

# WELCOME PARTICIPANTS

**SAFA Ramp Inspections**

**Initial Course**

Hosted by: **COSCAP SOUTH ASIA**

I  
C  
A  
O

# ONLINE INITIAL COURSE (THEORETICAL REMOTE TRAINING)

## SAFETY ASSESSMENT OF FOREIGN AIRCRAFT – CHICAGO CONVENTION ART 16

Instructor: Mr José Salgueiro





ICAO  
COSCAP-  
SA

APAC- COSCAPS  
ASIA PACIFIC  
REGION



**SAFA  
INITIAL  
COURSE**  
25JAN-  
08FEB2021

26 - Jan  
Historical  
Background;  
ECAC Voluntary  
Programme; EASA  
Ramp Inspection  
Guidance Material

27 - Jan  
SAFA  
Performance;  
Correlation  
between SAFA  
score and  
overall Safety.

28 - Jan  
Applicable ICAO  
SARPs of Annexes  
1, 2, 6, 7, 8, 10, 16,  
18 (DG); ICAO  
Doc 8335 Manual  
of Procedures.

01 - Feb  
SAFA Inspector  
Qualification,  
Eligibility,  
Privileges;  
Training  
Requirements

25 - Jan  
Course  
Overview;  
ICAO  
Regulatory  
Framework;  
SAFA Ramp  
Inspection  
Obligation

02 - Feb  
NAA SAFA Inspection  
Procedures: Selection;  
Preparation;  
Performance;  
Operators Feedback

04 - Feb  
Inspection Check  
List: C Items-External  
Condition; D Items  
Cargo/DG;  
SAFA Database;  
Oversight and  
Management  
of SAFA Programme

03 - Feb  
**Prof of Inspection Form;  
54 Items Check List; Use  
of PDFs; A Items-Flight  
Deck; B Items-Cabine**

08 - Feb  
Course Recap and  
final Assessment



# SAFA Ramp Inspections Initial Course Syllabus:



WELCOME &  
INTRODUCTION OF  
PARTICIPANTS  
COURSE METHODOLOGY  
COURSE ASSESSMENT



SAFA RAMP INSPECTIONS  
INITIAL COURSE  
OVERVIEW  
COURSE OBJECTIVES



PART 1:  
REGULATORY FRAMEWORK  
INSPECTION PROCEDURES



PART 2:  
PERFORMANCE OF SAFA  
INSPECTIONS  
OVERSIGHT OF THE SAFA  
PROGRAMME



COURSE RECAP  
COURSE ASSESSMENT  
FUTURE SAFA TRAINING:  
PRACTICAL AND OJT

# Part 2.3 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

Day 7:

09:00: Prof of Inspection Form: 53 Items Check List:

**Recommended Use of PDFs or UDFs**

(10:30 Break)

11:00: Inspection Checklist:

- A Items- Flight Deck
- B Items- Cabin Section
- C Items- External Condition; Defects within/outside limits

12:30 Question Period

## Part 2.3 SAFA Programme Surveillance Activities

### EU Ramp Inspection Process:

#### A brief recap:

Ramp inspections should be performed by **at least two inspectors**

Inspections performed by **solo inspectors should be limited to exceptional cases**, such as last-minute unavailability of a team member, very short time to prepare a spot inspection, etc.

**Distribution of the tasks between ramp inspectors involved** should be duly taken into account, especially in the case of limited inspection time and/or size and complexity of the aircraft

When circumstances prevent inspection of all checklist items, inspectors should try to **inspect those elements which are likely to be more safety critical** depending on the particularities of the inspected flight –also taking into account previous inspection results

Always **act tactfully and with diplomacy**: Avoid unnecessary contact with the passengers and any disturbance or delay to the crew flight preparation.

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Ramp Inspection Process:

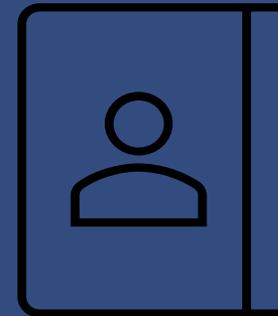
Findings  
determination

Seriousness Level  
Categorization

Class of Actions

Follow-up Actions

## Inspector's Documents



Ramp Inspection  
Procedures/Instructions

R. I. Checklist  
RI POI  
Technical Manuals

# Part 1.1 Regulatory Framework: SAFA Performance

## EU Ramp Inspection process:

Use of Inspection [Pre-defined](#) (PDF) instructions:

### **EASA SAFA Ramp Inspection Guidance Material based on ICAO SARPs:**

(For example: INST.RI.01001 Edition 2)

Detailed guidance for each inspection item:

### **What and how to inspect:**

- Reference to relevant standards as part of the pre-described findings (PDFs):  
ICAO SARPs
- Chicago Convention and the related Annexes
- Doc. 7030 Regional Supplementary Procedures
- Manufacturer's standards

