



ICAO

**TENTH MEETING OF THE REGIONAL AVIATION SAFETY GROUP -
ASIA AND PACIFIC REGIONS (RASG-APAC/10)**

(Bangkok, Thailand, 17-18 December 2020 on Virtual Platform)

RASG-APAC/10-WP/28

Agenda Item 5

Agenda Item 5: ICAO / Member State / Industry Presentations

**IMPLEMENTING AND MONITORING ALLEVIATIONS AND
RAMP INSPECTION GUIDELINES**

(Presented by: Miles Gore-Brown member ACCRPG Safety Sub-Group)

SUMMARY

The COVID-19 Alleviations lodged by States are required to be updated regularly when States make changes, remove or implement new Alleviations.

As States continue with COVID-19 Alleviations given the current state of the pandemic, operators may require further mitigating measures to maintain an acceptable level of safety.

ICAO produced QRG's detail the recommended processes and procedures that should be adopted by States, and Operators, in order to maintain an acceptable level of safety.

There is a shared responsibility of the State of the Operator, the Operator, State of Acceptance and State of Inspection to ensure that compliance with up-to-date Alleviations are maintained and that the guidance in QRG's is followed to facilitate continued safe operations.

It is recommended that States regularly review and update COVID-19 Alleviations and operators follow the guidelines provided in the QRG's.

Significant safety implications related to extensions of Pilot Proficiency Check's, licences, and Medical certificates can result if the processes and procedures detailed in the Alleviations and QRG's are not followed.

1. INTRODUCTION

1.1 The State of the Operator is required to lodge COVID-19 related temporary differences in accordance with ICAO State Letter AN 11/55-20/50. The State of the Operator is also required to indicate if the State will accept Alleviations lodged by other States. ICAO temporary differences to the SARP's, i.e., COVID-19 Contingency Related Differences (CCRD) and Extended COVID-19 Contingency Related Differences (ECCRD) are generally referred to as Alleviations.

1.2 The COVID-19 pandemic has made it necessary for most States to adopt the ICAO initiatives and file temporary differences and use associated ICAO developed guidance material – Quick Reference Guides (QRG's).

1.3 To assist with aviation activities, most States have accepted CCRD's and ECCRD's filed by other States resulting in wider mutual recognition of implemented temporary differences during COVID – 19 Pandemic. As the Pandemic and epidemiological conditions continues to evolve, States should keep their Alleviations up to date and remove outdated Alleviations when operations have returned to normal.

1.4 In addition, it is necessary for States to ensure that the lodged Alleviations reflect that the manner in which their operators are conducting operations, i.e., in accordance with the State approved extensions for Pilot Proficiency Check (PPC's), medicals and licences etc.

1.5 Implementation and monitoring of State lodged Alleviations is a shared responsibility of the State of the Operator, the Operator, State of Acceptance and State of Inspection.

1.6 The shared responsibility is required in order to monitor the applicability of lodged Alleviations, ensuring that they are updated following the necessary safety risk assessment, avoiding expiry and withdrawn when no longer required.

1.7 Conducting surveillance activities, such as ramp inspections, is one link in the safety chain to ensure operators comply with Alleviations lodged by the States.

1.8 Significant safety implications related to extensions of PPC's, licences, and Medical certificates can result if the processes and procedures as detailed in the Alleviations and QRG's are not followed.

2. DISCUSSION

2.1 Prolonged operations with extended and/or expired PPC's, medicals, licences etc has significant safety implications. ICAO has provided detailed guidance in the QRG's to assist States and operators to continue safe operations by providing detailed mitigation measures.

2.2 ICAO has recently reviewed two significant QRG's, removing the extended flight and duty time QRG and the revision of the PPC QRG.

2.3 Revision of the PPC QRG is significant, as updated detailed guidance has been developed in order for States and Operators to continue operations with expired PPC's. However, operations with expired PPC's are considered a significant safety concern and as such the QRG details specific mitigating measures providing an acceptable level of safety. It is incumbent on States to update their Alleviations and Operators to implement the applicable processes and procedures to ensure continued safe operations.

2.4 Ensuring safe operations requires a shared responsibility between the State of the Operator, the Operator, State of Acceptance and State of Inspection in making sure that compliance with up-to-date Alleviations are maintained and the QRG's are followed.

2.5 Operations not in accordance with the ICAO SARP's, and not in accordance with State lodged COVID-19 Alleviations will, in most cases, not be accepted by other States, especially the State of Inspection and where applicable, the State of Acceptance.

2.6 In order to ensure that the intended level of safety is maintain with the implementation of State lodged Alleviations it is necessary to detail those areas of responsibility that are required to be complied with. The following are the recommended areas of responsibility including surveillance activities which provide an important role ensuring safe operations are maintained during the COVID Pandemic.

2.7 State of the Operator responsibility

2.7.1 The State of the Operator is required to lodge COVID-19 related temporary differences in accordance with ICAO State Letter AN 11/55-20/50. The State of the Operator is also required to indicate if the State will accept Alleviations lodged by other States.

2.7.2 If the State of the Operator has lodged Alleviations, then the majority of the safety critical differences are required to be supported by a safety risk management plan. Guidance on risk assessment and mitigating measures can be found in the QRG for each applicable Alleviation.

2.7.3 The State of the Operator will require the Operator to implement a safety risk management plan for specific CCRDs, such as for expired PPC's.

2.7.4 The State of the Operator will need to implement a strategic plan to cancel Alleviations as operators return to normal operations. States will also need to implement a specific process to cancel all Alleviations in accordance with the expiry date of 31 March 2021 as detailed in ICAO CART Recommendation 12.

2.8 Operator responsibility

2.8.1 An operator implementing Alleviations is required to comply with the State regulations and lodged Alleviations. It is required for the Operator to ensure continued safe operations with implemented Alleviations and approvals in accordance with the State approved safety risk management plan.

2.8.2 It is incumbent on the Operator to make sure that implemented Alleviations and approvals are accepted by the State into which the operator intends to operate. The operator should also check with its national aviation authority (NAA) to confirm the validity period of the Alleviations intended to be applied.

2.8.3 Operators need to be aware that some States may not accept all Alleviations and approvals, accordingly operators will need to take this into account when planning international operations into another State.

2.8.4 It is the responsibility of the Operator to carry on board evidence (attestation) of the approval for operations in accordance with the Convention for the specific Alleviations and approvals.

2.8.5 In accordance with the Operator's Return to Service Plan (RSP) the operator should schedule the withdrawal of Alleviations and approvals by the time the operator has returned to normal operations.

2.8.6 All Alleviations and COVID-19 approvals should be cancelled by the 31 March 2021 expiry date in accordance with ICAO CART Recommendation 12.

2.9 State of Acceptance responsibility

2.9.1 States that have processes and procedures for accepting Scheduled or Non-Scheduled foreign operators into their State are referenced as the State of Acceptance.

2.9.2 State of Acceptance should review the Alleviations implemented by the State of the Operator making sure that the Alleviations implemented by the Operator are consistent with current Alleviations lodged by the State of the Operator.

