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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Air Cargo Demonstration and Inspection** | | | | | | | | | | | | | | | | | | | | | | | |
| File reference |  | Date of Audit/Inspection | | | | | |  | | | | | | | | | | | | | | | |
| Operator’s location |  | CAA inspector | | | | | |  | | | | | | | | | | | | | | | |
| Air Cargo Manager |  | Phone No. | | | | | |  | | | | | | | | | | | | | | | |
| **Statement of Compliance**  **REF:** CAR OPS-1.002 | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | **S** | | | | | **U/S** | | | | | | | **NA** | | | | | | |
| 1. Does the operator have a Statement of Compliance to ensure that all applicable regulations are addressed? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| **Air Cargo Manuals and Documents**  **REF:** CAROPS-1.1041/ CAR OPS-1.1050 | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Does the operator’s submission include at least two copies of cargo-related manuals? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 2. Are the manuals signed by an authorized person from the operator? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 3. Do supervisory and inspection personnel have access to the manuals? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 4. Do all personnel with cargo-related functions have access to the appropriate manuals for their duties? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 5. Are all copies of the manuals current and identical to those in the CAA office file? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 6. Do all supervisory and inspection personnel thoroughly understand the contents of the manuals? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 7. Do the manuals and documentation include the following: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Required elements for air cargo operations | | | | |  | | | | |  | | | | | | |  | | | | | | |
| i. Draft Ops Specs | | | | |  | | | | |  | | | | | | |  | | | | | | |
| ii. Flight manuals | | | | |  | | | | |  | | | | | | |  | | | | | | |
| iii. OM manual and all cargo-related components | | | | |  | | | | |  | | | | | | |  | | | | | | |
| iv. Security Programme Manual | | | | |  | | | | |  | | | | | | |  | | | | | | |
| v. MCM | | | | |  | | | | |  | | | | | | |  | | | | | | |
| vi. Maintenance Programmes | | | | |  | | | | |  | | | | | | |  | | | | | | |
| vii. Demonstration plans | | | | |  | | | | |  | | | | | | |  | | | | | | |
| b. Checklists and job aids for cargo-related activities | | | | |  | | | | |  | | | | | | |  | | | | | | |
| c. M&B Data Control System | | | | |  | | | | |  | | | | | | |  | | | | | | |
| d. Quality System | | | | |  | | | | |  | | | | | | |  | | | | | | |
| e. SMS | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 8. Do the manuals include procedures for contracting to vendors or other entities? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 9. Do the manuals contain examples of all the forms used and instructions for their completion? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| **Cargo-Carrying Aircraft**  **REF:**CAR OPS-1.275 / CAR OPS-1.1310 /CAR OPS-1.605 | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Do the cargo-carrying aircraft meet the certification requirements of the appropriate airworthiness standards of the State of Design and have documents providing ICA? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 2. Does the operator have the correct and appropriate design approvals defining or documenting alterations for approved configurations to the aircraft, parts, and appliances used for air cargo operations? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 3. If any design elements have been implemented that affect cargo location, has the operator accommodated for any changes in cargo location and effect on CG? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 4. Is the operator carrying cargo in the correct location of the aircraft based on the approved aircraft configurations? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 5. If the operator has performed a cargo aircraft conversion, is it operating within the limitations indicated in the STC? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 6. Cargo restraints: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is the operator adhering to the requirements for the cargo restraints specified in the manufacturer’s AFM/MBM? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| b. Is restraint equipment permanently marked? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| c. Is the operator following the restraint configurations located in current guidance provided by the manufacturer? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| d. Are replacement parts authorised for the devices on which they are installed? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 7. Cargo compartments: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Do all cargo compartments provide protection to the crew member compartment from smoke and fumes? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| b. As appropriate, does each cargo compartment meet the requirements for its classification and contain CAA-approved fire protection design features for smoke curtains, liners, and the fire detection and suppression system? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| **Cargo Restraint Categories, ULDs, Nets, and Straps**  **REF:** CAR OPS-1.275 / CAR OPS-1.1300 | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Does the operator have CAA-approved procedures in its manual system to control the operational serviceability of all restraints? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 2. If ULDs are being used, do they meet the certification requirements in TSO-C90 or other appropriate relevant specification documents (NAS3610 or SAE AS36100)? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 3. Is the operator using only ULDs that are permitted by the manufacturer’s MBM or aircraft TC/STC? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 4. Is the operator using certificated cargo pallet and net combinations as permitted by NAS3610 and SAE AS36100 and defined in the manufacturer’s MBM? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 5. If the operator is using non-certificated ULDs, does it meet documented standards? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 6. If the operator is using active ULDs, has it incorporated the pertinent parts of the unit’s certification documents into the operator’s manual system, such as required markings, placards, and labelling; ICA to include the proposed limitations and restrictions necessary to safely carry the devices on the aircraft; and operating instructions for the devices? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 7. If the operator is using temperature-controlled shipping containers, does it incorporate or reference the pertinent parts of the unit’s certification documents into the operator’s manual system, such as required markings, placards, and labelling; ICA to include the proposed limitations and restrictions necessary to safely carry the device on an aircraft; and operating instructions for the device? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 8. Is the operator following procedures for: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Determining ULD compatibility? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| b. Ensuring non-certificated ULDs meet a standard? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| c. Communicating regarding ULD requirements? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| d. Ensuring personnel understand that compatibility, limits, or restrictions may exist between similar aircraft types with STC conversions and that the aircraft may have been produced as a freighter by a TC holder? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| e. Considering ULD contour and dimensions? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| f. Maintaining approved ULD limitations in the manuals and basing these limitations on data from the applicable manufacturer MBMs or aircraft STCs? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| g. Ensuring the manufacturer’s MBM or other appropriate manual states which ULDS are authorised for each aircraft and compartment? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| h. Using non-certificated ULDs? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| i. Ensuring personnel and vendors do not combine incompatible nets and pallets? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 9. Regarding the maintenance and repair of ULDs, pallets, nets, and straps: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is the operator maintaining these items under the operator’s, AMO’s, or vendor’s/supplier’s maintenance programme that satisfies the ICA of the ULD manufacturer? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| b. Is the operator following the programme to determine the serviceability of the ULD when it is intended to be placed on board the aircraft and the traceability of the ULD through the operator’s authorised vendor list, which is made available to the CAA? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 10. Is the operator performing a receiving inspection of each purchased or leased ULD before it is put into service, and does this review include a documentation review and visual inspection? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 11. Are personnel following maintenance procedures to ensure that: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Personnel who maintain and repair ULDs are trained, qualified, and authorised? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| b. ULDs are repaired per the operator’s maintenance programme? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| c. Parts for repair meet or exceed equipment manufacturer standards and are appropriately authorised? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| d. Appropriate current data is available for repair? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| e. The tare weight of each ULD is checked following the operator’s procedures? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| f. The new tare weight is marked on each ULD following the operator’s procedures? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| g. ULD and associated component or article repair is performed per CAR OPS 1, whether the operator or a repair vendor performs the repair? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 12. As appropriate, regarding ULD maintenance by an AMO or a vendor: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is the operator providing its AMOs and repair vendors with written authorisation to repair its ULDs? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| b. Is the operator ensuring the availability of all necessary data and manuals for repairing its ULDs? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| c. Is the operator conducting audits of the AMO to ensure the adequacy of the organisation’s training programme and that the organisation complies with the operator’s maintenance programme requirements? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 13. Is the operator retaining maintenance records? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 14. Is the operator following procedures for repairing unserviceable ULDs and approving them for return to service? | | | | |  | | | | | |  | | | | | | |  | | | | | |
