

Section/division: Telephone number:

FLIGHT OPERATIONS: CABIN SAFETY

Email address

Form Number: CA -121-11 CabinSafety@caa.co.za

Physical address:

0860 267 435 Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng

Postal address:

Private Bag X73, Halfway House Website: www.caa.co.za Email: ClientCare@caa.co.za

## **CABIN CREW MEMBER MANUAL APPROVAL CHECKLIST**

CABIN CREW MEMBER MANU	AL FOR				
Operator:					
Inspector Name	Inspector Signature		_ Date		
	THIS CCMM I	S:			
RECOMMENDED FOR APPROVAL		NOT RECOMMENDED FOR APPROVAL			
indicated on the attached asses	sment checklists. (Delete which i	s not applicable)			
ADDITIONAL SECTIONS APP	POVED	YES	· 1	NO	Note no
Section of CCMM approved by		TES	<b>'</b>	NO	Note 110
Section of CCMM approved by					

Item Number	REQUIREMENTS	NA	Acceptable	Unacceptable	Note number
1.	Introduction and Administration		T	T	Г
CATS 121.04.2	Table of Contents				
CATS 121.04.2	Check Statement of Compliance in the Operations Manual to ensure Cabin Safety Matters are Included.				
CATS 121.04.2	List of Effective Pages				
CATS 121.04.2	Record of Revision				
CATS 121.04.2	Definitions and Abbreviations				
CATS 121.04.2	Amendment Procedures				
CATS 121.04.2	Distribution Procedures				
CATS 121.04.2	Access to CCMM during the flight				
CATS 121.04.2	Cabin Crew Member Manual – It is part of the OM (making sure that there is a link to the OM and vice versa) and it is issued to each cabin crew member				
2.	Company Structure, Qualifications and Responsibilities.			T	
CATS 121.04.2	Organogram				
CATS 121.06.2	Qualification & Responsibilities – Cabin Crew Manager				
121.06.2	Delegation of duty procedures				
CATS 121.04.2	Qualification & Responsibilities – Senior Cabin Crew Member				
CATS 121.04.2	Qualification & Responsibilities – Cabin Crew Member				
CATS 121.03.1 3	Qualification & Responsibilities – Persons authorised to conduct				
(8)	checks (Company Check Cabin Crew Member)  Training & Training Programmes				
CATS	Initial Training				
64.02.2 CATS	Induction Training				
121.03.6 CATS	Recurrent Training				
121.03.8 CATS	Regaining Qualification Training			<u> </u>	
121.03.9 CATS 121.03.9	Refresher Training				
CATS 121.03.9	Regualification Training				
CATS 121.03.5	Type and Difference Training				
CATS 121.03.6	SCCM Training				
CAR 121.03.7	Familiarisation Flights				
CATS 121.03.6	Flight Deck Observation Flights				
CATS 121.03.11	In Flight Proficiency Check (Line Check)				
CATS 121.03.11	Examination Policies and Procedures				
SACATS 121.04.8	Training Records				
CATS 121.04.8	Training Documentation Retention Policy				
CATS 121.04.2 2.1.3 (1)	Are the training records monitored for due dates, etc? (How/by whom?)				
4.	Air law				
CATS 64.02.2	General				
CATS 64.02.2	Theory of flight				
CATS 64.02.2	Regulatory overview				
CATS 64.02.2	Civil Aviation Authority				
CATS 64.02.2	Authority of Inspectors				
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CAR 64.01.2 Authority to act as a CCM	1
CAR 67 Medical Requirements	
Crew pre-flight safety briefings	
Pre-flight security and safety checks	
Ground services procedures for interaction between CCMs and	
Ground Personnel (eg, water, waste, catering, PAU etc)	
Passenger handling  • Boarding	
Boarding     Passenger head count	
Cabin Supervision (Cabin galleys and toilets)	<del></del>
CATS Passenger safety announcements (including pre-	
recorded announcements)	

