

GIBRALTAR

DIRECTOR OF CIVIL AVIATION

PROCEDURE – 07

Safety Assessment of Foreign Aircraft

DCA Procedure 07 – Safety Assessments of Foreign Aircraft

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Amendment Record

Revision	Item	Date
1	Initial Issue	12 April 2010
2	Revision	03 December 2015

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INTRODUCTION

1. The objective of this procedure is to ensure that a standardised process is followed when conducting Safety Assessments of Foreign Aircraft, otherwise known as ramp checks, in Gibraltar. (For the purposes of this procedure foreign aircraft are defined as any aircraft not registered in Gibraltar).

APPLICABILITY

2. The requirement to carry out ramp checks is set out in European Commission Regulation No 965/2012 Article 4 and are to be carried out in accordance with Subpart RAMP of Annex II to the Regulation. Ramp check reports from Gibraltar will be included in the Safety Assessment of Foreign Aircraft (SAFA) process established by the European Civil Aviation Conference (ECAC) and which is the responsibility of the European Aviation Safety Agency (EASA). Inspecting staff should, in addition to following this procedure, refer to the EASA Manuals, Procedures and Checklists that have been developed for the SAFA Programme.

PROGRAMME PLANNING

3. This Office may from time to time, receive requests from EASA, via the UK DfT, for particular operators, aircraft types or flights to be included in the programme (so called targeted SAFAs). Such requests will come to the Director of Civil Aviation including details of the expected schedule, and will be subject to a time constraint and/or an increased level of sensitivity. If an inspection is considered to be sensitive, the nature of the sensitivity will be notified when the request for assistance is made.
4. The Director of Civil Aviation will include the targeted aircraft into the SAFA programme. All remaining ramp checks will be conducted as random inspections dependant on the traffic arriving at Gibraltar Airport on the days allocated for inspections. Inspections will include as wide as possible spread of aircraft types as possible (scheduled, GA, helicopters) and a proportion will be conducted out of normal office hours to ensure aircraft operating in these periods are captured within the programme.

PROCEDURE - ESSENTIAL ELEMENTS

5. The normal minimum team, for an inspection, should consist of a Flight Operations Inspector and an Airworthiness Inspector. The Director of Civil Aviation will appoint a Team Leader for each SAFA inspection. The Team Leader may be either a Surveyor or FOI and he/she will be responsible for arranging the inspection and completing the necessary reports.
6. The Team Leader will contact the Terminal Director at Gibraltar Airport to inform the airport that an inspection is to be made, arranging, where necessary, access and verifying information on the expected aircraft movements.
7. The Inspectors should review the guidance material included in the EASA SAFA Ramp Inspection Manual. Inspectors will have a read-only password for the SAFA database so that it can be interrogated for information pertaining to particular operators, States and/or aircraft. The inspectors should also check other forms of information such as the EU blacklist. The ramp checks should be conducted as a team with a meeting taking place prior to commencing the checks to ensure that each inspector understands their responsibilities for checklist items and completion of the report.

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8. Prior to undertaking the inspection, the Team Leader is to ensure that the required security passes to enable full access to the airside of the airport are available. They are also to ensure that the team are carrying credentials, and wear high visibility jackets/ear defenders. In addition, each inspector should carry with them copies of all the necessary checklists, reference documentation and forms.
9. A ramp check report will not be accepted by EASA for inclusion on the SAFA database if, at the time of the inspection, no flight crew/owner is with the aircraft. Therefore, prior to an inspection the Team Leader is to liaise with suitable personnel i.e. ATC/ground handler to ensure the whereabouts of the key personnel so that they are available during the inspection and can provide the information necessary and be advised of any findings.
10. Due consideration should be given to Health & Safety aspects relating to inspections such as an awareness of the possible presence of sharps (needles, blades, etc) when inspecting cabins, access to a supply of disposable gloves and the provision of cleansing wipes and hand sanitising gels for immediate use during the course of the activity.
11. When the aircraft has arrived on stand and the passengers have disembarked, the aircraft commander should be briefed by the Team Leader as to the purpose of the inspection before the inspection commences. If at all possible, the whole team should also be introduced to the crew at this point although this is not essential. The crew should be informed from the outset that, unless a major safety finding is made, the inspection should not delay the turn around of the aircraft. Inspectors are to be polite and courteous at all times and should carry business cards to supply to flight crew to put into their journey logbook and for future reference. The inspection should then commence using the detailed SAFA Guidance and Checklist.
12. On completion of the inspection, the aircraft's crew must be verbally de-briefed on the results of the inspection and a formal notification provided using the form included at Annex A. A copy of the form will be passed to the Aircraft Commander or engineering representative and, if there are no findings, a statement to this effect should be made.
13. The appropriate level of action for different non-conformities is identified in the EASA guidance material. It is important that teams act in accordance with this guidance, which has been drawn up to standardise responses across participating states. Where serious doubt exists as to the basic airworthiness of the aircraft, or where the crew or aircraft documentation is incorrect or expired, it may be necessary to issue a 'Direction to Prevent Aircraft Flying'. A copy of the Direction is provided at Appendix B.
14. If it proves necessary to issue a Direction, the Director of Civil Aviation must be informed by the Team Leader at the earliest possible opportunity.

REPORTING INSPECTIONS

15. The Team Leader is responsible for completing accurately all relevant details on the report form. In the event that Findings ('Remarks' in SAFA vocabulary) arise, the form must include where necessary the ICAO requirement against which the finding is made. All the relevant information is available in the guidance notes contained in the EASA Guidance Material. **Within a maximum of 5 working days from completion of the inspection**, report forms must be sent by e-mail to the Director of Civil Aviation, who will input the data into the EASA SAFA database. A hardcopy of the form should also be sent by post as confirmation.

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RELEASE OF DETAINED AIRCRAFT

16. Aircraft which have been the subject of the ‘Direction to Prevent Aircraft Flying’ may be formally released back into service when the DCA is satisfied that the appropriate actions have been taken to address the findings associated with the initial issue of the Direction.

APPENDICES

Appendix A SAFA Ramp Inspection Report Form

Appendix B SAFA Proof of Evidence of Inspection Form