



NIGERIA CIVIL AVIATION AUTHORITY
CORPORATE HEADQUARTERS
 Nnamdi Azikiwe International Airport
 Domestic Wing, Abuja, Nigeria

CL: O-OPS 012 CABIN CREW MANUAL EVALUATION CHECKLIST

Record ID:	Protocol#	Tracking#	Activity#
Date Accomplished	Action Taken	Inspector	Type of Operation:
Air Operator/Organization	Aircraft Make/Model:	Location#	
Title of Manual Reviewed:			

Instructions for Use:

1. **Manual Ref.** Insert reference of where procedure is described in operator's manual.
2. Check **'S'** column if you reviewed the record, procedure or event and it is **'Satisfactory'**.
3. Check **'U'** column if you reviewed the record, procedure or event and it is **'Unsatisfactory'**.
4. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
5. Check **NA (not applicable)** column if the line item is not required in this particular situation.
6. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
7. For later reference, precede any notes with the appropriate question number.

PART A – GENERAL					
0. MANUAL ADMINISTRATION & CONTROL	Manual Ref.	S	U	NS	NA
COMPLETE CHECKLIST 20B					
1. DEFINITION AND DUTIES OF CABIN CREW MEMBERS	Manual Ref.	S	U	NS	NA
Definition of cabin crew members, including a general statement of the operator's philosophy regarding duties and responsibilities, in line with Nig. CARs 8.1.1.2 and IS: 8.10.1.14 (c) (6)					
2. GENERAL REVIEW	Manual Ref.	S	U	NS	NA
i. The manual must be easy to read					
ii. The manual must be easy to revise and contains procedures for processing revisions					
iii. Each manual page must have the date of the last revision.					
iv. The manual shall contain the stipulation that each cabin crew must have a manual readily accessible on board any flight in which he is assigned any duties.					
3. CREW MEMBER PROCEDURES	Manual Ref.	S	U	NS	NA
i. Authority of the pilot-in-command.					
ii. Method of designating succession of command.					
iii. When applicable, equipment interchange should be in the manual.					
4. ADMISSION TO THE FLIGHT DECK	Manual Ref.	S	U	NS	NA

i. Persons who may be admitted to the flight deck are the following:					
(a) Operating crew members					
b) Cabin Crew Members					
c) Representatives of the Authority responsible for certification, licensing or inspection, if this is required for the performance of their official duties.					
d) Individuals permitted by the operations manual under instructions contained therein.					
5. FLIGHT DECK SECURITY PROCEDURES	Manual Ref.	S	U	NS	NA
I. Procedures for coordinating & controlling access to the cockpit through the interphone system.					
II. Procedure for cockpit crew to identify cabin crew before allowing entry to flight deck.					
III. Procedures for securing, closing, and locking the Flight Crew Compartment door.					
IV. Procedures for cockpit crew wishing to exit the cockpit.					
6. STERILE COCKPIT PROCEDURE.	Manual Ref.	S	U	NS	NA
i. Include a method of informing Cabin Crews that the flight is in a sterile Cockpit time status					
ii. Procedures to enable a cabin crew member to enter the Flight Crew Compartment if a flight crew member becomes incapacitated or for meal service to flight crew;					
iii. Procedures to verify the identity of a person authorized to access the Flight Crew Compartment;					
iv. Procedures to constantly ascertain the working atmosphere in the Flight Crew Compartment including the wellbeing of the flight crew; and					
v. Procedures to control access to a crew rest facility from the passenger compartment, if the aeroplane is equipped with a crew rest facility that can be accessed from the Flight Crew Compartment and from the passenger compartment.					
7. COMMUNICATION WITH CREW MEMBERS:	Manual Ref.	S	U	NS	NA
I. Normal methods of communication and co-ordination among cabin crew members including establishing communication with the cockpit crew before movement of the aircraft on the ground					
II. Policy or procedures to enable the cabin crew to discreetly communicate to the flight crew in the event of suspicious activity or security breaches in the passenger cabin.					
III. Policy and procedures with respect to flight crew compartment access.					
8. CREW CO-ORDINATION	Manual Ref.	S	U	NS	NA
i. General statement concerning the importance of crew co-ordination.					
ii. Pre-flight crew briefings cockpit crew and cabin crews					
iii. The importance of, and procedures for, reporting in-flight irregularities and/or Malfunction (mechanical, passenger, or other) to the cockpit crew must be in the Manual.					
iv. Crew co-ordination procedures to ensure that carry-on baggage has been properly stowed before the passenger entry door is closed.					
v. Crew co-ordination procedures to ensure that the aircraft (including the cabin) is ready for movement on the ground for take-off or landing.					
vi. Crew co-ordination procedures for emergency exit seating as stipulated in Nig. CARs 8.9.2.11					