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CAR 121.07.42	Exit Briefings				
CATS 121.07.42	<ul> <li>Pre-flight demo and announcement</li> </ul>				
CATS 121.07.42	Briefing of Passengers				
CAR 121.07.34	Persons with disabilities				
12 1.07 .04	Persons needing assistance				
	Unaccompanied minors				
CAR 121.07.33	Carriage of infants				
CAR 121.07.35	<ul> <li>Limitations on carriage of children and passengers with disability</li> </ul>				
CAR 121.07.33	Child restraint devices and belly loops				
121101100	Exit row seating programme				
CATS 121.07.37	Carry-on baggage programme				
CAR 91.01.9	Use of portable electronic devices				
CAR 121.07.40 (5)	Service to passengers on the ground				
	Cabin lighting				
0.475	Transit stops				
CATS 121.04.2	<ul> <li>Disembarking</li> </ul>				
CAT 121.07.42	<ul> <li>Carriage of Service animals</li> </ul>				
	Carriage of animals in the cabin				
CATS 121.04.2	Door Operating Procedures		1		
CATS 121.03.5	Closing of doors				
12.100.0	Arming of doors				
	Disarming of doors				
	Opening of doors				
CAR	<ul> <li>Inoperative doors</li> <li>Duties prior to / during pushback / taxi / preparation for take-off</li> </ul>				
121.07.39 CAR	Pre-take off and Pre-landing checks – Cabin / Galley Secure				
121.07.40 CAR	Cabin Sterile Procedure				
121.07.39 CAR					
121.07.12	Cabin and flight deck signals– take-off and Landing				
CATS 64.02.2	Silent review				
CATS 64.02.2	Passenger medical oxygen				
CAR 121.05.16	Seat belts / no smoking signs				
CAR 121.07.33	Passenger restraint devices and extension seatbelts				
	Submarining				
CAR 91.07.14	Smoking Policy			_	
CATS 64.02.2	Turbulence				
V1.02.2	Classification of turbulence				
	Crew responsibilities				
CAR	Announcements and passenger compliance				
CAR 121.05.23	Cabin attendant seats and restraint devices				
CAR 121.02.7-8	Cabin Crew member stations				
CAR 121.05.1	Inoperative Cabin Crew seat (MEL)				
CATS 64.02.2	Galley equipment				
CATS 64.02.2	Duties after landing / taxi-in				
CAR 121.07.10	Refuelling and defuelling (with passengers on board) procedures				
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CATS	fuel dumping				
64.02.2	1				
CAR	Cabin Checks / Lavatory and Flight Deck checks during flight Flight report and all reporting (e.g. incidents etc)				
121.04.2 CAR					
121.04.2	Apron Safety procedures				
CAR 121.04.2	Rejected take-off				
CAR 121.04.2	Missed approach				
6.	FDP				
CAR 121.02.13	FDP Definitions				
121.02.10	Maximum Flight Time				
	FDP scheme for all Cabin Crew Members				
	General principles of Control of Flight, Duty and rest time				
	Responsibilities of crew members				
	Maximum Rostered FDP				
	Extension of FDP by Inflight relief				
	Extension of FDP by split duty				
	Positioning				
	Travelling time				
	PIC discretion to extend FDP				
	Delayed reporting time				
	Rest periods				
	Duty periods (Flight watch, Standby and Home Reserve)				
	Days Off				
_	Cumulative Duty and Flying Hours				
7.	Emergency Procedures		T	T T	T
	Introduction (Overview)				
	Communication in abnormal and emergency situations				
	Cabin Pressurization Problems				
	Rapid / Slow Decompression				
	Communication between crew				
	SCCM and Cabin Crew Member's duties  Fire Field times				
	Fire Fighting		I	Ι	I
	Fire Prevention     Classes of fire				
	<ul><li>Classes of fire</li><li>Procedures</li></ul>				
	<ul> <li>Management of Specific Fires i.e. toilet, oven, seat, etc.</li> </ul>				
	Flashfire/Flashover				
	Engine fires/APU fires/Torching				
	Fuel Spills/Fires				
	Fuel Dumping				
	Fuel Fumes in the Cabin				
	Cabin Smoke/Smoke Removal				
	Circuit Breakers				
	Gate/Apron Emergencies				
	Incapacitated Flight Deck Crew Member				
	Incapacitated Cabin Crew Member				
	Propeller Overspeed and Runaway Propellers				
	Prepared/Unprepared Emergency landing				
		dillimmum and a second			
	Notification of an Emergency				

