



CCAR-129 部停机坪检查工作单

CCAR-129 RAMP INSPECTION WORKSHEET

中国民用航空总局飞行标准司

2007 年 6 月

RAMP INSPECTION AIRWORTHINESS WORKSHEET



中国民用航空总局
CAAC

Date:	Aircraft make and model:	Handling Agent:
Operator:	Airframe serial no:	Maintenance Support:
State of the Operator:	Nationality and Reg. marks:	Station:
Route from:	Inbound flight no:	
Route to:		

Check
(S/ U/N)

Remarks

A	Flight Deck	Check (S/ U/N)	Remarks
1	General condition		
2	Emergency exit		
3	Equipment (GPWS, ACAS, FMC, ELT, Cockpit door)		
7	Minimum Equipment List and deferred defect rectification		
8 *	Certificate of Registration		
9	Noise certification or equivalent (where applicable)		
10 *	Air Operator Certificate		
11 *	Radio license		
12 *	Certificate of Airworthiness		
20	Portable Fire Extinguishers		
21	Life Jackets/flotation devices		
22	Safety Harness		
23	Oxygen equipment		
24	Emergency flashlight		
26 *	Journey log book or equivalent		
27	Maintenance release		
28	ETOPs requirements (as req'd)		
C	Aircraft External Condition		
1 *	General condition		
2	Doors and hatches		
3 *	Wings and Tail		
4 *	Wheels, brakes and tires		
5 *	Undercarriage		
6 *	Wheel well		
7 *	Intake and exhaust nozzle		
8 *	Fan blades (if applicable)		
9 *	Propellers (if applicable)		
10	Previous structural repairs		
11 *	Obvious damage		
12 *	Leakage		
D	Cargo		
1	General condition of cargo compartment and containers		
2 *	Dangerous goods		
3	Stowage of cargo on board		

**RAMP INSPECTION
AIRWORTHINESS WORKSHEET**



中国民用航空总局
CAAC

E	General		
1	Additional remarks		
2	Refuelling		

Inspected by:	Report No:

Revision date 24 May 2007

Note 1: The elements of the list that are marked with an asterisk (*) are minimum items that should be addressed in a ramp inspection of an aircraft of an operator from another State. Time permitting, the remaining items should also be addressed to constitute a complete ramp inspection.

Note 2: If inspection is carried out as a team (airworthiness, cabin safety and flight operations), coordination between the inspectors is required to avoid duplication.

Note 3: If cabin/safety inspector is not available during the ramp inspection, Cabin / Safety checklist for cabin items is to be used by either airworthiness inspector or flight operations inspector as appropriate.

RAMP INSPECTION FLIGHT OPERATIONS WORKSHEET



中国民用航空总局

CAAC

Date:
Operator:
State of the Operator:
Route from:
Route to:
Inbound flight no:

Aircraft make and model:
Nationality and Reg. marks:
Airframe serial no:
Handling agent:
Station:

Capt:
F/O:
F/E or S/O
Sup/Capt:
Sup/F/O:

Check
(S/ U/ N)

Remarks

A	Flight deck		
1	General condition		
2	Emergency exit		
3	Equipment (GPWS, ACAS, FMC, ELT, Cockpit door)		
	Documentation		
4	Manuals		
5	Checklists		
6	Radio Navigation charts		
7	Minimum Equipment List and deferred defect rectification		
8 *	Certificate of Registration		
9	Noise certificate or equivalent (where applicable)		
10 *	Air Operator Certificate		
11 *	Radio license		
12 *	Certificate of Airworthiness		
13	Other documents required to be on board as per National Regulations		
	Flight data		
14	Operational flight plan		
15	Weight and balance sheets		
16	Aircraft performance limitations using current route, airport obstacles and runway analysis data		
17 *	Cargo Manifest and if applicable, passenger manifest		
18	Weather reports and forecasts		
19	NOTAM (Notice to Airman)		
	Safety Equipment		
20	Portable fire extinguishers		
21	Life jackets/ flotation device		
22	Safety Harness		
23	Oxygen Equipment		
24	Emergency flashlights		
	Flight crew		
25 *	Flight crew licenses		
	Journey Log Book / Technical Log		
26 *	Journey log book or equivalent		
27	Maintenance release		
E	General		
3	English language		

Inspected by:

Report No:

Revision date 24 May 2007

RAMP INSPECTION CABIN SAFETY WORKSHEET



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Date:
Operator:
State of the Operator:
Route from:
Route to:

Aircraft make and model:
Registration mark:
Airframe serial no:
Inbound flight no:

Chartered by Operator:
Charter's state:
Station:

Check Remarks
(S/ U/ N)

