**ANNEX II. PART - ARO**

**AUTHORITY REQUIREMENTS for AIR OPERATIONS**

**GUIDANCE MATERIAL & ACCEPTABLE MEANS of COMPLIANCE**

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**SUBPART GEN. — GENERAL REQUIREMENTS**

**SECTION I. — General**

***AMC 1* ARO. GEN. 120 ( d ) ( 3 ) Means of Compliance**

GENERAL

The information to be provided to other Member States following approval of an alternative

means of compliance should contain a reference to the Acceptable Means of Compliance *( AMC )* to which such means of compliance provides an alternative, as well as a reference to the corresponding Implementing Rule, indicating as applicable the subparagraph(s) covered by the alternative means of compliance.

**GM 1 ARO. GEN. 120 Means of Compliance**

GENERAL

Alternative means of compliance used by a Competent Authority or by organizations under its

oversight may be used by other competent authorities or organizations only if processed again

in accordance with *ARO. GEN. 120 ( d )* and *( e ).*

**SECTION II. — Management**

***AMC 1* ARO. GEN. 200 ( a ) Management System**

*GENERAL*

a ) All of the following should be considered when deciding upon the required organizational

structure :

1 ) the number of certificates, attestations, authorizations and approvals to be issued ;

2 ) the number of declared organizations ;

3 ) the number of certified or authorized persons and organizations exercising an activity

within that Member State, including persons or organizations certified or authorized by other competent authorities ;

4 ) the possible use of qualified entities and of resources of other competent authorities to fulfill the continuing oversight obligations ;

5 ) the level of civil aviation activity in terms of :

( i ) number and complexity of aircraft operated ;

( ii ) size and complexity of the Member State’s aviation industry ;

6 ) the potential growth of activities in the field of civil aviation.

b ) The set-up of the organizational structure should ensure that the various tasks and

obligations of the competent authority do not rely solely on individuals. A continuous and

undisturbed fulfilment of these tasks and obligations of the competent authority should also be guaranteed in case of illness, accident or leave of individual employees.

**GM 1 ARO. GEN. 200 ( a ) Management System**

*GENERAL*

***a )*** The GDCA of RA should be organized in such a way that :

1 ) there is specific and effective management authority in the conduct of all relevant activities;

2 ) the functions and processes described in the applicable requirements of CR - EC No 216 / 2008 and its Implementing Rules and AMCs, Certification Specifications *( CS’s )* and Guidance Material *( GM )* may be properly implemented ;

3 ) the competent authority’s organization and operating procedures for the implementation of the applicable requirements of Regulation and its Implementing Rules are properly documented and applied ;

4 ) all GDCA personnel involved in the related activities are provided with training where necessary ;

5 ) specific and effective provision is made for the communication and interface as necessary with the EASA and the GDCA of RA ; *and*

6 ) all functions related to implementing the applicable requirements are adequately described.

***b )*** A general policy in respect of activities related to the applicable requirements of Regulation and its Implementing Rules should be developed, promoted and implemented by the manager at the highest appropriate level ; - for example the manager at the top of the functional area of the competent authority that is responsible for such activities.

***c )*** Appropriate steps should be taken to ensure that the policy is known and understood by

all personnel involved, and all necessary steps should be taken to implement and maintain the policy ;

***d )*** The general policy, whilst also satisfying additional national regulatory responsibilities,

should in particular take into account :

1 ) the provisions of CR - EC No  216 / 2008 ;

2 ) the provisions of the applicable Implementing Rules and their AMCs, CSs and GM ;

3 ) the needs of industry ; *and*

4 ) the needs of the EASA and of the GDCA ;

e ) The policy should define specific objectives for key elements of the organization and

processes for implementing related activities, including the corresponding control procedures and the measurement of the achieved standard.

***AMC 1* ARO. GEN. 200 ( a )( 1 ) Management System**

*DOCUMENTED POLICIES and PROCEDURES*

( a ) The various elements of the organization involved with the activities related to CR - EC No 216 / 2008 and its Implementing Rules should be documented in order to establish a reference source for the establishment and maintenance of this organization ;

( b ) The documented procedures should be established in a way that facilitates their use. They should be clearly identified, kept up - to - date and made readily available to all personnel involved in the related activities ;

( c ) The documented procedures should cover, as a minimum, all of the following aspects :

(1) policy and objectives ;

(2) organizational structure ;

(3) responsibilities and associated authority ;

(4) procedures and processes ;

(5) internal and external interfaces ;

(6) internal control procedures ;

(7) training of personnel ;

(8) cross-references to associated documents ;

(9) assistance from other competent authorities or the EASA *( where required ).*

( d ) It is likely that the information is held in more than one document or series of

documents, and suitable cross - referencing should be provided. For example, - organizational structure and job descriptions are not usually in the same documentation as the detailed working procedures. In such cases, it is recommended that the

documented procedures include an index of cross-references to all such other related

information, and the related documentation should be readily available when required.

***AMC 1* ARO. GEN. 200 ( a )( 2 ) Management System**

*QUALIFICATION and TRAINING — GENERAL*

(a) The GDCA should ensure appropriate and adequate training of its personnel to meet the standard that is considered necessary to perform the work. To ensure personnel remain qualified, arrangements should be made for initial and recurrent training as required ;

(b) The basic capability of the GDCA personnel is a matter of recruitment and normal management functions in selection of personnel for particular duties.

Moreover, the GDCA should provide training in the basic skills as required for those duties. However, to avoid differences in understanding and interpretation, all personnel should be provided with further training specifically related to Regulation, its Implementing Rules and related AMCs, CSs and GM, as well as related to the assessment of alternative means of compliance ;

(c) The GDCA may provide training through its own training organization with qualified trainers or through another qualified training source ;

(d) When training is not provided through an internal training organization, adequately

experienced and qualified persons may act as trainers, provided their training skills have

been assessed. If required, an individual training plan should be established covering specific training skills. Records should be kept of such training and of the assessment, as appropriate.

***AMC 2* ARO. GEN. 200 ( a )( 2 ) Management System**

*QUALIFICATION and TRAINING — INSPECTORS*

( a ) Initial Training Programme :

The initial training programme for inspectors should include, as appropriate to their role,

current knowledge, experience and skills in at least all of the following :

(1) aviation legislation organization and structure ;

(2) the Chicago Convention, relevant ICAO annexes and documents ;

(3) the applicable requirements and procedures ;

(4) management systems, including auditing, risk assessment and reporting techniques ;

(5) human factors principles ;

(6) rights and obligations of inspecting personnel of the competent authority ;

(7) “ on - the - job “ training ;

(8) suitable technical training appropriate to the role and tasks of the inspector, in

particular for those areas requiring approvals.

( b ) Recurrent Training Programme :

The recurrent training programme should reflect, at least, changes in aviation legislation and industry. The programme should also cover the specific needs of the inspectors and the GDCA.

**GM 1 ARO. GEN. 200 ( a )( 2 ) Management System**

*SUFFICIENT PERSONNEL*

***a )*** This GM on the determination of the required personnel is limited to the performance of

certification, authorization and oversight tasks, excluding personnel required to perform tasks subject to any national regulatory requirements.

***b )*** The elements to be considered when determining required personnel and planning their

availability may be divided into quantitative and qualitative elements :

1 ) Quantitative elements :

( i ) the estimated number of initial certificates to be issued ;

( ii ) the number of organizations certified by the competent authority ;

( iii ) the number of persons to whom the GDCA has issued a licence, certificate, rating, authorization or attestation ;

( iv ) the number of organizations having declared their activity to the GDCA ;

( v ) the number of organizations holding a specialized operations authorization issued by the GDCA.

2 ) Qualitative elements :

( i ) the size, nature and complexity of activities of certified, authorized and declared

organizations *( cf.* *AMC 1 ORO. GEN. 200 ( b ) ),* taking into account :

( A ) privileges of the organization ;

( B ) type of approval, scope of approval, multiple certification, authorization and declared activities ;

( C ) possible certification to industry standards ;

( D ) types of aircraft/ flight simulation training devices ( FSTDs ) operated ;

( E ) number of personnel ; *and*

( F ) organizational structure, existence of subsidiaries ;

( ii ) the safety priorities identified ;

( iii ) the results of past oversight activities, including audits, inspections and reviews, in

terms of risks and regulatory compliance, taking into account :

( a ) number and level of findings ;

( b ) timeframe for implementation of corrective actions ; *and*

( c ) maturity of management systems implemented by organizations and their ability to effectively manage safety risks, taking into account also information provided by other competent authorities related to activities in the territory of the States concerned ; *and*

( iv ) the size and complexity of the aviation industry and the potential growth of activities

in the field of civil aviation, which may be an indication of the number of new

applications and changes to existing certificates and authorizations to be expected.

***c )*** Based on existing data from previous oversight planning cycles and taking into account the situation within the aviation industry, the GDCA may estimate :

1 ) the standard working time required for processing applications for new certificates

*( for persons and organizations )* and authorizations ;

2 ) the number of new declarations or changed declarations ;

3 ) the number of new certificates and authorizations to be issued for each planning

period ; *and*

4 ) the number of changes to existing certificates and authorizations to be processed for

each planning period.

***d )*** In line with the GDCA oversight policy, the following planning data should be determined specifically for each type of organization certified by the competent authority as well as for declared organizations, including those being authorized :

1 ) standard number of audits to be performed per oversight planning cycle ;

2 ) standard duration of each audit ;

3 ) standard working time for audit preparation, on-site audit, reporting and follow - up,

per inspector ;

4 ) standard number of ramp and unannounced inspections to be performed ;

5 ) standard duration of inspections, including preparation, reporting and follow - up, per

inspector ;

6 ) minimum number and required qualification of inspectors for each audit / inspection.

***e )*** Standard working time could be expressed either in working hours per inspector or in

working days per inspector. All planning calculations should then be based on the same unit ( hours or working days ) ;

***f )*** It is recommended to use a spreadsheet application to process data defined under *( c )*

and *( d ),* to assist in determining the total number of working hours / days per oversight

planning cycle required for certification, authorization, oversight and enforcement activities. This application could also serve as a basis for implementing a system for planning the availability of personnel ;

***g )*** For each type of organization certified or high risk commercial specialized operation

authorized by the competent authority, the number of working hours / days per planning

period for each qualified inspector that may be allocated for certification, authorization,

oversight and enforcement activities should be determined, taking into account :

1 ) purely administrative tasks not directly related to oversight and certification / authorization ;

2 ) training ;

3 ) participation in other projects ;

4 ) planned absence ; *and*

5 ) the need to include a reserve for unplanned tasks or unforeseeable events.

***h )*** The determination of working time available for certification, authorization, oversight and

enforcement activities should also consider :

1 ) the possible use of qualified entities ; *and*

2 ) possible cooperation with other competent authorities for approvals or authorizations involving more than one State.

( i ) Based on the elements listed above, the competent authority should be able to :

1 ) monitor dates when audits and inspections are due and when they have been carried

out ;

2 ) implement a system to plan the availability of personnel ; *and*

3 ) identify possible gaps between the number and qualification of personnel and the

required volume of certification / authorization and oversight.

Care should be taken to keep planning data up - to - date in line with changes in the underlying planning assumptions, with particular focus on risk-based oversight principles.

**GM 1 ARO. GEN. 205 Allocation of Tasks to Qualified Entities**

*CERTIFICATION / AUTHORIZATION TASKS*

The tasks that may be performed by a qualified entity on behalf of the GDCA of RA include those related to the initial certification, or specialized operations authorization and continuing oversight of persons and organizations as defined in this Regulation, with the exclusion of the issuance of certificates, authorizations, licences, ratings or approvals.

***AMC 1*  ARO. GEN. 220 ( a ) Record - Keeping**

*GENERAL*

a ) The record - keeping system should ensure that all records are accessible whenever

needed within a reasonable time. These records should be organized in a way that ensures traceability and retrievability throughout the required retention period ;

***b )*** Records should be kept in paper form or in electronic format or a combination of both

media. Records stored on microfilm or optical disc form are also acceptable. The records

should remain legible and accessible throughout the required retention period. The retention period starts when the record has been created ;

***c )*** Paper systems should use robust material, which can withstand normal handling and

filing. Computer systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer systems should include safeguards against unauthorized alteration of data ;

***d )*** All computer hardware used to ensure data backup should be stored in a different location from that containing the working data and in an environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continue to be accessible at least through the full period specified in the relevant Subpart or by default in *ARO. GEN. 220 ( c ).*

***AMC 1* ARO. GEN. 220 ( a ) ( 1 ) ; ( 2 ) ; ( 3 ) Record - Keeping**

*GDCA of RA MANAGEMENT SYSTEM*

Records related to the GDCA management system should include, as a minimum and as applicable :

***a )*** the documented policies and procedures ;

***b )*** the personnel files of GDCA personnel, with supporting documents related to training and qualifications ;

***c )*** the results of the GDCA internal audit and safety risk management processes, including audit findings and corrective actions ; *and*

***d )*** the contract(s) established with qualified entities performing certification, authorization

or oversight tasks on behalf of the competent authority.

***AMC 1* ARO. GEN. 220 ( a ) ( 4 ); ( 4a ) Record - Keeping**

*ORGANISATIONS*

Records related to an organization certified or operations authorized by or having declared its

activity to the GDCA should include, as appropriate to the type of organization :

***a )*** the application for an organization approval, a specialized operation authorization or the

declaration received ;

***b )***  the documentation based on which the approval or authorization has been granted and

any amendments to that documentation ;

***c )*** the organization approval certificate or specialized operation authorization, including any

changes ;

***d )*** a copy of the continuing oversight programme listing the dates when audits are due and

when such audits were carried out ;

***e )***  continuing oversight records, including all audit and inspection records ;

***f )*** copies of all relevant correspondence ;

***g )*** details of any exemption and enforcement actions ;

***h )*** any report from other competent authorities relating to the oversight of the organization ;

*and -* a copy of any other document approved by the GDCA.

**GM 1 ARO. GEN. 220 ( a )( 4 ) Record - Keeping**

*ORGANISATIONS — DOCUMENTATION*

Documentation to be kept as records in support of the approval includes the management

system documentation, including any technical manuals, such as the operations manual,

and training manual, that have been submitted with the initial application, and any

amendments to these documents.

**GM 1 ARO. GEN. 220 ( a )( 4a ) Record - Keeping**

*AUTHORISATION HOLDERS — DOCUMENTATION*

Documentation to be kept as records in support of the authorization of a high risk commercial

specialized operation include the risk assessment documentation and related Standard Operating Procedures *( SOP ),* as well as a description of the management system of the proposed operation and a statement that all the documentation sent to the competent authority has been verified by the operator and found in compliance with the applicable requirements. Any amendments to these documents should be documented.

***AMC 1*  ARO. GEN. 220 ( a )( 7 ) Record - Keeping**

*ACTIVITIES PERFORMED in the TERRITORY of a STATE by PERSONS or*

*ORGANISATIONS ESTABLISHED or RESIDING in ANOTHER MEMBER STATE*

***a )*** Records related to the oversight of activities performed in the territory of a Member State

by persons or organizations established or residing in another Member State should include, as a minimum :

1 ) oversight records, including all audit and inspection records and related correspondence ;

2 ) copies of all relevant correspondence to exchange information with other competent

authorities relating to the oversight of such persons / organizations ;

3 ) details of any enforcement measures and penalties ; *and*

4 ) any report from other competent authorities relating to the oversight of these

persons / organizations, including any notification of evidence showing non-compliance

with the applicable requirements.

***b )*** Records should be kept by the competent authority having performed the audit or

inspection and should be made available to other competent authorities at least in the

following cases :

1. serious incidents or accidents ;
2. findings through the oversight programme where organizations certified or

authorized by another competent authority are involved, to determine the root

cause ;

1. an organization having approvals in several States ;

***c )*** When records are requested by another competent authority, the reason for the request should be clearly stated ;

***d )*** The records can be made available by sending a copy or by allowing access to them for consultation.

**GM 1 ARO. GEN. 220 Record - Keeping**

*GENERAL*

Records are required to document results achieved or to provide evidence of activities performed. Records become factual when recorded. Therefore, they are not subject to version

control. Even w hen a new record is produced covering the same issue, the previous record

remains valid.

