



Section/division: **FLIGHT OPERATIONS: CABIN SAFETY** Form Number: CA -121-11
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CABIN CREW MEMBER MANUAL APPROVAL CHECKLIST

CABIN CREW MEMBER MANUAL FOR

Operator: _____

Inspector Name _____ Inspector Signature _____ Date _____

THIS CCMM IS:

RECOMMENDED FOR APPROVAL

NOT RECOMMENDED FOR APPROVAL

REMARKS

This manual has been recommended / not recommended for **approval** due to the **non-compliance/compliance** indicated on the attached assessment checklists. (Delete which is not applicable)

ADDITIONAL SECTIONS APPROVED	YES	NO	Note no
Section of CCMM approved by DG			
Section of CCMM approved by AvMed			

Item Number	REQUIREMENTS	NA	Acceptable	Unacceptable	Note number
1.	Introduction and Administration				
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.				
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 (8)	Qualification & Responsibilities – Persons authorised to conduct checks (Company Check Cabin Crew Member)				
3.	Training & Training Programmes				
CATS 64.02.2	Initial Training				
CATS 121.03.6	Induction Training				
CATS 121.03.8	Recurrent Training				
CATS 121.03.9	Regaining Qualification Training				
CATS 121.03.9	<ul style="list-style-type: none"> • Refresher Training 				
CATS 121.03.9	<ul style="list-style-type: none"> • Requalification 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				

CATS 64.02.2	Roles and functions of Inspectors				
CATS 64.02.2	Inspector Identification				
CAR 121.7.44	The carriage of Supernumeraries				
5.	Safety procedures				
CAR 91.02.3	Alcohol consumption policy				
CAR 91.02.3	Drug policy				
CAR 91.02.3	Blood donation				
CAR 91.02.3	Scuba diving				
	Uniform policy				
	Policy and procedure regarding use of mobile phones / EFB by cabin crew members.				
CAR 64.01.8	Language				
	Situational awareness				
	Sleeping on duty				
CAR 64.01.5	Cabin Crew Logbooks				
	Flight Deck Protocol				
CAR 91.01.2	<ul style="list-style-type: none"> Authority of PIC 				
	<ul style="list-style-type: none"> Chain of command 				
CAR 121.07.12	<ul style="list-style-type: none"> Communication practices with flight deck 				
CAR 121.01.2	<ul style="list-style-type: none"> Admittance to the flight deck 				
CATS 121.04.2 2.1.10 (3) (n)	<ul style="list-style-type: none"> Policies and procedures regarding admittance and occupancy of the flight deck observer seat 				
CAR 91.02.8 (8)	<ul style="list-style-type: none"> Sterile flight deck/Locked flight deck door procedures 				
	<ul style="list-style-type: none"> Flight deck service procedures 				
CAR 121.07.26	Surface contamination procedures				
	Permit and security protocols for staff entering the aircraft				
CAR 121.07.36	Persons in custody / Escorts				
CAR 121.07.36	Deportees				
CATS 121.04.2 2.1.11 (2)	Carriage of weapons				
CATS 121.02.4	Cabin Crew Member complement				
CATS 121.04.2 2.2.3	Crew co-ordination and Communication during normal Operations. (Crew Resource Management Principles)				
	Medical fitness for duty				
	Crew Sign on procedures				
CAR 91.01.13	Corrective Lenses				
CAR 64.01.2	Authority to act as a CCM				
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				
	<ul style="list-style-type: none"> Boarding 				
	<ul style="list-style-type: none"> Passenger head count 				
	<ul style="list-style-type: none"> Cabin Supervision (Cabin galleys and toilets) 				
CATS 121.07.42	<ul style="list-style-type: none"> Passenger safety announcements (including pre-recorded announcements) 				

CAR 121.07.42	• Exit Briefings				
CATS 121.07.42	• Pre-flight demo and announcement				
CATS 121.07.42	• Briefing of Passengers				
CAR 121.07.34	• Persons with disabilities				
	• Persons needing assistance				
	• Unaccompanied minors				
CAR 121.07.33	• Carriage of infants				
CAR 121.07.35	• Limitations on carriage of children and passengers with disability				
CAR 121.07.33	• Child restraint devices and belly loops				
	• 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				
	• Transit stops				
CATS 121.04.2	• Disembarking				
CAT 121.07.42	• Carriage of Service animals				
	• Carriage of animals in the cabin				
CATS 121.04.2	Door Operating Procedures				
CATS 121.03.5	• Closing of doors				
	• Arming of doors				
	• Disarming of doors				
	• Opening of doors				
	• Inoperative doors				
CAR 121.07.39	Duties prior to / during pushback / taxi / preparation for take-off				
CAR 121.07.40	Pre-take off and Pre-landing checks – Cabin / Galley Secure				
CAR 121.07.39	Cabin Sterile Procedure				
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				
	• Classification of turbulence				
	• Crew responsibilities				
	• 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				

CATS 64.02.2	fuel dumping				
	Cabin Checks / Lavatory and Flight Deck checks during flight				
CAR 121.04.2	Flight report and all reporting (e.g. incidents etc)				
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				
	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				
	Introduction (Overview)				
	Communication in abnormal and emergency situations				
	Cabin Pressurization Problems				
	Rapid / Slow Decompression				
	<ul style="list-style-type: none"> • Communication between crew • SCCM and Cabin Crew Member's duties 				
	Fire Fighting				
	<ul style="list-style-type: none"> • Fire Prevention • Classes of fire • Procedures • Management of Specific Fires i.e. toilet, oven, seat, etc. • 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				
	<ul style="list-style-type: none"> • Notification of an Emergency • TESTS / NITSS Briefing 				