B	Safety/Cabin		
1	General Condition		
2	Cabin Crew's seat		
3	First aid kit/Emergency Medical kit		
4	Portable Fire extinguishers		
5	Life jackets/Flotation device		
6	Passenger seat belts		
7	Emergency exit lighting and marking, emergency flashlights		
8	Slides/Life-rafts and pyrotechnical signalling devices (as req.)		
9	Oxygen supply (Cabin crew and passengers)		
10	Emergency Briefing cards		
11	Sufficient number of cabin crew members		
12	Access to emergency exits		
13	Safety of cabin baggage		
14	Seating capacity		

Inspected by:

Report No:

Revision date 24 May 2007

Detailed Guidance for the Ramp Inspector

1. DETAILED GUIDANCE FOR THE RAMP INSPECTOR

1.1 General

The items to be checked during a Ramp Check are summarised on the Ramp Inspection Airworthiness Worksheet.

Areas included are::

- A - Flight Deck,
- B - Safety / Cabin Items,
- C - Aircraft Condition,
- D - Cargo and the Cargo Compartment, and
- E - General.

See the **Inspection Items Table** below at figure one for details on the completion of the above items.

1.2 Detailed Checklist

The detailed checklist contains information on the items to be checked. For each checklist item, guidance is provided on how to perform the check. Each item is also provided with the applicable ICAO reference. The references are based on:

- Annex 6, Part I, amendment 30
- Annex 1, amendment 167
- Annex 8, amendment 100 (10th Ed.)
- Annex 9, amendment 19
- Annex 18, amendment 8

A summary table of the inspection items is located at the end of this section.

1.3 Actions to be taken

Any major finding which could have a direct effect on the safe operation of the aircraft requires immediate action by the inspector.

Chicago Convention: Article 16

Search of aircraft

The appropriate authorities of each of the contracting States shall have the right, without unreasonable delay, to search aircraft of the other contracting States on landing or departure, and to inspect the certificates and other documents prescribed by this Convention.

ICAO Annex 8, Part II, 3.6.2 allows the regulatory authority of a state to ground an aircraft that has sustained damage.

The inspector should contact his manager to discuss the situation and to seek his concurrence any time there is a safety concern which may cause the flight to be delayed.

Should an aircraft registered in another State be grounded, the State of Registry of the aircraft must be notified, which will then determine whether the aircraft may be permitted to operate. However, coordination between the authorities of the State of Registry and of the State in which the aircraft is grounded is highly recommended.

A copy of the report (hand-written at the time of the inspection) is provided to the Captain and to the ground representative.

A more detailed report is sent to the operator and its Civil Aviation Authority (State of Registry and State of the Operator) with the appropriate accompanying letter by the CAA subsequent to the inspection. The letter to the operator requires a response from the operator regarding the corrective actions it has taken to prevent recurrence.

The State Authorities receive a letter describing the findings together with a copy of the operator letter and report.

Note – The elements of Table One, the Inspection Items Table, that are marked with an asterisk () are the minimum items that should be addressed in a ramp inspection of an aircraft of an operator from another State. Time permitting or during subsequent inspections of the operator aircraft, the remaining items should also be addressed to constitute a complete ramp inspection.*

1.4 Inspector qualification

All inspectors who conduct such inspections should:

- a) be specifically authorized and trained to conduct such inspections; and
- b) possess appropriate credentials identifying them as inspectors employed by the CAA.

In addition, all inspectors conducting inspections of aircraft of operators certificated by another State should be experienced inspectors who understand the difference between ramp inspections conducted on domestic aircraft as part of their certification management responsibilities and those inspections conducted on aircraft of other States that operate in their airspace;

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Inspection Items			
			
A. Flight Deck – Item numbers:		B. Cabin – Item numbers:	
A1	A27	B1	C1*
A2	A28	B2	C2
A3	E3*	B3	C3*
A4		B4	C4*
A5		B5	C5*
A6		B6	C6*
A7		B7	C7*
A8*		B8	C8*
A9		B9	C9*
A10*		B10	C10
A11*		B11	C11*
A12*		B12	C12*
A13		B13	D. Cargo – Item numbers:
A14		B14	D1
A15			D2*
A16			D3
A17*			
A18		E. General – Item numbers:	
A19		E1	
A20		E2	
A21		E3	
A22		<i>Note – The elements of the list that are marked with an asterisk (*) are the minimum items that should be addressed in a ramp inspection of an aircraft of an operator from another State. Time permitting, the remaining items should also be addressed to constitute a complete ramp inspection.</i>	
A23			
A24			
A25*			
A26*			