**SECTION III. — Oversight, Certification and Enforcement**

***AMC 1* ARO. GEN. 300 ( a ); ( b ); ( c ) Oversight**

*GENERAL*

***a )*** The GDCA should assess the organization and monitor its continued competence to conduct safe operations in compliance with the applicable requirements. The GDCA should ensure that accountability for assessing organisations is clearly defined. This accountability may be delegated or shared, in whole or in part. Where more than one competent authority is involved, a responsible person should be appointed under whose personal authority organizations are assessed ;

b ) It is essential that the GDCA has the full capability to adequately assess the continued competence of an organization by ensuring that the whole range of activities is assessed by appropriately qualified personnel.

***AMC 2* ARO. GEN. 300 ( a ); ( b ); ( c ) Oversight**

*EVALUATION of OPERATIONAL SAFETY RISK ASSESSMENT*

As part of the initial certification or the continuing oversight of an Operator, the GDCA should normally evaluate the Operator’s safety risk assessment processes related to hazards identified by the Operator as having an interface with its operations. These safety risk

assessments should be identifiable processes of the Operator’s management system.

As part of its continuing oversight, the competent authority should also remain satisfied as to

the effectiveness of these safety risk assessments.

***a )***  General methodology for operational hazards.

The Authority should establish a methodology for evaluating the safety risk assessment processes of the Operator’s management system.

When related to operational hazards, the Authority’s evaluation under its normal oversight process should be considered satisfactory if the operator demonstrates its competence and capability to :

1 ) understand the hazards and their consequences on its operations ;

2 ) be clear on where these hazards may exceed acceptable safety risk limits ;

3 ) identify and implement mitigations, including suspension of operations where

mitigation cannot reduce the risk to within safety risk limits ;

4 ) develop and execute effectively robust procedures for the preparation and the safe

operation of the flights subject to the hazards identified ;

5 ) assess the competence and currency of its staff in relation to the duties necessary for

the intended operations and implement any necessary training ; *and*

6 ) ensure sufficient numbers of qualified and competent staff for such duties.

The GDCA should take into account that :

1 ) the Operator’s recorded mitigations for each unacceptable risk identified are in place ;

2 ) the operational procedures specified by the operator with the most significance to safety appear to be robust ; *and*

3 ) the staff on which the Operator depends in respect of those duties necessary for the intended operations are trained and assessed as competent in the relevant procedures.

*EVALUATION of OPERATORS VOLCANIC ASH SAFETY RISK ASSESSMENT*

In addition to the general methodology for operational hazards, the competent authority’s

evaluation under its normal oversight process should also assess the operator’s competence and

capability to :

***a )*** choose the correct information sources to use to interpret the information related to volcanic ash contamination forecast and to resolve correctly any conflicts among such

sources ; *and*

***b )*** take account of all information from its type certificate holders ( TCHs ) concerning

volcanic ash - related airworthiness aspects of the aircraft it operates, and the related preflight, in - flight and post flight precautions to be observed.

**GM 1 ARO. GEN. 300 ( a ); ( b ); ( c ) Oversight**

*GENERAL*

***a )*** Responsibility for the conduct of safe operations lies with the organization. Under these

provisions a positive move is made towards devolving upon the organization a share of the responsibility for monitoring the safety of operations. The objective cannot be attained unless organizations are prepared to accept the implications of this policy, including that of committing the necessary resources to its implementation. Crucial to the success of the policy is the content of Part - ORO, which requires the establishment of a management system by the organization ;

***b )*** The GDCA should continue to assess the organization's compliance with the applicable requirements, including the effectiveness of the management system. If the management system is judged to have failed in its effectiveness, then this in itself is a breach of the requirements which may, among others, call into question the validity of a certificate, if applicable ;

***c )***  The Accountable Manager is accountable to the GDCA as well as to those who may appoint him / her. It follows that the GDCA cannot accept a situation in which the Accountable Manager is denied sufficient funds, manpower or influence to rectify deficiencies identified by the management system.

**GM 2 ARO. GEN. 300 ( a ); ( b ); ( c ) Oversight**

*VOLCANIC ASH SAFETY RISK ASSESSMENT - ADDITIONAL GUIDANCE*

Further guidance on the assessment of an Operator’s volcanic ash safety risk assessment is

given in ICAO Doc. 9974 *( Flight Safety and Volcanic Ash - Risk management of flight*

*operations with known or forecast volcanic ash contamination ).*

***AMC 1* ARO. GEN. 300 ( a )( 2 ) Oversight**

*OPERATIONAL APPROVALS ISSUED by NON - EU STATE OF REGISTRY*

When verifying continued compliance of non-commercial operators using an aircraft registered in a third country holding operational approvals for operations in PBN, MNPS and RVSM airspace issued by a non-EU State of Registry, the GDCA should at least assess if :

***a )*** the State of registry has established an equivalent level of safety, considering any differences notified to the ICAO Standards for RVSM, RNP, MNPS and MEL ; *or*

***b )*** there are reservations on the safety oversight capabilities and records of the State of

registry ; *or*

***c )*** operators of the State of registry are subject to an operating ban pursuant Regulation (EC) No 2111 / 2005 ; *or*

***d )*** relevant findings on the State of registry from audits carried out under international conventions exist ; *or*

***e )*** relevant findings on the State of registry from other safety assessment programmes of

States exist.

***AMC 1* ARO. GEN. 305 ( b ); ( d ); ( d1 ) Oversight Programme**

*SPECIFIC NATURE and COMPLEXITY of the ORGANISATION, RESULTS of*

*PAST OVERSIGHT*

***a )*** When determining the oversight programme for an organization, the GDCA should consider in particular the following elements, as applicable :

1 ) the implementation by the organization of industry standards, directly relevant to the organization’s activity subject to this Regulation ;

2 ) the procedure applied for and scope of changes not requiring prior approval ;

3 ) specific approvals held by the organization ;

4 ) specific procedures implemented by the organization related to any alternative means of compliance used.

***b )*** For the purpose of assessing the complexity of an organization’s management system,

*AMC 1 ORO. GEN. 200 ( b )* should be used ;

***c )*** Regarding results of past oversight, the GDCA should also take into account relevant results of ramp inspections of organizations it has certified or authorized, persons and other organization having declared their activity or persons performing operations with other - than -complex motor - powered aircraft that were performed in other EU Member States in accordance with *ARO. RAMP*.

***AMC 2* ARO. GEN. 305 ( b ) Oversight Programme**

*PROCEDURES for OVERSIGHT of OPERATIONS*

***a )*** Each organization to which a certificate has been issued should have an inspector specifically assigned to it. Several inspectors should be required for the larger companies with widespread or varied types of operation. This does not prevent a single inspector being assigned to several companies. Where more than one inspector is assigned to an organization, one of them should be nominated as having overall responsibility for supervision of, and liaison with, the organization’s management, and be responsible for reporting on compliance with the requirements for its operations as a whole ;

***b )*** Audits and inspections, on a scale and frequency appropriate to the operation, should

cover at least :

( 1 ) infrastructure ,

( 2 ) manuals,

( 3 ) training,

( 4 ) crew records,

( 5 ) equipment,

( 6 ) release of flight / dispatch,

( 7 ) dangerous goods,

( 8 ) organization’s management system.

***c )*** The following types of inspections should be envisaged, as part of the oversight

programme :

1 ) flight inspection ;

2 ) ground inspection *( documents and records )* ;

3 ) ramp inspection.

The inspection should be a “ deep cut “ through the items selected and all findings should

be recorded. Inspectors should review the root cause(s) identified by the organization for each confirmed finding.

Inspectors should be satisfied that the root cause(s) identified and the corrective actions taken are adequate to correct the non-compliance and to prevent re-occurrence ;

***d )*** Audits and inspections may be conducted separately or in combination. Audits and inspections may, at the discretion of the competent authority, be conducted with or without prior notice to the organization ;

***e )*** Where it is apparent to an inspector that an organization has permitted a breach of the applicable requirements, with the result that air safety has, or might have, been compromised, the inspector should ensure that the responsible person within the GDCA is informed without delay ;

***f )*** In the first few months of a new operation, inspectors should be particularly alert to any

irregular procedures, evidence of inadequate facilities or equipment, or indications that management control of the operation may be ineffective. They should also carefully examine any conditions that may indicate a significant deterioration in the organization's financial management. When any financial difficulties are identified, inspectors should increase technical surveillance of the operation with particular emphasis on the upholding of safety standards ;

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

**GM 1 ARO. GEN. 305 ( b ) Oversight Programme**

*FINANCIAL MANAGEMENT*

Examples of trends that may indicate problems in a new organization's financial management

are :

a ) significant lay - offs or turnover of personnel ;

b ) delays in meeting payroll ;

c ) reduction of safe operating standards ;

d ) decreasing standards of training ;

e ) withdrawal of credit by suppliers ;

f ) inadequate maintenance of aircraft ;

g ) shortage of supplies and spare parts ;

h ) curtailment or reduced frequency of revenue flights ; *and*

i ) sale or repossession of aircraft or other major equipment items.

***AMC 1*  ARO. GEN. 305 ( b )( 1 ) Oversight Programme**

*AUDIT*

a ) The oversight programme should indicate which aspects of the approval will be covered

with each audit ;

b ) Part of an audit should concentrate on the organization’s compliance monitoring reports

produced by the compliance monitoring personnel to determine if the organization is identifying and correcting its problems ;

c ) At the conclusion of the audit, an audit report should be completed by the auditing

inspector, including all findings raised.

***AMC 2* ARO. GEN. 305 ( b )( 1 ) Oversight Programme**

*RAMP INSPECTIONS*

***a )*** When conducting a ramp inspection of aircraft used by organizations under its regulatory oversight, the GDCA should, as far as possible, comply with the requirements defined in *ARO. RAMP* ;

***b )*** When conducting ramp inspections on other - than - suspected aircraft, the GDCA should take into account the following elements :

1 ) repeated inspections should be avoided of those organizations for which previous inspections have not revealed safety deficiencies ;

2 ) the oversight programme should enable the widest possible sampling rate of aircraft flying into their territory ; *and*

3 ) there should be no discrimination on the basis of the organization’s nationality, the type of operation or type of aircraft, unless such criteria can be linked to an increased risk ;

***c )*** For aircraft other than those used by organizations under its regulatory oversight, when

conducting a risk assessment, the Authority should consider aircraft that have not been ramp inspected for more than 6 months.

***AMC 1* ARO. GEN. 305 ( b ); ( c ); ( d ); ( d1 ) Oversight Programme**

*INDUSTRY STANDARDS*

a ) For organizations having demonstrated compliance with industry standards, the

competent authority may adapt its oversight programme, in order to avoid duplication of

specific audit items ;

b ) Demonstrated compliance with industry standards should not be considered in isolation

from the other elements to be considered for the Authority’s risk - based oversight ;

c ) In order to be able to credit any audits performed as part of certification in accordance

with industry standards, the following should be considered :

1 ) the demonstration of compliance is based on certification auditing schemes providing for independent and systematic verification ;

2 ) the existence of an accreditation scheme and accreditation body for certification in accordance with the industry standards has been verified ;

3 ) certification audits are relevant to the requirements defined in Annex III ( Part-ORO ) and other Annexes to this Regulation as applicable ;

4 ) the scope of such certification audits can easily be mapped against the scope of oversight in accordance with Annex **III** ( Part - ORO ) ;

5 ) audit results are accessible to the Authority and open to exchange of

information in accordance with Article 15 ( 1 ) of CR - EC No 216 / 2008 ; *and*

6 ) the audit planning intervals of certification audits i. a. w. industry standards are

compatible with the oversight planning cycle.

***AMC 1* ARO. GEN. 305 ( c ) Oversight Programme**

*OVERSIGHT PLANNING CYCLE*

a ) When determining the oversight planning cycle and defining the oversight programme, the GDCA should assess the risks related to the activity of each organization and adapt the oversight to the level of risk identified and to the organization’s ability to effectively manage safety risks ;

b ) The GDCA should establish a schedule of audits and inspections appropriate to each organization's business. The planning of audits and inspections should take into account the results of the hazard identification and risk assessment conducted and maintained by the organization as part of the organization’s management system. Inspectors should work in accordance with the schedule provided to them ;

c ) When the GDCA, having regard to an organization's safety performance, varies the frequency of an audit or inspection, it should ensure that all aspects of the operation are audited and inspected within the applicable oversight planning cycle ;

d ) The section(s) of the oversight programme dealing with ramp inspections should be

developed based on geographical locations, taking into account aerodrome activity, and focusing on key issues that can be inspected in the time available without unnecessarily

delaying the operations.

**AMC 2 ARO. GEN. 305 ( c ) Oversight Programme**

*OVERSIGHT PLANNING CYCLE*

a ) For each organization certified by the GDCA all processes should be completely audited at periods not exceeding the applicable oversight planning cycle. The beginning of the first oversight planning cycle is normally determined by the date of issue of the first certificate. If the GDCA wishes to align the oversight planning cycle with the calendar year, it should shorten the first oversight planning cycle accordingly ;

b ) The interval between two audits for a particular process should not exceed the interval of

the applicable oversight planning cycle ;

c ) Audits should include at least one on-site audit within each oversight planning cycle. For

organizations exercising their regular activity at more than one site, the determination of the sites to be audited should consider the results of past oversight, the volume of activity at each site, as well as main risk areas identified ;

d ) For organizations holding more than one certificate, the Authority may define an integrated oversight schedule to include all applicable audit items. In order to avoid duplication of audits, credit may be granted for specific audit items already completed during the current oversight planning cycle, subject to four conditions :

1 ) the specific audit item should be the same for all certificates under consideration ;

2 ) there should be satisfactory evidence on record that such specific audit items were carried out and that all corrective actions have been implemented to the satisfaction of the Authority ;

3 ) the competent authority should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific audit items being granted a credit ;

4 ) the interval between two audits for the specific item being granted a credit should not exceed the applicable oversight planning cycle.

***AMC 1*  ARO. GEN. 305 ( d ) Oversight Programme**

*OVERSIGHT DECLARED ORGANISATIONS*

( a ) When determining the oversight programme of organizations having declared their activity, the Competent Authority should make a selection of Operators to be inspected / audited based on the elements specified in *ARO. GEN. 305 ( d ) ;*

( b ) For each selected Operator an inspection is a sample inspection of the pre - defined inspection criteria on the basis of key risk elements and the applicable requirements ;

( c ) The results of past oversight activities should include information from approval activities, e. g. SPA or from other survey programmes such as ACAM ;

( d ) The oversight programme should also include a certain percentage of unannounced inspections ;

( e ) The oversight programme should be developed on a yearly basis. All Operators should be considered for inclusion into the programme not later than 12 months after the date of the first declaration received. At least one inspection should be performed within each 48 - month cycle starting with the date of the first declaration received ;

( f ) Additional audit / inspections to specific Operators may be included in the oversight programme on the basis of the assessment of associated risks carried out within the occurrences reporting scheme(s).

**AMC 1 ARO. GEN. 305 ( d1 ) Oversight Programme**

*OVERSIGHT of AUTHORISATION HOLDERS*

( a ) When determining the oversight programme of high risk commercial specialized operators holding an authorization specialized operations authorization holders, the Authority should assess the risks related to the type of activity carried out by each organization and adapt the oversight to the level of risk identified and to the organization’s ability to effectively manage safety risks ;

( b ) An oversight cycle *not exceeding* ***24***  *months* should be applied. The oversight planning cycle may be extended to a maximum of 48 months if the Competent Authority has established that during the previous 24 months the organization has been able to effectively manage safety risks ;

( c ) The Competent Authority should establish a schedule of audits and / or inspections, including unannounced inspections, appropriate to each organization's business. The planning of audits and inspections should take into account the results of the hazard identification and risk assessment conducted and maintained by the organization as part of the organization’s management system. Inspectors should work in accordance with the schedule provided to them;

( d ) If the specialized operations authorization is time limited, the Competent Authority should adapt the schedule of audits and inspections to the duration of the specialized operation authorization. Audits or inspections may not be necessary if an authorization is issued for a single flight or event ;

( e ) When scheduling audits and inspections, the Competent Authority should also take into account the activity conducted by authorized organizations in other Member States. In this case the Competent Authority should coordinate the audit and inspection schedule with the authority of the Member State in which territory the activity is taking place ;

( f ) Additional audits or inspections to specific Operators may be included in the oversight

programme on the basis of the assessment of associated risks carried out within the occurrences reporting scheme(s).

