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- Follow instructions on cover sheet with issued revision.
- Enter REVISION DATE as displayed on bottom of revised page(s).
- Enter your INITIALS following insertion and review.
- Questions or comments should be brought to the attention of your Regional Cabin Safety Inspector.

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	INTRODUCTION	

(1) INTRODUCTION

This training standard outlines the minimum requirements for compliance with the regulations respecting the use of aircraft in airline operations, and contains three components:

a) **Training Syllabus** - identifies the main subjects required for Initial, Annual, Aircraft Type, and Re-qualification Training;

b) **Program Content** - specifies the training objective, scope, specific information associated with each of the subjects; and the practical drills, which must be completed.

c) **Aircraft Exit Compatibility** - Specifies list of the commercial transport category aircraft which have been profiled in order to analyze the commonality and compatibility of exit features as well as operations.

When developing training programs for regulatory approval, the Air Operator shall incorporate the components from this standard, which are applicable to their operation (e.g. aircraft type, model, series operated; applicable regulatory requirements/standards; safety and emergency equipment carried etc.).

NOTE: Optional items, guidance information, recommended practices, explanations, and other information items will in all cases be italicized and where practicable, be shown in an enclosed box. These items do not form part of the standard, but provide additional information for the assistance of users of this standard.

Information published in an Air Operator's Flight Attendant Training Program may be organized in a different order than presented in this Standard; however, the Air Operator must privies a detailed index/cross reference.

(2) PROGRAM OVERVIEW

a) **Initial Training** - The contents of Parts One to Six reflect minimum criteria and are intended to ensure that each trainee is provided with the knowledge necessary to fulfill the responsibilities and duties assigned in the interest of safety. This will primarily be accomplished through instruction. The contents of Part Seven, Drills, reflect minimum criteria for equipment, performance and evaluation and are intended to provide the trainee with the skills necessary to perform their responsibilities and duties.

b) **Annual Training** - is designed to focus more upon the verification of the crewmember's knowledge and skills than upon instruction and has been developed with three objectives:

i) Verification of knowledge
ii) Instruction relating to new safety/emergency equipment and procedures, and Air Operator accident/incident review. (Part Five)
iii) Verification of skills (Part Seven)

Parts One through Six, with the exception of Part Five, contain the training objectives, which define the scope of knowledge that shall be verified either by examination, or by other approved equivalent means. Part Five does not require a verification of knowledge. Part seven specifies the drills that shall be conducted and identifies the minimum criteria for equipment, performance and evaluation associated with the skills that shall be verified.

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As Annual Training focuses upon the verification of knowledge and skills, an examination or drill failure indicates a lack of knowledge or skill that will need to be reinforced through instruction before a crewmember re-writes an examination or repeats a drill.

c) **Re-qualification Training** - is designed to ensure that the trainee, who is returning to work following an absence during which qualifications lapsed, receives sufficient instruction to enable qualifications to be regained by successful completion of annual training. This will encompass:

- Verification of, and/or review or instruction and practice (where necessary) of those subjects which are required re-qualification training program content and which will not be included in the annual training;

- Update on company's operating policy and procedures, company operations manual, flight attendant manual, and pre-flight safety responsibilities; and

- Equipment and procedures training for any equipment or operational procedures introduced by he Air Operator during the term of absence.

The required subject content for re-qualification training is based upon initial training subject matter content, however the Air Operator has some flexibility regarding the scope of the material covered. Using the initial training subject matter content as a base level, the onus is on the Air Operator to ensure that the trainee has sufficient knowledge and skills levels to enable the regaining of qualifications through successful completion of annual training.

NOTE: This process may require the Air Operator to consult with the trainee with respect to the trainee's specific training needs.
NOTE: Re-qualification training is never given isolation. It is always followed by attendance at annual training.

d) Structure of Standard

Following each training objective is a list of subject areas (or scope of knowledge) with associated information points which constitute the minimum core content of information that shall be incorporated into the respective program, where applicable to the Air Operator's operation, in order to attain the prescribed objective.

During Initial Training, the Air Operator shall verify the trainee/crew member's knowledge or skill based upon at least this minimum core content.

During each subsequent Annual Training, the Air Operator is expected to verify knowledge in each of the subject areas, not necessarily each of the information points. If the verification of knowledge is by means of an examination, the questions on the examination shall vary from year to year.

An Air Operator may verify knowledge aspects during the conduct of a Line Check.

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Details of any portion of knowledge verification, which is completed during a Line Check, shall be reflected on an individual's record of training. Details of any drill performed by an individual prior to an operational flight, shall be reflected on an individual's record of training.

Verification of knowledge-The intent of initial Training is to ensure that each trainee is provided with the knowledge necessary to fulfill his or her responsibilities. Thus, verification that the knowledge has been assimilated is an integral component of initial training.

During Initial Training, knowledge may be verified on an on-going basis by means of tests, oral quizzes, instructor questioning, as well as the formal examinations. Numerous teaching points may be verified though the trainee's performance during drills, through instructor questions, and from trainee's questions. Many lessons plans include a review of the subject matter at the end of a presentation. Provide the training program incorporates such a mechanism to verify each information point during the conduct of the training, the formal examination need only verify each subject area.

While the purpose of verification during initial Trainings to ensure that the trainee has assimilated the knowledge and skills necessary to perform their responsibilities, the purpose of verification during Annual Training is to ensure that the flight attendant has retained the knowledge and skills since their last training session. The means by which the knowledge or skills are verified may therefore need to be different. The verification means during Annual Training must be auditable.

e) Development

Training program instruction may be developed and delivered using teaching methods such as: demonstrations, classroom lectures, computer based training (CBT); audio visual presentations, or other methods devised by the Air Operator provided that the method(s) used ensures that each trainee or crew member is adequately trained in accordance with the standard. Training programs may be organized in a different order than that presented in this standard and drills may be combined (eg. life jacket drill, life raft drill, & ditching drill).

f) Safety

Training which involves safety and emergency drills shall be as realistic as possible, however, there are potential dangers associated with these aspects of training. Air Operators shall take into account the potential for injury during training and apply appropriate safeguards to minimize this risk.

g) Regulatory Approval

Air Operator crewmember training programs require regulatory approval by the Civil Aviation Department in accordance with Air Safety Circular OPS 11 Issue 2. To obtain regulatory approval of an Initial, Annual, Aircraft Type, or Re-qualification Flight Attendant Training program, or a revision to an approved program, an Air Operator shall submit the program to the CAD. DGCA approval will be granted provided it meets with the requirements of this standard. Once approval has been issued, the program or revision can be implemented.

(3) APPLICABILITY

a) **Initial Training** is required for persons who have not been previously employed by the Air Operator as a flight attendant and for those whose annual training validity has expired for the periods shown in the re-qualification requirements in (4) below.

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b) **Line indoctrination** shall be completed within ninety days of fulfilling the requirements of the ground-training portion of the Air Operator's approved training program. Where the trainee has not completed Line indoctrination within the required ninety days, the trainee may re-qualify by completing Re-qualification Training, Annual Training and Line indoctrination or another Initial course.

c) **Operational Experience** is required for persons only during their first year following Initial Training. Where the person has not acted as a crewmember at least once in each 90-day period following Line Indoctrination, they may re-qualify by completing Re-qualification Training and Annual Training.

NOTE: The phrase "same type/manufacturer" means where the Air Operator has other aircraft by the same manufacturer AND the aircraft type is similar. For example, an operator that currently is operating the Airbus A-320 could provide differences training when introducing the A-319, however, an operator who is operating a Boeing 737 would not be able to provide differences training when introducing a Boeing 747 to the fleet.

d) **Annual Training** is required each twelve-month period following completion of Initial Training and for those crewmembers whose training validity has expired for the periods shown in the re-qualification requirements in (4) below.

e) **Aircraft Type Training** is required in order to qualify and maintain qualifications on each aircraft type to which that crewmember will be assigned to duty. When an Air Operator introduces a new aircraft to the fleet, Initial (aircraft specific) is required but may be modified to highlight differences where the operator has other aircraft of the same type/manufacturer in the fleet already. Where a modified program is submitted for approval, the operator shall show that its content is adequate to ensure qualification standards are met.

f) **Re-qualification Training** is required for crewmembers whose training validity period has expired for a period specified in the re-qualification requirements as shown in (4) below.

(4) FLIGHT ATTENDANT REQUALIFICATION REQUIREMENTS

The requirements for re-qualification as a flight attendant are as follows:

- Annual training. The validity of the annual training expires on the first day of the thirteenth month following the month in which the training was completed.

Where the annual training has expired, the flight attendant shall re-qualify as follows:

- If a period of thirteen up to twenty-four months or part thereof has elapsed since the last required training, the flight attendant shall complete: re-qualification training and annual training.

- If a period of 24 up to 36 months or part thereof has elapsed since the last required training and the flight attendant has 3 continuous years experience with the Air Operator, the flight attendant shall complete: re-qualification training, annual training, and line indoctrination.

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- If a period of 24 months or more has elapsed since the last required annual training and the flight attendant does not have 3 continuous years experience with the Air Operator, the flight attendant shall complete: Initial training and line indoctrination.

- If a period of more than 36 months has elapsed since the last required annual training with the Air Operator, the flight attendant shall complete: Initial training and line indoctrination.

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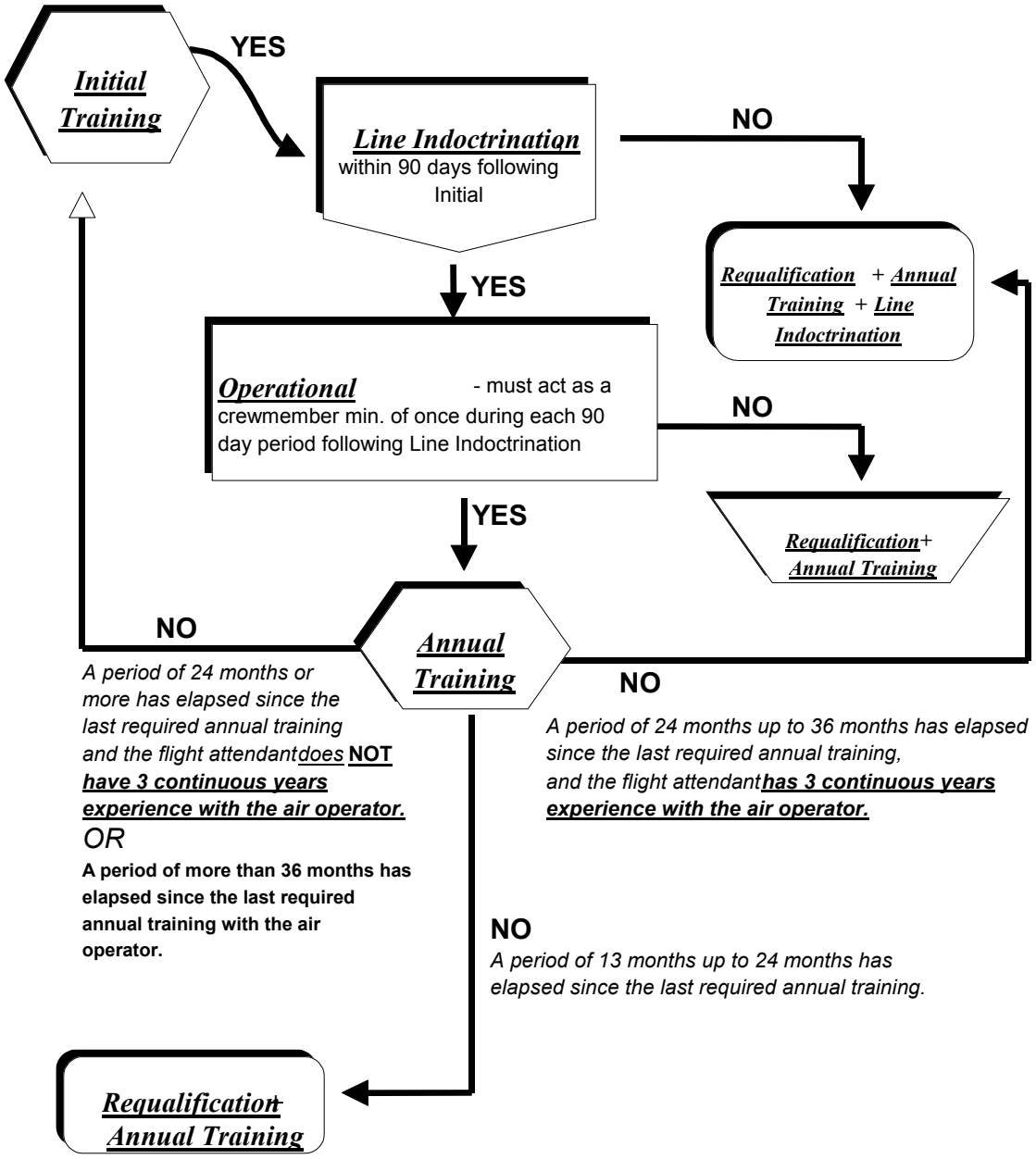

Quick Reference Guide

Flight Attendant Requalification Requirements

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(5) FLIGHT ATTENDANT COMPETENCY REQUIREMENTS

The Air Operator training program shall ensure that a flight attendant is competent to perform the duties and functions assigned in the interest of passenger safety by examining knowledge and testing skills to reflect proficiency to 100%.

The Air Operator-training program shall specify the examination and test marks that constitute a pass and failure, the procedures for administering marks, which constitute a failure, and the procedures for administering corrections when a pass mark is less than 70%.

a) Examination(s) - Safety Procedures, Emergency Procedures, and Aircraft Type(s)

i) The safety and emergency procedures examination(s) shall verify the flight attendant's knowledge of standard safety and emergency procedures as contained in the flight attendant manual.

ii) The aircraft examination(s) shall verify the flight attendant's knowledge of each aircraft type including but not limited to: systems, exits, safety and emergency equipment as well as the normal, abnormal, alternate and emergency operating limitations relating thereto.

b) Practical Examination (s) - Safety Equipment, Emergency Equipment, and Emergency Procedures

i) The practical examinations of the safety equipment, emergency equipment, and emergency procedures shall verify the flight attendant's skills in the operation of the safety and emergency equipment and their ability to accomplish appropriate emergency procedures.

(6) AVIATION FIRST AID

a) Regulatory Approval Process

To obtain regulatory approval of an Aviation First Aid Training Program, or a revision to an approved program, an Air Operator shall submit the program to the Director General of Civil Aviation (DGCA) together with written evidence from an "accepted agency" or Ministry of Health that the program or revision meets the first aid training standard and that the content is technically accurate. CAD approval will then be granted and the program or revision can be implemented.

b) Accepted Agencies

For more information of becoming an "accepted agency", contact CIVIL AVIATION DEPARTMENT

c) Instructor Qualification

Instructors shall be qualified in accordance with CAR and the program of the "accepted agency".

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d) Equipment and Procedures Criteria

Training program content and delivery shall be consistent with the amount and type of equipment carried on the Air Operator's aircraft and the Air Operator procedures that have been published.

e) Validity Period

First Aid Training is valid for three years from the month in which the course was completed.

NOTE: The Air Operator may submit a checklist with their training program to cross reference the standard with the lesson plans. This will assist the process.

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	General	●	●	●	●
	EXITS				
	General	●	●	●	●
	Normal Operation	●	●	●	●
	Abnormal Operation	●	●	●	●
	Emergency Operation	●	●	●	●

	SYLLABUS	

		INITIAL	**ANNUAL**	**RE-QUALIFICATION**	**A/C**
PART SEVEN AIRCRAFT SPECIFIC					
	PHYSICAL DESCRIPTION				
	General	●			●
	Exterior Description	●			●
	Interior Description	●		●	●
	GALLEYS				
	General	●	●		●
	COMMUNICATION SYSTEMS				
	General	●			●
	Interphone	●		●	●
	Public Address System	●		●	●
	Passenger Call System	●		●	●
	Entertainment System	●		●	●
	Automatic Announcement System	●		●	●
	LIGHTING SYSTEMS				
	General	●	●	●	●
	WATER AND WASTE SYSTEMS				
	General	●	●	●	●
	OXYGEN SYSTEMS				
	General	●	●	●	●
	Oxygen Systems and Safety/Emergency Equipment		●		
	HEATING AND VENTILATION SYSTEMS				
	General	●	●	●	●
	EXITS				
	General	●	●	●	●
	Normal Operation	●	●	●	●
	Abnormal Operation	●	●	●	●
	Emergency Operation	●	●	●	●

	SYLLABUS	

		INITIAL	**ANNUAL**	**RE-QUALIFICATION**	**A/C**
	Air stairs	●	●	●	●
	UNIQUE FEATURES				
	General	●	●	●	●
PART SEVEN **DRILLS**					
	Public Address System and Interphone System Drills	●		●	
	Passenger Briefing Drills	●		●	
	AIRCRAFT EXIT OPERATION DRILLS - EACH AIRCRAFT TYPE				
	Equipment Criteria	●	●	●	●
	Normal Door Operation Performance Criteria	●		●	●
	Emergency Door Operation Performance Criteria	●	●		●
	Cabin Window Exit Operation	●	●		●
	Evaluation Criteria	●	●	●	●
	EVACUATION DRILLS				
	General	●	●		
	Simulation Scenarios	●	●		
	Unprepared Land and Inadvertent Water Contact Evacuation Drill Performance Criteria	●	●		
	Evaluation Criteria	●	●		
	Crew Prepared Land and Ditching Evacuation Drill Performance Criteria	●	●		
	Evaluation Criteria	●	●		
	RAFT DRILL				
	Equipment Criteria	●	●	●	
	Performance Criteria	●	●	●	
	LIFE PRESERVER DRILL				
	Equipment Criteria	●	●		

	SYLLABUS	

		INITIAL	**ANNUAL**	**RE-QUALIFICATION**	**A/C**
	Performance Criteria	●	●		
	AIRCRAFT SLIDE DRILL				
	Equipment Criteria	●	●		
	Performance Criteria	●	●		●
	FIREFIGHTING DRILLS				
	General	●	●		
	Equipment Criteria	●	●		
	Equipment Practice	●	●		
	Live Firefighting	●	●		
	Firefighting/Cabin Performance Criteria	●	●	●	
	Evaluation Criteria	●	●	●	
	Fires/Class B Main Deck Cargo Compartment	●	●	●	●
	OXYGEN ADMINISTRATION DRILL				
	Equipment Criteria	●		●	
	Portable Oxygen Bottle Performance Criteria	●		●	
	Fixed First Aid Oxygen Performance Criteria	●		●	●
PART EIGHT OTHER TRAINING					
	First Aid	●			

OTHER TRAINING - Flight Attendants may also be required to have other training in other areas such as Dangerous Goods, Security and Occupational Safety and Health (OSH).

INITIAL-PART ONE	AVIATION INDOCTRAINATION	AIR OPERATOR INDOCTRAINATION

TRAINING OBJECTIVE: **The trainee will be able to identify and describe the Air Operator's corporate structure and the administrative requirements of the operation relating to crewmembers.**

SCOPE: **AIR OPERATOR SPECIFIC**
FLIGHT ATTENDANT SPECIFIC

1.1A	**AIR OPERATOR SPECIFIC**	1.1A.1	Outline the corporate history. (Use of guest speakers from various departments would enhance the presentation.)
		1.1A.2	Define the corporate mission statement and goals.
		1.1A.3	Describe the organizational structure with emphasis on reporting authority. Clearly show the organizational link between pilots (Flight Operations) and flight attendants. (Corporate visual aids and tours of facilities, where possible.)
		1.1A.4	Identify the type and scope of the carrier's operations e.g. regional, international, charter, commuter etc.
		1.1A.5	Describe the corporate alliances and their impact on the operation.
		1.1A.6	Describe the Air Operator's fleet and route structure.
		1.1A.7	Identify the location of facilities and bases and the operational tasking carried out at each (e.g. maintenance base).
		1.1A.8	Outline the carrier's future plans.
1.1B	**FLIGHT ATTENDANT SPECIFIC**	1.1B.1	Describe the administrative requirements relating to flight attendants (e.g. assignments, duties, documentation).
		1.1B.2	Describe any crewmember union/contractual obligations.
		1.1B.3	Identify the carrier's policies and procedures relating to flight attendants (e.g. discipline, expectations).

INITIAL-PART ONE	AVIATION INDOCTRAINATION	REGULATORY OVERVIEW

TRAINING OBJECTIVE: **The trainee will be able to identify the international and national aviation regulatory bodies and describe the legislation relating to crewmembers.**

SCOPE: **REGULATORY OVERVIEW**
LEGISLATION

1.2A	**REGULATORY OVERVIEW**	1.2A.1	Identify international and national aviation regulatory authorities and describe their role especially as they relate to crewmembers. Describe how flight attendants are required to comply with international regulations and penalties for breach of these regulations (e.g. Company vs individual liabilities)
		1.2A.2	Identify other regulatory authorities that crewmembers may be in contact with and describe their role in aviation (e.g. Customs, Police, Immigration, Health, Drug Enforcement, and Agriculture).
		1.2A.3	Describe the aviation regulatory system in Maldives and how it functions to draft regulations and standards, ensure compliance and investigate accidents and incidents.
1.2B	**LEGISLATION**	1.2B.1	Identify and describe the legislation governing aircrew in Maldives.
		1.2B.2	Identify the trends in the industry (e.g. Open Skies, mergers, and harmonization).
		1.2B.3	Identify historic legislation in cabin safety and describe its effect on aviation safety (e.g. fire protection, minimum crew).
		1.2B.4	Identify other sources of regulatory guidance (e.g. Technical Directives /Standards, Air Carrier Advisory Circulars, Policy Letters) and compliance requirements.
		1.2B.5	Identify and describe the specific regulations applicable to crew members and cabin safety including: a) Seat belts and Related Restraint Systems; b) Life-Saving Equipment (e.g. life rafts, life preservers, survival kits); c) Oxygen Equipment; d) First Aid Kits; e) Minimum Equipment Lists; f) Floor Proximity Lighting; g) Take-Off and Landing Stations; h) Infant - definition; i) Minimum Crew Requirements; j) Passenger Safety Briefings; k) Passenger Safety Briefing Cards; l) Surface Contamination Training;

m) Carry-On Baggage;
n) Aircraft Journey Log/Cabin Log Book (equivalent);
o) Liquor/Drugs;
p) Fuelling With One Engine Running
q) Sparsely Settled Areas Equipment;
r) Duty Time Limitations -- Flight Crew/Cabin Crew;
s) Crew Rest -- Flight Crew/Cabin Crew;
t) Designated Crew Rest Areas/Policies;
u) Flight Attendant Manual as part of Operations Manual;
v) Non-Smokers;
w) ELTs and Fire Extinguishers;
x) Stowage of Equipment and Supplies;
y) Seatbacks and Chair Table positioning.

INITIAL-PART ONE	AVIATION INDOCTRAINATION	AVIATION TERMINOLOGY

TRAINING OBJECTIVE: **The trainee will be able to define aviation terminologies common to the Air Operator and be able to use them in the appropriate context.**

SCOPE: **TERMINOLOGY**
TERMS OF REFERENCE

1.3A	**TERMINOLOGY**	1.3A.1	Identify and define aviation terminologies common to the air carrier including terms relating to airports, ground operations and flight operations. (Self-instruction booklet, with verification of knowledge)
		1.3A.2	Describe the importance to flight safety of using correct terminology.
1.3B	**TERMS OF REFERENCE**	1.3B.1	Identify and describe the 24-hour clock and its application in aviation.
		1.3B.2	Describe what is meant by time zones and outline how to calculate elapsed time when crossing time zones.
		1.3B.3	Define what the International Date Line means and describe its application in aviation.
		1.3B.4	Define what is meant by GMT/UTC and its application in aviation.
		1.3B.5	List and identify the airport location identifiers used by the carrier and describe how and why they are used.
		1.3B.6	Define and describe the phonetic alphabet and describe its importance in aviation-related communication.
		1.3B.7	Identify the way that airspeed is measured and describe the conversion from knots to miles/hour.

INITIAL-PART ONE	AVIATION INDOCTRAINATION	THEORY OF FLIGHT

TRAINING OBJECTIVE: **The trainee will be able to identify and describe the basic components of the theory of flight relating to the aircraft environment they will be operating in.**

SCOPE: **GENERAL AIRCRAFT DESCRIPTION**
AERODYNAMICS OF FLIGHT
METEOROLOGY
AIR TRAFFIC CONTROL

(To enhance communication between flight crew and flight attendants, it is recommended that a **qualified pilot** deliver this portion of the training.)

1.4A	**GENERAL AIRCRAFT DESCRIPTION**	1.4A.1	Identify the main components of an aircraft and describe their function including but not limited to: a) Wing - leading edge, trailing edge, wing tip, wing root, winglet; b) Control systems-ailerons, flaps, rudder, elevator; c) Tail-fixed vertical stabilizer, rudder, elevators; and d) Miscellaneous-fuselage, spoilers, speed brakes, undercarriage, main gear, nose wheel, chocks/blocks, pins.
		1.4A.2	Define what is meant by aircraft operating abnormalities which do not constitute an emergency (e.g. flap, landing gear, visible fluid leaks, etc.)
1.4B	**AERODYNAMICS OF FLIGHT**	1.4B.1	Identify and describe the four forces acting on an aircraft in-flight.
		1.4B.2	Identify and describe the three axes of an aircraft and describe the movement around each.
		1.4B.3	Define what is meant by aircraft attitude.
		1.4B.4	Describe how lift is achieved and factors which adversely affect lift.
		1.4B.5	Describe how a piston engine, turbine engine and a jet engine function (as applicable to the carrier's operation).
		1.4B.6	Describe how and when an aircraft is pressurized and how pressurization is maintained. Include a description of aircraft altitude and cabin altitude.
		1.4B.7	Describe the aerodynamic forces at work when aircraft engines fail in flight with specific reference to the operator's aircraft.
		1.4B.8	Identify the importance for crewmembers to be alert for abnormal aircraft functioning and how to recognize and report it to flight crewmembers.

		1.4B.9	Define what is meant by weight and balance (center of gravity), its effect on aircraft controllability and factors, which affect weight, and balance.
1.4C	**METEOROLOGY**	1.4C.1	Describe types of common cloud formations and their effect on weather (e.g. frontal systems, thunderstorms).
		1.4C.2	Describe the types of wind phenomena and their effect on aircraft in flight e.g. Jet stream, wind shear.
1.4D	**AIR TRAFFIC CONTROL**	1.4D.1	Define what VFR and IFR mean and identify the most common restrictions for an aircraft flying under VFR and IFR flight plans.
		1.4D.2	Identify what is meant by air traffic control and who is responsible for ensuring aircraft separation under VFR and under IFR conditions.
		1.4D.3	Describe how aircraft are controlled on the ground and in the air with specific reference to the operator's operation.

INITIAL-PART ONE	AVIATION INDOCTRAINATION	PHYSIOLOGY OF FLIGHT

TRAINING OBJECTIVE: **The trainee will be able to identify and describe the most common physiological effects of flight in pressurized and non-pressurized aircraft including likely causes, recognition and ways to minimize these effects.**

SCOPE: **GENERAL**
EFFECTS OF ALTITUDE

1.5A	**GENERAL**	1.5A.1	Describe the physiology of respiration and circulation.
		1.5A.2	Identify the body's requirement for oxygen and the potential for crewmember incapacitation due to lack of oxygen.
		1.5A.3	Describe the most common physiological effects of altitude and the pressurized cabin, including but not limited to: varicose veins, dehydration, effects of trapped gasses, water retention, etc.
		1.5A.4	Describe the circumstances under which carbon monoxide (CO) poisoning may occur, the signs and symptoms, ways to detect it and minimize its effects. Include the potential for CO poisoning from ground air conditioning units or as a result of a ground heating unit (i.e. Herman-Nelson, Ground Power Unit)
1.5B	**EFFECT OF ALTITUDE**	1.5B.1	Define what is meant by decompression sickness and describe the physiological effects of pressure changes on gases in the body. Define "safe" times between scuba diving and flight.
		1.5B.2	Define what is meant by hypoxia, the hazards associated with it, signs and symptoms, ways to detect it and minimize its effects.
		1.5B.3	Define Time of Useful Consciousness and factors affecting it.
		1.5B.4	Identify persons most susceptible to the effects of hypoxia.
		1.5B.5	Describe the effects of altitude on night vision and the impact this has on flight safety and personal safety.

INITIAL-PART TWO	ROLES AND RESPONSIBILITIES	AIR OPERATOR

TRAINING OBJECTIVE: **The trainee will be able to describe the roles and responsibilities of the Air Operator that have been legislated in the interests of aviation safety.**

SCOPE: **OPERATING REQUIREMENTS**
OPERATIONS MANUAL
FLIGHT ATTENDANT MANUAL

2.1A	**OPERATING REQUIREMENTS**	2.1A.1	Describe the Air Operator's operating policy as it relates to safety a requirement to maintain this safety emphasis.
		1.1A.2	Describe the relationship between regulatory requirements and the Air Operator's policy and procedures.
		2.1A.3	Describe the Air Operator's responsibility to conduct operations according to approved procedures and to ensure that any companies contracted by the Air Operator also comply with these procedures.
		2.1A.4	Identify the requirement to have an organizational chart with clearly defined reporting responsibilities. Clearly outline the organizational links between pilots (Flight Operations) and flight attendants.
		2.1A.5	Identify the requirement for the Air Operator to provide appropriate training ensuring crewmember competency in safety and emergency duties relating to the carriage of passengers.
		2.1A.6	Identify the Air Operator's policy and procedures for the reporting of accidents and incidents. Include information regarding investigations and follow-up that may occur.
2.1B	**OPERATIONS MANUAL/ FLIGHT ATTENDANT MANUAL**	2.1B.1	Define Operations Manual and Flight Attendant Manual and the Air Operator's responsibility to develop and maintain an operations manual and a flight attendant manual and for ensuring crewmembers are familiar with the portions relating to their duties
		2.1B.2	Identify the Flight Attendant Manual as part of the Operations Manual, and as a required and legislated separate publication. Describe its contents and the requirement to have an up-to-date manual readily available by each flight attendant during flight.
		2.1B.3	Describe the means used by the Air Operator's to update, revise and amend the Flight Attendant Manual, and the requirement of the flight attendant to maintain an up to date manual at all times.

2.1B.4 State the carrier's responsibility to ensure that whenever more than one flight attendant is carried, one flight attendant is designated as in charge.

2.1B.5 Describe the Air Operator's responsibility to ensure that the minimum crew is carried.

2.1B.6 Identify the circumstances when the Air Operator's may delegate crew duties to persons who are not crewmembers. (Authority issued by an Operations Specification)

INITIAL-PART TWO	ROLES AND RESPONSIBILITIES	CREW MEMBER

TRAINING OBJECTIVE: **The trainee will be able to describe their legislated roles and responsibilities relating to their duties and in the interest of aviation safety.**

SCOPE: **GENERAL**

2.2A	**GENERAL**	2.2A.1	Describe the responsibility of crewmembers to maintain knowledge of all safety and emergency procedures relating to their duties.
		2.2A.2	Identify the requirement for crewmembers to perform their duties in accordance with approved Procedures.
		2.2A.3	Outline crewmember responsibilities to ensure all flight documentation, publications, manuals are up to date and readily available onboard and that crewmembers are familiar with their contents. Flight Attendants are required to ensure that: A Record of Revisions is in the Flight Attendant Manual tracking the amendments received and when they were inserted into the Flight Attendant Manual; All amendments are reviewed and inserted in the appropriate section of the Flight Attendant Manual and not in their Issued format (e.g. stapled, cello-wrapped).
		2.2A.4	Identify the responsibility of crewmembers to report any onboard safety concerns to the pilot-in-command.
		2.2A.5	Identify the requirement to keep all documentation relative to flight duties up to date at all times (e.g. passport, security pass).
		2.2A.6	Outline crewmember responsibilities to ensure that all equipment is available, in good working order, and properly secured when not in use.
		2.2A.7	Identify the responsibility of crewmembers to report unserviceable equipment following established company procedures.
		2.2A.8	Identify the responsibility for crewmembers to successfully complete required training and qualifications.
		2.2A.9	Define the chain-of-command and describe the authority of the pilot-in-command and describe their importance relating to flight safety.

2.2A.10 Describe the requirement to be aware of the duties and responsibilities of other crewmembers and be prepared to assume those duties, if necessary.

2.2A.11 Define the procedure regarding attending and participating in crew briefings.

2.2A.12 Define what is meant by "person carried for the completion of non safety related duties" who are not qualified Flight Attendants. Describe the function they perform when assigned on a flight, activities they may/may not be assigned, and identification to differentiate them from other crew members as per Operations Specifications, Include:

a) Trainees on familiarization or line indoctrination flights; and

b) Public relations assignments (e.g. crew from “partner” Air Operators, translators, etc).

2.2A.13 Identify the importance for crew members to be constantly alert and therefore prepared to handle any abnormal/emergency situation as it may occur.

2.2A.14 Identify the responsibility of the crewmembers to comply with and enforce regulatory requirements.

2.2A.15 Describe crewmember uniform policies.

2.2A.16 Identify the importance of the uniform as an identifier, especially in abnormal and emergency situations and the Air Operators policy regarding the wearing of the uniform in an emergency.

INITIAL-PART TWO	ROLES AND RESPONSIBILITIES	CAD-AVIATION INSPECTOR

TRAINING OBJECTIVE: **The trainee will be able to describe the roles and responsibilities of Civil Aviation Department - Aviation and its Inspectors.**

SCOPE: **GENERAL**

2.3A	**GENERAL**	2.3A.1	Identify the types of regulatory control Civil Aviation Department - Aviation exercises in areas of aviation safety.
		2.3A.2	Outline the authority of Civil Aviation Department Aviation Regulation Inspectors to inspect the operations of Air Operators. Describe the actions they may take if non-conformances are identified.
		2.3A.3	Describe the types of inspectors that crew may come into contact with in addition to Cabin Safety Inspectors (e.g. Civil Aviation Inspectors, Dangerous Goods, Airworthiness, Security).
		2.3A.4	Describe the types of inspections that may be carried out by Civil Aviation Department Aviation Inspectors.
		2.3A.5	Describe the procedure for the in-charge to advise the pilot-in-command whenever an Inspector has identified him/herself as being on board, and conducting an inspection. (Civil Aviation Department Inspector Credentials)
		2.3A.6	Define the requirement for Civil Aviation Department Inspectors to provide official identification. Describe the forms of identification that may be presented on the aircraft whenever a pre-flight or in-flight inspection is conducted. (Civil Aviation Department Official Credentials)
		2.3A.7	Identify the circumstances under which a Civil Aviation Department Inspector could occupy a flight deck observer seat or a flight attendant jump seat.

INITIAL-PART THREE	SAFETY PROCEDURE	CREW COORDINATION

TRAINING OBJECTIVE: **The trainee will be able to identify the components of crew coordination, its importance to operational safety and ways it may be achieved.**

SCOPE: **GENERAL**
CREW COORDINATION

3.1A	**GENERAL**	3.1A.1	Describe the importance of common terminology and the "one crew concept" in maintaining flight safety.
		3.1A.2	Describe the importance of crewmembers being aware of other crewmembers duties, responsibilities, workloads and expectations.
		3.1A.3	Outline the importance of pre-flight briefings to share relevant flight and safety information, outline expectations and develop communication channels.
3.1B	**CREW COORDINATION**	3.1B.1	Describe the importance of crew coordination when applying approved procedures.
		3.1B.2	List the positive effects of crew coordination in enhancing flight safety.
		3.1B.3	Outline the benefits of crew coordination on working environment and morale and the effect this has on flight safety.
		3.1B.4	Define the one crew concept and list ways this may be achieved.
		3.1B.5	Identify the importance of crew coordination especially in abnormal and emergency situations.
		3.1B.6	Identify how poor crew coordination has contributed to aircraft accidents and incidents and outline strategies to improve crew coordination.

