Manual of Procedures and Use of the FAOSD Programme

Record of Amendments

Amendment No.	Date applicable	Date entered	Entered by:

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Annexes

Foreword

1. Background

1.1   At its 35th session, held in Montreal (Canada) in October 2004, the General Assembly adopted Resolution A35-7 **" Unified strategy to resolve safety-related deficiencies",** considering that a primary objective of the Organization continued to be that of ensuring safety of international civil aviation worldwide, and that ensuring the safety of international civil aviation is also the responsibility of contracting States both collectively and individually.

1.2   The Assembly Resolution A35-7 also *encouraged* contracting States to make full use of all available safety information when performing their safety oversight functions, including during inspections as provided for in Article 16 of the Convention on International Civil Aviation. The Assembly also *directed* the Council to further develop practical means to facilitate the sharing of such safety information amongst contracting States. It *reminded* contracting States of the need for surveillance of all aircraft operations, including foreign aircraft within their territory and to take appropriate action when necessary to preserve safety.

1.3   The Resolution also recognised the use of economies of scale and the promotion of uniformity on a larger scale, and that transparency and sharing of safety information is one of the fundamental tenets of a safe air transportation system. Accordingly, it urged all contracting States to share critical safety information with other contracting States.

1.4   Likewise, in the statement issued by the Conference of Directors General of Civil Aviation on the Global Strategy for Aviation Safety Oversight held in Montreal (Canada) on 20-22 March 2006, the Directors General of Civil Aviation undertook to strengthen the global aviation safety framework, *inter alia*, through the exchange of safety information amongst States, making sure that foreign operators operating in their territory were subject to an appropriate oversight in their own State.

1.5   Recognizing the importance of information sharing and exchange to enhance surveillance of foreign aircraft, the 45th Conference of Directors General of Civil Aviation, Asia and Pacific Regions, held in Kuala Lumpur (Malaysia), 24-28 November 2008 adopted Action Item 45/1; a) urged Asia Pacific States to adopt the ICAO ramp inspection checklist in Doc 8335 for foreign operators; and b) requested that ICAO Asia and Pacific Regional Office look into developing a database for the voluntary sharing of ramp inspection data, taking into account the need to protect such safety data.

1.6   This programme is based on ramp safety inspections of aircraft, conducted within the legal framework stipulated in Article 16 of the Convention on International Civil Aviation, "Search of Aircraft", which states that: "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."

1.7   Annex 6, Part I to the Convention on the International Civil Aviation requires that States shall establish a programme with procedures for the surveillance of operations in their territory by a foreign operator and for taking appropriate action when necessary to preserve safety. Annex 8, Part II, allows the State to prevent a damaged foreign aircraft from resuming its flight operation on the condition that the CAA shall advise the State of Registry immediately.

1.8   Consideration has also been given to other data sharing programmes, similar to FAOSD, already established by some groups of States in other Regions, such as the United States Federal Aviation Administration (FAA) programme for "International aviation safety data exchange" (IASDEX) with other authorities, the "Safety assessment of foreign aircraft" (SAFA) programme of the European Civil Aviation Conference (ECAC), or the Ramp Safety Inspection Data Exchange (IDISR) programme of the Latin American Civil Aviation Commission.

1.9   The ICAO Asia and Pacific Regional Office gratefully acknowledges the support provided by the ICAO South American Office in the development of the Foreign Air Operator Surveillance Database (FAOSD) Programme.

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<center>**Section 1 - Introduction**</center>

<center>**1. Objective of this Section**</center>

This section provides information on the definitions, abbreviations, objectives and scope of the ramp safety inspection data sharing under the Foreign Air Operator Surveillance Database (FAOSD) programme.

<center>**2. Definitions**</center>

2.1   Operator.- A person, organisation or enterprise engaged in or offering to engage in an aircraft or aerodrome operation, or in related aeronautical activities.

2.2   Inspection.- The basic activity of an audit, which involves examination of the specific characteristics of the safety oversight programme of the contracting State.

2.3   Inspector.- A person with the training and authorisation required to conduct inspections.

2.4   Ramp safety inspection data sharing programme.- The FAOSD programme is a web-based reporting system created for storing and sharing information on ramp inspections amongst the civil aviation authorities of APAC RO accredited States.

<center>**3. Abbreviations**</center>

3.1	CAA	Civil aviation authority or civil aviation administration
3.2	AIREP	Air-report
3.3	APU	Auxiliary power-unit
3.4	CDL	Configuration deviation list
3.5	ECAC	European Civil Aviation Conference
3.6	FAA	United States Federal Aviation Administration
3.7	SAFA	Safety assessment of foreign aircraft (EASA)
3.8	FOD	Foreign object damage
3.9	IASDEX	International aviation safety data exchange (FAA)
3.10	FAOSD	Foreign Air Operator Surveillance Database (APAC RO)
3.11	CASI	Civil aviation safety inspector
3.12	ISO	International Organization for Standardization
3.13	MEL	Minimum equipment list
3.14	MCTOM	Maximum certified take-off mass
3.15	NOTAM	Notice to airmen
3.16	ICAO	International Civil Aviation Organization
3.17	OJT	On-the-job training
3.18	PA	Passenger advisory system

3.19	PBE	Protective breathing equipment
3.20	POI	Principal operations inspector
3.21	PIC	Pilot-in-command
3.22	PMI	Principal maintenance inspector
3.23	SARPs	International standards and recommended practices
3.24	SIC	Second-in-command
3.25	APAC RO	Asia and Pacific Regional Office
3.26	TSO	Technical standard order

4. Objective of the Manual and the FAOSD Programme

4.1   <u>Objective of the manual</u>.- The objective of this manual is to provide the States with detailed guidance on the FAOSD Programme, the steps for its implementation, and the procedures to be applied by the corresponding authorities for its use.

4.2   <u>Objective of the FAOSD programme</u>.- The objective of the FAOSD programme is to establish and maintain a harmonised approach for the effective application of international safety provisions in APAC RO accredited States through the harmonisation of the requirements and procedures applicable to ramp inspections of foreign aircraft operating in aerodromes located in APAC RO accredited States.

5. Scope

The FAOSD Programme is applicable to all foreign air operators while conducting operations in APAC RO accredited States with aeroplanes having a certified take-off mass of 5 700 kg. and above.

1. Objective

This section provides information on the terms and conditions accepted by States when participating in the FAOSD Programme. It also provides information on the responsibilities of each member that participates in the aforementioned programme.

2. Terms and Conditions

2.1   The following terms and conditions apply to the FAOSD Programme:

a)   The reports submitted by one member State on foreign air operator surveillance will be available to the other member States in the Asia and Pacific Regions;

b)   Accredited States shall take the necessary measures to ensure the confidentiality of programme information;

c)   APAC RO accredited States may not provide any technical or other type of information or material related to this programme to third parties outside the APAC RO; and

d)   The reference standards for undertaking inspections are the international standards and recommended practices (SARPs) contained in the Annexes to the Convention on International Civil Aviation.

e)   In order to participate in the FAOSD Programme States must also have established an FAO ramp inspection programme that is compliant with [DOC 8335]

3. Responsibilities

3.1   APAC RO Technical Committee

The APAC RO Technical Committee comprising the Deputy Regional Director (DRD) and Regional Officer, Flight Safety (RO/FS) shall:

a)   develop and implement a programme for the exchange of data on ramp safety inspections conducted within the APAC region ;

b)   establish and maintain a safe website where the States participating in the System may share data on ramp safety inspections;

c)   specify the minimum hardware and software requirements to be met by the members participating in the FAOSD Programme;

d)   develop procedures for sending inspection data, including a model form, and the data to be submitted to the programme;

e)   establish the terms and conditions under which accredited States may access and share the information contained in the databank;

f)   submit to each Asia Pacific Regional Aviation Safety Team (APRAST) / Safety Reporting and Programme ad hoc Working Group (APRAST-SRP AWG) an analysis of the information collected by the programme, the action taken, and the progress made;

g)   analyse the inspection data and propose actions, in coordination with the accredited States, to resolve safety deficiencies;

h)   notify States about potential safety problems that have been identified;

i)   advise accredited States on follow-up policies;

j)   promote amendments to this manual as necessary;

k)   keep training programmes up-to-date; and

l)   provide this manual to the members participating in the Programme.

3.2   States participating in the FAOSD Programme.

        States in the APAC region are encourage to:

a)   participate actively in the FAOSD Programme, in compliance with their safety oversight programmes;

b)   A written request by the Head of CAA/Administration nominating a National Coordinator for the FAOSD Programme;

c)   A written request by the Head of CAA/Administration nominating the inspectors (up to a maximum of five inspectors) of the State that will participate in the programme;

d)   ensure that the personnel designated to participate in the FAOSD Programme have received the corresponding training;

e)   communicate to the Technical Committee the name of the National Coordinator and the list of inspectors of the State that will participate in the programme, and keep it up-to-date;

f)   ensure that their inspectors conduct ramp inspections in accordance with the procedures established in this manual or [FAO programme] that is compliant with [DOC 8335];

g)   inform the Technical Committee upon completion of pre-implementation tasks by the State;

h)   suggest amendments to this manual as necessary; and

i)   do the follow-up of nonconformities identified during ramp inspections conducted in its territory, in accordance with established procedures consistent with the guidance in Doc 8335..

3.3   National Coordinator

        The National Coordinator shall:

a)   act as liaison between the aeronautical authority of the State and the APAC RO on matters related to the FAOSD Programme;

b)   support the implementation of the FAOSD Programme in the State;

c)   monitor the development of the oversight plan and make the necessary adjustments to ensure its implementation as foreseen by the System;

d)   be in periodic contact with those inspectors trained and using the FAOSD to ensure a harmonised implementation of the programme;

e)   take care of the administrative, technical and training issues related to FAOSD as specified in this manual.

3.4   Inspectors

        The State Inspectors shall:

a)   conduct inspections in accordance with the procedures established in this manual or an FAO ramp inspection programme that is compliant with [DOC 8335] ;

b)   submit the inspection reports immediately after the inspection is completed; to the person responsible for data entry in to the FAOSD and

c)   verify the accuracy of the data entered in the FAOSD application.

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3.5   Database Administrator

The Database Administrator shall:

a)   coordinate with the Technical Committee and make improvements and/or modifications to the FAOSD application;

b)   coordinate, verify and keep updated the database tables corresponding to States, airports, aircraft and operators;

c)   verify and maintain the quality of inspection data to ensure actual and effective monitoring of aircraft movements and operators;

d)   report data inconsistencies or recommend application improvements to the Technical Committee;

e)   produce FAOSD statistical reports and prepare the corresponding report when so requested.

4. Requirements for the National Coordinator

4.1   Be designated by his/her State;

4.2   Be qualified (have been trained in their State's 8335-compliant FAO approval and surveillance programme) as operations or airworthiness inspector by his/her State, and have at least three years of experience in certification, technical management, and continuous oversight of air operators that operate large aeroplanes.