**GM 1 ARO. GEN. 305 ( d1 ) Oversight Programme**

*OVERSIGHT OF AUTHORIZATION HOLDERS*

Past and current authorization process refers to relevant results of past and current authorization and oversight activities.

***AMC 1* ARO. GEN. 305 ( e ) Oversight Programme**

*PERSONS HOLDING a LICENCE, CERTIFICATE, RATING or ATTESTATION*

The oversight of persons holding a licence, certificate, rating or attestation should normally be

ensured as part of the oversight of organizations. Additionally, the Authority should verify compliance with applicable requirements when endorsing or renewing ratings. To properly discharge its oversight responsibilities, the Authority should perform a certain number of unannounced verifications.

***AMC 1* ARO. GEN. 310 ( a ) Initial Certification Procedure - Organizations**

*VERIFICATION of COMPLIANCE*

( a ) Upon receipt of an application for an Air Operator Certificate ( AOC ), the Authority should :

1 ) assess the management system and processes, including the Operator’s organization and operational control system ;

2 ) review the Operations Manual and any other documentation provided by the organization ;

*and*

3 ) for the purpose of verifying the organization’s compliance with the applicable requirements, conduct an audit at the organization’s facilities. The Authority may require the conduct of one or more demonstration flights operated as if they were commercial flights.

( b ) The Authority should ensure that the following steps are taken :

1 ) The organization's written application for an AOC should be submitted at least 90 days before the date of intended operation, except that the Operations Manual may be submitted later, but not less than 60 days before the date of intended operation. The Application Form should be printed in language(s) of the competent authority's choosing ;

2 ) An individual should be nominated by the responsible person of the Authority to oversee, to become the focal point for all aspects of the organization certification process and to coordinate all necessary activity. The nominated person should be responsible to the responsible person of the Competent Authority for confirming that all appropriate audits and inspections have been carried out. He / she should also ensure that the necessary specific or prior approvals required by ( b )( 3 ) are issued in due course. Of particular importance on initial application is a careful review of the qualifications of the organizations’ nominated persons. Account should be taken of the relevance of the nominee's previous experience and known record ;

3 ) Submissions that require the Competent Authority's specific or prior approval should be referred to the appropriate department of the Competent Authority. Submissions should include, where relevant, the associated qualification requirements and training programmes.

( c ) The ability of the applicant to secure, in compliance with the applicable requirements and the safe operation of aircraft, all necessary training and, where required, licensing of personnel, should be assessed. This assessment should also include the areas of responsibility and the numbers of those allocated by the applicant to key management tasks ;

( d ) In order to verify the organization’s compliance with the applicable requirements, the Authority should conduct an audit of the organization, including interviews of personnel and inspections carried out at the organization’s facilities. The Competent Authority should only conduct such an audit after being satisfied that the application shows compliance with the applicable requirements ;

( e ) The audit should focus on the following areas :

1 ) detailed management structure, including names and qualifications of personnel required by *ORO. GEN. 210* and adequacy of the organization and management structure ;

2 ) personnel :

( i ) adequacy of number and qualifications with regard to the intended terms of approval and associated privileges ;

( ii ) validity of licences, ratings, certificates or attestations as applicable.

3 ) processes for safety risk management and compliance monitoring ;

4 ) facilities — adequacy with regard to the organization’s scope of work ;

5 ) documentation based on which the certificate should be granted *( organization documen - - tation as required by Part - ORO, including Technical Manuals, such as Operations Manual or Training Manual ).*

( f ) In case of non-compliance, the applicant should be informed in writing of the corrections that are required ;

( g ) When the verification process is complete, the person with overall responsibility, nominated in accordance with ( b )( 2 ), should present the application to the person responsible for the issue of an AOC together with a written recommendation and evidence of the result of all investigations or assessments which are required before the Operator certificate is issued. Approvals required should be attached to the recommendation. The Authority should inform the applicant of its decision concerning the application within 60 days of receipt of all supporting documentation. In cases where an application for an organization certificate is refused, the applicant should be informed of the right of appeal as exists under national law.

***AMC 1* ARO. GEN. 330 Changes — Organizations**

*AOC HOLDERS*

( a ) Changes in nominated persons :

The Authority should be informed of any changes to personnel specified in Part-ORO that may affect the certificate or terms of approval / approval schedule attached to it. When an organization submits the name of a new nominee for any of the persons nominated as per ORO.GEN.210(b), the Authority should require the organization to produce a written resume of the proposed person's qualifications. The Authority should reserve the right to interview the nominee or call for additional evidence of his / her suitability before deciding upon his / her acceptability ;

( b ) A simple management system documentation status sheet should be maintained, which

contains information on when an amendment was received by the Authority and when it was approved ;

( c ) The organization should provide each management system documentation amendment to

the Authority, including for the amendments that do not require prior approval by the Authority. Where the amendment requires Authority approval, the competent authority, when satisfied, should indicate its approval in writing. Where the amendment does not require prior approval, the Authority should acknowledge receipt in writing within 10 working days.

( d ) For changes requiring prior approval, in order to verify the organization's compliance with the applicable requirements, the Authority should conduct an audit of the organization, limited to the extent of the changes. If required for verification, the audit should include interviews and inspections carried out at the organization’s facilities.

**GM 1 ARO. GEN. 330 Changes — Organizations**

*CHANGE of NAME of the ORGANISATION*

***a )*** On receipt of the application and the relevant parts of the organization’s documentation

as required by Part-ORO, the Authority should re-issue the certificate ;

***b )*** A name change alone does not require the Authority to audit the organization, unless there is evidence that other aspects of the organization have changed.

**AMC 1 ARO. GEN. 345 Declaration — Organizations**

*ACKNOWLEDGEMENT of RECEIPT*

The Authority should acknowledge receipt of the declaration in writing within 10 working days.

**GM 1 ARO. GEN. 345 Declaration — Organizations**

*VERIFICATION — DECLARATION*

The verification made by the Authority upon receipt of a declaration does not imply an inspection. The aim is to check whether what is declared complies with applicable regulations.

**GM 1 ARO. GEN. 350 Findings and Corrective Actions - Organizations**

*TRAINING*

For a ***Level 1*** *Finding* it may be necessary for the Authority to ensure that further training by the organization is carried out and audited by the competent authority before the activity is resumed, dependent upon the nature of the finding.

**GM 1 ARO. GEN. 355 ( b ) Findings and Enforcement Measures - Persons**

*GENERAL*

This provision is necessary to ensure that enforcement measures will be taken also in cases

where the Authority may not act on the licence, certificate or attestation. The type of enforcement measure will depend on the applicable national law and may include for example the payment of a fine or the prohibition from exercising.

It covers two cases :

***a )*** persons subject to the requirements laid down in Regulation (EC) No 216 / 2008 and its

Implementing Rules who are not required to hold a licence, certificate or attestation ; *and*

***b )*** persons who are required to hold a licence, rating, certificate or attestation, but who do not hold the appropriate licence, rating, certificate or attestation as required for the activity they perform.

**SUBPART OPS - AIR OPERATIONS**

**SECTION I. - Certification of Commercial Air Transport Operators**

***AMC 1* ARO. OPS. 105 Code - Share Arrangements**

*SAFETY of a CODE - SHARE AGREEMENT*

( a ) When evaluating the safety of a code-share agreement, the Authority should check that the :

(1) documented information provided by the applicant in accordance with *ORO. AOC. 115* is complete and shows compliance with the applicable ICAO standards ; *and*

(2) operator has established a code-share audit programme for monitoring continuous compliance of the third country operator with the applicable ICAO standards.

( b ) The Authority should request the applicant to make a declaration covering the above items ;

( c ) In case of non-compliance, the applicant should be informed in writing of the corrections

which are required.

***AMC 2* ARO. OPS. 105 Code - Share Arrangements**

*AUDITS PERFORMED by a THIRD PARTY PROVIDER*

When audits are performed by a third party provider, the Competent Authority should verify if the third party provider meets the criteria established in *AMC 2 ORO.AOC.115 ( b ).*

***AMC 1* ARO. OPS. 110 Lease Agreements**

*WET LEASE - IN*

( a ) Before approving a wet lease - in agreement, the Authority of the lessee should

assess available reports on ramp inspections performed on aircraft of the lessor ;

( b ) The Authority should only approve a wet lease - in agreement if the routes

intended to be flown are contained within the authorized areas of operations specified in

the AOC of the lessor.

***AMC 2*  ARO. OPS. 110 Lease Agreements**

*SHORT TERM WET LEASE - IN*

The Authority of the lessee may approve third country operators individually or a framework contract with more than one third country operator in anticipation of operational needs or to overcome operational difficulties taking into account the conditions defined in Article 13 ( 3 ) of CR - EC No  1008 / 2008.

**GM 1 ARO. OPS. 110 Lease Agreements**

*APPROVAL*

***a )*** except for wet lease - out, approval for an EU Operator to lease an aircraft of another

Operator should be issued by the competent authority of the lessee and the competent

authority of the lessor ;

***b )*** when an EU Operator leases an aircraft of an undertaking or person other than an

Operator, the Authority of the lessee should issue the approval.

**GM 2 ARO. OPS. 110 Lease Agreements**

*DRY LEASE - OUT*

The purpose of the requirement for the competent authority to ensure proper coordination with the authority that is responsible for the oversight of the continuing airworthiness of the aircraft in accordance with Commission Regulation (EC) No 2042 / 2003 is to ensure that appropriate

arrangements are in place to allow :

a ) the transfer of regulatory oversight over the aircraft, if relevant ; *or*

b ) continued compliance of the aircraft with the requirements of Commission Regulation ( EC ) No 2042 / 2003.

**SECTION I A. - Authorization of High Risk Commercial Specialized Operations**

***AMC 1.* ARO. OPS. 150 Authorization of High Risk Commercial Specialized**

**Operations**

*GENERAL*

The Authority should make publicly available a list of activities of high risk commercial specialized operations so that operators are informed when to apply for an authorization.

**AMC 1. ARO. OPS. 150 ( a ); ( b ) Authorization of High Risk Commercial**

**Specialized Operations**

*VERIFICATION OF COMPLIANCE*

( a ) For the purpose of verifying the operator’s standard operating procedures (SOPs), the

competent authority may conduct an audit at the operator’s facilities or require the conduct of one or more demonstration flights operated as if they were high risk commercial specialized operations.

( b ) An individual should be nominated by the competent authority to become the focal point for all aspects of the authorization process and to coordinate all necessary activity. This nominated person should confirm to the responsible person of the Authority issuing the authorization that all appropriate audits and inspections have been carried out.

( c ) When the verification process is complete, the person, nominated in accordance with (b),

should present the application to the person responsible for the issuance of an authorization together with a written recommendation and evidence of the result of the review of the operator’s risk assessment documentation and SOPs, which is required before the authorization is issued. The competent authority should inform the applicant of its decision concerning the application. In cases where an application for an authorization is refused, the applicant should be informed of the right of appeal as exists under national law.

**GM 1 ARO. OPS. 150 ( b ) Authorization of High Risk Commercial**

**Specialized Operations**

*LIMITATIONS*

The Authority may issue the authorization for a limited duration, e. g. for a single event or a defined series of flights, or limit the operating area.

**GM 1 ARO. OPS. 150 ( c ) Authorization of High Risk Commercial**

**Specialized Operations**

*CHANGE of NAME of the ORGANISATION*

***a )*** upon receipt of the application for a change of the authorization, the competent authority

should re - issue the authorization ;

***b )*** a name change alone does not require the Authority to re - assess the risk assessment and SOPs, unless there is evidence that other aspects of the operation have changed.

***AMC 1.*  ARO. OPS. 150 ( f ) Authorization of High Risk Commercial**

**Specialized Operations**

*AUTHORISATION of CROSS - BORDER HIGH RISK COMMERCIAL*

*SPECIALISED OPERATION*

( a ) An authorization for cross-border high risk commercial specialized operations should be

issued by the Authority, when both the competent authority itself and the competent authority of the place where the operation is planned to be conducted are satisfied that the risk assessment and SOPs are appropriate for the area overflown.

( b ) The authorization should be amended to include those areas for which the operator has received the authorization to conduct cross-border high risk commercial specialized operation.

**GM 1 ARO. OPS. 150 ( f ) Authorization of High Risk Commercial**

**Specialized Operations**

*AUTHORIZATION of CROSS - BORDER HIGH RISK COMMERCIAL*

*SPECIALISED OPERATION*

Cross - border high risk commercial specialized operation means a high risk commercial specialized operation in a territory other than the Member State than where the operator has its principle place of business.

**GM 1 ARO. OPS. 155 Lease Agreements**

*WET LEASE - IN*

Since ICAO has not stipulated globally harmonized standards for specialized Operators and their operation, the applicable requirements involving a third country registered aircraft of a third country operator will be of a local or national nature. Therefore, the Authority approving a wet lease - in agreement is encouraged to collect information on the oversight system of the state of the operator or state of registry, if applicable, in order to have a better understanding of the operation.

**GM 2 ARO. OPS. 155 Lease Agreements**

*LEASE AGREEMENTS BETWEEN OPERATORS REGISTERED in an EU*

*MEMBER STATE.*

No approval is required for any lease agreements between operators having their principle place of business in an EU Member State.

**SECTION II. — Approvals**

***AMC 1.* ARO. OPS. 200 Specific Approval Procedure**

*PROCEDURES for the APPROVAL of CARRIAGE of DANGEROUS GOODS*

When verifying compliance with the applicable requirements of SPA.DG.100, the competent

authority should check that :

( a ) the procedures specified in the operations manual are sufficient for the safe transport of

dangerous goods ;

( b ) operations personnel are properly trained in accordance with the ICAO *Technical Instructions for the Safe Transport of Dangerous Goods by Air*  ( ICAO Doc. 9284- AN / 905 ) ;

and

( c ) a reporting scheme is in place.

***AMC 2* ARO. OPS. 200 Specific Approval Procedure**

*PROCEDURES for the APPROVAL for REDUCED VERTICAL SEPARATION*

*MINIMA ( RVSM ) OPERATIONS*

(a) When verifying compliance with the applicable requirements of Subpart D of Annex V

( SPA.RVSM ), the competent authority should verify that :

(1) each aircraft holds an adequate RVSM airworthiness approval ;

(2) procedures for monitoring and reporting height keeping errors have been established ;

(3) a training programme for the flight crew involved in these operations has been established; and

(4) operating procedures have been established.

(b) Demonstration flight(s).

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

(c) Form of approval documents.

Each aircraft group for which the operator is granted approval should be listed in the

approval ;

(d) Airspace monitoring.

For airspace, where a numerical target level of safety is prescribed, monitoring of aircraft height keeping performance in the airspace by an independent height monitoring system is necessary to verify that the prescribed level of safety is being achieved. However, an

independent monitoring check of an aircraft is not a prerequisite for the grant of an RVSM approval.

(1) Suspension, revocation and reinstatement of RVSM approval.

The incidence of height keeping errors that can be tolerated in an RVSM environment is small. It is expected of each operator to take immediate action to rectify the conditions that cause an error. The operator should report an occurrence involving poor height keeping to the Authority within 72 hours. The report should include an initial analysis of causal factors and measures taken to prevent repeat occurrences.

The need for follow-up reports should be determined by the Authority. Occurrences that should be reported and investigated are errors of :

( i ) total vertical error (TVE) equal to or greater than ± 90 m ( ± 300 ft) ;

(ii) altimeter system error (ASE) equal to or greater than ± 75 m (±245 ft) ; *and*

(iii) assigned altitude deviation equal to or greater than ± 90 m (±300 ft).

Height keeping errors fall into two broad categories :

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

(2) An operator that consistently experiences errors in either category should have approval for RVSM operations suspended or revoked. If a problem is identified that is related to one specific aircraft type, then RVSM approval may be suspended or revoked for that specific type within that operator's fleet.

(3) Operators’ actions :

The operator should make an effective, timely response to each height keeping error. The Authority may consider suspending or revoking RVSM approval if the operator's responses to height keeping errors are not effective or timely. The Authority should consider the operator's past performance record in determining the action to be taken.