9. CABIN CREW MEMBERS:		Manual Ref.	S	U	NS	NA
I.	Requirement for all Cabin Crew to be seated and to fasten their seat restraints during movement on the ground unless Performing safety-related duties.					
II.	Number of Cabin Crew that must be on board when there are passengers on board the aircraft at the gate. A method to identify cabin crew substitutes who might be used while the aircraft is parked at the gate.					
III.	The specific number and location of Cabin Crew who must be on board before movement on the ground. Since this information should be given for each aircraft, it could be contained in the aircraft specific part of the manual.					
IV.	Cabin Crew duties and number of Cabin Crew required during refuelling procedures.					
V.	Policy for use of cabin crew jump-seat by anyone other than the assigned Cabin Crew.					
VI.	Policy of checking on-board emergency equipment, when Cabin Crew are required to check, then specific responsibilities for specific equipment by aircraft type may be in the appropriate section of the manual.					
10. PASSENGER INFORMATION		Manual Ref.	S	U	NS	NA
i.	Briefing passengers before take-off about the following:					
	(a) Compliance with lighted signs, posted placards, and instruction of crew. Use of seat belts. Demonstration of fastening and opening seat belt buckles.					
	(b) That the Authority requires passenger compliance with lighted passenger information signs and crew member instructions concerning the use of seat belts.					
	(c) Compliance with rules about smoking that are given on lighted signs, on posted placards and by cabin crew, prohibition against smoking in the aircraft especially in the lavatory. Smoke detectors are installed in the lavatories on board the aircraft. Nig. CARs prohibits tampering with, disabling, or destroying smoke detectors.					
	(d) Location of exits and emergency exits.					
	(e) Location and use of required floatation equipment.					
ii.	Reference to passenger information cards and the functions to be performed in an emergency exit.					
iii.	A request that a passenger in exit row seating should signify if he or she:					
	(a) Cannot meet selection criteria,					
	(b) Has an indiscernible condition,					
	(c) May suffer bodily harm,					
	(d) Does not wish to perform those functions.					
iv.	Individual briefing of people who may need assistance and briefing of persons who may be attending to these individuals.					
v.	AFTER TAKE-OFF BRIEFING: Briefing that notifies passengers to keep their seat belts fastened even when "seat belt" sign is turned off (to be given after take-off and before or immediately after "seat belt" sign has been turned off).					
11. EXTENDED OVERWATER BRIEFING		Manual Ref.	S	U	NS	NA
i.	Include everything in Regulation 8.9.1.4 of Nig. CARs					

