European Aviation Safety Agency

COMMENT RESPONSE DOCUMENT (CRD)
TO NOTICE OF PROPOSED AMENDMENT (NPA) 2008-22B & 2009-02D

for an Agency Opinion on a Commission Regulation establishing the Implementing Rules for authority requirements

and

a draft Decision of the Executive Director of the European Aviation Safety Agency on Acceptable Means of Compliance and Guidance Material related to the Implementing Rules for authority requirements

"Authority Requirements"

CRD b.3 – Resulting text Part-AR (AMCs and GMs)

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SUBPART GEN –GENERAL REQUIREMENTS

SECTION I - GENERAL

GM1-AR.GEN.120 Means of compliance

GENERAL

Information on alternative means of compliance to be made publicly available should contain a reference to the acceptable means of compliance 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.

Information on additional means of compliance to be made publicly available should contain a reference to the corresponding Implementing Rule, indicating as applicable the subparagraph(s) covered by the additional means of compliance.

SECTION II - MANAGEMENT

AMC1-AR.GEN.200(a) Management system

GENERAL

1.   The following should be considered when deciding upon the required organisational structure:
    a.   the number of certificates, attestations, authorisations and approvals to be issued;
    b.   the number of declared organisations;
    c.   the number of certified persons and organisations exercising an activity within that Member State, including persons or organisations certified by other competent authorities;
    d.   the possible use of qualified entities and of resources of other competent authorities to fulfil the continuing oversight obligations;
    e.   as well as the level of civil aviation activity;
    f.   the number and complexity of aircraft;
    g.   and the size of the Member State's aviation industry; and
    h.   it should also take into account the potential growth of activities in the field of civil aviation.
2.   The set-up of the organisational structure should ensure that carrying out the various tasks and obligations of the competent authority do not rely solely on individuals. That means that 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.

GM1-AR.GEN.200(a) Management system

GENERAL

1.   The competent authority designated by each Member State should be organised in such a way that:
    a.   there is specific and effective management authority in the conduct of all relevant activities;

b. the functions and processes described in the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules and AMCs, CS' and GM may be properly implemented;

c. the competent authority's organisation and operating procedures for the implementation of the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules are properly documented and applied;

d. all competent authority personnel involved in the related activities are provided with training where necessary;

e. specific and effective provision is made for the communication and interface as necessary with the Agency and the competent authorities of other Member States; and

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

2. A general policy in respect of activities related to the applicable requirements of Regulation (EC) No 216/2008 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;

3. 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.

4. The general policy, whilst also satisfying additional national regulatory responsibilities, should in particular take into account:

a. the provisions of Regulation (EC) No 216/2008;

b. the provisions of the applicable Implementing Rules and their AMCs, CS' and GM;

c. the needs of industry; and

d. the needs of the Agency and of the competent authority.

5. The policy should define specific objectives for key elements of the organisation and processes for implementing related activities, including the corresponding control procedures and the measurement of the achieved standard.

AMC1-AR.GEN.200(a)(1) Management system

DOCUMENTED POLICIES AND PROCEDURES

1. The various elements of the organisation involved with the activities related to Regulation (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 organisation.

2. 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 relevant activities.

3. The documented procedures should cover, as a minimum, the following aspects:

a. policy and objectives;

b. Organisation structure;

c. responsibilities and associated authority;

d. procedures and processes;

e. internal and external interfaces;

f. internal control procedures;

g. training of personnel;

h. cross-references to associated documents; and

i. assistance from other competent authorities or the Agency (where required).

4. Except for smaller competent authorities, 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, organisational 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.

AMC1-AR.GEN.200(a)(2) Management System

QUALIFICATION AND TRAINING - INSPECTORS

1. Initial training programme:

    The initial training programme for inspectors should include, as appropriate to their role, current knowledge, experience and skills, at least the following:

    a. aviation legislation organisation and structure;
    b. the Chicago Convention, relevant ICAO annexes and documents;
    c. the applicable requirements and procedures;
    d. management systems, including auditing, risk assessment and reporting techniques;
    e. human factors principles;
    f. rights and obligations of inspecting personnel of the competent authority;
    g. "on-the-job" training; and
    h. suitable technical training appropriate to the role and tasks of the inspector, in particular for those areas requiring approvals.

2. 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 competent authority.

GM1-AR.GEN.200(a)(2) Management system

QUALIFICATION AND TRAINING - GENERAL

1. The competent authority 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.

2. The basic capability of the competent authority's personnel is a matter of recruitment and normal management functions in selection of personnel for particular duties. Moreover, the competent authority should provide training in the basic skills as required for those duties. However, to avoid differences in understanding and interpretation, it is considered important that all personnel be provided with further training specifically related to Regulation (EC) No 216/2008, its Implementing Rules and related AMCs, CS' and GM, as well as related to the assessment of alternative means of compliance.

3. The competent authority may provide training through its own training organisation with qualified trainers or through another qualified training source (e.g., training provided by other competent authorities or the Agency .

4. When training is not provided through an internal training organisation, 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.

GM2-AR.GEN.200(a)(2) Management System

SUFFICIENT PERSONNEL

1. This guidance material for the determination of the required personnel is limited to the performance of certification and oversight tasks, excluding personnel required to perform tasks subject to any national regulatory requirements.

2. The elements to be considered when determining required personnel and planning their availability may be divided into quantitative and qualitative elements:
    a. Quantitative elements:
        i.   the number of initial certificates to be issued;
        ii.   the number of organisations certified by the competent authority;
        iii. the number of persons to whom the competent authority has issued a licence, certificate, rating, authorisation or attestation;
        iv.   the number of persons and organisations exercising their activity within the territory of the Member State and certified by other competent authorities; and
        v.   the number of organisations having declared their activity to the competent authority.
    b. Qualitative elements:
        i.   the size, nature and complexity of activities of certified and declared organisations (cf. AMC1 OR.GEN.200(b)):
              A. privileges of the organisation;
              B. type of approval, scope of approval, multiple certification;
              C. possible certification to industry standards;
              D. types of aircraft operated;
              E. number of personnel; and
              F. organisational structure, existence of subsidiaries, line stations.
        ii.   results of past oversight activities, including audits, inspections and reviews, in terms of risks and regulatory compliance:
              A. number and level of findings;
              B. timeframe for implementation of corrective actions; and
              C. information provided by other competent authorities related to activities in the territory of the Member States concerned.
        iii. the size of the Member State's 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 to be expected.

3. Based on existing data from previous oversight planning cycles and taking into account the situation within the Member State's aviation industry, the competent authority may estimate:
    a. the standard working time required for processing applications for new certificates (persons and organisations);
    b. the standard working time required for processing declarations;
    c. the number of new declarations or changed declarations;
    d. the number of new certificates to be issued for each planning period; and
    e. the number of changes to existing certificates to be processed for each planning period.

4. In line with the competent authority's oversight policy, the following planning data should be determined specifically for each type of organisation approval (for example: AOC holder, ATO, AeMC), as well as for declared organisations:
    a. standard number of audits to be performed per oversight planning cycle;
    b. standard duration of each audit;
    c. standard working time for audit preparation, on-site audit, reporting and follow-up, per inspector;
    d. standard number of unannounced inspections, including ramp inspections to be performed;

e.   standard duration of unannounced inspections, including preparation, reporting and follow-up, per inspector; and

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

5.   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).

6.   It is recommended to use a spreadsheet application to process data defined under (3) and (4) above, to assist in determining the total number of working hours/ days per oversight planning cycle required for certification, oversight and enforcement activities. This application could also serve as a basis for implementing a system for planning the availability of personnel.

7.   For each type of organisation (for example AOC holder, ATO, AeMC) the number of working hours / days per planning period for each qualified inspector that may be allocated for certification, oversight and enforcement activities should be determined, taking into account:

a.   purely administrative tasks not directly related to oversight and certification;

b.   training;

c.   participation in other projects;

d.   planned absence; and

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

8.   The determination of working time available for certification, oversight and enforcement activities should also consider:

a.   the possible use of qualified entities; and

b.   possible cooperation with other competent authorities for approvals involving more than one Member State.

9.   Based on the elements listed above, the competent authority should be able to:

a.   monitor dates when audits and inspections are due and when they have been carried out;

b.   implement a system to plan the availability of personnel; and

c.   identify possible gaps between the number and qualification of personnel and the required volume of certification 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.

AMC1-AR.GEN.200(d) Management system

PROCEDURES AVAILABLE TO THE AGENCY

1.   Copies of the procedures in the competent authority's management system should be made available to the Agency for the purpose of standardisation. These should include any amendments to the procedures. The procedures should provide at least the following information:

a.   Regarding continuing oversight functions undertaken by the competent authority, the competent authority's organisational structure with description of the main processes. This information should demonstrate the allocation of responsibilities within the competent authority, and that the competent authority is capable of carrying out the full range of tasks regarding the size and complexity of the Member State's aviation industry. It should also consider overall proficiency and authorisation scope of competent authority personnel;

b.   changes which significantly affect the competent authority's oversight capabilities;

c.   for personnel involved in oversight activities, the minimum professional qualification requirements and experience, and principles guiding appointment (e.g. assessment);

d. how the following are carried out: assessing applications and evaluating compliance, issuance of certificates, performance of continuing oversight, follow-up of findings, enforcement measures and resolution of safety concerns;

e. principles of managing exemptions, derogations and concessions;

f. systems used to disseminate applicable safety information for timely reaction to a safety problem;

g. criteria for planning continuing oversight (oversight programme), including adequate management of interfaces when conducting continuing oversight (air operations, flight crew licensing, continuing airworthiness management, for example);

h. outline of the initial training of newly recruited oversight personnel (taking future activities into account), and the basic framework for continuation training of oversight personnel.

2. The requirements of particular domains defined within the copy of the procedures of the competent authority's management system (and amendments) should be considered. These could include air operations and flight crew licensing.

3. As part of the continuous monitoring of a competent authority, the Agency may request details of the working methods used, in addition to the copy of the procedures of the competent authority's management system (and amendments). These additional details are the procedures and related guidance material describing working methods for competent authority personnel conducting oversight.

4. Information related to the competent authority's management system may be submitted in electronic format.

GM1-AR.GEN.205 Use of qualified entities

CERTIFICATION TASKS

The tasks that may be performed by a qualified entity on behalf of the competent authority include any tasks related to the initial certification and continuing oversight of persons and organisations as defined in this Regulation, with the exclusion of the issue of certificates, licences, ratings or approvals.

AMC1-AR.GEN.220(a) Record-keeping

GENERAL

The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a consistent way throughout the competent authority (chronological, alphabetical order, for example).

1. 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 or last amended.

2. 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 unauthorised alteration of data.

3. 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 AR.GEN.220(c).

AMC1-AR.GEN.220(a)(1);(a)(2);(a)(3)   Record-keeping

COMPETENT AUTHORITY MANAGEMENT SYSTEM

Records related to the competent authority's management system should include, as a minimum and as applicable:

1.   the documented policies and procedures;

2.   the personnel files of competent authority personnel, with supporting documents related to training and qualifications;

3.   the results of the competent authority's internal compliance monitoring and risk assessment, including audit findings and corrective actions; and

4.   the contract(s) established with qualified entities performing certification or oversight tasks on behalf of the competent authority.

AMC1-AR.GEN.220(a)(4);(a)(5)   Record-keeping

ORGANISATIONS

Records related to an organisation certified by or having declared its activity to the competent authority should include, as appropriate to the type of organisation:

1.   the application for an organisation approval or declaration;

2.   the documentation based upon which the approval has been granted with amendments;

3.   the organisation approval certificate including any changes;

4.   a copy of the continuing oversight programme listing the dates   when audits are due and when such audits were carried out;

5.   continuing oversight records including all audit and inspection records;

6.   copies of all relevant correspondence;

7.   details of any exemption and enforcement actions;

8.   any report from other competent authorities relating to the oversight of the organisation; and

9.   a copy of any other document approved by the competent authority.

AMC1-AR.GEN.220(a)(6) Record-keeping

PERSONS

Records related to personnel licences, certificates, ratings, authorisations or attestations issued by the competent authority should include, as a minimum:

1.   the application for a licence, certificate, rating, authorisation or attestation or change to a licence, certificate, rating, authorisation, attestation or instructor certificate;

2.   documentation in support of the application for a licence, certificate, rating, authorisation or attestation or change to a licence, certificate, rating, authorisation, attestation or instructor certificate, covering as applicable:

   a.   theoretical examination(s);

   b.   skill test(s);

   c.   proficiency check(s); and

   d.   certificates attesting required experience.

3.   a copy of the licence or certificate including any changes;

4.   all relevant correspondence or copies thereof;

5.   details of any exemption;

6.   details of any enforcement actions; and

7.   any report from other competent authorities relating to the licence holder and certificate holder.

AMC1-AR.GEN.220(a)(8) Record-keeping

COOPERATIVE OVERSIGHT

1. Records related to the oversight of persons and organisations exercising activities in more than one Member State and certified by or declaring to the competent authority of another Member State should include, as a minimum:
    a. oversight records including all audit and inspection records and related correspondence;
    b. copies of all relevant correspondence to exchange information with other competent authorities relating to the oversight of such persons/organisations;
    c. details of any enforcement measures and penalties; and
    d. any report from other competent authorities relating to the oversight of these persons/organisations, including any notification of findings.
2. 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:
    a. incidents or accidents;
    b. findings through the oversight programme where organisations certified by another competent authority are involved, to determine the root cause; and
        i   aircraft mainly operated in another Member State;
        ii an aircraft previously operated in another Member State; and
    c. an organisation being certified or having approvals in several Member States.
3. When records are requested by another competent authority, the reason for the request should be clearly stated.
4. The records can be made available by sending a copy or by allowing access to them for consultation.

GM1-AR.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 when a new record is produced covering the same issue, the previous record remains valid.

GM1-AR.GEN.220(a) Record-keeping

MICROFILM AND OPTICAL STORAGE

Microfilming or optical storage of records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period.

GM2-AR.GEN.220(a) Record-keeping

ORGANISATIONS - DOCUMENTATION

Documentation to be kept as records in support of the approval include 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.

SUBPART GEN – GENERAL REQUIREMENTS

SECTION III - OVERSIGHT, CERTIFICATION AND ENFORCEMENT

AMC1-AR.GEN.300-OPS Continuing oversight

GENERAL

1. The competent authority should assess the operator and monitor its continued competence to conduct safe operations in compliance with the applicable requirements. The competent authority should ensure that accountability for assessing operators 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 operators are assessed.
2. It is essential that the competent authority has the full capability to adequately assess the continued competence of an operator by ensuring that the whole range of activities is assessed by appropriately qualified personnel.

GM1-AR.GEN.300-OPS Continuing oversight

GENERAL

1. Responsibility for the conduct of safe operations lies with the operator. Under these provisions a positive move is made towards devolving upon the operator a share of the responsibility for monitoring the safety of operations. The objective cannot be attained unless operators are prepared to accept the implications of this policy including that of committing the necessary resources to its implementation. Crucial to success of the policy is the content of Part-OR which requires the establishment of a management system by the operator.
2. The competent authority should continue to assess the operator'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.
3. The accountable manager is accountable to the competent authority as well as to those who may appoint him/her. It follows that the competent authority cannot accept a situation in which the accountable manager is denied sufficient funds, manpower or influence to rectify deficiencies identified by the management system.

AMC1-AR.GEN.300(a)(2)-OPS Continuing 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 competent authority should at least assess if:

1. 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
2. there are reservations on the safety oversight capabilities and records of the State of registry; or
3. operators of the State of registry are subject to an operating ban pursuant Regulation (EC) No 2111/2005; or

4. relevant findings on the State of registry from audits carried out under international conventions exist; or

5. relevant findings on the State of registry from other safety assessment programmes of States exist.