Table One – Inspections Items Table

Ramp Inspection

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2. DETAILED CHECKLIST

A. Flight Deck:
General
A1. General Condition
<u>Instructions:</u> Check general condition
<u>References:</u> Nil
A2. Emergency Exit
<u>Instructions:</u> Check availability.
A3. Equipment
<u>Instructions:</u> Check for the presence of the following equipment:
<ul style="list-style-type: none">• GPWS• ACAS (fitted and working).• FMC (valid database) where equipped.• ELT (Emergency Locator Transmitter)• Penetration resistant flight crew compartment door (if applicable): Check that the cockpit door is penetration resistant
<u>References:</u>
GPWS Annex 6 , 6.15- After 1 Jan 2007, all aeroplanes need a ground proximity warning system with a forward looking capability (GPWS) if max certificated takeoff mass is > 5,700Kg or authorised to carry more than 9 passengers.
ACAS II Annex 6 , 6.18 – Turbine-engined aeroplanes required to be equipped with an airborne collision avoidance system (ACAS II) if max certificated takeoff mass is > 5,700Kg or authorised to carry more than 19 passengers.
ELT Annex 6 , 6.17
PENETRATION RESISTANT FLIGHT CREW COMPARTMENT DOOR (IF APPLICABLE) Annex 6 , 13.2.2

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Documentation

A4. **Manuals**

Instructions:

Check for presence. (Note: flight manual data may be included in the operations manual)

Check if manuals are up-to-date and approved – Note date and version number.

Check if their content complies with relevant ICAO SARPs.

References:

Annex 6, 6.2.3 b

Annex 6, 11.1 - Operations manual.

Annex 6, 6.1.4.

Annex 6, 4.2.2.1 in conjunction with 11.1

A5. **Checklists**

Instructions:

Check if checklists are available and up to date

Check if their content is in compliance with the requirement and in accordance with the flight manual.

Note: normal, non-normal and emergency checklists are sometimes combined in a 'Quick Reference Handbook'

Check the availability and appropriateness of a "Bomb search procedure checklist"

References:

Annex 6, 13.3 Aeroplane search procedure checklist

Annex 6, 11.1 - Operations manual

Annex 6, 4.2.5 - Checklists.

A6. **Radio Navigation Charts**

Instructions:

Check if charts are available for intended flight and up-to-date

References:

Annex 6, 6.2.3

A7. **Minimum Equipment List and deferred defect rectification**

Instructions:

Check if the MEL is available, up-to-date and approved

Check number of deferred defects (specify in the report where necessary)

Check that defect deferrals include time limits and comply with the stated time limits.

Where applicable, check compliance with the aircraft MEL.

References:

Annex 6, 6.1.2.

Annex 6 Attachment G - Minimum Equipment List (MEL)

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A8*. **Certificate of registration**

Instructions:

Check for presence and accuracy (duplicates may be acceptable: see Section 3 of this document for further guidance)

Check if its format is in accordance with the requirement

References:

ICAO Convention Article 29 - Documents carried in aircraft.

Annex 7 , 7 - Certificate of Registration

Annex 7 , 8 - Identification Plate.

A9. **Noise certification or equivalent** (where applicable)

Instructions:

Check for presence (see Section 3 to this document for further guidance on the format of the document attesting noise certification).

References:

Annex 6 , 6.13

Annex 16 Vol. 1 Parts 1 and 2.

A10*. **Air Operator Certificate**

Instructions:

Check for availability of original or certified true copy.

Check for availability of a copy of the associated authorisations, conditions and limitations (Ops Specs).

Check if its content is in compliance with the relevant ICAO SARPs.

References:

Annex 6 , 4.2.1 The air operator certificate

Annex 6 , 6.1.2

A11*. **Radio license**

Instructions:

Check for availability and validity (duplicates may be acceptable: see appendix 1 to this document for further guidance).

References:

ICAO Convention Article 29 - Documents carried in aircraft.

ICAO Convention article 30 - Aircraft radio equipment.

A12*. **Certificate of Airworthiness**

Instructions:

Check that the certificate of Airworthiness of the aircraft is carried on board (duplicates may be acceptable: see section 3 and 6 of this document for further guidance).

References:

ICAO Convention Article 31 - Certificates of Airworthiness

ICAO Convention Article 29 - Documents carried in aircraft.

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Annex 8 Part II , 3.1 and 3.3

Annex 8 Part II , 3.3.1 - Standard Form of Certificate of Airworthiness

A13. **Other Documents required to be on board as per National Regulations**

Instructions:

Check for availability of additional documents required by national regulations, such as entry permission, insurance certificate, etc.

References:

National Regulations of the State in which the aeroplane operates.

Flight data

A14. **Operational flight plan**

Instructions:

Check for availability and suitability to the flight route, and for adequate fuel and oil reserve planning and supply on board

Annex 6 , 4.3 - Flight preparation, 4.3.1, 4.3.3, 4.3.6

Annex 6 , 11.1

A15. **Weight and balance sheet**

Instructions:

Check for availability of load sheet, completeness and correctness.