ii. Demonstrate donning and inflating a life preserver.					
iii. Brief on the location and operation of the following:					
(a) Adult and child life preservers,					
(b) Life rafts and slides					
(c) Any other floatation equipment.					
12. USE OF OXYGEN	Manual Ref.	S	U	NS	NA
i. During cabin safety briefing cabin crewmembers shall explain the necessity of using oxygen and perform the following:					
ii. Point out location of oxygen dispensing equipment.					
iii. Demonstrate the use of oxygen dispensing equipment.					
13. ILLUMINATED SAFETY SIGNS	Manual Ref.	S	U	NS	NA
Procedures for when a passenger safety information sign remains illuminated:					
i. The flight crew and cabin crew should make periodic announcements.					
ii. Procedures for when passengers will not obey safety announcements or safety information signs (e.g., notifying the Pilot-in-Command).					
14. PASSENGERS WITH DISABILITIES	Manual Ref.	S	U	NS	NA
Information specific to passengers with disabilities:					
I. Prohibition against assigning exit seating to passengers with disabilities.					
II. This information may include the location, operation, and procedures for use of the following:					
a) On-board wheelchairs.					
b) Lavatories equipped to accommodate passengers with disabilities.					
c) Movable armrests.					
iii. Information specific to Infants and Children:					
a) Information about the types of restraint devices that conform to applicable Nig. CARs standards.					
b) Procedures for restraining infants and children including location and actions during an emergency.					
b) Information that if the parents have purchased a ticket and the infant seat device is approved, it must be allowed.					
c) The fact that infants should be restrained in the approved restraint device during turbulence.					
15. PASSENGER ISSUES	Manual Ref.	S	U	NS	NA
i. Prohibitions against serving alcohol to intoxicated passengers.					
ii. Reporting persons who cause a disturbance,					
iii. Armed passengers,					
iv. Unruly passengers who abuse a crew member,					
v. Passenger Interference with a crew member in the performance of their duties,					
vi. Passengers who are mentally challenged,					
vii. Passengers who are emotionally challenged,					
viii. Pregnant passengers,					
ix. Non-English-speaking passengers – refer to the exit seating rule,					
x. Ill and incapacitated passengers / Stretcher patients,					

xi. Policy and procedures for non-compliance with the passenger smoking policy,					
xii. Others.					
16. SAFETY & SECURITY PROCEDURES	Manual Ref.	S	U	NS	NA
i. Restraint of galley equipment for movement on the surface, take-off, landing, and when not in use. This should include the fact that carts should be properly restrained when not in use.					
ii. Proper stowage of cargo (including musical instruments and pet carriers) in the cabin, as stipulated in Nig. CARs 8.9.2.15 if applicable.					
iii. Appropriate portions of carry-on baggage program as stipulated in Nig. CARs 8.9.2.14					
iv. Management of boarding with carry-on baggage. Each piece of carry-on baggage is properly stowed before the passenger loading door is closed. This includes the overhead bin and cabin cargo compartment doors.					
v. Approved stowage areas for carry-on baggage.					
vi. Crew baggage stowage.					
vii. Stowage of canes.					
viii. Prohibition against stowage of trash or carry-on baggage in unauthorised receptacles such as lavatories or the cockpit.					
ix. Prohibition against stowing non-safety articles with safety equipment.					
x. Need for tray tables to be stowed for movement on the surface, take-off, and landing. Movie screens that extend into the aisle must also be stowed for movement on the surface, take-off, and landing.					
xi. Need for seatbacks to be in their full, upright position before take-off and landing.					
xii. Need to stow Cabin Crews' restraint systems when not in use.					
xiii Does the Manual contain information on board all its aircraft, a checklist of the procedures to be followed:					
a) In searching for a bomb;					
b) For inspecting an aircraft for concealed weapons, explosives and other dangerous devices; and					
c) Appropriate course of action to be taken in case a bomb or suspicious object is found?					
17. DOORS	Manual Ref.	S	U	NS	NA
i. Ready doors for movement on the ground, including general statement of responsibility for readying doors. Procedures for specific crewmembers at specific doors would probably be better included in aircraft section of the manual.					
ii. Ensure that one door is ready for passenger egress when aircraft is parked the gate.					
18. DRUGS	Manual Ref.	S	U	NS	NA
i. Does the manual contain the requirements of Nig. CARs 8.5.1.5					
ii. Carriage of drugs,					
iii. Use of drugs.					
19. PORTABLE ELECTRONIC DEVICES:	Manual Ref.	S	U	NS	NA
Procedures to follow when occupants use portable electronic devices and which devices are not allowed.					

