



EASA

European Union Aviation Safety Agency

EASA Ramp Inspection Manual



Issue 5

**DOCUMENT CONTROL SHEET****Reference documents**

Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91, as amended

Commission Regulation (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, as amended

DECISION 2014/025/R OF THE EXECUTIVE DIRECTOR OF THE AGENCY of 28 July 2014 adopting Acceptable Means of Compliance and Guidance Material to Part-ARO of Regulation (EU) No 965/2012 and repealing Decision 2014/014/R of the Executive Director of the Agency of 24 April 2014, as amended

Convention on International Civil Aviation (ICAO) (also known as Chicago Convention)

Annex 6 to the Chicago Convention

Abbreviations

ACMI	Aircraft Crew Maintenance Insurance (provided in a wet lease arrangement)
AD	Airworthiness Directive
AIP	Aeronautical Information Publications
AltMoC	Alternative Means of Compliance
AMC	Acceptable Means of Compliance
AMM	Aircraft Maintenance Manual
AMP	Approved Maintenance Programme
AOC	Air Operator Certificate
ARO	Authority Requirements for air Operations
ASC	Air Safety Committee
AT	Alcohol Testing
ATC	Air Traffic Control
ATPL	Airline Transport Pilot Licence
BAC	Blood Alcohol Concentration
BrAC	Breath Alcohol Concentration
CAT	Commercial Air Transport
CC	Cabin Crew
CDL	Configuration Deviation List
CFMU	Central Flow Management Unit
CoA	Certificate of Airworthiness
CPL	Commercial Pilot Licence
CRS	Certificate of Release to Service
EASA	European Union Aviation Safety Agency





EC	European Commission
ECAC	European Civil Aviation Conference
EEA	European Economic Area
EFTA	European Free Trade Association
EOBT	Estimated Off Block Time
EU	European Union
FC	Flight Crew
GA	General Aviation
GDPR	General Data Protection Regulation
GM	Guidance Material
ICAO	International Civil Aviation Organisation
ID	Identification
IDEA	In-Depth Expert Analyses
MMEL	Master Minimum Equipment List
MEL	Minimum Equipment List
MPD	Maintenance Planning Document
MS	Member States
NAA	National Aviation Authority
NC	(Ramp Inspection) National Coordinator
NCC	Non-Commercial air operations with Complex motor-powered aircraft
NMIR	Network Manager Interactive Reporting
NOP	Network Operations Portal
NOTAM(s)	Notice(s) to Airmen
OJT	On the Job Training
OM	Operations Manual
PAX	Passengers
PDF	Pre-Described Finding
POI	Proof Of Inspection
PS	Participating States
RAMP	Ramp inspection process
RI	Ramp Inspection
RICS	Ramp Inspection Coordination and Standardisation
RIM	Ramp Inspection manual
RIT	Ramp Inspection Tool
RITO	Ramp Inspection Training Organisation
SACA	Safety Assessment of Community Aircraft
SAFA	Safety Assessment of Foreign Aircraft
SANA	Safety Assessment of National Aircraft
SARPs	Standards And Recommended Practices
SRM	Structural Repair Manual
SSL	Special Restriction as Specified
STD	Standards
SWC	System Wide Coordination
SWPM	Standard Wiring Practices Manual
TCO	Third Country Organisation
UDF	User Defined Finding
VMC	Visual Meteorological Conditions
WA	Working Arrangement
WDM	Wiring Diagram Manual





Definitions

‘EASA Member States’: All EU States and EFTA States (Switzerland, Iceland, Liechtenstein, Norway), having entered into an agreement with the European Union pursuant to Article 129 of Regulation (EU) 2018/1139.

‘layer 1 operators’: Operators having traffic above a threshold established by the Agency as per chapter 3.2.1.2 in this manual.

‘layer 2 operators’: All remaining operators/aircraft which could be inspected under ARO.RAMP as per Regulation (EU) 965/2012. Typically, but not limited to, low utility commercial operators, Business operators/aircraft, General Aviation, and similar types of operation.

‘non-EASA Participating States’ (non-EASA PS): All non-EASA Member States that have entered into a working arrangement with EASA on the EU Ramp Inspection Programme.

‘Participating States’ (PS): States participating in the EU Ramp Inspection Programme, consisting out of EASA Member States and non-EASA Member States that have entered into a working arrangement with EASA.

‘plan’: The national annual and individual plan of ramp inspections at State /organisational level.

‘preparation’: The planning and preparation of ramp inspections at inspection level (individual inspections).

‘programme’: The EU Ramp Inspection Programme as established at EASA level.

‘Ramp inspection tool (RIT)’: the centralised database developed and maintained in accordance with ARO.RAMP.150(b)(2) of Annex II to Commission Regulation (EU) 965/2012 of 5 October 2012.

‘SACA inspections’: Ramp inspections performed by an EASA Member State on aircraft operated by an operator under the regulatory oversight of another EASA Member State.

‘SAFA inspections’: Ramp inspections performed by a non-EASA PS on any aircraft and ramp inspections performed by EASA PS on an aircraft operated by an operator under the regulatory oversight of a non-EASA Member State.

‘SANA inspections’: Ramp inspection (by a competent authority) of aircraft used by organisations under its own regulatory oversight.

‘SWC Participating States’: All EASA Member States and voluntary non-EASA PS.

‘system wide coordination (SWC)’: In agreement with all EASA Member States, the Agency has developed a common risk-based system where the Agency calculates a target number of inspections on certain operators meeting a pre-defined traffic threshold criterion. Overseas territories and the non-EASA Member States are not included in this system, however, the latter have a possibility to opt-in.

Log of changes

Issue	Issue date	Change description	Applicability
001	20-03-2019	Creation of the document - initial version-	01/09/2019





002	09-10-2020	Correction & amendments: - Alcohol testing procedures - Change of the foreword to better involve the RICS for any RIM and Appendices modification and avoid consultation when minor changes such as (typo, changes with no impact on procedures, no additional guidance...) are implemented - Clarification of definition of EASA PS - Minor clarification/improvements in text throughout the document - Included some additional best practices - Included information from training bulleting 1, 2 and 3 - Addition of explanatory material on the GDPR - Addition of the explanation "Safety Report" which was formerly called "Standard Report" - Clarification of the "double penalty" principle - Added a chapter in findings on: "special cases, examples"	14/02/2021
003	20-05-2022	- Addition of further details for SAFA/SACA/NCC/GA - Correction of several textual and formatting details - Addition of how-to search in the TCO web interface - Addition of several more "special cases" - Addition of Chapter 10.3 alcohol testing in ramp - Amended document with comments from RICS/OPS-TeB	01/08/2022
004	28-10-2022	- Guidance to assess issue with transportation of animals in the cabin and under seat baggage restraining bar - Removed the "Combi" aircraft configuration from the POI	01/11/2022
005	30-04-2025	- Restructuring the order of the document - Correction misprinted in OJT checklist (0) - Created a separate chapter for Alcohol Testing (7) - Removal of dirty fingerprint checklist - Removal of alcohol information leaflet - Removal of Attachment RAMP (AMC/GM to Part ARO.RAMP)	01/08/2025





1. Table of Contents

Foreword	10
1 Introduction	11
1.1 Background	11
1.2 Purpose and scope	11
1.2.1 Inspection Matrix	12
1.3 Legal Basis	12
1.4 Data protection	13
2 Roles and responsibilities.....	13
2.1 The European Union Aviation Safety Agency	13
2.2 Participating States	14
2.2.1 Competent Authority	14
2.2.2 The RAMP Inspection National Coordinator (NC).....	15
2.2.3 Ramp inspectors.....	16
3 Annual ramp inspection programme	17
3.1 Introduction and philosophy.....	17
3.2 Annual ramp inspection programme for the SWC Participating States	18
3.2.1 Establishment of the annual programme	18
3.2.2 Implementation and update of the SWC annual ramp inspection programme	20
3.3 Annual ramp inspection plan for non-SWC PS.....	22
3.3.1 Establishment of the annual plan	22
3.3.2 Implementation and update of the annual ramp inspection plan	23
4 Ramp inspection process	23
4.1 Inspection Planning/Preparation phase.....	24
4.1.1 Ramp inspection team composition	24
4.1.2 Considerations for operator and/or aircraft selection	24
4.1.3 Preparation of the inspection	25
4.2 Conduct of ramp inspections	26
4.2.1 Inspection standards to check against.....	26
4.2.2 Code of conduct	27
4.2.3 Difficulties in performing an inspection.....	28





4.2.4	Inspection methodology	28
4.3	Findings	31
4.3.1	Introduction to findings	31
4.3.2	General instructions on findings	33
4.3.3	Technical defects.....	35
4.4	Class of actions and follow-up	39
4.4.1	General communication and follow-up flowchart.....	40
4.4.2	Class 0 action (no findings)	40
4.4.3	Class 1 action.....	41
4.4.4	Class 2 action.....	41
4.4.5	Class 3a action (Restrictions on the aircraft operation)	41
4.4.6	Class 3b action (Corrective actions before flight)	41
4.4.7	Class 3c action (Aircraft grounded by the inspecting authority)	42
4.4.8	Class 3d action (Immediate operating ban)	42
4.4.9	Closure of findings.....	42
4.4.10	General follow-up issues.....	43
4.4.11	Specific case of the follow-up of “fasteners and bonding wires” findings (the assessment matrix).....	43
5	Ramp inspection tool (RIT).....	45
5.1	Management of safety / third party information	46
5.1.1	Safety reports.....	46
5.1.2	TCO WEB-INTERFACE	47
6	Ramp Inspector qualification process.....	47
6.1	Eligibility criteria.....	47
6.2	Initial Training	48
6.2.1	Theoretical	48
6.2.2	Practical.....	48
6.2.3	On-the-job training	48
6.2.4	Final Assessment.....	49
6.3	Ramp inspector’s privileges	49
6.3.1	Inspector’s privileges	49
6.3.2	Extension of inspector’s privileges.....	50
6.4	Recurrent training	50





6.5	Periodical assessments	50
6.6	Loss of qualification	50
6.6.1	Missed recurrent training	50
6.6.2	Insufficient number of inspections	50
7	Alcohol testing procedures	51
7.1	Roles and Responsibilities	51
7.1.1	The European Union Aviation Safety Agency	51
7.1.2	Competent Authority	51
7.1.3	The National Coordinator (NC)	51
7.1.4	The ramp inspector	52
7.2	Annual programme & plan for alcohol testing	52
7.2.1	Risk based approach	52
7.2.2	Including alcohol testing in an annual ramp inspection plan	52
7.3	Alcohol testing preparation and methodology	53
7.3.1	Code of conduct	53
7.3.2	Alcohol testing methodology and considerations	54
7.3.3	Selection of items to be inspected.....	54
7.3.4	Postponing or cancelling an alcohol test	54
7.3.5	Alcohol tests not included in the annual programme	55
7.4	Execution.....	56
7.4.1	Alcohol testing process	56
7.4.2	Briefing	56
7.4.3	Initial test	59
7.4.4	Confirmation test	61
7.4.5	Notification	64
7.5	Follow-up	67
7.5.1	Coordination with legal enforcement bodies on follow-up.....	67
7.6	Ramp Inspection Tool (RIT) {placeholder}	67
7.7	Inspector qualification	67
7.7.1	Alcohol Testing (AT) Ramp inspector's Privileges	67
7.7.2	Training (placeholder)	67
7.8	Equipment requirements (for information only)	68





EASA Ramp Inspection Manual (RIM)	Issue 5/ 30 April 2025
-----------------------------------	------------------------

7.8.1	Type of equipment.....	68
7.8.2	Accuracy	68
7.8.3	Technical specifications	68
7.8.4	Maintenance	69
7.9	Alcohol tests performed by other officials (for information only)	69
8	Appendixes.....	70
8.1	Inspection instructions and pre-described findings.....	70
8.2	Training syllabi	71
8.2.1	Syllabus of theoretical training for ramp inspectors.....	71
8.2.2	Syllabus of practical training for ramp inspectors	83
8.2.3	Elements and checklist for the OJT training for ramp inspectors	91
8.2.4	Syllabus of alcohol testing training	103
8.3	Proof of Inspection (POI).....	104
9	Attachments (<i>Guidance</i>)	105
9.1	RITO checklists	105
9.1.1	Checklist for the evaluation of a ramp inspection training organisation.....	105
9.1.2	Checklist for the evaluation of ramp inspection training instructors	110





Foreword

Foreword

The information presented in this manual has been compiled to provide Participating States (PS) with guidance related to the implementation of ARO.RAMP requirements and as well with examples of ramp inspection best practices.

In particular, it addresses the conduct, management and administration of ramp inspections and, as well, the ramp inspector qualification process.

The first version of this manual has been developed taking into account the input of a dedicated EASA/PS working group and the comments received during a focussed consultation of EASA advisory bodies.

The ramp inspection manual in itself is considered as guidance. However, the appendices, since referred to in AMCs as provisions to be followed, are considered to have the same legal status as AMCs.

The use of such system provides more flexibility when amending these appendices, as the update of the ramp inspection manual is not in the scope of the rulemaking process.

However, as stated during the OPS TeB 02-2018, EASA will ensure that all amendments to this manual are subject to an adequate level of consultation with affected stakeholders. In practice, the following processes will take place.

- Amendments to the core part of the ramp inspection manual, to its attachments and to its appendices will be notified to all the RICS members before their publication. Depending on the urgency of the change, this notification will take place either via email or during RICS meetings. The RICS members will have in both cases the possibility to provide comments on the proposed amendments.
- Amendments to appendices to the ramp inspection manual will be subject to a focussed consultation of the OPS.TeB/FS.TEC Members, allowing them to provide comments on the draft amendments before the final version is adopted. EASA will then review the comments and prepare the final version for publication. In case of a major disagreement on a substantial change, the proposed amendment will be discussed at the next OPS.TeB meeting.
- Notwithstanding the above, minor changes to the appendices, such as typo corrections or references update will not be subject to a focussed consultation of the OPS.TeB/FS.TEC Members.

Aside from the consultation process, Participating States may provide comments and suggestions for improvement on the current version of the ramp inspection manual anytime by submitting them to [safo@easa.europa.eu](mailto:safa@easa.europa.eu).

The latest version of this manual may be obtained by visiting the EASA website under <https://www.easa.europa.eu/domains/air-operations/ramp-inspection-programmes-safa-saca>


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1 Introduction

1.1 Background

In 1996, the European Civil Aviation Conference (ECAC) launched its Safety Assessment of Foreign Aircraft programme (SAFA) to complement the ICAO audits. The programme focused on actual aircraft checks at airports ("ramp inspections") to ensure compliance with relevant ICAO standards.

In 2004, European Commission Directive 2004/36/CE established a legal obligation for EU Member States to perform ramp inspections on third-country aircraft landing at their airports, where 'third-country aircraft' implied aircraft not used or operated under control of a competent authority of an EU Member State. Nevertheless, the Directive did not prohibit in any way EU Member States from inspecting aircraft from other EU Member States or their own State.

On 28 October 2012, the Implementing Rules on Air Operations (Regulation (EU) No 965/2012) entered into force, establishing the new legal basis for the EU Ramp Inspection Programme. This regulation allowed for a 24-month transition period, replacing the original system established by the SAFA Directive. Therefore, since 28 October 2014, the requirements pertaining to the conduct of these ramp inspections are contained in Part-ARO subpart RAMP in Annex II to the aforementioned regulation. There are Acceptable Means of Compliance (AMC) and Guidance Material (GM) issued by the Agency pertaining to the requirements contained in this subpart. This manual and its appendices form an integral part of these AMC and GM as described in chapter 1.3.

The new legal framework required EU operated aircraft are to be inspected against EU standards when inspected in EASA Member States (referred to as SACA inspections – Safety Assessment of Community Aircraft), whereas all other aircraft when inspected either by EASA Member States or other Participating States in the programme are to be inspected against international standards (referred to as SAFA inspections – Safety Assessment of Foreign Aircraft). In case of significant and major non-compliances, the operator and the appropriate aviation authority (State of Operator) are informed through the Ramp inspection tool (RIT) to address the non-compliances and to implement corrections and corrective actions to prevent re-occurrence of the situation. If necessary, the State of Registry has to be notified by different means. This allows the non-compliance to be addressed and corrective actions to be implemented, not only for the inspected aircraft but also for other aircraft that may be affected once the root cause has been identified. Where major non-compliances have an immediate influence on safety, inspectors should take appropriate action when necessary to preserve safety. This action by the 'inspecting' authority can range from imposing a limitation for the next flight, demanding immediate corrections to restore the aircraft/operation to a safe condition, preventing crew members to resume their duty, grounding of the aircraft, to imposing a complete operating ban.

Following several occurrences with a high impact on society the European Commission mandated alcohol testing through Commission Regulation 2018/1042, which entered into force on 14 February 2021, for EASA Member States. Non-EASA Member States can voluntarily opt-in for alcohol testing through their working arrangement. ARO.RAMP.106 further implements the alcohol testing.

1.2 Purpose and scope

Reference: GM1 ARO.RAMP.005

The purpose of this manual is to describe best practices and provide guidance to all Participating States in the programme when performing ramp inspections. It covers the conduct, management, and administration of ramp inspections, as well as the training and qualification process for ramp inspectors. The scope of this manual is limited to ramp inspections assessing community aircraft and foreign aircraft. However, the same principles may be applied to the inspection of national aircraft (SANA) and the RIT may be used for this purpose (to avoid authorities having multiple systems in place).

The purpose of ramp inspections is to perform on-the-spot assessments of aircraft on the ramp to check compliance with the applicable standards for the type of operation. The inspection includes checking of flight crew licences, flight operation documentation, relevant aircraft documents, aircraft condition, mandatory cabin safety equipment and the cargo area.





1.2.1 Inspection Matrix

Operators having their principal place of business in an EASA Member State and inspected by other EASA Member States are checked against EU Standards; those inspections are referred to as “Safety Assessment of Community Aircraft” (SACA) inspections. All other inspections use ICAO Standards and are commonly known as “Safety Assessment of Foreign Aircraft” (SAFA) inspections. In addition, each ICAO Contracting State should perform ramp inspections on operators certified by them; although out of the scope of the Programme, such inspections are called “Safety Assessment of National Aircraft” (SANA) inspections. For the purpose of distinguishing between inspections of commercial air transport and non-commercial operations, the acronyms CAT, GA and NCC have been added to the type of inspections in the INSPECTION INSTRUCTIONS AND PRE-DESCRIBED FINDINGS as followed: SAFA-GA and SACA-NCC:

Inspected operator having its principal place of business in:	Operator inspected by:	
	EASA Member State	non-EASA Participating State
EASA Member State	SACA-CAT & SACA-NCC	SAFA-CAT & SAFA-GA
non-EASA Member State	SAFA-CAT & SAFA-GA	
own State	SANA	

Ramp inspections are part of a European Union safety programme and should be performed in a harmonised and standardised way by all EASA Member States and all other States with which EASA signed a working arrangement (Participating States). State aircraft, as defined in the Chicago Convention (“Aircraft used in military, customs and police services”) and declared as such in the flight plan, are outside the scope of the EU Ramp Inspection Programme.

SANA inspections should follow, as far as possible, the same principles as applied to SAFA and SACA inspections in accordance with Part ARO.RAMP.

1.3 Legal Basis

The Chicago Convention in its Article 16 provides for the right to search and inspect aircraft in their territory. This is further detailed in Annex 6 Parts I and III, through the inclusion of a Standard with the following text:

“States shall establish a programme with procedures for the surveillance of operations in their territory by a foreign operator and for taking appropriate action when necessary to preserve safety.”

Since ICAO Standards and Recommended Practices need to be promulgated into national law, the EU Member States decided to delegate this responsibility to the EU Institutions. As a result, Regulation (EU) 2018/1139 Article 62 lays down the obligation for EASA MS and the Agency to conduct ramp inspections, whereas Commission Regulation (EU) 965/2012 Annex II (Part-ARO) Subpart RAMP lays down the requirements to be followed by the competent authority or the Agency when exercising its tasks and responsibilities regarding the performance of ramp inspections of aircraft used by third country operators or used by operators under the regulatory oversight of another EASA Member State when landed at aerodromes located in the territory subject to the provisions of the Treaty.

For non-EASA PS specified elements of Part-ARO RAMP become applicable through the working arrangement signed between a non-EASA PS and the Agency.

The legal status of the core part of the manual (chapters 2 to 7) and the attachment (chapter 9) is guidance only, whilst the Appendices (8.1, 8.2, and 8.3) are considered to have the status of an AMC as they are referred to in AMC to ARO.RAMP as means to comply with the related implementing rule (unless an Alternative Means of Compliance (AltMoC) is established in accordance with ARO.GEN.120, including a notification to the Agency thereof). If a non-EASA PS wishes to deviate from the guidance provided





in the manual, it may do so providing such deviation is described and followed in accordance with a national procedure and notified to the Agency¹.

1.4 Data protection

All procedures described in this manual involving the processing of personal data should comply with applicable data protection rules.

In particular, EU/EEA Member States shall comply with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and implement the corresponding data protection policies for the processing activities defined in the present manual, such as notification of findings, ramp inspection tool (RIT) reporting and Proof of Inspection (POI) management.

EASA shall comply with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices, and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001. Non-EU/EEA Member States shall comply with their national regulations.

2 Roles and responsibilities

This chapter explains the various roles and responsibilities of the different key players in the EU RAMP Inspection Programme. Details on roles and responsibilities concerning alcohol testing specifically are laid down in Chapter 7 Alcohol testing .

2.1 The European Union Aviation Safety Agency

The Agency is responsible for overall coordination of the programme across all the Participating States and for reporting the results thereof to the European Commission.

The specific role and responsibilities of EASA in the EU Ramp Inspections programme are:

- to collect, using the RIT, inspection reports from all the Participating States engaged in the EU Ramp Inspections Programme;
- to develop, maintain and continuously update the RIT (e.g. explore possibilities to introduce updates of the RIT to run on mobile devices) including tracking for ramp inspectors' currency;
- to provide necessary changes and enhancements to the RIT application;
- to analyse all relevant information concerning safety of aircraft and its operators;
- to report potential aviation safety problems to European Commission and all the Participating States;
- to inform the European Commission and all the Participating States on follow-up actions;
- to propose coordinated actions to the European Commission and the competent authorities, when necessary on safety grounds, and ensure coordination at the technical level of such actions;
- to liaise with other European institutions and bodies, international organisations, and third-country competent authorities on information exchange;
- to submit a yearly report to European Commission, Participating States and public to reflect the activities of the EU Ramp Inspection Programme;
- to establish a list of prioritised operators, which includes:
 - third-country States (i.e. States outside the EU) deemed to have deficiencies in their safety oversight capability (all operators based in these States are subject to additional scrutiny);

¹ Since 2019 the working arrangement template includes an explicit reference to ARO.GEN.120 – Means of compliance, paragraphs (b) (c) and (e) to formalise the notification under the working arrangement.





- third-country and European Union operators that should be prioritised for regular inspections;
- newly authorised third-country operators;
- individual aircraft/operators suspected of engaging in illegal commercial operations; and.

Besides, the Agency has the following tasks and obligations:

- to perform standardisation visits to confirm competency and activities;
- to organise regular meetings to facilitate exchange of information (RICS, IDEA) in cooperation with Participating States;
- to arrange for working groups on new or emerging topics;
- to develop the EU Ramp Inspection Programme globally;
- to harmonise inspection methodology between Participating States;
- to maintain and develop a risk-based model for fair number of inspections and distribution;
- to calculate and distribute inspection targets to SWC Participating States;
- to monitor States' compliance and adherence to SWC-calculated targets and distribution for layer 1 operators; and
- to collect and analyse traffic data with regards to SWC coordination and to provide it to SWC Participating States
- to monitor level of activities agreed upon for each non-EASA PS.

2.2 Participating States

2.2.1 Competent Authority

A ramp inspection national coordinator (NC) shall be appointed by each competent authority of Participating States according to ARO.GEN.200(b) and made responsible for the day-to-day coordination of the programme at national level to facilitate the implementation of the programme in accordance with the applicable requirements (e.g. ARO.RAMP and ARO.GEN). The national coordinator should be given sufficient hours to fulfil his/her tasks relating to all aspects of the national ramp inspections programme.

In addition to the ramp inspection national coordinator, the competent authority may appoint a coordinator for operators under its oversight to act as the focal point for other Participating States regarding ramp inspections performed on these operators.

Furthermore, the competent authority should allocate adequate time, resources, and budget, to participate in various EASA meetings.

The competent authority should provide inspectors with the necessary access rights to all the airports they are eligible to perform the inspections, as well as necessary equipment (e.g. flashlights, digital camera, and mobile phone) and protective clothing suitable for various environmental circumstances (e.g. fluorescent vests, ear protection, etc.).

In addition, it is recommended that the competent authority provides the following tools to its inspectors:

- inspection mirror (mainly for cabin);
- technical documentation, if available (A/C manuals, MEL updates, etc.);
- operational documentation (status of NOTAMS, weather, charts, AIP, etc.);
- phone/laptop/tablet (document storage with internet data to access information sources or the RIT, etc.);
- access to expected traffic data (e.g. from slot coordinator where there is a slot system in place for a specific airport);
- access to actual airport traffic data (e.g. public and non-public if available);
- suitable means of transportation at the airport/inspection site (e.g. dedicated car); and
- relevant contact information (e.g. airport phone numbers, etc.).





2.2.2 The RAMP Inspection National Coordinator (NC)

The NC is responsible for the day-to-day coordination of the programme at national level to facilitate the implementation of the programme in accordance with the applicable requirements (e.g. ARO.RAMP and ARO.GEN).

The NC is responsible for the following tasks:

- to facilitate the development of an annual ramp inspection plan, taking into account the list of prioritised operators and, for SWC Participating States, the assigned layer 1 and layer 2 operator targets
- for SWC Participating States to ensure that the annual ramp inspection plan leaves appropriate time and resources to enable the inspections of aircraft operated by layer 2 operators suspected of non-compliance with the applicable requirements;
- for non-SWC Participating States, to submit the annual ramp inspection plan to the Agency for the upcoming year as per the working arrangements or by the end of November at the latest and to address any change requested by the Agency;
- to monitor the implementation of the annual ramp inspection plan, and adherence to inspection targets assigned by the Agency to prevent both over- and under-inspections;
- to plan prioritised ramp inspections;
- to monitor ramp inspectors' preparation process;
- to ensure that all staff involved in ramp inspections are competent, remain current, and are trained in accordance with the individual needs;
- to schedule recurrent trainings in a timely manner;
- as far as practicable, to make use of the workflow function which is available in the RIT;
- to implement a national ramp inspection quality control system in the respective ramp domain (e.g. the State's system for quality control, or, when the overall State's system does not include the ramp domain, a more specific ramp quality system on inspection reporting and staff qualifications);
- to ensure ramp inspection reports are entered into the RIT by the drafters and approved by the moderators, as applicable, as soon as possible after the inspection and no later than 21 calendar days after the inspection as required by ARO.RAMP.145 (a);
- for non-SWC Participating States, to collect and analyse all traffic data for their own country (using Eurocontrol's online Extranet tool if available);
- for SWC Participating States, to collect and analyse traffic data (using Eurocontrol's online Extranet tool) for layer 2 operators;
- to support the Agency by participation in working groups, where possible;
- to represent the State at the RICS meetings and, when necessary, at other ramp inspection related meetings;
- to promote and implement an inspectors' exchange programme between competent authorities from the Participating States;
- to provide support in handling requests for disclosure of data related to information recorded and reported in accordance with ARO.RAMP.145;
- to organise regular meetings with all ramp inspection staff to maintain a high-quality standard regarding:
 - any changes/updates to the requirements relating to ramp inspections of aircraft of operators under the regulatory oversight of another State; and
 - feedback on quality issues regarding reports, e.g. incorrect entries, mistakes, omissions, etc.
- to ensure the quality of data and reports uploaded into the RIT,;
- to manage the access of national operators and the competent authority's staff and other national officials to the RIT;
- to act as a sectorial focal point in the domain of ramp inspections in the context of standardisation activities performed by the Agency;
- to propose appropriate team members for ramp inspection standardisation visits;
- to provide information on safety reports to the Agency, the European Commission, and the Participating States in the domain of ramp inspections;
- to notify the Agency and the European Commission of testing for psychoactive substances other than alcohol.





In addition to the above-described tasks, it is recommended that the national coordinator:

- manages an inspector's qualification and tracking tool (to keep control of staff qualifications);
- monitors, as applicable, the various available information systems (Eurocontrol, EASA alerts, internal communications) relating to prioritised or potentially new operators;
- manages the finding follow-up information received through the RIT, or by other means if operators have no connection to the RIT;
- facilitates and promotes quality principles within the team's inputs and outputs with regards to the RIT; and
- informs the Agency of newly certified national operators and/or operators ceasing activities (such information should be sent to [safo@easa.europa.eu](mailto:safa@easa.europa.eu)).

