

**Quick Reference Guidance
(QRG)**

Alleviation Title	Minimum Cabin Crew Requirements when Transporting Cargo in the Passenger Cabin
Version	1.0
Publication Date	20 April 2020
Relevant Standard(s)	Annex 6, Part I 12.1 - The operator shall establish, to the satisfaction of the State of the Operator, the minimum number of cabin crew required for each type of aeroplane, based on seating capacity or the number of passengers carried, in order to effect a safe and expeditious evacuation of the aeroplane, and the necessary functions to be performed in an emergency or a situation requiring emergency evacuation. The operator shall assign these functions for each type of aeroplane.
CCRD entry required	No
Problem Statement	Due to the drop in demand for passenger flights, many operators are repurposing their passenger aircraft to only transport cargo. Cargo is being transported in the passenger cabin, in overhead bins and on passenger seats. Concerns were raised in the event of an abnormal or emergency situation (such as inflight fire). Operations without passengers may still require one or more qualified and trained crew member to monitor and access all areas of the passenger cabin during all phases of flight.
Applicability	These alleviations should apply operators transporting cargo in the passenger cabin until such time as passenger aircraft revert to being used to transport persons on the passenger cabin.
Alleviation summary	Allowing a modification of the number of minimum cabin crew required for operators transporting cargo only in the passenger cabin where no passengers are carried.
Operational context	<ul style="list-style-type: none"> • The State of the Operator has granted the operator the authorization to conduct this type of operation. • All operational and airworthiness approvals are complied with (e.g. exits and aisles are unobstructed, maximum capacity limitations in the required safety placards are not exceeded, etc.). • Refer to: www.icao.int/safety/COVID-19OPS/Pages/Airworthiness.aspx

<p>Possible Mitigations</p>	<ul style="list-style-type: none"> • Cabin crew members or other qualified crew members who are trained in relevant safety and emergency procedures¹ (e.g. flight crew member) are on board. • Minimum number of qualified crew members in the cabin needs to match the minimum number of cabin crew members required to carry out procedures for firefighting, pilot incapacitation, and dangerous goods incidents, per the Cabin Crew Operations Manual (CCOM) or in accordance with revised procedures. • Other factors in determining minimum crew include: size of the aircraft, relevant procedures in the CCOM, duration of the flight and type of cargo transported. • Crew members to follow all procedures in the CCOM, unless otherwise specified by a temporary amendment. • Crew members to conduct all required pre-flight checks on safety and emergency equipment. • Designated, trained personnel to conduct pre-flight security checks, as security checks in these cargo flights differ from those in an empty passenger cabin (for which cabin crew are trained). • Allow for additional time to conduct pre-flight checks with reduced number of crew members (earlier reporting for duty). • Modified joint pre-flight safety briefing (with flight crew and loadmaster, if applicable) to cover aspects specific to this type of operations (e.g. periodic cabin surveillance for smoke/fire, shutting off galley power, type of cargo carried). • Crew members to occupy jumpseats as assigned crew stations in the cabin. • Crew members to arm/disarm designated doors, as per operator procedures. • Some empty seats in the cabin for crew members to occupy, in the event of decompression. • Crew member’s surveillance of the cabin at a predefined time interval (e.g. every 15 or 20 minutes) to monitor for smoke or fire. • Additional firefighting equipment. • Training on variances from normal firefighting procedures, as pertaining to fighting cargo fire.
<p>Alleviations likely to be unacceptable to other States</p>	<ul style="list-style-type: none"> • Any person not trained in cabin crew safety and emergency procedures, to be authorized to operate as a crew member in the cabin on this type of flight. • Crew members conducting tasks generally assigned to a loadmaster, without appropriate training (e.g. verifying proper securing of cargo, use of restraining devices, verifying mass and balance distribution).

¹ Training refers to cabin crew safety and emergency procedures training, including but not limited to: firefighting, use of safety and emergency equipment, operation of aircraft exits, first aid, crew incapacitation, and evacuations.

	<ul style="list-style-type: none">• Crew members seated near cargo.
References:	<ul style="list-style-type: none">• Doc 9734, <i>Safety Oversight Manual, Part A – The Establishment and Management of a State Safety Oversight System</i>• Doc 10072, <i>Manual on the Establishment of Minimum Cabin Crew Requirements</i>
<p><i>This guidance has been developed by ICAO with the support of SME's made available from States and Industry through different ANC panels, study groups and other expert groups.</i></p>	