20. DANGEROUS GOODS	Manual Ref.	S	U	NS	NA
Recognition of dangerous goods and, if they are going to be in the cabin, procedures for storage and handling.					
21. LIGHTS	Manual Ref.	S	U	NS	NA
i. Flashlight holders and operation, if applicable.					
ii. Operator's policy to ensure that each crew member has a workable flashlight.					
iii. Cabin light setting for take-off, landing, and forewarned (anticipated emergency evacuations and ditching).					
iv. Specific aircraft light controls may be contained in the aircraft section of the manual.					
22. TURBULENCE	Manual Ref.	S	U	NS	NA
i. Crew co-ordination in turbulence.					
ii. Service procedures, especially of hot liquids, in turbulence.					
iii. Passenger seat belt discipline in turbulence.					
iv. Briefing of passenger during turbulence and carrying out periodic checks for compliance					
23. SURVIVAL	Manual Ref.	S	U	NS	NA
Information about survival in situations appropriate for operations such as water, mountains, desert, or jungle.					
24. HIJACKING	Manual Ref.	S	U	NS	NA
i. Hijacking procedures should be developed with the assistance of the Security Inspector assigned to the operator, but the responsibility for the final acceptance of manual contents rests with the Operations Inspector. NOTE: Procedures contained in CABIN CREW manual may be very limited. These procedures may be a "coded" memory aid.					
ii. A method of communication with other crew members when hijacking is either threatened or in progress. NOTE: Details may not be in the CABIN CREW manual.					
25. WEAPONS	Manual Ref.	S	U	NS	NA
Does the manual CL rain the requirements of Nig. CARs 8.9.2.12 and the operator's Procedures for the carriage of weapons					
26. PASSENGER HEALTH AND SAFETY	Manual Ref.	S	U	NS	NA
i. Does the manual contain the procedures for cabin crew to identify, evaluate and manage passenger with a suspected communicable disease based on the presence of a fever and certain other signs or symptoms?					
ii. Procedure for prompt notification by Cabin Crew to PIC of suspected communicable diseases on board an aircraft or other public health risk.					
27. ILLNESS/INJURY	Manual Ref.	S	U	NS	NA
i. Contents and procedures for use of first aid kit.					
ii. Recognition of common medical problems.					

iii. First aid treatment that considers limited and special space for those problems in aircraft cabins.					
iv. Use of first aid oxygen may be placed with procedures or with use of equipment. In this checklist, it is with oxygen equipment.					
v. Additional first aid.					
vi. Personal Hygiene					
vi. Tropical hygiene					
vii. Transmissible diseases					
viii. Quarantinable diseases					
ix. Pandemic / Endemic diseases					
x. Food Poisoning					
xi. Artificial respiration					
xii. Use of Automatic External Defibrillator (AED)					
xiii Effects of drugs /intoxicants					
xiv. Inflight medical emergencies and incidents including but not limited to:					
a. Choking					
b. Fracture					
c. Anaphylactic Shock					
d. Headache/pains					
e. Hyperventilation					
f. Tooth Ache					
g. Deep Vein Thrombosis					
h. Foreign object in ear /eye					
i. Fainting					
j. Heart Burn					
k. Air sickness					
l. Cramps					
m. Epilepsy					
n. Convulsion					
o. Angina					
p. Death					
q. Heart Attack					
r. Indigestion					
s. Stroke					
t. Diarrhoea					
u. Shock					
v. Nose bleeding					
w. Diabetes					
x. Hypertension					

