v) adhesive tape; (vi) adhesive wound closures; (vii) safety pins; (viii) safety scissors; (ix) antiseptic wound cleaner; (x) disposable resuscitation aid; (xi) disposable gloves; (xii) tweezers: splinter; (xiii) thermometers (non-mercury); and (xiv) surgical masks. <p>(2) Medications</p> <ul style="list-style-type: none"> (i) simple analgesic (including paediatric form); (ii) antiemetic — non-injectable (including paediatric form); (iii) nasal decongestant; (iv) gastrointestinal antacid, in the case of aeroplanes carrying more than 9 passengers; (v) anti-diarrhoeal medication, in the case of aeroplanes carrying more than 9 passengers; and (vi) antihistamine (including paediatric form). <p>AMC1 CAT.IDE.A.220 First-aid kit</p>		
<p>First-aid kit - CONTENT OF FIRST-AID KITS</p> <p>(3) Other content. The operator should make the instructions readily available. If an electronic format is available, then all instructions should be kept on the same device. If a paper format is used, then the instructions should be kept in the same kit with the applicable equipment and medication. The instructions should include, as a minimum, the following:</p> <ul style="list-style-type: none"> (i) a list of contents in at least two languages (English and one other). This should include information on the effects and side effects of medications carried; (ii) first-aid handbook, current edition; 		

<p>(iii) Basic life support instructions cards (summarising and depicting the current algorithm for basic life support); and (iv) medical incident report form.</p> <p>AMC1 CAT.IDE.A.220 First-aid kit</p>		
<p>First-aid kit - CONTENT OF FIRST-AID KITS</p> <p>(4) Additional equipment. The following additional equipment should be carried on board each aircraft equipped with a first-aid kit, though not necessarily in the first-aid kit. When operating multi-deck aircraft, operators should assess if the additional equipment is needed on each deck. The additional equipment should include, as a minimum:</p> <p>(i) automated external defibrillator (AED) on all aircraft required to carry at least one cabin crew; (ii) bag-valve masks (masks in three sizes: one for adults, one for children, and one for infants); (iii) suitable airway management device (e.g. supraglottic airway devices, oropharyngeal or nasopharyngeal airways); (iv) eye irrigator; (v) biohazard disposal bags; and (vi) basic delivery kit (including sterile umbilical cord scissors and a pair of cord clamps) on all aircraft required to carry at least one cabin crew.</p> <p>AMC1 CAT.IDE.A.220 First-aid kit</p>		
<p>First-aid kit - MAINTENANCE OF FIRST-AID KITS</p> <p>To be kept up to date, first-aid kits should be:</p> <p>(a) inspected periodically to confirm, to the extent possible, that contents are maintained in the condition necessary for their intended use; (b) replenished at regular intervals, in accordance with instructions contained on their labels, or as circumstances warrant; and (c) replenished after use in-flight at the first opportunity where replacement items are available.</p> <p>*The procedure shall specify the person responsible to conduct the above.</p> <p>AMC2 CAT.IDE.A.220 First-aid kit</p>		
<p>Emergency medical kit</p> <p>a) Aeroplanes with an MOPSC of more than 30 shall be equipped with an emergency medical kit when any point on the planned route is more than 60 minutes flying time at normal cruising speed from an aerodrome at which qualified medical assistance could be expected to be available.</p>		

<p>(b) The commander shall ensure that drugs are only administered by appropriately qualified persons.</p> <p>(c) The emergency medical kit referred to in (a) shall be:</p> <ol style="list-style-type: none"> (1) dust and moisture proof; (2) carried in a way that prevents unauthorised access; and (3) kept up to date. <p>CAT.IDE.A.225 Emergency medical kit</p>		
<p>Emergency medical kit - CONTENT OF EMERGENCY MEDICAL KIT</p> <p>(a) Emergency medical kits should be equipped with appropriate and sufficient medications and instrumentation. However, these kits should be supplemented by the operator according to the characteristics of the operation (scope of operation, flight duration, number and demographics of passengers, number of decks, etc.).</p> <p>AMC1 CAT.IDE.A.225 Emergency medical kit</p>		
<p>Emergency medical kit - CONTENT OF EMERGENCY MEDICAL KIT</p> <p>(b) The following should be included in the emergency medical kit:</p> <ol style="list-style-type: none"> (1) Equipment <ol style="list-style-type: none"> (i) sphygmomanometer — electronic recommended; (ii) stethoscope; (iii) syringes and needles; (iv) intravenous cannulae (a sufficient supply of intravenous cannulae should be available, subject to the amount of intravenous fluids carried on board); (v) oropharyngeal airways (three sizes); (v) tourniquet; (vi) disposable gloves; (vii) needle disposal box; (viii) one or more urinary catheter(s), appropriate for either sex, and anaesthetic gel; (ix) aspirator; (x) blood glucose testing equipment; (xi) scalpel.; (xii) pulse oximeter; and (xiii) pneumothorax set. <p>AMC1 CAT.IDE.A.225 Emergency medical kit</p>		
<p>Emergency medical kit - CONTENT OF EMERGENCY MEDICAL KIT</p> <p>(2) Instructions: the instructions should contain a list of contents (medications in trade names and generic names) in at least two languages (English and one other). This should include information on the effects and side effects of medications carried. There should also be basic instructions for use of the medications in the kit and guidance for conversion of units for the blood glucose test. The operator should make the instructions readily available. If an</p>		

<p>electronic format is available, then all instructions should be kept on the same device. If a paper format is used, then the instructions should be kept in the same kit with the applicable equipment and medication.</p> <p>AMC1 CAT.IDE.A.225 Emergency medical kit</p>		
<p>Emergency medical kit - CONTENT OF EMERGENCY MEDICAL KIT</p> <p>(3) Medications</p> <ul style="list-style-type: none"> (i) coronary vasodilator e.g. glyceriltrinitrate-oral; (ii) antispasmodic; (iii) epinephrine/adrenaline 1:1 000; (iv) adrenocorticoid; (v) major analgesic; (vi) diuretic — injectable; (vii) antihistamine — oral and injectable (including paediatric form); (viii) sedative/anticonvulsant — oral plus injectable and/or rectal sedative; (ix) medication for hypoglycaemia (e.g. hypertonic glucose); (x) antiemetic — injectable; (xi) antibiotic — injectable form — Ceftriaxone or Cefotaxime; (xii) bronchial dilator — inhaled (disposable collapsible spacer); (xiii) IV fluids in appropriate quantity e.g. sodium chloride 0.9 % (minimum 250 ml); and (xiv) acetylsalicylic acid — oral — for coronary use. <p>AMC1 CAT.IDE.A.225 Emergency medical kit</p>		
<p>Emergency medical kit - CARRIAGE UNDER SECURE CONDITIONS</p> <p>The emergency medical kit should be kept either in the flight crew compartment or in another secure location in the cabin that prevents unauthorised access to it.</p> <p>AMC2 CAT.IDE.A.225 Emergency medical kit</p>		
<p>Emergency medical kit - ACCESS TO EMERGENCY MEDICAL KIT</p> <p>(a) When the actual situation on board so requires, the commander should limit access to the emergency medical kit.</p> <p>(b) Drugs should be administered by medical doctors, qualified nurses, paramedics or emergency medical technicians.</p> <p>(c) Medical students, student paramedics, student emergency medical technicians or nurses aides should only administer drugs if no person mentioned in (b) is on board the flight and appropriate advice has been received.</p> <p>(d) Whenever allowed under the operator's national legislation, drugs may be administered by suitably trained persons, other than medical doctors.</p> <p>AMC3 CAT.IDE.A.225 Emergency medical kit</p>		

