



European Aviation Safety Agency  
Approvals & Standardisation Directorate  
SAFA Coordination Section

## **SAFA Ramp Inspections**

*Guidance material*

*Version 2.0*



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## 1 Introduction

SAFA inspections are part of a European Union safety programme and shall be executed in a harmonised and standardised way in all EU Member States, in Iceland, Norway, and Switzerland, and in all States with which EASA signed a working arrangement on SAFA. For this reason the Annex to the Commission Directive 2008/49/EC calls for guidance material to give clear guidance and instructions to the inspectors performing SAFA ramp inspections. Inspectors must have received training in their relevant field of expertise before performing any SAFA inspections; details can be found in the EASA Guidance Material on the Qualification of Inspectors.

This procedure contains guidance material as required by the mentioned Annex as well as guidance material in addition to those required. The following table is a cross reference between the paragraphs of the Annex and the chapters of this procedure.

<b>Paragraph of the Annex to CD 2008/49/EC</b>	<b>Ramp inspection procedure chapter</b>
1.1	3.1
1.2	No guidance material
1.3	3.1h, 3.3
1.4	3.1f
2	Transposed in "Guidance material on qualification of inspectors" published 29 September 2008
3	3.4
4.1	3.1h, 3.3
4.2	3.3, Appendix 2
4.3	Appendix 1
4.4	No guidance material
5	5, Appendix 1
6.1	6.1.1
6.2	6.1, 6.2
6.3	6.1.1
6.4	6.1.2, 6.2.1, 6.3
6.5	6.1.3, 6.2.2

### 1.1 Definitions

<b><i>State of oversight</i></b>	Either the State of Operator, State of Registration or State of Licensing (whichever is applicable) responsible for the oversight in that area (possibly transferred by an Article 83bis agreement)
<b><i>AMM</i></b>	Aircraft Maintenance Manual
<b><i>ATLB, TLB, Tech Log</i></b>	Aircraft Technical Log Book, sometimes also indicated as TLB or short the aircraft's Tech Log
<b><i>CDL</i></b>	Configuration Deviation List
<b><i>CMM</i></b>	Component Maintenance Manual
<b><i>MEL</i></b>	Minimum Equipment List
<b><i>N/A</i></b>	Not available
<b><i>PDF or PDFs</i></b>	Pre-Described Findings
<b><i>POI</i></b>	Proof of Inspection



<b>SDR</b>	Special Drawing Rights
<b>SRM</b>	Structural Repair Manual
<b>UDF</b>	User Described Finding
<b>U/S</b>	Unserviceable
<b>WSPM/WDM</b>	Wiring Diagram Manual

## 1.2 Standard Reports

### 1.2.1 Introduction

Directive 2004/36/CE ("SAFA Directive") in its Article 3 requires Member States to put in place a mechanism to collect any information deemed useful to establish and maintain a high uniform level of civil aviation safety in Europe. Such information shall include important safety information<sup>1</sup> as referred to in Article 3(a), collected through several means and shall be kept using the Standard Report form.

The Standard Reports shall be exchanged with the Commission and the Member States as required by Article 5 of the SAFA Directive. In addition, those reports shall, in accordance with article 3.2 of Regulation (EC) No 768/2006, be communicated to the Agency. The Standard Reports are one of the sources of information to be taken into account when identifying which aircraft shall be subject to a ramp inspection.

Although Article 3 of the SAFA directive also requires that follow-up information as described under (b) and (c) of that Article shall be kept as Standard Reports, it is considered to be compliant if such information is recorded in the concerned Ramp Inspection Report and the monthly report on the status of follow-up actions (as referred to in Paragraph 6.4 of the Annex to Directive 2008/49/EC).

### 1.2.2 Exchanging Standard Reports

Like Ramp Inspection Reports, Standard Reports can be entered into the centralised SAFA Database. By doing so, Members States are meeting the requirement of both using the Standard Report format and exchanging it with the other stakeholders. Any useful information like documents, pictures, etc. can also be stored in the database and linked to the Standard Report.

### 1.2.3 Disidentification of the source

Important safety information might be received from passengers or whistleblowers. Although not specifically addressed by Article 6.4 of the SAFA directive, it is self-explanatory that information in the Standard Report should be disidentified to such extent that the source cannot be identified.

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<sup>1</sup> Examples of important safety related information could be, but not limited to, ATC reports on level-busts, communication failure or difficulties, and abnormal take-off lengths, information received from maintenance organisations concerning lack of AD compliance or maintenance work performed incorrectly, reports from the general public/whistleblowers concerning perceived unsafe situations, reports from pilots on incorrect use of radio-telephony phraseology, reports from airport personnel on observed unsafe practices, factual information concerning accidents and incidents which occurred in Member States' airspace.



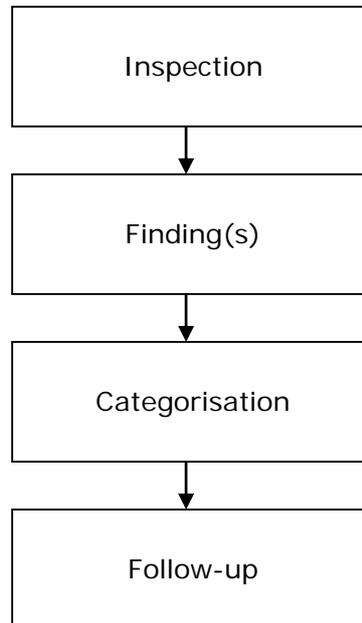
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## 2 SAFA Ramp Inspection and related processes - overview

### 2.1 General



- a) The inspection process consists of different elements like the preparation of the inspection, the determination of which items need to be inspected and which standards to use. Chapter 3 contains guidance on these elements.
- b) If during the Ramp Inspection a deviation from the applicable Standards is established, it is considered a finding. Guidance on findings can be found in chapter 4.
- c) There are three different categories of findings, depending on the impact the finding has on the safety of the aircraft and/or its occupants. Chapter 5 provides guidance on the categorisation of findings.
- d) Based on the outcome of the inspection and subsequent categorisation, follow-up actions and classifications have been defined. Details can be found in chapter 6.

### 2.2 SAFA National Coordinator

The SAFA programme coordination is performed by EASA in accordance with Commission Regulation (EC) No 768/2006. To facilitate the implementation of SAFA activities within each Member State, a coordination function is needed at a national level. A National Coordinator should therefore be appointed by each Member State tasked with the day-to-day coordination of the program at national level. The position of the "SAFA national coordinator" should not be confused with the "National coordinator" as mentioned in Regulation (EC) No 736/2006 (on the working methods for Standardisation inspections); however, as reflected in Appendix 7, it is strongly recommended that with regard to the domain of SAFA, the SAFA national coordinator should be taking up the role of the "standardisation" national coordinator.

The tasks and obligations that could be allocated to the SAFA National Coordinator are listed in Appendix 7. Please note that these duties may be allocated to different persons within the



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SAFA participating State, however it is deemed important that the coordination of these duties is executed by the SAFA National Coordinator.

Besides appointing a SAFA National Coordinator, it is advisable to nominate a "Coordinator National Operators". This person would, with regard to the operators under the oversight of his/her NAA, act as the focal point for the other SAFA Participating States.



## 3 SAFA Ramp Inspection

### 3.1 General instructions

- a) The SAFA Ramp Inspection should preferably be performed by at least 2 inspectors. The main elements of the inspection, the visual inspection of the aircraft exterior, the inspection on the flight deck and the inspection of the passenger cabin and/or cargo compartments can be divided among the inspectors.
- b) Inspectors are entitled to perform a SAFA inspection and search the aircraft according to Article 16 of the Convention on International Civil Aviation (search of aircraft): "... *the appropriate authorities of each of the contracting States shall have the right... to search aircraft of other contracting States...*".
- c) Should an operator refuse to permit the performance of a SAFA inspection without a valid reason, the competent authority should consider the detention of the aircraft (provided that the national legislative framework allows for this). In such a case, the competent authority must immediately inform the State of oversight.
- d) In order to be able to inspect foreign aircraft operators, each authority should arrange direct access to the ramp or other relevant areas for their inspectors, or have made an arrangement with the applicable airport authorities on how to get such access. The authority should provide the inspectors with the necessary tools (e.g. flashlights, digital camera, mobiles) and protective clothing suitable for the environmental circumstances (e.g. fluorescent vests, ear protection, anti-static clothing).
- e) Inspectors must show tact and diplomacy when performing a SAFA Ramp Inspection. Any unnecessary contact with passengers should be avoided; however, this may be justified so as to be able to inspect certain elements in the cabin, such as:
  - a. proper stowage of cabin baggage under the seat,
  - b. overweight in overhead luggage bins,
  - c. baggage in front of emergency exit,
  - d. infants/children over the minimum age determined by the State of oversight should have their own seat,
  - e. passengers repartition in the cabin, compared to the loadsheet data,
  - f. sufficient number of seats,
  - g. observing the boarding process during normal operations, during refuelling in progress.
- f) Departure delay of an aircraft should be avoided. However, when an inspector discovers an issue which may have a major effect on flight safety or requires further investigation to be clarified, a delay may be justified, for example:
  - a. the tyres appear to be worn beyond the limits (central groove no longer visible), however reference must be made to the applicable AMM to determine the actual limit;
  - b. an oil leakage (e.g. 5 drops/minute) must be checked against the applicable AMM to determine the actual limit;
  - c. a flight crew member cannot produce his/her licence. Clarification must be sought from the operator to confirm that the flight crew member has a valid licence by requesting, for instance, a copy of the licence to be sent to the inspectors for verification.

*Note: the limitations quoted in the examples are here for illustration purposes and should not be applied during a ramp inspection, knowing that the defects raised must be studied in*



*respect of the limitations enacted in the applicable documentation of the inspected airline*

- g) A certain amount of inconvenience to flight and cabin crews, handling agents and other personnel involved in ground handling activities may arise, but inspectors must do everything possible to reduce hindrance to the minimum, for example:
- they should try to be as precise and complete as possible when asking for A/C documents from flight crew. This should result in a minimum of discussion time allowing the flight crew to deal with their primary task of flight preparation;
  - they should ask the senior cabin crew member to dedicate one crew member to assist them with the inspection tasks;
  - they should debrief the commander of the aircraft after the inspection task is completed;
  - they should inform cargo loading staff of possible hindrance due to inspection task in cargo compartment;
  - when carrying out inspections on the flight deck, the flight crew should be allowed to give priority to staff directly involved in the flight preparation (e.g. fuel master, load-planning agent, handling agent pax. info, etc.).
- h) SAFA inspectors should try to perform all of the SAFA checklist items. When circumstances prevent this (time, manpower, etc.), try to inspect those elements which, according to inspectors' preparation and experience, are likely to be more safety critical: this is depending on the particularities of the inspected flight. Elements to be taken into account are:
- In general, certain elements are less safety critical. E.g. a noise certificate has far less impact on safety than incorrectly completed Mass & Balance documentation (or incorrect calculation) and should therefore be given a lower priority.
  - The difference in the aircraft configuration. Whereas for a cargo configuration the securing of the cargo and the segregation of the dangerous goods is important, for a passenger configuration refuelling with passengers on board could have a higher priority.
  - Previous SAFA results. If serious and/or recurrent findings were raised during previous inspections on e.g. the MEL, this might become more important than the flight preparation on which previously no non-compliances were found.
  - Type and age of the aircraft. Some aircraft types are known to have issues with e.g. leakages or missing screws. Age of the aircraft could be of influence as well.
- i) Nothing should be done in the course of a SAFA Ramp Inspection that hinders the crew/passengers that could just as well be inspected on another aircraft of the same operator without causing delay/hindrance.
- j) Whenever possible, it is advised to contact the operator's representative at the airport so that he/she can be present during the SAFA Ramp Inspection. Experience shows that the operator's representative may be helpful in providing support especially in facilitating communication with the crew or operator home base.

### 3.2 Inspection preparation

The inspection preparation procedure includes three main elements:

- selection of the aircraft/operator to be inspected;
- information gathering about the aircraft and the operator;
- preparation of the inspection itself.



The inspection preparation procedure described above is designed primarily to cater for pre-planned inspection, however for non-planned inspections (e.g. spot-check, focussed and follow-up inspections) the same procedure should be followed as far as practical.

### 3.2.1 Selection criteria

According to Article 4 of the Directive 2004/36/EC, Member States “shall put in place the appropriate means to ensure that third-country aircraft *suspected of non-compliance with International safety standards* (...) shall be subject to ramp inspections”. This can be achieved by long term planning (for those operators of which the suspicion as well as the arrival date is known well in advance) or a short term planning (where information leading to the suspicion and/or information on the arrival date and time is not known on the long term). The information sources which could be useful for identifying the suspected aircraft are mentioned in Article 4.1 of the before mentioned Directive, and the most useful ones for establishing a schedule are repeated under points a. and b. below. In addition to this obligation, Member States may also perform checks at random (“Spot checks” in the absence of any suspicion).

Notwithstanding the above, Member States shall prioritise their ramp inspections on the subjects included in the list referred to in Article 3 of Commission Regulation (EC) No 351/2008, since the aircraft/operators in this list are by definition “suspected”. The SAFA Database contains a module where information about prioritised subjects can be easily retrieved.

Member States should plan their activities by establishing a schedule for the performance of SAFA inspections. This schedule is the competent authority's responsibility.

The schedule may consist of:

a. Long term planned inspections

Operators performing scheduled operations could be selected on a long-term basis for inspections, since their schedule is known to the competent authority. Information leading to a suspicion could originate from (e.g.):

- o previous ramp inspections performed on this operator;
- o previous prioritisation lists, indicating that the operator or the State of operator is already suspected for a longer time;
- o Standard Reports according to Paragraph 1.2.

b. Short term planning

Short term planning should be used when information, leading to a suspicion, is received on a short-term. Such information might be originating from (but not limited to):

- o previous inspections done by the Member State;
- o the SAFA database (inspections performed by other Member States);
- o passenger complaints;
- o Air Navigation Services Providers (reports that an aircraft has performed abnormal manoeuvres which give rise to serious safety concerns since entering the airspace of the Member State);
- o “whistleblowers”(ground handling or maintenance personnel) regarding poor maintenance, obvious damage or defects, incorrect loading, etc.;
- o evidence that the State in which an aircraft is registered may not be exercising proper safety oversight; or



- concerns about the operator of the aircraft which have arisen from occurrence reporting information.

Short term planning should also be used to verify compliance, in absence of any suspicion, when new operators, any new type of operations or new type of aircraft being introduced, following information received from the department granting traffic rights.

### c. Spot checks

Provided that the Member State has established rules to carry out random (spot check) inspections, Ramp Inspections may be carried out in the absence of any suspicion of non-compliance. Such rules should contain at least the following principles:

- repetitive inspections should be avoided on those operators on which previous inspections have not revealed safety deficiencies, unless they form part of a series of partial inspections (due to time limitations) with the intention to cover the complete checklist;
- the selection would enable the widest possible sampling rate of the operator population flying into their territory; however, some airlines are only operating flights to a very limited number of States (if not even to only one sometimes). The involved States should consider inspecting regularly those subjects – even more if these airlines also appear on the prioritisation list;
- no discrimination based on the nationality of the operator, the type of operation or type of aircraft.

### 3.2.2 Data collection

Using the information sources in 3.2.1b, the competent authority should build a knowledge file on the operator. Such a file would enable the inspector to:

- Verify the rectification of previously found non-compliances
- Select the items to be inspected if the time available does not permit a full inspection

The SAFA database has a special “preparation of inspections” module to allow for a comparison between operators in a given span of time as well as a quick determination of the number and type of findings on a specific operator over a specific time. This might be useful when the inspector has to choose between several operators arriving at the same time.

### 3.2.3 Preparation of the inspection

After the aircraft/operator has been selected and all the available information is collected, the next step is the preparation of the inspection itself.

The following steps should be taken shortly before the planned inspection:

- Last update of the operating schedule for the selected operator should be obtained from airport, operators, or ground handling officials (*see Note 1*);
- Distribute the tasks between the SAFA inspectors involved, especially in the case of a limited inspection time and/or the size and the complexity of the aircraft;



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- Select the checklist items to focus on taking into account the General instructions in paragraph 3.1h;
- There should be co-operation with security, ground and all other officials involved in airport activities, to enable the SAFA team to reach the aircraft to be inspected (see *Note 2*);
- For planning purposes, EUROCONTROL has a special module in which you will be able to find relevant flight information concerning any targeted operators. The application form to request access to the CFMU system can be found on their website<sup>2</sup>.

*Note 1: In general, the operators issue operating schedules twice per year. However, there might be "last minute changes" to these; therefore, SAFA team members should ensure they have the latest update of the schedule. A valuable source can be the internet; most airports have a website displaying information on arrival and departure times of scheduled flights. Schedule information on special flights such as cargo, unscheduled or private flights, may need to be specifically requested from the airport.*

*Note 2: Where officials from different organisations (i.e. customs, security, DG inspectorate) have to work in co-operation during the inspection, a procedure on cooperation may need to be developed at a National level. There is no standardised method as most Member States have different airport procedures for SAFA inspectors.*

### 3.3 SAFA inspection items

The SAFA Ramp Inspection checklist (mentioned in Annex II to Commission Directive 2008/49/EC) contains a total of 54 items. Of these checklist items, 24 relate to operational requirements (A-items) to be checked on the flight deck, 14 items address safety and cabin items (B-items), 12 items are concerning the aircraft condition (C-items) and 3 items (D-items) are related to the inspection of cargo and the cargo compartment. In case of any findings not related to the other items of the checklist, they may be administered by the E-item (General) of the checklist.

The inspection findings and subsequent categorisation have to be reported on the SAFA Ramp Inspection Report after completion of the inspection, even if there are no findings raised. The instructions on the completion of the Ramp Inspection Report can be found in Appendix 2.

Depending on the time available for the SAFA Ramp Inspection not all items but a limited number of items may be checked (see General instructions in 3.1 h).

Depending on the items to be inspected, a SAFA Ramp Inspection may be performed on landing or on departure of the aircraft. Fuel remaining and cargo area (overloading, restraining, segregation, etc.), are examples of items that could be checked on landing. Flight preparation and storage of baggage in the cabin could be checked on departure. However, inspectors should be aware of the following constraints; an inspection after

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<sup>2</sup> [http://www.cfm.eucontrol.int/cfm/public/standard\\_page/userdocs\\_forms\\_sysaccess\\_fornonansp.html](http://www.cfm.eucontrol.int/cfm/public/standard_page/userdocs_forms_sysaccess_fornonansp.html) .



landing should not jeopardise the total resting time of the flight crew and an inspection prior to departure should not lead to a departure delay unless there is a good reason (see paragraph 3.1.f).

For each inspection item of the SAFA Ramp inspection report detailed guidance has been established (see appendix 1, SAFA PDFs). This guidance specifies in more detail what to inspect and how to categorise it. In addition, references are made to the applicable standard(s). The list of PDFs is not exhaustive and other findings may be raised by the inspector (see Chapter 5c).

### 3.4 Standards

- a) The purpose of a SAFA inspection is to check the compliance with international standards (i.e. Chicago convention, its Annexes and ICAO regional standards) which are the minimum standards to be observed by any aircraft engaged in international navigation. In addition, when inspecting the technical condition of an aircraft, it should be checked against the aircraft certification specifications and manufacturer's standards<sup>3</sup>. Furthermore, compliance with national standards that are declared applicable to all operators flying to that state may be checked.
- b) The applicable standard has to be reported on the ramp inspection input form when a finding has been raised. When other standards are being checked during a SAFA Ramp Inspection and a finding has been raised, the standard should explicitly be stated in the Ramp Inspection Report (e.g. when a Ramp Inspection Report is included in the SAFA database containing a finding which is a non-compliance with a national standard, the competent authority should ensure that the standard is marked as 'N' = national standard).
- c) The SAFA database has the possibility to incorporate findings not (yet) contained within the PDFs. When making a new description mention should be made of the applicable standard and its correct reference, for example: found cracked bearing in nose gear retraction cylinder, standard M, reference AMM 32.xxx.
- d) For findings where a PDF is available, and especially for UDF, the applicable standard reference (when not already specified) should be entered as precisely as possible. This should be particularly applied when findings are raised against manufacturer's standards or aircraft certification specifications.

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<sup>3</sup> Contained in a set of documents issued by the aircraft TC holder which detail the conditions for the serviceability of the systems and components installed on an aircraft, e.g. AMM, SRM, CMM, SWPM/WDM.



## 4 SAFA Findings

### 4.1 General

A finding is a non-compliance with an applicable standard<sup>4</sup> (see paragraph 3.4 [STANDARDS]). Inspectors, when raising a finding, must avoid using “best practices”, company procedures or standards other than international safety standards they were used to in any other duty or employment.

When a deviation from a standard has been determined, the inspector should be certain that the finding is applicable to the specifics of the inbound and/or outbound flight. For instance, having no electric torch on board is only a finding during night-flight operation and not enough life-vests only when required as per the provisions of Annex 6, part I, Chapter 6.5.2.1 and 6.5.2.2 (i.e. flight over water on a distance greater than 50 NM from the coastline...). Nevertheless, such kind of information should be reported as a General Remark.

When a Contracting State finds it impracticable to comply with an international standard, it is entitled to notify a difference to ICAO in accordance with Art. 38 of the Chicago Convention<sup>5</sup>. However, a third country notification of a difference has no effect within the territory of another Contracting State, and merely constitutes information to other Contracting States which might accept or not such lower standard: SAFA ramp inspectors should indeed raise a finding in case of non-compliances<sup>6</sup>. These differences may however be taken into account in the follow-up process of the ramp inspection report (as detailed in the follow-up procedures). Whenever EU standards are lower than ICAO standards, then the EU standards should be applied to EU and non-EU operators<sup>7</sup>.

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<sup>4</sup>If after the inspection the operator or its State of oversight is providing documented evidence objectively indicating that the finding is erroneous or incorrectly categorised, then the inspecting authority should make the necessary corrections in the SAFA Database and inform the operator and/or its State of oversight accordingly.

<sup>5</sup>Art. 38 Chicago Convention has the purpose to protect the sovereignty of a Contracting State by granting the right to derive from an international standard. International standards cannot become binding against the will of ICAO Contracting States. However, ICAO contracting States are not bound by or obliged to accept a lower standard of another State's aircraft in their territory even if the latter notified the difference according to Art. 38.

<sup>6</sup>On another State's territory the differing State is obliged to: fulfil the international (ICAO) standard (Art. 37 in conjunction with Art. 33 of the Chicago Convention), or to get permission (ex-ante authorisation) by the State in whose territory the aircraft intends to enter to participate in air navigation with a certificate or license that was issued although the aircraft (respectively person) failed to satisfy an international (ICAO) standard at the time of its certification (respectively issuance of the license), see Art. 39 in conjunction with Art. 40 of the Chicago Convention. If the above-mentioned permission has been duly requested and delivered by the Inspecting NAA, the non-compliance should however be reported as a General Remark - cat G.

<sup>7</sup> For instance, EU-OPS is requiring the presence of a copy of the AOC to be on board of an aircraft, while ICAO standards require the presence of a certified true copy of the AOC. Absence of certified true copy should not constitute a finding (provided a non-certified copy is available on board).



When following the procedure as described in chapter 4.2 f) below, the category 2 findings raised (failure to identify, report and or assess significant technical defects) should be grouped as long as it concerns the same system and “root cause”; if not, findings should be reported separately with the exception of missing fasteners. The number of (out of limits) missing fasteners (and therefore the related category 3 findings) found during one inspection could be considerable. However, this high number of cat 3 findings would not reflect the perceived impact on safety. Therefore, findings on missing fasteners in the primary structure should be grouped and reported as one finding; the same for the missing fasteners in the secondary structure.

With regard to non-compliances on missing fasteners, findings can only be raised if the maintenance documentation contains clear limits and/or dispatch conditions. In the absence of such clear manufacturer standards, inspectors should only raise findings if their expert judgement (possibly supported by licensed maintenance personnel) is such that similar circumstances on comparable aircraft would be considered to be out of limits.

A SAFA ramp inspection aims at assessing the compliance with the applicable international standards of an aircraft used in operations. It should be noted that several other entities are playing a crucial part in this process, such as the authority of oversight of the AOC, the authority issuing the flight crew Licences, the authority of oversight of the airworthiness of the aircraft. Therefore, some non-compliances may be highlighted in fields where the inspected airline may not be the responsible entity (e.g. issue of certificates of registration, issue and oversight of the AOC or Licences). Nevertheless, as part of the ramp inspection process, these non-compliances will be raised by the inspectors in accordance with the SAFA ramp inspection procedures, and recorded as such in the final report of the airline’s inspection.

When inspectors are raising issues on the ramp that may lead to the identification of findings, they should, as much as possible, document and keep records of the non-compliances detected. This could be done, for instance, by taking pictures of the deficiency itself, as well as pictures of the manufacturer references used to assess the technical defects, pictures or copy of the TLB entries performed. These elements could be very useful in the follow-up phases of the ramp inspection either to explain in details and illustrate the finding detected, or to be able to exchange appropriate documented evidence when findings are challenged.

*Note 1: In exceptional cases, a single fault may give rise to more than one finding under different inspection items, for example: a tyre worn beyond limits whilst the commander refuses to enter the defect in the Technical Log (or equivalent) would give rise to findings under C04 and A23.*

*Note 2: On manufacturer standards, a finding to these standards should always be demonstrated in relation with aircraft technical documentation (AMM, SRM, CDL, SWPM, etc.) and MEL references. If significant defects are suspected, the operator should be asked to demonstrate compliance with the standards. Deviations from these standards can only be acceptable if the State of oversight has issued a formal waiver/concession detailing conditions and/or limitations to allow the aircraft to continue to operate for a specific period of time before final repair, unless the aircraft will perform a ferry flight and the validity of the CofA is not affected. In case the deviation leads to a temporary invalidation of the Certificate of Airworthiness, the operator will be required to obtain a permit to fly from the State of Registry, and the relevant permission from the affected States (departure, arrival and every overflown States).*



*Note 3: Certain States may have national standards applicable to foreign operators when operating in their territory. Deviations from such standards should be reported as findings only if:*

- *the national standards have been published (e.g. AIP) and are applicable to foreign operators flying into their territory;*
- *a deviation from those standards has an impact on safety.*

*For such findings the report should indicate 'N' in the column **Std.** and the appropriate reference should be included in the column **Ref.***

*Any other deviation from national standards which does not have an impact on safety (e.g. insurance certificate in USD instead of SDR) should be recorded as cat. G (General Remark).*

*A participating State should issue internal procedures for the use of its inspectors on what national standards and how compliance with those standards should be checked, and how any possible findings should be categorised.*

## 4.2 Detection/reporting/assessment of significant technical defects

A technical defect is considered to be any material fault pertaining to the aircraft, its systems or components. Minor defects are typically without influence on safety. Although minor defects are not considered to be findings, they should be brought to the attention of the operator using general remarks (cat. G). Those defects which are potentially out of limits are considered to be significant defects. Further assessment is required to determine if the significant defect is within or outside the applicable limits. Such defects should be known to the operator since they should have been detected during regular maintenance, aircraft acceptance procedure or pre-flight inspections.

Care should be taken when dealing with technical defects which did not necessarily had to be detected by the operator since the approved maintenance programme (AMP) does not require the operator to detect such issues during turn-around inspections; examples are missing fasteners, bonding wires and the cabin emergency lighting which are normally not part of the pre-flight inspection. Therefore, no finding should be raised under A23/A24 that such defect was not detected/reported/assessed. However, inspectors should not ignore cases where those defects led to an out of limits situation; apparently the AMP failed to ensure that the aircraft is in an dispatchable condition and therefore such non-compliance should be raised as a cat. 3 finding.

Since significant defects might have appeared during the inbound flight, the inspector must give the operator the opportunity to identify and assess a significant defect during the preflight inspection before he raises a finding. However, this does not mean that the inspector should wait with his inspection of the aircraft condition until the operator performed/completed the preflight inspection.

A "defect within limits but not recorded" should not be raised as a technical finding. If the significant defect appeared to be within limits, the safety focus changes from the defect itself to the concern that the defect was not detected/assessed by the operator.

The following procedure should be used (see also the flowchart below) in particular when inspecting the Aircraft Condition. In addition, the same procedure may also be applied when inspecting items A, B or D:

- a) If time allows, the inspector should inspect the aircraft condition after the operator has completed the preflight inspection.
- b) The inspector may perform the aircraft condition inspection (C-Items) in advance of the operator's inspection in order to make best use of the time available for the whole



- inspection. In that case the inspector should wait with reporting the defects identified until the operator has completed the pre-flight inspection.
- c) The inspector should subsequently check if the operator detected the significant defects found by the inspector. Examples of significant defects are, but not limited to, multiple screws missing in the corner area or in the leading edge of panels, running/dropping leaks, dents in pressurised areas of the fuselage. A single screw missing in the middle of a fairing, traces of old leaks and non-structural damages to e.g. fairings can, in many cases, considered to be "minor defects". Such defects should be brought to the attention of the operator as general remarks (cat. G).
  - d) If the operator detected the significant defect, but did not properly report and/or assess it, the operator should assess the defect. If the defect appears to be within limits, a finding should be raised under A23 (Defect notification and rectification) mentioning "Known defect not reported/assessed". The inspector should however, when collecting the evidence for this finding, take into account the reporting system used by the operator. For instance, if the operator uses a Technical Logbook and/or a damage chart, a finding could be raised if the defect was not entered. Additionally, a category "G" (general) remark should be created for the defect. If the defect is outside limits, a category 3 finding should be raised under the respective inspection item. In order not to penalise the operator twice, no supplementary finding, related to this defect, should be raised in that case under A23.
  - e) If the operator did not detect the significant defect, the inspector should inform the crew on the non-identified defects. Subsequently, the operator should assess the defect in order to determine if the defect is within or outside dispatch limits. If the defect is within limits, a category 2 finding mentioning "Pre-flight inspection performed but without noticing significant defects" should be raised under A24 (pre-flight inspection) addressing the deficiency that the defect was not detected. Additionally, a category "G" (general) remark should be created for the defect. If the defect is outside limits, a category 3 finding should be raised under the respective inspection item. In order not to penalise the operator twice, no supplementary finding, related to this defect, should be raised in that case under A24.
  - f) Multiple (Cat 2) findings on the same system<sup>8</sup> (e.g. hydraulic leakage, fuel leakage, dents) and "root cause" (not identified, not reported or not assessed) raised under A23 or A24 should be grouped. E.g. dents on the LH wing and the #2 engine intake which were not identified should be grouped, as well as hydraulic leakages which were identified but not assessed. On the other hand, a fuel leakage on the left wing which was not identified and a fuel leak on Engine #2 which was reported but not assessed should be noted as two findings. As described in chapter 4.1.
  - g) An unnecessary delay of the aircraft should be avoided. However, if the aircraft suffers a delay caused by the assessment of not properly assessed/not identified findings, such a delay is justified according to paragraph 1.4 of the Annex to the Commission Directive 2008/49/EC where it is mentioned that possible causes for delay could be "(...) doubts regarding the (...) airworthiness of the aircraft (...)".

Even when operators are carrying out their pre-flight inspection (aircraft acceptance) procedures only briefly before the departure of the aircraft, the inspector should wait until these procedures have been completed before reporting to the operator the identified defects. Although an investigation, which may trigger delays, might subsequently be required once the inspector has informed the airline of the missed technical defect, the airline procedure would have resulted in the same delays if the flight crew would have identified the same defect requiring the associated investigation. Therefore, it is the operator which takes the risk to perform the pre-flight inspection close to departure; as

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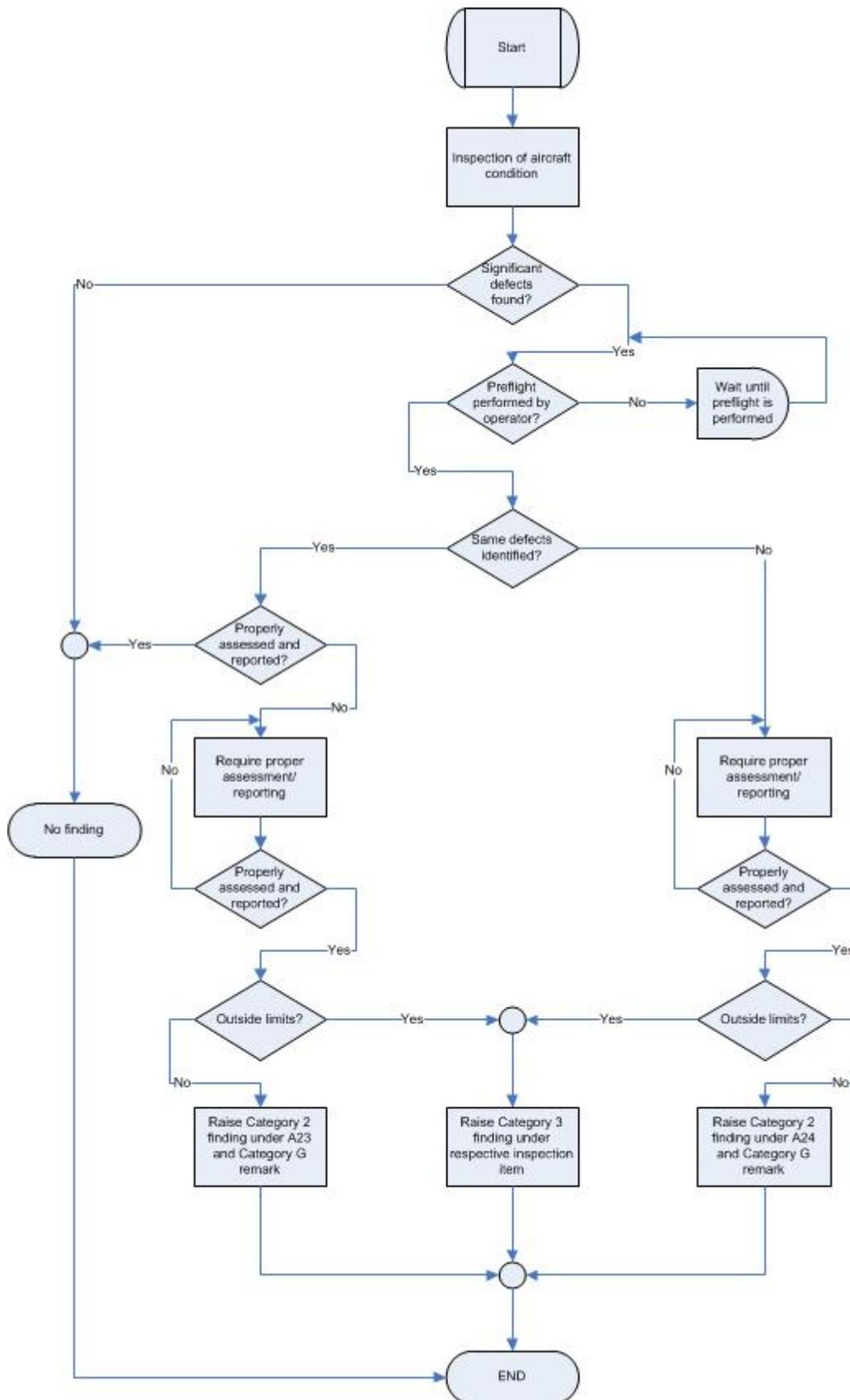
<sup>8</sup> Inspectors should use the ATA system taxonomy (e.g. Chapter 28 Fuel, Chapter 32 Landing gear) to determine if findings are related to the same system.



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long as the SAFA ramp inspectors are acting in accordance with the §3.1f) of this guidance material, the operator is responsible for any consequences linked to delays (including cancellation of flights) imposed by the assessment of missed technical defects.





## 4.3 Assessment of findings on certificates and licenses prior to categorisation

The procedure described in Chapter 4.2 already applies the principle that, before categorising findings, a proper assessment of the encountered situation should be done. Only when it is clear to the inspector the extent to which the non-compliance deviates from the requirements, can a proper category of the finding be chosen. This implies that inspectors should not raise category 3 findings with the only intent to enforce further investigation/assessment.

The before-mentioned principle should be applied in other inspection areas as well. E.g. in some cases, the absence of a licence or certificate could potentially have a major impact on safety; however, after receiving the appropriate evidence<sup>9</sup>, it may become clear that the impact on safety is less than initially foreseen. A typical example is where the licence of a member of the flight crew is not on board. If before departure evidence is provided that the crew member is indeed holding an appropriate and valid licence, but simply did not carry this licence, the impact on safety is lesser and the category 1 finding "Flight crew holding appropriate Licence but not carried on board at the time of the inspection" should be raised. If such evidence is not provided before departure, the category 3 finding "Flight crew without appropriate licence" requiring corrective actions before the flight is authorised. Under no circumstances, a flight crew member should be permitted to perform flying duties without receiving confirmation that s/he has been issued an appropriate and valid licence.

A similar approach could be used for the aircraft documents (certificate of registration, airworthiness, radio station licence) and the airline's authorisations (AOC and OPS Specs), although issues detected on these certificates may not always lead to the identification of category 3 finding on the ramp (certificate of registration or radio station license for instance).

## 4.4 Deficiencies under the control of the operator

Non-compliances which are under control of the operator (in accordance with the applicable requirements) are not to be raised as findings. If e.g. an aircraft diverted because of technical defects and the aircraft is inspected upon arrival, such defects should not be raised during a ramp inspection following the diversion as long as the defect is properly reported (e.g. through the TLB) and subsequently assessed.

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<sup>9</sup> See also chapter 6.1.3, 4<sup>th</sup> paragraph.



## 5 SAFA - Categorisation

If during the inspection it is established that a certain situation is not in compliance with the relevant standards, this is then considered a finding as defined in Chapter 4.

- a) For each inspection item, 3 categories of possible deviations from the standards have been defined. The findings are categorised according to the perceived influence on flight safety. This means that a category 1 finding is considered to have a minor influence on safety. A category 2 finding may have a significant influence and a category 3 finding may have a major influence on safety.

*Note: Any other safety relevant issues identified during a SAFA inspection, although not constituting a finding, can be reported as a General Remark (Cat G) under each inspection item, for example: an electrical torch missing or unserviceable during a flight conducted entirely in daylight.*

- b) The finding should be categorised according to the list of PDFs in appendix 1. In the SAFA PDF list the description, categorisation and reference to the applicable standard is given. Although the list of PDFs is as complete as possible, it cannot cover all possible deviations that may occur.
- c) The SAFA PDF list is intended to be used by the inspector to guarantee a common description and categorisation of findings. The inspector should make use of this list in the majority of situations and should always privilege the use of PDF while reporting SAFA findings in the SAFA database. In those cases where there is no appropriate PDF, the inspector should, based upon his proficiency and the impact on aviation safety, make a sound judgement into which category the finding needs to be placed. The SAFA database allows for findings to be entered by the user. While inserting an UDF in the SAFA database, the inspector should make sure to always report the associated Standard Reference representing the basis for the identification of the finding. These UDFs will be monitored by EASA periodically and after evaluation may become part of the existing PDF list. Therefore the PDF list will be updated periodically. Notice of updates will be given via the appropriate channels to the SAFA community.
- d) Findings on arrival flights being identical to the findings raised for departure flights should lead to the same categorisation, although the corrective action might not be possible when the flight has been completed. For example, an incorrect mass and balance sheet (outside operational limits) found on arrival should be categorised as a cat. 3. Obviously this cannot be corrected; however the appropriate class 3 action could be to confirm that the mass and balance calculations are within operational limits for the outbound flight.
- e) In exceptional cases, where multiple findings have such an interrelation that the impact on safety is higher, the category of such findings may be increased to reflect the impact on safety. The increase in category should be explained in the detailed description of the finding.