2.2.3 Ramp inspectors

Ramp inspectors have the following duties and responsibilities:

- to follow the competent authority procedures and guidance on EU Ramp Inspection Programme implementation;
- to follow the defined criteria for unforeseen inspections of layer 2 operators;
- to inspect items selected from the Ramp Inspection checklist according to assigned items of competence;
- to comply with the competent authority procedures related to inspections of aircraft that are not being prioritised or suspected ('unforeseen');
- to plan inspections (and items) based on the preparation module (use all available sources, e.g. EASA/National/Eurocontrol/local sources/etc.);
- to submit ramp inspections' paperwork and other evidence to the National Coordinator, i.e. Proof of Inspection (POI) forms, and to upload ramp inspections' photos and other relevant information and evidence gathered while performing ramp inspector's duties;
- to attend the regular internal team meetings with the ramp national coordinator to discuss all aspects of the ramp inspection process (e.g. time management, efficiency of the inspection, team coordination, problems encountered, lessons learned, etc.).

2.2.3.1 Drafter's role

The drafters have the following duties and responsibilities:

- draft the inspection report as soon as possible after completion of the inspection;
- avoid the use of capital letters other than starting sentences unless the technical term requires it;
- ensure that the details of the inspected operator are correctly entered;
- ensure that the inspected items are correctly entered;
- verify that all findings are entered correctly with applicable references and their detailed description;
- select an appropriate class of action (it should have at least the class 1 ticked for informing the pilot in command);
- upload evidence under the individual finding(s) (e.g. pictures, PDF documents, emails, videos, etc.);
- perform a quality check before submitting the report for approval; and
- review the operator's response(s) as required.

2.2.3.2 Moderator's role

The moderators have the following duties and responsibilities:

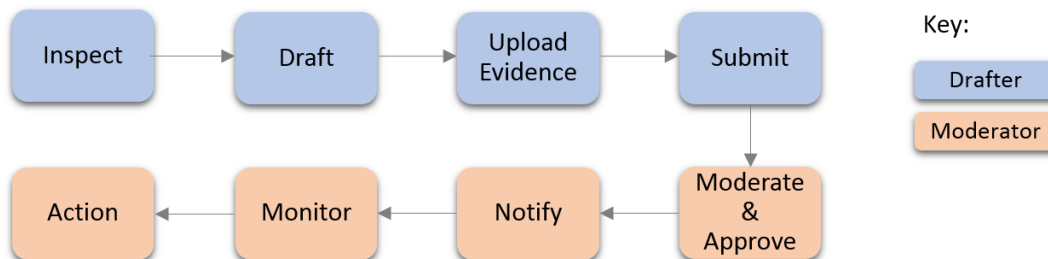
- access the 'Approve Ramp Inspections' function under the 'Reporting' tab;
- moderate the individual reports, making any amendments as necessary;
- perform a final quality check on data entered;
- approve the report and notify the operator and its competent authority;
- monitor and review the responses from the inspected operator in order to act in a timely manner on any feedback provided; and





- act on the operator's response (e.g. request additional information, close/discard finding(s) etc.).

The flowchart below illustrates the basic steps that should be followed by the drafter and the moderator.



3 Annual ramp inspection programme

Reference: AMC1 ARO.RAMP.100(c)

3.1 Introduction and philosophy

Ramp inspections should always be planned on a long-, medium- and short-term basis to ensure that sufficient inspection resources are available and adequate to inspect foreign operators and individual aircraft landing in the State.

Participating States should develop an annual ramp inspection plan, implement it adequately and regularly update it.

When establishing, implementing, and updating their annual plan, Participating States (SWC and non-SWC) should consider the following principles:

- the annual ramp inspection plan should be established using a risk- and exposure-based approach and the annual number of landings should be considered when defining the planned number of inspections;
- the selection should allow for the widest possible sampling rate of the operator and aircraft types flying into its territory;
- over/ under inspection should be avoided
- in addition to planned inspections, States should have sufficient flexibility in their system to allow for unforeseen inspections on prioritised operators and aircraft suspected of non-compliance.
- no discrimination based on the nationality of the operators;

To avoid that the risk-based approach by each individual PS leads to a disproportionate number of inspections on individual operators, the System Wide Coordination (SWC) was introduced. The intent was to centrally coordinate the allocation of inspection targets so that each operator has a fair share of inspections based on operation volumes¹ in combination with performance in the EU RAMP Inspection Programme. SWC was developed by EASA with the support of Participating States and was first implemented in 2020. Currently, it applies to all EASA Member States and the non-EASA Member States who opted in to the SWC on a voluntary basis. Opt-in for non-EASA Member States to participate in the SWC must be agreed upon with EASA and be included in the working arrangement specifically.

Chapter 3.2 describes the programme for SWC PS and chapter 3.3 describes the programme for non-SWC PS.

¹ Traffic volumes are based on Eurocontrol data and thus, participation to SWC is limited to Eurocontrol members for the time being.





3.2 Annual ramp inspection programme for the SWC Participating States

3.2.1 Establishment of the annual programme

3.2.1.1 General principles

When establishing their annual ramp inspection plan, the SWC Participating States should consider:

- the target number of inspections assigned by the Agency for each layer 1 operator; and
- the minimum total target number of inspections assigned by the Agency on layer 2 operators.

The target number of inspections per operator for layer 1 operators and the minimum total target number of inspections for layer 2 operators are established annually by the Agency on the basis of an analysis and are updated after 6 months. The initial targets and the mid-year update targets are communicated to the Participating States. The targets are highly confidential and should not be shared with third parties outside the NAA.

Inspections to be performed on the territories of the SWC Participating States outside the ICAO EUR region, should be included in the annual ramp inspection plan defined by these States, in addition to the target numbers assigned by the Agency.

The targets assigned by the Agency should be treated as confidential.

3.2.1.2 Annual programme on layer 1 operators

Determination of the list of layer 1 operators

The list of layer 1 operators is established by the Agency, taking into account the traffic exposure and the level of confidence on these operators.

Before 1 December, the Agency communicates to the Participating States the list of layer 1 operators for the next calendar year. An updated list (mid-year update) is communicated before 1 July.

The methodology used by the Agency, to determine whether an operator is to be considered a layer 1 operator, is in line with the following principles:

- An operator (a) may be considered a layer 1 operator for the year (Y) if its traffic exposure (T factor) in the year (Y-1) exceeds 250 and it has more than 50 landings in at least 2 SWC Participating States.
- The traffic exposure (T factor) is calculated with the use of Eurocontrol traffic data, applying the following formula:

$$\text{T factor} = \frac{\text{Number of landings of (a) in all SWC PS}}{\text{Number of SWC PS with more than 50 landings}}$$

- The traffic group (x-axis in the targets calculation matrix) of an operator is determined based on the operator's total traffic in the SWC Participating States.

Note: Only operators for which the Agency has reliable basic data for traffic exposure and confidence are considered.

Assignment of target numbers of inspections on layer 1 operators

A number of inspections is then determined for each of these layer 1 operators, considering its traffic in the SWC Participating States and a "confidence level" (C). The calculations are based on reliable data and all layer 1 operators are processed taking into account the same parameters.

The calculation matrix used to determine the number of inspections to be performed on layer 1 operators is defined by the Agency, after consultation with the SWC Participating States, and has two axes:





- The x-Axis is displaying the traffic group;
- The y-axis is displaying the “confidence level” (C) whereby the Agency has established a sufficient level of confidence in an operator and/or the operator’s competent authority.

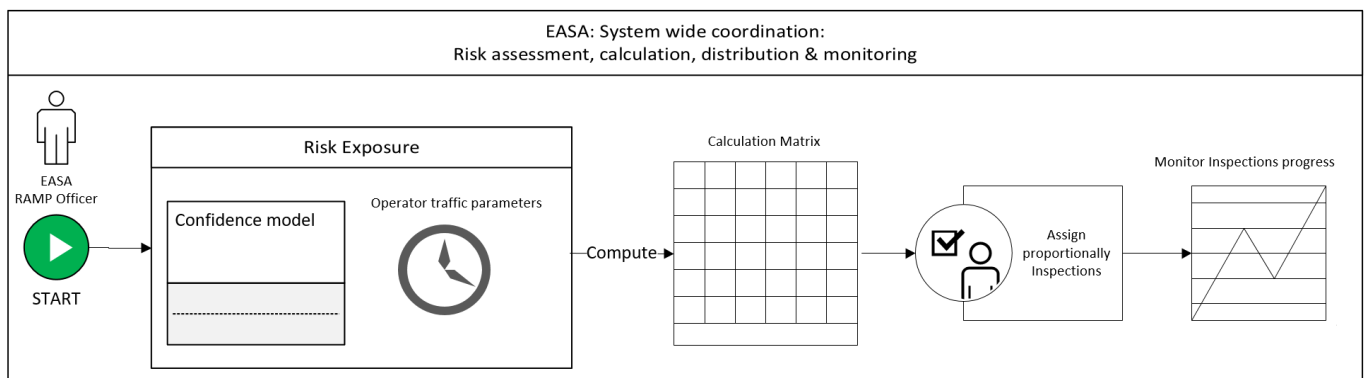
Once the traffic and the confidence level (C) have been established for a specific layer 1 operator, the Agency uses the matrix to define the target number of inspections to be performed on this operator.

Once the target numbers of inspections have been determined for each layer 1 operator, the Agency assigns national targets for each SWC Participating State, based on the following principles:

- 1) States where the historical traffic level of the operator is below a defined threshold are assigned a target of “0” inspections;
- 2) each State in which the operator’s historical traffic level is above a defined threshold should receive a target number of 1 or more inspections;
- 3) the Agency may redistribute the target number of inspections defined per State, in case one State has an extraordinary number of inspections on one operator.

Target numbers of inspections on layer 1 operators are updated by the Agency at least once a year and communicated to the SWC Participating States.

The drawing below illustrates the system schematically:



3.2.1.3 Annual programme on layer 2 operators

SWC Participating States will not receive individual targets for layer 2 operators, which are operators with traffic exposure below the defined threshold and/or for which no reliable data is available. Instead, a total planned number of inspections to be performed on layer 2 operators is calculated and assigned by the Agency for each SWC Participating State. This target for layer 2 operators is defined as a statistical assumption for the State without individual risk assessment or distribution of inspections.

Note: The SWC Participating States receive their individual total number of inspection targets for layer 2 operators at the same time as the targets for layer 1 operators.

3.2.1.4 Establishment of the national annual ramp inspection plan by the SWC PS

Each SWC Participating State defines its annual ramp inspection plan on layer 1 operators and layer 2 operators based on the specific target numbers of inspections assigned by the Agency for layer 1 operators and on the minimum target number of inspection for layer 2 inspections.

Any request to change the target number of inspection for layer 1 operators (e.g. when an operator ceases, increases, or starts operations to the State) needs to be documented and submitted to EASA for consideration in the mid-year update. In cases where





the programme requests more than one inspection, these should be spread as evenly as possible throughout the year, depending on the operator's schedule and type of operation, and cover as many aircraft types as possible.

The annual ramp inspection plan defined by the SWC Participating States for layer 1 operators should not exceed the allocated inspection targets, except for prioritised operators (identified as such in the list provided by the Agency as per ARO.RAMP.105(a) or for safety reasons which should be documented.

The total planned number of inspections to be performed on layer 2 operators, as defined by the SWC Participating State, should not be less, but may exceed the number assigned by the Agency for this State. The criteria of AMC1 ARO.RAMP.100(c) (g) should be considered when determining the annual plan on layer 2 operators.

Unexpected and unforeseen traffic may occasionally occur at the aerodrome(s) where and when the inspection team is on site. This type of traffic may, in some cases, be more important to inspect from a flight safety perspective than the pre-planned operators, and therefore, the ramp inspectors should have the flexibility to deviate from the plan and inspect those operators instead.

The list below is a non-exhaustive list of situations where the ramp inspectors may, and in some cases should, deviate from the plan in favour of valuable unforeseen inspections:

- identification of immediate aviation safety hazards, which seriously threaten flight safety (potential CAT3 situation) or any other safety related information justifying an inspection;
- operators or aircraft suspected of non-compliance in accordance with the principles listed in AMC1 ARO.RAMP.100(b), including those listed on the priority list, as provided by the Agency as per ARO.RAMP.105(a);
- series of incidents or accidents on a certain operator with a suspected root cause that could be confirmed via a ramp inspection;
- third-country operators not holding a TCO authorisation (these operators can be identified by the EUROCONTROL alert system);
- operators identified by a safety report included in the RIT and containing information that could be checked via a ramp inspection;
- operators identified by whistle blower information that could be checked via a ramp inspection; or
- Operators that were not inspected during the last 12 months in any of the Participating States.

Note: The national target number of inspections to be performed on prioritised layer 1 operators and operators from prioritised States, should be reasonable and based on the national planning guidelines, if different from the Agency's target number.

Note: Ramp inspectors from a SWC Participating State should refrain from performing unplanned inspections on layer 1 operators if this would result in exceeding the State's target number per operator, unless justified by safety reasons clearly evidenced. This evidence should be well documented and recorded.

3.2.2 Implementation and update of the SWC annual ramp inspection programme

3.2.2.1 General principles

Once defined, the annual ramp inspection programme should be adequately implemented and regularly updated.

In order to ensure that the annual ramp inspection programme is adequately implemented, the State should continuously monitor the programme and take appropriate actions with the aim of achieving the following (below list is non-exhaustive):

- the assigned numbers for layer 1 operators;
- the widest possible coverage of operators;
- proportionate distribution of inspections throughout the year;
- inspecting different aircraft types and types of operation; and





- avoiding over-/under-inspection.

A control mechanism that prevents over-inspection should be put in place, either through automation or via procedures, that includes the obligation to check the annual plan and the RIT during any inspection preparation phase.

The annual programme should be regularly updated. The update should be based on, but not limited to, operational information about the operators (e.g. ceasing of operation, start of new regular services, increase or decrease in traffic level), updates to the priority list provided by the Agency as per ARO.RAMP.105(a), updates to the assigned targets by the Agency and feedback from ramp inspections.

3.2.2.2 Updates on the target numbers of inspections assigned by EASA for the SWC Participating States

The target numbers of inspections on layer 1 operators and the minimum target number for layer 2 are updated by the Agency at least once a year and communicated to the Participating States. Any such update gives new range of possible target numbers of inspections on layer 1 operators, giving the State an option to either update its objectives or to keep the previous ones. Here are examples of how to deal with such updates:

- Situation 1 on layer 1 operator “YYY” for a SWC Participating State:
 - First target number of inspections: 4 inspections
 - Already performed inspections: 4 inspections
 - Updated target number of inspections: 6 inspections
 - New range of possible targets: 4 to 6 inspections
- Situation 2 on layer 1 operator “ZZZ” for a SWC Participating State:
 - First target number of inspections: 2 inspections
 - Already performed inspections: 2 inspections
 - Updated target number of inspections: 0 inspections
 - New range of possible targets: 0 to 2 inspections

3.2.2.3 Trading System of Inspections on layer 1 operators

In cases where a SWC Participating State is unable to fulfil its target number of inspections or requires an additional inspection of a particular layer 1 operator, other States may be approached for the exchange of such inspections. It is the responsibility of the State to keep track and record any confirmed exchanges and to inform EASA of such exchanges.

Trading of inspections may also be helpful in the provision of training when one State provides on-the-job training to another State. In cases where the trainer’s State layer 1 operator target number is not sufficient to provide the required OJT, the State of the candidate(s) could offer to trade its inspection numbers for training.

3.2.2.4 Follow-up inspections

The need for follow-up inspections should be determined by the Participating State based on the results of an inspection and/or if the follow-up process indicates that corrective action(s) might have been ineffective.

Follow-up inspections could be foreseen to verify:

- implementation of corrective action(s);
- reoccurrence of non-compliance;
- maintenance or operational measures taken after an earlier ramp inspection, which identified non-compliances or operations outside the limits in breach of requirements; and
- information provided by another State requesting a follow-up inspection.

If a follow-up inspection is required on a layer 1 operator, but the State has already reached its target number for such operator, one of the following options should be considered:

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- requesting another State to perform the follow up inspection (providing that State has enough inspections left to do so); or
- exchanging an inspection with another State via the trading system, as defined in chapter 3.2.2.3.

3.3 Annual ramp inspection plan for non-SWC PS

3.3.1 Establishment of the annual plan

3.3.1.1 General principles

Non-SWC Participating States should establish an annual ramp inspection plan and determine the number of inspections for the following calendar year. The number of inspections for the upcoming year should be communicated to EASA by the non-SWC Participating States by the date indicated in the working arrangement or by 1 December at the latest.

The annual ramp inspection plan shall:

- be based on a calculation methodology that takes into account historical information on the number and nature of operators and their number of landings at their aerodromes, as well as safety risks; and
- enable the competent authority to give priority to the inspections of aircraft on the basis of the list referred to in ARO.RAMP.105(a).

The principles indicated in chapter 3.1 also apply here.

Non-SWC PS receive, for information, the layer 1 targets calculated by EASA and assigned to the SWC PS. Such information can be taken into account by non-SWC PS for the establishment of their annual ramp inspection plan. Non-SWC PS should note that the annual number of inspections on a layer 1 operator should be kept to a minimum to avoid over-inspecting such operator, unless the operator or its State is prioritised and/or suspected of non-compliance. Inspections of layer 1 operators should focus on aircraft types not previously inspected or operations different from those normally seen in European SWC PS (e.g. short haul TCO web-interface or long-haul European operations).

3.3.1.2 Use of the annual minimum number of inspections “I”

As an indication for the expected contribution from the States not taking part in the SWC, the following formula may be used to calculate the minimum number of inspections for the upcoming year:

$$I = (\text{Opr} \geq 50) + 0,2 * (\text{Opr} < 50) + \frac{\text{Lnd}}{2000}$$

where:

- I = minimum number of inspections;
- (Opr $\geq$ 50) = number of operators¹ whose aircraft have landed at least 50 times in the previous 12 months at aerodromes in the territory of the State;
- (Opr<50) = number of operators whose aircraft have landed less than 50 times in the previous 12 months at aerodromes in the territory of the State;
- (Lnd) = number of landings performed by those operators' aircraft at aerodromes located in the State in the previous 12 months.

¹ third country operators or operators under the regulatory oversight of another Member State





3.3.2 Implementation and update of the annual ramp inspection plan

3.3.2.1 General principles

Once defined, the annual ramp inspection plan should be adequately implemented and regularly updated.

To ensure that the annual ramp inspection plan is adequately implemented, the State should continuously monitor the programme and take appropriate actions with the aim of achieving the following (below list is non-exhaustive):

- the annual targets;
- the widest possible coverage of operators;
- proportionate distribution of inspections throughout the year;
- inspecting different aircraft types and types of operation; and
- avoiding over-/under-inspection.

A control mechanism that prevents over-inspection should be put in place, either through automation or via procedures, which includes the obligation to check the annual plan and the RIT during any inspection preparation phase.

The annual programme should be regularly updated. The update should be based on, but not limited to, operational information about the operators (e.g. ceasing of operation, start of new regular services, increase or decrease in traffic level), updates to the priority list provided by the Agency as per ARO.RAMP.105(a), updates of the assigned targets by the Agency and feedback from ramp inspections.

3.3.2.2 Follow-up inspections

The need for follow-up inspections should be determined by the Participating State based on the results of an inspection and/or if the follow-up process indicates that corrective action(s) might have been ineffective.

Follow-up inspections could be foreseen to verify:

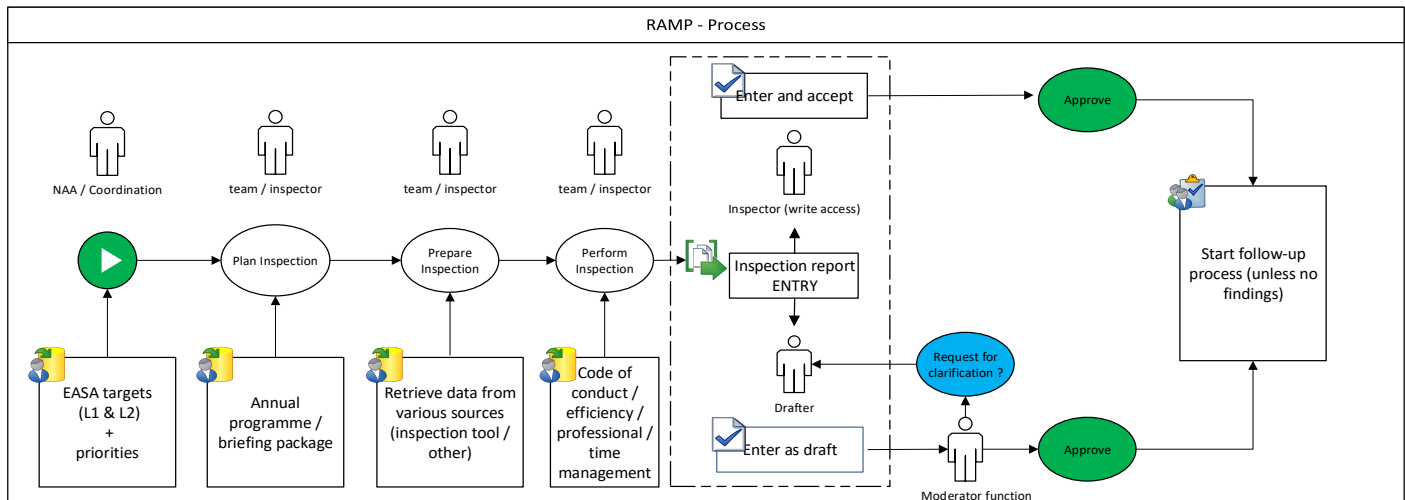
- implementation of corrective action(s);
- reoccurrence of non-compliance;
- maintenance or operational measures taken after an earlier ramp inspection, which identified non-compliances or operations outside the limits in breach of requirements; and
- information provided by another State requesting a follow-up inspection.

It should be avoided to perform more inspections than planned on non-prioritised operators, even when including follow-up inspections.

4 Ramp inspection process

The drawing below visualises the ramp inspection process.





4.1 Inspection Planning/Preparation phase

4.1.1 Ramp inspection team composition

As a general rule, ramp inspections should be performed by **at least** two inspectors (taking into consideration the inspection situation such as inspections on wide body A/C or short turnarounds). Inspections performed by solo inspector should be limited to exceptional cases where only one inspector is available. The inspection team should have access to an undisturbed place to plan, prepare, report, and debrief confidentially after an inspection.

Tasks should be distributed among the ramp inspectors, especially in the case of limited inspection time and/or depending on the size of the aircraft, different type of operation (PAX/Freight) or other complexity of the aircraft **and operations**.

Ramp inspections may only be performed by qualified ramp inspectors (see chapter 6), with tasks such as visual inspection of the aircraft exterior, inspection in the flight deck, and inspection of passenger cabin and/or cargo compartments divided according to their privileges. A team leader may be appointed who is also responsible for the debriefing with the crew and any decisions following the inspection.

4.1.2 Considerations for operator and/or aircraft selection

States may designate a decision-maker who selects operators to be inspected. Personnel such as the National Coordinator (NC) or other office-based support staff may be better suited for this role due to their access to the latest and most complete operational data, as well as their expertise and knowledge of operators.

Liaison with various competent authority teams such as traffic rights/foreign carrier permits/ wet-leasing in by national operators can enhance inspection planning, and Eurocontrol alert messages may also be useful as a short-term source of planning information.

The inspection team should make use of the annual ramp inspection programme reports (e.g. SWC, warnings, Priority list, etc.) and the inspection preparation module of the RIT when selecting an operator to inspect prior to the mission. Considerations for selecting an operator or aircraft as an inspection target should include:

- check the annual ramp inspection plan to identify operators that are due for inspections;
- review previous follow-up actions on operators that could possibly be inspected;
- for SWC Participating States: verify if the operator is layer 1 or layer 2. If layer 1, ensure that the allocated target number allows for an inspection to be performed. If "layer 2", follow the national planning guidelines;
- for non-SWC Participating States: ensure that the operators of layer 1 and layer 2 have not been subject to over-inspection and that they meet the annual planning targets;



- check the date of the last own inspection (preferably in the inspection tool by using the preparation module or other inspection queries) to ensure an even distribution as far as possible;
- identify if there are operators or aircraft being suspected of non-compliance;
- Identify/verify if there are operators with no inspections or a low number of inspections as per AMC1 ARO.RAMP.100(c);
- check if there are unique inspection opportunities, such as unusual types of operators, operations or aircraft not previously inspected; and
- check the time available for the ramp inspection.

In general, operators submit operating schedules twice per year, however there might be 'last-minute changes' to these schedules. Therefore, inspecting team members should ensure that they have the latest schedule update which could be obtained from various available sources (the operator, airport's authorities, or ground-handling agents).

Most airports have a website displaying information on arrival and departure times of scheduled flights. Moreover, airports usually have a non-public system that covers all the traffic. It is advisable for inspectors/State to request access to such a system. If not available, information on special flights, such as cargo and unscheduled or private flights, may need to be specifically requested from airports. In addition, specific online applications for flight tracking may be helpful when checking the actual arrival information for most operators.

Inspectors should be cautious when using airport flight information systems, as code-share flights may appear, providing misleading information regarding the actual operator of the aircraft. Additionally, in the case of wet leases, airport information systems and data provided by the slot coordinators are unlikely to indicate the actual operator. Therefore, it's important to cross-check this information with flight plan data at the time of inspection to ascertain the actual operator and avoid unintentional over-inspections of certain layer 1 operators.

4.1.3 Preparation of the inspection

During preparation to the inspection, ramp inspectors should use 'Inspection preparation' module of the RIT for previous ramp inspection(s) results and safety report(s) related to the operator. The inspection should be pre-planned with focus on safety-relevant areas and specific areas where weaknesses were identified in previous inspections. In addition, in cases where previous inspections were incomplete, remaining checklist items should be verified.

Various information sources should be considered during the inspection preparation phase, depending on the situation and available time:

- ramp Inspection tool (inspection preparation module);
- national annual ramp inspection plan;
- for EASA PS: TCO web interface;
- Eurocontrol information;
- manufacturer data and MMEL status;
- NOTAMS;
- weather information; and
- AIP, including revision status list of navigation charts; and
- Other sources (occurrence reporting, whistleblower information, etc.).

Depending on the items to be inspected (as many as possible, based on the time available), inspections may be performed on landing or on departure of the aircraft. The remaining fuel and cargo area (overloading, restraining, segregation, etc.) are examples of items that could be checked on landing, while flight preparation and storage of baggage in the cabin could be checked on departure.

In case of inspection on a delayed (late-arriving) aircraft, the inspection team should ensure that the process does not jeopardize crew duty times.

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As a good practice, the Proof of Inspection (POI)¹ form could be filled in with basic data (such as the registration of the aircraft, flight number or the verified name of the operator, etc. and data from the TCO web-interface²) prior to the inspection to save valuable inspection time for the inspectors and to minimise document and equipment checks during the inspection thus enabling more efficient use of inspection time.

If deemed appropriate, ramp inspectors may contact the operator's representative shortly before the planned inspection so that he or she is informed. Experience shows that the operator's representative may be helpful in providing support, especially in facilitating communication with the crew or the operator's home base.

Inspection teams have to be able to perform their inspection task on the ramp, therefore cooperation with security, ground handling, and other relevant airport officials essential. When officials from different organisations (i.e. customs, security, Dangerous Goods inspectorate) need to collaborate during an inspection, a national-level cooperation procedure may need to be established. States should provide inspectors with the respective credentials in order to ensure an unrestricted and unimpeded access in line with the applicable airport procedures.

If the inspection is to be combined with alcohol testing, please see chapter 7.

4.2 Conduct of ramp inspections

4.2.1 Inspection standards to check against

During the inspection items will be checked against certain standards, which will have to be indicated in the POI in case of findings.

Inspection standards	
CODE	DESCRIPTION
E	EASA
I	ICAO
M	Manufacturer
N	National
O	Other

The relevant EU requirements apply to aircraft used by operators under the regulatory oversight of an EASA Member State. Also, for non-EU operators, some "E" standards may be applicable. In case a finding is to be raised, the letter "E" should be indicated in the column "STD" of the POI.

For aircraft used by third-country operators, applicable requirements are the ICAO international standards. In case a finding is to be raised, the letter "I" should be indicated in the column "STD" of the POI.

Manufacturers' standards, indicated by "M," could be used for evaluating damages. The evaluation should be conducted by the operator's authorized personnel, not by the inspectors themselves.

¹ POI form to be found in 8.3 **Error! Reference source not found.**

² Items that might be checked in the TCO web-interface (if accessible) instead of during the inspection:

- approvals, such as AOC including Operations Specifications, TCO authorisation, specific approvals, etc.;
- certificates, such as Certificate of Airworthiness, registration and radio licence;
- aircraft data and equipment installed (versions), such as TCAS, GPWS, PBN; and
- information on leasing arrangements.





Note: For fasteners and bonding wires findings, the letter “M” should be indicated in the column “STD”. For category 1 and 2 findings on fasteners or bonding wires, no reference to any manufacturer data is required in the field “custom standard reference” in the RIT, whereas category 3 findings require such a reference in this field.

Published national standards (e.g. Aeronautical Information Publications - AIPs), that are applicable to all operators flying to a specific State should be checked. Deviations from national standards should be reported as findings only if they have an influence on safety. For such findings, the letter “N” should be indicated in the “STD” column of the report. Any other deviation from national standards, that does not have an influence on safety (e.g. insurance certificate in USD instead of local currency), should be recorded as a general remark. States should provide clear guidance for their inspectors on the enforcement of national standards.