4.3   Have satisfactorily taken the initial training courses (the use of the database) established by the Programme.

4.4   Take the periodic training courses established by the Programme.

5. Requirements for Inspectors

5.1   Be an accredited operations or airworthiness inspector in his/her State and currently performing his/her duties.

5.2   Have 3-year experience in inspection tasks in the operations or airworthiness area.

5.3   Have satisfactorily completed the initial training course established by the Programme.

5.5   Have been duly registered by his/her State, through the National Coordinator, as an inspector authorised for conducting ramp inspections.

5.6   Have   good command of the English language to ensure good communication with foreign operators during the inspection and the resulting follow-up activities.

6. Requirements for the Database Administrator

6.1   Knowledge of Linux networking.

6.2   Proven experience in SQL and MYSQL.

6.2   Experience in the development of web applications in a Linux environment.

6.3   Ease of speech to communicate with the corresponding parties and good writing skills.

6.4   Be familiar with ICAO technical documents.

6.5   Have taken, to the extent possible, the FAOSD inspector course for familiarisation and motivation.

6.6   Keep abreast of good ramp inspection practices applied in other regions, like Europe (EASA), etc.

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7. Training of Inspectors and Continued Proficiency

7.1   The APAC RO Technical Committee or the CAAs of Programme accredited States may deliver the initial course of the FAOSD Programme. In the latter case, the aeronautical authority of the State shall have qualified inspectors accepted by the APAC RO Technical Committee to deliver the courses. In addition to their ratings/acceptance, these inspectors shall be up to date with the FAOSD Programme when delivering the course.

7.2   The inspector must be conversant with the use of the web applications and have read Annex J – Use of the FAOSD Programme application.

7.3   Accredited States interested in delivering the initial courses of the FAOSD Programme shall request the corresponding authorisation from the APAC RO Technical Committee and provide the required data to expedite the corresponding coordination.

7.4   For continued proficiency, the State shall ensure that the FAOSD training is included in the inspectors training programme with the recurrent training requirments specified and iemplemented
7.5   Accredited States will ensure that initial courses and periodic training provided under their administration follow the corresponding curriculum established and published by the APAC RO.

8. Advantages of the Programme

8.1   It gives accredited States effective control over their international operators while they operate in the accredited States of theProgramme.

8.2   It gives accredited States efficient control over foreign operators while they operate in the accredited States of theProgramme.

8.3   It allows the APAC RO and accredited States to make the safety level measurements they deem advisable and take action accordingly.

8.4   Following its implementation and the adoption of corrective action, it will increase safety levels in the region.

9. Database

9.1   Database (software and hardware).- The database will be managed by the Database Administrator in coordination with the Technical Committee of the RegionalProgramme.   The procedures for the proper management of the Programme are described in Annex J to this document.

10. Amendments

10.1   Any proposal of amendment to this manual shall be submitted by the National Coordinators to the Technical Committee, which, after completing its analysis and assessment, will send it to the Civil Aviation Administrations (CAAs) of the States for revision and comments through the National Coordinators.

10.2   Once comments have been received from the CAAs, the Technical Committee will prepare and submit the proposal of amendment to the Regional Director of the APAC RO for approval.

10.3   The proposals of amendment will be submitted in the form developed for that purpose, which appears in Annex C to this manual.

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1. Objective

This section provides information on the objective and characteristics of the inspections, as well as guidance for their planning and implementation.

2. Objective of an Inspection

The main objective of an inspection is to determine whether a person, operator, item or segment of an operation associated with commercial air transport meets at least the same standards as those required for an initial certification or approval by the CAA. In order for inspectors to make these determinations, inspections must be conducted in an orderly and standard manner. To this end, each type of inspection must have individual objectives and be conducted in the same way every time that type of inspection is conducted, in accordance with the guidance provided in this document and the appropriate checklists.

3. Characteristics of an Inspection

3.1   Each type of inspection is a work activity that has the following characteristics:

  a)   a title of the specific work activity;

  b)   a defined start and end;

  c)   specific objectives to be met;

  d)   general procedures to be followed; and

  e)   a procedure for reporting results or findings.

3.1.1   Specific Work Activity .-   There are many types of inspections; therefore, each type of inspection must be identified with a specific title. For example: ramp inspection.

3.1.2   Defined start and end.- Inspections may be scheduled by an inspector for observing and assessing a specific activity, like a proficiency check, or may be scheduled for assessing all the documents, approved manuals and programmes of the operator. A specific inspection activity may be initiated and concluded in a short period of time, or may be initiated one day and concluded several days later, encompassing other types of work activities within that period of time. In any case, an inspection begins when an inspector starts the inspection and concludes when the inspector has completed the inspection report.

3.1.3   General Procedures .- These general procedures are outlined in the inspection guides for the purpose of ensuring standardization. In most cases, there is a specific job aid or checklist for each type of inspection, containing lists of specific areas and items that must be observed and assessed during the inspection, as applicable.

3.1.4   Objective of an inspection.- The main objective of an inspection is to determine if a person, item or segment of an operation meets the regulations, safe operating practices and other established standards. However, each type of inspection has specific objectives.

3.1.5   An inspection is not over until a report of its results has been prepared, submitted and recorded. This inspection report is a key element in any inspection. Inspectors must be concise, realistic and objective when reporting on the inspection results.

4. Preparation and Conduction of an Inspection

4.1   Given the complex nature of the commercial air transport industry, there are several types of inspections, each one with its specific objectives. When deciding on the type of inspection to be conducted, inspectors must consider the objectives of each type of inspection and determine which is the most appropriate and effective for a given situation. A decision of the inspector to conduct a particular type of inspection may be based on isolated situations, such as a statement or an incident, or on any other information that casts doubts on the compliance with a regulation or the safety of an operation. In most cases, the heads of flight safety standard organisations and the principal operations inspectors (POIs) and principal maintenance inspectors (PMIs), when developing the CAA oversight programmes, determine what types of inspections need to be conducted. These determinations are based on the analysis of oversight data previously collected and other related information.

4.2   Preparing an inspection.-, In as much as possible, inspectors must be acquainted with the systems, practices and procedures of the operator before conducting an inspection. To this end, inspectors must review those sections of the operator manuals related to the type of inspection to be conducted. An inspector may acquire additional knowledge by asking and discussing about the systems, methods and procedures of the operator with the POIs, PMIs and other inspectors already familiar with the operator. Whenever possible, inspectors must learn about the deficiencies and negative trends of the operator by reviewing previous oversight data related to the type of inspection to be conducted. Inspectors must be familiar with the guides applicable to the type of inspection to be conducted, and use the appropriate checklists or job aids as a reminder of the areas to be assessed during the inspections.

4.3   Advance notice of inspection.- Most inspections will disrupt routine operations. Operators with a high sense of responsibility and who are fully involved in commercial air transport will understand the legal basis for safety oversight by the CAA, and will generally cooperate by meeting the requirements of inspectors during the inspection. Operators will be required to give inspectors the necessary facilities to carry out the inspections in such a way as to effectively meet the objectives of such inspections. However, inspectors must coordinate their inspection activities so as to cause as little disruption as possible of the operator's routine operations. In general, it is appropriate and useful for both the operator and the inspectors to give advance notice of the inspection to be conducted. The advance notice should be given for those inspections in which the operator's personnel might be required to leave their normal tasks, as in the case of a record review. Normally, such advance notice is not necessary for those inspections that require minimum involvement of the operator's personnel. An example of inspections in which advance notice is of little help for achieving the purpose sought is ramp inspections.

4.4   Limiting the scope of an inspection.- Each type of inspection has a set of items or areas that inspectors must verify and assess. Enough time should be assigned for an effective assessment of all items or areas. The circumstances under which inspections are conducted vary considerably. Often, inspectors will not be able to assess all the required items or areas. The most important consideration is to assess fully and qualitatively those items or areas that the inspector has the time and the opportunity to review. In some cases, it may be better for the inspector to limit the scope of a given type of inspection in order to ensure the quality of the inspection. When the scope of an inspection is limited, the inspector must insert a comment explaining why and how it has been limited, indicating either the number or types of records or manuals that were assessed, or indicating the general areas that were not assessed. In general, it is better to schedule sufficient time to assess all the items or areas required for a given type of inspection. However, inspections that have been limited in scope serve a purpose and provide valuable information.

4.5   Conduct of the inspector.- The conduct and actions of a civil aviation safety inspector are subject to observation by the operator's personnel while conducting an inspection. Inspectors must behave as aviation professionals at all times while conducting inspections.

4.6   Conduction of an inspection.- Upon starting an inspection, inspectors shall properly introduce and identify themselves and make sure that the respective personnel of the operator is fully aware of the type and purpose of the inspection to be conducted. Inspectors shall use badges or other suitable form of identification that can be easily seen by everybody while conducting inspections.

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When observing or assessing the personnel of the operator during the conduction of their assigned tasks, inspectors shall not intervene in a way that might adversely affect the performance of such personnel or prevent them from executing their duties effectively. However, if an inspector observes an unsafe or potentially unsafe condition, he/she must immediately report such condition to the corresponding personnel of the operator.

4.7   Completion of an inspection.-. Upon completing an inspection, inspectors must normally advise the corresponding personnel of the operator about the results of the inspection. When appropriate for the type of inspection conducted, the information shall include a summary of the areas inspected and the opinion of the inspector about the status of compliance in each area. The persons, items or areas that were found in compliance or exceeding regulatory standards must also be indicated in the report. The inspection report must include an explanation of any deficiencies identified during the inspection. The corresponding personnel of the operator must be advised of any area that requires some type of follow-up action. If it is determined that a regulation has not been complied with, inspectors will inform the appropriate personnel of the operator that a findings investigation shall be initiated. When an inspector is not in a position of informing the employees of an operator about any deficiency because such employees are not available, the inspector will indicate in the inspection report that the operator was not informed about such deficiencies. Often, the personnel of the operator can correct some isolated types of deficiencies identified during an inspection, while the inspection is being conducted. Such deficiencies may be properly resolved and closed in the report following the inspection. In such cases, the inspectors must list such deficiencies in the inspection report and explain how they were resolved, since that information is useful for trend assessment. The drafting of the inspection report is the final action to be taken by inspectors upon completing an inspection. In addition to reporting to the FAOSD Programme through the corresponding form, the inspectors must follow the procedures for reporting discrepancies established by their respective authorities.

5. Inspector Rating Codes

5.1   Inspectors shall use the rating codes established in the checklists to express their opinion, whether satisfactory or unsatisfactory, about an inspected item or about the inspection in general. Codes for "not observed" or "not applicable" are also provided to give the inspector conducting an inspection the opportunity to mark an item that could not be observed or that was not applicable during the inspection.

5.2   The aforementioned codes have the following meaning:

   a)   Satisfactory (S).- means that an item or the inspection meets the standards contained in Part I, Part III of Annex 6 to the Convention.

   b)   Unsatisfactory (U).- means that an item or the inspection does not meet the standards contained in Part I, Part III of Annex 6 to the Convention.

   c)   Not observed (N/O).- this code will be used to indicate that an item has not been observed. The inspector shall explain the reason why the item was not observed in the space in the checklist corresponding to comments;

   d)   Not applicable (N/A).- this code will be used to indicate that an item is not applicable to the inspection being carried out.