<p>Emergency medical kit - MAINTENANCE OF EMERGENCY MEDICAL KIT</p> <p>To be kept up to date, the emergency medical kit should be:</p> <p>(a) inspected periodically to confirm, to the extent possible, that the contents are maintained in the condition necessary for their intended use;</p> <p>(b) replenished at regular intervals, in accordance with instructions contained on their labels, or as circumstances warrant; and</p> <p>(c) replenished after use-in-flight at the first opportunity where replacement items are available.</p> <p>AMC4 CAT.IDE.A.225 Emergency medical kit</p>		
<p>Emergency medical kit</p> <p>(4) The carriage of an automated external defibrillator should be determined by the operator on the basis of a risk assessment taking into account the particular needs of the operation.</p> <p>(5) The automated external defibrillator should be carried on the aircraft, though not necessarily in the emergency medical kit.</p> <p>AMC1 CAT.IDE.A.225 Emergency medical kit</p>		
<p>First-aid oxygen</p> <p>(a) Pressurised aeroplanes operated at pressure altitudes above 25 000 ft, in the case of operations for which a cabin crew member is required, shall be equipped with a supply of undiluted oxygen for passengers who, for physiological reasons, might require oxygen following a cabin depressurisation.</p> <p>(b) The oxygen supply referred to in (a) shall be sufficient for the remainder of the flight after cabin depressurisation when the cabin altitude exceeds 8 000 ft but does not exceed 15 000 ft, for at least 2 % of the passengers carried, but in no case for less than one person.</p> <p>CAT.IDE.A.230 First-aid oxygen</p>		
<p>First-aid oxygen</p> <p>(c) There shall be a sufficient number of dispensing units, but in no case less than two, with a means for cabin crew to use the supply.</p> <p>(d) The first-aid oxygen equipment shall be capable of generating a mass flow to each person.</p> <p>CAT.IDE.A.230 First-aid oxygen</p>		

<p>First-aid oxygen</p> <p>(a) The mass flow of oxygen should be in accordance with CS-25.1443 or equivalent.</p> <p>(b) The oxygen supply may be calculated by assuming an average flow rate of at least 3 litres standard temperature pressure dry (STPD)/minute/person, or equivalent, as demonstrated during the certification of the dispensing unit.</p> <p>AMC1 CAT.IDE.A.230(d)</p>		
<p>Crew protective breathing equipment</p> <p>(a) All pressurised aeroplanes and those unpressurised aeroplanes with an MCTOM of more than 5 700 kg or having an MOPSC of more than 19 seats shall be equipped with protective breathing equipment (PBE) to protect the eyes, nose and mouth and to provide for a period of at least 15 minutes:</p> <p>(1) oxygen for each flight crew member on duty in the flight crew compartment;</p> <p>(2) breathing gas for each required cabin crew member, adjacent to his/her assigned station; and</p> <p>(3) breathing gas from a portable PBE for one member of the flight crew, adjacent to his/her assigned station, in the case of aeroplanes operated with a flight crew of more than one and no cabin crew member.</p> <p>CAT.IDE.A.245 Crew protective breathing equipment</p>		
<p>Crew protective breathing equipment</p> <p>(b) A PBE intended for flight crew use shall be installed in the flight crew compartment and be accessible for immediate use by each required flight crew member at his/her assigned station.</p> <p>(c) A PBE intended for cabin crew use shall be installed adjacent to each required cabin crew member station.</p> <p>(d) Aeroplanes shall be equipped with an additional portable PBE installed adjacent to the hand fire extinguisher referred to in points CAT.IDE.A.250 (b) and (c), or adjacent to the entrance of the cargo compartment, in case the hand fire extinguisher is installed in a cargo compartment.</p> <p>CAT.IDE.A.245 Crew protective breathing equipment</p>		
<p>Crew protective breathing equipment</p> <p>(e) A PBE while in use shall not prevent the use of the means of communication referred to in CAT.IDE.A.170 Flight crew interphone system,</p>		

CAT.IDE.A.175 Crew member interphone system, CAT.IDE.A.270 Megaphones and CAT.IDE.A.330 Radio communication equipment.

CAT.IDE.A.245 Crew protective breathing equipment

Hand fire extinguishers

a) Aeroplanes shall be equipped with at least one hand fire extinguisher in the flight crew compartment.

(b) At least one hand fire extinguisher shall be located in, or readily accessible for use in, each galley not located on the main passenger compartment.

(c) At least one hand fire extinguisher shall be available for use in each class A or class B cargo or baggage compartment and in each class E cargo compartment that is accessible to crew members in flight.

CAT.IDE.A.250 Hand fire extinguishers

Hand fire extinguishers

(d) The type and quantity of extinguishing agent for the required fire extinguishers shall be suitable for the type of fire likely to occur in the compartment where the extinguisher is intended to be used and to minimise the hazard of toxic gas concentration in compartments occupied by persons.

CAT.IDE.A.250 Hand fire extinguishers

Hand fire extinguishers

(e) Aeroplanes shall be equipped with at least a number of hand fire extinguishers in accordance with Table 1, conveniently located to provide adequate availability for use in each passenger compartment.

Table 1

Number of hand fire extinguishers

MOPSC	Number of extinguishers
7-30	1
31-60	2
61-200	3
201-300	4
301-400	5
401-500	6
501-600	7
601 or more	8

CAT.IDE.A.250 Hand fire extinguishers

<p>Hand fire extinguishers - NUMBER, LOCATION AND TYPE</p> <p>(a) The number and location of hand fire extinguishers should be such as to provide adequate availability for use, account being taken of the number and size of the passenger compartments, the need to minimise the hazard of toxic gas concentrations and the location of lavatories, galleys, etc. These considerations may result in a number of fire extinguishers greater than the minimum required.</p> <p>(b) There should be at least one hand fire extinguisher installed in the flight crew compartment and this should be suitable for fighting both flammable fluid and electrical equipment fires. Additional hand fire extinguishers may be required for the protection of other compartments accessible to the crew in flight. Dry chemical fire extinguishers should not be used in the flight crew compartment, or in any compartment not separated by a partition from the flight crew compartment, because of the adverse effect on vision during discharge and, if conductive, interference with electrical contacts by the chemical residues.</p> <p>AMC1 CAT.IDE.A.250 Hand fire extinguishers</p>		
<p>Hand fire extinguishers - NUMBER, LOCATION AND TYPE</p> <p>(c) Where only one hand fire extinguisher is required in the passenger compartments, it should be located near the cabin crew member's station, where provided.</p> <p>(d) Where two or more hand fire extinguishers are required in the passenger compartments and their location is not otherwise dictated by consideration of CAT.IDE.A.250(b), an extinguisher should be located near each end of the cabin with the remainder distributed throughout the cabin as evenly as is practicable</p> <p>AMC1 CAT.IDE.A.250 Hand fire extinguishers</p>		
<p>Hand fire extinguishers - NUMBER, LOCATION AND TYPE</p> <p>(e) Unless an extinguisher is clearly visible, its location should be indicated by a placard or sign. Appropriate symbols may also be used to supplement such a placard or sign.</p> <p>AMC1 CAT.IDE.A.250 Hand fire extinguishers</p>		
<p>Crash axe and crowbar</p> <p>(a) Aeroplanes with an MCTOM of more than 5 700 kg or with an MOPSC of more than nine shall be equipped with at least one crash axe or crowbar located in the flight crew compartment.</p> <p>(b) In the case of aeroplanes with an MOPSC of more than 200, an additional crash axe or crowbar shall be installed in or near the rearmost galley area.</p>		

(c) Crash axes and crowbars located in the passenger compartment shall not be visible to passengers.

CAT.IDE.A.255 Crash axe and crowbar

Megaphones

Aeroplanes with an MOPSC of more than 60 and carrying at least one passenger shall be equipped with the following quantities of portable battery-powered megaphones readily accessible for use by crew members during an emergency evacuation:

(a) For each passenger deck:

Table 1

Number of megaphones

Passenger seating configuration	Number of megaphones
61 to 99	1
100 or more	2

b) For aeroplanes with more than one passenger deck, in all cases when the total passenger seating configuration is more than 60, at least one megaphone.