	<ul style="list-style-type: none"> Briefing of ABPs 				
	Exits				
	<ul style="list-style-type: none"> Exit types 				
	<ul style="list-style-type: none"> Aircraft specific primary and secondary exits 				
	Evacuations				
	<ul style="list-style-type: none"> Passenger Brace Positions 				
	<ul style="list-style-type: none"> Cabin Crew Brace Positions 				
	<ul style="list-style-type: none"> Brace/Evacuation (Alert) Signals 				
	<ul style="list-style-type: none"> Brace Commands 				
	<ul style="list-style-type: none"> Evacuation Signals 				
	<ul style="list-style-type: none"> Evacuation Commands 				
	<ul style="list-style-type: none"> Rapid Deplanement 				
	<ul style="list-style-type: none"> Evacuations (land and ditching) 				
	<ul style="list-style-type: none"> Dried up exits 				
	<ul style="list-style-type: none"> Blocked exits 				
	<ul style="list-style-type: none"> Raft Management 				
	<ul style="list-style-type: none"> Post Evacuation Commands and procedures 				
	<ul style="list-style-type: none"> Survival, search and rescue 				
	<ul style="list-style-type: none"> Planned Emergency Landing Booklet/Drill card to be inserted at the end of the section 				
8.	Safety and Emergency Equipment				
CAR 121.05.1	Minimum Equipment List				
CAR 121.07.6	Cabin Defect Reporting				
	Specific Equipment				
	<ul style="list-style-type: none"> First aid kit 				
	<ul style="list-style-type: none"> Universal precaution kit 				
	<ul style="list-style-type: none"> Doctors bag (Medical Kit) 				
	<ul style="list-style-type: none"> Defibrillator (AED) 				
	<ul style="list-style-type: none"> Grab bag 				
	<ul style="list-style-type: none"> Seat Belts (extension seatbelts and belly loops) 				
CAR 91.04.14	<ul style="list-style-type: none"> Portable Oxygen 				
CATS 64.02.2	<ul style="list-style-type: none"> Smoke detection 				
CATS 121.05.26	<ul style="list-style-type: none"> Fire Extinguisher 				
CAR 91.04.17	<ul style="list-style-type: none"> PBE 				
CATS 121.05.26	<ul style="list-style-type: none"> Toilet Potty bottle 				
CAR 91.04.19	<ul style="list-style-type: none"> Crash Axe 				
CATS 64.02.2	<ul style="list-style-type: none"> Heat resistant gloves 				
CATS 121.05.25	<ul style="list-style-type: none"> Megaphone 				
CATS 121.05.24	<ul style="list-style-type: none"> ELT 				
CAR 91.04.3	<ul style="list-style-type: none"> Flashlight 				
	<ul style="list-style-type: none"> Lithium battery fire containment kit 				
	<ul style="list-style-type: none"> Security kit (handcuffs/restraints and baton) 				
CATS 121.05.21	<ul style="list-style-type: none"> Signal kit 				
CAR 91.04.26	<ul style="list-style-type: none"> Survival kit 				
CATS 121.05.21	<ul style="list-style-type: none"> Life Rafts 				
CATS 121.05.22	<ul style="list-style-type: none"> Life Jackets 				
	<ul style="list-style-type: none"> Baby survival cot 				
CAR 121.07.34	<ul style="list-style-type: none"> Stretchers 				

	<ul style="list-style-type: none"> Slipper chair 				
CATS 121.07.33	<ul style="list-style-type: none"> Sky cot 				
	Description of equipment				
CAR 121.04.2	Pre-flight Checks on equipment				
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				
	Lifts / elevators				
CAR 121.05.12	Curtains and doorways				
	Lavatories				
LOPA	Galleys				
CATS 121.03.5	DOORS AND EMERGENCY EXITS				
	<ul style="list-style-type: none"> Normal operation 				
	<ul style="list-style-type: none"> Arming and disarming 				
	<ul style="list-style-type: none"> Overwing Exits (including escape ropes) 				
	<ul style="list-style-type: none"> Emergency operation 				
	<ul style="list-style-type: none"> Exit row seating requirements 				
CATS 121.07.10 (j) & (k)	<ul style="list-style-type: none"> Refuelling - Designated evacuation exits and a minimum of 2 exits to be available 				
CAR 121.07.2	<ul style="list-style-type: none"> Airstair / Ventral stairs 				
	<ul style="list-style-type: none"> Flight deck Escape routes (including escape ropes) 				
CAR 121.07.2	COMMUNICATION SYSTEMS				
	<ul style="list-style-type: none"> Forward Attendant Panel 				
	<ul style="list-style-type: none"> Aft Attendant Panel 				
	<ul style="list-style-type: none"> Emergency Light Switch 				
	<ul style="list-style-type: none"> Master Display Panels (MDP) 				
CAR 121.05.10	<ul style="list-style-type: none"> Public address system 				
CAR 121.05.9 (2)	<ul style="list-style-type: none"> Interphone system 				
CAR 121.07.2	<ul style="list-style-type: none"> Passenger call system (call bell) 				
	<ul style="list-style-type: none"> Automated announcements 				
	<ul style="list-style-type: none"> Onboard entertainment systems 				
CAR 121.07.2	ELECTRICAL SYSTEMS				
	<ul style="list-style-type: none"> Galley power shut off 				
	<ul style="list-style-type: none"> Galley appliance overheat / malfunction 				
CAR 91.04.2	<ul style="list-style-type: none"> Circuit breakers 				
CAR 121.07.2	<ul style="list-style-type: none"> Cabin Lighting (Interior and Exterior) 				
	<ul style="list-style-type: none"> Emergency lighting 				
	<ul style="list-style-type: none"> Oxygen systems 				
	<ul style="list-style-type: none"> Passenger Service Unit (PSU) location and features 				
	UNIQUE FEATURES				