6. Findings and Description of Comments

6.1   An unsatisfactory item reflects nonconformity or a discrepancy, which results when the process or procedure being inspected or audited is not being carried out as it should.

6.2   The standard of the International Organization for Standardization (ISO) defines nonconformity as failure to comply with a requirement; accordingly, nonconformity may refer to a failure:

   a)   to comply with the applicable standard; and

   b)   to meet a legal or contractual requirement.

6.3   If no requirement has been specified, there is no nonconformity. Whatever the inspector or auditor considers should be carried out does not constitute a specified requirement.

6.4   Nonconformities must be recorded and supported with evidence from the inspection or audit. Nonconformities must be reviewed with an appropriate representative of the inspected party in order to obtain recognition of the evidence from the inspection. The recognition by the representative of the inspected party indicates that the evidence from the inspection is accurate and that the nonconformity or discrepancy has been understood. An attempt must be made, by all means, to resolve any conflicts of opinion about the evidence of the inspection, and unresolved items must be recorded.

6.5   On occasions, during the inspection, an inspector or auditor may identify a deficiency that the operator can resolve effectively before the closing meeting. The inspector or auditor must verify that the action taken has been finalised and that it may be accepted. In such cases, inspectors must list such deficiencies in the inspection report and indicate how they were corrected, since that information is useful for assessing trends.

6.6   A findings report is a written report of the nonconformity. The best practice for drafting a report is:

        a)   to review the facts verbally and define the nature of the nonconformity with the inspected or audited party, explaining the evidence obtained during the inspection or audit;

        b)   to take notes and consult those notes when drafting the report; and

        c)   to make an outline of the findings report once the work has been completed and then finish with a private review.

6.7   When participating as a member of an inspection or audit team, the inspector or auditor shall review the evidence with the team before drafting a findings report.

Section 4 – Ramp inspections

1. Objective of this Section

The objective of this section is to provide guidance to operations and airworthiness inspectors regarding the planning and conduction of ramp inspections.

2. Objectives of Ramp Inspections

2.1   The main objective of a ramp inspection is to give inspectors the opportunity of assessing an activity of the operator while the crew and the aircraft are on the ground. A ramp inspection is an effective method of assessing the ability of the operator to prepare both the aircraft and the crew for conducting a flight. When a ramp inspection is conducted at the end of a flight, it is also an effective way of determining if the aircraft and the crew were duly prepared for the flight and to assess post-flight procedures and/or ground service procedures, and compliance with these procedures by the crew and ground personnel. Ramp inspections allow inspectors to observe and assess the routine methods and the procedures used by the operator's personnel immediately before or immediately after a flight, in order to determine compliance with regulations and safe operating practices.

3. Ramp Inspection Areas

3.1   There are five general inspection areas that may be observed and assessed during a ramp inspection. These inspection areas are:

   A.   Flight Deck;

   B.   Passenger cabin/safety items;

   C.   External condition of the aeroplane;

   D.   Cargo and cargo compartments; and

   E.   General.

4. General Ramp Inspection Procedures and Practices

4.1   Ramp inspections may be conducted before a particular flight, during an en-route stop, or upon completion of a flight. A ramp inspection may be conducted at any time when an aircraft is connected to the gate through the aerobridge, or in a fixed location on the ramp, while the crew and the ground personnel are making the necessary preparations for a flight or performing post-flight tasks and procedures.

4.2   The operator must not be advised in advance that a ramp inspection is to be conducted. Nevertheless, inspectors must conduct these inspections in such a way as not to cause an unnecessary delay in the tasks to be performed by the crew and/or the ground personnel. Inspectors must follow the guidelines below during ramp inspections:

   a)   Before conducting a ramp inspection, the inspector will verify the time available for the inspection. Knowing how much time is available, the inspector may limit the scope of the inspection;

   b)   Upon starting the inspection, the inspector shall introduce him/herself in an official and friendly manner, presenting his/her credential to the pilot-in-command or technical personnel or representative of the operator responsible for the aeroplane at that moment. After this introduction, the inspector will communicate that he/she is conducting a ramp inspection;

   c)   Contact with the passengers must be avoided during a ramp inspection;

   d)   The inspection must avoid delaying the departure of the aeroplane, except in justified cases that affect safety;

   e)   Inspectors must not interrupt the crew or ground personnel when they are executing a particular phase of their tasks;

f)   When inspection activities require inspectors to interact directly with the crew or with the ground personnel, activities must be planned for when the crew or ground personnel are about to start a phase of their tasks or once they have completed a phase, or before they start another phase of their tasks;

g)   Inspection activities must be planned in such a way as not to delay or interfere with the loading or unloading of passengers; and

h)   Inspection activities must not adversely affect aircraft or catering services.

4.3   Given the variety of inspection areas involved, ramp inspections are normally limited in scope. There are many actions in preparation of, or after, a flight that take place simultaneously and that an inspector cannot physically observe for a particular flight. Consequently, the inspector should vary the inspection areas on which to focus. For example, in a ramp inspection conducted at the end of a flight, the inspector may decide to inspect the passenger cabin and the safety items. In this example, the inspector may not have the opportunity to interact directly with the crew and, thus, the inspection of the " flight deck" area would not be conducted. Inspectors must vary both the inspection sequence and focus during a ramp inspection, and describe in their report how the inspection was limited in scope. In the specific case of the FAOSD Programme, to the extent the Programme is properly fed, trends may be established, which, once analysed, will help determine those ramp inspection areas on which to focus during the respective oversight programmes.

4.4   Inspectors must use the ramp inspection checklist when conducting this type of inspection. This checklist contains the items that must be observed and assessed by the inspector during the inspection. The checklist also includes rating codes to facilitate the completion of the inspection report. A ramp inspection may include the assessment of items that are not contained in the checklist, in which case the inspector must make a note in the "comments" section. The checklist may also be used to help describe how the inspection was restricted in scope and to make notes during the inspection.

5. Specific Ramp Inspection Procedures and Practices

5.1   <u>Area A. Flight Deck</u>.- Area A includes the items that must be inspected in the flight deck of the aeroplane. In this area, the inspectors shall verify the following items:

➢   General

    A 1. General condition

    A 2. Emergency exit

    A 3. Equipment: ACAS, FDR, CVR, ELT, GPWS and FMC

➢   Documentation

    A 4. Manuals

    A 5. Checklists

    A 6. Route guide

    A 7. Minimum equipment list (MEL)

    A 8. Documents required to be carried on board:

        a)   Certificate of registration

        b)   Identification plate

        c)   Certificate of airworthiness

        d)   Crew member licences

        e)   Journey logbook or technical log and voyage report

        f)   Radio station licence

        g)   Noise certification document or statement, where applicable

        h)   AOC (certified true copy) and Operations Specifications (copy)

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> Flight preparation

    A 9. Operational flight plan

    A 10. Mass and balance sheet

    A 11. Aircraft performance limitations

    A 12. Cargo and passenger manifest

    A 13. Pre-flight inspection

    A 14. Weather reports and forecasts

    A 15. NOTAMs

> Safety equipment

    A 16. Portable fire extinguishers

    A 17. Life jackets/flotation devices

    A 18. Safety harness

    A 19. Oxygen equipment

    A 20. Emergency flashlights

5.2   Area B. Passenger cabin/safety items.- Area B comprises the items to be verified in the passenger cabin, listing primarily safety items. In this area, inspectors shall verify the following items:

    B 1. General condition of the passenger cabin

    B 2. Cabin crew seats and safety harnesses

    B 3. First aid kits and emergency medical kits

    B 4. Portable fire extinguishers

    B 5. Life jackets/flotation devices

    B 6. Seats and seat belts

    B 7. Emergency exit lights and markings, and emergency flashlights

    B 8. Slides/life rafts/signalling devices and pyrotechnical distress signalling devices (as required)

    B 9. Oxygen supply-cabin crew and passengers

    B 10. Emergency briefing cards for passengers

    B 11. Number of cabin crew members

    B 12. Access to emergency exits

    B 13. Hand/Cabin baggage

    B 14. Seating capacity

    B 15. Security of Flight Crew Compartment door (if applicable)

5.3   Area C. External condition of the aeroplane.- Area C is related to the external condition of the aeroplane, which must be verified during the external inspection conducted by the crew. The following items shall be verified in this area:

    C 1. General external condition

    C 2. Doors and hatches

    C 3. Wings and tail unit

    C 4. Wheels, brakes and tires

    C 5. Undercarriage

    C 6. Wheel well

C 7. Air intake and exhaust nozzle

C 8. Fan blades (if applicable)

C 9. Propellers (if applicable)

C 10. Previous structural repairs

C 11. Apparent unrepaired damage

C 12. Leakage

5.4   Area D. Cargo and cargo compartments.- Area D comprises the items related to the cargo to be carried on the aeroplane and to the compartments used for storing such cargo. In this area, the following items shall be verified:

D 1. General condition of cargo compartment and containers

D 2. Dangerous goods

D 3. Safety of the cargo on board

5.5   Area E. General.- Area E is related to the items that must be verified in general.

E 1. Additional observations

E 2. Refuelling with passengers on board

E 3. Languagefor communication

6. Frequency of Ramp Inspections

6.1   Continued safety surveillance by a State on operations by foreign operators within its territory is inherent in the system of approval and is an essential part of the State's responsibility to ensure that the required operational safety standards are maintained within its territory.

6.2   The necessary safety inspections should therefore be planned by the CAA inspectors and conducted when aircraft from other States are within the territory of the State. These inspections should be planned such that they do not cause unreasonable delay in the operation of the aircraft.

6.3   The frequency of ramp inspections, according to the FAOSD Programme, will be one quarterly ramp inspection for each foreign operator. This is the initial planning, and the State may vary the number of inspections based on the history of the operator in this type of inspections.

7. Inspectors

7.1   The inspectors that conduct the inspections of foreign aeroplanes must be experienced inspectors who understand the difference between ramp inspections, conducted on their own operators as part of their AOC management responsibilities, and surveillance inspections conducted on aeroplane of foreign operators. These inspectors must be specifically trained and authorised to conduct such inspections and must have the appropriate credentials identifying them as inspectors employed by the CAA.

7.2   A team of inspectors duly experienced in ramp inspections of its national operators should conduct the inspections of foreign operators. During the first stages of the FAOSD Programme, it is recommended that two inspectors conduct the inspections. As the Programme consolidates and the inspectors become more familiar with the procedures and the job aid, a single inspector can conduct the inspections.

7.3   Ramp inspections of foreign operators should be carried out in a similar way as for national operators, but with some major differences. The main difference is that ramp inspections of foreign operators will be conducted based on the international standards and recommended practices (SARPs) in the Annex to the Convention on International Civil Aviation rather than on national regulations. Likewise, the inspectors should demonstrate ICAO operational level 4 or greater in the English language.

8. Ramp Inspection Checklist

8.1   Ramp inspections will be carried out based on the ramp inspection checklist shown in Annex A to this manual.

8.2   The transparency, quality, reliability, and equitable conduct of inspections will be ensured through the application of the ramp inspection checklist.