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	Briefing of ABPs				
	Exits				
	Exit types				
	Aircraft specific primary and secondary exits				
	Evacuations				
	Passenger Brace Positions				
	Cabin Crew Brace Positions				
	Brace/Evacuation (Alert) Signals				
	Brace Commands				
	Evacuation Signals				
	Evacuation Commands				
	Rapid Deplanement				
	<ul> <li>Evacuations (land and ditching)</li> </ul>				
	Dried up exits				
	Blocked exits				
	Raft Management				
	Post Evacuation Commands and procedures				
	Survival, search and rescue				
	<ul> <li>Planned Emergency Landing Booklet/Drill card to be inserted at the end of the section</li> </ul>				
8.	Safety and Emergency Equipment				
CAR	Minimum Equipment List				
121.05.1 CAR					
121.07.6	Cabin Defect Reporting				
	Specific Equipment		I	Γ	Ι
	First aid kit				
	Universal precaution kit				
	Doctors bag (Medical Kit)  Doft rillator (AED)				
	Defibrillator (AED)  Crab bog				
	<ul><li> Grab bag</li><li> Seat Belts (extension seatbelts and belly loops)</li></ul>				
CAR	Portable Oxygen				
91.04.14 CATS					
64.02.2 CATS	Smoke detection				
121.05.26	Fire Extinguisher				
CAR 91.04.17	• PBE				
CATS 121.05.26	<ul> <li>Toilet Potty bottle</li> </ul>				
CAR 91.04.19	Crash Axe				
CATS	Heat resistant gloves				
64.02.2 CATS	Megaphone				
121.05.25 CATS	• ELT				
121.05.24 CAR					
91.04.3	Flashlight				
	Lithium battery fire containment kit				
CATS	Security kit (handcuffs/restraints and baton)				
121.05.21	Signal kit				
CAR 91.04.26	Survival kit				
CATS 121.05.21	Life Rafts				
CATS 121.05.22	Life Jackets				
	Baby survival cot				
CAR 121.07.34	Stretchers				
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CATS 121.07.33  Sky cot  Description of equipment  CAR 121.04.2  CAR 121.04.2  CAR 121.04.2  CARS 121.07.43  Safety Features Cards (can also be in Aircraft Type section)  9. Aircraft Type  General Aircraft Description  CATS 121.03.5  CAR 121.02.4  CAR 121.02.4  CAR 121.02.7-8  CAIS 64.02.2  CATS 91.04.12  CATS 91.04.12  CATS 91.04.12  CATS 91.04.12  CATS 91.04.12  CATS 91.04.12  Water and waste system  Lifts / elevators		
Description of equipment  CAR 121.04.2  CAR 121.04.2  Operation of equipment  CATS 121.07.43  Safety Features Cards (can also be in Aircraft Type section)  9. Aircraft Type  General Aircraft Description  CATS 121.03.5  CAR 121.02.4  Crew Complement  CAR 121.02.7-8  CAR 121.02.7-8  CAR 121.02.7-8  CAR 121.02.7-8  CAR 121.07.33  CATS 64.02.2  CATS 91.04.12  CATS GHOR Description for Incapacitation Procedure.  CAR 121.07.33  CATS 91.04.12  CATS GHOR Description  CAR 121.07.33  CATS 121.07.33  CATS 121.07.33  CATS 121.07.33  CATS CATS 121.07.34  CATS CATS CATS CATS CATS CATS CATS CAT		
121.04.2   CAR   CATS   CATS   CAR   121.02.4   Care   CAR   Can   Can		
CAR 121.04.2 Operation of equipment  CATS 121.07.43 Safety Features Cards (can also be in Aircraft Type section)  9. Aircraft Type  General Aircraft Description  CATS 121.03.5 Equipment Location (LOPA)  CAR 121.02.4 Crew Complement  CAR 121.02.7-8 Cabin Crew Stations  CATS 64.02.2 Flight deck seats operation for Incapacitation Procedure.  CAR 121.07.33 Passenger seats  CATS 91.04.12 Stowage areas  CATS 64.02.2 Water and waste system		
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CATS 91.04.12 Stowage areas CATS 64.02.2 Water and waste system		
CATS 64.02.2 Water and waste system		
Litto / Giovatoro		
CAR 121.05.12 Curtains and doorways		•
Lavatories		
LOPA Galleys		
CATS 121.03.5 DOORS AND EMERGENCY EXITS		
Normal operation		
Arming and disarming		
Overwing Exits (including escape ropes)		
Emergency operation		
Exit row seating requirements		
• Refuelling - Designated evacuation exits and a		
(i) & (k) minimum of 2 exits to be available		
121.07.2 • Alistali / Veritial Stalis		
Flight deck Escape routes (including escape ropes)  CAR COMMUNICATION SYSTEMS		
121.07.2 • Forward Attendant Panel		
Aft Attendant Panel		
Emergency Light Switch		
Master Display Panels (MDP)		
CAR Public address system		
CAR Internhone system		
CAR Passanger call system (call hell)		
Automated announcements		
Onboard entertainment systems		
CAR 121.07.2 ELECTRICAL SYSTEMS		
Galley power shut off		
Galley appliance overheat / malfunction		
CAR 91.04.2 • Circuit breakers	_	
CAR 121.07.2 • Cabin Lighting (Interior and Exterior)		
Emergency lighting		
Oxygen systems		
Passenger Service Unit (PSU) location and features		
UNIQUE FEATURES		

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CAR 121.07.2	Crew rest facilities			
10.	Security Awareness	•		
	Objective of Aviation Security Awareness Training for Cabin			
	Crew			
	Security Related Matters			
	Personal security			
	Passenger security			
	Reporting security incidents			
CATS 121.04.2	An operator will publish the means of establishing and communicating on board an aeroplane, discreet signals as a defence against air piracy without providing specific information with respect to the actual discrete communications.			
	Security of the aircraft (preventative measures)			
	Pre and Post Flight Security Checks by Cabin Crew			
CAR 121.04.10	Bomb Search Checklist and Procedure			
CAR 121.01.3	Management of Unruly & Disruptive Passengers			

Note No	Notes

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Note No	Notes