y. Miscarriages					
z. Hypothermia					
xv. Emergency Childbirth					
xvi. Menstrual cramps					
xvii. Asthma					
xviii Nausea					
xix. Incapacitation (pilot, cabin crew & passenger)					
xx. Vomiting					
xxi. Drug overdose					
xxii. Burns					
xxiii fever					
xxiv. Bleeding					
xxv Strain/ Sprain.					
28. OXYGEN: USE AND NEED	Manual Ref.	S	U	NS	NA
i. Depressurisation,					
ii. Slow leaks.					
iii. Rapid depressurisation procedures, including the following:					
(a) Signs of a loss of cabin pressure,					
(b) Symptoms of hypoxia,					
(c) Crew co-ordination,					
(d) Cabin Crew actions, including the following:					
(1) donning the nearest oxygen mask,					
(2) sitting down or holding on something solid and waiting for word from the flight deck before moving around.					
(3) assisting passengers.					
iv. Description of use of each type of portable oxygen bottle and mask. This is especially important with solid state (chemical) oxygen generators.					
v. Procedures for Cabin Crew to administer oxygen to self.					
vi. Procedures for use of medical (passenger supplied) oxygen (must be under operator's maintenance program).					
vii. Smoking is prohibited on board any aircraft.					
29. FIRE PREVENTION AND CONTROL	Manual Ref.	S	U	NS	NA
i. Fire prevention procedures that at least include the following: Checking the lavatories before take-off and periodically during flight.					
ii. Periodic cabin checks.					
iii. Use of circuit breakers located in the cabin (precautions against resetting).					
iv. Proper stowage of article that could contribute to fire (such as matches).					
v. Checking of oven and over vents.					
vi. Cabin Crew procedures for handling passengers.					

vii. Fire control procedures should include fires occurring in the following locations:					
(a) on the ground,					
(b) outside the aircraft,					
(c) inside aircraft,					
(d) during flight.					
viii. During fires inside the aircraft, fire control procedures should include the following:					
(a) Type of fire extinguisher or class of fire.					
(b) Use of protective breathing equipment (PBE).					
(c) Fire control when volatile fuel is involved (this may be included in hijacking or threatening passenger part of the manual),					
(d) Smoke control procedures,					
(e) Use of circuit breakers					
(f) Fire in galley, including oven,					
(g) Fire in the lavatory or other confined spaces,					
(h) Light ballast fires.					
30. EVACUATION PROCEDURES	Manual Ref.	S	U	NS	NA
i. For each type of aircraft evacuation or ditching, the manual should at least include procedures and techniques regarding the following:					
(a) Crew co-ordination,					
(b) Giving commands to passengers,					
(c) Describing brace for impact positions,					
(d) Assessing condition,					
(e) Ensuring aircraft has come to a complete stop,					
(f) Evacuating persons and any of their attendants who may need assistance,					
(g) Redirecting passenger flow,					
(h) Caring for passengers following accident.					
ii. Un-forewarned (unanticipated aircraft evacuation or water landing) including the following:					
(a) Crew co-ordination,					
(b) Commands given to passengers,					
(c) Initiation,					
(d) Actions at door.					
iii. Forewarned (anticipated aircraft evacuation or water landing) including the following:					
(a) Crew co-ordination,					
(b) Commands given to passengers,					
(c) Passenger preparation,					
(d) Cabin preparation,					

iv. Unwarranted (unneeded) evacuation, passenger or crew initiated, including the following: (a) Crew co-ordination,					
(b) Stopping the evacuation.					
31. FATIGUE MANAGEMENT (FLIGHT TIME LIMITATIONS)	Manual Ref.	S	U	NS	NA
I. Definitions, Calculations and Administration of:					
a) Flight time					
b) Duty period					
c) Flight duty period					
d) Split duty					
e) Positioning					
f) Standby duty					
g) Rest period					
h) Day off					
i) Local day/local night					
j) Requirement of scheme to regulate flight time					
k) Augmented cabin crew/ Duty Aloft					
l) Flight Times Duty and Rest Period Records					
m) Cumulative Duty Period					
n) Calendar Day					
o) Circadian body clock					
p) Cumulative sleep debt					
q) Deadhead transportation					
r) Home base					
s) Reporting time					
t) Roster					
u) Sleep					
v) Sleep disorders					
w) Trip					
x) Sleep quality					
ii. The operator shall establish flight time, flight duty period, duty period limitations and rest period requirements that are within the prescriptive fatigue management of Nig. CARs 8.11 and 8.12.					
iii. The operator shall publish duty rosters sufficiently in advance to provide the opportunity for crew members to plan adequate rest.					
iv. The operator shall comply with the provisions concerning disruptive schedules in accordance with Nig. CARs 8.11.1.3. Table 6					
v. The operator shall establish procedures to ensure that whenever cabin crew requires more time than the flight crew for their pre-flight briefing for the same sector or series of sectors, the FDP of the cabin crew may be extended by the difference in reporting time between the cabin and the flight crew.					