8.3   The checklist is a comprehensive list covering all the elements of a ramp inspection, in accordance with ICAO Doc 8335 – Manual of Procedures for Operations Inspection, Certification and Continued Surveillance.

8.4   The Ramp Inspection checklist (Annex A), the action to be taken following the inspection based on the severity of the findings (Annex B), the examples of findings and resulting actions (Annex C), and the extended checklist (Annex D) have been developed in English, since the database will be completed in English to facilitate the future exchange of information with other oversight bodies.

9. Entry of Data in the Electronic Worksheet of the FAOSD Programme

9.1   Once the inspection is over, the inspector will transfer the data collected in the checklist to the electronic worksheet of the FAOSD Programme.

9.2   Before using the FAOSD application, the inspector must consult Annex J – Use of the FAOSD Programme Application, as necessary.

9.3   The information will be automatically stored in the FAOSD Programme database and will be available for the States and personnel authorised by the APAC RO.

10. Ramp Inspection Report

10.1   The FAOSD Programme will be capable of producing a ramp inspection report after the inspector has entered the data into the System. The ramp inspection report will have a format similar to that shown in Annex E to this manual.

10.2   The Technical Committee is the only body that has access to FAOSD statistical processing and to all inspections of APAC RO States.

11. Action to be taken by the States and Resolution of Safety Problems

11.1   After conducting a ramp inspection of a foreign operator, the action taken by States with respect to the findings will depend on the severity of the discrepancies or nonconformities identified. The actions may also involve the State of registry of the aeroplane, if said State is other than the State of the operator.

11.2   Normally, the State in whose territory the inspection of a foreign operator is conducted should have procedures in place to guide its inspectors in determining the action to be taken in case of findings. State regulations should define the scope of possible actions that would affect foreign operators.

11.3   There must be a clear difference between action to be taken as a result of discrepancies identified in a foreign operator and in a national operator. In the case of a foreign operator, actions must be based only on safety, while a national operator must also meet certification standards and the existing national regulations.

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11.4 The action to be taken after determining the findings is the responsibility of the State in whose territory the inspection has been conducted. Inspectors will proceed in accordance with the regulations established by each State for such cases and which will contemplate the action stipulated in paragraph 12.6.

12. Severity Categories of Findings and Related Action

12.1 States should establish, in their inspection procedures, several levels of severity of findings, with a classification of related actions.

12.2 Consideration should be given not only to the number of findings in an inspection but also to the severity of each of such findings.

12.3 For a quick identification of the levels of findings, three (3) categories of findings have been established with their respective severity levels. These three categories are as follows:

> ➢ Category 1 (Cat 1)   Severity level: Minor
> ➢ Category 2 (Cat 2)   Severity level: Significant
> ➢ Category 3 (Cat 3)   Severity level: Major

12.4 The terms minor, significant and major are related to the level of deviation from ICAO standards.

12.5 Likewise, actions have been classified likewise, action has been classified in relation to the severity levels of findings.

Action to be taken after determining the findings:

> ➢ 1:   Inform the pilot-in-command (PIC);
> ➢ 2:   Inform the CAA of the State of the operator and/or the State of registry;
> ➢ 3a: Restrict the aeroplane flight operations;
> ➢ 3b: Take pre-flight corrective action;
> ➢ 3c   Ground the aeroplane or withdraw the operation permit.

12.6 Annex B establishes the levels of severity of findings, which APAC RO States must apply when conducting ramp inspections under the FAOSD Programme.

12.7 For purposes of the FAOSD Programme, Annex C describes several examples of findings and the resulting actions.

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Section 5 – Training Programme

1. Initial Training Modules

1.1   Background and general.-

  a) Resolutions of the General Assembly of the International Civil Aviation Organization (ICAO);

  b) Directives of the DGCA Conference / RASG-APAC / APAC RO;

  c) Articles of the Convention on International Civil Aviation;

  d) Annexes 1, 6, 7 and 8 to the Convention on International Civil Aviation;

  e) Differences between the international standards and recommended practices and the national regulations of the States;

  f) Diplomacy, including the management of potential language difficulties and cultural differences; and

  g) Sovereignty of foreign aeroplanes, which means that the authority of the inspector is limited to documenting, communicating, and reporting findings, except as foreseen in paragraph 3.6 of Annex 8 to the Convention, whereby a State can prevent a foreign aeroplane which, is no longer in an airworthy condition, from resuming a flight operation, provided the CAA immediately communicates to the State of registry of such condition. The State of registry will analyse the airworthiness status of the aeroplane and will forbid the aeroplane from resuming the flight until it is airworthy again, or will allow the aeroplane to resume the flight if it deems it airworthy, or will allow the aeroplane to conduct a non-commercial operation, in accordance with certain prescribed limitations, to an aerodrome where it will recover its airworthiness.

1.2   Objectives, terms and conditions.-

  a) Objectives of the FAOSD;

  b) Objective of the FAOSD Programme Manual;

  c) Definition of the FAOSD Programme;

  d) Conditions;

  e) Responsibilities:

    1)   of the Regional Office Technical Committee;

    2)   of the APAC Region accredited States;

    3)   of the National Coordinator; and

    4)   of the inspectors.

  f) Requirements for inspectors;

  g) Advantages of the FAOSD Programme;

  h) Database; and

  i) Amendments.

1.3   General inspection practices and procedures.-

  a) Objective of an inspection;

  b) Characteristics of an inspection;

  c) Preparation and conduction of an inspection;

  d) Inspector rating codes; and

  e) Description of comments.

1.4   Ramp inspection.-

    a)   Objective of ramp inspections;

    b)   Ramp inspection areas:

        1)   flight deck;

        2)   passenger cabin/safety items;

        3)   external condition of the aeroplane;

        4)   cargo and cargo compartment; and

        5)   general.

    c)   General ramp inspection procedures and practices;

    d)   Specific ramp inspection procedures and practices;

    e)   Frequency of ramp inspections; and

    f)   Ramp inspection checklist

1.5   Forms.-

    a)   Ramp inspection report form;

    b)   Form for submitting proposals of amendment to the Manual of Procedures of the FAOSD Programme;

    c)   Example of notice to inform of the inspectors that will participate in the FAOSD Programme;

    d)   Example of notice to update the list of inspectors that will participate in the FAOSD Programme; and

    e)   Example of notice to the National Coordinator.

1.6   Software.-

    a)   Software characteristics; and

    b)   Software management procedures.

1.7   On-the-job training (OJT).-

    a)   Ramp inspections; and

    b)   Software management practices.

2. General Considerations on the Training Programme

2.1   This Programme includes 16 hours of theoretical training and at least two (2) on-the-job inspections.

2.2   The periodic training curriculum includes the same modules as the initial training, and the number of hours can be reduced by 50%.

2.3   The first initial training course and the first periodic training course will be organised and supervised by the APAC RO. Subsequently, the courses will be reorganised and supervised by the accredited States according to their needs.

2.4   Periodic training will be provided every 24 months.

2.5   During the OJT module of the initial training, each participant will conduct at least two (2) ramp safety inspections accompanied by an instructor designated by the Programme / State. The corresponding inspection report will be completed in each inspection, and then sent to the database of the Programme using the corresponding software.

2.6   Each CAA shall keep up-to-date the training records of the inspectors of its State that participate in the FAOSD programme.

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ANNEX A

Foreign Operators Ramp Inspection Check List

(1)Date	(2)Place	(3)Time	(4)Operator	(5)AOC	(6)State	(7)Flight N°	(8)Registry

(9)M/M/S		(10)PIC	(11)Licence	(12)From		(13)To	(14)Results

S = Satisfactory; U = Unsatisfactory; N/A = No applicable; N/O = No observed

Item		Item	
A. FLIGHT DECK		B 2. Cabin crew seats and safety harness	
General		B 3. First aid kit/emergency medical kit	
A 1. General condition		B 4. Portable fire extinguishers	
A 2. Emergency exit		B 5. Life jackets/Flotation devices	
A 3. Equipment: ACAS, FDR, CVR, ELT, GPWS, FMC		B 6. Seats and Seat belts	
Documentation		B 7. Emergency exit lighting and marking, emergency flashlights	
A 4. Manuals		B 8. Slides/Life rafts and pyrotechnical distress signaling devices (as req´d)	
A 5. Checklists		B 9. Oxygen supply - crew and pax cabins	
A 6. Route guide		B 10. Emergency briefing cards	
A 7. Minimum Equipment List (MEL)		B 11. Cabin crew members	
A 8. Documents required to be carried on board		B 12. Access to emergency exits	
a) Certificate of registration		B 13. Safety of cabin baggage	
b) Identification plate		B 14. Seating capacity	
c) Certificate of airworthiness		B 15. Security of the flight crew compartment door (if applicable)	
d) Crew member licenses		**C. AIRCRAFT EXTERNAL CONDITION**	
e) Journey log book or technical log and voyage report		C 1. General condition	
f) Radio station license		C 2. Doors and hatches	
g) Noise certification document or statement, where applicable		C 3. Wings and tail	
h) AOC and OpSpecs		C 4. Wheels, brakes and tires	
Flight preparation		C 5. Undercarriage (Landing gear)	
A 9. Operational flight plan		C 6. Wheel well	
A 10. Mass and balance sheet		C 7. Intake and exhaust nozzle	
A 11. Aircraft performance limitations		C 8. Fan blades (if applicable)	
A 12. Cargo and/or passenger manifest		C 9. Propellers (if applicable)	
A 13. Pre-flight inspection		C 10. Previous structural repairs	
A 14. Weather reports and forecasts		C 11. Obvious damage	
A 15. NOTAM (Notice to Airman)		C 12. Leakage	
Safety Equipment		**D. CARGO AND CARGO COMPARTMENT**	
A 16. Portable fire extinguishers		D 1. General condition of cargo compartment and containers	
A 17. Life jackets/Flotation devices		D 2. Dangerous goods	
A 18. Safety harness		D 3. Safety of cargo on board	
A 19. Oxygen equipment		**E. GENERAL**	
A 20. Emergency flashlight		E 1. Additional remarks	
B. CABIN/SAFETY ITEMS		E 2. Refuelling with passengers on board	

B 1. General condition	E 3. Language for communication	

COMMENTS

(14) Area/Number

(15 Inspector	(16) Code	(17) Signature

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Instructions for Completing the Job Aid of the FAOSD Programme

1. Date of the inspection
2. Place where the inspection is conducted
3. Time of the inspection, local time (LT)
4. Name of the air service operator inspected (4-figure ICAO code)
5. AOC number assigned by the State of the operator
6. State that issues the AOC (4-figure ICAO code)
7. Flight number
8. Registration of the aircraft inspected
9. Make, model and serial number of the aircraft
10. Name of the pilot-in-command
11. Licence number of the pilot-in-command
12. Place of origin of the aircraft, in the case of an incoming flight
    Place from where the aircraft is departing, in the case of an outgoing flight
13. Place of destination of the aircraft
    The result will be **"S"** (satisfactory) in case none of the items inspected have observations
    The result will be **"U"** (unsatisfactory) in case any of the items inspected has observations
14. Identification of the area(s) or item(s) showing discrepancies, and description of such discrepancies
15. Name of the inspector
16. Code assigned to the inspector by the APAC RO
17. Signature of the inspector

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Levels of Severity and Related Actions

ACTION TO BE TAKEN AFTER FINDINGS DURING A RAMP INSPECTION OF A FOREIGN OPERATOR		ACTIONS		
		Information to pilot-in-command	Information to responsible CAA (State of the Operator and/or State of Registry) and operational management of the operator	Corrective action required
Seriousness of findings and its categories	**Minor** **Cat 1**	Yes	No	No
	Significant **Cat 2**	Yes	Yes Letter to CAA and copy to operator's management	No
	Major **Cat 3**	Yes	Yes Letter to CAA and copy to operator's management. In case of aircraft damage affecting airworthiness, a **direct** communication with the CAA in the State of Registry should be established. Under the provisions of Annex 8, that CAA decides about conditions regarding return to flight status. Confirmation afterwards with a letter to the CAA and a copy to the operator's management.	Yes Actions consisting of operational restrictions, corrective actions before flight or at maintenance-base, grounding and/or withdrawal of authorization to operate in the territory of the State will depend on national regulations.