CAT.IDE.A.270 Megaphones

Megaphones - LOCATION OF MEGAPHONES

(a) Where one megaphone is required, it should be readily accessible at the assigned seat of a cabin crew member or crew members other than flight crew.

(b) Where two or more megaphones are required, they should be suitably distributed in the passenger compartment(s) and readily accessible to crew members assigned to direct emergency evacuations.

(c) This does not necessarily require megaphones to be positioned such that they can be physically reached by a crew member when strapped in a cabin crew member's seat.

AMC1 CAT.IDE.A.270 Megaphones

Flight over water

(a) The following aeroplanes shall be equipped with a life-jacket for each person on board or equivalent flotation device for each person on board younger than 24 months, stowed in a position that is readily accessible from the seat or berth of the person for whose use it is provided:

<p>(1) landplanes operated over water at a distance of more than 50 NM from the shore or taking off or landing at an aerodrome where the take-off or approach path is so disposed over water that there would be a likelihood of a ditching;</p> <p>CAT.IDE.A.285 Flight over water</p>		
<p>Flight over water</p> <p>(b) Each life-jacket or equivalent individual flotation device shall be equipped with a means of electric illumination for the purpose of facilitating the location of persons.</p> <p>CAT.IDE.A.285 Flight over water</p>		
<p>Flight over water</p> <p>(d) Aeroplanes operated over water at a distance away from land suitable for making an emergency landing, greater than that corresponding to:</p> <p>(1) 120 minutes at cruising speed or 400 NM, whichever is the lesser, in the case of aeroplanes capable of continuing the flight to an aerodrome with the critical engine(s) becoming inoperative at any point along the route or planned diversions; or</p> <p>(2) for all other aeroplanes, 30 minutes at cruising speed or 100 NM, whichever is the lesser, shall be equipped with the equipment specified in (e).</p> <p>(e) Aeroplanes complying with (d) shall carry the following equipment:</p> <p>(1) life-rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in an emergency, and being of sufficient size to accommodate all the survivors in the event of a loss of one raft of the largest rated capacity;</p> <p>(2) a survivor locator light in each life-raft;</p> <p>(3) life-saving equipment to provide the means for sustaining life, as appropriate for the flight to be undertaken; and</p> <p>(4) at least two survival ELTs (ELT(S)).</p> <p>CAT.IDE.A.285 Flight over water</p>		
<p>Flight over water - LIFE RAFTS AND EQUIPMENT FOR MAKING DISTRESS SIGNALS</p> <p>(a) The following should be readily available with each life-raft:</p> <p>(1) means for maintaining buoyancy;</p> <p>(2) a sea anchor;</p> <p>(3) life-lines and means of attaching one life-raft to another;</p>		

<p>(4) paddles for life-rafts with a capacity of six or less; (5) means of protecting the occupants from the elements; (6) a water-resistant torch; (7) signalling equipment to make the pyrotechnic distress signals described in ICAO Annex 2, 'Rules of the Air'; (8) 100 g of glucose tablets for each four, or fraction of four, persons that the life-raft is designed to carry; (9) at least 2 litres of drinkable water provided in durable containers or means of making sea water drinkable or a combination of both; and (10) first-aid equipment.</p> <p>(b) As far as practicable, items listed in (a) should be contained in a pack.</p> <p>AMC1 CAT.IDE.A.285 Flight over water</p>		
<p>Flight over water - ACCESSIBILITY OF LIFE-JACKETS</p> <p>The life-jacket should be accessible from the seat or berth of the person for whose use it is provided, with a safety belt or restraint system fastened.</p> <p>AMC1 CAT.IDE.A.285(a) Flight over water</p>		
<p>Flight over water - ELECTRIC ILLUMINATION OF LIFE-JACKETS</p> <p>The means of electric illumination should be a survivor locator light as defined in the applicable ETSO issued by the Agency or equivalent</p> <p>AMC2 CAT.IDE.A.285(a) Flight over water</p>		
<p>Flight over water</p> <p>(f) By 1 January 2019 at the latest, aeroplanes with an MCTOM of more than 27 000 kg and with an MOPSC of more than 19 and all aeroplanes with an MCTOM of more than 45 500 kg shall be fitted with a securely attached underwater locating device that operates at a frequency of 8,8 kHz \pm 1 kHz, unless:</p> <p>(1) the aeroplane is operated over routes on which it is at no point at a distance of more than 180 NM from the shore; or</p> <p>(2) the aeroplane is equipped with robust and automatic means to accurately determine, following an accident where the aeroplane is severely damaged, the location of the point of end of flight.</p> <p>CAT.IDE.A.285 Flight over water</p>		
<p>Flight over water</p> <p>(a) The underwater locating device should be compliant with ETSO-C200 or equivalent.</p>		

<p>(b) The underwater locating device should not be installed in wings or empennage.</p> <p>AMC1 CAT.IDE.A.285(f) Flight over water</p>		
<p>Flight over water - SEAT CUSHIONS</p> <p>Seat cushions are not considered to be flotation devices.</p> <p>*Unless specified by the manufacturer.</p> <p>GM1 CAT.IDE.A.285(a) Flight over water</p>		
<p>Survival equipment</p> <p>(a) Aeroplanes operated over areas in which search and rescue would be especially difficult shall be equipped with:</p> <p>(1) signalling equipment to make the distress signals;</p> <p>(2) at least one ELT(S); and</p> <p>(3) additional survival equipment for the route to be flown taking account of the number of persons on board.</p> <p>(b) The additional survival equipment specified in (a)(3) does not need to be carried when the aeroplane:</p> <p>(1) remains within a distance from an area where search and rescue is not especially difficult corresponding to:</p> <p>(i) 120 minutes at one-engine-inoperative (OEI) cruising speed for aeroplanes capable of continuing the flight to an aerodrome with the critical engine(s) becoming inoperative at any point along the route or planned diversion routes; or</p> <p>(ii) 30 minutes at cruising speed for all other aeroplanes;</p> <p>(2) remains within a distance no greater than that corresponding to 90 minutes at cruising speed from an area suitable for making an emergency landing, for aeroplanes certified in accordance with the applicable airworthiness standard.</p> <p>CAT.IDE.A.305 Survival equipment</p>		
<p>Survival equipment - ADDITIONAL SURVIVAL EQUIPMENT</p> <p>(a) The following additional survival equipment should be carried when required:</p> <p>(1) 2 litres of drinkable water for each 50, or fraction of 50, persons on board provided in durable containers;</p> <p>(2) one knife;</p> <p>(3) first-aid equipment; and</p>		

(4) one set of air/ground codes.		
AMC1 CAT.IDE.A.305 Survival equipment		
Survival equipment - ADDITIONAL SURVIVAL EQUIPMENT		
(b) In addition, when polar conditions are expected, the following should be carried:		
(1) a means for melting snow;		
(2) one snow shovel and one ice saw;		
(3) sleeping bags for use by 1/3 of all persons on board and space blankets for the remainder or space blankets for all passengers on board; and		
(4) one arctic/polar suit for each crew member.		
AMC1 CAT.IDE.A.305 Survival equipment		
CHAPTER 4 Abnormal and Emergency Procedures	CCOM Manual Reference	CAD Only
		S / NS / NA
Objective		
Specific procedures for cruise phase operation with a lower number of cabin crew members in the passenger compartment		
(2) Emergency procedures including at least those to be applied in case of:		
(i) medical emergency;		
(ii) unruly behaviour;		
(iii) unlawful interference or bomb threat;		
(iv) slow depressurisation; (v) decompression;		
(vi) fire or smoke event;		
(vii) emergency descent, taking into account that the procedure to be applied may vary depending on the causing event (e.g. depressurisation or fire).		
AMC2 ORO.CC.205(d)		
ESTABLISHMENT OF PROCEDURES		
(a) An operator should establish procedures to be followed by cabin crew covering at least:		
(5) actions to be taken in the event of an emergency and/or an evacuation;		
AMC1 ORO.GEN.110(f)(h) Operator responsibilities		
Senior cabin crew member		
UNABLE TO OPERATE		
(a) Replacement of senior cabin crew member at a base of the operator		