References:

Annex 6 , 11.1 - Operations manual

Annex 6 , 4.3.1

A16. **Aircraft performance limitations using current route, airport obstacles and runway analysis data**

Instructions:

Check for availability of aircraft performance information including limitations, runway analysis and adequate en-route performance data. Check the currency of analysis, aerodrome data and obstruction data.

References:

Annex 6 , 5.1 - General

Annex 6 , 5.2 Applicable to aeroplanes certificated in accordance with Parts IIIA and IIIB of Annex 8

A17. **Cargo manifest and , if applicable, passenger manifest**

Instructions:

Check for availability of completed cargo manifest and, if required, passenger manifest

References:

Annex 9 , 2.12 and 4.12

A18. **Weather reports and forecasts**

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Instructions:

Check for availability of adequate weather reports and forecasts

References:

Annex 6 , 4.3.5.2

A19. NOTAM (Notice to Airman)

Instructions:

Check for availability of NOTAMs for the route of flight

References:

Annex 15 Chapter 1 – Definitions

Safety Equipment

A20. Portable Fire Extinguishers

Instructions:

Check for presence, number, condition and expiry date

References:

Annex 6 , 6.2.2.b.1

A21. Life jackets/ Flotation devices

Instructions:

Check for presence, condition and expiry date where applicable.

References:

Annex 6, 6.5.2 and 6.5.3

A22. Safety Harness

Instructions:

Check for presence and operational condition of shoulder harness and lap belt for each crew seat.

References:

Annex 6 , 6.2.2.c.3

A23. Oxygen equipment

Instructions:

Check for presence, condition and adequacy of oxygen supply.

References:

FOR NON - PRESSURISED AIRCRAFT: Annex 6 , 4.3.8.1

FOR PRESSURISED AIRCRAFT: Annex 6 , 4.3.8.2

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A24. **Emergency flashlight**

Instructions:

Check for appropriate quantity of emergency flashlights (at least one for each crew member station).

Check their condition if possible.

References:

Annex 6 , 6.10

Flight Crew

A25*. **Flight crew license**

Instructions:

Check validity of crew licenses and appropriate ratings.

References:

ICAO Convention Article 29 - Documents carried in aircraft

ICAO Convention Article 32 - Licenses of personnel

Annex 1 , 1.2.1. - Authority to act as a flight crewmember.

ICAO Convention Article 30 - Aircraft radio equipment

Annex 6 , 9.1.2 Radio operator

Annex 1 , 1.2.4. Note 2

Annex 6 , 9.1.2, 9.1.3 and 9.1.4

Annex 6 , 9.5 - Flight crew equipment.

Journey Log Book / Technical Log or equivalent

A26*. **Journey Log Book, or equivalent**

Instructions:

Check for presence and for content compliance with the requirements

References:

ICAO Convention Article 34 -Journey logbooks.

ICAO Convention Article 29 - Documents carried in aircraft.

Annex 6 , 4.5.5.

Annex 6 , 11 .5.1

A27. **Maintenance Release**

Instructions:

Check that performed maintenance has been signed off

Check for evidence that any maintenance required in the tech log has been complied with

References:

Annex 6 , 8.7 in conj. with 4.3.1.

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A28. ETOPS requirements

Instructions:

Check that the operator's maintenance procedures regarding ETOPS requirements are available and have been followed by qualified technical personnel.

Annex 6, 4.7.1., 4.7.2. and Attachment E, Chapter 5 and 6.

B. Cabin / Safety

B1. General Condition

Instructions:

Check general condition.

References:

Annex 8 Part IIIA, 1.4 and Part IIIB, A.3

B2. Cabin Crew's seat

Instructions:

Check for presence and proper operation including the safety harness.

References:

Annex 6, 6.16 Aeroplanes carrying passengers cabin crews' seats

Annex 6, 12.1 Assignment of emergency duties

B3. First Aid kit/Emergency Medical kit

Instructions:

Check for presence, condition, location and expiry date if available

References:

Annex 6, 6.2.2.a and Attachment B

B4. Portable fire extinguishers

Instructions:

Check for presence, number, condition and expiry date if available

References:

Annex 6, 6.2.2 b

B5. Life jackets/Flotation device

Instructions:

Check for presence, condition and expiry date as applicable.

Annex 6, 6.5.2 - Landplanes

Annex 6, 6.5.3. All aircraft on long range over water flights

B6. Passenger seat belts

Instructions:

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Check for presence and condition (random spot-check within the cabin)

References

Annex 6 , 6.2.2.c.2

B7. Emergency exit lighting and marking, emergency flashlights

Instructions:

Check for presence of emergency exit signs, lighting and marking, and emergency flashlights.

Where relevant, check condition/operation of floor path lighting / marking.

References:

Annex 8, Part IIIA, , 4.1.7 - Emergency landing provisions and Part IIIB, D.6.3

Annex 8, Part IIIB, I.5.