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ANNEX C

Examples of Findings and levels of seriousness

Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
A	**Flight Deck:**			
	General			
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 in accordance with MEL provisions		No exits serviceable Not all exits serviceable and MEL provisions not applied
3	Equipment: • (GPWS) • FMC • ACAS/CVR/FDR/ELT	Inoperative and in accordance with MEL provisions Inoperative and in accordance with MEL provisions	Inoperative and MEL provisions not applied FMS database recently outdated (<28 days). Inoperative and MEL provisions not applied	Not installed Forward looking GPWS required and not installed. FMS database more than 28 days outdated. Required and not installed.
A	**Documentation**			
4	Manuals: Flight manual		No evidence of State of Registry approval Incomplete but performance calculations possible	Not on board and performance calculations not possible

Item #	Item description	SERIOUSNESS		
		Minor	Significant	Major
	Operations Manual		Incomplete (see Appendix 2 of ICAO Annex 6) or not approved by State of the Operator	Not on board
5	Checklists	Not within reach	Not readily available and used	Not on board
6	Route Guide (Navigation charts)	Not within reach	Recently out of date (<= 28 days) Photocopies of current charts	Significantly out of date (> 28 days) Not on board
7	Minimum Equipment List	MEL content does not reflect aircraft equipment fitted	Not on board or MMEL used, but no deferred defects MEL not approved	Not on board or MMEL used, with deferred defects
8a	Certificate of registration	Non-certified copy	Not on board No English translation	
8b	Certificate of airworthiness		Non-certified copy No English translation	Not on board Out of date
8c	Crew member licences (see also E. General – Language for communications)	Form or content not in compliance with ICAO standard	No English translation	Not valid for the type of aircraft Not on board or no proper validation from the registration authority Expired or no class 1 medical certificate
8d	Journey Log Book or equivalent technical log	Minot defects not documented	On board but not properly filled in	Not on board or no equivalent document Maintenance release expired or not valid Defects MEL deadline expired
8e	Radio station licence	Non-certified copy	Not on board	

Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
8f	Noise certificate (where applicable)	Not on board No English translation		
8g	Air Operator Certificate	Non-certified copy	Not accurate (out of date, incorrect operation type/route, incorrect aircraft or carrier, etc…) or no English translation	Not on board
9	Operational flight plan	Copy not retained on ground	Actual flight calculations but no actual documents Lack of fuel monitoring data (arrival flight) Fuel calculation unsatisfactory (departing flight)	No or incomplete flight preparation Required fuel calculation not available or not up dated for actual conditions
10	Mass and balance sheet and data		Incorrect but within a/c limits	Incorrect and outside operational limits or missing Weight and balance data not available
11	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
12	Cargo manifest and, if applicable, passenger manifest		Some limited inaccuracy or missing data not affecting safety	Not available or grossly inaccurate/incomplete

Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
13	Pre-flight inspection	Form on board but incomplete	Not performed for inbound flight	Not performed for outbound flight
14	Weather reports and forecasts	Not the latest available data but valid	Not printed but handwritten	Not valid or not available
15	NOTAM (Notice to Airman)		Some en-route relevant data missing	Not available
A	**Flight Deck Safety Equipment**			
16	Portable fire extinguishers	Not easily accessible	Expired Not properly secured	Empty or insufficient number or missing Significantly low pressure Not accessible
17	Life jackets/flotation device (if required)	Not directly accessible	Expired, as applicable	Not available for each cockpit crew member on board
18	Harness		Seat belt instead of harness	Not available or serviceable for all flight crew members
19	Oxygen equipment (if required)		No direct access	Not available or serviceable for all flight crew members Oxygen quantity not sufficient
20	Electric flashlight (night operations conducted by operator)	Only one available	Weak battery	Not in cockpit or unserviceable

Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
B	**Safety / Cabin:**			
1	General Condition	Dirty, untidy and in bad condition	Loose carpet Loose or damaged floor panel Unserviceable seats (and not identified as such)	Not possible to perform normal and abnormal duties unrestricted
2	Cabin crew seats	Strap or buckle worn out or damaged		Seats not available for all members of the minimum required cabin crew Proper harness and seat belt not available or not serviceable
3	First aid kit/Emergency medical kit	Expired Incomplete Not at the indicated location		Not available
4	Portable fire extinguishers	Not directly accessible	Expired Not correctly secured	Empty, significantly low pressure or missing or not serviceable
5	Life jackets/ Flotation devices (if required)	Not directly accessible	Expired, as applicable	Not available for each person to be carried

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Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
6	Seat belts (passenger seats)	Strap worm or buckle worn out or damaged Not available or serviceable for all passenger seats and aircraft dispatched in accordance with MEL		Not available or not 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 weak or flat	Emergency facilities defects not acceptable according to MEL provisions
8	Slides/life-rafts (as required) (for long-range over water flights)	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	

Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
10	Emergency briefing cards	No enough emergency briefing cards for all passengers	Briefing cards from another aircraft or from obviously different versions Some information missing or incorrect	No emergency briefing cards 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 luggage or cargo, etc Impeded by seats
13	Safety of cabin baggage			Not securely stowed
14	Seat capacity			More seats than certified capacity Insufficient serviceable seats for all passengers on board
C	**Aircraft external condition:**			
1	General external condition	Minor defects	The defects need not necessarily be corrected before flight (visible corrosion, marking not legible, etc.)	Safety related defect (correction required before departure) Inadequate de-icing
2	Doors and hatches	Minor defects but serviceable	Door operation instructions missing or unclear Seal slightly damaged	Unserviceable and not compatible with passenger number Seal missing or badly damaged

Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
3	Flight controls	Minor defects	Poor condition (damage, missing bonding strips or static discharges, play, lack of lubrication, disbanding)	Damage, corrosion, leaks or wear outside limits of MEL, SRM[1], 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 lubrication	Damage, corrosion, missing parts and/or leakage outside limits
6	Wheel well	Minor defects or dirty	Signs of leakage, corrosion and obvious lack of lubrication	Damage, wide spread corrosion, leakage outside limits
7	Intake and exhaust nozzle	Minor defects	Damage to casing or lining Dents and cracks in exhaust area all within limits, but not recorded in Technical Log or equivalent Minor leaks of oil and fuel	Damage (nicks, dents, cracks, etc.) outside the MEL, AMM[2], SRM, etc limits Leakage out-of-limits

---

[1] Structural repair manual
[2] Aircraft maintenance manual

Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
8	Fan Blades (if applicable)	Minor defects	Damage to fan blades within limits but not recorded in Technical Log or equivalent	Damage (nicks, dents, cracks, etc) outside the MEL, AMM, SRM, etc. limits
9	Propellers (if applicable)	Minor defects	Damage to propellers within limits but not recorded in Technical Log or equivalent	Damage (nicks, dents, cracks, etc.), leakage, looseness of blades outside the MEL, AMM, SRM, etc limits
10	Previous structural 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 un-repaired damage	Within limits	Within limits but not recorded	Unassessed and not recorded damage affecting airworthiness
12	Leakage	Within limits	Long standing water and lavatory leaks (blue ice)	Leakage (oil, fuel, hydraulic, water) outside limits
D	**Cargo:**			

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Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
1	General condition of cargo compartment and containers	Partly defective lights Minor defects but safe condition	Partly damaged panelling Partly damaged containers Defective lights Floor locks (partly) u/s Limited access to cargo (for combis) Dividing net or door protection net damaged	Damaged panelling out-of-limits Damaged containers Structural damage out of limits Defective or missing fire extinguishing system (where applicable) Cargo area not used in accordance with classification No access to cargo area (for combis) No barrier net (combis and cargo aircraft) No smoke barrier/curtain Floor locks unserviceable and outside MEL limits

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Item #	Item description	SERIOUSNESS		
		Minor	**Significant**	**Major**
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 Dangerous Goods carried without authorization or in contradiction to Annex 18 or Doc. 9284
3	Safety of cargo on board	Minor damage to: lashing, tie down equipment, pallet/container and/or locks	Damaged pallet, container or net	Cargo not correctly secured and/or safely distributed: - lashing - tie-down equipment - pallets and containers - locks Load distribution/floor load limit exceeded
E	**General:**			
1	Additional Remarks	General findings with minor safety impact	General findings with significant safety impact	General findings with major safety impact
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

Item #	Item description	SERIOUSNESS		
		Minor	Significant	Major
3	Language for communications		Pilot licences with no language proficiency endorsement, in the English language or the language used in radiotelephony (except if implementation plan made available by State of issuance – until 5 March 2011)	Pilots not fluent in the English language or the language used in radiotelephony

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ANNEX D

Expanded Ramp Inspection Checklist

<table>
<tr><td align="center">**A. Flight Deck:**

General</td></tr>
</table>

A 1. General Condition

Instructions: Check cleanliness, tidiness and general condition.

References: Nil.

A 2. Emergency Exit

Instructions: Check if in compliance with ICAO Standards and Recommended Practices.

References: Annex 8, 4.1.7 - Emergency landing provisions.

A 3. Equipment

Instructions: Check for the presence of the following equipment where required:

Airborne collision avoidance system (ACAS);

Cockpit voice recorder (CVR) and flight data recorder (FDR);

Emergency locator transmitter (ELT);

Ground proximity warning system (GPWS); and

Where a flight management computer (FMC) is provided - valid database.

References:

ACAS II   Annex 6, Part I, 6.18.

CVR and FDR   Annex 6, Part I, 6.3; and Part III, Section II, 4.3.

GPWS   Annex 6, Part I, 6.15.

ELT   Annex 6, Part I, 6.17 and Part III, Section II, 4.7.

Database   Annex 6, Part I, 7.4.2.