AMC1-AR.GEN.305(b) Oversight programme

OVERSIGHT PLANNING CYCLE

1. For each organisation certified by the competent authority all processes should be completely audited at periods not exceeding 24 months. The first 24-month oversight planning cycle is determined by the date of issue of the first certificate and should then determine the start and end dates of the recurrent 24-month oversight planning cycle.

2. The interval between two audits for a particular process should not exceed 24 months.

3. Audits should include at least one on-site audit for each 24-month planning cycle. For organisations 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 key risk elements.

4. The period of the oversight planning cycle should be reduced from 24 months if the results of past oversight or if any risks identified indicate that the level of safety has decreased.

5. For organisations holding more than one certificate, in order to avoid duplication of audits, credit may be granted for specific item audits already completed during the current 24-month oversight planning cycle subject to four conditions:

    a. the specific item audit should be the same for all Parts / Subparts under consideration;

    b. there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken; and

    c. the competent authority should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a credit; and

    d. the specific item audit being granted a credit should be audited not later than 24 months after the last audit of the item.

AMC1-AR.GEN.305(b)(1);(c);(d)(2) Oversight programme

AUDIT

1. The oversight programme should indicate which aspects of the approval will be covered with each audit.

2. Part of an audit should concentrate on the organisation's compliance monitoring reports produced by the compliance monitoring personnel to determine if the organisation is identifying and correcting its problems.

3. At the conclusion of the audit, an audit report should be completed by the auditing inspector, including all findings raised.

AMC1-AR.GEN.305(b)(1);(c);(d)(1);(g) Oversight programme

RAMP INSPECTIONS

1. When conducting a ramp inspection of aircraft used by operators under its regulatory oversight the competent authority should, in as far as possible, comply with the requirements defined in AR.GEN.Section IV.

2. When conducting ramp inspections on other than suspected aircraft, the competent authority should take into account the following elements:

(a) repeated inspections should be avoided on those operators, for whom previous inspections have not revealed safety deficiencies;

(b) the oversight programme would enable the widest possible sampling rate of the operator population flying into their territory;

(c) there should be no discrimination on the basis of the operator's nationality, the type of operation or type of aircraft, unless such criteria can be linked to an increased risk.

3. For aircraft other than those used by operators under its regulatory oversight, when conducting a risk assessment the competent authority should consider aircraft which have not been ramp inspected for more than six months.

AMC1-AR.GEN.305(b)-OPS Oversight programme

OPERATIONS AUDITS, INSPECTIONS AND OVERSIGHT PROCEDURES

1. Each operator 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 operator, one of them should be nominated as having overall responsibility for supervision of, and liaison with the operator's management, and be responsible for reporting on compliance with the requirements for its operations as a whole.

2. Inspection and oversight, on a scale and frequency appropriate to the operation, should include at least:
   a. infrastructure
   b. manuals
   c. training
   d. crew records
   e. equipment
   f. release of flight/dispatch
   g. dangerous goods
   h. operator's management system.

3. The following types of inspections should be envisaged, as part of the oversight programme:
   - flight inspection,
   - ground inspection (documents and records),
   - ramp inspection.

4. 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 operator for each confirmed finding.

5. 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.

6. Inspections may be conducted separately or in combination. Inspections may, at the discretion of the competent authority, be conducted with or without prior notice to the operator.

7. Where it is apparent to an inspector that an operator has permitted a breach of the applicable requirements, with the result that air safety has been, or might have been compromised, the inspector should ensure that the responsible person within the competent authority is informed without delay.

8. 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 operator's

financial management. Examples of trends which may indicate problems in a new operator'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.

When any financial difficulties are identified, inspectors should increase technical surveillance of the operation with particular emphasis on the upholding of safety standards.

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

AMC1-AR.GEN.305(b)(1)-OPS Oversight programme

AUDITS AND INSPECTIONS

1. The competent authority should establish a schedule of audits and inspections appropriate to each operator'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 operator as part of the operator's management system. Inspectors should work in accordance with the schedule provided to them.

2. The competent authority may, having regard to an operator's performance, vary the frequency of an audit or inspection while ensuring that all aspects of the operation are periodically audited and inspected in accordance with the schedule.

3. When defining the oversight programme, the competent authority should assess the risks related to the activity of each operator and adapt the oversight means to the level of risk identified.

3. In addition, the section(s) of the oversight programme dealing with ramp inspection 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.

4. Where the operations inspection can be linked to the continuing oversight programme of the operator, then credits can be taken in the oversight process of the certified operator.

GM1-AR.GEN.305 Oversight programme

INDUSTRY STANDARDS

1. For organisations having demonstrated compliance with industry standards, the competent authority may adapt its oversight programme, in order to avoid duplication of audits.

2. Demonstrated compliance with industry standards should not be considered in isolation from the other elements to be considered for the competent authority's risk-based oversight.

3. In order to be able to credit any audits performed as part of certification in accordance with industry standards, the following should be considered:

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

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

    c.   certification audits are relevant to the requirements defined in Part-OR, other Parts or Subparts as applicable;

    d.   the scope of such certification audits can easily be mapped against the scope of oversight in accordance with Part-OR;

    e.   audit results are accessible to the competent authority and open to exchange of information i.a.w. Regulation (EC) No 216/2008 Article 15.1; and

    f.   the audit planning intervals are compatible with the oversight planning cycle.

GM2-AR.GEN.305 Oversight programme

COMPLEXITY OF THE ORGANISATION

For the purpose of assessing the complexity of an organisation, AMC1-OR.GEN.200(b) may be used.

AMC1-AR.GEN.310(a) Initial certification procedure – organisations

VERIFICATION OF COMPLIANCE

1   In order to verify the organisation's compliance with the applicable requirements, the competent authority should conduct an audit of the organisation, including interviews of personnel and inspections carried out at the organisation's facilities.

2.   The competent authority should only conduct such audit after being satisfied that the application shows compliance with the applicable requirements.

3.   The audit should focus on the following areas:

    a.   detailed management structure, including names and qualifications of personnel required by OR.GEN.210. Adequacy of the organisation and management structure;

    b.   Personnel – adequacy of number and qualifications

    c.   safety management and compliance monitoring with applicable requirements;

    d.   facilities – adequacy with regard organisation's scope of work;

    e.   documentation based on which the certificate shall be granted (organisation documentation as required by Part-OR, including technical manuals, such as operations manual or training manual)

4.   In case of non-compliance, the applicant should be informed in writing of the corrections which are required.

5.   In cases where an application for an organisation certificate is refused, the applicant should be informed of the right of appeal as exist under national regulations.

AMC1-AR.GEN.310(a)-OPS Initial certification procedure - organisations

APPLICATION FOR AN AIR OPERATOR CERTIFICATE

1.   Upon receipt of an application for an air operator certificate, the competent authority should:

    a.   assess the management system including operators' organisation and operational control system;

    b.   review the operations manual and any other documentation provided by the operator; and

    c.   for the purpose of verifying the operator's compliance with the applicable requirements conduct an audit at the operator's facilities and may require the

conduct of one or more demonstration flights operated as if they were commercial flights.

2. When verifying compliance with the applicable requirements, the competent authority should ensure that the following steps are taken:

    a. An operator's written application for an air operator certificate 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 will be printed in language(s) of the competent authority's choosing.

    b. An individual should be nominated by the responsible person of the competent authority to oversee, to become the focal point for all aspects of the operator 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 inspections have been carried out. He/she should also ensure that the necessary specific or prior approvals required by sub-paragraph (c) below are issued in due course. Of particular importance on initial application is a careful review of the qualifications of the operators' nominated persons. Account shall be taken of the relevance of the nominee's previous experience and known record.

    c. Submissions which require the competent authority's specific or prior approval should be referred to the appropriate department of the competent authority. Examples of such submissions (which will be included in the Operations Specifications) are those for ETOPS, LVO, HEMS, PBN, MEL and the carriage of Dangerous Goods. Submissions should include, where relevant, the associated qualification requirements and training programmes.

    d. 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; as well should be the areas of responsibility and the numbers of those allocated by the applicant to key management tasks.

    e. The applicant's proposed management system should be scrutinised with particular regard to the allocated resources. Care should be taken to verify that the system is comprehensive and is likely to be effective.

    f. The competent authority should inform the applicant of its decision concerning the application within 60 days of receipt of all supporting documentation.

    g. When the verification process is complete, the person with overall responsibility, nominated in accordance with sub-paragraph (b) above, should present the application to the person responsible for the issue of an operator certificate 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 shall be attached to the recommendation.

AMC1-AR.GEN.315(a) Procedure for issue, revalidation, renewal or change of licences, ratings or certificates - persons

VERIFICATION OF COMPLIANCE

1. In order to verify that the applicant meets the requirements, the competent authority should review the application and any supporting documents submitted, for completeness and compliance with applicable requirements.

2. As part of the verification that the applicant meets the requirements, the competent authority should check that he/she

    a. was not holding any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another Member State;

    b. has not applied for any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category in another Member State; and

c.   has never held any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another Member State which was revoked or suspended in any other Member State.

The competent authority should request the applicant to make a declaration covering the above items. Such declaration should include a statement that any incorrect information could disqualify the applicant from being granted a personal licence, certificate, rating, authorisation or attestation. In case of doubts, the competent authority should contact the competent authority of the Member State where the applicant may have previously held any personnel licence, certificate, rating, authorisation or attestation.

AMC1-AR.GEN.330 Changes – organisations

GENERAL

1. Changes in nominated persons:

The competent authority should be informed of any changes to personnel specified in Part-OR that may affect the certificate or terms of approval/approval schedule attached to it.

2.   A simple management system documentation status sheet should be maintained, which contains information on when an amendment was received by the competent authority and when it was approved.

3.   The organisation should provide each management system documentation amendment to the competent authority, including for the amendments that do not require prior approval of the competent authority. Where the amendment requires competent authority approval, the competent authority, when satisfied, should indicate its approval in writing. Where the amendment does not require prior approval, the competent authority should acknowledge receipt in writing within 10 working days.

4.   For changes requiring prior approval, in order to verify the organisation's compliance with the applicable requirements, the competent authority should conduct an audit of the organisation, limited to the extent of the changes. If required for verification, the audit should include interviews and inspections carried out at the organisation's facilities.

AMC1-AR.GEN.330-OPS Changes -organisations

CHANGE IN NOMINATED PERSONS

When an operator submits the name of a new nominee for any of the nominated persons listed in the operations manual, the competent authority should require the operator to produce a written résumé of the proposed person's qualifications. The competent authority should reserve the right to interview the nominee or call for additional evidence of his/her suitability before deciding upon his/her acceptability

GM1-AR.GEN.330 Changes - organisations

CHANGE OF NAME OF THE ORGANISATION

1.   Change of name of organisation:

On receipt of the application and the relevant parts of the organisation's documentation as required by Part-OR, the competent authority should re-issue the certificate.

2.   A name change alone does not require the competent authority to audit the organisation, unless there is evidence that other aspects of the organisation have changed.

GM1-AR.GEN.345 Declaration – organisations

VERIFICATION - DECLARATION

The verification made by the competent authority upon receipt of a declaration does not

imply an inspection. The aim is to check whether what is declared complies with applicable Regulations.

GM1-AR.GEN.350 Findings and corrective actions – organisations

COMPETENT AUTHORITY

1. When reference is made to the competent authority, this means either the competent authority responsible for the certificate or declaration or the competent authority ensuring oversight of activities in the territory of the Member State that has not issued the certificate or received the declaration.

2. Competent authority certifying or receiving the declaration means the competent authority that has issued the organisation or FSTD certificate or received the declaration in accordance with Part-AR.

3. Findings may be raised by the competent authority certifying or receiving declaration, or the competent authority performing oversight of activities in the territory of the Member State. In the case of level 1 findings, the competent authority certifying or receiving declaration or the competent authority performing oversight of activities in the territory of the Member State may take immediate appropriate action to prohibit or limit the activities.

4. Only the competent authority certifying may take action on the certificate.

GM2-AR.GEN.350 Findings and corrective actions - organisations

TRAINING

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

SECTION IV – RAMP INSPECTIONS

AMC1-AR.GEN.415 General

RAMP INSPECTIONS

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

AMC1-AR.GEN.415(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:

1. information regarding poor maintenance of, or obvious damage or defects to an aircraft;
2. reports that an aircraft has performed abnormal manoeuvres which give rise to serious safety concerns in the airspace of a Member State;
3. a previous ramp inspection which 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;

4.   evidence that the State in which an aircraft is registered is not exercising proper safety oversight; or

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

AMC1-AR.GEN.415 (c)(1) General

MINIMUM ANNUAL QUOTA

1.   Inspection quota

The quota is a minimum annual number of points to be acquired by the competent authority during a calendar year by performing ramp inspections. To this end:

a.   prioritised ramp inspections as well as the first inspection on a new operator conducted on an aerodrome located within a radius equal or less than 250 km from the competent authority's main office have a value of 1.5 points;

b.   prioritised ramp inspections as well as the first inspection on a new operator conducted on an aerodrome located within a radius greater than 250 km from the competent authority's main office have a value of 2.25 points;

c.   inspections conducted during night odd hours (between 20:00 – 06:00 local time), during weekends or national holidays) have a value of 1.25 points;

d.   inspections conducted on operators for which the previous inspection have not been inspected/performed during the previous preceding eight weeks have a value of 1.25 points;

e.   any other inspections have a value of 1 point;

f.   for specific circumstances falling under two or more of the above situations, the above-mentioned factors may be combined by multiplication (e.g. prioritised inspection, performed at an airport located at 600 km from the main office, during the weekend on an operator which was not inspected over the last three months will have a value of: 2,25 * 1,25 * 1,25 = 3,52 points); and

g.   any other inspections have a value of 1 point.

2.   Calculation methodology

The competent authority should calculate the minimum annual quota of points for the following year before the end of each year using the following formula:

$Q=(Opr_{\geq 12}) +(0.2* Opr_{<12})+ (0.001*Lnd)$, whereby
    "Q" = annual quota;

"$Opr_{\geq 12}$" is the number of operators whose aircraft have landed in the previous year at aerodromes located in the Member State at least 12 times;

"$Opr_{<12}$" 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;
    "Lnd" is the number of landings performed by those operators' aircraft at aerodromes located in the Member State in the previous year.

3.   Submission of data

The competent authority should submit to the Agency not later than 1st of September of each year the calculated annual quota points for the following year.

GM1-AR.GEN.415 (c)(1) Minimum annual quota

MINIMUM ANNUAL QUOTA

the quotation is a statistical assumption only and does not necessarily mean that operators in the group "$Opr_{\geq 12}$" always need to be inspected. As deemed necessary by the inspecting

authorities, operators may be inspected more than once (taking into account AMC AR.GEN.305(b)(1);(c)(1);(f) whilst sticking to the calculated quota; as a result, some operators might not be inspected.

GM1-AR.GEN.420 (b)(2)(i) Prioritisation 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 Community, as established by Regulation (EC) No 2111/2005.

AMC1-AR.GEN.425 (a) Collection of information

COLLECTION OF INFORMATION

The information should include:
1.   important safety information available, in particular, through:
    a.   pilot reports;
    b.   maintenance organisation report;
    c.   incident reports;
    d.   reports from other organisations, independent from the inspection authorities;
    e.   complaints.
2.   information on action(s) taken subsequent to a ramp inspection, such as:
    a.   aircraft grounded;
    b.   aircraft or operator banned from a Member State pursuant to Article 6 of Regulation (EC) No 2111/2005 or banned from the European Community;
    c.   corrective action required;
    d.   contacts with the operator's competent authority;
    e.   restrictions on flight operations.
3.   follow-up information concerning the operator, such as:
    a.   implementation of corrective action(s); and
    b.   recurrence of non compliance .