2.9.3 State of Acceptance should assess that safe operations can be carried out in accordance with Alleviations and, where applicable, in accordance with the approved safety risk management plan

2.9.4 The mutual recognition of Alleviations should be verified with reference to the ICAO Operational Safety site making sure that the Alleviations implemented by the State of the Operator are recognised by the State of Acceptance.

2.9.5 Operators in accordance with their RSP should have processes and procedures in place to ensure all Alleviations and approvals are cancelled by the 31 March 2021 cut-off date in accordance with ICAO CART Recommendation 12.

2.10 State of Inspection responsibility

2.10.1 States are required by ICAO to conduct surveillance of foreign operators. However, during COVID-19 Pandemic national health requirements may limit surveillance activities.

2.10.2 The State of Inspection should assess that operations are carried out in accordance with the applicable Alleviations and, where applicable, the State of the Operator approved safety risk management plan.

2.10.3 Pre-planning of ramp inspections should include reviewing the Alleviations lodged by the State of the Operator. This will provide the scope of COVID-19 inspection elements to be inspected, over and above those addressed during standard ramp inspections.

2.10.4 In accordance with Article 39 of the Convention the “attestation” documents should be available for inspection, showing compliance against the applicable Alleviations and approvals.

2.11 Ramp Inspections

2.11.1 ICAO ramp inspection processes and procedures are detailed in the *Manual of Procedures for Operations Inspection, Certification and Continued Surveillance ICAO Doc 8335*. These processes and procedures can be used as the foundation for ramp inspection processes and procedures during and post COVID-19 Pandemic.

2.11.2 It is recommended that inspectors carry out specific COVID-19 preparation activities prior to conducting ramp inspections. The preparation activities should include reviewing specific public health requirements, COVID-19 Operational Safety and CCRD pages for details of specific Alleviations

2.11.3 When evaluating the validity of PPC’s, licences, ratings, or certificates subject to State lodged Alleviations, inspectors should verify the State of Inspection accepts the applicable Alleviations.

2.11.4 In accordance with Article 39 of the Convention the “attestation” documents should be available for inspection, showing compliance against the applicable Alleviations and approvals.

2.11.5 Inspectors should pre-plan inspections and check the Alleviations, related to the validity of PPC’s, medicals, licences, ratings, or certificates, have been accepted by the State of Inspection.

2.11.6 Specific inspections maybe required for operators conducting specific operations such as Transport of Cargo in the Passenger Cabin (TCPC).

2.11.7 In order to mitigate contact during inspections, inspectors should consider the following important procedures: *Prepare* for the inspection, *Protect* the inspector with PPE,

Prevent infection, and if necessary, *Follow* up post inspection process in the case of subsequent crew infection

3. SUMMARY

3.1 States need to update CCRD' and Operators need to follow the guidelines provided in the QRG's.

3.2 Significant safety implications related to extensions of Pilot Proficiency Check's, licences, and Medical certificates can result if the processes and procedures detailed in the Alleviations and QRG's are not followed.

3.3 Maintaining the areas of responsibility and conducting State surveillance activities will ensure that the ICAO processes are followed and that the required level of safety is maintained throughout out the COVID-19 Pandemic and post 31 March 2021.

3.4 The "*Implementation and Monitoring Alleviations and Ramp Inspection Guidelines*" document in Attachment A provides a "Toolkit" detailing the processes, procedures, areas of responsibility and recommended surveillance activities that will assist States and Operators to ensure that the required level of safety is maintained.

4. ACTION BY THE MEETING

4.1 The Meeting is invited to:

- a) Review the content of the Working Paper;
- b) Recommend National Aviation Authorities review processes and procedures, and implement surveillance activities, to ensure COVID-19 Alleviations lodged by States are kept up to date and operators comply with the applicable ICAO guidance in accordance with national regulations and
- c) Review Attachment A "*Implementation and Monitoring Alleviations and Ramp Inspection Guidelines*"

— END —

COVID-19 Pandemic Return to Service

Implementing and Monitoring Alleviations and Ramp Inspection Guidelines

Version: 2.0

Date: December 2020

Author: Miles Gore-Brown

ICAO APAC ACCRPG Safety Sub-Group

Table of contents

Table of contents	2
1. Purpose of this Document.....	3
2. State loaded Temporary Differences CCRD's and ECCRD's.....	3
3. Responsibility for implementing and monitoring CCRD's and ECCRD's.....	3
3.1 State of the Operator responsibility.....	4
3.2 Operator responsibility.....	5
3.3 State of Acceptance responsibility.....	7
3.4 State of Inspection responsibility.....	7
4. Ramp Inspection: Assessment of Alleviations and Approvals.....	9
4.1 Inspection of Alleviations: validity periods on licences, ratings and certificates.....	10
4.2 Transport of Cargo in the Passenger Cabin (TCPC).....	11
4.2.1 TCPC Approval.....	11
4.2.2 Ramp Inspection: TCPC.....	12
4.3 Other approvals.....	13
5. COVID-19 Mitigating measures for minimising contact during inspections.....	13
6. Risk based approach during COVID-19.....	15
6.1 Inspection targets.....	15
6.2 Risk based oversight.....	15
7. Attachment 1 COVID-19 Ramp Inspection Worksheets: ICAO Items.....	16
8. Attachment 2 Example completed COVID-19 Ramp Inspection worksheet.....	18
9. Attachment 3 ICAO Ramp Inspection Findings and Actions.....	20
10. Attachment 4 Sample Proof of Ramp Inspection Report	21
11. Attachment 5 Ramp Inspector Health Declaration.....	22
12. Attachment 6 Public Health Corridor (PHC).....	23

1. Purpose of this document

The purpose of this document is to provide guidelines for States and Operators to ensure a standardised approach to the implementation and monitoring of COVID-19 temporary differences to the ICAO SARP's and the conduct of surveillance activities during, and post COVID-19 Pandemic.

This document is applicable to international commercial air transport operations conducted in accordance with COVID-19 temporary differences i.e., COVID-19 Contingency Related Differences (CCRD) and Extended COVID-19 Contingency Related Differences (ECCRD). However, the processes can also be adopted for domestic operations where necessary.

2. State lodged temporary differences: CCRD's and ECCRD's

The COVID-19 pandemic has made it necessary for most States to adopt the ICAO initiatives and file temporary differences and use associated ICAO developed guidance material. ICAO temporary differences to the SARP's, i.e., CCRD's and ECCRD's, are generally referred to as Alleviations.

ICAO information related to COVID-19 can be found on the ICAO COVID-19 Operational Safety site via the following link:

<https://www.icao.int/safety/COVID-19OPS/Pages/default.aspx> .

States file their temporary differences against the specific nine core SARP's referred to as CCRD's and twelve secondary CCRD's referred to as ECCRD's.

The most common differences expected to be implemented by States are those related to the validity periods of flight crew licenses, medical certificates, pilot proficiency checks (PPC's) and English Language Proficiency (ELP) i.e., Annex 1 and Annex 6 SARP's.