(4) Reinstatement of approval :

The operator should satisfy the Authority that the causes of height keeping errors are understood and have been eliminated and that the operator's RVSM programmes and procedures are effective. At its discretion and to restore confidence, the Authority may require an independent height monitoring check of affected aircraft to be performed.

**GM 1 ARO. OPS. 205 Minimum Equipment List Approval**

*EXTENSION of RECTIFICATION INTERVALS*

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

**GM 1 ARO. OPS. 210 Determination of Local Area**

*GENERAL*

The distance or local area should reflect the local environment and operating conditions.

***AMC 1*  ARO. OPS. 215 Approval of Helicopter Operations Over a Hostile**

**Environment Located Outside a Congested Area**

*APPROVALS that REQUIRE ENDORSEMENT*

(a) Whenever the operator applies for an approval in accordance with *CAT. POL. H. 420* for

which an endorsement from another State is required, the Authority should only grant the approval once endorsement of that other State has been received.

(b) The Operations Specification should be amended to include those areas for which endorsement was received.

***AMC 2* ARO. OPS. 215 Approval of Helicopter Operations Over a Hostile**

**Environment Located Outside a Congested Area**

*ENDORSEMENT by ANOTHER STATE*

(a) Whenever the operator applies for an endorsement to operate over hostile environment

located outside a congested area in another State in accordance with CAT.POL.H.420, the

Authority of that other State should only grant the endorsement once it is satisfied that :

(1) the safety risk assessment is appropriate to the area overflown; and

(2) the operator’s substantiation that preclude the use of the appropriate performance criteria are appropriate for the area overflown.

(b) The Authority of that other State should inform the competent authority of the Member State responsible for issuing the approval.

***AMC 1* ARO. OPS. 220 Approval of Helicopter Operations to or from a**

**Public Interest Site**

*APPROVALS that REQUIRE ENDORSEMENT*

Whenever the operator applies for an approval in accordance with *CAT.POL.H.225* to conduct

operations to or from a public interest site (PIS) for which an endorsement from another State is required, the competent authority should only grant such an approval once endorsement of

that other State has been received.

***AMC 2* ARO. OPS. 220 Approval of Helicopter Operations to or from a**

**Public Interest Site**

*ENDORSEMENT by ANOTHER STATE*

(a) Whenever the operator applies for an endorsement to operate to/from a public interest site in another State in accordance with CAT.POL.H.225, the competent authority of that other State should only grant the endorsement once it is satisfied that :

(1) the conditions of CAT.POL.H.225 (a)(1) through (5) can be met by the operator at those sites for which endorsement is requested; and

(2) the operations manual includes the procedures to comply with CAT.POL.H.225 (b) for these sites for which endorsement is requested.

(b) The competent authority of that other State should inform the competent authority of the Member State responsible for issuing the approval.

**GM 1 ARO. OPS. 225 Approval of Operations to an Isolated Aerodrome**

*GENERAL*

The use of an isolated aerodrome exposes the aircraft and passengers to a greater risk than to

operations where a destination alternate aerodrome is available. Whether an aerodrome is

classified as an isolated aerodrome or not often depends on which aircraft are used for operating the aerodrome. The competent authority should therefore assess whether all possible means are applied to mitigate the greater risk.

**SECTION III. Oversight of Operations**

***AMC 1* ARO. OPS. 300 Introductory Flights**

*MARGINAL ACTIVITY*

The competent authority should publish criteria specifying to which extent it considers an activity marginal and how this is being overseen.

**GM 1 ARO. OPS. 300 Introductory Flights**

*ADDITIONAL CONDITIONS*

For introductory flights carried out in the territory of the State, the Authority may establish additional conditions such as defined area of the operation, time period during which such operations are to be conducted, safety risk assessments to be accomplished, aircraft to be used, specific operating procedures, notification requirements, maximum distance flown, pilot qualification, maximum number of passengers on-board, further restrictions on the maximum take-off mass.

**SUBPART RAMP**

**RAMP INSPECTIONS of AIRCRAFT of OPERATORS under the REGULATORY OVERSIGHT of another STATE**

***AMC 1* ARO. RAMP. 100 General**

*RAMP INSPECTIONS*

(a) The ramp inspection should normally be performed during a turn-around.

(b) In addition to the applicable requirements, when inspecting the technical condition of the

aircraft, it should be checked against the aircraft manufacturer’s standard.

***AMC 1*  ARO. RAMP. 100 ( b ) General**

*SUSPECTED AIRCRAFT*

In determining whether an aircraft is suspected of not being compliant with the applicable

requirements, the following should be taken into account:

(a) information regarding poor maintenance of, or obvious damage or defects to an aircraft;

(b) reports that an aircraft has performed abnormal manoeuvres that give rise to serious safety concerns in the airspace of a Member State;

(c) a previous ramp inspection that has revealed deficiencies indicating that the aircraft does

not comply with the applicable requirements and where the competent authority suspects that these deficiencies have not been corrected;

(d) evidence that the State in which an aircraft is registered is not exercising proper safety

oversight; or

(e) concerns about the operator of the aircraft that have arisen from occurrence reporting information and non-compliances recorded in a ramp inspection report on any other aircraft used by that operator.

***AMC 1* ARO. RAMP. 100 ( c )( 1 ) General**

*ANNUAL PROGRAMME*

( a ) Calculation methodology

The Authority should calculate the number of points to be achieved in the following year. The number of points should be submitted to the Agency before the 1 of September prior to the year for which the points apply. For this purpose, the following formula should be used :

Q = ( O pr ≥ 12 ) + ( 0. 2\* Opr ) + ( 0. 001\*Lnd ), where :

“ Q “ = annual quota ;

“ Opr ≥ 12 < 12 “ is the number of operators whose aircraft have landed in the previous year at aerodromes located in the Member State at least 12 times ;

“ Opr “ is the number of operators whose aircraft have landed in the previous year at aerodromes in the territory of the Member State less than 12 times ;

< 12 “ Lnd “ is the number of landings performed by those operators’ aircraft at aerodromes

located in the Member State in the previous year.

( b ) Inspections should be valued differently in accordance with the following criteria :

(1) prioritized ramp inspections and the first inspection of a new operator conducted on an aerodrome located within a radius ≤ 250 km from the Authority’s main office have a value of 1.5 points ;

(2) prioritized ramp inspections and the first inspection of a new operator conducted on

an aerodrome located within a radius > 250 km from the Authority’s main office have a value of 2.25 points ;

(3) inspections conducted between the hours of 20:00 and 06:00 local time, during weekends or national holidays have a value of 1.25 points ;

(4) inspections conducted on operators for which the previous inspection was performed more than 8 weeks before have a value of 1.25 points ;

(5) any other inspections have a value of 1 point ; *and*

(6) for specific circumstances falling under two or more of the above situations, the above-mentioned factors may be combined by multiplication ( e. g. prioritized inspection performed at an airport located at 600 km from the main office, during the weekend on an operator that was not inspected over the last 3 months will have a value of : 2.25 \* 1.25 \* 1.25 = 3,52 points).

**GM 1 ARO. RAMP. 100 ( c )( 1 ) General**

*NUMBER of INSPECTION POINTS*

The quotation is a statistical assumption only and does not necessarily mean that operators in

the group “Opr “ always need to be inspected. As deemed necessary by the inspecting authorities, operators may be inspected more than once ( taking into account *AMC 2 ARO. GEN. 305 ( b )( 1 ))* whilst sticking to the calculated number of points ; as a result, some operators might not be inspected in any given year. ≥ 12

**GM 1 ARO. RAMP. 105 ( b )( 2 )( i ) Prioritization Criteria**

*LIST of OPERATORS*

The list of operators may include aircraft of operators or aircraft that have been withdrawn from the list of air carriers subject to an operating ban within the EU, as established by Regulation (EC) No 2111 / 2005 of the European Parliament and of the Council.

***AMC 1* ARO. RAMP. 110 Collection of Information**

*COLLECTION of INFORMATION*

The information should include :

( a ) important safety information available, in particular, through :

(1) pilot reports;

(2) maintenance organization report;

(3) incident reports;

(4) reports from other organizations, independent from the inspection authorities ; *and*

(5) complaints.

( b ) information on action(s) taken subsequent to a ramp inspection, such as :

(1) aircraft grounded ;

(2) aircraft or operator banned from a Member State pursuant to Article 6 of Regulation (EC) No 2111 / 2005 or banned from the EU ;

(3) corrective action required;

(4) contacts with the operator's competent authority ; *and*

(5) restrictions on flight operations.

( c ) follow-up information concerning the operator, such as :

(1) implementation of corrective action(s) ; *and*

(2) recurrence of non-compliance.

***AMC 1* ARO. RAMP. 115 ( a ) Qualification of Ramp Inspectors**

*BACKGROUND KNOWLEDGE and EXPERIENCE*

The background knowledge and / or working experience of the inspector determines the

privileges of the inspector. The competent authority should determine what the inspector is

entitled to inspect, taking into account the following considerations :

(a) background knowledge ;

(b) working experience ; *and*

(c) interrelation of the inspection item with other disciplines ( e. g. a former cabin crew member may require additional training on minimum equipment list (MEL) issues before

being considered eligible for inspection of safety items in the cabin ).

***AMC 1* ARO. RAMP. 115 ( b )( 1 ) Qualification of Ramp Inspectors**

*ELIGIBILITY CRITERIA*

( a ) The candidate should be considered eligible to become a ramp inspector provided he/she

meets the following criteria :

(1) has good knowledge of the English language ; and

(2) education and experience over the previous 5 years in accordance with one of the following items:

(i) has successfully completed post-secondary education with a duration of at least 3 years and after that at least 2 years aeronautical experience in the field of aircraft operations or maintenance, or personnel licensing;

(ii) has or has had a commercial/airline transport pilot licence and preferably carried out such duties for at least 2 years;

(iii) has or has had a flight engineer licence and preferably carried out such duties for at least 2 years;

(iv) has been a cabin crew member and preferably carried out such duties in commercial air transport for at least 2 years;

(v) has been licensed as maintenance personnel and preferably exercised the privileges of such a licence for at least 2 years;

(vi) has successfully completed professional training in the field of air transport of dangerous goods and preferably after that at least 2 years of experience in this field ; *or*

(vii) has successfully completed post-secondary aeronautical education with a duration of at least 2 years.

***AMC 1* ARO. RAMP. 115 ( b )( 2 ) Qualification of Ramp Inspectors**

*SENIOR RAMP INSPECTORS*

1. The competent authority should appoint senior ramp inspectors provided they meet the qualification criteria established by that competent authority. These qualification criteria should contain at least the following requirements :

(1) the appointee has been a qualified ramp inspector over the 3 years prior to his/her appointment ;

(2) the appointee has performed a minimum of 72 ramp inspections during the 36 months prior to the appointment, evenly spread over this period; and

(3) the senior ramp inspector will remain qualified only if performing at least 24 ramp inspections during any 12-month period after his/her initial qualification.

(b) If the competent authority does not have senior ramp inspectors to conduct on-the-job training, such training should be performed by a senior ramp inspector from another State, either in the competent authority of the trainee or in the competent authority of the senior ramp inspector.

(c) Additional factors to be considered when nominating senior ramp inspectors include knowledge of training techniques, professionalism, maturity, judgment, integrity, safety awareness, communication skills, personal standards of performance and a commitment to quality.

(d) If a senior ramp inspector should lose his/her qualification as a result of failure to reach the minimum number of inspections mentioned in ARO.RAMP.115 (b)(3), he/she should be requalified by the Member State authority by performing at least four inspections under the supervision of a senior ramp inspector, within a maximum period of 2 months.

(e) Senior ramp inspectors, like any other inspectors, should also receive recurrent training according to the frequency mentioned in AMC1ARO.RAMP.115(b)(3).

***AMC 2* ARO. RAMP. 115 ( b )( 2 ) Qualification of Ramp Inspectors**

*SCOPE and DURATION of INITIAL TRAINING*

Initial training should encompass :

— initial theoretical training,

— practical training, and

— on - the - job training.

( a ) Initial theoretical training.

(1) The scope of the initial theoretical training is to familiarize the inspectors with the framework and the European dimension of the Ramp Inspection Programme, and with the common inspection, finding categorization, reporting and follow-up procedures. The primary scope of the theoretical training is not the transfer of technical (operational, airworthiness, etc.) knowledge. The trainees should possess such knowledge, either from previous work experience or through specialized training, prior to attending the theoretical course. The duration of the initial theoretical training should be no less than 3 training days.

(2) In case an integrated course is delivered (consisting of both the transfer of technical knowledge and specific ramp inspection information), the duration of the course should be extended accordingly.

(3) The initial theoretical training shall be conducted in accordance with the syllabus in AMC 1 ARO. RAMP. 115 (b) (2) (i).

( b ) Practical training.

(1) The scope of practical training is to instruct on inspection techniques and specific areas of attention without any interference with the flight crew. Preferably, this should be done in a non-operational environment (e.g. on an aircraft in a maintenance hangar). Alternatively, aircraft with an adequate turnaround time may be used. In the latter case, the flight and/or ground crew should be informed about the training character of the inspection.

(2) The duration of the practical training should be no less than 1 training day. The competent authority may decide to lengthen the training based on the level of expertise of the attendees. Practical training may be split into several sessions provided an adequate training tracking system is in place.

(3) The practical training should be conducted in accordance with the syllabus in AMC 2 ARO RAMP. 115 (b) (2) (i). ON-THE-JOB TRAINING

( c ) Scope of on - the - job training

(1) The objective of the on-the-job training should be to familiarize the trainees with the

particularities of performing a ramp inspection in a real, operational environment. The competent authority should ensure that on-the-job training is undertaken only by trainees that have successfully completed theoretical and practical training.

(2) The competent authority should ensure that the area of expertise of the trainee is compatible with the one of the senior ramp inspector delivering on-the-job training.

(3) When selecting the operators to be inspected during the on-the-job training programme, the senior ramp inspector should ensure:

(i) that the training can be performed on a sufficient level but without undue hindrance or delay of the inspected operator ; and

(ii) that the ramp inspections are conducted on different operators (i.e., EU operators, third country operators), different aircraft types and aircraft configurations (i.e., jet and propeller aircraft, single aisle and wide-body aeroplanes, passenger operations and cargo operations), different types of operations (i.e., commercial and non-commercial operations, long-haul and short-haul operations).

(4) On-the-job training should comprise two phases :

(i) observing inspector: during this phase the trainee should accompany and observe the senior ramp inspector when performing a series of ramp inspections (including the preparation of the inspection and post-inspection activities: reporting, follow-up); and

(ii) inspector under supervision: during this phase the trainee should gradually start to perform ramp inspections under the supervision and guidance of the senior ramp inspector.

( d ) Duration and conduct of on - the - job training.

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

The on-the-job training may be given by more than one senior ramp inspector. In such cases, appropriate records should be maintained for each trainee documenting the training received (when the trainee is observing the inspection) and his/her ability to effectively perform ramp inspections (under supervision). For this purpose, the senior ramp inspector should use a checklist containing the applicable elements presented in GM2 ARO.RAMP.115(c).

(2) Before starting on-the-job training the trainee should be briefed with regard to the general objectives and working methods of the training.

(3) Before every inspection the trainee should be briefed with regard to the particular objectives and lessons to be learned during this inspection.

(4) After every day of inspection the trainee should be debriefed with regard to his/her performance and progress and areas where improvement is needed.

( e ) Elements to be covered during the on - the - job training

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

(1) Preparation of an inspection:

(i) use of the centralized database to prepare an inspection;

(ii) other sources of information (such as passenger complaints, maintenance organization reports, air traffic control (ATC) reports);

(iii) areas of concern and/or open findings;

(iv) retrieval of updated reference materials: Notices to Airmen (NOTAMs), navigation and weather charts;

(v) selection of operator(s) to be inspected (oversight programme, priority list);

(vi) task allocation among members of a ramp inspection team; and

(vii) daily/weekly/monthly ramp inspection schedule.

(2) Administrative issues:

(i) ramp inspector’s credentials, rights and obligations;

(ii) special urgency procedures (if any);

(iii) national (local) aerodrome access procedures;

(iv) safety and security airside procedures; and

(v) ramp inspector kit (electric torch, fluorescent vest, ear plugs, digital camera, checklists, etc.).

(3) Cooperation with airport and air navigation services to obtain actual flight information, parking position, time of departure, etc.