Annex 6 , 6.10.f

B8. Slides / Life Rafts and pyrotechnical distress signalling devices (as required)

Instructions:

Check bottle pressure gauge, slide bar and slide expiration date. Check presence of life raft, when required.

, Part III A , 4.1.7 (and Part IIIB, D.6.2 to D.6.4) - Emergency landing provisions

Annex 6 , 6.5.3. - All aircraft on long range over water flights

B9. Oxygen Supply (Cabin crew & Passengers)

Instructions:

Check for presence and condition where applicable

References:

FOR NON - PRESSURISED AIRCRAFT:

Annex 6 , 4.3.8.1.

Annex 6 , 6.7.1

FOR PRESSURISED AIRCRAFT:

Annex 6 , 4.3.8.2

Annex 6 , 6.7.2

Annex 6 , 6.7.5.

B10. Emergency Briefing Cards

Instructions:

Check for all seats have cards, applicable to the aircraft. Check revision status and availability of spares.

References:

Annex 6, 6.2.2

B11. Cabin crew members

Instructions:

Check that the number of cabin crew is appropriate: the number should normally be at least 1 cabin crew member for 50 passengers; if not ensure that the number of cabin crew members is in accordance with OPS national regulations (check flight records or count the number of crew when they leave the aircraft).

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Check whenever possible that the location of cabin crew members allows to effect a safe and expeditious evacuation of the aircraft

(Note: cabin crew members licenses are not required by ICAO)

References:

Annex 6 , 12.1 Assignment of emergency duties

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B12. Access to emergency exits

Instructions:

Check that appropriate access to emergency exits is provided and that it is not impeded

References:

Annex 8, Part III A, 4.1.7 (and Part III B, D.6.2 and D.6.3) - Emergency landing provisions

B13. Safety of cabin baggage

Instructions:

Check that the passengers do not carry oversized hand baggage for the stowage capacity of the aircraft (by observation at the boarding gate)

Check crew baggage and stowage

Check proper storage of baggage

Annex 6 , 4.8 - Carry-on baggage

B14. Seating capacity

Instructions:

Check that the number of persons boarding is consistent with the number permitted by the requirements (Note: this is determined by the State of the operator)

References:

Annex 6 , 6.2.2

C. Aircraft External Condition

C1*. General condition

Instructions:

Check general condition of the airframe: apparent corrosion; cleanliness; presence of ice, snow, frost, legibility of markings, etc.

C2. Doors and hatches

Instructions:

Check for passenger and cargo door condition, external markings, seals, operating instructions and condition of hatches.

C3*. Wings and Tail

Instructions:

Check wings, vertical and horizontal stabilizers, including all flight control surfaces

Check for obvious damage, corrosion, disbonding, evidence of lightning strikes, dents, looseness of fittings, missing static discharges, etc.:

C4*. Wheels, brakes and tires

Instructions:

Inspect for damage, wear and signs of tire under inflation.

C5*. Undercarriage

Instructions:

Visual inspection. Focus on lubrication, leakage & corrosion and wear on door fittings and hinges.

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C6*. **Wheel well**

Instructions:

Visual inspection. Focus on lubrication, leakage & corrosion.

C7*. **Intake & exhaust nozzle**

Instructions:

Visual inspection. Focus on damage, dents and loose/missing fasteners (intake) and LPT blades (where visible), obvious damage to sensors, jet pipe nozzle, cracking, exhaust, thrust reversers, etc.

C8*. **Fan blades (if applicable)**

Instructions:

Visual inspection. Check for FOD damage, cracks, cuts, corrosion, erosion etc.

C9*. **Propellers (if applicable)**

Instructions:

Visual inspection. Check for corrosion, looseness of blades in hub, stone damage, anti/de-icing system, etc.

C10. **Previous structural repairs**

Instructions:

Visual inspection. Note any previous repairs – condition and verify compliance to standard practices.;

C11*. **Obvious damage**

Instructions:

Visual inspection. Notify unassessed and unrecorded damage including corrosion, lightning strike damage, and bird strikes etc.

C12*. **Leakage**

Instructions:

Visual inspection: fuel, oil, hydraulic leaks. Inspect for toilet leaks at service locations

D. Cargo

D1. **General condition of cargo compartment and containers**

Instructions:

Check for cleanliness and general condition of cargo compartment and containers. Check damage to compartment liners and condition of fire protection, detection & extinguishing system (if appropriate). Check condition of container locking devices.

D2*. **Dangerous Goods**

Instructions:

If dangerous goods are on board, check that the pilot has received appropriate notification, Check that the Operations Manual includes relevant information as required by ICAO Annex 18. .

Reference:

Annex 18 , 9.1 - Information to pilot in command

Annex 18 , 9.2 - information and instructions to flight crewmembers.