Other approvals may also be granted to operators to assist with humanitarian flights and maintaining the essential supply chain requirements via the transport of cargo in the passenger cabin (TCPC) and applicable minimum crew requirements, along with the necessity to consider flight and duty limitations (FDTL).

To assist with the uninterrupted aviation activities, most States have accepted other State's filed CCRD's and ECCRD's resulting in wider mutual recognition of implemented temporary differences during COVID – 19 Pandemic. However, this requires States to keep their Alleviations up to date and remove them when operations have returned to normal.

The ICAO platform capturing CCRD and ECCRD's is available to all stakeholders via the following link:

<https://www.icao.int/safety/COVID-19OPS/Pages/ccrd.aspx>.

ICAO developed Quick Reference Guides (QRG's) assisting States to harmonise the implementation of the relevant Alleviations and approval processes are available via the following link:

<https://www.icao.int/safety/COVID-19OPS/Pages/QRGs.aspx>

3. Responsibility for Implementing and Monitoring CCRD's and ECCRD's

Implementation and monitoring of State lodged Alleviations is a joint responsibility of the State of the Operator, the Operator and in the case of a ramp inspection, the State of Inspection.

States that have a process for accepting foreign Scheduled or Non-Scheduled operations, i.e., TCO, CASR Part 129 or FAR 129 etc, have a responsibility to assess the applicable Alleviations and approvals implemented by operators.

States also have a responsibility, in accordance with the ICAO requirements, to conduct surveillance of foreign operators.

During the period of the COVID-19 Pandemic surveillance activities are restricted to reduce the risk of cross infection. For this reason, surveillance activities will need to focus on addressing the primary safety critical elements related to COVID-19 Alleviations, approvals, and those items relevant to the safe return to normal operations.

3.1 State of the Operator responsibility:

The State of the Operator is required to lodge COVID-19 related temporary differences in accordance with ICAO State Letter AN 11/55-20/50. In addition, the State of the Operator is also required to indicate if the State will accept Alleviations lodged by other States.

If the State of the Operator has lodged Alleviations, then the majority of the safety critical differences are required to be supported by a safety risk management plan ensuring that safe operations can be carried out in accordance with the applicable Alleviations. Guidance on risk assessment and mitigating measures can be found in ICAO Quick Reference Guides (QRG) for each applicable Alleviation.

The State of the Operator will require the Operator to implement a safety risk management plan for CCRDs, such as expired PPC's, addressing the implementation of the applicable Alleviations and approvals. The State required process for implementing Alleviations and approvals should be documented and referenced in a central location so that other States can review as necessary for assessment and inspection purposes.

It is recommended that States upload their relevant Alleviation and approval reference documents to the "*Member States CAA's and International Organization COVID-19 related URL's*", sub menu page of the ICAO COVID-19 Operational Safety site, link as follows:

<https://www.icao.int/safety/COVID-19OPS/Pages/StatesAndOrganizations.aspx>

The State of the Operator should monitor the applicability of their lodged CCRD's and ECCRD's, updating as necessary, avoiding expiry, or expiry of specific provisions within the Alleviation.

States should develop templates to assist with the granting of Alleviations, seeking a harmonised approach for operators to take advantage of the flexible provisions. States should monitor the implementation of Alleviations by their operators and address any inconsistencies.

The following are the current ICAO COVID-19 provisions for Alleviations and approvals as referenced in this document:

- a. CCRD's,
- b. ECCRD's,
- c. Transport of Cargo in the Passenger Cabin,
- d. Minimum crew required when conducting TCPC

Note: Refer to Section 2 and Section 4.2.2 for the applicable links

Particular attention by the State of the Operator to Article 39 of the Convention is necessary in that any aircraft or person implementing differences shall have endorsed on, or attached to, relevant certificate or license a complete enumeration of the details or particulars in respect of which the aircraft or person does not satisfy such requirements or conditions.

In order to comply with the Convention, the State of the Operator will need to provide the operator with evidence that the State has approved the operation in accordance with the CCRD/ECCRD and specific COVID -19 approvals such as TCPC. The evidence of the endorsement could be in the form of a document attesting to compliance with the Alleviations and applicable approvals, e.g., expired PPC's, medicals, licences, certificates and TCPC.

The "attestation" documents should be carried onboard to provide evidence to inspectors of compliance against the applicable Alleviations and approval provisions.

The State of the Operator will need to implement a strategic plan to cancel Alleviations as operators return to normal operations. States will also need to implement a specific process to cancel all COVID-19 Alleviations in accordance with the expiry date of 31 March 2021 as detailed in ICAO CART Recommendation 12.

Summary:

1. State of the Operator has lodged COVID-19 Alleviations via the ICAO EFOD
2. State of the Operator monitors lodged Alleviations for expiry and update if necessary
3. State of the Operator implements, where applicable, safety risk management plan policy supporting lodged Alleviations and approvals
4. State of the Operator monitors Operator/s operations in accordance with Alleviations approvals and the safety risk management plan.
5. State of the Operator issues operators with attestations of validity of PPC's, licences, medicals, certificates, and approvals etc.
6. State of the Operator cancels applicable Alleviations and approvals when the operator returns to normal operations, or when individual Alleviations are no longer required – State to monitor operators accordingly.
7. In accordance with ICAO CART Recommendation 12 implement the 31 March 2021 expiry of all COVID-19 related Alleviations and approvals – State to monitor operators accordingly

3.2 Operator responsibility:

An operator implementing Alleviations is required to comply with the State regulations and lodged COVID-19 Alleviations. It is required for the Operator to ensure continued safe operations with implemented Alleviations and approvals in accordance with the State approved safety risk management plan.

It is expected the Operator has implemented a safety risk management plan addressing the applicable Alleviations, including additional safety risks when conducting operations with multiple Alleviations, and in particular the management of expired PPC's in accordance with the PPC QRG.

Article 40 of the Convention requires that no aircraft or personnel having certificates or licenses that do not comply with ICAO SARP's shall not participate in international navigation, except with the permission of the State or States whose territory is entered.

It is incumbent on the Operator to review the ICAO COVID-19 public site to make sure that implemented Alleviations and approvals, such as CCRD's and ECCRD's, are accepted by the State into which the operator intends to operate. The operator should also check with its national aviation authority (NAA) to confirm the validity period of the CCRD's intended to be applied, and that an attestation letter has been issued to the operator for operations in accordance with the Alleviation/s and/or approval.

Operations in accordance with COVID-19 Alleviations or approvals may require the operator to confirm with the State intended to be entered (destination) if such operations are accepted by that State.

Operators need to be aware that some States may not accept all COVID-19 Alleviations and approvals, accordingly operators will need to take this into account when planning international operations into another State.

If the State into which the operation is planned has not lodged Alleviations, or a specific CCRD/ECRRD Acceptance Statement with ICAO then, unless otherwise confirmed with the applicable State, the Operator should assume that operations in accordance with COVID-19 temporary differences will not be permitted by that State.