<p>A senior cabin crew member who did not report for or cannot commence the assigned flight or series of flights originating from a base of the operator should be replaced without undue delay. The flight should not depart unless another senior cabin crew member has been assigned.</p> <p>AMC1 ORO.CC.200(e) Senior cabin crew member</p>		
<p>Senior cabin crew member</p> <p>b) Replacement of incapacitated or unavailable senior cabin crew member</p> <p>(1) A senior cabin crew member, who becomes incapacitated during a flight or series of flights, or unavailable at a stopover (layover) point, should be replaced without undue delay by another senior cabin crew member qualified on the concerned aircraft type/variant. If there is no other senior cabin crew member, the most appropriately qualified cabin crew member should be assigned to act as senior cabin crew member in order to reach a base of the operator.</p> <p>AMC1 ORO.CC.200(e) Senior cabin crew member</p>		
<p>Senior cabin crew member</p> <p>(2) If during the series of flights the aircraft transits via a base of the operator, the assigned cabin crew member acting as senior cabin crew member should be replaced by another senior cabin crew member.</p> <p>AMC1 ORO.CC.200(e) Senior cabin crew member</p>		
<p>Reduction of the number of cabin crew members during ground operations and in unforeseen circumstances</p> <p>(b) By way of derogation from ORO.CC.205 point (a), the minimum number of cabin crew members may be reduced in either of the following cases:</p> <p>(2) in unforeseen circumstances if the number of passengers carried on the flight is reduced. In this case, a report shall be submitted to the competent authority after completion of the flight;</p> <p>Reduction of the number of cabin crew members during ground operations and in unforeseen circumstances</p> <p>For the purposes of ORO.CC.205 points (b)(1) and (b)(2), the operator's procedures of the operations manual shall ensure that:</p> <p>(1) an equivalent level of safety is achieved with the reduced number of cabin crew members, in particular for evacuation of passengers;</p> <p>(2) despite the reduced number of cabin crew members a senior cabin crew member is present in accordance with point ORO.CC.200;</p>		

<p>(3) at least one cabin crew member is required for every 50, or fraction of 50, passengers present on the same deck of the aircraft;</p> <p>(4) in the case of normal ground operations with aircraft requiring more than one cabin crew member, the number determined in accordance with point (3) shall be increased by one cabin crew member per each pair of floor level emergency exits</p> <p>ORO.CC.205 Reduction of the number of cabin crew members during ground operations and in unforeseen circumstances</p>		
<p>PROCEDURES WITH REDUCED NUMBER OF CABIN CREW</p> <p>(b) If, in unforeseen circumstances, the number of cabin crew members is reduced below the applicable minimum required number, for example in the event of incapacitation or unavailability of cabin crew, the procedures established for this purpose in the operations manual should take into consideration at least the following:</p> <p>(1) reduction of passenger numbers;</p> <p>(2) reseating of passengers with due regard to doors/exits and other applicable limitations; and</p> <p>(3) relocation of cabin crew taking into account the factors specified in AMC1 ORO.CC.100 and any change of procedures</p> <p>AMC1 ORO.CC.205(c)(1) Reduction of the number of cabin crew members during ground operations and in unforeseen circumstances</p>		
<p>Transport of dangerous goods</p> <p>(a) Any type of dangerous goods accident or incident, or the finding of undeclared or misdeclared dangerous goods should be reported, irrespective of whether the dangerous goods are contained in cargo, mail, passengers' baggage or crew baggage. For the purposes of the reporting of undeclared and misdeclared dangerous goods found in cargo, the Technical Instructions considers this to include items of operators' stores that are classified as dangerous goods.</p> <p>AMC1 CAT.GEN.MPA.200(e) Transport of dangerous goods</p>		
<p>Transport of dangerous goods</p> <p>(c) The first and any subsequent report should be as precise as possible and should contain the following data, where relevant:</p> <p>(1) date of the incident or accident or the finding of undeclared or misdeclared dangerous goods;</p> <p>(2) location, the flight number and flight date;</p>		

(3) description of the goods and the reference number of the air waybill, pouch, baggage tag, ticket, etc.;		
(4) proper shipping name (including the technical name, if appropriate) and UN/ID number, when known;		
(5) class or division and any subsidiary risk;		
(6) type of packaging, and the packaging specification marking on it;		
(7) quantity;		
(8) name and address of the shipper, passenger, etc.;		
(9) any other relevant details;		
(10) suspected cause of the incident or accident;		
(11) action taken;		
(12) any other reporting action taken; and		
(13) name, title, address and telephone number of the person making the report.		
AMC1 CAT.GEN.MPA.200(e) Transport of dangerous goods		
Transport of dangerous goods		
(e) Copies of relevant documents and any photographs taken should be attached to the report.		
AMC1 CAT.GEN.MPA.200(e) Transport of dangerous goods		
CHAPTER 5 Aircraft Type Specific	CCOM Manual Reference	CAD Only
		S / NS / NA
Objective		
Crew member interphone system		
Aeroplanes with an MCTOM of more than 15 000 kg, or with an MOPSC of more than 19 shall be equipped with a crew member interphone system, except for aeroplanes first issued with an individual CofA before 1 April 1965 and already registered in a Member State on 1 April 1995.		
CAT.IDE.A.175 Crew member interphone system		
Crew member interphone system - Specifications		
The crew member interphone system should:		
(a) operate independently of the public address system except for handsets, headsets, microphones, selector switches and signalling devices;		

<p>(b) in the case of aeroplanes where at least one cabin crew member is required, be readily accessible for use at required cabin crew member stations close to each separate or pair of floor level emergency exits;</p> <p>(c) in the case of aeroplanes where at least one cabin crew member is required, have an alerting system incorporating aural or visual signals for use by flight and cabin crew;</p> <p>(d) have a means for the recipient of a call to determine whether it is a normal call or an emergency call that uses one or a combination of the following:</p> <p>(1) lights of different colours;</p> <p>(2) codes defined by the operator (e.g. different number of rings for normal and emergency calls); or</p> <p>(3) any other indicating signal specified in the operations manual;</p> <p>(e) provide two-way communication between:</p> <p>(1) the flight crew compartment and each passenger compartment, in the case of aeroplanes where at least one cabin crew member is required;</p> <p>(2) the flight crew compartment and each galley located other than on a passenger deck level, in the case of aeroplanes where at least one cabin crew member is required;</p> <p>(3) the flight crew compartment and each remote crew compartment and crew member station that is not on the passenger deck and is not accessible from a passenger compartment; and</p> <p>(4) ground personnel and at least two flight crew members. This interphone system for use by the ground personnel should be, where practicable, so located that the personnel using the system may avoid detection from within the aeroplane; and</p> <p>(f) be readily accessible for use from each required flight crew station in the flight crew compartment.</p> <p>AMC1 CAT.IDE.A.175 Crew member interphone system</p>		
<p>Public address system</p> <p>Aeroplanes with an MOPSC of more than 19 shall be equipped with a public address system.</p> <p>CAT.IDE.A.180 Public address system</p>		
<p>Public address system - Specifications</p> <p>The public address system should:</p> <p>(a) operate independently of the interphone systems except for handsets, headsets, microphones, selector switches and signalling devices;</p>		