INITIAL-PART THREE	SAFETY PROCEDURE	COMMUNICATION

TRAINING OBJECTIVE: **The trainee will be able to describe the importance of, and the procedures for, effective communication in normal, abnormal and emergency situations.**

SCOPE: **GENERAL**
COMMUNICATION
PASSENGER ANNOUNCEMENTS

3.2A	**GENERAL**	3.2A.1	Define communication and list the differences between normal, abnormal and emergency communications and describe ways of communicating effectively in either situation.(e.g. speed, volume, choice of words, enunciation etc).
		3.2A.2	Describe the procedures for normal, abnormal and emergency communication.
		3.2A.3	Describe the importance of effective communication especially when dealing with abnormal and emergency situations.
		3.2A.4	Describe the responsibility of crewmembers to provide complete and accurate information to the pilot-in-command to assist in decision-making.
3.2B	**COMMUNICATION**	3.2B.1	Identify the difference between verbal and non-verbal communication and describe the effects of communicating different messages. Describe the potential hazards to flight safety if communication is not effective.
		3.2B.2	Identify how poor communication has contributed to aviation accidents and incidents and discuss ways to minimize these communication deficiencies**.**
3.2C	**PASSENGER ANNOUNCEMENTS**	3.2C.1	List the systems onboard for passenger announcements, (e.g., pre-recorded announcements etc.)
		3.2C.2	Describe recommended passenger address techniques. (e.g. how to hold the handset, volume, feedback in systems, etc).
		3.2C.3	Describe when, and by whom cabin announcements must be made, and the minimum content of each announcement. (eg. Cabin baggage, pre-departure safety, after take-off, etc).
		3.2C.4	*Define the one crew concept and list ways this may be achieved.*
		3.2C.5	Identify the importance of listening to all announcements in the event that the announcement may contain emergency signals or information.
		3.2C.6	*Identify how poor crew coordination has contributed to aircraft accidents and incidents and outline strategies to improve crew coordination.*

INITIAL-PART THREE	SAFETY PROCEDURE	SURFACE CONTAMINATION

TRAINING OBJECTIVE: **The trainee will be able to define what is meant by surface contamination, describe their responsibilities and identify the procedures for reporting suspected surface contamination to the pilot-in-command.**

SCOPE: **GENERAL**
CREW RESPONSIBILITIES
DE-ICING/ANTI-ICING

3.3A	**GENERAL**	3.3A.1	Define surface contamination and hazards to flight associated with surface contamination.
		3.3A.2	Define aircraft critical surfaces for each of the aircraft types in the carrier's fleet.
		3.3A.3	Identify an awareness of the conditions most likely to produce surface contamination.
		3.3A.4	Give examples of "clean" wing and visible signs of surface contamination, (eg. frost, ice, snow, including rain).
3.3B	**CREWMEMBERS RESPONSIBILITIES**	3.3B.1	Define the responsibilities of crewmembers to report suspected surface contamination, prior to take-off roll, to the pilot-in-command as soon as it is discovered either by a crewmember or passenger.
		3.3B.2	State the requirement for the pilot-in-command or designate to investigate reports of suspected surface contamination.
		3.3B.3	Describe the advice to passengers whenever aircraft de-icing/anti-icing is taking place and who is responsible for this announcement.
3.3C	**DE-ICING / ANTI ICING**	3.3C.1	Describe when the flight attendant in-charge will be advised in adverse weather conditions whether or not de-icing/anti-icing will occur.
		3.3C.2	Describe the different types of equipment used to accomplish de-icing. (e.g. cherry-picker, car wash, rope, etc.), and aircraft de-icing/anti-icing procedures.
		3.3C.3	Identify that icing conditions can re-occur on critical surfaces of the aircraft if the take-off is prolonged for any period of time after de-icing/anti-icing has occurred. (Hold-Over Time Tables)
		3.3C.4	Describe the possible hazards whenever de-icing/anti-icing is taking place (eg. inhaling de-icing/anti-icing fluid, de-icing/anti-icing fluid entering cabin through open doorways, the presence of glycol fumes in the cabin). Identify the procedures to deal with these situations.

3.3C.5 Describe the types, purposes, characteristics, and uses of de-icing/anti-icing fluids.

INITIAL-PART THREE	SAFETY PROCEDURE	BRIEFING

TRAINING OBJECTIVE: **The trainee will be able to identify the different types of briefings, which are required, and the information, which must be included in each.**

SCOPE: **CREW BRIEFINGS**
PASSENGER BRIEFINGS

3.4A	**CREW BRIEFINGS**	3.4A.1	Identify the importance of crew briefings including enhancing crew communication and coordination, establishing expectations and clarifying procedures.
		3.4A.2	Outline when crew briefings are required including normal, abnormal and emergency situations.
		3.4A.3	Identify the types of crew briefings (eg. pilot/in-charge flight attendant and in-charge flight attendant/other flight attendants).
		3.4A.4	Describe the topics to be covered in the crew briefing(s).
		3.4A.5	Identify the crewmember responsibility to ask questions if all the required information has not been given in a briefing or if the information is unclear.
		3.4A.6	Identify who is required to attend each type of crew briefing and their expected level of preparedness and participation.
3.4B	**PASSENGER BRIEFING**	3.4B.1	Identify the requirement for passenger safety briefings prior to departure.
		3.4B.2	Identify the content of the mandatory announcements and when they must be performed: a) Cabin baggage; b) Pre-flight safety announcement/demonstration; c) After take-off; d) En-route turbulence; e) Pre-landing; f) After landing; and g) Special attention passenger individual pre-flight briefing.
		3.4B.3	Identify the requirement to relay safety related messages to passengers (eg. whenever flight conditions change, abnormal or emergency situations).
		3.4B.4	Identify the equipment used in a passenger safety briefing. Describe and demonstrate how the safety demonstration will be performed.

3.4B.5 Describe the crewmember responsibility for passenger briefings (eg. who performs the briefing)

3.4B.6 Identify the means for gaining and maintaining passenger attention when delivering safety briefings, including eye contact, enthusiasm, clear words, and synchronized actions with announcement and with other crewmembers.

3.4B.7 Describe the carrier's procedures for delivering the passenger safety briefing and the equipment available to accomplish this. Where briefings are given using pre-recorded tape or audio-visual equipment, describe the procedures established in the case of equipment failure.

3.4B.8 Identify and describe the briefing requirements for passengers requiring special handling including who briefs them, when the briefing occurs and the different briefing points for each type of special handling passenger.

3.4B.9 Describe the company procedure and minimum content of short taxi announcements.

INITIAL-PART THREE	SAFETY PROCEDURE	SAFETY CHECKS

TRAINING OBJECTIVE: **The trainee will be able to identify the importance of cabin and passenger safety checks and will define what is meant by the aircraft minimum equipment list.**

SCOPE:		**GENERAL**
3.5A **GENERAL**	3.5A.1	Identify the importance of, and the procedures applied to complete cabin and passenger safety pre-flight, in-flight and pre-landing safety checks and their impact on flight safety.
	3.5A.2	Identify the logbooks, which are required on the aircraft and unserviceable tags. Identify the procedures for recording information in them including when and by whom entries are to make. Identify the types of items, which would not be logged.
	3.5A.3	Define what is meant by the Minimum Equipment List and identify the cabin items which are included.
	3.5A.4	Identify the conditions which may have airworthiness implications and which should be brought to the immediate attention of the pilot-in-command (eg. cracked windows, damaged door seals, excessive water spills or leaks, obvious structural damage).
	3.5A.5	Identify the flight attendant procedures for reporting, removing and repairing all unserviceable items.

INITIAL-PART THREE	SAFETY PROCEDURE	PASSENGER HANDLING

TRAINING OBJECTIVE: **The trainee will be able to identify the types of passengers, which may be carried, and the general handling considerations, which relate to safety.**

SCOPE: **GENERAL**
PASSENGER BOARDING

3.6A	**GENERAL**	3.6A.1	Identify the requirement for passengers to comply with instructions of crewmembers.
		3.6A.2	Describe the types of passengers, which may be carried including passengers who require special handling.
		3.6A.3	Describe the procedures for acceptance and carriage of the following and include special handling considerations, seating and securing the persons and the equipment for all phases of the flight: a) Incubators; b) Stretchers; c) Disabled persons unable to sit upright; d) Persons traveling with medical oxygen; e) Child restraint systems; and f) Guide and service animals
		3.6A.4	Identify the Air Operator's policy for accepting or denying boarding to passengers and who is responsible for making this decision.
		3.6A.5	Identify the procedures for handling special passengers including safety briefings and seating restrictions on different aircraft types.
		3.6A.6	Outline the regulatory requirements regarding passengers who appear to be impaired due to alcohol or drugs, and the Air Operator's policies and procedures regarding alcohol service to passengers. Include crew responsibilities in serving passengers who appear to be impaired.
3.6B	**PASSENGER BOARDING**	3.6B.1	Define crewmember responsibilities for passenger supervision while the aircraft is on the ground, including boarding, deplaning, and station stops. Include the number of crewmembers that must be present on the aircraft for the above.
		3.6B.2	Identify the importance of safety duties over service duties during passenger boarding.

INITIAL-PART THREE	SAFETY PROCEDURE	PASSENGER AND MEMBER SEATS AND RESTRAINTS

TRAINING OBJECTIVE: **The trainee will be able to identify the requirements of and the established procedures relating to seats and restraint systems for passengers and crewmembers.**

SCOPE: **PASSENGER SEATING**
CREW SEATING

3.7A	**PASSENGER SEATING**	3.7A.1	Outline the requirement for each person to have a seat with an individual safety (seat) belt.
		3.7A.2	Define exit row and describe the carrier's policy and procedures regarding exit row seating, and who may not occupy seats in these rows.
		3.7A.3	Describe the procedures associated with the relocation of passengers in compliance with exit row seating policies.
		3.7A.4	Describe where special attention passengers may be seated, taking into consideration proximity to exits, availability of supplemental oxygen, ease of evacuation etc.
		3.7A.5	Identify the passenger seating restrictions on aircraft equipped with upper deck/lower deck passenger seating, where applicable.
		3.7A.6	Outline the seating restrictions regarding arm held infants.
		3.7A.7	Describe the procedures for the use of onboard skycots, stating when these devices may be used, and restrictions regarding the occupant of the skycot.
		3.7A.8	Describe the requirement for passengers to be seated in their assigned seats with seat belts fastened for taxi, take-off, landing and whenever advised by a crewmember. Describe the required positioning of seats for take-off and landing.
		3.7A.9	Describe the different types of seat belts/harnesses found on passenger seats on aircraft in the fleet, and the correct method of operation for each. Include description of extensions and the importance of verifying compatibility.
		3.7A.10	Identify any placards or signage associated with passenger seating and describe appropriate usage *(eg."Seat Unserviceable", "For Crew Use Only").*
3.7B	**CREW SEATING**	3.7B.1	Identify the persons authorized to occupy any of the crew seats onboard and who has the authority to make this decisions.
		3.7B.2	Identify the persons authorized to occupy any of the observer seats in the flight deck.

3.7B.3 Describe the importance of ensuring serviceability of flight attendant seats, who is responsible to ensure this, and when to check serviceability.

3.7B.4 Identify the components of a pre-flight serviceability check for a flight attendant seat. *(eg. "sit and fit" to enable quick access).*

3.7B.5 Describe the procedures to follow and the approved alternate seating in case of an unserviceable flight attendant seat.

3.7B.6 Describe the requirements for flight attendants to be seated with restraint systems fastened for aircraft movement on the surface (except for safety related duties), for take-off, landing and turbulence and whenever directed to do so by the pilot-in-command or the in-charge flight attendant.

3.7B.7 Identify the correct way to sit in a flight attendant seat including the preferred position of hands, feet, legs and head to ensure maximum protection.

3.7B.8 Identify the rationale behind wearing the seat belt and shoulder harness and the hazards of improper use.

3.7B.9 Identify any placards or signage associated with crew seating and describe appropriate usage. *(eg. "Seat Unserviceable", "For Crew Use Only".*

3.7B.10 Identify the signals/verbal command for flight attendants to take their assigned seats and to secure themselves. State who is responsible for giving these signals.

INITIAL-PART THREE	SAFETY PROCEDURE	CARRY-ON BAGGAGE

TRAINING OBJECTIVE: **The trainee will be able to define what is meant by carry-on baggage and will describe the procedures for accepting and stowing carry-on baggage and any applicable restrictions.**

SCOPE: **PASSENGER CARRY-ON BAGGAGE**
CREW CARRY-ON BAGGAGE

3.8A	**PASSENGER CARRY-ON BAGGAGE**	3.8A.1	Define carry-on baggage.
		3.8A.2	Describe carry-on baggage regulations and company procedures.
		3.8A.3	Identify the safety implications of improperly stowed carry-on baggage.
		3.8A.4	Identify the approved stowage locations for carry-on baggage, any specific areas of the cabin where carry-on baggage may not be stowed, (eg. lavatory compartments). Identify the requirement for placarding overhead bins, closets and drawers and the types of placarding used in the Air Operator's fleet.
		3.8A.5	Describe the procedures for stowing awkward types of carry-on baggage, example: a) Strollers; b) Musical instruments; c) Canes, crutches, walking sticks; and d) Diplomatic mail.
		3.8A.6	Describe the procedures for accepting carry-on baggage and procedures for non-acceptance.
		3.8A.7	Describe announcement to passengers regarding carry-on baggage, when it is made, who is responsible for making it and how often it is made.
		3.8A.8	Identify the crew responsibilities for ensuring that all carry-on baggage is correctly stowed when required and prior to door closing.
		3.8A.9	Outline the Air Operator's procedures for dealing with carry-on baggage that cannot be correctly stowed.
		3.8A.10	Identify the importance of crew consistency in applying these requirements.

		3.8A.11	Outline the Air Operator's policies and procedures for the carriage of live animals in the passenger cabin.
		3.8A.12	Describe the crew responsibility for monitoring carry-on baggage.
		3.8A.13	Identify the effects of carry-on baggage on weight and balance (as applicable to the Air Operator's fleet).
		3.8A.14	Describe the approved procedures for accepting and restraining seat-loaded baggage and cargo in the passenger cabin, and approved devices/equipment for accomplishing this.
		3.8A.15	Describe the requirement to keep the exit areas clear and free from obstructions, such as carry-on baggage.
		3.8A.16	Describe the requirement to maintain clear access to emergency equipment.
		3.8A.17	Describe safety precautions for cabin personnel when opening overhead bins, and when handling items of carry-on baggage in order to prevent personal injury.
3.8B	**CREW CARRY-ON BAGGAGE**	3.8B.1	Describe the policies and procedures for stowing crew baggage in the passenger cabin including accepting baggage from deadheading crew.
		3.8B.2	Identify the crew carry-on baggage stowage locations for each aircraft type.

INITIAL-PART THREE	SAFETY PROCEDURE	ELECTRONIC DEVICES

TRAINING OBJECTIVE: **The trainee will be able to define what is meant by electronic devices, and describe policies and procedures for their acceptance and use onboard aircraft.**

SCOPE: **GENERAL**

3.9A	**GENERAL**	3.9A.1	Define "electronic devices".
		3.9A.2	Identify the electronic devices most likely to be carried onboard aircraft.
		3.9A.3	List the potential hazards to flight safety associated with these electronic devices.
		3.9A.4	Describe the company policy/procedures relating to electronic devices and list exceptions to these regulations.
		3.9A.5	Describe the conditions under which onboard phones provided by the air carrier are approved for use.
		3.9A.6	Identify the safety concerns associated with the use of "walkman" type headsets during critical phases of flight, abnormal operations, boarding, deplaning and while walking across an open apron.
		3.9A.7	Outline the notification process to passengers regarding the use of electronic devices onboard aircraft and who is responsible for advising passengers.
		3.9A.8	Describe crew responsibilities for monitoring passengers to ensure that only acceptable electronic devices are used onboard and that passengers comply with the conditions of use.

INITIAL-PART THREE	SAFETY PROCEDURE	SERVICE TO PASSENGERS ON THE GROUND

TRAINING OBJECTIVE: **The trainee will be able to identify what is meant by service to passengers on the ground, the conditions under which this can be accomplished and the procedures to do so.**

SCOPE: **GENERAL**
CREW RESPONSIBILITIES

3.10A	**GENERAL**	3.10A.1	Describe service to passengers on the ground and the types of service, which may be provided in normal situations and also in abnormal situations (delays).
		3.10A.2	Identify when this service is to be offered and who is responsible for making this decision.
3.10B	**CREWMEMBER RESPONSIBILITIES**	3.10B.1	Identify the need for crew communication and coordination whenever passenger service is being offered on the ground (eg. crew to let pilot know service is taking place and pilot to let crew know how much time before aircraft movement on the surface.)
		3.10B.2	State the requirement for the pilot-in-command to give crew adequate notice prior to aircraft movement so that equipment and supplies may be stowed and pre-take-off duties can be completed.
		3.10B.3	Describe the prohibition against removing trolleys or serving carts from their stowed positions while aircraft is on the ground.

INITIAL-PART THREE	SAFETY PROCEDURE	FUELLING WITH PASSENGERS ONBOARD

TRAINING OBJECTIVE: **The trainee will be able to identify the regulatory requirements regarding fuelling with passengers onboard and the procedures established for this situation for each aircraft type in the Air Operator's fleet.**

SCOPE: **GENERAL**
CREW RESPONSIBILITIES

3.11A	**GENERAL**	3.11A.1	Describe fuelling and how fuelling may or may not occur (eg. over wing refueling and refueling with an engine running).
		3.11A.2	List the potential hazards associated with fuelling aircraft to occupants and the aircraft.
		3.11A.3	Identify the types of fuelling procedures, which require that passengers and crew be off-loaded, and why the potential hazard is greater.
		3.11A.4	Describe the procedures and precautions for fuelling with passengers onboard.
		3.11A.5	Define what is meant by designated evacuation exits during fuelling and the associated procedures on each aircraft type in the Air Operator's fleet.
3.11B	**CREWMEMBER RESPONSIBILITIES**	3.11B.1	Identify crew responsibilities and communication when fuelling with passengers onboard.
		3.11B.2	Describe the fuel leak or spill procedures and identify the communication and coordination procedures crewmembers are responsible for.
		3.11B.3	Describe the procedures whenever fumes are detected in the cabin including crew communication and the decision to deplane passengers.

INITIAL-PART THREE	SAFETY PROCEDURE	PRE-TAKE –OFF AND LANDING

TRAINING OBJECTIVE: **The trainee will be able to identify safety procedures associated with take-off, landing, and aircraft movement on the surface and be able to implement them.**

SCOPE: **CABIN PREPARATION**
CREW RESPONSIBILITIES
ABNORMAL SITUATIONS

3.12A	**CABIN PREPARATION**	3.12A.1	List the preparations, which must be completed to secure the cabin prior to aircraft movement on the surface, take-off, and landing and identify crew responsibilities to do so.
		3.12A.2	Describe crew communication procedures prior to aircraft movement advising the pilot-in-command that all passengers are seated.
		3.12A.3	Describe the procedures in place to ensure that the cabin of the aircraft is secure prior door closing, and the commencement of aircraft movement on the surface, take-off/landing.
		3.12A.4	Describe the requirements and procedures for stowing equipment and securing galleys.
3.12B	**CREWMEMBER RESPONSIBILITIES**	3.12B.1	Define "critical phases of flight", when this is in effect and the procedures associated with it.
		3.12B.2	Define "sterile flight deck", and associated procedures.
		3.12B.3	Identify the potential hazards to flight safety of violating the sterile flight deck rule with non-safety related issues.
		3.12B.4	Identify when crewmembers are required to violate the sterile flight deck rule. Describe the safety related information that should be conveyed and the need to be clear, concise, specific and timely.
		3.12B.5	Define "silent review" and identify the components, when it must be done and who is required to complete it.
		3.12B.6	Describe take-off/landing stations and when they are required to be occupied.
		3.12B.7	Identify when crewmembers must have their seat belt and shoulder harnesses fastened at their station/seat.
		3.12B.8	Describe the signals used by the flight deck to advise flight attendants that take-off/landing is imminent.
3.12C	**ABNORMAL SITUATIONS**	3.12C.1	Define "rejected take-off", and describe the associated procedures.

3.12C.2 Define "missed approach" and describe the associated procedures.

INITIAL-PART THREE	SAFETY PROCEDURE	PROPELLER ABNORMALITIES

TRAINING OBJECTIVE: **The trainee will be able to identify the characteristics of an over-speeding and a runaway propeller and be aware of the procedures associated with these situations.**

SCOPE: **GENERAL**

3.13A	**GENERAL**	3.13A.1	Define what is meant by over-speeding and runaway propeller, and emergencies that may occur as a result.
		3.13A.2	Describe how to recognize these propeller malfunctions and their effect on flight characteristics.
		3.13A.3	Identify the crew communication procedures associated with these propeller abnormalities.
		3.13A.4	Outline the procedures for relocating passengers.

INITIAL-PART THREE	SAFETY PROCEDURE	APRON SAFETY

TRAINING OBJECTIVE: **The trainee will be able to identify the components of apron safety, the responsibilities for passenger movement on airport aprons and the procedures established to accomplish this safely.**

SCOPE: **HAZARDS ON APRONS**
CREW RESPONSIBILITIES
HELICOPTER OPERATORS

3.14A	**HAZARDS ON APRONS**	3.14A.1	Identify the hazards associated with airport aprons, (eg. inadequate lighting, aircraft/ground service traffic, noise and weather).
		3.14A.2	Describe the hazards associated with traffic on the apron including aircraft movement, propellers, and rotors jet blast/exhaust vehicles.
3.14B	**CREWMEMBER RESPONSIBILITIES**	3.14B.1	Identify the established procedures and requirements for escorting passengers across airport aprons.
		3.14B.2	Describe the coordination required between crewmembers and ground staff to ensure passenger safety (eg. stairs in place, props are secured) and ways to achieve it.
		3.14B.3	Identify the responsibilities for opening/closing, locking/unlocking airport terminal doors.
3.14C	**HELICOPTER OPERATORS**	3.14C.1	List the apron safety hazards associated with helicopter operations.
		3.14C.2	Describe the correct ways to approach a helicopter with and without the rotor engaged.
		3.14C.3	Identify communication and coordination procedures between crew and ground staff to ensure passengers are escorted to and from the helicopter.
		3.14C.4	Describe when it is safe to board/deplane passengers and who is responsible for this decision, and how this information is conveyed to crewmembers.
		3.14C.5	Describe Operational Regulations differing from fixed wing operations.

INITIAL-PART THREE	SAFETY PROCEDURE	TURBULENCE

TRAINING OBJECTIVE: **The trainee will be able to identify the hazards associated with turbulence and the procedures for ensuring passenger and crew safety during periods of in-flight turbulence.**

SCOPE: **GENERAL**
CREW RESPONSIBILITIES

3.15A	**GENERAL**	3.15A.1	Describe turbulence and the classifications of turbulence (eg. light, moderate, severe).
		3.15A.2	List the potential hazards to aircraft, crew and passengers in turbulence.
3.15B	**CREWMEMBER RESPONSIBILITIES**	3.15B.1	Identify the importance of crew communication and crew coordination in conditions of turbulence and describe communication and coordination procedures.
		3.15B.2	Describe safety advice to passengers during turbulence.
		3.15B.3	Outline the crewmember responsibilities to ensure that passengers comply with the requirements and procedures, and for crewmembers to comply with the regulation.
		3.15B.4	Outline crewmember responsibilities when Seat Belt Sign is on in-flight for turbulence. Include impact on in-flight services.

INITIAL-PART THREE	SAFETY PROCEDURE	CREW MEMBER INCAPACITATION

TRAINING OBJECTIVE: **The trainee will be able to identify the procedures for dealing with incapacitated crewmembers.**

SCOPE: **GENERAL**
PILOT INCAPACITATION
FLIGHT ATTENDANT INCAPACITATION

3.16A	**GENERAL**	3.16A.1	Define what is meant by incapacitated crewmembers and identify possible causes (e.g. illness, injury, death, physical and mental incapacitation)**.**
		3.16A.2	Identify the impact on flight safety of an incapacitated pilot or flight attendant on different aircraft types in the fleet.
		3.16A.3	Identify the preferred locations for relocating incapacitated crewmembers on different aircraft in the Air Operator's fleet.
		3.16A.4	Identify how and where to secure an incapacitated crewmember for landing or during periods of in-flight turbulence.
		3.16A.5	Identify the crew communication procedures to advise of crewmember incapacitation including flight deck/cabin, in-charge/flight attendants.
3.16B	**PILOT INCAPACITATION**	3.16B.1	Identify the assistance flight attendants will be required to provide in the flight deck.
		3.16B.2	Describe the procedures for assisting an incapacitated pilot.
		3.16B.3	Describe and demonstrate the procedures for administering first aid oxygen to an incapacitated pilot.
		3.16B.4	Describe the procedures for removing an incapacitated pilot from the flight deck.
3.16C	**FLIGHT ATTENDANT INCAPACITATION**	3.16C.1	Identify the crew coordination procedures to ensure that the safety and emergency duties of the incapacitated crewmember are assumed, who is responsible for this decision.
		3.16C.2	Outline the procedures associated with incapacitated flight attendants.

INITIAL-PART THREE	SAFETY PROCEDURE	FLIGHT DECK PROTOCOL

TRAINING OBJECTIVE: **The trainee will be able to identify the procedures associated with entry to the flight deck and service to the pilot(s).**

SCOPE: **GENERAL**

3.17A **GENERAL**

3.17A.1 Identify the credentials/company policy for flight deck entry and describe the authority of the pilot-in-command to give permission for access to the flight deck.

3.17A.2 Describe the policies and procedures for locking/unlocking the flight deck door.

3.17A.3 Describe the components of flight deck protocol, including:

a) Coordinating passenger visits with pilot-in-command and
b) Available oxygen masks (maximum numbers);
c) Supervising passengers in flight deck;
d) Awareness of pilot(s) monitoring radio calls
e) Briefing passengers on appropriate behavior in the flight deck;
f) Meal service to pilots: different meals, ovens, times;
g) Passing of beverages;
h) Use of tray to pass beverages;
i) Insulate hot drinks; and
j) No alcohol to be served to pilots or flight deck visitors.

3.17A.4 Identify crew communication and crew coordination procedures associated with flight deck visits.

INITIAL-PART THREE	SAFETY PROCEDURE	FUEL DUMPING

TRAINING OBJECTIVE: **The trainee will be able to recognize the characteristics associated with fuel dumping and be able to follow established procedures.**

SCOPE: **GENERAL**

3.18A	**GENERAL**	3.18A.1	Define fuel dumping.
		3.18A.2	Describe the conditions under which fuel dumping may occur.
		3.18A.3	Identify the need for crew communication during fuel dumping and the responsibility of crewmembers to report any unusual conditions to the pilot-in-command.
		3.18A.4	Describe the advice to passengers regarding fuel dumping and who is responsible for this advice.

INITIAL-THREE	SAFETY PROCEDURES	POST- FLIGHT SAFETY

TRAINING OBJECTIVE: **The trainee will be able to identify their post-flight safety related duties.**

SCOPE: **DOCUMENTATION**
COMMUNICATION

3.19A	**DOCUMENTATION**	3.19A.1	Describe the safety related documentation procedures which must be completed after each flight and who is responsible for its completion. *(Experience in completing appropriate documentation correctly is recommended for each trainee.)*
3.19B	**COMMUNICATION**	3.19B.1	In instances of a crew change, identify the responsibility of the crew to brief the new crew regarding any unserviceabilities, special passengers and any other safety related matters pertinent to their flight.

INITIAL-PART THREE	SAFETY PROCEDURE	OXYGEN ADMINISTRATION

TRAINING OBJECTIVE: **The trainee will be able to identify the importance of oxygen, when it may be necessary to administer oxygen, and identify the procedures for oxygen administration using the different oxygen sources on the Air Operator's aircraft.**

SCOPE: **GENERAL**
PROCEDURES

3.20A	**GENERAL**	3.20A.1	Identify the physiological importance of oxygen.
		3.20A.2	List the circumstances when additional oxygen may be required (eg. decompressions, medical emergencies).
		3.20A.3	Identify when oxygen must be available for passengers and crew, and the requirement to brief passengers on the availability of oxygen.
		3.20A.4	Describe in general terms the types of oxygen available on the Air Operator's aircraft including fixed and portable systems.
3.20B	**PROCEDURES**	3.20B.1	Describe procedures for use of the fixed cabin oxygen system.
		3.20B.2	Describe procedures for use of the portable oxygen system.
		3.20B.3	Describe procedures associated with using the flight deck oxygen system.
		3.20B.4	List the precautions whenever oxygen is being administered (eg. no open flame, monitor supply etc.).
		3.20B.5	Describe the crew communication procedures in each circumstance when oxygen is being used.
		3.20B.6	Describe procedures for oxygen provided by passenger or air carrier for continuous use during flight.
		3.20B.7	Describe advice to passengers and who is responsible for briefing the passengers.
		3.20B.8	Describe how to administer oxygen to an adult, child and infant.

INITIAL-PART FOUR	EMERGENCY PROCEDURE	FIREFIGHTING

TRAINING OBJECTIVE: **The trainee will be able to identify the types of fire, fire detection and fire fighting systems and the established firefighting procedures.**

SCOPE: **GENERAL**
CREW RESPONSIBILITIES
PROCEDURES-CABIN
PROCEDURES-EXTERNAL

4.1A	**GENERA**L	4.1A.1	Identify the threat to safety from in-flight fires.
		4.1A.2	Identify hazards associated with onboard fires including toxicity of smoke/fumes, flammability of cabin materials, and variety of combustible materials.
		4.1A.3	Identify the impediments to firefighting onboard aircraft including limited visibility due to smoke/fumes, firefighting in confined space, difficulty in locating/accessing the source of the fire, limited resources to fight the fire and distance to suitable airport for landing.
		4.1A.4	Describe experience(s) with fire accidents/incidents. Identify the safety lessons learned as a result.
		4.1A.5	Describe the legislated requirements regarding fire safety (eg. onboard smoke detectors, waste receptacle fire extinguishers, fire resistant seat cushions, floor lighting etc.).
		4.1A.6	Define fire chemistry, including the elements which must be present for fire to occur (eg. fuel, heat, oxygen, chemical reactions).
		4.1A.7	List the classes of fire which may occur on aircraft: Class A - combustible material fires, Class B - grease/spill fires, Class C - electrical and Class D - fire involving metals and the possible sources for these fires.
		4.1A.8	Describe importance of early detection and correct recognition.
		4.1A.9	Identify the characteristics and behavior of fire (eg. what you will see, how the fire will behave) in different cabin environments and fire propagation.
		4.1A.10	Describe the means of fire/smoke detection; (eg. smell, auditory, visual, and tactile).
		4.1A.11	Describe the chemical properties of each type of fire extinguisher, including hazards to occupants and aircraft systems and how it extinguishes fire.

		4.1A.12	Describe each piece of firefighting equipment onboard (including protective breathing equipment, protective clothing) and include the following in the description: a) Purpose; b) Stowage, location, access, retrieval; c) Serviceability; d) Operation; e) Duration; f) Limitations; g) Conditions of use; and h) Care after use.
4.1B	**CREW MEMBER RESPONSIBILITIES**	4.1B.1	Identify the responsibility for crew to maintain situational awareness and investigate immediately whenever an onboard fire situation is suspected and when an onboard fire detection system is activated.
		4.1B.2	Identify the importance and responsibility to be prepared to implement appropriate firefighting procedures.
		4.1B.3	Define the specific crew member responsibilities for firefighting onboard: a) Fighting fire; b) Back-up equipment/second fire fighter; c) Communication; and d) Passenger control.
		4.1B.4	List fire prevention measures and crew responsibilities for fire prevention including but not limited to: a) Practicing and maintaining safe work habits; b) Enforcing smoking regulations; c) Monitoring cabin, lavatories, cargo compartments; d) Awareness of popped circuit breaker procedures; and e) Prompt investigation of fire detection alarms, unusual odours, heat build-up, deformation of aircraft components, etc.
		4.1B.5	Describe the importance of crew coordination in firefighting and identify ways that this may be achieved.
		4.1B.6	Describe the importance of crew communication in firefighting and providing pilot-in-command with accurate information on fire source, location, extent/severity or fire/smoke, firefighting actions.
4.1C	**PROCEDURES - CABIN**	4.1C.1	Describe the firefighting procedures for specific types of fires, (eg. galley, oven, lavatory, electrical, upholstery, etc).

		4.1C.2	Describe the techniques and procedures for fighting fires including finding the source of the fire, type of extinguisher to use, additional firefighting equipment needed, techniques for using extinguishers, complications to fighting types of fires, limitations to fighting fires, post-fire procedures, crew communication, crew coordination procedures and passenger-handling.
		4.1C.3	Identify ways to maintain breathing comfort for cabin occupants.
		4.1C.4	Define flashover and flash-fire. Describe the cause of each and the conditions under which each is likely to occur.
4.1D	**PROCEDURES - EXTERNAL**	4.1D.1	Identify the types of external fires which could affect flight safety including but not limited to: a) Engine fires; b) Apu and engine torching; c) Fuel spill/apron fires; d) Fires on loading bridges; and e) Service vehicle fires
		4.1D.2	Describe established procedures for dealing with fire situations including recognition, crew communication and crew coordination.
		4.1D.3	Identify the communication and coordination required with ground personnel and describe the firefighting assistance ground personnel can offer and the assistance crewmembers can provide to ground personnel.

INITIAL-PART FOUR	EMERGENCY PROCEDURE	SMOKE/FUMES IN THE CABIN

TRAINING OBJECTIVE: **The trainee will be able to identify the hazards associated with fumes and/or smoke in the cabin, potential sources and the established procedures if fumes and/or smoke are detected in the cabin, in flight or on the ground.**

SCOPE: **GENERAL**
CREW RESPONSIBILITIES

4.2A	**GENERAL**	4.2A.1	Identify the possible sources of fumes and smoke in the cabin.
		4.2A.2	Describe the potential hazards to the aircraft and the occupants from smoke/fumes in the cabin.
4.2B	**CREW MEMBER RESPONSIBILITIES**	4.2B.1	Describe the requirement of crew to be alert for smoke and fumes in the cabin (eg. during fuelling, de-icing/anti-icing etc.).
		4.2B.2	List the crew communication procedures associated with smoke/fumes in the cabin including how to notify the pilot-in-command of the situation and what information is required.
		4.2B.3	Describe the procedures for dealing with smoke/fumes in the cabin including locating the source, notifying the pilot-in-command, crew coordination, ensuring passengers breathing comfort, preparation for rapid deplaning or evacuation.
		4.2B.4	Describe the authority of the pilot-in-command to relocate passengers if smoke/fumes are present in the cabin and when this decision may be made.
		4.2B.5	Define "smoke removal", and smoke control, and describe the associated procedures on the Air Operator's aircraft types, as applicable and in accordance with the manufacturer's specifications, including crew communication, crew coordination and advice to passengers.
		4.2B.6	Describe how to recognize "condensation" in the cabin, its similarity to smoke and describe causes and the phases of flight when it may be visible.
		4.2B.7	Identify the advice to passengers in case of condensation in the cabin, who gives this advice, when it is given and the importance of communicating with passengers to minimize panic.