vi. The operator shall establish a procedure to ensure that no person shall cause or permit a crew member to fly in commercial air transport if that person knows or suspects that the crew member is suffering from such fatigue as may endanger the safety of the flight.					
vii. The operator shall establish flight time specification schemes specify the conditions for extensions of the maximum basic daily FDP with in-flight rest in accordance with the certification specifications applicable to the type of operation, taking into account:					
viii. Cumulative Duty Period a) Th operator shall establish procedure to ensure that no person may schedule any crew member and no person may accept an assignment for duty which a total schedule duty periods to which a crew member may be assigned shall not exceed: <ol style="list-style-type: none"> 1. 1800 duty hours in any 12 consecutive months 2. 190 duty hours in any 28 consecutive days, spread as evenly as practicable throughout that period. 3. 55 duty hours in any 7 consecutive days. b) A break during a split duty assignment will be calculated in the following manner. <ol style="list-style-type: none"> 1. If the break is less than 8 hours, the full period of the break is accountable. 2. If the break is 8 hours or more, 50% of the period of the break is accountable 					
ix. Cabin crew members shall make best use of facilities and opportunities that are provided for rest and for the consumption of meals and shall plan and use rest period to ensure that they are fully rested.					
x. The manual should contain a statement that no cabin crew members shall accept any flight in commercial air transport if he or she knows or suspects that he or she is suffering from such fatigue as may endanger the safety of the flight.					
xi. Nig. CARs 8.12.2.(a)(2) If an operator requires a cabin crew member to engage in deadhead transportation for more than Four (4) hours, one half of that time shall be treated as duty time, unless they are given 10 hours of rest on the ground before being assigned to flight duty.					
xii. Nig. CARs 8.12.2(3) (ii) No operator may schedule a cabin crew member for more than 14 hours of duty, except as prescribed in IS: 8.11.1.3					
xiii. Nig. CARs 8.12.2(b)(4) The operator shall relieve the cabin crew members from flight duties for 24 hours consecutive hours during any 7 consecutive day period.					
xiv. The time spent in transportation, not local in character, which is required by the operator to position a cabin crew member to or from flights is not considered part of a rest period.					
xv. Time spent in transportation on aircraft (at the instance of the operator) to or from crew member's home station is not considered part of a rest period.					
xvi. No operator may assign, nor may any person. <ol style="list-style-type: none"> a) Perform duties in commercial air transportation unless that person has had at least the minimum rest period applicable to those duties as prescribed by the Authority. b) Accept an assignment to any duty with the operator during any required rest period. 					

1. Does the manual contain policy/ procedures on refusal of incapacitated passenger					
2. Procedures on the acceptance of an incapacitated passenger					
3. Procedures on disembarkation of incapacitated passenger					
4. Procedures or policy on transit of incapacitated passenger					
5. Procedures on maximum number and requirements for assistance					
6. Procedures on slide evacuation with infants and young children					
7. Procedures for effect of smoke and fire during evacuation					
8. Procedures on care of unaccompanied minors onboard the aircraft					
32. QUALIFICATIONS, APPOINTMENT AND SELECTION OF CABIN CREW INSTRUCTORS AND EXAMINERS	Manual Ref.	S	U	NS	NA
Has the operator established a policy and related procedures to ensure that selection and appointment of cabin crew instructors and examiners meet the appropriate minimum experience and knowledge requirements?					