## 6 SAFA – Follow-up actions

Chapter 6 of Annex II to the Directive 2004/36 (as amended by the Directive 2008/49) requires that follow up actions will be taken after the SAFA Ramp Inspection. The follow-up actions may be distinguished in two stages. The first stage is the follow-up action directly resulting from the findings, the second stage is the monitoring and follow-up of any correspondence, sent out to the operator and the State of oversight, which should result in closure of the findings.

### 6.1 Actions resulting from an inspection

Based on the results of the inspection and on how the findings have been categorised, common follow-up actions have been defined. The relations between the category of findings and the resulting class of actions to take are given in Chapter 7, Appendix 3 (class of actions matrix).

This chapter repeats the requirements to hand over the Proof of Inspection to the flight crew and to have a written communication with the operator and its competent authority. Although crews, operators and authorities become more and more familiar with the SAFA programme, it might be necessary to inform them about the SAFA programme and to explain them what is expected from their side when an inspection has been performed. For this purpose two templates for information leaflets are proposed in Appendix 4; one for the operator and its competent authority and one for the general public. These leaflets may be e.g. handed out to the flight crew, may be attached to the written communication sent to the operator or handed out to the passengers in case they raise questions about the inspection performed.

The inspecting authorities are invited to adhere as much as possible to these templates in the interest of standardisation and harmonisation. Contact details for the inspecting authority should be added to the last paragraph of the leaflet.

#### 6.1.1 Class 1 action: information to the captain

A class 1 action is to be taken after each inspection, and consists of providing information about the results of that SAFA inspection, regardless of whether findings have been identified or not. In accordance with article 6.3 of the before mentioned Annex, this is achieved by a verbal debriefing and the delivery of the Proof of Inspection (POI) to the aircraft commander (or, in his/her absence, to another member of the flight crew or the most senior representative of the operator). When completing the POI, the following should be taken into account:

- The POI does not require the category of the finding to be mentioned. However, every Member State may decide to include more information to be shown on the POI than the minimum required (e.g. the delay incurred as a result of the inspection). Member States may choose to add the category of the finding in order to inform the flight crew as complete as possible on the inspection results.
- Only the issues mentioned in the POI should be reported as findings in the final SAFA ramp inspection report. Any other relevant information which was not included in the POI should only be reported in the final SAFA RI report as a General Remark or in the additional information box.
- When handing over the POI to the commander/operator representative, the inspector should ask him/her to sign the POI whilst explaining that the signature does not mean that he/she agrees with the findings. The signature only confirms that the POI has been received by the commander/operator representative.



## 6.1.2 Class 2 action: Information to the authority and the operator

Category 2 and 3 findings are considered to have a significant and major influence on safety. Therefore, when category 2 and/or 3 findings have been raised, written communications must be made in accordance – with Article 6.4 of the above mentioned Annex – to both:

- The operator:  
The communication should request that corrective actions are taken (or alternatively the provision of a corrective action plan) and evidence supporting the corrective actions taken; in case of no focal point is known for the inspected operator, its Quality department might be the most suitable point of contact.
- The state of oversight:  
The communication shall contain, where appropriate, a request for confirmation that they are satisfied with the corrective actions taken by the operator. This might be appropriate, for example, but not limited to:
  - i. a high number of findings,
  - ii. repetitive findings,
  - iii. lack of appropriate response from the operator,
  - iv. where there is evidence of consistently poor standards demonstrated by operators from that State,
  - v. where action by the State of oversight may be required given the seriousness of the findings.

The state of oversight should also be informed when certain findings indicate possible shortcomings at state level (e.g. medical certificate does not indicate the medical class).

*Note: In Appendix 5, guidance is given on the content of the written communication and templates are provided for written communication to the operator and its authority.*

The primary source of information to enable an operator to take swift action to address safety deficiencies is the POI. In order to inform the states of oversight in sufficient time to permit appropriate action to be taken and to confirm to the operator the findings made, these communications should be made not later than 30 working days after the inspection. In the case where the operator has already replied, to the satisfaction of the competent inspecting authority, based on the information contained in the POI, the written communication to the operator might not be required to be sent.

*Note: In exceptional cases where multiple category 2 findings have been found and the accumulation of these findings or their interaction justifies a corrective action, the class of action may be increased to a class 3 action.*

## 6.1.3 Class 3 actions: Restrictions or corrective actions

A class 3 action follows a category 3 finding which are considered to have a potential major effect on the safe operation of the aircraft. For that reason, Article 6.5 of the said Annex requires that action(s) need to be taken before the departure of the aircraft. On the ramp inspection report only the actions required/imposed by the inspector should be mentioned.

If the operator voluntarily corrected a cat. 1 or 2 finding before the flight, this should not be reported as a class 3b action. Instead, such voluntary action should be mentioned in the "Additional information box".



If the category 3 (major) findings that have been established during the SAFA Ramp Check concern damage of a nature such that the aircraft is no longer airworthy, this has to be communicated immediately to the State responsible for overseeing the airworthiness of the aircraft. Although the first contact may be, as a matter of urgency, accomplished by telephone, it is advisable to use written communication procedures. For ICAO guidance on this matter, refer to ICAO Annex 8 Part II Chapter 3.5 – Temporary Loss of Airworthiness.

Evidence related to findings on licences and certificates should be provided by the issuing authority. However, if the inspection is performed outside regular opening hours of the issuing authority, the inspecting State may decide to accept evidence from other sources as well, provided that the inspecting State seeks confirmation of the validity of such evidence at the earliest opportunity with the issuing authority. The ramp inspection report should mention which evidence was provided and by whom, including subsequent confirmation from the issuer.

The class 3 action is divided into 4 sub-actions:

### **Class 3a. Restriction on the aircraft flight operation**

The inspector(s) performing the ramp inspection have concluded that, as a result of some deficiencies identified during the inspection, the aircraft may depart only under certain restrictions. Some examples of class 3a actions are:

- restrictions on flight altitudes if oxygen system deficiencies have been found,
- a non-revenue flight to the home base if allowed for by the MEL,
- some seats that may not be used by passengers,
- a cargo area that may not be used.

### **Class 3b. Corrective actions before flight**

The ramp inspector(s) have identified some deficiencies that require corrective action(s) before the intended flight. Such corrective actions may be:

- (temporary) repairs to defects according to the AMM,
- recalculation of mass and balance, performance calculations and/or fuel figures,
- a copy of a missing Licence/document to be sent by fax or other electronic means,
- proper restraining of cargo.

### **Class 3c. Aircraft detained by inspecting National Aviation Authority**

An aircraft is grounded in a situation where the category 3 (major) findings are not corrected by the operator before flight. Because the safety of the aircraft and its occupants is at stake, the aircraft has to be prevented from resuming its flight and has to be 'grounded' until the safety hazard is removed. This class of action should be imposed only if the crew refused to take the necessary corrective actions or to respect the restrictions on the aircraft flight operation. A class 3c action would also be appropriate when an operator refuses to permit the performance of a SAFA inspection without a valid reason (see paragraph 3.1 c), provided that the Inspecting NAA has set forth provisions in its national regulation covering this case.

### **Class 3d. Immediate operating ban**

In case of an immediate and obvious safety hazard a competent authority may react by imposing an operating ban on an operator or an aircraft.



## 6.2 Further follow-up

In the case where category 2 or 3 findings have been found, the related action(s) should have been taken. The follow-up however does not end there, further follow-up and/or monitoring is required.

Based on the acceptance by the Inspecting Member State of the differences notified to ICAO by other States, the finding raised during this ramp inspection could be considered as closed in the follow-up part of the process of the ramp inspection, without being provided with detailed corrective and/or preventive actions from the inspected airline or its associated competent authority. As far as the SAFA ramp inspections are concerned, acceptance by Member States of differences has to be done in a uniform and harmonised manner and should be coordinated by the Agency with all the SAFA States.

### 6.2.1 Class 2 action

The class 2 actions comprise of communications to be made to the operator and to the State of oversight.

- Communication to operators:  
This communication always need further follow-up since they should contain a request for corrective actions taken or planned. The Member State should monitor if a reply is received and if it gives sufficient reason to close the finding(s) or prompts the need to request further information. In order to close the finding, the reply of the operator does not necessarily need to contain evidence that the deficiency has been corrected; the “corrective action taken” by the operator might also be the implementation of a corrective action plan. It is up to the Member State to decide, based on the related risk and impact, whether or not a finding may be closed based on future corrective actions taking into account the severity and recurrence of the detected findings. Depending on the severity and recurrence of the findings detected, the Inspecting NAA may consider the actual closure of the associated report(s) only after having received satisfactory documented evidence of appropriate implementation of preventive actions.
- Communication to authorities:  
The communication is primarily meant to inform the State of oversight; no reply is expected to these communications. Only where appropriate, the State of Oversight should be asked for “confirmation that they are satisfied with the corrective actions taken” by the operator. In this case, the Member States should monitor if such a reply is received and if the content is satisfactory.

Any follow-up communication from the operators and the authorities should be acknowledged and they should be informed about the closure of findings. Any request for clarification should equally be responded by the inspecting authority. The feedback or clarifications from the Inspecting authority should be performed within 30 working days.

If communications are taking place with the operator only, the State of oversight should, as much as possible, be copied with the associated replies from the Inspecting authority, as these elements can be very valuable in its oversight activities. It is especially the case for the information on the closure of ramp inspections findings sent by the inspecting authority to the inspected operator (when the latest is sent either by e-mail or official letter).

The operator should be allowed 30 days to reply. In case the operator does not react to the initial communication, the contact details should be verified followed by another attempt to obtain a reply from the operator whilst copying the competent authority in the State of Oversight. If this is again unsuccessful, that competent authority of the operator should be requested to intervene by encouraging the operator to reply. In the request, the inspecting



authority should explain that no reaction from the operator could be interpreted as a “lack of ability and/or willingness of an air carrier to address safety deficiencies”.

Findings should remain “open” as long as no satisfactory response of the operator and/or the competent authorities in the State of Oversight was received; alternatively, findings could be closed if a re-inspection confirms that the appropriate corrective action was taken. In the SAFA Centralised Database, a comment should be added to each open finding that despite several reminders (possibly including date and means) no response was required. Evidence of the communication could be uploaded as report attachments.

If the inspecting authority received confirmation that the operator does not exist anymore, findings could be closed whilst explaining this reason for closure in the justification.

### 6.2.2 Class 3 actions

Depending on which class 3 of action has been taken when a cat 3 finding has been found, certain further follow-up actions may be deemed necessary to verify if the restrictions are respected or if corrective actions have been taken. Although it is preferred to perform such verification, this might not always be required (e.g. if the inspector has indications satisfying him/her that appropriate actions will be taken) or possible (e.g. for flight segments outside the EUROCONTROL area). It is up to the Member State to determine if verification is feasible and needs to be done. Especially for restrictions imposed during a ramp inspection, if the *a posteriori* verification shows that the airline did not respect them, this information should be mentioned in the final ramp inspection report or should be reported by means of a Standard Report (see §1.2).

- Class 3a (restrictions on the aircraft operation)  
Restrictions have been agreed/imposed. Verification of adherence to the restrictions might be considered. E.g. adherence to a restricted flight altitude may be checked by checking the ATC flight plans and/or the actual altitude flown as reported by the EUROCONTROL CFMU system. If some seats were to be blocked for their usage by passengers, this might be checked just before departure to confirm that the seats are not occupied;
- Class 3b (Corrective actions before flight)  
A corrective action is required from the operator before the flight is commenced, therefore it should be possible to verify the corrective actions taken (e.g. if the tyre has been changed, if the recalculation of mass and balance has been done [correctly], etc.);
- Class 3c (Aircraft grounded by inspecting NAA)  
At first, the inspecting state has to make sure that the aircraft will not depart as long as the reasons for the grounding remain.  
Secondly, the grounding needs to be communicated immediately to the state of oversight and the operator home base. Any records of communication and other evidence should be gathered as evidential material.  
Before lifting a grounding prompted by a deficiency which continues to affect the validity of the certificate of airworthiness for the aircraft, and for which an appropriate permit to flight has been issued, the inspecting State shall verify that the operator obtained the relevant permission<sup>10</sup> from any State which will be overflown [art. 7.2 of Directive 2004/36/CE Grounding of aircraft].

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<sup>10</sup> Aircraft with a permit to fly from a competent authority of an EASA State of registry (if covered by Regulation (EC) No 216/2008, Commission Regulation (EC) No 1702/2003 and Commission Regulation (EC) No 2042/2003) do not need permission from EASA member States overflown.



- Class 3d (Immediate operating ban)  
When class 3d action is imposed it is usually in addition to a Class 3a, 3b or 3c action. Therefore, the further follow-up for the SAFA programme is considered to be covered by the follow-up of those actions. However, when class 3d action is taken, Member States should be mindful of their obligations under Regulation (EC) No 2111/2005.

### 6.3 Monthly report

Article 2.4 of the Commission Regulation (EC) No 768/2006 requires the Agency to:

- advise the European Commission and the Member States on immediate actions or follow-up policy,
- report potential safety problems, and
- propose coordinated actions to the European Commission and the Member States when necessary on safety grounds and ensure co-ordination at the technical level of such actions.

For that reason, the Agency needs to be informed on follow-up actions taken by the Member States. Therefore, Member States are required by paragraph 6.4 of the Annex to Commission Directive 2008/49/EC to make available to the Agency a monthly report on the status of follow-up actions taken pursuant to ramp inspections.

In order to standardise the format of the data of such report, Member States are requested to use the template as shown in appendix 6.

As of version 2.0 of the centralised SAFA Database, the follow-up of inspections can be done electronically. Member States which make full use of these functionalities of the Database are considered to meet the requirement to send a monthly report since they provide all the information in "real time".

#### 6.3.1 Monthly report form instructions

The report will contain an overview of all the correspondence related to follow-up actions, sent out or received by the Member States during the previous calendar month. The report shall be sent in a spreadsheet format (i.e. Microsoft® Excel) to the Agency (SAFA Coordination Section) by Email ([safa@easa.europa.eu](mailto:safa@easa.europa.eu)) within two weeks. The monthly reports should be sent aggregated (i.e. the monthly report for April will include also the reports for January, February and March).

With the introduction of the new database on 21 September 2011, the new follow-up functionality became available. When fully using this functionality, States are considered to meet the requirement to send the monthly report to EASA.

Once authorities and operators have registered to the database and are consequently using the follow-up feature, all required data will be stored by and can be retrieved from the database. However, since not all authorities and operators have obtained access we are still in a transition phase; nevertheless, information such as:

- a. date of notification
- b. means of notification
- c. follow-up information (by creating entries specifying/quoting the actions proposed/taken by the operator and/or its authority)

can be entered manually in the Database instead of entering this into the monthly report.

At this stage, for all reports entered until 21 September 2011, as well as for replies to previously sent communications, you should either:

- update the monthly report and continue to send it to us until all inspections have been closed; or



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- transfer the above mentioned data on inspections with open findings to the database follow-up module which renders the monthly report obsolete.

Since providing the information “real time” via the SAFA Database is considered to meet the requirement to send a monthly report, there is no need to send any subsequent monthly report anymore as soon as the open inspections have been transferred to the database, or all inspections on the previous monthly report were closed. EASA should be informed as soon as you stop sending the monthly report for one of the above-mentioned reasons.

Explanatory comments to the form:

- General
  - The electronic template will be made available to the Member States. By using the electronic version, the user is able to simply add new cells (e.g. when correspondence has been sent to both the State of operator and State of registry if different) to a row or add more rows to the form.
  - Not the date of inspection, but the correspondence date determines in which monthly report the correspondence should be listed.
  - Columns 2 and 4 are considered to be optional. For maximum efficiency and monitoring ability, Member States are encouraged to fill out the information in these columns as well.

Header and Footer:

- State: the official name of the Member State;
- NAA: the official name of the competent authority;
- Month: the concerned calendar month including the calendar year.

### **OPERATOR SECTION**

Column (1) “Ramp inspection report number(s)”:

- Every row should represent the information related to a certain ramp inspection.

Column (2) “Operator Code” (optional)

- List the 3 letter ICAO operator code as in the SAFA database

Column (3) “Operator Name”

- List the operator’s name as in the SAFA database

Column (4) “Findings” (optional)

- List the findings raised in the respective report using the following format (x number of category 1 findings – y number of category 2 findings – z number of category 3 findings) (e.g. 3-1-2 = 3 category 1 findings; 1 category 2 finding and 2 category 3 findings)

Column (5) “Written communication to operator (date)”

- List the date when the written communication to the operator was sent (format: dd-mm-yyyy). Leave blank if no communication was sent because the operator/authority reacted already based on POI.

Column (6) “Receipt confirmed”

- Indicate (Y/N) whether the receipt of the written communication is confirmed (this could be in the form of a fax receipt, e-mail read confirmation or a receipt confirmation in the case of registered mail).

Column (7) “Received on”

- List the date when the operator reply was received (format: dd-mm-yyyy)

Column (8) “Answer Satisfactory”

- Indicate if the answer given by the operator is satisfactory (Y/N/P = Yes/No/Partially)

Column (9) “Findings closed/Supplemental Communication”

- Indicate, based on the reply of operator, whether the findings in the report have been closed (C) or if a supplemental communication was sent (S). Such supplemental communication should also be sent to the State of oversight. If a supplemental communication was sent, add an additional line filling-in the required fields (1, 5-17).



## STATE OF OVERSIGHT SECTION

Column (10) "State of Oversight"

- List the State (ICAO Code) ensuring oversight.

Note: If the State of Registry/Licensing is different than the State of Operator and written communication are sent to those States, add additional line(s) indicating all the concerned States using the following format:

R-State of Registry

L-State of Licensing

*Examples:*

*State of Operator Brazil: SB*

*State of registry Bermuda: R-TX*

*State of Licensing United Kingdom: L-EG*

Column (11) "Written communication to NAA (date)"

- List the date when the written communication to the NAA was sent (format: dd-mm-yyyy)

Column (12) "Receipt confirmed"

- Indicate (Y/N) whether the receipt of the written communication is confirmed (this could be in the form of a fax receipt, e-mail read confirmation or a receipt confirmation in the case of registered mail).

Column (13) "Reply requested"

- Indicate (Y/N) whether it was requested from the State of oversight a "confirmation that they are satisfied with the corrective actions taken" as provided by article 6.4 (2) of the Annex to Commission Directive 2008/49/EC.

## STATE OF OVERSIGHT REPLY

Column (14) "Received on"

- List the date when the NAA reply was received (format: dd-mm-yyyy);

Column (15) "Answer Satisfactory"

- Indicate if the answer given by the NAA is satisfactory (Y/N/P = Yes/No/Partially);

Column (16) "Findings closed/Supplemental communication"

- Indicate, based on the reply of the NAA, whether the findings in the report have been closed (C) or if a supplemental communication was sent (S). Such supplemental communication should also be sent to the operator. If a supplemental communication was sent add an additional line filling-in the required fields (1, 5-17).

Note:

1. If a reply (column 13) is not requested from the State of oversight then the fields 14-16 may be left empty. In this case, when the findings of a report are considered closed this should be reflected by entering 'C' in the column 9 only.
2. If a reply (column 13) is requested from the State of oversight the closure of the findings should be reflected by entering 'C' in both columns 9 and 16.

Column (17) "Additional Information"

- Please indicate any additional information relevant to the follow-up of the inspection (e.g. operator reacted based on the POI, closure of findings confirmed/not confirmed by re-inspection).



## **7 LIST OF APPENDICES**

- Appendix 1: List of Pre-described SAFA Findings (International Commercial Operations –Aeroplanes);
- Appendix 2: Instructions for the completion of the SAFA inspection report
- Appendix 3: Class of Actions matrix
- Appendix 4: Information leaflet templates
- Appendix 5: Follow-up written communication templates
- Appendix 6: Template for the monthly report on follow-up actions
- Appendix 7: SAFA National Coordinator tasks



## Appendix 1

### Detailed inspection instructions including pre-described findings

This document is using standard references contained in the following documents:

The Convention on International Civil Aviation (also known as Chicago Convention), 9th Edition, 2006

- ICAO Annex 1 (11<sup>th</sup> Edition, July 2011, Amendment 170)
- ICAO Annex 2 (10<sup>th</sup> Edition, July 2005, Amendment 42, July 2009)
- ICAO Annex 6, Part I (9<sup>th</sup> Edition, July 2010, Amendment 35, October 2011)
- ICAO Annex 7 (5<sup>th</sup> Edition, July 2003 and Amendment 2 to the Supplement dated August 2007 incorporated)
- ICAO Annex 8 (11<sup>th</sup> Edition, July 2010, Amendment 103)
- ICAO Annex 10, Volume V (6<sup>th</sup> Edition, July 2006, Amendment 86)
- ICAO Annex 15 (13<sup>th</sup> Edition, July 2010, Amendment 36)
- ICAO Annex 16, Volume I (6<sup>th</sup> Edition, July 2011)
- ICAO Annex 18, (4<sup>th</sup> Edition, July 2011, Amendment 10 incorporated)
- European (EUR) Regional Supplementary Procedures (ICAO Doc 7030) (5<sup>th</sup> Edition, Amendment 5, July 2011)
- ICAO Doc 9284, Technical Instructions for the Safe Transport of Dangerous Goods by Air, 2011-2012 Edition, Addendum No. 3/Corrigendum No. 2

*Note: References to international standards are coded as in the following examples:*

*A6-I-4.3.1 means Annex 6, Part I, Chapter 4.3.1*

*CC29 means Article 29 of the Chicago Convention*

*EUR 2.1.6.2 means European (EUR) Regional Supplementary Procedures (ICAO Doc 7030), chapter 2.1.6.2*



# SAFA Ramp Inspection Procedures

## *Guidance material*

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## Part 1 Operations International Commercial Air Transport – Aeroplanes

Inspection Item	Inspections Item Title	Inspecting Instructions
A01	General Condition	<p>Check general condition. Check the stowage of interior equipment, suitcases, navigation chart cases etc. <i>Note: inspectors should make sure that manuals, flight cases etc. were indeed not appropriately stored during the incoming flight. In some cases it can be proven (or at least reasonably assumed) that the manuals were not stored during flight since e.g. there is no suitable storage area. However, in those cases where it cannot be excluded that the crew indeed stores the manuals during flight, no finding should be raised. Such manuals and cases may have indeed been used by the crew during taxi and the turn-around before the inspector enters the flight deck.</i></p> <p>If a flight crew compartment door is installed, check the door locking/unlocking mechanism. On passenger carrying aeroplanes with MTOW &gt; 45.500 kg (or with a passenger seating capacity more than 60 pax) check for installation and serviceability of the reinforced cockpit door.</p> <p>Check the means to monitor the door area from either pilots seat. Some means will fully satisfy the requirements, such as CCTV systems. However, means such as the spyhole do not enable the crew to monitor the door area from their seat and lead to a cat. 2 finding. The visual monitoring of the door area from the cockpit is of paramount importance, therefore alternative procedures such as an audio signalling code in addition to a spyhole are also considered to be not in compliance as they do not provide for an actual visual monitoring; therefore, a cat. 2 finding should be raised in such a situation as well. However, when this has been compensated during critical phases of the flight, for instance by the use of an additional crew member to monitor the area on behalf of the flight crew, or by denying access to the flight deck during these phases, it still constitutes a finding, but with a lesser impact on safety (hence the cat. 1 should be used). The presence in the cockpit of an additional crew member during all phases of the flight is considered to fully meet ICAO requirements.</p> <p>Check the condition of the flight deck windows (e.g. windshield cracks, possible delamination,...) Check if the crew composition meets the minimum crew requirements (available in the AFM) Check that no equipment is installed such that it obviously does not meet the systems design features and emergency landing provisions in Annex 8 Part IIIA/B, Chapter 4 (e.g. when equipment installed on the glare shield significantly impairs the pilots vision). Check the presence and serviceability of the windshield wipers (if required for the flight). Check if any electrical cables/wires are unintentionally exposed. Check the serviceability of the warning panel lights. When circumstances dictate (e.g. aircraft undergoes significant delay), check whether the crew members are in compliance with the flight and duty time rules contained within the Operations Manual.</p>



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A01	I	1	A6-I-13.2.2	From 1 November 2003, all passenger-carrying aeroplanes of a maximum certificated take-off mass in excess of 45 500 kg or with a passenger seating capacity greater than 60 shall be equipped with an approved flight crew compartment door that is designed to resist penetration by small arms fire and grenade shrapnel, and to resist forcible intrusions by unauthorized persons. This door shall be capable of being locked and unlocked from either pilot's station.	Door (un)locking mechanism at (Co)Pilot station N/A or U/S	A01-01	
A01	I	2	A6-I-13.2.1	In all aeroplanes which are equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which cabin crew can discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin.	No means provided for crew notification	A01-02	
A01	I	1	A6-I-13.2.3	In all aeroplanes which are equipped with a flight crew compartment door in accordance with 13.2.2: b) means shall be provided for monitoring from either pilot's station the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.	Means to monitor the door area not available from either pilot's station (but alternative operational procedures established for the critical phases of the flight)	A01-03	Indicate the particulars of the situation observed
A01	I	2	A6-I-13.2.3	In all aeroplanes which are equipped with a flight crew compartment door in accordance with 13.2.2: b) means shall be provided for monitoring from either pilot's station the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.	Means to monitor the door area not available from either pilot's station (and no alternative operational procedures established)	A01-04	
A01	I	3	A6-I-13.2.3	In all aeroplanes which are equipped with a flight crew compartment door in accordance with 13.2.2: b) means shall be provided for monitoring from either pilot's station the entire door area outside the flight crew compartment to identify persons requesting entry and to detect suspicious behaviour or potential threat.	Means to monitor the door area not available or U/S (outside MEL limits)	A01-05	
A01	I	3	A6-I-13.2.1	In all aeroplanes which are equipped with a flight crew compartment door, this door shall be capable of being locked, and means shall be provided by which cabin crew can discreetly notify the flight crew in the event of suspicious activity or security breaches in the cabin.	Cockpit door lock N/A or U/S (outside MEL limits)	A01-06	
A01	M	3			Damages to flight deck windows outside AMM limits	A01-07	Describe nature and extent of damage



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A01	I	3	A6-I-9.1.1	The number and composition of the flight crew shall not be less than that specified in the operations manual. The flight crews shall include flight crew members in addition to the minimum numbers specified in the flight manual or other documents associated with the certificate of airworthiness, when necessitated by considerations related to the type of aeroplane used, the type of operation involved and the duration of flight between points where flight crews are changed.	Insufficient number of flight crew members	A01-08	Describe the observed situation vs. the requirements in the OPS Manual
A01	I	3	A6-I-2.2.10.2	An operator shall formulate rules to limit flight time and flight duty periods and for the provision of adequate rest periods for all its crew members. These rules shall be in accordance with the regulations established by the State of the Operator, or approved by that State, and included in the operations manual.	Flight Crew member not in compliance with the flight and duty time rules	A01-09	Describe the observed situation vs. the requirements in the OPS Manual
A01	I	3	A8-III-A-4.1.7.1 A8-III-B-4.6.1	Provisions shall be made in the design of the aeroplane to protect the occupants, in the event of an emergency landing, from fire and from the direct effects of deceleration forces as well as from injuries arising from the effect of deceleration forces on the aeroplane's interior equipment.	Interior equipment and/or other object(s) not correctly secured or stowed during flight	A01-10	Indicate what interior equipment/object(s) was not secured
			A8-III-A-4.1.6.(c) A8-III-B-4.2.(c)	Crew environment. The design of the flight crew compartment shall be such as to minimize the possibility of incorrect or restricted operation of the controls by the crew, due to fatigue, confusion or interference			
A01	I	3	A6-I-13.2.2	From 1 November 2003, all passenger-carrying aeroplanes of a maximum certificated take-off mass in excess of 45 500 kg or with a passenger seating capacity greater than 60 shall be equipped with an approved flight crew compartment door that is designed to resist penetration by small arms fire and grenade shrapnel, and to resist forcible intrusions by unauthorized persons. This door shall be capable of being locked and unlocked from either pilot's station.	Reinforced cockpit door not installed (on passenger flights)	A01-11	
A01	M	3			Lights U/s in warning panel (outside MEL limits)	A01-12	Indicate the particulars of the situation observed
A01	I	2	A8-III-A-4.1.6d, A8-III-B-4.2d	Pilot vision. The arrangement of the pilot compartment shall be such as to afford a sufficiently extensive, clear and undistorted field of vision for the safe operation of the aeroplane, and to prevent glare and reflections that would interfere with the pilot's vision. The design	Cockpit installations significantly decreasing pilots vision	A01-13	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				features of the pilot windshield shall permit, under precipitation conditions, sufficient vision for the normal conduct of flight and for the execution of approaches and landings.			
A01	I	3	A8-III-A-4.1.6d,	Pilot vision. The arrangement of the pilot compartment shall be such as to afford a sufficiently extensive, clear and undistorted field of vision for the safe operation of the aeroplane, and to prevent glare and reflections that would interfere with the pilot's vision. The design features of the pilot windshield shall permit, under precipitation conditions, sufficient vision for the normal conduct of flight and for the execution of approaches and landings.	Windshield wipers/cleaning/drying system not installed or inoperative and their usage required due to precipitation (outside MEL limits)	A01-14	Indicate the particulars of the situation observed
A01	I	3	A8-III-A-1.4, A8-III-B-1.3	Under all anticipated operating conditions, the aeroplane shall not possess any feature or characteristic that renders it unsafe.	Equipment installations obviously not in compliance with Annex 8, Part IIIA/B, Chapter 4	A01-15	Indicate the particulars of the situation observed
			A8-III-A-1.5, A8-III-B-1.4	Compliance with the appropriate airworthiness requirements shall be based on evidence either from tests, calculations, or calculations based on tests, provided that in each case the accuracy achieved will ensure a level of airworthiness equal to that which would be achieved were direct tests conducted. The tests of 1.5.1 shall be such as to provide reasonable assurance that the aeroplane, its components and equipment are reliable and function correctly under the anticipated operating conditions.			
A01	I	2	A8-III-A-9.1	The operating limitations within which compliance with the Standards of this Annex is determined, together with any other information necessary to the safe operation of the aeroplane, shall be made available by means of an aeroplane flight manual, markings and placards, and such other means as may effectively accomplish the purpose. The limitations and information shall include at least those prescribed in 9.2, 9.3 and 9.4.	Operational flight deck markings and/or placards missing or incorrect	A01-16	Indicate the particulars of the situation observed
			A8-III-B-7.1	The operating limitations within which compliance with the Standards of this Annex is determined, together with any other information necessary to the safe operation of the aeroplane, shall be made available by means of a flight manual, markings and placards, and such other means as may effectively accomplish the purpose. The limitations and information shall include at least those prescribed in this sub-part.			



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A01	I	2	A8-IIIA-1.4 A8-IIIB-1.3	Unsafe features and characteristics Under all anticipated operating conditions, the aeroplane shall not possess any feature or characteristic that renders it unsafe.	Inadvertently exposed electrical cables/wires in the cockpit	A01-17	Indicate the particulars of the situation observed
A01	M	3			Windshield delamination outside AMM limits	A01-18	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A02	Emergency Exit	<p>Check serviceability of exits and, when ropes are installed, check that they are secured. Check whether access to emergency exits is restricted or impeded.</p> <p><i>Note: Inspectors should be aware that equipment/luggage may be placed temporarily in an unsecured condition during flight preparation. In such cases the inspectors should seek confirmation that the equipment/luggage will be securely stowed before flight. If the crew is unable to confirm this, a finding may be appropriate.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A02	I	3	A8-III A-4.1.7.3	The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits, shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.	Access to emergency exit impeded	A02-01	Indicate why the access to emergency exit is impeded
A02	I	3	A8-III A-4.1.7.2	Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	Emergency exits U/S	A02-02	
			A8-III A-8.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A8-III B-4.6.2	Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane and shall be shown to be suitable for their intended purpose.			
			A8-III B-4.6.4	On aeroplanes certificated for ditching conditions, provisions shall be made in the design to give maximum practicable assurance that safe evacuation from the aeroplane of passengers and crew can be executed in case of ditching.			
			A8-III B-6.3	Safety and survival equipment. Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A8-V-6.3	Safety and survival equipment. Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				operation shall be plainly marked.			
A02	I	3	A8-III A-4.1.7.2	Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	If applicable, flight deck escape facilities (ropes, hatches, harnesses) not available or unserviceable (outside MEL)	A02-03	Indicate the particulars of the situation observed (e.g. what emergency facilities are not available or unserviceable)
			A8-III A-8.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A8-III B-4.6.2	Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane and shall be shown to be suitable for their intended purpose.			
			A8-III B-4.6.4	On aeroplanes certificated for ditching conditions, provisions shall be made in the design to give maximum practicable assurance that safe evacuation from the aeroplane of passengers and crew can be executed in case of ditching.			
			A8-III B-6.3	Safety and survival equipment. Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A8-V-6.3	Safety and survival equipment. Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A03	Equipment	<p><b>All Flights:</b></p> <p>a) TAWS (E-GPWS)            Check if installed and serviceable. If unserviceable check if properly deferred (reported in the ATLB) and check if still within MEL dispatch limits. Verify that the installed GPWS has a forward looking terrain avoidance function. <b>If the terrain database is found to be expired, verify against the MEL the dispatch conditions.</b>            When an operational test can be performed by the pilot, it should be requested  <i>Note: On certain aircraft such a test cannot be performed by the pilots but only by maintenance personnel: this does not constitute a finding.</i>  <i>Note: some CIS-built aircraft are equipped with GPWS systems like the SSOS or SPPZ (SPBZ) that do not fulfil the ICAO requirements regarding the E-GPWS. Only the 7-channel (SRPBZ) with forward looking terrain avoidance function meets the ICAO requirements.</i>            In the case where an aircraft is found not to have TAWS (E-GPWS) installed then the competent authority should consider imposing an immediate operating ban on that aircraft. The aircraft should be allowed to depart only on a non-revenue flight.</p> <p>b) ACAS II (TCAS)            Check if installed and serviceable. If unserviceable check if properly deferred (reported in the ATLB) and check if still within MEL dispatch limits.            When an operational test can be performed by the pilot, it should be requested.  <i>Note: On certain aircraft such a test cannot be performed by the pilots but only by maintenance personnel: this does not constitute a finding.</i></p> <p><b>In the case where an aircraft is found not to be fitted with a compliant TCAS/ACAS II system then the competent authority should consider imposing an immediate operating ban on that aircraft. The aircraft should be allowed to depart only on a non-revenue flight.</b></p> <p><b>For aircraft with their first CoA issued on or after 1 March 2012, check if ACAS II, software version 7.1 is installed. This can be done by performing a test of aural warnings; version 7.1 will have the extra resolution advisory "Level off, level off" (this requirement is only applicable in the territory of the EU Member States, Iceland, Norway and Switzerland).</b></p> <p>c) Cockpit Voice Recorder            When an operational test can be performed by the pilot, it should be requested.  <i>Note: On certain aircraft such a test cannot be performed by the pilots but only by maintenance personnel: this does not constitute a finding.</i></p> <p><b>Flights in designated airspace:</b></p> <p>a) RVSM            Check whether the equipment unserviceability (if any) renders the aircraft non-RVSM capable (check with Doc 9614).  <i>Area of applicability (ICAO Doc 7030):</i></p>



# SAFA Ramp Inspection Procedures

## Guidance material

		<p>2.1.1 RVSM shall be applicable in that volume of airspace between FL 290 and FL 410 inclusive in the following flight information regions/upper flight information regions (FIRs/UIRs): Amsterdam, Ankara, Athinai, Barcelona, Beograd, Berlin, Bodo, Bratislava, Bremen, Brest, Brindisi, Bruxelles, Bucuresti, Budapest, Chisinau, Düsseldorf, France, Frankfurt, Hannover, Istanbul, Kaliningrad, Kharkiv, KØbenhavn, Kyiv, Lisboa, Ljubljana, London, L'viv, Madrid, Malmö, Malta, Milano, Minsk, München, Nicosia, Odesa, Oslo, Praha, Rhein, Riga, Roma, Rovaniemi, Sarajevo, Scottish, Shannon, Simferopol, Skopje, Sofia, Stavanger, Stockholm, Sundsvall, Switzerland, Tallinn, Tampere, Tirana, Trondheim, Varna, Vilnius, Warszawa, Wien, Zagreb.</p> <p>2.1.2 RVSM shall be applicable in either all, or part of, that volume of airspace between FL 290 and FL 410 inclusive in the following FIRs/UIRs: Canarias (AFI Region), Casablanca, Tunis.</p> <p>b) RNAV Check that the aircraft is equipped with RNAV equipment. For operations in airspace designated as B-RNAV or P-RNAV check if the aircraft meets the Required Navigation Performance (RNP) requirements.</p> <p>c) MNPS Check whether the equipment unserviceability (if any) renders the aircraft non-MNPS capable. <i>Area of applicability (ICAO Doc 7030):</i> <i>The MNPS shall be applicable in that volume of airspace between FL 285 and FL 420 within the Oceanic Control Areas of Santa Maria, Shanwick, Reykjavik, Gander Oceanic and New York, excluding the area west of 60°W and south of 38°30'N.</i></p> <p>d) 8.33 kHz channel spacing Check that radio equipment is 8.33 kHz channel spacing capable. This can be checked by requesting to select an 8.33 kHz channel, for example, 132.055 kHz on the radio control panel. The panel should normally show 6 digits – however some radio control panels may omit the leading “1” and display only 5 digits, e.g. 32.055. <i>Area of applicability:</i> <i>The carriage of 8.33 kHz channel spacing capable radio equipment is mandatory for operations in the specified ICAO EUR region for flights above FL 195.</i></p> <p><i>Note: Inspectors, while checking this inspection item, should also assess whether the required equipment is obviously not being used, e.g. if an equipment is found to be covered and therefore rendered unusable, this should result in a cat. 3 finding. If equipment is found to be obstructed (e.g. by a manual) during flight preparation phase, this should not lead to a finding.</i></p>
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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A03	I	3	A6-I-6.1.1	In addition to the minimum equipment necessary for the issuance of a certificate of airworthiness, the instruments, equipment and flight documents prescribed in the following paragraphs shall be installed or carried, as appropriate, in aeroplanes according to the aeroplane used and to the circumstances under which the flight is to be conducted. The prescribed instruments and equipment, including their installation, shall be approved or accepted by the State of	Required equipment installed but clearly not being used during operation by crew	A03-01	Indicate the particulars of the situation