AMC1-AR.GEN 430 (a) Qualification of inspectors

BACKGROUND KNOWLEDGE AND EXPERIENCE
1.   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).

AMC1-AR.GEN.430(b)(1) Qualification of inspectors

ELIGIBILITY CRITERIA
1.   A candidate should be considered eligible to become a ramp inspector provided he/she meets the following criteria:
    a.   has good knowledge of the English language;
    b.   education and the past five years' experience:

    i.   has successfully completed post-secondary education with a duration of at least three years and after that at least two 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 two years;

    iii.   has or has had a flight engineer license and preferably carried out such duties for at least 2 years; or

    iv.   has been a cabin crew member and preferably carried out such duties in commercial air transport for at least two years; or

    v.   has been licensed as maintenance personnel and preferably exercised the privileges of such licence for at least two years; or

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

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

AMC1-AR.GEN.430(b)(2) Qualification of inspectors

SENIOR RAMP INSPECTORS

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

    a.   the appointee has been a qualified ramp inspector over the three years prior to his/her appointment;

    b.   the appointee has performed a minimum of 24 ramp inspections per 12 months during the 36 month prior to the appointment; and

    c.   after appointment a senior ramp inspector will remain qualified only if performing a minimum number of 24 ramp inspections during the previous 12 months.

2.   If a 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.

3.   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.

4.   If a senior ramp inspector should lose his/her qualification as a result of failure to reach the minimum number of inspections mentioned in AR.GEN.430(b)(3), he/she should be re-qualified by the Member State authority by performing at least four inspections under the supervision of a senior ramp inspector, within a maximum period of two months.

5.   Senior ramp inspectors, like any other inspectors, should also receive recurrent training according to the frequency mentioned in AMC1-AR.GEN.430(b)(3).

AMC2-AR.GEN.430(b)(2) Initial Training Requirements

SCOPE AND DURATION OF INITIAL TRAINING

Initial training should encompass:

- initial theoretical training,
- practical training,
- and on-the-Job Training.

1. Initial theoretical training

   a The scope of the initial theoretical training is to familiarise the inspectors with the framework and the European dimension of the Ramp Inspection Programme, and with the common inspection, finding categorisation, 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 specialised training, prior to attending the theoretical course. The duration of the initial theoretical training should be no less than three training days.

   b 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.

   c. The initial theoretical training shall be conducted in accordance with the Syllabus in AMC1-AR.GEN.430(b)(2)(i).

2. Practical training

   a. Ramp inspections normally have to be performed during the turnaround time of an aircraft. In general, these turnaround times are too short to perform any kind of initial practical training without causing any delay or even without any increase of the load on the flight crew. 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.

   b. The duration of the practical training should be no less than one training day. The inspecting 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.

   c. The practical training should be conducted in accordance with the syllabus in AMC2-AR.GEN.430(b)(2)(i).

ON-THE-JOB TRAINING

3. SCOPE OF ON-THE-JOB TRAINING

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

   b. The inspecting 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.

   c. 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 operations and general aviation, etc., long haul and short-haul operations).

d.   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.

4.   DURATION AND CONDUCT OF ON-THE-JOB TRAINING

a.   The duration of the on-the-job training should be customised 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 six months. In general, on-the-job training should start as soon as possible after the completion of the practical training and cover as much as possible the inspection items which 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 it becomes even more important that appropriate records will 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-AR.GEN.430(c).

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

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

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

5.   ELEMENTS TO BE COVERED DURING THE ON-THE-JOB TRAINING

On-the-job training should address the elements listed hereunder. 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.

a.   Preparation of an inspection:

   i.   use of the centralised database to prepare an inspection;

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

   iii.   areas of concern and/or open findings;

   iv.   retrieval of updated reference materials: Notice 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.

b.   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.).

c.   Co-operation with airport and air navigation services to obtain actual flight information, parking position, time of departure, etc.

d.   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 (co-operation with other services/authorities to enforce a restriction);
          B.   Class 3b) request of an immediate corrective action(s), satisfactory completion of a 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
          B.   request of acknowledgement of receipt (document or a refusal to sign)

  e. Human factors elements:
      i.   cultural aspects;
      ii.   resolution of disagreements and/or conflicts; and
      iii. crew stress.

6.   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. A 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 Section.

AMC3-AR.GEN.430(b)(2) Qualification of inspectors

QUALIFICATION OF THE INSPECTOR AFTER SUCCESSFUL COMPLETION OF TRAINING

Qualification of the inspector after successful completion of training

1.   Successful completion of theoretical and practical training is demonstrated by passing an evaluation by the inspecting authority or by the approved training organisation. In case of integrated training courses the theoretical and practical examination may be integrated in a single examination.

2.   Successful completion of on–the-job training is assessed by the senior ramp inspector providing such training, through evaluation of the trainee's ability to effectively perform ramp inspections in an operational environment.

3.   The inspecting authority should issue a formal qualification statement for each qualified inspector listing the inspecting privileges.

4.   The background knowledge and working experience of the inspector determines 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 inspecting authority to determine the eligibility and the related privileges for the inspector, whereby the following should be considered:

  a. background knowledge;

  b. working experience;

  c. 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).

1.   The inspecting authority should issue the qualification statement only after the candidate has successfully completed the theoretical, practical and on-the-job-training.

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

AMC4-AR.GEN.430(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:	
A	**Flight deck**	**Check: (Description/ notes)**	**Obser-vation**	**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**	ACAS/TCAS II: • Presence • System test/passed 8.33 kHz: (if required) • Radio channel spacing RNAV: • Authorisation to perform operations in RNAV airspace. GPWS/TAWS: • presence • TAWS/SRPBZ for forward looking terrain avoidance function • System test (if possible) MNPS • Special authorisation	☐	☐
		Note:		
Documentation				
4	**Manuals**	• Presence of the applicable parts of the operations manual • Up-to-date	☐	☐

		• Competent authority approval where applicable Content (complies with the requirements) • Presence of Flight manual/ performance data • Rukowodstwo		
		Note:		
5	**Checklists**	• Available/within reach • Tidiness/cleanness • Normal • Abnormal • Emergency • Up-to-date/not for training, etc. • Content (compliance with the operator procedures) • 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 equipments of aircraft • 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 certif. true copy) • Accuracy • Validity	□	□
		Note:		
Flight data				
13	**Flight preparation**	• Operational flight plan on board • Proper filling • Signed by pilot-in-command/commander (and where applicable, Dispatch) • Fuel calculation • Fuel monitoring • NOTAMS • Updated meteorological information • Letter Y in flight plan	□	□
		Note:		
14	**Mass and balance calculation**	• On-board • Accuracy (calculations/ limits) • Pilots acceptance • Load and trim sheet/ actual load distribution	□	□
		Note:		
Safety equipment				
15	**Hand fire extinguishers**	• On-board • Condition/pressure indicator • Mounting (secured) • Expiry date (if any) • Access • Sufficient number	□	□
		Note:		
16	**Life jackets/flotation devc**	• On-board • Access/within reach • Condition • Expiry date (where applicable) • Sufficient number	□	□

		Note:		
17	**Harness**	• On-board (no seatbelt) • Condition • Sufficient number (one for all crewmembers)	□	□
		Note:		
18	**Oxygen equipment**	• On-board • Condition • Cylinder pressure (minimum acc. to OPS manual) • Ask crew to perform the operational function check of combined oxygen and communication system. • Follow practice of the flight crew	□	□
		Note:		
19	**Independent Portable light**	• On-board • Appropriate quantities • Condition • Serviceability • Access/within reach • The need of Independent Portable light(departure or arrival at night time)	□	□
		Note:		
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:		
B	**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 equipments (shall be reliable, readily accessible and easily identified. Instructions of 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 equipments (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		
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 instructions**	• 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:		

11	**Cabin crew members**	• General overview of cabin crew (conditions) • The sufficient number of cabin crew (appropriate) • How the duty stations are manned • Ask crew training document to prove type training (not required by ICAO) • Follow practice of the cabin crew • When refuelling with passengers on-board check procedures	☐	☐
		Note:		
12	**Access to emergency exits**	• 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:		
C	**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, no ice or frost) • 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 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 and registration • Obvious repairs • Obvious damages		
		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:		
3	**Flight controls**	• Ailerons (condition) • Slats/Krueger flaps/Notch flap(condition) • Spoiler panels (condition) • Flaps/track fairings (condition) • Rudder (condition) • Elevators (condition) • Stabiliser (condition) *Note! Check for leaks, flap drooping, wearing, corrosion, disbonding, dents, loose fittings and obvious damages.*	□	□
		Note:		

4	**Wheels, tyres and brakes**	- Wheels (assy 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 familiarise 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:		

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 unassessed and unrecorded damages and corrosion (lightning strike, bird strikes, FODs, etc…) • Check damage charts	□	□
		Note:		
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**	• OPS manual/information required by ICAO Annex 18 • Technical instructions (ICAO Doc. 9284) 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:		
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**	**Note:**	□	□

Additional elements (O) observed/performed (P) during OJT	
(Please List)	
Assessment	
- Was the inspection carried out in a satisfactory manner regarding:	
- preparation of the inspection	□ **Yes** □ **No** (provide further details below*)
- ramp inspection	□ **Yes** □ **No** (provide further details below*)
- proof of inspection	□ **Yes** □ **No** (provide further details below*)
- human factors elements	□ **Yes** □ **No** (provide further details below*)
- Further training needed:	
Additional Remarks:*	
Signature of the trainee:	**Signature of the senior ramp inspector:**

GM1-AR.GEN.430(b)(2)   Qualification of inspectors

PRIVILEGES OF EXPERIENCED INSPECTORS

1. 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 Appendix 3 of this section:

   A items
   B Items
   C items
   D1/D3 items

   Typical inspection privileges of an aircraft maintenance licence 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
   D1 items

2. The inspecting authority may decide to enlarge the privileges of the inspector if the basic knowledge of the inspector has been satisfactory 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 follow the theoretical, practical and on-the-job training module of the new items.

AMC1-AR.GEN.430(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 deck inspection items
- Module (B):   Cabin safety inspection items
- Module (C):   Aircraft condition inspection items
- Module (D):   Cargo inspection items

MODULE (GEN)

a. OVERVIEW OF THE SAFETY ASSESSMENT OF AIRCRAFT

i.   Introduction
- The Ramp inspection Programme Overview
- Role and responsibilities of the Agency - Overview

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 SAFA working arrangements with the Agency
- Common procedures and common reporting format
- The centralised data base –introduction
- The legal obligation to inspect

iv.   **The European Commission**
- Role and responsibility
- Legislative power

v.   **The European Aviation Safety Agency**
- Role and responsibilities
- The executive tasks
- collection of inspection reports
- maintenance of the centralised database
- analysis of relevant information
- reporting to European Commission and Member States
- advising the European Commission and Member States on follow-up actions
- developing training programmes and foster the organisation and implementation of training courses and workshops

vi.   **EU and non-EU Member States**
- Role and responsibilities
- EU Member States
- Non-EU States that have signed the Working Arrangement

vii.   **Eurocontrol**

Objectives:
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

• 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 Sates and non-EU Member States Technical advisory role	

b. THE EU ramp inspection programme legal framework	
i. Regulation (EC) No 2111/2005 *Scope and relevance* **ii. List of banned air carriers 474/2006 and subsequent amendments** *Scope and relevance* • Regulation (EC) No 216/2008 –General overview • Article 10 – oversight and enforcement	Objectives: 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 Community List of Banned Airlines

c. The ICAO framework	
i. International Requirements • 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	Objectives: 1. Trainees should be able to outline ICAO's 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

- 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 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) **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) **RI and ICAO Doc 7030 (Regional Supplementary procedures)** - Overview - Applicability	ICAO standards and ramp inspection.

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/feedbacks from previous checks
- "Intelligence" (centralised 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 centralised 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
- Level 1 finding with major influence on safety
- Level 2 finding with significant influence on safety

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

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e. Ramp inspection centralised 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 centralised 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.

2. MODULE (A)

a. RAMP INSPECTION ITEMS (A)

	Objectives:
A1 general condition (flight crew compartment) • Circuit breakers (C/B) (inappropriately pulled/popped) • Secure stowage of interior equipment (incl. baggage) • Crew seats (manual or electrical ones) • Security/reinforced flight crew compartment door • General condition of flight crew compartment **A2 Emergency Exit (flight crew compartment)** • Access (easy/no blockings) • Escape ropes (secured) • Emergency exits (flight crew compartment) **A3 Equipment** • Awareness of different design philosophies of A/C systems (BITE, message displays/status) • Proper functioning (system test) **GPWS - TAWS** • General (basic principles) • Forward looking terrain avoidance function (7-channel SRPBZ ICAO compliant) • Presence of the equipment • 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 flight plan **RNAV – BRNAV - PRNAV** • General (applicability and principles) • Special authorisation • Required equipment • Flight planning and completion of the flight **RVSM** • General (applicability and principles) • Special authorisation • Required equipment • Flight planning and completion of the flight	Trainees should possess the relevant knowledge enabling them to inspect each item.

MNPS
- General (applicability and principles)
- Special authorisation
- Required equipment
- Flight planning and completion of the flight

A4 Manuals
- Operation manual (structure)
- Aircraft flight manual (structure)
- Competent Authority approval
- Update status
- Ex-Soviet-built aircraft "Rukowodstwo" or RLE
- Electronic fligh bag (EFB class 1, 2 and 3)
- Content in relation to flight preparation

A5 Checklists
- Availability: within reach and update status
- Compliance with operator procedures (normal, abnormal and emergency)
- Appropriateness of checklist used (aircraft checklists)
- A/C system integrated checklists
- Ex Soviet-built aircraft issues (pilot's checklist and flight engineer's checklist)

A6 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

A7 Minimum equipment list (MEL)
- Availability: approval and update status
- Content: MEL reflects installed equipments
- Ex-Soviet-built aircraft: "Rukowodstwo" content
- Relationship MEL/MASTER MEL
- CDL (configuration deviation list)

A8 Certificate of Registration
- Availability and accuracy
- Original documents and certified copies acceptability
- Presence of mandatory information on the certificate:
- Identification plate (type – location)

A9 Noise certificate
- Availability (if applicable)
- Multiple noise certification
- Approval status

A10 AOC or equivalent
- Availability (original or certified copy) and accuracy
- Content in compliance with requirements/format

- Content of operational specifications

A11 Radio (station) license
- Availability and accuracy
- Original documents and certified copies acceptability

A12 Certificate of Airworthiness (C of A)
- Format of Certificate of Airworthiness
- Original documents and certified copies acceptability
- Presence, accuracy and validity

A13 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

A14 Mass and balance calculation
- Availability and accuracy
- Data available for a verification by crew

A15 Hand fire extinguishers
- Validity, access and locations
- Mounting
- Types

A16 Life jackets/flotation devices
- Validity, access and locations
- Applicability

A17 Harness
- Presence (and usage)
- Availability for all flight crew members
- Requirements for different crew positions
- Conditions (wearing)

A18 Oxygen equipment
- Presence, access and condition
- Oxygen cylinder pressure
- Minimum required according to the OPS manual. (In case of low pressure)
- Operational functional check of the combined oxygen and communication system (crew)

A19 Independent Portable light
- Number of required Independent Portable light (day/night)
- Condition, serviceability and access

A20 Flight crew licences
- Validity of crew licences and appropriate ratings
- Validation of foreign licences

- Validity of Medical Certificate
- Special medical conditions (spare glasses, etc.)
- Age limitations
- Minimum crew requirements

A21 Journey Logbook
- Content of journey logbook (recommendation/roman numerals)
- Examples of journey logbooks

A22 Maintenance Release
- Applicable requirements and duties of the PIC/ commander

A23 Defect notification and rectification(incl. Tech Log)
- Defects notification
- Cross check with MEL
- History of defects/notification (incl. hold item list)