PART B - AIRCRAFT TYPE INFORMATION					
1. AIRCRAFT DESCRIPTION	Manual Ref.	S	U	NS	NA

i. The manual should contain a description and/or diagram of each type/model of aircraft showing the items listed below. If the location of any of these items varies from one aircraft to another, aircraft registration numbers with specific location should be given.					
ii. The assigned take-off and landing location for each crewmember who might be assigned safety duties in the cabin should be clearly designated.					
iii. The duties and duty station for each crew member (including flight crew) during an evacuation or ditching should be given.					
iv. If it is part of the operator's procedures, the pre-flight check of specific safety equipment should be given. This should include checking of placards.					
v. CABIN CREW location for performing safety demonstrations.					
2. AIRCRAFT EMERGENCY EQUIPMENT	Manual Ref.	S	U	NS	NA
The emergency equipment location should be given for each type of aircraft; however, when equipment such as the first aid kit is the same from aircraft to aircraft, the description of the contents and the operation may be contained in the "general section" of the manual:					
(a) Each exit (clearly show what type of exit),					
(b) Each first aid kit					
(c) Medical kit,					
(d) Portable lights/flashlight,					
(e) Each fire extinguisher by type,					
(f) Each Portable Breathing Equipment (PBE),					
(g) Floatation equipment,					
(h) Over water equipment,					
(i) Survival kits and transmitters, if not attached to life raft.					
(j) Crash axe,					
(k) Megaphone,					
(l) Appropriate circuit breakers,					
(m) Portable oxygen,					
(n) Supplemental (ship's) oxygen,					
(o) Approved crew bag stowage areas.					
3. EXITS	Manual Ref.	S	U	NS	NA
i. The identification of each exit, including location and type.					
ii. A depiction of each type of exit, including floor level exits, so that their operation is easy to follow.					
4. FLOOR LEVEL EXITS	Manual Ref.	S	U	NS	NA
A Description for operations and procedures at floor level exits should include the following:					
(a) Opening in normal mode,					
(b) Opening in emergency mode,					
(c) Ready for movement on the surface,					
(d) Ready for gate arrival					
(e) Ready at gate, if appropriate					
5. EVACUATION SLIDES	Manual Ref.	S	U	NS	NA
A Description of operation and procedures for evacuation slides, slide/rafts, or ramps should include the following:					
(a) Emergency inflation,					

(b) Manual inflation.					
6. WINDOW EXITS	Manual Ref.	S	U	NS	NA
A description of operation and procedures at window exits should include the following:					
(a) Opening exits,					
(b) Placement of window,					
(c) Recommended method of exiting window,					
(d) Use of lifelines.					
7. VENTRAL STAIRS	Manual Ref.	S	U	NS	NA
A description of the operation and procedures pertinent to ventral stairs should include the following:					
(a). Information regarding lowering or otherwise operating stairs in normal and emergency modes,					
(b). Information about stair use in evacuations.					
8. TAILCONES	Manual Ref.	S	U	NS	NA
The information about the operation and procedures pertinent to tail-cones should contain the following:					
(a) Detailed description of the activation of the tail-cone.					
(b) Details of unusual environmental factors that could affect crewmember performance in or around tail-cones.					
9. COCKPIT EMERGENCY EXITS	Manual Ref.	S	U	NS	NA
Information about this equipment should describe or depict the opening and the use of any equipment that would assist in reaching the ground (such as escape ropes).					
10. ESCAPE ROUTES OTHER THAN CABIN	Manual Ref.	S	U	NS	NA
Information should show the method of reaching these exits, the opening, and actions necessary to exit.					
11. OTHER EXITS	Manual Ref.	S	U	NS	NA
DOOR SAFETY STRAPS Include both location and use in normal and emergency operations.					
12. DOOR INOPERATIVE PROCEDURES	Manual Ref.	S	U	NS	NA
If this type of aircraft is allowed to operate with a door inoperative, the procedures to follow for the specific aircraft should be given.					
13. CABIN CREW STATION	Manual Ref.	S	U	NS	NA
The Cabin Crew manual should contain a description of each type of Cabin Crew station. This description should include the following:					
(a) The proper brace position for that station,					
(b) Information about the restraint system at that station and its use,					
(b) The safety equipment that a Cabin Crew can reach while seated at that station.					
14. ELECTRICAL EQUIPMENT	Manual Ref.	S	U	NS	NA

