



# NIGERIAN CIVIL AVIATION AUTHORITY

AVIATION HOUSE

P. M. B. 21029, 21038, Ikeja, Lagos, Nigeria

## CL: O-OPS 010 CARRY-ON BAGGAGE PROGRAMME CHECKLIST

### Instructions for Use:

When satisfactory, initial each item;

When unsatisfactory, put the applicable discrepancy label number:

1. Not Specified; 2. Unclear; 3. Do not comply with, (a) Nig. CARs, (b) Guidance Material; 4. Incomplete; 5. Inconsistent; 6. Do not identify, (a) Who (b) what (c) when (d) Where (e) How; 7. Unreadable; 8. Illegible; 9. Resource Requirements, (a) personnel (b) Facilities (c) Equipment (d) Technical Data.

Record ID:		Tracking #	
Date Accomplished	Action Taken	Inspector	Type of Operation
Air Operator/Org.	Aircraft Make/Model:		
Title of manual Review:			

Requirement	Assessment		
	Man ual page	Accepted initial	U/S
1. Does the carry-on baggage programme include a description of the following types of carry-on baggage:			
(a) Information about the acceptable size of carry-on baggage?			
(b) A discussion of child restraint devices and how they will be handled?			
<b>Note:</b> Child restraint devices that are not used during the flight are to be stowed either as carry-on baggage or as checked baggage.			
2. Does the programme contain information and instructions about the proper stowage of carry-on baggage and cargo in the cabin, including the following:			
(a) Requirement that each piece of baggage fits under the seat in front of the passenger such that no part of the bag protrudes beyond the fully upright seat back or causes obstruction to passenger movement to, from, or across the aisle?			
(b) Requirement that baggage fits securely in the overhead compartment and the bin doors close without any forced effort?			
(c) Requirement to minimize or eliminate the chances of baggage and other articles falling out when the bin doors are opened?			
(d) Procedures to ensure that all carry-on baggage is stowed in an approved compartment or other specifically approved area?			

(e) Methods to ensure carry-on baggage and cargo do not exceed the placarded weight limitations or certificated load limits for the stowage areas, where they are stowed, or the restraints used to secure them?				
(f) A list of specific items that can be carried in the cabin but outside of specified carry-on baggage compartments?				
(g) Procedure for stowage of these items specify locations where they can be stowed and proper method for restraining them to ensure that they do not shift under emergency load conditions?				
(h) Procedures for stowage of unusual articles?				
(i) Procedures for ensuring that carry-on baggage does not interfere with emergency equipment?				
(j) Ensuring that carry-on baggage other than articles of loose clothing is not placed in an overhead rack unless that rack is equipped with approved restraining devices or doors;				
(k) Stowage of unusual articles?				
(l) Ensuring that –	S	U	NS	NA
(i) A passenger seat under which carry-on baggage is allowed to be stowed is fitted with a means to prevent articles of carry-on baggage stowed under it from sliding forward?				
(ii) Each aisle seat is fitted with a means to prevent articles of carry-on baggage stowed under it from sliding sideward into the aisle under crash impacts severe enough to induce the ultimate inertia forces specified in the emergency landing condition regulations under which the aircraft was type certified?				
(iii) Where applicable, a flexible travel cane carried by a blind individual is stowed-	S	U	NS	NA
(A) Under any series of connected passenger seats in the same row, where the cane does not protrude into an aisle and where the cane is flat on the floor? or				
(B) Between a non-emergency exit window seat and the fuselage, where the cane is flat on the floor?				
(m) Ensuring that an aircraft is not allowed to take off or land unless each article of carry-on baggage is stowed-	S	U	NS	NA
(i) In a suitable closet or baggage or cargo stowage compartment placarded for its maximum weight and providing proper restraint for all baggage or cargo stowed within, and in a manner that does not hinder the possible use of any emergency equipment? or				
(ii) Under a passenger seat;				
(n) Information about the types of materials that should not be carried in carry-on baggage, such as dangerous goods;				
5. Is information provided to crew in the appropriate part of the crew members' manual about the operator's approved carry-on baggage programme?				
6. Does this information include –	S	U	NS	NA
(a) Proper methods of stowing carry-on baggage, cargo, and other articles carried in the cabin?				
(b) Handling of items that have been boarded and cannot be properly stowed?				
(c) Crew co-ordination necessary to ensure items are properly stowed?				
(d) Assignment of crew member responsibility for verification?				
(e) Assignment of crew member responsibility for ensuring that carry-on baggage will not hinder the availability and use of emergency equipment?				
(c) Prohibiting the closing of all passenger entry doors of an aircraft in preparation for taxi or pushback unless at least one required crew member has verified that each article of carry-on baggage is stowed?				
Other pertinent information that the operations inspector determines should be in the crew members' manual?				

7. Does the operator provide training to appropriate ground personnel and to all crew members regarding the operator's approved programme?				
8. Does the training include –	S	U	NS	NA
(a) Carry-on baggage limitations?				
(b) Baggage scanning?				
(c) Processing of carry-on baggage that cannot be accommodated in any of the passenger compartments?				
(d) Proper stowing of carry-on baggage?				
(e) Stowing of cargo and unusual items in the cabin?				
(f) Crew co-ordination?				
(g) Applicable passenger information?				
(h) Types of and limitations on, stowage provisions?				
(i) Verification that carry-on baggage is stowed so it does not interfere with emergency?				
(j) Handling of carry-on baggage during an emergency?				
9. Does the carry-on baggage programme include instructions for-	S	U	NS	NA
(a) The scanning of passengers' bags to control the size and amount carried on board?				
(b) The prohibition of boarding of a passenger where his carry-on baggage exceeds the baggage allowance prescribed in the carry-on baggage programme?				

ORDER/CL No:

Tracking No.:

- Notes:**
- 1. A "NO" or "N/C" response on a checklist must be accompanied by reason or comments.
  - 2. A "NO" response to a safety issue finding in an inspection of an organization must be transferred to a CF report for corrective action where applicable.
  - 3. Precede all comments with the applicable checklist item number or discrepancy number.

**Discrepancy Label:** (Circle the applicable numeric labels that best describe the discrepancies)

<b>Policy, Procedures, Instructions, Information, Documentation, Controls:</b>				<b>Document Quality</b>	
1. Not Specified	2. Unclear	Do not comply with:		7. Do not Identify: Who,	8. Unreadable
3. Incomplete	4. Inconsistent	5. NCAR	6. Guidance	What, When, Where, How	9. Illegible

**10. Resource requirements incomplete** (personnel, facilities, equipment, technical data)

1	2	3	4	5	6	7	8	9	10
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**Comments:**

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**Recommendations**

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Name of Inspector \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_