A24 Pre-flight Inspection
- Applicable requirements and duties of the PIC

MODULE (B)

a. Ramp inspection items (b)

	Objectives:
B1 General internal condition • General condition • Safety and survival equipment • Design and construction	Trainees should possess the relevant knowledge enabling them to inspect each item.
B2 Cabin Crew Stations and Crew Rest Area • Cabin crew seats (number, material/fire resistant and condition, upright position/safety hazard) • Equipment	
B3 First aid kit/emergency medical kit • Recommendation on contents (validity) • Locations of kits • Adequacy • Readily/access • Identifications/markings/seals	
B4 Hand Fire Extinguishers • Validity, access and locations • Mounting • Types	
B5 Life jackets/flotation devices • Validity, access and locations • Applicability	

- Different models of jackets and/or flotation devices on-board
- Instructions for passengers (written and demonstration)

B6 Seat belt and seat condition
- Seats and belts (material/condition/installation)
- Portable light (cabin crew)
- Instructions for passengers (written and demonstration)
- Opening assistance systems

B7 Emergency exit, lighting and marking, Independent Portable light
- Evacuation signs
- Lighting and marking (passenger compartment)
- Independent

B8 Slides/Life-rafts/ELT's
- Slides/rafts general (locations, types)
- Serviceability - pressure gauge/green band
- Instructions for passengers (written and demonstration)
- ELT (general/types/location)

B9 Oxygen Supply (Cabin Crew and Passengers)
- Oxygen supply: cylinders and generators
- Serviceability - pressure gauge/green band
- Models/A/C types
- Dropout panels/storage of masks

B10 Safety instructions
- Availability and accuracy

B11 Cabin crew members
- Appropriate number of cabin crew (A/C type)
- Refuelling with passengers on-board (crew positions

B12 Access to emergency exits
- Number and location of exits
- Different models and sizes (A/C type)
- Obstructions
- Instructions for passengers (written and demonstration)

B13 Stowage of passenger baggage's (cabin luggage)
- Proper storage (size, weight and number)
- Safety risks

B14 Seat capacity
- Numbers of seats (A/C type)
- Max number of passengers (A/C type

MODULE (C)

RAMP INSPECTION ITEMS (C)

	Objectives:
C1 General External Condition • Corrosion (different corrosion types) • Cleanliness and contamination (fuselage and wings) • Windows and windshields (delamination) • Exterior lights (landing lights, NAV-lights, strobes, beacon ...) • Markings • De-icing requirements	Trainees should possess the relevant knowledge enabling them to inspect each item.

C1 General External Condition
- Corrosion (different corrosion types)
- Cleanliness and contamination (fuselage and wings)
- Windows and windshields (delamination)
- Exterior lights (landing lights, NAV-lights, strobes, beacon ...)
- Markings
- De-icing requirements

C2 Doors and hatches
- Door types (normal – emergency – cargo doors)
- Markings and placards of doors
- Operating instructions of doors
- Condition and possible damages

C3 Flight controls
- Condition and possible damages, corrosion and loose parts
- Rotor head condition
- Leakage

C4 Wheels, tyres and brakes
- Tyre pressure (cockpit indications/wheel integrated gauge)
- Brake condition
- Condition and possible damages, leaking and loose parts

C5 Undercarriage
- Condition and possible damages, corrosion and loose parts
- Strut (and tilt cylinder) pressure

C6 Wheel well
- Condition and possible damages, corrosion, leaks and loose parts

C7 Powerplant and pylon
- Cowlings, cowling doors and blow-out doors
- Condition and possible damages, corrosion, leaks and loose parts
- Pylon, pylon doors, blow-out panels and missing rivets
- Condition and possible damages, corrosion, leaks and loose parts
- Reversers' condition

C8 Fan blades, propellers, rotors
- Types of fan blades/propellers/rotors
- Foreign object damages (FOD), (dents, nicks, blade bending)
- De-icing (boots and heating elements)

C9 Obvious repairs
- Obvious repairs/maintenance release, Technical log,

C1.0 Obvious unprepared damage
- Damages/missing maintenance release, technical log,
- Assessment of damage

C11 Leakage
- Obvious leakage, Technical log,
- Types and assessment of leakage
- Toilet leaks/blue ice etc.

MODULE (D)

Ramp inspections items (D)

	Objectives:
D1 General condition of cargo compartment • Structures, wall panels, wall sealing • Fire detection & extinguishing systems • Blow-out panels • 9G-net • Containers • Loading instructions/door instructions • Damages **D2 Dangerous goods** • Notification to the pilot-in-command/commander • Segregation and accessibility • Packaging and labelling • Limitations/restrictions (cargo aircraft) goods) **D3 Cargo stowage** • Loading instructions (placards, wall markings) • Flight kit (secured) • Pallets, nets, straps, containers (secured) • Loading limitations (weight, size and height) **E1 General** • All the general items which may have a direct • relation with the safety of the aircraft or its occupants	Trainees should possess the relevant knowledge enabling them to inspect each item.

AMC2-AR.GEN.430(b)(2)(i)   Qualification of ramp inspectors

SYLLABUS OF PRACTICAL TRAINING FOR RAMP INSPECTORS

INITIAL (PRACTICAL) TRAINING COURSE

- Module (A):   Flight deck inspection items
- Module (B):   Cabin safety inspection items
- Module (C):   Aircraft condition inspection items
- Module (D):   Cargo inspection items

MODULE A (Flight deck)	
A1 General condition (of flight crew compartment) • Security/reinforced door (how to recognise) • Reinforced flight crew compartment door installations/locking functions (with a real example) • C/Bs/ circuit breakers (recognise pulled/popped)/ • Crew seats/serviceability (functions of seats/manual – electrical) • Examples of storage of flight cases and crew luggage (possible safety hazards) • Check cleanness of flight crew compartment **A2 Emergency exit (Flight crew compartment)** • Recognise easy access (no blockings) • Escape ropes (check if secured) **A3 Equipment** **GPWS-TAWS:** • GPWS, locate instruments in cockpit • Aural warning test demonstrating: Sounds/display patterns • Recognise CIS-built A/C systems (if possible): SSOS – SPPZ – SRPBZ **ACAS/TCAS II** • Locate instruments in cockpit • Mode S transponder and ACAS II (locate and check the model) • System warning test/indications **8.33 kHz radio channel spacing** • Indication in the flight plan (examples) • How to check real channel spacing during the inspection (performed with real radios or approved training devices) **A4 Manuals (flight manuals only)** • Operations manual: (content/handling exercise) • Aircraft flight manual (examples) • Electronic manuals (lap-tops)/integrated systems. **A5 Checklists**	Objectives: Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training

- Check validity normal-, abnormal-, emergency checklists and "Quick reference handbook"
- Meaning of "available"/within reach (case study/ examples)
- A/C sys integrated checklists (demonstration of system)
- Ex-Soviet-built A/C checklists (recognise/examples)

A6 Radio navigation/instrument charts
- Check the covering of charts
- En-route and instruments approach charts (view examples)
- Locations in the flight crew compartment
- Electronic maps and charts (examples)
- Check updating markings of the charts and folders.
- FMS navigation data-base (check the "INIT" page for validity)

A7 Minimum equipment list (MEL)
- Check the deferred defects are in accordance with the MEL instructions
- Inspect MEL according the current MMEL
- Approval (check)
- "Rukowodstwo" (examples)

A8 Certificate of Registration (CoR)
- Content and accuracy of the Certificate of Registration (various examples/check)
- Requirements of certified true copy (examples of copies)
- Common location in the A/C
- Identification plate/show various locations in A/C

A9 Noise certificate
- Format of the noise certificate
- Content of noise certificate/approval/(check)

A10 Air Operator Certificate (AOC) or equivalent
- Format of the air operator certificate
- Content and accuracy of AOC/approval (check compliance with the requirement)
- Show location (A/C documents or door)

A11 Radio (station) licence
- Format of the radio station licence (examples)
- Show location (a/c documents or door)

A12 Certificate of Airworthiness (C of A)
- Check certificate and content (recognise standard form)
- Accuracy and validity (check)
- Show location (A/C documents or door)

A13 Flight preparation
- Check operational flight plan, proper filling and relevant documents
- Proper fuel calculation and monitoring (demonstration of various examples)

- NOTAMS/check validity (examples)
- Weather information/available and within reach (demonstrate updated reports/examples)

A14 Mass and balance calculation
- Check examples of different type weight and balance sheets/A/C types (manual and computerised)

A15 Hand fire extinguishers
- Locations/access (flight crew compartment visit)
- Condition and pressure gauge
- Familiarise with different date markings (inspection date or expiry date)
- Mountings (review examples)
- Types (review examples)

A16 Life Jackets/flotation devices
- Locations
- Familiarise with date markings
- Extra raft location in flight crew compartment (installation, pressure gauge)

A17 Harness
- Worn out (examples)
- Locks (common problems)

A18 Oxygen equipment
- Storage of masks (Quick Donning/Balloon)
- Pressure gauge (check green band)
- Radio boom – mask check

A19 Independent Portable light
- Locations
- Operational check

A20 Flight crew licences
- Licenses of personnel:
  - Endorsement of certificates and licenses
  - Validity of endorsed certificates and licenses
  - Language proficiency
  - Medical Certificate (Spare glasses etc.)
  - Validity of licenses
- Aeroplane flight crew:
  - Composition of the flight crew
  - Age limitations

A21 Journey logbook
- Content of journey log book (check markings and comply with the requirement)
- Responsibility of signing log book (example)

A22 Maintenance release
- Aeroplane maintenance (maintenance record)
- Maintenance release, general (checkmark or sign)

- Relevant release for service (examples)

A23 Defect notification and rectification (incl. Tech Log)
- Open defects
- History of defects (incl. Hold item list)

A24 Pre-flight inspection
- Pre-flight inspection sheet and journey logbook (presence and signed off)

MODULE B (Cabin Safety)

B1 General internal condition (cabin)
- Safety and survival equipment (cabin visit for the locations)
- Design and construction (familiarise with different type cabins)
- Recognise loose carpet and damaged floor panel
- System design features:
   - Recognise 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*)
 	
B2 Cabin crew stations and crew rest area
- Cabin crew seats (cabin visit for number, material and condition)
- Cabin crew seats upright position (case study/ recognise safety hazard)
- Familiarise with problems with belt wearing and fast locks
- Familiarise with seat attachment to the floor or wall
- Easy access to emergency equipments (cabin visit for locations and condition)
 	
B3 First aid kit/emergency medical kit
- Cabin visit for locations (readily/access)
- Adequacy (how to determine)
- Confirmation that contents match the relevant checklist
- Identifications/markings/seals (examples)
 	
B4 Hand fire extinguishers
- Cabin visit for locations (readily/access)
- Checking serviceability
 	
B5 Life jackets/flotation devices
- Different models of life- jackets and flotation devices
	Objectives:
	Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training

- Instructions for passengers
- Condition and serviceability

B6 Seat belt and seat condition
- Seat belt material/condition (examples)
- Recognise common problems with fast locks
- Recognise common problems with seat belt wearing
- Installation of seat belts (hazard to block evacuation)
- Extra belts (locations)
- Passenger seats (number and condition)
- Passenger seat materials/fire resistant (recognise right materials)
- Seat attach to the cabin floor (how to check)

B7 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

B8 Slides/Life-rafts/ELT's
- Slides/rafts general (cabin visit for locations and condition)
- Check pressure gauge and recognise green band
- Recognise condition of slides and rafts and familiarise with expiry date markings
- Emergency locator transmitter (ELT) (cabin visit for locations and condition)
- Automatic fixed ELT (examples/how to recognise)
- Automatic portable ELT (examples/how to recognise)
- Automatic deployable ELT (examples/how to recognise)

B9 Oxygen supply (cabin crew and passengers)
- Check oxygen supply (cylinders and generators) (cabin visit for locations and condition)
- Check the cylinder pressure gauge and recognise green band
- Dropout panels (cabin visit for locations and condition)
- Storage of masks/serviceability

B10 Safety instructions
- The meaning of available (within reach)
- The meaning of accuracy/A/C types (recognise difference in instructions)
- Content of instructions

B11 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 (familiarise with different types)

B12 Access to emergency exits
- Number and location of exits
- Different models and sizes (A/C type)
- Instructions for passengers (written and demonstration)
- Obstructions (requirement on the projected opening)

B13 Stowage of passenger baggage (cabin luggage)
- Recognise proper storage (size, weight and number)
- Familiarise and recognise safety risks (case study)

B14 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: B6 (inoperative seat) and/or B7 (inoperative exit)

3. MODULE C (aircraft condition)

	Objectives:
C1 General external condition • Recognise presence of ice, snow and frost • Condition of paint (familiarise when loose of painting is problem) • Recognise legibility of aircraft's markings (registration) • Corrosion (familiarise and recognise different corrosion types) • Cleanliness and contamination of fuselage and wings (familiarise and recognise) • Windshields (recognise delaminating) • Windows (recognise damages and problems) • Exterior lights (landing lights, NAV-lights, strobes, beacon, etc.) (check the condition) • Recognise marks of lightning strike **C2 Doors and hatches** • Familiarise with different door types/structures (aircraft visit for locations) • Cockpit indications of doors (flight crew compartment visit) • Familiarise with markings and placards of doors • Operating instructions of doors (recognise hazards if lack of markings) • Recognise normal condition and possible damages/loosing parts **C3 Flight controls** • Condition and possible damages, corrosion and loose parts • Recognise marks of lightning strike • Familiarise with static dischargers (recognise when missing)	Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training

- Recognise possible defects and damages

C4 Wheels, tyres and brakes
- Familiarise with different tyre models
- Familiarise with different brake assemblies
- Familiarise with maintenance manual limits
- Recognise brake wearing indicator "pin" (examples/locations)
- Recognise normal condition and possible damages, leaking and loose parts
- Tyre wear/Tyre pressure (check)

C5 Undercarriage
- Condition and possible damages, corrosion and loose parts
- Proper strut (and tilt cylinder pressure)
- Lubrication (recognise signs of lubrication)
- Familiarise with marking placards
- Recognise bonding wires
- Possible defects and damages

C6 Wheel well
- Condition and possible damages, corrosion and loose parts
- Lubrication (recognise signs of lubrication)
- Familiarise with marking placards
- Recognise bonding wires
- Possible defects and damages

C7 Powerplant and pylon
- Powerplants (type of engines)
- Cowlings, cowling doors and blow-out doors
- Leaks (hydraulic, fuel, oil)
- Condition and possible damages, corrosion, leaks and loose parts
- Recognise engine sensors (condition)
- Possible defects and damages
- Pylon (types of pylons) - Recognise pylon doors, panels and blow-out panels and loose rivets – bolts
- Reverser's condition (broken hinges and proper closure)

C8 Fan blades, propellers, rotors
- Typical foreign object damages (FOD), (examples of dents, nicks and blade bending)
- Recognise looseness of blades in hub
- Possible defects and damages (familiarise with procedures related to compliance with engine maintenance manual)
- Check de-icing boots

C9 Obvious repairs
- Recognise obvious repairs (examples)
- Maintenance release/technical log

C10 Obvious unrepaired damage
- Recognise obvious damages (examples)

- Damages/maintenance release/technical log
- Recognise assessment of damage (examples)

C11 Leakage
- Fluid leaks outside of limits (examples fuel, hydraulic, oil)
- Obvious leak: check the maintenance release, technical log
- Recognise toilet leaks (blue ice examples)
- Recognise de-icing fluids on the A/C (aircraft visit for locations)

MODULE D (Cargo)

D1 General Condition of cargo compartment
- Cargo compartment (aircraft visit for locations)
- Check wall panels
- Recognise wall sealing
- Familiarise with A/C systems in cargo compartment:
  - Fire containment, detection and extinguishing systems
  - Ventilation
  - Heating
  - Loading systems (rollers)
  - Lighting
- Recognise blow-out panels
- Familiarise with 9-G-net
- Cargo restraining devices
- Check cargo door sealing for ETOPS
- Containers
- Loading instructions/door instructions
- Damages in cargo compartment
- Recognise obvious repairs in cargo compartment

D2 Dangerous goods (DG)
- How to recognise the special authorisation to transport DG
- Assessing the scope of the authorisation (different classes)
- 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

D3 Secure cargo stowage
- Cargo bay (guided visit for locations)
- Loading instructions (placards, wall markings/tidiness)
- Familiarise with flight kit/spare wheel (secured)
- Familiarise with pallets, nets, straps, containers (secured)
- Recognising loading limits (weight and height)

AMC1-AR.GEN.430(b)(3) Qualification of ramp inspectors

RECURRENT TRAINING

1. Once qualified, ramp inspectors should undergo recurrent training in order to be kept up-to-date.

2. A competent authority should ensure that all ramp inspectors undergo recurrent training at least once every three 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..