INITIAL-PART FOUR	EMERGENCY PROCEDURE	RAPID DECOMPRESSIONS AND CABIN PRESSURIZATION PROBLEMS

TRAINING OBJECTIVE: **The trainee will be able to recognize a rapid decompression and cabin pressurization problems, associated crew responsibilities and the established procedures for dealing with each condition.**

SCOPE: **GENERAL**
CREW RESPONSIBILITIES

4.3A	**GENERAL**	4.3A.1	Define rapid decompression and cabin pressurization problems.
		4.3A.2	Identify the potential threat to flight safety caused by a rapid decompression.
		4.3A.3	Identify the potential causes of a rapid decompression (eg. fuselage failure, air pack failure) and cabin pressurization problems (eg. door seal leak, cracked window, system malfunction, etc.)
		4.3A.4	Describe the mechanical indications and physiological effects associated with each condition.
		4.3A.5	Describe the effects of oxygen deficiency on human performance and identify the importance in recognizing these signs and symptoms in other crewmembers.
		4.3A.6	Identify the importance of blow-out panels and where these may be located on each aircraft type in the Air Operator's fleet.
		4.3A.7	List the crewmember procedures associated with a rapid decompression and cabin pressurization problems.
		4.3A.8	Describe the effects of a rapid decompression on any unsecured objects, or persons in the immediate area.
		4.3A.9	Describe the likely aircraft attitude associated with an emergency or rapid descent following a rapid decompression, and what is meant by safe altitude and the importance of reaching a safe altitude quickly.
		4.3A.10	Identify the likely cabin conditions in a rapid decompression and the ways crew members can ensure safety for themselves and passengers.
4.3B	**CREW MEMBER RESPONSIBILITIES**	4.3B.1	Describe means and procedures for crew to passenger communication during a rapid decompression and cabin pressurization problems.
		4.3B.2	Identify the immediate actions crewmembers must take in the event of a rapid decompression.

INITIAL-PART FOUR	EMERGENCY PROCEDURE	RAPID DECOMPRESSIONS AND CABIN PRESSURIZATION PROBLEMS

4.3B.3 Describe the crew communication procedures *(eg. signal for beginning a post-decompression walk-around, who is responsible for giving this signal and when it will be given, etc.)*

4.3B.4 List the crew member duties in a post-decompression walk-around and safety priorities.

4.3B.5 Identify the importance of crew coordination and methods of achieving this coordination.

INITIAL-PART FOUR	EMERGENCY PROCEDURE	EVACUATION

TRAINING OBJECTIVE: **The trainee will be able to identify the types of evacuations, crew responsibilities and procedures relating to the different types of evacuation situations.**

SCOPE: **GENERAL**

CREW MEMBER RESPONSIBILITIES
EXTERNAL FACTORS

COMMUNICATION
BRACE POSITION
EXIT PROCEDURES
EVACUATION RESPONSIBILITIES
PREPARATION FOR EVACUATION

EVACUATION PROCEDURES

RAPID DEPLANING

POST-EVACUATION
ACCIDENT/INCIDENT REVIEW

4.4A **GENERAL**

4.4A.1 Define evacuation and rapid deplaning.

4.4A.2 Identify the types of occurrences that may require evacuation or rapid deplaning, who is responsible for making this decision, and the factors to be considered when making this decision.

4.4A.3 Define “prepared” and “unprepared” evacuation.

4.4A.4 Define "ditching" and "inadvertent water contact". Describe the conditions, which may be associated/expected with each type of emergency.

4.4A.5 Define Able-Bodied-Person (ABP). Describe the types of persons a crew member would choose for an ABP.

4.4B **CREW MEMBER RESPONSIBILITIES**

4.4B.1 Define situational awareness and the responsibility of crew members to be situationally aware (e.g. unwarranted evacuations).

4.4B.2 Identify the requirement of crew members to be aware of their duties and the duties of other crew members and what this means in an evacuation.

4.4B.3 Describe the need to be prepared during critical phases of flight due to increased risk of accidents.

4.4B.4 Describe the importance of silent review in preparing for a possible evacuation.

4.4B.5 Identify when crewmembers have the authority and the responsibility to initiate an evacuation. Include who is responsible for activating evacuation signals.

4.4B.6 Describe the different types of passenger behaviour (e.g. passive, aggressive and hysteric) and identify effective ways of managing passenger behaviour in evacuations.

4.4B.7 Identify the responsibility of crew members to provide leadership in an evacuation and list ways this may be achieved.

4.4C **EXTERNAL FACTORS**

4.4C.1 Identify how crew members can manage evacuations in adverse conditions (e.g. heavy smoke, darkness).

4.4C.2 Describe the different aircraft attitudes possible as a result of accidents/incidents (e.g. gear collapse, off-runway, shift in centre of gravity).

4.4C.3 Identify the factors that could adversely affect aircraft flotation in water landings (e.g. structural damage, weight, centre of gravity, outside conditions, etc.).

4.4C.4 Describe the effect of environmental conditions in evacuations (e.g. strong winds, terrain, snow/ice).

4.4C.5 Identify the importance of time management in prepared and unprepared evacuations and how time affects survivability in different accident situations.

4.4D **COMMUNICATION**

4.4D.1 Describe the importance of crew communication in an evacuation and the established communication signals for evacuations.

4.4D.2 Identify the briefings required between flight deck and cabin crew in an emergency situation that may require an evacuation. Include the following information in the description:

a) Who is responsible to conduct briefing,
b) When and where to conduct the briefing,
c) What information is required, and
d) How to conduct the briefing including time management.

4.4D.3 Identify the briefings required to prepare passengers in an emergency situation that may require an evacuation. Include the following information in the description:

a) Who is responsible to conduct briefing,
b) When and where to conduct the briefing,
c) What information is required, and
d) How to conduct the briefing including time management.

INITIAL-PART FOUR	EMERGENCY PROCEDURE	EVACUATION

4.4E **BRACE POSITION**

4.4E.1 Define brace position.

4.4E.2 Identify the brace positions for crewmembers in forward or aft facing seats, passengers (seat orientation as appropriate), including pregnant passengers, passengers with a disability, children and infants. Describe the effectiveness of each brace position and the importance of assuming the preferred brace position to minimize injury. Describe the effect of seat pitch on preferred brace positions.

4.4E.3 Identify the signal(s) for assuming the brace position in emergency situations, when it is given, who is responsible for giving it and the crew responsibilities when the brace signal has been given.

4.4E.4 Identify when crew members should assume the brace position if no signal has been given.

4.4F **EXIT PROCEDURES**

4.4F.1 Identify crew member responsibility to assess conditions prior to opening any exit.

4.4F.2 Identify the evacuation procedures for each type of exit (i.e. doors, windows, hatches, ventral exits, tail cones, opening in fuselage).

4.4F.3 Describe the procedures to operate and use any evacuation aids (e.g. slides, ramps, ropes) that are provided on the aircraft. Include instructions on operation and use of these evacuation aids to passengers.

4.4F.4 Identify the inflation times for the different evacuation aids (e.g. slides, ramps, slide/rafts). Describe how to recognize if an evacuation device is fully inflated.

4.4F.5 Describe alternate procedures if initial inflation fails and if the inflation fails during the course of the evacuation.

4.4F.6 Describe the preferred techniques for special attention passengers using evacuation slides (e.g. passengers with a disability, passengers with guide and service animals).

4.4F.7 Describe purpose and procedures of protective position, including the use of assist handle and assist space or alternates as applicable (e.g. avoiding partial blockage of exit with body).

4.4F.8 Describe the importance of maintaining a balanced flow of passengers to all available exits (e.g. to minimize evacuation time).

4.4G **EVACUATION RESPONSIBILITIES**

4.4G.1 Identify the shouted commands for each type of evacuation and describe the rationale behind each of the commands. Describe the ways to increase the effectiveness of commands (e.g. assertive, loud, positive, short, body language, phraseology, and commands in unison).

4.4G.2 Identify the responsibility of crew members to assist passengers and fellow crew members in an evacuation and any limitation to this responsibility. Outline the conditions when crew members should evacuate themselves.

4.4G.3 Describe ways to assist incapacitated passengers and fellow crew members in evacuations.

4.4G.4 Identify the importance of checking the cabin, flight deck and lavatories after all passengers have been evacuated and describe how and under what conditions this should be accomplished.

4.4G.5 Identify the crew responsibilities for removal of equipment when they evacuate the aircraft and under what conditions this should be accomplished.

4.4H PREPARATION FOR EVACUATION

Outlined below are steps involved for the preparation of a evacuation including required communications between crew members and passengers. The evacuation of the aircraft when it is stopped is outlined in 4.4I.1 below.

These steps are arranged in order of priority to allow the more important duties to be completed first, on a time available basis. If during any step the situation dictates that preparations must cease or that there is no more time available, the cabin crew must immediately proceed to Step j) in the evacuation preparation list shown below in 4.4H.1 and prepare themselves for the emergency landing.

Each Air Operator will develop their own established procedures and commands as required by their operation.

4.4H.1 The list below identifies, in order of importance, the cabin crew duties required to prepare the cabin, passengers and crew for an evacuation when time permits. Describe the established procedures for each of the duties for a prepared evacuation on land and outline the differences for a ditching.

a) CONDUCT BRIEFINGS:

i Pilot-in-Command to In-charge Flight Attendant
- Nature of emergency
- Land or water evacuation
- Time available for preparation
- Who will advise passengers and when
- Any other information/instructions

ii In-charge Flight Attendant to Flight Attendants
- Information provided by PIC briefing
- Preferred exits

- Crew communication signals during preparation (i.e. Thumbs-up)
- Confirm f/a's assume position in cabin for announcement and emergency demonstration

iii In-charge Flight Attendant to Pilot-in-Command
- crew briefing completed
- update any information as required

iv Pilot-in-Command or In-charge Flight Attendant to Passengers
- nature of situation
- follow crew instructions

b) SECURE GALLEY & STOW EQUIPMENT:

- Re-stow meal trays, trolleys, serving utensils and equipment
- Stow garbage
- Close and lock compartment doors
- Turn off circuit breakers, if applicable

c) CLEAR EXITS & ENSURE EXITS IN PROPER MODE

d) SECURE CABIN & BRIEF PASSENGERS:

(F/A's to conduct cabin checks throughout process)

- Position seat backs upright
- Stow chair tables
- Loosen collars and ties
- Remove sharp objects
- Remove high heeled shoes (if applicable to equipment)
- Don warm clothing (inclement weather/ditching)
- Secure baggage
- Distribute infant life preservers (if applicable)
- Don life preservers (If applicable)
- Secure safety belts
- Review brace position and when to assume
- Review exit locations
- Review floor proximity lighting
- Advise to review safety features card

e) BRIEF SPECIAL ATTENTION PASSENGERS

f) BRIEF ABP'S:

i. Assisting Special Attention Passengers
- how to best assist during evacuation

ii. Operating unmanned exit

- when to open exit
- assess for safe exit conditions
- exit opening procedure
- procedure if exit unsafe/unusable
- location and operation of slide, slide raft, life rafts, and/or stairs, escape ropes, etc.

iii. Crowd Control
- How to block
- Assist at bottom of slide/stairs

g) COMPLETE FINAL CABIN CHECK

Ensure window shades are positioned up or down as appropriate

h) ADVISE PIC WHEN CABIN READY & OBTAIN TIME UPDATE

i) ADJUST CABIN LIGHTS

j) F/A'S ASSUME BRACE POSITION IN ASSIGNED SEAT

Begin silent review

k) COMMENCE SHOUT COMMANDS WHEN REQUIRED

l) PERFORM ASSIGNED EVACUATION DUTIES

4.4I **EVACUATION PROCEDURES**

4.4I.1 Describe the established evacuation procedures in order of priority, as shown in the Evacuation flow chart on the following page, for each of the following types of evacuations:

a) Land - prepared;
b) Land - unprepared;
c) Ditching ;
d) Inadvertent water contact;
e) Tidal flat;
f) Evacuation with passenger transfer vehicle (ptv) mated to aircraft;
g) Evacuation at an airport gate/ramp jetway, and any other scenario applicable to the operator.

4.4J **RAPID DEPLANING**

4.4J.1 Describe the established procedures for rapid deplaning.

4.4K **POST-EVACUATION**

4.4K.1 Describe the responsibilities of crew members after an evacuation (e.g. grouping passengers, assisting with first aid etc.).

4.4K.2 Identify the supplies and equipment available after an evacuation that will provide assistance and enhance survivability (e.g. ELT, survival kit, blankets, megaphone, raft, life preservers, flashlight, food, water, axe, etc.).

4.4K.3 Describe the type of assistance which may be available at the various airports in the operator's route system. Include ways crew members can manage the evacuation to coordinate their actions with the ground rescue personnel.

4.4K.4 Describe the different groups (e.g. media, legal, accident investigators) that will attempt to solicit information from cabin crew after an evacuation and outline the procedures for dealing with these groups.

4.4K.5 List the types of survival situations crew members may encounter as a result of an evacuation including wilderness, arctic, sea, desert, jungle survival as appropriate to the Air Operator's operation.

4.4K.6 Identify the importance of post-crash procedures to increase survivability in each of the survival situations. Include the following:

a) Survival first aid;
b) Survival priorities;
c) Hazards inherent in different environments;
d) Survival skills for different environments;
e) Survival equipment and supplies carried on the aircraft; and
f) Signaling and recovery techniques.

4.4K.7 Describe the search-and-rescue systems, their scope of operation and how they are able to locate downed aircraft.

4.4K.8 Describe the process of accident investigation and describe the official groups tasked with accident investigation, internationally and nationally. Identify their mandate and their role in aviation safety.

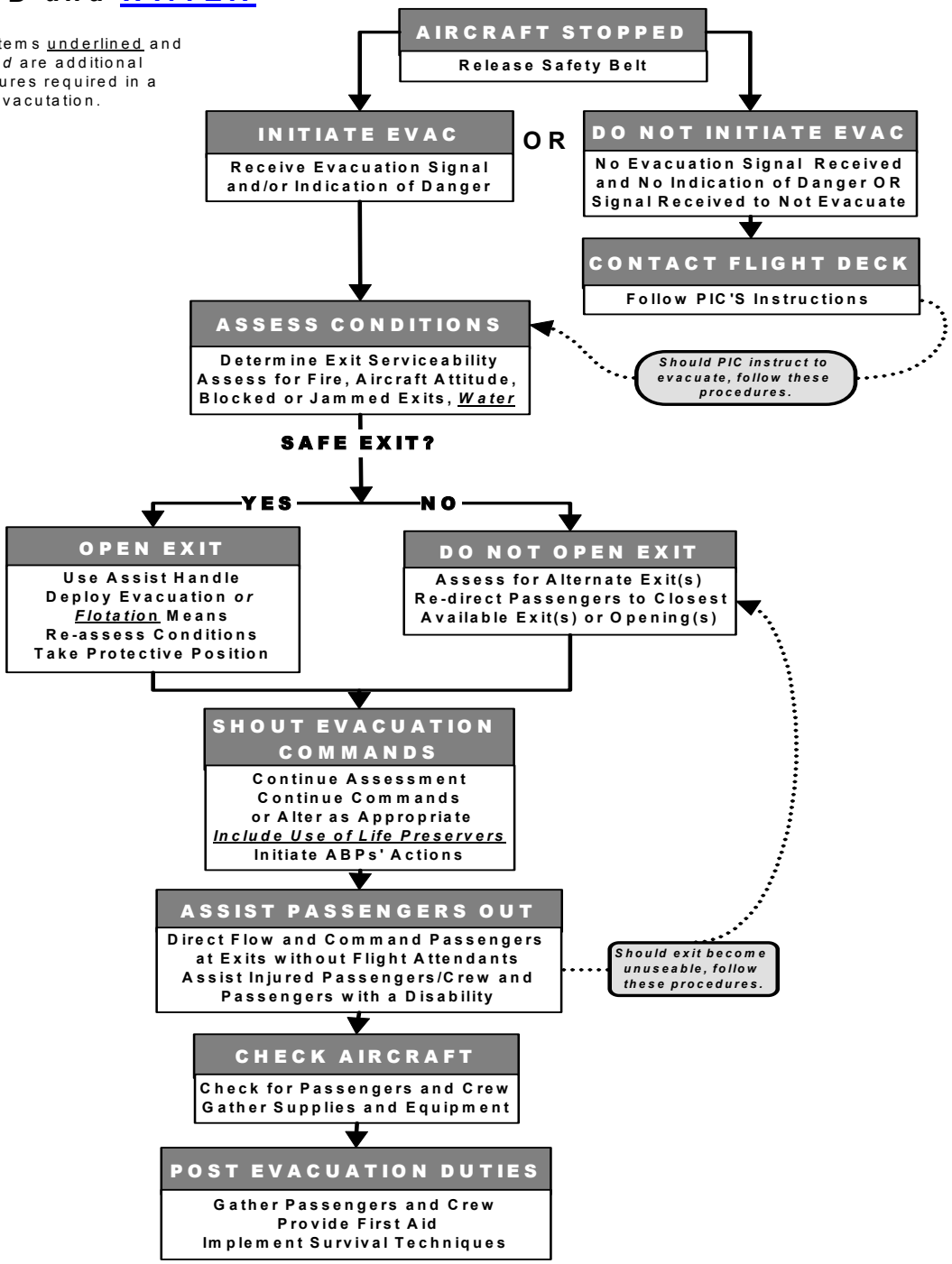
4.4L **ACCIDENT/INCIDENT REVIEW**

4L.1 Describe the Air Operator's experience with accidents/incidents involving REVIEW rapid deplaning and evacuations.

4.4L.2 List both the positive and negative factors affecting survivability in evacuation such as fuselage break-up, smoke, fire, etc.
It is acceptable to use the accident/incident data from other operators when the teaching points can be universally applied.

EVACUATION
LAND *and* WATER

Note: Items underlined and *italicized* are additional procedures required in a water evacutation.



INITIAL-PART FOUR	EMERGENCY PROCEDURE	CARGO FIRE TRAINING

TRAINING OBJECTIVE: **The trainee will be able to identify fire detection and fire fighting systems and the established fire fighting procedures; and recognize the cargo compartment and its features.**

SCOPE: **GENERAL**
CREW RESPONSIBILITIES
PROCEDURES
DRILLS

4.5A **GENERAL**

4.5A.1 Review available data and/or experience(s) with cargo compartment fire accidents/incidents. *(i.e. South African Airways accident involving a B747 combi which suffered an inflight fire resulting in the total loss of the aircraft),* Identify the safety lessons learned as a result.

4.5A.2 RESERVED

4.5A.3 Describe the Class B cargo compartment and its features. Include the following in the description.

a) Cargo loading envelope and limitations;
b) Fire protection systems (i.e. Fire containment covers and/or suppression systems, as appropriate);
c) Smoke and fire detection systems and monitoring systems, if installed;
d) Load carrying methods (i.e. Pallets, igloos, unit load devices, etc.) And restraint systems;
e) Access to cargo compartment (i.e. Door key, barrier net, etc.);
f) Cargo compartment layout: restricted access routes and areas, roller ball mat systems, container/pallet restraints and cargo loading device step;
g) Communication systems and equipment; and
h) Lighting system controls.

4.5A.4 Describe each piece of cargo fire fighting equipment onboard including protective clothing and breathing equipment. Include the following in the description:

a) Purpose;
b) Stowage, location, access, retrieval;
c) Serviceability;
d) Operation;
e) Duration;
f) Limitations;
g) Conditions of use; and
h) Care after use.

4.5B	**CREW MEMBER RESPONSIBILITIES**	4.5B.1	Define specific preflight crew member responsibilities in regard to the preflight inspection of the Class B cargo compartment and fire fighting equipment, and the inflight inspection if applicable.
		4.5B.2	Define specific crew member responsibilities in regard to the Class B cargo compartment fire procedures: a) Communication; b) Passenger control; c) Monitoring cargo compartment fire/monitoring for re-ignition of fire.
		4.5B.3	Identify the importance of non-intervention (monitoring).
4.5C	**PROCEDURES**	4.5C.1	Describe procedures for immediate and continuous communication, including terminology, as follows: a) Upon detection of smoke/fumes/fire in the Class B cargo compartment; b) During the fire; and c) Post fire.
		4.5C.2	Describe the monitoring and/or fire fighting procedures for specific types of fire protection systems *(i.e. fire containment covers and/or fire suppression systems as appropriate).*
		4.5C.3	Describe communication procedures between the flight deck crew and cabin crew during normal flight operations for movement through the cargo compartment on aircraft equipped with a fire suppression system.
		4.5C.4	Describe established verification procedure(s) that fire is out.
		4.5C.5	Describe established procedure(s) for dealing with fire re-ignition problems.
4.5D	**DRILLS**	4.5D.1	Firefighting equipment and the brackets used for restraint shall be identical to those installed in the aircraft with respect to weight, dimensions, controls, types and operations. *(Self contained portable breathing equipment may be substituted with a training smoke hood which is not operational)*
		4.5D.2	Each trainee will practice the following: a) Don protective clothing and equipment in the correct sequence; and while wearing: b) Don and activate or simulate activation of protective Breathing equipment; c) Select and remove from stowage the proper fire extinguishing equipment;

d) Attach wand extension to the extinguisher; and
e) Disengage and re-engage the barrier net coupling.

The drill set out below may be performed in conjunction with other fire fighting drills.

4.5D.3 Each trainee shall participate in at least one drill that demonstrates the ability to effectively carry out flight attendant duties and responsibilities in an in-flight Class B cargo fire. Each drill shall include the following procedures:

a) Recognize that there is a potential fire situation (i.e. Smoke detector signal, unusual fumes, call from flight deck);
b) Apply communication and coordination procedures with flight deck and cabin crew;
c) Inform, assist and control passengers;
d) Monitor cargo fire/monitor for re-ignition; and
e) Apply post-fire follow-up procedures
f)

4.5D.4 Trainee performance will be observed and debriefed according to:

a) Recognition or identification of the problem;
b) Effective communication/coordination procedures throughout the drill (i.e. Notify cabin crew members of the situation, establish and maintain communication with the flight deck, provide clear, concise information to the pilot-in-command, inform and assist passengers, etc.);
c) Responds in a timely manner;
d) Correct usage of fire fighting equipment and procedures consistent with the type of fire protection system in place;
e) Undertake further action as required; and
f) (safety) consequences of error

INITIAL-PART FIVE	EMERGENCY PROCEDURE	EQUIPMENT OVERVIEW

TRAINING OBJECTIVE: **The trainee will be able to identify each piece of safety and emergency equipment onboard the Air Operator's aircraft, describe its uses and the procedures associated with its operation.**

SCOPE: **GENERAL**

5.1A	**GENERAL**	5.1A.1	Define safety and emergency equipment.

		5.1A.2	Describe each piece of safety and emergency equipment the Air Operator has available onboard each aircraft based on the following points:
			a) General description;
			b) Uses;
			c) Location(s);
			d) Pre-flight serviceability check(s);
			e) Removal from stowage;
			f) How to operate;
			g) Conditions for operation;
			h) Operational limitations;
			i) Operation under adverse conditions;
			j) Precautions for use; and
			k) Care after use.

INITIAL-PART SIX	AIRCRAFT SPECIFIC	PHYSICAL DESCRIPTION

TRAINING OBJECTIVE: **The trainee will be able to recognize the aircraft's main characteristics and be able to describe the interior and exterior features.**

SCOPE: **GENERAL**
EXTERIOR DESCRIPTION
INTERIOR DESCRIPTION

6.1A	**GENERAL**	6.1A.1	Identify the manufacturer.
		6.1A.2	Identify the model and series number of the aircraft, aircraft family.
		6.1A.3	Describe the aircraft type *(eg. wide-body, commuter, STOL).*
		6.1A.4	Describe the performance features of the aircraft (eg. range, cruising altitudes, cruising speeds).
		6.1A.5	Identify the physical dimensions of the aircraft including height, length, wingspan.
		6.1A.6	Identify the number of aircraft carrier has in fleet, where they are based, their age, routes.
6.1B	**EXTERIOR DESCRIPTION**	6.1B.1	Identify how many engines the aircraft has, where they are located and the accepted way to refer to them. Include the APU in this description.
		6.1B.2	Identify all the exits on the aircraft, the Air Operator's way to refer to them and their principle uses *(eg. L1; main boarding door).*
		6.1B.3	List and describe any distinguishing features *(eg. upper deck, winglets)*. Describe surface contamination critical surfaces.
		6.1B.4	Identify exterior markings and features and their significance including but not limited to: tail/fin number, registration, navigation lights, landing lights, taxi lights, rotating beacon, strobe light(s), exits, etc.
6.1C	**INTERIOR DESCRIPTION**	6.1C.1	Describe the cockpit configuration including seats, special features.
		6.1C.2	Describe the cabin features of the aircraft including: crew and passenger seating, galleys, lavatories, cabin stowage areas, partitions, safety and emergency equipment locations, blow-out panels and any special features *(eg. crew rest areas).* Include the following: a) Y including description of controls; b) Precautions, limitations and conditions of use;

c) Serviceability checks; and
d) Procedures for malfunctions and care after use.

6.1C.3 Describe the operation of each of the crew seats, cabin and flight deck, and when they are occupied. Include the correct operation of the restraint system for each seat; the correct method for securing it to minimize injury; and the assigned crew member take-off/landing stations.

6.1C.4 List the types of fire detection systems onboard the Air Operator's aircraft including those in the passenger cabin and in main deck cargo compartments.

6.1C.5 Describe the fire detection systems onboard the Air Operator's aircraft including the following in the description:

a) Location;
b) Serviceability;
c) Limitations;
d) Activation;
e) Signals when activated;
f) Shut-off/re-set; and
g) Care after activation.

6.1C.6 Describe flight attendant cabin positions, in all configurations, for: pre-flight passenger safety demonstrations; and emergency landing briefings

6.1C.7 Describe the aircraft's floatation characteristics; as well as the different aircraft attitudes possible as a result of accidents/incidents on land and water and any effect on exit usability.

INITIAL-PART SIX	AIRCRAFT SPECIFIC	GALLEYS

TRAINING OBJECTIVE: **The trainee will be able to identify the components of the galleys and describe the operation and procedures relating to their use.**

SCOPE: **GENERAL**

6.2A	**GENERAL**	6.2A.1	Identify the components of the galley *(eg. ovens, trolleys, electrical panels).*
		6.2A.2	Describe the operation of each of these components.
		6.2A.3	Identify the safety procedures associated with each of the galley components.
		6.2A.4	Identify the safety implications of "safe work" practices in the galleys and ways to achieve this.
		6.2A.5	Identify the potential hazards of spills and leaks in galleys and describe the procedures for dealing with them.
		6.2A.6	Describe what is meant by "galley water shut-off valves" and identify the responsibility of crew members regarding these.
		6.2A.7	Identify the function of circuit breakers in electrical panels and describe the procedures for tripped circuit breakers including reset and crew communication procedures. Describe the potential hazards to flight safety if circuit breaker procedures are not followed.
		6.2A.8	Identify the crew procedures for dealing with any electrical malfunctions in the galley.
		6.2A.9	Describe the procedures for reporting unserviceabilities in the galleys and who is responsible for reporting them. Include the importance of communicating this information to the new crew in case of a crew change.
		6.2A.10	Identify the types of restraint devices in galleys (and in the cabin for galley equipment). Identify the restraint devices for portable equipment *(eg. trolleys/carts etc.)*. Include descriptions on how to use them, when they are to be used and who is responsible for securing galley equipment. Describe the procedures and precautions for securing trolleys/carts and galley equipment in case of in-flight turbulence.
		6.2A.11	Identify the procedures for securing galley curtains and the position they must be secured in for take-off and landing and at station stops with passengers on board.

6.2A.12 Identify the approved stowage for excess galley equipment and supplies, especially during take-off and landing, and the approved location for garbage. Include the importance of keeping exit areas and emergency equipment stowage clear of obstruction and accessible.

6.2A.13 Where galleys are located on the lower deck include the following:

a) Policies and procedures relating to lower deck galleys;
b) Maximum number of persons allowed in the lower deck galley;
c) Communication procedures with lower galley crew member and
d) Escape routes from the lower deck galley.

6.2A.14 Identify the procedures relating to lifts *(eg. cart-lifts/dumb-waiter)* how and when they are to be operated, safety features, alternate procedures if lift becomes unserviceable.

6.2A.15 Describe the circumstances when galley power may be disrupted *(eg. during engine start-up/shutdown, aircraft movement on the surface).*

INITIAL-PART SIX	AIRCRAFT SPECIFIC	COMMUNICATION SYSTEM

TRAINING OBJECTIVE: **The trainee will be able to describe the communication systems onboard and be able to use it effectively in any onboard situation.**

SCOPE: **GENERAL**
INTERPHONE
PUBLIC ADDRESS SYSTEM
PASSENGER CALL SYSTEM
ENTERTAINMENT SYSTEM
AUTOMATIC ANNOUNCEMENT SYSTEM

6.3A **GENERAL**

6.3A.1 Describe the components of the communication systems for crew communication and communication to the passengers.

6.3A.2 Describe the procedures for using each of these components in normal and emergency situations and inoperative/unserviceable procedures.

6.3B **INTERPHONE**

6.3B.1 Describe the following points related to the cabin interphone:

a) Location of the handsets and controls;
b) When would it be used/not used;
c) What is the established call priority. Describe the priority of system operation (override calling priority);
d) Identify the response to flight deck calls;
e) Identify interphone protocol;
f) Describe and demonstrate use of the interphone;
g) Identify accompanying chimes, lights and other signals;
h) Describe the reset procedures after use;
i) Describe the interphone procedures; normal, emergency; and
j) Describe alternate procedures in case of system failure.

6.3C **PUBLIC ADDRESS SYSTEM**

6.3C.1 Describe the following points relating to the public address system:

a) location of the PA microphones and controls;
b) What is the established PA priority;
c) Describe and demonstrate use of the PA;
d) Identify accompanying chimes, lights and other signals;
e) Describe the reset procedures after use;
f) Describe the PA procedures; normal, emergency; and
g) Describe alternate procedures in case of system failure.

6.3D	**PASSENGER CALL SYSTEM**	6.3D.1	Describe the components location, operation and procedures associated with the passenger call system.
		6.3D.2	Identify the crew responsibilities relating to passenger call system.
6.3E	**ENTERTAINMENT SYSTEM**	6.3E.1	Describe the components, location, operation and procedures of the onboard entertainment system.
		6.3E.2	If the entertainment system is being used for passenger safety briefings, identify alternate procedures if the system fails.
		6.3E.3	List the safety procedures associated with the entertainment system *(eg. stowing of screens for take-off and landing).*
6.3F	**AUTOMATIC ANNOUNCEMENT SYSTEM**	6.3F.1	Describe the automatic announcement system.
		6.3F.2	Identify the information it is programmed for.
		6.3F.3	Describe when it is used and what it is used for.
		6.3F.4	Describe how the system is programmed and activated and who is responsible for this.
		6.3F.5	Describe the procedures for using the automatic announcement system and alternate procedures in case of system failure.

INITIAL-PART SIX	AIRCRAFT SPECIFIC	LIGHTING SYSTEM

TRAINING OBJECTIVE: **The trainee will be able to identify the different components of the interior and exterior lighting systems and be able to use them effectively in any situation.**

SCOPE:			**GENERAL**
6.4A	**GENERAL**	6.4A.1	Describe the components of the interior and exterior lighting systems onboard including fixed and portable components.
		6.4A.2	Describe the function of each of the components of the lighting system.
		6.4A.3	Describe the controls for the different components of the lighting system, including location and operation. Identify who is responsible for controlling each of them.
		6.4A.4	Describe the features of each component when used in normal and emergency situations.
		6.4A.5	Describe the procedures for use of each of the components of the lighting system in normal and emergency situations.
		6.4A.6	Describe the alternate procedures for use in case of system failure.
		6.4A.7	Describe the duration of components of the emergency lighting system.
		6.4A.8	Identify the responsibilities for activating components of the lighting system in normal and emergency situations.

INITIAL-PART SIX	AIRCRAFT SPECIFIC	WATER AND WASTE SYSTEM

TRAINING OBJECTIVE: **The trainee will be able to identify the components of the water and waste system and be able to implement the correct procedures relating to these systems.**

SCOPE: **GENERAL**

6.5A	**GENERAL**	6.5A.1	Identify the components of the water and waste system onboard.
		6.5A.2	Describe the location of the different components of the water and waste system including any cabin controls or gauges.
		6.5A.3	Identify the potential threat to flight safety in case of large leaks of either the water or the waste system.
		6.5A.4	Describe the crew responsibilities for the operation/malfunctions of the water and waste system.
		6.5A.5	Describe the shut-off valves, importance, location, operation and identification.

INITIAL-PART SIX	AIRCRAFT SPECIFIC	OXYGEN SYSTEM

TRAINING OBJECTIVE: **The trainee will be able to recognize the components of the fixed oxygen systems and be able to use the systems effectively in any onboard situation.**

SCOPE: **GENERAL**

6.6A	**GENERAL**	6.6A.1	Describe the components of the oxygen systems onboard the aircraft, including flight deck and cabin sources.
		6.6A.2	Describe when each of the oxygen systems components are used. Include description of use for first aid, decompression and supplemental purposes.
		6.6A.3	Identify the location of the components of the oxygen system including the location of O_2 masks and spares.
		6.6A.4	Describe the crew responsibilities for the oxygen system.
		6.6A.5	Identify how the system is activated, duration of oxygen flow and flow rates. Include how to activate flow to each individual mask and ways to verify that oxygen is flowing to an individual mask.
		6.6A.6	Identify alternate procedures to access oxygen masks when the system fails.
		6.6A.7	Describe the crew communication procedures required to activate the oxygen systems.