<p>(b) be readily accessible for immediate use from each required flight crew station;</p> <p>(c) have, for each floor level passenger emergency exit that has an adjacent cabin crew seat, a microphone operable by the seated cabin crew member, except that one microphone may serve more than one exit, provided the proximity of exits allows unassisted verbal communication between seated cabin crew members;</p> <p>(d) be operable within 10 seconds by a cabin crew member at each of those stations; and</p> <p>(e) be audible at all passenger seats, lavatories, galleys, cabin crew seats and work stations, and other crew remote areas.</p> <p>AMC1 CAT.IDE.A.180 Public address system</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices</p> <p>(a) Aeroplanes shall be equipped with:</p> <p>(1) a seat or berth for each person on board who is aged 24 months or more;</p> <p>(2) a seat belt on each passenger seat and restraining belts for each berth except as specified in (3);</p> <p>(3) Not applicable.</p> <p>(4) a child restraint device (CRD) for each person on board younger than 24 months;</p> <p>CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices</p> <p>(a) Aeroplanes shall be equipped with:</p> <p>(5) a seat belt with upper torso restraint system incorporating a device that will automatically restrain the occupant's torso in the event of rapid deceleration:</p> <p>(i) on each flight crew seat and on any seat alongside a pilot's seat;</p> <p>(ii) on each observer seat located in the flight crew compartment;</p> <p>CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices</p> <p>(a) Aeroplanes shall be equipped with:</p>		

<p>(6) a seat belt with upper torso restraint system on each seat for the minimum required cabin crew.</p> <p>CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices</p> <p>(b) A seat belt with upper torso restraint system shall have:</p> <p>(1) a single point release;</p> <p>(2) on the seats for the minimum required cabin crew, two shoulder straps and a seat belt that may be used independently; and</p> <p>(3) on flight crew members' seats and on any seat alongside a pilot's seat, either of the following:</p> <ul style="list-style-type: none"> (i) two shoulder straps and a seat belt that may be used independently; (ii) Not applicable <p>CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices - UPPER TORSO RESTRAINT SYSTEM</p> <p>(a) A restraint system, including a seat belt, two shoulder straps and additional straps is deemed to be compliant with the requirement for restraint systems with two shoulder straps.</p> <p>(b) An upper torso restraint system which restrains permanently the torso of the occupant is deemed to be compliant with the requirement for an upper torso restraint system incorporating a device that will automatically restrain the occupant's torso in the event of rapid deceleration.</p> <p>(c) The use of the upper torso restraint independently from the use of the seat belt is intended as an option for the comfort of the occupant of the seat in those phases of flight where only the seat belt is required to be fastened. A restraint system including a seat belt and an upper torso restraint that both remain permanently fastened is also acceptable.</p> <p>SEAT BELT</p> <p>(d) A seat belt with a diagonal shoulder strap (three anchorage points) is deemed to be compliant with the requirement for a seat belt (two anchorage points).</p>		

<p>AMC2 CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>Seats, seat safety belts, restraint systems and child restraint devices - SEATS FOR MINIMUM REQUIRED CABIN CREW</p> <p>(a) Seats for the minimum required cabin crew members should be located near required floor level emergency exits, except if the emergency evacuation of passengers would be enhanced by seating cabin crew members elsewhere. In this case, other locations are acceptable.</p> <p>(b) Such seats should be forward-or rearward-facing within 15° of the longitudinal axis of the aeroplane.</p> <p>AMC3 CAT.IDE.A.205 Seats, seat safety belts, restraint systems and child restraint devices</p>		
<p>Fasten seat belt and no smoking signs</p> <p>Aeroplanes in which not all passenger seats are visible from the flight crew seat(s) shall be equipped with a means of indicating to all passengers and cabin crew when seat belts shall be fastened and when smoking is not allowed.</p> <p>CAT.IDE.A.210 Fasten seat belt and no smoking signs</p>		
<p>Internal doors and curtains</p> <p>Aeroplanes shall be equipped with:</p> <p>(a) in the case of aeroplanes with an MOPSC of more than 19, a door between the passenger compartment and the flight crew compartment, with a placard indicating 'crew only' and a locking means to prevent passengers from opening it without the permission of a member of the flight crew;</p> <p>(b) a readily accessible means for opening each door that separates a passenger compartment from another compartment that has emergency exits;</p> <p>(c) a means for securing in the open position any doorway or curtain separating the passenger compartment from other areas that need to be accessed to reach any required emergency exit from any passenger seat;</p> <p>(d) a placard on each internal door or adjacent to a curtain that is the means of access to a passenger emergency exit, to indicate that it shall be secured open during take-off and landing; and</p> <p>(e) a means for any member of the crew to unlock any door that is normally accessible to passengers and that can be locked by passengers.</p> <p>CAT.IDE.A.215 Internal doors and curtains</p>		

Supplemental oxygen – pressurised aeroplanes

(a) Pressurised aeroplanes operated at pressure altitudes above 10 000 ft shall be equipped with supplemental oxygen equipment that is capable of storing and dispensing the oxygen supplies in accordance with Table 1.

Table 1

Oxygen minimum requirements for pressurised aeroplanes

Supply for	Duration and cabin pressure altitude
1. Occupants of flight crew compartment seats on flight crew compartment duty	(a) The entire flying time when the cabin pressure altitude exceeds 13 000 ft. (b) The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 13 000 ft, after the initial 30 minutes at these altitudes, but in no case less than: (1) 30 minutes' supply for aeroplanes certified to fly at altitudes not exceeding 25 000 ft; and (2) 2 hours' supply for aeroplanes certified to fly at altitudes of more than 25 000 ft.
2. Required cabin crew members	(a) The entire flying time when the cabin pressure altitude exceeds 13 000 ft, but not less than 30 minutes' supply. (b) The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 13 000 ft, after the initial 30 minutes at these altitudes.
3. 100 % of passengers ⁽¹⁾	The entire flying time when the cabin pressure altitude exceeds 15 000 ft, but in no case less than 10 minutes' supply.
4. 30 % of passengers ⁽¹⁾	The entire flying time when the cabin pressure altitude exceeds 14 000 ft but does not exceed 15 000 ft.
5. 10 % of passengers ⁽¹⁾	The remainder of the flying time when the cabin pressure altitude exceeds 10 000 ft but does not exceed 14 000 ft, after the initial 30 minutes at these altitudes.
⁽¹⁾ Passenger numbers in Table 1 refer to passengers actually carried on board, including persons younger than 24 months.	

(e) Notwithstanding (a), the oxygen supply requirements for cabin crew member(s), additional crew member(s) and passenger(s), in the case of aeroplanes not certified to fly at altitudes above 25 000 ft, may be reduced to the entire flying time between 10 000 ft and 13 000 ft cabin pressure altitudes for all required cabin crew members and for at least 10 % of the passengers if, at all points along the route to be flown, the aeroplane is able to descend safely within four minutes to a cabin pressure altitude of 13 000 ft.

(f) The required minimum supply in Table 1, row 1 item (b)(1) and row 2, shall cover the quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certified operating altitude to 10 000 ft in 10 minutes and followed by 20 minutes at 10 000 ft.

(g) The required minimum supply in Table 1, row 1 item 1(b)(2), shall cover the quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certified operating altitude to 10 000 ft in 10 minutes followed by 110 minutes at 10 000 ft.

(h) The required minimum supply in Table 1, row 3, shall cover the quantity of oxygen necessary for a constant rate of descent from the aeroplane's maximum certified operating altitude to 15 000 ft in 10 minutes.