# Part 2.3 Regulatory Framework: SAFA Performance

## EU Ramp Inspection process:

EU RI Checklist ( Form 136)

Inspection ( 53 items)

A. Flight deck (24)

B. Safety/ Cabin (14)

C. Aircraft Condition (11)

D. Cargo (3)

E. General (1)

Checked and remarks columns

Action Taken	Inspection Item	Category	Remarks
(3d) Immediate operating ban			
(3c) Aircraft grounded by inspecting NAA			
(3b) Corrective actions before flight			
(3a) Restrictions on the aircraft operation			
(2) Information to the authority and operator			
(1) Information to the pilot-in-command/			
(0) No remarks			
Inspector(s) sign or code			

Operator:		State:		AOC No:	
Route from:		Flight No:		Route to:	
Flight type:		Chartered by Operator:		Aircraft type:	
Charterer's state:		Registration mark:		Aircraft configuration:	
Flight crew state(s) of licensing:		Acknowledgement of Receipt (*)		Free format information of inspecting NAA (logo, contact details tel/fax/email)	
Name:		Signature:			
Functions:					

A. Flight deck		B. Safety/Cabin		C. Aircraft condition	
1	General condition	20	Flight crew licence	1	General external condition
2	Emergency exit	21	Journey log book/Technical Log or equivalent	2	Doors and hatches
3	Equipment	22	Maintenance release	3	Flight controls
4	Documentation	23	Defect notification and rectification (incl. Tech Log)	4	Wheels, tyres and brakes
5	Manuals	24	Pre-flight inspection	5	Undercarriage, airdrafts
6	Checklists			6	Wheel well
7	Radio navigation charts			7	Powerplant and pylon
8	Minimum equipment list			8	Fan blades
9	Certificate of registration			9	Propellers, Tailors (main/tail)
10	AOC or equivalent			10	Obvious repairs
11	Radio licence			11	Obvious unspaired damage
12	Certificate of Airworthiness (C of A)			12	Leakage
Flight data				D. Cargo	
13	Flight preparation			1	General condition of cargo compartment
14	Weight and balance sheet			2	Dangerous goods
Safety equipment				3	Safety of cargo on board
15	Hand fire extinguishers			E. General	
16	Life jackets/floatation devices			1	General
17	Harness				
18	Oxygen equipment				
19	Flash light				

Action taken	Item	Remarks
(3d) Aircraft grounded by inspecting NAA		
(3b) Corrective actions before flight		
(3a) Restrictions on the aircraft operation		
(2) Information to the authority and operator		
(1) Information to the captain		
(0) No remarks		



# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

- Items Checklist;
- Inspection Report;
- Proof of Inspection

Operator:		State:	AOC No:
Route from:	Flight No:	Route to:	Flight No
Flight type:	Chartered by Operator:	Aircraft type:	Aircraft configuration:
Charterer's state:		Registration mark:	Construction No:
Flight crew state(s) of licensing:		Acknowledgement of Receipt (*)	
		Name: .....	Signature: .....
		Funtions: .....	

Check Remark	Check Remark	Check Remark																																																																																																																																																																																																
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Inspector(s) sign or number

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Inspection Criteria:

- ▶ The purpose of a SAFA Ramp inspection is to check the compliance with international standards ( i.e. Chicago Convention, its Annexes, ICAO regional standards), and/or manufacturer standards which are the minimum standards to be observed by any aircraft in international navigation.
- ▶ When inspecting the technical condition of an aircraft, it should be checked against the aircraft certification and manufacturer standards.
- ▶ Compliance with national standards that are declared applicable to all operators flying to that Contracting State aerospace if referred in its AI

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Findings Seriousness Level Categorization:

### Three categories:

- ▶ cat. 1, minor influence on safety
- ▶ cat. 2, significant influence on safety
- ▶ cat. 3, major influence on safety

(Usually, pre-determined for existing PDF)

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

## Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

### Example of Pre-Defined Findings Listing

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Findings Categorization (1/3):

Detection, reporting and assessment of significant technical defects

- ▶ A technical defect is considered to be any material fault pertaining to the aircraft, its systems or components
- ▶ Minor defects are typically without influence on safety.

Technical defects which were not detected by the operator, because the Approved maintenance Programme (AMP) did not require the operator to detect such defect during turn-around inspections, do not necessarily qualify as a finding under A23/A24

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Findings Categorization (2/3):

Detection, reporting and assessment of significant technical defects

- ▶ Before findings can be categorized, an assessment of the encountered situation should be made.

Assessment of findings on certificates and licenses prior to categorization!

- ▶ Whenever a license or a certificate is not carried on board ( including AOC and OPS Specs), it may become clear that the impact on safety is less than initially foreseen after receiving a copy of a missing licence or certificate before departure.

## Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

### ► Findings Categorization (3/3)

The EU Ramp PDF listing is intended to be used by the inspector to guarantee a common description and categorization of findings

The inspector can make extensive use of this PDF listing in the majority of situations.

Although not classified as a non-compliance any relevant safety issues identified during ramp inspections should be reported as a General Remarks (Category G) under each inspection item.

General Remarks (as well as category 1 findings) do not require any follow-up action.

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Dispatch Limits:

- ▶ Inspectors should identify safety related issues, and address those to the crew/operator for their action.
- ▶ • Inspectors should not insist on any action normally addressed by the regular AMP of the operator, especially so when this endangers the departure time of the operator.
- ▶ • The AMP (in its wider sense) already covers to restore any mishaps of the A/C during its service life.
- ▶ • Time permitting (in between arrival-departure), any corrective actions are possible, even encouraged
- ▶ • Delaying an operator for a non-safety related issue is not only frustrating the operator, it also could result in unwanted human factor issues with possible negative effects on the flight preparation

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Class of Actions after finding Categorization:

Follow-up actions for category 2 or 3 findings:

Cat 1: Minor influence on safety

- **Class 1: Information to Captain**

Cat 2: Significant influence on safety

- No crew action required but good procedure = Corrective action
- **Class 1+ 2 Communication to the Operator and to Foreign authority**

Cat 3: Major influence on safety

- **Class 1, 2 + 3 Corrective action or Operational Restriction, before the flight**

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

- ▶ Actions Follow-up:
- ▶ Class 1
- ▶ Information to the PIC
- ▶ Proof of inspection at every inspection
- ▶ Class 2
- ▶ Class 1 actions, and in addition:
- ▶ Written communication to operator (request for corrective actions)
- ▶ Written communication to the Authority (informative, possibly asking for involvement)

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Actions Follow-up:

### Class 3

- ▶ Class 1 and 2 actions, and in addition:
- ▶ Aircraft may only depart after:
- ▶ Restrictions have been imposed **(3a)**
- ▶ Corrective actions have been taken **(3b)**

### **If no appropriate actions are taken:**

- ▶ Aircraft may be detained (grounded) **(3c)**
- ▶ Full or partial ban may be imposed **(3d)**

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Actions Follow-up:

### Class 3 a)

Restriction on the aircraft flight operation

- ▶ The inspector(s) have concluded that, as a result of deficiencies identified during the inspection, the aircraft may depart only under certain restrictions. Some examples:
  - Restrictions on flight altitudes if oxygen system deficiencies have been found.
  - Restrictions (only day light flight), if lights deficiencies, have been found

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Actions Follow-up:

### Class 3 b)

Corrective actions before flight

- ▶ The ramp inspector(s) have identified some deficiencies that require corrective action(s) before the intended flight. Such corrective actions may be
  - ▶ (temporary) repairs to defects according to the AMM.
  - ▶ Recalculation of mass and balance, performance calculations and/or fuel figures
  - ▶ A copy of a missing licence/ document to be sent by fax or other electronic means.

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Actions Follow-up:

### Class 3 c)

Aircraft detained by inspecting Nacional Aviation Authority.

An aircraft is grounded in a situation where the category 3 (major) findings are not corrected by the operator before flight.

- ▶ This class of action should be imposed only if the crew refused to take the necessary corrective actions or to respect the restrictions on the aircraft flight operation.

A class 3c action would also be appropriate when an operator refuses to permit the performance of a Ramp Inspection without a valid reason.

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Actions Follow-up:

### Class 3 d)

#### Immediate Operating ban

- ▶ In case of an immediate and obvious safety hazard a competent authority may react by imposing an operating ban on an operator or an aircraft.
- ▶ Decision on immediate operating ban not taken by SAFA Inspector: to be immediately communicated to the DGCA

# Part 2.2 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures

## Further Follow-up:

### Use of a SAFA IT Tracking Tool (SAFA Database)

For each SAFA Ramp Inspection performed keep a record with:

- Inspection Report and Proof of Inspection Copy.
  - Request evidence of corrective/preventive actions taken
  - Use the database as the primary communication tool
  - Communicate findings to the operator's focal points
  - Monitor if the operator has provided a response to the findings.
  - Inform the operator's competent authority and the operator no later than 10 working days.
  - Give the operator a period of 30 days to reply

*OBS: Non compliances detected should, as much as possible, be documented and recorded even with the pictures of the deficiency itself.*



# SAFA Ramp Inspections Initial Course

COFFEE / TEA  
BREAK

# Part 2.3 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures ( As per EU SAFA R I Guidance)

## A-items: Flight Deck



## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A1 General Condition:**

Check general condition.

Check the stowage of interior equipment, suitcases, navigation chart cases etc.

If a flight crew compartment door is installed, check the door locking/unlocking mechanism.

On passenger carrying aeroplanes with MTOW > 45.500 kg (or with a passenger seating capacity more than 60 pax) check for installation and serviceability of the reinforced cockpit door.