INITIAL-PART SIX	AIRCRAFT SPECIFIC	HEATING AND VENTILIATION

TRAINING OBJECTIVE: **The trainee will be able to identify the components of the heating and ventilation systems and be able to implement correct procedures relating to these systems.**

SCOPE:			**GENERAL**
6.7A	**GENERAL**	6.7A.1	Describe the components and operation of the heating and ventilation systems.
		6.7A.2	Identify the location of the heating and exhaust vents which crew members need to be aware of.
		6.7A.3	Describe the location of the controls and control panels for the heating and ventilation systems, the procedures for use and who is responsible for monitoring them.
		6.7A.4	Describe any crew communication and crew coordination procedures when using the heating and ventilation systems.
		6.7A.5	Identify conditions that may occur in the cabin associated with the system *(eg. condensation, glycol fumes and residual oil smoke).*

INITIAL-PART SIX	AIRCRAFT SPECIFIC	EXITS

TRAINING OBJECTIVE: **The trainee will be able to identify the features of different types of exits and flight deck escape routes and be able to effectively use them in any onboard situation.**

SCOPE: **GENERAL**
NORMAL OPERATION
ABNORMAL OPERATION
EMERGENCY OPERATION
AIRSTAIRS

6.8A	**GENERAL**	6.8A.1	Identify each of the different types of cabin exits and flight deck escape routes onboard the aircraft.
		6.8A.2	Identify and describe the features of each of the exits and routes, and describe those designated as evacuation exits during fuelling.
		6.8A.3	Identify what the normal function of the exit/route *(eg. boarding, service, emergency use only).*
		6.8A.4	Identify safety precautions associated with exit / route operation. Include potential hazards, *(eg. inadvertent slide deployment, injury to crew and ground personnel, etc)*.
		6.8A.5	Identify the MEL relief given to operators when a door or slide is inoperative. Outline the conditions for this relief to be granted and the procedures which must be followed.
6.8B	**NORMAL OPERATION**	6.8B.1	Describe the procedures for operating the exit in normal mode including arming/disarming and opening/closing.
		6.8B.2	Identify the precautions associated with using this exit in normal mode/situations.
		6.8B.3	Identify who is responsible for operating the exit in normal situations.
		6.8B.4	Describe the crew communication and coordination procedures, including any established signals associated with exit operation in normal situations. Identify who is responsible for ensuring that this communication occurs and the importance of this communication for flight safety.
6.8C	**ABNORMAL OPERATION (NON- ROUTINE)**	6.8C.1	Identify what is meant by abnormal operation of the exit.
		6.8C.2	Describe the features of the exit associated with abnormal operation.
		6.8C.3	Describe the procedures for abnormal operation of the exit, including who is responsible for the exit operation, crew

			communication and crew coordination procedures.
		6.8C.4	Identify any precautions for abnormal operation of the exit.
		6.8C.5	Describe the door reset procedures.
6.8D	**EMERGENCY OPERATION**	6.8D.1	Identify what is meant by emergency operation of the exit.
		6.8D.2	Describe the features of the exit associated with emergency operation.
		6.8D.3	Describe the procedures for operating the exit in emergency mode.
		6.8D.4	Identify the precautions for using the exit in emergency situations.
		6.8D.5	Describe any alternate procedures for use of the exit in the event it becomes unserviceable.
		6.8D.6	Identify who is responsible for operating the exit in emergency situations.
6.8E	**AIRSTAIRS**	6.8E.1	Define what is meant by air stairs and identify their location(s).
		6.8E.2	Describe the features of the air stairs relating to normal, abnormal and emergency use.
		6.8E.3	Describe the procedures for operating the air stairs in normal, abnormal and emergency situations. Identify the crew member responsibility for air stair operation.
		6.8E.4	Identify the precautions relating to use of the air stairs.
		6.8E.5	Describe the crew communication and the coordination procedures whenever the air stairs are being used.

INITIAL-PART SIX	AIRCRAFT SPECIFIC	UNIQUE FEATURES

TRAINING OBJECTIVE: **The trainee will be able to recognize the unique features of each aircraft type and/or the differences within the type as a result of interior configuration or manufacturer series differences.**

SCOPE: **GENERAL**

6.9A	**GENERAL**	6.9A.1	Identify any features, procedures and/or equipment unique or different to each aircraft in the Air Operator's fleet *(eg. electrical outlets, main deck cargo compartment fire/smoke detection systems, interior doors/latches)*.
		6.9A.2	Describe each of the differences, their impact on the Air Operator's standard operating procedures and the importance to flight safety of crewmember being familiar with them.
		6.9A.3	Describe the crewmember responsibility to maintain proficiency with all aircraft safety and emergency equipment and systems.

7.1 PUBLIC ADDRESS SYSTEM & INTERPHONE SYSTEM DRILLS

7.1.1 General

a) Relaying information to fellow crewmembers and to passengers is an important safety component of the crew member's duties.

b) The PA system and Interphone system are tools for relaying safety information thus using th systems correctly and effectively increases the probability of the message being received and understood.

7.12 Equipment Criteria

a) At least one public address system and one interphone system of a type installed in the Air Operator's aircraft shall be used for the drills.

7.13 Performance

a) Each trainee shall demonstrate communications techniques on a public address system and an interphone system and perform the following:

I. Remove the PA microphone/handset from its stowage;
II. Activate the PA system and (if applicable) verify that it is activated;
III. Deliver at least one published safety or emergency announcement;
IV. De-activate/reset the system after use;
V. Re-stow the handset/microphone after use;
VI. Remove the interphone handset from its stowage;
VII. Activate, select station;
VIII. Communicate with receiving station;
IX. De-activate/reset the system after use; and
X. Re-stow the handset/microphone after use.

7.14 Evaluation Criteria

a) Training performance shall be observed, rated and debriefed according to:

I. Correct operations of the systems;
II. Message clarity (eg; well-placed, modulated, good volume, confidence, authority, sincerity);
III. Appropriate usage of announcement (eg; terminology, pronunciation, enunciation);
IV. Follows Air Operator's procedures (eg; identifies station/name etc.)

7.2 PASSENGER BRIEFING DRILLS

7.2.1 Equipment Criteria

a) Demonstration equipment typical of all the equipment used on the aircraft in the Air Operator's fleet.

7.2.2 Performance Criteria

a) Trainee performance shall perform each of the following;

I. pre-flight safety briefing to a special attention passenger (eg; blind, physically disabled, unaccompanied minor);
II. individual briefing to an ABP (eg; exit operation, crowd control, assisting a special attention passenger, assisting a special attention passenger, assistance on the ground, raft removal and launching); and
III. perform a full passenger pre-flight safety demonstration (eg; signs, seat belts, exits, oxygen, life preserver, floor level lighting, safety features card etc.)

7.2.3 Evaluation Criteria

a) Trainee performance shall b observed, rated and debriefed according to;

I. completeness of briefing content (eg; all relevant points included);
II. effective usage of communication techniques (eg; clarity, comprehension, absence of jargon for special attention and ABP briefing);
III. correctly modified in accordance with requirements of the individual to whom briefing is being delivered;
IV. proper usage of eye contact, body language;
V. correct usage and simulation of the operation of each piece of demonstration equipment;
VI. synchronises demonstration actions with announcement;
VII. displays confidence and leadership;
VIII. displays openness and ability to answer questions; and
IX. verifies that briefing points were understood.

7.3 AIRCRAFT EXIT OPERATIONS DRILLS-EACH AIRCRAFT TYPE

7.3.1 Equipment Criteria

a) Each drill shall be performed using the appropriate aircraft or approved training device.
b) Individual aircraft exits may be substituted by the approved equivalent as provided for in schedule A and as authorised in the training program. Exits equipped with slides shall include slide attached or slide drag simulation for emergency mode operations.

7.3.2 Normal Door Operation Performance Criteria

a) Each trainee shall operate each floor level exit type, for each aircraft type, in the normal mode and perform the following:

I. identify the signal and the conditions under which that exit may be opened/closed
II. assess the exterior and interior conditions for obstacles or hazards to persons or the exit during opening/closing (eg; loading bridge, stairs, barrier straps/cords, equipment);
III. identify the signal for arming and disarming the exit;
IV. perform the arming and disarming sequence for the exit;
V. verify the exit modes as armed and disarmed by completing appropriate checks(eg; visual checks, physical checks, cross-checks, response to interphone call);

VI. open and close the exit (in the normal(disarmed)model);
VII. engage and release exit locking mechanisms and verify functioning of locking mechanisms(eg.gust lock);
VIII. install and remove the barrier strap for that exit; and
IX. perform the opening/closing follow-up checks for that exit (eg; alignment for markings, closed/locked indicators etc.)

7.3.3 Emergency Door Operation Performance Criteria

a) Each trainee shall operate each floor level exit type, for each aircraft type, in the emergency mode; and perform the following;

I. Recognise the signal for or the conditions under which the exit is to be opened in the emergency mode;
II. Verify the exit is in the correct mode
III. Assess conditions outside the exit to determine exit usability (eg; clear of obstruction, fire, aircraft attitude):
IV. Position escape device (if applicable);
V. Open the exit in the armed mode and secure the exit in the fully open position;
VI. Pull the manual inflation handle(s) and verify deployment, inflation (eg; ramp, slide)
VII. Assume and maintain appropriate protective body and hand positions; and access release handle(s) (eg; slide disconnect, ventral stairs, etc.)

7.3.4 Cabin Window Exit Performance Criteria

a) Each trainee shall operate each cabin window or hatch exit type, for each aircraft type and perform the following:

I. recognize the signal for or the conditions under which the exit is to be opened;
II. assess conditions outside the exit to determine exit usability (eg; clear of obstruction, fire , aircraft attitude)
III. open and correctly stow the exit;
IV. verbally describe correct exit placement following removal, if the training procedures differ from the operational procedures;
V. pull the manual inflation handle(s) and verify deployment, inflation(eg; amp, slide);
VI. assume and maintain appropriate protective body and hand positions;
VII. access escape tapes or escape ropes; and
VIII. access release handle(s) (eg; slide disconnect, tailcone jettison, etc.)

7.3.5 Evaluation Criteria

a) Trainee performance shall be observed, rated and debriefed according to the following;

I. acknowledgement and timely response to signals;
II. assesses conditions outside the exit to determine exit usability (eg; clear of obstruction, fire, aircraft attitude);
III. correct usage of exit operating mechanisms including hand and body position;
IV. usage of proper terminology's and procedures;
V. correctly positions escape devise;
VI. secures exit in the fully opened positions or ensures correct stowage positions of exit door, window or hatch;

VII. pulls manual inflation handles(s) and verifies deployment, inflation (eg. Ramp, slide);
VIII. assumes and maintains appropriate protective hand and body positions;
IX. correctly accesses escape tapes or escape ropes;
X. correctly accesses release handles(s) (eg. Slide disconnect, tail cone jettison, ventral stairs); and
XI. correctly applies procedures (eg. Positioning of seatbacks, armrest, chair tables)

7.3.6 Air stair Operation Performance Criteria

a) For each aircraft type equipped with air stairs not integral to the exit and not used for evacuation each crew member shall perform the following:

I. Apply the correct procedures to ensure that the exit with the airstaits is in the appropriate mode eg, locked, unlocked.
II. Select the appropriate air stair controls and deploy/retract the air stairs.
III. Verify that the air stairs are fully extended / retracted and lock them into position.

b) Demonstrate the correct extension/retraction of handrails, assist handles (if applicable).
c) Demonstrate any additional features that are associated with the air stairs eg. tread light.

7.4 EVACUATION DRILLS

7.4 General

a) evacuation are emergency situations which crewmembers must effectively manage using their knowledge of procedures and the resources available to the. Skills are developed through practice.

b) It is recognized that on aircraft with more than one crew member, an evacuation will likely involve multiple exits and crew members. Therefore, where drill is performed for an aircraft with more than one crew member, the drill scenario shall involve a “typical” number of crew members who could participate at any time shall be appropriate to the cabin simulator configuration.

c) Each trainee shall assume an actual crew position and shall perform the designated evacuation responsibilities for tht position. Where a double flight attendant seat is available and would normally be occupied by two crew members the drill shall be conducted to reflect this reality.

d) A trainee who is to qualify on aircraft operating with more than one crew member shall perform at least one drill with additional trainees.

e) A demonstration should be completed by an instructor or by video demonstration prior to trainee conduct of evacuation drills. This will allow the trainees to see theory put to practice.

7.4.2 Simulation Scenarios

a) an evacuation drill is a training and evaluation scenario which must portray an operational flight and include abnormal and emergency occurrences and interactions amongst flight attendants flight crew members and passengers.

b) a Drill scenario must not incorporate excessive variables that would overload a trainee, but not be limited so that there is reduced value to exercise. The variables should differ in sequence from one drill to the next and can include but are not limited to the following:

I. unserviceable exits;
II. inflation devices that fail or only partially inflate;
III. aircraft attitude which necessitates a decision to use the exit or redirect passengers;
IV. poor visibility; (eg. darkness, smoke);
V. incapacitated crew members;
VI. exits which becomes unusable during the evacuation;
VII. special needs passengers (eg. elderly, handicapped etc,);
VIII. failure of aircraft emergency systems (eg. lighting, evacuation signal, communication etc);
IX. decompression; and
X. exits which require the use of non-standard "commands" (eg. ramp with slide, tailcone, ventral stairs etc.)

7.4.3 Unprepared Landing And Inadvertent Water Contact Evacuation Drill Performance Criteria

a) each trainee shall perform at least one land and one inadvertent water contact evacuation drill that incorporates the procedures pertinent to a specific exit and perform the following:

I. secure themselves in a flight attendant seat;
II. recognize that an emergency situation is developing and react appropriately to the drill scenario;
III. apply all applicable commands;
IV. recognize when and how to initiate the evacuation (eg. commands, evacuation horn etc,);
V. activate emergency lights, evacuation horn;
VI. assess conditions inside and outside the exit to determine exit usability throughout the evacuation;
VII. locate and don life preserver and command passengers as appropriate;
VIII. prepare and open exit;
IX. secure exit in fully open position or ensure correct stowage;
X. pull inflation handle(s) and ensure deployment, inflation or ramp, slide;
XI. access escape tapes or escape ropes;
XII. access release handle(s) (eg. slide disconnect, ventral stairs, taicone jettison etc.);
XIII. assume appropriate protective position;
XIV. initiate passenger evacuation;
XV. final cabin, lavatory and flight deck checks and remove required emergency equipment; and
XVI. exit aircraft/trainer correctly;
XVII. demonstrate post evacuation procedures.

7.4.4 Evaluation Criteria

a) trainee performance shall be observed, rated and debriefed according to:

I. correct usage seat mechanism, restraint system and brace position as appropriate for seat direction, location and drill scenario;
II. correct and timely reaction to emergency situations;

III. consistent usage of appropriate terminologies (eg. commands, ABP briefings) with clear, positive, authoritative communication techniques, as appropriate for drill scenario;
IV. activates emergency lights, evacuation horn;
V. selects appropriate exit for the evacuation scenario and the aircraft type;
VI. assess conditions inside and outside the exit to determine exit usability throughout evacuation (eg. clear of obstruction, fire, aircraft attitude, flow rate, slide conditions etc.);
VII. preparation and correct operation of exit;
VIII. secures exit in the fully open position or ensures correct stowage;
IX. pulls inflation handle(s) and verify deployment inflation of ramp, slide;
X. correctly accesses escape tapes or escape ropes;
XI. assumes and maintains appropriate protective body and hand positions;
XII. effective usage of able-bodied persons for special needs passengers (eg. assisting outside aircraft and directing people away form the aircraft or onto floatation devices, crowd control etc);
XIII. adequacy of cabin checks, removal of equipment an additional supplies as scenario and air carrier procedures dictate;
XIV. correctly accesses release handle(s) (eg. slide disconnect, ventral stairs, tailcone jettison, etc.);
XV. correctly applies procedures as related to scenario;
XVI. correctly applies post evacuation procedures; and
XVII. consequences of errors.

7.4.5 Crew Prepared Land And Ditching Evacuation Drill Performance Criteria

a) each trainee shall participate as a crew member in at least one prepared land evacuation drill and at least one Ditching drill and perform the following:

I. recognize the in-flight emergency signal from the flight deck and react according to procedures;
II. prepare passengers, cabin and self according to procedures and scenario;
III. select and briefing able-bodied passengers to assist as required (eg. opening non-crewed exits, removal, launching rafts, crowd control, buddy-up with special needs passengers, assisting outside aircraft and directing people away from the aircraft or onto rafts);
IV. recognize the emergency brace and evacuation signals and react accordingly;
V. prepare and operate exits;
VI. evacuate passengers;
VII. final cabin, lavatory and flight deck checks, remove required emergency equipment; and evacuate aircraft/trainer; and
VIII. demonstrate post evacuation procedures.

7.4.6 Evaluation Criteria

a) Trainee performance shall be observed, rated and debriefed according to the contents of 7.4.4 and following:

I. Correct application of emergency landing preparation procedures;
II. Awareness of and appropriate response to passengers behavior, exit/slide condition, passenger flow rates, interior and exterior condition changes;
III. Communication acknowledgement;
IV. Problem identification and alternative solutions;

V. Accuracy in briefing of ABPs;
VI. Adequacy of cabin checks, removal of equipment and additional supplies as scenario and air carrier procedures dictates; and
VII. Drill participants shall demonstrate awareness of the duties/responsibilities that must be completed following the evacuation scenario, (eg. equipment responsibilities, life-raft/dinghy duties, head count, floatation responsibilities, protection from the elements, location, movement of passengers to a safe area, first aid etc.) according to Air Operator's procedures; and

7.5 RAFT DRILL (WET OR DRY)

7.5.1 Equipment Criteria

a) the raft drill shall be conducted using life saving equipment that is identical to that installed in the aircraft with respect to weight, dimensions, appearance, features and operations.
b) raft may be substituted where they are much the same with respect to weight, dimensions, appearance, features and operations and differences training has been provided.

7.5.2 Performance Criteria

a) each trainee shall perform the following:

I. access the raft compartment; experience the difficulty associated with moving the weight of a packaged raft within a space representative of the aircraft aisle;
II. righting overturned rafts (if applicable); either actual or by video;
III. effective raft management (eg. distribution of passengers, deploying sea anchor, etc);
IV. erecting the raft canopy;
V. raft maintenance (eg, leak stoppers. Clamps, topping up buoyancy chambers, etc.);
VI. distribution of duties to passengers; and
VII. discuss the hazards associated with moving a packaged life raft though the cabin to an exit (eg. inadvertent inflation, passenger movement and panic).

7.6 LIFE PRESERVER DRILL

7.6.1 Equipment Criteria

a) life preservers used for this drill shall be identical to each model carried on the Air Operator's fleet;

7.6.2 Performance Criteria

a) each trainee shall perform the following for each model carried:

I. remove life preserver from the closed/sealed pouch;
II. don life preserver and inflate using automatic inflation of at least one chamber;
III. partially inflate second chamber of life preserver orally;
IV. practice deflation techniques;
V. locate and review light activation;
VI. located whistle; and

VII. fit life preserver for a child

7.7 AIRCRAFT SLIDE DRILL

7.7.1 Equipment Criteria

a) the evacuation slides shall be of a type installed in the aircraft with respect to the following categories:

I. inflatable, double channel slides;
II. inflatable slide and ramp combination;
III. B747 upper deck door slides(s)
IV. inflatable, single channel slides; and
V. non-inflatable slide.

7.8 FIREFIGHTING DRILLS

7.8.1 General

a) Drill scenarios will provide each trainee with the opportunity to merge procedural knowledge with practical skills. Their ability to successfully react different fire situations will enhance their level of confidence and their ability to deal with fire flight.

7.8.2 Simulation Scenarios

a) cabin Firefighting drills may include class A,B,C fires in the following locations:

I. cabin area (eg. under seat, overhead bin, closed);
II. galley area (eg. garbage bin, upper electrical panel, oven);
III. confined are a (eg. waste bin, lavatory); and
IV. hidden (eg. behind panels)

7.8.3 Equipment Criteria

a) Firefighting drills shall be conducted using aircraft furnishings as found on the carrier's aircraft, such as seats, galley units, panels, waste bins ete., as appropriate to the drill.

b) Firefighting equipment and the brackets used for restraint shall be identical to those installed in the aircraft with respect to weight, dimensions, controls, types and operations. Fire extinguishers used for live Firefighting shall be charged with the appropriate agent or with an environmentally friendly agent. Protective Breathing Equipment (P.B.E) consisting of a portable oxygen bottle and full face mask shall be fully operational and charged with oxygen. Self contained P.B.E. may be substituted with a training smoke hood which is not operational.

c) The Equipment Criteria, as specified above, shall apply to the required drills as reflected in 7.8.3, 7.8.4 and 7.8.5

7.8.4 Equipment Practice

a) each trainee shall practice the following:

I. remove from stowage, don and activate protective breathing equipment and practice communication:
II. remove from stowage and operate each type of fire extinguisher and associated attachments (eg. extinguisher fitted with hose attachment, extension/wand, etc.); and
III. initiate Firefighting procedures including intervention involving one or more crew members or a passengers.

7.8.5 Live Firefighting Drill

a) each trainee shall demonstrate the effectiveness of a fire extinguisher correctly applied to an actual fire while wearing a P.B.E

7.8.6 Firefighting - Cabin - Performance Criteria

a) each trainee shall demonstrate the ability to carry out firefighting procedures in a cabin environment as a primary fire fighter and perform the following:

I. recognize that there is a potential fire situations (eg. smoke detector signal or unusual fumes, odors);
II. locate the source of fire;
III. apply communication/co-ordination procedures;
IV. select and remove the nearest appropriate fire extinguisher and (if applicable) other firefighting equipment;
V. inform, assist and control passengers;
VI. operate the extinguisher; and
VII. monitor for re-ignition, and apply post-fire follow-up procedures.

7.8.7 Evaluation Criteria

a) trainee performance shall be observed, rated and debriefed according to:

I. recognition or identification of the problem;
II. correctly locates the sources of the fire (eg. tactile search, use of crash axe, etc);
III. effective communication/coordination procedures throughout the drill (eg. notifying fellow crew members of the situation, establish and maintain communication with the flight deck, providing clear, concise information to the pilot-in-command, advice assistance to passengers; etc.);
IV. responds in a timely manner;
V. correct usage of firefighting equipment consistent with the type of fire, location of the fire and maximum effective position of the fire extinguisher;
VI. undertake further action as required; and
VII. consequences of error.

7.8.8 Firefighting Drill Performance Criteria

RESERVED

7.9 OXYGEN EQUIPMENT DRILL

7.9.1 Equipment Criteria

a) the equipment shall be identical to that installed in the aircraft with respect to dimensions, appearance, features, controls, charge duration, operation and brackets used for restraint.

b) The following drill does not need to be completed using each type of portable oxygen bottle installed in the aircraft provided the procedures, brackets, oxygen mask tubing, fittings and the means to activate the oxygen flow are the same from one bottle to the other. Where types differ, the drill shall be repeated with the appropriate equipment.

7.9.2 Portable Oxygen Bottle Performance Criteria

a) each trainee shall use each portable oxygen bottle type according to the Air Operator's procedures and perform the following:

I. remove bottle from the bracket, stowage;
II. retrieve oxygen mask and hose, attach it to the high and low outlets;
III. use the carrying strap;
IV. prepare the "passenger" for receiving oxygen;
V. prepare the cabin for administration (eg. no smoking in area);
VI. turn on the oxygen and test for flow, position and secure the mask to the passenger's face;
VII. secure the oxygen bottle and position it to monitor the supply; and
VIII. recognize when oxygen is no longer required and apply procedures for shutting off the supply and re-stowing the oxygen mask and bottle.

7.9.3 Fixed First Aid Oxygen Performance Criteria

a) each trainee shall perform the following:

I. co-ordinate and communicate with crew members as appropriate;
II. activate the oxygen system;

III. retrieve the mask and hose and attach to the system outlet and adjust for desired flow rate; and
IV. reset the oxygen system.

7.10 PILOT INCAPACITATION DRILL

7.10.1 Procedures

I. pull the pilot away from the flight controls and correctly fasten and lock the restraint system.
II. Position the pilot seat using the controls eg. horizontal, vertical, recline.
III. Apply crew coordination and crew communication procedures to assist the remaining flight deck crew.

7.11 FLIGHT DECK OBSERVATION FLIGHT

7.11.1 General

a) Crew communication and crew coordination depend on each crew member having an understanding of each other's crew duties, responsibilities, workloads and expectations for all phases of flight. While this knowledge can be taught in a classroom, a more valid forum would be in an actual operating environment.

b) At least one flight deck observation flight shall be completed prior to a flight attendant becoming qualified and thereafter on an annual basis. The following condition shall apply.

c) Crew members shall be in uniform, however, they will be in addition to the minimum crew and shall not be qualified assigned any normal safety or cabin service duties.

d) Each flight deck observation flight shall include minimum or 2 takeoffs and 2 landings over a total flight time of not less than 1 hour.

e) Each flight deck observation flight shall begin at the regular check-in time for the flight deck crew. Crew members shall observe the normal pre-flight pilot duties eg. flight planning, weather briefing, flight deck crew briefing, pre-flight walk-around.

I. Flight deck workloads and safety duties.
II. Crew communication procedures.
III. Crew coordination procedures.
IV. Flight deck layout.
V. Location of emergency equipment.
VI. Location and operation of flight deck windows.
VII. Location and operation of flight deck escape hatches.
VIII. Location of controls and operation of pilot and observe seats.
IX. Location and operation of flight deck oxygen.
X. Location of emergency checklists.

f) Each crewmember shall participate in a post-flight debriefing on the flight deck observation flight.

INITIAL-PART EIGHT	AVIATION FIRST AID	INFLIGHT EMERGENCY SCENE MANAGEMENT (INCLUDING UNIVERSAL PRECAUTIONS)

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the principles of first aid and emergency scene management required to effectively handle an in-flight medical emergency situation.**

SCOPE:

PRINCIPLES OF FIRST AID
PRINCIPLES OF SAFETY WHEN GIVING FIRST AID
KNOWLEDGE OF FIRST AID EQUIPMENT & MATERIALS
PRINCIPLES OF EMERGENCY SCENE MANAGEMENT
SCENE SURVEY
PRIMARY SURVEY
SECONDARY SURVEY
ONGOING CASUALTY CARE

8.1A	**PRINCIPLES OF FIRST AID**	8.1A.1	Name the objectives of first aid.
		8.1A.2	List the priorities of first aid.
8.1B	**PRINCIPLES OF SAFETY WHEN GIVING FIRST AID**	8.1B.1	Describe how first aid training promotes safety consciousness in a flight attendant.
		8.1B.2	State the reasons for universal precautions.
		8.1B.3	Describe the use, care, removal and disposal of gloves used for first aid.
		8.1B.4	Describe the use, care, decontamination and disposal of personal protective equipment available onboard.
		8.1B.5	State the disposal procedures for: a) Body fluids; b) Contaminated first aid materials.
8.1C	**KNOWLEDGE OF FIRST AID EQUIPMENT & MATERIALS**	8.1C.1	Describe the on-board location of first aid materials and conditions for use: a) First aid kit; b) Medical kit; c) Improvised materials carried on the aircraft.
8.1D	**PRINCIPLES OF EMERGENCY SCENE MANAGEMENT**	8.1D.1	Define emergency scene management.
		8.1D.2	List the steps of emergency scene management.
		8.1D.3	Name possible sources of help and describe how may assist in an in-flight emergency situation, e.g.

a) Passengers;
b) Crew members; and
c) Medical personnel on board.

8.1D.4 State the authorities who must be notified of an in-flight emergency, eg

a) In-charge flight attendant; and
b) Captain who will advise the ground advanced life-support system.

8.1D.5 Describe the process for completing and submitting information to be reported on administrative froms following an in-flight emergency, eg.:

a) Medical kit.
b) First aid kit.
c) Name and address of doctor in attendance or anyone providing assistance.

8.1D.6 State the air operator's procedures for in-flight passenger control when dealing with a first aid emergency.

8.1D.7 Describe the effect of the aircraft environment on an in-flight emergency situation, e.g.:

a) Cabin configuration of aircraft
b) Number of flight attendants on board
c) Turbulence
d) Distance to ground life-support system
e) Cabin altitude
f) Movement of the casualty while onboard

8.1E **SCENE SURVEY**

8.1E.1 Define the term history and describe its use

8.1E.2 Define the term mechanism of injury and describe its use

8.1E.3 Define the terms signs and symptoms and describe their use

8.1F **PRIMARY SURVEY**

8.1F.1 Define the term primary survey

8.1F.2 Demonstrate, on a simulated, conscious casualty with suspected head/spinal injuries, the sequential steps of a scene survey followed by a primary survey

8.1F.3 Demonstrate on a simulated, unconscious casualty without suspected injuries, the sequential steps of scene survey followed by a primary survey

8.1G	**SECONDARY SURVEY**	8.1G.1	Describe the steps of the secondary survey
		8.1G.2	List the vital signs used in aviation first aid
		8.1G.3	State why it is important to monitor and note the changes in the casualty's level of consciousness
		8.1G.4	State the responses used for assessing the levels of consciousness
		8.1G.5	State how a medical alert device can assist in assessing a casualty's condition
		8.1G.6	Describe effective breathing for a healthy adult casualty at rest
		8.1G.7	State the characteristics of the pulse for a healthy adult at rest
		8.1G.8	Demonstrate, on a simulated casualty, how to perform a secondary survey (including assessment of the vital signs)
8.1H	**ONGOING CASUALTY CARE**	8.1H.1	Describe ongoing casualty care
8.1I	**SUSPECTED DEATH**	8.1I.1	Describe the procedures to be followed in the case of suspected death.

INITIAL-PART EIGHT	AVIATION FIRST AID	SHOCK, UNCONSCIOUSNESS & FAINTING

TRAINING OBJECTIVE: **The crewmember will be able to define/demonstrate the first aid for shock, unconsciousness, and fainting required to effectively handle an in-flight emergency situation.**

SCOPE: **SHOCK**
FIRST AID FOR SHOCK
FIRST AID FOR UNCONSCIOUSNESS
FAINTING
FIRST AID FOR FAINTING

8.2A	**SHOCK**	8.2A.1	Define the term shock.
		8.2A.2	List the most common signs and symptoms of shock.
		8.2A.3	List the major causes of shock
8.2B	**FIRST AID FOR SHOCK**	8.2B.1	State how to prevent shock from becoming worse.
		8.2B.2	Identify the position used to alleviate shock.
8.2C	**FIRST AID FOR UNCONSCIOUSNESS**	8.2C.1	Define the term unconsciousness
		8.2C.2	Describe the first aid for an unconscious casualty.
8.2D	**FAINTING**	8.2D.1	Define the term fainting.
		8.2D.2	Name the most common causes of fainting.
		8.2D.3	Describe the signs and symptoms of an impending faint.
8.2E	**FIRST AID FOR FAINTING**	8.2E.1	Describe the first aid for person who: a) Feel faint; b) Has fainted

INITIAL-PART EIGHT	AVIATION FIRST AID	ARTIFICIAL RESPIRATION-ADULT

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the artificial respiration on an adult required to effectively handle an in-flight emergency situation.**

SCOPE: **RESPIRATORY SYSTEM**
RESPIRATORY EMERGENCIES
MOUTH-TO-MOUTH METHOD OF ARTIFICIAL RESPIRATION
MOUTH-TO-MOUTH METHOD OF ARTIFICIAL RESPIRATION - CASUALTY WITH A SUSPECTED HEAD/SPINAL INJURY
ONGOING CASUALTY CARE- RESTORED BREATHING

8.3A	**RESPIRATORY SYSTEM**	8.3A.1	Define the respiratory system
		8.3A.2	Define the term respiration
		8.3A.3	Name and locate on an anatomical diagram the three major parts of the airway
8.3B	**RESPIRATORY EMERGENCIES**	8.3B.1	List the major causes of breathing emergencies in adults.
		8.3B.2	List the major signs of breathing emergencies (include chest injuries)
		8.3B.3	State the time period when brain damage may result from lack of oxygen.
8.3C	**MOUTH-TO-MOUTH METHOD OF ARTIFICIAL RESPIRATION**	8.3C.1	Define the term artificial respiration
		8.3C.2	State why direct methods of AR can sustain a casualty's life
		8.3C.3	State the rate and force of ventilations for an adult
		8.3C.4	State when, where and for how long, the pulse is checked and rechecked during AR for an adult.
		8.3C.5	Demonstrate, on an adult manikin, or on a simulated casualty, mouth-to-mouth artificial respiration for a minimum of one minute or 12 to 15 consecutive ventilations; using the head-tilt chin-lift method to open the airway and a facemask with an oxygen port and a one-way valve.
		8.3C.6	Demonstrate, on an adult manikin, or on simulated casualty, with the assistance of passengers, the technique for ventilations prior to moving a casualty and every 15 seconds thereafter until the casualty is positioned.

		8.3C.7	Name the complications that may occur when giving AR
		8.3C.8	State the most common causes of gastric distention and vomiting during AR
		8.3C.9	State how to minimize the risk of gastric distention
		8.3C.10	Demonstrate on an adult manikin or a simulated casualty how to deal with vomiting during AR
8.3D	**MOUTH-TO-MOUTH METHOD OF ARTIFICIAL RESPIRATION CASUALTY WITH A SUSPECTED HEAD/SPINAL INJURY**	8.3D.1	State when the jaw thrust without head tilt would be used.
		8.3D.2	Demonstrate on an adult manikin or on a simulated casualty, how to give mouth-to-mouth AR, using the jaw thrust without head-tilt
		8.3D.3	Describe how to take the radial pulse.
8.3E	**ONGOING CASUALTY CARE-RESTORED BREATHING**	8.3E.1	State when and why the recovery position is used.
		8.3E.2	State locations(s) in the aircraft for the recovery position
		8.3E.3	Demonstrate on an adult manikin or on a simulated casualty ongoing casualty care following successful AR (recovery position)

INITIAL-PART EIGHT	AVIATION FIRST AID	ARTIFICIAL RESPIRATION-CHILD & INFANT

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate artificial respiration on a child or infant required to effectively handle an in-flight emergency situation.**

SCOPE: **MOUTH-TO-MOUTH ARTIFICIAL RESPIRATION ON A CHILD MOUTH-TO-MOUTH-AND-NOSE ARTIFICIAL RESPIRATION ON AN INFANT**

8.4A	**MOUTH-TO-MOUTH ARTIFICIAL RESPIRATION ON A CHILD**	8.4A.1	Define the term "child" as it applies to first aid (and CPR, if included) in training program.
		8.4A.2	State the differences in the rate and force of ventilations between an adult and a child.
8.4B	**MOUTH-TO-MOUTH-AND – NOSE ARTIFICIAL RESPIRATION ON AN INFANT**	8.4B.1	Define the term "infant" as it applies to first aid and CPR, if included in training program.
		8.4B.2	State when and where the brachial pulse is taken and rechecked during mouth-to-mouth-and-nose artificial respiration.
		8.4B.3	State the rate and the force of ventilations for an infant.
		8.4B.4	Demonstrate, on an infant manikin, the mouth-to-mouth-and-nose method of artificial respiration for a minimum of one minute or 20 consecutive ventilations, using the head-tilt chin-lift method to open the airway.

INITIAL-PART EIGHT	AVIATION FIRST AID	CHOKING-ADULT, CHILD & INFANT

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the choking procedures for adult, child and infant required to effectively handle an in-flight emergency situation.**

SCOPE: **BREATHING EMERGENCIES**
CHOKING
FIRST AID FOR A CHOKING ADULT & CHILD
FIRST AID FOR A CHOKING INFANT
ONGOING CASUALTY CARE FOR CHOKING

8.5A	**BREATHING EMERGENCIES**	8.5A.1	State the causes of choking in an adult, child and infant
		8.5A.2	State the safety measures to prevent choking on foreign objects in an in-flight situation.
8.5B	**CHOKING**	8.5B.1	Define partial and complete airway obstruction: a) Adult b) Child c) Infant
		8.5B.2	Describe the signs of choking a) General signs b) Partial airway obstruction i) Good air exchange ii) Poor air exchange c) Complete airway obstruction
8.5C	**FIRST AID FOR A CHOKING ADULT & CHILD**	8.5C.1	Describe the first aid for a conscious choking adult and child casualty with a partial airway obstruction
		8.5C.2	Describe the two methods by which a conscious choking adult or child casualty can assist him/herself: a) Markedly obese or pregnant casualty b) Other casualties
		8.5C.3	Demonstrate on a simulated adult or child casualty, the first aid for a choking casualty with a complete airway obstruction: a) Conscious; b) Becomes unconscious; and c) Found unconscious.
		8.5C.4	State the instances when chest thrusts should be used on an adult casualty.
		8.5C.5	Demonstrate on a simulated female in the advanced stages of pregnancy, or a markedly obese casualty, with a complete airway obstruction the first aid for choking using chest thrusts:

a) Conscious;
b) Who becomes unconscious; and
c) Found unconscious.