<table>
<tr><td align="center">**Documentation**</td></tr>
</table>

A 4. Manuals

All required manuals

Instructions: Check for presence. Check if manuals are up-to-date and accepted or approved as required. Flight manual data may be included in the operations manual, which may itself be in several parts, some of which are dealt with in A5, 6 and 7 below.

References:

Flight Manual - Annex 6, Part I, 6.2.3, 11.1 and Part III, Section II, 4.2.3, 9.1;

Operations Manual - Annex 6, Part I, 4.2.2, 6.2.3 and Appendix 2 and Part III, Section II, 2.2.2, 4.2.3 and Attachment H; and

Aircraft operating manual - Annex 6, Part I, 6.1.4 and Appendix 2, 2.2 and Part III, Section II, 4.1.4 and Attachment H, 2.2.

A 5 Checklists

Instructions: Confirm checklists are available and up to date. Check if their content is in compliance with the requirement. Normal, non-normal and emergency checklists are sometimes combined in a *'Quick Reference Handbook'*;

Check the availability of an aircraft search procedure checklist; and

Confirm availability of the checklist of emergency and safety equipment.

References:

Flight crew checklists - Annex 6, Part I, 4.2.5, 6.1.4 and Appendix 2, 2.2.2; and Part III, Section II, 2.2.5, 4.1.4 and Attachment H, 2.2.10.

Aircraft search procedure checklist - Annex 6, Part I, 13.3 and Part III, Section II, 11.1.

Checklist of emergency and safety equipment - Annex 6, Part I, Appendix 2, 2.2.10 and Part III, Attachment H, 2.2.8.

A 6. Route Guide

Instructions: Check if a route guide, including charts, is available, suitable and up-to-date.

References: Annex 6, Part I, 6.2.3 and Appendix 2, 2.3.1; and Part III, Section II, 4.2.3 and Attachment H, 2.3.1.

A 7. Minimum Equipment List (MEL)

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

References: Annex 6, Part I, 6.1.3, Appendix 2, 2.2.9 and Attachment G; and Part III, Section II, 4.1.3, Attachment E and Attachment H, 2.2.7.

A 8. Documents required to be carried on board

a) Certificate of registration

Instructions: Check for presence and accuracy and format.

References: Convention on International Civil Aviation, Article 29; and Annex 7, 7.

b) Identification plate

Instructions: Check presence and location.

Reference: Annex 7, 8.

c) Certificate of Airworthiness

Instructions: Check that the Certificate of Airworthiness of the aircraft is on board and valid.

References: Convention on International Civil Aviation, Articles 29 and 31; Annex 8, Part II, Chapter 3.

d) Crew member licences

Instructions: Check valid in: date; type rating; instrument rating; competency check; language proficiency endorsement; medical assessment; and format (see also item E 3 below).

References: Convention on International Civil Aviation, Article 29; Annex 1, 1.2.1, 1.2.5.1, 1.2.9, 2.1.3, 2.1.7 and Chapter 5; Annex 6, Part I, 9.4.4 and Part III, Section II, 7.4.4.

e) Journey log book or technical log and voyage report

Instructions: Check entries up to date, validity of maintenance release. Check number of deferred defects (specify in the report where necessary). Check that defect deferments include time limits and comply with the stated time limits. Where applicable, check compliance with the aircraft MEL.

References: Convention on International Civil Aviation, Article 29; Annex 6, Part I, 4.3.1 and 11.4; and Part III, Section II, 2.3.1 and 9.4.

f) Radio station licence

Instructions: Check available and up to date.

References: Convention on International Civil Aviation, Articles 29 and 30; Annex 6, Part I, 7.1; and

Part III, Section II, 5.1.

g) Noise certification document or statement, where applicable

Instructions: Check available and valid.

References: Annex 6, Part I, 6.13; Part III, Section II, 4.11; and Annex 16, Volume I, Parts I and II.

h) Air Operator Certificate (certified true copy) and Operations Specifications (copy)

Instructions: Check available, applicable and valid.

References: Annex 6, Part I, 4.2.1, 6.1.2, Appendix 5, 7 and Appendix 6; and Part III, Section II, 2.2.1, 4.1.2, Appendix 1, 7 and Appendix 3.

Flight preparation

A 9. <u>Operational flight plan</u>

Instructions: Check for presence, accuracy and signature(s), and for adequate fuel and oil reserve planning and supply on board.

References: Annex 6, Part I, 4.3.3 and Appendix 2, 2.1.16; and Part III, Section II, 2.3.3 and Attachment H, 2.1.15.

A 10. <u>Mass and balance sheet</u>

Instructions: Check for presence of load sheet and accuracy.

References: Annex 6, Part I, 4.3.1 and Appendix 2, 2.1.14; and Part III, Section II, 2.3.1 and Attachment H, 2.1.13.

A 11. <u>Aircraft performance limitations using current route, airport obstacles and runway analysis data</u>

Instructions: Check for availability of aircraft performance information including limitations and runway performance analysis based on current airport data.

References: Annex 6, Part I, 5.1, 5.2 and 5.3; and Part III, Section II, 3.1 and 3.2.

A 12. <u>Cargo manifest and, if applicable, passenger manifest</u>

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

References: Annex 9, 2.12, 2.13 and 4.12 and Appendices 2 and 3.

A 13. <u>Pre-flight inspection</u>

Instructions: Check for presence of pre-flight inspection forms (maintenance release, landing documents, air traffic services flight plan).

References: Annex 6, Part I, 4.3; and Part III, Section II, 2.3.

A 14. <u>Weather reports and forecasts</u>

Instructions: Check for availability of weather reports and forecasts adequate for the flight.

References: Annex 6, Part I, 4.3.5.2; and Part III, Section II, 2.3.5.2.

A 15. <u>NOTAM (Notice to Airman)</u>

Instructions: Check for availability of NOTAMs for the route of flight.

References: Annex 15, Chapter 1 – Definitions.

Safety Equipment

A 16. <u>Portable Fire Extinguishers</u>

Instructions: Check for presence, number, condition and expiry date.

References: Annex 6, Part I, 6.2.2 b); and Part III, Section II, 4.2.2 b).

A 17. Life jackets/ Flotation devices

Instructions: Check for presence, condition and where applicable expiry date.

References: Annex 6, Part I, 6.5; and Part III, Section II, 4.3.

A 18. Safety Harness

Instructions: Check for presence, condition and quantity.

References: Annex 6, Part I, 6.2.2; and Part III, Section II, 4.2.2.

A 19. Oxygen equipment

Instructions: Check for presence, quantity and condition.

References: Annex 6, Part I, 4.3.8; and Part III, Section II, 2.3.8.

A 20. Emergency flashlight

Instructions: Check for appropriate quantities of emergency flashlight. Check their condition if possible.

References: Annex 6, Part I, 6.10; and Part III, Section II, 4.4.2.

B. Cabin / Safety

B 1. General condition

Instructions: Check for cleanliness, tidiness and general condition.

References: Annex 8, Part III, 8.3.

B 2 Cabin crew seats and safety harness

Instructions: Check for presence and compliance with the requirement.

References: Annex 6, Part I, 6.16; and Part III, Section II, 4.12.

B 3. First aid kit/emergency medical kit

Instructions: Check for presence, condition, location and expiry date if available.

References: Annex 6, 6.2.2.; and Part III, Section II, 4.2.2.

B 4. Portable fire extinguishers

Instructions: Check for presence, number, condition and expiry date if available.

References: Annex 6, Part I, 6.2.2; and Part III, Section II, 4.2.2.

B 5. Life jackets/Flotation devices

Instructions: Check for presence, condition and expiry date as applicable.

References: Annex 6, Part I, 6.5; and Part III, Section II, 4.5.

B 6. Seats and Seat belts

Instructions: Check for presence and condition.

References: Annex 6, Part I, 6.2.2; and Part III, Section II, 4.2.2.

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B 7. <u>Emergency exit lighting and marking, emergency flashlights</u>

<u>Instructions:</u> Check for presence of emergency exit signs, lighting and marking, and emergency flashlights (one per cabin crew member). Where possible, check condition of floor path lighting / marking and of flashlights.

<u>References:</u> Annex 6, Part I, 6.10; Part III, Section II, 4.4.2; and Annex 8, Part III A, 4.1.7.3 and Part IIIB, D.6.3.

B 8. <u>Slides / Life boats and pyrotechnical distress signalling devices (as required)</u>

<u>Instructions:</u> Check bottle gauge, slide bar and slide expiry date. Check presence of life raft, when required.

<u>References:</u> Annex 6, Part I, 6.5 and 6.6; Part III, Section II, 4.5.and 4.6; Annex 8, Part III A, 4.1.7 (and Part IIIB, D.6.2 to D.6.4).

B 9. <u>Oxygen supply - cabin crew and passengers</u>

<u>Instructions:</u> Check for presence and condition where applicable.

<u>References:</u> Annex 6, Part I, 4.3.8 and 6.7; and Part III, Section II, 2.3.8 and 4.8 and Section III, 2.9 and 4.5.

B 10. <u>Emergency Briefing Cards</u>

<u>Instructions:</u> Check for presence and accuracy.

<u>References:</u> Annex 6, Part I, 4.2.11.1 and 6.2.2; and Part III, Section II, 2.2.10 and Section III, 2.3.

B 11. <u>Cabin crew members</u>

<u>Instructions:</u> Check that the number of cabin crew is appropriate. Check whenever possible that the location of cabin crew members allows executing a safe and expeditious evacuation of the aircraft.

<u>References:</u> Annex 6, Part I, 12.1; and Part III, Section II, 10.1.

B 12. <u>Access to emergency exits</u>

<u>Instructions:</u> Check that appropriate access to emergency exits is provided and that it is not impeded.

<u>References:</u> Annex 8, Part III A, 4.1.7 (and Part III B, D.6.2 and D.6.3).

B 13. <u>Safety of cabin baggage</u>

<u>Instructions:</u> Check that the crew and the passengers do not carry oversized hand baggage for the stowage capacity of the aircraft. Check proper stowage of cabin baggage.

<u>References:</u> Annex 6, Part I, 4.8; and Part III, Section II, 2.7.

B 14. <u>Seating capacity</u>

<u>Instructions:</u> Check that the number of persons boarding does not exceed the number permitted (number of seats normally, except specific circumstances).

<u>References:</u> Annex 6, Part I, 6.2.2; and Part III, Section II, 4.2.2.

B 15. <u>Security of the flight crew compartment door (if applicable)</u>

<u>Instructions:</u> Check that the flight crew compartment door, if provided, is lockable. Where applicable, check that the flight crew compartment door is penetration resistant.

<u>References:</u> Annex 6, Part I, 13.2.

C. Aircraft External Condition

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C 1. General condition

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

References: For markings: Annex 7, 3, 4 and 5.

C 2. Doors and hatches

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

References: Nil.

C 3. Wings and Tail

Instructions: Check wings, vertical and horizontal stabilizers, including all flight control surfaces. Check for obvious damage, corrosion, loosening, evidence of lightning strikes, dents, looseness of fittings, missing static discharges, etc.

References: Nil.

C 4. Wheels, brakes and tires

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

References: Nil.