The Chicago convention ensures a level playing field for all operators which are ICAO-compliant, as it allows for international flights for such operators. If an operator is sub-ICAO compliant, it should not participate in International Aviation “except with the permission of the State or States whose territory is entered”. When there is an implicit mutual acceptance between two Contracting States regarding a certain sub-ICAO standard, the operation can be considered compliant with Article 40 of the Convention and therefore ICAO-compliant. In addition to the mutual acceptance by the two States, the sub-ICAO Standard might also require the acceptance of any overflown State (depending on the specific standard (e.g., the ACAS II standard).). Where such acceptance is in place involving one of the States participating in the EU Ramp Inspection Programme, such State is not required to raise a finding on the accepted non-compliance, provided that a general remark is entered into the ramp inspection report specifying the details.

4.2.2 Code of conduct

Reference: AMC1 ARO.RAMP.125(b)

Inspectors should introduce themselves to the pilot-in-command/commander of the aircraft or, in their absence, to a member of the flight crew or the most senior representative of the operator before starting the on-board part of their ramp inspection. If it is not possible to inform any representative of the operator or if no representative is present near the aircraft, the general principle should be not to start a ramp inspection until such representative is available. However, in such cases the exterior inspection of the aircraft may be performed prior to the representative arriving at the aircraft. In exceptional cases, where there is a significant suspicion of non-compliance with the applicable requirements, it may be decided to perform a ramp inspection, but it should be limited to a visual check of the aircraft’s exterior. Inspection data may be obtained through the aircraft’s tail number and flight information provided by the airport traffic department.

Inspectors should approach ramp inspections with tact and diplomacy. While some inconvenience to flight and cabin crews, handling agents, and other ground personnel is inevitable, inspectors should strive to minimize this disruption. Here are some guidelines to help achieve this:

- be precise when requesting aircraft documents from the flight crew to minimize discussion time, allowing them to focus on their primary task of flight preparation;
- debrief the commander of the aircraft, or in his/her absence, the operator’s representative, once the inspection is complete;
- inform (where applicable) cargo loading staff about any potential disruptions due to the inspection in the cargo compartment;
- ask the senior cabin crew member to assign a crew member to assist the inspection team with their inspection tasks;
- during inspections on the flight deck, allow the flight crew to prioritize staff directly involved in flight preparation (e.g. fuel master, technician, load-planning agent, handling agent passenger information, etc.);
- where possible, review aircraft documentation and other relevant documents in the cabin to allow the flight crew to carry out their normal duties with minimal disturbance;
- if a document is available only on the Electronic Flight Bag (EFB) (e.g. operations manual, MEL, technical logbook, operational flight plan, mass and balance calculation etc.) the operator should be asked to assist ramp inspectors to prevent any unforeseen delay; and





- when alcohol tests are planned to be performed Chapter 7 should be considered for guidance.

Inspectors should avoid unnecessary contact with passengers and ensure that the inspection does not disrupt normal boarding or disembarking procedures. However, it may be justified to inspect certain elements in the cabin, such as:

- excessive overweight in overhead luggage bins;
- stored baggage in front of emergency exits;
- baggage stowed in lavatories;
- cabin luggage under the seat;
- infants/children over the minimum age determined by the State of Operator should have their own seat;
- distribution of infant life vests, where applicable;
- allocation of passengers in the cabin, compared to the load sheet data;
- sufficient number of seats available;
- boarding process during normal operations and/or during refuelling ~~in progress~~; or
- verification of the commercial nature of a flight suspected to be illegal (e.g. transport of passengers on a cargo-only flight) to collect evidence for illegal commercial operations (e.g. request ticket or booking details).

A flight delay may be justified for safety reasons when non-compliances are detected that require corrective action before departure or need proper identification and assessment by the operator, for example, if:

- worn tyres that exceed manufacturer limits;
- oil leakage requiring verification against the applicable Aircraft Maintenance Manual (AMM) to determine if it is within manufacturer limits.;
- flight crew member unable to produce a valid licence; in such cases, clarification should be sought from the operator and/or the National Aviation Authority (NAA) to confirm the validity of the licence, potentially by requesting a copy for inspection;
- missing or incorrect flight operational data, such as performance calculations, operational flight plans, or weight and balance calculations.; or
- damages assessed as having a major influence on flight safety.

4.2.3 Difficulties in performing an inspection

If a crew is uncooperative or refuses inspection without a valid reason, the competent authority should consider preventing the aircraft from departing, provided that the national legislative framework permits this action. Such refusal to grant access should be treated as a violation of ORO.GEN.140 for EU operators or TCO.115 of Commission Regulation (EU) No. 452/2014 for third-country operators. In these cases, the competent authority must inform the operator's relevant authority as soon as possible and consider raising a safety report to notify the Participating States.

Valid reasons for allowing the operator to depart without performing an inspection may include:

- The aircraft is imminent for departure with passengers on board.
 - The flight is an emergency medical evacuation (outbound).
- However, if the inspection team has significant safety concerns, these reasons may not justify waiving the inspection.

4.2.4 Inspection methodology

Ramp inspections should start as soon as practicable, e.g.: when the aircraft is safely on blocks, engines are shut-down and anti-collision light turned off. Inspections may also take place after a prolonged stop (day or night) when the outbound flight crew is accessible, or if the aircraft is scheduled for an extended stay, with access to the inbound flight crew. One inspector should start the walk-around, while the other one awaits the earliest opportunity to start the inspection at the aircraft's entrance. The inspection team should notify the operator's representative or introduce themselves to the commander as soon as possible.





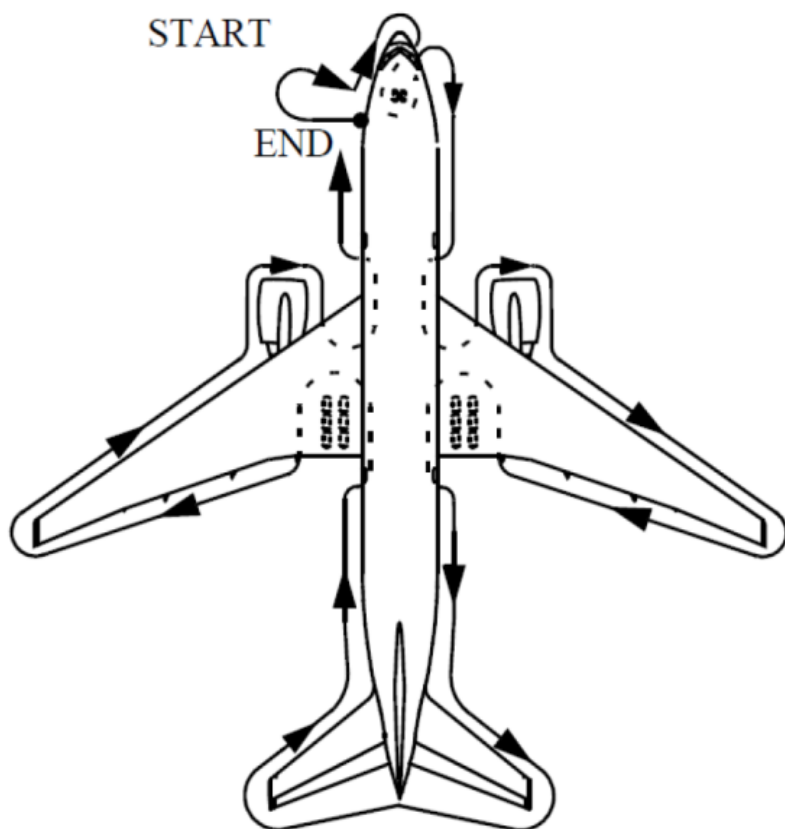
However, an interior inspection should not be commenced without a crew member availability unless specific approval has been received from an authorized representative of the operator.

Inspectors should pay attention to time management and be always aware of the time available they have for the conduct of the inspection to avoid an unreasonable delay. Best practice is to maintain direct communication with the crew throughout the process. When inspecting a late incoming aircraft with a short turnaround time, the focus should be on addressing obvious safety concerns and critical safety elements, rather than attempting to cover all items. The inspection should be ended within the planned turnaround time if no deficiencies are detected to avoid undue disturbances.

Any aircraft inspection should not exceed the typical scope of a standard walk-around inspection. Tools such as cameras should be used exclusively for collecting evidence. Inspectors are not allowed to open access panels or wheel well bay doors unless necessary to trace the source of a leakage; even then, this should only be done after consulting with the assistance from the crew.

If no defects are detected, a standard walk-around inspection should follow the guidelines below. For narrow-body aircraft, the inspection should typically take 10-15 minutes. For larger wide-body aircraft, the inspection should be completed within 20-25 minutes, excluding the inspection of cargo compartments or areas.

Inspection Route





Ramp inspectors should aim to inspect as many ramp checklist items as possible without jeopardizing the departure time of the operator enabling debriefing and addressing of possible findings within the turnaround time.

The ramp inspection checklist comprises 53 items, categorized as follows:

- 24 items related to operational requirements (A-items), which are to be checked in the flight crew compartment.
- 14 items addressing safety and cabin conditions (B-items).
- 11 items concerning the aircraft's condition (C-items).

3 items related to the inspection of cargo, including dangerous goods, and the cargo compartment (D-items). For any general inspection items not covered by the specific categories, they can be managed under the E-item (General) section of the checklist. This is the case for States that perform alcohol tests. When circumstances such as time constraints or limited manpower prevent inspection of all checklist items, inspectors prioritize those elements that, based on their preparation and experience, are most likely to be safety-critical, considering the specific details of the inspected flight.

The following factors should be taken into account:

- **Safety Criticality:** Some elements are less critical to safety and should therefore be given lower priority. For instance, a noise certificate has far less impact on safety than incorrectly completed mass and balance documentation or incorrect calculations;
- **Aircraft Configuration Differences:** For cargo-configured aircraft, the securing of cargo and the segregation of dangerous goods are considered safety-critical and should be prioritized accordingly;
- **Previous Ramp Inspection Results:** If serious or recurrent findings were identified during previous inspections, such as issues with the Minimum Equipment List (MEL), these items may require heightened attention compared to items that were found to be compliant in previous inspections;
- **Aircraft Type and Age:** Certain aircraft types are known to have recurring issues, such as leakages or missing screws. The age of the aircraft should also be considered.

Regardless of the elements inspected, each item needs to be inspected in sufficient depth. For example, merely confirming the presence of an MEL on the flight deck is not enough; inspectors should also verify proper customization before marking the A07 box. When checking oxygen masks, ask the crew to test the boom/mask microphone as well. Similarly, when reviewing checklists for revision dates and numbers, compare these with the versions marked in the operations manual to ensure accuracy. The following principles should be considered during an inspection:

- inspections of aircraft arriving late, with a significant reduction of the turnaround time which endangers the planned departure time and/or slots. As a general principle, the focus should be to inspect the safety critical elements, unless inspectors or States have safety related information that needs further verification on this particular flight;
- one of the inspectors should try to gain access to the flight deck and introduce themselves to the team, briefly explaining the purpose of the inspection. Depending on the situation, the team might need to wait for the passengers to disembark or, if needed, board the aircraft before disembarkation. In all situations, inspectors should remain professional, diplomatic, and friendly;
- the inspection team should establish a clear communication plan for exchanging information between the outside and inside inspection team;
- after the introduction, inspectors should ask about the scheduled departure time / slot time / EOBT (estimated off block time). This information helps ensure the inspection does not interfere with crew duties or reduce their available preparation time;
- inspectors should be mindful of the time available, ensuring they do not impede crew responsibilities. The aim is to avoid any unnecessary delay in the crew's task execution;





- unless there is a suspicion, ramp inspectors do not necessarily have to inspect each checklist item to the fullest (e.g. all life jackets), a sampling may be sufficient;
- inspectors should not open panels or remove items themselves. Instead, they should request assistance from the crew. no special tools should be used other than mirrors or flashlights;
- when inspection items are checked, they should be done to the greatest possible depth taking into consideration that many checklist items have sub-items, just inspecting e.g.: the A03 Equipment item, the sub-items like TAWS / E-GPWS, TCAS / ACASII, PBN, etc. try to be as comprehensive as possible;
- some spare time should be kept allowing an internal debriefing on each inspector's observations;
- any non-compliance with the applicable requirements detected during the inspection should be reported in the Proof of Inspection (POI) as a finding. The findings should be clearly and unambiguously written down;
- sufficient time should be kept at the end of the inspection for a debriefing with the operator. In particular, the operator should be reminded of their obligation to assess and take corrective action on any findings that could pose a potential aviation safety hazard; and
- the inspection team should leave the aircraft as soon as their presence is no longer needed for the inspection, in order not to disturb the crew since the crew needs dedicated time for the start of the next flight.

Ramp inspectors should be aware of the main differences between SAFA and SACA inspections. For example, ramp inspectors should know that ICAO SARPs do not require to have NOTAM on board the aircraft but require the flight crew to be aware of the particulars of those relevant for the flight while EASA regulation requires the NOTAM to be carried on board (electronic versions are allowed).

4.3 Findings

4.3.1 Introduction to findings

Before findings can be categorised, a pre-assessment of the encountered situation should be made, based on the knowledge and experience of the inspector. Ramp inspectors may only allocate a proper category to the finding if the extent of the non-compliance is clear. Ramp inspectors should not raise any category 3 finding with the only intent to perform a further investigation/assessment.

Ramp inspectors should not raise findings with the only intent to have a follow-up of the finding or remark. Findings or remarks made should not be raised to a higher category just for the reason of creating an easier follow-up process.

As a general principle, a double penalty should be avoided. Only one finding should be raised to address multiple non-compliances if these non-compliances have the same probable root cause and relate to the same system or the same procedure. E.g., in case a re-fuelling with passenger on board is started without 2-way communication, and there is no personnel staffing at the exits, the result should be one finding only (but in the details of the finding, the actual situation should be described).

When a non-compliance with the applicable requirements is identified, ramp inspectors should be certain that the finding is applicable to the specific circumstances of the inbound and/or outbound flight e.g., for third-country operators, missing independent portable lights on board is a finding, but only during night-flight operations; similarly, an insufficient number of life-vests on-board, but only if the flight is overwater on a distance greater than 50 NM from the shore or when taking off or landing at an aerodrome where the take-off or approach path is so disposed over water that there would be a likelihood of a ditching. Also, there are differences between CAT and GA operations).

The applicable operational requirements are the ones appropriate for the type of operation. In particular, the operation of an aircraft listed on an operator's AOC should not be inspected against commercial air transport requirements if the purpose of the flight is not the transport of passengers, cargo, or mail for remuneration. However, the inspectors should check if the conducted operation is reflected in the operations manual. Where the operations manual establishes more restrictive requirements compared to the applicable ones, a non-compliance with an operator's requirements should be reported pending the applicable requirements.

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Non-compliance regarding missing fasteners or bonding wires should be assessed and categorised in accordance with the established matrix in chapter 8.1 Inspection instructions and pre-described findings. Findings which are assessed as being Major (category 3) should be debriefed immediately to the operator. This “early” pre-debriefing should include an instruction to proceed in accordance with their approved procedures and to report in technical logbook system or equivalent immediately. The flowchart in Chapter 4.3.3 gives further guidance to procedures in use for missing fasteners and bonding wires. Findings categorized as category 1 or 2 should be included in the standard debriefing without additional requirements for the operator at the time of inspection.

A specific remark should be made for helicopter operation: the influence on safety for missing fasteners is not the same for aeroplane or helicopter. There are higher vibrations on helicopters than on aeroplanes. Therefore, the impact on the panel, not correctly fixed by all its fasteners is different on helicopters compared to aeroplanes. Similarly, the impact of a loose object on helicopters is not the same as on aeroplanes since the damage of a loose object on the rotor blades could be dramatic whereas for aeroplanes the risk is more limited to injuries of the overflown population. As the matrix was developed for the inspection of aeroplanes it is advised not to make use of it for helicopters.

Similar to the missing fasteners above, numerous findings raised on markings and placards were often categorised differently. In order to harmonise and standardise these findings, a dedicated reference table on markings and placards has been introduced. In this table a clear description of type of placards and markings is given by location and designation, thereby assisting the ramp inspectors to correctly categorise their findings. This table is placed in Appendix 8.1 directly behind the matrix on fasteners and bonding wires.

All findings should be substantiated by evidence; these should be uploaded into the RIT under the tab of the respective finding. Elements of supporting evidence could be any of the following:

- picture(s) of the deficiency itself (detailed and clear);
- pictures of the manufacturer references used to assess the technical defects, if available to the inspector;
- documents received via email;
- pictures or copy of the technical logbook entries performed; or
- pictures from operator’s manuals (MEL, OMs., licences, AOCs, etc.).

Such documents or records could be very useful in the follow-up phases of the ramp inspection either to explain in detail and illustrate detected findings or to be able to exchange appropriate documented evidence when findings are challenged. It’s important to ensure that pieces of evidence are uploaded in the RIT under the correct finding and as a finding attachment and not as a “report attachment”. The option to upload the document as a report attachment should be avoided except to provide an attachment not related to a finding e.g., a copy of the actual POI, or a picture of the inspected aircraft, or any other inspection general item/issue.

Whenever a licence or a certificate is not carried on board (including AOC and OPS Specs), it may become clear that the influence on safety is less than initially foreseen after receiving a copy of a missing licence or certificate before departure. In this case, a category 1 finding should be raised and the relevant pre-described findings (PDFs) should be used regarding certificates and licences not carried on board at the time of the inspection. If evidence is not provided before departure, a higher category of finding should be raised (for a missing certificate of registration or radio station licence, the appropriate category 2 PDF should be used; for all other cases, the relevant category 3 PDF should be used). Under no circumstances should a flight crew member be permitted to perform flying duties without receiving confirmation that he/she has been issued an appropriate and valid licence.

Although not classified as a non-compliance, any relevant safety issues identified during ramp inspections should be reported as a general remark under each inspection item. For example:

- insufficient number of life jackets/flotation devices, however the flight was/will be over land;
- during a SAFA inspection: some flashlights not working, but only daytime flight; and
- minor defects without safety influence, but considered as relevant information.





Note: General remarks do not require any follow-up action, either from the inspection authority or for the operator/relevant competent authority.

Note: Any State may file a difference with ICAO as per ICAO Article 38 "NOTIFICATION OF DIFFERENCES". However, whether such filed differences are accepted or not is down to the individual Contracting State and should be taken into account during the follow-up process.

4.3.2 General instructions on findings

The Inspection instructions and pre-described findings (8.1) include the description, categorisation, and reference to the applicable requirement.

- Findings on arrival flights being identical to the findings raised for departure flights should lead to the same categorisation, even if corrective action might not be possible when the flight has been completed. For example, an incorrect mass and balance sheet (outside operational limits) found on arrival should be categorised as a category 3. Obviously, this cannot be corrected; however, the appropriate class 3 action could be to confirm that the mass and balance calculations are within operational limits for the outbound flight.
- No finding should be raised if relevant flight preparation documents (e.g. mass and balance calculation, operational flight plan) are stored in an approved electronic system (EFB), sent by ACARS and therefore no longer accessible / reproduced by the crew at the time of inspection. In such cases, ramp inspectors should inspect the outbound flight preparation in detail (including the procedure of the electronic storage).
- In exceptional cases where multiple findings are interrelated and the influence on safety is higher, the category of such findings may be increased to reflect the influence on safety. The increase in category should be explained in the detailed description of the finding.
- By design, the finding category has been established for each PDF. Whenever for a very specific reason a PDF needs to be down- or upgraded, a User Described Finding (UDF) should be created copying the text of the PDF but with the alternative categorisation. In these cases, always add the specifics of the situation justifying the different category in the detailed description of the finding, and/or in the additional information of the report itself. Whenever this particular situation becomes more frequent, requiring an amendment of existing PDFs or the creation of new PDFs, inform EASA accordingly.
- UDFs should only be used when no clear descriptive PDF available, the situation needs to be assessed on a case-by-case basis.

4.3.2.1 Special cases / examples

- Power cable metal hook;** in several cases, the power cable has a strap and hook to relief the weight of the cable to the aircraft power recess panel. Usually, there is an attachment point in or near the aircraft power inlet where the hook should be connected. However, such connection is not always there and ground handlers may just simply hook the cable in the recessed area of the power inlet, possibly causing scratches and damaging the structure particularly when a metal hook is used. Ramp inspectors should be careful to raise findings only when clear evidence of damage is visible and raise the finding in accordance with the flowchart for the assessment of technical defects. No finding should be raised if the cable is hooked to the structure without damaging it, a general remark may be raised instead.
- High-speed tape;** in many cases, high-speed tape may be applied on the aircraft without detailed information recorded in the technical logbook; in such case, a category 2 finding is appropriate. When the high-speed tape is applied in such a way that it may have a detrimental effect on the safe conduct of the flight or the aircraft airworthiness, ramp inspectors should request the operator to assess the situation before categorising the finding. Speed tape applied without being detailed in the technical logbook may be:
 - grouped under one finding, if they are related to the same issue and have no major influence on the flight safety (e.g., speed tape covering corrosion applied on several panels);





- discarded if the operator provides proof during the follow-up that the relevant defect was managed and didn't affect in any way the conduct of the flight or the airworthiness of the aircraft; or
- upgraded to category 3 if it is related to a maintenance action not performed according to the manual (e.g., missing screw hidden, ...).

Note: If the speed tape repair is recorded in the tech log, then it is not a finding. However, if ramp inspectors have valid reasons to assume it is an improper repair, further assessments may be requested through the crew.

- **Paint damages including exposed composites;** in almost all cases this type of damage (e.g., loss of colours coating/ paint ...) will be tackled by the approved maintenance programme (AMP) during regular maintenance checks. Clear and large exposed composite area without damage should be brought to the attention of the crew for their (operator/maintenance) assessment. This assessment may be received during the follow-up process, and it should be reported as a category 2 finding under A23 item. A damage to the underlying composite structure should be raised as a category 3 finding when outside limits (e.g., loss of resin and physical exposure of individual fibres).

Note: Fairly large, exposed composites on secondary structure are usually allowable.

- **Static pressure port;** where some kind of visual damage or contamination is noticed, inspectors should differentiate between damage or blockage of the static pressure port and contamination of the port area (e.g., dirt or glue residue). In the latter cases, no relation could be found between contaminated static pressure port and aircraft incidents/accidents. To address contaminated static pressure port, ramp inspectors should make use of a UDF and take into account the before mentioned limited impact. In the case of a damaged or blocked static pressure port a category 3 finding is justified.
- **Cargo door open/locked indicator (green) light;** often this light is found to be unserviceable, as the light itself poses no safety hazard to the flight. A category 1 for raising the issue to the operator should be sufficient.
- **Cargo height limit exceedance;** in many cases during the opening of the cargo compartment a category 3 findings are raised for height exceedance by just 1 or 2 suitcases sticking out just slightly above the limit. Ramp inspectors should only raise findings if those pieces of luggage are blocking firefighting equipment or sensors or have caused damage to the ceiling panels. If the height limit is exceeded by one or several items in the cargo compartment without damaging the cargo ceiling panels, blow-out panels or hindering the proper function of smoke detectors and/or fire extinguishing equipment, a category 1 finding may be more appropriate.
- **Passenger hand luggage relocated in cargo compartment with DG inside (Lithium batteries);** The ICAO Doc 9284 requires that baggage intended to be carried in the cabin that is relocated to the cargo compartment must only contain dangerous goods permitted in checked baggage. When baggage intended as carry-on is taken by the operator and placed into the cargo compartment for carriage, the operator must confirm with the passenger that dangerous goods which are only permitted in carry-on baggage have been removed. During a ramp inspection where there is suspicion of cabin luggage being diverted to the cargo hold with DG (lithium battery) inside, ramp inspectors should check which procedure or risk assessment was done to mitigate potential fire hazards. This procedure should be found in the operations manual or should be explained by the crew.
- **Corrosion on aircraft;** an increase of findings related to corrosion has a negative impact on the ratio of operators and does not constitute any contribution to the actual safety relevance on the flight. Over the years many aircraft parts where corrosion has been observed (e.g.: screws, fasteners, panels, landing gear, etc.) and subsequently mentioned as finding in a RI report, are not having any significant influence on the safe operation of the flight, and will be dealt with by the regular maintenance programme of the operator. Even significant corrosion is not considered to have a short-term influence on safety and should be mentioned as a category 1 finding (e.g.: landing gear struts indicating clear signs of corrosion, gear door(s) showing large, exposed areas of bare metal with corrosion, etc.). Whenever ramp inspectors observe major corrosion (e.g.: flaking delamination of stringers, extreme pit corrosion on major structural parts, clear signs of inter-crystalline corrosion cracks, etc.) require proper assessment and should be raised as a category 3 finding if found to be outside dispatch limits/conditions; however, such cases would be found only exceptionally.





- **Portable oxygen bottles;** portable oxygen bottles may have more than one outlet, and the corresponding masks should have the appropriate adapters. Inspectors should note that masks for passengers, crew, and medical use may have different connectors.
- **On item A04 (Manuals), A05 (checklist) and A07 (MEL)** a special note for the attention of the inspectors:
If a problem with MEL/operations manual/checklist was already identified during a previous ramp inspection and if the following 4 conditions are fulfilled, only a general remark should be raised:
 - *The finding was identified less than 3 months ago;*
 - *A corrective action plan has been proposed by the operator in the follow-up process of the finding;*
 - *The problem is still the same; and*
 - *The problem doesn't have a major influence on safety (i.e. the finding was not a category 3 finding).*
- **Underseat baggage restraining bar (Item B06);** when a baggage restraining bar is found broken under a seat, ramp inspector should assess it as any other technical defect, following the technical defect assessment flowcharts. and raise the category 3 PDF details "Below seat restraint bar unserviceable" only when there is a clear impact on safety such as a risk to impede the emergency exit path or a high number of damaged restraint bars. In many cases a single damaged or broken restraint bar may be considered as having minor or no impact on the safety and a category 1 or a general remark may be raised.
- **Carriage of live animals in the passenger compartment (Item B13);** If the inspector has the evidence that a live animal is being transported in the passenger cabin, the inspector should verify the operator's procedures ensure the animal is adequately secured and flight safety would not be affected by the animal. This applies to pets and guide dogs in the same manner:
 - EASA mandates that for European CAT airplane operation, as per AMC2 CAT.OP.MPA.160 a mix of passengers and live animals should only be allowed for pets weighing not more than 8 kg, except for guide dogs.
 - For European CAT operators an AltMoC might be appropriate to deviate from the described limitations.
 - For any other type of operation neither ICAO nor EASA has set weight limits, allowing the transport of animals over 8 kg in the passenger cabin.

During the inspection: If a live animal is transported in the passenger cabin, the inspector should consult the corresponding operations manuals/procedures for the adequate secured stowage and capable restrain methods. If no procedure is described in the operator's manuals, a finding should be raised under item A04 to indicate the missing procedure in respect of safe transportation of a live animal in passenger cabin.

Additionally, the inspector should verify that adequate provisions are available to ensure safe transportation of the animal in the passenger cabin.

In the evident case of an unsecured live animal in the passenger cabin, a category 3 may be considered appropriate to describe the situation accurately.

4.3.3 Technical defects

An aircraft begins to 'age' after its first flight, and various effects of ageing begin to occur almost immediately, which is considered as normal "wear and tear". This "aging" phase is a part of the normal lifecycle, and the applicable approved maintenance programme will cover the normal deterioration of an aircraft. Ramp inspectors should not raise findings relating to the normal wear and tear, provided that these technical defects are properly managed by the operator. At most, a general remark may be made for the attention of the crew.

The development of the Maintenance Planning Document (MPD) and subsequent Approved Maintenance Program (AMP) allows for the identification of such "failures" within acceptable time frames (maintenance schedules), without compromising the overall safety of the aircraft. This approach is further supported by the increasing depth of inspections as they progress from pre-flight checks





(visual inspection) to more comprehensive checks (e.g., D-check). Pre-flight inspections provide a general assessment of the aircraft's airworthiness, focusing on obvious issues (e.g., wings, tail, and control surfaces being intact and free from visible damage, unobstructed air intakes, and engines and landing gear in good condition). These inspections are not intended to identify deficiencies that would require a more detailed inspection supported by maintenance documentation (e.g., Aircraft Maintenance Manual (AMM), Component Maintenance Manual (CMM), Structural Repair Manual (SRM), etc.). Therefore, the use of those maintenance data should be limited to very specific cases and should not be standard practice during ramp inspections.

Additionally, during the pre-flight inspection only a portion of the entire aircraft is clearly visible, many areas should remain uninspected.

The flowchart in figure 1 provides an overview on the assessment of technical deficiencies.

With regards to non-compliances on missing fasteners and bonding wires, findings should be raised in accordance with the assessment matrix found in 8.1 of this manual. The flowchart in figure 2 provides a detailed overview of the process and procedures to follow when non-compliances regarding missing fasteners and bonding wires are detected.