It is the responsibility of the Operator to carry on board evidence (attestation) of the approval for operations in accordance with the Convention and specific COVID-19 Alleviations and approvals.

Operators that have implemented procedures in accordance with Alleviations are recommended to periodically monitor their State Alleviations, lodged with ICAO for any changes, including withdrawal, expiry or changes of validity of the Alleviations. Operating with expired or withdrawn Alleviations could lead to extensive departure delays and ramp inspection findings in another State.

If a State has not lodged CCRD's/ECRRD's with ICAO, or indicates "No Difference" in the CCRD, then it is considered that the State of the operator, and the operator, complies with the ICAO SARPs with no Alleviations. In addition, a State that has not lodged temporary differences will also not have lodged a Statement of Acceptance of other State's temporary differences. In this case when the State that has not lodged temporary differences is the State of inspection then operators have to be aware that any COVID-19 Alleviations, approvals, implemented by the operator may not be accepted by the State of Inspection.

In accordance with the Operator's Return to Service Plan (RSP) the operator should schedule the withdrawal of Alleviations and approvals by the time the operator has returned to normal operations.

All COVID-19 Alleviations and approvals should be cancelled by 31 March 2021 expiry date in accordance with ICAO CART Recommendation 12.

Summary:

1. Operator has implemented a safety risk management plan addressing the applicable Alleviations and approvals.
2. In accordance with the safety risk management plan, implement Alleviations and approvals complying with the State of the operator's requirements and lodged Alleviations.
3. Operator should check that the State, into which operations with Alleviations are planned, has lodged CCRD's/ECRRD's – if no CCRD's/ECRRD's have been lodged by that State then the operator, unless otherwise confirmed, should assume the State into which operations are planned will not permit operations in accordance with applicable CCRD's/ECRRD's.
4. Operators should check that the State into which operations are planned will accept Alleviations and approvals implemented by the operator, i.e., extended medicals, proficiency checks, or TCPC etc,
5. Operator should provide attestations/evidence carried on aboard showing compliance with implemented Alleviations and approvals,

6. Operator monitors expiry of State Alleviations or provisions within the Alleviations
7. In accordance with the Operator's RSP, schedule the withdrawal of applicable Alleviations and approvals by the time the return to normal operations is complete.
8. Operator cancels all Alleviations and approvals by 31 March 2021 expiry date in accordance with ICAO CART Recommendation 12.

3.3 State of Acceptance responsibility

States that have a process for accepting Scheduled or Non-Scheduled foreign operators into their State such as TCO, CASR Part 129 or FAR 129 etc approvals, are referenced in this document as the State of Acceptance.

State of Acceptance should review the Alleviations implemented by the State of the Operator making sure that the Alleviations implemented by the Operator are consistent with current Alleviations lodged with ICAO by the State of the Operator.

State of Acceptance should assess that safe operations can be carried out in accordance with Alleviations as supported by the State of the Operator approved safety risk management plan.

State of Acceptance should monitor Alleviations implemented by foreign operators and address any inconsistencies.

The mutual recognition of the CCRD's and ECCRD's should be verified with reference to the ICAO Operational Safety site making sure that the Alleviations implemented by the State of the Operator are recognised by the State of Acceptance.

Operators in accordance with their return to service plan should have processes in place to ensure all COVID-19 Alleviations and approvals are cancelled by 31 March 2021 cut-off date in accordance with ICAO CART Recommendation 12.

Summary:

1. State of Acceptance should verify the State of the Operator's ICAO lodged Alleviations for validity and the Operator's implementation of those lodged Alleviations.
2. State of Acceptance should verify that safe operations can be carried out in accordance with the Alleviations and approvals as supported by the State approved safety risk management plan.
3. State of Acceptance should verify the State of the Operators applicable approvals such as TCPC, prior to accepting applicable operations into their territory.
4. Attestation/evidence of implemented Alleviation and evidence of approvals carried on board, e.g., Alleviation to operate with expired medicals, certificates or TCPC approval
5. State of Acceptance should monitor the planned withdrawal of applicable Alleviations and approvals is in accordance with the Operators return service plan.
6. After 31 March 2021 monitor the Operator's return to normal operations.

3.4 State of Inspection responsibility

States are required, in accordance with the ICAO SARPs, to conduct surveillance of foreign operators. However, during COVID-19 Pandemic national health requirements may limit surveillance activities.

The State of the Aerodrome where a ramp inspection is conducted is referred to in this document as the State of Inspection.

Ramp inspections cover several domains of aircraft operations, however in the context of this document the scope of the ramp inspection is the extra coverage required to ensure compliance with any COVID-19 Alleviations implemented by a foreign operator. In addition, compliance with approvals such as TCPC and any extended flight and duty time limitations may also be assessed during inspections.

The State of Inspection should assess that safe operations are carried out in accordance with Alleviations as supported by the State of the Operator approved safety risk management plan.

It is incumbent on the State of Inspection to review the COVID-19 Operational Safety and CCRD public site to make sure that Alleviations are valid and approvals implemented by the operator are accepted by the State of Inspection.

Pre-planning of ramp inspections should include reviewing the temporary differences lodged by the State of the Operator. This will provide the scope of COVID-19 elements to be inspected over and above those addressed during standard ramp inspections.

The “attestation” documents should be available for inspection, showing compliance against the applicable Alleviations and approvals in addition to meeting the ICAO obligations of Article 39 of the Convention.

Note: If a State has not lodged CCRD’s/ECCRD’s or has lodged “No Difference” within the CCRD/ECCRD then it is assumed the operators from that State complies with the ICAO SARPs with no Alleviations. In addition, a State that has not lodged temporary differences will also not have lodged a Statement of Acceptance of temporary differences. In this case when the State that has not lodged temporary differences is the State of Inspection then operators should consider that any COVID-19 Alleviations, approvals, implemented by a foreign operator, may not be accepted by the State of Inspection.

Summary:

1. State of Inspection review the State of the Operator’s ICAO lodged Alleviations and the implementation of those lodged Alleviations.
2. State of Inspection review the State of the Operators applicable approvals such as TCPC.
3. State of Inspection review and confirm if the Alleviations lodged by the State of the Operator are accepted by the State of Inspection.
4. State of Inspection review specific Alleviations and approvals implemented by the Operator, i.e. expired PPC’s, medical extensions, TCPC and check for validity and compliance.
5. State of Inspection review the operation in accordance with the implemented Alleviations and approvals.
6. State of Inspection determine the specific Alleviations and approval items to be inspected based on the review and the operator’s risk profile as determined by the State of inspection.
7. Attestation/evidence of implemented Alleviations and evidence of State approvals should be carried on board, e.g., Alleviation to operate with expired PPC’s, medicals, ELP’s or TCPC approval
8. State of Inspection should monitor the operator’s planned withdrawal of applicable Alleviations and approvals in accordance with the return service plan.

9. Operator implemented Alleviations and approvals withdrawn by 31 March 2021 expiry date in accordance with ICAO CART Recommendation 12.