CAT.IDE.A.235 Supplemental oxygen – pressurised aeroplanes

<p>Supplemental oxygen – pressurised aeroplanes</p> <p>(b) Pressurised aeroplanes operated at pressure altitudes above 25 000 ft shall be equipped with:</p> <p>(1) quick donning types of masks for flight crew members;</p> <p>(2) sufficient spare outlets and masks or portable oxygen units with masks distributed evenly throughout the passenger compartment, to ensure immediate availability of oxygen for use by each required cabin crew member;</p> <p>CAT.IDE.A.235 Supplemental oxygen – pressurised aeroplanes</p>		
<p>Supplemental oxygen – pressurised aeroplanes</p> <p>(b) Pressurised aeroplanes operated at pressure altitudes above 25 000 ft shall be equipped with:</p> <p>(3) an oxygen dispensing unit connected to oxygen supply terminals immediately available to each cabin crew member, additional crew member and occupants of passenger seats, wherever seated;</p> <p>(c) In the case of pressurised aeroplanes first issued with an individual CofA after 8 November 1998 and operated at pressure altitudes above 25 000 ft, or operated at pressure altitudes at, or below 25 000 ft under conditions that would not allow them to descend safely to 13 000 ft within four minutes, the individual oxygen dispensing units referred to in (b)(3) shall be automatically deployable.</p> <p>(d) The total number of dispensing units and outlets referred to in (b)(3) and (c) shall exceed the number of seats by at least 10 %. The extra units shall be evenly distributed throughout the passenger compartment.</p> <p>CAT.IDE.A.235 Supplemental oxygen – pressurised aeroplanes</p>		
<p>Supplemental oxygen – pressurised aeroplanes</p> <p>OXYGEN REQUIREMENTS FOR FLIGHT CREW COMPARTMENT SEAT OCCUPANTS AND CABIN CREW IN ADDITION TO THE REQUIRED MINIMUM NUMBER OF CABIN CREW</p> <p>(a) For the purpose of supplemental oxygen supply, flight crew compartment seat occupants who are:</p> <p>(1) supplied with oxygen from the flight crew source of oxygen should be considered as flight crew members; and</p> <p>(2) not supplied with oxygen by the flight crew source of oxygen should be considered as passengers.</p>		

<p>AMC2 CAT.IDE.A.235 Supplemental oxygen – pressurised aeroplanes</p>		
<p>Supplemental oxygen – pressurised aeroplanes</p> <p>OXYGEN REQUIREMENTS FOR FLIGHT CREW COMPARTMENT SEAT OCCUPANTS AND CABIN CREW IN ADDITION TO THE REQUIRED MINIMUM NUMBER OF CABIN CREW</p> <p>(b) Cabin crew members in addition to the minimum number of cabin crew and additional crew members should be considered as passengers for the purpose of supplemental oxygen supply.</p> <p>AMC2 CAT.IDE.A.235 Supplemental oxygen – pressurised aeroplanes</p>		
<p>Means for emergency evacuation</p> <p>a) Aeroplanes with passenger emergency exit sill heights of more than 1,83 m (6 ft) above the ground shall be equipped at each of those exits with a means to enable passengers and crew to reach the ground safely in an emergency.</p> <p>(b) Notwithstanding (a), such means are not required at overwing exits if the designated place on the aeroplane structure at which the escape route terminates is less than 1,83 m (6 ft) from the ground with the aeroplane on the ground, the landing gear extended, and the flaps in the take-off or landing position, whichever flap position is higher from the ground.</p> <p>(d) The heights referred to in (a) and (c) shall be measured: (1) with the landing gear extended; and (2) after the collapse of, or failure to extend of, one or more legs of the landing gear, in the case of aeroplanes with a type certificate issued after 31 March 2000.</p> <p>CAT.IDE.A.265 Means for emergency evacuation</p>		
<p>Means for emergency evacuation</p> <p>(c) Aeroplanes required to have a separate emergency exit for the flight crew for which the lowest point of the emergency exit is more than 1,83 m (6 ft) above the ground shall have a means to assist all flight crew members in descending to reach the ground safely in an emergency.</p> <p>CAT.IDE.A.265 Means for emergency evacuation</p>		
<p>Emergency lighting and marking</p> <p>(a) Aeroplanes with an MOPSC of more than nine shall be equipped with an emergency lighting system having an independent power supply to facilitate the evacuation of the aeroplane.</p>		

<p>(b) In the case of aeroplanes with an MOPSC of more than 19, the emergency lighting system, referred to in (a) shall include:</p> <p>(1) sources of general cabin illumination;</p> <p>(2) internal lighting in floor level emergency exit areas;</p> <p>(3) illuminated emergency exit marking and locating signs;</p> <p>(5) in the case of aeroplanes for which the application for the type certificate or equivalent was filed after 30 April 1972, when operated by night, exterior emergency lighting at all passenger emergency exits; and</p> <p>(6) in the case of aeroplanes for which the type certificate was first issued on or after 31 December 1957, floor proximity emergency escape path marking system(s) in the passenger compartments.</p> <p>CAT.IDE.A.275 Emergency lighting and marking</p>		
<p>Emergency locator transmitter (ELT)</p> <p>(a) Aeroplanes with an MOPSC of more than 19 shall be equipped with at least:</p> <p>(1) two ELTs, one of which shall be automatic, or one ELT and one aircraft localisation means meeting the requirement of CAT.GEN.MPA.210, in the case of aeroplanes first issued with an individual CofA after 1 July 2008; or</p> <p>(2) one automatic ELT or two ELTs of any type or one aircraft localisation means meeting the requirement of CAT.GEN.MPA.210, in the case of aeroplanes first issued with an individual CofA on or before 1 July 2008.</p> <p>CAT.IDE.A.280 Emergency locator transmitter (ELT)</p>		
<p>Emergency locator transmitter (ELT)</p> <p>(c) An ELT of any type shall be capable of transmitting simultaneously on 121,5 MHz and 406 MHz.</p> <p>CAT.IDE.A.280 Emergency locator transmitter (ELT)</p>		
<p>CHAPTER 6 First Aid</p>	<p>CCOM Manual Reference</p>	<p>CAD Only S / NS / NA</p>
<p>Objective</p>		
<p>Aero-medical aspects and first-aid:</p> <p>5.1. general instruction on aero-medical aspects;</p> <p>Appendix 1 to Part-CC Initial training course and examination</p>		

<p>Aero-medical aspects and first-aid:</p> <p>the physiological effects of flying with particular emphasis on hypoxia, oxygen requirements, Eustachian tubal function and barotraumas;</p> <p>Appendix 1 to Part-CC Initial training course and examination</p>		
<p>Aero-medical aspects and first-aid:</p> <p>basic first-aid, including care of:</p> <p>(a) air sickness;</p> <p>(b) gastro-intestinal disturbances;</p> <p>(c) hyperventilation;</p> <p>(d) burns;</p> <p>(e) wounds;</p> <p>(f) the unconscious; and</p> <p>(g) fractures and soft tissue injuries;</p> <p>Appendix 1 to Part-CC Initial training course and examination</p>		
<p>Aero-medical aspects and first-aid:</p> <p>in-flight medical emergencies and associated first-aid covering at least:</p> <p>(a) asthma;</p> <p>(b) stress and allergic reactions;</p> <p>(c) shock;</p> <p>(d) diabetes;</p> <p>(e) choking;</p> <p>(f) epilepsy;</p> <p>(g) childbirth;</p> <p>(h) stroke; and</p> <p>(i) heart attack;</p> <p>Appendix 1 to Part-CC Initial training course and examination</p>		

Aero-medical aspects and first-aid: the use of appropriate equipment including first-aid oxygen, first-aid kits and emergency medical kits and their contents; Appendix 1 to Part-CC Initial training course and examination		
Aero-medical aspects and first-aid: cardio-pulmonary resuscitation Appendix 1 to Part-CC Initial training course and examination		
Aero-medical aspects and first-aid: travel health and hygiene, including: (a) hygiene on board; (b) risk of contact with infectious diseases and means to reduce such risks; (c) handling of clinical waste; (d) aircraft disinsection; (e) handling of death on board; and (f) alertness management, physiological effects of fatigue, sleep physiology, circadian rhythm and time zone changes. Appendix 1 to Part-CC Initial training course and examination		
CHAPTER 7 Survival, Search and Rescue	CCOM Manual Reference	CAD Only
		S / NS / NA
Objective		
Aero-medical aspects and first-aid: 5.1. general instruction on survival. *According to the area of operation as described in Form 139 latest issue (Operations Specifications). Appendix 1 to Part-CC Initial training course and examination		
CHAPTER 8 Security	CCOM Manual Reference	CAD Only
		S / NS / NA
Objective		