3. Recurrent training should be delivered by a competent authority or by an approved training organisation.

4. The recurrent training should cover at least the following elements:

    a. new regulatory and procedural developments;

    b. new operational practices;

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

    d. standardisation and harmonisation issues.

AMC2-AR.GEN.430(b)(3) Qualification of ramp inspectors

RECENT EXPERIENCE REQUIREMENTS

1. 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.

2. This number could 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.

3. If an inspector loses his/her qualification as a result of not reaching the minimum number of inspections mentioned in 1, 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.

4. If an 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 GM 2 AR.GEN. 430(b)(2) and any recurrent training required.

5. If an 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.

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

AMC1-AR.GEN.430(c) Qualification of ramp inspectors

CRITERIA FOR THE QUALIFICATION OF TRAINING ORGANISATIONS PROVIDING TRAINING TO RAMP INSPECTORS

1. The training organisation should be qualified by a competent authority of a Member State to provide training to inspectors if the evaluation shows that training will be provided in accordance with the relevant syllabi established and published by the Agency.

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

3. Such an evaluation may be performed by the Agency on behalf of an inspecting authority. The result of this evaluation should be used by any Member State as a basis for its own evaluation.

4. For each qualified training organisation, an competent authority should communicate to the Agency the following details:

   a. full legal name;

   b. address; and

   c. scope of training (i.e. theoretical training, practical training and a combination of these trainings).

GM1-AR.GEN.430(c) Qualification of ramp inspectors

CHECKLIST FOR THE EVALUATION OF A 3RD PARTY TRAINING ORGANISATION

The competent authority should ensure that their training programmes and/or their systems for the evaluation of third party training organisations are amended accordingly to reflect any recommendations arising from the standardisation audits conducted by the Agency in accordance with Regulation (EC) No 736/2006.

AMC2-AR.GEN.430(c) Qualification of ramp inspectors

CRITERIA FOR TRAINING ORGANISATIONS

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

   a. The Training Organisation should contract sufficient personnel to develop and deliver ramp inspection training courses in accordance with the technical criteria required by the Agency.

   b. 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.

   c. 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 facility should meet the same criteria.

   d. 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.

   e. The training organisation 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.

   f. 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.

   g. The training organisation 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.

   h. The Training organisation 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 summarising the results of the feedback system together with the Training Organisation's corrective actions (if any) shall be sent to the Agency.

i. Training organisations 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 five 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.

i. Fulfilment of the criteria above should be attested by the training organisation based, as a minimum, on individual self-declaration.

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

k. All instructors should attend a recurrent training workshop organised by the Agency, aiming at updating their knowledge with new developments of the EU Ramp Inspection Programme as well as standardisation and harmonisation 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 three years.

GM2-AR.GEN.430(c) Qualification of ramp inspectors

CHECKLIST FOR THE EVALUATION OF A 3RD PARTY TRAINING ORGANISATION

1 ORGANISATIONAL STRUCTURE				
No.	**DESCRIPTION**	**YES**	**NO**	**REMARKS**
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				
No.	**DESCRIPTION**	**YES**	**NO**	**REMARKS**
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				

No.		DESCRIPTION	YES	NO	REMARKS
	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					
No.		DESCRIPTION	YES	NO	REMARKS
	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?			

GM3-AR.GEN.430(c) Qualification of ramp inspectors

CHECKLIST FOR THE EVALUATION OF RAMP INSPECTIONS TRAINING INSTRUCTORS

1 Qualification Criteria					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	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					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Has the training organisation created and maintained proper records on their instructors?			
3 Recent experience and recurrent training					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Do the instructors meet, if applicable, the requirements on recent experience?			
	2	Do the instructors meet the requirements on recurrent training?			

ADDITIONAL REMARKS

AMC1-AR.GEN.435(b) Conduct of Ramp inspections

CONDUCT OF RAMP INSPECTIONS

1. 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 AR.GEN.430.

2. An inspecting 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.

3. Inspectors should identify themselves to 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.

4. 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.

5. 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.

6. 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).

7. The items to be inspected should be selected from the ramp inspection checklist (see Appendix 3). 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 deck, 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.

8. Items which have been inspected as well as any possible findings and observations will be recorded in the Ramp Inspections Report (see Appendix 3).

9. AR.GEN.435(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 2). A signed acknowledgement of receipt should be requested from the recipient and retained by the inspector. Refusal by the recipient to sign should be recorded in the document.

GM1-AR.GEN.435(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.

SUBPART OPS - SPECIFIC REQUIREMENTS RELATED TO AIR OPERATIONS

SECTION I - CERTIFICATION OF COMMERCIAL AIR OPERATORS

AMC1-AR.OPS.100 Issue of the air operator certificate

DEMONSTRATION FLIGHTS

In order to verify compliance with the applicable requirements, the competent authority may require the conduct of one or more demonstration flights, operated as if they were commercial air transport flights.

GM1-AR.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:

-   the transfer of regulatory oversight over the aircraft, if relevant; or
-   continued compliance of the aircraft with the requirements of Commission Regulation (EC) No 2042/2003.

SECTION II – APPROVALS

AMC1-AR.OPS.200 Specific approval procedure

PROCEDURES FOR THE APPROVAL OF CARRIAGE OF DANGEROUS GOODS

When verifying compliance with the applicable requirements of SPA.DE.100, the competent authority should check that:

1.   the procedures specified in the operations manual are sufficient for the safe transport of dangerous goods;

2.   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

3.   a reporting scheme is in place.

AMC2-AR.OPS.200 Specific approval procedure

PROCEDURES FOR THE APPROVAL FOR REDUCED VERTICAL SEPARATION MINIMA (RVSM) OPERATIONS

1.   When verifying compliance with the applicable requirements of SPA.RVSM, the competent authority should verify that:

    a.   each aircraft holds an adequate RVSM airworthiness approval;

    b.   procedures for monitoring and reporting height keeping errors have been established;

c. a training programme for the flight crew involved in these operations has been established.

d. operating procedures have been established.

2. 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 competent 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.

3. Form of approval documents.

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

4. 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.

a. 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 competent 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 will be determined by the competent 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.

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

Note: The tolerable level of collision risk in the airspace would be exceeded if an operator consistently experienced errors.

c. Operators' actions:

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

d. Reinstatement of approval:

The operator will need to satisfy the competent 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 competent authority may require an independent height monitoring check of affected aircraft to be performed.

GM1-AR.OPS.205 Minimum equipment list approval

EXTENSION OF RECTIFICATION INTERVALS

The competent 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 will only be considered valid and justifiable when events beyond the operator's control have precluded rectification.

GM1-AR.OPS.210 Local area

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

SUBPART FCL - SPECIFIC REQUIREMENTS RELATING TO FLIGHT CREW LICENSING

SECTION II - LICENCES, RATINGS AND CERTIFICATES

AMC1-AR.FCL.205 Monitoring of examiners

QUALIFICATION OF INSPECTORS

Inspectors of the competent authority supervising examiners should ideally meet the same requirements as the examiners being supervised. However, it is unlikely that they could be so qualified on the large variety of types and tasks for which they have a responsibility and, since they normally only observe training and testing, it is acceptable if they are qualified for the role of an inspector.

SECTION III - THEORETICAL KNOWLEDGE EXAMINATIONS

AMC1-AR.FCL.300 Examination procedures

GENERAL

1.   The competent authority should provide suitable facilities for the conduct of examinations.
2.   The content of the examination papers should retain a confidential status until the end of the examination session.
3.   The identity of the applicant should be confirmed before an examination is taken.
4.   Examination applicants should be seated in a way so that they cannot read each other's examination papers. They should not speak to any person other than the invigilators.
5.   All examination papers, associated documents and additional papers handed out to the applicants for the examination should be handed back to the invigilator at the end of the examination.
6.   Only the examination paper, specific documentation and tools needed for the examination should be available to the applicant during the examination.
7.   Applicants may use the following equipment during an examination:
     a.   a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions;
     b.   mechanical navigation slide-rule (DR calculator);
     c.   protractor;
     d.   compasses and dividers; and
     e.   ruler.
8.   Applicants may use a translation dictionary at the discretion of the competent authority.
9.   Except equipment specified above, applicant(s) should not use any electronic equipment during the examination(s).

AMC1-AR.FCL.300(b) Examination procedures

THEORETICAL KNOWLEGDE EXAMINATIONS FOR PROFESSIONAL LICENCES AND INSTRUMENT RATINGS

Subject : 010 - AIR LAW
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/ IR	ATPL(H)	CPL(H)	IR (A) & (H)
Time allowed	1:00	0:45	1:00	0:45	0:45	0:45
Distribution of questions with regard to the topics of the syllabus						
010 01	3	2	3	3	2	2
02	2	2	2	2	2	2
03	1	1	1	1	1	XX
04	2	2	2	2	2	1
05	8	8	8	8	8	8
06	7	4	7	3	4	7
07	5	3	5	3	3	5
08	2	2	2	2	2	2
09	6	4	6	4	4	6
10	2	1	2	1	1	XX
11	2	2	2	2	2	XX
12	2	1	2	1	1	XX
13	2	1	2	1	1	XX
Total questions	44	33	44	33	33	33

Subject: 021 - AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME/SYSTEMS/POWER PLANT
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	2:00	1:30	2:00	2:00	1:30	XX
Distribution of questions with regard to the topics of the syllabus						
021 01	04	02	04	04	02	XX
02	04	04	04	04	02	XX
03	05	02	04	04	03	XX
04	05	06	04	04	02	XX
05	07	04	06	06	03	XX
06	05	04	04	04	02	XX
07	04	04	02	02	02	XX
08	06	04	04	04	04	XX
09	06	06	06	06	04	XX
10	06	14	06	06	08	XX
11	20	06	20	20	13	XX
12	04	02	02	02	02	XX
13	04	02	XX	XX	XX	XX
14	XX	XX	01	01	01	XX
15	XX	XX	04	04	03	XX
16	XX	XX	06	06	05	XX
17	XX	XX	03	03	04	XX
Total questions	80	60	80	80	60	XX

Subject : 022 - AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTATION
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:30	1:00	1:30	1:30	1:00	0:30
Distribution of questions with regard to the topics of the syllabus						
022 01	08	08	08	08	08	XX
02	08	06	08	08	06	06
03	04	04	04	04	04	04
04	04	05	06	06	05	04
05	05	XX	03	03	XX	XX
06	08	06	XX	XX	XX	XX
07	XX	XX	14	14	08	XX
08	03	02	XX	XX	XX	XX
09	02	XX	XX	XX	XX	XX
10	02	XX	XX	XX	XX	XX
11	04	XX	04	04	XX	XX
12	06	04	06	06	04	03
13	04	04	05	05	04	03
14	01	XX	01	01	XX	XX
15	01	01	01	01	01	XX
Total questions	60	40	60	60	40	20

Subject : 031 - FLIGHT PERFORMANCE AND PLANNING - MASS AND BALANCE
Theoretical knowledge examination
Exam length, total questions and distribution of questions

	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:00	1:00	1:00	1:00	1:00	XX
Distribution of questions with regard to the topics of the syllabus						
031 01	03	03	03	03	03	XX
02	05	05	05	05	05	XX
03	05	05	05	05	05	XX
04	05	05	05	05	05	XX
05	05	05	05	05	05	XX
06	02	02	02	02	02	XX
Total questions	25	25	25	25	25	XX

Subject : 032 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (AEROPLANES)						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:00	0:45	XX	XX	XX	XX
Distribution of questions with regard to the topics of the syllabus						
032 01	05	05	XX	XX	XX	XX
02	10	10	XX	XX	XX	XX
03	10	10	XX	XX	XX	XX
04	10	XX	XX	XX	XX	XX
Total questions	35	25	XX	XX	XX	XX

Subject : 033 - FLIGHT PERFORMANCE AND PLANNING - FLIGHT PLANNING AND MONITORING						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	2:00	1:30	2:00	1:30	1:30	1:30
Distribution of questions with regard to the topics of the syllabus						
033 01	05	05	05	05	05	XX
02	10	XX	10	XX	XX	10
03	10	10	10	10	10	05
04	08	08	08	08	08	08
05	05	05	05	05	05	05
06	05	05	05	05	05	05
Total questions	43	33	43	33	33	33

Subject : 034 - FLIGHT PERFORMANCE AND PLANNING - PERFORMANCE (HELICOPTERS)						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	XX	XX	1:00	1:00	0:45	XX
Distribution of questions with regard to the topics of the syllabus						
034 01	XX	XX	15	15	15	XX
02	XX	XX	05	05	05	XX
03	XX	XX	05	05	XX	XX
04	XX	XX	10	10	XX	XX
Total questions	XX	XX	35	35	20	XX

Subject : 040 HUMAN PERFORMANCE						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:00	0:45	1:00	1:00	0:45	0:45
Distribution of questions with regard to the topics of the syllabus						
040 01	02	01	02	02	01	01
02	33	26	33	33	26	26
03	13	09	13	13	09	09
Total questions	48	36	48	48	36	36

Subject : 050 METEOROLOGY						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	2:00	1:30	2:00	2:00	1:30	1:30
Distribution of questions with regard to the topics of the syllabus						
050 01	11	09	11	11	09	09
02	11	06	11	11	06	06
03	04	04	04	04	04	04
04	07	06	07	07	06	06
05	03	03	03	03	03	03
06	07	07	07	07	07	07
07	06	02	06	06	02	02
08	08	03	08	08	03	03
09	11	09	11	11	09	09
10	16	14	16	16	14	14
Total questions	84	63	84	84	63	63

Subject : 061 - GENERAL NAVIGATION						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR (A) & (H)
Time allowed	2:00	1:30	2:00	2:00	1:30	XX
Distribution of questions with regard to the topics of the syllabus						
061 01	12	07	12	12	07	XX
02	04	04	04	04	04	XX
03	14	12	14	14	12	XX
04	16	11	16	16	11	XX
05	14	11	14	14	11	XX
Total :	60	45	60	60	45	XX

Subject : 062 - RADIO NAVIGATION						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR (A) & (H)
Time allowed	1:30	0:30	1:30	1:00	0:30	1:00
Distribution of questions with regard to the topics of the syllabus						
062 01	07	04	07	05	04	02
02	21	12	21	15	12	23
03	12	02	12	08	02	05
04	XX	XX	XX	XX	XX	XX
05	15	XX	15	10	XX	10
06	11	04	11	06	04	04
Total questions	66	22	66	44	22	44

Subject : 070 OPERATIONAL PROCEDURES						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	1:15	0:45	1:00	1:00	0:45	XX
Distribution of questions with regard to the topics of the syllabus						
071 01	25	18	18	18	14	XX
02	20	12	14	14	12	XX
03	XX	XX	06	06	04	XX
Total questions	45	30	38	38	30	XX