Definition of an airworthiness finding:

A technical defect is considered to be any material fault pertaining to the aircraft, its systems, or components:

- Minor defects are typically with minor influence on safety and should therefore be brought to the attention of the operator using a category 1 finding.
- Significant defects are those defects, which are potentially out of limits and a further assessment may be needed to determine if the significant defect is within or outside the applicable limits. These defects should be recorded as category 2 findings.
- Major defects are those defects which are out of limits. A category 3 finding against manufacturer standards should always be demonstrated in relation to the operator's aircraft technical documentation such as: Aircraft Maintenance Manual (AMM), Structural Repair Manual (SRM), Configuration Deviation List (CDL), Wiring Diagram Manual (WDM), Standard Wiring Practices Manual (SWPM), etc., and MEL references. In the absence of clear manufacturer standards, inspectors should only raise findings if their expert judgement (possibly supported by licenced maintenance personnel) is such that similar circumstances on comparable aircraft would be considered to be out of limits.

In exceptional cases, a single defect may result to more than one finding under different inspection items. For example, if a tyre worn beyond limits and the pilot-in-command refuses to enter the defect in the Technical Log (or equivalent), findings should be raised under both C04 and A23 (for more details see 8.1 Inspection instructions and pre-described findings).

Any defect needs to be recorded and documented in the operator's log system. However, this system does not need to be carried on board the aircraft but should be available when required.

Significant defects might have occurred during the inbound flight. In such cases, ramp inspectors should not raise a finding until the operator has completed its pre-flight inspection for the outbound flight.

Manufacturer's data often contains limits on certain defects. This data is normally to be used during line and scheduled maintenance. It is generally accepted that, in between scheduled maintenance, defects that are beyond those manufacturer's limit might appear. Ramp inspectors should only request the operator to assess damages, that are deemed to have a significant or major influence on flight safety, towards manufacturer's standard limits, and appropriately report them in the technical log system or equivalent. However, where the manufacturer has specified dispatch limits, and the defect is beyond the dispatch limits, a category 3 finding should be raised except for the case of loose/missing fasteners and bonding wires.

A "defect within limits but not detected or not recorded" should not be considered as a technical non-compliance. If the technical non-compliance appears to be within limits, the safety focus changes from the defect itself to the non-compliance not being detected/assessed/recorded by the operator and should be recorded under item A23 or A24.



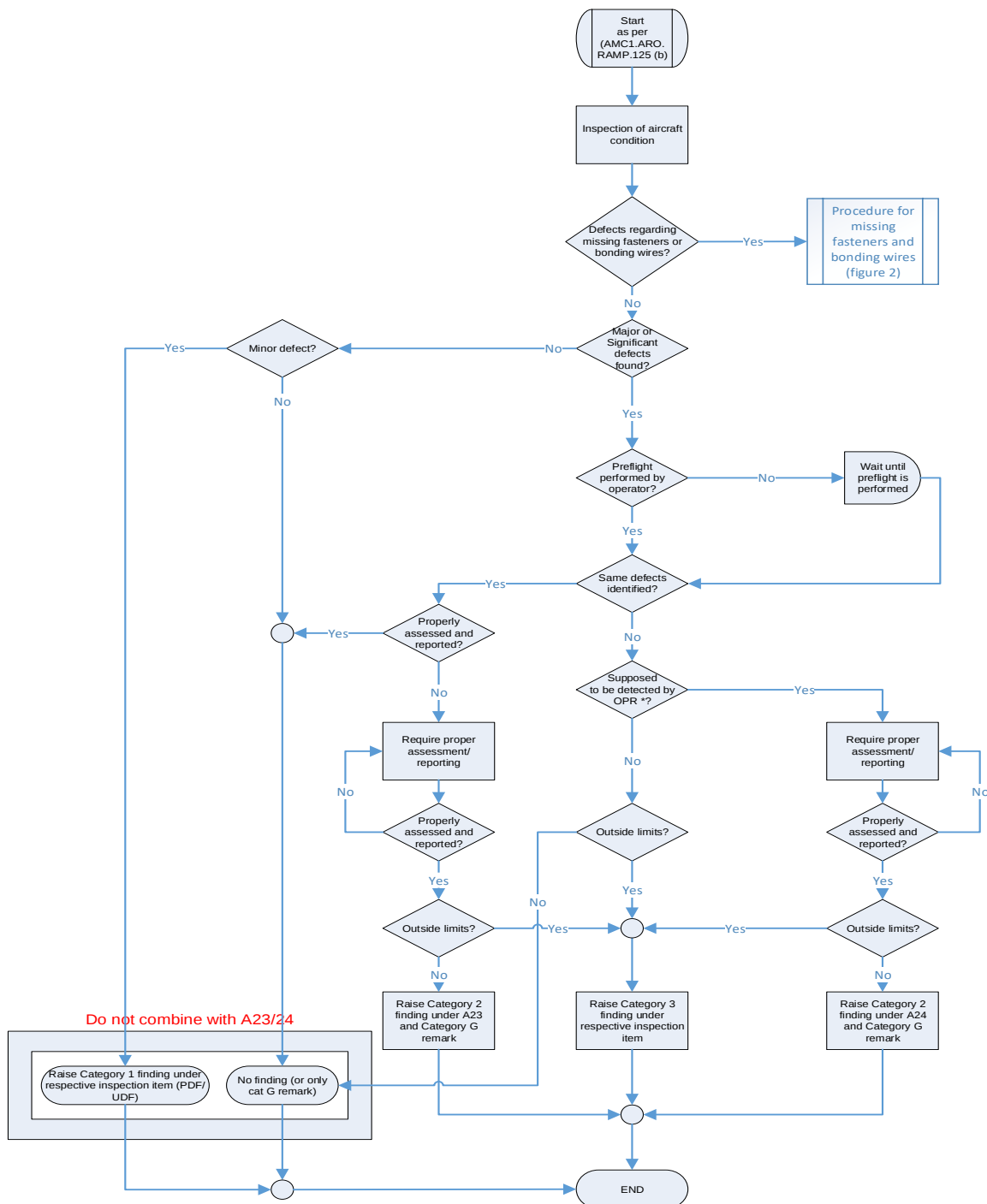


Figure 1: Flowchart of assessment of technical defects

NOTE: Some technical defects are not supposed to be detected by the operator during a “normal” pre-flight inspection and should therefore not constitute a finding. Examples of such defects could be:

- defects only visible when performing an in-depth examination.
- defects only visible using special equipment, platforms, or unorthodox working positions.



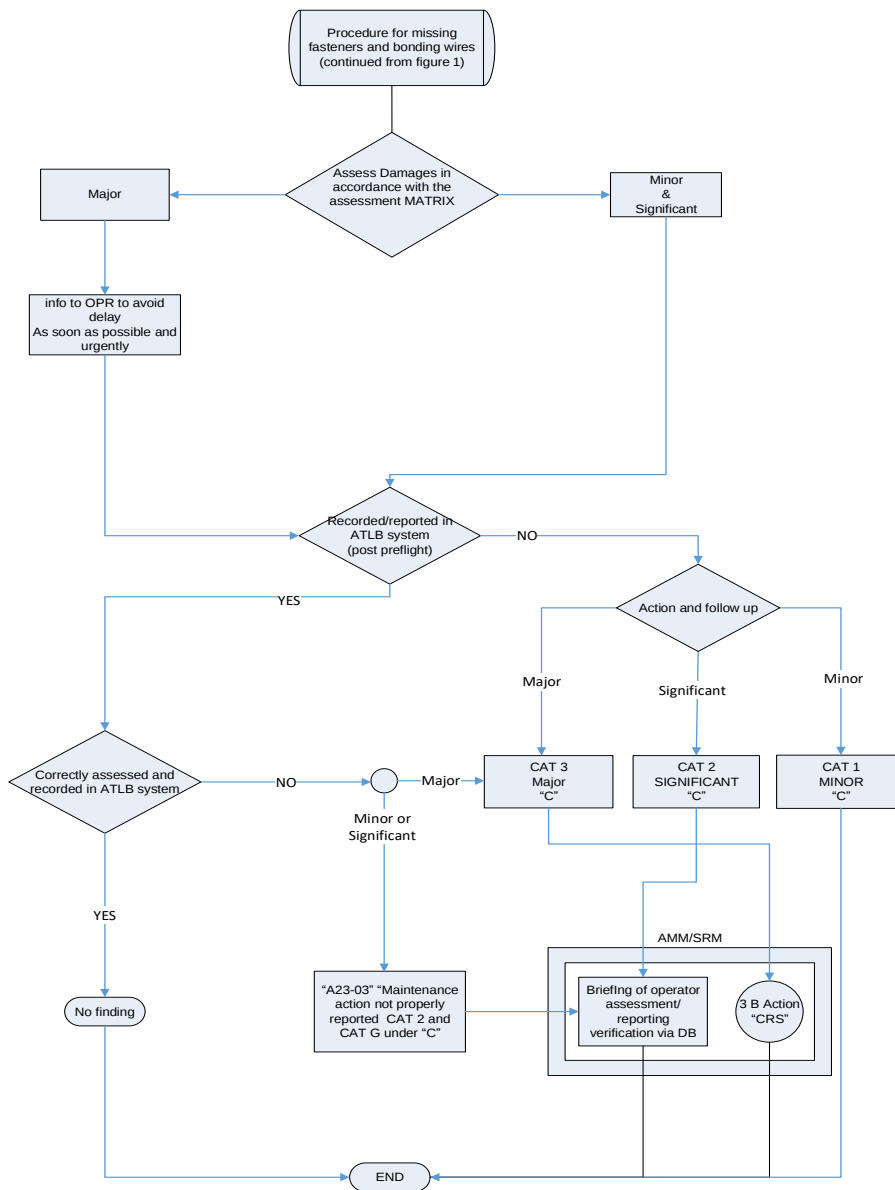


Figure 2: Flowchart of assessment of findings relative to missing fasteners and bonding wires





4.4 Class of actions and follow-up

Reference: AMC1 ARO.RAMP135(a)

Based on the results of the inspection and on how the findings have been categorised, common follow-up actions have been defined.

Table 1: Relationship between the category of findings and the resulting class of actions

ACTIONS TO BE TAKEN AFTER INSPECTIONS		Class of actions		
		Class 1 Information to Captain (POI)	Class 2 Information to the operator and the responsible NAA	Class 3 Immediate action
Category of findings	General remark Any observation from the inspector not classified as safety relevant	Yes	Not applicable	Not applicable
	Category 1 - Minor: any detected non-compliance with the applicable requirements or the terms of a certificate that has a minor influence on safety	Yes	Possible Debriefing and notification through the RIT without further communication	Not applicable
	Category 2 - Significant: any detected non-compliance with the applicable requirements or the terms of a certificate that has a significant influence on safety	Yes	Yes Normal communication through the RIT for follow-up actions Note: Written communication to the operator and to the NAA (findings of several inspections may be summarised in one communication). This should only be used if the inspection NAA have a national requirement for this	Not applicable
	Category 3 - Major: any detected significant non-compliance with the applicable requirements or the terms of a certificate that has a major influence on safety	Yes	Yes All communication is normally to be uploaded in the inspection tool for follow-up transparency. In case of aircraft damage affecting airworthiness and not possible to be rectified before flight, the operator should establish a direct communication with the responsible NAA regarding return to flight status (e.g. "permit to fly").	Yes Note: the specific actions consisting of operational restrictions, corrective actions before flight or at maintenance-base, grounding and/or entry permit repercussions have to be reported.





4.4.1 General communication and follow-up flowchart

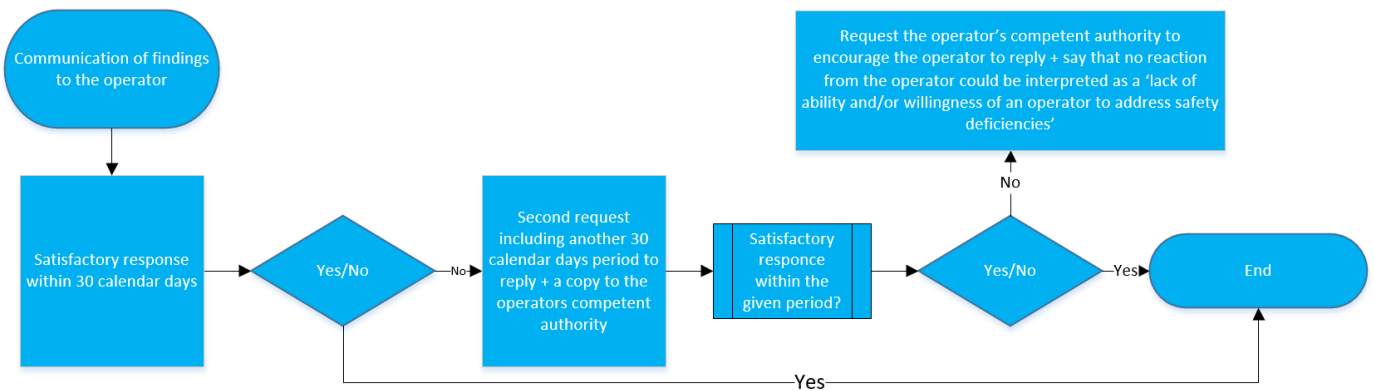


Figure 1: Communication flowchart

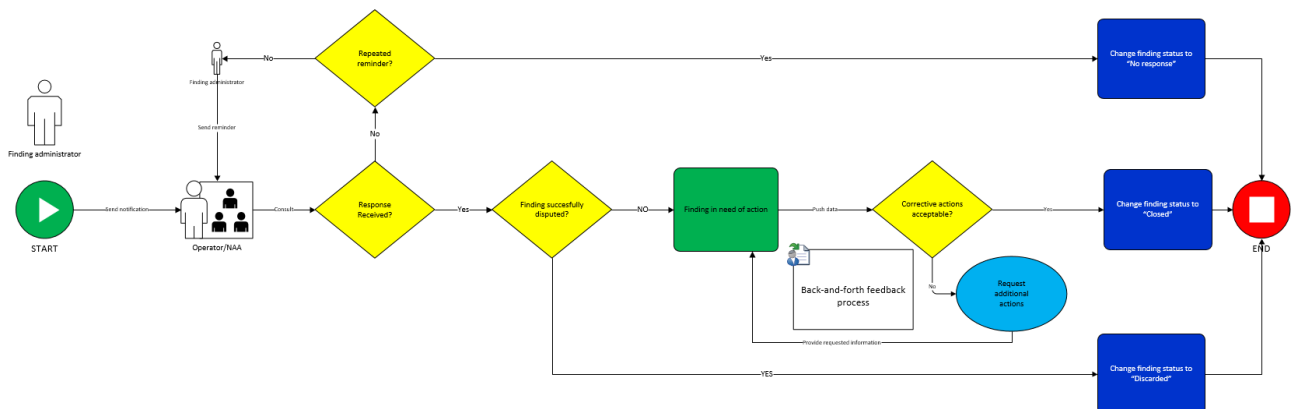


Figure 2: Finding follow-up status flowchart

4.4.2 Class 0 action (no findings)¹

A class 0 action involves completing the ramp inspection without the need for further action, as no findings or issues were identified. In such cases, the Proof of Inspection (POI) should still be provided to the pilot in command or the operator's representative, confirming that the inspection has been successfully completed without any discrepancies.

¹ Class 0 action is only visible on the POI, but the Ramp Inspection Tool does not allow this selection. Therefore, in case of no findings, both class 0 and class 1 should be selected on the POI.



4.4.3 Class 1 action

A class 1 action should be taken after each inspection and consists of providing information about the results of the ramp inspection, regardless of whether findings have been identified or not. The Proof of Inspection (POI) should always be provided to the pilot in command or to the representative of the operator after the completion of the inspection.

4.4.4 Class 2 action

In cases where category 2 and/or category 3 findings are identified, it is necessary to communicate with both the operator and the operator's competent authority. As a general rule, all communication should be done via the RIT. Class 2 action requires further follow-up as clarified in chapter 4.4.9.

4.4.5 Class 3a action (Restrictions on the aircraft operation)

When a class 3a restriction has been agreed/imposed, the verification of the adherence to the restrictions should be considered whenever possible.

Examples of Class 3a actions, with their related verification methods, include but are not limited to:

- Flight altitude restrictions due to oxygen system deficiencies, which can be verified by reviewing the ATC flight plans and/or checking the actual altitude flown as reported by the Air Traffic Control system;
- A non-commercial flight to the home base, if allowed by applicable requirements and the MEL, provided that the validity of the CofA is not affected;
- Passenger seat restrictions, which can be confirmed just before departure by ensuring that the restricted seats are not occupied.;
- Cargo area restrictions preventing the use of specific cargo areas;
- Operational restrictions requiring the use of specific (designated) runways;
- Environmental restrictions, such as departures allowed only under visual meteorological conditions (VMC).

In certain cases, it might not be necessary to verify if the restrictions resulting from a category 3 finding are followed or if corrective actions have been taken. For example, if the inspector has reasonable indications that the appropriate actions will be taken or if the operator is outside the EUROCONTROL area, verification may not be needed. The inspecting authority should assess, on a case-by-case basis, whether it is necessary or feasible to verify compliance with the restrictions or the implementation of corrective actions.

4.4.6 Class 3b action (Corrective actions before flight)

When a class 3b corrective action is required from the operator, the verification of the corrective actions taken should be conducted/performed whenever possible.

Examples of immediate corrective actions to be taken before departure are:

- assessing, reporting, and recording damages in the technical logbook or equivalent;
- performing (temporary) repairs to defects according to the manufacturer's definitions (e.g. AMM and/or SRM);
- recalculation of mass and balance, performance calculations and/or fuel figures;
- providing copies of missing licences or documents to be sent by email or other electronic means, (downgrade to category 1 finding if obtained by other means);
- ensuring proper restraining of cargo;
- deferring technical defects as per manufacturer/operator's approved data.

When inspectors impose corrective actions, they should review the operator's actions and document them in the 'Class of actions' field in the final ramp inspection report. If the operator took voluntary corrective actions to address a category 1 or a category 2 finding before the flight, it should be reported in the 'Additional information' field only.





For findings related to licences and certificates, evidence should be provided by the competent authority that issued them. However, if this authority is unable to provide such evidence in time, the inspecting authority may accept evidence from other sources. In such cases, the inspecting authority should seek confirmation of the evidence's validity from the issuing authority at the earliest opportunity. The ramp inspection report should specify which evidence was provided, by whom, and, if applicable, mention subsequent confirmation from the issuing authority.

4.4.7 Class 3c action (Aircraft grounded by the inspecting authority)

The aircraft should be grounded only if the crew, operator, or operator's representative:

- refuses the inspection;
- significantly hinders/obstructs the inspection process;
- refuses to take necessary corrective actions;
- does not respect imposed restrictions on the aircraft flight operation.

The grounding should only be lifted by the inspecting authority when the following applicable conditions are fully or partially met, depending on the circumstances:

- compliance with the applicable requirements has been re-established;
- for the EASA operators, a permit-to-fly has been obtained in accordance with Commission Regulation (EU) No 748/2012 for aircraft registered in a Member State; or
- for the non-EASA operators, a permit-to-fly has been obtained in accordance with their national regulations; and the operator has obtained the necessary overflight permissions from both EASA and non-EASA countries, as required.

First, the Inspecting State has to make sure that the aircraft will not depart as long as the reasons for the grounding remain. Second, the grounding needs to be communicated to the State of the Operator, the State of Registry and the operator's home base as soon as possible. All communication records and related evidence should be collected and retained. Contact information is normally available on the operator's Air Operator Certificate (AOC).

4.4.8 Class 3d action (Immediate operating ban)

When a class 3d action is applicable, it is usually in addition to a Class 3a, 3b or 3c action and imposed after the Ramp Inspection. Therefore, the necessary follow-up within the EU Ramp Inspection Programme is considered to be addressed through the follow-up of those corresponding actions. However, when class 3d action is taken, Member States should be aware of their obligations and ensure that the European Union Aviation Safety Agency (EASA) is always copied on any related communication, as these actions may lead to a follow-up through hearing in the Air Safety Committee at the European Commission.

4.4.9 Closure of findings

A category 2 finding always require further follow-up, as they include a request for corrective actions either taken or planned. The Inspecting State should monitor whether a response has been received and if feedback/evidence provided is sufficient to close the finding(s), or if further information is needed. In order to close the finding, the reply of from the operator does not necessarily need to contain evidence that the deficiency has already been corrected. The "corrective action taken" by the operator might also be included in the implementation of a corrective action plan. It is the responsibility of the inspecting National Aviation Authority (NAA) to decide, based on the related risk and impact, whether or not a finding can be closed based on future corrective actions, taking into account the severity and recurrence of the detected findings. Depending on the severity and recurrence of the findings ~~detected~~, the Inspecting NAA may consider the actual closure of the associated report(s) only after having received satisfactory documented evidence of appropriate implementation of preventive actions.

Regarding the operator's competent authority, no reply is expected. Only where appropriate or when the follow-up process has revealed operations outside limitations, the operator's competent authority should be asked for "confirmation that they are satisfied with the corrective actions taken" by the operator. In this case, the inspecting authority should monitor if such a reply is received and whether its content is satisfactory.





4.4.10 General follow-up issues

In general, no reply is expected when informing the operator's competent authority. However, any findings that indicate possible shortcomings at the State level should be highlighted. For example, if the medical certificate does not specify the medical class, or if the type/instrument rating validation or expiration date is missing, these findings should be highlighted. For such findings, which are out of the control of the operator, corrective actions should be requested from the operator's competent authority. When assessing the operator's corrective action (plan), it should be accepted that for such non-compliances, the issue should be escalated to the operator's competent authority.

The following are examples requiring confirmation of the inspecting authority regarding the acceptance of the corrective actions taken by the operator:

- a high number of non-compliances identified;
- recurrence of the same findings;
- inadequate responses from the operator;
- evidence of consistent non-compliance with a particular standard, also detected during ramp inspections of other operators from the same State;
- the severity of findings may require action from the competent authority.

The inspecting authority should monitor if the operator's competent authority has responded to any requests for confirmation and assess if the reply is satisfactory. If the response is unsatisfactory, follow-up communication should be initiated.

Any follow-up communication from the operator and its competent authority should be acknowledged, and they should be informed about the closure of findings. Any requests for clarification should be responded to by the inspecting authority within 30 calendar days of receiving the communication or requests.

Operators who have received findings which in their opinion are incorrectly imposed, they may request to discard them by providing justification. The inspecting authority should thoroughly review the request if a mistake was made. If the request is accepted, the finding should be discarded rather than closed, as a closed finding could continue to have a negative effect on the operator's ratio.

When communicating a finding to the operator, and in any further correspondence from the inspecting authority, the operator's competent authority should, as much as possible, be copied in, as it might contain relevant information for its oversight activities. This is particularly the case for information on the closure of ramp inspection finding(s) sent by the inspecting authority (where the operator has no connection to the RIT sent either by e-mail or by official letter).

If the inspecting authority receives evidence from a relevant competent authority indicating that the operator no longer exists, all related findings should be closed using the "NO RESPONSE" status and the reason for closure explained in the justification.

When there is no or no satisfactory feedback from the operator within a reasonable time period, the State of Inspection may change the status of a finding to "NO RESPONSE". In this case, the finding is administratively closed while indicating that no satisfactory action was taken by the operator. The inspecting authority should ensure that the operator was given sufficient time to respond, also considering the type of finding and the number of reminders sent to the operator. Generally, a period of one year since the inspection or the operator's last response (whichever is later) should be considered reasonable.

4.4.11 Specific case of the follow-up of "fasteners and bonding wires" findings (the assessment matrix)

For category 2 findings related to loose or missing fasteners and/or broken or missing bonding wires, the operator should assess and report such findings which potentially lower safety in accordance with its approved procedures under its own responsibility and accountability; no further assessment by the ramp inspectors is needed at the time of the inspection.

The inspecting authority should request that the operator uploads AMM/SRM dispatch limits during the follow up process via the RIT. These findings should not be closed until the relevant dispatch limits or equivalent have been uploaded. If it is discovered that





the operator has flown outside the manufacturer's² limitations, the inspecting authority may also request a comment from the operator's competent authority.

When the post-inspection follow-up reveals breaches or violations for technical defects, the following statement could be entered into the RIT under the follow-up tab: *"The inspecting authority would like to point out that the outbound flight was operated outside the limits of AMM/SRM without appropriate rectification or deferral and that repetitive breaches will be reported to your competent authority"*.

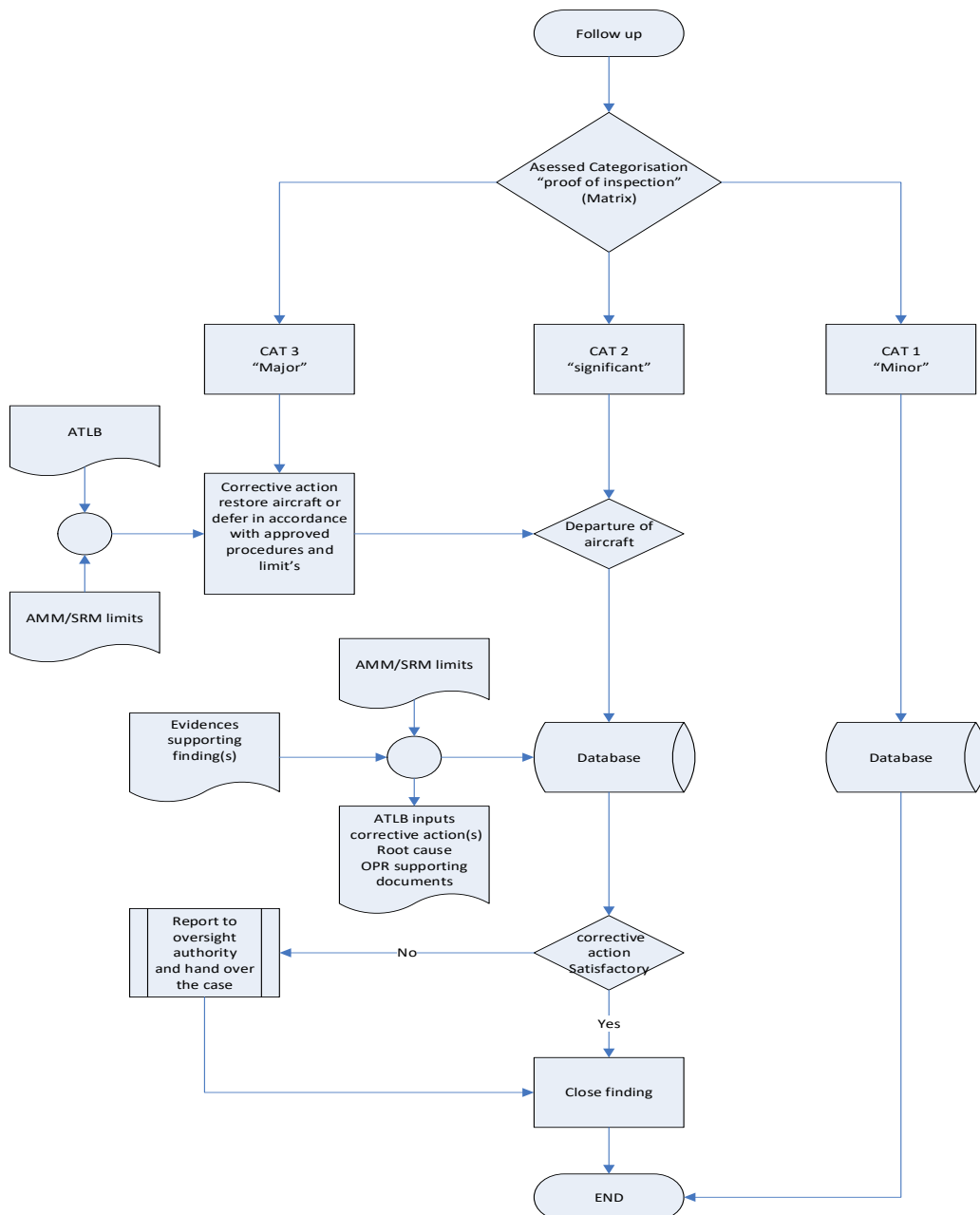
For category 3 findings related to loose or missing fasteners and/or broken or missing bonding wires, the operator should be debriefed as soon as possible to avoid any delays, with clear instructions to record defect(s) in aircraft's technical logbook (or equivalent) and perform an immediate assessment. The operator should perform this assessment in accordance with the manufacturer's dispatch limits prior to departure as per the operator's approved procedures with a certificate of release (CRS). Any non-compliances that significantly hazard flight safety should be resolved by the operator prior to departure.

Manufacturer limits, as described in AMM or SRM, should only be used where the assessment indicates major influence on flight safety, and the operator should provide the ramp inspectors with evidence for corrective action (Class 3b).

If the assessment determines that the defect is within dispatch limits, then it should be categorised as significant category 2 finding.

The flow chart below illustrates the follow-up process of missing fasteners and bonding wires:





Note: Standard Class 1 action process applies for category 1 findings related to fasteners and bonding wires.

5 Ramp inspection tool (RIT)

The RIT contains the data collected through the EU Ramp Inspection Programme including ramp inspection reports, safety reports and alcohol test reports. The RIT can be accessed via the following web page: <https://safaeasa.europa.eu/site/login>.

The data contained in the Ramp inspection tool is confidential and only registered users can have access to the RIT and the reports.

Instructions on how to register can be found in the list of Frequently Asked Questions, which can be found on the Information tab of the login page (<https://safaeasa.europa.eu/site/safalib>) and is accessible before the user logs in.