8.5D	**FIRST AID FOR A CHOKING INFANT**	8.5D.1	Demonstrate, on an infant manikin, the first aid for a complete airway obstruction when an infant is: a) Conscious; b) Becomes unconscious; and c) Found unconscious.
		8.5D.2	Describe the first aid for a conscious, choking infant who has a partial airway obstruction: a) Foreign object b) Croup
8.5E	**ONGOING CASUALTY CARE**	8.5E.1	Describe the ongoing casualty care until handover for a casualty who received first aid for a complete airway obstruction: a) Adult; b) Child; and c) Infant.

INITIAL-PART EIGHT	AVIATION FIRST AID	CARDIOVASCULAR EMERGENCIES

TRAINING OBJECTIVE: **The crewmember will be able to define/demonstrate the first aid for cardiovascular emergencies required to effectively handle an in-flight emergency situation.**

SCOPE: **CARDIOVASCULAR DISEASE**
RISK FACTORS OF CARDIOVASCULAR DISEASE
PREVENTATIVE HEALTH MEASURES
PRINCIPLES OF FIRST AID FOR CARDIOVASCULAR EMERGENCIES
ANGINA/HEART ATTACK
STROKE/TIA

8.6A	**CARDIOVASCULAR DISEASE**	8.6A.1	Describe in simple terms the following cardiovascular disorders: a) High blood pressure (hypertension) b) Narrowing of the arteries (atherosclerosis) c) Angina (pectoris) d) Heart attack(myocardial infarction) e) Cardiac arrest f) Stroke/tia
8.6B	**RISK FACTORS OF CARDIOVASCULAR DISEASE**	8.6B.1	Define the term risk factor as it applies to cardiovascular disease
		8.6B.2	List the risk factors of cardiovascular disease that can be controlled
		8.6B.3	List the risk factors of cardiovascular disease that cannot be controlled
8.6C	**PREVENTATIVE HEALTH MEASURES**	8.6C.1	Describe healthy life-style habits that can help reduce the risk of cardiovascular disease
8.6D	**PRINCIPLES OF FIRST AID FOR CARDIOVASCULAR EMERGENCIES**	8.6D.1	List the first aid measures which are a priority for all cardiovascular emergencies
		8.6D.2	State why it is important to get medical help promptly
8.6E	**ANGINA/HEART ATTACK**	8.6E.1	State the cause for angina/heart attack
		8.6E.2	List the signs and symptoms of angina/heart attack.
		8.6E.3	State the first aid for angina/heart attack:
		8.6E.4	List the rights to be observed when assisting the conscious casualty to take his/her medication
8.6F	**STROKE/TIA**	8.6F.1	State the most common causes of a stroke (cerebrovascular accident - CVA)
		8.6F.2	List the signs and symptoms of a stroke.

8.6F.3 Describe the first aid for a stroke.

8.6F.4 Define the term Transient Ischemic Attack (TIA) and describe the first aid

INITIAL-PART EIGHT	AVIATION FIRST AID	WOUNDS & BLEEDING

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for wounds and bleeding required to effectively handle an in-flight emergency situation.**

SCOPE: **WOUNDS**
TYPES OF BLEEDING
CONTAMINATION AND INFECTION
DRESSINGS, BANDAGES AND SLINGS
FIRST AID FOR WOUNDS WITH INTERNAL BLEEDING
FIRST AID FOR WOUNDS WITH EMBEDDED OBJECTS
INTERNAL BLEEDING
BLEEDING FROM THE NOSE

8.7A	**WOUNDS**	8.7A.1	Define the term wound.
		8.7A.2	Describe the types of minor soft tissue injuries
8.7B	**TYPES OF BLEEDING**	8.7B.1	Describe the difference between venous and arterial bleeding
		8.7B.2	Define the terms external bleeding and internal bleeding
		8.7B.3	List the signs and symptoms of severe bleeding:
		8.7B.4	State how bleeding may be recognized: a) external bleeding b) internal bleeding i) Causes ii) Characteristics iii) Signs of internal bleeding
8.7C	**CONTAMINATIO N & INFECTION**	8.7C.1	Name measures to prevent further contamination and infection of wounds.
		8.7C.2	State how to clean a minor wound.
8.7D	**DRESSIINGS, BANDAGES & SLINGS**	8.7D.1	Describe the characteristics of dressings, bandages and slings and state their uses
8.7E	**FIRST AID FOR WOUNDS WITH EXTERNAL BLEEDING**	8.7E.1	Describe the first aid principles for wounds with severe external bleeding.
		8.7E.2	Describe the signs and the effects of inadequate distal circulation to the extremities: a) Skin temperature; b) Colour; and c) Pulse
		8.7E.3	Demonstrate, on a simulated casualty, the techniques to control severe external bleeding.

		8.7E.4	Demonstrate, on a simulated casualty, how to improve impaired distal circulation when a limb has been bandaged.
		8.7E.5	Demonstrate on a simulated casualty how to check for and monitor distal circulation
8.7F	**FIRST AID FOR WOUNDS WITH EMBEDDED OBJECTS**	8.7F.1	Describe the first aid for a wound with an embedded object
		8.7F.2	Demonstrate on a simulated casualty, the techniques for the control of bleeding from a wound with a short embedded foreign object in the lower leg.
8.7G	**INTERNAL BLEEDING**	8.7G.1	Describe the first aid for a casualty with suspected internal bleeding.
8.7H	**BLEEDING FROM THE NOSE**	8.7H.1	Describe the techniques to control bleeding from the nose by positioning, pressure and time.

INITIAL-PART EIGHT	AVIATION FIRST AID	FRACTURES, DISLOCATIONS & SPRAINS

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for fractures, dislocations and sprains required to effectively handle an in-flight emergency situation.**

SCOPE: **BONE AND JOINT INJURIES**
FIRST AID FOR BONE AND JOINT INJURIES
MUSCLE STRAIN

8.8A	**BONE AND JOINT INJURIES**	8.8A.1	Define two classifications of fractures:
		8.8A.2	Define two types of joint injuries
		8.8A.3	List the signs and symptoms of a/an. a) Open fracture b) Closed fracture/sprain c) Dislocation
8.8B	**FIRST AID FOR BONE AND JOINT INJURIES**	8.8B.1	State the general rules of first aid for bone and joint injuries (f.a. principles the same)
		8.8B.2	Describe the characteristics of a good splint.
		8.8B.3	Describe how to support and immobilize the following bone and joint injuries of the upper limb: a) A fracture of the collarbone using two triangular bandages b) Support and immobilization of a dislocated shoulder using padding, three triangular bandages and the application of cold c) An open fracture of the upper arm when the elbow can be bent, using padding and triangular bandages d) A closed fracture of the wrist using an improvised or a commercial splint and triangular bandages
		8.8B.4	Demonstrate, on a simulated casualty, how to support and immobilize a closed fracture of the forearm using an improvised or a commercial splint and triangular bandages.
		8.8B.5	List the factors that increase the seriousness of a femur (hip) fracture.
		8.8B.6	Describe how to support and immobilize the following bone and joint injuries of the lower limbs: a) A closed fracture of the upper leg using a long, padded (improvised) splint and a body splint. b) A closed fracture of the knee, when the knee cannot be straightened, using two padded (improvised) splints, padding and triangular

bandages

c) An open fracture of the lower leg using dressings, protective padding, six triangular bandages and the good leg as a body splint

8.8B.7 Demonstrate, on a simulated casualty, how to support and immobilize a sprained ankle using a pillow splint or a blanket splint triangular bandages and the application of cold.

8.8C **MUSCLE STRAIN**

8.8C.1 Define the term muscle strain

8.8C.2 Name the causes of muscle strain

8.8C.3 State the first aid for muscle strain

INITIAL-PART EIGHT	AVIATION FIRST AID	BURNS

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for burns required to effectively handle an in-flight emergency situation.**

SCOPE: **BURNS**
FIRST AID FOR BURNS

8.9A	**BURNS**	8.9A.1	State the classifications of burns by mechanism of injury/causes and give an example of each
		8.9A.2	State the factors that determine the seriousness of a burn.
		8.9A.3	State the classification of burns by degree and state their signs and symptoms
		8.9A.4	State the complications that may result from a burn.
8.9B	**FIRST AID FOR BURNS**	8.9B.1	State the first aid procedures for a burn caused by: a) Heat; b) Chemicals: (i) Liquid; (ii) Dry; c) Electrical current; and d) Radiation: (i) Sun; (ii) Radioactivity
		8.9B.2	State the instances when medical help is required for a casualty who has been burned.

INITIAL-PART EIGHT	AVIATION FIRST AID	HEAD INJURIES

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for head/spinal injuries required to effectively handle miscellaneous conditions in an in-flight emergency situation.**

SCOPE: **HEAD/SPINAL INJURIES**
FIRST AID FOR HEAD/SPINAL INJURIES

8.10A	**HEAD/SPINAL INJURIES**	8.10A.1	Describe how to recognize the three types of head/spinal injuries by: a) History/mechanism of injury; and b) Signs and symptoms.
		8.10A.2	Name the injuries that are most commonly associated with head/spinal injuries.
8.10B	**FIRST AID FOR SUSPECTED HEAD/SPINAL INJURIES**	8.10B.1	Describe the first aid for a scalp wound with an underlying fracture of the skull.
		8.10B.2	State the principles of first aid for a head/spinal injury.
		8.10B.3	Describe the precautions necessary when moving a casualty with a suspected spinal injury within the limitations of an aircraft configuration.
		8.10B.4	State the dangers of improper handling of a casualty with head/spinal injuries
		8.10B.5	State why it is important to get immediate medical help for a casualty with head/spinal injuries

INITIAL-PART EIGHT	AVIATION FIRST AID	ASTHMA, ALLERGIES AND POISONS

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for asthma, allergies and poisons required to effectively handle an in-flight emergency situation.**

SCOPE: **SEVERE ASTHMA**
SEVERE ALLERGIC REACTIONS
POISONING
FIRST AID FOR POISONING BY INGESTION

8.11A	**SEVERE ASTHMA**	8.11A.1	Define the term asthma and state its causes
		8.11A.2	State the signs and symptoms of a severe asthmatic attack
		8.11A.3	Describe the first aid for a severe asthmatic attack
8.11B	**SEVERE ALERGIC REACTIONS**	8.11B.1	State the routes of entry by which allergens are introduced into the body
		8.11B.2	Define the term allergic reaction and describe the signs and symptoms
		8.11B.3	Describe the first aid for an allergic reaction
		8.11B.4	Explain the use of the Epi-pen and the Ana-kit
8.11C	**POISIONING**	8.11C.1	Define the term poison
		8.11C.2	State the facts that help to determine the history of a poisoning emergency
		8.11C.3	List the signs and symptoms of poisoning by ingestion.
8.11D	**FIRST AID FOR POISIONING BY INGESTION**	8.11D.1	State the first aid for a conscious and unconscious casualty when a poison has been ingested

INITIAL-PART EIGHT	AVIATION FIRST AID	MEDICAL CONDITIONS

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for medical conditions required to effectively handle an in-flight emergency situation.**

SCOPE: **DIABETIC EMERGENCIES**
EPILEPSY
CONVULSIONS IN CHILDREN
ACUTE ABDOMINAL DISTRESS

8.12A	**DIABETIC EMERGENCIES**	8.12A.1	Define the types of diabetic emergencies
		8.12A.2	State how the history of an incident helps to identify a diabetic emergency: a) Conscious casualty; and; b) Unconscious casualty.
		8.12A.3	List the signs and symptoms of a diabetic emergency: a) Diabetic coma; b) Insulin shock.
		8.12A.4	State the first aid for a diabetic emergency
8.12B	**EPILEPTIC SEIZURES**	8.12B.1	Define the term epilepsy.
		8.12B.2	List the signs and symptoms of an epileptic seizure.
		8.12B.3	State the first aid for an epileptic seizure.
8.12C	**CONVULSIONS IN CHILDREN**	8.12C.1	State a common cause of convulsions in children.
		8.12C.2	List the signs and symptoms of an epileptic seizure.
		8.12C.3	State the first aid for fever convulsions in children.
8.12D	**ACUTE ABDOMINAL DISTRESS (ACUTE ABDOMEN)**	8.12D.1	Define the term acute abdominal distress (acute abdomen) eg. appendicitis
		8.12D.2	Describe the signs and symptoms of an acute abdomen.
8.12E	**FIRST AID FOR ACUTE ABDOMINAL DISTRESS**	8.12E.1	Describe the first aid for acute abdominal distress: a) Call for medical assistance; b) Give nothing by mouth: c) Place casualty in the position of most comfort; d) Give first aid for shock

INITIAL-PART EIGHT	AVIATION FIRST AID	ALTITUDE RELATED CONDITION

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for altitude related conditions required to effectively handle an in-flight emergency situation.**

SCOPE:

EARACHE & SINUSITIS
FIRST AID FOR EARACHE & SINUSITIS
HYPERVENTILATION SYNDROME
FIRST AID FOR HYPERVENTILATION
MOTION SICKNESS
FIRST AID FOR MOTION SICKNESS

8.13A **EARACHE & SINUSITIS**

8.13A.1 State the signs and symptoms of an ear infection:

a) Pain, increasing during descent of aircraft;
b) Dizziness;
c) Loss of hearing; and
d) Possible discharge.

8.13A.2 State the signs and symptoms of a sinusitis:

a) Headache;
b) Pain increasing during descent of aircraft;
c) Possible discharge; and
d) Dizziness.

8.13B **FIRST AID FOR EARACHE & SINUSITIS**

8.13B.1 Describe the first aid for an earache:

a) Assist in taking prescribed medication; and
b) Dispose of discharge in an appropriate manner.

8.13B.2 Describe the first aid for sinusitis:

a) Assist in taking prescribed medication; and
b) Dispose of discharge in an appropriate manner.

8.13C **HYPERVENTILATION SYNDROME**

8.13C.1 State the signs and symptoms of hyperventilation:

a) Marked anxiety;
b) Dyspnoea; and
c) Dizziness and light-headedness.

8.13D **FIRST AID FOR HYPERVENTILATION**

8.13D.1 Describe the first aid for hyperventilation:

a) try to talk the passenger into slowing his
b) respiration rate; have the passenger breathe into an oxygen mask that is not receiving oxygen flow; and

CAUTION: Do not use this method if you suspect a

medical cause for rapid respiration. If you are in doubt about the case of hyperventilation, administer low-flow oxygen; it will not make the condition worse.

c) recommend that the passenger consult a physician.

8.13F	**MOTION SICKNESS**	8.13E.1	List the signs and symptoms of motion sickness: a) Nausea and vomiting; b) Dizziness; c) Pale, clammy skin; and d) Fainting.
8.13F	**FIRST AID FOR MOTION SICKNESS**	8.13F.1	Describe the first aid for motion sickness: a) Assist in taking medication; b) Provide fresh air; c) Recline the passenger's seat; d) Place a cool, damp cloth over the passenger's eyes; e) Dispose of any vomit's in an appropriate manner; and f) Clean and deodorize area as required.

INITIAL-PART EIGHT	AVIATION FIRST AID	EYE INJURIES

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for eye injuries required to effectively handle an in-flight emergency situation.**

SCOPE: **FIRST AID FOR FOREIGN OBJECTS IN THE EYE**
FIRST AID FOR BURNS TO THE EYE

8.14A	**FIRST AID FOR FOREIGN OBJECTS IN THE EYE**	8.14A.1	Describe the first aid when a foreign object is adhered to or embedded in the eye
		8.14A.2	List situations when no attempt should be made to remove a foreign object from the eye
		8.14A.3	State the procedures and precautions for the removal of a loose particle from: a) The surface of the eyeball b) Under the upper eyelid c) Under the lower eyelid
8.14B	**FIRST AID FOR BURNS TO THE EYE**	8.14B.1	State the first aid for burns to the eye resulting from: a) chemicals i) Liquid ii) Dry b) Intense light sources

INITIAL-PART EIGHT	AVIATION FIRST AID	CHILDBIRTH AND MISCARRIAGE (ELECTIVE LESSON)

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for childbirth and miscarriage required to effectively handle an in-flight emergency situation.**

SCOPE: **CHILDBIRTH**
PREPARING FOR AN EMERGENCY DELIVERY
EMERGENCY DELIVERY
MISCARRIAGE
FIRST AID FOR MISCARRIAGE

8.15A	**CHILDBIRTH**	8.15A.1	Define the term labour
		8.15A.2	List the signs that indicate the beginning of labour. .
		8.15A.3	State the signs of imminent delivery.
8.15B	**PREPARING FOR AN EMERGENCY DELIVERY**	8.15B.1	List the materials that will assist a crew member in an emergency delivery.
		8.15B.2	State how to prepare the expectant mother for an emergency delivery.
8.15C	**EMERGENCY DELIVERY**	8.15C.1	Describe the role of the crew member in an emergency delivery: a) Normal delivery; b) Delivery with complications: (i) Umbilical cord; (ii) Placenta; and (iii) Haemorrhage.
		8.15C.2	State how to care for the newborn baby.
		8.15C.3	State how to care for the placenta and the umbilical cord following delivery.
		8.15C.4	Describe how to care for the mother following delivery until medical aid is obtained.
8.15D	**MISCARRIAGE**	8.15D.1	Define the term miscarriage
		8.15D.2	List the signs and symptoms of miscarriage
8.15E	**FIRST AID FOR MISCARRIAGE**	8.15E.1	State the first aid for a woman who had a miscarriage

INITIAL-PART EIGHT	AVIATION FIRST AID	FROSTBITE/HYPOTHERMIA (ELECTIVE LESSON)

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for frostbite/hypothermia required to effectively handle an in-flight emergency situation.**

SCOPE: **COLD INJURIES**
FIRST AID FOR COLD INJURIES

8.16A	**COLD INJURIES**	8.16A.1	Name the signs and symptoms of: a) Superficial frostbite; and b) Deep frostbite.
		8.16A.2	List signs and symptoms of the progressive stages of hypothermia.
		8.16A.3	Name the signs of a frozen casualty
8.16B	**FIRST AID FOR COLD INJURIES**	8.16B.1	State the first aid for: a) Superficial frostbite; b) Deep frostbite; and c) Hypothermia.
		8.16B.2	State the minimum time for pulse assessment in a casualty with severe hypothermia.

INITIAL-PART EIGHT	AVIATION FIRST AID	HEAT ILLNESSES (ELECTIVELESSON)

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for heat illnesses required to effectively handle an in-flight emergency situation.**

SCOPE: **HEAT ILLNESSES**
FIRST AID FOR HEAT ILLNESSES

8.17A	**HEAT ILLNESSESS**	8.17A.1	State the conditions that cause heat illnesses.
		8.17A.2	List the safety measures to prevent heat illnesses.
		8.17A.3	List the signs and symptoms of: a) Heat exhaustion; and b) Heatstroke: (i) Classic heatstroke; (ii) Exertional heatstroke.
8.17B	**FIRST AID FOR HEAT ILLNESSES**	8.17B.1	State the first aid for: a) Heat exhaustion; and b) Heatstroke.

INITIAL-PART EIGHT	AVIATION FIRST AID	CPR-ADULT CHILD & INFANT (ELECTIVE LESSON)

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate CPR for an adult, child and infant as required to effectively handle an in-flight emergency situation.**

SCOPE: **CARDIAC ARREST**
CPR - ADULT, CHILD & INFANT

8.18A	**CARDIAC ARREST**	8.18A.1	List the common causes of cardiac arrest.
		8.18A.2	State the signs of cardiac arrests.
8.18B	**CPR ON AN ADULT CHILD & INFANT**	8.18B.1	Define the terms adult, child and infant as they apply to CPR.
		8.18B.2	State the first aid for cardiac arrest
		8.18B.3	Describe one rescuer CPR for adult, child and infant casualties: a) Techniques; b) Sequencing; and c) Timings.
		8.18B.4	Demonstrate on an adult manikin, one-rescuer CPR for a minimum of one minute or four continuous cycles of 15 compressions and 2 ventilations.
		8.18B.5	Demonstrate on a child manikin, one-rescuer CPR for a minimum of one minute or 10 continuous cycles of 5 compressions and 1 ventilation.
		8.18B.6	Demonstrate on an infant manikin, one-rescuer CPR for a minimum of one minute or 10 continuous cycles of 5 compressions and 1 ventilation.
		8.18B.7	Demonstrate, on an appropriate manikin, one rescuer CPR for and adult, child and infant in combination with oxygen administration.

INITIAL-PART EIGHT	AVIATION FIRST AID	TOOTH ACHE (ELECTIVE LESSON)

TRAINING OBJECTIVE: **The crew member will be able to define/demonstrate the first aid for a toothache to effectively handle a an in-flight emergency situation.**

SCOPE: **TOOTHACHE**
FIRST AID FOR A TOOTHACHE

8.19A	**TOOTHACHE**	8.19A.1	List the signs and symptoms of a toothache: a) Pain; b) Swelling; and c) Localized heat. *NOTE: Often associated with sinusitis - referred pain*.
8.19B	**FIRST AID FOR A TOOTHACHE**	8.19B.1	Describe the first aid for a toothache: a) Call for medical assistance; and b) Give first aid for shock
		8.19B.2	Describe the care for a knocked out tooth: a) Do not handle the tooth by the root; b) Gently replace the tooth into the socket; *If the casualty refuses to have the tooth replaced:* c) Place the tooth in a moistened gauze or a cup of water; d) Seek medical aid as soon as possible.

ANNUAL PART-ONE	AVIATION INDOCTRINATION	REGULATORY OVERVIEW

TRAINING OBJECTIVE: **The crew member will be able to identify and describe the legislation relating to crew member duties.**

SCOPE: **LEGISLATION**

1.1A **LEGISLATION** 1.1A.1 Identify and describe the specific regulations applicable to crew members and cabin safety and outline the applicable air operator's policies and procedures including:

a) Seat belts and Related Restraint Systems;
b) Live-Saving Equipment (e.g. life rafts, life preservers, survival kits);
c) Oxygen Equipment;
d) First Aid Kits;
e) Minimum Equipment Lists;
f) Floor Proximity Lighting;
g) Take-Off and Landing Stations;
h) Infant - definition
i) Minimum Crew Requirements;
j) Passenger Safety Briefings;
k) Passenger Safety Features Cards;
l) Surface Contamination Training;
m) Carry-On Baggage;
n) Aircraft Journey Log/Cabin Log Book or equivalent;
o) Liquor/Drugs;
p) Fuelling With One Engine Running;
q) Sparsely Settled Areas Equipment;
r) Flight Attendant Manual as part of Operations Manual;
s) Non-Smokers Health Act;
t) ELTs and Fire Extinguishers; and
u) Stowage of Equipment and Supplies.

TRAINING OBJECTIVE: **The crew member will be able to identify and describe the most common physiological effects of flight in pressurized aircraft including likely causes, recognition and ways to minimize these effects.**

SCOPE: **GENERAL**
EFFECTS OF ALTITUDE

1.2A	**GENERAL**	1.2A.1	Identify the body's requirement for oxygen and the potential for crew member incapacitation due to lack of oxygen.
		1.2A.2	Describe the circumstances under which carbon monoxide poisoning may occur, the signs and symptoms, ways to detect it and minimize its effects. Include the potential for CO (Carbon Monoxide) poisoning from ground air conditioning units as a result of a ground heating unit *(eg.* Herman-Nelson Ground Power Unit).
1.2B	**EFFECTS OF ALTITUDE**	1.2B.1	Define what is meant by decompression sickness and describe the physiological effects of pressure changes on gases in the body. Define "safe" times between scuba-diving and flight.
		1.2B.2	Define what is meant by hypoxia, the hazards associated with it, signs and symptoms, ways to detect it and minimize its effects.
		1.2B.3	Define time of useful consciousness and factors affecting it.
		1.2B.4	Describe the effects of oxygen deficiency on human performance and identify the importance in recognizing these signs and symptoms in other crew members.
		1.2B.5	Identify persons most susceptible to the effects of hypoxia.

TRAINING OBJECTIVE: **The crew member will be able to describe their legislated roles and responsibilities relating to their safety duties.**

SCOPE: **GENERAL**

2.1A **GENERAL**

2.1A.1 Describe the responsibility of crew members to maintain knowledge of all safety and emergency procedures relating to assigned duties.

2.1A.2 Identify the requirement for crew members to perform their duties in accordance with the Operations/Flight Attendant Manual.

2.1A.3 Outline crew member responsibilities to ensure all flight documentation, publications, manuals are up to date and readily available onboard and that crew members are familiar with their contents. Flight Attendants are required to ensure that:

a) A Record of Revisions is in the FAM tracking the amendments received and when they were inserted into the FAM; and

b) All amendments are reviewed and inserted in the appropriate section of the FAM and not in their issued format *(eg. stapled, cello-wrapped)*.

2.1A.4 Identify the responsibility of crew members to report any onboard safety concerns to the pilot-in-command.

2.1A.5 Identify the requirement to keep all documentation relative to flight duties up to date at all times eg. passport, security pass.

2.1A.6 Outline crew member responsibilities to ensure that all safety/emergency equipment is available, in good working order and properly secured when not in use.

2.1A.7 Identify the responsibility of crew members to ensure that all galley/service equipment is in good working order and properly secured when not in use.

2.1A.8 Identify the responsibility of crew members to report unserviceable equipment following established company procedures.

2.1A.9 Identify the responsibility for crew members to successfully complete required training and qualifications.

2.1A.10 Define the chain-of-command and describe the authority of the pilot-in-command and describe the importance relating to flight safety.

2.1A.11 Describe the requirement to be aware of the duties and responsibilities of other crew members and be prepared to

assume those duties, if necessary.

2.1A.12 Define the procedure regarding attending and participating in crew briefings.

2.1A.13 Describe a crew member under training and the duties they may perform when assigned to a flight.

2.1A.14 Identify the importance of crew members to be constantly alert and therefore prepared to handle any abnormal/emergency situation as it may occur.

2.1A.15 Identify uniform policies and the importance of the uniform as an identifier especially in abnormal and emergency situations, and the carrier's policy regarding the wearing of the uniform in an emergency.

ANNUAL-PART THREE	SAFETY PROCEDURES	CREW COORDINATION

TRAINING OBJECTIVE: **The crew member will be able to identify the components of crew coordination and its importance to safety.**

SCOPE: **CREW COORDINATION**

3.1A	**CREW**	3.1A.1	Describe the importance of crew coordination when applying emergency procedures.
		3.1A.2	List the positive effects of crew coordination in enhancing flight safety.
		3.1A.3	Outline the benefits of crew coordination on working environment and morale and the effect this has on safety.
		3.1A.4	Define the ways the "one crew" concept may be achieved.
		3.1A.5	Identify the importance of crew coordination especially in abnormal and emergency situations.

ANNUAL-PART THREE	SAFETY PROCEDURES	COMMUNICATION

TRAINING OBJECTIVE: **The crew member will be able to describe the importance of, and the procedures for, effective communication in normal, abnormal and emergency situations for each aircraft type in the air carrier fleet.**

SCOPE: **GENERAL**
COMMUNICATION

3.2A	**GENERAL**	3.2A.1	Describe the procedures for normal, abnormal and emergency communications for each aircraft type in the air carrier fleet.
		3.2A.2	Describe the importance of effective communication especially when dealing with abnormal and emergency situations.
		3.2A.3	Describe the responsibility of crew members to provide complete and accurate information to the pilot-in-command to assist in decision-making.
3.2B	**COMMUNICATION**	3.2B.1	Identify the difference between verbal and non-verbal communication and describe the effects of communicating different messages.

ANNUAL-PART THREE	SAFETY PROCEDURES	BRIEFING

TRAINING OBJECTIVE: **The crew member will able to define what is meant by surface contamination, describe their responsibilities and identify the procedures for reporting suspected surface contamination to the pilot-in-command.**

SCOPE: **GENERAL**
CREW MEMBER RESPONSIBILITIES
DE-ICING / ANTI-ICING

3.3A	**GENERAL**	3.3A.1	Define surface contamination and hazards to flight associated with surface contamination.
		3.3A.2	Define aircraft critical surfaces for each of the aircraft type.
		3.3A.3	Identify an awareness of the conditions most likely to produce surface contamination.
		3.3A.4	Give examples of "clean" wing and visible signs of surface contamination *(eg. frost, ice, snow, including rain, etc.)*
3.3B	**CREW MEMBER RESPONSIBLITIES**	3.3B.1	Define the responsibilities of crew members to report suspected surface contamination to the pilot-in-command as soon as it is discovered.
		3.3B.2	State the requirement for the pilot-in-command or designate to investigate reports of suspected surface contamination.
		3.3B.3	Describe the advice to passengers whenever aircraft de-icing/anti-icing is taking place and who is responsible for this announcement.
3.3C	**DE-ICING/ANTI-ICING**	3.3C.1	Describe when the flight attendant in-charge will be advised in adverse weather conditions whether or not de-icing/anti-icing will occur.
		3.3C.2	Describe the different types of equipment used to accomplish de-icing/anti-icing *(eg. cherry-picker, car wash, rope, etc.)* and aircraft de-icing/anti-icing procedures.
		3.3C.3	Identify that icing conditions can reoccur on critical surfaces of the aircraft if the take-off is prolonged for any period of time after de-icing/anti-icing has occurred. (Hold-Over Time Tables)
		3.3C.4	Identify the procedures to deal with possible hazards whenever de-icing/anti-icing is taking place *(eg. inhaling de-icing/anti-icing fluid, de-icing/anti-icing fluid entering cabin through open doorways, the presence of glycol fumes in the cabin)*
		3.3C.5	Describe the types, purpose, characteristics and uses of de icing/anti-icing fluids.

ANNUAL-PART THREE	SAFETY PROCEDURES	BRIEFING

TRAINING OBJECTIVE: **The crew member will be able to identify the different types of briefings which are required by the Operations Manual and the information which must be included in each.**

SCOPE: **CREW BRIEFINGS**
PASSENGER BRIEFINGS

3.4A	**CREW BRIEFINGS**	3.4A.1	Outline when crew briefings are required.
		3.4A.2	Describe the topics to be covered in the crew pre-flight briefing(s).
		3.4A.3	Identify the crew member responsibility to ask questions if all the required information has not been given in a briefing or if the information is unclear.
		3.4A.4	Identify who is required to attend each type of briefing and their expected level of preparedness and participation.
3.4B	**PASSENGER BRIEFINGS**	3.4B.1	Identify the content of the mandatory announcements and when they must be performed: a) Cabin baggage; b) Pre-flight safety announcement/demonstration; c) After take-off; d) Enroute turbulence; e) Pre-landing; f) After landing; and g) Special attention passenger individual pre-flight briefing.

TRAINING OBJECTIVE: **The crew member will be able to identify the importance of cabin and passenger safety checks and will define what is meant by the aircraft minimum equipment list.**

SCOPE: **GENERAL**

3.5A	**GENERAL**	3.5A.1	Identify the importance of cabin and passenger safety pre-flight, in-flight and pre-landing checks and their impact on flight safety.
		3.5A.2	Define what is meant by the Minimum Equipment List and identify the cabin items which are included.
		3.5A.3	Identify types of conditions which may have airworthiness implications and which should be brought to the immediate attention of the pilot-in-command *(eg. cracked windows, damaged door seals, excessive water spills or leaks, obvious structural damage etc.)*.

ANNUAL-PART THREE	SAFETY PROCEDURES	PASSENGER HANDLING

TRAINING OBJECTIVE: **The crew member will be able to identify the types of passenger which may be carried and the general handling considerations which relate to safety.**

SCOPE: **GENERAL**
PASSENGER BOARDING

3.6A	**GENERAL**	3.6A.1	Identify the requirement for passengers to comply with instructions of crew members.
		3.6A.2	Describe the types of passengers which may be carried including passengers who require special handling.
		3.6A.3	Describe the procedures for acceptance and carriage of the following and include special handling considerations, location and securing: a) Incubators; b) Stretchers; c) Disabled persons unable to sit upright; d) Persons travelling with medical oxygen; e) Child restraint system; and f) Guide and service animals
		3.6A.4	Identify the carrier's policy for accepting or denying boarding to passengers and who is responsible for making this decision.
		3.6A.5	Outline the regulatory requirements regarding passengers who appear to be impaired due to alcohol or drugs, and the carrier's policies and procedures regarding alcohol service to passengers.
3.6B	**PASSENGER BOARDING**	3.6B.1	Define crew member responsibilities for passenger supervision while the aircraft is on the ground, including boarding, deplaning, station stops and the number of crew members that must be present.
		3.6B.2	Identify the importance of safety duties over service duties during passenger boarding.

ANNUAL-PART THREE	SAFETY PROCEDURES	PASSENGER AND CREW MEMBER SEATS AND RESTRAINTS

TRAINING OBJECTIVE: **The crew member will be able to identify the requirements and established procedures relating to seats and restraint systems for passengers and crew members.**

SCOPE: **PASSENGER SEATING**
CREW SEATING

3.7A	**PASSENGER SEATING**	3.7A.1	Outline the requirement for each person to have a seat with an individual safety belt.
		3.7A.2	Describe the carrier's policy and procedures regarding exit row seating, and who may not occupy seats in these rows.
		3.7A.3	Describe the procedures associated with the relocation of passengers in compliance with exit row seating policies.
		3.7A.4	Describe where special attention passengers may be seated, taking into consideration proximity to exits, availability of supplemental oxygen, ease of evacuation etc., for each aircraft type
		3.7A.5	Identify the upper deck and lower deck passenger seating restriction.
		3.7A.6	Outline the seating restrictions regarding arm held infants.
		3.7A.7	Describe the procedures for the use of onboard sky cots, when these devices may be used, and restrictions regarding the occupant of the sky cot.
		3.7A.8	Describe the requirement for passengers to be seated in their assigned seats, with seat belts fastened, for take-off, landing and whenever advised by a crew member. Describe the required positioning of seats for take-off and landing.
3.7B	**CREW SEATING**	3.7B.1	Identify the persons authorized to occupy any of the crew seats and who has the authority to make this decision.
		3.7B.2	Describe the importance of ensuring serviceability of flight attendant seats, who is responsible to ensure this, when to check serviceability.
		3.7B.3	Identify the compone*nts of a pre-flight serviceability check fo*r a flight attendant seat. (eg. "sit and fit" to enable quick access).
		3.7B.4	Describe the procedures to follow and approved alternate seating in case of an unserviceable flight attendant seat.

3.7B.5 Describe the requirements for flight attendants to be seated with restraint system fastened during taxi, (except for safety related duties), take-off, landing and turbulence and whenever directed to do so by the pilot-in-command or the in-charge flight attendant.

3.7B.6 Identify the signals and/or verbal command for flight attendants to take their assigned seats and to secure themselves. State who is responsible for these signals.