Subject : 081 PRINCIPLES OF FLIGHT (AEROPLANES)						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL (A)	CPL (A)	ATPL (H)/IR	ATPL (H)	CPL (H)	IR (A) & (H)
Time allowed	1:00	0:45	XX	XX	XX	XX
Distribution of questions with regard to the topics of the syllabus						
081 01	17	14	XX	XX	XX	XX
02	06	XX	XX	XX	XX	XX
03	XX	XX	XX	XX	XX	XX
04	06	06	XX	XX	XX	XX
05	04	03	XX	XX	XX	XX
06	03	03	XX	XX	XX	XX
07	04	03	XX	XX	XX	XX
08	04	04	XX	XX	XX	XX
Total questions	44	33	XX	XX	XX	XX

Subject : 082 PRINCIPLES OF FLIGHT (HELICOPTERS)						
Theoretical knowledge examination						
Exam length, total questions and distribution of questions						
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	XX	XX	1:00	1:00	1:00	XX
Distribution of questions with regard to the topics of the syllabus						
082 01	XX	XX	05	05	05	XX
02	XX	XX	03	03	03	XX
03	XX	XX	01	01	01	XX
04	XX	XX	12	12	12	XX
05	XX	XX	10	10	10	XX
06	XX	XX	05	05	05	XX
07	XX	XX	05	05	05	XX
08	XX	XX	03	03	03	XX
Total questions	XX	XX	44	44	44	XX

Subject : 091 VFR COMMUNICATION					
Theoretical knowledge examination					
Exam length, total questions and distribution of questions					
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A)& (H)
Time allowed	00:30	00:30	00:30	00:30	00:30	XX

Distribution of questions with regard to the topics of the syllabus					
091 01	05	05	05	05	05	XX
02	11	11	11	11	11	XX
03	02	02	02	02	02	XX
04	02	02	02	02	02	XX
05	02	02	02	02	02	XX
06	02	02	02	02	02	XX
Total :	24	24	24	24	24	XX

Subject : 092 IFR COMMUNICATION					
Theoretical knowledge examination					
Exam length, total questions and distribution of questions					
	ATPL(A)	CPL(A)	ATPL(H)/IR	ATPL(H)	CPL(H)	IR(A) & (H)
Time allowed	00:30	XX	00:30	XX	XX	00:30

092 01	05	XX	05	XX	XX	05
02	11	XX	11	XX	XX	11
03	02	XX	02	XX	XX	02
04	02	XX	02	XX	XX	02
05	02	XX	02	XX	XX	02
06	02	XX	02	XX	XX	02
07	XX	XX	XX	XX	XX	XX
Total :	24	XX	24	XX	XX	24

SUBPART CC – SPECIFIC REQUIREMENTS RELATING TO CABIN CREW

SECTION I – ORGANISATIONS PROVIDING CABIN CREW TRAINING OR ISSUING CABIN CREW ATTESTATIONS

AMC1-AR.CC.100(b) Approval of organisations to provide cabin crew training or to issue cabin crew attestations

PERSONNEL CONDUCTING EXAMINATIONS AND CHECKING

The personnel conducting the examination and/or checking required in Part-CC for the issue of cabin crew attestations should not be the persons that conducted the training. When this condition cannot be met, the competent authority should verify that appropriate alternative conditions are in place to avoid conflict of interest that could affect the judgment of the personnel conducting the examination and checking and/or the results of the examination and checking.

SUBPART ATO – SPECIFIC REQUIREMENTS RELATED TO APPROVED TRAINING ORGANISATIONS (ATOS)

SECTION I - GENERAL

AMC1-AR.ATO.105 Oversight Programme

GENERAL

1. The audit or inspection of an ATO should be conducted on the basis of checking the facility for compliance, interviewing personnel and sampling any relevant training course for its conduct and standard.

2. Such an audit or inspection should focus in addition to the items required in AMC1-AR.GEN.310 on:

   a. information on flight instructors, validity of licences, certificates, ratings, and log books;

   b. evidence of sufficient funding;

   c. training aircraft in use, including their registration, associated documents and maintenance records;

   d. aerodromes, heliports and associated facilities;

   e. facilities with regard to their adequacy to the courses being conducted and number of students;

   f. flight simulation training devices, including their qualification certificates, associated documents and maintenance records;

   g. documentation, in particular documents related to courses, information on the updating system, and training and operations manual;

   h. training records and checking forms; and

   i. flight instruction, including pre-briefing, actual flight and debriefing.

AMC1-AR.ATO.120 Record-keeping

FSTDS

Records relating to FSTDs should include, as a minimum:

1. the application for an FSTD qualification;

2. the FSTD qualification certificate including any changes;

3. a copy of the evaluation programme listing the dates when evaluations are due and when evaluations were carried out;

4. initial and recurrent evaluation records;

5. copies of all relevant correspondence;

6. details of any exemption and enforcement actions; and

7. any report from other competent authorities relating to initial and recurrent evaluations.

SECTION II - FLIGHT SIMULATION TRAINING DEVICE (FSTD) QUALIFICATIONS

AMC1-AR.ATO.200(a)(1) Initial evaluation procedure

ASSESSMENT PROCESS LEADING TO THE ISSUE OF AN FSTD QUALIFICATION

1. An FSTD will require evaluation leading to qualification. The required process should be accomplished in two distinct steps. First, a check should be made to determine whether or not the FSTD complies with the applicable requirements. When making this check, the competent authority should ensure that accountability for the issue of an FSTD qualification is clearly defined. In all cases an individual department manager of the competent authority should be appointed under whose personal responsibility the issue of an FSTD qualification is to be considered. The second step should be the grant (or refusal) of an FSTD qualification.

2. When checking compliance with the applicable requirements, the competent authority should ensure that the following steps are taken:

   a. Once an FSTD is contracted to be built, the organisation that is to operate the FSTD has the responsibility to ensure that the regulatory standard upon which the FSTD will eventually be qualified against is acceptable to the competent authority. This should be the current applicable version of CS-FSTD(A) or CS-FSTD(H) at the time of application.

   b. A written application for an FSTD qualification should be submitted, in a format according to OR.ATO.350, at least three months before the date of intended operation except that the Qualification Test Guide may be submitted later, but not less than 30 days before the date of intended evaluation. The application form should be printed in English and any other language(s) of the competent authority's choosing.

   c. An individual should be nominated by the department manager of the competent authority to oversee, and become the focal point for, all aspects of the FSTD qualification process, and to coordinate all necessary activity. The nominated person should be responsible to the department manager for confirming that all appropriate evaluations/inspections are made.

   d. The ability of the applicant to secure, in compliance with the applicable requirements and certification specifications, the safe and reliable operation and proper maintenance of the FSTD should be assessed.

   e. The applicant's proposed compliance monitoring system should be scrutinised with particular regard to the allocated resources. Care should be taken to verify that the system is comprehensive and likely to be effective.

   f. The competent authority should inform the applicant of its final decision concerning the qualification within 14 days of completion of the evaluation process irrespective of any temporary qualification issued.

   g. On completion of the evaluation process, the application, together with a written recommendation and evidence of the result of all evaluations or assessments, should be presented to the nominated person responsible for FSTD qualification. The presentation should be made by the person with overall responsibility, nominated in accordance with point c. above.

   h. The department manager of the competent authority should only issue an FSTD qualification certificate if he/she is completely satisfied that all requirements have been met. If he/she is not satisfied, the applicant should be informed in writing of the improvements which are required in order to satisfy the competent authority.

   i. Should an application for an FSTD qualification be refused, the applicant should be informed of such rights of appeal as exist under national regulations.

AMC2-AR.ATO.200(a)(1) Initial evaluation procedure

GENERAL

1. During initial and recurrent FSTD evaluations it should be necessary for the competent authority to conduct an appropriate sample of the Objective and Subjective tests described in Part-OR and detailed in CS-FSTD(A) and CS-FSTD(H), as applicable. There may be occasions when all tests cannot be completed – for example during recurrent evaluations on a convertible FSTD – but arrangements should be made for all tests to be completed within a reasonable time.

2. Following an evaluation, it is possible that a number of defects are identified. Generally, these defects should be rectified and the competent authority notified of such action within 30 days. Serious defects, which affect flight crew training, testing and checking, could result in an immediate downgrading of the qualification level I If any defect remains unattended without good reason for a period greater than 30 days, subsequent downgrading may occur or the FSTD qualification could be revoked.

3. For the evaluation of an FSTD the standard form as mentioned in AMC5-AR.ATO.200(a)(1) should be used.

AMC3-AR.ATO.200(a)(1) Initial evaluation procedure

INITIAL EVALUATION

1. The main focus of objective testing is the Qualification Test Guide (QTG). Well in advance of the evaluation date, the aircraft manufacturer and the competent authority should agree on the content and acceptability of the validation tests contained in the QTG data package. This will ensure that the content of the QTG is acceptable to the competent authority and avoid time being wasted during the initial qualification. The acceptability of all tests depends upon their content, accuracy, completeness and recency of the results.

2. Much of the time allocated to objective tests depends upon the speed of the automatic and manual systems set up to run each test and whether or not special equipment is required. The competent authority should not necessarily warn the organisation operating an FSTD of the sample validations tests which should be run on the day of the evaluation, unless special equipment is required.

3. It should be remembered that the FSTD cannot be used for subjective tests while part of the QTG is being run. Therefore, sufficient time (at least eight consecutive hours) should be set aside for the examination and running of the QTG.

4. The subjective tests for the evaluation can be found in CS-FSTD(A) or CS-FSTD(H), and a suggested subjective test profile is described in AMC1-AR.ATO.200(a)(3). Essentially, one working day should be required for the subjective test routine, which effectively denies use of the FSTD for any other purpose.

5. To ensure adequate coverage of subjective and objective tests and to allow for cost effective rectification and re-test before departure of the inspection team, adequate time (up to three consecutive days) should be dedicated to an initial evaluation of an FSTD.

AMC4-AR.ATO.200(a)(1) Initial evaluation procedure

COMPOSITION OF THE EVALUATION TEAM

1. The competent authority should appoint a technical team to evaluate an FSTD in accordance with a structured routine to gain a qualification level. The team should normally consist of at least the following personnel:

    a. A technical FSTD inspector of the competent authority, or an accredited inspector from another competent authority, qualified in all aspects of flight simulation hardware, software and computer modelling or, exceptionally, a person designated by the competent authority with equivalent qualifications; and

    b. One of the following:

      i.   A flight inspector of the competent authority, or an accredited inspector from another competent authority, who is qualified in flight crew training procedures and holds a valid type rating on the aeroplane/helicopter (or for FNPT and BITD, class rated on the class of aeroplane/type of helicopter) being simulated; or

     ii.   A flight inspector of the competent authority who is qualified in flight crew training procedures, assisted by a type rating instructor holding a valid type rating on the aeroplane/helicopter (or for FNPT and BITD, class rated on the class of aeroplane/type of helicopter) being simulated; or, exceptionally,

   iii.   A person designated by the competent authority who is qualified in flight crew training procedures and holds a valid type rating on the aeroplane/helicopter (or for FNPT and BITD, class rated on the class of aeroplane/type of helicopter) being simulated and sufficiently experienced to assist the technical team. This person should fly out at least part of the functions and subjective test profiles.

    c.   Where a designee is used as a substitute for one of the competent authority's inspectors, the other person shall be a properly qualified inspector of the competent authority or an accredited inspector from another Member State's competent authority.

2.   For an FTD level 1 and FNPT Type I, one suitably qualified inspector may combine the functions in points 1.a. and 1.b. above.

3.   For a BITD this team should consist of an inspector from a competent authority and one from another competent authority, including the manufacturer's competent authority, if applicable.

4.   Additionally, the following persons should be present:

    a.   For FFS, FTD and FNPT a type or class rated instructor from the ATO operating an FSTD or from the main FSTD user.

    b.   For all types, sufficient FSTD support staff to assist with the running of tests and operation of the instructor's station.

AMC5-AR.ATO.200(a)(1) Initial evaluation procedure

FSTD EVALUATION REPORT FOR INITIAL AND RECURRENT EVALUATION

FSTD Evaluation Report

Date:…………………………..

[competent authority]
FSTD EVALUATION REPORT

[Member State] FSTD code (if applicable):
EASA FSTD code (if applicable):
Aircraft type and variant:
Class of aeroplane / type of helicopter:
Engine fit(s) simulated:
Contents
1. Flight Simulation Training Device (FSTD) characteristics
2. Evaluation details
3. Supplementary information
4. Training, testing and checking considerations
5. Classification of items
6. Results
7. Evaluation team
This report is provisional
The conclusions presented are those of the evaluation team. The competent authority reserves the right to change these after internal review. The qualification certificate finalises the evaluation report, unless a modified report has been issued.

1. Flight Simulation Training Device (FSTD)
(a) Organisation operating the FSTD:
(b) FSTD Location:
(c) FSTD Identification (Member State FSTD code / EASA FSTD Code):
(d) FSTD Manufacturer and FSTD Identification serial number:
(e) First entry into service (month/year):
(f) Visual system (manufacturer and type):
(g) Motion system (manufacturer and type) :
(h) Aircraft type and variant:
(i) Engine fit(s):
(k) Engine instrumentation: **Flight instrumentation:**
2. Evaluation details

(a) Date of evaluation:	(b) Date of previous evaluation:
(c) Type of evaluation: ☐ initial ☐ recurrent ☐ special	

(d) FSTD Qualification Level recommended:
 	
      FFS   ☐ A   ☐ B   ☐ C   ☐ D   ☐ AG   ☐ BG   ☐ CG   ☐ DG   ☐ SC
      FTD   ☐ 1   ☐ 2   ☐ 3
      FNPT ☐ I   ☐ II   ☐ III   ☐ MCC
      BITD ☐	

Technical criteria primary reference document:	
Validation Data Roadmap (VDR) ID-No.:	
3. Supplementary information	
Company representative(s) (FSTD operator, Main FSTD user)	
FSTD Seats available	
Visual databases used during evaluation	
Other	
4. Training, testing and checking considerations	
CAT I RVR m DHft	
CAT II RVR m DHft	
CAT III RVR m DH ft (lowest minimum)	
LVTO RVR m	
Recency	
IFR-Training/Check	
Type Rating	
Proficiency Checks	
Autocoupled Approach	
Autoland/Roll Out Guidance	
ACAS I / II	
Windshear Warning System/Predictive Windshear	
WX-Radar	
HUD/HUGS	
FANS	
GPWS/EGPWS	
ETOPS Capability	
GPS	
Other	

5. Guidance Material

5.1 Classification of items

UNACCEPTABLE

An item which fails to comply with the required standard and, therefore, affects the level of qualification or the qualification itself. If these items will not be corrected or clarified within a given time limit, the *(competent authority)* should have to vary, limit, suspend or revoke the FSTD qualification.

RESERVATION

An item where compliance with the required standard is not clearly proven and the issue will be reserved for a later decision. Resolution of these items will require either:

1. a *competent authority* policy ruling; or

2. additional substantiation.

UNSERVICEABILITY

A device which is temporarily inoperative or performing below its nominal level.

LIMITATION

An item which prevents the full usage of the FSTD according to the training, testing and checking considerations due to the unusable devices, systems or parts thereof.

RECOMMENDATION FOR IMPROVEMENT

An item which meets the required standard, but where considerable improvement is strongly recommended.

COMMENT

Self-explanatory

5.2 Period of Rectification

Reference: AMC2-AR.ATO.200(a)(1) section 2.

Following an evaluation, it is possible that a number of defects are identified. Generally, these defects should be rectified and the competent authority notified of such action within 30 days. Serious defects, which affect flight crew training, testing and checking, could result in an immediate downgrading of the qualification level, or if any defect remains unattended without good reason for period greater than 30 days, subsequent downgrading may occur or the FSTD qualification could be revoked.