(4) Ramp inspection:

(i) introduction to the pilot-in-command/commander, flight crew, cabin crew, ground crew;

(ii) inspection items: according to the area of expertise of the trainee;

(iii) findings (identification, categorisation, reporting, evidencing);

(iv) corrective actions — class 2;

(v) corrective actions — class 3:

(A) Class 3a) enforcement of restriction(s) on aircraft flight operations (cooperation with other services/authorities to enforce a restriction);

(B) Class 3b) request of an immediate corrective action(s), satisfactory completion of an immediate corrective action;

(C) Class 3c) grounding of an aircraft: notification of the grounding decision to the aircraft commander; national procedures to prevent the departure of a grounded aircraft; communication with the State of operator /registry;

(vi) Proof of Inspection:

(A) completion and delivery of the Proof of Inspection report; and

(B) request of acknowledgement of receipt (document or a refusal to sign).

(5) Human factors elements:

(i) cultural aspects;

(ii) resolution of disagreements and/or conflicts; and

(iii) crew stress.

( f ) Assessment of trainees

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

***AMC 3* ARO. RAMP. 115 ( b ) ( 2 ) Qualification of Ramp Inspectors**

*QUALIFICATION of the INSPECTOR after SUCCESSFUL COMPLETION of TRAINING*

Qualification of the inspector after successful completion of training.

(a) Successful completion of theoretical training should be demonstrated by passing an evaluation by the competent authority or by the approved training organization.

(b) Successful completion of practical and on–the-job training should be assessed by the senior ramp inspector providing on-the-job training, through evaluation of the trainee’s ability to effectively perform ramp inspections in an operational environment.

(c) The competent authority should issue a formal qualification statement for each qualified inspector listing the inspecting privileges.

(d) The background knowledge and working experience of the inspector should determine the privileges of the inspector (the scope of his/her inspection; what he/she is entitled to inspect). The numerous varieties in backgrounds of the candidate inspectors make it impossible to issue a full set of templates showing the background-privileges relation. It is, therefore, up to the competent authority to determine the eligibility and the related privileges for the inspector, whereby the following should be considered:

(1) background knowledge ;

(2) working experience ; and

(3) interrelation of the inspection item with other disciplines (e.g. former cabin crew member may require additional training on MEL issues before being considered eligible for safety items in the cabin).

(e) The competent authority should issue the qualification statement only after the candidate has successfully completed the theoretical, practical and on-the-job-training.

(f) The competent authority should put in place a system that will ensure that their inspectors meet at all times the qualification criteria with regard to eligibility, training and recent experience.

**AMC 4 ARO. RAMP. 115 ( b ) ( 2 ) Qualification of Ramp Inspectors**

*CHECKLIST ON - THE - JOB TRAINING OF INSPECTORS*

|  |  |  |
| --- | --- | --- |
| **On - the - Job Training of Ramp Inspection Inspectors** | | |
| Competent Authority | Senior ramp inspector : | |
| Name of trainee : | Place : | |
| Date : | Ramp Inspection Number : | |
| Operator : | A / C Registration: | A / C Type : |

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| **A** | **Flight Deck** | **Check :** *( Description / notes )* | **Observation** | **Under Supervision** |

* *continued to next page -*

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| **A** | **Flight Deck** | **Check :** *( Description / notes )* | **Observation** | **Under**  **Supervision** |
| **General** | | | | |
| **1.** | **General Condition** |  inappropriately pulled  circuit breakers   reinforced flight crew compartment door,  *if required*   crew baggage   flight crew seats   emergency exits *( serviceability )*   escape ropes *( secured or not )* | **.** | **.** |
|  | | ***Note :*** | | |
| **2.** | **Emergency**  **Exit** |  Are exits serviceable *( if not, check MEL*  *limitations )*   Possible obstacles | **.** | **.** |
| ***Note :*** | | |
| **3.** | **Equipment**  **Documentation** | ACAS / TCAS II :   Presence   System test / passed 8.33 kHz :  *if required*   Radio channel spacing  RNAV :   Authorization to perform operations in  RNAV airspace.  GPWS / TAWS :   presence   TAWS / SRPBZ for forward looking  terrain avoidance function   System test *(if possible)* MNPS   Special authorization | **.** | **.** |
| ***Note :*** | | |
| **Documentation** | | | | |
| **4.** | **Manuals** |  Presence of the applicable parts of the  Operations Manual ( OM )   Up - to - date   Authority approval where applicable  content *( complies with the requirements )*   Presence of aircraft Flight Manual /  performance data   Differences regarding manuals of  aircraft of ex - Soviet design  *( e. g. Rukowodstwo ).* | **.** | **.** |
| ***Note :*** | | |

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| **A** | **Flight Deck** | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Documentation** *- cont’d -* | | | | |
| **5.** | **Check - List’s** |  Available / within reach   Tidiness / cleanness   Normal   Abnormal   Emergency   Up-to-date/not for training, etc.   Content *(compliance with the operator procedure)*   Appropriate for aircraft configuration being used | **.** | **.** |
|  | | ***Note :*** | | |
| **6.** | **Radio navigation /**  **Instrument Charts** |  Presence of instrument approach charts  *( available / within reach / up - to - date )*   Presence of en - route charts  *( available / within reach / up - to - date )*   Route covering | **.** | **.** |
| ***Note :*** | | |
| **7.** | **Minimum**  **Equipment**  **List** |  Availability / within reach   Up - to - date / less restrictive than MMEL   Does content reflect aircrafts equipment   Possible deferred defects / accordance  with instructions   Possible use of MMEL   Rukowodstwo *( check when possible )* | **.** | **.** |
| ***Note :*** | | |
| **8.** | **Certificate of**  **Registration** |  On - board   Accuracy *( Reg. mark, A / C Type and*  *S / N )*   Format   English translation when needed   Identification plate *( S / N )* | **.** | **.** |
| ***Note :*** | | |
| **9.** | **Noise Certificate** |  On-board   Approval *( state of registry )* | **□** | **□** |
| ***Note :*** |  |  |
| **10** | **AOC or equivalent** |  Accuracy   Content *( operator identification, validity, date of issue, A/C Type, OPS SPECS )* | **□** | **□** |
| ***Note :*** |  |  |
| **11** | **Radio Licence** |  On - board   Accuracy with installed equipment | **□** | **□** |
| ***Note :*** |  |  |
| **12** | **Certificate of Airworthiness ( C of A )** |  On - board *( original or certified true copy )*   Accuracy   Validity | **□** | **□** |
| ***Note :*** |  |  |

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| **A** | **Flight Deck** | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Documentation** *- cont’d -* | | | | |
| **13** | **Flight Preparation** |  Operational Flight Plan on Board   Proper filling   Signed by PIC / Commander *( and where applicable,*  *Dispatch )*   Fuel calculation   Fuel monitoring / management   NOTAMs   Updated meteorological information   Letter Y in flight plan | **.** | **.** |
|  | | ***Note :*** | | |
| **14** | **Mass & Balance**  **calculation** |  On - board   Accuracy *( calculations / limits )*   Pilots acceptance   Load and Trim Sheet / actual load distribution | **.** | **.** |
| ***Note :*** | | |
| **Safety Equipment** | | | | |
| **15** | **Hand Fire**  **Extinguisher** |  On - board   Condition / Pressure indicator   Mounting *( secured )*   Expiry Date *( if any )*   Access   Sufficient number | **.** | **.** |
| ***Note :*** | | |
| **16** | **Life Jackets / Flotation**  **Devices** |  On - board   Access / within reach   Condition   Expiry date *( where applicable )*   Sufficient number | **□** | **□** |
| ***Note :*** |  |  |
| **17** | **Harness** |  On - board *( no Seatbelt )*   Condition   Sufficient number *( one for each crew member )* | **□** | **□** |
| ***Note :*** |  |  |
| **18** | **Oxygen Equipment** |  On - board   Condition   Cylinder pressure *( min. acc. to OM )*   Ask crew to perform the operational function  check of combined oxygen and com-tion system   Follow practice of the flight crew | **□** | **□** |
| ***Note :*** |  |  |
| **19** | **Independent Portable**  **Light** |  On - board   Appropriate quantities   Condition   Serviceability   Access / within reach   The need for an independent portable light *( night )* | **□** | **□** |
| ***Note :*** |  |  |

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| **A** | **Flight Deck** | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Flight Crew** | | | | |
| **20** | **Flight Crew Licence / Composition** |  On - board   Form / Content / English translation when needed   Validity   Ratings *( appropriate type ) ( PIC ) / ATPL )*   Pilots’ age   Possible difference with ICAO Annex 1  *( concerning the age of pilots )*   In case of validation *( all documents needed )*   Medical assessment / Check interval   Spare eye glasses, *if applicable* | **.** | **.** |
|  | | ***Note :*** | | |
| **Journey Log Book / Technical Log or equivalent** | | | | |
| **21** | **Journey Log Book or equivalent** |  On - board   Content   Filling *( carefully and properly )* | **.** | **.** |
| ***Note :*** | | |
| **22** | **Maintenance Release** |  Validity   When need of maintenance, technical log has  been complied with   When ETOPS, requirement are met   Signed off   Verify that maintenance release has not expired   Ex - Soviet built A / C | **□** | **□** |
| ***Note :*** |  |  |
| **23** | **Defect Notification and Rectification** |  Number of Deferred Defects   All defects been notified   Defect deferments include time limits and  comply with the stated time limits   All the defects are notified   Technical Log markings *( should be*  *understandable by Captain )*   Ex - Soviet built A / C. | **□** | **□** |
| ***Note :*** |  |  |
| **24** | **Pre - flight Inspection** |  Performed *( inbound / outbound flight )*   Signed off | **□** | **□** |
| ***Note :*** |  |  |

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| **B** | **Cabin** | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Cabin** **Safety** | | | | |
| **1.** | **General Internal Condition** |  General condition   Possible loose carpets   Possible loose or damaged floor panels   Possible loose or damaged wall panels   Seats   Markings of unserviceable seats   Lavatories   Lavatory smoke detectors   Safety and survival equipment *( shall be reliable, readily accessible and easily identified. Instructions for operation shall be clearly marked )*   Possible obstacles to perform normal and  abnormal duties | **.** | **.** |
|  | | ***Note :*** | | |
| **2.** | **Cabin Crew Stations and Crew Rest Area** |  Presence of cabin crew seats and  compliance with the requirement   Sufficient number   Condition ( seatbelt, harness )   Emergency Equipment *( independent portable light, fire extinguishers, portable breathing equipment )*   Cabin Preparation List | **.** | **.** |
| ***Note :*** | | |
| **3.** | **First - aid Kit / Emergency Medical Kit** |  On - board   Condition   Expiry date   Location *( as indicated )*   Identification   Adequacy   Access   Operating instructions *( clear )* | **□** | **□** |
| ***Note :*** |  |  |
| **4.** | **Hand Fire**  **Extinguishers** |  On - board   Condition *( pressure indicator )*   Expiry date *( if available )*   Mounting and access   Number | **□** | **□** |
| ***Note :*** |  |  |
| **5.** | **Life Jackets /**  **Flotation Devices** |  On - board   Easy access   Condition   Expiry dates, as applicable   Sufficient number   Infant vest | **□** | **□** |
| ***Note :*** |  |  |

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| **B** | **Cabin** | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Cabin** **Safety** *- cont’d -* | | | | |
| **6.** | **Seat Belt and Seat condition** |  On - board   Sufficient number   Condition   Availability of extension belts   Cabin seats *( verify the condition )*   If unserviceable check U / S - tag.   Restraint bars | **.** | **.** |
|  | | ***Note :*** | | |
| **7.** | **Emergency Exit,**  **Lightning and**  **Marking,**  **independent**  **Portable Light** |  Emergency exits ( condition )   Emergency exit signs / presence *(condition)*   Operation instructions *( markings and passenger*  *emergency briefing cards )*   Floor path markings *( ask to switch on )*  Possible malfunction / MEL   Lighting   Independent Portable light and batteries *(condition)*   Sufficient number of Independent  Portable Light *( night operations )*   Availability on each cabin attendant’s station | **.** | **.** |
| ***Note :*** | | |
| **8.** | **Slides /**  **Life -Rafts**  ***( as required ),* ELT** |  Slides on - board   Condition   Expiry date   Sufficient number   Location and mounting   Bottle pressure gauge   ELT on board   ELT *( condition and date )* | **□** | **□** |
| ***Note :*** |  |  |
| **9.** | **Oxygen supply**  ***( Cabin Crew and***  ***Passengers )*** |  Presence   Sufficient quantity of masks *( cabin crew*  *and passengers )*   Drop - out panels are free to fall   Passenger instructions *( passenger emergency*  *briefing cards )*   Portable cylinder supply and medical  oxygen, check pressure and mounting | **□** | **□** |
| ***Note :*** |  |  |
| **10** | **Safety Instruction’s** |  On-board   Tidiness   Accuracy / content *( A / C Type )*   Sufficient numbers *( passenger emergency briefing*  *card for each passenger )*   Cards for flight crew *( check emergency equipment*  *locations )* | **□** | **□** |
| ***Note :*** |  |  |

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| **B** | **Cabin** | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Cabin** **Safety** *- cont’d -* | | | | |
| **11** | **Cabin Crew**  **Members** |  General overview of cabin crew *( conditions )*   The sufficient number of CC *( appropriate )*   How the duty stations are manned   Follow practice of the cabin crew   When refuelling with passengers on-board check  procedures | **.** | **.** |
|  | | ***Note :*** | | |
| **12** | **Access to Emergency Exit** |  Access areas   Possible obstacles for evacuation *( foldable*  *jump seat or seat backrest table )* | **.** | **.** |
| ***Note :*** | | |
| **13** | **Stowage of**  **Passenger Baggage** |  Hand baggage storages in cabin   Size of hand baggage   Quantity of hand baggage   Weight of hand baggage   Placed under seat *( restraint bar )* | **□** | **□** |
| ***Note :*** |  |  |
| **14** | **Seat capacity** |  Number of passengers / permitted   Sufficient seat capacity | **□** | **□** |
| ***Note :*** |  |  |

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| **C** | **Aircraft condition** | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Aircraft Condition** | | | | |
| **1.** | **General External**  **Condition** |  Radom *( latches / painting )*   Windshields   Wipers   Static Ports / areas   AoA Probes   Pitot Tubes   TAT Probe   Crew oxygen discharge indicator *( if exist )*   Ground Power connection *( condition )*   Wings *( general condition, ice /snow contamination )*   Fairings   Leading Edge *( dents )*   Winglets   Trailing Edge / Static Dischargers   Look for Hydraulic leaks   Look for Fuel leak   Fuselage   Tail section / Static Dischargers   APU cooling air inlet   APU exhaust air / surge   Look at APU area for leaks   Tail bumper *( contact markings )*   Maintenance and service panels *( water / waste / hydraulic maintenance panels / refuel panels / cargo door control panel / RAT door )*   Cabin windows   Exterior lights   Painting ( condition )   Cleanliness   Markings / operational instructions & registration   Obvious repairs   Obvious damage | **.** | **.** |
|  | | ***Note :*** | | |
| **2.** | **Doors and Hatches** |  Passenger Doors *( condition )*   Emergency Exits *( condition )*   Cargo Doors *( condition )*   Avionics Compartment Doors *( condition )*   Accessory Compartment Doors *( condition )*   Operation Instructions of all Doors   Lubrications of all Doors   Door Seals   Handles | **.** | **.** |
| ***Note :*** | | |