ANNUAL-PART THREE	SAFETY PROCEDURES	CARRY-ON BAGGAGE

TRAINING OBJECTIVE: **The crew member will be able to define what is meant by carry-on baggage and will describe the procedures for accepting and stowing carry-on baggage and any applicable restrictions.**

SCOPE: **PASSENGER CARRY-ON BAGGAGE**
CREW CARRY-ON BAGGAGE

3.8A	**PASSENGER CARRY-ON BAGGAGE**	3.8A.1	Describe carry-on baggage policies and procedures with respect to approved storage areas.
		3.8A.2	Identify the safety implications of improperly stowed carry-on baggage.
		3.8A.3	Identify the crew responsibilities for ensuring that all carry-on baggage is correctly stowed when required and prior to door closing.
		3.8A.4	Describe the air carrier's procedures for dealing with carry-on baggage that cannot be correctly stowed.
		3.8A.5	Outline the air carrier's policies and procedures for the carriage of live animals in the passenger cabin.
		3.8A.6	Identify the effects of carry-on baggage on weight and balance as applicable to the aircraft type operated by the air carrier.
		3.8A.7	Describe the approved procedures for accepting and restraining seat-loaded baggage and cargo in the passenger cabin, and approved devices/equipment for accomplishing this.
		3.8A.8	Describe the requirement to keep the exit areas clear and free from obstructions, such as carry-on baggage.
		3.8A.9	Describe the requirement to maintain clear access to emergency equipment.
		3.8A.10	Describe safety precautions for cabin personnel when opening overhead bins, and when handling items of carry-on baggage in order to prevent personal injury.
3.8B	**CREW CARRY-ON BAGGAGE**	3.8B.1	Describe the policies and procedures for stowing crew baggage in the passenger cabin including accepting baggage from deadheading crew.
		3.8B.2	Identify the crew carry-on baggage stowage locations for each aircraft type.

ANNUAL-PART THREE	SAFETY PROCEDURES	ELECTRONIC DEVICES

TRAINING OBJECTIVE: **The crew member will be able to define what is meant by passenger operated electronic devices, and describe the policies and procedures for their acceptance and use onboard aircraft.**

SCOPE: **GENERAL**

3.9A	**GENERAL**	3.9A.1	Identify the electronic devices most likely to be carried onboard aircraft.
		3.9A.2	List the potential hazards to flight safety associated with the use of electronic devices on board the aircraft in-flight.
		3.9A.3	Describe the company policy and procedures relating to electronic devices and list exceptions.
		3.9A.4	Identify the safety concerns associated with the use of "walkman" type headsets during critical phases of flight, abnormal operations, boarding and deplaning across an open apron.

ANNUAL-PART THREE	SAFETY PROCEDURES	SERVICE TO PASSENGERS ON THE GROUND

TRAINING OBJECTIVE: **The crew member will be able to identify what is meant by service to passengers on the ground, the conditions under which this can be accomplished and the procedures to do so.**

SCOPE: **CREW RESPONSIBILITIES**

3.10A	**CREW MEMBER RESPONSIBILITES**	3.10A.1	Identify the need for crew communication and coordination procedures whenever passenger service is being offered on the ground.
		3.10A.2	Identify when service to the passengers can be conducted on the ground and the related safety procedures.

ANNUAL-PART THREE	SAFETY PROCEDURES	FUELLING WITH PASSENGERS ONBOARD

TRAINING OBJECTIVE: **The crew member will be able to identify the regulatory requirements regarding fuelling with passengers onboard and the procedures established for this situation for each aircraft type in the air carrier's fleet.**

SCOPE: **GENERAL**
CREW MEMBER RESPONSIBILITIES

3.11A	**GENERAL**	3.11A.1	List the potential hazards to occupants and the aircraft associated with aircraft fuelling.
		3.11A.2	Identify the types of fuelling conditions which require that passengers and crew to be off-loaded and why the potential hazard is greater.
		3.11A.3	Describe the procedures and precautions for fuelling with passengers onboard.
		3.11A.4	Define what is meant by aircraft designated evacuation exits during fuelling and associated procedures for each aircraft type in the air carrier's fleet.
3.11B	**CREW MEMBER RESPONSIBILITIES**	3.11B.1	Identify crew responsibilities and communication when fuelling with passengers onboard.
		3.11B.2	Describe the fuel leak or spill procedures and identify the crewmember communication and coordination procedures.
		3.11B.3	Describe the procedures whenever fumes are detected in the cabin including crew communication and the decision to deplane passengers.

ANNUAL-PART THREE	SAFETY PROCEDURES	PRE-TAKE-OFF & PRE-LANDING

TRAINING OBJECTIVE: **The crew member will be able to identify safety procedures associated with take-off and landing.**

SCOPE: **CREW RESPONSIBILITIES**
ABNORMAL SITUATIONS

3.12A	**CREW MEMBER RESPONSIBILITIES**	3.12A.1	Identify cabin, galley and passenger safety checks.
		3.12A.2	Identify when crew members are required to violate the sterile flight deck rule. Describe the safety related information that should be conveyed and the requirement to be clear, concise, specific and timely.
		3.12A.3	Define "silent review" and identify the components, when it must be done and who is required to complete it.
3.12B	**ABNORMAL SITUATIONS**	3.12B.1	Define "rejected take-off", and describe the associated procedures.
		3.12B.2	Define "missed approach" and describe the associated procedures.

ANNUAL-PART THREE	SAFETY PROCEDURES	PROPELLER ABNORMALITIES

TRAINING OBJECTIVE: **The crew member will be able to identify the characteristics of an overspending and a runaway propeller and the associated procedures.**

SCOPE: **GENERAL**

3.13A	**GENERAL**	3.13A.1	Describe the characteristics of an overspending propeller and a runaway propeller, and emergencies that may occur as a result.
		3.13A.2	Describe how to recognize these propeller malfunctions and their effect on flight characteristics.
		3.13A.3	Identify the crew communication procedures associated with these propeller abnormalities.
		3.13A.4	Outline the procedures for relocating passengers.

ANNUAL-PART THREE	SAFETY PROCEDURES	APRON SAFETY

TRAINING OBJECTIVE: **The crew member will be able to identify apron safety components, the responsibilities for passenger movement on airport aprons and the associated procedures.**

SCOPE: **HAZARDS ON APRONS**
CREW MEMBER RESPONSIBILITIES
HELICOPTER OPERATORS

3.14A	**HAZARDS ON APRONS**	3.14A.1	Identify the hazards associated with airport aprons *(eg. aircraft, ground service vehicles, noise and weather)*.
		3.14A.2	Describe the hazards associated with traffic on the apron including aircraft movement, propellers, jet blast/exhaustion vehicles.
3.14B	**CREW MEMBER RESPONSIBILITIES**	3.14B.1	Identify the established procedures and requirements for escorting passengers across airport aprons.
		3.14B.2	Describe the coordination required between crew members and ground staff to ensure passenger safety *(eg. stairs in place, props are secured and ways to achieve it)*.
		3.14B.3	Identify the responsibilities for opening and closing, locking and unlocking airport terminal doors.
3.14C	**HELICOPTER OPERATIONS**	3.14C.1	List the ramp safety hazards associated with helicopter operations.
		3.14C.2	Describe the correct ways to approach a helicopter with and without the rotor engaged.
		3.14C.3	Identify communication and coordination procedures between crew and ground staff to ensure passengers are escorted to and from the helicopter.
		3.14C.4	Describe when it is safe to board/deplane passengers and who is responsible for this decision, and the how this information is conveyed to crew members.
		3.14C.5	Identify Helicopter Operational Regulations differing from fixed wing operations.

ANNUAL-PART THREE	SAFETY PROCEDURES	TURBULENCE

TRAINING OBJECTIVE: **The crew member will be able to identify turbulence classifications, hazards, and the procedures for ensuring passenger and crew safety during periods of in-flight turbulence.**

SCOPE: **GENERAL**
CREW MEMBER RESPONSIBILITIES

3.15A	**GENERAL**	3.15A.1	Describe turbulence classifications
		3.15A.2	List the potential hazards to aircraft, crew and passengers associated with turbulence.
3.15B	**CREW MEMBER RESPONSIBILITIES**	3.15B.1	Identify the importance of crew communication and coordination in conditions of turbulence and associated procedures.
		3.15B.2	Describe safety advice to passengers during turbulence.
		3.15B.3	Outline the crew procedures and responsibilities to ensure that passengers comply with crew member directions and crew member compliance with the regulation.

ANNUAL-PART THREE	SAFETY PROCEDURES	CREW MEMBER INCAPACITATION

TRAINING OBJECTIVE: **The crew member will be able to identify crew member incapacitation procedures.**

SCOPE: **GENERAL**
PILOT INCAPACITATION
FLIGHT ATTENDANT INCAPACITATION

3.16A	**GENERAL**	3.16A.1	Identify the possible causes of incapacitation *(eg. illness, injury, death, physical and mental incapacitation)*.
		3.16A.2	Identify the impact on flight safety of an incapacitated pilot or flight attendant associated with different aircraft types operated by the air carrier.
		3.16A.3	Identify the preferred locations for relocating incapacitated crew members as appropriate to the aircraft type.
		3.16A.4	Identify how and where to secure an incapacitated crew member for landing or during periods of in-flight turbulence.
		3.16A.5	Identify the pilot and flight attendant communication procedures to advise of crew member incapacitation.
3.16B	**PILOT INCAPACITATION**	3.16B.1	Identify the assistance flight attendants will be required to provide in the flight deck of a two pilot aircraft.
		3.16B.2	Describe the procedures for assisting an incapacitated pilot.
		3.16B.3	Describe and demonstrate the procedures for administering first aid oxygen to an incapacitated pilot.
		3.16B.4	Describe the procedures for removing an incapacitated pilot from the flight deck.
3.16C	**FLIGHT ATTENDANT INCAPACITATION**	3.16C.1	Identify the crew coordination procedures to ensure that the safety and emergency duties of the incapacitated flight attendant are assumed, and who is responsible for this decision.
		3.16C.2	Outline the procedures associated with incapacitated flight attendants.

ANNUAL-PART THREE	SAFETY PROCEDURES	POST- FLIGHT DUTIES

TRAINING OBJECTIVE: **The crew member will be able to identify their post-flight safety related duties.**

SCOPE: **DOCUMENTATION**
COMMUNICATION

3.17A	**DOCUMENTATION**	3.17A.1	Describe the safety related documentation which must be completed after each flight and who is responsible for its completion.
3.17B	**COMMUNICATION**	3.17B.1	Identify the responsibility associated with a crew change to brief the new crew regarding any unserviceabilites, special passengers, and any other safety related matters pertinent to their flight.

TRAINING OBJECTIVE: **The crew member will be able to identify the types of fire, fire detection and fire fighting systems and the established fire fighting procedures.**

SCOPE: **GENERAL**
CREW MEMBER RESPONSIBILITIES
PROCEDURES-CABIN
PROCEDURES-EXTERNAL

4.1A	**GENERAL**	4.1A.1	Identify hazards associated with onboard fires including toxicity of fumes, flammability of cabin materials, and variety of combustible materials.
		4.1A.2	Identify the impediments to fire fighting onboard aircraft including limited visibility due to smoke/fumes, fire fighting in confined space, difficulty in locating /accessing the source of the fire, limited resources to fight the fire and distance to suitable airport for landing.
		4.1A.3	Define fire chemistry including the elements which must be present for fire to occur *(eg. fuel, heat, oxygen, chemical reactions)*.
		4.1A.4	List the classes of fire which may occur on aircraft: Class A - combustible material fires, Class B - grease/spill fires, Class C - electrical and Class D - fire involving metals, and the possible sources for these fires.
		4.1A.5	Describe importance of early detection and correct recognition.
		4.1A.6	Identify the characteristics and behaviour of fire *(eg. what you will see, how the fire will behave)* in different cabin environments, fire propagation.
		4.1A.7	Describe the means of fire smoke detection; *(eg. smell, auditory, visual, and tactile)*.
		4.1A.8	Describe the chemical properties of each type of fire extinguisher, including hazards to occupants and aircraft systems, and how a fire is extinguished.
4.1B	**CREW MEMBER RESPONSIBILITIES**	4.1B.1	List fire prevention measures and crew responsibilities for fire prevention including but not limited to: a. Practicing and maintaining safe work habits; b. Enforcing smoking regulations; c. Monitoring cabin, lavatories, cargo compartments; d. Awareness of popped circuit breaker procedures; and prompt investigation of

			fire detection alarms, unusual odours, heat build-up, deformation of aircraft components, etc.
		4.1B.2	Describe the importance of crew coordination in fire fighting and identify ways that this may be achieved.
		4.1B.4	Describe the importance of crew communication in fire fighting and providing pilot-in-command with accurate information on fire source, location, extent/severity of fire/smoke, fire fighting actions.
4.1C	**PROCEDURES-CABIN**	4.1C.1	Describe the fire fighting procedures for specific types of fires, *(eg. galley, oven, lavatory, electrical, upholstery, etc.)*.
		4.1C.2	Describe the techniques and procedures for fighting these fires including finding the source of the fire, type of extinguisher to use, additional fire fighting equipment needed, complications to fighting these types of fires, limitations to fighting this type of fire, post-fire procedures, crew communication and coordination procedures, passenger-handling.
		4.1C.3	Identify ways to maintain breathing comfort for cabin occupants.
		4.1C.4	Define flashover and flash-fire and describe the conditions under which each is likely to occur.
4.1D	**PROCEDURES-EXTERNAL**	4.1D.1	a) Identify the types of external fires which could affect flight safety including but not limited to: b) engine fires; c) APU and engine torching; d) fuel spill/apron fires; e) fires on loading bridges; and f) service vehicle fires
		4.1D.2	Describe established procedures for dealing with external fire situations including recognition, crew communication and coordination.
		4.1D.3	Identify the communication and coordination required with ground personnel and describe the fire fighting assistance ground personnel can offer and the assistance crew members can provide to ground personnel.

ANNUAL-PART FOUR	EMERGENCY PROCEDURES	SMOKE/FUMES IN THE CABIN

TRAINING OBJECTIVE: **The crew member will be able to identify the hazards associated with fumes and/or smoke in the cabin, potential sources and the established procedures if fumes and/or smoke are detected in the cabin in flight or on the ground.**

SCOPE: **GENERAL**
CREW MEMBER RESPONSIBILITIES

4.2A	**GENERAL**	4.2A.1	Identify the possible sources of fumes and smoke in the cabin.
4.2B	**CREW MEMBER RESPONSIBILITIES**	4.2B.1	List the crew communication procedures associated with smoke/fumes in the cabin including how to notify the pilot-in-command of the situation and what information is required.
		4.2B.2	Describe the procedures for dealing with smoke/fumes in the cabin including locating the source, crew coordination, passengers breathing comfort, and preparation for rapid deplanement or evacuation.
		4.2B.3	Describe the authority of the pilot-in-command to relocate passengers if smoke/fumes are present in the cabin and when this decision may be made.
		4.2B.4	Describe "smoke removal" and smoke control, and the associated procedures on the air carrier's aircraft types as applicable and in accordance with the manufacturer's specifications, including crew communication and coordination and advice to passengers.

ANNUAL-PART FOUR	EMERGENCY PROCEDURES	RAPID DECOMPRESSIONS AND CABIN PRESSURIZATION PROBLEM

TRAINING OBJECTIVE: **The crew member will be able to recognize a rapid decompression and cabin pressurization problems, associated crew responsibilities and the established procedures for dealing with each condition.**

SCOPE: **GENERAL**
CREW MEMBER RESPONSIBILITIES

4.3A	**GENERAL**	4.3A.1	Identify the potential causes of a rapid decompression *(eg. fuselage failure, air pack failure)*, and cabin pressurization problems *(eg.. door seal leak, cracked window, system malfunction)*.
		4.3A.2	Describe the mechanical indications and physiological effects associated with each condition.
		4.3A.3	Describe the effects of oxygen deficiency on human performance and identify the importance in recognizing the symptoms in other crew members.
		4.3A.4	Describe the effect a rapid decompression could have on any unsecured objects or persons in the immediate area.
		4.3A.5	Describe the likely aircraft attitude associated with an emergency or rapid descent following a rapid decompression, and what is meant by safe altitude and the importance of reaching a safe altitude quickly.
4.3B	**CREW MEMBER RESPONSIBILITIES**	4.3B.1	Describe the means and procedures for crew to passenger communication during a rapid decompression and cabin pressurization problems.
		4.3B.2	Identify the immediate actions crew members must take in the event of a rapid decompression.
		4.3B.3	Describe the crew communication procedures *(eg. signal for beginning a post-decompression walk-around, who is responsible for giving this signal and when it will be given)*.
		4.3B.4	List the crew member duties in a post-decompression walk-around and safety priorities.
		4.3B.5	Identify the importance of crew coordination and the methods of achieving this coordination.

ANNUAL-PART FOUR	EMERGENCY PROCEDURES	EVACUATION

TRAINING OBJECTIVE: **The crew member will be able to identify the types of evacuations, crew responsibilities and procedures relating to the different types of evacuation situations.**

SCOPE:

GENERAL
CREW MEMBER RESPONSIBILITIES
EXTERNAL FACTORS
COMMUNICATION
BRACE POSITION
EXIT PROCEDURES
EVACUTATION RESPONSIBILITIES
PREPARATION FOR EVACUATION
EVACUATION PROCEDURES
RAPID DEPLANEMENT
POST-EVACUATION

4.4A	**GENERAL**	4.4A.1	Identify the types of occurrences that may require evacuation or rapid deplanement, who is responsible for making this decision and the factors to be considered when making this decision.
		4.4A.2	Describe the types of persons a crew member would choose for an Able-Bodied-Person (ABP), the assistance they could provide, and the special briefing instructions.
4.4B	**CREW MEMBEER RESPONSIBILITIES**	4.4B.1	Identify when crew members have the authority and the responsibility to initiate an evacuation. Include who is responsible for activating evacuation signals.
		4.4B.2	Describe the different types of passenger behaviour (e.g. passive, aggressive and hysteric) and identify effective ways of managing passenger behaviour in evacuations.
		4.4B.3	Identify crew member responsibility to provide leadership in an evacuation and list ways this may be achieved.
4.4C	**EXTERNAL FACTORS**	4.4C.1	Identify how crew members can manage evacuations in adverse conditions *(e.g. heavy smoke, darkness)*.
		4.4C.2	Describe the flotation characteristics of each aircraft type and identify the factors, which could adversely affect aircraft flotation in water landings (e.g. structural damage, weight, centre of gravity, outside conditions).
		4.4C.3	Describe the different aircraft attitudes possible as a result of accidents/incidents (e.g. gear collapse, off-runway, shift in centre of gravity). Include any effect on exit usability.
		4.4C.4	Describe the effect of environmental conditions on evacuations (e.g. strong winds, terrain, snow/ice).

		4.4C.5	Identify the importance of time management in prepared and unprepared evacuations and how time affects survivability in different accident situations.
4.4D	**COMMUNICATION**	4.4D.1	Describe the importance of crew communication in an evacuation, and the established communication signals for evacuations.
		4.4D.2	Identify the briefings required between flight deck, and cabin crew in an emergency situation, which may require an evacuation. Include the following information in the description: who is responsible to conduct briefing; when and where to conduct the briefing; what information is required; and how to conduct the briefing including time management.
		4.4D.3	Identify the briefings required to prepare passengers in an emergency situation that may require an evacuation. Include the following information in the description: ▪ Who is responsible to conduct briefing; ▪ When and where to conduct the briefing; ▪ What information is required; and ▪ How to conduct the briefing including time management.
4.4E	**BRACE POSITION**	4.4E.1	Describe the effect of seat pitch on preferred brace positions.
		4.4E.2	Identify the brace positions for crew members in forward or aft-facing seats, passengers (seat orientation as appropriate), including pregnant passengers, passengers with a disability, children and infants. Describe the effectiveness of each brace position and the importance of assuming the preferred brace position to minimize injury.
		4.4E.3	Identify the signal for assuming the brace position in different evacuation situations, when it is given, who is responsible for giving it and the crew responsibilities when the brace signal has been given.
		4.4E.4	Identify when crew members should assume the brace position if no signal has been given.
4.4F	**EXIT PROCEDURES**	4.4F.1	Identify crew member responsibility to assess conditions prior to opening any exit.
		4.4F.2	Identify the evacuation procedures for each type of exit *(e.g. doors, windows, hatches, ventral exits, and tail cones, opening in fuselage)*.

		4.4F.3	Describe the procedures to operate and use any evacuation aids *(e.g. slides, ramps, ropes)* that are provided on the aircraft. Include instructions on operation and use of these evacuation aids to passengers.
		4.4F.4	Identify the inflation times for the different evacuation aids *(e.g. slides, ramps, slide/rafts)*. Describe how to recognize if an evacuation device is fully inflated.
		4.4F.5	Describe alternate procedures if initial inflation fails and if the inflation fails during the course of the evacuation.
		4.4F.6	Describe the preferred techniques for special attention passengers using evacuation slides *(e.g. passengers with a disability, passengers with guide and service animals).*
4.4G	**EVACUATION RESPONSIBILITIES**	4.4G.1	Identify the shouted commands for each type of evacuation and describe the rationale behind each of the commands. Describe ways to increase the effectiveness of commands *(e.g. assertive, loud, positive, short, body language, phraseology, commands in unison, etc.)*.
		4.4G.2	Identify the crew member responsibility to assist passengers and fellow crew members in an evacuation, and any limitation to this responsibility. Outline the conditions when crew members should evacuate themselves.
		4.4G.3	Describe ways to assist incapacitated passengers and fellow crew members in evacuations.
		4.4G.4	Identify the importance of checking the cabin, flight deck and lavatories, after all passengers have been evacuated and describe how and under what conditions this should be accomplished.
		4.4G.5	Identify the crew responsibilities for removal of equipment when they evacuate the aircraft and under what conditions this should be accomplished.
4.4H	**PREPARATION FOR EVACUATION**	4.4H.1	Describe procedures for preparation of an evacuation for each of the following: land - prepared; and ditching.
4.4I	**EVACUATION PROCEDURES**	4.4I.1	Describe evacuation procedures for each of the following: a) Land - prepared; b) Land – unprepared; c) Ditching; d) Inadvertent water contact; e) Tidal flat; f) Evacuation with a passenger transfer vehicle

(PTV) mated to aircraft;
g) Evacuation at an airport gate/apron jet way; and
h) Any other scenario applicable to the operator.

4.4J	**RAPID DEPLANEMENT**	4.4J.1	Describe the established procedures for rapid deplanement.
4.4K	**POST-EVACUATION**	4.4K.1	Describe crew member responsibilities after an evacuation *(e.g. grouping passengers, assisting with first aid, etc.).*
		4.4K.2	Identify the supplies and equipment available after an evacuation that will provide assistance and enhance survivability (e.g. ELT, survival kit, blankets, megaphone, raft, life preservers, flashlight, food, water, axe, etc.).
		4.4K.3	Identify the importance of post-crash procedures to increase survivability in each of the survival situations. Include the following: a) Survival first aid; b) Survival priorities; c) Hazards inherent in different environments; d) Survival skills for different environments; e) Survival equipment and supplies carried on the aircraft; and f) Signalling and recovery techniques.

ANNUAL-PART FIVE	ACCIDENTS/INCIDENTS	ACCIDENT/INCIDENT, NEW EQUIPMENT & PROCEDURE REVIEW

TRAINING OBJECTIVE: **The crew member will be able to demonstrate an understanding of pertinent factors involved in the reviewed accidents and incidents. The crew member will be able to identify, any new procedures, and identify and describe the operations and procedures relating to the use of any new safety and emergency equipment installed in the air carrier's aircraft.**

SCOPE: **ACCIDENTS/INCIDENTS**
NEW SAFETY/EMERGENCY EQUIPMENT & PROCEDURES

5.1A	**ACCIDENTS/ INCIDENTS**	5.1A.1	Describe the air carrier's accidents/incidents, accidents of ot carrier's.
		5.1A.2	List the factors which had positive and negative effects on survivability.
		5.1A.3	Describe how poor crew coordination has contributed to aircraft accidents and incidents and the strategies to improve crew coordination
		5.1A.4	Describe the potential hazards to flight safety if communication is not effective.
		5.1A.5	Describe how poor communication has contributed to aviation accidents and incidents and discuss ways to minimize these communication deficiencies.
		5.1A.6	Describe experience with fire incidents and identify the safety lessons learned as a result.
		5.1A.7	Describe the air carrier's experience with accidents/incidents involving rapid deplanements and evacuations.
5.1B	**NEW EQUIPMENT & PROCEDURES**	5.1B.1	Review any new procedures introduced into the flight attendant manual since last annual training.

TRAINING OBJECTIVE: **The crew member will be able to identify the components of the galley and describe the operations and procedures relating to their use.**

SCOPE: **GENERAL**

6.1A **GENERAL**

6.1A.1 Identify the potential hazards resulting from spills, leaks and unsafe work practices in galleys and describe the procedures for dealing with them.

6.1A.2 Describe what is meant by "galley water shut-off valves" and identify the associated crew member responsibility.

6.1A.3 Identify the crew procedures for dealing with any electrical malfunctions in the galley.

6.1A.4 Where lower deck galleys are located, include the following:

a) Policies and procedures relating to lower deck galleys;
b) Maximum number of persons allowed in the lower deck galley;
c) Communication procedures with lower galley crew member; and
d) Escape routes from the lower deck galley.

6.1A.5 Identify the procedures relating to the use of lifts *(eg. cart-lifts, dumb-waiter)*, how and when they are to be operated, safety features, and alternate procedures if lift becomes unserviceable.

TRAINING OBJECTIVE: **The crew member will be able to identify the different components of the interior and exterior lighting systems.**

SCOPE: **GENERAL**

6.2A	**GENERAL**	6.2A.1	Describe the components of the interior and exterior emergency lighting systems including portable components.
		6.2A.2	Describe the duration of the components of the emergency lighting system.
		6.2A.3	Identify the responsibilities for activating the components of the lighting system in normal and emergency situations.

ANNUAL-PART SIX	AIRCRAFT SPECIFICATION	WATER AND WASTE SYSTEM

TRAINING OBJECTIVE: **The crew member will be able to identify the correct procedures relating to these systems.**

SCOPE: **GENERAL**

6.3A	**GENERAL**	6.3A.1	Identify the potential threat to flight safety in case of large leaks of either the water or the waste systems.
		6.3A.2	Describe the crew responsibilities for the operation / malfunctions of the water and waste systems.
		6.3A.3	Describe the shut-off valves, importance, location(s), operation(s) and identification.

ANNUAL-PART SIX	AIRCRAFT SPECIFICATION	OXYGEN SYSTEM AND SAFETY/EMERGENCY EQUIPMENT

TRAINING OBJECTIVE: **The crew member will be able to recognize the components of the fixed oxygen systems, be able to describe effective use of the systems in any onboard situation and be able to identify the location(s) and pre-flight serviceability checks of each piece of safety and emergency equipment onboard the carrier's aircraft.**

SCOPE: **OXYGEN SYSTEMS**
SAFETY/EMERGENCY EQUIPMENT - GENERAL

6.4A	**OXYGEN SYSTEMS**	6.4A.1	Describe the components of the oxygen systems onboard the aircraft, including flight deck and cabin sources.
		6.4A.2	Describe when each of the oxygen system components is used. Include description of use for first aid, decompression and supplemental purposes.
		6.4A.3	Identify the location of the components of the oxygen systems including the location of O_2 masks and spares.
		6.4A.4	Identify alternate procedures to access oxygen masks when the system fails.
		6.4A.5	Describe the crew communication procedures required to activate the oxygen systems.
6.4B	**SAFETY/EMERGENCY EQUIPMENT - GENERAL**	6.4B.1	Review the location of each piece of safety and emergency equipment the carrier has available onboard each aircraft.
		6.4B.2	Review the pre-flight serviceability checks associated with each piece of safety and emergency equipment.

ANNUAL-PART SIX	AIRCRAFT SPECIFICATION	HEATING AND VENTILATION SYSTEM

TRAINING OBJECTIVE: **The crew member will be able to identify the components of the heating and ventilation systems and be able to describe correct procedures relating to these systems.**

SCOPE: **GENERAL**

6.5A	**GENERAL**	6.5A.1	Identify the location of the heating and exhaust vents which crew members need to be aware of.
		6.5A.2	Describe any crew communication and crew coordination procedures when using the heating and ventilation system.
		6.5A.3	Identify conditions that may occur in the cabin associated with the system *(eg. condensation, glycol fumes and residual oil smoke)*.

TRAINING OBJECTIVE: **The crew member will be able to identify the features of each type of exit and flight deck escape route and be able to describe how to use them in any onboard situation.**

SCOPE: **GENERAL**
NORMAL OPERATION
ABNORMAL OPERATION
EMERGENCY OPERATION
AIRSTAIRS

6.6A	**GENERAL**	6.6A.1	Identify safety precautions associated with exit operation. Include potential hazards, *(eg. inadvertent slide deployment, injury to crew and ground personnel, etc.)*.
		6.6A.2	Identify the MEL relief given to the air carrier when an aircraft door or slide is inoperative. Outline the conditions for this relief to be granted and the procedures which must be followed.
6.6B	**NORMAL OPERATION**	6.6B.1	Describe the procedures for operating the exit in normal mode including arming/disarming and opening/closing.
		6.6B.2	Identify the precautions associated with using the exit in normal mode situations.
		6.6B.3	Describe the crew communication and coordination procedures, including any established signals associated with exit operation in normal situations. Identify who is responsible for ensuring that this communication occurs and the importance of this communication for flight safety.
6.6C	**ABNORMAL (NON-ROUTINE)**	6.6C.1	Describe the procedures for abnormal operation of the exit, including who is responsible for the exit operation, crew communication and crew coordination procedures.
		6.6C.2	Identify any precautions for abnormal operation of the exit.
6.6D	**EMERGENCY OPERATION**	6.6D.1	Describe the procedures for operating the exit in emergency mode.
		6.6D.2	Identify the precautions for using the exit in emergency situations.
		6.6D.3	Describe any alternate procedures for use of the exit in the event it becomes unserviceable.
		6.6D.4	Identify the visual indicators that verify the off-wing slide, ramp is inflated.
6.6E	**AIRSTAIRS**	6.6E.1	Describe the procedures for operating the airstairs in normal, abnormal and emergency situations. Identify the crew member responsibility for airstair operation.

6.6E.2 Identify the precautions relating to use of the airstairs.

6.6E.3 Describe the crew communication and the coordination procedures whenever the airstairs are being used.

TRAINING OBJECTIVE: **The crew member will be able to recognize the unique features of each aircraft type or differences within the type as a result of interior configuration or manufacturer series differences.**

SCOPE: **GENERAL**

6.7A	**GENERAL**	6.7A.1	Identify any features, procedures and/or equipment unique or different to each aircraft in the carrier's fleet *(eg. electrical outlets, main deck cargo compartment fire and/or smoke detection systems)*.
		6.7A.2	Describe each of the differences, their impact on the carrier's standard operating procedures and the importance to flight safety of crew members being familiar with them.
		6.7A.3	Identify the function of circuit breakers in electrical panels and describe the procedures for tripped circuit breakers including reset and crew communication procedures. Describe the potential hazards to flight safety if circuit breaker procedures are not followed.

7.1 AIRCRAFT EXIT OPERATION DRILLS - EACH AIRCRAFT TYPE

7.1.1 Equipment Criteria

a) Each drill shall be performed using the appropriate aircraft or a training device approved in accordance with Cabin Safety Technical Directive No. 106.

b) Individual aircraft exits may be substituted by the approved equivalent as provided for in Schedule A, and as authorized in the training program. Exits equipped with slides must include slide attached or slide drag simulation for emergency mode operations.

c) Floor level exits for which operations are identical under both normal and emergency conditions and which are routine flight attendant responsibilities to open under normal conditions may be excluded from the drills specified under 7.1.2.

7.1.2 Performance Criteria

a) Each crew member shall operate each floor level exit type, for each aircraft type in the emergency mode that was not operated in the conduct of the drills required in 7.2.3 and perform the following:

I. recognize the signal for and/or the conditions under which the exit is to be opened in the emergency mode;
II. verify the exit is in the correct mode;
III. assess conditions outside the exit to determine exit usability *(eg. clear of obstruction, fire, aircraft attitude)*;
IV. position escape device;
V. open the exit in the emergency mode;
VI. secure exit in the fully open position;
VII. pull the manual inflation handle(s) and verify deployment inflation of ramp, slide;
VIII. assume and maintain appropriate protective body and hand positions; and
IX. access release handle(s) *(eg. slide disconnect, ventral stairs, etc)*.

b) Each crew member shall operate each cabin window and cabin hatch exit type for each aircraft type that was not operated in the drills required in 7.2.3 and perform the following:

I. recognize the signal for or the conditions under which the exit is to be opened;
II. assess conditions outside the exit to determine exit usability *(eg. clear of obstruction, fire, aircraft attitude)*; open and correctly stow the exit;
III. verbally describe correct exit placement following removal, if the training procedure differs from the operational procedure;
IV. pull the manual inflation handle(s) and verify deployment, inflation of ramp, slide;
V. assume and maintain appropriate protective body and hand positions;
VI. access escape tapes or escape ropes; and
VII. access release handle(s) *(eg. slide disconnect, tail cone jettison etc.)*

7.1.3 Evaluation Criteria

a) Crew member performance shall be observed, rated and debriefed according to the following:

I. acknowledgment and timely responses to signals;
II. assesses conditions outside the exit to determine exit usability *(eg. clear of obstruction, fire, aircraft attitude)*;
III. correct usage of exit operating mechanisms including hand and body position;

IV. usage of proper terminologies and procedures;
V. correctly positions escape device;
VI. secures exit in the fully opened position or ensures correct stowage position of exit door, window or hatch;
VII. pulls manual inflation handle(s) and verifies deployment and inflation *(eg. evacuation slide, ramp, etc.)*;
VIII. assumes and maintains appropriate protective hand and body positions;
IX. correctly accesses escape tapes or escape ropes
X. correctly accesses release handle(s) *(eg. slide disconnect, tail cone jettison, ventral stairs)*; and
XI. correctly applies procedures *(eg. positioning of seatbacks, armrest, chair tables)*

7.2 EVACUATION DRILLS

7.2.1 General

a) *Evacuations are emergency situations which crew members must effectively manage using their knowledge of procedures and the resources available to them. Skills are developed and maintained through practice*

b) It is recognized that on aircraft with more than one crew member, an evacuation will likely involve multiple exits and crew members. Therefore, where a drill is performed on an aircraft with more than one crew member, the drill scenario shall involve a "typical" number of crew members. Where a cabin simulator is used to conduct the drills the number of crew members who could participate at any time shall be appropriate to the cabin simulator configuration.

c) Each participant shall perform the designated evacuation responsibilities for the assigned position. Where a double flight attendant seat is available and would normally be occupied by two crew members, the drill shall be conducted to reflect this reality.

d) A crew member who is qualified exclusively on aircraft operating with one flight attendant and who is being qualified on aircraft with more than one crew member shall perform at least one drill with additional crew members.