Annex 6 , 11.1 - Operations manual

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D3. Stowage of cargo on board

Instructions:

Check that loads are properly distributed and safely secured

References:

Annex 6, 4.3.1

E. General

E1. Additional Remarks

Instructions:

Report items of significant nature that are not covered by this report

E2. Refuelling

Instructions:

Check that the procedures relating to refuelling with passengers on board are complied with.

References:

Annex 6, 4.3.7 Refuelling with passengers on board

E3. English Language

Instructions:

Check that at least one flight crewmember is fluent in the English language or in the language used for radiotelephony communications.

As of March 5 2008, check that all pilots, and those flight navigators required to use the radio telephone, are fluent in the language used for radiotelephony communications or in the English language.

References:

Annex 1, 1.2.9

3. DOCUMENTS TO BE CARRIED ON BOARD THE AIRCRAFT

The following reflects the position of ICAO concerning the status and format of certain documents to be carried on board the aircraft (source: communication from ICAO to JAA dated 30/09/97)

1. Article 29 of the Convention on International Civil Aviation (Chicago, 1944) provides that every aircraft of a Contracting State must carry on board, inter alia, "its" certificate of registration, "its" certificate of airworthiness and "the" aircraft radio license. It has therefore to be considered that, in principle, such documents should be the originals, i.e. official documents. As administrations and/or operators may decide to keep the effective originals of these documents, a generally accepted practice is to recognise the validity of duplicates, i.e. certified true copies of the originals, duly authenticated by the pertaining authority (eg. through official stamping).

2. The Noise Certificate is not listed in Article 29 of the Chicago Convention. By virtue of Annex 16 (Environmental Protection), Vol 1, the documents attesting noise certification may take the form of a separate Noise Certificate or a suitable statement contained in another document approved by the State of registry and required by that State to be carried in the aircraft ...

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4. GUIDANCE ON ACTION TO TAKE FOR FINDINGS

Item		Action column 1 Notify operator	Action column 2 Notify operator and the applicable CAA	Action column 3 Advise pilot in command to take action prior to flight. Notify applicable CAA
General				
A	Flight Deck:			
1	General Condition	Dirty and untidy		Large unsecured objects (eg. cargo or baggage) Unserviceable flight crew seats
2	Emergency Exits		Not all exits serviceable and MEL limitations applied	No exits serviceable Not all exits serviceable and MEL limitations not applied
3	Equipment (GPWS)			Not installed
A	Documentation			
4	Manuals: Flight manual Operations Manual		No evidence of State of Registry approval Incomplete but performance calculations possible Not on board Incomplete (see Appendix 2 of ICAO Annex 6) or not approved by State of Operator	Not on board and performance calculations not possible
5	Checklists	Not within reach		Not on board
6	Radio Navigation Charts	Not within reach	Recently out of date FMS database not valid	Not on board Significantly out of date
7	Minimum Equipment List	MEL content does not reflect aircraft equipment fitted	Not on board but no deferred defects MEL not approved	Not on board with deferred defects
8	Certificate of registration	Non-certified copy	Not on board	
9	Noise certificate (where applicable)	Not on board		
10	AOC	Not accurate (out of date, incorrect operation type/route, incorrect aircraft or carrier, etc...) or no English	Non-certified copy	Not on board

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Item		Action column 1	Action column 2	Action column 3
		Notify operator	Notify operator and the applicable CAA	Advise pilot in command to take action prior to flight. Notify applicable CAA
		translation		
11	Radio license	Non-certified copy	Not on board	
12	Certificate of airworthiness		Non-certified copy	Not on board Out of date
13	Operational flight plan		Actual flight calculations but no actual documents Lack of fuel monitoring data (arrival flight) Fuel calculation unsatisfactory (departing on flight)	No or incomplete flight preparation Required fuel calculation not available or not up dated
14	Weight and balance sheet and data		Incorrect but within a/c limits	Incorrect and outside operational limits or missing Weight and balance data not available
15	Aircraft performance limitations using current route, airport obstacles and runway analysis data	Incomplete but not affecting the operation on that date (e.g. no contaminated or wet runway data but these conditions are not present)	Not current data or data validity date not available	Not available
16	Cargo manifest and , if applicable, passenger manifest		Some limited inaccuracy or missing data not affecting safety	Not available or grossly inaccurate/incomplete
17	Weather reports and forecasts	Not the latest available data but valid	Not printed but handwritten	Not valid or not available
18	NOTAM (Notice to Airman)		Some en-route relevant data missing	Not available
A	Safety Equipment			
19	Hand fire extinguishers	Not directly accessible	Expired Not correctly secured	Empty or insufficient number or missing Significantly low pressure
20	Life jackets/flotation device (for flights more than 50 nm from shore)	Not directly accessible	Expired, as applicable	Not available for each cockpit crew member on board Required but not available for all passengers
21	Harness		Seat belt instead of harness	Not available or serviceable for all flight crew members
22	Oxygen equipment		No direct access	Not available