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				Registry			
A03	I	3	A6-I-6.18.2	From 1 January 2005, all turbine-engined aeroplanes of a maximum certificated take-off mass in excess of 5 700 kg or authorized to carry more than 19 passengers shall be equipped with an airborne collision avoidance system (ACAS II).	ACAS II N/A or U/S (outside MEL limits)	A03-02	Indicate the particulars of the situation observed
A03	I	2	A2-2.3.1	2.3.1 Responsibility of pilot-in-command The pilot-in-command of an aircraft shall, whether manipulating the controls or not, be responsible for the operation of the aircraft in accordance with the rules of the air, except that the pilot-in-command may depart from these rules in circumstances that render such departure absolutely necessary in the interests of safety.	Aircraft with first CoA issued on or after 1 March 2012 not equipped with ACAS II, software version 7.1	A03-03	Indicate the particulars of the situation observed
A03	I	3	A6-I-4.3.1	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in command is satisfied that: b) the instruments and equipment prescribed in Chapter 6, for the particular type of operation to be undertaken, are installed and are sufficient for the flight.	GPWS with forward looking terrain avoidance function not installed or unserviceable (outside MEL limits)	A03-04	Indicate if no system at all was found or if the forward looking function is missing. If unserviceable, specify the reason.
			A6-I-6.15.4	From 1 January 2007, all turbine-engined aeroplanes of a maximum certificated take-off mass in excess of 5 700 kg or authorized to carry more than nine passengers shall be equipped with a ground proximity warning system which has a forward looking terrain avoidance function.			
			A6-I-6.15.6	From 1 January 2007, all piston-engined aeroplanes of a maximum certificated take-off mass in excess of 5 700 kg or authorized to carry more than nine passengers shall be equipped with a ground proximity warning system which provides the warnings in 6.15.8 a) and c), warning of unsafe terrain clearance and a forward looking terrain avoidance function.			
			A6-I-6.15.8	A ground proximity warning system shall provide, unless otherwise specified herein, warnings of the following circumstances: a) excessive descent rate; b) excessive terrain closure rate; c) excessive altitude loss after take-off or go-around; d) unsafe terrain clearance while not in landing configuration: 1) gear not locked down; 2) flaps not in a landing position; and e) excessive descent below the instrument glide path.			
A03	I	3	EUR 3.2.1	All aircraft operating above FL 195 in the European Region shall be	Radio channel spacing does	A03-	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				equipped with 8.33 kHz channel spacing capable radio equipment.	not meet the airspace requirements for the filed flight plan	05	
A03	I	3	A6-I-4.3.1	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in command is satisfied that: b) the instruments and equipment prescribed in Chapter 6, for the particular type of operation to be undertaken, are installed and are sufficient for the flight;	Required navigation equipment N/A or U/S (outside MEL limits)	A03-06	Indicate what equipment was N/A or U/S and type of operation
			A6-I-7.2.1	An aeroplane shall be provided with navigation equipment which will enable it to proceed: a) in accordance with the flight plan; and b) in accordance with the requirements of air traffic services; except when, if not so precluded by the appropriate authority, navigation for flights under the visual flight rules is accomplished by visual reference to landmarks.			
A03	I	3	A6-I-6.3.2.1.3	All aeroplanes of a maximum certificated take-off mass of over 5 700 kg for which the individual certificate of airworthiness is first issued on or after 1 January 2003, shall be equipped with a CVR capable of retaining the information recorded during at least the last two hours of its operation.	Cockpit Voice Recorder inoperative (outside MEL limits)	A03-07	
			A6-I-6.3.2.1.4	All aeroplanes of a maximum certificated take-off mass of over 5 700 kg for which the individual certificate of airworthiness is first issued on or after 1 January 1987 shall be equipped with a CVR.			
			A6-I-6.3.2.1.5	All turbine-engined aeroplanes, for which the individual certificate of airworthiness was first issued before 1 January 1987, with a maximum certificated take-off mass of over 27 000 kg that are of types of which the prototype was certificated by the appropriate national authority after 30 September 1969 shall be equipped with a CVR.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A04	Manuals	<p>Check for presence of Operations Manual and Aircraft Flight Manual. (Note: flight manual data may be included in the operations manual).</p> <p>Check if their content complies with the requirements and is up to date (e.g. with the latest revision of the AFM).</p> <p><i>Note: Not all parts of the OPS Manual have to be carried on board. As a minimum there shall be available those parts pertaining to flight operations.</i></p> <p><i>Note: in the Ops. manual the following subjects, in particular, could be checked:</i></p> <ul style="list-style-type: none"> <li>- presence of instructions and data for mass and balance control.</li> <li>- the list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed.</li> <li>- Presence of data that enables the crew to carry out performance calculations</li> <li>- Information on fuel planning</li> <li>- Flight and duty time requirements</li> <li>- Safety precautions during refuelling with passengers on board.</li> <li>- Instructions on the carriage of dangerous goods (with DG on board)"</li> </ul> <p>Check if the flight crew is able to understand the language in which the OPS Manual and/or AFM are written.</p> <p><i>Note: ICAO standards do not require the manuals to be written in English language. Such a case does not constitute a finding unless it is obvious that the pilot(s) do not understand the language in which the manuals are written.</i></p> <p><i>Note: the impact on safety is different in case only one flight crew member is not able to understand the language of the OM, or if it is not understood by any of the flight crew members. This is reflected in the respective cat 2 and cat 3 pre-described findings.</i></p> <p><i>Note: Annex 6 does require that specific parts of the Operations Manual be approved by the National Authority. However, the Annex does not require that proof of such approval be contained in the manual itself. It is up to each and every Contracting State to determine how they approve a manual and whether evidence of such approval is required in the manual. The absence of a specific approval does not constitute a finding.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A04	I	2	A6-I-6.2.3ab	An aeroplane shall carry: a) the operations manual prescribed in 4.2.3, or those parts of it that pertain to flight operations; b) the flight manual for the aeroplane, or other documents containing performance data required for the application of Chapter 5 and any other information necessary for the operation	No or incomplete parts of the Operations Manual pertaining to flight operations on board	A04-01	Indicate what information is missing



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				of the aeroplane within the terms of its certificate of airworthiness, unless these data are available in the operations manual;			
A04	I	2	A6-I-2.2.10.2	An operator shall formulate rules to limit flight time and flight duty periods and for the provision of adequate rest periods for all its crew members. These rules shall be in accordance with the regulations established by the State of the Operator, or approved by that State, and included in the operations manual.	No rules on flight time, flight duty and rest time limitations in the Operations manual	A04-02	
A04	I	2	A6-I-4.2.3.1	An operator shall provide, for the use and guidance of operations personnel concerned, an operations manual in accordance with Appendix 2. The operations manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.	Operations manual not up to date	A04-03	Indicate the particulars of the situation observed
A04	I	2	A6-I-4.2.3.1	An operator shall provide, for the use and guidance of operations personnel concerned, an operations manual in accordance with Appendix 2. The operations manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.	Operations manual not issued by the operator	A04-04	Indicate the particulars of the situation observed
A04	I	2	A6-I-4.2.3.1	An operator shall provide, for the use and guidance of operations personnel concerned, an operations manual in accordance with Appendix 2. The operations manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.	Operations Manual published in a language not understood by a member of the flight crew	A04-05	Indicate the particulars of the situation observed
A04	I	3	A6-I-6.2.3ab	An aeroplane shall carry: a) the operations manual prescribed in 4.2.3, or those parts of it that pertain to flight operations; b) the flight manual for the aeroplane, or other documents containing performance data required for the application of Chapter 5 and any other information necessary for the operation of the aeroplane within the terms of its certificate of airworthiness, unless these data are available in the operations manual;	No or incomplete performance and limitations data on board	A04-06	Indicate what performance or limitations data is missing
A04	I	3	A18-9.2	The operator shall provide such information in the Operations Manual as will enable the flight crew to carry out its responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.	No information and instructions in Operations Manual on the actions to be taken in the event of an emergency (DG on board)	A04-07	Indicate the particulars of the situation observed



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A04	I	3	A6-I-4.2.3.1	An operator shall provide, for the use and guidance of operations personnel concerned, an operations manual in accordance with Appendix 2. The operations manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.	Operations Manual published in a language not understood by any of the flight crew members	A04-08	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A05	Checklists	<p>Check if checklists are available and easily accessible.  <i>Note: Most modern aircraft have some checklists held electronically, e.g. the Airbus ECAM system. This should not constitute a finding provided that the crew can demonstrate access to such checklists and they are correctly documented in the Operations manual.</i></p> <p>Check if the OPS Manual contains the required checklists. Compare the version in OPS Manual with the ones available to the crew.            Check if their content is in compliance with the operating manual covering all flight phases, in normal and emergency operations.  <i>Note: Normal, non-normal and emergency checklists are sometimes combined in a "Quick Reference Handbook". Nevertheless, inspectors may find separate checklists for each phase of the flight, which is fully compliant.</i></p> <p>Check if the checklists are identical for all members of the flight crew.  <i>Note: If checklists with a different number of revision/different dates are present, check if the content is identical.</i>  <i>Note: On some ex-Soviet built aircraft only the flight engineer has a checklist. The pilot and co-pilot may be working from a memorised checklist only.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A05	I	2	A6-I-6.1.4	<p>The operator shall provide operations staff and flight crew with an aircraft operating manual, for each aircraft type operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft. The manual shall include details of the aircraft systems and of the checklists to be used. The design of the manual shall observe Human Factors principles.  <i>Note: - Guidance material on the application of Human Factors principles can be found in the Human Factors Training Manual (Doc 9683).</i></p>	Checklists do not conform with the checklist details in the operations manual	A05-01	Indicate what details do not conform
A05	I	2	A6-I-6.1.4	<p>The operator shall provide operations staff and flight crew with an aircraft operating manual, for each aircraft type operated, containing the normal, abnormal and emergency procedures relating to the operation of the aircraft. The manual shall include details of the aircraft systems and of the checklists to be used. The design of the manual shall observe Human Factors principles.  <i>Note: - Guidance material on the application of Human Factors principles can be found in the Human Factors Training Manual (Doc 9683).</i></p>	No checklist details in the operations manual	A05-02	
A05	I	2	A6-I-4.2.6	<p>The checklists provided in accordance with 6.1.4 shall be used by flight crews prior to, during and after all phases of operations, and in emergency, to ensure compliance with the operating procedures contained in the aircraft operating manual and the aeroplane flight manual or other documents associated with the certificate of</p>	Normal and emergency checklists not readily accessible to all relevant flight crew members	A05-03	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				airworthiness and otherwise in the operations manual, are followed ...			
A05	I	2	A6-I-4.2.6	The checklists provided in accordance with 6.1.4 shall be used by flight crews prior to, during and after all phases of operations, and in emergency, to ensure compliance with the operating procedures contained in the aircraft operating manual and the aeroplane flight manual or other documents associated with the certificate of airworthiness and otherwise in the operations manual, are followed. The design and utilization of checklists shall observe Human Factors principles.	Checklists not covering all flight phases	A05-04	Indicate the flight phases are not covered
A05	I	3	A6-I-4.2.6	The checklists provided in accordance with 6.1.4 shall be used by flight crews prior to, during and after all phases of operations, and in emergency, to ensure compliance with the operating procedures contained in the aircraft operating manual and the aeroplane flight manual or other documents associated with the certificate of airworthiness and otherwise in the operations manual, are followed ...	Different versions of checklists used by captain and co-pilot	A05-05	Indicate the particulars of the situation observed
A05	I	3	A6-I-4.2.6	The checklists provided in accordance with 6.1.4 shall be used by flight crews prior to, during and after all phases of operations, and in emergency, to ensure compliance with the operating procedures contained in the aircraft operating manual and the aeroplane flight manual or other documents associated with the certificate of airworthiness and otherwise in the operations manual, are followed ...	No normal and emergency checklists available	A05-06	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A06	Radio Navigation Charts	<p>Check if the required departure, en-route, approach and aerodrome charts are available, within reach, up-to-date to the latest AIRAC amendments (including those for the alternate aerodromes).</p> <p><i>Note: one or two amendments missing in the chart library could still be acceptable provided the charts to cover the route flown, or about to be flown, including associated diversions, are up to date to the latest AIRAC amendments.</i></p> <p><i>Note: If other charts are not updated, but the required ones are, this does not constitute a finding. Such a case should be reported though as a General Remark.</i></p> <p>Check the validity of the FMS/GPS database; in case of expiration, check the MEL.</p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A06	I	2	A6-I-7.4.2	An operator shall implement procedures that ensure the timely distribution and insertion of current and unaltered electronic navigation data to all aircraft that require it.	Navigation database out of date (within MEL limits)	A06-01	Indicate the expiration date of the database
			A15-6.1.1	Information concerning the circumstances listed in Appendix 4, Part 1, shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days, including 14 January 2010. The information notified therein shall not be changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.			
A06	I	3	A6-I-7.4.2	An operator shall implement procedures that ensure the timely distribution and insertion of current and unaltered electronic navigation data to all aircraft that require it.	Navigation database out of date (outside MEL limits)	A06-02	Indicate the expiration date of the database
			A15-6.1.1	Information concerning the circumstances listed in Appendix 4, Part 1, shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days, including 14 January 2010. The information notified therein shall not be changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A06	I	2	A6-I-6.2.3c	An aeroplane shall carry: c) current and suitable charts to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted.	Required en-route charts out of date (navigation database up to date)	A06-03	Indicate: – what charts are not up to date – the date/number of revision of the inspected charts – the date/number of revision of the current applicable charts
			A15-6.1.1	Information concerning the circumstances listed in Appendix 4, Part 1, shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days, including 14 January 2010. The information notified therein shall not be changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.			
A06	I	3	A6-I-6.2.3c	An aeroplane shall carry: c) current and suitable charts to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted.	Required en-route charts and navigation database out of date	A06-04	Indicate: – what charts are not up to date – the expiration date of the database
			A6-I-7.4.2	An operator shall implement procedures that ensure the timely distribution and insertion of current and unaltered electronic navigation data to all aircraft that require it			
A06	I	3	A6-I-6.2.3c	An aeroplane shall carry: c) current and suitable charts to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted.	Required instrument charts not on board	A06-05	Indicate what charts are missing
			A15-6.1.1	Information concerning the circumstances listed in Appendix 4, Part 1, shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days, including 14 January 2010. The information notified therein shall not be changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.			
A06	I	3	A6-I-6.2.3c	An aeroplane shall carry: c) current and suitable charts to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted.	Required instrument charts (except en-route) out of date	A06-06	Indicate: – what charts are not up to date – the date/number of revision of the inspected charts – the date/number of
			A15-6.1.1	Information concerning the circumstances listed in Appendix 4, Part 1, shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days, including 14 January			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				2010. The information notified therein shall not be changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.			revision of the current applicable charts
A06	I	2	A6-I-6.2.3c	An aeroplane shall carry: c) current and suitable charts to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted.	Several sets of required instrument charts available in the flight deck, of which one (not in use) is out of date	A06-07	Indicate: - what charts are not up to date - the date/number of revision of the inspected out of date charts
		A15-6.1.1	Information concerning the circumstances listed in Appendix 4, Part 1, shall be distributed under the regulated system (AIRAC), i.e. basing establishment, withdrawal or significant changes upon a series of common effective dates at intervals of 28 days, including 14 January 2010. The information notified therein shall not be changed further for at least another 28 days after the effective date, unless the circumstance notified is of a temporary nature and would not persist for the full period.				



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A07	Minimum Equipment List	<p>Check if the MEL is available.</p> <p><i>Note: An increasing number of operators do not have the MEL on board, but available via a data downlink. This should be considered as an acceptable alternative.</i></p> <p>Check if the MEL is not less restrictive than MMEL.</p> <p><i>Note: If it is found that the MEL does not incorporate the latest revision of the MMEL, this should be reported as a General Remark (cat. G).</i></p> <p><i>Note: Checking the revision status of the MEL might not be enough; in case the last revision introduced less restrictive conditions, the MEL might not have to be updated. A missing revision number is no reason to raise a finding; the document control process is to be agreed by the overseeing authority. If it is found that a MEL is not up to date resulting in a less restrictive document, questions may be raised in the follow-up phase on the appropriate document control.</i></p> <p><i>Note: It takes time before more strict requirements introduced by a new MMEL will be implemented. Inspectors should allow a timeframe of at least 4 months (since publication of the revised MMEL) for the revision of a MEL.</i></p> <p>Check if MEL content reflects actual equipment installed on the aircraft and takes into account the special approvals in the operations specifications. Check if the MEL contains the (M) maintenance and/or (O) operational procedures.</p> <p>Check if the MEL is fully customised. For example, the MEL should not contain a reference to regulatory material (“ATA 23 Communication systems – Any in excess of those required by 14 CFR may be inoperative provided it is not powered by Standby Bus and is not required for emergency procedures.”) but should mention the actual required number.</p> <p><i>Note: Mainly for passenger cabin related items, the number may be missing, provided that the MEL reflects an alternate means of configuration control.</i></p> <p>Check if the deferred defects (if any) are in accordance with the MEL instructions.</p> <p><i>Note: Annex 6 does require that the MEL is approved by the State of Operator. However, the Annex 6 does not require that proof of such approval be contained in the MEL itself or has to be carried on board. It is up to each and every Contracting State to determine how they approve a manual and whether evidence of such approval is required in the manual. The absence of a specific approval of the MEL on board of the aircraft does not constitute a finding.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A07	I	2	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator	MEL does not reflect aircraft configuration or the operations specifications	A07-01	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry.			
A07	I	2	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry. Note: - Attachment F contains guidance on the minimum equipment list.	MEL lacking (M) and/or (O) procedures when required (no deferred defect requiring such procedure)	A07-02	Indicate the particulars of the situation observed
A07	I	3	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry. Note: - Attachment F contains guidance on the minimum equipment list.	MEL lacking (M) and/or (O) procedures when required (with deferred defect requiring such procedure)	A07-03	Indicate the particulars of the situation observed
A07	I	3	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry. Note: - Attachment F contains guidance on the minimum equipment list.	MEL less restrictive than the MMEL (with deferred defects affected by the lower restrictions)	A07-04	Indicate the particulars of the situation observed
A07	I	2	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry. Note: - Attachment F contains guidance on the minimum equipment list.	MEL less restrictive than the MMEL (without deferred defects affected by the lower restrictions)	A07-05	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A07	I	2	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry. Note: - Attachment F contains guidance on the minimum equipment list.	MEL not available (no deferred defects)	A07-06	
A07	I	2	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry. Note: - Attachment F contains guidance on the minimum equipment list.	Some MEL items not fully customised (but no defects affecting those items)	A07-07	Indicate the particulars of the situation observed
A07	I	2	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry.	MMEL instead of MEL	A07-08	
A07	I	3	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry.	Some MEL items not fully customised (with defects affecting those items)	A07-09	Indicate the particulars of the situation observed
A07	I	3	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State	MEL not available (with deferred defects)	A07-10	



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry. Note: - Attachment F contains guidance on the minimum equipment list.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A08	Certificate of Registration	<p>Check for presence and accuracy. In the case where only a photocopy is on board a finding should be made against “No valid CofR or cannot be shown by crew”.</p> <p>Check if its format and content are in accordance with the requirements and whether translated into the English language.</p> <p>Check for fireproof identification plate (usually near the left forward door). Compare the data on the plate with that on the C of R.</p> <p><i>Note: Annex 7 requires that a fireproof plate needs to be installed near the main entrance. It is often found that the plate is located somewhere else on the aircraft. Although it is not compliant to the requirements, the safety relevance is rather low and therefore no finding should be raised.</i></p> <p><i>Note: Although ICAO does not specifically allow to carry other than the original of the document, it is considered acceptable if a copy certified by the issuing authority is carried on board.</i></p> <p><i>Note: If the CofR was not found on board during the inspection, the Category 2 PDF reflecting this shall be used. However, if during the follow-up process the appropriate evidence is received that a valid document was issued at the time of the inspection, the finding should be downgraded to the Category 1 finding created for this purpose (see Chapter 4.3 above).</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A08	I	1	A7-7.1	The certificate of registration, in wording and arrangement, shall be a replica of the certificate shown in Figure 1. <i>Note: - The size of the form is at the discretion of the State of Registry or common mark registering authority.</i>	CofR format not in accordance with Annex 7	A08-01	Indicate the particulars of the situation observed
A08	I	1	A7-7.2	When certificates of registration are issued in a language other than English, they shall include an English translation.	No English translation	A08-02	
A08	I	1	A7-8	An aircraft shall carry an identification plate inscribed with at least its nationality or common mark and registration mark. The plate shall be made of fireproof metal or other fireproof material of suitable physical properties and shall be secured to the aircraft in a prominent position near the main entrance or, in the case of an unmanned free balloon, affixed conspicuously to the exterior of the payload.	No fireproof identification plate	A08-03	
A08	I	1	A7-8	An aircraft shall carry an identification plate inscribed with at least its nationality or common mark and registration mark. The plate shall be made of fireproof metal or other fireproof material of suitable physical properties and shall be secured to the aircraft in a prominent position near the main entrance or, in the case of an unmanned free balloon, affixed conspicuously to the exterior of the payload.	Mismatch of data on CofR and identification plate	A08-04	Indicate the particulars of the situation observed
A08	I	2	CC-29a	Documents carried in aircraft Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention. a) Its certificate of registration;	No valid CofR or cannot be shown by crew	A08-05	



# SAFA Ramp Inspection Procedures

## *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A08	I	1	CC-29a	Documents carried in aircraft Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention. a) Its certificate of registration;	A valid CofR was issued but not carried on board.	A08-06	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A09	Noise Certificate	<p>Check for presence, accuracy (e.g. cross check MTOM, S/N with the ones specified in the C of R) of the document attesting noise certification and whether translated in English language.</p> <p><i>Note: Certain States (e.g. United States, China) incorporate the noise certification data in the Aircraft Flight Manual and/or the Certificate of Airworthiness. Such cases are in compliance with the ICAO requirements and do not constitute a finding.</i></p> <p><i>Note: Although ICAO does not specifically allow to carry other than the original of the document, it is considered acceptable if a copy certified by the issuing authority is carried on board.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A09	I	1	A16-I-II-1.4	The documents attesting noise certification shall be approved by the State of Registry and shall be required by that State to be carried on the aircraft.	Documents attesting noise certification inaccurate, not on board or cannot be produced by the crew	A09-01	
			A16-I-II-1.5	<p>1.5 The documents attesting noise certification for an aircraft shall provide at least the following information:</p> <p>Item 1. Name of State.</p> <p>Item 2. Title of the noise document.</p> <p>Item 3. Number of the document.</p> <p>Item 4. Nationality or common mark and registration marks.</p> <p>Item 5. Manufacturer and manufacturer's designation of aircraft.</p> <p>Item 6. Aircraft serial number.</p> <p>Item 7. Engine manufacturer, type and model.</p> <p>Item 8. Propeller type and model for propeller-driven aeroplanes.</p> <p>Item 9. Maximum take-off mass in kilograms.</p> <p>Item 10. Maximum landing mass, in kilograms, for certificates issued under Chapters 2, 3, 4, 5 and 12 of this Annex.</p> <p>Item 11. The chapter and section of this Annex according to which the aircraft was certificated.</p> <p>Item 12. Additional modifications incorporated for the purpose of compliance with the applicable noise certification Standards.</p> <p>Item 13. The lateral/full-power noise level in the corresponding unit for documents issued under Chapters 2, 3, 4, 5 and 12 of this Annex.</p> <p>Item 14. The approach noise level in the corresponding unit for documents issued under Chapters 2, 3, 4, 5, 8 and 12 of this Annex.</p>			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>Item 15. The flyover noise level in the corresponding unit for documents issued under Chapters 2, 3, 4, 5 and 12 of this Annex.</p> <p>Item 16. The overflight noise level in the corresponding unit for documents issued under Chapters 6, 8 and 11 of this Annex.</p> <p>Item 17. The take-off noise level in the corresponding unit for documents issued under Chapters 8 and 10 of this Annex.</p> <p>Item 18. Statement of compliance, including a reference to Annex 16, Volume I.</p> <p>Item 19. Date of issuance of the noise certification document.</p> <p>Item 20. Signature of the officer issuing it.</p>			
A09	I	1	A6-I-6.13	<p>An aeroplane shall carry a document attesting noise certification. When the document, or a suitable statement attesting noise certification as contained in another document approved by the State of Registry, is issued in a language other than English, it shall include an English translation.</p> <p>Note.- The attestation may be contained in any document, carried on board, approved by the State of Registry.</p>	No English translation	A09-02	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A10	AOC or equivalent	<p>Check for presence and accuracy (including the Operations Specifications). Check if format (layout and content) of AOC and OPS Specs is in compliance with Annex 6 (including English translation if written in another language). If the AOC is not carried on board while engaged in commercial operations, apply the procedure described in chapter 4.3 above.</p> <p><i>Note 1: although ICAO requires a specific layout, no finding but a Category G remark should be raised if the content is in compliance with the ICAO requirements, but the layout is different.</i></p> <p><i>Note 2: ICAO Annex 6 requires that the operations specifications specifically mention whether the operator is entitled to transport dangerous goods or not. In case nothing is mentioned, and no other official document is available on board indicating the authorisation to transport dangerous goods, no finding should be raised for this reason only and the operator should be considered to be not approved. In the case the operator was actually or intending to transporting DG, a cat. 3 finding can be raised (“Commercial Air Transport operations not in accordance with the operations specifications”).</i></p> <p>If the AOC contains an expiration date, check if within the validity period. Check if the aircraft operation (inbound and outbound) is in compliance with the Operations Specifications (limitations, special authorisations: Low Visibility Operations (LVO), (B/P)RNAV, RVSM, MNPS, ETOPS, dangerous goods, and others required for the particular type of operation).</p> <p><i>Note: EU-OPS is less restrictive than ICAO on the carriage of a copy of the AOC on board: where ICAO requires a certified true copy, EU-OPS requires in OPS 1.125 that “the original or copy” is carried during each flight. Therefore, if an inspector finds a non-certified copy of the AOC on board this may not constitute a finding (however may be recorded as a cat. G remark).</i></p> <p><i>Note: If the AOC and/or OPS Specs were not found on board during the inspection, the Category 3 PDF reflecting this shall be used. If no document is provided during the time of inspection, the aircraft can still be released as a non-commercial General Aviation flight. However, if during the follow-up process the appropriate evidence is received that a valid document was issued at the time of the inspection, the finding should be downgraded to the Category 1 finding created for this purpose (see Chapter 4.3 above).</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A10	I	G	A6-I-4.2.1.5/ A6-I-4.2.1.6/ A6-I-4.2.1.7	<p>The air operator certificate shall contain at least the following information and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 2:</p> <p>a) the State of the Operator and the issuing authority;</p> <p>b) the air operator certificate number and its expiration date;</p> <p>c) the operator name, trading name (if different) and address of the principal place of business;</p> <p>d) the date of issue and the name, signature and title of the authority representative; and</p> <p>e) the location, in a controlled document carried on board, where the contact details of operational management can be found.</p>	Layout of the AOC and/or the OPS Specs not in accordance with provisions of Annex 6	A10-01	



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>The operations specifications associated with the air operator certificate shall contain at least the information listed in Appendix 6, paragraph 3, and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 3.</p> <p>Air operator certificates and their associated operations specifications first issued from 20 November 2008 shall follow the layouts of Appendix 6, paragraphs 2 and 3</p>			
A10	I	2	A6-I-4.2.1.6	The operations specifications associated with the air operator certificate shall contain at least the information listed in Appendix 6, paragraph 3, and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 3.	Information in the operations specifications not in accordance with Annex 6	A10-02	
			A6-I-APP6.3.1	<p>For each aircraft model in the operator's fleet, identified by aircraft make, model and series, the following list of authorizations, conditions and limitations shall be included: issuing authority contact details, operator name and AOC number, date of issue and signature of the authority representative, aircraft model, types and area of operations, special limitations and authorizations.</p> <p><i>Note.— If authorizations and limitations are identical for two or more models, these models may be grouped in a single list.</i></p>			
A10	I	2	A6-I-4.2.1.5	<p>The air operator certificate shall contain at least the following information and, from 1 January 2010, shall follow the layout of Appendix 6, paragraph 2:</p> <p>a) the State of the Operator and the issuing authority;</p> <p>b) the air operator certificate number and its expiration date;</p> <p>c) the operator name, trading name (if different) and address of the principal place of business;</p> <p>d) the date of issue and the name, signature and title of the authority representative; and</p> <p>e) the location, in a controlled document carried on board, where the contact details of operational management can be found.</p>	Information in AOC incorrect	A10-03	Indicate the particulars of the situation observed
A10	I	2	A6-I-6.1.2	An aeroplane shall carry a certified true copy of the air operator certificate specified in 4.2.1, and a copy of the operations specifications relevant to the aeroplane type, issued in conjunction with the certificate. When the certificate and the associated operations specifications are issued by the State of the Operator in a language other than English, an English translation	No English translation	A10-04	



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				shall be included. <i>Note.— Provisions for the content of the air operator certificate and its associated operations specifications are contained in 4.2.1.5 and 4.2.1.6.</i>			
A10	I	3	A6-I-4.2.1.2	The air operator certificate shall authorize the operator to conduct commercial air transport operations in accordance with the operations specifications. <i>Note.— Provisions for the content of the air operator certificate and its associated operations specifications are contained in 4.2.1.5 and 4.2.1.6.</i>	Commercial Air Transport operations not in accordance with the operations specifications	A10-05	Please provide additional information (specific type of operation)
A10	I	3	A6-I-4.2.1.1	An operator shall not engage in commercial air transport operations unless in possession of a valid air operator certificate issued by the State of the Operator.	Commercial Air Transport operations without a valid AOC	A10-06	
A10	I	3	A6-I-6.1.2	An aeroplane shall carry a certified true copy of the air operator certificate specified in 4.2.1, and a copy of the operations specifications relevant to the aeroplane type, issued in conjunction with the certificate. When the certificate and the associated operations specifications are issued by the State of the Operator in a language other than English, an English translation shall be included. <i>Note.— Provisions for the content of the air operator certificate and its associated operations specifications are contained in 4.2.1.5 and 4.2.1.6.</i>	No original nor copy of the AOC, and/or of the operations specifications on board or cannot be shown by the crew	A10-07	
A10	I	1	A6-I-6.1.2	An aeroplane shall carry a certified true copy of the air operator certificate specified in 4.2.1, and a copy of the operations specifications relevant to the aeroplane type, issued in conjunction with the certificate. When the certificate and the associated operations specifications are issued by the State of the Operator in a language other than English, an English translation shall be included. <i>Note.— Provisions for the content of the air operator certificate and its associated operations specifications are contained in 4.2.1.5 and 4.2.1.6.</i>	A valid AOC and/or operations specifications for the flights performed was issued but not carried on board at the time of the inspection.	A10-08	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A11	Radio Licence	<p>Check for presence and accuracy. Check for the correct name/callsign.</p> <p><i>Note: Following the Articles 29e and 30 of the Chicago Convention, a radio licence is a licence to install radio transmitting apparatus. ICAO does not specify the information to be mentioned on the Radio Licence. The requirement to have a radio licence is originating from Article 18 of the Radio Regulations from the International Telecommunications Union, which requires the issuing State to include, besides the name/callsign, "the general characteristics of the installation" into the licence. However, the exact content of such a licence is only given by the ITU as a recommendation only (Recommendation 7 Rev. WRC-97). Therefore no finding should be raised on the content of the radio licence, unless the mentioned information is incorrect.</i></p> <p><i>Note: Although ICAO does not specifically allow to carry other than the original of the document, it is considered acceptable if a copy certified by the issuing authority is carried on board.</i></p> <p><i>Note: If the Radio Licence is not carried on board during the inspection while engaged in commercial operations, apply the procedure described in Chapter 4.3 above.</i></p> <p><i>Note: Certain Radio Licences contain expiration date. If a Radio Licence is found to be expired, this should be recorded as a General Remark only.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A11	I	1	CC-30a	Aircraft of each contracting State may, in or over the territory of other contracting States, carry radio transmitting apparatus only if a Licence to install and operate such apparatus has been issued by the appropriate authorities of the State in which the aircraft is registered. The use of radio transmitting apparatus in the territory of the contracting State whose territory is flown over shall be in accordance with the regulations prescribed by that State.	Incorrect information on the Radio Station Licence	A11-01	Indicate what is incorrect
A11	I	1	CC-29e	Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention: e) If it is equipped with radio apparatus, the aircraft radio station licence.	A valid Radio Station Licence was issued but not carried on board at the time of the inspection.	A11-02	
A11	I	2	CC-29e	Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention: e) If it is equipped with radio apparatus, the aircraft radio station licence.	No Radio Station Licence issued	A11-03	
A11	I	G	CC-29e	Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention: e) If it is equipped with radio apparatus, the aircraft radio station licence.	Radio Station Licence on board expired	A11-04	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A12	Certificate of Airworthiness	<p>Check for presence, accuracy and validity. If no original (or certified copy) CoA is carried on board, apply the procedure described in Chapter 4.3 above.</p> <p>Check if its content is in compliance with the requirement (including English translation if written in another language).</p> <p><i>Note: In the case where an aircraft is identified without an original (or certified true copy) and valid CofA then this is considered a cat. 3 finding. The aircraft should be allowed to depart only after receiving positive confirmation from the State of registry that the aircraft has a valid CofA.</i></p> <p><i>Note: Certain States (e.g. EASA states) issue Certificates of Airworthiness which do not mention an expiration date. Such certificates are usually supplemented by a separate document (ARC – Airworthiness Review Certificate) which should indicate its validity.</i></p> <p><i>Note: Although ICAO does not specifically allow to carry other than the original of the document, it is considered acceptable if a copy certified by the issuing authority is carried on board.</i></p> <p><i>Note: If the CofA was not found on board during the inspection, the Category 3 PDF reflecting this shall be used. However, if during the follow-up process (including the required action to be taken by the airline during the course of the ramp inspection) the appropriate evidence is received that a valid document was issued at the time of the inspection, the finding should be downgraded to the Category 1 finding created for this purpose (see Chapter 4.3 above).</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A12	I	1	A8-II-3.3.1	The Certificate of Airworthiness shall contain the information shown in Figure 1 and shall be generally similar to it.	Format of CofA not in accordance with Annex 8 requirements	A12-01	Indicate the particulars of the situation observed
A12	I	2	A8-II-3.3.2	When Certificates of Airworthiness are issued in a language other than English, they shall include an English translation. Note - Article 29 of the Convention on International Civil Aviation requires that the Certificate of Airworthiness be carried on board every aircraft engaged in international air navigation.	No English translation	A12-02	
A12	I	3	CC-31	Every aircraft engaged in international navigation shall be provided with a certificate of airworthiness issued or rendered valid by the State in which it is registered.	CofA not issued nor rendered valid by the State of registry	A12-03	Indicate the particulars of the situation observed
A12	I	1	CC-29b	Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention: b) Its certificate of airworthiness;	A valid CofA was issued but not carried on board at the time of the inspection.	A12-04	
A12	I	3	CC-39a	Endorsement of certificates and licences a) Any aircraft or part thereof with respect to which there	Endorsed CofA without permission of the State of inspection	A12-05	



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				exists an international standard of airworthiness or performance, and which failed in any respect to satisfy that standard at the time of its certification, shall have endorsed on or attached to its airworthiness certificate a complete enumeration of the details in respect of which it so failed.			
			CC-40	Validity of endorsed certificates and licences No aircraft or personnel having certificates or licences so endorsed shall participate in international navigation, except with the permission of the State or States whose territory is entered. The registration or use of any such aircraft, or of any certificated aircraft part, in any State other than that in which it was originally certificated shall be at the discretion of the State into which the aircraft or part is imported.			
A12	I	3	CC-29b	Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention: b) Its certificate of airworthiness;	No valid CofA on board.	A12-06	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A13	Flight Preparation	<p>Check for presence and accuracy of Operational Flight Plan (including signature of PIC). Compare with the relevant instructions the OPS Manual.</p> <p>Check for proper filing system (retaining of all relevant flight preparation documents).</p> <p>Check for proper performance and fuel calculation.</p> <p><i>Note: In case the actual fuel on board is more than calculated, but it is taken into account in the performance and mass and balance calculations, this should not be raised as a finding. If it was not taken into account, a finding should be raised on the performance and/or mass and balance calculation.</i></p> <p>Check the fuel consumption monitoring of the incoming flight (if required by the OPS manual).</p> <p>Check if the operator has selected appropriate alternate aerodromes (if required).</p> <p>Check whether the flight crew has reviewed all the meteorological information (including for alternate aerodromes).</p> <p><i>Note: in line with the previous note, A6-I-4.3.5.2 only requires that the IFR flight “(...) shall not be commenced unless information is available which indicates that (...)”; there is no requirement that the information needs to be on board. The inspector could verify if such information is/was available to the flight crew before departure for the outbound flight.</i></p> <p>Check if the crew ensured that the weather forecast at the destination or the destination alternate aerodrome is above minima.</p> <p>Check whether the flight crew has reviewed the applicable NOTAMS and/or pre-flight information bulletins (including those for alternate aerodromes).</p> <p><i>Note: From the standard A6-I-4.1.1 it results that the operator/flight crew has to be aware of the availability (usually published in Notams) of ground and/or water facilities. As long as the flight crew is aware of it, there is no requirement to carry on board the Notams and no finding should be raised. In order to verify if the crew is indeed aware (in the absence of Notams on board, the inspector could verify the awareness of the information in the Notams published for the airport of inspection (or the alternates).</i></p> <p><i>Note: Operators with a flight dispatch department may only provide the crew with NOTAMS considered necessary for their particular operation, edited as required.</i></p> <p>In case of ground icing conditions, check if the proper de/anti-icing procedures have been carried out or planned to be carried out prior to the take-off of the aircraft.</p> <p>Check for the presence and accuracy of the ATC flight plan.</p> <p><i>Note: Alternate airports do not always need to be mentioned on the ATC flight plan, e.g. flight allowed without an alternate or in the case of repetitive flight plans (RPL). In the latter case, a contact should be mentioned on the flight plan where ATC can obtain information with regard to the selected alternates for the concerned flight (see Doc. 4444, Chapter 16.4.2.2).</i></p> <p><i>Note: depending of the type of operations, the item 10 of the flight plan shall contain the following designators:</i></p> <ul style="list-style-type: none"> <li>“R” for B-RNAV operations;</li> <li>“P” for P-RNAV operations (in addition to “R”);</li> <li>“Y” for flights in (portions of) airspace where the carriage of 8.33 KHz capable radio equipment is mandatory;</li> <li>“W” for RVSM operations;</li> <li>“S” for aircraft equipped with Mode-S Transponder.</li> </ul>