7.2.2 Simulation Scenarios

a) *An evacuation drill is a training and evaluation scenario which must portray an operational flight and include abnormal and emergency occurrences and interactions amongst flight attendants flight crew members and passengers.*
b) A Drill scenario must not incorporate excessive variables that would overload a trainee, but not be limited so that there is reduced value to the exercise. The variables should differ in sequence from one drill to the next and can include but are not limited to the following:

I. unserviceable exits;
II. inflation devices that fail or only partially inflate;
III. aircraft attitude which necessitates a decision to use the exit or redirect passengers;
IV. poor visibility; *(eg. darkness, smoke)*;
V. incapacitated crew members;
VI. exits which become unusable during the evacuation;
VII. special needs passengers *(eg. elderly, handicapped etc.)*;
VIII. passengers in panic *(eg. positive, negative, false leadership)*;
IX. failure of aircraft emergency systems *(eg. lighting, evacuation signal, communication etc)*;
X. decompression; and

XI. exits which require the use of non-standard "commands" *(eg. ramp with slide, tail cone, ventral stairs etc.)*

7.2.3 Unprepared Land and Inadvertent Water Contact Evacuation Drill Performance Criteria

a) Each crew member shall perform at least one land and one inadvertent water contact evacuation drill that incorporates the procedures pertinent to a specific exit or, provided the air operator establishes and maintains a method to record the type of drill performed by each crew member and the drill types are alternated annually, each crew member shall perform at least one land OR one inadvertent water contact evacuation drill that incorporates the procedures pertinent to a specific exit; and

b) Each crew member shall perform the following:
   I. secure themselves in a flight attendant seat;
   II. recognize that an emergency situation is developing and react appropriately to the drill scenario;
   III. apply all applicable commands;
   IV. recognize when and how to initiate the evacuation, *(eg. commands, evacuation horn)*;
   V. activate emergency lights, evacuation horn;
   VI. locate and don life preserver and command passengers as appropriate;
   VII. assess conditions inside and outside the exit to determine exit usability throughout the evacuation;
   VIII. prepare and open the exit ;
   IX. secure exit in fully open position or ensure correct stowage;
   X. pull inflation handle(s) and verify deployment, inflation of ramp, slide;
   XI. access escape tapes or escape ropes;
   XII. assume appropriate protective position;
   XIII. initiate passenger evacuation;
   XIV. final cabin, lavatory and flight deck checks, and remove required emergency equipment;
   XV. evacuate aircraft/trainer correctly; and
   XVI. access release handle(s) *(eg. slide disconnect, ventral stairs, tailcone jettison etc.)*.
   XVII. demonstrate post evacuation procedures

7.2.4 Evaluation Criteria

a) Crew member performance shall be observed, rated and debriefed according to the following:

   I. correct usage of the seat mechanism, restraint system, and brace position as appropriate for seat direction and location;
   II. correct and timely reaction to emergency situations;
   III. consistent usage of appropriate terminologies *(eg. commands, ABP briefings)* with clear, positive, authoritative communication techniques, as appropriate for drill scenario;
   IV. activates emergency lights, evacuation horn;
   V. selects appropriate exit for the evacuation scenario and the aircraft type;
   VI. assesses conditions inside and outside the exit to determine exit usability throughout evacuation *(eg. clear of obstruction, fire, aircraft attitude, flow rate, slide conditions, etc)*;
   VII. preparation and correct operation of exit;
   VIII. secures exit in the fully open position or ensures correct stowage;
   IX. pulls inflation handle(s) and verifies deployment, inflation of slide,
   X. correctly accesses escape tapes or escape ropes;
   XI. assumes and maintains appropriate protective body and hand positions;
   XII. effective usage of able-bodied persons for special needs passengers *(eg. assisting outside aircraft and directing people away from the aircraft or onto flotation devices, crowd control, etc)*;

XIII. adequacy of cabin checks, removal of equipment and additional supplies as scenario and air operator procedures dictate;
XIV. correctly accesses release handle(s) *(eg. slide disconnect, tail cone jettison, ventral stairs)*;
XV. correct application of procedures as related to scenario;
XVI. correctly applies post evacuation procedures; and
XVII. consequences of error.

7.2.5 Crew Prepared Evacuation Drill Performance Criteria

a) Each crew member shall participate as a crew member in at least one prepared land evacuation drill and perform the following: or
b) Provided the air operator establishes and maintains a method to record the role performed *(eg. crew member or passenger)*, and roles are alternated annually, each crew member shall participate as a crew member or as a passenger in at least one prepared land evacuation drill and perform the following; and
c) Each trainee shall participate in a prepared ditching evacuation Drill once every third annual training year and perform the following:

I. recognize the in-flight emergency signal from the flight deck and react according to procedures
II. prepare passengers, cabin and self according to procedures and scenario;
III. select and brief able-bodied passengers to assist as required *(eg. opening non-crewed exits crowd control, buddy-up with special needs passengers, assisting outside aircraft and directing people away from the aircraft or onto flotation devices, removal/launching rafts)*.
IV. recognize the emergency brace and evacuation signals and react accordingly;
V. activate emergency lights, evacuation horn;
VI. prepare and operate exits;
VII. evacuate passengers;
VIII. final cabin, lavatory and flight deck checks, remove required emergency equipment; and evacuate aircraft/trainer.

7.2.6 Evaluation Criteria

a) Crew member performance shall be observed, rated and debriefed according to the contents of 7.2.4 and the following:

I. correct application of emergency landing preparation procedures;
II. awareness of and appropriate response to passenger behaviour;
III. communication acknowledgement;
IV. accuracy in briefing of ABPs;
V. debrief shall include a discussion with all participants describing, in general terms, procedures and responsibilities which shall be completed following and as appropriate to evacuation scenarios *(eg. flotation devices, equipment, location, movement of passengers to a safe area, protection from the elements, first aid, etc.)*

7.3 RAFT DRILL

7.3.1 Equipment Criteria (Wet or Dry)

a) The raft drill shall be conducted using life saving equipment that is identical to that which is installed on each aircraft type with respect to weight, dimensions, appearance, features and operation.

b) Rafts may be substituted provided there are no substantive differences with respect to weight, dimensions, appearance, features, and operation and training for the differences has been provided.

7.3.2 Performance Criteria

a) Each crew member shall participate in a raft drill once every third annual training year and perform the following:
   I. access the raft compartment and experience the difficulty associated with moving the weight of a packaged life raft within a space representative of the aircraft aisle;
   II. examine all features of a fully inflated raft;
   III. board raft(s); assist persons into raft;
   IV. access the inflation lanyard;
   V. access the raft release mechanism while verbally describing the procedure to release the raft from the aircraft; and
   VI. examine the raft survival kit and review the operation of all components.

b) Participate as a crew member or a passenger in the following:
   I. launching, inflating, and disconnecting raft(s) either actual or by video;
   II. righting overturned rafts, either actual or by video;
   III. effective raft management, *(eg. distribution of passengers, deploying sea anchor, etc)*;
   IV. erecting the raft canopy;
   V. distribution of duties to passengers;
   VI. discuss the hazards associated with moving a packaged life raft through the cabin to an exit *(eg. inadvertent inflation, passenger movement and panic)*; and
   VII. water survival principles; a review of the operations of survival kit components including raft maintenance.

7.4 LIFE PRESERVER DRILL

7.4.1 Equipment Criteria

a) Life preservers used for this drill shall be identical to those models most commonly carried on the air operator's aircraft.

7.4.2 Performance Criteria

a) Each crew member shall perform the following:
   I. observe removal of life preserver from closed pouch;
   II. don life preserver;
   III. locate and review operation of inflation toggles;
   IV. practice deflation technique;
   V. locate and review light activation; and
   VI. locate whistle.

b) Observe the fitting of a life preserver for a child.

c) Review any design and/or operational differences for all other models of life preservers carried in the air operator's fleet.

7.5 AIRCRAFT SLIDE DRILL

7.51 Equipment Criteria

a) The evacuation slide shall be of a type installed in the aircraft with respect to the following categories:

I. inflatable, double channel slides;
II. inflatable slide and ramp combination;
III. B747 upper deck door(s) slide(s);
IV. inflatable, single channel slides; and
V. Non-inflatable slides.

7.5.2 Performance Criteria

a) Each crew member shall perform an aircraft inflatable slide drill according to the following:

I. Inflatable Evacuation Slide:

1. slide down an inflatable slide from each of the categories;

2. slide down an inflatable slide from one of the categories, and for each other inflatable slide category, view an approved video which depicts: the slide, slide/raft, ramp/slide activation and inflation both internally and externally; the video sequence shall also include: inflation sound, disconnect, and "alternate use" (apron) procedures.; or

3. for each slide category view an approved video which depicts: the slide, slide/raft, ramp/slide activation and inflation both internally and externally; the video sequence shall also include: inflation sound, disconnect, and "alternate use" (apron) procedures.

II. Non Inflatable Evacuation Slide

1. Where the evacuation slide is not door mounted, each crew member shall retrieve the slide(s) from its' stowed location and attach the evacuation slide clips to the appropriate attachment points on the door frames.

7.6 FIREFIGHTING DRILLS

7.6.1 General

a) Drill scenarios will provide each crew member with the opportunity to merge procedural knowledge with practical skills. Their ability to successfully react to different fire situations will enhance their level of confidence and their ability to deal with fires in flight.

7.6.2 Simulation Scenarios

a) Cabin fire fighting drills may include class A, B, C fires in the following locations:

I. cabin area *(eg. under seat, overhead bin, closet)*;
II. galley area *(eg. garbage bin, upper electrical panel, oven)*;
III. confined area *(eg. waste bin, lavatory)*; and
IV. hidden *(eg. behind panels*).

7.6.3 Equipment Criteria

a) Fire fighting drills shall be conducted using aircraft furnishings as found on the carrier's aircraft as appropriate to the drill scenario *(eg. seats, galley units, panels, waste bins, etc)*;

b) Fire fighting equipment and the brackets used for restraint shall be identical to those installed in the aircraft with respect to weight, dimensions, controls, types and operations. Fire extinguishers used for live fire fighting shall be charged with the appropriate agent or with an environmentally friendly agent. Protective Breathing Equipment (P.B.E.) consisting of a portable oxygen bottle and full face mask shall be charged with oxygen. Self contained P.B.E. may be substituted with a training smoke hood which is not operational.

7.6.4 Cabin Fire fighting Drill Performance Criteria

a) Each crew member shall participate as a crew member or a passenger in a fire fighting drill in a cabin environment involving at least one crew member and a passenger(s) and perform the following:

I. recognize that there is a potential fire situation *(eg. smoke detector signal or unusual fumes, odours etc.)*;
II. locate the source of fire;
III. apply communication and co-ordination procedures;
IV. select, remove and operate the nearest appropriate fire extinguisher and other fire fighting equipment;
V. control of passengers; and
VI. monitor for re-ignition, and apply post-fire follow-up procedures.

7.6.5 Evaluation Criteria

a) Crew member performance shall be observed, rated and debriefed according to the following:

I. recognition or identification of the problem;
II. correctly locates the source of the fire *(eg. tactile search, use of crash axe, etc*);
III. effective communication/coordination procedures throughout the drill *(eg. notifying fellow crew members of the situation, providing clear, concise and consistent information to the pilot-in-command, advice and assistance to passengers)*;
IV. response in a timely manner; correct use of fire fighting equipment consistent with the type of fire, location of the fire and maximum effective position of the fire extinguisher;
V. undertake further action as required; and
VI. consequences of error.

7.6.6 Equipment Practice

a) Each crew member shall demonstrate the ability to use fire fighting equipment not operated in 7.6.3 and perform the following:

I. remove from stowage, don and activate P.B.E. and practice communication;
II. remove from stowage and operate each type of fire extinguisher (uncharged) and associated attachments *(eg. extinguisher fitted with hose attachment, extension (wand), etc.)*; and
III. initiate fire fighting procedures including intervention involving one or more crew members or a passenger(s).

7.6.7 Fire/Class B Main Deck

a) Each crew member shall perform the drills identified in Technical Directive No. 107 (To be inserted when published).

7.6.8 Live Fire fighting

a) Once every third annual training year, each crew member shall demonstrate the effectiveness of a fire extinguisher correctly applied to extinguish an actual fire while wearing P.B.E.

Schedule A		Aircraft exit compatibility group

Aircraft Exit Compatibility Groups - Schedule A

The following is a list of the commercial transport category aircraft which have been profiled in order to analyze the commonality and compatibility of exit features as well as operations.

Category: Jet

B727-100/200	DC-10-30	A310	BAE-146	Falcon 900
B737-200/300/400/500	L1011-1/500	A320	F-28	Challenger 601
B737-COMBI		A340	DC-9	Canadair RJ (CL65)
B747-100/200/400				
B757-200				
B767-200/300				

Category: Turbo Prop

ATR-42	EMB-120	DHC-7/8-100/8-300	SD-360//30
Culfstream 159	CV-580 / 440 /640	HS-748	DC-3
F-27	SAAB 340B		DC-4

The table displays the aircraft type/series, the specific exit(s) and where applicable, equivalent alternatives which may be substituted in order to complete required Aircraft Exit Operations Drills on the aircraft or in an approved training device.

In certain cases, use of an actual aircraft exit in the **emergency mode** can cause automatic ramp/slide deployment and inflation; cause potential damage to the aircraft; or by design can only be used once and then require maintenance action. In these cases, approved video presentations, depicting the emergency mode operation may be indicated as acceptable alternatives under "Additional Requirements." Use of an approved video in these circumstances **does not preclude** the requirement for completion of an Aircraft Exit Operation Drill in the normal mode on the aircraft or in an approved training device.

Generally, matters listed under “Additional Requirements”, apply when a listed Aircraft Type/Compatible exit optional is used for the completion of a Aircraft Exit Operational Drill or are requirement in addition to completion of drills as indicated.

“N/A” indicates that an equivalent group is not recognized. The Aircraft Exit Drill(s) must be conducted using an approved training device or the actual aircraft.

Schedule A		**SCHEDULE A - AIRCRAFT EXIT COMPATIBILITY GROUPS**

REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
9	B-727-100/200	FWD Entry Door FWD Service Door	B-737-200/300/400/500 /COMBI	FWD/AFT Entry Door FWD/AFT Service Door FWD Entry Door FWD/AFT Service Door	10	Approved slide drag equivalent for EMERGENCY door operation
		VENTRAL Stairs	B-727-200	VENTRAL Stairs		Approved video presentation depicting B727-100 Ventral Stairs Operation - EMERGENCY mode may replace the exit drill for Emergency operation ONLY.
		Overwing Exits	B-737-200/300/400/500 /COMBI B-727-200	Overwing Exit		Approved removable cover plate (if applicable) must be present and operable for -100 drills.
	B-727-200	AFT Service Doors	N/A	N/A		N/A
10	B-737-200/300/400/500 B-737-200/300/COMBI	FWD/AFT Entry Doors FWD/AFT Service Doors Overwing Exits	B-727-100 B-727-200 B-727-100 /200 B-767-200 /300	FWD Entry Door MID Service Door FWD Entry/Svc Door Overwing Exits	9	Approved slide drag equivalent for EMERGENCY door operation. B-727-100 / B767 cover plate removed
10	B-737-COMBI	FWD Entry Door FWD / AFT Service Door	B-737-200/300/400/500 B-727-100	FWD/AFT Entry Doors FWD/AFT Service Doors FWD Entry Door	10	Approved slide drag equivalent for EMERGENCY door operation.

Schedule A		**SCHEDULE A - AIRCRAFT EXIT COMPATIBILITY GROUPS**

REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
			B-727-200	MID Service Door FWD Entry/Svc Door		
	B-737-COMBI	AFT Entry Door (AIRSTAIRS)	N/A	N/A		N/A
12	B-747-100/200/400	Main Deck Entry Doors	N/A	N/A		Approved video presentation depicting: Slide - Slide/Raft, Ramp manual inflation (if applicable) and for doors 3L/R "Off-Wing Escape Slide Manual Controls." (if applicable)
REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
	B-747-100/200	Upper Deck Crew Service Door(s)	Video	N/A		Approved video presentation depicting applicable Crew Service Door type(s) - operations - EMERGENCY mode
13	B-747-400	Upper Deck Doors	B-767-200/300	Door Control Handle	11	Approved video presentation depicting operations of B747-400 Upper Deck Doors in Electrical and Emergency modes. Ensure force factors equal to 747 UD door handle on approved 767 training device. Qualification on B-767-200/300 is also required.

Schedule A		**SCHEDULE A - AIRCRAFT EXIT COMPATIBILITY GROUPS**

REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
11	B-757-200 (6 door model)	Doors 1,2,4 L/R	B-747-100/200/400 * Emergency mode only	Main Deck Entry Door	12	Approved video presentation depicting NORMAL / EMERGENCY operations and exit drill on B757 door for NORMAL operation and ARM/DISARM functions.
		Doors 3L/R	Video (Conditions)	N/A		Approved video presentation depicting actual operation of exits.
11	B-767-200/300	Doors 1L/R FWD 2L/R AFT	N/A	N/A		N/A
		Overwing Exits	N/A	N/A		N/A
14	DC-10-30	Doors 1L/R	N/A	N/A		If model operated is not equipped with Door Directional Control Switches, Door Drill must be conducted using Door Control Handle method at Door 1L or R and a Door 2 or 3 or 4 L/R. In either case, Door Control Handle Re-Set Procedures must be included.
		Doors 2,3,4 L/R	N/A	N/A		See conditions door 1L/R. Approved video depicting door 3L/R Ramp/Slide/Raft operations - emergency mode.
15	L1011-1/500	Doors	N/A	N/A		Approved video presentation depicting Manual (Hand Crank)

Schedule A		**SCHEDULE A - AIRCRAFT EXIT COMPATIBILITY GROUPS**

REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
						Procedure.
16	A310-300	Doors	A320-200 * Emergency Mode Only or A320 door modified to include A310/A340 slide arming mechanism or A340	Doors Doors (Type A & Type I)	15	Verify if air operator's A310 doors equipped with aural warning system Approved video presentation depicting actual door operations and exit drill on A310 door for NORMAL operation and ARM/DISARM functions. A340 (Type I) - cover guard removed over door operating handle
		Overwing Exits	Video	N/A		Approved video presentation depicting actual door/off-wing Ramp/Slide operational procedures. Exit drill on A310 for ARM/Disarm functions.
	A319	RESERVED FOR FUTURE DEVELOPMENT				
15	A320-200	Doors	A310 * Emergency Mode Only	Doors	16	Approved video presentation depicting NORMAL / EMERGENCY operations and A320-200 practical Door Drill
		Overwing Exits	B-767-200/300	Overwing Exit		Approved video presentation depicting actual exit operations (Exit/Ramp/Slide).
	A321	RESERVED FOR FUTURE DEVELOPMENT				
	A340	Type A Doors	A310	Type A Doors		**A320 door must be modified**

Schedule A		**SCHEDULE A - AIRCRAFT EXIT COMPATIBILITY GROUPS**

REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
		Type I Doors	A320 A310 / A320	Type I Doors Type 1 Doors		**to include A340 Arming mechanism and slide/raft disconnect assemble** A310 A320 doors, if used, must be modified to include door control handle guard of A340 Type I door.
17	BAe-146	Doors	N/A	N/A		N/A
Page 16	DC-9-10/30/31/32/40/50	Doors	DC-8-43/52/53/61/62/63	Doors	19	N/A
		Overwing Exits	B-737-200/300/400/500/COMBI B-727-100/200 DC-8-43/52/53/61/62/63	Overwing Exit	10 9	Approved video presentation depicting actual exit operation.
		AFT Fuselage Exit (Tailcone)	N/A	N/A		N/A
19	DC-8-43/52/53/61/62/63	Doors	DC-9-10/30/31/32/40/50	Doors	18	N/A
		Overwing Exits	B-737-200/300/400/500 /COMBI B-727-100/200	Overwing Exit	10	Approved video presentation depicting actual exit operation.
	/61/62/63	Jet Escapes	Video	N/A		Approved video presentation depicting actual exit operations.
19	F-28	Doors	N/A	N/A		N/A

Schedule A		**SCHEDULE A - AIRCRAFT EXIT COMPATIBILITY GROUPS**

REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
		Service Door	N/A	N/A		Approved video presentation depicting actual EMERGENCY operations (Jammed removal/ejection).
		Overwing Exits	B-737-200/300/400/500/COMIB B727-100/200 B767-200/300 A320	Overwing Exit	10 9 12 16	Cover plate over exit operating handle to be remove for: B727-100, B767, A320
22	Canadair RJ (CL65)	Passenger Door	N/A	N/A		N/A
		Galley Service Door	N/A	N/A		N/A
		Overwing Exits	B-737-200/300/400/500/COMIB B727-100/200 B767-200/300 A320	Overwing Exit	10 9 12 16	Cover plate over exit operating handle to be remove for: B727-100, B767, A320
	SAAB 340	Passenger Door	N/A	N/A		N/A
		Overwing Exits	N/A	N/A		N/A
21	Challenger 601	Door Exit	N/A	N/A		N/A
		Overwing Exit	Canadair RJ	Overwing Exit	22	Canadair RJ Overwing Exit (heavier than 601)
21	Falcon 900	Entry Door	N/A	N/A		N/A
		Overwing Exit	N/A	N/A		N/A
22	DHC-6	Door Exit	N/A	N/A		N/A
	DHC-6	Window Exits	N/A	N/A		N/A
23	DHC-7	Door Exit	N/A	N/A		N/A

Schedule A		SCHEDULE A - AIRCRAFT EXIT COMPATIBILITY GROUPS

REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
		Window Exits	DHC-8-100/300 B-727-200 B-737-200/300 /COMBI	Window Exits	24 9 10	N/A
		AFT Strbd Emergency Exit	DHC-8-300 or Video	FWD Strbd Emergency Exit	25	Approved video may be used depicting actual exit emergency operations.
24	DHC-8-100/300	Passenger Door	N/A	N/A		N/A
25	Do-228	Passenger Door	N/A	N/A		N/A
		Window Exits	N/A	N/A		N/A
		Window Exits	B-727-200 B-737-200/300/400/500 /COMBI A320-200	Window Exits	9 10 16	A320 Cover plate over operating handle must be removed
		FWD Strbd Emergency Exit (-300 Series)	Video	N/A		Approved video may be used depicting actual exit emergency operation.
		FWD Stbd Emergency Exit (-100 Series)	N/A	N/A		
		Service Door (AFT) port (if installed) - 300 Series	N/A	N/A		N/A
26	F-27	Passenger Entry Door	N/A	N/A		N/A
		Escape Hatches	N/A	N/A		N/A
		Service Door	N/A	N/A		N/A
		Small Cargo Door (if installed)	N/A	N/A		N/A
27	ATR-42	Entry Door	N/A	N/A		N/A
		Service Door	N/A	N/A		N/A

Schedule A		**SCHEDULE A - AIRCRAFT EXIT COMPATIBILITY GROUPS**

REF.	AIRCRAFT TYPE	EXITS	AIRCRAFT TYPE /EQUIVALENT	COMPATIBLE EXITS	REF.	ADDITIONAL REQUIREMENTS
		Window Exits	N/A	N/A		N/A
28	SD3-30/60	Main Cabin Door	N/A	N/A		All exits considered interchangeably compatible
		Rear Emergency Exit Door	N/A	N/A		
		Window Exits	N/A	N/A		
29	CV-580 /440 /640	Main Entry Door	N/A	N/A		
		AFT Service Door	N/A			Approved slide drag equivalent for EMERGENCY door operation.
		Window Exits	N/A	N/A		N/A
30	HS-748	Crew/Freight Door	N/A	N/A		N/A
		Passenger Door (AFT - PORT) Baggage Door (AFT- Strbd)	N/A	N/A		Approved slide drag equivalent for EMERGENCY door operation (if applicable).
		Window Exits	N/A	N/A		N/A
31	EMB-120	Passenger Entry Door	N/A	N/A		N/A
		Emergency Window Exits	N/A	N/A		N/A
31	DC-3	Main Cabin Door	N/A	N/A		N/A
		Window Exits	N/A	N/A		N/A
32	DC-4	Main Cabin Door	N/A	N/A		N/A
		Window Exits	N/A	N/A		N/A
	DC-6	RESERVED FOR FUTURE DEVELOPMENT				
32	G-159	Entry Door	N/A	N/A		N/A
		Window Exit	N/A	N/A		N/A
		Baggage Compartment Exit	N/A	N/A		N/A

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

AIRCRAFT EXIT PROFILES

B-727-100/200

DOORS (TYPE I)

* 2 plug type doors, 1 fwd - L, 1 centre R.
* Both operate identically, inward then outward and forward.
* H-1.83m (6ft.0in.) 1L/1R W-0.86m (2ft.10in.) 1L/1R.
* Approximate force required to move door control handle from Closed/locked position to open position (Normal & Emergency): 21kg.(46 lbs.)
* Approximate force required to open/close door (Normal): 23 kg (50 lbs.) To open (Emergency): 32 kg. (70 lbs.)
* Approximate force required to pull manual inflation handle for slide: 9 kg. (20 lbs.). Slide Disconnect Handle: 9 kg. (20 lbs.). Slide inflation time: 10 sec.
* Some models equipped with FWD air stairs 1L.
* Doors ARMED/DISARMED manually by engaging/disengaging girt bar into floor brackets.
* Doors held open by "Gust Lock Device."
* All doors equipped with inflatable slides (some models equipped with "auto-inflate" feature).

NOTE: Some models operated in COMBI configurations.

OVERWING EXITS (TYPE III)

* 4 over wing exits, two on each side.
* H-0.97m (3ft.2in.) W-0.51 (1ft.8in.)
* Approximate weight of exit: 21 kg. (45 lbs.)
* Equivalent force required to move window exit operating handle from stowed/locked position to open position: 7 kg. (15 lbs.)
* Some models have cover plates over control handles.
* Handles pulled inward and downward.
* Escape tapes fitted in sill area.
* Aft over wing exits equipped with "pop-down" step to assist to wing.

AFT AIRSTAIRS (VENTRAL)

* H-1.93(6ft.4in.) W-0.81m (2ft.8in.)
* Approximate force required to move door control handle from closed/locked position to open position: 10 kg. (22 lbs.)
* Door and Control Handle. 100 Series Control Handle has button on top of handle used in conjunction with handle to electrically raise/lower stair assembly.
* **Emergency Use -100** - inside stairway. Remove emergency access covers, pull sharply on release handle (inward). Action will cause up locks to be sheared and forcibly extend stairs. (Extensive damage will be caused to system)

/200

* 4 plug type I exits (2 FWD-L/R, 2 AFT-L/R).
* H1.52m (5ft.0in.) W0.76 (2ft.6in.)

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

* Approximate force required move door control handle (Normal & Emergency) from closed/locked position to open position: 18kg. (40 lbs.). To open door in Emergency: 25 kg. (55 lbs.)
* AFT Service Doors - control candles mounted differently on door panel surface. Handles must be pulled out to engage prior to rotating in direction of arrow.
* Over wing Exits - same design and operation with no description of any cover plate over Control Handle mechanism.
* AFT Air stairs no alternate emergency handle NORMAL & EMERGENCY functions controlled by the single door control handle.

References:
Boeing 727 Operating Manual
Boeing - Airworthiness Division
Bradley Air Services F/A Manual

B-737-200 /300 /400 /500

DOORS (TYPE I)

* H-1.83m (6ft.0in.) W-0.86m (2ft.0in.)
* Approximate force required to move door control handle from closed/locked position to open position (Normal & Emergency): 21 kg. (46 lbs.)
* Approximate force required to open a door from the closed to open position (Normal): 23 kg. (50 lbs.), (Emergency): 32 kg. (70 lbs.)
* Approximate force required to pull manual inflation handle / slide disconnect handle: 9 kg. (20 lbs.). Inflation time: 10 sec.
* 4 plug type I exits identical in design and operation as FWD type I exits on B727-100/200 with "auto-inflate" slides equipped with manual inflation handles (back-up). Some with slide "quick release".
* Over wing Exits identical in design and operation to 727-200.
* H-0.97m(3ft.2in.) W-0.51m(1ft.8in.)
* Approximate weight of over wing exits: 18kg. (39 lbs.)
* Approximate force required to move exit control handle from closed/locked position to open position: 7 kg. (15 lbs.)
* Some models equipped with FWD Air stairs.
* Doors Armed/Disarmed manually by engaging/disengaging girt bars into floor brackets.

/COMBI

* AFT Air stairs - completely different in design, control mechanisms and operating procedures from any other air stair design.
* Approximate force required to move door control handle from "Door Locked" to "Door Unlocked" position: 21kg. (45 lbs.), To move from "Door Unlocked" to "Emergency" position: 30 kg. (65 lbs.)

References:
Boeing 737 Operations Manual
Boeing - Airworthiness Division
Canadian F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

B-757-200 (6 DOOR MODEL)

DOORS (TYPE I)

* (Doors 1L/R, 2L/R, 4L/R)
* H-1.83m (6ft.0in.) W-0.84m (2ft.9in.)
* Approximate force required to move door control handle from closed locked position to open position (Normal & Emergency): 18.2kg. (40 lbs.)
* Approximate force required to open door (Normal): 1L/R, 21.8 kg. (48 lbs.); 2L/R, 19 kg. (42 lbs.); 4L/R, 25 kg. (55 lbs.)
* Approximate force required to open a door (Emergency), if power/pneumatic assist failed: 1L/R, 41 kg. (90 lbs.); 2L/R, 29.2 kg. (65 lbs.); 4L/R, 41 kg. (90 lbs.)
* Plug Type exits.
* All exits open/close identically.
* Lift Gust Lock latch to release located in door frame.
* Slide Light (Armed - "White"), above exit.
* Arming Lever + Slide Engaged Sign(pop-out) + Safety Pin/Streamer.
* Emergency Mode - Power Assist (Pneumatic).
* Double channel slides door 2L/R.
* Doors Armed/Disarmed by moving slide selector lever sideways to Armed or Disarmed.

B-757-200 (6 Door Model)

* (Doors 3L/3R) Type I
* H-1.32m(4ft.4in.) W-0.51m(2ft.6in.)
* Approximate force required to move door control handle from closed/locked position to open position (Emergency): 20.5 kg. (45 lbs.)
* Permanently armed.
* Hinged at bottom.
* Door Control Handle - lift upward fully.
* Door moves inward & upward, push outward.
* Single channel slide.

B-757-200 (4 Door Model)

* In this configuration their are 4 Type III Overwing Exits
* Approximate weight: 22.7 kg. (50 lbs.)
* Approximate force required to pull control handle from closed/locked position to open position: 14 kg. (30 lbs.)

References:

Boeing 757 Operations Manual
Boeing - Airworthiness Division
Canada 3000 F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

B-767-200/300ER **(Doors 1L/R FWD, 2L/R AFT)**

Note: Some models equipped with 2 additional type 1 exits L/R just fwd of wing.

* H-1.88m(6ft.2in.) W-1.07m(3ft.6in.); Type A
* Equivalent force required to move door control handle from closed/locked position to open position: 12kg. (26 lbs). Normal & Emergency
* Approximate force required to open a door (lift upward) from unlocked to open: 18 kg. (40lbs.)
* "Counterbalance" opening design.
* Inward/upward opening doors.
* Manually operated except some models equipped with electrical (normal operation) opening/closing option (FWD Entry Door).
* Unique arming/disarming mechanism (lever, indicators).
  - Release button must be depressed and held to move arming lever to "Slide Armed" mode,
  - Yellow plastic "Emergency Use Only" (bendable) flag moves upward in front of Door Control Handle when slide is in Armed mode.
  - Double channel slides.
* Upward rotating Door Control Handle.
* "Uplatch" mechanism holds door in open position. Button must be depressed while door is lowered initial few inches, to release

Overwing exits -200 (2), -300 (4)

* H-0.97m(3ft.2in.) W-0.51m(1ft.8in.); Type III
* Cover plate over control handle must be removed to access control handle.
* Equivalent force required to move window exit control handle from stowed/locked position to open position : 14 kg. (30 lbs.)
* Weight : 27 kg (60 lbs.)
* Double Channel/Ramp/Slides.
* Manual Inflation Handles back-up "Auto Inflate" feature located in upper "sill" area (AFT) all accessible only after exit removed. (Beneath cloth cover). Distance (downward) of MIH movement: 2.5 cm (1.0 in.)
* Escape tape located in frame of each fwd (L/R) window exit.

References:

Boeing 767 Flight Attendant Manual
Canadian F/A Manual
Air Canada Manual 356
Boeing -Airworthiness Division

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

B-747-100/200

Main Deck Doors (Type I)

* H-1.93m(6ft.4in.) W-1.07m(3ft.6in.)
* All (plug type); open inward, outward and forward of opening
* Approximate force required to move door control handle from closed/locked position to open position: 10 kg.,(22 lbs.) Normal & Emergency
* Approximate force required to pull manual inflation handle and slide, slide/raft disconnect handle: 14 kg. (30 lbs.)
* All operate identically in both NORMAL & EMERGENCY MODES.
* Power Assist feature on all. (Emergency/Armed mode)
* Doors 3 L/R additional feature "Off-Wing Escape Slide" Manual, Controls" - Manual Deployment Handle/Ditching Deactivation Handle
* Doors Armed/Disarmed by moving slide selector lever Up/Down to Armed/Automatic or Disarmed/Manual (lift cover).
* Some models equipped with "Locking Pin/Streamer."
* Some models - slide or slide/raft Manual Inflation Handle located on side of door (only visible with door open).
* All main deck - Double Channel Slides or Slide/Rafts or Rafts.

NOTE: If the power assist system is failed, force is applied to the door assist handle after the door control handle is rotated. the peak force of 210 lbs. occurs at the point the slide is released, when the door angle with respect to the body is approximately 64 degrees. This calculated peak force does not consider the inertia of the door, which will lessen the load required to pass through this position, nor does it consider optimizing the force direction which can lessen the force in actual operation.

Upper Deck Doors (Crew Service Doors)

* Some differences in method of operation for Crew Service Door escape slide between series (i.e. series 233B). (Auto / Manual slide deployment) **/400**

Main Deck Doors

* Doors 3L/R DO NOT have Manual Controls.

Upper Deck Doors ; Type A

* Type A classification may be derated to Type 1 due to interior configuration.
* Electrically operated doors that move upward and outward when operated (Normal).
* Pneumatic operation (Emergency). Pressure gauge above door.
* Never used without slide inflation. (Single Channel Slides)
* Manual Inflation Handle under cloth cover.

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

* Slight mechanical difference in operation of Slide Arming Lever from Main Deck doors. (lever is moved Up/Down to Arm/Disarm) (lift cover)
* Cover will not close unless lever is properly in either mode.
* Opened in Emergency by rotating Door Control Handle upward fully.
* Approximate force required to move door control handle from closed/locked position to open position: 18 kg. (40 lbs.) Normal & Emergency
* Door Ground mode Light.
* Battery OK Light.

References:

Boeing 747 Operations Manual
Air Canada F/A Manual 356
Canadian F/A Manual
Boeing - Airworthiness Division

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

DC-10-30

Doors (Type I)

* Electrically operated doors that move inward and upward into ceiling stowage.
* Three possible drive modes:
  a) electrical;
  b) pneumatic; and
  c) manual.
* Differences in mechanical design and operation between Door Control Handles and Slide Arming Levers at doors 1 L/R and 2,3,4 L/R. Door Control Handles (1L/R remain in Emergency Open Position when moved. Door Control Handles at doors 2,3,4 L/R return to stowed position following selection of Emergency Open
* Approximate force required to move door control handle (all doors) from stowed to full emergency open position: 15.86 kg. (35 lbs.)
* Slide Arming Lever pushed/pulled to Arm/Disarm (locked for Disarm) 2, 3, 4 L/R. Moved Up/Down to Arm/Disarm (locked for Disarm) 1L/R.
* Double Channel Slides - all doors.
* Override feature to pneumatically power doors open without deployment of slide raft.
* Directional Door Control Switches on F/A console to electrically drive doors open and closed.
* Some models, doors operated electrically using Door Control Handle (Trigger Mechanism) with Slide Selector Lever in "DISARMED" mode.
* Pressure Gauge Viewing Port located in ceiling area adjacent to applicable door. (Needle in green band area indicates sufficient PSI for pneumatic drive of door, if selected)
* Slide Mode Verification Indicators (floor area) adjacent to each exit. "ARMED" OR BLANK appears accordingly.
* Door RESET procedure must be enacted to re-lock door following inadvertent selection of EMERGENCY mode with Door Control Handle.
* Plastic Guard over Door Control Handle (models equipped with Door Directional Control Switches) automatically dislodges when Door Control Handle is moved in emergency mode
.* All doors equipped with Slide Inflation Cylinder Low Pressure Light directly over each slide/raft stowage container.
* Approximate force required to open a door manually with slide armed ("Lift Bar"): 1L/R; 84 kg. (185 lbs.) for initial 6 inches, then when slide drops off door the weight of the door reduces to 36.4 kg. (80 lbs.)
* Doors 2 & 4 - app. 124 kg. (273 lbs) for initial 6 in. then, 45.5kg. (100 lbs.)
* Door 3 - app. 164 kg. (361lbs.) for initial 6 in. then, 45.5kg. (100 lbs.)