A user's guide with detailed instructions on how to register, log in and navigate through the tool using the various functions available can be downloaded by registered users directly from the Ramp Inspection Tool after the user has logged in.

There are two types of RIT users: NAA users and operator users. The operator users only have access to the reports on their own operator. For NAA's users, there are different types of access rights depending on whether or not the State is participating to the programme. For NAA users of PS, the access rights will also depend on the privileges granted to the user, such as drafter, moderator, oversight inspector and read-only.

The below instructions for logging in are applicable to all registered users:

- open an internet browser;
- navigate to <https://safa.easa.europa.eu/site/login>;
- enter your username;
- enter your password; and
- click 'Login'.

PS have the possibility to use a workflow process in which reports need to be approved by a user with moderator privileges before being finalised.

It is the responsibility of the NAA to administrate the access to the RIT for its operators and the users within the NAA. The NAA administrator (user with coordinator privileges) creates, approves, or deletes users' access.

Once a user has registered for access to the RIT, it is the NAA administrator's responsibility to validate the user's details. The validation process should include at least the following: requested user type (NAA or operator), organisation and user's role within that organisation, email address. The NAA administrator may approve or reject the user registration. Rejection does not prevent the user from re-registering at any time in the future. If approved, the user will receive an automated email with further instructions. Operators should notify their NAA in case of any required user changes in the event of staff leaving the organisation or no longer requiring access to the RIT.

In cases where a State does not have access to the RIT, the Agency should be contacted by e-mail at safa@easa.europa.eu.

More detailed information on user management can be found in the User Guide. It is recommended that the NAA has a national policy in place for the user management of the RIT.

5.1 Management of safety / third party information

Safety information may be received from various external sources (e.g. whistle-blower reports). Even ramp inspectors themselves may be a source of safety related information. A structured approach on how to process such information and who to notify should be in place.

In most cases, the NC is responsible for reviewing and assessing the credibility of the available information to determine if it can be verified during a ramp inspection. If the suspicions or allegations of any kind of deficiency can be investigated during a ramp inspection, such inspection should be planned. If the operator or airframe cannot be checked by the related State, the NC may decide to file a safety report to alert the other Participating States. Alternatively, the EASA ramp coordination team could be contacted for a proposed coordinated action by the State of Inspection. A further information could be retrieved through the TCO WEB-INTERFACE via the confidential info exchange tab (if a registered user).

5.1.1 Safety reports

Reference: AMC1 ARO.RAMP.145





Collected safety related information on operators may be distributed using the safety report form in the RIT. However, it should be verified by the reporting authority, as far as possible, before insertion in the RIT. Examples of important safety related information could be, but are not limited to:

- communication failure or difficulties;
- ATC reports on shortage of fuel (declared fuel emergencies), problems with TCAS system, abnormal take-off lengths;
- information received from maintenance organisations concerning lack of AD compliance or incorrectly performed maintenance work;
- reports from the general public/whistle-blowers concerning perceived unsafe situations;
- reports from pilots on incorrect use of radio-telephony phraseology;
- reports from airport personnel on observed unsafe practice;
- relevant information concerning accidents and incidents which occurred in Member States' airspace; or
- unsafe practice observed by ramp inspectors outside the scope of ramp inspections programme.
- Safety reports entered into the RIT may be further enhanced with useful information like documents, pictures, etc.

5.1.2 TCO WEB-INTERFACE

The TCO web-interface is only accessible for EASA Member States, which may use this information under a separate confidentiality agreement. This repository includes the TCO authorisation and its associated OPS Specs issued by EASA for those third country operators to perform commercial operations. Non-EASA Member States have to rely on their own systems or intelligence information received or obtainable from other sources.

Except for the TCO authorisation and its associated OPS Specs, the documents accessible via the TCO WEB-INTERFACE might not reflect the actual status, therefore it is recommended to use the data with caution. The TCO web interface has documents stored for each operator and these can be found as follows:

- Login as registered user
- Search TCO files => select operator
- Tab Basic Operator Data => click "view"
- Under each sub-tab the relevant documents may be found by scrolling down to the relevant item, and download the potentially available documents within the brackets (0,1,2 ...)

6 Ramp Inspector qualification process

Reference: AMC1 ARO.RAMP115(a)(b)

6.1 Eligibility criteria

The eligibility criteria are laid down in AMC1 ARO.RAMP115(a)(b) Qualification of ramp inspectors.

Note: The competent Authority should ensure that the candidate has sufficient knowledge of the English language. As additional guidance: this may be attested by a certificate such as ICAO English Proficiency Level 4, Common European Framework of Reference for Languages: Level B2, or another equivalent certificate. English language proficiency may also be demonstrated by means of a diploma of secondary or higher education where English was used as the medium of instruction.

When appointing a (senior) ramp inspector, the competent authority should take into consideration certain "soft skills" such as: knowledge of training techniques, professionalism, maturity, judgment, integrity, safety awareness, communication skills, personal standards of performance and a commitment to quality, etc.





6.2 Initial Training

6.2.1 Theoretical

The scope of the initial theoretical training is to familiarise the inspectors with the EU Ramp Inspection Programme, and with the common inspection procedures, finding categorisation, reporting and follow-up procedures. The primary scope of the theoretical training is not the transfer of technical (operational, airworthiness, etc.) knowledge, as the candidates should already possess such knowledge, either from previous work experience or through specialised training, prior to attending the theoretical course.

The initial theoretical training programme should comply with the syllabus developed by the Agency (see 8.2.1).

6.2.2 Practical

The scope of practical training is to instruct on inspection techniques and specific areas of attention without any interference with the flight crew. Preferably, this should be done in a non-operational environment (e.g. on an aircraft in a maintenance hangar). Alternatively, aircraft with an adequate turnaround time may be used. In the latter case, the flight and/or ground crew should be informed about the training character of the inspection.

The initial practical training may be split into several sessions if an adequate tracking system is put in place.

The practical training programme should be developed in accordance with the syllabus developed by the Agency (see 8.2.2).

6.2.3 On-the-job training

The objective of the on-the-job training (OJT) is to familiarise the candidates with the particularities of performing a ramp inspection in a real, operational environment. The competent authority should ensure that the scope of the privileges of the senior ramp inspector(s) delivering OJT is the same or wider than those for which the candidate is being trained.

When selecting the operators to be inspected during the on-the-job training programme, senior ramp inspectors should ensure that:

- before starting the OJT, the candidate is briefed about general objectives and working methods of the training;
- the training can be performed sufficiently in-depth but without undue hindrance or delay of the inspected operator;
- the ramp inspections are conducted as much as possible on different operators (i.e. EU operators, third-country operators), different aircraft types and aircraft configurations (i.e. jet and propeller, single aisle and wide-body, passenger and cargo), different types of operations (i.e. commercial and non-commercial, long-haul and short-haul);
- before every inspection, the candidate is briefed regarding the objectives and lessons to be learned during that particular inspection; and
- after every inspection day, the candidate is debriefed regarding his/her performance and progress and areas where improvement is needed.

OJT Training may also be performed by foreign senior ramp inspectors.

While the observation phase may be conducted with more than one candidate per senior ramp inspector, the under-supervision phase should be conducted with no more than one candidate per senior ramp inspector. In an operational environment, the duplication of A and most of the B-items during normal turn-around time is not considered feasible, therefore the competent authority should ensure proper identification of the inspection items performed by each candidate during the under-supervision phase within the OJT forms.

In addition to the OJT, the competent authority should provide the candidate with necessary information on administrative issues related to the conduct of ramp inspections, and on the process relating to the cooperation with the airport and air navigation service providers.

The OJT should cover at least the elements described in 8.2.2.





The senior ramp inspector should do the assessment of the candidate while the candidate is performing the ramp inspections under supervision. The candidate should be considered to have successfully completed the OJT only after demonstrating to the senior ramp inspector that he/she possesses the professional capacity, knowledge, judgment, and ability to perform ramp inspections in accordance with the requirements. This may require more inspections than the minimum mentioned in AMC4 ARO.RAMP.115(a)(b) paragraph (e) and is specific to each individual candidate. To fully establish the confidence in the candidate's competence, additional ramp inspections may be needed after the initial observation phase or after the supervision phase.

Some ramp inspection OJT items may be replaced by a classroom training (AMC4 ARO.RAMP.115(a)(b) paragraph (h) "using representative examples when no operational environment is required, e.g. documents, dangerous goods").

The competent authority of a State on which territory an OJT is delivered may authorise foreign senior ramp inspectors to perform ramp inspections and OJT on its behalf. This authorisation may contain limitations (e.g.: A/C grounding) and the scope of privileges should not exceed those privileges authorised by the competent authority of the senior ramp inspector.

When the OJT is delivered by a foreign senior ramp inspector, the competent authority of the candidate should request the competent authority of the senior ramp inspector to confirm the validity of his/her seniority as well as the scope of the privileges authorised. This confirmation should be included in the training records of the candidate.

6.2.4 Final Assessment

The final assessment should be carried out by Senior Inspector(s) and/or the National Coordinator or any other nominated person to verify the inspector's competency. During this assessment the results of the theoretical, practical and OJT training should be taken into consideration.

If the candidate is found to be fully qualified, the competent Authority should issue a Formal Qualification Statement. In case the candidate does not pass the assessment, the competent Authority should set criteria to be fulfilled (e.g. additional theoretical, practical or on-the-job-training) before conducting a new assessment.

6.3 Ramp inspector's privileges

6.3.1 Inspector's privileges

Privileges should be assigned based on previous experience and background knowledge of the inspector.

The following table with examples illustrates the typical privileges assigned to a ramp inspector based on his/her specific background as a commercial pilot licence/airline transport pilot licence (CPL/ATPL) holder, an aircraft maintenance engineer (AML) holder or as a cabin crew:

Previous experience	Privileges
Flight Crew (e.g. CPL/ATPL)	• A items • B items • C items • D1, D3 items
Maintenance staff (e.g. AML)	• A items except for A13, A14 • B items • C items • D1, D3 items
Cabin crew (e.g. attestation of initial safety training)	• A15-A19 • B items





When determining the inspector's privileges, the competent authority could take into account the interrelation of the intended inspection privileges with other disciplines (e.g.: a former cabin crew member may require additional training on MEL issues before being considered eligible for inspection of safety items in the cabin).

6.3.2 Extension of inspector's privileges

The competent authority may extend the privileges of a ramp inspector, provided that the following conditions are met:

- (1) the relevant knowledge of the inspector has been satisfactorily complemented by additional theoretical and/or practical training relevant to the scope of the extension; and
- (2) the inspector has received OJT on the new inspection items that will be added to his/her privileges.

The competent authority should determine the necessary number of ramp inspections of the OJT on a case-by-case basis, taking into account both the complexity and the criticality of the new items to be covered during this training, as well as the inspector's aeronautical education and practical knowledge. Furthermore, for senior ramp inspectors, additional criteria/training should be required before delivering training.

6.4 Recurrent training

[placeholder for more information on recurrent training]

If a foreign (senior) ramp inspector is delivering the recurrent training, the competent authority of the candidate should verify if the training material is developed in accordance with the content communicated by the Agency and if it is updated with the information provided by the EASA Training Bulletins.

6.5 Periodical assessments

When performing the periodical assessment of a qualified ramp inspector's competence and performance as mentioned in AMC2 ARO.GEN.200 (a)(2), the competent authority may use any of the following assessment methods or a combination thereof:

- A theoretical examination;
- A number of ramp inspections under the supervision of a senior ramp inspector covering all inspector's privileges;
- A sample analysis of ramp inspections, during which the inspector has raised findings in his domain of competence.

Such assessment should take place at intervals not exceeding 3 years.

6.6 Loss of qualification

6.6.1 Missed recurrent training

When the qualification is lost because of failure to undergo the recurrent training, it may be regained provided that the ramp inspector attends the missing recurrent training and meets the recent experience requirements as per AMC6 ARO.RAMP.115(a)(b) for ramp inspectors or AMC8 ARO.RAMP.115(a)(b) for senior ramp inspectors.

6.6.2 Insufficient number of inspections

For ramp inspectors, see AMC6 ARO.RAMP.115(a)(b).

For senior ramp inspectors, see AMC8 ARO.RAMP.115(a) (b).

Note: An OJT Checklist should be completed for each ramp inspector by the responsible senior inspector.

Reference: Guidance on the approval of a ramp inspection training organisation by the competent authority can be found in 9.1.1.





7 Alcohol testing procedures

Reference: ARO.RAMP.106

The content of this chapter only applies to the EASA Member States and the Participating States that have opted in for alcohol testing through their working arrangement.

7.1 Roles and Responsibilities

The roles and responsibilities mentioned in this chapter supplement those of chapter 2 if ramp inspectors perform alcohol tests¹.

7.1.1 The European Union Aviation Safety Agency

The Agency is responsible for overall coordination of the programme to all the Participating States and for reporting the results thereof to the European Commission.

The specific role and responsibilities of EASA on alcohol testing in the EU Ramp Inspection programme are:

- to collect, using the RIT, results of alcohol tests performed on cabin crew and flight crew to establish a list of prioritised operators, which includes a list of European Union and third-country operators for prioritisation of alcohol testing based on a risk assessment performed by the Agency, taking into account robustness and effectiveness of existing psychoactive substance testing programmes.
- To enable the RIT to support the implementation of alcohol testing during ramp inspections

7.1.2 Competent Authority

The competent authority should provide inspectors with appropriate and approved testing devices in accordance with the national requirements on alcohol testing of individuals. This equipment should include a breath alcohol analyser and should be maintained properly; additional guidance on equipment to be used can be found in chapter 7.8.

7.1.3 The National Coordinator (NC)

The NC should be responsible to develop, monitor and amend an annual alcohol testing plan taking into consideration the list for the prioritisation of alcohol testing as published by the Agency. This can be achieved by monitoring the number of alcohol tests or the number of ramp inspections including alcohol tests performed per operator. These numbers should be consistent with the annual alcohol testing plan.

The NC will keep record of alcohol tests performed. Ramp inspectors will ensure the availability of this information, in particular by reporting on the Proof of Inspection (POI) the number of tested FC and CC.

The ramp inspection tool should support the implementation of alcohol testing during ramp inspection. Alcohol test results provided by ramp inspections performed in other EASA Member States may also be taken into account to set and monitor the number of alcohol tests (or the number of ramp inspections including alcohol test) to be performed per operator.

The NC may want to enhance its planning oversight by monitoring:

- number of operators tested for alcohol consumption during ramp inspections;
- number of alcohol tests performed on operators included in the priority list for alcohol testing; and
- list of airports where ramp inspections including alcohol tests were performed.

This information may be used to track positive cases per airport, adjust the annual ramp inspection programme, etc.

¹ In case alcohol tests are performed by other officials, please refer to chapter 7.9 for information.





The NC should ensure the quality of reports entered in the RIT by ramp inspectors or other officials if applicable. In particular, the NC will ensure that reports are anonymous and that pre-described findings are used in an appropriate way. The NC should ensure that the quality control process is followed.

The competent authority may use the drafting function available in the RIT in order to allow for a quality check by a moderator.

7.1.4 The ramp inspector

Ramp inspectors have the following duties and responsibilities:

- to plan and perform alcohol tests according to the annual plan and procedures developed by the competent authority; and
- to check serviceability of alcohol testing equipment (when alcohol tests are planned)

7.2 Annual programme & plan for alcohol testing

7.2.1 Risk based approach

The priority list Part B, in accordance with ARO.RAMP.105, lists States and operators for the prioritisation of alcohol testing. In addition, the list mentions operators excluded from priority in alcohol testing, where the State is prioritised. This list should be updated in parallel to the major updates of the priority list (i.e.: update following the regular analysis) and whenever necessary.

This list will be established taking into account the robustness and effectiveness of existing psychoactive testing programmes. When doing so, the Agency shall consider:

- information on existing national psychoactive testing programmes (such as random alcohol tests performed on crew members by national officials not employed by the operator); and
- information on existing operators' psychoactive testing programmes (such as random alcohol tests performed on crew members by employees of the operator or subcontractors).

The Agency will send a questionnaire to third-country operators' States to gather relevant data. In case the States do not provide data, operators can provide the Agency with information on their own psychoactive testing programme. Operators for which no data has been received are considered not having testing programmes in place.

This list will identify operators without a robust and effective psychoactive testing programme at national and operator level.

The competent authorities should make use of this list when establishing the annual ramp inspection programme including alcohol testing.

The Agency analyses the results of alcohol tests included in the RIT and amends the risk-based approach, should the analyses identify new trends or criteria.

7.2.2 Including alcohol testing in an annual ramp inspection plan

Guidance on how to set an annual plan for alcohol testing on crew members compliant with ARO.RAMP.105 and ARO.RAMP.106 is provided below.

The competent authority should include alcohol tests as part of the annual ramp inspection plan and ensure reasonable coverage of operators on the list provided by the Agency in accordance with ARO.RAMP.106. The planned annual number of alcohol tests to be performed on a given operator should be adjusted based on the priority for alcohol testing assigned to the operator by the competent authority.

The annual target of the number of alcohol tests to be performed on a given operator can be set by either adjusting the number of inspections with alcohol tests and/or adjusting the proportion of crew members to be tested during an inspection with alcohol tests.





E.g.:

- for an operator on the priority list for alcohol testing, X % of ramp inspections planned will contain alcohol tests of crew members and for an operator not included on the priority list for alcohol testing this proportion will be Y %. With $X > Y$; or
- X% of inspections included in the annual ramp inspection programme will contain alcohol tests of crew members, and for operators included on the priority list for alcohol testing Y% of the crew will be tested, for other operators this proportion will be Z%. With $Y > Z$.

As a Flight Crew (FC) under influence of alcohol represents a greater danger for flight safety than a Cabin Crew (CC) under influence of alcohol, a higher priority should be given to perform alcohol tests on FC rather than on CC. This can be achieved within the annual ramp inspection plan or within the daily preparations.

The competent authority should avoid planning ramp inspections consisting only of alcohol tests (hereinafter referred to as stand-alone alcohol tests). However, whenever operational reasons (e.g. no appropriate testing environment available) or tight time constraints (e.g.: short turn-around, delays, etc.) prevent the completion of alcohol tests during regular ramp inspections, the competent authority can plan ramp inspections with stand-alone alcohol tests.

In case of SWC, the number of stand-alone alcohol tests should not exceed the System Wide Coordination (SWC) target number of inspections for layer 1 operators not included in the priority list for alcohol testing; for operators included in the priority list for alcohol testing the number of stand-alone alcohol tests may exceed the SWC target. For operators included in the layer 1 of SWC, stand-alone alcohol tests won't be counted as ramp inspections within the framework of SWC.

Examples:

- if the SWC target is two and the operator is not included in the priority list for alcohol testing, up to two stand-alone alcohol tests may be performed;
- if the target was two and the operator is included in the priority list for alcohol testing, the competent authority may plan to perform additional stand-alone alcohol tests beyond the SWC target; and
- if the target is zero and the operator is included in the priority list for alcohol testing, the competent authority may plan to perform stand-alone alcohol tests.

In case of non-SWC the competent authority may define the maximum number of alcohol tests they are able to perform in a year and adjust the annual programme for alcohol testing accordingly. It is suggested to keep a margin in order to allow for alcohol tests not included in the annual programme (e.g.: alcohol tests following whistle-blower information). A competent authority may establish its annual maximum capacity in terms of number of inspections with alcohol tests (or number of alcohol tests) by taking into account:

- the number of available devices that comply with all requirements set in this manual; or
- the number of ramp inspectors properly trained and qualified available.

7.3 Alcohol testing preparation and methodology

7.3.1 Code of conduct

Inspectors should consider the code of conduct for ramp inspections in general as mentioned in 4.2.2. In particular when alcohol tests are performed, ramp inspectors should also:

- keep the tested crew member informed using an appropriate briefing;
- maintain the privacy of the alcohol test results that will only be communicated to the tested crew member and to relevant competent authorities via appropriate means; and





- ensure an environment as discreet as possible for the alcohol tests, with no visibility of the procedure for outsiders.

7.3.2 Alcohol testing methodology and considerations

A risk-based approach should be applied for daily preparations.

When selecting the date and/or the time and/or the place to perform alcohol tests, ramp inspectors may consider that:

- short turnaround leaves less opportunity for crew members to consume alcohol than overnight or long stays;
- last minute member crew replacement increases the risk of the replacing crew to be under influence of alcohol; and
- when a crew member is tested positive, other crew members are at higher risk to be under influence of alcohol as well.

Alcohol tests performed following whistle-blower information are more likely to detect crew members under influence of alcohol. The reliability of this information should be considered.

The widest possible sampling rate of inspected operators for alcohol consumption will increase the deterrent effect of alcohol testing performed during ramp inspections, as more and more crew members will be aware of it.

Alcohol tests can also be performed on operators not listed in the annual programme or on crew members operating in general aviation. A risk-based approach should be followed for these inspections too.

Alcohol tests should only be performed on flight crew and cabin crew assigned with safety duty and in adequate locations to ensure a private environment (see 7.4.3.1).

The alcohol test consists of an initial test followed by a confirmation test whenever the initial test result was positive (see 7.4.3 Initial test and 7.4.4 Confirmation test). A category 3 finding should be raised when the initial and confirmation test results are both positive or when crew members do not cooperate, which is to be regarded as a positive test result.

7.3.3 Selection of items to be inspected

Ramp inspectors will take into account operating factors when planning to include alcohol tests during an inspection. This should be assessed in the same way as other items of the checklist. Taking into account the risks criteria mentioned above, ramp inspectors may decide to include alcohol tests during a ramp inspection.

Time available for the inspection remains the key element. Previous experiences in EASA Member States, which pioneered in alcohol-testing, indicate that it can take rather long to test the whole CC, whereas only a few minutes may be enough to test the FC. Therefore, when time is limited, ramp inspectors may consider limiting alcohol testing to FC only.

Ramp inspectors may decide to perform alcohol tests separately during a stand-alone alcohol test whenever operational reasons prevent to perform alcohol tests during regular ramp inspections (e.g.: short turn-around). As mentioned above, stand-alone alcohol tests won't be counted as ramp inspections within the framework of SWC (see 7.2.2).

Ramp inspectors may take into account future inspection opportunities for the operator and aim to avoid performing alcohol tests when insufficient time is available (e.g.: inbound flight already delayed, short turnaround, etc.).

In any case, ramp inspectors should pay attention to crew apparent fitness for the flight. For this purpose, ramp inspectors may have been trained on indicative elements, such as the smell of alcohol, mumbling, or erratic and inconsistent answers.

Any consideration about crew duty time remains as usual.

7.3.4 Postponing or cancelling an alcohol test

When ramp inspectors decide to postpone or cancel alcohol tests for valid reasons, this should not be reported on the POI or in the RIT as it would not indicate a lack of cooperation. However, ramp inspectors should inform the NC for planning reasons.

Hereafter, examples of reasons that may justify cancelling or postponing alcohol tests are presented (this list is not exhaustive):

- privacy of the test towards third parties cannot be guaranteed;

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- availability of further opportunities for alcohol tests, including stand-alone tests;
- operator not included in the list of European Union and third-country operators for the prioritisation of alcohol testing;
- crew already tested for alcohol consumption evidenced by a document of the testing authority;
- other items are deemed more critical for flight safety; and
- a situation where, in the opinion of the inspector, the increase in crew member stress due to alcohol testing is deemed unnecessary or might jeopardize the safety of the flight.

7.3.5 Alcohol tests not included in the annual programme

In some cases, ramp inspectors may receive whistle-blower information about crew members' alcohol consumption. National procedures ensuring the follow-up of whistle-blower information can be used.

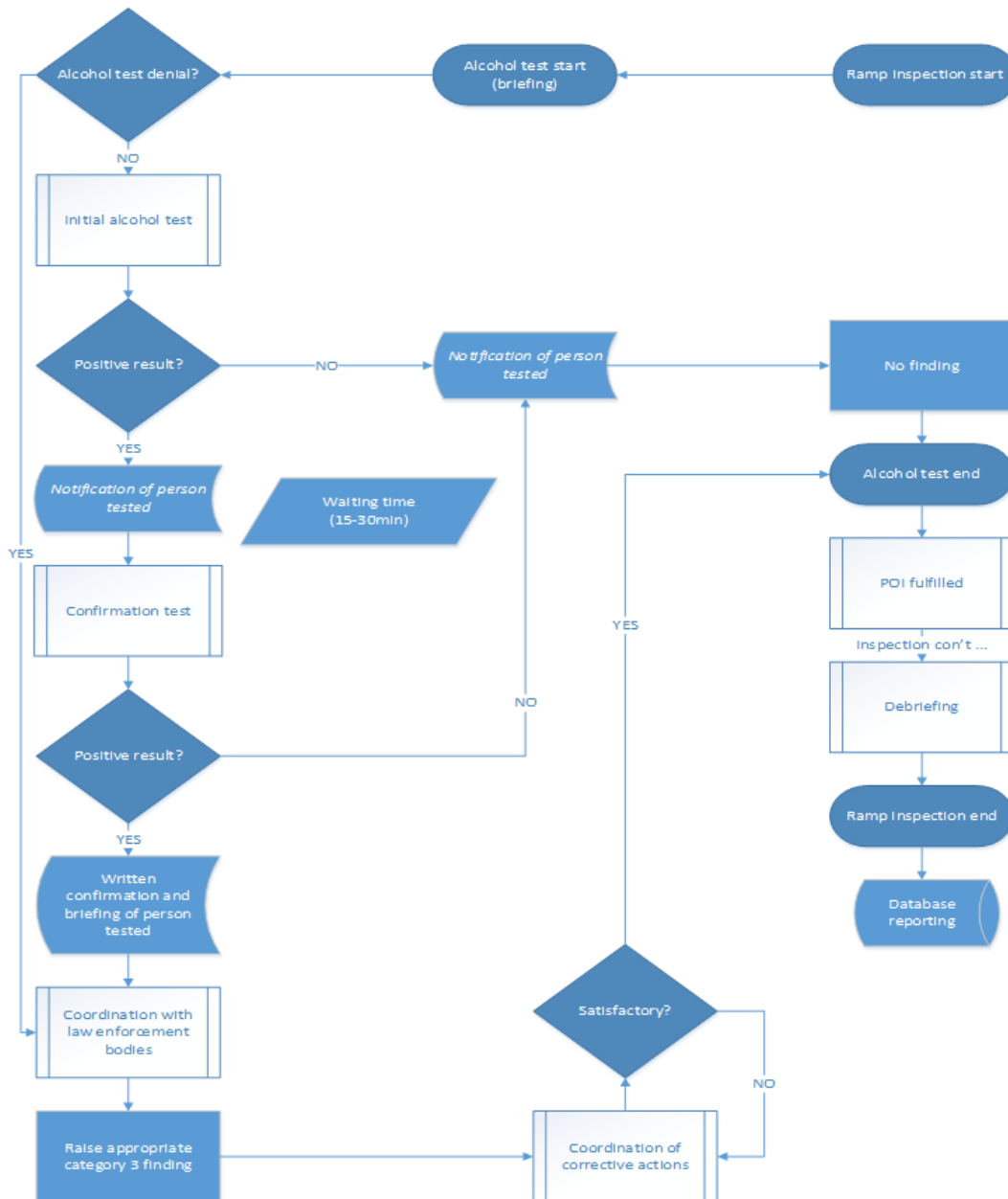
These situations will not be, in general, covered by the annual programme and so, will be taken as extraordinary and exceptional cases where general principles previously mentioned have less priority to ensure risk mitigation.





7.4 Execution

7.4.1 Alcohol testing process



7.4.2 Briefing

Before initiating alcohol tests, it is suggested to familiarise oneself on potential refusals by the crew, as well as the inability of the crew to carry out alcohol tests and the corresponding consequences and follow-up actions.