Check the means to monitor the door area from either pilots seat.

*The presence in the cockpit of an additional crew member during all phases of the flight is considered to fully meet ICAO requirements.*

Check the condition of the flight deck windows (e.g. windshield cracks, possible delamination,...)

Check that no equipment is installed such that it obviously does not meet the systems design features and emergency landing provisions

*In Annex 8 Part IIIA/B, Chapter 4 (e.g. when equipment installed on the glare shield significantly impairs the pilots vision).*

Check the presence and serviceability of the windshield wipers (if required for the flight).

Check if any electrical cables/wires are unintentionally exposed.

Check the serviceability of the warning panel lights.

## Part 2.3 -NAA SAFA Inspection Procedures: A-items Flight Deck: **A2 Emergency exit:**

Check serviceability of exits and, when ropes are installed, check that they are secured.

Check whether access to emergency exits is restricted or impeded.

*Note: Inspectors should be aware that equipment/luggage may be placed temporarily in an unsecured condition during flight preparation. In such cases the inspectors should seek confirmation that the equipment/luggage will be securely stowed before flight. If the crew is unable to confirm this, a finding may be appropriate.*

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A3-Equipment**

*Note: Inspectors, while checking this inspection item, should also assess whether the required equipment is obviously not being used, e.g. if an equipment is found to be covered and therefore rendered unusable, this should result in a cat. 3 finding.*

All Flights:

#### a) TAWS (E-GPWS)

Check if installed and serviceable. If unserviceable check if properly deferred (reported in the ATLB) and check if still within MEL dispatch limits. Verify that the installed GPWS has a forward looking terrain avoidance function. If the terrain database is found to be expired, verify against the MEL the dispatch conditions

#### b) ACAS II (TCAS)

Check if installed and serviceable. If unserviceable check if properly deferred (reported in the ATLB) and check if still within MEL dispatch limits.

#### c) Cockpit Voice Recorder

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A3-Equipment**

Flights in designated airspace:

#### a) RVSM

- ▶ Check whether the equipment unserviceability (if any) renders the aircraft non-RVSM capable (check with Doc 9614). *Check the areas of applicability and the relevant volumes of airspace in ICAO Doc 7030.*

#### b) PBN

- ▶ Check that the aircraft is equipped with navigational equipment that meets the PBN requirements applicable in the airspace where the aircraft is to be operated.

#### c) MNPS

- ▶ Check whether the equipment unserviceability (if any) renders the aircraft non-MNPS capable. *Area of applicability (ICAO Doc 7030): (As the case may be)*
- ▶ ~~The MNPS shall be applicable in that volume of airspace between FL 285 and FL 420 within the Oceanic Control Areas of Santa Maria, Shanwick, Reykjavik, Gander Oceanic and New York, excluding the area west of 60°W and south of 38°30'N.~~

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A3-Equipment**

#### d) 8.33 kHz channel spacing

- ▶ Check that radio equipment is 8.33 kHz channel spacing capable. This can be checked by requesting to select an 8.33 kHz channel, for example, 132.055 kHz on the radio control panel. The panel should normally show 6 digits – however some radio control panels may omit the leading “1” and display only 5 digits, e.g. 32.055.

#### e) EFB

- ▶ When an EFB is used, check that the operator has established mitigating means such as a back-up provision for those functions which may have an impact on the safe operation of the aircraft.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: A4- Manuals

- ▶ Check for presence of Operations Manual and Aircraft Flight Manual. (Note: flight manual data may be included in the operations manual).
- ▶ Check if their content complies with the requirements and is up to date (e.g. with the latest revision of the AFM).
- ▶ Check if the flight crew is able to understand the language in which the OPS Manual and/or AFM are written.

## Part 2.3 - NAA SAFA Inspection Procedures: A-items Flight Deck: **A5-Checklists**

- ▶ Check if checklists are available and easily accessible
- ▶ Check if the checklists are identical for all members of the flight crew.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A6-Navigation/Instruments Charts**

- ▶ Check if the required departure, en-route, approach and aerodrome charts are available, within reach, up-to-date to the latest AIRAC amendments (including those for the alternate aerodromes).

*Note: one or two amendments missing in the chart library could still be acceptable provided the charts to cover the route flown, or about to be flown, including associated diversions, are up to date to the latest AIRAC amendments.*

*Note: If other charts are not updated, but the required ones are, this does not constitute a finding. Such a case should be reported though as a General Remark.*

- ▶ Check the validity of the FMS/GPS database; in case of expiration, check the MEL.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A7 Minimum Equipment List**

- ▶ Check if the MEL is available.