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| **C** | **Aircraft condition** | | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Aircraft Condition** *- cont’d -* | | | | | |
| **3.** | **General External**  **Condition** |  Ailerons *( condition )*   Slats / Krueger Flaps / Notch Flap *( condition )*   Spoiler Panels *( condition )*   Flaps / Track fairings *( condition )*   Rudder *( condition )*   Elevators *( condition )*   Stabilizer *( condition )*  ***Note !*** *Check for leaks, flap drooping,*  *wearing, corrosion, disbonding, dents,* *loose fittings and obvious damages.* | | **.** | **.** |
|  | | ***Note :*** | | | |
| **4.** | **Wheels, Tyres and Brakes** |  Wheels *(assembly condition, bolts and paint markings)*   Tires *( condition and pressure).* Check for cuts, groove cracks, worn out shoulders, blister, bulges, flat spots )   Worn Tire areas *( measure the tread depth )*   If cuts measure depth   Brakes *( condition, wearing pins )*   Measure and familiarize length of the pin/check  for the limits. | | **.** | **.** |
| ***Note :*** | | | |
| **5.** | **Undercarriage** |  Landing Gear / Hinges *( general condition / leaks )*   Struts   Locking Mechanisms   Hydraulic ( or Pneumatic ) lines *( condition )*   Strut Pressure *( visual check / piston length )*   Lubrication   Electric lines and plugs.   Bonding   Cleanliness   FOD *( foreign object damage )*   Surface *( plasma )* and Paintings   Check for corrosion   Placards and markings *( nitrogen pressure table )*   Dampers and Bogie Cylinders *( check for leaks )*   Landing Gear Strut Doors  *Use independent portable light and mirror* | | **.** | **.** |
| ***Note :*** | | | |
| **6.** | **Wheel well** |  General condition *( structures )*   Possible corrosion   Cleanliness   Installations *( wiring, piping, hoses, hydraulic*  *containers and devices )*   Check for leaks   Wheel well doors *( hinges )*   Check for maintenance safety pins | | **.** | **.** |
| ***Note :*** | | | |

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| **C** | **Aircraft condition** | | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Aircraft Condition** *- cont’d -* | | | | | |
| **7.** | **Powerplant and Pylon** |  Air intake ring *( general condition / inner skin*  *and acoustic panels )*   Engine cowlings *( panels aligned, handles*  *aligned, vortex generators / access doors )*   Intake area fasteners   Sensors   Thrust reverses *( ring and inner doors or thrust*  *reverser doors )*   Reverser duct inner skin and acoustic panels   Outlet guide vanes *( from behind / reverser duct )*   Exhaust barrel *( inner and outer skin )*   Drain mast / leaks   Pylons *( sealants, panels, doors and blow - out -*  *doors, possible leaks )* | | **.** | **.** |
|  | | ***Note :*** | | | |
| **8.** | **Fan Blades,**  **Propellers, Rotors**  ***( main / tail )*** |  Fan Blades: general condition *( check for foreign object damage, cracks, nicks, cuts, corrosion and erosion )*   Fan Blade :  o Leading Edge  o Mid - span shroud *( no stacked )*  o Tip  o Contour surface  o Root area  o platform  ***Note !*** *Wait until rotation stop! Use independent portable light and mirror for the backside of the blades.*   Spinner *( damages / bolts )*   Fan outlet vanes *( thorough the fan )*   FOD *( foreign object damage )*   Split fairing   Blades *( general condition )*   Tip and mid area *( 75 % from root )*   ( Check for nicks, dents, cracks, leakages and …)   Hub / Spinner   Looseness of blades in hub | | **.** | **.** |
| ***Note :*** | | | |
| **9.** | **Obvious Repairs** |  During the inspection of C - items notify unusual design and repairs obviously not carried out in accordance with the applicable AMM / SRM | | **.** | **.** |
| ***Note :*** | | | |
| **10** | **Obvious Unrepaired**  **Damages** |  During the inspection of C - items notify unas -  - sessed and unrecorded damages and corrosion  *( lightning strike, bird strikes, FODs, etc… )*   Check Damage Charts | | **.** | **.** |
| ***Note :*** | | | |

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| **C** | **Aircraft condition** | | | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Aircraft Condition** *- cont’d -* | | | | | | |
| **11** | **Leakage** | |  During the inspection of C - items notify all the  leaks :   Fuel leaks   Hydraulic leaks   Toilet liquid leaks   When leak : measure the leak rate and check the leak rates from AMM etc. . if it is allowable and within normal operation limits or not.   Wear eye protection and use proper inspection  gears for inspection | | **.** | **.** |
|  | | | ***Note :*** | | | |
| **D** | | **Cargo** | | | | |
| **1.** | **General**  **condition of Cargo**  **Compartment** | |  Cleanliness   Lightning   Fire protection / Detection / Extinguishing systems  and Smoke Detectors   Floor panels   Wall panels / Markings   Blow - out - panels   Ceilings   Wall and ceiling panel sealants   Cargo nets / Door nets   Fire Extinguishers   Cargo roller and driving system and control panel | | **.** | **.** |
| ***Note :*** | | | |
| **2.** | **Dangerous Goods** | |  OM / information required by ICAO Annex 18   Technical Instructions ( ICAO Doc. 9284-AN/905)  are applied  If Dangerous Goods on - board :   Pilots’ notification   Stowing of Dangerous Goods Cargo   Packaging ( condition, leaks, damage )   Labelling  If leak or damage of dangerous goods cargo :   Condition of other cargo   Follow removal   Follow cleaning of contamination. | | **.** | **.** |
| ***Note :*** | | | |

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| **D** | **Cargo** | | | **Check :** *( Description / notes )* | **Observation** | **U / S** |
| **Cargo** *- cont’d -* | | | | | | |
| **3.** | **Secure Stowage of**  **Cargo** | |  Load distribution *( floor limits, pallets and*  *containers / maximum gross weight )*   Flight Kit / Spare wheel / ladders *( secured )*   Cargo ( secured )   Condition and presence of :   Lockers   Restraints   Pallets   Nets   Straps   Containers   Container locks on the floor   Heavy items securing inside containers | | **.** | **.** |
|  | | | ***Note :*** | | | |
| **E** | | **General** | | | | |
| **1.** | **General**  **condition** | |  | | **.** | **.** |
| ***Note :*** | | | |
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| ***Note :*** | | | |

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| **Additional elements** ( O ) **Observed / Performed** ( P ) **during On - the - Job - Training** | | | |
| *( Please List )* | | | |
| **Assessment :** | | | |
| **- Was the inspection carried out in a satisfactory manner regarding :** | | | |
| **- preparation of the inspection**  **- ramp inspection**  **- proof of inspection**  **- human factors elements** | **□ Yes □ No** *( provide further details below \*)*  **□ Yes □ No** *( provide further details below \*)*  **□ Yes □ No** *( provide further details below\*)*  **□ Yes □ No** *( provide further details below\*)* | | |
| **- Further Training needed :** | | | |
| **Additional Remarks : \*** | | | |
| **Signature of the Senior Ramp Inspector** | |  |  |
|  | | **Date** |  |
| **Signature of the Trainee** | |  |  |
|  | | **Date** |  |

**GM 1 ARO. RAMP. 115 ( b ) ( 2 ) Qualification of Inspectors**

*PRIVILEGES of EXPERIENCED INSPECTORS*

***a )*** The following example shows the typical privileges of an experienced commercial pilot

licence / airline transport pilot licence ( CPL / ATPL ) holder and of an experienced aircraft

maintenance engineer :

***Example :***

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

*checklist items in Appendices III and IV of this section :*

*A items*

*B items*

*C items*

*D 1 / D 3 items*

*Typical inspection privileges of an aircraft maintenance licence ( AML ) holder could include*

*the following inspection checklist items :*

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

*B items except for B11, B14*

*C items*

*D 1 items*

***b )*** The competent authority may decide to enlarge the privileges of the inspector if the basic

knowledge of the inspector has been satisfactorily enlarged by additional theoretical trainings and / or practical trainings. This may require the subsequent following of the relevant module of the ramp inspection training in order to obtain the necessary knowledge to exercise that new privilege. As an example : if an AML holder has acquired knowledge on the operational items of the “ A “ section *( flight crew compartment items )* of the Checklist *( e. g. because he / she obtained his / her CPL ),* the privileges may be expanded. He / she should be required, however, to receive the theoretical, practical and on-the-job training on how to inspect those new items. Considering that the inspector is already qualified, the OJT could :

(1) be performed in a classroom environment using various *( representative )* examples when no aircraft is required for the training. E. g. : normally the interaction with the flight crew is part of the OJT. However, if the inspector is privileged on other A - items on the Checklist and therefore familiar with interviewing the flight crew in the flight crew compartment, the OJT of inspection items A13 and A14 could be done in a classroom ; *or*

(2) be limited in terms of number of inspections depending on the number of new inspection items to be trained ; the minimum number of OJT inspections, as described in AMC 2 - ARO. RAMP. 115 ( b )( 2 ) point ( d )( 1 ), does not apply since the number of 6 observer and 6 supervised inspections is aiming at a 50 % average coverage of all inspection items during these inspections. For the limited OJT, the number of inspections should be reasonable and should be determined by the senior inspector whereby the new items should be inspected at least 3 times as an observer and 3 times under supervision.

***AMC 1* ARO. RAMP. 115 ( b ) ( 2 ) ( i ) Qualification of Ramp Inspectors**

*SYLLABUS of THEORETICAL KNOWLEDGE for RAMP INSPECTORS INITIAL*

*( THEORETICAL ) TRAINING COURSE*

— Module ( GEN ) : General Overview ( legal ) ;

— Module ( A ) : Flight Crew Compartment Inspection Items ;

— Module ( B ) : Cabin Safety Inspection Items ;

— Module ( C ) : Aircraft Condition Inspection Items ;

— Module ( D ) : Cargo Inspection Items.

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| **MODULE ( GEN )** | | |
| **A.** | **Overview of the Safety Assessment of Aircraft** | |
| **i.** | ***Introduction*** | ***Objectives*** |
|  The Ramp Inspection Programme Overview   Role and Responsibilities of the Agency — Overview | | ***1****. Trainees should know the background of the EU Ramp Inspection Programme*  ***2****. Trainees should be able to identify the main elements of the*  *Programme*  ***3****. Trainees should understand the role of ramp inspections in the general safety oversight context* |
| **ii.** | ***The EU Ramp Inspection Programme - ICAO basic references*** |
|  ICAO convention   Annex 1 – Personnel Licensing   Annex 6 – Operations of Aircraft   Annex 8 – Airworthiness of Aircraft — Main features   Application by all participating States   Dissemination of inspection results   Bottom - up approach   Focused attention   Compliance with ICAO standards | |
| **iii.** | ***Principles of the EU Ramp Inspection Programme*** |
|  EU Member State Role   States on safety assessment of foreign aircraft ( SAFA ) working  arrangements with the Agency   Common procedures and common reporting format   The centralized data base – introduction   The legal obligation to inspect | |
| **iv.** | ***The European Commission*** |
|  Role and responsibility   Legislative power | |
| **v.** | ***The European Aviation Safety Agency ( EASA )*** |
|  Role and responsibilities   The executive tasks   Collection of inspection reports   Maintenance of the centralized database   Analysis of relevant information   Reporting to European Commission and Member States   Advising the EC and Member States on follow - up actions   Developing training programmes and fostering the organization and implementation of training courses and workshops | |

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| **MODULE ( GEN )** *- cont’d -* | | |
| **A.** | **Overview of the Safety Assessment of Aircraft** | |
| **vi.** | ***EU and non - EU Member States*** | ***Objectives*** |
|  Role and responsibilities   EU Member States   Non - EU States that have signed the Working Arrangement | |  |
| **vii.** | ***Euro-Control*** |
|  Role and responsibilities | |
| **viii** | ***The Air Safety Committee – ( ASC )*** |
|  Role and responsibilities   Representation of EU Member States   Legislative advisory role | |
| **ix.** | ***The European SAFA Steering Expert Group – ( ESSG )*** |
|  Role and responsibilities   Representation of EU Member States and non - EU Member States  technical advisory role | |
| **v.** | ***The European Aviation Safety Agency ( EASA )*** |
|  Role and responsibilities   The executive tasks   Collection of inspection reports   Maintenance of the centralized database   Analysis of relevant information   Reporting to European Commission and Member States   Advising the EC and Member States on follow - up actions   Developing training programmes and fostering the organization and implementation of training courses and workshops | |
| **B.** | **The EU Ramp Inspection Programmes Legal Framework** | |
| **i.** | ***Regulation ( EC ) No 2111 / 2005*** | ***Objectives*** |
| *Scope and relevance* | | ***1.*** *Trainees should fully understand the legal instruments of the Programme*  ***2.*** *Trainees should be able to identify the*  *stakeholders and their*  *responsibilities*  ***3.*** *Trainees should be*  *capable to define the*  *relationship between the Ramp Inspection*  *Programme and the EU List of Banned air carriers* |
| **ii.** | ***Regulation ( EC ) No 474 / 2006 and subsequent amendments*** |
| *Scope and relevance*   Regulation ( EC ) No 216 / 2008 – General Overview   Article 10 – oversight and enforcement | |

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| **MODULE ( GEN )** *- cont’d -* | | | | |
| **C.** | **The ICAO Framework** | | | |
| **i.** | ***International Requirements*** | | | ***Objectives*** |
|  The Chicago Convention – general overview   The ICAO general overview   The Convention – key ramp inspection - related Articles   Article 11 – Applicability of air regulations   Article 12 – Rules of the air   Article 16 – Search of aircraft   Article 29 – Documents carried on aircraft   Article 30 – Aircraft radio equipment   Article 31 – Certificate of airworthiness   Article 32 – Licences of personnel   Article 33 – Recognition of certificates and licences   Article 37 – Adoption of International Standards and  Recommended Practices   Article 38 – Departures from International Standards and  Procedures   Article 83 *bis*  – Transfer of certain functions and duties | | | | ***1.*** *Trainees should be*  *able to outline ICAO*  *role and responsibilities within the international civil aviation context.*  ***2.*** *Trainees should*  *understand the*  *obligations of the*  *signatory States.*    ***3.*** *Trainees should*  *understand the direct*  *relationship between*  *ICAO standards and*  *ramp inspection.* |
| **ii.** | ***Ramp Inspection ( RI ) and ICAO - Annex 7***  ***( Aircraft Nationality and Registration Marks ) – Overview*** | | |
|  The Certificate of Registration   Example of Certificate of Registration   The identification plate | | | |
| **iii.** | ***RI and ICAO - Annex 8***  ***( Airworthiness of Aircraft ) – Overview*** | | |
|  Validity of the Certificate of Airworthiness   Standard Form of Certificate of Airworthiness   Emergency exits, markings and lights   Safety and survival equipment | | | |
| **iv.** | ***RI and ICAO - Annex 1 ( Personnel Licensing ) - Overview*** | | |
|  General rules concerning licenses | | | |
| **v.** | ***RI and ICAO - Annex 6 ( Operation of Aircraft ) - Overview*** | | |
|  Part I, International Commercial Air Transport Aeroplanes   Part II, International General Aviation Aeroplanes   Part III, International Operations Helicopter | | | |
| **vi.** | ***RI and ICAO - Annex 16 ( Environmental Protection ) –***  ***Overview*** | | |
|  Noise Certificate *( applicability to SAFA programme )* | | | |
| **vii.** | | **RI and ICAO - Annex 18 *( the Safe Transport of Dangerous Goods by Air )*** | | |
|  Overview   Dangerous Goods Technical Instructions for the safe transport of  Dangerous Goods by Air ( Doc. 9284 ) | | | |  |
| **viii** | | | **RI and ICAO Doc. 7030 *( Regional Supplementary Procedures )*** | |
|  Overview   Applicability | | | |  |

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| **MODULE ( GEN )** *- cont’d -* | | | | | |
| **D.** | **Safety Assessment Technical Aspects Overview** | | | | |
| **i.** | ***Preparation of the Inspection*** | | | | |
| **ii.** | ***Subjects of the Inspection :*** | | |  | |
|  Aircraft used by third country operators or used by operators under the regulatory  oversight of another Member State.   Technical considerations   Experience / feedback from previous checks   “ Intelligence “ *( centralized database, ATC, passenger complaints, etc. )*   Prioritisation | | | |
| **iii.** | ***Elements to be Inspected*** | | |
|  In principle, all RI Checklist items ; *but*   Other considerations for a limited inspection   Time available *( stop duration, slot, no unreasonable delay )*   Inspector privileges   Areas of concern *( based upon previous checks and / or centralized database )*   Context *( recent / old aircraft, new airline, new type of aircraft )*   Intelligence information | | | |
| **iv.** | ***Planning the Inspection*** | | |
|  Efficient use of the time available   Considerations for inspections on Arrival or Departure   Any day in a week, any time in a day | | | |
| **v.** | ***Short Transit Times*** | | |
|  Walk around check during off boarding   Segmented inspections | | | |
| **vi.** | ***Toolkit for the RI Inspector*** | | |
|  Inspector’s documentation *( RI procedures, regulations, updated reference material, etc. )*   Inspector’s tools *( vest, Independent Portable light, camera, telephone, protective*  *personal equipment, etc. )*   Inspector’s Identification *( authority ID, airport badge )*   Airline documentation available | | | |
| **vii.** | | ***Teamwork*** | | |  |
|  Preferably two inspectors covering all fields of expertise   Briefing on task allocation | | | | |
| **viii** | | | ***The Ramp Inspection Checklist*** | |
|  Aspects to be covered by the ramp inspection   The ramp inspection checklist *( format / structure and overview of contents )* | | | | |
| **ix.** | | ***Starting the Inspection*** | | |  |
|  Introduction to the crew *( flight crew / technical staff / airline representative / translator )*   Determination of available inspection time   Explain that any operator is subject to inspections *(* *ramp inspection principle )* | | | | |
| **x.** | | | ***Code of conduct*** | |
|  Human factor principle ( inspection = intrusion )   Cooperation with the crew   Time efficiency   Collection of evidence | | | | |
| **xi.** | | | ***Categorisation of Findings*** | |
|  Definition of Finding : Deviation from the standards   Category 3 Finding with major influence on safety   Category 2 Finding with significant influence on safety   Category 1 Finding with minor influence on safety | | | | |

