



# SAFA Ramp Inspection Procedures

## Guidance material

Inspection Item	Inspections Item Title	Inspecting Instructions
A04	Manuals	<p>Check for presence of Operations Manual and Aircraft Flight Manual. (Note: flight manual data may be included in the operations manual).</p> <p>Check if their content complies with the requirements and is up to date (e.g. with the latest revision of the AFM).</p> <p><i>Note: Not all parts of the OPS Manual have to be carried on board. As a minimum there shall be available those parts pertaining to flight operations.</i></p> <p><i>Note: in the Ops. manual the following subjects, in particular, could be checked:</i></p> <ul style="list-style-type: none"> <li>- presence of instructions and data for mass and balance control.</li> <li>- the list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed.</li> <li>- Presence of data that enables the crew to carry out performance calculations</li> <li>- Information on fuel planning</li> <li>- Flight and duty time requirements</li> <li>- Safety precautions during refuelling with passengers on board.</li> <li>- Instructions on the carriage of dangerous goods (with DG on board)"</li> </ul> <p>Check if the flight crew is able to understand the language in which the OPS Manual and/or AFM are written.</p> <p><i>Note: ICAO standards do not require the manuals to be written in English language. Such a case does not constitute a finding unless it is obvious that the pilot(s) do not understand the language in which the manuals are written.</i></p> <p><i>Note: the impact on safety is different in case only one flight crew member is not able to understand the language of the OM, or if it is not understood by any of the flight crew members. This is reflected in the respective cat 2 and cat 3 pre-described findings.</i></p> <p><i>Note: Annex 6 does require that specific parts of the Operations Manual be approved by the National Authority. However, the Annex does not require that proof of such approval be contained in the manual itself. It is up to each and every Contracting State to determine how they approve a manual and whether evidence of such approval is required in the manual. The absence of a specific approval does not constitute a finding.</i></p>

Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
A04	I	2	A6-I-6.2.3ab	An aeroplane shall carry: a) the operations manual prescribed in 4.2.3, or those parts of it that pertain to flight operations; b) the flight manual for the aeroplane, or other documents containing performance data required for the application of Chapter 5 and any other information necessary for the operation	No or incomplete parts of the Operations Manual pertaining to flight operations on board	A04-01	Indicate what information is missing



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Inspection Item	Std.	Cat.	Std. ref.	Standard's Text	Pre-described Finding	PDF code	Instructions for completing the detailed description
				of the aeroplane within the terms of its certificate of airworthiness, unless these data are available in the operations manual;			
A04	I	2	A6-I-2.2.10.2	An operator shall formulate rules to limit flight time and flight duty periods and for the provision of adequate rest periods for all its crew members. These rules shall be in accordance with the regulations established by the State of the Operator, or approved by that State, and included in the operations manual.	No rules on flight time, flight duty and rest time limitations in the Operations manual	A04-02	
A04	I	2	A6-I-4.2.3.1	An operator shall provide, for the use and guidance of operations personnel concerned, an operations manual in accordance with Appendix 2. The operations manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.	Operations manual not up to date	A04-03	Indicate the particulars of the situation observed
A04	I	2	A6-I-4.2.3.1	An operator shall provide, for the use and guidance of operations personnel concerned, an operations manual in accordance with Appendix 2. The operations manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.	Operations manual not issued by the operator	A04-04	Indicate the particulars of the situation observed
A04	I	2	A6-I-4.2.3.1	An operator shall provide, for the use and guidance of operations personnel concerned, an operations manual in accordance with Appendix 2. The operations manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.	Operations Manual published in a language not understood by a member of the flight crew	A04-05	Indicate the particulars of the situation observed
A04	I	3	A6-I-6.2.3ab	An aeroplane shall carry: a) the operations manual prescribed in 4.2.3, or those parts of it that pertain to flight operations; b) the flight manual for the aeroplane, or other documents containing performance data required for the application of Chapter 5 and any other information necessary for the operation of the aeroplane within the terms of its certificate of airworthiness, unless these data are available in the operations manual;	No or incomplete performance and limitations data on board	A04-06	Indicate what performance or limitations data is missing
A04	I	3	A18-9.2	The operator shall provide such information in the Operations Manual as will enable the flight crew to carry out its responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.	No information and instructions in Operations Manual on the actions to be taken in the event of an emergency (DG on board)	A04-07	Indicate the particulars of the situation observed



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A04	I	3	A6-I-4.2.3.1	An operator shall provide, for the use and guidance of operations personnel concerned, an operations manual in accordance with Appendix 2. The operations manual shall be amended or revised as is necessary to ensure that the information contained therein is kept up to date. All such amendments or revisions shall be issued to all personnel that are required to use this manual.	Operations Manual published in a language not understood by any of the flight crew members	A04-08	Indicate the particulars of the situation observed