6. Results

6.1 Subjective/Functional

A   Unacceptable

1	

B   Reservation

1	

C   Unserviceability

1	

D   Restriction

1	

E   Recommendation for improvement

1	

F   Comment

1	

6.2 Objective

A   Unacceptable

1	

B   Reservation

1	

E   Recommendation for improvement

1	

F   Comment

1	

7. Evaluation Team

Name	Position	Organisation	Signature
	Technical Inspector or person designated by the		

	competent authority		
	Flight Inspector or person designated by the competent authority		
		[FSTD User]	
		[Organisation operating the FSTD]	

Signed: ……………………………For the competent authority

GM1-AR.ATO.200(a)(1) Initial evaluation procedure

INITIAL EVALUATION

A useful explanation of how the validation tests should be run is contained in the 'RAeS Aeroplane Flight Simulator Evaluation Handbook' (February 1995 or as amended) produced in support of the ICAO Doc 9625, 'Manual of Criteria for the Qualification of Flight Simulators'.

AMC1-AR.ATO.200(a)(3) Initial evaluation procedure

FUNCTIONS AND SUBJECTIVE TESTS – SUGGESTED TEST ROUTINE

1. During initial and recurrent evaluations of an FSTD, the competent authority should conduct a series of functions and subjective tests that together with the objective tests complete the comparison of the FSTD with the aircraft, the class of aeroplane or type of helicopter.

2. Functions tests verify the acceptability of the simulated aircraft systems and their integration. Subjective tests verify the fitness of the FSTD in relation to training, checking and testing tasks.

3. The FSTD should provide adequate flexibility to permit the accomplishment of the desired and required tasks while maintaining an adequate perception by the flight crew that they are operating in a real aircraft environment. Additionally, the Instructor Operating Station (IOS) should not present an unnecessary distraction from observing the activities of the flight crew whilst providing adequate facilities for the tasks.

4. It is important that both the competent authority and the organisation operating an FSTD understand what to expect from the routine of FSTD functions and subjective tests. Part of the subjective tests routine for an FSTD should involve an uninterrupted fly-out (except for FTD level 1) comparable with the duration of typical training sessions in addition to assessment of flight freeze and repositioning. An example of such a profile is to be found under points 6 and 7 (for BITD point 8) below.

5. The competent authorities, and organisations operating FSTD, who are unfamiliar with the evaluation process should contact the Agency or the competent authority of another Member State with adequate expertise in this field.

6. Typical test profile for an FSTD aeroplane:
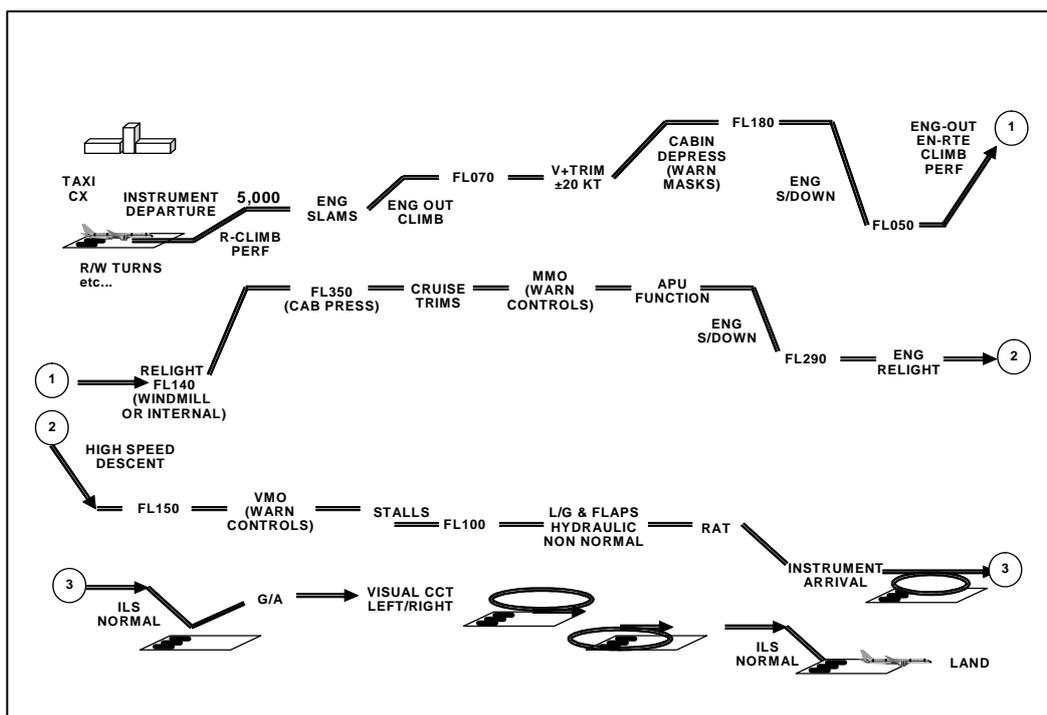
7. Typical test profile for an FSTD helicopter:

Checks / Start up / Ground taxi (Wheeled A/C) / Hover (IGE) / 100' agl / Hover (OGE) / Vertical Climb / Position for CAT B Take-off / Climb / > 3000 ' / Low speed High ROD / Vortex ring / Vortex Recovery / Climb ± 30° Bank Turns / < 3000' / V_{NE} handling - Retreating blade stall (if applicable) - Auto pilot / SAS / Hydraulic failures / → 1

1 → / Visual navigation / 1 engine failure / Electric / Hydraulic fails / (2 engine failure, if applicable) / Auto rotation / engine re-light / IMC / Climb / 4000' / → 2

2 → / FD / Auto pilot / SAS / FMS System checks / Precision Approaches (Coupled and Manual) / Go around (auto + manual) / Non-precision Approaches / visual circuit to land / Take-off and landing performance Class 1 +2 profiles and specific operational exercises (as required for qualification level) / Engine failure before / after TDP / DPATO / Engine failure before / after LDP / DPBL / (Re-set visual display, if applicable)

8. Typical subjective test profile for BITDs (approximately two hours) - items and altitudes, as applicable:
   a. instrument departure, climb performance,
   b. level-off at 4 000 ft,
   c. fail engine (if applicable),
   d. engine out climb to 6 000 ft (if applicable),
   e. engine out cruise performance (if applicable), restart engine,
   f. all engine cruise performance with different power settings,
   g. descent to 2 000 ft,
   h. all engine performance with different configurations, followed by ILS approach,
   i. all engine go-around,
   j. non-precision approach,
   k. go-around with engine failure (if applicable),
   l. engine out ILS approach (if applicable),
   m. go-around engine out (if applicable),

n.   non-precision approach engine out (if applicable), followed by go-around,

o.   restart engine (if applicable),

p.   climb to 4 000 ft,

q.   manoeuvring,

r.   normal turns left and right,

s.   steep turns left and right,

t.   acceleration and deceleration within operational range,

u.   approaching to stall in different configurations,

v.   recovery from spiral dive,

w.   auto flight performance (if applicable),

x.   system malfunctions,

y.   approach.

GM1-AR.ATO.200(a)(3)   Initial evaluation procedure

GENERAL

A useful explanation of functions and subjective tests and an example of subjective test routine check-list may be found in the 'RAeS Airplane Flight Simulator Evaluation Handbook' Volume II (February 1995 or as amended) produced in support of ICAO Doc 9625, 'Manual of Criteria for the Qualification of Flight Simulators'.
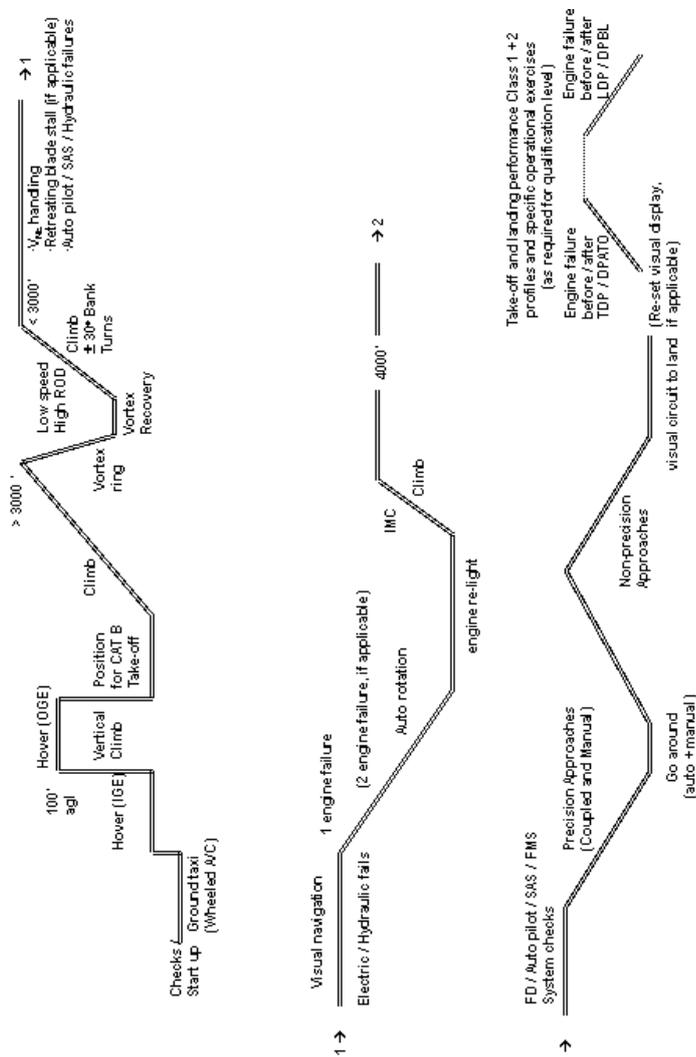

AMC1-AR.ATO.210   Issue of an FSTD qualification certificate

BASIC INSTRUMENT TRAINING DEVICE (BITD)

1.   The competent authority should only grant a BITD qualification for the BITD model to a BITD manufacturer following satisfactory completion of an evaluation.

2.   This qualification should be valid for all serial numbers of this model without further technical evaluation.

3.   The BITD model should be clearly identified by a BITD model number. A running serial number should follow the BITD model identification number.

4.   The competent authority should establish and maintain a list of all BITD qualifications it has issued, containing the number of the BITD model with a reference to the hardware and software configuration.

AMC1-AR.ATO.220   Continuation of an FSTD qualification

GENERAL

1.   *Objective Testing*. During recurrent evaluations, the competent authority should wish to see evidence of the successful running of the QTG between evaluations. The competent authority should select a number of tests to be run during the evaluation, including those that may be cause for concern. Again adequate notification would be given when special equipment is required for the test.

2.   Essentially the time taken to run the objective tests depends upon the need for special equipment, if any, and the test system, and the FSTD cannot be used for subjective tests or other functions whilst testing is in progress.

3.   For a modern FSTD incorporating an automatic test system, four hours would normally be required. FSTDs that rely upon manual testing may require a longer period of time.

4.   *Subjective Testing*. Essentially the same subjective test routine should be flown as per the profile described in AMC1- AR.ATO.200(a)(3) with a selection of the subjective tests taken from CS-FSTD(A) or CS-FSTD(H), as appropriate.

5.   Normally, the time taken for recurrent subjective testing is about four hours, and the FSTD should not perform other functions during this time.

6.   To ensure adequate coverage of subjective and objective tests during a recurrent evaluation, a total of eight hours should be allocated, (four hours for a BITD). However, it should be remembered that any FSTD deficiency that arises during the evaluation could necessitate the extension of the evaluation period.

AMC2-AR.ATO.220 Continuation of an FSTD qualification

COMPOSITION OF THE EVALUATION TEAM

1.   The composition of the evaluation team for a recurrent evaluation should be the same as for the initial evaluation (see AMC4-AR.ATO.200(a)(1).

On a case-by-case basis (except for BITD), when a specific FSTD in operation by a specific organisation is being evaluated, the competent authority may reduce the evaluation team to:

a.   the competent authority's flight inspector; and

b.   a type rated instructor (or class rated instructor for FNPT) from a main FSTD user.

2.   Evaluations with a reduced evaluation team in line with 1. above may only take place if:

a.   this composition is not being used prior to the second recurrent evaluation;

b.   such an evaluation is followed by an evaluation with a full competent authority evaluation team;

c.   the competent authority's flight inspector performs some spot checks in the area of objective testing;

d.   no major change or upgrading has been applied since the directly preceding evaluation;

e.   no relocation of the FSTD has taken place since the last evaluation;

f.   a system is established enabling the competent authority to monitor and analyse the status of the FSTD on a continuous basis; and

g.   the FSTD hardware and software has been working reliably for the previous years. This should be reflected in the number and kind of discrepancies (technical log entries) and the results of the compliance monitoring system audits.

3.   In the case of a BITD, the recurrent evaluation may be conducted by one suitably qualified flight inspector only, in conjunction with the inspection of any ATO, using the BITD.

AMC1-AR.ATO.230 Changes

GENERAL

1.   An organisation operating an FSTD who wishes to modify, upgrade, de-activate or re-locate its FSTD should notify the competent authority. When considering applications for a change of the existing FSTD qualification level, the competent authority should ensure that accountability for the change is clearly defined.

2.   An individual department manager of the competent authority should be appointed under whose personal authority an FSTD qualification may be changed.

3.   A written application for a change, including appropriate extracts from the qualification test guide indicating proposed amendments should be submitted in a format and manner as specified by the competent authority. This application should be submitted no later than 30 days before the date of intended change, unless otherwise agreed with the competent authority.

4.   On receipt of an application for a change of the existing FSTD qualification level, the competent authority should conduct such evaluations and inspections as are necessary to ensure that the full implications of the request have been addressed by the organisation operating the FSTD.

5.   During the processing of a change request, the continued adequacy of the compliance monitoring should be reviewed.

6. When the request has been considered and examined, the competent authority should decide on the depth of inspection of the FSTD that is required.

7. The department manager, if satisfied that the organisation operating the FSTD remains competent and the qualification level of the FSTD can be maintained, should issue revised FSTD qualification documentation, as appropriate.

8. The competent authority should inform the organisation operating the FSTD of its decision within 30 days of receipt of all documentation where no evaluation is required, or within 14 days of any subsequent evaluation.

9. Such documentation includes the appropriate extracts from the QTG amended, when necessary, to the competent authority's satisfaction.

GM1-AR.ATO.230 Changes

QUALIFICATION OF NEW TECHNOLOGY OR SYSTEMS

Where an update to an FSTD involves a change of technology or the addition of a new system or equipment which is not covered by the qualification basis used for the existing qualification, an evaluation of such changes may not be possible using this original qualification basis. For these cases, the specific changes can be qualified by using newer certification specifications, new AMCs or alternative means of compliance, that apply to these changes, without affecting the overall qualification of the FSTD. This approach should be documented.

AMC1-AR.ATO.235 Findings and corrective actions - FSTD qualification certificate

GENERAL

1. The competent authority's inspection and monitoring process should confirm the competent authority's continued confidence in the effectiveness of the compliance monitoring system of the organisation operating an FSTD, and its ability to maintain an adequate standard.

2. If the competent authority is not satisfied, the ATO operating an FSTD should be informed in writing of the details of the conduct of its operation which are causing the competent authority concern. The competent authority should require corrective action to be taken within a specified period (see AMC2-AR.ATO.200(a)(1) section 2.).

3. In the event that an organisation operating an FSTD fails, in spite of warning and advice, to satisfy the competent authority's concerns, a final written warning should, whenever possible, be given to the organisation together with a firm date by which specified action to satisfy the competent authority should be taken. It should be made clear that failure to comply may result in enforced limitation or suspension of the FSTD's qualification.

