

# Democratic Socialist Republic of Sri Lanka



## Civil Aviation Authority of Sri Lanka

### Implementing Standards

(Issued under Sec. 120, Civil Aviation Act No. 14 of 2010)

### Title: Admission to Flight Crew Compartment

Reference No. : CA-IS-2015-OPS-001

S.N. :SLCAIS 033

Date: 11<sup>th</sup> March 2015

Pursuant to Sec.120 of the Civil Aviation Act No.14 of 2010 which is hereinafter referred to as the CA Act, Director General of Civil Aviation shall have the power to issue, whenever he considers it necessary or appropriate to do so, such Implementing Standards for the purpose of giving effect to any provision in the CA Act, Regulations or Rules made thereunder including the Articles of the Convention on International Civil Aviation specified in the Schedule to the CA Act.

Accordingly, I, being the Director General of Civil Aviation do hereby issue the Implementing Standards on **Admission to Flight Crew Compartment** as mentioned in the Attachment hereto (Ref: CA-IS-2015-OPS-001-Att.01], elaborating the requirements to be satisfied for the effective implementation of the International Standards and Recommended Practices on 'Admission to Flight Crew Compartment' contained in paragraph 4.2.3 of the Annex-13 "Aviation Security" in particular and the other generic provisions on the same matter contained in Annex-6 "Aircraft Operations" to the Convention and the Air Navigation Regulations of 1955.

This Implementing Standard shall be applicable to every person holding an Air Operator Certificate issued by Director General of Civil Aviation and his employees engaged in flight operations and shall come in to force with immediate effect and remain in force unless revoked.

Attention is also drawn to Sec. 103 of the Act, which states inter alia that failure to comply with Implementing Standard is an offence.

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Enclosure: Attachment No. CA-IS-2015-OPS-001-Att.01

## **Implementing Standards**

### **SLCAIS-033: Admission to Flight Crew Compartment**

#### **1 GENERAL**

##### **1.1 Introduction**

- A. Aviation safety & security risk factors have taken a swift turn with the recent developments demanding the States to take extra precautions against possible threats to flight safety. Carriage of personnel who are not involved in the operation of the aircraft in the Flight Crew Compartment and/or permitting such personnel to enter the Flight Crew Compartment during flight may pose a threat to flight safety, unless such situations are managed carefully. In this backdrop ICAO has made a series of safety and security recommendations for the States.
- B. ICAO Recommendations have been implemented in the local regulatory framework through the Implementing Standard No. IS: 022. However Operational requirements warrant certain personnel to be permitted to enter the Flight Crew Compartment whilst strict control mechanisms are put in place against possible misuse or threats.
- C. This Implementing Standard supersedes the Aviation Safety Notice (ASN) 043 issued by the Director General of Civil Aviation. It may be amended from time to time and the amendments will be reflected with a vertical line on the right side of the text.

##### **1.2 Applicability**

The Implementing Standards SLCAIS -033 is applicable to every operator who operates aircraft with Maximum Certificated Take off Mass of 45,500kgs or above and/or with a passenger seating capacity of 60 or above and to his employees engaged in flight operations under the authority of an Air Operator Certificate issued by the Director General of Civil Aviation.

#### **2 ACCESS TO FLIGHT CREW COMPARTMENT**

No person other than a flight crew member who is duly assigned to the flight, shall be admitted to, or carried in, the Flight Crew Compartment unless that person is:

- A. an operating crew member of the flight;
- B. a person authorized by Director General of Civil Aviation to perform State's Safety Oversight duties or functions; or
- C. permitted by the Accountable Manager of the operator, and carried in accordance with instructions/procedures contained in the approved Operations Manual of the Operator.

#### **3 RESPONSIBILITIES OF OPERATORS AND THEIR STAFF**

##### **3.1 Operator's Responsibility**

- A. The Operator shall ensure that no person other than a person stated at paragraph (2) above is admitted to or carried in a Flight Crew Compartment of any aircraft operated by the operator under any circumstance.
- B. Operator shall ensure that the procedures involving admission of person to Flight Crew Compartment or carriage of such personnel in the Flight Crew Compartment is fully

documented and included in the Operator's Operations Manual after receiving approval for same from the Director General of Civil Aviation.