<p>Flight crew compartment security – aeroplanes</p> <p>(c) In all aeroplanes which are equipped with a secure flight crew compartment door in accordance with point (b):</p> <p>(1) that door shall be closed prior to engine start for take-off and shall be locked when required so by security procedures or by the pilot-in-command until engine shutdown after landing, except when deemed to be necessary for authorised persons to access or egress in compliance with national civil aviation security programmes;</p> <p>ORO.SEC.100 Flight crew compartment security – aeroplanes</p> <p><u>Note: Reference to Security Manual in OM E as applicable.</u></p>		
<p>3. AIRCRAFT SECURITY</p> <p>1. Before departure, an aircraft shall be subjected to an aircraft security check or aircraft security search in order to ensure that no prohibited articles are present on board. An aircraft in transit may be subjected to other appropriate measures.</p> <p>Regulation (EC) No 300/2008</p>		
<p>3. AIRCRAFT SECURITY</p> <p>2. Every aircraft shall be protected from unauthorised interference</p> <p>Regulation (EC) No 300/2008</p> <p><u>Note: Reference to Security Manual in OM E as applicable.</u></p>		
<p>4.3. Potentially disruptive passengers</p> <p>Before departure potentially disruptive passengers shall be subjected to appropriate security measures.</p> <p>Regulation (EC) No 300/2008</p> <p><u>Note: Reference to Security Manual in OM E as applicable.</u></p>		
<p>5.3. Baggage reconciliation</p> <p>1. Each item of hold baggage shall be identified as accompanied or unaccompanied.</p> <p>2. Unaccompanied hold baggage shall not be transported, unless that baggage has been either separated due to factors beyond the passenger's control or subjected to appropriate security controls.</p> <p>Regulation (EC) No 300/2008</p>		

<i>Note: Reference to Security Manual in OM E as applicable.</i>		
10. IN-FLIGHT SECURITY MEASURES 1. Without prejudice to the applicable aviation safety rules: (a) unauthorised persons shall be prevented from entering the flight crew compartment during a flight; (b) potentially disruptive passengers shall be subjected to appropriate security measures during a flight. Regulation (EC) No 300/2008 <i>Note: Reference to Security Manual in OM E as applicable.</i>		
10. IN-FLIGHT SECURITY MEASURES 3. Weapons, with the exception of those carried in the hold, shall not be carried on board an aircraft, unless the required security conditions in accordance with national laws have been fulfilled and authorisation has been given by the states involved. Regulation (EC) No 300/2008 <i>Note: Reference to Security Manual in OM E as applicable.</i>		
10. IN-FLIGHT SECURITY MEASURES 4. Paragraph 3 shall also apply to in-flight security officers if they carry weapons. Regulation (EC) No 300/2008 <i>Note: Reference to Security Manual in OM E as applicable.</i>		
Appendices	CCOM Manual Reference	CAD Only
		S / NS / NA
Objective		
Transport of dangerous goods (f) The following dangerous goods reporting form should be used, but other forms, including electronic transfer of data, may be used provided that at least the minimum information of this AMC is supplied:		

DANGEROUS GOODS OCCURRENCE REPORT

DGOR No:

1. Operator:		2. Date of Occurrence:		3. Local time of occurrence:	
4. Flight date:			5. Flight No:		
6. Departure aerodrome:			7. Destination aerodrome:		
8. Aircraft type:			9. Aircraft registration:		
10. Location of occurrence:			11. Origin of the goods:		
12. Description of the occurrence, including details of injury, damage, etc. (if necessary, continue on the reverse of this form):					
13. Proper shipping name (including the technical name):				14. UN/ID No (when known):	
15. Class/Division (when known):	16. Subsidiary risk(s):	17. Packing group:	18. Category (Class 7 only):		
19. Type of packaging:	20. Packaging specification marking:	21. No of packages:	22. Quantity (or transport index, if applicable):		
23. Reference No of Airway Bill:					
24. Reference No of courier pouch, baggage tag, or passenger ticket:					

DANGEROUS GOODS OCCURRENCE REPORT

DGOR No:

25. Name and address of shipper, agent, passenger, etc.:	
26. Other relevant information (including suspected cause, any action taken):	
27. Name and title of person making report:	28. Telephone No:
29. Company:	30. Reporters ref:
31. Address:	32. Signature:
	33. Date:
Description of the occurrence (continuation)	

Notes for completion of the form:

1. A dangerous goods accident is as defined in Annex I. For this purpose, serious injury is as defined in Regulation (EU) No 996/20101.
2. This form should also be used to report any occasion when undeclared or misdeclared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft.
3. The initial report should be dispatched unless exceptional circumstances prevent this. This occurrence report form, duly completed, should be sent as soon as possible, even if all the information is not available.

<p>4. Copies of all relevant documents and any photographs taken should be attached to this report.</p> <p>5. Any further information, or any information not included in the initial report, should be sent as soon as possible to the authorities identified in CAT.GEN.MPA.200(e).</p> <p>6. Providing it is safe to do so, all dangerous goods, packaging, documents, etc., relating to the occurrence should be retained until after the initial report has been sent to the authorities identified in CAT.GEN.MPA.200(e) and they have indicated whether or not these should continue to be retained.</p> <p>AMC1 CAT.GEN.MPA.200(e) Transport of dangerous goods</p>		
<p>(b) provided with a safety briefing card on which picture-type instructions indicate the operation of safety and emergency equipment and emergency exits likely to be used by passengers.</p> <p>*Insert a pictorial representation of the latest revision of the Safety Briefing Card.</p> <p>CAT.OP.MPA.170 Passenger briefing</p>		
<p>(b) For those passengers occupying seats with direct access to emergency exits, the operator should consider providing a separate briefing card, which contains a summary of the exit briefing information</p> <p>*Insert a pictorial representation of the latest revision of the Safety Briefing Card. <i>(if applicable)</i></p> <p>GM2 CAT.OP.MPA.170 Passenger briefing</p>		
<p>Emergency Equipment Layout/s</p> <p>10 SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN</p> <p>10.1 A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated checklist(s) should also be included.</p> <p>AMC3 ORO.MLR.100 Operations manual – general</p>		
<p>Supplemental Oxygen Layout Chart incl. number of dispensing units.</p>		

Note: S = Satisfactory, NS – Not Satisfactory, NA = Not Applicable.

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SECTION II: Compliance Statement

We the undersigned certify that:

All the above elements of the compliance checklist have been adhered to and are contained in the CCOM manual.

This Compliance schedule is being submitted together with the CCOM Manual as a formal application.

Name of Operator:

Accountable
Executive:

Signature:

Safety
Manager:

Signature:

Date:

SECTION III: Notes for Completion

1	Legal Basis
	<p>Commission Regulation (EU) 965/2012</p> <p>ANNEX III (PART ORO)</p> <p>ANNEX IV (PART CAT)</p>
2	Completion of the form
	<p>This form should be submitted to the Flight Operations Inspectorate together with the proposed CCOM Manual.</p> <p>The second column, entitled 'Cabin Crew Operating Manual Reference', is to be used to indicate where in the CCOM manual the particular sub-topic stated in the column titled "CCOM Topics", is covered.</p> <p>The third column will be used by the CAD to crosscheck the entries made against the respective text in the CCOM Manual. 'S' will be used when the documented section of the Operations Manual satisfies the corresponding rule. 'A' will be entered if further action is required by the applicant operator.</p> <p>Please note that a minimum of 30 working days will normally be required to check and confirm the information given. If data is missing or omitted the process may take considerably longer.</p> <p>Any findings notified by the assigned Flight Operations Inspector would need to be closed to the satisfaction of the CAD before approval for the SMS Manual is issued.</p> <p>Failure to include all relevant documentation may result in a delay in processing your application.</p>

