

Gibraltar Director of Civil Aviation

Safety Assessments of Foreign Aircraft

Procedure 07

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Revision History

Version	Item	Date
1	Initial Issue	12 April 2010
2	Revision	3 December 2015
3	Complete Review	06 December 2022
4	Review no change	07 December 2023

Introduction

1. The objective of this procedure is to ensure that a standardised process is followed when conducting Safety Assessments of Foreign Aircraft (SAFA), 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, retained Regulation (EC) No 965/2012 Article 4 and are to be carried out in accordance with Subpart RAMP of Annex II to that Regulation. Ramp check reports from Gibraltar will be included in the 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 UK CAA Manuals, Procedures and Checklists that have been developed for the SAFA Programme.

Programme Planning

3. The office of the Director of Civil Aviation (DCA) may from time to time, receive requests from the UK Civil Aviation Authority, via the UK Department for Transport, for particular operators, aircraft types or flights to be included in the programme (so called targeted SAFAs). Such requests will come to the DCA 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 DCA 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 a variety of aircraft types (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 (FOI) and an Airworthiness Inspector. The DCA will appoint a Team Leader for each SAFA inspection. The Team Leader may be either a Surveyor or FOI and that Inspector 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 UK CAA 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 UK 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.

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. Inspectors shall take all other precautions that are required by personnel operating on an apron.
9. A ramp check report will not be accepted by UK CAA 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. Air Traffic Control/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 Appendix A. A copy of the form will be passed to the Pilot-in-Command 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 UK CAA 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'.
14. If it proves necessary to issue a Direction, the DCA must be informed by the Team Leader at the earliest possible opportunity.
15. If the inspections are undertaken by CAA SAFA Inspectors they may use the CAA Inspection Reports provided copies are forwarded to the DCA after the inspection.



Reporting Inspections

16. 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 UK CAA Guidance Material. **Within a maximum of 5 working days from completion of the inspection**, report forms must be sent by e-mail to the DCA,

Release of Detained Aircraft

17. 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.

Appendix A SAFA Proof of Evidence of Inspection Form

 SAFA Proof of Evidence of Inspection							
Date		Time		 <p>HM Government of Gibraltar</p> <hr/> <p>Director of Civil Aviation Suite 631 Europort Gibraltar Tel 00350 20061174</p>			
Place							
Operator							
State		AOC No.					
Route From		Flight No.					
Route To		Flight No.					
Flight Type		Aircraft Configuration					
Chartered by Operator							
Charterer's State							
Aircraft Type		Registration Mark					
Construction No.							
Position		Full Name		Licence No.		State of Licence	
Position		Full Name		Licence No.		State of Licence	

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Check Remark				Remark Check			
A	Flight Deck			5	Life Jackets/Flotation Devices		
1	General Condition			6	Seat Belts		
2	Emergency Exit			7	Emergency Exit Lighting and Marking Torches		
3	Equipment			8	Slides/Life-rafts		
	Documentation			9	Oxygen Supply (Cabin Crew and Passengers)		
4	Manuals			10	Safety Instructions		
5	Checklist			11	Sufficient Number of Cabin Crew Members		
6	Radio Navigation Charts			12	Access to Emergency Exits		
7	Minimum Equipment List			13	Safety of Passenger Baggage		
8	Certificate of Registration			14	Sufficient Seat Capacity		
9	Noise Certificate						
10	A.O.C			C	Aircraft Condition		
11	Radio Licence			1	General External Condition		
12	Certificate of Airworthiness			2	Doors and Hatches		
	Flight Data			3	Flight Controls		
13	Operational Flight Plan			4	Wheels, Tyres and Brakes		
14	Load Distribution (Weight and Balance)			5	Undercarriage (Skids/Floats)		
	Safety Equipment			6	Wheel Well		
15	Hand Fire Extinguishers			7	Intake and Exhaust Nozzle		
16	Life Jackets/ Flotation Device			8	Fan Blades		

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17	Harness		
18	Oxygen Equipment		
19	Flashlight		
	Flight Crew		
20	Flight Crew Licence		
	Journey Log Book/Technical Log		
21	Journey Log Book or Equivalent		
22	Maintenance Release		
23	Defect Notification and Rectification		
24	Pre-flight Inspection		
B	Safety/Cabin		
1	General Internal Condition		
2	Cabin Attendant's Seat and Rest Area		
3	First Aid Kit/Emergency Medical Kit		
4	Hand Fire Extinguishers		
Item	Remarks		

9	Propellers, Rotors (main/tail)		
10	Obvious Repairs		
11	Obvious Unrepaired Damage		
12	Leakage		
D	Cargo		
1	General Condition of Cargo Compartment		
2	Dangerous Goods		
3	Safety of Cargo on Board		
E	General		
1	Additional Remarks		

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Action Taken	Inspector(s) signature or number
(3d) Immediate operating ban imposed by the inspecting state	
(3c) Aircraft detained by inspecting authority	
(3b) Corrective actions before flight	Pilot-in-Command's signature (optional)
(3a) Restrictions on the aircraft operations	
(2) Information to the authority and operator	<p>This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight.</p> <p>Data submitted in this report can be subject to changes for correct wording upon entering into the SAFA database.</p> <p>Signature by any member of the flight crew or other representative of the operator does not mean the acceptance of the listed findings but a confirmation that the aircraft has been inspected on the date and at the place indicated on this document.</p>
(1) Information to the pilot-in-command	
(0) No remarks	
DCA/Form/02 SAFA Proof of Evidence of Inspection	