*Note: An increasing number of operators do not have the MEL on board, but available via a data downlink. This should be considered as an acceptable alternative.*

- ▶ Check if the MEL is not less restrictive than MMEL.
- ▶ Check if MEL content reflects actual equipment installed on the aircraft and takes into account the special approvals in the operations specifications. Check if the MEL contains the (M) maintenance and/or (O) operational procedures.
- ▶ Check if the MEL is fully customized.
- ▶ Check if the deferred defects (if any) are in accordance with the MEL instructions.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A8-Certificate of Registration**

- ▶ Check for presence and accuracy. In the case where only a photocopy is on board a finding should be made against “No valid CofR or cannot be shown by crew”.
- ▶ Check if its format and content are in accordance with the requirements and whether translated into the English language.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A9-Noise Certificate**

Check for presence, accuracy (e.g. cross check MTOM, S/N with the ones specified in the C of R) of the document attesting noise certification and whether translated in English language.

*Note: Certain States (e.g. United States, China) incorporate noise certification data in the Aircraft Flight Manual and/or the Certificate of Airworthiness. Such cases are in compliance with the ICAO requirements and do not constitute a finding.*

*Note: Although ICAO does not specifically allow carrying other than the original of the document, inspectors could accept a certified copy provided that it is certified by the issuing authority. Electronic copies could also be accepted as long as their reliability is assured.*

*Such assurance could e.g. be done by means of an authority letter allowing the electronic carriage of document copies and/or by means of the digital (electronic) signature of such copies.*

*Note: Standards requiring that certain documents are to be carried on board do not specify that such documents shall be carried as hardcopies. Therefore, electronic documents are acceptable as well in those cases where the competent authority issues the original as an electronic document with electronic signatures.*

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A10- AOC (or equivalent doc.)**

- ▶ Check for presence and accuracy (including the Operations Specifications).
- ▶ Check if format (layout and content) of AOC and operations specifications is in compliance with Annex 6 (including English translation if written in another language).
- ▶ If the AOC contains an expiration date, check if within the validity period. Check if the aircraft operation (inbound and outbound) is in compliance with the Operations Specifications (limitations, special authorisations:  
Low Visibility Operations (LVO), (B/P)RNAV, RVSM, MNPS, ETOPS, dangerous goods, and others required for the particular type of operation)
- ▶ Check that a TCO authorisation has been issued to the operator, and that it has not been suspended or revoked. Check that the operations performed are within the scope of the activities that the TCO is authorised to conduct (as specified in the specifications attached to the authorisation).

## Part 2.3 - NAA SAFA Inspection Procedures: A-items Flight Deck: **A11-Radio Licence**

- ▶ Check for presence and accuracy.
- ▶ Check for the correct name/callsign.

*Note: Certain Radio Licences contain expiration date. If a Radio Licence is found to be expired, this should be recorded as a General Remark only.*

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A12-Certificate of Airworthiness**

- ▶ Check for presence, accuracy and validity. If no original (or certified copy) Certificates of Airworthiness (CofA) is carried on board, apply the procedure described in the assessment of findings on certificates and licenses prior to categorization above.
- ▶ Check if its content is in compliance with the requirement (including English translation if written in another language).

*Note: In the case where an aircraft is identified without an original (or certified true copy) and valid CofA then this is considered a cat. 3 finding. The aircraft should be allowed to depart only after receiving positive confirmation from the State of registry that the aircraft has a valid CofA.*

*Note: Certain States (e.g. EASA states) issue CofA which do not mention an expiration date. Such certificates are usually supplemented by a separate document (ARC–Airworthiness Review Certificate) which should indicate its validity.*

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A13-Flight Preparation**

- ▶ Check for presence and accuracy of Operational Flight Plan (including signature of PIC). Compare with the relevant instructions the OPS Manual.
- ▶ Check for proper filing system (retaining of all relevant flight preparation documents).
- ▶ Check for proper performance and fuel calculation.
- ▶ Check if the crew ensured that the weather forecast at the destination or the destination alternate aerodrome is above minima.
- ▶ Check whether the flight crew has reviewed the applicable NOTAMS and/or pre-flight information bulletins (including those for alternate aerodromes).
- ▶ In case of ground icing conditions, check if the proper de/anti-icing procedures have been carried out or planned to be carried out prior to the take-off of the aircraft.
- ▶ Check for the presence and accuracy of the ATC flight plan.

*Note: Alternate airports do not always need to be mentioned on the ATC flight plan, e.g. flight allowed without an alternate.*

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A14-Mass and Balance Calculation**

- ▶ Check for presence of a completed mass and balance sheet (either paper or digital format) and accuracy of the mass and balance calculations.
- ▶ Check if the actual load distribution is properly reflected in the M&B Sheet.
- ▶ If mass and/or balance calculations are found to be incorrect check whether still within the a/c limits and check the influence on the performance calculations.