7.4.2.1 Refusal

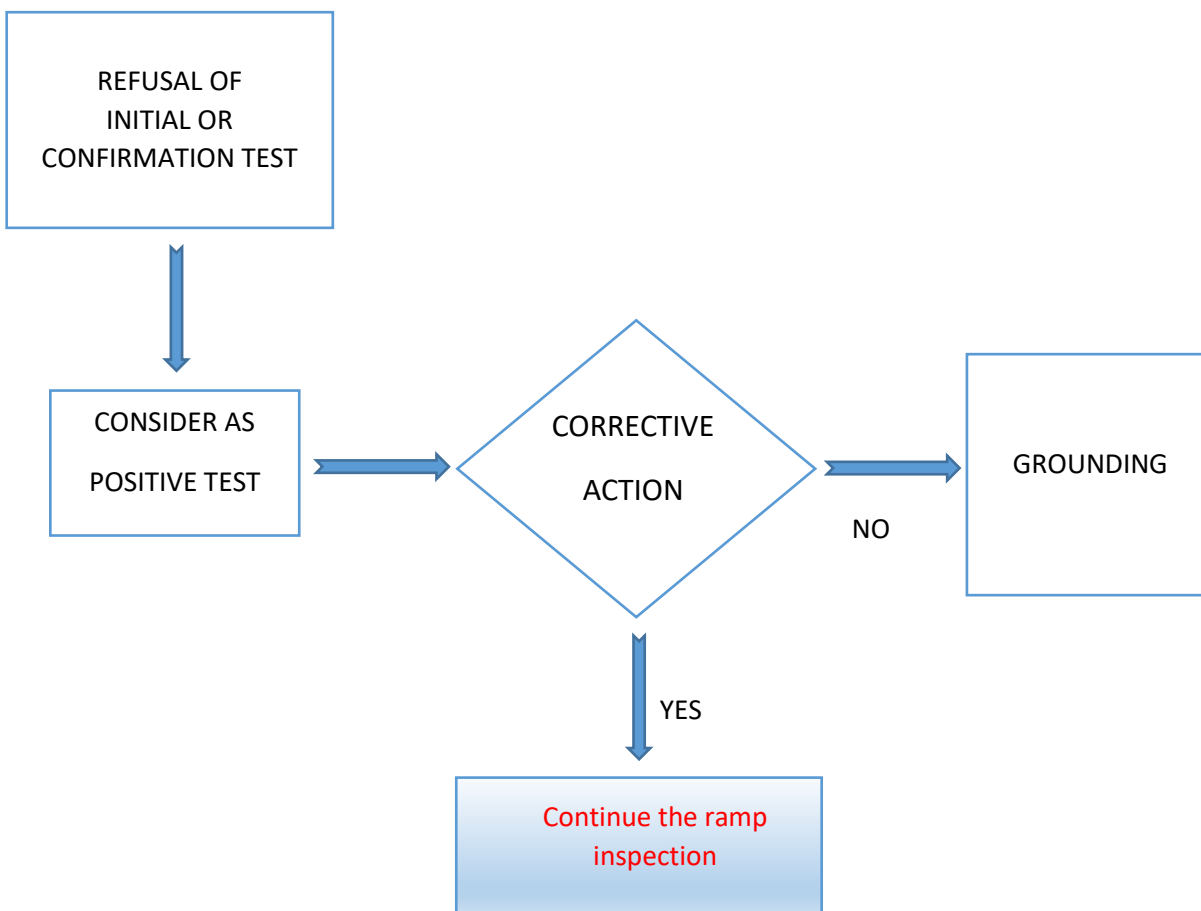
7.4.2.1.1 Definition of a test refusal

A refusal to cooperate during an alcohol test is:

- when FC or CC do not accept to undergo the initial or confirmation alcohol test; and
- when FC or CC do not cooperate with the testing procedures.

7.4.2.1.2 Consequences of a test refusal

If the reasons for refusal are considered unacceptable and the crew member is not cooperative, then the refusal should be considered as a positive test; it should be regarded as a refusal to grant access in accordance with ORO.GEN.140 for EU operators and in accordance with TCO.115 of Commission Regulation (EU) 452/2014 in the case of third-country operators. A grounding as defined in 4.4.7 might be appropriate in case of no corrective action undertaken when a confirmation test is positive or refused.





7.4.2.1.3 Follow up actions after a test refusal

In case of a refusal to perform an alcohol test for no valid reason, ramp inspectors should raise a category 3 finding using the appropriate PDF and pursue immediate follow-up actions in accordance with national requirements. These follow-up actions should include:

- informing the crew member about the consequences of refusal;
- removing the crew member from duty;
- notifying law enforcement bodies in accordance with national requirements; and
- informing the operator's representative if deemed necessary (e.g. in case the captain refuses alcohol testing or corrective actions).

When ramp inspectors accept to postpone or cancel an alcohol test (see 7.3.4 Postponing or cancelling an alcohol test), it should not be seen as a lack of cooperation and therefore should not be reported on the POI or in the RIT. However, ramp inspectors should coordinate this postponement or cancellation with the NC for planning reasons.

7.4.2.2 Inability

The three situations below explain the actions to undertake, in case a crew member is unable to provide a sufficient breath sample to undergo an alcohol test during a ramp inspection.

1. If the medical certificate of the crew member clearly mentions that the crew member cannot undergo an alcohol test performed with a breathalyser (use of SSL restriction):
 - a. This will be reported as a general remark on the POI (proposal of remark: "medical certificate delivered to a crew member with a breath deficiency")
 - b. The State of Inspection will coordinate with EASA and the Licensing Authority for the proper follow-up actions
 - i. EASA doesn't support the delivery of a medical certificate to a crew member with such a medical condition.
 - c. Then ramp inspectors should still perform the initial test and:
 - i. If the crew member refuses to undergo this initial alcohol test this should be considered as a refusal. The appropriate category 3 finding should be raised and the crew member cannot resume his or her duty.
 - ii. The ramp inspectors witness the inability to perform the test:
 1. The crew member can resume his or her duty, unless it is prevented by national requirements on alcohol testing of individuals (national procedures may be developed to render mandatory the alcohol test with another testing methodology)
 - iii. The initial test result is negative:
 1. The crew member can resume his or her duty.
 - iv. The initial test result is positive:
 1. The ramp inspectors should proceed with the confirmation test and follow the regular procedure;
 2. In case the confirmation test cannot be performed due to an insufficient breath sample, the ramp inspectors should consider the result as a positive test. The appropriate category 3 finding should be raised and the crew member cannot resume his or her duty;
 3. In case the confirmation test cannot be performed due to a refusal to perform the confirmation test, the ramp inspectors should consider this as a lack of cooperation. The appropriate category 3 finding should be raised and the crew member cannot resume his or her duty.
2. If the medical certificate of the crew member doesn't mention any restriction, but the crew member produces another document and/or justifies that he/she cannot undergo an alcohol test performed with a breathalyser
 - a. The ramp inspectors should disregard the justification and/or the document produced even seemingly delivered by a medical officer,





- b. This will be reported as a general remark on the POI (“Crew member on duty with a known breath deficiency not mentioned on the medical certificate”),
- c. The State of Inspection will coordinate with EASA and the Licensing Authority the proper follow-up actions
 - i. EASA doesn’t support the delivery of a medical certificate to a crew member with such a medical condition.
- d. The ramp inspectors should perform the initial test and:
 - i. If the crew member refuses to undergo this initial alcohol test this should be considered as a refusal. The appropriate category 3 finding is raised and the crew member cannot resume his or her duty.
 - ii. The ramp inspectors witness the inability to perform the test:
 - 1. The crew member should first prove that the medical condition of the crew member is known by the Licensing Authority.
 - 2. After the previous point is proven the crew member can resume his or her duty, unless it is prevented by national requirements on alcohol testing of individuals (national procedures may be developed to render mandatory the alcohol test with another testing methodology)
 - iii. The initial test result is negative:
 - 1. The crew member can resume his or her duty.
 - iv. The initial test result is positive:
 - 1. The ramp inspectors should proceed with the confirmation test and follow the regular procedure;
 - 2. In case the confirmation test cannot be performed due to an insufficient breath sample, the ramp inspectors should consider the result as a positive test. The appropriate category 3 finding should be raised and the crew member cannot resume his or her duty;
 - 3. In case the confirmation test cannot be performed due to a refusal to perform the confirmation test the ramp inspectors should consider the result as a refusal test. The appropriate category 3 finding should be raised and the crew member cannot resume his or her duty.
- 3. If the medical certificate doesn’t mention any restriction and the crew member wasn’t aware of this medical condition before the initial test failure (the crew member doesn’t refuse the test and doesn’t justify a special medical condition to avoid the test)
 - a. This will be reported as a General remark (“Crew member unable to provide a sufficient breath sample to undergo an alcohol test performed with a breathalyser”)
 - b. The State of Inspection will coordinate the proper follow-up actions with EASA and the Licensing Authority
 - c. The crew member cannot resume his or her duty unless otherwise specified by national requirements on alcohol testing of individuals (national procedures may be developed to render mandatory the alcohol test with another testing methodology)
 - d. In case the crew member disregards his or her inability to provide a sufficient breath sample and continues his or her duty without reporting as unfit, the ramp inspectors should consider this as a lack of cooperation and raise the appropriate category 3 finding.

7.4.3 Initial test

7.4.3.1 General principles

Before the alcohol tests, ramp inspectors should make sure that the devices are operational and suitable for testing (e.g.: correctly calibrated, within due date for maintenance, etc.).

For electronic devices, preferably the English operating mode is used (if available). The displayed test result should not leave any doubt (e.g., the blood alcohol concentration is displayed or it is showing a “pass” or “fail” indication).





Alcohol tests should be carried out in consultation with the crew in such a way that third parties (e.g.: passengers, ground handling personnel etc.) are not aware of / informed about the alcohol test performance. Alcohol tests should be preferably done at the aircraft, but can also be done elsewhere (e.g. at crew centre). When performing alcohol tests other than at the aircraft, the competent authority should establish procedures ensuring the principles described in this manual are complied with (notably confidentiality of the test, only crew members assigned with safety duty should be tested, etc.).

The following should be considered when selecting the location:

- Cockpit: the area could be visible from outside, depending on the parking position of the aircraft.
- Galley: ground handling personnel might be present.
- Cabin: cleaning might be ongoing or has to be delayed by the operator.
- Lavatory compartment: by its purpose, it is considered as inadequate to perform the test.

To test FC and CC, the following locations could be seen as adequate to perform the initial alcohol test to ensure a discrete environment.

- In the cockpit when the door is closed (sunshades down) (preferable location for cockpit crew testing).
- In a crew rest compartment (if available).
- In passenger cabin if empty, (doors closed, window shades down).
- Galley area if curtain(s) closed (preferable location for CC testing).

The crew members might propose a different place for the test; if the place is appropriate, ramp inspectors may consider this alternative.

Inspectors should request a list of all crew members to identify which crew members are on duty in the inspected flight. The selection of the crew member to be tested has to be non-discriminatory (e.g.: random sampling or no sampling).

In general, all FC assigned to safety tasks should be tested with priority when the operator is selected. Depending on the crew size and time available, a sampling of CC can be an option. Only CC assigned to safety tasks (Cabin Crew Members as per R965/2012 Annex I – definition) should be tested. Alcohol testing of positioning crew members is to be avoided.

Since a second alcohol test will be necessary to confirm a first positive result, the first test should be carried out preferably at the beginning of the ramp inspection. In case of a positive result, the exact time of the initial and confirmation test should be recorded.

Inspectors may first request the licence and/or identification (ID) of the crew member to be tested in order to clearly identify the crew member. This might be relevant in case of a positive test and for further follow-up.

Prior to starting the test, ramp inspectors should introduce:

- the alcohol testing process, avoiding the use of discriminatory or discreditable words;
- the device / test equipment to be used;
- the consequences of positive results to the crew members; and
- that a lack of cooperation will be regarded in the same way as a positive test.

All parts of the equipment, which come into contact with the mouth of the crew member, should be visibly removed from the original packaging in front of or by the tested crew member, and must not be touched by a third person at the relevant points. Since the measurement requires an active involvement of the crew, this can only be done with their consent.

Where compatible with the testing procedures and if requested by the crew member, the crew member should have the option of asking a witness/ colleague to observe the test.

7.4.3.2 Initial test results

When the result appears on the device's display, the inspectors should inform the tested crew member of the result.





An initial test result is considered negative when the breath alcohol concentration (BrAC), measured by a breath alcohol tester, is lower or equal to the equivalent level of 0.2 grams of blood alcohol concentration (BAC) per litre of blood or the national statutory limit, whichever is lower.

An initial test result is considered positive when the breath alcohol concentration (BrAC), measured by a breath alcohol tester, is higher than the equivalent level of 0.2 grams of blood alcohol concentration (BAC) per litre of blood or the national statutory limit, whichever is the lower.

7.4.3.3 *Negative initial test*

In case of a negative initial test, no finding or remark should be raised and the tested crew member will be allowed to resume her/his duties normally.

At the end of the inspection, and if all alcohol tests are negative, inspectors should indicate on the POI that alcohol tests have been carried out and the number of tested FC and CC, using the dedicated field of the POI header. No remark should be added on the POI to avoid misinterpretation by operators.

A class 1 action is to be taken and the POI should be provided to the pilot in command or the operator's representative after completion of the inspection.

No further notification is required as the operator will be informed of the negative results via the POI and the RIT.

7.4.3.4 *Positive initial test*

In case of a positive result, a confirmation test should be performed before a potential finding can be raised.

After a positive initial test, crew members may react emotionally due to disbelief, fear of loss of licence/certificate, fear of job loss, sense of shame, delays, sanctions, etc.

However, in case the crew member clearly shows signs of or admits being under the influence of alcohol, law enforcement bodies should be notified by ramp inspectors as soon as possible. Early notification of the law enforcement body should be described by national procedures.

During the waiting time, before the confirmation test is conducted and in order to limit the stress of the tested crew member, ramp inspectors should provide a clear briefing to the concerned crew member and ensure that:

- the crew member receives through proper communication an explanation and information on the national procedures after a positive initial test;
- the crew member is informed about the applicable national statutory limit; and
- no finding will be raised in case the confirmation test happens to be negative.

7.4.4 *Confirmation test*

7.4.4.1 *General principles*

Aromatic beverages (e.g. fruit juices), alcoholic mouth sprays, medical juices and drops, and belching and vomiting may corrupt the alcohol test results and trigger false positives. Therefore, in the case of a positive initial alcohol test, a confirmation test should always be performed. The confirmation test should be performed at least 15 minutes but not more than 30 minutes after the completion of the initial test. However, when operational procedures of the testing device prescribe more than 15 minutes of waiting time between two tests, ramp inspectors can either observe this higher delay or use another testing device for the confirmation test. Confirmation testing should be conducted as soon as possible after the 15-minute delay.

The 15-minute delay is deemed sufficient to prevent the above-mentioned corruption of alcohol test results; the 30-minute limitation guarantees similar results between initial and confirmation tests as the alcohol metabolism in the body will be of limited impact in 30 minutes.





During this time the crew is still on duty, but ramp inspectors should observe that the tested crew member does not eat, drink or ingest something into her/his mouth, for the reason mentioned above. If the crew member disregards this requirement in such a manner that it prevents the conduct of the confirmation test within the 30 minutes, this can be considered as a lack of cooperation with the test, and thus, a refusal of the test. It is also possible to delay the confirmation test for another 15 minutes after the ingestion time, but without exceeding the 30-minute maximum timeframe. There is no safety reason to invalidate the result of a confirmation test performed more than 30 minutes after the initial test, but it should not be standard.

Where compatible with the testing procedures, and if requested by the crew member, the crew member should have the option of asking a witness/work colleague to observe the test.

The general principles previously mentioned for the initial test (see 7.4.3.1 General principles) remain valid.

- Selection of the location of the test (confidentiality criteria).
- The operational status and suitability of the device.
- The original packaging and opening procedures of the mouthpiece.

Only if possible and suitable the confirmation test may be performed elsewhere than in the aircraft (e.g. car/bus, police car, separate room near to the aircraft parking position, etc.).

7.4.4.2 Confirmation test results

A confirmation test result is considered negative when the breath alcohol concentration (BrAC), measured by a breath alcohol tester, is lower or equal to the equivalent level of 0.2 grams of blood alcohol concentration (BAC) per litre of blood or the national statutory limit, whichever is lower.

A confirmation test result is considered positive when the breath alcohol concentration (BrAC), measured by a breath alcohol tester, is higher than the equivalent level of 0.2 grams of blood alcohol concentration (BAC) per litre of blood or the national statutory limit, whichever is lower.

7.4.4.3 Negative confirmation test

When an initial positive test is followed by a negative confirmation test, the overall result of the test should be considered negative. No findings should be raised.

The tested crew member can resume her/his duties.

At the end of the inspection and if all overall results of alcohol tests are negative, inspectors should indicate in the header of the POI the number of tested FC and the number of tested CC. No remark should be added on the POI to avoid misinterpretation by operators.

The actual result of a negative alcohol test should not be mentioned on the POI.

A class 1 action is to be taken and the POI should be provided to the pilot in command or the operator's representative after completion of the inspection.

No further notification is required. The operator will be informed of the performed alcohol tests and of the negative results via the POI and the RIT.

It is not necessary to inform law enforcement bodies. In case law enforcement bodies were already informed of the positive initial test, national procedures should require ramp inspectors to inform them of the negative confirmation test result and that no further action is required.





7.4.4.4 Positive confirmation test

In case of a positive confirmation test result, a category 3 finding should be raised under item E01. The pre-described findings to use in case of positive confirmation test may be found in 8.1. The crew member should be informed of the result and that she/he will not be permitted to resume her/his FC or CC duties.

Inspectors should indicate on the POI that an alcohol test has been carried out, the number of positive results and the number of flight crew and cabin crew tested. Inspectors should use the corresponding pre-described finding (PDF). Inspectors should take a photo of the flight crew licence and medical certificate or the cabin crew attestation for follow-up reasons. If these documents are not available a photo of the ID should be collected. The name, the BAC measured, or any other personal data should not be mentioned on the POI nor the Ramp Inspection Tool.

If during a ramp inspection several crew members are tested positive for alcohol consumption, each positive case should be reported by using the appropriate finding (no grouping of these findings).

Inspectors should coordinate with the pilot in command and/or the representative of the operator the required immediate corrective actions before departure. In case the pilot in command is tested positive, inspectors should inform the representative of the operator or in his/her absence the operator directly.

Examples of class 3 actions are, but not limited to:

- Class 3b: corrective actions
 - o Crew member removed from duty (the crew composition should be reviewed in order to cover at least the minimum operator's requirements on crew composition with crew members fit to fly and task repartition between remaining crew members should be reviewed; if the minimum requirements are not met, restrictions may apply).
 - o Replacement of crew member (this might lead to flight delays).
 - o Flight cancellation.
- Class 3a: restrictions on the aircraft operations
 - o Restrictions on number of passengers (only in case the positive alcohol test result concerns a CC. In this case, operator's procedures should be checked before acceptance of the class 3 action).
 - o Ferry flight (only in case the positive alcohol test result concerns a CC or if single-pilot operations are possible. In this case operator's procedures should be checked before acceptance of the class 3 action).

The ramp inspector should notify the tested crew member according to 7.4.5.

In case of a confirmed positive test, subpart ARO.RAMP does not entitle ramp inspectors to act on the privileges of a licence or attestation holder. Any action restricting the privilege of a licence or attestation holder should be supported by national requirements or taken by the competent licensing or medical authority. The medical certificate of a crew member is not rendered invalid whenever he/she is under the influence of alcohol; instead, the crew member is to be considered as temporarily unfit to fly. Therefore, ramp inspectors can't prevent a crew member, holding a valid licence and medical certificate, who is fit to fly to resume duty, even if this crew member was previously tested positive, unless otherwise specified by national requirements. Therefore, it is of the utmost importance that national requirements ensure a proper follow-up of ramp inspection findings.

In case the tested crew member is replaced by another qualified crew member, the replacing crew member may be tested as well. Following elements should be taken into account: time of arrival of replacing crew member, time available for testing after replacing crew arrival, stress on replacing crew, etc. ...

If the crew/operator's representative refuses to take the necessary corrective actions or does not respect imposed restrictions on the aircraft flight operation, the aircraft should be grounded, and the usual procedure should be applied.

The POI should be provided to the pilot in command or operator's representative after completion of the inspection.





7.4.5 Notification

After a positive confirmation test, ramp inspectors or the person in charge of the confirmation test should provide the tested crew member with a written confirmation of the actual BrAC measured in both tests (initial and confirmed), the national statutory limit, as well as the device serial number and test sequence number. This transmission of the written confirmation should be done in accordance with national requirements.

This information should neither be on the POI nor uploaded in the RIT. The national rules on data protection¹ should be respected. The concerned crew member should be informed of the means and the duration of storage of his/her personal information.

The operator is notified using the POI and the RIT, this notification doesn't include personal data such as BAC or name of the tested crew member.

An ad-hoc process to notify and transmit needed personal information on the positively tested crew member should be defined by the inspecting authority; this ad-hoc procedure should ensure a notification of:

- the State of Operator;
- if different from the State of Operator, the authority in charge of the issuance of the Cabin Crew Attestation whenever it can be identified by the ramp inspectors (only for CC); and
- the licensing authority (only for FC).

This ad-hoc notification should include the following information:

- the State of Licence issue; (only for FC)
- pilot's licence number; (only for FC)
- medical certificate number; (only for FC)
- name of licence holder or name of CC;
- result of the breath alcohol concentration (BrAC) testing (the references of the device used for the measure) and the time and date of the test; and
- the national statutory limit of alcohol concentration (either BrAC or BAC) not complied with.

The inspecting authority should inform the competent authorities above mentioned that the operator was not provided with the personal data concerning positively tested crew members and that they may coordinate follow-up action with the operator.

A refusal of alcohol test is notified in the same way as a positive case, except for the result of BrAC which is replaced by an indication of the refusal.

7.4.5.1 Notification template of alcohol test result to concerned crew member

Notification of alcohol test result

In accordance with ARO.RAMP.106, alcohol testing on flight crew and cabin crew members are carried out in [name of the Member State] by ramp inspectors. For these crew members, while on flight duty, the breathalyser test results should not exceed the level equivalent to [0.2 grams/national statutory limit if lower] of Blood Alcohol Concentration per litre of blood, as published here: [link to the national AIP, national laws, EU regulation].

¹ For the EU Member States this is the General Data Protection Regulation (GDPR) Regulation (EU) 2016/679.





During an alcohol test performed under the conditions described in table 1 below, your test results exceeded the above-mentioned limit, or you refused to cooperate during this test. You, as identified in table 2, were on flight duty on a flight conducted for the operator identified in table 3.

The operator will be informed that one of its crew members assigned to flight duties in the concerned flight was tested positive or refused to undergo an alcohol test, but the operator will not be informed of any personal data. The operator may contact the State of Operator or the Licensing Authority to obtain these personal details.

The Licensing Authority and the State of Operator will be notified of the confirmed positive test and will be provided with all data contained in this form.

The information contained in this form will also be communicated to the national law enforcement body.

Table 1: Test conditions and results

*Testing date:	*Place of test:
Initial testing time:	*Confirmation testing time:
Initial testing device: [brand], [model], [part number]	*Confirmation testing device: [brand], [model], [part number]
Initial test result:	*Confirmation test result:
<i>The alcohol testing procedure includes an initial alcohol test followed by a confirmation test performed at least 15 minutes later. The tested crew member was instructed not to ingest any liquids or solids of any type during the waiting time.</i>	
☐ The crew member refused to undergo the alcohol test and therefore was considered positive.	

Table 2: Crew member identification data

*Last name, first name:	*Assigned role: (senior cabin crew member, cabin crew member or Pilot in Command/Commander, Co-pilot, etc.)
Identification document number: ID or passport	State of issue:
**Licence number or certificate number:	**Licensing Authority:
Medical certificate number:	Medical certificate issued by:

Table 3: Operator and flight identification

*Operator name:	*Operator reference: (AOC number or other)	*State of Operator:
*Aircraft registration:		
***Flight from:	***Flight to:	
***Flight number:	***Flight number:	

All your personal data is processed in compliance with the provisions and requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

* Mandatory information

** the licence number and Licensing Authority are mandatory fields when the test concerns a flight crew member

*** at least one flight should be identified

Other fields should be fulfilled when relevant and when the information is available





competent authority Document Number xxx

7.4.5.2 Notification template of alcohol test result to Competent Authorities

Notification of alcohol test result

In accordance with ARO.RAMP.106, alcohol testing of flight and cabin crew members are carried out in [name of the Member State] by ramp inspectors. For these crew members, while on flight duty, the breathalyser test results should not exceed the level equivalent to [0.2 grams/national statutory limit if lower] of Blood Alcohol Concentration per litre of blood, as published here: [link to the national AIP, national laws, EU regulation].

During an alcohol test performed under the conditions described in table 1 below, the test results for the crew member identified in table 2 exceeded the above-mentioned limit or the crew member refused to cooperate during the test. The crew member was on flight duty on the flight conducted for the operator identified in table 3.

The operator has been informed that a crew member failed the alcohol test but has neither been informed of the actual BAC measured nor of any personal data. The operator may contact you to obtain these personal details.

The associated ramp inspection report or alcohol test report is available in the RIT under the reference [Reference to the report].

Table 1: Test conditions and results

*Testing date:	*Place of test:
Initial testing time:	*Confirmation testing time:
Initial testing device: [brand], [model], [part number]	*Confirmation testing device: [brand], [model], [part number]
Initial test result:	*Confirmation test result:
<i>The alcohol testing procedure includes an initial alcohol test followed by a confirmation test performed at least 15 minutes later. The tested crew member was instructed not to ingest any liquids or solids of any type during the waiting time.</i>	
☐ The crew member refused to undergo the alcohol test and therefore was considered positive.	

Table 2: Crew member identification data

*Last name, first name:	Assigned role: (senior cabin crew member, cabin crew member, Pilot in Command/Commander, Co-pilot, etc.)
Identification document number: ID or passport	State of issue:
*Licence number or certificate number:	Licensing Authority:
Medical certificate number:	Medical certificate issued by:

Table 3: Operator and flight identification

*Operator name:	*Operator reference: (AOC number or other)	*State of Operator:
*Aircraft registration:		
**Flight from:	**Flight to:	
**Flight number:	**Flight number:	





* Mandatory information

** at least one flight should be identified
competent authority Document Number xxx

7.5 Follow-up

Follow-up of findings raised after a positive alcohol test should not focus on a specific crew member but should focus on the crew fitness control management of the operator. A finding on a flight crew member could be closed after receiving confirmation that the competent authority will assess the case.

Should any individual follow-up be deemed necessary, the inspecting authority should coordinate with the licensing authority or the competent authority of the operator to obtain satisfactory follow-up actions. For these exceptional follow-up actions, it is suggested to involve the medical section of the inspecting authority. In case of disagreement between inspecting authority and licensing authority, the ICAO and EASA advisory bodies in charge of medical matters could be consulted.

7.5.1 Coordination with legal enforcement bodies on follow-up

The competent authority and law enforcement bodies should agree on follow-up procedures in case of positive confirmation tests and refusal of alcohol tests during ramp inspections, including the appropriate location to handover the process.

The agreement may include the following items:

- when inspectors should inform law enforcement bodies;
- how inspectors should inform law enforcement bodies;
- follow-up of positive results (enforcement actions, notification to State of Operator and/or Licensing Authority);
- follow-up of refusal of alcohol test; and
- conservation of evidence and process of personal data related to the positive (or refusal) case.

The competent authority may decide to inform law enforcement bodies in advance when alcohol tests are planned to ensure their availability in case of positive results. Besides, in case the FC or CC clearly show signs of or admit being under the influence of alcohol, law enforcement bodies may be notified by inspectors as soon as possible. Early notification may be described by national procedures.

The competent authority may coordinate the necessary exchange of information between ramp inspectors and legal enforcement body (e.g.: reporting of time of inspection, licence numbers, proof to be collected, photography of results, etc.).

7.6 Ramp Inspection Tool (RIT) {placeholder}

7.7 Inspector qualification

7.7.1 Alcohol Testing (AT) Ramp inspector's Privileges

A ramp inspector can be granted with an AT privilege after successful completion of theoretical and practical training developed on the basis of the syllabus covered in appendix 8.2.4 Syllabus of alcohol testing training. The related on-the-job training can be replaced by alternative training.

Previous training on AT can be grandfathered by the national coordinator if it is proven that it meets the minimum standards of required training in this manual.

7.7.2 Training (placeholder)





7.8 Equipment requirements (for information only)

Each EASA Member State should define appropriate technical requirements in accordance with national requirements. These technical requirements should be set consistently with the national statutory limit, e.g. a national statutory limit of 0 grams of alcohol per litre of blood should result in the selection of testing devices allowing for proper accuracy.

The use of two different devices, even of different type, is recommended but not required for initial and confirmation tests.

Hereafter is some guidance on breath alcohol testing devices which measure the concentration of alcohol contained in an exhaled breath sample, intended to be used for screening or preliminary testing.

Further technical specifications can be found in the standard EN 15964. This European standard should have been given the status of a national standard since September 2011, either by publication of an identical text or by endorsement within the following countries:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom.

7.8.1 Type of equipment

Breathalyzers do not directly measure blood alcohol content or concentration (BAC), which requires the analysis of a blood sample. Instead, they estimate BAC indirectly by measuring the amount of alcohol in one's breath.

In general, two types of breathalysers are used:

1. non-evidential: usually small hand-held breathalysers are reliable enough to confirm the non-compliance of an administrative law requirement; and
2. evidential: larger Breathalyzer devices can then be used to produce evidence to be used in criminal law enforcement.

Due to the particular circumstances when alcohol tests will be performed, in the context of a ramp inspection, devices used do not need to be evidential and will be:

- portable;
- handheld;
- appropriate for breath alcohol testing; and
- designed for professional use.

7.8.2 Accuracy

The maximum permissible error is ± 0.02 mg/L for alcohol concentrations up to and including 0.20 mg/L expressed in milligrams of ethanol per litre of exhaled volume.

The maximum permissible error is ± 10 % of nominal concentration for alcohol concentration above 0.20 mg/L expressed in milligrams of ethanol per litre of exhaled volume.

Devices used should be calibrated according to manufacturer's instructions.

7.8.3 Technical specifications

States will need to define the technical specifications according to the requirements in their national (including geographical) environment. In the absence of such national requirements, the below could be used as the basis.

The following technical specifications are deemed necessary to ensure a proper functioning of a breath alcohol testing device during normal circumstances in ramp inspections, taking into account that the interior of an aircraft, and more specifically the flight deck, will be the most common place where this test will take place.