### **3.2 Accountable Manager's Responsibility**

- A. Accountable Manager shall ensure that he would not permit any person other than a person stated at paragraph 2.A and 2.B, is admitted to, or carried in, the Flight Crew Compartment of any aircraft of the operator unless;
- a) that person is duly authorized by him having being satisfied personally that the presence of the person in the Flight Crew Compartment would not pose a safety or security threat to the flight, crew members, passengers or person or property on ground or cause hindrance to safe operation of the flight;
  - b) that the person is not a fare paying passenger and carriage of the person is absolutely necessary under the given circumstances for the discharge of the operator's duties, functions or obligations;
  - c) that the person is made fully aware of the requirements to be complied whilst entering or remaining in the Flight Crew Compartment; and
  - d) that the person's entry to the Flight Crew Compartment is informed to the Pilot-in-Command of the flight in advance and his consent is obtained for such entry.
- B. Accountable Manager is responsible for the effective and consistent implementation of relevant instructions/ procedures relating to this matter which is specified in the Operations Manual. In this context, the Accountable Manager shall ensure that the persons authorized by him are precisely defined and the procedures involving carriage of such authorized personnel are clearly laid down and disseminated amongst operational personnel for information.
- C. In authorizing personnel to enter or be carried in the Flight Crew Compartment, the Accountable Manager shall take into account;
- a) the possible impact of the presence of the person in the Flight Crew Compartment on safety of flight, flight crew, cabin crew and passengers;
  - b) the necessity of the operator for the person concerned to be carried in the Flight Crew Compartment during flight;
  - c) Rules applicable to the subject matter in other States where aircraft are operated from / to;
  - d) capability of the person to be authorized to react during an emergency situations; and
  - e) physical and mental status of the person.
- D. In the event the Accountable Manager is unable to accept the responsibility for grant of access to Flight Crew Compartment as in Para 2.C, access shall be confined only for persons mentioned in 2.A and 2.B of the above.
- E. The authority granted to the Accountable Manager under this paragraph for allowing persons to be carried in the Flight Crew Compartment shall not be delegated.

### **3.3 Responsibility of the Pilot-in-Command**

- A. The Pilot in Command shall ensure that:
- a) no person other than persons listed under paragraph 2 above is admitted or carried in the Flight Crew Compartment.

- b) in the interests of safety, admission of the person authorized to the Flight Crew Compartment does not cause distraction and/or interference with the operation of the flight,
- c) any person carried on the Flight Crew Compartment is made familiar with the use of relevant safety and emergency equipment without assistance from the flight crew, if need arises.

**Note :**The final decision regarding the admission to the Flight Crew Compartment shall be the responsibility of the Pilot in Command and he may even refuse acceptance of personnel approved under 2.1., if he is in the opinion that the safety of the flight is compromised by such admission.

- d) In the event the PIC refuses access to Flight Crew Compartment for the personnel stated under 2.B, he shall give reasons in writing to the Director General of Civil Aviation for such refusal soon after the flight.
- B. It is the sole responsibility of the Pilot-in-Command of the flight to ensure the presence of at least one competent flight crew member and another fit and proper crewmember acceptable to him in the Flight Crew Compartment at all times during flight. Unless the PIC is personally satisfied, mere presence of a person authorized under paragraph 2 in the Flight Crew Compartment will not satisfy the above requirement.

### **3.4 Responsibility of flight crew members**

No flight crew member shall leave the Flight Crew Compartment for any reason unless there is a competent flight crew member and another fit and proper crewmember, in the Flight Crew Compartment.

### **3.5 Responsibility of Cabin Crew members**

Cabin Crew Members entering the Flight Crew Compartment shall ensure that they strictly follow the procedures of the operator specified in the Operations Manual. It is the duty of the Cabin Crew members to constantly monitor the Flight Crew Compartment door area and bring forthwith to the notice of the PIC, if a suspected event is taking place or likely to take place.

## **4 FLIGHT CREW COMPARTMENT DOOR IN FLIGHT**

### **4.1 Flight Crew Compartment Door at the commencement of a flight**

The Flight Crew Compartment door shall be closed prior to the closure of the passenger doors for flight and the personnel permitted to travel in the Flight Crew Compartment shall be seated inside the Flight Crew Compartment at that time.

### **4.2 Opening of Flight Crew Compartment Door in flight**

- A. Opening of Flight Crew Compartment Door in flight shall be limited to the minimum and the procedures involved in opening and closing of the Door need to be specified by the operator in the Operations Manual considering the security aspect as specified in the IS 022.
- B. Notwithstanding the foregoing, it is the duty of a crewmember inside the Flight Crew Compartment to open the door in response to a call of another flight crewmember who happened to go out of the Flight Crew Compartment for operational or physiological reasons, as and when required, upon verification of identity.