4. Circumstances may, however, preclude recourse to the process described under points 1 to 3 above. In such cases the competent authority's duty to preserve quality of training, testing and checking is of paramount importance and therefore the competent authority may immediately limit or suspend any FSTD qualification which it has issued.

AMC2-AR.ATO.235 Findings and corrective actions - FSTD qualification certificate

SUSPENSION AND LIMITATION

1. When a decision has been taken to suspend, or limit, an FSTD qualification certificate, the organisation operating an FSTD should be informed immediately by the quickest available means.

2. In the event of full suspension of an FSTD qualification certificate, the organisation operating an FSTD should be instructed that the FSTD concerned cannot be used for any credited training, testing or checking. The "quickest available means" will in most situations mean the use of a facsimile or email message.

3.   This should be followed by a formal letter giving notice of suspension, or limitation, restating the requirement to cease operations as applicable, and also setting out the conditions on which suspension may be lifted.

4.   If it becomes apparent to the competent authority that all operations have ceased over a period in excess of six months, the competent authority should consider opening the warning process described in AMC1-AR.ATO.235, 1.- 4.

5.   An FSTD qualification certificate should not remain suspended indefinitely. Further steps may be taken by the organisation operating an FSTD to reinstate the FSTD qualification or, in default, should be taken by the competent authority to revoke the FSTD qualification certificate. Should an organisation operating an FSTD wish to dispute the suspension of its FSTD's qualification certificate, it should be informed of such rights of appeal as exist under national regulations. If an appeal is lodged, the FSTD qualification may remain suspended until the appeal process is complete.

6.   Suspension of an FSTD qualification certificate may be lifted on appeal or if the organisation operating an FSTD restores the FSTD to its previously acceptable standard.

7.   In neither case should operations be permitted to restart until it has been demonstrated that the cause of the suspension or limitation has been rectified. The competent authority may require a special evaluation depending on the severity of the problem.

8.   The competent authority should issue a formal notice of the lifting of suspension before the organisation operating an FSTD is permitted to resume use of an FSTD.

AMC3-AR.ATO.235 Findings and corrective actions - FSTD qualification certificate

REVOCATION

1.   The competent authority should give the organisation operating an FSTD notice that it intends to revoke the FSTD qualification followed by a formal letter of revocation.

2.   Should an organisation operating an FSTD wish to dispute this revocation, it should be informed of such rights of appeal as exist under national regulations. Once revoked, there can be no further activities under the terms of the FSTD qualification.

SUBPART MED - SPECIFIC REQUIREMENTS RELATED TO AERO-MEDICAL CERTIFICATION

AMC1-AR.MED.120 Medical assessor

EXPERIENCE AND KNOWLEDGE

1. Medical assessors should:
    a. have considerable experience of aero-medical practice and have undertaken a minimum of 200 class 1 medical examinations or equivalent; and
    b. maintain their professional competence in aviation medicine by undertaking regular refresher training including participation in international aviation medicine conferences.

AMC2-AR.MED.120 Medical assessor

TASKS

1. Medical assessors should
    a. provide lectures in basic, advanced and refresher training courses for aero-medical examiners (AMEs) and aero-medical centres (AeMCs);
    b. carry out audits of AeMCs, AMEs and AME training facilities; and
    c. perform the aero-medical assessment of applicants for or holders of medical certificates after referral to the licensing authority.

AMC1-AR.MED.125 Referral to the licensing authority

REFERRAL TO THE LICENSING AUTHORITY

1. The licensing authority should supply the AeMC or AME with all necessary information that leads to the decision on aero-medical fitness.
2. The licensing authority should ensure that unusual or borderline cases are evaluated on a common basis.

AMC1-AR.MED.135 Aero-medical forms

STANDARD FORMS

The forms referred to in AR.MED.135 should follow this format:

LOGO

CIVIL AVIATION ADMINISTRATION / MEMBERSTATE

APPLICATION FORM FOR AN AVIATION MEDICAL CERTIFICATE
Complete this page fully and in block capitals - Refer to instructions pages for details.
MEDICAL IN CONFIDENCE

(1) State of licence issue:	(2) Medical certificate applied for: class 1 ☐ class 2 ☐ LAPL ☐ Others ☐

(3) Surname:	(4) Previous surname(s):	(12) Application Initial ☐ Revalidation/Renewal ☐
(5) Forenames:	(6) Date of birth(dd/mm/yyyy): (7) Sex Male ☐ Female ☐	(13) Reference number:
(8) Place and country of birth:	(9) Nationality:	(14) Type of licence applied for:
(10) Permanent address: Country : Telephone No. : Mobile No. : e-mail :	(11) Postal address (if different) Country : Telephone No. :	(15) Occupation (principal) (16) Employer (17) Last medical examination Date: Place:

(18) Aviation licence(s) held (type): Licence number: State of issue:	(19) Any Limitations on Licence/ Medical Certificate No ☐ Yes ☐ Details:

(20) Have you ever had an aviation medical certificate denied, suspended or revoked by any licensing authority? No ☐ Yes ☐ Date: Country: Details:	(21) Flight time hours total:	(22)Flight time hours since last medical:
	(23) Aircraft class /type(s) presently flown:	

(24) Any aviation accident or reported incident since last medical examination? No ☐ Yes ☐ Date: Place: Details:	(25) Type of flying intended:
	(26) Present flying activity: Single pilot ☐ Multi pilot ☐

(27) Do you drink alcohol? ☐ No ☐ Yes, amount	(28) Do you currently use any medication? No ☐ Yes ☐ State drug, dose, date started and why:
(29) Do you smoke tobacco? ☐ No, never ☐ No, date stopped: ☐ Yes, state type and amount:	

General and medical history: Do you have, or have you ever had, any of the following? (Please tick).

Note: if revalidating at the same venue as last examination, tick only boxes relating to any medical/surgical/ophthalmic or other events or changes since last examined. If 'no change, state this in 'Remarks,.

	Yes	No		Yes	No		Yes	No	Family history of:	Yes	No
101 Eye trouble/eye operation			112 Nose, throat or speech disorder			123 Malaria or other tropical disease			170 Heart disease		
102 Spectacles and/or contact lenses ever worn			113 Head injury or concussion			124 A positive HIV test			171 High blood pressure		
			114 Frequent or severe headaches			125 Sexually transmitted disease			172 High cholesterol leve		
103 Spectacle/contact lens prescriptions change since last medical exam.			115 Dizziness or fainting spells			126 Admission to hospital			173 Epilepsy		
			116 Unconsciousness for any reason			127 Any other illness or injury			174 Mental illness		
104 Hay fever, other allergy			117 Neurological disorders; stroke,			128 Visit to medical practitioner			175 Diabetes		
105 Asthma, lung disease			epilepsy, seizure, paralysis, etc			since last medical examination			176 Tuberculosis		
106 Heart or vascular trouble			118 Psychological/psychiatric trouble			129 Refusal of life insurance			177 Allergy/asthma/eczema		
107 High or low blood pressure			of any sort			130 Refusal of flying licence			178 Inherited disorders		
108 Kidney stone or blood in urine			119 Alcohol/drug/substance abuse						179 Glaucoma		
109 Diabetes, hormone disorder			120 Attempted suicide								
110 Stomach, liver or intestinal			121 Motion sickness requiring			132 Medical rejection from or for			**Females only:**		
trouble			medication			military service			150 Gynaecological,		
111 Deafness, ear disorder			122 Anaemia / Sickle cell trait/other			133 Award of pension or			menstrual problems		
			blood disorders			compensation for injury or illness			151 Are you pregnant?		

(30) **Remarks:** If previously reported and no change since, so state.

(31) **Declaration:** I hereby declare that I have carefully considered the statements made above and to the best of my belief they are complete and correct and that I have not withheld any relevant information or made any misleading statements. I understand that if I have made any false or misleading statements in connection with this application, or fail to release the supporting medical information, the Licensing Authority may refuse to grant me a medical certificate or may withdraw any medical certificate granted.

CONSENT TO RELEASE OF MEDICAL INFORMATION: I hereby authorise the release of all information contained in this report and any or all attachments to the Medical Assessor of the Licensing Authority and where necessary to the Medical Asessor of another EASA Member State, recognising that these documents or electronically stored data are to be used for completion of a medical assessment and will become and remain the property of the Licensing Authority, providing that I or my physician may have access to them according to national law. Medical Confidentiality will be respected at all times.

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Date	Signature of applicant	Signature of AME/GMP (witness)

MEDICAL EXAMINATION REPORT

(201) Examination Category Initial ☐ Revalidation/Renewal ☐ Special referral ☐	(202) Height (cm)	(203) Weight (kg)	(204) Colour Eye	(205) Colour Hair	(206) Blood Pressure-seated (mmHg)		(207) Pulse - resting	
					Systolic	Diastolic	Rate (bpm)	Rhythm regular ☐ irregular ☐

Clinical exam: Check each item   Normal   Abnormal   Normal   Abnormal

	Normal	Abnormal		Normal	Abnormal
(208) Head, face, neck, scalp			(218) Abdomen, hernia, liver, spleen		
(209) Mouth, throat, teeth			(219) Anus, rectum		
(210) Nose, sinuses			(220) Genito - urinary system		
(211) Ears, drums, eardrum motility			(221) Endocrine system		
(212) Eyes - orbit & adnexa; visual fields			(222) Upper & lower limbs, joints		
(213) Eyes - pupils and optic fundi			(223) Spine, other musculoskeletal		
(214) Eyes - ocular motility; nystagmus			(224) Neurologic - reflexes, etc.		
(215) Lungs, chest, breasts			(225) Psychiatric		
(216) Heart			(226) Skin, identifying marks and lymphatics		
(217) Vascular system			(227) General systemic		

(228) **Notes:** Describe every abnormal finding. Enter applicable item number before each comment.

Visual acuity

(229) *Distant vision at 5m /6m*

	Uncorrected		Spec-tacles	Contact lenses
Right eye		Corr. to		
Left eye		Corr. to		
Both eyes		Corr. to		

(230) *Intermediate vision*	Uncorrected		Corrected	
N14 at 100 cm	Yes	No	Yes	No
Right eye				
Lefteye				
Both eyes				

(231) *Near vision*	Uncorrected		Corrected	
N5 at 30-50 cm	Yes	No	Yes	No
Right eye				
Left eye				
Both eyes				

(232) **Glasses**		(233) **Contact lenses**	
Yes ☐ No ☐		Yes ☐ No ☐	
Right eye			
Left eye			

(313) **Colour perception**   Normal ☐   Abnormal ☐

Pseudo-isochromatic plates	Type: Ishihara (24 plates)
No of plates:	No of errors:

(234) **Hearing**

(when 241 not performed)	Right ear	Left ear
Conversational voice test (2 m) with back turned to examiner	Yes ☐ No ☐	Yes ☐ No ☐

Audiometry

Hz	500	1000	2000	3000
Right				
Left				

(236) **Pulmonary function** (237) **Haemoglobin**

FEV$_1$/FVC _____ %   _____ _____ (**unit**)

Normal ☐   Abnormal ☐   Normal ☐   Abnormal ☐

(235) **Urinalysis** Normal ☐   Abnormal ☐

Glucose	Protein	Blood	Other

Accompanying Reports

	Not performed	Normal	Abnormal / Comment
(238) ECG			
(239) Audiogram			
(240) Ophthalmology			
(241) ORL (ENT)			
(243) Blood lipids			
(243) Pulmonary functions			
(244) Pulmonary function			
(246) Other (what?)			

_____   _____

☐   Fit Class   _____
☐   Medical certificate issued by undersigned (copy attached) for class _____
☐   Unfit for class _____
☐   Deferred for further evaluation. If yes, why and to whom?

(248) **Comments, limitations**

(249) **Medical examiner's declaration:**

I hereby certify that I/my AME group have personally examined the applicant named on this medical examination report and that this report with any attachment embodies my findings completely and correctly.

(250) Place and date:	Aeromedical examiner's name and address:	AME certificate No.:
Aeromedical examiner's signature:	E-mail: Telephone No.: Telefax No.:	

MEDICAL IN CONFIDENCE

MEDICAL EXAMINATION REPORT

(201) Examination Category Initial ☐ Revalidation/Renewal ☐ Special referral ☐	(202) Height (cm)	(203) Weight (kg)	(204) Colour Eye	(205) Colour Hair	(206) Blood Pressure-seated (mmHg)		(207) Pulse - resting	
					Systolic	Diastolic	Rate (bpm)	Rhythm regular ☐ irregular ☐

Clinical exam: Check each item

	Normal	Abnormal		Normal	Abnormal
(208) Head, face, neck, scalp			(218) Abdomen, hernia, liver, spleen		
(209) Mouth, throat, teeth			(219) Anus, rectum		
(210) Nose, sinuses			(220) Genito - urinary system		
(211) Ears, drums, eardrum motility			(221) Endocrine system		
(212) Eyes - orbit & adnexa; visual fields			(222) Upper & lower limbs, joints		
(213) Eyes - pupils and optic fundi			(223) Spine, other musculoskeletal		
(214) Eyes - ocular motility; nystagmus			(224) Neurologic - reflexes, etc.		
(215) Lungs, chest, breasts			(225) Psychiatric		
(216) Heart			(226) Skin, identifying marks and lymphatics		
(217) Vascular system			(227) General systemic		

(228) **Notes:** Describe every abnormal finding. Enter applicable item number before each comment.

Visual acuity

(229) *Distant vision at 5m /6m*

	Uncorrected		Spec-tacles	Contact lenses
Right eye		Corr. to		
Left eye		Corr. to		
Both eyes		Corr. to		

(230) *Intermediate vision* N14 at 100 cm	Uncorrected		Corrected	
	Yes	No	Yes	No
Right eye				
Left eye				
Both eyes				

(231) *Near vision* N5 at 30-50 cm	Uncorrected		Corrected	
	Yes	No	Yes	No
Right eye				
Left eye				
Both eyes				

(232) **Glasses**   (233) **Contact lenses**

Yes ☐   No ☐   Yes ☐   No ☐

Type: Type:

Refraction	Sph	Cyl	Axis	Add
Right eye				
Left eye				

(313) **Colour perception**   Normal ☐   Abnormal ☐

Pseudo-isochromatic plates   Type: Ishihara (24 plates)

No of plates: No of errors:

(234) **Hearing**

(when 241 not performed)   Right ear   Left ear

Conversational voice test (2 m) with back turned to examiner	Yes ☐ No ☐	Yes ☐ No ☐

Audiometry				
Hz	500	1000	2000	3000
Right				
Left				

(236) **Pulmonary function** (237) **Haemoglobin**

FEV$_1$/FVC _____ %   _____ _____ (*unit*)

Normal ☐   Abnormal ☐   Normal ☐   Abnormal ☐

(235) **Urinalysis** Normal ☐   Abnormal ☐

Glucose	Protein	Blood	Other

Accompanying Reports

	Not performed	Normal	Abnormal/Comment
(238) ECG			
(239) Audiogram			
(240) Ophthalmology			
(241) ORL (ENT)			
(243) Blood lipids			
(243) Pulmonary functions			
(244) Pulmonary function			
(246) Other (what?)			

(247) **Medical examiner's recommendation**

Name of applicant: Date of birth:

_____   _____

☐ Fit class LAPL
☐ Medical certificate issued by undersigned (copy attached) for class LAPL
☐ Unfit for class LAPL
☐ Deferred for further evaluation. If yes, why and to whom?

(248) **Comments, limitations**

(249) **Medical examiner's declaration:**

I hereby certify that I have personally examined the applicant named on this medical examination report and that this report with any attachment embodies my findings completely and correctly.

(250) Place and date:	AME/GMP name and address	AME certificate No./ GMP declaration date:
AME/GMP signature:	E-mail: Telephone No.: Telefax No.:	