*Note: If additional fuel was loaded, check that it is included on the Weight and balance documentation.*

- ▶ Check if the crew has sufficient data available (in the OPS manual or AFM) to verify the mass and balance calculations.
- ▶ Check whether the mass and balance calculations account for any operational (MTOM) restriction as a result of reduced MTOM for noise certification.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A15-Hand Fire Extinguishers**

- ▶ Check if the installed extinguisher(s) is at the indicated location and easily accessible.
- ▶ Check if the installed extinguisher(s) is marked with the appropriate operating instructions.
- ▶ Check if the installed extinguisher(s) (including the extinguishing agent release mechanism) is serviceable (check pressure gauge (if installed),
- ▶ check expiration date (if any). If considerably low weight, consider unserviceable.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A16-Life Jackets/Flotation Devices**

- ▶ Check for presence, access, sufficient number and serviceability.

*Note: ICAO does not require life jackets to have an expiration (or next check) date. Operators may employ various systems to monitor the condition of the life jackets. A life jacket or flotation device without a date does not necessarily constitute a finding. However, if the expiry date (or next inspection date) is overdue, consider as unserviceable.*

*Note: ICAO requires the carriage of life jackets/flotation devices only for over-water flights. If neither the inbound nor the outbound flight or series of flights are over-water flights, then findings should not be raised for this inspection item.*

*Note: In the case where spare life jackets have been found to be unserviceable this should be reported as General Remark (Cat. G).*

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A17-Harness**

- ▶ Check for presence and availability for all flight crew members.
- ▶ Check serviceability (including the automatic restraining device). If unserviceable, check the dispatch conditions in MEL.

*Note: If the proper functioning of the harness is restricted by the seat covering, consider it unserviceable.*

*Note: If the automatic restraining device is unserviceable, consider the harness as unserviceable.*

*Note: A seat belt only does not meet the ICAO requirements for a safety harness and it should be considered that no safety harness is installed*

## Part 2.3 - NAA SAFA Inspection Procedures: A-items Flight Deck: **A18-Oxygen Equipment**

- ▶ Check for presence, access and condition.
- ▶ Check if the oxygen masks allow for a quick donning (rapid fitment).
- ▶ Check oxygen cylinder pressure. In case of low pressure, check the minimum required according to the OPS manual.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A19-Independent Portable Light**

- ▶ Check that appropriate independent portable lights are readily available at all crew member stations.
- ▶ Check their condition, serviceability and access. Please note that flights departing in daylight, but extending into the night, shall meet this requirement.

*Note: Only aircraft operated at night require independent portable lights for the crew. This includes flights departing in daylight but extending into the night, and aircraft departed at night and arrived in daytime. When inspecting daylight only flights, the absence or unserviceability of any independent portable light does not constitute a finding. This should however be reported as General Remark (Cat. G).*

*Note: If the proper functioning of the torch is significantly affected as a result of weak batteries, consider it unserviceable.*

*Note: If only personal torches are available this should not be considered as a finding provided they are readily available to the flight crew from their normal positions. This should however be reported as General Remark (Cat. G).*

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A20- Flight Crew Licence**

- ▶ Check for presence and validity of crew licences and appropriate ratings. If the licence of a flight crew member is not carried on board at the time of the inspection, apply the related procedure on Assessment of findings on certificates and licenses prior to categorization.
- ▶ Check for presence and validity of the Medical Certificate and, if appropriate, for the privileges exercised. If the Medical Certificate of flight crew member is not carried on board at the time of the inspection, apply the related procedure on Assessment of findings on certificates and licenses prior to categorization.
- ▶ Check if form and content (including English translation) is in compliance with ICAO Annex 1 (e.g. the means to easily determine the licence's privileges and validity of ratings).

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A20- Flight Crew Licence (cont.)**

- ▶ Check if the flight crew members are meeting the age requirements (60 years for single-pilot operations, 65 years for multi-pilot operations).
- ▶ In case of licences issued by an authority other than the one of the State of Registry, check the validation of the licence.
- ▶ Check for spare correcting spectacles (in case a flight crew member is required to wear corrective lenses).
- ▶ Check for endorsement of language proficiency (LP) in the licence.
- ▶ Check if the crew composition meets the minimum crew requirements (available in the AFM).
- ▶ When circumstances dictate (e.g. aircraft undergoes significant delay), check whether the crew members are in compliance with the flight and duty time rules contained within the Operations Manual

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A21-Journey Log-book or equivalent**

- ▶ Check for presence.
- ▶ *Note: In some cases the Journey Log-Book may be replaced by a document called General Declaration (provided it contains the information listed in Annex 6, Part I, 11.4.1).*
- ▶ Check if content of the journey log book/General Declaration complies with the requirement and if properly filled in.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A22-Maintenance Release**

- ▶ Check that the PIC certified that a maintenance release has been issued (usually by accepting the aeroplane).