#### **4.3 Occasions requiring opening of the Flight Crew Compartment Door**

When an overriding safety of flight consideration warrants opening of the Flight Crew Compartment door, the considerations of the PIC may include but not limited to the following and he may take appropriate actions accordingly:

- a) The need for visual inspections to confirm such things as a potential fuel leak, smoke Flight Crew Compartment, and engine condition, visual gear/flap configuration, inspection of contaminated surfaces;
- b) Handling of safety/emergency procedures, such as pilot incapacitation or firefighting;
- c) Abnormal or emergency landings where safety procedures requires that the door be open for landing; and
- d) The need to communicate essential information where there is no appropriate alternative under the circumstances.

#### **5 CONTENTS OF THE OPERATIONS MANUAL**

The Operations Manual shall contain the following to fulfill the requirements stipulated in this Implementing Standard,

- a) Procedures for controlling access to the Flight Crew Compartment;
- b) Procedures for opening, closing and locking the Flight Crew Compartment door;
- c) Procedures to enable a cabin crew member to enter the Flight Crew Compartment if a flight crew member becomes incapacitated or for meal service to flight crew;
- d) Procedures to verify the identity of a person authorized to access the Flight Crew Compartment;
- e) Procedures to constantly ascertain the working atmosphere in the Flight Crew Compartment including the wellbeing of the flight crew; and
- f) Procedures to control access to a crew rest facility from the passenger compartment, if the aeroplane is equipped with a crew rest facility that can be accessed from the Flight Crew Compartment and from the passenger compartment.

#### **6 SCOPE OF PROCEDURES**

Following matters shall be taken, but not limited to, as guidance for the development of procedures that shall be included in the Operations Manual. However, procedures shall be developed with an aim to minimizing the need to opening the Flight Crew Compartment door during flight;

- a) The means and methods by which the crew members will communicate between the Flight Crew Compartment and the cabin;
- b) Minimum Equipment List (MEL) relief for the public address (PA) system shall not be exercised when communication procedures during normal or emergency situations require the use of this system;
- c) The methods by which the flight crew determine the security of the area near the Flight Crew Compartment door and the identity of a person requesting access whenever there is a requirement to open the door (e.g. the use of peep holes, code words, interphone, etc.);
- d) Procedures shall consider pilot incapacitation for the following situations:

- i. Both pilots are in the Flight Crew Compartment and one pilot becomes incapacitated; and
  - ii. One pilot is out of the Flight Crew Compartment and the pilot remaining at the controls becomes incapacitated.
- e) For aircraft not equipped with a means to access the Flight Crew Compartment from the passenger compartment, such as a key pad, a procedure shall include bringing a third crew member into the Flight Crew Compartment prior to any pilot leaving the Flight Crew Compartment in order to protect access to the Flight Crew Compartment;
  - f) Primary and secondary methods of communicating with the Flight Crew Compartment;
  - g) Methods of communication to advise the Flight Crew Compartment when access is required (e.g. chimes, knocks, interphone, etc.);
  - h) Security enhanced crew briefings to include a review of normal and emergency procedures to be used for Flight Crew Compartment access;
  - i) Positive identification of those entering Flight Crew Compartment (e.g. use of peep holes, code words, etc.);
  - j) Limiting access to the area in the immediate vicinity of Flight Crew Compartment;
  - k) Emphasize use of the Flight Crew Compartment/cabin interphone as the primary method of communication;
  - l) Promote the use of seat belts during flight to help monitor passenger activity and to keep aisles clear;
  - m) Promote an increase in cabin supervision as a means to observe suspicious passenger behavior;
  - n) Passenger management to minimize congestion at lavatories located near the Flight Crew Compartment;
  - o) Provide a clear area around the Flight Crew Compartment entrance when pilots leave or enter the Flight Crew Compartment;
  - p) Maximize cabin crew view of the Flight Crew Compartment area;
  - q) Promote the use of the forward lavatory by the flight crew whenever it is practicable;
  - r) Minimize passenger's view of the Flight Crew Compartment entrance area by use of curtains; and
  - s) Methods of serving refreshments/ meals to Flight Crew Compartment crew.

## **7 MISCELLANEOUS**

- A. Every operators shall comply with the requirements by means of updating the company manuals and obtain the approval from Director General of Civil Aviation prior to the implementation.
- B. Every Operator shall ensure that all personnel concerned are trained on the laid down procedures and given recurrent training and relevant records shall be maintained as per the approved procedures.