- Temperature range: -5° to +45°.
- Display graphic alcohol values shown in numbers and English language available.
- Measuring range: 0‰ - 4‰.

For practical reasons, it could be useful to have a small printer to get information output tickets of the testing device. Bluetooth connected printers are already available and commonly used in other domains like road traffic breath alcohol tests.

States will have the possibility to replace these specifications in case national requirements set some others more restrictive.

7.8.4 Maintenance

The maintenance of the testing device will be done according to national requirements, the manufacturer manual and in accordance with European Standard on alcohol screening device. The maintenance of the testing device should be documented and the last maintenance document should be available on demand during the ramp inspection or at later stage.

7.9 Alcohol tests performed by other officials (for information only)

Each State is entitled to decide the way alcohol testing will be carried out and so different options can be chosen:

- alcohol testing fully integrated in the EU Ramp Inspection Programme and performed by ramp inspectors;
- alcohol testing fully integrated in the EU Ramp Inspection Programme but performed by other officials being part of the inspection team;
- stand-alone alcohol testing managed and performed by other officials; and
- a combination of the above options.

The NC may need to create appropriate procedures for the coordination with other national bodies, including the notification of alcohol tests results to the licensing authority and the State of Operator.

This coordination may address the following (not limited to):

- the transmission of the priority list developed in accordance with ARO.RAMP.106;
- the quality check of reports before approval in the RIT;
- overlapping of ramp inspections and alcohol test on the same operator at the same moment; and
- the follow-up of a positive test.

Results of alcohol tests performed by other officials need to be entered into the RIT. Therefore, other officials should be trained to identify the operator of the tested FC and CC. This identification should comply with current practice of ramp inspectors. The verification of the pilot licence or CC attestation is not enough to identify the operator. It is recommended to define a process to correctly identify the operator by other officials. For commercial aviation, a picture of the AOC would be useful, whereas for all type of flight a photo of the certificate of registration may be taken.

Other officials don't have to use the POI, but it is necessary that the information requested by the POI header is collected to correctly upload the report. For this reason, national procedures may require that the correct information is collected by other officials. Other officials could be trained on the handling of the POI form and specifically on how to fulfil the header. Such a training could guarantee the quality of data entered in the RIT.

States may familiarise the other officials performing alcohol tests with the proper verification of a FC licence and/or advise to take a photo of the licence to allow for the correct identification and notification of the licensing authority.

Other officials may be trained on the definition of FC and CC and on the inspection techniques to identify FC and CC on duty.





8 Appendixes

8.1 Inspection instructions and pre-described findings

Refer to the separate document

“RIM appendix 1 - Inspection Instructions and PDFs”.

Notes:

- *The inspection instructions and pre-described findings contain ICAO and EU regulatory references.*
- *For EU regulatory material, EASA has developed eRules (Easy Access Rules) to make the aviation safety rules accessible in an efficient and reliable way to stakeholders and can be found under the following link: <https://www.easa.europa.eu/document-library/easy-access-rules>*
- *ICAO regulatory material can be found in the ICAO store: <https://store.icao.int/en/annexes> , or by making use of a subscription through your organization.*
- *Notwithstanding the above, all references in the inspection instructions contain the specific detailed descriptions from both EU and ICAO regulatory material.*
- *The inspection instructions are public and can be found in the RIT library accessible through the [information tab of the login page](#) or , after login, under the “Main tab - SAFA library menu.*





8.2 Training syllabi

8.2.1 Syllabus of theoretical training for ramp inspectors

INITIAL (THEORETICAL) TRAINING COURSE

- Module (GEN): General overview of the EU Ramp Inspection Programme
- Module (A): Flight deck inspection items
- Module (B): Cabin inspection items
- Module (C): Aircraft condition inspection items
- Module (D): Cargo inspection items and general items

MODULE (GEN) – GENERAL OVERVIEW OF THE EU RAMP INSPECTION PROGRAMME

a. Overview of the safety inspection of aircraft

i. Introduction • The EU Ramp Inspection Programme Overview • Role and responsibilities of the Agency — Overview ii. ICAO basic references • ICAO convention overview • Article 11 – Applicability of air regulations • Article 12 – Rules of the air • Article 16 – Search of aircraft • Article 29 – Documents carried on aircraft • Article 30 – Aircraft radio equipment • Article 31 – Certificate of airworthiness • Article 32 – Licences of personnel • Article 33 – Recognition of certificates and licences • Article 37 – Adoption of international standards and recommended practices • Article 38 – Departures from international standards and procedures • Article 83 bis – Transfer of certain functions and duties iii. Principles of the Ramp Inspection Programme • EU Member State's Role and legal obligation to inspect aircraft • States on working arrangements with the Agency • Common procedures and common reporting format • Ramp inspections SAFA, SACA, SANA • Annual ramp inspection programme • The RIT – Introduction • Safety reports iv. The European Commission • Role and responsibility • Legislative power v. The European Union Aviation Safety Agency • Role and responsibilities	Objectives: 1. Candidates should know the background of the EU Ramp Inspection Programme 2. Candidates should be able to identify the main elements of the Programme 3. Candidates should understand the role of ramp inspections in the general safety oversight context 4. Candidates should be able to identify the stakeholders and their responsibilities 5. Candidates should be able to outline ICAO's role and responsibilities within the international civil aviation context. 6. Candidates should understand the obligations of the signatory States.
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• The executive tasks • Collection of inspection reports • Maintenance of the RIT • Analysis of relevant information • Reporting to European Commission and Member States • Advising the European Commission and Member States on follow-up actions • Developing training programmes and fostering the organisation and implementation of training courses and workshops	
vi. Eurocontrol • Role and responsibilities	
viii. The Air Safety Committee – (ASC) • Role and responsibilities • Representation of EU Member States • Legislative advisory role	
ix. The Ramp Inspection Coordination and Standardisation group – (RICS) • Role and responsibilities • Representation of EU Member States and non-EU Member States • Technical advisory role	

MODULE (GEN) – GENERAL OVERVIEW OF THE EU RAMP INSPECTION PROGRAMME

b. The EU legal framework

i. Regulation (EU) No 2018/1139 (“Basic regulation”) • General overview	Objectives: 1. Candidates should fully understand the legal instruments of the Programme 2. Candidates should be capable to define the relationship between the EU Ramp Inspection Programme and the EU List of Banned air carriers 3. Candidates should understand the TCO regulation and what this means in terms of oversight
ii. Regulation (EU) No 965/2012 (“AIR-OPS regulation”) • General overview of Part-ARO, Part-CAT, Part-NCC, Part-NCO and Part-SPO • For non-EASA inspectors, a limited awareness only on Part-CAT, Part-NCC, Part-NCO and Part-SPO • Focus on Part ARO.RAMP	
iii. Regulation (EU) No 452/2014 (“Third-country operators”) • General overview	
iv. Regulation (EC) No 2111/2005 and regulation (EC) No 474/2006 • General overview	

MODULE (GEN) – GENERAL OVERVIEW OF THE EU RAMP INSPECTION PROGRAMME

c. The ICAO framework





i. Ramp inspection (RI) and ICAO — Annex 1 (Personnel Licensing) - General rules concerning licences ii. RI and ICAO — Annex 6 (Operation of Aircraft) — Overview - Part I, International commercial air transport aeroplanes - Part II, International general aviation aeroplanes - Part III, International operations helicopter iii. RI and ICAO — Annex 7 (Aircraft Nationality and Registration Marks) - Certificate of Registration - Example of Certificate of Registration - Identification plate iv. RI and ICAO — Annex 8 (Airworthiness of Aircraft) - Validity of the Certificate of Airworthiness - Standard form of Certificate of Airworthiness - Emergency exits, markings and lights - Safety and survival equipment v. RI and ICAO — Annex 16 (Environmental Protection) - Noise Certificate (applicability to SAFA programme) vi. RI and ICAO — Annex 18 (The Safe Transport of Dangerous Goods by Air) and associated ICAO Documents: Technical Instructions for the safe transport of dangerous goods by air (Doc. 9284) and Emergency Response Guidance for Aircraft Incidents Involving Dangerous Goods (Doc. 9481) vii. RI and ICAO — Doc 7030 (Regional Supplementary procedures) - Overview - Applicability	Objectives: 1. Candidates should understand the direct relationship between ICAO standards and ramp inspection.

MODULE (GEN) – GENERAL OVERVIEW OF THE EU RAMP INSPECTION PROGRAMME

d. Safety assessment technical aspects overview

i. Annual ramp inspection programme - Annual ramp inspection programme for the SWC Participating States - Annual ramp inspection programme for the other States - Unforeseen inspections - Monitoring of the annual ramp inspection programme ii. Preparation of the inspection - Use of RIT - Information regarding flight preparation (e.g. NOTAM, weather, ...) - Latest manufacturer data (e.g. MMEL, AMM, SRM, AFM, ...) iii. Subjects of the inspection: - Aircraft used by third-country operators or used by operators under the regulatory oversight of another Member State.	Objectives: 1. Candidates should understand how an annual ramp inspection programme is to be defined. 2. Candidates should understand what is to be checked during a ramp inspection preparation. 3. Candidates should understand the ramp inspection methodology.





	• Differences between type of operation (CAT/GA) • Technical considerations (e.g. unfamiliar type of aircraft, systems) • Experience/feedback from previous inspections • 'Intelligence' (RIT, ATC, passenger complaints, etc.) • Prioritisation	
iv.	Elements to be inspected: • Presentation of the checklist items • Time available (stop duration, slot, no unreasonable delay) • Items to be selected (e.g. for time limited inspections) • Inspector's privileges • Areas of concern (based upon previous inspections from the RIT) • Context (recent/old aircraft, new airline, new type of aircraft) • Intelligence information	
v.	Planning the inspection: • Efficient use of the time available • Considerations for inspections on arrival or departure • Any day in a week, any time in a day	
vi.	Short transit times: • Walk around check during off boarding • Segmented inspections	
vii.	Toolkit for the RI inspector: • Inspector's documentation (RI procedures, regulations, updated reference material, etc.) • Inspector's tools (vest, Independent Portable light, camera, telephone, protective personal equipment, etc.) • Inspector's identification (authority ID, airport badge, formal qualification statement) • Airline documentation available	
viii.	Teamwork: • Preferably two inspectors covering all fields of expertise • Briefing on task allocation	
ix.	The ramp inspection checklist: • Aspects to be covered by the ramp inspection • Format/structure and overview of contents	
x.	Starting the Inspection: • Introduction to the crew (flight crew/technical staff/airline representative/translator) • Determination of available inspection time • Explain that any operator is subject to inspections (ramp inspection principle)	
xi.	Code of conduct: • Human factor principle (inspection = intrusion) • Cooperation with the crew • Time efficiency	





Collection of evidence	
xii. Categorisation of findings and general remarks: - Definition of finding: Deviation from the standards - Category 3 finding with major influence on safety - Category 2 finding with significant influence on safety - Category 1 finding with minor influence on safety - General remarks	
xiii. Actions taken: - Relationship between finding and action - Class 1 action - Class 2 action - Class 3 actions	
xiv. Concluding the inspection: - Debriefing of inspection results - Delivery of Proof of Inspection (POI) to the pilot-in-command/commander/airline representative/sub-contractors	
xv. Follow-up process - Corrective actions - Preventive actions - Reminders to operators - Closure of findings	

MODULE (GEN) – GENERAL OVERVIEW OF THE EU RAMP INSPECTION PROGRAMME

e. Ramp inspection tool — Hands-on training

- Purpose of the RIT - The RIT as inspectors' tool - Ramp inspection tool – input - Ramp inspection tool – output - Ramp inspection tool – search - Focused inspection module - Follow-up actions: operator's logging - Ramp inspection tool analytical tools and reports	Objectives: - Candidates should have the relevant knowledge to input and retrieve data from the RIT. - Candidates should know the analysis process and its deliverables. - Candidates should understand the analysis dependability on the accuracy of the inspection reports.
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MODULE (A) – FLIGHT DECK INSPECTION ITEMS

A01 General condition

- Circuit breakers (C/B) (inappropriately pulled/popped) - Secure stowage of interior equipment (incl. baggage)	Objectives: Candidates should possess the relevant knowledge enabling them to inspect each item.
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- Crew seats (manual or electrical)
- Security/reinforced flight crew compartment door
- General condition of flight crew compartment
- Means to monitor the door area (e.g. CCTV)

A02 Emergency exit

- Access (easy/no blockings)
- Escape ropes (secured)
- Emergency exits (flight crew compartment)

A03 Equipment

- Awareness of different design philosophies of A/C systems (BITE, message displays/status)
- Proper functioning (system test)

GPWS — TAWS

- General (basic principles)
- Forward looking terrain avoidance function (7-channel SRPBZ ICAO compliant)
- Presence of the equipment
- Validity of GPWS terrain database
- System test — passed
- CIS built A/C systems (SSOS, SPPZ and SRPBZ)

ACAS/TCAS II

- General (applicability and principles)
- Mode S transponder and ACAS II (general)
- System test

8.33 kHz radio channel spacing

- Selection of an 8.33 kHz channel
- Presence of 6 or 5 digits (132.055 or 32.055)
- Letter Y in field 10 of the flight plan

PBN

- General (applicability and principles)
- Specific approval
- Required equipment
- Flight planning and completion of the flight

RVSM

- General (applicability and principles)
- Specific approval
- Required equipment
- Flight planning and completion of the flight

NAT HLA

- General (applicability and principles)
- Specific approval
- Required equipment
- Flight planning and completion of the flight





EFB

- Electronic flight bag (EFB portable, installed)

A04 Manuals

- Structure of operations manual (European and others)
- Aircraft flight manual (structure)
- Competent Authority approval
- Update status
- Content in relation to flight preparation

A05 Checklists

- Availability: within reach and update status
- Compliance with operator's procedures (normal, abnormal and emergency)
- Appropriateness of checklist used (aircraft checklists)
- A/C system integrated checklists
- Electronic Checklists

A06 Radio navigation / instrument charts

- Required charts (departure, en-route, destination and alternate) within reach and updated
- Validity of FMS navigation database
- Electronic maps and charts
- The AIRAC Cycle

A07 Minimum Equipment List

- Availability: approval and update status
- Content: MEL reflects installed equipment
- Relationship between the MEL and the MMEL
- CDL (configuration deviation list)

A08 Certificate of registration

- Availability and accuracy
- Original documents and copies acceptability
- Presence of mandatory information on the certificate

A09 Noise certificate (where applicable)

- Availability (if applicable)
- Multiple noise certification
- Approval status

A10 AOC or equivalent

- Availability (original or copy) and accuracy
- Content in compliance with requirements/format
- Content of operations specifications
- For General Aviation: list of specific approvals, declaration

A11 Radio licence

- Availability and accuracy





- Original documents and copies acceptability

A12 Certificate of airworthiness

- Format of certificate of airworthiness
- Original documents and copies acceptability
- Presence, accuracy and validity

A13 Flight preparation

- Presence and accuracy of operational flight plan
- Performance calculations
- Proper fuel calculation and monitoring
- Special considerations for ETOPS operations
- AIP local relevant information
- Availability and update of meteorological information
- Availability and update of NOTAMS

A14 Mass and balance calculation

- Availability and accuracy
- Data available for a verification by crew

A15 Hand fire extinguishers

- Validity, access and locations
- Mounting
- Types

A16 Life jackets / flotation devices

- Validity, access and locations
- Applicability

A17 Harness

- Presence (and usage)
- Availability for all flight crew members
- Requirements for different crew positions
- Conditions (wearing)

A18 Oxygen equipment

- Presence, access and condition
- Oxygen cylinder pressure
- Minimum required according to the operations manual (in case of low pressure)
- Operational functional check of the combined oxygen and communication system (crew)

A19 Independent portable light

- Number of required independent portable light(s) (day/night)
- Condition, serviceability and access

A20 Flight crew licence / composition

- Validity of crew licences and appropriate ratings
- Validation of foreign licences





• Validity of medical certificate • Special medical conditions (spare glasses, etc.) • Age limitations • Minimum crew requirements A21 Journey log book, or equivalent • Content of journey log book (recommendation/roman numerals) • Examples of journey log books A22 Maintenance release • Applicable requirements and duties of the PIC/ commander A23 Defect notification and rectification • Defects notification • Cross check with MEL • History of defects/notification (incl. hold item list) A24 Pre-flight inspection • Applicable requirements and duties of the PIC	
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MODULE (B) – CABIN INSPECTION ITEMS

B01 General internal condition • General condition • Safety and survival equipment • Design and construction B02 Cabin crew's station and crew rest area • Cabin crew seats (number, material/fire resistant and condition, upright position/safety hazard) • Equipment B03 First-aid kit / emergency medical kit • Recommendation on contents (validity) • Locations of kits • Adequacy • Readily/access • Identifications/markings/seals B04 Hand fire extinguishers • Validity, access and locations • Mounting • Types B05 Life-jackets / flotation devices • Validity, access and locations • Applicability • Different models of jackets and/or flotation devices on-board • Instructions for passengers (written and demonstration)	Objectives: Candidates should possess the relevant knowledge enabling them to inspect each item.
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- Infant life-jackets

B06 Seat belt and seat condition

- Seats and belts (material/condition/installation)
- Infant restraining devices: extensions, berths,...
- Portable light (cabin crew)
- Instructions for passengers (written and demonstration)
- Opening assistance systems

B07 Emergency exit, lighting / marking, independent portable light

- Evacuation signs
- Lighting and marking (passenger compartment)
- Independent portable light

B08 Slides / life-rafts (as required) / ELTs

- Slides/rafts general (locations, types)
- Serviceability — pressure gauge/green band
- Instructions for passengers (written and demonstration)
- Emergency locator transmitter (ELT) (general/types/location)

B09 Oxygen supply (cabin crew and passengers)

- Oxygen supply: cylinders and generators
- Serviceability — pressure gauge/green band
- Models/A/C types
- Drop-out panels/storage of masks

B10 Safety instructions

- Availability and accuracy

B11 Cabin crew members

- Appropriate number of cabin crew (A/C type)
- Refuelling with passengers on-board (crew positions)

B12 Access to emergency exits

- Number and location of exits
- Different models and sizes (A/C type)
- Obstructions
- Instructions for passengers (written and demonstration)

B13 Stowage of passenger's baggage

- Proper storage (size, weight and number)
- Safety risks

B14 Seat capacity

- Numbers of seats (A/C type)
- Max number of passengers (A/C type)



**MODULE (C) – AIRCRAFT CONDITION INSPECTION ITEMS****C01 General external condition**

- Corrosion (different corrosion types)
- Cleanliness and contamination (fuselage and wings)
- Windows and windshields (delamination)
- Exterior lights (landing lights, NAV-lights, strobes, beacon, etc.)
- Markings
- De-icing systems

Objectives:

Candidates should possess the relevant knowledge enabling them to inspect each item.

C02 Doors and hatches

- Door types (normal — emergency — cargo doors)
- Markings and placards of doors
- Operating instructions of doors
- Condition and possible damages

C03 Flight controls

- Condition and possible damages, corrosion and loose parts
- Rotor head condition
- Leakage

C04 Wheels, tyres and brakes

- Tyre pressure (cockpit indications/wheel integrated gauge)
- Brake condition
- Condition and possible damages, leaking and loose parts

C05 Undercarriage skids / floats

- Condition and possible damages, corrosion and loose parts
- Strut (and tilt cylinder) pressure

C06 Wheel well

- Condition and possible damages, corrosion, leaks and loose parts

C07 Power plant and pylon

- Cowlings, cowlings doors and blow-out doors
- Condition and possible damages, corrosion, leaks and loose parts
- Pylon, pylon doors, blow-out panels and missing rivets
- Reversers' condition

C08 Fan blades, propellers, rotors (main & tail)

- Types of fan blades/propellers/rotors
- Foreign object damage (FOD)
- Dents, nicks, blade bending
- De-icing (boots and heating elements)

C09 Obvious repairs

- Obvious repairs
- Maintenance release/technical log

C10 Obvious un-repaired damage



- Missing maintenance release/technical log
- Assessment of damage

C11 Leakage

- Obvious leakage, technical log
- Types and assessment of leakage
- Toilet leaks/blue ice, etc.

MODULE (D) – CARGO INSPECTION ITEMS AND GENERAL ITEM

D01 General condition of cargo compartment

- Structures, wall panels, wall and ceiling cargo (tape) sealing
- Fire detection & extinguishing systems
- Blow-out panels
- 9G-net
- Door instructions
- Loading instructions (placards, wall markings)
- Damage

D02 Dangerous goods

- Notification to the pilot-in-command/commander
- Segregation and accessibility
- Packaging and labelling
- Limitations/restrictions (cargo aircraft / dangerous goods)

D03 Secure stowage of cargo on board

- Flight kit (secured)
- Pallets, nets, straps, containers (secured)
- Condition of pallets, nets, straps, containers
- Loading limitations (weight, size and height)

E01 General

- All the general items that may have a direct relation with the safety of the aircraft or its occupants¹

Objectives:

Candidates should possess the relevant knowledge enabling them to inspect each item.

¹ In case of alcohol testing training see chapter 8.2.4.





8.2.2 Syllabus of practical training for ramp inspectors

INITIAL (PRACTICAL) TRAINING COURSE

- Module (A): Flight deck inspection items
- Module (B): Cabin inspection items
- Module (C): Aircraft condition inspection items
- Module (D): Cargo inspection items and general items

MODULE (A) – FLIGHT DECK INSPECTION ITEMS

A01 General condition

- C/Bs/circuit breakers (recognise pulled/popped)
- Examples of storage of flight cases and crew luggage (possible safety hazards)
- Crew seats/serviceability (functions of seats/manual — electrical)
- Security/reinforced door (how to recognise, door installations, locking functions)
- General condition (check cleanness of flight crew compartment)
- If applicable, means to monitor the door area (e.g. CCTV cameras and screens)

Objectives:

Candidates should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training

A02 Emergency exit

- Recognise easy access (no blockings)
- Escape ropes (check if secured)
- Emergency exits (flight crew compartment)

A03 Equipment

GPWS-TAWS

- GPWS, locate instruments in cockpit
- Aural warning test demonstrating: Sounds/display patterns
- Version of GPWS terrain database

ACAS/TCAS II

- Locate instruments in cockpit
- Mode S transponder and ACAS II (locate and check the model)
- System warning test/indications

8.33 kHz radio channel spacing

- How to check real channel spacing during the inspection

RVSM

- Flight planning and completion of the flight

EFB

- Electronic flight bag (EFB portable, installed)

A04 Manuals

- Operations manual: (content/handling exercise)
- Aircraft flight manual (examples)





- Electronic manuals/integrated systems
- Update status
- Content in relation to flight preparation

A05 Checklists

- Check validity normal-, abnormal-, emergency checklists and 'quick reference handbook'
- Meaning of 'available' /within reach (case study/examples)
- A/C system integrated checklists (demonstration of system)
- Electronic Checklists

A06 Radio navigation / instrument charts

- Check the covering of charts
- En-route and instruments approach charts (view examples)
- Locations in the flight crew compartment
- Electronic maps and charts (examples)
- Check updating markings of the charts and folders.
- FMS navigation database (check the 'INIT' page for validity)

A07 Minimum Equipment List

- Check if deferred defects are in accordance with the MEL instructions (if applicable)
- Inspect MEL according to the current MMEL
- Approval (check)
- Check customisation of MEL
- CDL (configuration deviation list)

A08 Certificate of registration

- Content and accuracy of the Certificate of Registration (various examples/check)
- Show location (A/C documents or door)

A09 Noise certificate (where applicable)

- Format of the noise certificate
- Content of noise certificate/approval
- Show location (A/C documents or door)

A10 AOC or equivalent

- Format of the air operator certificate
- Content and accuracy of AOC/approval (check compliance with the requirement)
- Show location (A/C documents or door)

A11 Radio licence

- Format of the radio station licence (examples)
- Show location (A/C documents or door)

A12 Certificate of airworthiness

- Check certificate and content (recognise standard form)
- Accuracy and validity (check)
- Show location (A/C documents or door)

A13 Flight preparation

- Check operational flight plan, proper filling and relevant documents





- Proper fuel/performance calculation and monitoring (demonstration of various examples)
- Special considerations for ETOPS operations (if applicable)
- Weather information/available and within reach (demonstrate updated reports/examples)
- NOTAMs/check validity (examples)

A14 Mass and balance calculation

- Check examples of different type weight and balance sheets/A/C types (manual and computerised)
- Data available (on board or on demand) for a verification by crew

A15 Hand fire extinguishers

- Locations/access
- Condition and pressure gauge
- Familiarise with different date markings (inspection date or expiry date, if any)
- Mountings (review examples)
- Types (review examples)

A16 Life-jackets / flotation devices

- Locations/access
- Condition
- Familiarise with different date markings (inspection date or expiry date, if any)

A17 Harness

- Availability for all flight crew members
- Condition of fabrics and locks
- Passenger seat materials/fire resistant (recognise right materials)

A18 Oxygen equipment

- Storage of masks (Quick Donning)
- Pressure gauge (comparison with minimum required according to the operations manual)
- Operational functional check of the combined oxygen and communication system (radio boom)

A19 Independent portable light

- Number and adequate location (day/night)
- Operational check

A20 Flight crew licence / composition

- Licences of personnel:
 - endorsement of certificates and licences
 - validity of endorsed certificates and licences
 - language proficiency
 - medical certificate (limitations, spare glasses, etc.)
 - validity of licences (validation from State of Registry, if applicable)
- Aeroplane flight crew:





— composition of the flight crew — age limitations A21 Journey log book, or equivalent • Content of journey log book • Responsibility of signing log book (example) A22 Maintenance release • Aeroplane maintenance (maintenance record) • Maintenance release, general (checkmark or sign) • Relevant release to service (examples) A23 Defect notification and rectification • Open defects • Cross check with MEL • History of defects (including hold item list) A24 Pre-flight inspection • Pre-flight inspection sheet and journey log book (presence and acknowledgement)	
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MODULE (B) – CABIN INSPECTION ITEMS

B01 General internal condition • Safety and survival equipment • Design and construction (familiarise with different type cabins) • Recognise loose carpet and damaged floor panel • System design features: — recognise right materials — lavatory smoke detection system — built-in fire extinguisher system for each receptacle intended for disposal of towels, paper or waste (how to check extinguishers) • Check that normal and abnormal duties by cabin crew may be performed without hindrance (guided tour in cabin for demonstration of duties) B02 Cabin crew's station & crew rest area • Cabin crew seats (number, material and condition) • Cabin crew seats upright position (case study/recognise safety hazard/automatic retraction) • Familiarise with problems with belt wearing and fast locks • Familiarise with seat attachment to the floor or wall • Easy access to emergency equipment (locations and condition) B03 First-aid kit / emergency medical kit • Number and locations (readily/access) • Adequacy (content, need for medical kit)	Objectives: Candidates should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training
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- Confirmation that contents match the relevant checklist
- Identifications/markings/seals (examples)

B04 Hand fire extinguishers

- Locations/access
- Condition and pressure gauge
- Familiarise with different date markings (inspection date or expiry date, if any)
- Mountings (review examples)
- Types (review examples)

B05 Life-jackets / flotation devices

- Locations/access
- Condition
- Familiarise with different date markings (inspection date or expiry date, if any)
- Different models of life-jackets and flotation devices
- Infant life-jackets (accessibility, number, procedure used for distribution)
- Instructions for passengers

B06 Seat belt and seat condition

- Availability for all passengers
- Condition of seatbelts: fabrics and locks
- Condition of seats: restraining bars, seat blocked in upright position, attachment to the cabin floor, etc. (how to check)
- Installation of seat belts (, hazard to block evacuation)
- Extra/extension belts, berths (locations)
- Passenger seat materials/fire resistant (recognise right materials)

B07 Emergency exit, lighting / marking, independent portable light

- Lighting, signs and marking (locations and condition)
- Condition and serviceability of exits
- Instructions for passengers
- Availability, serviceability and easy access of independent portable light

B08 Slides / life-rafts (as required) / ELTs

- Slides/rafts general (locations and condition)
- Check pressure gauge and recognise green band
- Recognise condition of slides and rafts and familiarise with expiry date markings
- Emergency locator transmitter (ELT) (locations and condition)
- Automatic fixed ELT (examples/how to recognise)
- Automatic portable ELT (examples/how to recognise)
- Automatic deployable ELT (examples/how to recognise)

B09 Oxygen supply (cabin crew and passengers)

- Locations and condition
- Cylinder pressure gauge
- Drop-out panels (locations and condition)
- Storage of masks/serviceability

B10 Safety instructions

- Available and reachable
- Accuracy of the information shown





- Content of instructions B11 Cabin crew members - Appropriate number of cabin crew (how to check) - Cabin crew positions in case of refuelling with passengers on board B12 Access to emergency exits - Number and location of exits - Different models and sizes (A/C type) - Obstructions (requirement on the projected opening) - Instructions for passengers (written and demonstration) B13 Stowage of passenger's baggage - Recognise proper storage (size, weight and number) - Familiarise and recognise safety risks (case study) B14 Seat capacity - Compare the numbers of passenger and the number of serviceable seats - Max number of passengers according to the cabin configuration - Interrelation with other inspection items: maximum number of passengers influenced by: B6 (inoperative seat) and/or B7 (inoperative exit)	
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MODULE (C) – AIRCRAFT CONDITION INSPECTION ITEMS