*Note: A Maintenance Release following scheduled maintenance is not required to be carried on board the aeroplane. Check how the PIC satisfied himself that the aeroplane is airworthy and the maintenance release has been issued.*

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A23-Defect Notification and Rectification (including Tech-Log)**

- ▶ Check for any deferred defects (specify in the report where necessary).
- ▶ Check that all defects (minor, major, dents, damages etc.) have been properly reported and assessed. Check if the associated maintenance actions have been properly reported, e.g. description of the action, AMM/SRM references.
- ▶ When defect deferrals include time limits check that the open deferred defects remain within those stated. Where applicable, check compliance with the aircraft MEL.
- ▶ Check that the rectification intervals stated in the ATLB do not exceed those required by the MEL.

## Part 2.3 - NAA SAFA Inspection Procedures:

### A-items Flight Deck: **A24- Pre-flight Inspection**

- ▶ Check that the pre-flight or equivalent inspection is performed and duly certified.

# Part 2.3 SAFA Inspections Performance and Oversight: NAA SAFA Inspection Procedures ( as per EU SAFA R I Guidance)

## B-items: Cabin Section



## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B1-General Internal Condition**

- ▶ Check general condition, including lavatories, general condition and smoke detection systems, the condition of the overhead bins, flammable furnishings.
- ▶ Check the stowage of baggage/equipment, or heavy/hard pointed objects which might be stored in the toilets (waste bags temporarily stowed in a locked toilet is considered acceptable).
- ▶ Check the service carts manufactured after 4 November 2005 for proper braking action.

*Note: findings should only be raised in those cases where the braking action is obviously not meeting the standard. Carts with defective brakes may be used as storage carts in the galley as long as such defective carts are properly labelled.*

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B2-Cabin Crew Station and Cabin Crew Rest Area**

- ▶ Check general condition and serviceability of the cabin crew seats.

*Note: If a cabin crew seat is found unserviceable check against MEL and check if the number of serviceable ones can accommodate the minimum required number of cabin crew members (information available in the Operations Manual).*

*Note: If a cabin crew seat is found not to retract automatically impeding the rapid evacuation of the aeroplane in an emergency, this finding should be addressed under the item B12 – Access to emergency exit.*

- ▶ Check presence and condition of the safety harness and/or belt.

*Note: Aeroplanes for which the individual CofA was issued on or after 1 January 1981 must be fitted with safety harnesses for the use of cabin crew members.*

- ▶ Check accessibility of life jackets.
- ▶ Check the serviceability of the communication system (Cockpit to Cabin and Cabin to Cabin). In case of unserviceability, check against the MEL

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B3-First Aid Kit / Emergency Medical Kit**

- ▶ Check for presence, accessibility, adequacy and identification of medical supplies.

*Note: A First-Aid kit or a Medical kit or a universal precaution kit is only an ICAO recommendation.*

*Note: ICAO does not require First Aid Kits / Emergency Medical Kits/Universal precaution kits to have an expiration (or next check) date. A First Aid Kit, Emergency Medical Kit, Universal precaution kit without a date does not constitute a finding. However, if stated expiry date has been exceeded, then this should be reported as a finding*

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B4-Hand Fire Extinguishers**

- ▶ Check if the installed extinguisher(s) is at the indicated location and easily accessible.
- ▶ Check if the installed extinguisher is correctly secured in its bracket.
- ▶ Check if the installed extinguisher(s) is marked with the appropriate operating instructions.
- ▶ Check if the installed extinguisher(s), including the extinguishing agent release mechanism, is serviceable – check pressure gauge (if installed), check expiration date (if any). If considerably low weight, consider it unserviceable.

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B5-Life Jackets / Flotation Devices**

- ▶ Check for presence, access, sufficient number and serviceability.

*Note: ICAO does not require life jackets to have an expiration (or next check) date. Operators may employ various systems to monitor the condition of the life jackets. A life jacket or flotation device without a date does not necessarily constitute a finding. However, if the expiry date (or next inspection date) is overdue, consider it as unserviceable.*

*Note: ICAO requires the carriage of life jackets/flotation devices only for over-water flights (see Annex 6 references below). If neither the inbound nor the outbound flight or series of flights are over-water flights, then findings should not be raised for this inspection item.*

*Note: In the case where spare life jackets have been found to be unserviceable, this should be reported as a General Remark (Cat. G).*

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B6-Seat Belt and Seat Condition**

- ▶ Check condition of seats and belts.
- ▶ Check for the availability and condition of extension belts (if needed).

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: B7-Emergency Exits, Lighting and Independent Portable Lights

- ▶ Check for presence and condition of the emergency exit signs, lighting and marking and independent portable lights.
- ▶ Check for presence and condition of an escape path illumination system.
- ▶ Check for presence and condition of the visual indication of the path to emergency exits in smoke filled cabins.
- ▶ Check for the presence of operating instructions on the emergency exits.

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B7-Emergency Exits, Lighting and Independent Portable Lights (cont.)**

- ▶ Check that appropriate independent portable lights are readily available at all crew member stations.
- ▶ Check their condition, serviceability and access. Please note that flights departing in daylight, but extending into the night, shall meet this requirement.