4. Ramp Inspection: Assessment of Alleviations and Approvals

This document does not reference a specific State methodology for the conduct of ramp inspections; however, reference is made to the ICAO ramp inspection processes and procedures detailed in the *Manual of Procedures for Operations Inspection, Certification and Continued Surveillance ICAO Doc 8335*. The processes and procedures referenced in ICAO Doc 8335 can be used as the foundation for a State to update, amended, or develop relevant ramp inspection processes and procedures, including the categorisation of inspection findings, during and post COVID-19 Pandemic.

States are recommended to update their inspection procedures and processes considering State issued CCRD's and ECCRD's.

It is recommended that inspectors carry out specific preparation activities prior to conducting ramp inspections during COVID-19. The preparation activities should include reviewing specific public health requirements, and the COVID-19 Operational Safety and CCRD pages for specific Alleviations via the following URL:

<https://www.icao.int/safety/COVID-19OPS/Pages/default.aspx> .

The list of temporary differences lodged by each State are subject to updates and as such it is necessary to review the COVID-19 Operational Safety and CCRD URL's regularly.

The follow two tables list a selection of the core CCRD's and secondary ECCRD's Alleviations which cover relevant COVID-19 inspection items. The relevant ICAO Inspection items are detailed in the left-hand column, the SARP is detailed by Annex: Chapter and paragraph in central column, and the relevant inspection item detailed in the right-hand column.

Core CCRD

ICAO Inspection Item	Core CCRD ICAO Standard reference	Item to be inspected
A8(d)	Annex 1 - 1.2.4.4.1 Medical Extension	Check licence extension
	Annex 1 - 1.2.5.1.2 Validity of licence	Check validity of licence
	Annex 6 - Pt I 9.4.1.1/ 9.4.2.1 Recency	Check recency extension
	Annex 6 - Pt I 9.4.4.1 Proficiency check	PPC expiry
	Annex 6 - Pt II 3.9.4.2/3.9.4.3 Recency	As above
	Annex 6 - Pt III 7.4.1.1 Recency	As above
	Annex 6 - Pt III 7.4.3.1 Proficiency check	As above

ECCRD

ICAO Inspection Item	ECCRD ICAO Standard reference	Item to be inspected
A8 c)	Annex 8 - 3.3.1 Certificate of Airworthiness	Extension of C of A
A8 d)	Annex.1-1.2.5.2 Extension of Medical validity	Medical extension validity
A8 d)	Annex.1-1.2.9 English Language Proficiency (ELP)	ELP Validity date

4.1 Inspection of Alleviations: validity periods for licences, ratings, and certificates

Particular attention should be given to Article 39 of the Convention which states that any aircraft or person that does not satisfy in full ICAO Standards or conditions shall have endorsed on or attached to relevant certificate or license a complete enumeration of the details or particulars in respect of which the aircraft or person does not satisfy such requirements or conditions.

Particular attention by the State of Inspection to Article 40 of the Convention is necessary detailing that no aircraft or personnel having certificates or licenses so endorsed that do not comply with ICAO SARP's shall not participate in international navigation, except with the permission of the State, or States whose territory is entered, which as referenced in this document is the State of Inspection.

When evaluating the validity of PPC's, licences, ratings, or certificates subject to State lodged Alleviations, inspectors should verify the State of Inspection accepts Alleviations and request evidence to show compliance with Article 39 of the Convention.

In this context the crew should be able to demonstrate to the inspector that the operator implemented Alleviation/s have been approved by the State of the Operator, in accordance with the CCRD and/or ECCRD.

Inspectors should pre-plan inspections and check the Alleviations, related to the validity of PPC's, medicals, licences, ratings, or certificates, have been accepted by the State of Inspection.

If the crew is not able to demonstrate that an Alleviation has been granted by the State of the Operator, then the inspector should follow the same principals and procedures where licences, certificates etc are not carried on board. A temporary "Major" finding should be issued if no evidence of the Alleviation is provided before departure; however, if such evidence is subsequently provided prior to departure then the finding can be withdrawn. Delaying the departure to resolve the non-compliance should only be considered after considering the seriousness of the non-compliance in the context of the category of finding and the subsequent safety implications of continuing the operation. The ICAO Doc 8335 Findings and Actions are provided in Attachment 3.

In the case of open findings, States should focus on ensuring corrective actions related to any finding in the areas of safety management and compliance monitoring are adequately followed up. Unresolved non-compliance in these areas should cause concern of the capability of the operator's safety management system.

In case where the granted Alleviation is assessed after the inspection and it appears that the Alleviation conditions were not met, the category of the finding should be upgraded, and general remarks added, as necessary. The State of the Operator and the Operator should be notified accordingly.

4.2 Transport of Cargo in Passenger Cabin (TCPC)

4.2.1 TCPC Approval:

COVID-19 Pandemic has led to an increased need to transport critical products such as vaccines, medical supplies, PPE, as well as other cargo that is vital for sensitive supply chains. Operators are substituting their passenger aircraft to address the demand for this critical cargo. The number of dedicated freight aircraft is not sufficient to meet the demand. This provides an opportunity for operators to dispatch aircraft and crew that would otherwise be surplus to requirements.

The passenger cabin is not certified as a cargo compartment and therefore does not meet the applicable certification requirements for the TCPC. In order to mitigate the non-compliances with the certification requirements additional mitigating measures for Airworthiness and Operational considerations, such as smoke detection, fire suppression, access to emergency exits and cargo loading, need to be addressed during the approval assessment.

Approval for the safe TCPC is granted after detailed assessment by the State of the Operator. The following are safety critical elements that should be addressed during the TCPC assessment:

- Annex 8: Airworthiness
 - Type certification
 - Operating limitations
 - Loading information
 - Crashworthiness, cabin safety
 - Emergency equipment
 - Aircraft systems – smoke detection and fire suppression
 - Emergency evacuation, lighting, marking
 - Modification requirements
- Annex 6: Operations of Aircraft
 - Operations Manual update
 - Checklists
 - Flight preparation
 - Loading and stowage
 - Flight and Cabin/Crew training
- Annex 18: Safe Transport of Dangerous Goods by Air
 - Dangerous Goods not permitted in the passenger cabin.
- Annex 19: Safety Management
 - Risk assessment and operator's SMS.

Some operators have been granted TCPC approvals by their NAA's based on a distinctive approval for a "minor" change, i.e., in the case where passenger seats are not removed. Whereas due to the nature of the cargo requirement operators have obtained approvals considered as a "major" change, with the removal of all passenger seats. Major changes require OEM and/or approved design organisation modifications. Regardless of the type of approval, inspectors should check that the operation is carried out in accordance with the issued approval. The approval will include safety critical elements that are required to be addressed such as amended standard operating procedures, specific loading instructions, extra specific fire-fighting equipment, minimum number of cabin/crew and training requirements, amendments to the operations manual and operational guidance provided to the crew members etc.