APPENDIX I

Definitions

'Safety equipment' means equipment installed/carried to be used during day-to-day normal operations for the safe conduct of the flight and protection of occupants (e.g. seat belts, child restraint devices, safety card, safety demonstration kit).	GM1 ORO.CC.115
'Emergency equipment' means equipment installed/carried to be used in case of abnormal and emergency situations that demand immediate action for the safe conduct of the flight and protection of occupants, including life preservation (e.g. drop-out oxygen, crash axe, fire extinguisher, protective breathing equipment, manual release tool, slide-raft).	GM1 ORO.CC.115
'Normal procedures' means all procedures established by the operator in the operations manual for day-to-day normal operations (e.g. pre-flight briefing of cabin crew, pre-flight checks, passenger briefing, securing of galleys and cabin, cabin surveillance during flight).	GM1 ORO.CC.115
'Emergency procedures' means all procedures established by the operator in the operations manual for abnormal and emergency situations. For this purpose, 'abnormal' refers to a situation that is not typical or usual, deviates from normal operation and may result in an emergency.	GM1 ORO.CC.115
'cabin crew member' means an appropriately qualified crew member, other than a flight crew or technical crew member, who is assigned by an operator to perform duties related to the safety of passengers and flight during operations;	ANNEX I – DEFINITIONS
'crew member' means a person assigned by an operator to perform duties on board an aircraft;	ANNEX I – DEFINITIONS
'dangerous goods (DG)' means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the technical instructions or which are classified according to those instructions;	ANNEX I – DEFINITIONS
'dangerous goods accident' means an occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property damage;	ANNEX I – DEFINITIONS
'dangerous goods incident' means: (a) an occurrence other than a dangerous goods accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained	ANNEX I – DEFINITIONS

(b) any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants;	ANNEX I – DEFINITIONS
<p>‘EFB application’ means a software application installed on an EFB host platform that provides one or more specific operational functions which support flight operations;</p> <p>‘EFB host platform’ means the hardware equipment in which the computing capabilities and basic software reside, including the operating system and the input/output software;</p>	ANNEX I – DEFINITIONS
‘emergency exit’ means an installed exit-type egress point from the aircraft that allows maximum opportunity for cabin and flight crew compartment evacuation within an appropriate time period and includes floor level door, window exit or any other type of exit, for instance hatch in the flight crew compartment and tail cone exit;	ANNEX I – DEFINITIONS
‘flight crew member’ means a licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period;	ANNEX I – DEFINITIONS
‘flight operations officer’ or ‘flight dispatcher’ means a person designated by the operator to engage in the control and supervision of flight operations, who is suitably qualified, who supports, briefs or assists, or both, the pilot-in-command in the safe conduct of the flight;	ANNEX I – DEFINITIONS
‘grounding’ means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it;	ANNEX I – DEFINITIONS
‘pilot-in-command’ means the pilot designated as being in command and charged with the safe conduct of the flight. For the purpose of commercial air transport operations, the ‘pilot-in-command’ shall be termed the ‘commander’;	ANNEX I – DEFINITIONS
‘portable electronic device (PED)’ means any kind of electronic device, typically but not limited to consumer electronics, brought on board the aircraft by crew members, passengers, or as part of the cargo, that is not included in the configuration of the certified aircraft. It includes all equipment that is able to consume electrical energy. The electrical energy can be provided from internal sources such as batteries (chargeable or non-rechargeable) or the devices may also be connected to specific aircraft power sources;	ANNEX I – DEFINITIONS
‘psychoactive substances’ means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, with the exception of caffeine and tobacco;;	ANNEX I – DEFINITIONS
<p>‘misuse of substances’ means the use of one or more psychoactive substances by flight crew, cabin crew members and other safety-sensitive personnel in a way that:</p> <p>(a) constitutes a direct hazard to the user or endangers the lives, health or welfare of others, and/or</p>	ANNEX I – DEFINITIONS

(b) causes or worsens an occupational, social, mental or physical problem or disorder	
'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;	ANNEX I – DEFINITIONS
'safety-sensitive personnel' means persons who might endanger aviation safety if they perform their duties and functions improperly, including flight crew and cabin crew members, aircraft maintenance personnel and air traffic controllers	ANNEX I – DEFINITIONS
'sterile flight crew compartment' means any period of time when the flight crew members are not disturbed or distracted, except for matters critical to the safe operation of the aircraft or the safety of the occupants	ANNEX I – DEFINITIONS
For the purpose of passenger classification: (a) 'adult' means a person of an age of 12 years and above; (b) 'child/children' means persons who are of an age of two years and above but who are less than 12 years of age; (c) 'infant' means a person under the age of two years;	ANNEX I – DEFINITIONS
'Flight' or 'series of flights' refers to a period that commences when a cabin crew member is required to report for duty, which includes a sector or a series of sectors, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last sector on which the cabin crew member acts as an operating crew member.	GM2 ORO.CC.200(e)
CABIN CREW PRESENT AND READY TO ACT 'Present and ready to act' means that cabin crew members should be awake and in a state of alertness that enables them to fulfil their responsibilities and perform their duties as required by any situation in accordance with all applicable normal and emergency procedures established in the operations manual.	GM1 ORO.CC.205(a) (if applicable to the operation)
'Incapacitation' means a sudden degradation of medical fitness that occurs during flight duty period either in-flight or during a flight transit of the same flight duty period away from operator's base and that precludes the senior cabin crew member or cabin crew member from performing his/her duties. Incapacitation prior to dispatch of the aircraft from a base of the operator does not substantiate a reduction of the cabin crew complement below the minimum required.	GM1 ORO.CC.205(b)(2)
'Unavailability' means circumstances at a stopover (layover) destination that preclude the senior cabin crew member or cabin crew member from reporting for the flight duty period, such as traffic jams that prevent the senior cabin crew member or cabin crew member from presenting himself/herself at the crew pick-up point in time, difficulties with local authorities, health problems, death, etc. Unavailability does not refer to insufficient number or absence of cabin crew members on standby, or absence from work due to pregnancy,	GM1 ORO.CC.205(b)(2)

maternity/paternity leave, parental leave, medical leave, sick leave, or any other absence from work.	
<p>(b) There is no internationally agreed definition of sporting weapons. In general, it may be any weapon that is not a weapon of war or munitions of war. Sporting weapons include hunting knives, bows and other similar articles. An antique weapon, which at one time may have been a weapon of war or munitions of war, such as a musket, may now be regarded as a sporting weapon.</p> <p>(c) A firearm is any gun, rifle or pistol that fires a projectile.</p> <p>(d) The following firearms are generally regarded as being sporting weapons:</p> <p>(1) those designed for shooting game, birds and other animals;</p> <p>(2) those used for target shooting, clay-pigeon shooting and competition shooting, providing the weapons are not those on standard issue to military forces; and</p> <p>(3) airguns, dart guns, starting pistols, etc.</p> <p>(e) A firearm, which is not a weapon of war or munitions of war, should be treated as a sporting weapon for the purposes of its carriage on an aircraft.</p>	GM1 CAT.GEN.MPA.160 Carriage of sporting weapons and ammunition
A passenger capable of assisting in case of an emergency means a passenger who is not an SCP and has no other role or private responsibility that would prevent him/her from assisting the SCP. For example, an adult travelling alone has no other role or private responsibility, unlike a family travelling together with younger children	GM3 CAT.OP.MPA.155(b) Carriage of Special Categories of Passengers (SCPs)
<p>DIRECT ACCESS</p> <p>‘Direct access’ means a seat from which a passenger can proceed directly to the exit without entering an aisle or passing around an obstruction.</p>	GM1 CAT.OP.MPA.165 Passenger seating
‘Secure location’ refers to a location in the cabin that is not intended for the use by passengers and preferably to which passengers do not have access.	GM1 CAT.IDE.A.225 Emergency medical kit
‘ELT’ is a generic term describing equipment that broadcasts distinctive signals on designated frequencies and, depending on application, may be activated by impact or may be manually activated.	GM1 CAT.IDE.A.280 Emergency locator transmitter (ELT)