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A13	I	1	A6-I-4.3.3.1	An operational flight plan shall be completed for every intended flight. The operational flight plan shall be approved and signed by the pilot-in-command and, where applicable, signed by the flight operations officer/flight dispatcher, and a copy shall be filed with the operator or a designated agent, or, if these procedures are not possible, it shall be left with the aerodrome authority or on record in a suitable place at the point of departure.	No copy of the operational flight plan retained on the ground	A13-01	
A13	I	1	A6-I-4.3.3.1	An operational flight plan shall be completed for every intended flight. The operational flight plan shall be approved and signed by the pilot-in-command and, where applicable, signed by the flight operations officer/flight dispatcher, and a copy shall be filed with the operator or a designated agent, or, if these procedures are not possible, it shall be left with the aerodrome authority or on record in a suitable place at the point of departure.	Operational flight plan not signed by the PIC	A13-02	
A13	I	2	A2-3.3.2	A flight plan shall comprise information regarding such of the following items as are considered relevant by the appropriate ATS authority: <ul style="list-style-type: none"> <li>— Aircraft identification</li> <li>— Flight rules and type of flight</li> <li>— Number and type(s) of aircraft and wake turbulence category</li> <li>— Equipment</li> <li>— Departure aerodrome (see Note 1)</li> <li>— Estimated off-block time (see Note 2)</li> <li>— Cruising speed(s)</li> <li>— Cruising level(s)</li> <li>— Route to be followed</li> <li>— Destination aerodrome and total estimated elapsed time</li> <li>— Alternate aerodrome(s)</li> <li>— Fuel endurance</li> <li>— Total number of persons on board</li> <li>— Emergency and survival equipment</li> <li>— Other information.</li> </ul>	ATC Flight plan incorrect	A13-03	Indicate why the ATC flight plan is incorrect
			EUR 2.1.2.1	Operators of aircraft approved for basic area navigation (B-RNAV) operations, as set out in 4.1.1.5.2, shall insert the designator "R" in Item 10 of the flight plan.			
			EUR 2.1.2.2	Operators of aircraft approved for precision area navigation (P-RNAV) operations, as set out in 4.1.1.5.2, shall, in addition to the			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				designator "R", also insert the designator "P" in Item 10 of the flight plan.			
			EUR 2.1.2.4	Where a failure or degradation results in the aircraft being unable to meet the P-RNAV functionality and accuracy requirements of 4.1.1.5.2.4 before departure, the operator of the aircraft shall not insert the designator "P" in Item 10 of the flight plan. Subsequently, for a flight for which a flight plan has been submitted, an appropriate new flight plan shall be submitted and the old flight plan cancelled. For a flight operating based on a repetitive flight plan (RPL), the RPL shall be cancelled and an appropriate new flight plan shall be submitted.			
			EUR 2.1.2.5	In addition, where a failure or degradation results in the aircraft being unable to meet the B-RNAV functionality and accuracy requirements of 4.1.1.5.2.6 before departure, the operator of the aircraft shall not insert the designators "S" or "R" or "P" in Item 10 of the flight plan. Since such flights require special handling by ATC, Item 18 of the flight plan shall contain STS/RNAVINOP. Subsequently, for a flight for which a flight plan has been submitted, an appropriate new flight plan shall be submitted and the old flight plan cancelled. For a flight operating based on an RPL, the RPL shall be cancelled and an appropriate new flight plan shall be submitted.			
			EUR 2.1.8.1	For flights conducted wholly or partly in the volume of airspace where the carriage of 8.33 kHz channel spacing radio equipment is mandatory, as specified in 3.2.1, in addition to the letter S and/or any other letters, as appropriate, the letter Y shall be inserted in Item 10 of the flight plan for aircraft equipped with 8.33 kHz channel spacing capable radio equipment, or the indicator STS/EXM833 shall be included in Item 18 for aircraft not equipped but which have been granted exemption from the mandatory carriage requirement. Aircraft normally capable of operating above FL 195 but planning to fly below this level shall include the letter Y as specified above.			
			EUR 2.1.8.2	In case of a change in the 8.33 kHz capability status for a flight planned to operate in the area specified in 3.2.1, a modification message shall be sent with the appropriate indicator inserted in the relevant Item.			
			EUR 2.1.5.1	Operators of RVSM approved aircraft shall indicate the approval status by inserting the letter W in Item 10 of the ICAO flight plan			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				form, regardless of the requested flight level.			
			EUR 2.1.5.2	Operators of RVSM approved aircraft shall also include the letter W in Item Q of the RPL, regardless of the requested flight level. If a change of aircraft operated in accordance with an RPL results in a modification of the RVSM approval status as stated in Item Q, a modification message (CHG) shall be submitted by the operator.			
			EUR 2.1.6.2	Operators of non-RVSM approved aircraft intending to operate from a departure aerodrome outside the lateral limits of RVSM airspace at a cruising level of FL 290 or above to a destination aerodrome within the lateral limits of RVSM airspace shall include the following in Item 15 of the flight plan form: a) the entry point at the lateral limits of RVSM airspace; and b) the requested flight level below FL 290 for that portion of the route commencing at the entry point. Note.— Refer to 6.10.2.4.1 for related ATC requirements.			
			EUR 2.1.6.3	Operators of non-RVSM approved aircraft intending to operate from a departure aerodrome to a destination aerodrome, both of which are within the lateral limits of RVSM airspace, shall include in Item 15 of the ICAO flight plan form, a requested cruising level below FL 290. Note.— Refer to 6.10.2.4.2 for related ATC requirements.			
			EUR 2.1.6.4	Operators of non-RVSM approved aircraft intending to operate from a departure aerodrome within the lateral limits of RVSM airspace to a destination aerodrome outside the lateral limits of RVSM airspace at a cruising level of FL 290 or above shall include the following in Item 15 of the ICAO flight plan form: a) a requested flight level below FL 290 for that portion of the route within the lateral limits of RVSM airspace; and b) the exit point at the lateral limits of RVSM airspace and the requested flight level for that portion of the route commencing at the exit point. Note.— Refer to 6.10.2.4.3 for related ATC requirements.			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A13	I	2	A6-I-4.3.1(f)(g)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in command is satisfied that: f) a check has been completed indicating that the operating limitations of Chapter 5 can be complied with for the flight to be undertaken; and g) the Standards of 4.3.3 relating to operational flight planning have been complied with.	Content and use of the Operational Flight plan not in accordance with the operations manual	A13-04	Indicate the particulars of the situation observed
A13	I	3	A2-2.3.2	Before beginning a flight, the pilot-in-command of an aircraft shall become familiar with all available information appropriate to the intended operation. Pre-flight action for flights away from the vicinity of an aerodrome, and for all IFR flights, shall include a careful study of available current weather reports and forecasts, taking into consideration fuel requirements and an alternative course of action if the flight cannot be completed as planned.	Fuel on board less than minimum ICAO requirements	A13-05	Indicate the particulars of the situation observed
			A6-I-4.3.6.1	A flight shall not be commenced unless, taking into account both the meteorological conditions and any delays that are expected in flight, the aeroplane carries sufficient fuel and oil to ensure that it can safely complete the flight. In addition, a reserve shall be carried to provide for contingencies.			
			A6-I-4.3.6.4	In computing the fuel and oil required in 4.3.6.1 at least the following shall be considered: a) meteorological conditions forecast; b) expected air traffic control routings and traffic delays; c) for IFR flight, one instrument approach at the destination aerodrome, including a missed approach; d) the procedures prescribed in the operations manual for loss of pressurization, where applicable, or failure of one power-unit while en route; and e) any other conditions that may delay the landing of the aeroplane or increase fuel and/or oil consumption.			
			A6-I-5.2.5	A flight shall not be commenced unless the performance information provided in the flight manual indicates that the Standards of 5.2.6 to 5.2.11 can be complied with for the flight to be undertaken.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A13	I	3	A6-I-4.1.1	An operator shall ensure that a flight will not be commenced unless it has been ascertained by every reasonable means available that the ground and/or water facilities available and directly required on such flight, for the safe operation of the aeroplane and the protection of the passengers, are adequate for the type of operation under which the flight is to be conducted and are adequately operated for this purpose. Note.- "Reasonable means" in this Standard is intended to denote the use, at the point of departure, of information available to the operator either through official information published by the aeronautical information services or readily obtainable from other sources.	Flight crew unaware of the applicable departure, destination or alternate airports NOTAMs.	A13-06	Indicate the particulars of the situation observed
A13	I	3	A6-I-4.3.5.3	A flight to be operated in known or expected icing conditions shall not be commenced unless the aeroplane is certificated and equipped to cope with such conditions.	Flight operated in known icing conditions without suitable certification and/or equipment	A13-07	
A13	I	3	A6-I-4.3.5.4	A flight to be planned or expected to operate in suspected or known ground icing conditions shall not take off unless the aeroplane has been inspected for icing and, if necessary, has been given appropriate de-icing/anti-icing treatment. Accumulation of ice or other naturally occurring contaminants shall be removed so that the aeroplane is kept in an airworthy condition prior to take-off.	No icing inspection performed by crew or ground staff with ground icing conditions	A13-08	
A13	I	2	A6-I-4.3.3.1	An operational flight plan shall be completed for every intended flight. The operational flight plan shall be approved and signed by the pilot-in-command and, where applicable, signed by the flight operations officer/flight dispatcher, and a copy shall be filed with the operator or a designated agent, or, if these procedures are not possible, it shall be left with the aerodrome authority or on record in a suitable place at the point of departure.	Incorrect Operational Flight Plan	A13-09	Indicate why the OFP is incorrect
A13	I	3	A6-I-4.3.3.1	An operational flight plan shall be completed for every intended flight. The operational flight plan shall be approved and signed by the pilot-in-command and, where applicable, signed by the flight operations officer/flight dispatcher, and a copy shall be filed with the operator or a designated agent, or, if these procedures are not possible, it shall be left with the aerodrome authority or on record in a suitable place at the point of departure.	No Operational Flight Plan	A13-10	
A13	I	3	A6-I-4.3.4.1	4.3.4.1.1 A take-off alternate aerodrome shall be selected and specified in the operational flight plan if the weather conditions at the aerodrome of departure are at or below the applicable	No or unsuitable alternate(s) airports selected	A13-11	Indicate the selected aerodrome(s) and why they are unsuitable



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>aerodrome operating minima or it would not be possible to return to the aerodrome of departure for other reasons.</p> <p>4.3.4.1.2 The take-off alternate aerodrome shall be located within the following distance from the aerodrome of departure:</p> <p>a) aeroplanes having two power-units. Not more than a distance equivalent to a flight time of one hour at the single-engine cruise speed; and</p> <p>b) aeroplanes having three or more power-units. Not more than a distance equivalent to a flight time of two hours at the one-engine inoperative cruise speed.</p> <p>4.3.4.1.3 For an aerodrome to be selected as a take-off alternate the available information shall indicate that, at the estimated time of use, the conditions will be at or above the aerodrome operating minima for that operation.</p>			
			A6-I-4.3.4.2	En-route alternate aerodromes, required by 4.7 for extended range operations by aeroplanes with two turbine engines, shall be selected and specified in the operational and air traffic services (ATS) flight plans.			
			A6-I-4.3.4.3	<p>For a flight to be conducted in accordance with the instrument flight rules, at least one destination alternate aerodrome shall be selected and specified in the operational and ATS flight plans, unless:</p> <p>a) the duration of the flight and the meteorological conditions prevailing are such that there is reasonable certainty that, at the estimated time of arrival at the aerodrome of intended landing, and for a reasonable period before and after such time, the approach and landing may be made under visual meteorological conditions; or</p> <p>b) the aerodrome of intended landing is isolated and there is no suitable destination alternate aerodrome.</p>			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A13	I	3	A6-I-4.3.5.2	A flight to be conducted in accordance with instrument flight rules shall not be commenced unless information is available which indicates that conditions at the aerodrome of intended landing or, where a destination alternate is required, at least one destination alternate aerodrome will, at the estimated time of arrival, be at or above the aerodrome operating minima. Note.- It is the practice in some States to declare, for flight planning purposes, higher minima for an aerodrome when nominated as a destination alternate than for the same aerodrome when planned as that of intended landing.	No weather forecast available indicating that the destination or destination alternate aerodrome conditions are at or above minima	A13-12	Indicate the particulars of the situation observed
A13	I	3	A2-2.3.2	Before beginning a flight, the pilot-in-command of an aircraft shall become familiar with all available information appropriate to the intended operation. Pre-flight action for flights away from the vicinity of an aerodrome, and for all IFR flights, shall include a careful study of available current weather reports and forecasts, taking into consideration fuel requirements and an alternative course of action if the flight cannot be completed as planned.	Performance and/or fuel calculation not available or significantly incorrect for the flight	A13-13	Indicate the particulars of the situation observed
			A6-I-4.3.1(f)(g)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in command is satisfied that: f) a check has been completed indicating that the operating limitations of Chapter 5 can be complied with for the flight to be undertaken; and g) the Standards of 4.3.3 relating to operational flight planning have been complied with.			
			A6-I-4.3.6.1	A flight shall not be commenced unless, taking into account both the meteorological conditions and any delays that are expected in flight, the aeroplane carries sufficient fuel and oil to ensure that it can safely complete the flight. In addition, a reserve shall be carried to provide for contingencies.			
			A6-I-4.3.6.4	In computing the fuel and oil required in 4.3.6.1 at least the following shall be considered: a) meteorological conditions forecast; b) expected air traffic control routings and traffic delays; c) for IFR flight, one instrument approach at the destination aerodrome, including a missed approach;			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>d) the procedures prescribed in the operations manual for loss of pressurization, where applicable, or failure of one power-unit while en route; and</p> <p>e) any other conditions that may delay the landing of the aeroplane or increase fuel and/or oil consumption.</p>			
			A6-I-5.2.5	A flight shall not be commenced unless the performance information provided in the flight manual indicates that the Standards of 5.2.6 to 5.2.11 can be complied with for the flight to be undertaken.			
A13	I	3	A6-I-4.7.3	A flight to be conducted in accordance with 4.7.1 shall not be commenced unless, during the possible period of arrival, the required en-route alternate aerodrome(s) will be available and the available information indicates that conditions at those aerodromes will be at or above the aerodrome operating minima approved for the operation.	Required en-route alternate(s) (ETOPS) not available	A13-14	Indicate what en-route alternate(s) was not available
A13	I	3	A2-2.3.2	Before beginning a flight, the pilot-in-command of an aircraft shall become familiar with all available information appropriate to the intended operation. Pre-flight action for flights away from the vicinity of an aerodrome, and for all IFR flights, shall include a careful study of available current weather reports and forecasts, taking into consideration fuel requirements and an alternative course of action if the flight cannot be completed as planned.	Actual weather and weather forecast not checked before departure	A13-15	
		A6-I-4.3.6.1	A flight shall not be commenced unless, taking into account both the meteorological conditions and any delays that are expected in flight, the aeroplane carries sufficient fuel and oil to ensure that it can safely complete the flight. In addition, a reserve shall be carried to provide for contingencies.				
		A6-I-4.3.6.4	<p>In computing the fuel and oil required in 4.3.6.1 at least the following shall be considered:</p> <p>a) meteorological conditions forecast;</p> <p>b) expected air traffic control routings and traffic delays;</p> <p>c) for IFR flight, one instrument approach at the destination aerodrome, including a missed approach;</p> <p>d) the procedures prescribed in the operations manual for loss of pressurization, where applicable, or failure of one power-unit while en route; and</p> <p>e) any other conditions that may delay the landing of the aeroplane or increase fuel and/or oil consumption.</p>				



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A6-I-5.2.5	A flight shall not be commenced unless the performance information provided in the flight manual indicates that the Standards of 5.2.6 to 5.2.11 can be complied with for the flight to be undertaken.			
A13	I	3	A6-I-4.7.3	A flight to be conducted in accordance with 4.7.1 shall not be commenced unless, during the possible period of arrival, the required en-route alternate aerodrome(s) will be available and the available information indicates that conditions at those aerodromes will be at or above the aerodrome operating minima approved for the operation.	Weather on required en-route alternate(s) below ETOPS minima	A13-16	Indicate the particulars of the situation observed
		A6-I-4.3.4.2	En-route alternate aerodromes, required by 4.7 for extended range operations by aeroplanes with two turbine power-units, shall be selected and specified in the operational and air traffic services (ATS) flight plans.				
A13	I	2	A6-I-4.3.4.2	En-route alternate aerodromes, required by 4.7 for extended range operations by aeroplanes with two turbine engines, shall be selected and specified in the operational and air traffic services (ATS) flight plans.	Alternate airport(s) (or indication of operators' contacts in case of RPL) considered in OFP but not specified in the ATS flight plan	A13-17	Indicate the particulars of the situation observed
		A6-I-4.3.4.3	<p>Destination alternate aerodromes</p> <p>For a flight to be conducted in accordance with the instrument flight rules, at least one destination alternate aerodrome shall be selected and specified in the operational and ATS flight plans, unless:</p> <p>a) the duration of the flight and the meteorological conditions prevailing are such that there is reasonable certainty that, at the estimated time of arrival at the aerodrome of intended landing, and for a reasonable period before and after such time, the approach and landing may be made under visual meteorological conditions; or</p> <p>b) the aerodrome of intended landing is isolated and there is no suitable destination alternate aerodrome.</p>				
A13	O	G			No fuel consumption monitoring performed when required by the OPS Manual	A13-18	Indicate the applicable reference in the OPS Manual requiring the flight crew to carry out in-flight fuel consumption monitoring



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A14	Weight and Balance sheet	<p>Check for presence of a completed mass and balance sheet (either paper or digital format) and accuracy of the mass and balance calculations.</p> <p>Check if the actual load distribution is properly reflected in the M&amp;B Sheet.</p> <p>If mass and/or balance calculations are found to be incorrect check whether still within the a/c limits and check the influence on the performance calculations.</p> <p><i>Note: If additional fuel was loaded, check that it is included on the Weight and balance documentation.</i></p> <p>Check if the crew has sufficient data available (in the OPS manual or AFM) to verify the Mass &amp; balance calculations.</p> <p>Check whether the mass and balance calculations account for any operational (MTOM) restriction as a result of reduced MTOM for noise certification.</p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A14	I	2	A6-I-5.2.7	<p>a) The mass of the aeroplane at the start of take-off shall not exceed the mass at which 5.2.8 is complied with, nor the mass at which 5.2.9, 5.2.10 and 5.2.11 are complied with, allowing for expected reductions in mass as the flight proceeds, and for such fuel jettisoning as is envisaged in applying 5.2.9 and 5.2.10 and, in respect of alternate aerodromes, 5.2.7 c) and 5.2.11.</p> <p>b) In no case shall the mass at the start of take-off exceed the maximum take-off mass specified in the flight manual for the pressure-altitude appropriate to the elevation of the aerodrome, and, if used as a parameter to determine the maximum take-off mass, any other local atmospheric condition.</p> <p>c) In no case shall the estimated mass for the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome, exceed the maximum landing mass specified in the flight manual for the pressure-altitude appropriate to the elevation of those aerodromes, and if used as a parameter to determine the maximum landing mass, any other local atmospheric condition.</p> <p>d) In no case shall the mass at the start of take-off, or at the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome, exceed the relevant maximum masses at which compliance has been demonstrated with the applicable noise certification</p>	Incorrect mass and/or balance calculations, within a/c limits, and having no effect on the performance calculations.	A14-01	Provide further information as to why the calculations are incorrect.



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				Standards in Annex 16, Volume I, unless otherwise authorized in exceptional circumstances for a certain aerodrome or a runway where there is no noise disturbance problem, by the competent authority of the State in which the aerodrome is situated.			
			A6-I-4.3.1(d)(e)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: d) the mass of the aeroplane and centre of gravity location are such that the flight can be conducted safely, taking into account the flight conditions expected; e) any load carried is properly distributed and safely secured.			
A14	I	3	A6-I-5.2.7	a) The mass of the aeroplane at the start of take-off shall not exceed the mass at which 5.2.8 is complied with, nor the mass at which 5.2.9, 5.2.10 and 5.2.11 are complied with, allowing for expected reductions in mass as the flight proceeds, and for such fuel jettisoning as is envisaged in applying 5.2.9 and 5.2.10 and, in respect of alternate aerodromes, 5.2.7 c) and 5.2.11. b) In no case shall the mass at the start of take-off exceed the maximum take-off mass specified in the flight manual for the pressure-altitude appropriate to the elevation of the aerodrome, and, if used as a parameter to determine the maximum take-off mass, any other local atmospheric condition. c) In no case shall the estimated mass for the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome, exceed the maximum landing mass specified in the flight manual for the pressure-altitude appropriate to the elevation of those aerodromes, and if used as a parameter to determine the maximum landing mass, any other local atmospheric condition. d) In no case shall the mass at the start of take-off, or at the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome, exceed the relevant maximum masses at which compliance has been demonstrated with the applicable noise certification	Incorrect mass and/or balance calculations, within a/c limits, but affecting the performance calculations.	A14-02	Provide further information as to why the calculations are incorrect.



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				Standards in Annex 16, Volume I, unless otherwise authorized in exceptional circumstances for a certain aerodrome or a runway where there is no noise disturbance problem, by the competent authority of the State in which the aerodrome is situated.			
A14	I	2	A6-I-4.3.1(d)(e)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: d) the mass of the aeroplane and centre of gravity location are such that the flight can be conducted safely, taking into account the flight conditions expected; e) any load carried is properly distributed and safely secured.	Insufficient data to enable the crew to check the Mass & balance calculations	A14-03	Provide further information as to what in particular cannot be checked by the crew on the Mass & balance calculations
A14	I	3	A6-I-5.2.7	a) The mass of the aeroplane at the start of take-off shall not exceed the mass at which 5.2.8 is complied with, nor the mass at which 5.2.9, 5.2.10 and 5.2.11 are complied with, allowing for expected reductions in mass as the flight proceeds, and for such fuel jettisoning as is envisaged in applying 5.2.9 and 5.2.10 and, in respect of alternate aerodromes, 5.2.7 c) and 5.2.11. b) In no case shall the mass at the start of take-off exceed the maximum take-off mass specified in the flight manual for the pressure-altitude appropriate to the elevation of the aerodrome, and, if used as a parameter to determine the maximum take-off mass, any other local atmospheric condition. c) In no case shall the estimated mass for the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome, exceed the maximum landing mass specified in the flight manual for the pressure-altitude appropriate to the elevation of those aerodromes, and if used as a parameter to determine the maximum landing mass, any other local atmospheric condition. d) In no case shall the mass at the start of take-off, or at the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome, exceed the relevant maximum masses at which compliance has been demonstrated with the applicable noise certification Standards in Annex 16, Volume I, unless otherwise authorized in exceptional circumstances for a certain	Mass & balance outside operational limits	A14-04	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				aerodrome or a runway where there is no noise disturbance problem, by the competent authority of the State in which the aerodrome is situated.			
A14	I	2	A6-I-4.3.1(d)(e)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: d) the mass of the aeroplane and centre of gravity location are such that the flight can be conducted safely, taking into account the flight conditions expected; e) any load carried is properly distributed and safely secured.	Load sheet does not reflect actual load distribution but within A/C limits	A14-05	Indicate the particulars of the situation observed
A14	I	3	A6-I-4.3.1(d)(e)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: d) the mass of the aeroplane and centre of gravity location are such that the flight can be conducted safely, taking into account the flight conditions expected; e) any load carried is properly distributed and safely secured.	No mass and balance calculations performed	A14-06	
A14	I	3	A6-I-4.3.1(d)(e)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: d) the mass of the aeroplane and centre of gravity location are such that the flight can be conducted safely, taking into account the flight conditions expected; e) any load carried is properly distributed and safely secured.	No completed mass and balance sheet on board	A14-07	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A15	Hand Fire Extinguishers	<p>Check if the installed extinguisher(s) is at the indicated location and easily accessible.            Check if the installed extinguisher(s) is marked with the appropriate operating instructions.            Check if the installed extinguisher(s) (including the extinguishing agent release mechanism) is serviceable (check pressure gauge (if installed), check expiration date (if any)). If considerably low weight consider unserviceable.</p> <p><i>Note: Often HFEs in excess of those required (by MEL provisions) may be U/S, however in such a case, check against the MEL to verify compliance with the applicable (M) and/or (O) provisions. If the latter MEL actions have not been applied, a finding should be raised using the "detection/reporting/assessment of significant technical defect" procedure (see chapter 4.2 of the ramp inspection procedure).</i></p> <p><i>Note: ICAO does not require hand fire extinguishers to have an expiration (or next check) date. Operators may employ various systems to monitor the condition of the extinguishers. An extinguisher without a date does not necessarily constitute a finding. However, if the expiry date (or next inspection date) is overdue, consider as unserviceable.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A15	I	2	A6-I-6.2.2b	<p>An aeroplane shall be equipped with:            b) portable fire extinguishers of a type which, when discharged, will not cause dangerous contamination of the air within the aeroplane. At least one shall be located in:            1) the pilot's compartment; and            2) each passenger compartment that is separate from the pilot's compartment and that is not readily accessible to the flight crew;            Note.- Any portable fire extinguisher so fitted in accordance with the certificate of airworthiness of the aeroplane may count as one prescribed.</p>	HFE not at indicated location	A15-01	Provide further information as to where the HFE was found and where it is its indicated location
			A8-IIIA-8.3 A8-IIIB-6.3 A8-V-6.3	<p>Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.</p>			
A15	I	2	A6-I-6.2.2b	<p>An aeroplane shall be equipped with:            b) portable fire extinguishers of a type which, when discharged, will not cause dangerous contamination of the air within the aeroplane. At least one shall be located in:            1) the pilot's compartment; and</p>	HFE not marked with the appropriate operating instructions	A15-02	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				2) each passenger compartment that is separate from the pilot's compartment and that is not readily accessible to the flight crew; Note.- Any portable fire extinguisher so fitted in accordance with the certificate of airworthiness of the aeroplane may count as one prescribed.			
			A8-III A-8.3 A8-III B-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
A15	I	3	A6-I-6.2.2b	An aeroplane shall be equipped with: b) portable fire extinguishers of a type which, when discharged, will not cause dangerous contamination of the air within the aeroplane. At least one shall be located in: 1) the pilot's compartment; and 2) each passenger compartment that is separate from the pilot's compartment and that is not readily accessible to the flight crew; Note.- Any portable fire extinguisher so fitted in accordance with the certificate of airworthiness of the aeroplane may count as one prescribed.	HFE empty, unserviceable or missing (outside MEL limits)	A15-03	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-III B-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
A15	I	3	A6-I-6.2.2b	An aeroplane shall be equipped with: b) portable fire extinguishers of a type which, when discharged, will not cause dangerous contamination of the air within the aeroplane. At least one shall be located in: 1) the pilot's compartment; and 2) each passenger compartment that is separate from the pilot's compartment and that is not readily accessible to the flight crew; Note.- Any portable fire extinguisher so fitted in accordance with the certificate of airworthiness of the aeroplane may count as one prescribed.	HFE not accessible	A15-04	



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A8-IIIA-8.3 A8-IIIB-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A16	Life jackets/flotation device	<p>Check for presence, access, sufficient number and serviceability.</p> <p><i>Note: ICAO does not require life jackets to have an expiration (or next check) date. Operators may employ various systems to monitor the condition of the life jackets. A life jacket or flotation device without a date does not necessarily constitute a finding. However, if the expiry date (or next inspection date) is overdue, consider as unserviceable.</i></p> <p><i>Note: ICAO requires the carriage of life jackets/flotation devices only for over-water flights (see the Annex 6 references below). If neither the inbound nor the outbound flight or series of flights are over-water flights, then findings should not be raised for this inspection item.</i></p> <p><i>Note: In the case where spare life jackets have been found to be unserviceable this should reported as General Remark (Cat. G).</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A16	I	2	A6-I-6.5.2.1	<p>Landplanes shall carry the equipment prescribed in 6.5.2.2:</p> <p>a) when flying over water and at a distance of more than 93 km (50 NM) away from the shore, in the case of landplanes operated in accordance with 5.2.9 or 5.2.10;</p> <p>b) when flying en route over water beyond gliding distance from the shore, in the case of all other landplanes; and</p> <p>c) when taking off or landing at an aerodrome where, in the opinion of the State of the Operator, the take-off or approach path is so disposed over water that in the event of a mishap there would be a likelihood of a ditching.</p>	Life jackets/flotation devices not easily accessible when required for the type of flight	A16-01	Provide further clarification as to why the required life jackets/flotation devices are not easily accessible
			A6-I-6.5.2.2	<p>The equipment referred to in 6.5.2.1 shall comprise one life jacket or equivalent individual flotation device for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided.</p> <p><i>Note.- "Landplanes" includes amphibians operated as landplanes.</i></p>			
A16	I	3	A6-I-6.5.2.1	<p>Landplanes shall carry the equipment prescribed in 6.5.2.2:</p> <p>a) when flying over water and at a distance of more than 93 km (50 NM) away from the shore, in the case of landplanes operated in accordance with 5.2.9 or 5.2.10;</p> <p>b) when flying en route over water beyond gliding</p>	Insufficient number of life jackets/flotation devices available and required for the type of flight	A16-02	Indicate the particulars of the situation observed



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## *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				distance from the shore, in the case of all other landplanes; and c) when taking off or landing at an aerodrome where, in the opinion of the State of the Operator, the take-off or approach path is so disposed over water that in the event of a mishap there would be a likelihood of a ditching.			
			A6-I-6.5.2.2	The equipment referred to in 6.5.2.1 shall comprise one life jacket or equivalent individual flotation device for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided. Note.- "Landplanes" includes amphibians operated as landplanes.			



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## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A17	Harness	<p>Check for presence and availability for all flight crew members. Check serviceability (including the automatic restraining device). If unserviceable, check the dispatch conditions in MEL.</p> <p><i>Note: If the proper functioning of the harness is restricted by the seat covering, consider it unserviceable.</i> <i>Note: If the automatic restraining device is unserviceable, consider the harness as unserviceable.</i> <i>Note: A seat belt only does not meet the ICAO requirements for a safety harness and it should be considered that no safety harness is installed.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A17	I	2	A6-I-6.2.2.c3	<p>An aeroplane shall be equipped with: 3) A safety harness for each flight crew seat. The safety harness for each pilot seat shall incorporate a device, which will automatically restrain the occupant's torso in the event of rapid deceleration; Note: - Safety harness includes shoulder straps and a seat belt, which may be used independently.</p>	Pilot harness does not incorporate an automatic restraining device	A17-01	
A17	I	2	A6-I-6.2.2.c3	<p>An aeroplane shall be equipped with: 3) A safety harness for each flight crew seat. The safety harness for each pilot seat shall incorporate a device, which will automatically restrain the occupant's torso in the event of rapid deceleration; Note: - Safety harness includes shoulder straps and a seat belt, which may be used independently.</p>	No or unserviceable safety harness for a flight crew seat other than the pilot seats (e.g. large crew configurations)	A17-02	
A17	I	3	A6-I-6.2.2.c3	<p>An aeroplane shall be equipped with: 3) A safety harness for each flight crew seat. The safety harness for each pilot seat shall incorporate a device, which will automatically restrain the occupant's torso in the event of rapid deceleration; Note: - Safety harness includes shoulder straps and a seat belt, which may be used independently.</p>	No or unserviceable safety harness for each pilot seat (outside MEL limits)	A17-03	



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## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions																												
A18	Oxygen equipment	<p>Check for presence, access and condition. Check if the oxygen masks allow for a quick donning (rapid fitment). <i>Note: ICAO does not provide a detailed definition of what is a “quick donning” mask. The inspector must therefore act carefully when raising a finding on this matter. Masks that do not meet all the FAA or EU-OPS criteria (place on the face with one hand, less than 5 sec...) must be reported as general remark (G). However, a legitimate finding on the lack of quick donning masks can be raised if the flight crew is unable to prove that :</i></p> <ul style="list-style-type: none"> <li>- the masks are serviceable for all the flight crew members,</li> <li>- the masks enable radio communication,</li> <li>- the masks do not represent an hindrance to flight crew members wearing glasses.</li> </ul> <p>Check oxygen cylinder pressure. In case of low pressure, check the minimum required according to the OPS manual. Flight Crew can be asked to perform an operational functional check of the combined oxygen and communication system, as this will reveal the status of its integrity. <i>Note: ICAO does not require oxygen masks or oxygen bottles to have an expiration (or next check) date. Operators may employ various systems to monitor the condition of the oxygen masks. An oxygen mask or bottle without a date does not necessarily constitute a finding. However, if the expiry date (or next inspection date) is overdue, consider as unserviceable.</i> <i>Note: In the case where the inspection reveals that the smoke goggles are unserviceable this should be reported as a General Remark (Cat. G).</i> <i>Note: Approximate altitude in the Standard Atmosphere corresponding to the value of absolute pressure used in this text is as follows:</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4">Absolute pressure</th> <th rowspan="2">Metres</th> <th rowspan="2">Feet</th> </tr> <tr> <th>hPa/</th> <th>mBar</th> <th>mm Hg</th> <th>PSI</th> </tr> </thead> <tbody> <tr> <td>700</td> <td>700</td> <td>525.043178</td> <td>10.152642</td> <td>3 000</td> <td>10 000</td> </tr> <tr> <td>620</td> <td>620</td> <td>465.038243</td> <td>8.99234</td> <td>4 000</td> <td>13 000</td> </tr> <tr> <td>376</td> <td>376</td> <td>282.023193</td> <td>5.453419</td> <td>7 600</td> <td>25 000</td> </tr> </tbody> </table>	Absolute pressure				Metres	Feet	hPa/	mBar	mm Hg	PSI	700	700	525.043178	10.152642	3 000	10 000	620	620	465.038243	8.99234	4 000	13 000	376	376	282.023193	5.453419	7 600	25 000
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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A18	I	3	A8-III A-8.3 A8-III B-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.	Oxygen equipment not readily accessible and required for the type of flight	A18-01	Provide further information as to why the required oxygen equipment is not readily accessible
A18	I	3	A6-I-4.4.5.2	All flight crew members of pressurized aeroplanes operating above an altitude where the atmospheric pressure is less than 376 hPa shall have available at the flight duty station a quick-donning type of oxygen mask which will readily	Insufficient number of serviceable quick donning masks available	A18-02	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				supply oxygen upon demand.			
A18	I	3	A6-I-4.3.8.1	A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 700 hPa shall not be commenced unless sufficient stored breathing oxygen is carried to supply: a) all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 700 hPa and 620 hPa; and b) the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 620 hPa.	Insufficient oxygen and/or serviceable oxygen masks	A18-03	Indicate the particulars of the situation observed
			A6-I-4.3.8.2	A flight to be operated with a pressurized aeroplane shall not be commenced unless a sufficient quantity of stored breathing oxygen is carried to supply all the crew members and passengers, as is appropriate to the circumstances of the flight being undertaken, in the event of loss of pressurization, for any period that the atmospheric pressure in any compartment occupied by them would be less than 700 hPa. In addition, when an aeroplane is operated at flight altitudes at which the atmospheric pressure is less than 376 hPa, or which, if operated at flight altitudes at which the atmospheric pressure is more than 376 hPa and cannot descend safely within four minutes to a flight altitude at which the atmospheric pressure is equal to 620 hPa, there shall be no less than a 10-minute supply for the occupants of the passenger compartment.			
			A6-I-6.7.1	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa in personnel compartments shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.1.			
A18	I	3	A6-I-4.3.8.1	A flight to be operated at flight altitudes at which	Unserviceable oxygen system	A18-04	Indicate the particulars of



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>the atmospheric pressure in personnel compartments will be less than 700 hPa shall not be commenced unless sufficient stored breathing oxygen is carried to supply:</p> <p>a) all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 700 hPa and 620 hPa; and</p> <p>b) the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 620 hPa.</p>			the situation observed
			A6-I-4.3.8.2	<p>A flight to be operated with a pressurized aeroplane shall not be commenced unless a sufficient quantity of stored breathing oxygen is carried to supply all the crew members and passengers, as is appropriate to the circumstances of the flight being undertaken, in the event of loss of pressurization, for any period that the atmospheric pressure in any compartment occupied by them would be less than 700 hPa. In addition, when an aeroplane is operated at flight altitudes at which the atmospheric pressure is less than 376 hPa, or which, if operated at flight altitudes at which the atmospheric pressure is more than 376 hPa and cannot descend safely within four minutes to a flight altitude at which the atmospheric pressure is equal to 620 hPa, there shall be no less than a 10-minute supply for the occupants of the passenger compartment.</p>			
			A6-I-6.7.1	<p>An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa in personnel compartments shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.1.</p>			



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Inspection Item	Inspections Item Title	Inspecting Instructions
A19	Flash light	<p>Check that appropriate electric torches are readily available at all crew member stations. Check their condition, serviceability and access. Please note that flights departing in daylight, but extending into the night, shall meet this requirement.</p> <p><i>Note: Only aircraft operated at night require electric torches for the crew. This includes flights departing in daylight but extending into the night, and aircraft departed at night and arrived in daytime. When inspecting daylight only flights, the absence or unavailability of any electric torch does not constitute a finding. This should however be reported as General Remark (Cat. G).</i></p> <p><i>Note: If the proper functioning of the torch is significantly affected as a result of weak batteries, consider it unserviceable.</i></p> <p><i>Note: If only personal torches are available this should not be considered as a finding provided they are readily available to the flight crew from their normal positions. This should however be reported as General Remark (Cat. G).</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A19	I	1	A8-III A-8.3 A8-III B-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.	Serviceable electric torch for both pilots but not for other flight crew members during night operation	A19-01	Indicate the particulars of the situation observed
			A6-I-6.10f	All aeroplanes, when operated at night shall be equipped with: f) An electric torch for each crew member station.			
A19	I	3	A6-I-6.10f	All aeroplanes, when operated at night shall be equipped with: f) An electric torch for each crew member station.	Electric torches not readily available during night operation	A19-02	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-III B-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
A19	I	3	A6-I-6.10f	All aeroplanes, when operated at night shall be equipped with: f) An electric torch for each crew member station.	Insufficient number of serviceable electric torches for all pilots during night operation	A19-03	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-III B-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			



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Inspection Item	Inspections Item Title	Inspecting Instructions
A20	Flight Crew Licence	<p>Check for presence and validity of crew licences and appropriate ratings. If the licence of a flight crew member is not carried on board at the time of the inspection, apply the procedure described in Chapter 4.3 above.</p> <p>Check for presence and validity of the Medical Certificate and, if appropriate, for the privileges exercised. If the Medical Certificate of flight crew member is not carried on board at the time of the inspection, apply the procedure described in Chapter 4.3 above.</p> <p>Check if form and content (including English translation) is in compliance with ICAO Annex 1.</p> <p>Check if the flight crew members are meeting the age requirements (pilots over 60 years).</p> <p>In case of licences issued by an authority other than the one of the State of Registry, check the validation of the licence.</p> <p>Check for spare correcting spectacles (in case a flight crew member is required to wear corrective lenses).</p> <p>Check for endorsement of English language proficiency (ELP) in the licence.</p> <p><i>Note: The explicit mentioning of the ELP Level in the licence is not mandatory and such a case should not be considered as finding. However, in the case when there is indicated a level lower than level 4 this should be considered a finding. The same is for the expiry date of level 4 and 5 endorsements: they are not required to be mentioned, but if they are mentioned and expired, a finding can be raised.</i></p> <p><i>Note: Information about the countries which have filed a corrective action plan with ICAO, as requested by the Resolution A36-11, can be found on the ICAO FSIX web-page: <a href="http://www.icao.int/fsix/lp.cfm">http://www.icao.int/fsix/lp.cfm</a> .</i></p> <p><i>Note: ICAO urges Contracting States to take a flexible approach towards States which made progress with regard to their implementation plans for language proficiency. Therefore, for those States no cat. 3 findings should be raised. Language proficiency findings on licences issued by States which did not file a corrective action plan shall be categorised as cat. 3 findings.</i></p> <p><i>Note: If during a ramp inspection a pilot is found to be properly endorsed with the required ELP, but has obvious difficulties in communicating in English, this should be reported as a General Remark.</i></p> <p><i>Note: The appropriate Class 1, Class 2 or Class 3 Medical Assessment can be issued to the licence holder in several ways such as a suitably titled separate certificate, a statement on the licence, a national regulation stipulating that the Medical Assessment is an integral part of the licence, etc. .</i></p> <p><i>Note: Certified copies of flight crew licences (certified by the issuing authority), although not meeting the ICAO requirements, should not be accepted, unless it is clear that the original is with the issuer for the purpose of renewal, etc. – in this cases a finding should not be raised.</i></p> <p><i>Note: If the licence of a flight crew member was not found on board during the inspection, the Category 3 PDF reflecting this shall be used. However, if before departure the appropriate evidence is received that the crew member is indeed holding an appropriate and valid licence, but simply did not carry this licence, the category 1 finding “Flight crew holding appropriate Licence but not carried on board at the time of the inspection” should be raised. If such evidence is not provided before departure, the category 3 finding “Flight crew without appropriate licence” requiring corrective</i></p>



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actions before the flight is authorised. Under no circumstances, a flight crew member should be permitted to perform flying duties without receiving confirmation that s/he has been issued an appropriate and valid licence).

Note: Inspectors have to take into account, when inspecting European flight crew licences, the mutual recognition of those licences amongst several European States. This document is available at the following link: <http://easa.europa.eu/approvals-and-standardisation/mutual-recognition.php> . Moreover, licences issued under Part FCL enjoy automatic mutual recognition in all EASA states (27 EU Member States + Iceland, Norway, Switzerland) (e.g. a person holding a licence issued by one of the EASA states can exercise his/her privileges on any aircraft registered in any EASA state without any additional need for validation).