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Item		Action column 1 Notify operator	Action column 2 Notify operator and the applicable CAA	Action column 3 Advise pilot in command to take action prior to flight. Notify applicable CAA
				Oxygen quantity not sufficient
23	Electric flashlight (night operations conducted by operator)	Only one available		Not in cockpit or unserviceable
A	Flight Crew			
24	Flight crew license	Form or content not in compliance with ICAO standard		Not valid for the type of aircraft Not on board or no proper validation from the registration authority
A	Journey Log Book/ Technical Log or equivalent			
25	Journey Log Book or equivalent	On board but not properly filled in		Not on board or no equivalent document
26	Maintenance release			Expired or not valid

Item		Action column 1 Notify operator	Action column 2 Notify operator and its CAA	Action column 3 Advise pilot in command to take action prior flight. Notify operator's CAA
B	Safety/Cabin			
1	General Internal Condition	Dirty, untidy and in bad condition	Loose carpet Loose or damaged floor panel Seats unserviceable (and not identified as such)	Not possible to perform normal and abnormal duties unrestricted
2	Cabin Crew's seat		Correct harness or seat belt not available	Seat not available for the minimum required cabin crew Harness or seat belts not

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Item		Action column 1	Action column 2	Action column 3
		Notify operator	Notify operator and its CAA	Advise pilot in command to take action prior flight. Notify operator's CAA
B	Safety/Cabin			
				serviceable
3	First Aid Kit/Emergency medical kit	Expired Incomplete Not at the indicated location	Not available	
4	Hand fire extinguishers	Not directly accessible	Expired Not correctly secured	Empty, significantly low pressure or missing
5	Life jackets/ Flotation devices (for flight over water)	Not directly accessible	Expired, as applicable	Not available for each person to be carried
6	Seat belts	Strap worn or buckle worn out or damaged	Not available or serviceable for all passengers. Aircraft despatched in accordance with MEL.	Not available or serviceable for all passengers
7	Emergency exit, lighting and marking, emergency flashlights		Some emergency exit signs out of order Insufficient number of emergency flashlights emergency flashlights not correctly located emergency flashlight batteries flat	Emergency facilities defects not acceptable according to MEL
8	Slides/life-rafts (as required) (for flight over water)	Inappropriate location	Incorrectly installed	Insufficient number Not serviceable
9	Oxygen Supply (Cabin crew and Passengers)	Insufficient quantity of oxygen or insufficient quantity of masks for passengers and crew members	Insufficient quantity of oxygen or insufficient quantity of masks for passengers and crew members, and flight performed above level 250	
10	Safety Instructions	No sufficient safety instructions for all passengers	Safety instructions from another aircraft or obviously different issues Some information missing or incorrect Safety instruction in the in-flight magazine only	No safety instructions on board
11	Cabin crew members		Incorrect location of cabin crew members	Insufficient number of cabin crew members
12	Access to emergency exits		Impeded by seats	Impeded by luggage or cargo,

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Item		Action column 1	Action column 2	Action column 3
		Notify operator	Notify operator and its CAA	Advise pilot in command to take action prior flight. Notify operator's CAA
B	Safety/Cabin			
				etc
13	Safety of passenger baggage			Not securely stowed
14	Seat capacity			More seats than certified capacity Insufficient seats for all passengers

Item		Action column 1	Action column 2	Action column 3
		Notify operator	Notify operator and its CAA	Advise pilot in command to take action prior flight. Notify operator's CAA
C	Aircraft condition			
1	General external condition	Minor defects	The defects need not necessarily be corrected before flight (apparent corrosion, markings not legible,)	Safety related defect (correction required before departure)
2	Doors and hatches	Minor defects but serviceable	Door operation instructions missing or unclear	Unserviceable and not compatible with PAX number
3	Flight controls	Minor defects	Poor condition (damage, missing bonding strips, play, lack of lubrication, disbanding)	Damage, corrosion, leaks or wear outside limits of MEL, MAI, SRM, etc
4	Wheels, tires and brakes	Minor defects	Signs of under inflation Incorrect tire pressure Unusual wear and tear	Tires worn out or damaged beyond limits Brakes worn out, leaking or damaged beyond limits Damaged components or missing parts (i.e., tie bolts, heat sensors...)
5	Undercarriage	Minor defects	Significant signs of leakage, strut under-pressure, corrosion and obvious lack of	Damage, corrosion, missing parts and/or leakage outside limits