| 15. Regarding ULD damage limitations: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Does the operator specify damage limits for ULDs and related restraint equipment? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| b. If these damage limits are standardised, is the operator using the most restrictive damage limits categorised by the type of ULD? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| c. Is the operator following procedures for exceeding the allowable ULD damage limits, such as installing authorised nets and net and pallet combinations, and using a reduced-weight requirement? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 16. Is the operator adhering to the CG offset limits as specified in NAS3610 and SAE AS36100? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 17. Regarding cargo nets: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is the operator following procedures for using cargo nets, such as assigning unique markings, placarding nets with damage limits, attaching identification tags, and ensuring proper storage when not in use? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| b. If an operator temporarily installs restraints on a cargo net, does it use the appropriately authorised nets, follow use and limit restrictions, and use trained, qualified, and authorised personnel to install the restraints? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| 18. When using cargo straps: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Does the operator use a CAA-approved process and have data to demonstrate compliance with CAA requirements for establishing strap rating requirements, determining the appropriate quantity of straps and their arrangement, and providing limitations for using the straps? | | | | |  | | | | |  | | | | | | |  | | | | | | |
| b. Does the operator adhere to established cargo strap usage limits set by the manufacturer or guidance of TSO-C172? | | | | |  | | | | | | |  | | | | | | |  | | | | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| **CLS Components**  **REF: CAR OPS-1030** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. When crew members and/or other persons are seated on the same deck forward of a CLS, is a smoke barrier installed (as applicable) between the CLS and those persons? | | | | |  | | | | | | |  | | | | | | |  | | | | |
| 2. Is the CLS properly certificated under methods such as a PMA, TSO, PC, TC, amended TC, or STC or under the rules governing owner-produced parts? | | | | |  | | | | | | |  | | | | | | |  | | | | |
| 3. If the operator substitutes CLS components, is it following procedures that address the load-bearing components it may substitute, the level of substitution it allows, the conditions that support each process, and the CAA-approved data used? | | | | |  | | | | | | |  | | | | | | |  | | | | |
| 4. If a CLS component discrepancy is found, does the operator: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Address the discrepancy or repair following the proper procedures and regulations to determine if the component meets the applicable regulations and the individual performing the repair is authorised to repair the component? | | | | |  | | | | | | |  | | | | | | |  | | | | |
| b. Perform a receiving inspection following procedures, complete documentation to confirm each component is certificated as serviceable, and provide traceability to the data used for repair? | | | | |  | | | | | | |  | | | | | | |  | | | | |
| c. Follow the approved procedures for retention of maintenance records in accordance with CAR OPS 1? | | | | |  | | | | | | |  | | | | | | |  | | | | |
| 5. Is the operator following DDPs and procedures for inoperative and missing CLS components in its MEL? | | | | |  | | | | | | |  | | | | | | |  | | | | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| **Cargo Handling and Aircraft Loading**  **REF**: CAR OPS-1.1310 /CAR OPS-1.610 /CAR OPS-1.605 /CAR OPS-1.625 | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Is the operator following CAA-approved procedures in its manual system for ULDs, cargo requiring unique or special handling, special cargo, cargo buildup, loading and unloading, cargo restraint, and bulk loading and unloading of cargo? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| 2. Do these procedures follow the operator’s MBCM, manufacturer’s MBM, and the aircraft STC, or other approved data? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| 3. Is the operator following specific procedures for cargo restraint devices it is authorised to use and following a process if failed restraints are identified while in use? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| 4. Is the operator following documented policies and procedures for: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Controlling M&B for both aircraft and cargo? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| b. Studying and evaluating the capability of any aircraft it may use to transport any type of cargo, including dangerous goods? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| c. Controlling cargo-related manuals and manual revisions, including having current versions of the manuals and providing all authorised concerned personnel and vendors with current manuals and manual revisions? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| d. Controlling the use, calibration, or verification of weigh scales for operators, AMOs, and vendors? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| e. Loading and unloading all types of cargo, including COMAT? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| f. Restraining cargo in aircraft compartments, including main deck, lower deck, and fore and aft compartments, in accordance with the requirements of the manufacturer’s MBM and aircraft TC or/STC for certificated ULDs, non-certificated ULDs, bulk loaded cargo, and special cargo? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| g. Using, storing, and evaluating the condition of cargo restraints and procedures for routine serviceability checks and the process to follow if failed restraints are identified while in use? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| h. Controlling the maintenance and repair of CLS components, ULDs, and other restraints? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| i. Reconfiguring CLS components and restraint devices and procedures for notifying operational and maintenance personnel that CG limits may have changed for current and future flights? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| j. Determining the carriage of special cargo and dangerous goods? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| k. Using freight forwarding, interlining, and freight staging? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| l. Incorporating a Quality System that verifies the performance and effectiveness of the operator’s M&B Data Control System, CLS components, and cargo restraints in accordance with the operator’s maintenance programmes and that monitors the elements of surveillance, analysis, corrective action, and follow-up? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| m. Ensuring that all personnel are properly trained, qualified, and authorised to perform their assigned duties and responsibilities? | | | | | |  | | | | | | |  | | | | | | | |  | | |