4.2.2 Ramp Inspection: TCPC

The ICAO ramp inspection guidelines found in *Manual of Procedures for Operations Inspection, Certification and Continued Surveillance ICAO Doc 8335* do not consider the TCPC. However, as the cargo is carried in the passenger cabin, an inspection of relevant ICAO Cabin/Safety "B" Items can be used to assess compliance of the Cabin/Safety items affected by the TCPC approval, e.g., firefighting equipment, access to emergency exits etc. Assessment of the ICAO Flight Deck "A" Items relevant to load sheet, checklists and other operational issues related to the TCPC approvals, can be adopted for the inspection. Lastly, ICAO Cargo "D" Items related to the cargo carried in the cargo hold can be adopted as inspection Items related to loading and security of cargo carried in the passenger cabin.

Alternatively, the State of Inspection can develop a specific ramp inspection worksheet to cover TCPC, Attachment 1 is a sample inspection check sheet *COVID-19 Ramp Inspection Worksheet*, Attachment 2 is an example of a completed inspection worksheet and Attachment 4 is an example of a State developed Proof of ramp Inspection form.

In the absence of applicable State requirements, guidelines for inspectors are necessary to avoid unnecessary delays and minimise interactions with the crew. The release of the flight should be re-considered if unsafe conditions are detected during the inspection.

Prior to the inspection, if time permits, the inspector should check if the approval has been granted by the State of the Operator. The inspector should check adherence by the operator to the specific conditions of the approval. A copy of the approval should be carried on board and provided as evidence to the inspector if requested. If the inspector has not been able to establish whether the operator is approved for the specific type of operation prior to the inspection, and no evidence of granted approval is carried on board, with no significant safety findings detected, then a "*Minor*" finding maybe considered. The inspector should confirm the operator is approved for TCPC during the post inspection follow-up process. Once the State of inspection receives confirmation of the granted approval the finding can be withdrawn.

Conversely, when one of the approval conditions are not met, or if the carriage of cargo in the passenger cabin is not in compliance with the approval then a "*Significant*" finding should be considered. If there is an item that is considered a serious safety concern then a "*Major*" finding should be considered, see Attachment 3, ICAO Findings and Actions.

Due to the type of operation (cargo only) and the reduced number of crew members in the cabin (not necessarily Cabin Crew members), the inspector should bear in mind that the TCPC approval will designate the minimum number of crew members to be on board. The inspector can check the TCPC approval for the minimum number of cabin/crew requirements. The crew members play a critical safety role as the mitigator for the lack of fire detection and suppression systems in the passenger cabin. The compliance with minimum crew compliment is an important component of the TCPC approval and consequently an important inspection item.

In addition, due to the reduced number of crew members and no passengers occupying seats, the TCPC approval may require the deactivation of equipment that could be considered a fire hazard, and/or the removal of safety/survival equipment that is required for normal operations, but is surplus to requirements for TCPC operations. Removal and/or deactivation of normally required equipment should be recorded in the Maintenance Log and/or Technical Log, or equivalent.

Mixed cargo and passenger transport in the cabin require a specific approval and as such inspectors should be aware of this type of configuration and potential limitations during inspections. If mixed cargo and passenger carriage in the cabin is noted during the inspection then evidence of the specific approval should be provided by the operator.

The recommended safety related inspection items for an aircraft conducting TCPC operations are detailed in Attachment 1 *COVID-19 Ramp Inspection Worksheet*.

Reference to the ICAO web for information related to TCPC can be found in the following Airworthiness, Operations, Dangerous Goods and QRG pages on the ICAO Operational Safety site via the following links:

<https://www.icao.int/safety/COVID-19OPS/Pages/Airworthiness.aspx>

<https://www.icao.int/safety/COVID-19OPS/Pages/DangerousGoods.aspx>

<https://www.icao.int/safety/COVID-19OPS/Pages/QRGs.aspx>

https://www.icao.int/safety/COVID19-OPS/Documents/QRGs%20files/QRG_OPS_Minimum%20Cabin%20Crew%20Requirements_V1.0.pdf

4.3 Other approvals

Other COVID-19 approvals may be granted by States. These approvals may have a different impact on safety, especially depending on the actual adherence to the conditions in the approval. The QRG content is the foundation guidance for the relevant approvals.

The crew should be able to demonstrate that the operation has been approved by the State of the Operator and the operation is planned and conducted in accordance with that approval. A copy of the approval should be carried on board.

Prior to the ramp inspection it is recommended the inspector reviews the operator's COVID-19 approvals and refer to the ICAO COVID-19 Operational Safety site to review the relevant QRG's.

In verifying the compliance with the approval, the inspector should assess the operation considering the application of multiple Alleviations, the impact on aviation safety and if necessary, apply the most appropriate category of finding.

5. COVID-19 Mitigating measures for minimising contact during inspections

It is of paramount importance to limit the risk of further COVID-19 infection. National health authorities may have issued requirements to mitigate that risk.

In order to mitigate contact during inspections, inspectors should consider the following important procedures: *Prepare* for the inspection, *Protect* the inspector with PPE, *Prevent* infection, and if necessary, *Follow up* post inspection process in the case of subsequent crew infection.

Prepare: National health authorities may require inspectors to comply with specific pre-inspection virus free periods i.e., 14 days, along with the applicable ongoing health assessments for the period leading up to the ramp inspection. During this period, it is recommended the inspector self-monitors confirming the inspector has not had any symptoms

of the virus during the pre-inspection period. See Attachment 5 for an example of a ramp inspector health declaration form.

Protect: It is imperative that States put in place procedures to prevent cross infection between the ramp inspectors, airport staff, passengers, airline representatives and crew. Preventative measures including the requirement to wear PPE applicable to the areas where the ramp inspection is carried out and in accordance with the National Health authority's requirements. Inspectors should be aware of and comply with the relevant elements of the ICAO Public Health Corridor concept, see Attachment 6.

Prevent: States adopt preventative measures to reduce the risk of infection during the ramp inspections by minimising the contact with the crew members.

National Health authorities may also require inspectors to complete a pre-ramp inspection health assessment on the day of the inspection which may take the form of a temperature check and a general declaration of physical condition indicating the inspector is free of COVID-19 symptoms.

The inspector should avoid the following three "C's" to minimise and/or prevent physical contact:

- **C**onfined areas with poor ventilation such as the flight deck,
- **C**rowded places – boarding bridge and
- **C**lose-range conversation.

The following steps can be adopted to avoid the three "C's":

- Inspection is conducted outside the aircraft covering as many crew related items as possible and those items relevant to CCRD's, ECCRD's or approvals.
- For departure flights consider meeting the crew at the Pre-Boarding Bridge (PBB) or other areas in the terminal to inspect licences, certificates, and relevant flight documentation.
- Select safety related items to be checked in the flight deck and passenger cabin.
- Inspector should minimise the time on board when his/her presence is not required.
- If possible, communication between the inspectors could take place outside the aircraft (e.g. when informing the results of the exterior inspection of the aircraft).
- Minimise sharing of documents and pens

Ramp inspectors may consider to offer the pilot-in-command (or, in his/her absence, another flight crew member or a representative of the operator) the possibility not to sign and/or not to receive the copy of the Inspection form.