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A20	I	2	A1-5.1.1.2	The following details shall appear on the licence: I) Name of State (in bold type); II) Title of licence (in very bold type); III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence; IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman); IVa) Date of birth; V) Address of holder if desired by the State; VI) Nationality of holder; VII) Signature of holder; VIII) Authority and, where necessary, conditions under which the licence is issued; IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence; X) Signature of officer issuing the licence and the date of such issue; XI) Seal or stamp of authority issuing the licence; XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.; XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including from 5 March 2008 an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention; XIV) Any other details desired by the State issuing the licence.	Form and/or content not in compliance with ICAO standard (licence, medical certificate)	A20-01	Indicate what document (licence, medical certificate)
			A1-6.1.1a,b	Three classes of Medical Assessment shall be established as follows:			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>a) Class 1 Medical Assessment; applies to applicants for, and holders of:</p> <ul style="list-style-type: none"> <li>- commercial pilot licences - aeroplane, airship, helicopter and powered-lift</li> <li>- multi-crew pilot licences - aeroplane</li> <li>- airline transport pilot licences - aeroplane, helicopter and powered-lift</li> </ul> <p>b) Class 2 Medical Assessment; applies to applicants for, and holders of:</p> <ul style="list-style-type: none"> <li>- flight navigator licences</li> <li>- flight engineer licences</li> <li>- private pilot licences - aeroplane, airship, helicopter and powered-lift</li> <li>- glider pilot licences</li> <li>- free balloon pilot licences</li> </ul>			
A20	I	3	A6-I-9.1.2	The flight crew shall include at least one member who holds a valid licence, issued or rendered valid by the State of Registry, authorizing operation of the type of radio transmitting equipment to be used.	No crewmember holds a valid R/T licence/rating	A20-02	
A20	I	2	CC-39b	<p>Endorsement of certificates and licences</p> <p>b) Any person holding a licence who does not satisfy in full the conditions laid down in the international standard relating to the class of licence or certificate which he holds shall have endorsed on or attached to his licence a complete enumeration of the particulars in which he does not satisfy such conditions.</p>	No declaration of licence differences compared to ICAO standards	A20-03	
A20	I	2	A1-1.2.9.4	As of 5 March 2008, aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.	ELP endorsement expired	A20-04	Indicate expiry date, the assignment of the involved pilot (captain, co-pilot) and / or ELP level, if available
			A1-APP 1	<p>General:</p> <p>To meet the language proficiency requirements contained in Chapter 1, Section 1.2.9, an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the licensing authority, compliance with</p>			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				the holistic descriptors at Section 2 and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale in Attachment A.			
			A1-5.1.1.2	The following details shall appear on the licence: I) Name of State (in bold type); II) Title of licence (in very bold type); III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence; IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman); IVa) Date of birth; V) Address of holder if desired by the State; VI) Nationality of holder; VII) Signature of holder; VIII) Authority and, where necessary, conditions under which the licence is issued; IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence; X) Signature of officer issuing the licence and the date of such issue; XI) Seal or stamp of authority issuing the licence; XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.; XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including from 5 March 2008 an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention; XIV) Any other details desired by the State issuing the licence.			
A20	I	2	A1-1.2.9.4	As of 5 March 2008, aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.	No endorsement of the required English language proficiency and / or level lower than Level 4 (but corrective action plan filed by the licensing State to ICAO).	A20-05	Indicate the assignment of the involved pilot (captain, co-pilot) and / or ELP level, if available



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A1-APP 1	General: To meet the language proficiency requirements contained in Chapter 1, Section 1.2.9, an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the licensing authority, compliance with the holistic descriptors at Section 2 and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale in Attachment A.			
			A1-5.1.1.2	The following details shall appear on the licence: I) Name of State (in bold type); II) Title of licence (in very bold type); III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence; IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman); IVa) Date of birth; V) Address of holder if desired by the State; VI) Nationality of holder; VII) Signature of holder; VIII) Authority and, where necessary, conditions under which the licence is issued; IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence; X) Signature of officer issuing the licence and the date of such issue; XI) Seal or stamp of authority issuing the licence; XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.; XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including from 5 March 2008 an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention; XIV) Any other details desired by the State issuing the licence.			
A20	I	3	A1-1.2.9.4	As of 5 March 2008, aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the	No endorsement of the required English language proficiency and / or level lower than Level 4	A20-06	Indicate the assignment of the involved pilot (captain,



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.	(and no corrective action plan filed by the licensing State to ICAO).		co-pilot) and / or ELP level, if available
			A1-APP 1	General: To meet the language proficiency requirements contained in Chapter 1, Section 1.2.9, an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the licensing authority, compliance with the holistic descriptors at Section 2 and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale in Attachment A.			
			A1-5.1.1.2	The following details shall appear on the licence: I) Name of State (in bold type); II) Title of licence (in very bold type); III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence; IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman); IVa) Date of birth; V) Address of holder if desired by the State; VI) Nationality of holder; VII) Signature of holder; VIII) Authority and, where necessary, conditions under which the licence is issued; IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence; X) Signature of officer issuing the licence and the date of such issue; XI) Seal or stamp of authority issuing the licence; XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.; XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including from 5 March 2008 an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention; XIV) Any other details desired by the State issuing the			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				licence.			
A20	I	3	A1-1.2.9.4	As of 5 March 2008, aeroplane, airship, helicopter and powered-lift pilots, air traffic controllers and aeronautical station operators shall demonstrate the ability to speak and understand the language used for radiotelephony communications to the level specified in the language proficiency requirements in Appendix 1.	No endorsement of the required English language proficiency and / or level lower than Level 4 (whilst the licensing State filed compliance to ICAO)	A20-07	Indicate the assignment of the involved pilot (captain, co-pilot) and / or ELP level, if available
			A1-APP 1	General: To meet the language proficiency requirements contained in Chapter 1, Section 1.2.9, an applicant for a licence or a licence holder shall demonstrate, in a manner acceptable to the licensing authority, compliance with the holistic descriptors at Section 2 and with the ICAO Operational Level (Level 4) of the ICAO Language Proficiency Rating Scale in Attachment A.			
			A1-5.1.1.2	The following details shall appear on the licence: I) Name of State (in bold type); II) Title of licence (in very bold type); III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence; IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman); IVa) Date of birth; V) Address of holder if desired by the State; VI) Nationality of holder; VII) Signature of holder; VIII) Authority and, where necessary, conditions under which the licence is issued; IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence; X) Signature of officer issuing the licence and the date of such issue; XI) Seal or stamp of authority issuing the licence; XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.; XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including			



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				from 5 March 2008 an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention; XIV) Any other details desired by the State issuing the licence.			
A20	I	2	A1-5.1.3	When licences are issued in a language other than English, the licence shall include an English translation of at least items I), II), VI), IX), XII), XIII) and XIV). When provided in a language other than English, authorizations issued in accordance with 1.2.2.1 shall include an English translation of the name of the State issuing the authorization, the limit of validity of the authorization and any restriction or limitation that may be established.	No English translation of ICAO required items of the licence	A20-08	
A20	I	2	A1-5.1.1.2	The following details shall appear on the licence: I) Name of State (in bold type); II) Title of licence (in very bold type); III) Serial number of the licence, in Arabic numerals, given by the authority issuing the licence; IV) Name of holder in full (in Roman alphabet also if script of national language is other than Roman); IVa) Date of birth; V) Address of holder if desired by the State; VI) Nationality of holder; VII) Signature of holder; VIII) Authority and, where necessary, conditions under which the licence is issued; IX) Certification concerning validity and authorization for holder to exercise privileges appropriate to licence; X) Signature of officer issuing the licence and the date of such issue; XI) Seal or stamp of authority issuing the licence; XII) Ratings, e.g. category, class, type of aircraft, airframe, aerodrome control, etc.; XIII) Remarks, i.e. special endorsements relating to limitations and endorsements for privileges, including from 5 March 2008 an endorsement of language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention;	No mention of ICAO medical class	A20-09	



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				XIV) Any other details desired by the State issuing the licence.			
			A1-6.1.1a,b	<p>Three classes of Medical Assessment shall be established as follows:</p> <p>a) Class 1 Medical Assessment; applies to applicants for, and holders of:</p> <ul style="list-style-type: none"> <li>- commercial pilot licences - aeroplane, airship, helicopter and powered-lift</li> <li>- multi-crew pilot licences - aeroplane</li> <li>- airline transport pilot licences - aeroplane, helicopter and powered-lift</li> </ul> <p>b) Class 2 Medical Assessment; applies to applicants for, and holders of:</p> <ul style="list-style-type: none"> <li>- flight navigator licences</li> <li>- flight engineer licences</li> <li>- private pilot licences - aeroplane, airship, helicopter and powered-lift</li> <li>- glider pilot licences</li> <li>- free balloon pilot licences</li> </ul>			
A20	I	2	A1-1.2.1	<p>A person shall not act as a flight crew member of an aircraft unless a valid licence is held showing compliance with the specifications of this Annex and appropriate to the duties to be performed by that person. The licence shall have been issued by the State of Registry of that aircraft or by any other Contracting State and rendered valid by the State of Registry of that aircraft.</p> <p>Note.— Article 29 of the Convention on International Civil Aviation requires that the flight crew members carry their appropriate licences on board every aircraft engaged in international air navigation.</p>	No proper validation issued by the State of registry	A20-10	
			A1-1.2.2.1	<p>When a Contracting State renders valid a licence issued by another Contracting State, as an alternative to the issuance of its own licence, it shall establish validity by suitable authorization to be carried with the former licence accepting it as the equivalent of the latter. When a State limits the authorization to specific privileges, the authorization shall specify the privileges of the licence which are to be accepted as</p>			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				its equivalent. The validity of the authorization shall not extend beyond the period of validity of the licence. The authorization ceases to be valid if the licence upon which it was issued is revoked or suspended. Note.- This provision is not intended to preclude the State that issued the licence from extending, by a suitable notification, the period of validity of the licence without necessarily requiring either the physical return of the licence or the appearance of the licence holder before the Authorities of that State.			
			CC-29c	Documents carried in aircraft Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention. c) The appropriate licences for each member of the crew.			
			CC-32a	Licences of personnel a) The pilot of every aircraft and the other members of the operating crew of every aircraft engaged in international navigation shall be provided with certificates of competency and licences issued or rendered valid by the State in which the aircraft is registered.			
			CC-40	Validity of endorsed certificates and licences No aircraft or personnel having certificates or licences so endorsed shall participate in international navigation, except with the permission of the State or States whose territory is entered. The registration or use of any such aircraft, or of any certificated aircraft part, in any State other than that in which it was originally certificated shall be at the discretion of the State into which the aircraft or part is imported.			
A20	1	2	A1-6.3.3.2	Distant visual acuity with or without correction shall be 6/9 or better in each eye separately, and binocular visual acuity shall be 6/6 or better. No limits apply to uncorrected visual acuity. Where this standard of visual acuity can be obtained only with correcting lenses, the applicant may be assessed as fit provided	Spare correcting spectacles not available (for multi-pilot operations)	A20-11	Indicate the particulars of the situation observed



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>that:</p> <p>a) such correcting lenses are worn during the exercise of the privileges of the licence or rating applied for or held; and</p> <p>b) in addition, a pair of suitable correcting spectacles is kept readily available during the exercise of the privileges of the applicant's licence.</p> <p>Note 1.- 6.3.3.2 b) is the subject of Standards in Annex 6, Part I.</p> <p>Note 2.- An applicant accepted as meeting these provisions is deemed to continue to do so unless there is reason to suspect otherwise, in which case an ophthalmic report is required at the discretion of the Licensing Authority. Both uncorrected and corrected visual acuity are normally measured and recorded at each re-examination. Conditions which indicate a need to obtain an ophthalmic report include: a substantial decrease in the uncorrected visual acuity, any decrease in best corrected visual acuity, and the occurrence of eye disease, eye injury or eye surgery.</p>			
A20	I	3	A1-2.1.10.1	<p>A Contracting State, having issued pilot licences, shall not permit the holders thereof to act as pilot-in-command of an aircraft engaged in international commercial air transport operations if the licence holders have attained their 60th birthday or, in the case of operations with more than one pilot where the other pilot is younger than 60 years of age, their 65th birthday.</p>	Both pilots older than 60 years	A20-12	
A20	I	3	A1-1.2.1	<p>A person shall not act as a flight crew member of an aircraft unless a valid licence is held showing compliance with the specifications of this Annex and appropriate to the duties to be performed by that person. The licence shall have been issued by the State of Registry of that aircraft or by any other Contracting State and rendered valid by the State of Registry of that aircraft.</p> <p>Note.— Article 29 of the Convention on International Civil Aviation requires that the flight crew members carry their appropriate licences on board every aircraft</p>	Flight crew member without appropriate licence	A20-13	



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				engaged in international air navigation			
			A1-1.2.2.1	When a Contracting State renders valid a licence issued by another Contracting State, as an alternative to the issuance of its own licence, it shall establish validity by suitable authorization to be carried with the former licence accepting it as the equivalent of the latter. When a State limits the authorization to specific privileges, the authorization shall specify the privileges of the licence which are to be accepted as its equivalent. The validity of the authorization shall not extend beyond the period of validity of the licence. The authorization ceases to be valid if the licence upon which it was issued is revoked or suspended. Note.- This provision is not intended to preclude the State that issued the licence from extending, by a suitable notification, the period of validity of the licence without necessarily requiring either the physical return of the licence or the appearance of the licence holder before the Authorities of that State.			
			CC-29c	Documents carried in aircraft Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention. c) The appropriate licences for each member of the crew.			
			CC-32a	Licences of personnel a) The pilot of every aircraft and the other members of the operating crew of every aircraft engaged in international navigation shall be provided with certificates of competency and licences issued or rendered valid by the State in which the aircraft is registered.			
			CC-40	Validity of endorsed certificates and licences No aircraft or personnel having certificates or licences so endorsed shall participate in international navigation, except with the permission of the State or States whose territory is entered. The registration or			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				use of any such aircraft, or of any certificated aircraft part, in any State other than that in which it was originally certificated shall be at the discretion of the State into which the aircraft or part is imported.			
A20	I	3	A1-1.2.5.2	<p>Except as provided in 1.2.5.2.1, 1.2.5.2.2, 1.2.5.2.3, 1.2.5.2.4, 1.2.5.2.5 and 1.2.5.2.6, a Medical Assessment issued in accordance with 1.2.4.6 and 1.2.4.7 shall be valid from the date of the medical examination for a period not greater than:</p> <p>60 months for the private pilot licence - aeroplane, airship, helicopter and powered-lift;            12 months for the commercial pilot licence - aeroplane, airship, helicopter and powered-lift;            12 months for the multi-crew pilot licence - aeroplane;            12 months for the airline transport pilot licence - aeroplane, helicopter and powered-lift;            60 months for the glider pilot licence;            60 months for the free balloon pilot licence;            12 months for the flight navigator licence;            12 months for the flight engineer licence;            48 months for the air traffic controller licence.</p> <p>Note 1.- The periods of validity listed above may be extended by up to 45 days in accordance with 1.2.4.3.1.</p> <p>Note 2.- When calculated in accordance with 1.2.5.2 and its sub-paragraphs, the period of validity will, for the last month counted, include the day that has the same calendar number as the date of the medical examination or, if that month has no day with that number, the last day of that month.</p>	Medical certificate invalid for the privileges being exercised	A20-14	
			A1-1.2.5.2.2	When the holders of airline transport pilot licences - aeroplane, helicopter and powered-lift, and commercial pilot licences - aeroplane, airship, helicopter and powered-lift, who are engaged in single-crew commercial air transport operations carrying passengers, have passed their 40th birthday, the period of validity specified in 1.2.5.2 shall be reduced to six months.			
			A1-1.2.5.2.3	When the holders of airline transport pilot licences -			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				aeroplane, helicopter and powered-lift, commercial pilot licences - aeroplane, airship, helicopter and powered lift, and multi-crew pilot licences - aeroplane, who are engaged in commercial air transport operations, have passed their 60th birthday, the period of validity specified in 1.2.5.2 shall be reduced to six months.			
A20	I	3	A1-1.2.1	A person shall not act as a flight crew member of an aircraft unless a valid licence is held showing compliance with the specifications of this Annex and appropriate to the duties to be performed by that person. The licence shall have been issued by the State of Registry of that aircraft or by any other Contracting State and rendered valid by the State of Registry of that aircraft. Note.— Article 29 of the Convention on International Civil Aviation requires that the flight crew members carry their appropriate licences on board every aircraft engaged in international air navigation.	No appropriate type rating on flight crew member's licence	A20-15	
			A1-1.2.2.1	When a Contracting State renders valid a licence issued by another Contracting State, as an alternative to the issuance of its own licence, it shall establish validity by suitable authorization to be carried with the former licence accepting it as the equivalent of the latter. When a State limits the authorization to specific privileges, the authorization shall specify the privileges of the licence which are to be accepted as its equivalent. The validity of the authorization shall not extend beyond the period of validity of the licence. The authorization ceases to be valid if the licence upon which it was issued is revoked or suspended. Note.- This provision is not intended to preclude the State that issued the licence from extending, by a suitable notification, the period of validity of the licence without necessarily requiring either the physical return of the licence or the appearance of the			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				licence holder before the Authorities of that State.			
			CC-29c	Documents carried in aircraft Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention. c) The appropriate licences for each member of the crew.			
			CC-32a	Licences of personnel a) The pilot of every aircraft and the other members of the operating crew of every aircraft engaged in international navigation shall be provided with certificates of competency and licences issued or rendered valid by the State in which the aircraft is registered.			
			CC-40	Validity of endorsed certificates and Licences No aircraft or personnel having certificates or licences so endorsed shall participate in international navigation, except with the permission of the State or States whose territory is entered. The registration or use of any such aircraft, or of any certificated aircraft part, in any State other than that in which it was originally certificated shall be at the discretion of the State into which the aircraft or part is imported.			
A20	I	3	A1-6.3.3.2	Distant visual acuity with or without correction shall be 6/9 or better in each eye separately, and binocular visual acuity shall be 6/6 or better. No limits apply to uncorrected visual acuity. Where this standard of visual acuity can be obtained only with correcting lenses, the applicant may be assessed as fit provided that: a) such correcting lenses are worn during the exercise of the privileges of the licence or rating applied for or held; and b) in addition, a pair of suitable correcting spectacles is kept readily available during the exercise of the privileges of the applicant's licence. Note 1.- 6.3.3.2 b) is the subject of Standards in	No correcting lenses available when required	A20-16	Indicate the particulars of the situation observed



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				Annex 6, Part I. Note 2.- An applicant accepted as meeting these provisions is deemed to continue to do so unless there is reason to suspect otherwise, in which case an ophthalmic report is required at the discretion of the Licensing Authority. Both uncorrected and corrected visual acuity are normally measured and recorded at each re-examination. Conditions which indicate a need to obtain an ophthalmic report include: a substantial decrease in the uncorrected visual acuity, any decrease in best corrected visual acuity, and the occurrence of eye disease, eye injury or eye surgery.			
			A1-6.3.3.2.1	Applicants may use contact lenses to meet this requirement provided that: a) the lenses are monofocal and non-tinted; b) the lenses are well tolerated; and c) a pair of suitable correcting spectacles is kept readily available during the exercise of the licence privileges. Note.- Applicants who use contact lenses may not need to have their uncorrected visual acuity measured at each re-examination provided the history of their contact lens prescription is known.			
A20	I	3	A1-2.1.10.1	A Contracting State, having issued pilot licences, shall not permit the holders thereof to act as pilot-in-command of an aircraft engaged in international commercial air transport operations if the licence holders have attained their 60th birthday or, in the case of operations with more than one pilot where the other pilot is younger than 60 years of age, their 65th birthday.	PIC over 60 in single pilot operations	A20-17	
A20	I	3	A1-2.1.10.1	A Contracting State, having issued pilot licences, shall not permit the holders thereof to act as pilot-in-command of an aircraft engaged in international commercial air transport operations if the licence holders have attained their 60th birthday or, in the case of operations with more than one pilot where the other pilot is younger than 60 years of age, their 65th	PIC over 65 in multi-pilot operations	A20-18	



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				birthday.			
A20	I	3	A1-6.3.3.2	<p>Distant visual acuity with or without correction shall be 6/9 or better in each eye separately, and binocular visual acuity shall be 6/6 or better. No limits apply to uncorrected visual acuity. Where this standard of visual acuity can be obtained only with correcting lenses, the applicant may be assessed as fit provided that:</p> <p>a) such correcting lenses are worn during the exercise of the privileges of the licence or rating applied for or held; and</p> <p>b) in addition, a pair of suitable correcting spectacles is kept readily available during the exercise of the privileges of the applicant's licence.</p> <p>Note 1.- 6.3.3.2 b) is the subject of Standards in Annex 6, Part I.</p> <p>Note 2.- An applicant accepted as meeting these provisions is deemed to continue to do so unless there is reason to suspect otherwise, in which case an ophthalmic report is required at the discretion of the Licensing Authority. Both uncorrected and corrected visual acuity are normally measured and recorded at each re-examination. Conditions which indicate a need to obtain an ophthalmic report include: a substantial decrease in the uncorrected visual acuity, any decrease in best corrected visual acuity, and the occurrence of eye disease, eye injury or eye surgery.</p>	Spare correcting spectacles not available (for single pilot operations)	A20-19	
A20	I	1	A1-1.2.1	<p>A person shall not act as a flight crew member of an aircraft unless a valid licence is held showing compliance with the specifications of this Annex and appropriate to the duties to be performed by that person. The licence shall have been issued by the State of Registry of that aircraft or by any other Contracting State and rendered valid by the State of Registry of that aircraft.</p> <p>Note.— Article 29 of the Convention on International Civil Aviation requires that the flight crew members carry their appropriate licences on board every aircraft engaged in international air navigation</p>	A valid and appropriate Flight crew licence was issued but not carried on board at the time of the inspection.	A20-20	



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A1-1.2.2.1	When a Contracting State renders valid a licence issued by another Contracting State, as an alternative to the issuance of its own licence, it shall establish validity by suitable authorization to be carried with the former licence accepting it as the equivalent of the latter. When a State limits the authorization to specific privileges, the authorization shall specify the privileges of the licence which are to be accepted as its equivalent. The validity of the authorization shall not extend beyond the period of validity of the licence. The authorization ceases to be valid if the licence upon which it was issued is revoked or suspended. Note.- This provision is not intended to preclude the State that issued the licence from extending, by a suitable notification, the period of validity of the licence without necessarily requiring either the physical return of the licence or the appearance of the licence holder before the Authorities of that State.			
			CC-29c	Documents carried in aircraft Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention. c) The appropriate licences for each member of the crew.			
			CC-32a	Licences of personnel a) The pilot of every aircraft and the other members of the operating crew of every aircraft engaged in international navigation shall be provided with certificates of competency and licences issued or rendered valid by the State in which the aircraft is registered.			
			CC-40	Validity of endorsed certificates and licences No aircraft or personnel having certificates or licences so endorsed shall participate in international navigation, except with the permission of the State or States whose territory is entered. The registration or use of any such aircraft, or of any certificated aircraft part, in any State other than that in which it was			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				originally certificated shall be at the discretion of the State into which the aircraft or part is imported.			



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Inspection Item	Inspections Item Title	Inspecting Instructions
A21	Journey Log Book, or equivalent	Check for presence. <i>Note: In some cases the Journey Log Book may be replaced by a document called General Declaration (provided it contains the information listed in Annex 6, Part I, 11.4.1).</i> Check if content of Journey logbook/General Declaration complies with the requirement and if properly filled in.

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A21	I	1	A6-I-4.5.5	The pilot-in-command shall be responsible for the journey log book or the general declaration containing the information listed in 11.4.1. <i>Note.- By virtue of Resolution A10-36 of the Tenth Session of the Assembly (Caracas, June-July 1956) "the General Declaration, [described in Annex 9] when prepared so as to contain all the information required by Article 34 [of the Convention on International Civil Aviation] with respect to the journey log book, may be considered by Contracting States to be an acceptable form of journey log book".</i>	Inconsistent data entered into the Journey Log Book	A21-01	Indicate the particulars of the situation observed
			CC-34	There shall be maintained in respect of every aircraft engaged in international navigation a journey log book in which shall be entered particulars of the aircraft, its crew and of each journey, in such form as may be prescribed from time to time pursuant to this Convention.			
A21	I	2	A6-I-4.5.5	The pilot-in-command shall be responsible for the journey log book or the general declaration containing the information listed in 11.4.1. <i>Note.- By virtue of Resolution A10-36 of the Tenth Session of the Assembly (Caracas, June-July 1956) "the General Declaration, [described in Annex 9] when prepared so as to contain all the information required by Article 34 [of the Convention on International Civil Aviation] with respect to the journey log book, may be considered by Contracting States to be an acceptable form of journey log book".</i>	Flight details not recorded in a journey logbook or General Declaration	A21-02	Indicate the particulars of the situation observed
			CC-34	There shall be maintained in respect of every aircraft engaged in international navigation a journey log book in which shall be entered particulars of the			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				aircraft, its crew and of each journey, in such form as may be prescribed from time to time pursuant to this Convention.			
A21	I	2	CC-29d	Every aircraft of a contracting State, engaged in international navigation, shall carry the following documents in conformity with the conditions prescribed in this Convention. d) Its journey log book;	Journey logbook or General Declaration not on board	A21-03	



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Inspection Item	Inspections Item Title			Inspecting Instructions			
A22	Maintenance Release			Check that the PIC certified that a maintenance release has been issued (usually by accepting the aeroplane).  <i>Note: A Maintenance Release following scheduled maintenance is not required to be carried on board the aeroplane. Check how the PIC satisfied himself that the aeroplane is airworthy and the maintenance release has been issued.</i>			
Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A22	I	3	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	PIC did not certify that s/he is satisfied that a maintenance release has been issued	A22-01	



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## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A23	Defect notification and rectification (incl. Tech Log)	<p>Check for any deferred defects (specify in the report where necessary).</p> <p>Check that all defects (minor, major, dents, damages etc.) have been properly reported and assessed. Check if the associated maintenance actions have been properly reported, e.g. description of the action, AMM/SRM references.</p> <p>When defect deferrals include time limits check that the open deferred defects remain within those stated.</p> <p>Where applicable, check compliance with the aircraft MEL.</p> <p>Check that the rectification intervals stated in the ATLB do not exceed those required by the MEL.</p> <p><i>Note: There is no requirement for the ATLB (Technical Log) to contain entries in a specific language. In any case the flight crew has to be able to understand the entries in the ATLB.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A23	I	1	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Defect deferred with a wrong MEL/CDL reference	A23-01	Indicate the particulars of the situation observed
			A6-I-4.5.4	The pilot-in-command shall be responsible for reporting all known or suspected defects in the aeroplane, to the operator, at the termination of the flight.			
			A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.			
A23	I	1	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation	Item closed but not reported as such in the deferred defect list /	A23-02	Indicate the particulars of the situation observed



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	hold item list		
			A6-I-4.5.4	The pilot-in-command shall be responsible for reporting all known or suspected defects in the aeroplane, to the operator, at the termination of the flight.			
			A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.			
A23	1	2	A6-I-8.4	8.4.1 An operator shall ensure that the following records are kept for the periods mentioned in 8.4.2: a) the total time in service (hours, calendar time and cycles, as appropriate) of the aeroplane and all life-limited components; b) the current status of compliance with all mandatory continuing airworthiness information; c) appropriate details of modifications and repairs; d) the time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aeroplane or its components subject to a mandatory overhaul life;	Maintenance action not properly reported	A23-03	Indicate the particulars of the situation observed



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>e) the current status of the aeroplane's compliance with the maintenance programme; and</p> <p>f) the detailed maintenance records to show that all requirements for the signing of a maintenance release have been met.</p> <p>8.4.2 The records in 8.4.1 a) to e) shall be kept for a minimum period of 90 days after the unit to which they refer has been permanently withdrawn from service, and the records in 8.4.1 f) for a minimum period of one year after the signing of the maintenance release.</p> <p>8.4.3 In the event of a temporary change of operator, the records shall be made available</p>			
			A6-I-8.5	<p>8.5.1 The operator of an aeroplane over 5 700 kg maximum certificated take-off mass shall monitor and assess maintenance and operational experience with respect to continuing airworthiness and provide the information as prescribed by the State of Registry and report through the system specified in Annex 8, Part II, 4.2.3 f) and 4.2.4.</p> <p>8.5.2 The operator of an aeroplane over 5 700 kg maximum certificated take-off mass shall obtain and assess continuing airworthiness information and recommendations available from the organization responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the State of Registry.</p>			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A23	1	2	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.	Deferred defect closed after the deadline	A23-04	Indicate the particulars of the situation observed
A23	1	2	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Known defect(s) not reported/assessed	A23-05	Indicate the particulars of the situation observed
			A6-I-4.5.4	The pilot-in-command shall be responsible for reporting all known or suspected defects in the aeroplane, to the operator, at the termination of the flight.			
			A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A23	1	2	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	No evidence of identification nor monitoring of significant defect	A23-06	Indicate the nature and extent of the defect
			A6-I-4.5.4	The pilot-in-command shall be responsible for reporting all known or suspected defects in the aeroplane, to the operator, at the termination of the flight.			
			A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.			
A23	1	3	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Deferred defect open while the MEL rectification interval has expired	A23-07	Indicate the defect and the rectification deadline
			A6-I-4.5.4	The pilot-in-command shall be responsible for reporting all known or suspected defects in the aeroplane, to the operator, at the termination of the flight.			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.			
A23	I	3	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Technical logbook entry not understood by the flight crew members	A23-08	Indicate the particulars of the situation observed
			A6-I-4.5.4	The pilot-in-command shall be responsible for reporting all known or suspected defects in the aeroplane, to the operator, at the termination of the flight.			
			A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A23	I	2	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.	Rectification interval set in the ATLB exceeding the rectification interval prescribed by the MEL (but still within the MEL rectification interval)	A23-09	Indicate the particulars of the situation observed
A23	I	3	A6-I-4.3.1(a)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy;	Required maintenance action not performed or not in accordance with applicable (MEL/AMM/SRM) instructions.	A23-10	
A23	I	3	A6-I-8.1.4	An operator shall employ a person or group of persons to ensure that all maintenance is carried out in accordance with the maintenance control manual.	Maintenance action not performed by appropriately qualified personnel.	A23-11	
			A6-I-8.7.6.2	The maintenance organization shall employ the necessary personnel to plan, perform, supervise, inspect and release the work to be performed.			
A23	I	3	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Defect deferred but without applying (correctly) the required (M), (O) and/or other procedures prescribed by the MEL.	A23-12	Indicate the particulars of the situation observed
			A6-I-4.5.4	The pilot-in-command shall be responsible for reporting all known or suspected defects in the			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				aeroplane, to the operator, at the termination of the flight.			
			A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the Airworthiness requirements applicable in the State of Registry.			
A23	I	3	A6-I-8.7.5.2	The maintenance organization shall have the necessary technical data, equipment, tools and material to perform the work for which it is approved.	Maintenance personnel working on the aircraft without using appropriate tooling and/or technical data	A23-13	
			A6-I-8.1.2	An operator shall not operate an aeroplane unless it is maintained and released to service by an organization approved in accordance with 8.7, or under an equivalent system, either of which shall be acceptable to the State of Registry.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A24	Pre-flight Inspection	Check that the pre-flight or equivalent inspection is performed and duly certified.

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A24	I	1	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Pre-flight inspection performed but the pilot in command did not certify that he is satisfied that the aircraft is airworthy	A24-01	
A24	I	2	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Pilot in command certified that he is satisfied that the aircraft is airworthy before the pre-flight inspection was performed	A24-02	
A24	I	2	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Pre-flight inspection performed but without recording significant defects	A24-03	Indicate the defect unnoticed
A24	I	3	A6-I-4.3.1(a)(c)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy; c) a maintenance release as prescribed in 8.8 has been issued in respect of the aeroplane;	Pre-flight inspection not performed	A24-04	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B01	General Internal Condition	<p>Check general condition, including lavatories, general condition and smoke detection systems, the condition of the overhead bins, flammable furnishings, Check the stowage of baggage/equipment, or heavy/hard pointed objects which might be stored in the toilets (waste bags temporarily stowed in a locked toilet is considered acceptable).</p> <p>Check the service carts manufactured after 4 November 2005 for proper braking action. <i>Note: findings should only be raised in those cases where the braking action is obviously not meeting the standard. Carts with defective brakes may be used as storage carts in the galley as long as such defective carts are properly labelled.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B01	1	2	A8-III A-1.4, A8-III B-1.3	Under all anticipated operating conditions, the aeroplane shall not possess any feature or characteristic that renders it unsafe.	Equipment installations obviously not in compliance with Annex 8, Part III A/B, Chapter 4	B01-01	Indicate the particulars of the situation observed
			A8-III A-1.5, A8-III B-1.4	Compliance with the appropriate airworthiness requirements shall be based on evidence either from tests, calculations, or calculations based on tests, provided that in each case the accuracy achieved will ensure a level of airworthiness equal to that which would be achieved were direct tests conducted. The tests of 1.5.1 shall be such as to provide reasonable assurance that the aeroplane, its components and equipment are reliable and function correctly under the anticipated operating conditions.			
			A8-III A-8.2, A8-III B-6.2	Instrument and equipment installations shall comply with the Standards of Chapter 4.			
B01	1	2	A8-III A-4.1.6 (f)	Fire precautions. The design of the aeroplane and the materials used in its manufacture, including cabin interior furnishing materials replaced during major refurbishing, shall be such as to minimize the possibility of in-flight and ground fires and also to minimize the production of smoke and toxic gases in the event of a fire. Means shall be provided to contain or to detect and extinguish such fires as might occur in such a way that no additional danger to the aeroplane is caused.	Cabin interior layout obviously not furnished in accordance with certified design specifications concerning flammable materials	B01-02	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A8-IIIB-4.2 (f)	<p>Fire precautions.</p> <p>1) The design of the aeroplane and the materials used in its manufacture shall be such as to minimize the possibility of in-flight and ground fires, to minimize the production of smoke and toxic gases in the event of a fire and to delay the occurrence of flashover in the cabin. Means shall be provided to contain or to detect and extinguish such fires as might occur in such a way that no additional danger to the aeroplane is caused. Lavatories installed in aeroplanes shall be equipped with a smoke detection system and a built-in fire extinguisher system for each receptacle intended for the disposal of towels, paper or waste.</p>			
B01	I	3	A8-IIIB-4.2(f)	<p>Part IIIB. Aeroplanes over 5700 KG for which application for certification was submitted on or after <b>2 March 2004</b>.</p> <p>Subpart D. Design and construction</p> <p>D.2 Systems design features</p> <p>Fire precautions.</p> <p>1) The design of the aeroplane and the materials used in its manufacture shall be such as to minimize the possibility of in-flight and ground fires, to minimize the production of smoke and toxic gases in the event of a fire and to delay the occurrence of flashover in the cabin. Means shall be provided to contain or to detect and extinguish such fires as might occur in such a way that no additional danger to the aeroplane is caused. Lavatories installed in aeroplanes shall be equipped with a smoke detection system and a built-in fire extinguisher system for each receptacle intended for the disposal of towels, paper or waste.</p>	Lavatory(s) not equipped with smoke detection system	B01-03	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B01	I	3	A8-IIIB-4.2(f)	<p>Part IIIB. Aeroplanes over 5700 KG for which application for certification was submitted on or after <b>2 March 2004</b>.</p> <p>Subpart D. Design and construction</p> <p>D.2 Systems design features</p> <p>f) Fire precautions.</p> <p>1) The design of the aeroplane and the materials used in its manufacture shall be such as to minimize the possibility of in-flight and ground fires, to minimize the production of smoke and toxic gases in the event of a fire and to delay the occurrence of flashover in the cabin. Means shall be provided to contain or to detect and extinguish such fires as might occur in such a way that no additional danger to the aeroplane is caused. Lavatories installed in aeroplanes shall be equipped with a smoke detection system and a built-in fire extinguisher system for each receptacle intended for the disposal of towels, paper or waste.</p>	Disposal receptacles not equipped with a built-in fire extinguisher system	B01-04	Indicate the particulars of the situation observed
B01	I	3	A6-I-4.8	The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.	Crew carry-on baggage not adequately and securely stowed during flight	B01-05	Indicate the particulars of the situation observed
B01	I	3	A8-IIIA-4.1.7.1 A8-IIIB-4.6.1	Provisions shall be made in the design of the aeroplane to protect the occupants, in the event of an emergency landing, from fire and from the direct effects of deceleration forces as well as from injuries arising from the effect of deceleration forces on the aeroplane's interior equipment.	Loose or heavy objects in the cabin/galleys	B01-06	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B01	I	3	A8-IIIA-4.1.7.1 A8-IIIB-4.6.1	Provisions shall be made in the design of the aeroplane to protect the occupants, in the event of an emergency landing, from fire and from the direct effects of deceleration forces as well as from injuries arising from the effect of deceleration forces on the aeroplane's interior equipment.	Cabin equipment not properly secured	B01-07	Indicate the particulars of the situation observed
B01	I	3	A6-I-4.8	The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.	Inappropriate stowage of luggage or loose articles in the toilets	B01-08	Indicate the particulars of the situation observed
B01	I	3	A8-IIIB-4.2(f)	Part IIIB. Aeroplanes over 5700 KG for which application for certification was submitted on or after <b>2 March 2004</b> .  Subpart D. Design and construction D.2 Systems design features  f) Fire precautions. 1) The design of the aeroplane and the materials used in its manufacture shall be such as to minimize the possibility of in-flight and ground fires, to minimize the production of smoke and toxic gases in the event of a fire and to delay the occurrence of flashover in the cabin. Means shall be provided to contain or to detect and extinguish such fires as might occur in such a way that no additional danger to the aeroplane is caused. Lavatories installed in aeroplanes shall be equipped with a smoke detection system and a built-in fire extinguisher system for each receptacle intended for the disposal of towels, paper or waste.	Lavatory smoke detection system obstructed	B01-09	Indicate the particulars of the situation observed
B01	I	3	A6-I-6.1.3	The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become	Lavatory inoperative (not placarded as such and not confirmed with MEL restrictions if any)	B01-10	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aeroplane's compliance with the airworthiness requirements applicable in the State of Registry.			
B01	M	3			Galley/lavatory waste receptacle access door cover inoperative (outside MEL limits)	B01-11	Indicate the particulars of the situation observed
B01	M	1			Damaged wall panels	B01-12	Indicate the particulars of the situation observed
B01	M	3	(E)TSO-C175 SAE AS8056 EUROCAE ED-121	For new models of carts identified and manufactured after 4 November 2005: The brake system shall hold the fully loaded cart, in the forward and aft orientation, stationary on an 11 degree slope carpeted with low-pile carpet representative of that used by the airlines.	Obviously defective brakes of service cart(s)	B01-13	Indicate the particulars of the situation observed
B01	M	3			Covers damaged/missing exposing sharp edges and/or cables and wires	B01-14	Indicate the particulars of the situation observed
B01	M	3			Overhead bins unserviceable (and not identified as such)	B01-15	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B02	Cabin Attendant's Station/Crew Rest Area	<p>Check general condition and serviceability of the cabin crew seats.</p> <p><i>Note: If a cabin crew seat is found unserviceable check against MEL and check if the number of serviceable ones can accommodate the minimum required number of cabin crew members (information available in the Operations Manual).</i></p> <p><i>Note: If a cabin crew seat is found not to retract automatically impeding the rapid evacuation of the aeroplane in an emergency, this finding should be addressed under the item B12 – Access to emergency exit.</i></p> <p>Check presence and condition of the safety harness and/or belt.</p> <p><i>Note: Aeroplanes for which the individual CofA was issued on or after 1 January 1981 must be fitted with safety harnesses for the use of cabin crew members.</i></p> <p>Check accessibility of life jackets.</p> <p>Check the serviceability of the communication system (Cockpit to Cabin and Cabin to Cabin). In case of unserviceability, check against the MEL.</p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B02	I	1	A6-I-6.16.1	<p>6.16.1 Aeroplanes for which the individual certificate of airworthiness is first issued on or after <b>1 January 1981</b></p> <p>All aeroplanes shall be equipped with a forward or rearward facing (within 15 degrees of the longitudinal axis of the aeroplane) seat, fitted with a safety harness for the use of each cabin crew member required to satisfy the intent of 12.1 in respect of emergency evacuation.</p>	Strap or buckle worn or damaged	B02-01	Indicate the particulars of the situation observed
B02	I	2	A6-I-6.16.1	<p>6.16.1 Aeroplanes for which the individual certificate of airworthiness is first issued on or after <b>1 January 1981</b></p> <p>All aeroplanes shall be equipped with a forward or rearward facing (within 15 degrees of the longitudinal axis of the aeroplane) seat, fitted with a safety harness for the use of each cabin crew member required to satisfy the intent of 12.1 in respect of emergency evacuation.</p>	Cabin Crew seat(s) not equipped with safety harness (only seat belt)	B02-02	Indicate the particulars of the situation observed
B02	I	2	A6-I-6.5.2	<p>6.5.2.1 Landplanes shall carry the equipment prescribed in 6.5.2.2:</p>	Cabin Crew life jackets (when required) not easily accessible	B02-03	