C01 General external condition - Corrosion (familiarise and recognise different corrosion types) - Cleanliness and contamination of fuselage and wings (familiarise and recognise) - Recognise presence of ice, snow and frost - Windshields (recognise delaminating) - Windows (recognise damages and problems) - Exterior lights (landing lights, NAV-lights, strobes, beacon, etc.) (check the condition) - Recognise legibility of aircraft's markings (registration) - Condition of paint (familiarise when loose of painting is problem) - Recognise marks of lightning strike - Wing de-icing system condition C02 Doors and hatches - Familiarise with different door types/structures - Familiarise with markings and placards of doors - Operating instructions of doors (recognise hazards if lack of markings) - Recognise normal condition and possible damages/loosing parts C03 Flight controls	Objectives: Candidates should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training
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- Condition and possible damages, corrosion, leaks and loose parts
- Recognise marks of lightning strike
- Familiarise with static dischargers (recognise when missing)
- Recognise possible defects and damages

C04 Wheels, tyres and brakes

- Familiarise with different tyre models
- Familiarise with different brake assemblies
- Familiarise with maintenance manual limits
- Recognise brake wearing indicator 'pin' (examples/locations)
- Recognise normal condition and possible damages, leaking and loose parts
- Tyre wear/tyre pressure (check)

C05 Undercarriage skids / floats

- Condition and possible damages, corrosion and loose parts
- Proper strut (and tilt cylinder pressure)
- Lubrication (recognise signs of lubrication)
- Familiarise with marking placards
- Recognise bonding wires
- Possible defects and damages

C06 Wheel well

- Condition and possible damages, corrosion and loose parts
- Lubrication (recognise signs of lubrication)
- Familiarise with marking placards
- Recognise bonding wires
- Possible defects and damages

C07 Power plant and pylon

- Power plant (types of engines)
- Cowlings, cowl doors and blow-out doors
- Condition and possible damages, corrosion, leaking and loose parts
- Recognise engine sensors (condition)
- Possible defects and damages
- Pylon (types of pylons): Recognise pylon doors, panels and blow-out panels and loose rivets/bolts
- Reverser's condition (broken hinges and proper closure)

C08 Fan blades, propellers, rotors (main & tail)

- Typical foreign object damages (FOD)
- Examples of dents, nicks and blade bending
- Recognise looseness of blades in hub
- Possible defects and damages (familiarise with procedures related to compliance with engine maintenance manual)
- Check de-icing system

C09 Obvious repairs

- Recognise obvious repairs (examples)
- Maintenance release/technical log

C10 Obvious un-repaired damage





- Recognise obvious damages (examples)
- Damages/maintenance release/technical log
- Recognise assessment of damage (examples)

C11 Leakage

- Fluid leaks outside of limits (examples fuel, hydraulic, oil)
- Obvious leak: check the maintenance release, technical log
- Recognise toilet leaks (blue ice examples)
- Recognise de-icing fluids on the A/C

MODULE (D) – CARGO INSPECTION ITEMS AND GENERAL ITEM**D01 General condition of cargo compartment**

- Structures, wall panels, wall and ceiling cargo (tape) sealing
- Familiarise with A/C systems in cargo compartment:
 - fire containment, detection and extinguishing systems
 - ventilation
 - heating
 - loading systems (rollers)
 - lighting
- Recognise blow-out panels
- Familiarise with 9G-net
- Cargo restraining devices
- Loading instructions/door instructions (placards, wall markings/tidiness)
- Damages in cargo compartment
- Recognise obvious repairs in cargo compartment

D02 Dangerous goods

- How to recognise the special authorisation to transport dangerous goods
- Assessing the scope of the authorisation (different classes)
- Notification to Captain (NOTOC) format and content
- Segregation and accessibility
- Packaging, labelling and markings of dangerous goods
- Identifying limitations and restrictions for certain (sub)classes of dangerous goods
- Identification and removal of contamination with dangerous goods

D03 Secure stowage of cargo on board

- Familiarise with flight kit/spare wheel (secured)
- Familiarise with pallets, nets, straps, containers (secured)
- Damages on pallets, nets, straps, containers
- Recognising loading limitations (weight, size and height)

Objectives:

Candidates should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training





E01 General

- All the general items that may have a direct relation with the safety of the aircraft or its occupants¹

8.2.3 Elements and checklist for the OJT training for ramp inspectors

Elements to be covered during the initial OJT

- Preparation of an inspection:
 - selection of operator(s) to be inspected (use of the annual ramp inspection programme and of prioritisation lists);
 - use of the RIT to prepare an inspection, including:
 - follow-up of previous inspections;
 - safety reports; and
 - areas of concern, repetitive and/or open findings.
 - other sources of information (such as passenger complaints, whistle-blowers, maintenance organisation reports, air traffic control (ATC) reports);
 - retrieval of updated reference materials: Notices to Airmen (NOTAMs), navigation and weather charts; and
 - task allocation between team members.
- Administrative issues:
 - ramp inspector's credentials, rights and obligations;
 - special urgency procedures (if any);
 - national (local) aerodrome access procedures;
 - safety and security airside procedures; and
 - ramp inspector's kit (independent portable light, fluorescent vest, ear plugs, camera, mirror, checklists, etc.).
- Cooperation with airport and air navigation services to obtain actual flight information, parking position, time of departure, etc.
- Ramp inspection methodology:
 - introduction to the pilot-in-command/commander, flight crew, cabin crew, ground crew;
 - selection of inspection items, according to the area of expertise of the candidate;
 - findings (identification, categorisation, reporting, evidencing);
 - corrective actions — class 3:
 - Class 3a) "enforcement of restriction(s) on aircraft flight operations": cooperation with other services/authorities to enforce a restriction;
 - Class 3b) "request of an immediate corrective action(s)": satisfactory completion of an immediate corrective action; and
 - Class 3c) "grounding of an aircraft": notification of the grounding decision to the aircraft commander, national procedures to prevent the departure of a grounded aircraft; communication with the State of Operator/Registry.
 - Proof of Inspection (POI):
 - completion and delivery of the proof of (ramp) inspection;
 - request of acknowledgement of receipt (document or a refusal to sign).
 - debriefing to the flight crew or operator's representative.
- Human factors elements:
 - cultural aspects;
 - resolution of disagreements and/or conflicts; and

¹ In case of alcohol testing training see chapter 8.2.4.





- avoidance of crew stress.

Checklist on-the-job training of ramp inspectors

The content of the following checklist should be used for ramp inspections performed with the candidate during the “observation” and “under supervision” phases of the OJT training. The information gathered by the senior ramp inspectors involved in the OJT phase should be then considered by the competent authority whilst performing the final assessment of the candidate.

The senior ramp inspectors involved during the OJT training phase should use the inspection instructions referred to in AMC1 ARO.RAMP.125 when assessing the knowledge of the candidate concerning each inspection item.

OJT checklist

CHECKLIST ON-THE-JOB TRAINING OF INSPECTORS			
Competent Authority		Senior ramp inspector:	
Name of trainee:		Place:	
Date:		Ramp Inspection Number:	
Operator:	A/C Registration:	A/C Type:	

		Check: (Description/ notes)	Obs.	U/S
A	Flight deck			
	General			
1	General condition	- inappropriately pulled circuit breakers - reinforced flight crew compartment door, if required - crew baggage - flight crew seats Note/remark:		
2	Emergency exit	- Are exits serviceable (if not, check MEL limitations) - Possible obstacles - emergency exits (serviceability) Note/remark:		
3	Equipment	ACAS II/TCAS: - Presence - System test/passed 8.33 kHz: (if required) - Radio channel spacing RNAV: - Authorisation to perform operations in RNAV airspace. TAWS/E-GPWS:		





		• Presence • TAWS/SRPBZ for forward looking terrain avoidance function • Data Base of system (content and update) • System test (if possible) MNPS • Special authorisation • Cockpit Voice Recorder • System test (if possible) RVSM: (if required) • Presence • Serviceability Note/remark:		
Documentation				
4	Manuals	• Presence of the applicable parts of the operations manual • Up-to-date • Competent authority approval where applicable content (complies with the requirements) • Presence of aircraft flight manual / performance data • Differences regarding manuals of aircraft of ex-Soviet design (e.g. Rukowodstwo on former Commonwealth of Independent States (CIS) built aircraft. Note/remark:		
5	Checklists	• Available/within reach • Tidiness/cleanness • Normal • Abnormal • Emergency • Up-to-date/not for training, etc. • Content (compliance with the operator procedures) • Appropriate for aircraft configuration being used Note/remark:		
6	Radio navigation/ instrument charts	• Presence of instrument approach charts • (available/within reach/ up-to-date) • Presence of en-route charts (available/within reach/up-to-date) • Route covering • FMS/GPS database validity Note/remark:		
7	Minimum equipment list	• Available / within reach • Up-to-date • Not less restrictive than MMEL • Content reflects equipment of aircraft • MEL customised		





		- Possible deferred defects/accordance with instructions¹ - Rukowstwo (check when possible) - CDL (if any) Note/remark:		
8	Certificate of registration	- On-board - Accuracy (Reg. mark, A/C type and S/N) - Format - English translation when needed - Identification plate (S/N) Note/remark:		
9	Noise certificate	- On-board - Approval (State of Registry) Note/remark:		
10	AOC or equivalent	- Accuracy - Content (operator identification, validity, date of issue, A/C type, OPS SPECS) - EASA TCO authorisation (if applicable) Note/remark:		
11	Radio licence	- On-board - Accuracy with installed equipment Note:		
12	Certificate of airworthiness (C of A)	- On-board (original or certified true copy) - Accuracy - Validity Note/remark:		
Flight data				
13	Flight preparation	- Operational flight plan on board - Proper filling - Signed by pilot-in-command/commander (and where applicable, Dispatch) - Fuel calculation - Fuel monitoring/management - NOTAMs - Updated meteorological information - Letter Y in flight plan Note/remark:		
14	Mass and balance calculation	- On-board - Accuracy (calculations/ limits) - Pilots' acceptance - Load and trim sheet/ actual load distribution Note/remark:		
Safety Equipment				
15	Hand fire extinguishers	- On-board - Condition/pressure indicator		

¹ This bullet should be considered in relation to A23 Defect notification and rectification.





		• Mounting (secured) • Expiry date (if any) • Access • Sufficient number Note/remark:		
16	Life jackets/flotation devices	• On-board • Access/within reach • Condition • Expiry date (where applicable) • Sufficient number Note/remark:		
17	Harness	• On-board (no seatbelt) • Condition • Sufficient number (one for each crew member) Note/remark:		
18	Oxygen equipment	• On-board • Condition • Cylinder pressure (minimum acc. to operations manual) • Ask crew to perform the operational function check of combined oxygen and communication system • Follow practice of the flight crew Note/remark:		
19	Independent Portable light	• On-board • Appropriate quantities • Condition • Serviceability • Access/within reach • The need for an independent portable light (departure or arrival at night time) Note/remark:		
20	Flight crew licence/composition	• On-board • Form/content/English translation when needed • Validity • Ratings (appropriate type) (pilot-in-command (PIC)/ATPL) • Pilots' age • Possible difference with ICAO Annex 1 (concerning the age of pilots) • In case of validation (all documents needed) • Medical assessment/ check interval • Spare eyeglasses if applicable • Minimum flight crew requirements Note/remark:		
Journey Logbook / Tech log or equivalent				
21	Journey log book or equivalent	• On-board • Content • Filling (carefully and properly) Note/remark:		





22	Maintenance release	• Validity • When need of maintenance, technical log has been complied with • When ETOPS, requirements are met • Signed off • Verify that maintenance release has not expired • Ex-Soviet built A/C Note/remark:		
23	Defect notification and rectification	• Number of deferred defects • All defects been notified • Defect deferments include time limits and comply with the stated time limits • All the defects are notified • Technical log markings (should be understandable by captain) • Ex-Soviet built A/C Note/remark:		
24	Pre-flight inspection	• Performed (inbound/ outbound flight) • Signed off Note/remark:		
B Cabin (Safety)				
1	General internal condition	• General condition • Possible loose carpets • Possible loose or damaged floor panels • Possible loose or damaged wall panels • Seats • Markings of unserviceable seats • Lavatories • Lavatory smoke detectors • Safety and survival equipment (shall be reliable, readily accessible and easily identified. Instructions for operation shall be clearly marked) • Possible obstacles to perform normal and abnormal duties Note/remark:		
2	Cabin crew stations and crew rest area	• Presence of cabin crew seats and compliance with the requirement • Sufficient number • Condition (seatbelt, harness) • Emergency equipment (independent portable light, fire extinguishers, portable breathing equipment ...) • Cabin preparation list Note/remark:		
3	First-aid kit/ emergency medical kit	• On-board • Condition • Expiry date • Location (as indicated) • Identification • Adequacy • Access		





		Operating instructions (clear) Note/remark:		
4	Hand fire extinguishers	- On-board - Condition (pressure indicator) - Expiry date (if available) - Mounting and access - Number Note/remark:		
5	Life jackets/ flotation devices	- On-board - Easy access - Condition - Expiry dates as applicable - Sufficient number - Infant vest Note/remark:		
6	Seat belt and seat condition	- On-board - Sufficient number - Condition - Availability of extension belts - Cabin seats (verify the condition) - If unserviceable check U/S-tag. - Restraint bars Note/remark:		
7	Emergency exit, lightning and marking, independent portable light	- Emergency exits (condition) - Emergency exit signs/ presence (condition) - Operation instructions (markings and passenger emergency briefing cards) - Floor path markings (ask to switch on). Possible malfunction/MEL - Lighting - Independent Portable light and batteries (condition) - Sufficient number of Independent Portable light (night operations) - Availability on each cabin attendant's station. Note/remark:		
8	Slides/life-rafts (as required), ELT	- Slides on-board - Condition - Expiry date - Sufficient number - Location and mounting - Bottle pressure gauge - ELT on board - ELT (condition and date) Note/remark:		
9	Oxygen supply (cabin crew and passengers)	- Presence - Sufficient quantity of masks (cabin crew and passengers) - Drop-out panels are free to fall		





		• Passenger instructions (passenger emergency briefing cards) • Portable cylinder supply and medical oxygen, check pressure and mounting Note/remark:		
10	Safety instructions	• On-board • Tidiness • Accuracy/content (A/C type) • Sufficient numbers (passenger emergency briefing card for each passenger) • Cards for flight crew (check emergency equipment locations) Note/remark:		
11	Cabin crew members	• General overview of cabin crew (conditions) • Sufficient number of cabin crew (appropriate) • How the duty stations are manned • Follow practice of the cabin crew • When refuelling with passengers on-board check procedures Note/remark:		
12	Access to emergency exits	• Access areas • Possible obstacles for evacuation (such as foldable jump seat or seat backrest table) Note/remark:		
13	Stowage of passenger baggage	• Hand baggage storages in cabin • Size of hand baggage • Quantity of hand baggage • Weight of hand baggage • Placed under seat (restraint bar) Note/remark:		
14	Seat capacity	• Number of passengers / permitted • Sufficient seat capacity Note/remark:		
C	Aircraft condition			
1	General external condition	• Radom (latches/painting) • Windshields • Wipers • Static ports/areas • AoA probes • Pitot tubes • TAT probe • Crew oxygen discharge indicator (if exist) • Ground power connection (condition) • Wings (general condition, ice/snow contamination) • Fairings • Leading edge (dents) • Winglets • Trailing edge/static dischargers		





		• Look for hydraulic leaks • Look for fuel leak • Fuselage • Tail section/static dischargers • APU cooling air inlet • APU exhaust air/surge • Look at APU area for leaks • Tail bumper (contact markings) • Maintenance and service panels (water / waste / hydraulic maintenance panels / refuel panels / cargo door control panel / RAT door) • Cabin windows • Exterior lights • Painting (condition) • Cleanliness • Markings/operational instructions and registration • Obvious repairs • Obvious damage Note/remark:		
2	Doors and hatches	• Passenger doors (condition) • Emergency exits (condition) • Cargo doors (condition) • Avionics compartment doors (condition) • Accessory compartment doors (condition) • Operation instructions of all doors • Lubrications of all doors • Door seals • Handles Note/remark:		
3	Flight controls	• Ailerons (condition) • Slats/Krueger flaps/Notch flap (condition) • Spoiler panels (condition) • Flaps/track fairings (condition) • Rudder (condition) • Elevators (condition) • Stabiliser (condition) <i>Note! Check for leaks, flap drooping, wearing, corrosion, disbonding, dents, loose fittings and obvious damages.</i> Note/remark:		
4	Wheels, tyres and brakes	• Wheels (assembly condition, bolts and paint markings) • Tires (condition and pressure). Check for cuts, groove cracks, worn out shoulders, blister, bulges, flat spots) • Worn tire areas (measure the tread depth) • If cuts measure depth • Brakes (condition, wearing pins) • Measure and familiarise length of the pin/check for the limits. Note/remark:		





5	Undercarriage	• Landing gear/hinges (general condition/leaks) • Struts • Locking mechanisms • Hydraulic (or pneumatic) lines (condition) • Strut pressure (visual check/piston length) • Lubrication • Electric lines and plugs. • Bonding • Cleanliness • FOD (foreign object damage) • Surface (plasma) and paintings • Check for corrosion • Placards and markings (nitrogen pressure table) • Dampers and bogie cylinders (check for leaks) • Landing gear strut doors • Note/remark:		
6	Wheel well	• General condition (structures) • Possible corrosion • Cleanliness • Installations (wiring, piping, hoses, hydraulic containers and devices) • Check for leaks • Wheel well doors (hinges) • Check for maintenance safety pins Note/remark:		
7	Powerplant and pylon	• Air intake ring (general condition/inner skin and acoustic panels) • Engine cowlings (panels aligned, handles aligned, vortex generators/access doors) • Intake area fasteners • Sensors • Thrust reverses (ring and inner doors or thrust reverser doors) • Reverser duct inner skin and acoustic panels • Outlet guide vanes (from behind/reverser duct) • Exhaust barrel (inner and outer skin) • Drain mast/leaks • Pylons (sealants, panels, doors and blow-out-doors, possible leaks) Note/remark:		
8	Fan blades, propellers, rotors (main/tail)	• Fan blades: general condition (check for foreign object damage, cracks, nicks, cuts, corrosion and erosion) • Fan blade: ▪ Leading edge ▪ Mid-span shroud (no stacked) ▪ Tip ▪ Contour surface ▪ Root area ▪ platform		





		<i>Note! Wait until rotation stop! Use independent portable light and mirror for the backside of the blades.</i> • Spinner (damages/bolts) • Fan outlet vanes (thorough the fan) • FOD (foreign object damage) • Split fairing • Blades (general condition) • Tip and mid area (75 % from root) • Check for nicks, dents, cracks, leakages etc. • Hub/spinner • Looseness of blades in hub Note/remark:		
9	Obvious repairs	• During the inspection of C-items notify unusual design and repairs obviously not carried out in accordance with the applicable AMM/SRM Note/remark:		
10	Obvious unrepaired damages	• During the inspection of C-items notify unassessed and unrecorded damages and corrosion (lightning strike, bird strikes, FODs, etc.) • Check damage charts Note/remark:		
11	Leakage	• During the inspection of C-items notify all the leaks: • Fuel leaks • Hydraulic leaks • Toilet liquid leaks • When leak: measure the leak rate and check the leak rates from AMM etc. if it is allowable and within normal operation limits or not. <i>Note: Wear proper eye protection for this kind of inspection</i> Note/remark:		
D Cargo compartment				
1	General condition of cargo compartment	• Cleanliness • Lightning • Fire protection/detection/ extinguishing systems and smoke detectors • Floor panels • Wall panels/markings • Blow-out-panels • Ceilings • Wall and ceiling panel sealants • Cargo nets/door nets • Fire extinguishers • Cargo roller and driving system and control panel Note/remark:		
2	Dangerous goods	• Operations manual/ information required by ICAO Annex 18 • Technical Instructions (ICAO Doc. 9284-AN/905) are applied		





		If dangerous goods on-board: • Pilots' notification • Stowing of dangerous goods cargo • Packaging (condition, leaks, damage) • Labelling If leak or damage of dangerous goods cargo: • Condition of other cargo • Follow removal • Follow cleaning of contamination Note/remark:		
3	Secure stowage of cargo	• Load distribution (floor limits, pallets and containers/maximum gross weight) • Flight kit/spare wheel/ ladders (secured) • Cargo (secured) • Condition and presence of: • Lockers • Restraints • Pallets • Nets • Straps • Containers • Container locks on the floor • Heavy items securing inside containers Note/remark:		
E	General			
1	General	• Particulars of the situation Note/remark:		

Additional elements (O) observed/performed (P) during the On-the-Job Training	
(Please List)	
Assessment, was the inspection carried out in a satisfactory manner regarding:	
- preparation of the inspection - ramp inspection - proof of inspection (POI) - human factors elements	☐ Yes ☐ No (provide further details below*) ☐ Yes ☐ No (provide further details below*) ☐ Yes ☐ No (provide further details below*) ☐ Yes ☐ No (provide further details below*)
Additional Remarks:*	
Further training needed: yes/no	





Signature of the trainee:

Signature of the senior ramp inspector:

8.2.4 Syllabus of alcohol testing training

ALCOHOL TESTING

Cover a typical alcohol test from start to finish

- Preparation
- Initial test and confirmation
- Positive or refusal
- Proof of Inspection (POI)
- Notification of positive
- Ramp inspection tool
- National requirements for legal actions
- National requirements for data protection

Correct use of breathalyser

- Start up
- Operation
- Calibration
- Hygienic principles

Conflict management

- Handling confrontations tactfully and constructively

Objectives:

Candidates should be able to use their technical knowledge and ramp inspection techniques satisfactorily during the subsequent on-the-job training



8.3 Proof of Inspection (POI)

Proof of inspection (POI)			
Date:	Local Time Start:	Local Time End:	Place:
Operator:			
AOC No.:	SAFA ☐	SAFA type of operation:	
	or	☐ Commercial Air Transport (Annex 6 Part I) ☐ General Aviation (Annex 6 Part II) ☐ Helicopter Operation (Annex 6 Part III)	
State:	SACA ☐	SACA type of operation:	
		☐ CAT-Aeroplane ☐ CAT Helicopter ☐ NCC-Aeroplane ☐ Other (please specify)	
Route from:			Flight No.:
Route to:			Flight No.:
Chartered by operator: (where applicable)			Charterer's State: (where applicable)
Aircraft type:	Registration mark:	Construction No.:	
Flight crew's State of licensing:	2 nd State of licensing: (where applicable)	Aircraft configuration:	
Alcohol test:	Number of crew tested:	Flight crew:	Cabin crew:
☐ No ☐ Yes			

Information of competent authority
(logo, contact details tel./fax/e-mail)

[illegible]

			¹ Inspection Standards: E = EASA, I = ICAO, M = Manufacturer, N = National		
			² Finding Category: G = General remark, 1 = Minor, 2 = Significant , 3 = Major		
Additional Information (where applicable)					
PIC / operator's representative (comments / feedback)					
Name & Signature (*)					

(*) Signature by any member of the crew or another 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.

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.

Data submitted in this report can be subject to change upon entering into the ramp inspection tool.

CA Document Number xxx

NOTE: The EU Member States have to provide a GDPR statement. Where the statement of the GDPR could not be added to the front page of the POI for lack of space, it has to be added on another place or to be considered as a separate document handed over together with the POI. Furthermore, all States may consider the addition of the following (EU) statement (in full or abbreviated) on data protection on their POI form, or any related non-EU national statement on data protection.

EU GDPR statement: All your personal data is processed in compliance with the provisions and requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

9 Attachments (*Guidance*)

9.1 RITO checklists

The approval and oversight of training organisations, as well as requirements on training instructors are laid down in ARO.RAMP.120 Approval of training organisations and corresponding AMC.

9.1.1 Checklist for the evaluation of a ramp inspection training organisation

CHECKLIST FOR THE EVALUATION OF A RAMP INSPECTION TRAINING ORGANISATION (RITO)

1. ORGANISATIONAL STRUCTURE					
No.		Description	Yes	No	Remarks
	1	Has a manager with corporate authority been appointed?			
	2	Has the training provider contracted sufficient staff to develop and deliver the envisaged training?			



	3	Does the development and delivery of the training comply with the technical criteria required by the Agency?			
2. FACILITIES AND OFFICE ACCOMMODATION					
No.	Description		Yes	No	Remarks
	1	Does the size and structure of the available training facilities ensure adequate protection against weather conditions?			
	2	Does the size and structure of the available training facilities provide proper training activities?			
	3	As an alternate means of compliance, does the training organisation have a procedure that contain the applicable criteria for selecting the training facilities to be used, and do these criteria comply with the technical requirements provided by the Agency?			
3. INSTRUCTIONAL EQUIPMENT					
No.	Description		Yes	No	Remarks
	1	Is the presentation equipment appropriate for the training being delivered?			
	2	Can the candidates easily read the presented material from any position in the classroom?			
	3	As an alternate means of compliance, does the training organisation have a procedure that contain the applicable criteria for selecting the training facilities to be used, and do these criteria comply with the technical requirements provided by the Agency?			
	4	Does the training organisation ensure that a suitable aircraft is available for practical training for an adequate period?			
4. TRAINING PROCEDURE					
No.	Description		Yes	No	Remarks
	1	Has the training provider established appropriate procedures to ensure proper training standards?			
	2	Has the training provider established a system to control the training preparation and delivery process?			





	3	Is the course material written in the English language and will the course be given in the English language?			
	4	Has the training provider demonstrated how compliance with Agency's technical criteria is maintained current and kept in line with the training syllabi?			
	5	Has the training provider developed a system to evaluate the effectiveness of training provided?			
	6	Has the training provider developed a system to evaluate the effectiveness of the training based upon the feedback received?			

5. INSTRUCTORS – QUALIFICATION CRITERIA

No.		Description	Yes	No	Remarks
	1	Does the training organisation have an instructors' recruitment procedure?			
	2	Does the recruitment procedure contain applicable selection criteria that comply with the technical requirements provided by the Agency?			
	3	Do the instructors possess knowledge of the EU Ramp Inspection Programme?			
	4	Do the instructors have the knowledge on training methods and techniques?			
	5	Do the instructors delivering training on inspection items/practical training meet the eligibility and inspection experience requirements?			
	6	Do the other instructors meet the required working experience criteria?			

6. INSTRUCTORS – QUALIFICATION RECORDS

			Yes	No	Remarks
No.	Description				
	1	Has the training organisation established and maintained an adequate instructors' qualification tracking system to ensures their continuous competence?			
	2	Are the criteria used to maintain the instructors' continuous competence in compliance with the technical requirements provided by the Agency?			

7. INSTRUCTORS – RECENT EXPERIENCE AND RECURRENT TRAINING



No.	Description	Yes	No	Remarks
1	Do the instructors, if applicable, meet the requirements for recent experience?			
2	Do the instructors meet the requirements for recurrent training?			
8. RECORDS KEEPING SYSTEM				
No.	Description	Yes	No	Remarks
1	Has the training organisation put in place a record keeping system that ensures the appropriate collection, storage, protection, confidentiality of data related to training materials developed, associated updates, examinations of the candidates, etc.?			
9. COMPLIANCE MONITORING SYSTEM				
No.	Description	Yes	No	Remarks
1	Has the training organisation put in place a compliance monitoring system that ensures adequate control of the training development, preparation, delivery process and record-keeping?			
10. TRAINING MATERIAL				
No.	Description	Yes	No	Remarks
1	Are the overview items covered during the theoretical training?			
2	Is the legal framework covered during the theoretical training?			
3	Is the ICAO framework covered during the theoretical training?			
4	Is the EU framework covered during the theoretical training?			
5	Are the technical aspects covered during the theoretical training?			
6	Is the 'Hands-on' training of the RIT covered during the theoretical training?			
7	Are all A inspection items covered during the theoretical training?			





	8	Are all A inspection items covered during the practical training?			
	9	Are all B inspection items covered during the theoretical training?			
	10	Are all B inspection items covered during the practical training?			
	11	Are all C inspection items covered during the theoretical training?			
	12	Are all C inspection items covered during the practical training?			
	13	Are all D and E inspection items covered during the theoretical training?			
	14	Are all D and E inspection items covered during the practical training?			
	15	Does the training organisation provide all course participants with a copy of the complete training material, relevant EU aviation legislation, and relevant examples of technical information?			
11. ADDITIONAL REMARKS					





9.1.2 Checklist for the evaluation of ramp inspection training instructors

1 Qualification Criteria					
No.	DESCRIPTION	No.	NO	REMARKS	
1	1				
	2	Do the instructors have the knowledge on training methods and techniques?			
	3	Do the instructors delivering training on inspection items/practical training meet the eligibility and inspection experience requirements?			
	4	Do the other instructors meet the working experience criteria?			
2 Qualification records					
No.	DESCRIPTION	No.	NO	REMARKS	
1					
3 Recent experience and recurrent training					
No.	DESCRIPTION	No.	NO	REMARKS	
1					
	2	Do the instructors meet the requirements on recurrent training?			
ADDITIONAL REMARKS					