Follow-up: It is also recommended that the State of Inspection implements a process requiring the operator to notify the State of Inspection if it becomes known that the crew of an inspected aircraft is subsequently tested positive for COVID-19. The State of Inspection and the individual ramp inspector/s should be notified accordingly.

Summary:

1. Prepare
2. Protect
3. Prevent – three "C's"
 - a. **C**onfined areas - such as the flight deck
 - b. **C**rowded places – boarding bridge and

- c. Close-range conversation
4. Follow -up.

6. Risk based approach during the crisis

6.1 Inspection targets

The sudden decrease of air traffic and its unknown recovery provide difficulty in providing measurable target values.

States may decide to set interim specific target values for all operators as a baseline for inspection targets.

6.2 Risk Based Oversight

States should establish a Risk Based Oversight of operators based on measurable parameters considering the pre COVID-19 risk profile, particularly the consequential effect of the implementation of combined Alleviations, approvals, and exemptions.

Some States are carefully restarting their ramp inspection activities, while continuously balancing the health and safety risks. An important factor for consideration is the added benefit of the ramp inspection to monitor the safe implementation of COVID-19 Alleviations.

During the period of COVID-19, the inspection schedule should concentrate on operators with a higher risk profile. States should update the risk profile of operators, considering the cumulative effect of multiple Alleviations and approvals, i.e., expired medicals, licences and certificates, in addition to already pre-existing risks.

The planning of oversight activities should be preceded by an updated profiling of the operator, taking into account the impact of the COVID-19 crisis on its operations, in terms of:

- nature and complexity of the operation,
- financial capability to support such operation,
- regulatory framework in which operations are conducted taking into account the implemented Alleviations, and
- compliance status.

The profiling should ultimately help States to determine the level of confidence on each operator's ability to plan, conduct and monitor its operations.

The State of Inspection should be aware that the level of confidence in an operator's performance established before the COVID Pandemic may no longer be valid due to the implications of enduring circumstance on the operator's aviation activities.

An important source of information is the analysis of operators' occurrence reports or other relevant safety data, which may provide a different risk profile compared to before the crisis.

While the extensive use of flexible provisions was justified during the initial stage of COVID - 19 Pandemic, their continued utilisation while traffic volumes steadily increase may result in an increased safety risk, despite the presence of mitigating measures. Operators benefitting from multiple Alleviations over long periods of time, are the most exposed. The urgent unforeseeable circumstances or operational needs that were present at the time when the Alleviations were issued may no longer be applicable.

States should set priorities in their selection of operators for ramp inspections particularly in relation to the COVID-19 return to service period and post 31 March 2021 cut-off date.

END

Attachment 1

COVID -19 Ramp Inspection Worksheet: ICAO Items

ICAO Item	COVID-19: Inspection details	Item Inspected ✓	ICAO Alleviation ✓	ICAO QRG ✓	Finding Category
A	FLIGHT DECK		CCRD/ECCRD	TCPC	Minor, Significant, Major
A04	Manuals: Update Normal, non-normal procedures and Mass Balance calculations for the specific operation – TCPC.			✓	
A05	Checklists: Non-Normal checklist updated specific for the type of operation – TCPC.			✓	
A07	MEL: Updated where necessary - TCPC.			✓	
A08 c)	C of A expiry date extension – ECCRD		✓		
A08 d)	Flight crew licences, medical, ELP and proficiency check validity and extensions – CCRD's.		✓		
A08 e)	Tech log entry for deactivated systems – TCPC.			✓	
A08 h)	AOC and Ops Spec approved for cargo – TCPC.			✓	
A10	Mass and Balance load sheet customised exact weight - TCPC			✓	
A12	Cargo Manifest for cargo carried in cabin – TCPC.			✓	
A13	Pre -flight preparation and inspection of cargo in the cabin, NOTOC etc for TCPC operations			✓	
B	SAFETY / CABIN – CARGO LOADED IN CABIN			✓	
B01	Passenger cabin condition: 1. loading of cargo weight size limits, cargo loaded in overhead bins. Toilets clear of cargo - TCPC 2. deactivation of IFE, seat power and galleys power for TCPC. Smoke detectors serviceable, Review if seats removed for cargo carriage			✓	
B02	Crew station quantity, location for crew on fire watch -TCPC			✓	
B04	Portable fire extinguisher and PBE location and number for fire-fighting requirements – TCPC.			✓	
B07	Emergency exit lighting and marking not obscured by cargo and lighting for exits not used de-activated as necessary.			✓	
B09	Oxygen supply location and quantity for crew – TCPC. PSU deactivated as necessary – TCPC.			✓	
B10	Emergency briefing cards 1. Cards update if necessary 2. Location and content for specific operation – TCPC.			✓	
B11	Crew members: 1. minimum number for operation - TCPC			✓	

	2. adequately trained for fire-fighting duties – TCPC.				
B12	Access to emergency exit paths clear of cargo for all available exits used during TCPC ops.			✓	
B14	Seating capacity and location for min number of crew members – TCPC.			✓	
D	CARGO – LOADED IN PASSENGER AND CARGO COMPARTMENT				
D01	General condition of cargo and passenger compartment for TCPC, check seats, floor, ventilation clear, security nets etc.			✓	
D02	Dangerous goods 1. NIL DG or mail in passenger cabin, 2. if classified as “Cargo Only” operation then DG in accordance with TI. 3. Correct NOTOC for the type of operation – TCPC.			✓	
D03	Cargo stowage in accordance with TCPC, distribution/height, locations. Secured with approved restraint equip, clear paths between cargo for fire-fighting access, access to emergency exits.			✓	
E	GENERAL				
E01	Additional Remarks Evidence of Alleviation/exemption/approvals/authorisation carried on board at the time of the inspection.		✓	✓	

ICAO Item	Finding	Remarks

Attachment 2

Example: completed COVID -19 Ramp Inspection Worksheet

ICAO Item	COVID-19: Inspection details	Item Inspected ✓	ICAO Alleviation ✓	ICAO QRG ✓	Finding Category
A	FLIGHT DECK		CCRD/ECCRD	TCPC	Minor, Significant, Major
A04	Manuals:			✓	
A05	Checklists			✓	
A07	MEL			✓	
A08 c)	C of A expiry date extension		✓		
A08 d)	No evidence of granted approval for extension Flight crew licences, medical, ELP and proficiency check etc	✓	✓		Major
A08 e)	Tech log entry for deactivated systems			✓	
A08 h)	AOC and Ops Spec not approved for cargo	✓		✓	Major
A10	Mass and Balance load sheet not customised exact weight	✓		✓	Major
A12	Cargo Manifest for cargo carried in cabin			✓	
A13	Pre -flight preparation and inspection of cargo in the cabin, NOTOC etc for TCPC operations	✓		✓	
B	SAFETY / CABIN – CARGO LOADED IN CABIN			✓	
B01	Passenger cabin condition: loading of cargo weight size exceeds limits	✓		✓	Major
B02	Crew station quantity, location for crew on fire watch	✓		✓	
B04	Portable fire extinguisher and PBE location and number not adequate for fire-fighting requirements	✓		✓	Major
B07	Emergency exit lighting and marking obscured by cargo	✓		✓	Major
B09	Oxygen supply location and quantity for crew – TCPC. PSU deactivated as necessary – TCPC.			✓	
B10	Emergency briefing cards 1. Cards update if necessary 2. Location and content for specific operation – TCPC.			✓	
B11	Crew members: minimum number for operation not carried Crew not adequately trained for fire-fighting duties	✓		✓	Major
B12	Access to emergency exit paths obstructed by cargo	✓		✓	Major
B14	Seating capacity and location for min number of crew members – TCPC	✓		✓	