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>a) when flying over water and at a distance of more than 93 km (50 NM) away from the shore, in the case of landplanes operated in accordance with 5.2.9 or 5.2.10;</p> <p>b) when flying en route over water beyond gliding distance from the shore, in the case of all other landplanes; and</p> <p>c) when taking off or landing at an aerodrome where, in the opinion of the State of the Operator, the take-off or approach path is so disposed over water that in the event of a mishap there would be a likelihood of a ditching.</p> <p>6.5.2.2 The equipment referred to in 6.5.2.1 shall comprise one life jacket or equivalent individual flotation device for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided.</p> <p>Note.- "Landplanes" includes amphibians operated as landplanes.</p>			
B02	I	3	A6-I-6.16.1	<p>6.16.1 Aeroplanes for which the individual certificate of airworthiness is first issued on or after <b>1 January 1981</b></p> <p>All aeroplanes shall be equipped with a forward or rearward facing (within 15 degrees of the longitudinal axis of the aeroplane) seat, fitted with a safety harness for the use of each cabin crew member required to satisfy the intent of 12.1 in respect of emergency evacuation.</p>	Cabin Crew seat(s) unserviceable (outside MEL limits)	B02-04	Indicate the particulars of the situation observed
B02	I	3	A6-I-6.16.1	<p>6.16.1 Aeroplanes for which the individual certificate of airworthiness is first issued on or after <b>1 January 1981</b></p> <p>All aeroplanes shall be equipped with a forward or rearward facing (within 15 degrees of the</p>	Cabin crew harness/seat belt not available or unserviceable	B02-05	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				longitudinal axis of the aeroplane) seat, fitted with a safety harness for the use of each cabin crew member required to satisfy the intent of 12.1 in respect of emergency evacuation.			
B02	I	3	A6-I-6.16.1	<p>6.16.1 Aeroplanes for which the individual certificate of airworthiness is first issued on or after <b>1 January 1981</b></p> <p>All aeroplanes shall be equipped with a forward or rearward facing (within 15 degrees of the longitudinal axis of the aeroplane) seat, fitted with a safety harness for the use of each cabin crew member required to satisfy the intent of 12.1 in respect of emergency evacuation.</p>	Cabin Crew seat(s) obviously not installed correctly (more than 15 degrees from the longitudinal axis)	B02-06	Indicate the particulars of the situation observed
B02	I	3	A6-I-6.16.3	6.16.3 Cabin crew seats provided in accordance with 6.16.1 and 6.16.2 shall be located near floor level and other emergency exits as required by the State of Registry for emergency evacuation.	Cabin Crew seats not correctly located	B02-07	Indicate the particulars of the situation observed
B02	M	3			Communication equipment unserviceable (outside MEL limits)	B02-08	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B03	First Aid Kit / Emergency Medical Kit	<p>Check for presence, accessibility, and identification of medical supplies.</p> <p><i>Note: A First-Aid kit or a Medical kit or a universal precaution kit is only an ICAO recommendation.</i></p> <p><i>Note: ICAO does not require First Aid Kits / Emergency Medical Kits/Universal precaution kits to have an expiration (or next check) date. A First Aid Kit, Emergency Medical Kit, Universal precaution kit without a date does not constitute a finding. However, if stated expiry date has been exceeded, then this should be reported as a finding.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B03	I	1	A6-I-4.2.12.2	The operator shall inform the passengers of the location and general manner of use of the principal emergency equipment carried for collective use.	Medical supplies not at the indicated location	B03-01	
B03	I	3	A6-I-6.2.2	<p>6.2.2 An aeroplane shall be equipped with:</p> <p>a) accessible and adequate medical supplies;</p> <p>Recommendation.- Medical supplies should comprise:</p> <p>1) one or more first-aid kits for the use of cabin crew in managing incidents of ill health; and</p> <p>2) for aeroplanes required to carry cabin crew as part of the operating crew, one universal precaution kit (two for aeroplanes authorized to carry more than 250 passengers) for the use of cabin crew members in managing incidents of ill health associated with a case of suspected communicable disease, or in the case of illness involving contact with body fluids; and.</p> <p>3) for aeroplanes authorized to carry more than 100 passengers, on a sector length of more than two hours, a medical kit, for the use of medical doctors or other qualified persons in treating in-flight medical emergencies.</p> <p>Note.- Guidance on the types, number, location and contents of the medical supplies is given in Attachment B.</p>	Contents of the medical kit past expiration date	B03-02	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B03	I	1	A6-I-6.2.2	<p>6.2.2 An aeroplane shall be equipped with:</p> <p>a) accessible and adequate medical supplies;</p> <p>Recommendation.- Medical supplies should comprise:</p> <p>1) one or more first-aid kits for the use of cabin crew in managing incidents of ill health; and</p> <p>2) for aeroplanes required to carry cabin crew as part of the operating crew, one universal precaution kit (two for aeroplanes authorized to carry more than 250 passengers) for the use of cabin crew members in managing incidents of ill health associated with a case of suspected communicable disease, or in the case of illness involving contact with body fluids; and.</p> <p>3) for aeroplanes authorized to carry more than 100 passengers, on a sector length of more than two hours, a medical kit, for the use of medical doctors or other qualified persons in treating in-flight medical emergencies.</p> <p>Note.- Guidance on the types, number, location and contents of the medical supplies is given in Attachment B.</p>	Contents of the first aid kit/universal precaution kit past expiration date	B03-03	Indicate the particulars of the situation observed
B03	I	2	A8-III A-8.3 A8-V-6.3 A8-IIIB-6.3	<p>Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.</p>	Medical supplies not identified as such	B03-04	Indicate the particulars of the situation observed
B03	I	3	A6-I-6.2.2	<p>6.2.2 An aeroplane shall be equipped with:</p> <p>a) accessible and adequate medical supplies;</p> <p>Recommendation.- Medical supplies should comprise:</p>	Medical supplies not available or not accessible during flight	B03-05	Indicate the particulars of the situation observed



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>1) one or more first-aid kits for the use of cabin crew in managing incidents of ill health; and</p> <p>2) for aeroplanes required to carry cabin crew as part of the operating crew, one universal precaution kit (two for aeroplanes authorized to carry more than 250 passengers) for the use of cabin crew members in managing incidents of ill health associated with a case of suspected communicable disease, or in the case of illness involving contact with body fluids; and.</p> <p>3) for aeroplanes authorized to carry more than 100 passengers, on a sector length of more than two hours, a medical kit, for the use of medical doctors or other qualified persons in treating in-flight medical emergencies.</p> <p>Note.- Guidance on the types, number, location and contents of the medical supplies is given in Attachment B.</p>			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B04	Hand Fire extinguishers	<p>Check if the installed extinguisher(s) is at the indicated location and easily accessible.</p> <p>Check if the installed extinguisher is correctly secured in its bracket.</p> <p>Check if the installed extinguisher(s) is marked with the appropriate operating instructions.</p> <p>Check if the installed extinguisher(s), including the extinguishing agent release mechanism, is serviceable – check pressure gauge (if installed), check expiration date (if any). If considerably low weight, consider it unserviceable.</p> <p><i>Note: Often HFEs in excess of those required (by MEL provisions) may be U/S, however in such a case, check against the MEL to verify compliance with the applicable (M) and/or (O) procedures. If the latter MEL actions have not been applied, a finding should be raised using the "detection / reporting / assessment of significant technical defect" procedure (see Chapter 4.2 above).</i></p> <p><i>Note: ICAO does not require hand fire extinguishers to have an expiration (or next check) date. Operators may employ various systems to monitor the condition of the extinguishers. An extinguisher without a date does not necessarily constitute a finding. However, if the expiry date (or next inspection date) is overdue, consider it as unserviceable.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B04	I	2	A8-III A-8.3 A8-IIIB-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.	HFE not at indicated location	B04-01	
B04	I	2	A8-III A-8.3 A8-IIIB-.6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.	HFE not marked with the appropriate operating instructions	B04-02	
B04	I	3	A6-I-.2.2(b)(2)	<p>An aeroplane shall be equipped with:</p> <p>b) portable fire extinguishers of a type which, when discharged, will not cause dangerous contamination of the air within the aeroplane. At least one shall be located in:</p> <p>2) each passenger compartment that is separate from the pilot's compartment and that is not readily accessible to the flight crew;</p> <p><i>Note.- Any portable fire extinguisher so fitted in</i></p>	HFE empty, unserviceable or missing (outside MEL limits)	B04-03	Indicate the particulars of the situation observed



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				accordance with the certificate of airworthiness of the aeroplane may count as one prescribed.			
B04	I	3	A8-III A-4.1.7.1 A8-III B-4.6.1	Provisions shall be made in the design of the aeroplane to protect the occupants, in the event of an emergency landing, from fire and from the direct effects of deceleration forces as well as from injuries arising from the effect of deceleration forces on the aeroplane's interior equipment.	HFE not correctly secured	B04-04	Indicate the particulars of the situation observed
B04	I	3	A8-III A-8.3 A8-III B-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.	HFE not readily accessible	B04-05	



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B05	Life jackets / Flotation devices	<p>Check for presence, access, sufficient number and serviceability.</p> <p><i>Note: ICAO does not require life jackets to have an expiration (or next check) date. Operators may employ various systems to monitor the condition of the life jackets. A life jacket or flotation device without a date does not necessarily constitute a finding. However, if the expiry date (or next inspection date) is overdue, consider it as unserviceable.</i></p> <p><i>Note: ICAO requires the carriage of life jackets/flotation devices only for over-water flights (see Annex 6 references below). If neither the inbound nor the outbound flight or series of flights are over-water flights, then findings should not be raised for this inspection item.</i></p> <p><i>Note: In the case where spare life jackets have been found to be unserviceable, this should be reported as a General Remark (Cat. G).</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B05	I	2	A6-I-6.5.1(a)	All seaplanes for all flights shall be equipped with:  a) one life jacket, or equivalent individual flotation device, for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided;	Life jackets / Flotation devices not easily accessible and required for the type of flight	B05-01	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-IIIB-6.3 A8-V-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A6-I-6.5.2	6.5.2.1 Landplanes shall carry the equipment prescribed in 6.5.2.2:  a) when flying over water and at a distance of more than 93 km (50 NM) away from the shore, in the case of landplanes operated in accordance with 5.2.9 or 5.2.10;  b) when flying en route over water beyond gliding distance from the shore, in the case of all other landplanes; and  c) when taking off or landing at an aerodrome where, in the opinion of the State of the Operator, the take-off or			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>approach path is so disposed over water that in the event of a mishap there would be a likelihood of a ditching.</p> <p>6.5.2.2 The equipment referred to in 6.5.2.1 shall comprise one life jacket or equivalent individual flotation device for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided.</p> <p>Note.- "Landplanes" includes amphibians operated as landplanes.</p>			
B05	I	3	A6-I-6.5.1(a)	<p>All seaplanes for all flights shall be equipped with:</p> <p>a) one life jacket, or equivalent individual flotation device, for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided;</p>	Insufficient number of serviceable Life jackets / Flotation devices available and required for the type of flight	B05-02	Indicate the particulars of the situation observed
		A8-III A-8.3 A8-V-6.3 A8-IIIB-6.3	<p>Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.</p>				
		A6-I-6.5.2	<p>6.5.2.1 Landplanes shall carry the equipment prescribed in 6.5.2.2:</p> <p>a) when flying over water and at a distance of more than 93 km (50 NM) away from the shore, in the case of landplanes operated in accordance with 5.2.9 or 5.2.10;</p> <p>b) when flying en route over water beyond gliding distance from the shore, in the case of all other landplanes; and</p> <p>c) when taking off or landing at an aerodrome where, in the opinion of the State of the Operator, the take-off or approach path is so disposed over water that in the event of a mishap there would be a likelihood of a ditching.</p>				



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>6.5.2.2 The equipment referred to in 6.5.2.1 shall comprise one life jacket or equivalent individual flotation device for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided.</p> <p>Note.- "Landplanes" includes amphibians operated as landplanes.</p>			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B06	Seat belt and seat condition	Check condition of seats and belts. Check for the availability and condition of extension belts (if needed).

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B06	I	3	A6-I-6.2.2(c)	An aeroplane shall be equipped with:  c) 1) a seat or berth for each person over an age to be determined by the State of the Operator;  2) a seat belt for each seat and restraining belts for each berth;	No extension belts available on board and required	B06-01	Indicate the particulars of the situation observed
			A8-IIIB-4.4.1	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004.  4.4.1 Seating and restraints  Adequate seating and restraints shall be provided for the occupants, taking account of the likely flight and emergency landing loads to be encountered. Attention shall be paid to minimizing injury to occupants due to contact with surrounding structure during the operation of the aeroplane.			
B06	I	1	A6-I-6.2.2(c)	An aeroplane shall be equipped with:  c) 1) a seat or berth for each person over an age to be determined by the State of the Operator;  2) a seat belt for each seat and restraining belts for each berth;	Passenger seats in poor condition	B06-02	Indicate the particulars of the situation observed
			A8-IIIB-4.4.1	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004.  4.4.1 Seating and restraints  Adequate seating and restraints shall be provided for the occupants, taking account of the likely flight and emergency landing loads to be encountered. Attention shall be paid to minimizing injury to occupants due to			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				contact with surrounding structure during the operation of the aeroplane.			
B06	1	2	A6-I-6.2.2(c)	An aeroplane shall be equipped with:  c) 1) a seat or berth for each person over an age to be determined by the State of the Operator;  2) a seat belt for each seat and restraining belts for each berth;	Strap or buckle worn out or damaged	B06-03	Indicate the particulars of the situation observed
			A8-IIIB-4.4.1	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004.  D.4.1 Seating and restraints  Adequate seating and restraints shall be provided for the occupants, taking account of the likely flight and emergency landing loads to be encountered. Attention shall be paid to minimizing injury to occupants due to contact with surrounding structure during the operation of the aeroplane.			
B06	1	3	A6-I-6.2.2(c)	An aeroplane shall be equipped with:  c) 1) a seat or berth for each person over an age to be determined by the State of the Operator;  2) a seat belt for each seat and restraining belts for each berth;	No serviceable seat belt available for each passenger on board	B06-04	Indicate the particulars of the situation observed
			A8-IIIB-4.4.1	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004.  4.4.1 Seating and restraints  Adequate seating and restraints shall be provided for the occupants, taking account of the likely flight and emergency landing loads to be encountered. Attention shall be paid to minimizing injury to occupants due to contact with surrounding structure during the operation of the aeroplane.			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B06	I	3	A6-I-6.2.2(c)	An aeroplane shall be equipped with:  c) 1) a seat or berth for each person over an age to be determined by the State of the Operator;  2) a seat belt for each seat and restraining belts for each berth;	Seat(s) unserviceable and not identified as such	B06-05	Indicate the particulars of the situation observed
			A8-IIIB-4.4.1	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004.  4.4.1 Seating and restraints  Adequate seating and restraints shall be provided for the occupants, taking account of the likely flight and emergency landing loads to be encountered. Attention shall be paid to minimizing injury to occupants due to contact with surrounding structure during the operation of the aeroplane.			
B06	I	3	A6-I-6.2.2(c)	An aeroplane shall be equipped with:  c) 1) a seat or berth for each person over an age to be determined by the State of the Operator;  2) a seat belt for each seat and restraining belts for each berth;	Baby berth(s) used without restraining belts	B06-06	Indicate the particulars of the situation observed
			A8-IIIB-4.4.1	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004.  4.4.1 Seating and restraints  Adequate seating and restraints shall be provided for the occupants, taking account of the likely flight and emergency landing loads to be encountered. Attention shall be paid to minimizing injury to occupants due to contact with surrounding structure during the operation of the aeroplane.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B07	Emergency exit, lighting and marking, Torches	<p>Check for presence and condition of the emergency exit signs, lighting and marking and torches.            Check for presence and condition of an escape path illumination system.            Check for presence and condition of the visual indication of the path to emergency exits in smoke filled cabins.            Check for the presence of operating instructions on the emergency exits.</p> <p><i>Note: Inspectors should be reminded that there is a difference between illuminated escape paths and a visual indication of the path to emergency exits in smoke filled cabins. Aeroplanes over 5 700 kg, for which application for certification was submitted before 13 June 1960, are not required to have an illumination of the escape path and exits. Aeroplanes over 5 700 kg, for which application for certification was submitted before 2 March 2004, are not required to have the visual indication of the path to emergency exits in smoke filled cabins. If an illuminated visual indication system is used, by means of low-mounted lights or the photoluminescent system, both requirements are met. Although the visual indication is not required by ICAO for most aircraft, the vast majority of aircraft is already equipped with such indications. Any defects of such means of indication should be governed by the MEL; the finding should make reference to the MEL.</i></p> <p>Check for appropriate flashlights are readily available at all crew member stations.            Check their condition, serviceability and access. Please note that flights departing in daylight, but extending into the night, shall meet this requirement.</p> <p><i>Note: Only aircraft operated at night require electric torches for the crew. This includes flights departing in daylight but extending into the night, and aircraft departed at night and arrived in daytime. When inspecting daylight only flights, the absence or unavailability of any electric torch does not constitute a finding. This should however be reported as General Remark (Cat. G).</i></p> <p><i>Note: If the proper functioning of the torch is significantly affected as a result of weak batteries, consider it unserviceable.</i></p> <p><i>Note: If only personal torches are available, this should not be considered as a finding provided they are readily available to the cabin crew from their normal positions. This should however be reported as a General Remark (Cat. G).</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B07	I	1	A8-IIIA-4.1.7	<p>Ch. 4.1.7 - Emergency landing provisions</p> <p>4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.</p> <p>4.1.7.3 The interior layout of the cabin and the position and</p>	Emergency exit sign(s) lens/cover missing or broken	B07-01	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				number of emergency exits, including the means of locating and illuminating the escape paths and exits shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.			
			A8-III A-8.3 A8-V-6.3 A8-III B-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A8-III B-8.4	<p>The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include:</p> <ul style="list-style-type: none"><li>a) number of seats and seating configuration;</li><li>b) number, location and size of exits;</li><li>c) marking of exits and provision of instructions for use;</li><li>d) likely blockages of exits;</li><li>e) operation of exits; and</li><li>f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.</li></ul>			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A8-IIIB-4.6.2-4	<p>4.6.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane and shall be shown to be suitable for their intended purpose.</p> <p>4.6.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits, shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p> <p>4.6.4 On aeroplanes certificated for ditching conditions, provisions shall be made in the design to give maximum practicable assurance that safe evacuation from the aeroplane of passengers and crew can be executed in case of ditching.</p>			
B07	I	2	A6-I- 6.10(f)	<p>All aeroplanes, when operated at night shall be equipped with:</p> <p>f) an electric torch for each crew member station.</p>	Insufficient number of serviceable torches for each cabin crew member during night operations	B07-02	Indicate the particulars of the situation observed
			A8-IIIA-8.3 A8-V-6.3 A8-IIIB-6.3	<p>Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.</p>			
B07	I	2	A6-I- 6.10(f)	<p>All aeroplanes, when operated at night shall be equipped with:</p> <p>f) an electric torch for each crew member station.</p>	Electric torches not readily accessible for some of the cabin crew during night operations	B07-03	Indicate the particulars of the situation observed
			A8-IIIA-8.3 A8-V-6.3 A8-IIIB-6.3	<p>Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.</p>			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B07	I	3	A8-III A-4.1.7	<p>Ch. 4.1.7 - Emergency landing provisions</p> <p>4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.</p> <p>4.1.7.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p>	Emergency exit sign(s) out of order (outside MEL limits).	B07-04	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-V-6.3 A8-III B-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A8-III B-8.4	<p>8.4 Evacuation</p> <p>The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include:</p> <p>a) number of seats and seating configuration;</p> <p>b) number, location and size of exits;</p> <p>c) marking of exits and provision of instructions for use;</p> <p>d) likely blockages of exits;</p> <p>e) operation of exits; and</p> <p>f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.</p>			
			A8-III B-4.6.2-4	4.6.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane and shall be shown to be suitable for their intended purpose.</p> <p>4.6.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits, shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p> <p>4.6.4 On aeroplanes certificated for ditching conditions, provisions shall be made in the design to give maximum practicable assurance that safe evacuation from the aeroplane of passengers and crew can be executed in case of ditching.</p>			
B07	I	3	A8-III A-4.1.7	<p>Ch. 4.1.7 - Emergency landing provisions</p> <p>4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.</p> <p>4.1.7.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p>	No means for illuminating the escape paths	B07-05	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-V-6.3 A8-III B-6.3	<p>Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.</p>			
			A8-III B-8.5	<p>Emergency lighting shall be provided and shall have the following characteristics:</p> <ul style="list-style-type: none"> <li>a) independence from main electrical supply;</li> <li>b) automatic activation upon loss of normal power/impact;</li> <li>c) visual indication of the path to emergency exits in smoke-filled cabin conditions;</li> <li>d) illumination both inside and outside the aeroplane during evacuation; and</li> <li>e) no additional hazard in the event of fuel spillage.</li> </ul>			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A8-IIIB-4.6.2-4	<p>4.6.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane and shall be shown to be suitable for their intended purpose.</p> <p>4.6.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits, shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p> <p>4.6.4 On aeroplanes certificated for ditching conditions, provisions shall be made in the design to give maximum practicable assurance that safe evacuation from the aeroplane of passengers and crew can be executed in case of ditching.</p>			
B07	M	3			System for visually indicating the escape path(s) unserviceable (outside MEL limits).	B07-06	Indicate the particulars of the situation observed and the MEL reference
B07	I	2	A8-IIIA-4.1.7	<p>Ch. 4.1.7 - Emergency landing provisions</p> <p>4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.</p> <p>4.1.7.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p>	Emergency exit(s) not marked with the appropriate operating instructions	B07-07	Indicate the particulars of the situation observed
			A8-IIIB-4.6.2-4	4.6.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane and shall be			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>shown to be suitable for their intended purpose.</p> <p>4.6.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits, shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p> <p>4.6.4 On aeroplanes certificated for ditching conditions, provisions shall be made in the design to give maximum practicable assurance that safe evacuation from the aeroplane of passengers and crew can be executed in case of ditching.</p>			
			A8-III A-8.3 A8-V-6.3 A8-IIIB-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
B07	I	3	A6-I- 6.10(f)	<p>All aeroplanes, when operated at night shall be equipped with:</p> <p>f) an electric torch for each crew member station.</p>	Cabin crew members' electric torches not readily accessible during night operations	B07-08	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-V-6.3 A8-IIIB-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
B07	I	3	A8-III A-4.1.7	<p>Ch. 4.1.7 - Emergency landing provisions</p> <p>4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.</p> <p>4.1.7.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p>	Emergency exit(s), lighting and marking unserviceable (outside MEL)	B07-09	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A8-IIIB-8/4	<p>8.4 Evacuation</p> <p>The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include:</p> <p>a) number of seats and seating configuration;</p> <p>b) number, location and size of exits;</p> <p>c) marking of exits and provision of instructions for use;</p> <p>d) likely blockages of exits;</p> <p>e) operation of exits; and</p> <p>f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.</p>			
			A8-IIIB-4.6.2-4	<p>4.6.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane and shall be shown to be suitable for their intended purpose.</p> <p>4.6.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits, shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p> <p>4.6.4 On aeroplanes certificated for ditching conditions, provisions shall be made in the design to give maximum practicable assurance that safe evacuation from the aeroplane of passengers and crew can be executed in case of ditching.</p>			
B07	I	3	A8-IIIA-4.1.7	<p>Ch. 4.1.7 - Emergency landing provisions</p> <p>4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an</p>	Number of passengers on board exceeds the maximum allowed in case of unserviceable	B07-10	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.</p> <p>4.1.7.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p>	emergency exit(s)		
			A8-IIIB-8.4	<p>8.4 Evacuation</p> <p>The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include:</p> <ul style="list-style-type: none"> <li>a) number of seats and seating configuration;</li> <li>b) number, location and size of exits;</li> <li>c) marking of exits and provision of instructions for use;</li> <li>d) likely blockages of exits;</li> <li>e) operation of exits; and</li> <li>f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.</li> </ul>			
			A8-IIIB-4.6.2-4	<p>4.6.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane and shall be shown to be suitable for their intended purpose.</p> <p>4.6.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits, shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p> <p>4.6.4 On aeroplanes certificated for ditching conditions,</p>			



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				provisions shall be made in the design to give maximum practicable assurance that safe evacuation from the aeroplane of passengers and crew can be executed in case of ditching.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B08	Slides/Life-Rafts (as required), ELT	<p>Check number and serviceability of slides/slide rafts/life rafts.</p> <p><i>Note: Serviceability of the slides/slide rafts may be assessed by checking the pressure gauge (if installed) or, when available, by checking the expiry (or next inspection) date. If the expiry (or next inspection) date is overdue consider unserviceable and check against the aeroplane MEL.</i></p> <p><i>Note: ICAO requires the carriage of floatation devices only for over-water flights (see the Annex 6 references below). If neither the inbound nor the outbound flight or series of flights are over-water flights, then findings should not be raised for this inspection item.</i></p> <p>Check presence and type of ELT (s) and serviceability.</p> <p>So as to verify that an ELT is broadcasting on 406 MHz, evidence may be found on the ELT itself (if portable) ,on the Aircraft Radio Station Licence (although there is no requirement for the frequency to be listed there), or in the Operations Manual (included in the list containing the emergency and survival equipment).</p> <p><i>Note: If no evidence could be found as to what frequency the ELT is broadcasting, then this should be reported as a General Remark (Cat. G).</i></p> <p><i>Note: In case any ELT(s) in excess of those required are not capable of simultaneously transmitting on 406 MHz and 121.5 MHZ, whereas the required one(s) does, this should be reported as a General Remark (Cat. G).</i></p> <p><i>Note: Where the ICAO references mention "the first issue of the individual certificate of airworthiness", this should be understood as the first certificate of airworthiness delivered to the aircraft after production.</i></p> <p>Check equipment for pyrotechnical distress signals (if required and easily accessible).</p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B08	I	2	A6-I-6.5.3.1(b)	<p>6.5.3.1 In addition to the equipment prescribed in 6.5.1 or 6.5.2 whichever is applicable, the following equipment shall be installed in all aeroplanes when used over routes on which the aeroplane may be over water and at more than a distance corresponding to 120 minutes at cruising speed or 740 km (400 NM), whichever is the lesser, away from land suitable for making an emergency landing in the case of aircraft operated in accordance with 5.2.9 or 5.2.10, and 30 minutes or 185 km (100 NM), whichever is the lesser, for all other aeroplanes:</p> <p>b) equipment for making the pyrotechnical distress signals described in Annex 2.;</p>	No equipment for making the pyrotechnical distress signals when required for long-range over water flights	B08-01	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B08	I	3	A8-III A-4.1.7	<p>Ch. 4.1.7 - Emergency landing provisions</p> <p>4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.</p> <p>4.1.7.3 The interior layout of the cabin and the position and number of emergency exits, including the means of locating and illuminating the escape paths and exits shall be such as to facilitate rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing.</p>	Insufficient number of serviceable slides/slide rafts	B08-02	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-V-6.3 A8-III B-6.3	<p>Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.</p>			
			A8-III B-8.4	<p>The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include:</p> <p>a) number of seats and seating configuration;</p> <p>b) number, location and size of exits;</p> <p>c) marking of exits and provision of instructions for use;</p> <p>d) likely blockages of exits;</p> <p>e) operation of exits; and</p> <p>f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.</p>			
B08	I	3	A6-I-6.5.3.1(a)	<p>6.5.3.1 In addition to the equipment prescribed in 6.5.1 or 6.5.2 whichever is applicable, the following equipment shall be installed in all aeroplanes when used over routes on which the aeroplane may be over water and at more</p>	Insufficient number of serviceable rafts and required for long-range over water flights	B08-03	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>than a distance corresponding to 120 minutes at cruising speed or 740 km (400 NM), whichever is the lesser, away from land suitable for making an emergency landing in the case of aircraft operated in accordance with 5.2.9 or 5.2.10, and 30 minutes or 185 km (100 NM), whichever is the lesser, for all other aeroplanes:</p> <p>a) life-saving rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in emergency, provided with such life-saving equipment including means of sustaining life as is appropriate to the flight to be undertaken;</p>			
B08	I	3	A6-I-6.17.8	Except as provided for in 6.17.9, from 1 July 2008, all aeroplanes authorized to carry more than 19 passengers shall be equipped with at least one automatic ELT or two ELTs of any type.	Insufficient number of compliant ELTs (outside MEL limits)	B08-04	Indicate the particulars of the situation observed
			A6-I-6.17.9	All aeroplanes authorized to carry more than 19 passengers for which the individual certificate of airworthiness is first issued after 1 July 2008 shall be equipped with at least two ELTs, one of which shall be automatic.			
			A6-I-6.17.10	Except as provided for in 6.17.11, from 1 July 2008, all aeroplanes authorized to carry 19 passengers or less shall be equipped with at least one ELT of any type.			
			A6-I-6.17.11	All aeroplanes authorized to carry 19 passengers or less for which the individual certificate of airworthiness is first issued after 1 July 2008 shall be equipped with at least one automatic ELT.			
B08	I	3	A6-I-6.17.12	ELT equipment carried to satisfy the requirements of 6.17.7, 6.17.8, 6.17.9, 6.17.10 and 6.17.11 shall operate in accordance with the relevant provisions of Annex 10, Volume III.	No ELT capable of simultaneously transmitting on 406 MHz and 121.5 MHz	B08-05	Indicate the particulars of the situation observed
			A10-III-Ch.2-5.1.4	From 1 January 2005, emergency locator transmitters shall operate on 406 MHz and 121.5 MHz simultaneously.			
B08	I	3	A6-I-6.17.8	Except as provided for in 6.17.9, from 1 July 2008, all aeroplanes authorized to carry more than 19 passengers shall be equipped with at least one automatic ELT or two ELTs of any type.	Portable ELT not at indicated location	B08-06	Indicate the particulars of the situation observed