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| **MODULE ( GEN )** *- cont’d -* | | |
| **D.** | **Safety Assessment Technical Aspects Overview** *- cont’d -* | |
| **xii.** | ***Follow - up Actions*** | |
|  Relationship between Finding and Action   Class 1 action   Class 2 action   Class 3 actions | | |
| **xiii** | ***Concluding the Inspection*** | |
|  Debriefing of inspection results   Delivery of proof of inspection to the pilot-in-command/commander/airline  representative/sub-contractors | | |
| **E.** | **Ramp Inspection Centralized Database** | |
| ***Hands - on Training*** | | ***Objectives*** |
|  Purpose of the Database   The Database as Inspectors’ tool   RI Database – input   RI Database – output   RI Database – search   Focused inspection module   Follow - up actions : Operator logging   Database analytical tools and reports | | ***1.*** Trainees should have the relevant knowledge to input and retrieve data from the RI centralized Database.  ***2.***  Trainees should know the analysis process and its deliverables.  ***3.*** Trainees should understand the analysis dependability on the accuracy of the inspection reports. |

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| **MODULE A.** | | | | | | | | | |
| **A.** | | | | **Ramp Inspection Items ( A )** | | | | | |
| ***A 1*** | | | | ***General Condition ( Flight Crew Compartment )*** | | | | | ***Objectives*** |
|  Circuit Breakers ( C / B ) *( inappropriately pulled / popped )*   Secure stowage of interior equipment *( incl. baggage )*   Crew seats *( manual or electrical )*   Security / reinforced flight crew compartment door   General condition of flight crew compartment | | | | | | | | | ***1.*** *Trainees should possess the relevant*  *knowledge enabling them to inspect each*  *item.* |
| ***A 2*** | | | | ***Emergency Exit ( Flight Crew Compartment )*** | | | |  |
|  Access *( easy / no blockings ) ;*  Escape Ropes *( secured )*   Emergency exits *( flight crew compartment )* | | | | | | | | | |
| ***A 3*** | | | | ***Equipment*** | |  | | | |
|  Awareness of different design philosophies of A /C systems *( BITE, message displays /status )*   Proper functioning *( system test )* | | | | | | | | | |
| ***GPWS — TAWS*** | | | | | | | | | |
|  General *( basic principles ) ;*  Presence of the equipment ;   Forward looking terrain avoidance function *( 7 - channel SRPBZ ICAO compliant ) ;*   Validity of GPWS database ;  System test — passed ;   CIS built A / C systems *( SSOS, SPPZ and SRPBZ )* | | | | | | | | | |
| ***ACAS / TCAS II*** | | | | | | | | | |
|  General *( applicability and principles ) ;*   Mode S Transponder and ACAS II *( general );*  System Test | | | | | | | | | |
| ***8. 33 kHz Radio Channel Spacing*** | | | | | | | | | |
|  Selection of an 8. 33 kHz Channel ;  Presence of 6 or 5 digits ( 132. 055 or 32. 055 ) ;   Letter Y in field 10 of the ATC Flight Plan | | | | | | | | | |
| ***RNAV – BRNAV — PRNAV*** | | | | | | | | | |
|  General ( applicability and principles ) ;  Special authorization ;   Required equipment ;  Flight planning and completion of the flight | | | | | | | | | |
| ***RVSM*** | | | | | | | | | |
|  General ( applicability and principles ) ;  Special authorization ;   Required equipment ;  Flight planning and completion of the flight | | | | | | | | | |
| ***MNPS*** | | | | | | | | | |
|  General ( applicability and principles ) ;  Special authorization ;   Required equipment ;  Flight planning and completion of the flight | | | | | | | | | |
| ***A 4*** | | | ***Manuals*** | |  | | | | |
|  Operation Manual *( structure )* ;  Aircraft Flight Manual *( structure )* ;   Competent Authority approval ;  Update status ;   Ex - Soviet - built aircraft Rukowodstwo or RLE ;   Electronic flight bag ( EFB class 1, 2 and 3 ) ;  Content in relation to flight preparation | | | | | | | | | |
| ***A 5*** | | ***Checklists*** | | |  | | | | |
|  Availability : within reach and update status ;  A / C system integrated Checklists ;   Compliance with Operator procedures *( normal, abnormal and emergency ) ;*   Appropriateness of Checklist used *( aircraft checklists ) ;*   Ex - Soviet - built aircraft issues *( pilot’s checklist and flight engineer’s Checklist)* | | | | | | | | | |
| ***A 6*** | ***Radio Navigation / Instrument Charts*** | | | | | |  | | |
|  Required Charts *( departure, en-route, destination and alternate )* :   within reach and update status ;  Validity of FMS database ;   Electronic maps and charts ;  The AIRAC Cycle. | | | | | | | | | |

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| **A.** | **Ramp Inspection Items ( A )** *- cont’d -* | | |
| ***A 7*** | ***Minimum Equipment List ( MEL )*** | |  |
|  Availability : approval and update status ;  Content : MEL reflects installed equipment ;   Ex - Soviet - built aircraft : ‘ Rukowodstwo ’ content ;   Relationship MEL / Master MEL  CDL *( Configuration Deviation List )* | | | |
| ***A 8*** | ***Certificate of Registration*** | |  |
|  Availability and accuracy ;  Original documents and certified copies acceptability ;   Presence of mandatory information on the Certificate ;   Identification plate *( type - location )* | | | |
| ***A 9*** | ***Noise Certificate*** | |  |
|  Availability ( if applicable ) ;  Multiple noise certification ;  Approval status | | | |
| ***A 10*** | | ***AOC or Equivalent*** |  |
|  Availability *( original or copy )* and accuracy ;  Content of operational specifications.   Content in compliance with requirements / format ; | | | |
| ***A 11*** | | ***Radio ( station ) License*** |  |
|  Availability and accuracy ;  Original documents and certified copies acceptability. | | | |
| ***A 12*** | | ***Certificate of Airworthiness ( C of A )*** |  |
|  Format of Certificate of Airworthiness ;  Presence, accuracy and validity ;   Original documents and certified copies acceptability. | | | |
| ***A 13*** | | ***Flight Preparation*** |  |
|  Presence and accuracy of Operational Flight Plan ;  Performance calculations ;   Proper fuel calculation and monitoring ;  Special considerations for ETOPS operations ;   Availability and update of meteorological information ;  Availability and update of NOTAMS | | | |
| ***A 14*** | | ***Mass and Balance Calculation*** |  |
|  Availability and accuracy ;  Data available for a verification by crew. | | | |
| ***A 15*** | | ***Hand Fire Extinguishers*** |  |
|  Validity, access and locations ;  Mounting ;  Types. | | | |
| ***A 16*** | | ***Life - Jackets / Flotation Devices*** |  |
|  Validity, access and locations ;  Applicability. | | | |
| ***A 17*** | | ***Harness*** |  |
|  Presence *( and usage )* ;  Availability for all flight crew members ;   Requirements for different crew positions ;  Conditions *( wearing )* . | | | |
| ***A 18*** | | ***Oxygen Equipment*** |  |
|  Presence, access and condition ;  Oxygen cylinder pressure ;   Minimum required according to the operations manual *( in case of low pressure ) ;*   Operational functional check of the combined oxygen and communication system *( crew ).* | | | |
| ***A 19*** | | ***Independent Portable Light*** |  |
|  Number of required independent portable light(s) *( day / night ) ;*   Condition, serviceability and access. | | | |
| ***A 20*** | | ***Flight Crew Licences*** |  |
|  Validity of crew licences and appropriate ratings ;  Validation of foreign licences ;   Validity of medical certificate ;  Minimum crew requirements ;   Special medical conditions ( spare glasses, etc.. ) ;  Age limitations ; | | | |
| ***A 21*** | | ***Journey Log Book*** |  |
|  Content of Journey Log Book *( recommendation / roman numerals ) ;*   Examples of Journey Log Books | | | |
| ***A 22*** | | ***Maintenance Release*** |  |
|  Applicable requirements and duties of the PIC / Commander | | | |

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| **A.** | **Ramp Inspection Items ( A )** *- cont’d -* | | |
| ***A 23*** | ***Defect notification and rectification ( incl. Technical Log )*** | |  |
|  Open Defects  History of Defects *( including hold item list )* | | | |
| ***A 24*** | ***Pre - Flight Inspection*** |  | |
|  Pre - Flight Inspection Sheet and Journey Log Book *( presence and signed off )* | | | |

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| **MODULE B.** | | | | | | | | | |
| **B.** | | | | **CABIN SAFETY** | | | | | |
| ***B 1*** | | | | ***General Internal Condition ( Cabin )*** | | | | ***Objectives*** | |
|  Safety and survival equipment ( cabin visit for the locations )   Design and construction ( familiarize with different type cabins )   Recognize loose carpet and damaged floor panel   System design features :  — recognize right materials *( Cabin visit )*  — lavatory smoke detection system / *Cabin visit for the locations*  — built-in fire extinguisher system for each receptacle intended for disposal of towels, paper or waste *( how to check extinguishers )*  / *Cabin visit for the locations*   Check that normal and abnormal duties by cabin crew may be  performed without hindrance *( Guided tour in cabin for*  *demonstration of duties )* | | | | | | | | *Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on - the - job training* | |
| ***B 2*** | | | | ***Cabin Crew Stations and Crew Rest Area*** | | |  | | |
|  Cabin crew seats *( cabin visit for number, material and condition )*   Cabin crew seats upright position *( case study / recognize safety hazard )*   Familiarize with problems with belt wearing and fast locks   Familiarize with seat attachment to the floor or wall   Easy access to emergency equipment *( cabin visit for locations and condition )* | | | | | | | | | |
| ***B 3*** | | | | ***First - Aid Kit / Emergency Medical Kit*** | |  | | | |
|  Cabin visit for locations ( readily / access )  Identifications / markings / seals *( examples )*   Confirmation that contents match the relevant Checklist  Adequacy ( how to determine ) | | | | | | | | | |
| ***B 4*** | | | | ***Hand Fire Extinguishers*** |  | | | | |
|  Cabin visit for locations *( readily / access )*   Checking serviceability | | | | | | | | | |
| ***B 5*** | | | ***Life - Jackets / Flotation Devices*** | |  | | | | |
|  Different models of life - jackets and flotation devices   Instructions for passengers  Condition and serviceability | | | | | | | | | |
| ***B 6*** | | ***Seat Belt and Seat condition*** | | |  | | | | |
|  Seat Belt material / condition *( examples )*  Recognize common problems with fast locks   Recognize common problems with Seat Belt wearing  Extra Belts *( locations )*   Installation of seat belts *( hazard to block evacuation )*   Passenger seats *( number and condition )*  Seat attach to the cabin floor *( how to check )*   Passenger seat materials / fire resistant *( recognize right materials )* | | | | | | | | | |
| ***B 7*** | ***Emergency Exit, Lighting and Marking, Independent Portable Light*** | | | | | | | |  |
|  Lighting and marking *( cabin visit for locations and condition )*   Condition and serviceability of exits  Instructions for passengers  Availability, serviceability and easy access of independent Portable light | | | | | | | | | |

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| **B.** | **Cabin Safety** *- cont’d -* | | | | |
| ***B 8*** | ***Slides / Life - Rafts / ELT’s*** | |  | | |
|  Slides / Rafts general *( cabin visit for locations and condition )*   Recognize condition of slides and rafts and familiarize with expiry date markings   Emergency locator transmitter *( ELT )* *( cabin visit for locations and condition )*   Check pressure gauge and recognize green band Automatic fixed ELT *( examples / recognize )*   Automatic portable ELT  *-*  Automatic deployable ELT *( examples / how to recognize )* | | | | | |
| ***B 9*** | ***Oxygen supply ( Cabin Crew and Passengers )*** | | |  | |
|  Check oxygen supply *( cylinders and generators ) ( cabin visit for locations and condition )*   Check the cylinder pressure gauge and recognize green band   Drop-out panels *( cabin visit for locations and condition )* Storage of masks / serviceability | | | | | |
| ***B 10*** | | ***Safety Instructions*** |  | | |
|  The meaning of available *( within reach )*  Content of Instructions   The meaning of accuracy / A / C Types *( recognize difference in instructions )* | | | | | |
| ***B 11*** | | ***Cabin Crew Members*** |  | | |
|  Appropriate number of cabin crew *( how to check )*   Refuelling with passengers on board *( check cabin crew positions )*   Cabin crew member’s type training document *( familiarize with different types )* | | | | | |
| ***B 12*** | | ***Access to Emergency Exits*** |  | | |
|  Number and location of exits  Instructions for passengers *( written and demonstration )*   Different models and sizes *( A / C type )* Obstructions *( requirement on the projected opening )* | | | | | |
| ***B 13*** | | ***Stowage of Passenger Baggage ( Cabin Luggage )*** | | |  |
|  Recognize proper storage *( size, weight and number )*   Familiarize and recognize safety risks *( case study )* | | | | | |
| ***B 14*** | | ***Seat capacity*** |  | | |
|  Max. number of passengers according to the cabin configuration   Compare the numbers of passenger and the number of serviceable seats   Interrelation with other inspection items : maximum number of passengers influenced by :  B 6 *( inoperative seat )* and / or B 7 *( inoperative exit )* | | | | | |

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| **MODULE C.** | | | |
| **C.** | **AIRCRAFT CONDITION** | | |
| ***C 1*** | ***General External Condition*** | | ***Objectives*** |
|  Recognize presence of ice, snow and frost   Condition of paint *( familiarize when loose of painting is problem )*   Recognize legibility of aircraft’s markings *( registration )*   Corrosion *( familiarize and recognize different corrosion types )*   Cleanliness and contamination of fuselage and wings *( familiarize*  *and recognize )*  Windshields *( recognize delaminating )*   Windows *( recognize damages and problems )*   Exterior lights *( landing lights, NAV-lights, strobes, beacon, etc. )*  *( check the condition )*  Recognize marks of lightning strike | | | *Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on - the - job training* |
| ***C 2*** | ***Doors and Hatches*** |  | |
|  Familiarize with different door types / structures *( aircraft visit for locations )*   Cockpit indications of doors *( flight crew compartment visit )*   Familiarize with markings and placards of doors   Operating instructions of doors *( recognize hazards if lack of markings )*   Recognize normal condition and possible damages / loosing parts | | | |