*Note: Only aircraft operated at night require independent portable lights for the crew. This includes flights departing in daylight but extending into the night, and aircraft departed at night and arrived*

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B8-Slides/Life Rafts (as required), ELTs**

- ▶ Check number and serviceability of slides/slide rafts/life rafts.
- ▶ Check presence and type of ELT (s) and serviceability.

So as to verify that an ELT is broadcasting on 406 MHz, evidence may be found on the ELT itself (if portable) ,on the Aircraft Radio Station Licence (although there is no requirement for the frequency to be listed there), or in the Operations Manual (included in the list containing the emergency and survival equipment.

- ▶ Check equipment for pyrotechnical distress signals (if required and easily accessible).

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B9- Oxygen Supply Cabin Crew and Passengers**

- ▶ Check if the PBE is at the indicated location and adequately marked with its operating instructions.
- ▶ Check cabin oxygen quantity (pressure gauge or electronic display) when stored oxygen is used.
- ▶ Check protective breathing equipment for serviceability and minimum number (against MEL).
- ▶ Check number / serviceability of oxygen dispensing units or oxygen masks (when possible).

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B10-Safety Instructions**

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

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B11- Cabin Crew Members**

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

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: B12- Access to Emergency Exits

- ▶ Check floor/carpets/panels condition.
- ▶ Check if access to emergency exits impeded by baggage/seats/tables

*Certain types of emergency exits may be oversized. Having seat rows next to such an exit, might not necessarily constitute a finding. As long as the remaining projected opening meets the minimum dimensions required for certification, no finding should be raised.*

*Note: The row of seats ahead an emergency exit must not recline, however the row adjacent to the exit (namely the 'exit row') might recline, provided that no further emergency exit is immediately behind.*

*Note: If the condition of the tray table latch is such that it fails to maintain the table in its upright position when it is subject to deceleration forces or shockloads, it should be raised as a finding. However, the categorisation depends on the location of the table concerned (adjacent to an emergency exit or not).*

*Note: Depending on the certification standards, certain aircraft types may have special table latches (one-way or recessed locks on tray table latches) near the emergency exits which should prevent inadvertent release of the tables during the evacuation of the aircraft.*

## Part 2.3 - NAA SAFA Inspection Procedures:

### B-items Cabin Section: **B13- Stowage of Passengers**

### **Baggage**

- ▶ Check storage of baggage (including heavy and oversized baggage).

## Part 2.3 - NAA SAFA Inspection Procedures: B-items Cabin Section: **B14-Seat Capacity**

- ▶ Check number of available seats.

# Part 1.1 Regulatory Framework: SAFA Principles

Q & A

# Part 1.1 Regulatory Framework: SAFA Principles

Quizz of Day 6/7

# Part 1.1 Regulatory Framework

## QUIZZ:

In the ICAO SAFA Ramp Inspection Programme the Seriousness Level of identified findings is categorized in three levels:

- Level 1, minor influence on safety
- Level 2, significant influence on safety
- Level 3, major influence on safety

Consequently, the Class of Action that the SAFA Ramp Inspector should take is one of:

- Class of Action A: Information to the PIC (for level 1 Findings)
- Class of Action B: Information to the Foreign Authority and its Operator (for level 2 Findings)
- Class of Action C: Operational Restrictions or Corrective Actions, before flight (for level 3 Findings)

The above statement is:

**A- True**

**B- False**

**C- Partially true**

**SAFA  
INITIAL  
COURSE**  
25JAN-  
08FEB2021

26 - Jan  
Historical  
Background;  
ECAC Voluntary  
Programme; EASA  
Ramp Inspection  
Guidance Material

27 - Jan  
SAFA  
Performance;  
Correlation  
between SAFA  
score and  
overall Safety.

28 - Jan  
Applicable ICAO  
SARPs of Annexes  
1, 2, 6, 7, 8, 10, 16,  
18 (DG); ICAO  
Doc 8335 Manual  
of Procedures.

01 - Feb  
SAFA Inspector  
Qualification,  
Eligibility,  
Privileges;  
Training  
Requirements

25 - Jan  
Course  
Overview;  
ICAO  
Regulatory  
Framework;  
SAFA Ramp  
Inspection  
Obligation

02 - Feb  
**NAA SAFA Inspection  
Procedures: Selection;  
Preparation;  
Performance;  
Operators Feedback**

04 - Feb  
Inspection Check  
List: C Items-External  
Condition; D Items  
Cargo/DG;  
SAFA Database;  
Oversight and  
Management  
of SAFA Programme

03 - Feb  
Prof of Inspection Form:  
54 Items Check List; Use of  
PDFs; A Items-Flight Deck;  
B Items-Cabine

08 - Feb  
Course Recap and  
final Assessment