## SAFA Ramp Inspection Procedures

### *Guidance material*

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A6-I-6.17.9	All aeroplanes authorized to carry more than 19 passengers for which the individual certificate of airworthiness is first issued after 1 July 2008 shall be equipped with at least two ELTs, one of which shall be automatic.			
			A6-I-6.17.10	Except as provided for in 6.17.11, from 1 July 2008, all aeroplanes authorized to carry 19 passengers or less shall be equipped with at least one ELT of any type.			
			A6-I-6.17.11	All aeroplanes authorized to carry 19 passengers or less for which the individual certificate of airworthiness is first issued after 1 July 2008 shall be equipped with at least one automatic ELT.			
			A6-I-6.17.12	ELT equipment carried to satisfy the requirements of 6.17.7, 6.17.8, 6.17.9, 6.17.10 and 6.17.11 shall operate in accordance with the relevant provisions of Annex 10, Volume III.			
			A8-IIIA-8.3 A8-V-6.3 A8-IIIB-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions																												
B09	Oxygen Supply	<p>Check if the PBE is at the indicated location and adequately marked with its operating instructions.</p> <p>Check cabin oxygen quantity (pressure gauge or electronic display) when stored oxygen is used.</p> <p>Check portable breathing equipment for serviceability and minimum number (against MEL).</p> <p>Check number / serviceability of oxygen dispensing units or oxygen masks (when possible).</p> <p><i>Note: if the oxygen masks and bottle fittings are not compatible, consider the oxygen mask as unserviceable.</i></p> <p><i>Note: inspectors should take into account that EU OPS 1.770 b.2(v) requires for aircraft not certified to operate above 25.000 ft. to carry sufficient oxygen supply for 10% of the passengers, whereas ICAO requires this for all passengers. All operators should be treated equally, therefore the lower EU OPS requirements should apply.</i></p> <p><i>Note: Approximate altitude in the Standard Atmosphere corresponding to the value of absolute pressure used in this text is as follows:</i></p> <table border="1"> <thead> <tr> <th colspan="4">Absolute pressure</th> <th rowspan="2">Metres</th> <th rowspan="2">Feet</th> </tr> <tr> <th>hPa/</th> <th>mBar</th> <th>mm Hg</th> <th>PSI</th> </tr> </thead> <tbody> <tr> <td>700</td> <td>700</td> <td>525.043178</td> <td>10.152642</td> <td>3 000</td> <td>10 000</td> </tr> <tr> <td>620</td> <td>620</td> <td>465.038243</td> <td>8.99234</td> <td>4 000</td> <td>13 000</td> </tr> <tr> <td>376</td> <td>376</td> <td>282.023193</td> <td>5.453419</td> <td>7 600</td> <td>25 000</td> </tr> </tbody> </table>	Absolute pressure				Metres	Feet	hPa/	mBar	mm Hg	PSI	700	700	525.043178	10.152642	3 000	10 000	620	620	465.038243	8.99234	4 000	13 000	376	376	282.023193	5.453419	7 600	25 000
Absolute pressure				Metres	Feet																									
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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B09	I	2	A6-I-4.3.8.1	A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 700 hPa shall not be commenced unless sufficient stored breathing oxygen is carried to supply: a) all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 700 hPa and 620 hPa; and b) the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 620 hPa.	Portable breathing equipment not at indicated location	B09-01	Indicate the particulars of the situation observed
			A6-I-6.7.1	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa in personnel compartments shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.1.			
			A8-III A-8.3 A8-V-6.3 A8-III B-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B09	I	2	A6-I-4.3.8.1	A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 700 hPa shall not be commenced unless sufficient stored breathing oxygen is carried to supply: a) all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 700 hPa and 620 hPa; and b) the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 620 hPa.	Oxygen equipment not readily accessible and required for the type of flight	B09-02	Indicate the particulars of the situation observed
			A6-I-6.7.1	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa in personnel compartments shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.1.			
			A8-III A-8.3 A8-V-6.3 A8-IIIB-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
B09	I	3	A6-I-6.7.5	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 376 hPa, or which, if operated at flight altitudes at which the atmospheric pressure is more than 376 hPa, cannot descend safely within four minutes to a flight altitude at which the atmospheric pressure is equal to 620 hPa and for which the individual certificate of airworthiness is first issued on or after 9 November 1998, shall be provided with automatically deployable oxygen equipment to satisfy the requirements of Annex 6 Part I Chapter 4.3.8.2. The total number of oxygen dispensing units shall exceed the number of passenger and cabin crew seats by at least 10 per cent.	Aeroplane not equipped with an automatic deployable oxygen system (individual CofA issued on or after 9 November 1998) and flight planned above FL 250	B09-03	
B09	I	3	A6-I-6.7.5	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 376 hPa, or which, if operated at flight altitudes at which the atmospheric pressure is more than 376 hPa, cannot descend safely within four minutes to a flight altitude at	Insufficient number of required serviceable automatic deployable oxygen dispensing units - individual CofA	B09-04	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				which the atmospheric pressure is equal to 620 hPa and for which the individual certificate of airworthiness is first issued on or after 9 November 1998, shall be provided with automatically deployable oxygen equipment to satisfy the requirements of Annex 6 Part I Chapter 4.3.8.2. The total number of oxygen dispensing units shall exceed the number of passenger and cabin crew seats by at least 10 per cent.	issued on or after 9 November 1998 (outside MEL limits)		
B09	I	2	A6-I-4.3.8.2	A flight to be operated with a pressurized aeroplane shall not be commenced unless a sufficient quantity of stored breathing oxygen is carried to supply all the crew members and passengers, as is appropriate to the circumstances of the flight being undertaken, in the event of loss of pressurization, for any period that the atmospheric pressure in any compartment occupied by them would be less than 700 hPa. In addition, when an aeroplane is operated at flight altitudes at which the atmospheric pressure is less than 376 hPa, or which, if operated at flight altitudes at which the atmospheric pressure is more than 376 hPa and cannot descend safely within four minutes to a flight altitude at which the atmospheric pressure is equal to 620 hPa, there shall be no less than a 10-minute supply for the occupants of the passenger compartment.	Oxygen equipment not adequately marked with its operating instructions	B09-05	Indicate the particulars of the situation observed
			A8-III A-8.3 A8-V-6.3 A8-IIIB-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A6-I-6.7.2	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa but which is provided with means of maintaining pressures greater than 700 hPa in personnel compartments shall be provided with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.2.			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B09	I	3	A6-I-4.3.8.1	A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 700 hPa shall not be commenced unless sufficient stored breathing oxygen is carried to supply: a) all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 700 hPa and 620 hPa; and b) the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 620 hPa.	Insufficient oxygen quantity and/or serviceable oxygen masks required for the type of flight	B09-06	Indicate the particulars of the situation observed
			A6-I-4.3.8.2	A flight to be operated with a pressurized aeroplane shall not be commenced unless a sufficient quantity of stored breathing oxygen is carried to supply all the crew members and passengers, as is appropriate to the circumstances of the flight being undertaken, in the event of loss of pressurization, for any period that the atmospheric pressure in any compartment occupied by them would be less than 700 hPa. In addition, when an aeroplane is operated at flight altitudes at which the atmospheric pressure is less than 376 hPa, or which, if operated at flight altitudes at which the atmospheric pressure is more than 376 hPa and cannot descend safely within four minutes to a flight altitude at which the atmospheric pressure is equal to 620 hPa, there shall be no less than a 10-minute supply for the occupants of the passenger compartment.			
			A8-IIIA-8.3 A8-V-6.3 A8-IIIB-6.3	Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.			
			A6-I-6.7.1	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa in personnel compartments shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.1.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A6-I-6.7.2	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa but which is provided with means of maintaining pressures greater than 700 hPa in personnel compartments shall be provided with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.2.			
B09	I	3	A6-I-4.3.8.1	A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 700 hPa shall not be commenced unless sufficient stored breathing oxygen is carried to supply: a) all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 700 hPa and 620 hPa; and b) the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 620 hPa.	Insufficient oxygen masks for all cabin crew and 10% of passengers (and required for the type of flight) (non-pressurized flight between FL 100 and FL 130, in excess of 30 min)	B09-07	Indicate the particulars of the situation observed
			A6-I-6.7.1	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa but which is provided with means of maintaining pressures greater than 700 hPa in personnel compartments shall be provided with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.2.			
B09	I	3	A6-I-6.7.5	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 376 hPa, or which, if operated at flight altitudes at which the atmospheric pressure is more than 376 hPa, cannot descend safely within four minutes to a flight altitude at which the atmospheric pressure is equal to 620 hPa and for which the individual certificate of airworthiness is first issued on or after 9 November 1998, shall be provided with automatically deployable oxygen equipment to satisfy the requirements of Annex 6 Part I Chapter 4.3.8.2. The total number of oxygen dispensing units shall exceed the number of passenger and cabin crew seats by at least 10 per cent.	Automatic oxygen deploying system unserviceable (damaged/taped drop-out panels) outside MEL limits	B09-08	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B09	I	3	A6-I-4.3.8.1	A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 700 hPa shall not be commenced unless sufficient stored breathing oxygen is carried to supply: a) all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 700 hPa and 620 hPa; and b) the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 620 hPa.	Oxygen dispensing equipment unserviceable (low pressure, clearly overdue, damaged) and not identified as such and required for the type of flight	B09-09	Indicate the particulars of the situation observed
			A6-I-6.7.1	An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 700 hPa but which is provided with means of maintaining pressures greater than 700 hPa in personnel compartments shall be provided with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies required in Annex 6 Part I Chapter 4.3.8.2.			
B09	I	3	A8-III A-4.1.7.1	Provisions shall be made in the design of the aeroplane to protect the occupants, in the event of an emergency landing, from fire and from the direct effects of deceleration forces as well as from injuries arising from the effect of deceleration forces on the aeroplane's interior equipment.	Oxygen bottles not correctly secured	B09-10	Indicate the particulars of the situation observed
			A8-III B-4.6.1	Provisions shall be made in the design of the aeroplane to protect the occupants, in the event of an emergency landing, from fire and from the direct effects of deceleration forces as well as from injuries arising from the effect of deceleration forces on the aeroplane's interior equipment.			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B10	Safety Instructions	<p><i>Note: ICAO requires that certain safety relevant information is conveyed to the passengers. The method used may be determined by the operator (ABC, oral briefing, video demonstration, or a combination of these methods). Therefore, briefing cards may not always be on board or may not always contain all relevant safety information, and this may not constitute a finding unless evidence is available that not all relevant information is conveyed.</i></p> <p>If ABCs are on board, check for their accuracy and that sufficient numbers are available. If no ABCs are on board, verify if the alternative method used conveys the required information. <i>Note: ABC = Aircraft Briefing Cards</i></p> <p>Check the serviceability of the Fasten seat belt and Return to seat (lavatories) signs. If unserviceable, check the associated provisions of the MEL.</p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B10	I	1	A6-I-4.2.12.1	An operator shall ensure that passengers are made familiar with the location and use of: a) seat belts; b) emergency exits; c) life jackets, if the carriage of life jackets is prescribed; d) oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and e) other emergency equipment provided for individual use, including passenger emergency briefing cards.	Insufficient Aircraft Briefing Cards for all passengers on board	B10-01	Indicate the particulars of the situation observed
			A6-I-6.2.2 (d)	An aeroplane shall be equipped with: d) means of ensuring that the following information and instructions are conveyed to passengers: 1) when seat belts are to be fastened; 2) when and how oxygen equipment is to be used if the carriage of oxygen is required; 3) restrictions on smoking; 4) location and use of life jackets or equivalent individual floatation devices where their carriage is required; and 5) location and method of opening emergency exits;			
B10	I	1	A6-I-4.2.12.1	An operator shall ensure that passengers are made familiar with the location and use of: a) seat belts; b) emergency exits;	Aircraft briefing cards in poor condition	B10-02	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>c) life jackets, if the carriage of life jackets is prescribed;  d) oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and  e) other emergency equipment provided for individual use, including passenger emergency briefing cards.</p>			
			A6-I-6.2.2 (d)	<p>An aeroplane shall be equipped with:  d) means of ensuring that the following information and instructions are conveyed to passengers:  1) when seat belts are to be fastened;  2) when and how oxygen equipment is to be used if the carriage of oxygen is required;  3) restrictions on smoking;  4) location and use of life jackets or equivalent individual floatation devices where their carriage is required; and  5) location and method of opening emergency exits;</p>			
B10	I	2	A6-I-4.2.12.1	<p>An operator shall ensure that passengers are made familiar with the location and use of:  a) seat belts;  b) emergency exits;  c) life jackets, if the carriage of life jackets is prescribed;  d) oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and  e) other emergency equipment provided for individual use, including passenger emergency briefing cards.</p>	Aircraft briefing cards contain inaccurate information	B10-03	Indicate the particulars of the situation observed
			A6-I-6.2.2 (d)	<p>An aeroplane shall be equipped with:  d) means of ensuring that the following information and instructions are conveyed to passengers:  1) when seat belts are to be fastened;  2) when and how oxygen equipment is to be used if the carriage of oxygen is required;  3) restrictions on smoking;  4) location and use of life jackets or equivalent individual floatation devices where their carriage is required; and  5) location and method of opening emergency exits;</p>			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B10	I	2	A6-I-4.2.12.1	An operator shall ensure that passengers are made familiar with the location and use of:  a) seat belts; b) emergency exits; c) life jackets, if the carriage of life jackets is prescribed; d) oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and e) other emergency equipment provided for individual use, including passenger emergency briefing cards.	'Fasten seat belt' sign(s) unserviceable	B10-04	Indicate the particulars of the situation observed
			A6-I-6.2.2 (d)	An aeroplane shall be equipped with: d) means of ensuring that the following information and instructions are conveyed to passengers: 1) when seat belts are to be fastened; 2) when and how oxygen equipment is to be used if the carriage of oxygen is required; 3) restrictions on smoking; 4) location and use of life jackets or equivalent individual floatation devices where their carriage is required; and 5) location and method of opening emergency exits;			
B10	I	3	A6-I-4.2.12.1	An operator shall ensure that passengers are made familiar with the location and use of:  a) seat belts; b) emergency exits; c) life jackets, if the carriage of life jackets is prescribed; d) oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and e) other emergency equipment provided for individual use, including passenger emergency briefing cards.	'Return to Seat' signs in lavatory unserviceable (outside MEL limits)	B10-05	Indicate the particulars of the situation observed
			A6-I-6.2.2 (d)	An aeroplane shall be equipped with: d) means of ensuring that the following information and instructions are conveyed to passengers: 1) when seat belts are to be fastened; 2) when and how oxygen equipment is to be used if the carriage of oxygen is required; 3) restrictions on smoking;			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				4) location and use of life jackets or equivalent individual floatation devices where their carriage is required; and 5) location and method of opening emergency exits;			
B10	I	3	A6-I-4.2.12.1	An operator shall ensure that passengers are made familiar with the location and use of: a) seat belts; b) emergency exits; c) life jackets, if the carriage of life jackets is prescribed; d) oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and e) other emergency equipment provided for individual use, including passenger emergency briefing cards.	No aircraft briefing cards on board and no other means to convey safety instructions to the passengers	B10-06	Indicate the particulars of the situation observed
			A6-I-6.2.2 (d)	An aeroplane shall be equipped with: d) means of ensuring that the following information and instructions are conveyed to passengers: 1) when seat belts are to be fastened; 2) when and how oxygen equipment is to be used if the carriage of oxygen is required; 3) restrictions on smoking; 4) location and use of life jackets or equivalent individual floatation devices where their carriage is required; and 5) location and method of opening emergency exits;			
B10	I	3	A6-I-4.2.12.1	An operator shall ensure that passengers are made familiar with the location and use of: a) seat belts; b) emergency exits; c) life jackets, if the carriage of life jackets is prescribed; d) oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and e) other emergency equipment provided for individual use, including passenger emergency briefing cards.	Aircraft briefing cards not for the correct aircraft type and/or configuration	B10-07	Indicate the particulars of the situation observed
			A6-I-6.2.2 (d)	An aeroplane shall be equipped with: d) means of ensuring that the following information and instructions are conveyed to passengers:			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<ol style="list-style-type: none"><li>1) when seat belts are to be fastened;</li><li>2) when and how oxygen equipment is to be used if the carriage of oxygen is required;</li><li>3) restrictions on smoking;</li><li>4) location and use of life jackets or equivalent individual floatation devices where their carriage is required; and</li><li>5) location and method of opening emergency exits;</li></ol>			



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Inspection Item	Inspections Item Title	Inspecting Instructions
B11	Cabin crew members	<p>Check if the cabin crew composition meets the minimum crew requirements (available in the Operations Manual).</p> <p>Check if the cabin crew members are familiar with the cabin emergency procedures and the location and/or operation of the emergency equipment.</p> <p>When refuelling with passengers on board, check if qualified personnel are at the required positions (in accordance with the operations manual). Furthermore check that a two way communication system with the ground crew is established.</p> <p>When circumstances dictate (e.g. aircraft undergoes significant delay) check whether the cabin crew members are in compliance with the flight and duty time rules contained within the Operations Manual.</p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B11	I	2	A6-I-12.1	An operator shall establish, to the satisfaction of the State of the Operator, the minimum number of cabin attendants required for each type of aeroplane, based on seating capacity or the number of passengers carried, in order to effect a safe and expeditious evacuation of the aeroplane, and the necessary functions to be performed in an emergency or a situation requiring emergency evacuation. The operator shall assign these functions for each type of aeroplane.	Cabin crew member(s) not familiar with the cabin emergency procedures	B11-01	Indicate the particulars of the situation observed
B11	I	2	A6-I-12.1	An operator shall establish, to the satisfaction of the State of the Operator, the minimum number of cabin attendants required for each type of aeroplane, based on seating capacity or the number of passengers carried, in order to effect a safe and expeditious evacuation of the aeroplane, and the necessary functions to be performed in an emergency or a situation requiring emergency evacuation. The operator shall assign these functions for each type of aeroplane.	Cabin crew not familiar with the location and/or operation of emergency equipment	B11-02	Indicate the particulars of the situation observed
B11	I	3	A6-I-12.1	An operator shall establish, to the satisfaction of the State of the Operator, the minimum number of cabin attendants required for each type of aeroplane, based on seating capacity or the number of passengers carried, in order to effect a safe and expeditious evacuation of the aeroplane, and the necessary functions to be performed in an emergency or a situation requiring emergency evacuation. The operator shall assign these functions for each type of aeroplane.	Insufficient number of cabin crew members	B11-03	Indicate the particulars of the situation observed
B11	I	3	A6-I-4.3.7	4.3.7.1 An aeroplane shall not be refuelled when	Qualified personnel not	B11-04	Indicate the particulars of the



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>passengers are embarking, on board or disembarking unless it is properly attended by qualified personnel ready to initiate and direct an evacuation of the aeroplane by most practical and expeditious means available.</p> <p>4.3.7.2 When refuelling with passengers embarking, on board or disembarking, two-way communication shall be maintained 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.</p>	at their required positions when refuelling with passengers on board		situation observed
B11	I	3	A6-I-4.3.7	<p>4.3.7.1 An aeroplane shall not be refuelled when passengers are embarking, on board or disembarking unless it is properly attended by qualified personnel ready to initiate and direct an evacuation of the aeroplane by most practical and expeditious means available.</p> <p>4.3.7.2 When refuelling with passengers embarking, on board or disembarking, two-way communication shall be maintained 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.</p>	No two-way communication established with the ground crew during refuelling with passengers on board	B11-05	Indicate the particulars of the situation observed
B11	I	3	A6-I-4.2.11.2	An operator shall formulate rules to limit flight time and flight duty periods and for the provision of adequate rest periods for all its crew members. These rules shall be in accordance with the regulations established by the State of the Operator, or approved by that State, and included in the operations manual.	Cabin Crew member not in compliance with the flight and duty time rules	B11-06	Describe the observed situation vs. the requirements in the OPS Manual



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## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B12	Access to emergency exits	<p>Check floor/carpets/panels condition.            Check if access to emergency exits impeded by baggage/seats/tables  <i>Note: Certain types of emergency exits may be oversized. Having seat rows next to such an exit, might not necessarily constitute a finding. As long as the remaining projected opening meets the minimum dimensions required for certification, no finding should be raised.</i>  <i>Note: The row of seats ahead an emergency exit must not recline, however the row adjacent to the exit (namely the 'exit row') might recline, provided that no further emergency exit is immediately behind.</i>  <i>Note: If the condition of the tray table latch is such that it fails to maintain the table in its upright position when it is subject to deceleration forces or shockloads, it should be raised as a finding. However, the categorisation depends on the location of the table concerned (adjacent to an emergency exit or not).</i>  <i>Note: Depending on the certification standards, certain aircraft types may have special table latches (one-way or recessed locks on tray table latches) near the emergency exits which should prevent inadvertent release of the tables during the evacuation of the aircraft. Only for those aircraft the absence of the special latches should be considered as a finding. Inspectors should therefore be particularly cautious while identifying such findings.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B12	I	3	A8-IIIA-4.1.7.2	<p>Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004.</p> <p>4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.</p>	Floor/carpet in poor condition affecting the rapid evacuation	B12-01	Indicate the particulars of the situation observed
			A8-IIIB-8.4	<p>Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include:</p> <ul style="list-style-type: none"> <li>a) number of seats and seating configuration;</li> <li>b) number, location and size of exits;</li> <li>c) marking of exits and provision of instructions for use;</li> <li>d) likely blockages of exits;</li> <li>e) operation of exits; and</li> <li>f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.</li> </ul>			



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B12	I	2	A8-III A-4.1.7.2	Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004.  4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	Damaged wall panel in the vicinity of emergency exit possibly obstructing the exit	B12-02	Indicate the particulars of the situation observed
			A8-III B-8.4	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: a) number of seats and seating configuration; b) number, location and size of exits; c) marking of exits and provision of instructions for use; d) likely blockages of exits; e) operation of exits; and  f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.			
B12	I	3	A8-III B-8.4(d)	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004.  The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include:  d) likely blockages of exits;	Tray table latches can be opened in the direction of evacuation (not recessed or special one-way lock)	B12-03	Indicate the particulars of the situation observed
B12	I	3	A8-III A-4.1.7.2	Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004.  4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	Access to emergency exits impeded by baggage or cargo	B12-04	Indicate the particulars of the situation observed



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
			A8-IIIB-8.4	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: a) number of seats and seating configuration; b) number, location and size of exits; c) marking of exits and provision of instructions for use; d) likely blockages of exits; e) operation of exits; and f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.			
B12	I	3	A8-IIIA-4.1.7.2	Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004.  4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	Access to emergency exits impeded by seats (total rows)	B12-05	Indicate the particulars of the situation observed
		A8-IIIB-8.4	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include:  a) number of seats and seating configuration; b) number, location and size of exits; c) marking of exits and provision of instructions for use; d) likely blockages of exits; e) operation of exits; and f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.				
B12	I	3	A8-IIIA-4.1.7.2	Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004.  4.1.7.2 Facilities shall be provided for the rapid evacuation	Cabin crew seat does not retract automatically impeding the access to emergency exit	B12-06	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.			
			A8-IIIB-8.4	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: a) number of seats and seating configuration; b) number, location and size of exits; c) marking of exits and provision of instructions for use; d) likely blockages of exits; e) operation of exits; and f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.			
B12	I	3	A8-IIIA-4.1.7.2	Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004. 4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	Access to emergency exits impeded by seats (oversized seat cushions)	B12-07	Indicate the particulars of the situation observed
			A8-IIIB-8.4	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: a) number of seats and seating configuration; b) number, location and size of exits; c) marking of exits and provision of instructions for use; d) likely blockages of exits; e) operation of exits; and f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.			
B12	I	3	A8-IIIA-4.1.7.2	Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004. 4.1.7.2 Facilities shall be provided for the rapid evacuation	Tray table locks can be opened in the direction of evacuation whilst certificated with special	B12-08	Indicate the particulars of the situation observed and the details on the certification provisions



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	locks		
			A8-IIIB-8.4	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: a) number of seats and seating configuration; b) number, location and size of exits; c) marking of exits and provision of instructions for use; d) likely blockages of exits; e) operation of exits; and f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.			
B12		1	A8-IIIA-4.1.7.2	Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004. 4.1.7.2 Facilities shall be provided for the rapid evacuation of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	Tray table locks fail to maintain the tables in upright position in case of deceleration, shocks (for seats not adjacent to emergency exits)	B12-09	Indicate the particulars of the situation observed
			A8-IIIB-8.4	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: a) number of seats and seating configuration; b) number, location and size of exits; c) marking of exits and provision of instructions for use; d) likely blockages of exits; e) operation of exits; and f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.			
B12		3	A8-IIIA-4.1.7.2	Aeroplanes over 5700 KG for which application for certification was submitted on or after 13 June 1960 but before 2 March 2004. 4.1.7.2 Facilities shall be provided for the rapid evacuation	Tray table locks fail to maintain the tables in upright position in case of deceleration, shocks	B12-10	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				of the aeroplane in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aeroplane.	(for seats adjacent to emergency exits)		
			A8-IIIB-8.4	Aeroplanes over 5700 KG for which application for certification was submitted on or after 2 March 2004. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: a) number of seats and seating configuration; b) number, location and size of exits; c) marking of exits and provision of instructions for use; d) likely blockages of exits; e) operation of exits; and f) positioning and weight of evacuation equipment at exits, e.g. slides and rafts.			



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## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
B13	Safety of passenger baggage	Check storage of baggage (including heavy and oversized baggage).

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B13	I	3	A6-I-4.8	The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.	Hard or heavy baggage stored in open hat-racks	B13-01	Indicate the particulars of the situation observed
B13	I	3	A6-I-4.8	The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.	Baggage stowed in unserviceable overhead bins (although marked as unserviceable)	B13-02	Indicate the particulars of the situation observed
B13	I	3	A6-I-4.8	The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.	Oversized baggage transported in the cabin not adequately secured	B13-03	Indicate the particulars of the situation observed
B13	I	3	A6-I-4.8	The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.	Baggage not stowed securely	B13-04	Indicate the particulars of the situation observed
B13	I	3	A6-I-4.8	The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.	Overhead bins loaded in excess of the placarded weight limitation	B13-05	Indicate the particulars of the situation observed



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## *Guidance material*

Inspection Item	Inspections Item Title	Inspecting Instructions
B14	Seat capacity	Check number of available seats.

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
B14	I	3	A6-I-6.2.2(c)(1)	An aeroplane shall be equipped with:  c) 1) a seat or berth for each person over an age to be determined by the State of the Operator.	Insufficient seats for all passengers on board	B14-01	Indicate the particulars of the situation observed
B14	I	3	A6-I-6.2.2(c)(1)	An aeroplane shall be equipped with:  c) 1) a seat or berth for each person over an age to be determined by the State of the Operator.	Seat(s)/baby berth(s) not certified to be installed on board of aircraft	B14-02	Indicate the particulars of the situation observed



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## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
C01	General external condition	<p>Check general condition of the airframe:</p> <ul style="list-style-type: none"> <li>• corrosion;</li> <li>• cleanliness (related to the ability to inspect the aircraft);</li> <li>• presence of ice, snow, frost;</li> <li>• legibility of markings.</li> </ul> <p><i>Note: Although missing underwing registrations are a non-compliance with international requirements, the safety relevance is considered low. Therefore, such non-compliance should be recorded as a General Remark (cat G) only.</i></p> <p><i>Note: markings may be in languages other than English.</i></p> <p><i>Note: ICAO does not require that break-in points need to be marked (however: if such markings are being used, they should be according to a certain format).</i></p> <p><i>Note: When inspecting markings and placards, inspectors should differentiate between those required by ICAO and those required only by the manufacturer.</i></p> <ul style="list-style-type: none"> <li>• Loose or missing fasteners and rivets</li> <li>• Presence and condition of the antennas</li> <li>• Presence and condition of the static dischargers</li> <li>• Condition and functionality of the exterior lights etc.</li> </ul> <p><i>Note: Before raising a finding, the inspector should make sure that the affected light(s) are required for the type of flight (according to the MEL). Unserviceable lights, not required for the type of flight, should be reported as a General Remark only.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C01	M	1			Markings and/or placards required by the manufacturer not applied or unreadable	C01-01	Indicate the particulars of the situation observed
C01	I	1	A8-IIIA-4.1.4 A8-IIIB-4.1.5 A8-V-4.1.5	The structure shall be protected against deterioration or loss of strength in service due to weathering, corrosion, abrasion or other causes, which could pass unnoticed, taking into account the maintenance the aeroplane will receive.	Aircraft very dirty affecting the ability to inspect it	C01-02	Indicate the particulars of the situation observed
C01	I	2	A6-I-6.2.4.1	If areas of the fuselage suitable for break-in by rescue crews in emergency are marked on an aeroplane such areas shall be marked as shown below (see figure following). The colour of the markings shall be red or yellow, and if necessary	Break-in point markings (if applied) faded or incorrectly marked	C01-03	Indicate the particulars of the situation observed



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				they shall be outlined in white to contrast with the background.			
C01	I	2	A8-III A-4.1.4 A8-III B-4.1.5 A8-V-4.1.5	The structure shall be protected against deterioration or loss of strength in service due to weathering, corrosion, abrasion or other causes, which could pass unnoticed, taking into account the maintenance the aeroplane will receive.	Paint damage with exposed composite	C01-04	Indicate the particulars of the situation observed
C01	I	2	A8-III A-4.1.4 A8-III B-4.1.5 A8-V-4.1.5	The structure shall be protected against deterioration or loss of strength in service due to weathering, corrosion, abrasion or other causes, which could pass unnoticed, taking into account the maintenance the aeroplane will receive.	Poor condition of de-icing system	C01-05	Indicate the particulars of the situation observed
C01	I	2	A8-III A-9.6.2 A8-III B-7.6.2 A8-V-7.6.2	Markings and placards or instructions shall be provided to give any information that is essential to the ground crew in order to preclude the possibility of mistakes in ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardize the safety of the aeroplane in subsequent flights.	Safety markings not applied or unreadable	C01-06	Indicate the particulars of the situation observed
C01	I	1	A8-III A-4.1.4 A8-III B-4.1.5 A8-V-4.1.5	The structure shall be protected against deterioration or loss of strength in service due to weathering, corrosion, abrasion or other causes, which could pass unnoticed, taking into account the maintenance the aeroplane will receive.	Minor corrosion	C01-07	Indicate the particulars of the situation observed
C01	I	2	A8-III A-4.1.4 A8-III B-4.1.5 A8-V-4.1.5	The structure shall be protected against deterioration or loss of strength in service due to weathering, corrosion, abrasion or other causes, which could pass unnoticed, taking into account the maintenance the aeroplane will receive.	Significant corrosion	C01-08	Indicate the particulars of the situation observed
C01	I	3	A6-I-6.10	All aeroplanes, when operated at night shall be equipped with: b) the lights required by Annex 2 for aircraft in flight or operating on the movement area of an aerodrome; c) two landing lights;	Aircraft lights unserviceable for night operations (outside MEL limits)	C01-09	Indicate the particulars of the situation observed
C01	M	2			Fasteners/rivets loose or missing outside limits, but dispatch allowed according to AMM/SRM, and not assessed nor recorded.	C01-10	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

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C01	M	3			Fasteners or rivets loose or missing outside SRM/AMM limits	C01-11	Indicate the particulars of the situation observed
C01	M	3			Static discharger(s) missing or damaged outside MEL/AMM/CDL limits	C01-12	Indicate the particulars of the situation observed
C01	M	3			Antenna(s) missing or damaged outside AMM/MEL/CDL limits	C01-13	Indicate the particulars of the situation observed
C01	I	3	A6-I-4.3.5.4	A flight to be planned or expected to operate in suspected or known ground icing conditions shall not take off unless the aeroplane has been inspected for icing and, if necessary, has been given appropriate de-icing/anti-icing treatment. Accumulation of ice or other naturally occurring contaminants shall be removed so that the aeroplane is kept in an airworthy condition prior to take-off.	No intentions to request appropriate de-icing treatment	C01-14	Indicate the particulars of the situation observed
C01	I	3	A6-I-4.3.5.4	A flight to be planned or expected to operate in suspected or known ground icing conditions shall not take off unless the aeroplane has been inspected for icing and, if necessary, has been given appropriate de-icing/anti-icing treatment. Accumulation of ice or other naturally occurring contaminants shall be removed so that the aeroplane is kept in an airworthy condition prior to take-off.	No appropriate de/anti-icing treatment with ground icing conditions	C01-15	Indicate the particulars of the situation observed
C01	M	3			Pressure port(s) damaged or contaminated	C01-16	Indicate the particulars of the situation observed
C01	M	3			Tail skid wear outside AMM limits	C01-17	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
C02	Doors and hatches	Check for: <ul style="list-style-type: none"> <li>• presence and condition of bonding wires;</li> <li>• door external markings, operation instructions;</li> </ul> <i>Note: only those doors which can be opened from the outside need external markings.</i> <ul style="list-style-type: none"> <li>• condition of doors, hatches and associated seals.</li> </ul>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C02	M	3			Bonding wires broken or missing (outside AMM limits)	C02-01	Indicate the particulars of the situation observed
C02	M	2			Door handle(s), lever(s), access panel(s) not flush	C02-02	Indicate the particulars of the situation observed
C02	I	2	A8-IIIA-9.6.2 A8-IIIB-7.6.2 A8-V-7.6.2	Markings and placards or instructions shall be provided to give any information that is essential to the ground crew in order to preclude the possibility of mistakes in ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardize the safety of the aeroplane in subsequent flights.	Door operation instructions missing or unclear	C02-03	Indicate the particulars of the situation observed
C02	M	3			Cargo door lock inspection glasses blind and no other mean to verify locking position(s)	C02-04	Indicate the particulars of the situation observed
C02	M	3			Door seal damaged outside AMM/CDL limits	C02-05	Indicate the particulars of the situation observed
C02	M	3			Door(s) unserviceable outside AMM/CDL limits	C02-06	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
C03	Flight controls	Check external Flight Controls. Check for hydraulic leakage. Check presence and condition of the static dischargers. Check presence and condition of bonding wires.

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C03	M	3			Bonding wires broken or missing (outside limits)	C03-01	Indicate the particulars of the situation observed
C03	M	3			Hydraulic leak outside limits	C03-02	Indicate the particulars of the situation observed
C03	M	3			Static discharger(s) missing (outside MEL/AMM/CDL limits)	C03-03	Indicate the particulars of the situation observed
C03	I	3	A8-II-3.5	Any failure to maintain an aircraft in an airworthy condition as defined by the appropriate airworthiness requirements shall render the aircraft ineligible for operation until the aircraft is restored to an airworthy condition.	Flight controls unserviceable	C03-04	Indicate the particulars of the situation observed
C03	M	3			Fasteners or rivets loose or missing outside AMM/SRM limits	C03-05	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

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Inspection Item	Inspections Item Title	Inspecting Instructions
C04	Wheels, tyres and brakes	<p>Inspect wheels and tyres for damage and wear.            When possible, check for correct tyre pressure.            Check the condition of the braking system.            Check the condition of the landing gear snubbers.  <i>Note: some aircraft manufacturers may approve a certain amount of flights with tires or brakes worn out or damaged beyond AMM limits.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C04	M	1			Brake wear indicator pin(s) missing (at least one pin remaining)	C04-01	Indicate the particulars of the situation observed
C04	M	1			Tyre inflation valve(s) cap missing	C04-02	Indicate the particulars of the situation observed
C04	M	1			Brake assembly bleed valve dust cap(s) missing	C04-03	Indicate the particulars of the situation observed
C04	M	2			Brake worn beyond limits but dispatch allowed according to AMM (not assessed nor recorded)	C04-04	Indicate the particulars of the situation observed
C04	M	2			Tyre(s) worn beyond limits but dispatch allowed according to AMM (not assessed nor recorded)	C04-05	Indicate the particulars of the situation observed
C04	M	3			Brake(s) unserviceable and not recorded	C04-06	Indicate the particulars of the situation observed
C04	M	3			Damaged or missing parts outside limits (i.e. bolts, heat sensors)	C04-07	Indicate the particulars of the situation observed
C04	M	3			Leaking hydraulic braking system (outside limits)	C04-08	Indicate the particulars of the situation observed
C04	M	3			Nose landing gear wheel snubbers worn outside limits	C04-09	Indicate the particulars of the situation observed
C04	M	3			Tyre pressure obviously outside limits	C04-10	Indicate the particulars of the situation observed
C04	M	3			Tyre(s) unserviceable (worn or damaged) and not recorded	C04-11	Indicate the particulars of the situation observed
C04	M	3			Rim damaged outside of limits	C04-12	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
C05	Undercarriage, skids/floats	<p>Check presence and condition of the water/debris deflectors (if required to be installed).            Check skids/floats for obvious damages.            Check for presence and legibility of inspection markings/placards.  <i>Note: When inspecting markings and placards, inspectors should differentiate between those required by ICAO and those required only by the manufacturer. Check for condition, lubrication, corrosion, leaks, damage and inappropriate strut extension.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C05	M	1			Markings and/or placards required by the manufacturer not applied or unreadable	C05-01	Indicate the particulars of the situation observed
C05	M	1			Safety lock pin(s) missing or defective	C05-02	Indicate the particulars of the situation observed
C05	M	1			Undercarriage dirty affecting the ability to inspect it and detect potential leakages	C05-03	Indicate the particulars of the situation observed
C04	M	1			Gear strut valve cap(s) missing	C05-04	Indicate the particulars of the situation observed
C05	M	3			Water/debris deflectors damaged or missing outside AMM/CDL	C05-05	Indicate the particulars of the situation observed
C05	M	2			Lines, hoses electrical wiring chafed	C05-06	Indicate the particulars of the situation observed
C05	I	2	A8-IIIA-9.6.2 A8-IIIB-7.6.2 A8-V-7.6.2	Markings and placards or instructions shall be provided to give any information that is essential to the ground crew in order to preclude the possibility of mistakes in the ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardize the safety of the aeroplane in subsequent flights	Safety markings not applied or unreadable	C05-07	Indicate what marking were missing/unreadable, including the appropriate AMM/SRM reference
C05	M	2			Significant signs of corrosion	C05-08	Indicate the particulars of the situation observed
C05	M	3			Seepage/leakage outside limits	C05-09	Indicate the particulars of the situation observed
C05	M	3			Strut pressure outside limit	C05-10	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

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Inspection Item	Inspections Item Title	Inspecting Instructions
C06	Wheel well	<p>Check for lubrication, leakage &amp; corrosion.</p> <p>Check for lubrication, leakage &amp; corrosion and wear on door fittings and hinges.</p> <p>Check for presence and condition of bonding wires.</p> <p>Check for cleanliness and damage.</p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C06	M	1			Wheel well dirty affecting the ability to inspect it	C06-01	
C06	M	3			Landing gear door(s) damaged outside SRM limits	C06-02	Indicate the particulars of the situation observed
C06	M	2			Obvious lack of lubrication of hinge(s), actuator(s)	C06-03	Indicate the particulars of the situation observed
C06	M	3			Bonding wires broken or missing (outside limits)	C06-04	Indicate the particulars of the situation observed
C06	M	3			Significant signs of corrosion	C06-05	Indicate the particulars of the situation observed
C06	M	3			Landing gear emergency spring lock(s) broken/unserviceable	C06-06	Indicate the particulars of the situation observed
C06	M	3			Seepage/leakage outside limits	C06-07	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
C07	Powerplant and pylon	<p>Check for:</p> <ul style="list-style-type: none"> <li>• dents and loose/missing fasteners;</li> <li>• LPT/LPC blades (where visible), obvious damage to sensors;</li> <li>• cracks;</li> <li>• panels are aligned and handles are flushed;</li> <li>• unusual damage and leaks;</li> <li>• the condition of the thrust reverser;</li> <li>• the condition of the Intake acoustic liners;</li> <li>• presence and legibility of the markings and placards.</li> </ul> <p><i>Note: When inspecting markings and placards, inspectors should differentiate between those required by ICAO and those required only by the manufacturer.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C07	M	1			Markings and/or placards required by the manufacturer not applied or unreadable	C07-01	Indicate the particulars of the situation observed
C07	I	2	A8-III A-9.6.2 A8-III B-7.6.2 A8-V-7.6.2	Markings and placards or instructions shall be provided to give any information that is essential to the ground crew in order to preclude the possibility of mistakes in the ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardize the safety of the aeroplane in subsequent flights	Safety markings not applied or unreadable	C07-02	Indicate what marking were missing/unreadable, including the appropriate AMM/SRM reference
C07	M	2			Significant damage in the intake and exhaust area	C07-03	Indicate the particulars of the situation observed
C07	M	3			Damage (dents, nicks, cracks) outside limits	C07-04	Indicate the particulars of the situation observed
C07	M	3			Intake acoustic liners damaged outside AMM limits	C07-05	Indicate the particulars of the situation observed
C07	M	3			Leakage (oil, fuel, hydraulics) outside AMM limits	C07-06	Indicate the particulars of the situation observed
C07	M	3			Panels/fairings/cowlings/handles misaligned or not flush outside AMM limits	C07-07	Indicate the particulars of the situation observed
C07	M	3			Screws/rivets loose or missing, outside limits	C07-08	Indicate the particulars of the situation observed
C07	M	3		Leak	Thrust reverser/blocker doors not fully stowed	C07-09	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

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Inspection Item	Inspections Item Title	Inspecting Instructions
C08	Fan blades	Check for FOD damage, cracks, cuts, corrosion, erosion, etc. .

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C08	M	3			Fan blade(s) damaged beyond AMM limit	C08-01	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
C09	Propellers, rotors (main/tail)	Check for corrosion, looseness of blades in hub, stone damage, etc. . Check the de-ice boots for damage (where fitted).

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C09	M	3			Propeller de-icing system unserviceable (outside MEL/AMM limits)	C09-01	Indicate the particulars of the situation observed
C09	M	3			Propeller(s) damaged beyond AMM limits	C09-02	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
C10	Obvious repairs	Check for repairs of unusual design or poorly performed. <i>Note: There is no obligation to keep information on board regarding temporary repairs (e.g. on the dent &amp; buckle chart). However, the PIC has to have the knowledge of the status of the temporary repairs in order to be satisfied that the aeroplane remains airworthy.</i>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C10	I	2	A6-I-4.3.1(a)	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: a) the aeroplane is airworthy;	No information about temporary repairs	C10-01	Indicate the particulars of the situation observed
C10	M	2			Previous repair in poor condition	C10-02	Indicate the particulars of the situation observed
C10	M	3			Repairs obviously not carried out in accordance with the applicable AMM/SRM	C10-03	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
C11	Obvious unrepaired damage	Check for un-assessed and un-recorded damage including corrosion, lightning strike damage, bird strikes etc. . Check that any damage is observed, assessed, and possibly recorded on a damage chart/buckle & dent chart.

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C11	M	3			Structural damage affecting the airworthiness of the aircraft	C11-01	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
C12	Leakage	Check for fuel leaks, hydraulic leaks and (if applicable) toilet liquid leaks (blue ice). <i>Note: Leakages identified when inspecting C03, C04, C05, C06 and C07 should be reported as findings under those inspection items.</i>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
C12	M	3			Leakage outside limits	C12-01	Indicate the particulars of the situation observed
C12	M	3			Servicing doors/panels, drains blocked by ice or other debris	C12-02	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
D01	General condition of cargo compartment	Check the general condition of cargo compartment. Check lighting, fire protection, detection & extinguishing system (if appropriate). Check side wall and overhead (blow-out) panels, smoke detectors, smoke barrier/curtain. Check the presence and condition of cargo barrier/dividing nets.