The manual should contain information about circuit breakers, heat, or ventilation located in the cabin. This information should include the following:					
(a) Location,					
(b) Function,					
(c) Operation of the controls.					
15. EMERGENCY LIGHTS	Manual Ref.	S	U	NS	NA
i. Location of emergency lights, emergency light switches, and procedures for use should be in the manual.					
ii. Information about floor proximity lighting should be given as appropriate to that type of aircraft.					
16. PUBLIC ADDRESS AND INTERPHONE SYSTEMS	Manual Ref.	S	U	NS	NA
A description of these systems that include their use in normal and emergency situation should be included.					
17. EVACUATION ALARMS	Manual Ref.	S	U	NS	NA
When evacuation alarms are present, information about their location function, and operation should be given.					
18. OXYGEN SYSTEMS	Manual Ref.	S	U	NS	NA
The manual should include the following information:					
(a) Location of oxygen dispensing units,					
(b) Information about additional drop-down masks,					
(c) Proper method of use,					
(d) Manual deployment,					
(d) If applicable, information about special characteristics of chemically generated devices, (such as heat generating properties).					
19. PORTABLE OXYGEN EQUIPMENT	Manual Ref.	S	U	NS	NA
Description, location, and operation for each kind of portable oxygen dispensing unit and the masks should be given.					
20. GALLEY RESTRAINT	Manual Ref.	S	U	NS	NA
Description of the location and operation of all galley restrains should be given when applicable.					
21. CARRY-ON BAGGAGE RESTRAINT	Manual Ref.	S	U	NS	NA
i. Description of the location and operation of carry-on baggage restraints system should be given when applicable.					
ii. Stowage of items other than approved cargo compartments. Some airlines have as part of their carry-on procedures the fact that carry-on baggage may be stowed in a seat. If this is the case, the seats where it can be stowed, and method of stowage should be included in the manual.					
22. SMOKE ALARMS	Manual Ref.	S	U	NS	NA
The manual should give the location of the smoke alarms. It should also contain information regarding the procedures to follow when a smoke alarm has been activated.					
23. TRASH CONTAINER DOORS	Manual Ref.	S	U	NS	NA

The manual should contain information about the location, function, and proper operation of these doors.					
24. UPPER/LOWER DECK	Manual Ref.	S	U	NS	NA
Some aircraft are multi-decked. When this is the case, information regarding safety equipment on those decks should be provided.					
25. LIFTS	Manual Ref.	S	U	NS	NA
Multi-decked aircraft are usually equipped with personnel/galley lifts. Operation and function of the safety interlock system of these lifts should be described.					
26. LIFE PRESERVERS	Manual Ref.	S	U	NS	NA
Donning, inflation, use, and activation light for each type of life preserver, including infant and child preservers, should be given. (If only one type is used, this information may have been given in the “general section” of the manual).					
27. LIFERAFTS AND SLIDES USED IN FLOATATION	Manual Ref.	S	U	NS	NA
When the aircraft is equipped with life rafts, slide/raft packs, or slides used as floatation ramps, information about this equipment should include a description of the equipment, its contents, and at least the following:					
(a) Transfer from one door to the next,					
(b) Inflation and launching					
(c) Proper method of boarding passengers and crew,					
(d) Crew assignment during ditching and in the liferaft.					
28. INOPERABLE EQUIPMENT	Manual Ref.	S	U	NS	NA
Procedures to follow when a piece of required safety equipment is inoperable should be part of the manual.					
29. FIRE EXTINGUISHER/PBE	Manual Ref.	S	U	NS	NA
The location of the equipment and any features that make use of operation unique to this aircraft.					
30. SMOKE BARRIERS	Manual Ref.	S	U	NS	NA
Some aircraft are equipped with smoke barriers. When this is the case, information about their location and use should be part of the manual.					
31. FIRST AID/MEDICAL KITS	Manual Ref.	S	U	NS	NA
The location of the equipment and any features that make its use unique to this aircraft should be given.					
32. Any other special information peculiar to any given aircraft type.					

REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE

Additional comments attached =>