References:

DC-10 Flight Crew Operating Manual
Canadian F/A Manual
McDonnell Douglas - Interior Design, Technical Specialist

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

L1011-1/500 **Doors (Type A)**

* 6 FWD doors operate either electrically or manually (Normal Mode),
* H-1.93m(6ft.4in.) W-1.07m(3ft.6in.),
* All doors open inward and upward to ceiling stowage,
* H-1.52m(5ft.0in.) W-0.61m(2ft.0in.),
* AFT two doors are for Emergency use only,(Type 1)
* Slide Selector Lever (Engage/Detach) Electrical Open/Close Switches and plastic covered Emergency (Pull Down) "T" handle all configured on door control handle forward of each exit.
* Slide Selector Lever moved sideways to Arm/Disarm.
* Approximate force required to move "T" handle from stowed position to first detent: 5.45 kg (12 lbs.), to second detent: 6.4 kg. (14 lbs)
* Pulling fully downward (2nd detent) of "T" handle drives all doors open by a preloaded counterbalance. "T" handle must be returned to fully stowed position following selection to lock door in position.
* Slide Selector Lever must be in the "Engage" position in order to electrically close doors.
* Slide Selector Lever placed in Engage with "T" handle positioned to first detent to Manually (Hand Crank) door closed.
* Slide mode verification indicators (floor area) adjacent to each exit "ENGAGED" or blank.
* Approximate force required to pull manual inflation handle: 6.4kg. (14lbs.)
* Average slide, slide/raft inflation time: 10 seconds (max.)
* Double Channel Slides - all except 4L/R.
* "T" Handle must be returned to fully stowed position following use of manual procedures.
* 2 unique versions of the L1011-1 currently not in service are equipped with a "Lower Lounge" with 2 additional exits on the lower deck. 1 is equipped with a Slide (R) and 1 is equipped with an Airstair (L). **/500**
* All features same except - 500 does not have furthest AFT 2 doors.
* Equipped with 6 Type I doors

References:

L1011 Operating Manual
Air Transat F/A Manual
Air Canada Manual 356
Lockheed - Commercial Engineering Dept.

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

A320

Doors (Type I)

* 4 outward and forward sliding plug type doors.
* H-1.85m(6ft.1in.) W-0.81m(2ft.8in.).
* Each door equipped with single lane automatic inflate slides or slide /rafts.
* Approximate force required to pull manual inflation handle to activate slide or slide/raft: 14.2 kg. (31.4 lbs.). Inflation time: 3 sec. Approximate force required to pull slide, slide/raft disconnect handle: 15.2 kg. (33.7 lbs.)
* Normal operation is manual with hydraulic damping.
* Each door equipped with:
  - Mechanical Locking Indicator for visual check of lock (green) and /unlock (red) position,
  - ARMED (White) Warning Light,
  - CABIN PRESSURE (Red) Warning Light.
* Slide arming lever pushed outboard (Armed) pulled inboard (Disarmed).
* Single Channel Slides all doors Double Channel (off-wing) overwing exits. (Some models may be equipped with slide/rafts.
* Pneumatic Assist triggered when opening the door in the ARMED mode.
* Should Pneumatic Assist feature fail, apply steady pressure to push door open manually. Approximate force required to open door with assist failure: Slide - 25.4 kg. (56.2 lbs.); Slide/Raft - 30.5 kg. (67.4 lbs.)
* Door Control Handle rotates inward & upward to OPEN position.
* Approximate force required to move (rotate) Door Control Handle from closed/locked position to open position (Normal & Emergency: 16kg. (35 lbs.)
* Safety Pin/Streamer inserts to lock ARMING Lever in DISARMED mode.

Overwing Exits (Type III)

* Always in ARMED configuration.
* H-1.02m(3ft.4in.) W-1.02m(1ft.8in.).
* Approximate weight: 14.7 kg. (32.5 lbs.)
* 4, two on each side of cabin, each side equipped with dual lane inflatable ramp/slides.
* Covered Control Handle.
* When cover removed, Handle Light and Slide Armed Light illuminate.
* Handle pulled inward and downward fully. Approximate force required to move window exit control handle from closed/stowed to open position: 3.0 kg. (6.7 lbs.)
* Manual Ramp/Slide Inflation Handle is located behind a cloth cover in the top of each exit frame. Handle must be pulled "down" a min. of : 90 mm. (6") to activate. Approximate force required to activate

manual inflation handle: 0.13kg. (.29 lbs.) Ramp/Slide inflation time: 5 sec.

References:

Airbus A320 Flight Crew Operating Manual
Airbus Industrie, Office of Airworthiness
Canadian F/A Manual
Air Canada F/A Manual 356

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

A310-300

Doors (Type I)

* 4 doors, 2 on each side of cabin similar.
* H1.93m(6ft.4in.) W-1.07m(3ft.6in.).
* Arming Mechanism slightly different from A320 (Slide Selector Lever is moved sideways on door panel surface to Arm or Disarm. Safety Pin/Streamer used to lock lever in Disarm.
* All doors equipped with dual lane slide or slide/rafts.

Overwing exits

* have Arm/Disarm capability.
* H-1.39m (4ft.6.75in) W-0.67m (2ft.2.5in).
* Exits open outward and swing downward.
* Door Control Handles are rotated in an upward direction to unlock door.

Reference:
Airbus Flight Crew Operating Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

BAe-146

Doors (Type I)

* 2 Entry doors on left.
* H-1.83m(6ft.4in.) W-1.07(3ft.6in.)
* 2 Service doors on right (approx. 1' shorter).
* FWD doors open outward in fwd direction.
* Approximate force required to move door control handle from closed / locked position to open: L-1 7.5kg. (16lbs.); R-1, 8kg. (18lbs.); L-2 10.3kg. (22.6lbs.); R-2, 12.7kg. (28lbs.)

  NOTE: Highest force factor is required to operate R-2 door control handle.

* AFT doors open outward in aft direction.
* All doors equipped with:
  - Shoot Bolt Viewing Windows,
  - Door Release Handle,
  - Arm/Disarm Lever (Velcro Holding Strap)[Girt Bar/Floor Brackets],
  - Arm/Disarm Lever "pushed (Arm) (remove velcro strap pulled (Disarm) (install velcro strap),
  - Single lane slides - all doors,
  - Placards to align Door Control Handle to for open/closed positions,
  - Internal "Damping" device to prevent door from slamming against fuselage.
* FWD Entry Door Equipped with manually extended and hydraulically retracted airstairs which slide along track to stowed position. A"foot latch release" mechanism is used to release the assembly from both the stowed and doorway (extended position).
* All doors connected by micro-switches to both the FWD F/A control Panel and the Flight Deck.
* In the case of a door not being closed appropriate LEDs on both panels illuminate and a single audio chime is sounded.

References:
BAe-146 Operations Manual
Air Nova F/A Manual
Air Atlantic F/A Manual
BAe - Safety & Certification Dept.

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

DC-9-10/30

Doors (Type 1)

* 1 FWD Entry Door (L) + 1 FWD Service Door (R) **/31/32/40/50**
* L-1, H-1.83m(6ft.0in.) W-0.85(2ft.9.5in.)
* Some models equipped with Airstairs door 1L (electrically extended/retracted)" Internal Latch Release Handle"(below F/A panel, must be closed to allow the entrance door to be closed and locked.
* Both doors inward/outward/forward opening.
* Both doors equipped with spring loaded "Bayonet Roller Assembly."
* Doors ARMED manually by engaging girt bar into floor brackets.
* Single channel slides - all doors.
* Some models slides are MANUAL inflate ONLY.
* Approximate force required to pull manual inflation handle: 6.80kg. (15lbs.), Inflation time: 3-5 sec.
* "Gust Lock" or "Hold Open" device is disengaged by pulling on the assist handle located on door face (inward)
* Approximate force required to move door control handle from closed / locked position to open position: 18.14 kg. (40 lbs.) Normal & Emergency
* Approximate force required to open door with slide armed: 18.14kg. (40 lbs) max weight until slide deploys, then weight reduces to 4.54 kg. (10lbs.) for Entry Door (Normal door opening figure), or 3.63 kg. (8 lbs) for FWD Service Door (Normal Opening figure)

DC-9

Overwing Exits

* Variance in numbers depending on model/series type.
* H-0.91m(3ft.0in.) W-0.51(1ft.8in.); Weight: 14.06 kg. (31lbs.)
* Opened by pulling inward of upper release handle. Handle is hinged and moves sideways into cabin.
* Approximate force required to move exit operating handle from closed to open position: 20.41kg. (45 lbs.)

Aft Fuselage Exit

* Tailcone (Jettisonable) is accessed via door in the aft pressure bulkhead. Remove by lifting upward on the handle located on the top of the door. Pull door inward and stow Pull red release handle (lower left side).
* Approximate force required to move bulkhead handle from closed to open position: 6.80 kg. (15lbs.)
* Approximate force required to pull tailcone jettison release handle: 13.61kg. (30 lbs.)
* Escape Tape fitted to facilitate evacuation located at end of walkway (top).

References:

DC-9 Airplane Operating Manual
Air Canada F/A Manual Pub. 356
McDonnell Douglas - Interior Design Division

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

DC-8-43/52/53

* 4 plug Type 1 exits; 2 on each side of cabin.
* H-1.83m(6ft.0in.) W-0.88 (2ft.0in.)
* All doors open initially inward then outward and forward.
* All equipped with inflatable slides (some with "quick release").
* All doors equipped with spring loaded "Bayonet Roller Assembly"
* Approximate force required to move door control handle from closed/locked position to open position: 18.14kg. (40 lbs.) Normal & Emergency
* Approximate force required to open a door from the closed to open position: 4.54kg. (10lbs.); Emergency 18.14kg. (40lbs.)
* Approximate force required to pull manual inflation handle for slide: 6.80kg. (15lbs.); Slide Inflation Time: 4-6 sec.

* Doors ARMED/DISARMED manually by engaging disengaging girt bar into floor brackets.
* Single channel slides - all doors.
* "Gust Lock" or "Hold Open device is disengaged by pulling on the upper door hinge.

Overwing Exits

* 4 Type III exits, 2 on each side of cabin.
* Handles pulled straight inboard to release locking mechanism.
* AFT overwing exits equipped with "pop down" step to assist to wing surface.
* Weight of overwing exits: 14.0kg. (31lbs.)
* Approximate force required to move window exit operation handle from stowed/locked position: 20.4kg.(45lbs.)

/61/62/63

* Additional feature to all the above 2 "Jet Escapes" forward of wing.
* Hinged at bottom.
* Remove cover, pull control handle inward and downward, push top of exit outward.
* Approximate force required to move door control handle from closed/locked position to open position 18.14kg. (40lbs.), Slide Inflation Time: 4-6 sec.
* Single lane slide should auto inflate, manual inflation handle provided
* 2 additional Type 1 exits aft of wing centre cabin area.

References:

DC-8 Operating Manual
McDonnell Douglas - Interior Design Division

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

F-28

Doors (Type I)

* Main entry door on left fitted with integral stairs.
* (1L)H-1.93m(6ft.4in.) W-0.86m(2ft.10in.):
  - Door Control Handle pulled out then rotated upwards and outwards to "Detent 1", Approximate force required: 15kg. (33lbs)
  - Control Button on end of handle used to electrically extend stairs,
  - Stairs pushed outward in emergency after Door Control Handle is set to "Detent 2". Approximate force required: 20kg. (44lbs)
* Service door opposite main equipped with escape slide.
* (1R)H-1.27m (4ft.2in.) W-0.61m (2ft.0in.):
  - Inward moving and upward sliding,
  - Door Control Handle turned upward 45 degrees to open,
  - Auto inflatable slide stowed in galley compartment either to left or right of door,
  - In case door does not slide upwards, press red button pull door into aircraft, turn on side, throw clear of aircraft.

Overwing Exits (Type III)

* H-0.91m(3ft.0in.) W-0.51m(1ft.8in.)
* 2 Overwing exits, one left and one right:
  - Control Handle movement is inward and downward,
  - Escape Rope located behind access cover.
* Approximate weight of exit: 15.5kg.(34.1lbs.)
* Approximate force required to move exit operating handle from stowed/locked position, to open position: 14.9kg. (32.78lbs.)

NOTE: The following information is different from Fokker Manual (11/76) and is published in 2 (1 current and 1 former) air carrier F/A Manuals. Aircraft Certification Dept. at Fokker confirms that there are indeed two different operational designs for the forward passenger entry door controls. Design two was the original design. It has been replaced by Design 1 on the production line from aircraft s/n 11111 onwards. Also, many earlier aircraft have since been modified by means of a Service Bulletin.

Main Cabin Door

* To open: (NORMAL) press lock release lever down, move handle to unlocked "OPEN" position, press door "OPEN" button and continue to depress until door actuator stops and door is in complete open position.
* To close: (NORMAL) ensure handrails are connected, press door "CLOSE" button until door is fully closed, move handle down to LOCKED position. (Red lock rollers must be checked that they are in the full up position - safe position, this is to be done visually without pushing the thumb lever up and down) Both F/A's must verify that the door is properly closed and locked. Physically move the handle back and forth to ensure mechanical lock is in place, without pushing the thumb lever and always looking at the lock roller.
* To open: (EMERGENCY) depress "LOCK LEVER" down, force handle upwards as far as movement will allow to 'EMERGENCY OPEN", continue to hold the handle at "EMERGENCY OPEN", push outwards on upper portion of stairs.

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

* Slide Deployment: open slide pack storage box and put slide pack in "ready" position, Lock box cover to floor fitting, open velcro cover, kick slide pack out of door, pull inflation handle.
* Single lane slide.

Overwing Window Exits

* 2- L/R overwing area.
* To open: break cover, grasp handle, pull downward, pull exit inward, turn exit sideways and throw outside of aircraft, break cover and remove escape rope from overhead compartment and throw out over the leading edge of wing.

References:

Fokker F-28 Pilots Manual
Fokker F-28 Operating Manual
Fokker Aircraft Certification Dept.
Canadian Regional F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

Challenger 601

Door Exit (Type I)

* Passenger/Crew Entrance door hinged at bottom. Opens outward and downward. Fitted with integral stairs.
* Single lever internal handle is pulled upward fully, unlatches door allowing it to be opened when pushed outward.
* Door is opened and closed manually.

Over wing Exit (Type III)

* (1) located on right hand side over wing.
* Remove cover, pull control handle, lift up exit, throw exit out.

References:
Canadair Challenger Operating Manual
Execaire Inc. F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

Falcon 900

Door Exit (Type I)

* H-1.72m(5ft.7.75in.) W-0.80m(2ft.7.5in.)
* (1) Entry Door hinged at bottom, opens outward and downward and is fitted with integral stairs.
* To Open: move door mounted handle upwards, move operating handle to "UNLOCK" position and push door outward.
* When door is closed and locked, check that arrows are aligned on the upper door corner to indicate correct locked position of the handle.

Over wing Exit (Type 1)

* H-0.91m(2ft.11.75in) W-0.53m(1ft.8.5in.),
* (1) Right hand side overwing.
* To OPEN: remove ledge at bottom of window, remove cover, pull control handle, lift exit up, throw out.
* Lifeline stowed in pouch adjacent to exit.

References:

Mystere - Falcon 900 Operating Manual (Description)
Execaire Inc. F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

Canadair RJ

Passenger Door

* FWD port side of fuselage
* H-178cm(70in.) W-91cm(36in.) Type 1
* Incorporates integral stairs with a retractable top and bottom step and two folding handrails
* Opens outward and downward
* Opened by lifting upwards on door operating handle
* Approximate force required to move door operating handle from closed to open position: 7.27kg. (16 lbs.) Approximate outward force required to open door: 6.81kg. (15 lbs.)
* Door is then pushed outwards and downwards (dampened by counterbalance gas springs)
* Handrails secured - both pins in place thrum posts
* Maximum number of persons permitted on stair - 4
* Door closed by; unpin handrails and pull door upwards and inwards using levers & grips
* Rotate handle downward to locked position
* Visual indications of proper "door latched": Upper rotary latches (2) red stripes must be visible and aligned Latch pins (3 fwd, 3 aft), red stripes must be visible

Galley Service Door

* FWD starboard side of fuselage
* H-122cm(48in) W-61cm(24in) Type 1
* Plug-type door, outward opening with an initial inward opening and upward movement
* Door has an articulated hinge and upper stabilizer arm
* Door operating handle rotates clockwise to unlock (OPEN) and counterclockwise to lock (CLOSE)
* Door operating handle is pushed and rotated clockwise away from the guard, disengaging two latch pins and raising the door to a position free from the door stops
* Approximate force required to move handle away from guard and rotate from the closed to the open position: 13.63 kg. (30 lbs.). Approximate force required to push door outward and forward of exit opening: 4.54 kg. (10lbs.)
* Push outward and forward and when stowed adjacent to the fuselage is locked in position
* To close, pull the latch knob, door is then moved into the door opening and pulled in
* Rotate door operating handle counterclockwise to overcome the uplock spring detent
* Door slides downwards guided by rollers
* Continued rotation of the handle, engages the latch pins and positions the handle behind the guard

* Visual indication of door latched is indicated by a green mark alignment seen through the visual indication window located below the internal door handle.

Canadair RJ **Over wing Exits**

* 1 on either side
* H-91cm(36in) W-51cm(20in) Type III
* Approximate weight: 16.8 kg. (35 lbs.) Approximate force required to pull exit operating handle from closed/locked position to open: 11.36kg. (25lbs.)
* Both open inward and can be opened from inside and outside
* Pull inward on exit operating handle, lift exit inward using handle (assist) grip on lower portion of each unit.

Reference:

Canadair Region Jet - Flight Crew Operating Manual CSP A-013
Bombardier Inc. / Canadair Group - Airworthiness Dept.

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

DHC-7

Door Exit

* AFT Port H-1.75m(5ft.9in.) W-0.76m(2ft.6in.)
* 2 independently and manually operated sections, a small upper section hinged at its upper edge and opens outward and upward a main lower section, hinged at its lower edge to a torque shaft below the door sill and which opens outward and downward.
* Spring motor and damper assembly provides door restraint during opening(downward motion).
* Inflation and deflation of the door seal is automatic in operation, charging and discharging of air pressure occurring simultaneously with door lock operation.
* To open the lower door from inside, the internal handle (**located at floor level**) must be pulled upward to the limit of its travel to unlock and displace the door, it will then open under its own weight and the handrails unfold.
* In the opening process the door control handle should be raised initially a couple of inches to break the pressure seal.
* Once the lower portion of the door is open, the upper section must be opened by moving the handle in the direction of the arrow and pushing outward and upward.

NOTE: In EMERGENCY conditions the upper section remains closed.

* **FWD Emergency Exits**, Type III (one on either side) H-0.91m(3ft.0in) W-0.51m(1ft.8in.)
* To open, the control handle above the window is pulled inward and downward. The exit is pulled upward and inward, tipped sideways and thrown out
* **Rear starboard emergency exit**, H-1.35m(4ft.5in.)W-0.61m(2ft.0in) Full floor level exit which drops out of the aircraft once it is open. Two inspection windows are provided for verification of the door locked condition and a micro-switch.
* To open, one hand is placed in the assist handle located on the right side of the door and the other is placed under the operation handle located on the left side. Pull up on the door control handle and the assist handle at the same time, lift up the exit and push the door out.

NOTE: There appears to be some variance on location of exits depending upon the actual model being operated. Some models are operated in mixed (Combi) configurations.

References:
deHavilland Canada Dash 7 Operating Data

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

DHC-8-100

Door Exit

* **FWD left**, fitted with stair assembly H-1.68m(5ft.6in.) W-0.76m(2ft.6in.) Door is opened/closed manually. Door open motion is upward, outward and downward and extends under it's own weight.
* 2 position Door Control Handle (Internal Operating Handle) OPEN/LOCKED located on upper third area of adjacent blkhd. Movement is Upward/Outboard.
* To open: Move Operating Handle upwards from LOCKED to OPEN Initially handle is to be raised approximately 2-4 inches and held for 2 - 4 seconds (to allow door seal to depressurize). Handle is then moved to the end of it's travel (OPEN) so the door slowly "free falls" to the open position.
* After the stairs/door is fully extended they are locked into position by the operator stepping downward on the top step.
* EMERGENCY door operation - the main entry door is operated in the same manner as described above with the exception of the pause in handle movement to allow for seal deflation. The door operating handle should be immediately pushed upwards to the full open position and the door/stairs are pushed outward. Operator should again step downward on top step to lock door stairs into open position.

FWD (Starboard) Emergency Exit

* **Floor level exit** - H-(54in.) W-(20in.)
* To open: Pull fully inward and downward on Door Control (Operating) Handle. One hand on control handle the other placed in/on lower assist handle.
* Exit is lifted into cabin (thrown out).

Window Exits

* 2 - located mid-cabin 1 on either side (port/starboard)
* H-(36in.) W-(20in.) Operated in similar manner to FWD Emergency Exits. Door Control (Operating) Handle is pulled fully inward and downward. Exit is lifted into cabin (thrown out).

NOTE: Interesting to note that if upon first attempt the exit(s) do not move in NORMAL/EMERGENCY modes (all Dash models) it may be because the cabin is still pressurized. This would be confirmed by the noise of cabin air escaping through the venting dish(s). Air noise will subside as the cabin is depressurized.

References:

deHavilland Inc. Dash 8-100 Operating Data
Air Ontario F/A Manual
Air Nova F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

TimeAir F/A Manual
Air Atlantic F/A Manual
Air BC F/A Manual
Canadian Regional F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

DHC-8-300

* Door Exit FWD left, same in design and operation NORMAL & EMERGENCY as DHC-8-100.
* Window Exits, same in design and operation as DHC-8-300.
* FWD (Starboard) Emergency Exit H-(54in.) W-(24in.). Pull "UP" fully on Door Control (Operating) Handle (left side of exit) Exit will lift slightly upward. Push out on exit. Exit will fall "OUT" of aircraft.

Service Door (If Installed)

* AFT starboard location, floor level, designed to facilitate access to aft galley unit.
* "Door is not considered an emergency exit, however may be used as an alternate route of escape should no other means me available". Quoted from an air carrier flight attendant manual, not from manufacturers' publication.
* Plug type and opens inward and upwards along tracks on ceiling.
* To open: operating handle is turned counter-clockwise in the direction of arrow. Exit will move inward and then is manually slid (lifted) upwards fully. Ensure "gust lock" device engages to lock door into the overhead position.
* After closing the door, ensure that the "Red Dot" on the operating handle is aligned with the "Red Dot" at the handle closed position on the door.

References:

deHavilland Inc Dash 8 Series 300 Operating Data
Air Ontario F/A Manual
Canadian Regional F/A Manual
Air BC F/A Manual
Air Atlantic F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

Gulfstream 159 (G-159)

Door Exit (Type 1)

* H-1.72m(5ft.2in) W-0.91m(3ft.0in.)
* (1) FWD left hand side. Door is hinged at bottom and opens outward and downward and is fitted with integral stairs.
* To OPEN: raise red latch, push door control handle upwards and push door out.
* To CLOSE: push switch upward, once door is closed, raise red latch, pull door control handle down to lock door.

Over wing Exit (Type IV)

* (4) two on each side of cabin.
* To OPEN: draw shade upward, push adjacent seat backs down fwd. remove plastic cover over handle, pull red "T" handle downward grasp red handles on each side and pull window inward.

Baggage Compartment Door Exit

* Outward opening, plug type door.
* To OPEN: pull striped handle up, pull red handle up, push door outward.

References:

Gulfstream 1 Airplane Operating Manual
Execaire F/A Manual
Ptarmigan Airways F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

F-27

Passenger Entry Door

* To open: press button in centre of handle in clockwise direction (app. 45 degrees, pull top of door inwards, lift and pull bottom of door inwards, slide door to rear until spring-loaded retaining mechanism is engaged.
* To close: slide door forward to the stop, with the top resting inwards, lift and push bottom of door outwards into frame, press button in handle centre and rotate handle counter-clockwise until button again protrudes check that handle is securely locked.
* Door can be opened from outside as well.
* Passenger Entry Door (Jammed Sliding Mechanism) - press centre button and rotate handle fully clockwise to withdraw lockpins, break window and press Emergency Button (red) to disengage door from rail, pull inside and turn over to remove it from aircraft.

Passenger Entry Door

* Some models equipped with integral stairs, in this configuration door opening procedure is different from that previously described.
* If stairs equipped: depress button on end of door operating handle and rotate handle inward and fully upward, push outward on stair assembly.

Window Exits

* 2, one on either side port/starboard.
* To open: remove cover, pull inward on door operating handle, lift exit into aircraft, turn sideways and throw out.

Service Door

* May be same as operation as Small Cargo Door A.
* Remove cover, rotate door operating handle inward and aft, lift door inward and throw out of aircraft.

Small Cargo Door (If installed) Door A

* FWD port side of fuselage.
* To open: push in red button in centre of door operating handle and rotate handle (clockwise), pull door inward and slide upwards to fully open position.

OR (Some Models) Door B

* To open: rotate door operating handle inward and aft, swing door outward and forward.

References:
Fokker F-27 Operating Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

ATR-42

* 5 Emergency Exits in the cabin 1] Entry Door 2] Service Door 3] Cargo Compartment Door 4] 2 Window Type Exits.
* Emergency situations, all exits are used as emergency exits.
* No difference in operations (Normal/Emergency) L/R aft cabin doors.

Entry Door

* AFT port side of aircraft.
* Outward opening, non Plug-Type Door.
* Equipped with five integral steps and a sixth top folding step.
* Handrail attached to the stair structure extends automatically when it is on the ground, a second handrail, stowed either in the aft cargo compartment or on the aft partition, is to be installed for boarding/deplaning.
* To open and unlock: lift door locking handle, door lock indicators turn red and indicate UNLOCKED, push door outward.
* To close: remove portable handrail and stow, grasp door control handle and push down, restow portable handrail strut, when door is in frame, grab door locking handle, lower it., door locking indicators turn green and indicate LOCKED.

Service Door

* Located AFT starboard side of fuselage.
* Used for galley servicing and as an emergency exit.
* To open: pull inner handle inwards and rotate 90 degrees counter-clockwise, (door lock indicators turn red), push door outwards, rotate door forward and against fuselage until locked (outer handle engages in the retaining hook.

Emergency Window Exits

* 2, located FWD (left & right).
* To open: insert finger into hole of plastic cover and pull off, grasp handle, insert hand in assist hole, pull the control handle down, lift exit inward.

References:
ATR42 Flight Crew Operating Manual
Canadian Partner F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

SD3-60

Main Cabin Door

* AFT cabin port side.
* To open: (NORMAL) Release stairs from cradle by pushing up the lever on the side of stairs, then pull stairs up, and lower down to release.
* Operation (EMERGENCY), Leave stairs attached to the door (this will allow for a clear exit area when the door is opened, rotate door control handle upward, door swings outward and forward, ensure door is in full open and latched position. To close: release safety latch on door and pull closed, rotate door control handle downward to locked position.

Rear Emergency Exit Door

* AFT cabin starboard side of fuselage.
* To open: rotate handle upward and push door outward and forward until it is in the full open and latched position.
* Door remains attached to aircraft

Window Exits

* 2 - FWD 1 each, port and starboard.
* To open: rotate handle upward and push exit out and forward to the full open and latched position.
* Windows remain attached to the aircraft.

References:
Canadian Regional F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

CV-580 /440 /640

Main Entry Door

* FWD port side fuselage, equipped with retractable hydraulically operated stair.
* This exit in not necessarily considered an EMERGENCY exit as it may not open in an emergency situation due to electrical or hydraulic failure.
* To Open (NORMAL): Ensure "Cabin Pressure Warning Light (Red) is not illuminated, remove safety strap from stair (if app.), move interior locking handle outward (fwd) to OPEN position, open compartment and press stair selector button/valve down until the door is open and the stairs are at the end of their travel.
* To CLOSE: Hold the valve selector up in the CLOSE position until stairs have fully retracted and door is fully closed, pull the interior locking handle inward to CLOSED position, attach safety strap to stairs (if app.) Visually check both door "Hooks" are in place.
* Some models equipped with Emergency Stair Release Handle located in lavatory behind refuse container or in compartment just aft of door. Move interior locking handle outward to OPEN position, pull the red "T" handle fully inward maintain pull pressure and push stairs outward. As the stairs begin to move outward they will push the door open.

Service Door

* AFT port side of fuselage.
* Equipped with "auto" inflate slide which is armed/disarmed for departure/arrival. Slide is equipped with manual back-up inflation handle. (Some models equipped with non-inflatable slides)
* Slide girt bar is removed from container and secured into floor fittings.
* To open EMERGENCY: rotate Door Control Handle clockwise (direction of arrow) (some models have plastic handle over DCH) to "OPEN"position, push door out and forward and ensure gust lock engages, pull manual inflation handle until it comes completely free.
* To close (NORMAL): Pull gust lock release lever, pull door "in" to the cabin, rotate door handle counter-clockwise until the handle comes to the end of its travel and is pointing to the "LOCKED" placard, physically check all four door hooks are properly in place (on some models door hook covers must be opened at the bottom of the door and a flashlight is used to visually ensure that the hooks are in their proper position)
* Some operators specify procedures for use of slide as flotation device in ditching situation.

Window Exit

* 5, 4 located over wing and 1 aft of starboard wing
* Some models equipped with "access cover" over release handle.

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

* To open (EMERGENCY): Remove access cover over handle, or insert fingers through access cover flap, pull operating handle inward and downward, pull window into aircraft, turn sideways and throw out
* Some window exits equipped with escape ropes.

References:

Allison Division GMC Prop-Jet Convair Flight Manual
Air Niagara Cabin Crew Manual
Canadian Regional F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

HS-748

Passenger Door / Aft Baggage Door

* AFT port side of fuselage.
* H-1.57m(5ft.2in) W-0.76m(2ft.4in.).
* To open: lift plastic cover, pull handle in and down, push door out and slide forward by using the assist handle and lock against the fuselage by turning the assist handle.
* There are two main locking systems on every door, however due to the location of the aft baggage door it is equipped with a tertiary locking method to ensure the door will not be tampered with in-flight. (Pressure Locks & Speed Locks).
* Some models equipped with non-inflatable slides - under floor or in ceiling compartment
* Some models equipped with auto inflate slide (manual back up handle) Slide is armed by lifting girt bar locking arms off slide pack hooks, swing girt bar down towards floor so that engagement spigots engage with spigot cups in floor, close locking arms to lock spigots onto spigot cups and to push locking slide fully towards door plunger, pull up on girt bar assembly to ensure it is secure, to disarm, unlock girt bar locking arms, gently lift up the girt bar, releasing the spigots from the spigot cups, replace the girt bar locking arms on the restraining hooks on the slide pack.
* Some models equipped with door mounted slides (Auto Inflate feature with back up Manual Inflation Handle)
* Some models equipped with stowable type of stairs assembly.

Crew /Freight Door

* Some models equipped with; FWD port Side
* Some models equipped with folding stairs
* Door motion is outward and upward
* To open; lift plastic cover, pull handle in and down, push lever down to raise door, lock door open, push stairs out
* To close, raise stairs, push down on lever to release tension on the locking pin, pull up on the lever to close door, pull in and up on handle, to lock door closed (claws will extend over the plates of the door frame)

Over wing Exits

* 2, one on each side port/starboard over wing area.
* To open: lift flap, pull handle inward and downward, push window out.
* Variation in slides (door mount, floor mount, inflatable/non.
* Some models operated in COMBI configurations.
* Some models equipped with sliding cargo door (AFT).

References:

Bradley Air Services /First Air Cabin Attendant Manual
Hawker Siddeley 748 Maintenance Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

EMB-120

Passenger Entry Door

* FWD port side of fuselage.
* Hinged at bottom and equipped with five folding steps, opens outward and downward.
* No difference in operation between NORMAL and EMERGENCY.
* To open: lift door locking handle, push door outwards and let it fall down.
* To close: press door control button down until door rises up into frame, pull door in using assist handle, lock the door by pulling the door locking handle down, verify door is locked by checking the red bands on the door and door frame are aligned.

Emergency Exits

* 3, one on each side overwing, and one floor level exit starboard.
* To open: remove plastic cover, grasp handle, grasp assist handle with other hand, pull handle inward to unlock the latch, pull top of exit inward and then lift the exit out of the frame, rotate the exit and throw it outside of the aircraft.

Cargo Door

* Aft port side of fuselage.
* Can be opened only from exterior.

DC-3

Main Cabin Door

* Generally located aft port side of fuselage. Some may have MCD on starboard side
* Equipped with integral stairs.
* Door is hinged at bottom and opens outward and downward.
* To open: (NORMAL AND EMERGENCY OPERATION SAME) - Unlock latch (left side of door), safety chain will fall free, turn door handle clockwise and push door out.
* To close: pull door up using safety chain, turn door handle counter clockwise, attach chain to latch.
* Some models equipped with large freight door and portable stairs-door swings outward and forward

NOTE: The safety chain is a short chain fastened, inside the cabin, to a metal latch as the final step in closing a door with integral stairs. It is released as the first step when opening the door. In a planned emergency situation, the chain is released as part of exit preparation. The other chain referred to is a long chain used as a hand hold when using the stairs.

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

Window Exits

* 2 or more located over wing one on either side port and starboard, 1 located starboard side aft of wing located starboard side aft of wing.
* To open: remove plastic cover, turn handle clockwise (breaking the witness wire), push window upward and out (window is hinged at the top, but must be supported in the open position).

References:
DC-3 Maintenance Manual
Sioux Narrows Airways F/A Manual

SCHEDULE A	EXIT PROFILE	AIRCRAFT EXIT COMPATIBILITY GROUP

DC-4

Main Cabin Door

* Located aft port side of fuselage.
* Door opens outward and forward of opening.
* Equipped with non-inflatable slide, which is armed by attaching the slide strap hooks to the corresponding attachment points located on the fuselage wall immediately fwd and aft of the door and the two floor mounted attachment points.
* To open (EMERGENCY)- Rotate both door control handles upwards to the 90 degree position, push door out.
* Ditching Rope located behind a panel immediately above and slightly forward of the door (used to lower the first two evacuees to assist in holding the non-inflatable slide (Apron) for evacuation.

Forward Entry Door

* Located directly behind the first officer's seat on the starboard side of the aircraft flight deck.
* To open: rotate the door control handle up to the open position and pull the door in and forward. Secure the door in the open position.

Emergency Exit Windows

* 4 - 2 starboard and 2 port side of fuselage.
* To open: turn the handle clockwise (breaking the witness wire), Swing the window inward and upward fully until the hinges disengage and the window falls free (Windows can only be opened from inside the aircraft).
* 2 aft window exits equipped with "Ditching Ropes.

References:

DC-4 Aircraft Operating Manual
Air North Charter & Training Ltd F/A Manual