C 5. Undercarriage

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

References: Nil.

C 6. Wheel well

Instructions: Visual inspection. Focus on cleanliness, leakage & corrosion.

References: Nil.

C 7. Intake & exhaust nozzle

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

References: Nil.

C 8. Fan blades (if applicable)

Instructions: Visual inspection. Check for foreign object damage, cracks, cuts, corrosion, erosion etc.

References: Nil.

C 9. Propellers (if applicable)

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

References: Nil.

C 1O. Previous structural repairs

Instructions: Visual inspection. Note any previous repairs – check condition and verify compliance to standard practices.

References: Nil.

C 11. <u>Obvious damage</u>

<u>Instructions:</u> Visual inspection. Note non-assessed and unrecorded damage including corrosion, lightning strike damage, and bird strikes etc.

<u>References:</u> Annex 8, Part II, 3.6.

C 12. <u>Leakage</u>

<u>Instructions:</u> Visual inspection: fuel, oil, hydraulic leaks. Inspect for toilet leaks at service locations.

<u>References:</u> Nil.

D. Cargo

D 1. <u>General condition of cargo compartment and containers</u>

<u>Instructions:</u> 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.

<u>References:</u> Nil.

D 2. <u>Dangerous Goods</u>

<u>Instructions:</u> 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.

<u>References:</u> Annex 6, Part I, Appendix 2, 2.1.35; Part III, Attachment H, 2.1.28; and Annex 18, 9.1 and 9.2.

D 3. <u>Safety of cargo on board</u>

<u>Instructions:</u> Check that loads are properly distributed and safely secured.

<u>References:</u> Annex 6, Part I, 4.3.1; Part III, Section II, 2.3.1.

E. General

E 1. <u>Additional Remarks</u>

<u>Instructions:</u> Record and report any items of significant nature that may be observed which are not covered by this guidance.

<u>References:</u> Nil.

E 2. <u>Refuelling</u>

<u>Instructions:</u> Check that the procedures relating to refuelling with passengers on board are complied with.

<u>References:</u> Annex 6, Part I, 4.3.7; and Part III, Section II, 2.3.7.

E 3. <u>Language for communication</u>

<u>Instructions:</u> 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.

<u>References:</u> Annex 1, 1.2.9 and Annex 10, Volume II, 5.2.1.2.

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ANNEX E

Ramp Inspection Report Form

ASIA AND PACIFIC REGIONAL OFFICE (APAC RO)

FAOSD PROGRAMME

RAMP SAFETY INSPECTION REPORT

1. Inspection N° _____

2. Date	_____		9. Register	_____
3. Place	_____		10. A/C Code	_____
4. Time	_____		11. From	_____
5. Operator	_____		12. To	_____
6. AOC N°	_____		13. Insp. status	_____
7. State	_____		14. Insp. result	_____
8. Flight N°	_____			

15. Items inspected

Items	Result	Cat.	Action	Comments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

17. Areas not inspected:

16. Inspector name:

Note.- This ramp safety inspection report will be automatically generated by the computer programme.

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ANNEX F

Form used for Proposals of Amendment to the Manual of Procedures of the FAOSD Programme

1. General

1.   Purpose: Serve as a means to process amendments to the Manual on Procedures of the FAOSD Programme in a harmonised manner.

      Addressed to: Regional Officer, Flight Safety (RO/FS)
                    ICAO Asia and Pacific Regional Office
                    e-mail: icao_apac@bangkok.icao.int
                    fax: +66-2-537-8199

2. Proposal

Select the appropriate boxes and, if applicable, attach a copy of the pages affected. In Section 3, Justification, on the next page, clearly and concisely state the reasons for your proposals of amendment.

☐ A typographical error has been noted in page _____, paragraph _____, section _____.

☐ A drafting error has been noted in page _____, paragraph _____, section _____ .

☐ I propose that a change be made on page _____, paragraph _____, section _____, as justified in section 3. (Attach separate sheets if necessary.)

☐ I propose that the items/procedures described in Section 3 be included in page _____, paragraph _____, Section _____. (Attach separate sheets if necessary.)

☐ In a future revision of this Manual, please insert the item(s) described in Section 3 (Justification). Briefly describe the aspects you wish included in the manual.

☐ I would like to give more details of my proposal of modification or insertion. Please contact me at:

Sent by: _____

Authority: _____

Date: _____

Phone number: _____

Address: _____

e-mail: _____

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ANNEX G

Example of the Notice given by the State to the APAC RO about the Designation of its National Coordinator

1. <u>Purpose</u>: The purpose of this annex is to be used as reference by State authorities to notify the System about the name of their National Coordinator of the FAOSD Programme.

Addressed to: Regional Officer, Flight Safety (RO/FS)
ICAO Asia and Pacific Regional Office
e-mail: icao_apac@bangkok.icao.int
fax: +66-2-537-8199

Pursuant to Section 2, paragraph 3.2, item "e", of the Manual of Procedures of the FAOSD Programme, I notify you that Mr./Ms._ _ _ _ _ _ _ _ _ _ has been designated by (name of the Authority) as National Coordinator for that Programme in (State).

Sent by: _____

Authority: _____

Date: _____

Phone number: _____

Address: _____

e-mail: _____

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ANNEX H

Example of Notice given by the State to the APAC RO about the Inspectors that will Participate in the FAOSD Programme

1. Purpose: The purpose of this Annex is to be used as reference by National Coordinators of the States to communicate the list of inspectors of their Authority that will participate in the FAOSD Programme.

Addressed to: Regional Officer, Flight Safety (RO/FS)
ICAO Asia and Pacific Regional Office
e-mail: icao_apac@bangkok.icao.int
fax: +66-2-537-8199

Pursuant to Section 2, paragraph 3.2, item "e", (name of the CAA) notifies you of the list of inspectors of this Authority who will participate in that Programme, and declares that they meet the requirements specified in Section 2, paragraph 4 of the aforementioned Manual.

Sent by: _____

Authority: _____

Date: _____

Phone number: _____

Address: _____

E-mail: _____

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ANNEX I

**Example of Notice given by the State to the APAC RO Updating the List of Inspectors
Participating in the FAOSD Programme**

1. <u>Purpose</u>: The purpose of this annex is to be used as reference by National Coordinators to keep up-to-date the list of inspectors of their State that participate in the FAOSD Programme.

Addressed to: Regional Officer, Flight Safety (RO/FS)
ICAO Asia and Pacific Regional Office
e-mail: icao_apac@bangkok.icao.int
fax: +66-2-537-8199

Pursuant to Section 2, paragraph 3.2, item "e" of the Manual on Procedures of the FAOSD Programme, (name of the CAA) submits the list of inspectors that, as determined by this Authority, will no longer participate in that Programme.

Sent by:

_____

Authority:

_____

Date:

_____

Phone   number:

_____

Address:

_____

E-mail:

_____

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Annex J: Use of the FAOSD Programme Application

Foreign Air Operator Surveillance Database

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Foreword

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1. Background

1.1   This manual has been developed by the Technical Committee of the ICAO Asia and Pacific Regional Office (APAC RO) for use by the FAOSD Programme Participating States in the APAC region.

1.2   This manual provides step-by-step instructions for logging in and operating the FAOSD Programme database in accordance with the procedures established in the FAOSD Manual.

1.3   Any proposal of amendment or change shall be sent to the APAC Office.

Logging in

To log-in, open the website **http://www1.bangkok.icao.int/faosd/**, where following identification form will appear:

For conducting practical exercises in the system database, inspectors will use the FAOSD Programme test website: **http://www1.bangkok.icao.int/faosd_demo/**. Practical exercises are normally conducted during the training courses of the FAOSD Programme.

Enter 'user name' assigned by the system administrator in the field **User**, and the assigned code in the field **Password**. Then click [Enter] (Enter) or press *[enter]* on the keyboard.

If the user data and password are correct, the application home page will appear.

It is recommended that the password may be changed after entering for the first time.

Home page

When starting the session, the user will see an alert window showing the number of unsatisfactory inspections, by State, operator, aircraft, and their registration. To exit this window, press the ESC key or right-scroll down and click on the Close key.

ICAO Asia Pacific
Foreign Air Operator Surveillance Database (FAOSD)

Inspector ⌄   Queries ⌄   User ⌄   Log Out

Number of Unsatisfactory Inspections

State	Operator	Aircraft	Aircraft registration	Number
Australia	Australian Customs Service Border Protection	F-27 Friendship	H1876	3
New Caledonia	Nordstress Australia Pty Ltd	Yak-18P	PJSLH	2
Malaysia	Jet Airways MS India Pvt Ltd	BAe-146-200 Quiet Trader	N662AA	2
Maldives	Aircraft Sales and Services PVT Ltd	A-330-200	N691AV	2

Then, the following home page will appear:

ICAO Asia Pacific
Foreign Air Operator Surveillance Database (FAOSD)

Inspector ⌄   Queries ⌄   User ⌄   Log Out

Welcome apac inspector

Working Menu

Inspection form   Advanced search by report   Search inspection reports   Profile

The top menu shows the options: **Inspector**, **Queries**, **User** and **Log Out**.

The next menu (**Working Menu**) provides access to the main options:

- ✓ Inspection form
- ✓ Advanced search by report
- ✓ Search inspection reports
- ✓ Profile

When selecting the **Inspector** option, the following items appear:

- ✓ Inspector

  - ➢ Inspector form
  - ➢ Advanced search by report
  - ➢ Search inspection reports

Each of the above options is being discussed in detail below.

1. Option: Inspector > Inspector form

Clicking on the **Inspector** option of the upper menu in the Inspection form or on the
| Inspection form | key provides access to the inspection form or inspector worksheet. On top, the first line contains a general utilities bar; the second line has a specific utilities bar, and lastly the inspection form or inspector worksheet. The inspection data and the ratings assigned to inspected items must be entered in this form.

The inspection form window is shown below.

General utilities bar:

Clicking on these keys lead to the following functions:

Search inspection
Searches inspections conducted by the identified inspector.

Profile
Accesses the user data update form. For example, to change the password

Back
Goes back to the previous page.

Home
Returns to the home page.

Exit
Ends the session.

Specific utilities bar:

Click on these keys lead to:

Clear
Deletes the data inserted in the form, returning it to its original status.

Add Inspection
Saves in the database the inspection data contained in the form.

Inspection form

The following inspection data must be entered or selected in this form:

Inspection Nº	This inspection number assigned by the System.
Inspector ID	The user ID assigned by the System.
State	Select the country where the inspection is conducted.
Standard	Select the corresponding ICAO Annex.
Date	Date on which the inspection is conducted, using the year (4 digits)-month-day format, or clicking on 🗓 to select it from the help calendar.
Airport	Select the airport where the inspection is conducted.
Time	Select the time of the inspection, in hours and minutes.
Operator	Select the company that operates the aircraft being inspected.