D	CARGO – LOADED IN PASSENGER AND CARGO COMPARTMENT				
D01	ventilation not clear, security nets not in place	✓		✓	Major
D02	Dangerous goods DG carried in the passenger cabin,	✓		✓	Major
D03	Cargo stowage not in accordance with TCPC, distribution/height, locations. Secured with approved restraint equip, clear paths between cargo for fire-fighting access, access to emergency exits.	✓		✓	Major
E	GENERAL				
E01	Additional Remarks An approval was granted but not carried on board at the time of the inspection	✓	✓	✓	Minor
E01	Additional Remarks No evidence of granted approval but safe transport of cargo in the passenger cabin	✓	✓	✓	Significant

ICAO Item	Finding	Remarks
A08 d)	Major	No evidence of granted approval for extension Flight crew licences, medical, ELP and proficiency check etc
A10	Major	Mass and Balance load sheet not customised with exact weight
B01	Major	loading of cargo weight size exceeds limits
D02	Major	DG carried in the passenger cabin
E01	Minor	An approval was granted but evidence not carried on board at the time of the inspection
E01	Significant	No evidence of granted approval but safe transport of cargo in the passenger cabin

Attachment 3

ICAO Ramp Inspection Findings and Actions

Seriousness of findings	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 actions required
Minor	Yes	No	No
Significant	Yes	Yes Letter to CAA and copy to operator's management.	No
Major	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 approval to operate in the territory of the State will depend on national regulations.

Attachment 4

Sample Proof of Ramp Inspection Report

Proof of Ramp Inspection									
Date:		Time:		Place:					
Operator:				State:		AOC no:			
Route from:			Flight no:		Route to:		Flight no:		
Flight type (ICAO Annex 6): Part I <input type="checkbox"/> Part II <input type="checkbox"/> Part III <input type="checkbox"/>		Chartered by Operator:			Aircraft type:		Aircraft configuration: Pax <input type="checkbox"/> Cargo <input type="checkbox"/> Comb <input type="checkbox"/>		
Charterer's state:				Registration mark:		Construction no:			
Flight crew state(s) of licensing:		Acknowledgement of Receipt*							
1:		Name:.....				Signature:			
2:		Function:.....							

Sample Proof of
Ramp Inspection

A Flight Deck	Checked	Remark	B Flight crew	Checked	Remark	C Aircraft Condition	Checked	Remark
1 General condition			20 Flight crew licence / composition			1 General external condition		
2 Emergency exit			Journey log book / Technical log or equivalent			2 Doors and hatches		
3 Equipment			21 Journey log book or equivalent			3 Flight controls		
Documentation			22 Maintenance release			4 Wheels, tyres and brakes		
4 Manuals			23 Defect notification and rectification (incl. Tech log)			5 Undercarriage, skids/floats		
5 Checklists			24 Pre-flight inspection			6 Wheel well		
6 Navigation / instrument charts			B Safety / Cabin			7 Power plant and pylon		
7 Minimum equipment list			1 General internal condition			8 Fan blades, propellers, rotors (main/tail)		
8 Certificate of Registration			2 Cabin crew station and crew rest area			9 Obvious repairs		
9 Noise certificate (if applicable)			3 First aid kit / emergency medical kit			10 Obvious unrepaired damage		
10 AOC or equivalent			4 Hand fire extinguishers			11 Leakage		
11 Radio licence			5 Life jackets / flotation devices			D Cargo		
12 Certificate of Airworthiness			6 Seat belt and seat condition			1 General condition of cargo compartment		
Flight data			7 Emergency exit, lighting and independent portable light			2 Dangerous goods		
13 Flight preparation			8 Slides / life-rafts (as required), ELT			3 Cargo stowage		
14 Mass and balance calculation			9 Oxygen supply (cabin crew & pax.)			E General		
Safety equipment			10 Safety instructions			1 General		
15 Hand fire extinguishers			11 Cabin crew members					
16 Life jackets / flotation devices			12 Access to emergency exits					
17 Harness			13 Stowage of passenger baggage					
18 Oxygen equipment			14 Seat capacity					
19 Independent portable light								

Action Taken	Item	Cat	Remark(s)
(3d) Immediate operating ban			
(3c) Aircraft grounded by inspecting NPA			
(3b) Corrective actions before flight			
(3a) Restrictions on the aircraft operation			
(2) Information to the authority and operator			
✓ (1) Information to the pilot-in-command			
(0) No remarks			
Inspector(s) sign or number			
Crew comments (if any)			
<p>(*) Signature by any member of the crew or other representative of the inspected operator does in no way imply acceptance of the listed findings but simply a confirmation that the aircraft has been inspected on the date and at the place indicated on this document.</p> <p>- This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight.</p>			

Attachment 5

Ramp Inspector Health Declaration

RAMP INSPECTOR COVID-19 Health Declaration	
Purpose of this Form: Information to be recorded by ramp inspection team members prior to commencing any ramp inspection activity to confirm their COVID 19 health status. Notwithstanding completion of this form inspectors may be subjected to additional screening at the airport.	
During the past 14 days, have you had close contact (face-to-face contact within 1 meter and for more than 15 minutes or direct physical contact) with someone who had symptoms suggestive of COVID-19 Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you had a positive COVID-19 test during the past 3 days? Yes <input type="checkbox"/> No <input type="checkbox"/>	
During the past 14 days have you been in close contact with anyone who has been directed to self-isolate or quarantine? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you had any of the following symptoms during the past 14 days: Fever Yes <input type="checkbox"/> No <input type="checkbox"/> Coughing Yes <input type="checkbox"/> No <input type="checkbox"/> Sore Throat Yes <input type="checkbox"/> No <input type="checkbox"/> Fatigue Yes <input type="checkbox"/> No <input type="checkbox"/> Shortness of Breath Yes <input type="checkbox"/> No <input type="checkbox"/>	
Ramp Inspector Details Name: _____ Signature: _____ Date: _____	
Flight/s intended for inspection:	
Inspection Airport:	
Ramp Inspection Reference:	

Attachment 6

Public Health Corridors (PHC)