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| **C.** | **Aircraft Condition** *- cont’d -* | | |
| ***C 3*** | ***Flight Controls*** | |  |
|  Condition and possible damages, corrosion and loose parts   Recognize marks of lightning strike  Recognize possible defects and damages   Familiarize with static dischargers *( recognize when missing )* | | | |
| ***C 4*** | ***Wheels, Tyres and Brakes*** | |  |
|  Familiarize with different tyre models  Familiarize with different brake assemblies   Familiarize with maintenance manual limits  Tyre wear / tyre pressure *( check )*   Recognize brake wearing indicator “ Pin “ *( examples / locations )*   Recognize normal condition and possible damages, leaking and loose parts | | | |
| ***C 5*** | ***Undercarriage*** | |  |
|  Condition and possible damages, corrosion and loose parts  Recognize bonding wires   Proper strut *( and tilt cylinder pressure )*  Familiarize with marking placards   Lubrication *( recognize signs of lubrication )*  Possible defects and damages | | | |
| ***C 6*** | | ***Wheel Well*** |  |
|  Condition and possible damages, corrosion and loose parts   Lubrication *( recognize signs of lubrication )*   Familiarize with marking placards   Recognize bonding wires   Possible defects and damages | | | |
| ***C 7*** | | ***Powerplant and Pylon*** |  |
|  Powerplants *( type of engines )*   Cowlings, cowling doors and blow - out doors   Leaks *( hydraulic, fuel, oil )*   Recognize engine sensors *( condition )*   Condition and possible damages, corrosion, leaks and loose parts   Possible defects and damages  Reverser's condition *( broken hinges and proper closure )*   Pylon *( types of pylons)* - Recognize pylon doors, panels and blow-out panels and loose rivets - bolts | | | |
| ***C 8*** | | ***Fan Blades, Propellers, Rotors*** |  |
|  Typical foreign object damages *( FOD ), ( examples of dents, nicks and blade bending )*   Recognize looseness of blades in hub   Check De - icing boots   Possible defects and damages *( familiarize with procedures related to compliance with engine maintenance manual )* | | | |
| ***C 9*** | | ***Obvious Repairs*** |  |
|  Recognize obvious repairs ( examples )   Maintenance release / technical log | | | |
| ***C 10*** | | ***Obvious unrepaired Damage*** |  |
|  Recognize obvious damages *( examples )*   Recognize assessment of damage *( examples )*   Damages / maintenance release / technical log | | | |
| ***C 11*** | | ***Leakage*** |  |
| Fluid leaks outside of limits *( examples fuel, hydraulic, oil )*   Obvious leak : check the maintenance release, technical log   Recognize toilet leaks *( blue ice examples )*   Recognize De-icing fluids on the A / C *( aircraft visit for locations )* | | | |

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| **MODULE D.** | | | |
| **D.** | **CARGO** | | |
| ***D 1*** | ***General condition of Cargo Compartment*** | | ***Objectives*** |
|  Cargo compartment *( aircraft visit for locations )*   Check wall panels   Recognize wall sealing   Familiarize with A / C systems in cargo compartment :  — fire containment, detection and extinguishing systems  — ventilation  — heating  — loading systems ( rollers )  — lighting   Recognize blow - out panels   Familiarize with 9G - net   Cargo restraining devices   Check cargo door sealing for ETOPS   Containers   Loading instructions / door instructions   Damages in cargo compartment   Recognize obvious repairs in cargo compartment | | | *Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on - the - job training* |
| ***D 2*** | ***Dangerous Goods ( DG )*** |  | |
|  How to recognize the special authorization to transport DG   Assessing the scope of the authorization *( different classes )*   Notification to Captain ( NOTOC ) format and content   Segregation and accessibility   Examples of packaging and labelling of DG   Identifying limitations and restrictions for certain ( sub ) classes of DG   Identification and removal of contamination with DG | | | |
| ***D 3*** | ***Secure Cargo stowage*** |  | |
|  Cargo bay *( guided visit for locations )*   Loading instructions *( placards, wall markings / tidiness )*   Familiarize with flight kit / spare wheel *( secured )*   Familiarize with pallets, nets, straps, containers *( secured )*   Recognizing loading limits *( weight and height )* | | | |

***AMC 1* ARO. RAMP. 115 ( b ) ( 3 ) Qualification of Ramp Inspectors**

*RECURRENT TRAINING*

( a ) Once qualified, ramp inspectors should undergo recurrent training in order to be kept

up - to - date.

( b ) The competent authority should ensure that all ramp inspectors undergo recurrent training at least once every 3 years after being qualified as ramp inspectors or when deemed necessary by the competent authority or the Agency, e. g. after major changes in the inspection procedures. The Agency will inform the competent authority of such necessity.

( c ) Recurrent training should be delivered by a competent authority or by an approved training organization.

( d ) The recurrent training should cover at least the following elements :

(1) new regulatory and procedural developments ;

(2) new operational practices ;

( 3 ) articulation review of other European processes and regulations *( list of banned operators or aircraft pursuant to Regulation ( EC ) No 2111 / 2005, authorization of third - country operators ) ;*  using data collected through ramp inspections ; *and*

( 4 ) standardization and harmonization issues.

***AMC 2* ARO. RAMP. 115 ( b ) ( 3 ) Qualification of Ramp Inspectors**

*RECENT EXPERIENCE REQUIREMENTS*

(a) The minimum number of inspections required for ramp inspectors to maintain their qualification should be conducted during any 12-month period after undergoing training,

evenly spread during such intervals.

(b) This number may be reduced by the number of inspections on aircraft operated by domestic operators if the inspector is also a qualified flight operations, ramp or airworthiness inspector of a competent authority and is regularly engaged in the oversight of such operators.

(c) If the inspector loses his / her qualification as a result of not reaching the minimum number of inspections mentioned in ( a ), he / she may be requalified by the competent authority by performing a number of inspections under the supervision of a senior ramp inspector. The number of supervised inspections should not be less than half the number

of missed inspections according to the minimum requirement. The time between these two inspections should be not more than 90 calendar days.

(d) If the inspector loses his / her qualification because he / she has not been engaged in

performing inspections on aircraft for more than 12 months, he / she may be requalified by the competent authority only after successfully completing on-the-job-training as prescribed in GM2 ARO. RAMP. 115 ( b )( 2 ) and any recurrent training required.

(e) If the inspector loses his / her qualification because he / she has not been engaged in performing inspections on aircraft for more than 36 months, he / she should be fully requalified by successfully completing initial theoretical, practical and on-the-job training.

(f) The competent authority should ensure that all ramp inspectors undergo recurrent training at least once every 3 years after being qualified as ramp inspectors and whenever deemed necessary by the Agency due to significant changes of the ramp inspection programme.

***AMC 1* ARO. RAMP. 115 ( c ) Qualification of Ramp Inspectors**

*CRITERIA for TRAINING ORGANISATIONS*

(a) The training organization should appoint a manager who is responsible for ensuring that training courses are managed and carried out in accordance with the following criteria :

(1) The training organization should contract sufficient personnel to develop and deliver ramp inspection training courses in accordance with the technical criteria required by the Agency.

(2) The size and structure of training facilities should ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.

(3) Fully enclosed appropriate accommodation, separate from other facilities, should be provided for the instruction. In case the training will be given in other facilities than its own training facility, such a facility should meet the same criteria.

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

(5) The training organization should establish appropriate procedures to ensure proper training standards and compliance with the applicable criteria, including a quality system to ensure adequate control of the training preparation and delivery process.

(6) The training should be conducted in the English language with the aim to train the trainee in the jargon to be used during the ramp inspection.

(7) The training organization should demonstrate that compliance with the applicable criteria is maintained in time, and that the content of the training course is always kept in line with the applicable syllabi.

(8) The training organization should put in place a system to evaluate the effectiveness of training provided, based upon feedback collected from course participants after each training delivery. An annual review summarizing the results of the feedback system together with the training organization’s corrective actions ( if any ) shall be sent to the Agency :

(i) Training organizations providing ramp inspection training courses should use only training instructors meeting the experience and qualifications criteria listed hereunder ;

(ii) knowledge of the EU Ramp Inspection Programme ;

(iii) knowledge of training delivery methods and techniques ;

(iv) for instructors delivering training on inspection items and / or delivering practical training :

(A) meets the eligibility requirements for inspectors ;

(B) knowledge of the ramp inspection methodology through participation, as an inspector or as an observer under the guidance of a senior ramp inspector, in at least 30 inspections in the previous 5 years before being nominated as an instructor.

(v) for instructors delivering training on the regulatory framework and general ramp inspection process, at least 2 years of direct experience in the EU ramp inspection programme ( previous SAFA Programme ), e. g. either as an inspector or as a national coordinator or as an aviation safety regulations / legislation expert.

(9) Fulfilment of the criteria above should be attested by the training organization based, as a minimum, on individual self - declaration.

(10) Training organizations should only employ training instructors that have maintained their proficiency by performing or observing a minimum of six ramp inspections per year.

(11) All instructors should attend a recurrent training workshop organized by the Agency,

aiming at updating their knowledge with new developments of the EU Ramp Inspection Programme as well as standardization and harmonization issues. The Agency’s workshop should be attended whenever it would be deemed necessary due to significant changes in the Ramp Inspection Programme’s structure and procedures, with a minimum of at least once every 3 years.

**GM 1 ARO. RAMP. 115 ( c ) Qualification of Ramp Inspectors**

*CHECKLIST for the EVALUATION of a* ***3*** *RD PARTY TRAINING*

*ORGANISATION*

The competent authority should ensure that their training programmes and / or their systems for the evaluation of third party training organizations are amended accordingly to reflect any recommendations arising from the standardization audits conducted by the Agency in accordance with CR - EC No 736 / 2006

**GM 2 ARO. RAMP. 115 ( c ) Qualification of Ramp Inspectors**

*CHECKLIST for the EVALUATION of a* ***3*** *RD PARTY TRAINING ORGANISATION*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **DESCRIPTION** | **YES** | **NO** | **REMARKS** |
| **1. ORGANISATIONAL STRUCTURE** | | | | |
| ***1****.* | Has a manager with corporate authority been appointed ? |  |  |  |
| ***2.*** | Has the training provider contracted enough personnel to develop and deliver EU ramp inspection training ? |  |  |  |
| ***3.*** | Is the development and delivery of training in accordance with the  technical criteria required by the Agency? |  |  |  |
| **2. FACILITIES** | | | | |
| ***1.*** | Does the size and structure of the available training facilities ensure  adequate protection against weather elements ? |  |  |  |
| ***2.*** | Does the size and structure of the available training facilities provide  proper training activities ? |  |  |  |
| **3. INSTRUCTIONAL EQUIPMENT** | | | | |
| ***1.*** | Is the presentation equipment appropriate for the training to be delivered ? |  |  |  |
| ***2.*** | Can the trainees easily read the presented material from any position in the classroom ? |  |  |  |
| **4. TRAINING PROCEDURE** | | | | |
| ***1.*** | Has the training provider established appropriate procedures to ensure  proper training standards ? |  |  |  |
| ***2.*** | Has the training provider established a system to control the training  preparation and delivery process ? |  |  |  |
| ***3.*** | Is the course material written in the English language and will the course be given in the English language ? |  |  |  |
| ***4.*** | Has the training provider demonstrated how compliance with technical criteria is maintained in time and kept in line with the training syllabi ? |  |  |  |
| ***5.*** | Has the training provider developed a system to evaluate the effectiveness of training provided ? |  |  |  |
| ***6.*** | Has the training provider devised a system to evaluate the effectiveness  of the training based upon the feedback received ? |  |  |  |

**GM 3 ARO. RAMP. 115 ( c ) Qualification of Ramp Inspectors**

*CHECKLIST for the EVALUATION of RAMP INSPECTIONS TRAINING INSTRUCTORS*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **DESCRIPTION** | **YES** | **NO** | **REMARKS** |
| **1. QUALIFICATION CRITERIA** | | | | |
| ***1****.* | Do the instructors possess knowledge of the EU Ramp Inspection  Programme ? |  |  |  |
| ***2.*** | Do the instructors have the knowledge on training methods and  techniques ? |  |  |  |
| ***3.*** | Do the instructors delivering training on inspection items / practical training meet the eligibility and inspection experience requirements ? |  |  |  |
| ***4.*** | Do the other instructors meet the working experience criteria ? |  |  |  |
| **2. QUALIFICATION RECORDS** | | | | |
| ***1.*** | Has the training organization created and maintained proper records on  their instructors ? |  |  |  |
| 3. **RECENT EXPERIENCE and RECURRENT TRAINING** | | | | |
| ***1.*** | Do the instructors meet, if applicable, the requirements on recent experience ? |  |  |  |
| ***2.*** | Do the instructors meet the requirements on recurrent training ? |  |  |  |
| ***ADDITIONAL REMARKS*** | | | | |
| ***1.*** |  | | | |
| ***2.*** |  | | | |
| ***3.*** |  | | | |
| ***4.*** |  | | | |
| ***5.*** |  | | | |

***AMC 1* ARO. RAMP. 120 Approval of Training Organizations**

*TRAINING ORGANISATIONS PROVIDING TRAINING to RAMP INSPECTORS*

(a) The competent authority employing a third party organization for the purpose of ramp inspections related training should put in place a system to evaluate such an organization. The system should be simple, transparent and proportionate. Such a system should take into account evaluations conducted by other Member State authorities.

(b) When an evaluation is performed by the Agency on behalf of a competent authority, the

result of this evaluation should be used by any Member State as a basis for its own evaluation.

(c) For each qualified training organization, a competent authority should communicate to the Agency the following details :

( 1 ) full legal name ;

( 2 ) address ; *and*

( 3 ) scope of training *( i. e. theoretical training, practical training and a combination of*

*these trainings ).*

***AMC 1* ARO. RAMP. 125 ( b ) Conduct of Ramp Inspections**

*GENERAL*

(a) Ramp inspections should be performed by inspectors possessing the necessary knowledge relevant to the area of inspection whereby technical, airworthiness and operational knowledge must be represented in case all items of the Checklist are being verified. When a ramp inspection is performed by two or more inspectors, the main elements of the inspection — the visual inspection of the aircraft exterior, the inspection in the flight deck and the inspection of the passenger cabin and / or cargo compartments — may be divided among the inspectors, according to their privileges granted in accordance with ARO. RAMP. 115.

( b ) The competent authority should put in place appropriate procedures to allow them unrestricted access to the aircraft to be inspected. In this respect ramp inspectors should possess adequate credentials.

(c) Inspectors should identify themselves to the pilot–in-command / commander of the aircraft or, in his / her absence, to a member of the flight crew or to the most senior representative of the operator prior to commencing the on-board part of their ramp inspection. When it is not possible to inform any representative of the operator or when there is no such representative present in or near the aircraft, the general principle should be not to perform a ramp inspection. In special circumstances it may be decided to perform a ramp inspection but this should be limited to a visual check of the aircraft exterior.

(d) The inspection should be as comprehensive as possible within the time and resources

available. This means that if only a limited amount of time or resources is available, not

all inspection items but a reduced number may be verified. According to the time and resources available for a ramp inspection, the items that are to be inspected should be

selected accordingly in conformity with the objectives of the ramp inspection programme.

Items not being inspected may be inspected during a next inspection.

(e) Inspectors should show tact and diplomacy when performing a ramp inspection. A certain

amount of inconvenience to flight and cabin crews, handling agents and other personnel

involved in ground handling activities may arise but inspectors should try to reduce it to the minimum. Unnecessary contact with passengers should be avoided.

(f) Ramp inspectors should not open any hatches, doors or panels themselves nor should they operate or interfere with any aircraft controls or equipment. When such actions are required for the scope of the inspection, the ramp inspectors should request the assistance of the operator’s personnel ( flight crew, cabin crew, ground crew ).

(g) The items to be inspected should be selected from the ramp inspection Checklist ( see

Appendices III and IV ). The ramp inspection Checklist contains a total of 54 items. Of these, 24 relate to operational requirements (A - items) to be checked on the flight crew

compartment, 14 items address safety and cabin items ( B - items ), 12 items are concerning the aircraft condition ( C - items ) and three items ( D - items ) are related to the inspection of cargo ( including dangerous goods ) and the cargo compartment. In case of any general inspection items not addressed by the other items of the checklist, they may be administered by the E - item ( General ) of the Checklist.

(h) Items which have been inspected as well as any possible findings and observations will be recorded in the Ramp Inspections Report ( see Appendices III and IV ).

( i ) ARO. RAMP. 125 (c) requires that the operator is informed about the results of every ramp inspection by providing it with a copy of the Proof of Inspection ( see Appendix III ). A signed acknowledgement of receipt should be requested from the recipient and retained by the inspector. Refusal to sign by the recipient should be recorded in the document.

**GM 1 ARO. RAMP. 125 ( b ) Conduct of Ramp Inspections**

*UNREASONABLE DELAY*

The inspector(s) intending to conduct the ramp inspection should be able to start the inspection immediately. The inspector(s) should ensure that the inspection can be carried out

expeditiously. Delays related to the availability of the inspector(s) or the necessary inspection

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

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