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Item		Action column 1	Action column 2	Action column 3
		Notify operator	Notify operator and its CAA	Advise pilot in command to take action prior flight. Notify operator's CAA
C	Aircraft condition			
			lubrication	
6	Wheel well	Minor defects	Signs of leakage, corrosion and obvious lack of lubrication	Damage, wide spread corrosion, leakage outside limits
7	Intake and exhaust nozzle	Minor defects	Damages to casing or lining Dents and cracks in exhaust area all within limits, but not recorded in Technical Log or equivalent	Damage (nicks, dents, cracks, etc.) outside the MEL, SRM, etc limits
8	Fan Blades	Minor defects	Damage to fan blades within limits but not recorded in Technical Log or equivalent	Damage (nicks, dents, cracks, etc) outside the MEL, SRM, etc. limits
9	Propellers	Minor defects	Damage to propellers within limits but not recorded in Technical Log or equivalent	Damage (nicks, dents, cracks, etc.) outside the MEL, SRM, etc limits
10	Previous repairs	Minor defects	No information about temporary repairs, doubts about old repairs, and repairs acceptable for continuation of flight	Improperly performed repairs or apparent unsatisfactory design. Damage to old repair
11	Obvious unrepaired damage	Within limits	Within limits but not recorded	Unassessed and not recorded damage affecting airworthiness
12	Leakage	Within limits	Water and lavatory leaks (blue ice)	Leakage (oil, fuel, hydraulic, water) outside limits

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Item		Action column 1	Action column 2	Action column 3
		Notify operator	Notify operator and its CAA	Advise pilot in command to take action prior flight. Notify operator's CAA
D	Cargo			
1	General condition of cargo compartment	Partly defective lights Minor defects but safe	Partly damaged panelling Partly damaged containers	Damaged panelling Damaged containers

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	Item	Action column 1 Notify operator	Action column 2 Notify operator and its CAA	Action column 3 Advise pilot in command to take action prior flight. Notify operator's CAA
		condition	Defective lights Floor locks (partly) u/s Limited access to cargo (for combis) Dividing net or door protection net damaged	Structural damages out of limits Defective or missing fire extinguishing system (where applicable) Cargo area not used in accordance with classification No access to cargo area No barrier net (combis and cargo aircraft) No smoke barrier/curtain
2	Dangerous Goods		No dangerous goods regulations or references	No or incomplete NOTOC Deficiencies: leakage, wrong packaging, label missing Dangerous Goods not correctly secured Loading not performed in accordance with ICAO Annex 18
3	Stowage of cargo on board		Minor damage to: lashing, tie down equipment, pallet/containers and/or locks	Cargo not correctly secured and/or safely distributed: -lashing - tie-down equipment -pallets and containers -locks Load distribution/floor load limit exceeded

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Item	Action column 1	Action column 2	Action column 3
	Notify operator	Notify operator and its CAA	Advise pilot in command to take action prior flight. Notify operator's CAA
E General			
1	Additional Remarks		
2	Refuelling	Cabin crew not aware of refuelling with passengers on board No procedures in place for refuelling with passengers on board Procedures in place but not carried out	
3	English Language or language used in radiotelephony (all pilots after March 5 2008)	Interpreter not a technical crew member	Technical crew not fluent in language used in radiotelephony

5. CERTIFICATE OF REGISTRATION: TEMPLATE

*	State or Common mark registering authority Ministry Department or Service	*
CERTIFICATE OF REGISTRATION		
1.Nationality or common mark and registration mark	2.Manufacturer and manufacturer's designation of aircraft	3.Aircraft serial no.
4.Name of owner		
5.Address of owner		
6.It is hereby certified that the above described aircraft has been duly entered on the in accordance with the Convention on International Civil (name of register) Aviation dated 7 December 1944 and with the () (Signature) Date of issue () Insert reference to applicable regulations.		
*		

* For use by the State of Registry or common mark registering authority.

6. CERTIFICATE OF AIRWORTHINESS: TEMPLATE

*	<i>State of Registry Issuing Authority</i>		*
CERTIFICATE OF AIRWORTHINESS			
1. Nationality and registration marks 	2. Manufacturer and manufacturer's designation of aircraft** 	3. Aircraft serial number 	
4. Categories and/or operation***			
5. This Certificate of Airworthiness is issued pursuant to the Convention on International Civil Aviation dated 7 December 1944 and †..... in respect of the above-mentioned aircraft which is considered to be airworthy when maintained and operated in accordance with the foregoing and the pertinent operating limitations. Date of issue Signature † Insert reference to appropriate Airworthiness Code.			
6. ****			

* For use of the State of Registry.

** Manufacturer's designation of aircraft should contain the aircraft type and model.

*** This space is normally used to indicate the certification basis, i.e. certification code, with which the particular aircraft complies and/or its permitted operational category, e.g. commercial air transportation, aerial work or private.

**** This space shall be used either for periodic endorsement (giving date of expiry) or for a statement that the aircraft is being maintained under a system of continuous inspection.