AOC Nº	Number of the AOC.
Aircraft designator	Select the manufacturer of the aircraft being inspected, which enables the identification of its designator and model.
Flight Nº	Flight number.
Register	Aircraft registration.
Origin	Select the airport of origin of the aircraft.
Destination	Select the airport of destination of the aircraft.
Insp. result	Select the result of the inspection, whether satisfactory (S) or unsatisfactory (U).
Insp. status	Select the inspection status.
Re-insp. date	Tentative date for re-inspecting the aircraft, in the same format as the **Date** field.
Areas	Verification of the inspection, selecting the corresponding area.

The areas to be inspected are:

- A. Cockpit
- B. Passenger cabin / Safety items
- C. Aircraft external condition
- D. Cargo and cargo compartments, and
- E. General

For instance, if (E) GENERAL is selected, the following list will be displayed:

Depending on the items selected, move to the corresponding area and complete those items, each containing 4 fields: Result, Category, Action and Comments.

If the result of the finding of an item is "Not observed" (N/O), "Satisfactory" (S), or "Not applicable" (N/A), the inspector does not need to take any action, and the other fields remain disabled.

If the result of the finding is Unsatisfactory (U), the inspector must do the following:
- ✓ Press the letter (U) in the **Result** field;
- ✓ Select a category in the **Category** field;
- ✓ Select an action from the codes in the **Action** field, in relation to the selected category.
- ✓ Give a technical description of each finding in the **Comments** field.

Three (3) categories of findings, with their respective levels of severity, have been established for quick identification of the levels of the findings. These categories are:

- ✓ Category 1 **(Cat 1)** Severity level: **Minor**
- ✓ Category 2 **(Cat 2)** Severity level: **Significant**
- ✓ Category 3 **(Cat 3)** Severity level: **Major**

The main purpose of categorising the findings is to define:

- ✓ the level of compliance with the standards contained in the Annexes to the Chicago Convention; and

- ✓ the severity of non-compliant aspects, in the case of findings.

The action to be taken by the inspector will depend on the severity of the safety findings. Accordingly, APAC RO has defined following actions:

- ✓ For Category 1 **(Cat1)**:
  Action 1: Inform the pilot-in-command (PIC);

- ✓ For Category 2 **(Cat2)**:
  Action 2: Inform the CAA of the State of the operator and/or the State of registry;

- ✓ For Category 3 **(Cat3)**:
  Actions:
  3a: Restrict flight operations of the aircraft;
  3b: Take pre-flight corrective action;
  3c: Ground the aeroplane or withdraw the operations permit.

After selecting an action, the inspector will briefly describe each finding in technical terms.

After entering all the inspected items, click on **Add Inspection**, located in the utilities bar, on top.

The application will then validate the entered data. If the data is correct, it is stored in the database, and a summary is displayed for verifying the entered data. If necessary, make the corresponding corrections.

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| Inspection form | Search inspection | Profile | Back | Home | Exit |

| Print report | Download report | Edit report | Delete report | Send e-mail |

ICAO Asia Pacific

Foreign Air Operator Surveillance Database (FAOSD)

Ramp Safety Inspection Report

1. Inspection Nº:20111100001

2.	Date	2011-11-04	9.	Register	N78954
3.	Airport	YMML	10.	Aircraft designator	A320 A-320
4.	Time	04:02:00	11.	Origin	YMML
5.	Operator	XME	12.	Destination	RJTD
6.	AOC Nº	14789	13.	Insp. status	C
7.	State	Y	14.	Insp. result	U
8.	Flight Nº	12569			

15. Items Inspected

Items	Result	Category	Action	Comments
E1	S			
E2	U	Cat 1	1	Cabin crew not aware of refueling with passenger on board.

16. Areas no inspected

    A   FLIGHT DECK
    B   CABIN/SAFETY ITEMS
    C   AIRCRAFT EXTERNAL CONDITION
    D   CARGO AND CARGO COMPARTMENT

17. Inspector name: apac inspector (user: apac_inspector1)

In the section for summarising the results, the utilities bar offers new options:

| Print report | Download report | Edit report | Delete report | Send e-mail |

Clicking on these keys lead to the following actions:

Print Report
Prints a copy of the form on the printer.
Download Inspection
Generates a document in PDF format for downloading.
Edit Inspection
Modifies the form in case errors are found in the summary displayed by the application.
Delete Inspection
Eliminates the inspection report.
Send Email
E-mails the form.
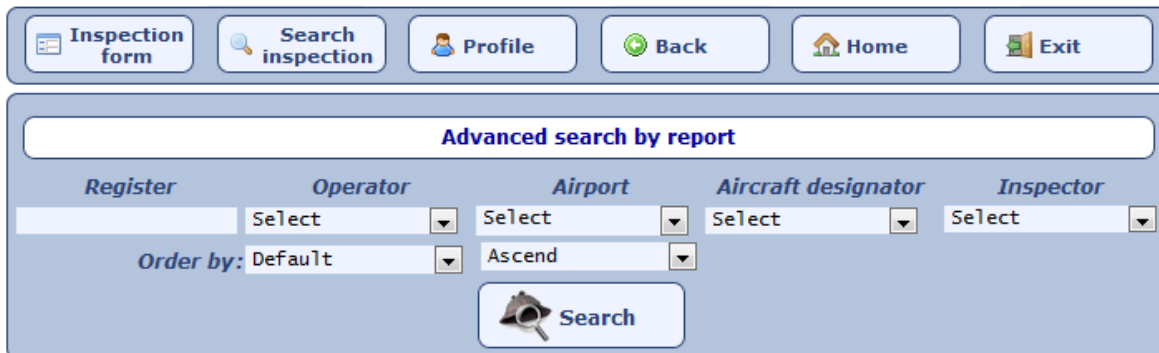
2. Option: Inspector > Advanced search by report
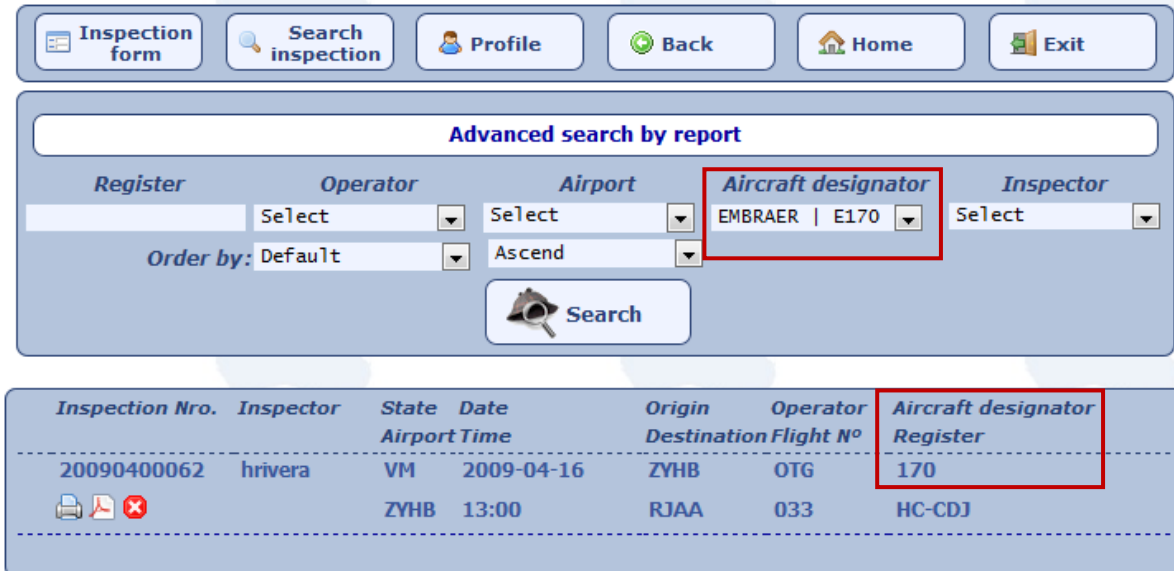
This option provides filters for searching any inspection report(s) entered by other States.

In this case, there are two rows of fields. The first row (**Register**, **Operator**, **Airport**, **Aircraft designator**, **Inspector**) contains filter fields, and the search is conducted according to their contents. It is not necessary to enter search data in all the fields; those that do not contain data will not be considered when consulting the database. The second row contains fields with action commands: **Order by** orders the results according to the selected option, and the next field, **ASC** or **DESC,** orders items in ascending or descending order.

Example of search results:

If we search for inspection reports of EMBRAER E170 aircraft, the following result will be displayed:

For each inspection that meets the search criteria of 3 icons, direct access is provided to certain utilities:

🖨 Print the inspection report.
📄 Download the inspection report in PDF format.
❌ Delete only the inspection you have entered.

3. Option: Inspector > Search inspection report

This option provides filters for searching reports entered only by the logged in user, with the option of making modifications as applicable.

🖨 Print the inspection report.
📄 Download the inspection report in PDF format.
📝 Modify inspections entered by that same inspector.

Modification of an inspection

If the inspector knows only a part of the information on the form that is to be modified, that part of information should be entered in the **search filters**; otherwise, press the **Search** key and the **System**

Search inspection reports

Register	Operator	Airport	Aircraft designator	
	Select	Select	AIRBUS | A320 |	Search
Order by:	Default	Ascend		

Inspection Nro.	Inspector	State Airport	Date Time	Origin Destination	Operator Flight Nº	Aircraft designator Register
20111100001	apac_inspector1	Y YMML	2011-11-04 04:02	YMML RJTD	XME 12569	A-320 N78954

will show all the inspections conducted by that inspector.
For example: filter by **Airport = YMML/Australia/Melbourne Intl.** will show all the inspections conducted at that airport.

Search inspection reports

Register	Operator	Airport	Aircraft designator	
	Select	Australia | MEL	Select	Search
Order by:	Default	Ascend		

Inspection Nro.	Inspector	State Airport	Date Time	Origin Destination	Operator Flight Nº	Aircraft designator Register
20111100001	apac_inspector1	Y YMML	2011-11-04 04:02	YMML RJTD	XME 12569	A-320 N78954

✓ Once the form has been identified, click on the icon that contains a **window with a pencil** 📝 in order to make the necessary changes in the form. Then, the corrected form must be recorded.

✓ **Note:** Only the inspector that conducted the original inspection can modify the form.

✓ Once the finding has been resolved, the necessary changes are made, in this case, using the **General** section.

✓ **Once the changes have been made, save the modified inspection form by clicking on the Add Inspection key.**

4. **Option: Queries**

The System applies a quantitative approach. Based on this approach, the total number of findings (F) is compared with the total number of inspections (I) and with the inspected items (II).

A total of 53 different items are inspected; findings are deviations from ICAO standards.

The options of the **Queries** menu are structured as follows:

✓ queries by region
✓ queries by designator or location indicator
✓ quarterly statistics by year
✓ inspection statistics by year
✓ statistics of unsatisfactory inspection reports

5. Option: Users > Profile

This menu option displays the personal data editing form for editing name, surname, e-mail and password.

6. Option: Log Out

To end the session, click on the **Log Out** menu option. This action deletes the identification entered at the beginning of the session and takes to the exit or acknowledgment screen. These are all the options available when logging in with an inspector profile.

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Thank you for your contribution to the application