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
D01	M	1			Minor defects with limited effect on safety	D01-01	Indicate the particulars of the situation observed
D01	I	2	A8-III A-1.4, A8-III B-1.3  A8-III A-1.5, A8-III B-1.4	Under all anticipated operating conditions, the aeroplane shall not possess any feature or characteristic that renders it unsafe.  1.5.1 Compliance with the appropriate airworthiness requirements shall be based on evidence either from tests, calculations, or calculations based on tests, provided that in each case the accuracy achieved will ensure a level of airworthiness equal to that which would be achieved were direct tests conducted. 1.5.2 The tests of 1.5.1 shall be such as to provide reasonable assurance that the aeroplane, its components and equipment are reliable and function correctly under the anticipated operating conditions.	Equipment installations obviously not in compliance with Annex 8, Part III A/B, Chapter 4	D01-02	Indicate the particulars of the situation observed
D01	I	2	A8-III A-9.6.2 A8-III B-7.6.2 A8-V-7.6.2	Markings and placards or instructions shall be provided to give any information that is essential to the ground crew in order to preclude the possibility of mistakes in ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardize the safety of the aeroplane in subsequent flights.	Safety markings not applied or unreadable	D01-03	Indicate the particulars of the situation observed
D01	M	3			Cargo bay smoke detection test fail or outside MEL limits	D01-04	Indicate the particulars of the situation observed
D01	I	3	A8-II-3.5	Any failure to maintain an aircraft in an airworthy condition as defined by the appropriate	Blow-out panels pushed, damaged or missing (outside AMM/MEL	D01-05	Indicate the particulars of the



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				airworthiness requirements shall render the aircraft ineligible for operation until the aircraft is restored to an airworthy condition	limits)		situation observed
D01	M	3			Damage to panelling and/or lining outside limits	D01-06	Indicate the particulars of the situation observed
D01	I	3	A8-II-3.5	Any failure to maintain an aircraft in an airworthy condition as defined by the appropriate airworthiness requirements shall render the aircraft ineligible for operation until the aircraft is restored to an airworthy condition	Unserviceable fire extinguishing system and the affected cargo compartment is used	D01-07	Indicate the particulars of the situation observed
D01	M	3			Floor locks unserviceable outside MEL limits (with cargo)	D01-08	Indicate the particulars of the situation observed
D01	M	3			No or unserviceable required barrier net	D01-09	Indicate the particulars of the situation observed
D01	I	3	A8-II-3.5	Any failure to maintain an aircraft in an airworthy condition as defined by the appropriate airworthiness requirements shall render the aircraft ineligible for operation until the aircraft is restored to an airworthy condition	No smoke barrier/curtain (if applicable)	D01-10	Indicate the particulars of the situation observed
D01	I	3	A8-II-3.5	Any failure to maintain an aircraft in an airworthy condition as defined by the appropriate airworthiness requirements shall render the aircraft ineligible for operation until the aircraft is restored to an airworthy condition	Structural or floor damage outside AMM/SRM limits	D01-11	Indicate the particulars of the situation observed
D01	I	3	A8-IIIA-4.1.6.(g)	Fire suppression. For aeroplanes for which the application for certification was submitted on or after 12 March 2000, cargo compartment fire suppression systems, including their extinguishing agents, shall be designed so as to take into account a sudden and extensive fire such as could be caused by an explosive or incendiary device or dangerous goods.	Cargo compartment (s) not equipped with fire suppression systems	D01-12	Indicate the particulars of the situation observed
			A8-IIIB-4.2 (g)	1) each cargo compartment accessible to a crew member in a passenger-carrying aeroplane shall be equipped with a fire suppression system;			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				2) each cargo compartment not accessible to a crew member shall be equipped with a built-in fire detection system and a built-in fire starvation or suppression system; and 3) cargo compartment fire suppression systems, including their extinguishing agents, shall be designed so as to take into account a sudden and extensive fire such as could be caused by an explosive or incendiary device or dangerous goods.			
D01	M	3			Cargo compartment lighting damaged outside AMM/MEL limits	D01-13	Indicate the particulars of the situation observed



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Inspection Item	Inspections Item Title	Inspecting Instructions
D02	Dangerous Goods	<p>If dangerous good are on board, check that the pilot has received appropriate notification.</p> <p>Check that the OPS Manual includes relevant information as required by ICAO Annex 18 (The Safe Transport of Dangerous Goods by Air).</p> <p><i>Note: if a finding is raised on this point, report it under A04 – Manuals.</i></p> <p>Check that Technical Instructions as per ICAO Doc. 9284 are applied. The following subjects, in particular, could be checked to assess the compliance with the ICAO Doc 9284: stowage, packaging, labelling, securing, and segregation.</p> <p>Check that Dangerous Goods are stowed, packaged and labelled in accordance with the Technical Instructions (ICAO Doc. 9284).</p> <p>Check that any DG contamination has been removed.</p> <p>If the Transportation of DG is not in compliance with the Ops Spec, report it under A10.</p> <p>Check, when required, the crew access to the cargo area in case of transportation of CAO goods.</p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
D02	1	2	A18-9.1	The operator of an aircraft in which dangerous goods are to be carried shall provide the pilot-in-command as early as practicable before departure of the aircraft with written information as specified in the Technical Instructions.	Incorrect or incomplete information in NOTOC, not concerning CAO packages	D02-01	Indicate the particulars of the situation observed
D02	1	3	A18-9.1	The operator of an aircraft in which dangerous goods are to be carried shall provide the pilot-in-command as early as practicable before departure of the aircraft with written information as specified in the Technical Instructions.	Incorrect or incomplete information in NOTOC, concerning CAO packages	D02-02	Indicate the particulars of the situation observed
D02	1	3	A18-8.9	Packages of dangerous goods bearing the "Cargo aircraft only" label shall be loaded in accordance with the provisions in the Technical Instructions.	CAO-cargo (Cargo Aircraft Only) carried on passenger flights	D02-03	Indicate the particulars of the situation observed
D02	1	3	A18-8.4	<p>8.4.1 Packages and overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for evidence of leakage or damage before loading on an aircraft or into a unit load device. Leaking or damaged packages, overpacks or freight containers shall not be loaded on an aircraft.</p> <p>8.4.2 A unit load device shall not be loaded aboard an aircraft unless the device has been</p>	Damaged and/or leaking packages/overpacks containing DG	D02-04	Indicate the particulars of the situation observed



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>inspected and found free from any evidence of leakage from, or damage to, any dangerous goods contained therein.</p> <p>8.4.3 Where any package of dangerous goods loaded on an aircraft appears to be damaged or leaking, the operator shall remove such package from the aircraft, or arrange for its removal by an appropriate authority or organization, and thereafter shall ensure that the remainder of the consignment is in a proper condition for transport by air and that no other package has been contaminated.</p> <p>8.4.4 Packages or overpacks containing dangerous goods and freight containers containing radioactive materials shall be inspected for signs of damage or leakage upon unloading from the aircraft or unit load device. If evidence of damage or leakage is found, the area where the dangerous goods or unit load device were stowed on the aircraft shall be inspected for damage or contamination.</p>			
D02	I	3	A18-8.8	When dangerous goods subject to the provisions contained herein are loaded in an aircraft, the operator shall protect the dangerous goods from being damaged, and shall secure such goods in the aircraft in such a manner that will prevent any movement in flight which would change the orientation of the packages. For packages containing radioactive materials, the securing shall be adequate to ensure that the separation requirements of 8.7.3 are met at all times	Dangerous Goods not correctly loaded and/or secured	D02-05	Indicate the particulars of the situation observed
D02	I	3	A18-8.1	<p>An operator shall not accept dangerous goods for transport by air:</p> <p>a) unless the dangerous goods are accompanied by a completed dangerous goods transport document, except where the Technical Instructions indicate that such a document is not required; and</p>	DG label incorrect or missing	D02-06	Indicate the particulars of the situation observed



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				b) until the package, overpack or freight container containing the dangerous goods has been inspected in accordance with the acceptance procedures contained in the Technical Instructions.			
D02	1	2	DOC 9284 (Part 7)	<ul style="list-style-type: none"> <li>• 2.7.1 Each unit load device containing dangerous goods which require a class hazard label must clearly display on its exterior an indication that dangerous goods are contained within the unit load device, unless those hazard class labels are themselves visible.</li> <li>• 2.7.2 This indication must be provided by attaching to the unit load device an identification tag having a border of prominent red hatchings on both sides and the minimum dimensions of 148mmx 210 mm. The primary and subsidiary hazard class(es) or division(s) numbers of such dangerous goods must be clearly marked on this tag.</li> <li>• 2.7.3 If the unit load device contains packages bearing "Cargo aircraft only" label, either that label must be visible or the tag must indicate that the unit load device can only be loaded on a cargo aircraft.</li> <li>• 2.7.4 The tag must be removed from the unit load device immediately after the dangerous goods have been unloaded.</li> </ul>	Required identification tag not properly filled in or partly invisible (no CAO packages inside)	D02-07	Indicate the particulars of the situation observed
D02	1	3	DOC 9284 (Part 7)	<ul style="list-style-type: none"> <li>• 2.7.1 Each unit load device containing dangerous goods which require a class hazard label must clearly display on its exterior an indication that dangerous goods are contained within the unit load device, unless those hazard class labels are themselves visible.</li> <li>• 2.7.2 This indication must be provided by attaching to the unit load device an identification tag having a border of prominent red hatchings on both sides and the minimum dimensions of 148mmx 210 mm. The primary and subsidiary</li> </ul>	Required identification tag missing (CAO packages inside)	D02-08	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				<p>hazard class(es) or division(s) numbers of such dangerous goods must be clearly marked on this tag.</p> <ul style="list-style-type: none"> <li>• 2.7.3 If the unit load device contains packages bearing "Cargo aircraft only" label, either that label must be visible or the tag must indicate that the unit load device can only be loaded on a cargo aircraft.</li> <li>• 2.7.4 The tag must be removed from the unit load device immediately after the dangerous goods have been unloaded.</li> </ul>			
D02	I	3	DOC 9284 (Part 3)	<p>4.1.1 Limited quantities of dangerous goods may only be carried in accordance with the limitations and provisions of this chapter and must meet all the applicable requirements of the Technical Instructions unless otherwise provided for below.</p> <p>4.1.3 The limitations and provisions of this chapter for the transport of dangerous goods in limited quantities apply equally to both passenger and cargo aircraft.</p> <p>4.3.1 The net quantity per package must not exceed the quantity specified in column 11 of Table 3-1 against the packing instruction number identified by the prefix letter "Y" in column 10.</p> <p>4.3.2 The gross mass per package must not exceed 30 kg.</p> <p>5.1.2 Dangerous goods which may be carried as excepted quantities in accordance with this chapter are shown in column 9 of the dangerous goods list by means of an alphanumeric code as indicated in Table 3-3 (...)</p>	Dangerous goods carried as limited quantities or excepted quantities but limits exceeded	D02-09	Indicate the particulars of the situation observed
D02	I	3	A18-5.1	Dangerous goods shall be packed in accordance with the provisions of this chapter and as provided for in the Technical Instructions.	Dangerous goods not packed in accordance with proper packing instructions	D02-10	Indicate the particulars of the situation observed
			DOC 9284 (Part 4)	1.1.1 Dangerous goods must be packed in good quality packagings, which must be strong enough to withstand the shocks and loadings normally encountered during transport, including			



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				removal from a pallet, unit load device or overpack for subsequent manual or mechanical handling. Packagings must be constructed and closed so as to prevent any loss of contents when prepared for transport, which may be caused under normal conditions of transport, by vibration, or by changes in temperature, humidity or pressure (resulting from altitude, for example). Packagings (including inner packagings and receptacles) must be closed in accordance with the information provided by the manufacturer. No dangerous residue must adhere to the outside of packages during transport. These provisions apply, as appropriate, to new, reused, reconditioned or re-manufactured packagings.			
D02	I	3	A18-8.3	Packages and overpacks containing dangerous goods and freight containers containing radioactive materials shall be loaded and stowed on an aircraft in accordance with the provisions of the Technical Instructions.	DG not stowed and/or separated in accordance with the Technical Instructions	D02-11	Indicate the particulars of the situation observed
			A18-8.7	8.7.1 Packages containing dangerous goods which might react dangerously one with another shall not be stowed on an aircraft next to each other or in a position that would allow interaction between them in the event of leakage. 8.7.2 Packages of toxic and infectious substances shall be stowed on an aircraft in accordance with the provisions of the Technical Instructions. 8.7.3 Packages of radioactive materials shall be stowed on an aircraft so that they are separated from persons, live animals and undeveloped film, in accordance with the provisions in the Technical Instructions.			
D02	I	3	A18-8.6	8.6.1 Any hazardous contamination found on an aircraft as a result of leakage or damage to dangerous goods shall be removed without delay. 8.6.2 An aircraft which has been contaminated	Hazardous and/or radioactive contamination not removed	D02-12	Indicate the particulars of the situation observed



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				by radioactive materials shall immediately be taken out of service and not returned to service until the radiation level at any accessible surface and the non-fixed contamination are not more than the values specified in the Technical Instructions.			
D02	I	3	A18-9.1	The operator of an aircraft in which dangerous goods are to be carried shall provide the pilot-in-command as early as practicable before departure of the aircraft with written information as specified in the Technical Instructions.	Required NOTOC missing	D02-13	Indicate the particulars of the situation observed
D02	I	3	A18-8.5	Dangerous goods shall not be carried in an aircraft cabin occupied by passengers or on the flight deck of an aircraft, except in circumstances permitted by the provisions of the Technical Instructions.	DG carried in the cabin or on the flight deck not permitted by the provisions of the technical instructions	D02-14	Indicate the particulars of the situation observed
D02	I	3	A18-8.9	Packages of dangerous goods bearing the "Cargo aircraft only" label shall be loaded in accordance with the provisions in the Technical Instructions.	No access to DG packages labelled "Cargo aircraft only" where required	D02-15	Indicate the particulars of the situation observed
D02	I	3	A18-4.2	The dangerous goods described hereunder shall be forbidden on aircraft unless exempted by the States concerned under the provisions of 2.1 or unless the provisions of the Technical Instructions indicate they may be transported under an approval granted by the State of Origin: a) dangerous goods that are identified in the Technical Instructions as being forbidden for transport in normal circumstances; and b) infected live animals.	Transport of forbidden dangerous goods	D02-16	Indicate the particulars of the situation observed
			A18-4.3	Articles and substances that are specifically identified by name or by generic description in the Technical Instructions as being forbidden for transport by air under any circumstances shall not be carried on any aircraft.			
D02	I	3	A18-8.1(a)	An operator shall not accept dangerous goods for transport by air: a) unless the dangerous goods are	Dangerous goods not accompanied by shipper's declaration when so required	D02-17	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				accompanied by a completed dangerous goods transport document, except where the Technical Instructions indicate that such a document is not required;			



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
D03	Safety of cargo on board	<p>Check that loads are properly distributed (floor limits, height limits, pallets and containers maximum gross weight).  <i>Note: Not all aircraft have load height restrictions.</i>            Check that flight/fly-away kit and spare wheels are correctly secured.            Check that cargo is correctly secured.            Check the condition of cargo containers, pallets, lock assemblies and lashing nets.            Check the condition of the cargo compartment dividing nets.  <i>Note: Although in most cases cargo is restrained using cargo nets, in certain cases aircraft have been certified without such nets and the restraining of the cargo is achieved by the containment in the compartment itself (e.g. cargo bulkhead compartment of regional turboprops). If the type certification does not prescribe the presence of nets, their absence should not constitute a finding.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
D03	I	1	A6-I-4.3.1e	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: e) any load carried is properly distributed and safely secured	Minor damage to lashing, tie-down equipment, pallets, lock assemblies and/or containers	D03-01	Indicate the particulars of the situation observed
D03	I	2	A6-I-4.3.1e	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: e) any load carried is properly distributed and safely secured	Incomplete equipment like lashing, tie-down equipment, pallets, lock assemblies and/or containers	D03-02	Indicate the particulars of the situation observed
D03	I	3	A6-I-4.3.1e	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: e) any load carried is properly distributed and safely secured	Cargo Area not used in accordance with classification	D03-03	Indicate the particulars of the situation observed
D03	I	3	A6-I-4.3.1e	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: e) any load carried is properly distributed and safely secured	Cargo not correctly secured and restrained in all directions	D03-04	Indicate the particulars of the situation observed
D03	I	3	A6-I-4.3.1e	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: e) any load carried is properly distributed and safely secured	Major damage to lashing, tie-down equipment, pallets, lock assemblies and/or containers affecting the structural integrity and	D03-05	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
					their intended function		
D03	I	3	A6-I-4.3.1e	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: e) any load carried is properly distributed and safely secured	Dividing net or protection net damaged beyond AMM limits	D03-06	Indicate the particulars of the situation observed
D03	I	3	A6-I-4.3.1e	A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: e) any load carried is properly distributed and safely secured	Load distribution/load limit (floor and/or height) exceeded	D03-07	Indicate the particulars of the situation observed



# SAFA Ramp Inspection Procedures

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Inspection Item	Inspections Item Title			Inspecting Instructions		
E01	General			Check (if appropriate) for any general item which may have a direct relation with the safety of the aircraft or its occupants.		
Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	Instructions for completing the detailed description
E01						



## Appendix 2 Instructions for the completion of the SAFA Ramp inspection report

(Appendix 1 to the Commission Directive 2008/49/EC)

### General instructions:

- If any airport code, operator code or aircraft type is missing, do not use temporary codes or existing but incorrect Codes. Contact the SAFA coordination department of the Agency and the requested code will be added after verification.
- In the column "Checked" of the checklist, only mark those items which are inspected. Be careful not to mark e.g. C09 (propellers) on aircraft with jet engines.
- In the column "remark" those items should be marked where there is either a finding or a (cat G) remark.

Please find below detailed instructions for each information field to be completed by the inspector:

- No.:** Report identification number generated by the centralised database, consisting of:
- Identification of the NAA (8 digits maximum e.g. DGAC-F or CAA-UK);
  - Year (4 digits e.g. 2001);
  - Sequence number (4 digits maximum, starts at 1 every year).
- Source:** "RI" (the same report was used for the "standard report").
- Date:** Date of the inspection (format: DD-MM-YYYY).
- Place:** Place of the inspection:
- use the 4 digit coding from ICAO Doc. 7910 or/and the locations full name);
  - If the location does not have an ICAO indicator, use ZZZZ and specify in the "Additional information box" the location.
- Local Time:** Local time when the inspection started (format: 17:45).
- Operator:** Operators identification:
- Use the 3 digit ICAO coding from ICAO Doc. 8585 and/or the operator's full name);
  - If the operator does not have an ICAO code yet, the Agency will allocate a temporary code;
  - The above identification procedure applies also for a private flight, unless the aircraft is not listed in the AOC of an actual operator and is actually used as a privately owned aircraft (not "an airline owned"): in such a case only, use ZZZ, indicate on the type of flight that it was a general aviation flight, ICAO Annex 6, Part II, and specify (if necessary) in the "Additional comment box" further details (e.g. the name of the operator/private pilot). The State of operator (registry) has to be selected manually.
- AOC number:** The number as shown on the AOC.
- State:** State of the Operator:
- Use the 1 or 2 digit coding from the ICAO Doc. 7910 and/or the State's full name).



# SAFA Ramp Inspection Procedures

## Guidance material

Type of operation:	The type of operation (Part I, II, III as defined by ICAO Annex 6, or national operations).
Route from/ Route to:	Airport of departure (for the inbound flight)/destination (for the outbound flight): <ul style="list-style-type: none"><li>• use the 4 digit coding from ICAO Doc. 7910 or/and the locations full name);</li><li>• If the location does not have an ICAO indicator, use ZZZZ and specify in the "Additional information box" the location;</li><li>• If the aerodrome code is not yet in the database, ask the agency to include the appropriate code.</li></ul>
Flight Number:	Flight numbers assigned to the inbound/outbound flight.
Chartered by Operator:	The identification of the operator who chartered this flight: <ul style="list-style-type: none"><li>• Use the same identification method as for the operator;</li><li>• if not applicable, state NR (not relevant).</li></ul>
Aircraft Type Registration marks	Use the 3 or 4 digit coding from the ICAO Doc. 8643. The registration marks of the aircraft: <ul style="list-style-type: none"><li>• Pay attention to the correct position of the "dash" (-).</li></ul>
Aircraft configuration: Construction number:	Configuration of the aircraft (Pax, Freight or Combi). The construction number as shown on the official documents.
State of licensing:	The State which issued the flight crew licences: <ul style="list-style-type: none"><li>• use the 1 or 2 digit coding from the ICAO Doc. 7910 and/or the State's full name;</li><li>• In case the State of Registry of the aircraft is different from the State of licensing, the "Additional comment box" should be used to record if a validation has been issued.</li></ul>
2nd State of licensing:	In cases where the flight crew members are licensed by different States, the second State shall be recorded here: <ul style="list-style-type: none"><li>• In case of more than 2 States, use the "Additional comments box".</li></ul>
Where during the SAFA Ramp Inspection some findings were established, specify:	
Code:	Item code reference (e.g. B06 for Seat belts, C06 for wheel well)
Std:	Standard against which the observation was made (one digit): <ul style="list-style-type: none"><li>• I for ICAO standard,</li><li>• N for national standard,</li><li>• M for manufacturer's standard,</li><li>• O for others.</li></ul>
Ref	The reference to the used standard (e.g. A6-I-4.3.1 for Annex 6 part 1 article 4.3.1, AMM 32-05-01 for the Aircraft maintenance manual chapter 32-05-01, CC29 for Chicago Convention, article 29)
Cat	Category of the remark: <ul style="list-style-type: none"><li>• 1, 2 or 3 if it is a finding;</li><li>• G if the remark only is a general remark, not a finding.</li></ul>
Finding	Description of the finding: <ul style="list-style-type: none"><li>• If a PDF is used, the text cannot be amended in the database. Further details can be entered in the "Detailed description" box;</li></ul>



## SAFA Ramp Inspection Procedures

### *Guidance material*

- If the users do not use a PDF, the finding shall be described here. No further details are to be given in the "Detailed description box";
- If the users enter a cat G remark, no description shall be entered here. The remark needs to be described in the "Detailed description" box.

Detailed description

Detailed description of the finding/remark:

- If a PDF is used, further details can be entered here;
- If the users do not use a PDF, no further details are to be given here;
- If the users enters a cat G remark, the remark needs to be described here.

The class of actions taken:

This block should indicate the actions required by/imposed by the inspector related to the findings of the Ramp inspection.

- Since the proof of inspection form shall be handed over to the pilot in command after each inspection, the class 1 action should always be marked.

Additional information:

Free text box for any information additional to what has already been provided.

Inspector Name/number

The names and/or numbers of the inspectors who performed the inspection.



**Appendix 3  
Class of action matrix**

ACTIONS TO BE TAKEN AFTER INSPECTIONS <sup>11</sup>			Class of actions		
			Information to Captain (POI)	Information to responsible NAA and Operator's home base	Corrective actions
			Class 1	Class 2	Class 3
Category of findings	Category 1	Minor	Yes	No	No
	Category 2	Significant	Yes	Yes Note: Written communication to the operator and to the NAA and copy to operator's home base (findings of several inspections may be summarised in one communication)	No
	Category 3	Major	Yes	Yes Note: Written communication to the operator and to the NAA. In case of aircraft damage affecting airworthiness a direct communication with the responsible NAA should be established. The NAA in the State of registry decides about conditions regarding return to flight status. Confirmation afterwards with written communication to the NAA and copy to operator's home base.	Yes Note: the specific actions consisting of operational restrictions, corrective actions before flight or at maintenance-base, grounding and/or entry permit repercussions have to be reported.

*Note: In exceptional cases where multiple category 2 findings have been found and the accumulation of these findings or their interaction justifies a corrective action, the class of action may be increased to a class 3 action.*

<sup>11</sup> No findings means no cat. 1, 2, or 3 findings, but may include General Remarks.



# SAFA Ramp Inspection Procedures

*Guidance material*

## Appendix 4 Information leaflet templates



# SAFA Ramp Inspection Procedures

*Guidance material*

## Template 1

Leaflet for operators and their authorities

# Safety Assessment of Foreign Aircraft

## Information for aircraft operators and their competent authority

### Introduction

In 1996 the European Civil Aviation Conference (ECAC) established a ramp inspection programme in order to assess the compliance of foreign aircraft with the applicable safety standards as set by the International Civil Aviation Organisation (ICAO). This voluntary programme has become mandatory for all Member States of the European Union as of April 2006. This leaflet is to explain the setup of the programme and the roles of the inspected operator and its competent authority.

### Legal basis

Directive 2004/36/CE of the European Parliament and of the Council on the safety of third-country aircraft using Community airports sets obligations for the Member States to inspect third country aircraft (aircraft not used or operated under the control of a competent authority of a Member State) which are suspected of non-compliance with international safety standards. In addition to this obligation, Member States may also inspect EU aircraft and may inspect aircraft according to a spot-check procedure without having any suspicion of non-compliance. The Annex to this directive has been amended by Commission Directive 2008/49/EC.

The obligations set out in the above-mentioned Directive pertain to the EU Member States only. However, the European Aviation Safety Agency has signed working arrangements with a number of non-EU States involving them in the SAFA programme. The EU Member States and the non-EU States are therefore called together the SAFA Participating States<sup>12</sup>.

### Which aircraft are checked?

The Participating States choose which aircraft to inspect. Besides the obligation that aircraft being suspected of non-compliance with the international safety standards shall be inspected, most participating States carry out random inspections.

### What is checked?

A checklist of 54 inspection items is used during a SAFA Ramp Check. It is SAFA policy not to delay an aircraft except for safety reasons. Therefore, as the time between arrival and departure (the turn-around time) may not be sufficient to go through the full checklist, not all 54 items may be inspected. Checks may include:

- licences of the pilots;
- procedures and manuals that should be carried in the cockpit;
- compliance with these procedures by flight and cabin crew;
- safety equipment in cockpit and cabin;
- cargo carried in the aircraft (including the transport of dangerous goods); and
- the technical condition of the aircraft.

The inspections carried out by the Participating States follow a common procedure and are then reported by entering them into the centralised SAFA database of the European Aviation Safety Agency (EASA). It has to be stressed that SAFA inspections are limited to on-the-spot assessments, therefore do not substitute proper regulatory oversight; they cannot guarantee the airworthiness of a particular aircraft.

### Proof of Inspection

The Annex to Commission Directive 2008/49/EC obliges the Member States to give to the cockpit crew (or alternatively to other representatives of the operator) a so-called "proof of inspection" form when the inspection has been finalised; this form shows the contact details of the Participating State, the operational details of the flight, the checked inspection items and possible findings. The inspector will request the Pilot in Command to sign a copy of the proof of inspection. This signature is only to confirm that the form has been handed over to the crew; the Pilot in Command does not certify with his/her signature that he/she agrees with the findings. The information on the Proof of Inspection form may be subject to change when entered into the database as a result of quality checks on the findings, and may lead to an amendment, deletion or re-categorisation of findings.

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<sup>12</sup> The 44 States engaged in the EU SAFA Programme are: Albania, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Morocco, the Netherlands, Norway, Poland, Portugal, the Republic of Georgia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, the former Yugoslav Republic of Macedonia, Turkey, Ukraine, and the United Kingdom.



# SAFA Ramp Inspection Procedures

## *Guidance material*

### **Findings and follow-up actions**

Findings determined during an inspection are categorised according to the magnitude of the deviation of the requirements and to the influence on safety of the non-compliance. Minor deviations (category 1) are reported to the pilot in command. If an inspection identifies one or more significant deviations from the safety standards (category 2 findings), these will also be reported to the operator and its competent authority. Where non-compliances have a major impact on safety (category 3), the flight crew is in addition expected to correct such non-compliances before the aircraft departs. Relevant information not being a deficiency (e.g. no flashlights were on board, however the inspected flight was a daylight flight) may be reported as a category "G" (General) remark.

### **Follow-up process**

The Stakeholders involved in the SAFA process are the State of Inspection, the Operator, the State of Operator and the State of Registry (if different from the State of Operator). These organisations play a key role in the follow-up process after an inspection is conducted:

1. The SAFA inspector debriefs the Pilot in Command and hands over the Proof of Inspection.
2. The inspector requests the Pilot in Command to sign a copy of the Proof of Inspection form.
3. In case of category 2 and/or 3 findings, a written communication will be sent to the operator and to the competent authority overseeing the operator.
4. The operator is requested to reply to the written communication with an action plan which addresses the deficiencies.
5. The competent authority ensuring the oversight of the operator (and/or the airworthiness of the aircraft) may be asked to confirm their agreement on the corrective actions taken.
6. Findings are considered closed by the State of Inspection when the deficiencies have been satisfactorily addressed.
7. Subsequent inspections by any participating State may occur to verify rectification of the deficiencies.

### **Role of the operator**

When requested by the State of inspection, the operator has to provide information to the State of Inspection about the corrective actions taken on the deficiencies. These actions should include a root cause analysis and may consist of any actions taken and/or planned to correct the deficiencies, and any actions to prevent/limit re-occurrence in the future. Failure to send the appropriate information in a timely manner might be considered an indication of the lack of ability and/or willingness to address safety deficiencies (as referred to in the Annex of Regulation (EC) No 2111/2005).

### **Role of the competent authority**

The competent authority is responsible for the oversight of the operator, the aircraft and/or the personnel licensing of the flight crew. The States of Inspection are not taking over this responsibility by performing SAFA inspections. However, the competent authority may use the SAFA inspection results as additional information during their oversight activities. For that reason, any inspections raising category 2 (significant) and/or category 3 (major) findings are forwarded to the competent authority. In certain cases, e.g. following numerous, repetitive or serious findings, the inspecting State may request the competent authority to confirm that they are satisfied by the corrective actions taken and/or planned by the operator. Failure to send the appropriate information in a timely manner might be considered an indication for the lack of ability and/or willingness to address safety deficiencies (as referred to in the Annex of Regulation (EC) No 2111/2005).

### **Database analysis**

All reported data is stored centrally in a computerised database set up and managed by EASA. The database also holds supplementary information, such as lists of actions carried out after an inspection which revealed non-compliances. The information held within this database is reviewed and analysed by EASA on a regular basis. The European Commission and Participating States are informed about the results of the analysis and are advised on any potentially safety hazards identified.

### **Whom to contact for questions?**

The participating States are responsible for the performance of the inspections. In case of any questions resulting from an inspection, the operator should contact the participating State directly. The contact details of the participating State are on the Proof of Inspection form handed over to the crew. General information on the SAFA programme can be found on the website of the European Aviation Safety Agency ([http://www.easa.europa.eu/ws\\_prod/s/s\\_safa.php](http://www.easa.europa.eu/ws_prod/s/s_safa.php)).



# SAFA Ramp Inspection Procedures

*Guidance material*

## Template 2

Leaflet for the general public

# Safety Assessment of Foreign Aircraft

Information for the general public

### Introduction

The European Civil Aviation Authorities perform since 1996 ramp inspections on aircraft visiting their countries. During such an inspection, the compliance with the applicable International safety standards (issued by the International Civil Aviation Organisation [ICAO]) is checked. These inspections became mandatory for all Member States of the European Union as of April 2006. This leaflet is to explain the setup of the program.

### Legal basis

Directive 2004/36/CE of the European Parliament and of the Council on the safety of third-country aircraft using Community airports sets obligations for the Member States to inspect third country aircraft (aircraft not used or operated under the control of a competent authority of a Member State) which are suspected of non-compliance with international safety standards. In addition to this obligation, Member States may also inspect EU aircraft and may inspect aircraft according to a spot-check procedure without having any suspicion of non-compliance. The Annex to this directive has been amended by Commission Directive 2008/49/EC.

The obligations set out in the above-mentioned Directive are for the EU Member States only. However, the European Aviation Safety Agency has signed working arrangements with a number of non-EU States involving them in the SAFA programme. The EU Member States and the non-EU States are therefore called together the SAFA Participating States<sup>13</sup>.

### Which aircraft are checked?

The Participating States choose which aircraft to inspect. Besides the obligation that aircraft being suspected of non-compliance with the international safety standards shall be inspected, most Participating States carry out random inspections. Both aircraft used by EU operators and non-EU operators may be inspected.

### What is checked?

A checklist of 54 inspection items is used during a SAFA Ramp Check. It is SAFA policy not to delay an aircraft except for safety reasons. As the time between arrival and departure (the turn-around time) may not be sufficient to go through the full checklist, not all 54 items might be inspected. Checks may include:

- licences of the pilots;
- procedures and manuals that should be carried in the cockpit; compliance with these procedures by flight and cabin crew;
- safety equipment in cockpit and cabin;
- cargo carried in the aircraft; and
- the technical condition of the aircraft.

The inspections carried out by the Participating States follow a common procedure and are then reported by entering them into the centralised SAFA database of the European Aviation Safety Agency (EASA). It has to be stressed that SAFA inspections are limited to on-the-spot assessments and cannot substitute for proper regulatory oversight, therefore they cannot guarantee the airworthiness of a particular aircraft.

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<sup>13</sup> The 44 States engaged in the EU SAFA Programme are: Albania, Armenia, Austria, Azerbaijan, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Morocco, the Netherlands, Norway, Poland, Portugal, the Republic of Georgia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, the former Yugoslav Republic of Macedonia, Turkey, Ukraine, and the United Kingdom.



# SAFA Ramp Inspection Procedures

## *Guidance material*

### **Findings and follow-up actions**

A non-compliance found during an inspection is called a finding. Such findings are categorised according to the magnitude of the deviation of the requirements and to the influence on safety of the non-compliance. Minor deviations (category 1) are reported to the Pilot in Command. If an inspection identifies one or more significant deviations from the safety standards (category 2 findings), these will also be reported to the operator and its competent authority. Where non-compliances have a major impact on safety (category 3), the flight crew is in addition expected to correct such non-compliances before the aircraft departs by either correcting the deficiency or by imposing restrictions on the aircraft operations (by e.g. blocking a defective seat for its use by passengers).

### **Follow-up process**

The Stakeholders involved in the SAFA process are the State of Inspection, the Operator, the State of Operator and the State of Registry (if different from the State of Operator). These organisations play a key role in the follow-up process after an inspection is conducted:

1. The SAFA inspector debriefs the Pilot in command and hands over the Proof of Inspection.
2. The inspector requests the pilot in command to sign a copy of the Proof of Inspection form.
3. In case of category 2 and/or 3 findings, a written communication will be send to the operator and to the competent authority overseeing the operator.
4. The operator is requested to reply to the written communication with an action plan that addresses the deficiencies.
5. The competent authority ensuring the oversight of the operator (and/or the airworthiness of the aircraft) may be asked to confirm their agreement on the corrective actions taken.
6. Findings are considered closed when the deficiencies have been satisfactorily addressed.
7. Subsequent inspections by any Participating State may occur to verify rectification of the deficiencies.

### **Database analysis**

All reported data is stored centrally in a computerised database set up and managed by EASA. The database also holds supplementary information, such as lists of actions carried out following inspections which revealed non-compliances. The information held within this database is reviewed and analysed by EASA on a regular basis. The European Commission and Member States are informed about the results of the analysis and are advised on any identified potentially safety hazards.

### **Whom to contact for questions?**

The Participating States are responsible for the performance of the inspections. In case of any questions resulting from an inspection, one should contact the Participating State directly. General information on the SAFA programme may be found on the website of the European Aviation Safety Agency ([http://www.easa.europa.eu/ws\\_prod/s/s\\_safa.php](http://www.easa.europa.eu/ws_prod/s/s_safa.php)).



## Appendix 5 Written communication templates

### Template 1 Written communication to aircraft operators

The written communication to the operator to report category 2 and 3 findings should contain the following information:

- a short reference to the SAFA programme,
- why this written communication has been sent (class 2 action),
- reference to the ramp inspection report,
- request for evidence for corrective actions of the deficiencies,
- request the operator to include, as a copy, its competent State of Oversight in the exchange of the corrective actions requested.

*Note: The template contains the required information mentioned above. Although the use of this template is encouraged in order to standardise the written communication, elements of this template may be amended where necessary to match the individual cases.*

Dear Sir,

I kindly ask your attention for the following:

Your aircraft has been inspected in the scope of the European SAFA programme (Safety Assessment of Foreign Aircraft). As described by the SAFA programme procedures, the ramp inspection reports are, in the case of significant and/or major findings, sent to both the concerned operator and the authorities responsible for the oversight of that operator. A copy of the ramp inspection report, as it has been entered into the centralised European database, is attached.

Concerning the findings categorised as category 2 or 3, the SAFA procedures require me to request evidence of corrective action(s) that have been or will be undertaken to correct these findings and to prevent re-occurrence in the future. You may inform me (in writing) either directly or through your authority. As your authority is the entity responsible for the safety oversight of your operations, they might be asked to confirm that they are satisfied with corrective actions. In this frame, I would kindly invite you to also transmit to their services a copy of the elements requested aforementioned.

I thank you for your cooperation in the field of air transportation safety, and inform you that additional ramp inspections may occur when aircraft of your airline lands on the territory of one of the States participating in the SAFA programme.

Should you require any additional information on this matter, do not hesitate to contact our services.

Yours faithfully,



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### Template 2

#### Written communication to National Aviation Authorities

The written communication to the NAA to report category 2 and 3 findings should contain the following information:

- a short reference to the SAFA programme,
- why this written communication has been sent (class 2 action),
- reference to the ramp inspection report,
- optional: request for confirmation that the NAA is satisfied with the corrective actions.

*Note: The template contains the required information mentioned above. Although the use of this template is encouraged in order to standardise the written communication, elements of this template may be amended where necessary to match the individual cases.*

Dear Sir,

I kindly ask your attention for the following:

Aircraft from one or more operators for which you ensure the oversight, have been inspected in the scope of the European SAFA programme (Safety Assessment of Foreign Aircraft). As described by the SAFA programme procedures, the ramp inspection reports are, in the case of significant and/or major findings, sent to both the concerned operator and the authorities responsible for the oversight of that operator. A copy of the ramp inspection report, as it has been entered into the centralised European database, is attached.

The operator has been requested to provide evidence of any corrective actions taken. ***[This sentence is optional: Because of the nature, the number and/or the re-occurrence pattern of the findings, I would like to receive your confirmation that you are satisfied with these corrective actions]***. The information contained in the ramp inspection report as well as the corrective actions taken by the operator might be useful for your oversight activities.

I thank you for your cooperation in the field of air transportation safety, and inform you that additional ramp inspections on the operator(s) may occur when their aircraft land on the territory of one of the States participating in the SAFA programme.

Should you require any additional information on this matter, do not hesitate to contact our services.

Yours faithfully,



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## **Appendix 6** **Monthly report template**

Template  
Monthly report on SAFA follow-up actions





## Appendix 7

### National Coordinator Tasks

#### 1. GENERAL TASKS

To control and manage the SAFA programme within the Member State the national coordinator could be allocated the following tasks:

- to ensure that the ramp inspection reports referred to in Article 3.1 of the Commission Regulation (EC) No 768/2006 shall be entered without delay into the centralised database (within 15 working days according to paragraph 4.4 of the Annex to the Commission Directive 2008/49/EC).
- to ensure that the ramp inspections shall be prioritised in accordance with Article 2 of the Commission Regulation (EC) No 351/2008.
- to nominate national representatives for the SAFA working groups (on procedures, in depth analysis, ad-hoc);
- being the responsible focal point for the training schedules (initial & recurrent) for all involved national SAFA staff, e.g. inspectors, senior inspectors, data base users, moderators, etc.;
- to represent the Member State at the “European SAFA Steering Expert Group” (ESSG) meetings and, when and where applicable, at other SAFA related meetings;
- to promote and implement the SAFA inspector exchange programme;
- to promote the SAFA programme within the Member State by means of annual reports or other publications;
- to support legal advisors dealing with request for disclosure of SAFA related data. According to Article 6.1 of Directive 2004/36/CE any information received from the other Member States shall be treated as confidential. This means that, whilst national reports might be disclosed depending on national freedom of information act, confidentiality must be ensured for ramp inspection information received from the other States (e.g. accessible by means of the SAFA database);
- to ensure that distribution and adoption of new legislation, latest versions of SAFA procedures are controlled and distributed to all involved SAFA staff;
- to ensure that all SAFA staff involved in ramp inspections are properly trained and scheduled for recurrent training;
- to organise regular meetings with all SAFA staff to maintain a high standard of quality relating to:
  - any changes/updates to the SAFA procedures,
  - feedback on quality issues with regard to SAFA reports e.g. incorrect entry's, mistakes, omissions, etc.,
  - staff issues, e.g. new staff, mentorship, etc. .
- to implement a national SAFA quality control system, for instance consisting of the feature built into the centralised SAFA database (moderator function/workflow function);
- to establish and maintain a system that regulates the access of national operators and NAA staff to the centralised SAFA database;
- to assist the Agency at all stages of the SAFA standardisation audit process and to accompany the inspection team throughout the audit;
- to propose team members for SAFA standardisation visits. Proposed team member(s) shall meet the criteria of article 6.2 of Commission Regulation (EC) No 736/2006.



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### **2. REPORTING TO EASA, THE COMMISSION AND THE MEMBER STATES**

The SAFA national coordinator:

- maintains good communication with EASA SAFA Programme Coordination for all SAFA related activities;
- timely informs EASA when there are changes to key staff contacts, e.g. national SAFA coordinator, coordinator national operators, database users etc.;
- shall make available, in accordance with article 6.4 of the Annex II to Commission Directive 2008/49/EC, a monthly report with the status of the follow-up actions taken pursuant to ramp inspections (or make use of the associated functionality in the SAFA database);
- according to article 5 of Directive 2004/36/CE:
  - Art. 5.1; Participate in the mutual exchange of information;
  - Art. 5.2; Submit to the Commission and the Member States safety information as collected in standard reports;
  - Art. 5.3; Inform to the Commission and the Member States, without delay, of any potential safety threat.

### **3. CONTACTS WITH OPERATORS**

The national coordinator should ensure that, in accordance with article 6.4(1) of the Annex II to the Commission Directive 2008/49/EC, for all category 2 and 3 finding(s) a written communication will be sent to the operator to request evidence of corrective actions taken. Furthermore he should act as the focal point for any questions regarding performed ramp inspections raised by the inspected operator.

### **4. CONTACTS WITH AUTHORITIES**

The national coordinator should ensure that, in accordance with article 6.4(2) of the Annex II to Commission Directive 2008/49/EC, a written communication will be sent to the responsible State of oversight, addressing the results of the inspections and, where appropriate, request for a confirmation that they are satisfied with the corrective actions performed by the operators under their supervision. Furthermore, he/she should act as the focal point for any questions raised by NAAs regarding performed ramp inspections, or when he/she receives the previously mentioned request for confirmation from other NAAs.

If it concerns an inspection of an Operator licensed in the EU or in another SAFA participating State, the communication should be sent via the relevant SAFA national coordinator. In case there is a dedicated coordinator for national operator(s), information concerning SAFA inspections should also be sent to this coordinator.

If it concerns an inspection on a non-EU or SAFA participating State, the Flight Operations department of the non-Member State may be the most suitable point of contact. Other sources for finding contact details could be the ICAO or NAA Authority website, also on SINAPSE there is (uncontrolled) information on contact details provided.

### **5. INSPECTION REPORTS ON NATIONAL OPERATORS**

The SAFA National Coordinator is requested to ensure proper distribution of SAFA Inspection Reports on Operators, which are under the supervision of his National Authority. This particularly applies where the participating state has not nominated a Coordinator National Operators and therefore this task part of the task of the SAFA National Coordinator.