| 5. CG limits & tagging: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Maintaining the longitudinal, lateral, and vertical CG limits of a built-up ULD? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| b. Minimising voided space within a ULD and between cargo pieces? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| c. Contouring cargo loads for the aircraft’s interior dimensions when using a pallet and net combination, pallet and strap combination, or other restraint methods/devices? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| d. Tagging and identifying ULDs loaded on board aircraft, especially when using pallet and net or pallet and strap combinations? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| e. Ensuring that cargo does not exceed ULD gross weight or area load limits if stated by the ULD manufacturer? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| f. Checking the condition of ULDs and other restraint devices for damage prior to use, conducting serviceability inspections to ensure that noted damage does not exceed the damage limits, and following a process if failed restraints are identified while in use? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| g. As appropriate, positively closing, locking, or securing containers, nets, liners, and rigid or flexible doors after buildup? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| h. Properly fastening a cargo net to a pallet after buildup? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 6. When preforming aircraft loading and unloading, is the operator following procedures that are based on the manufacturer’s MBM, aircraft STC, or supplements and address: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Using, attaching, detaching, and stowing still guards, if applicable? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| b. Using, attaching, detaching, and stowing tail posts for measuring the distance between the aircraft tail section and the ground during loading and unloading? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| c. Using, attaching, and detaching tail stands, if applicable, to prevent the aircraft from settling on its tail during loading and unloading? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| d. Preventing the aircraft from tail tipping during aircraft loading and unloading? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| e. Using cargo compartment and bulkhead doors, installed nets, and smoke barriers? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| f. Ensuring aircraft floor load limits, if the operator loads cargo directly onto the aircraft’s floor, and load limits for a ULD base if the ULD manufacturer has a limit? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| g. Verifying aircraft weight limits for aircraft cargo positions, floors, zones, and compartments and measuring to ensure the operator does not exceed the limits? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| h. Determining aircraft CG range limits; longitudinal, lateral, and vertical CG limits for cargo positions; and procedures for preventing the operator from exceeding these limits? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| i. Creating a flight crew access aisle to cargo requiring access during flight? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| j. Preventing damage during aircraft loading and unloading to the CLS components, restraints, liners, smoke detectors, light fixtures, fire retardant flow nozzles, etc.? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| k. Notifying operational and maintenance personnel of damaged compartments and/or damaged, missing, or inoperative CLS components, cargo restraints, and fire suppression and detection systems? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| l. Detailing the minimum clearance, or distance, requirements between cargo and aircraft systems and structure? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| m. Using CLS components and cargo restraints to secure ULDs? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| n. Loading bulk cargo in cargo compartments certificated for bulk cargo and the following, if not contained in the manufacturer’s MBM or aircraft STC: meeting the minimum clearance or distance requirements between the cargo and aircraft systems and structure, evenly distributing the cargo within compartments, using installed nets, and installing smoke barriers between cargo and flight crew members and passengers? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| o. Reviewing cargo loading procedures for bulk and non-bulk cargo to ensure the aircraft CG is within the assumed envelope to avoid safety issues with the cargo restraints and the affected aircraft structure? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| p. Using special handling procedures for cargo requiring additional or unique procedures to protect cargo or the aircraft during handling, acceptance, or loading or in flight? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 7. For ULD inspection procedures: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is the operator following inspection procedures before using ULDs and other cargo restraints for movement or buildup? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| b. Is the operator performing final ULD inspections prior to loading cargo on board the aircraft? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| c. Is the operator training, qualifying, and authorising personnel to perform serviceability inspections, and has it identified who performs these inspections and when the inspections must be performed? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| d. Is the operator clearly marking or identifying ULDs and other restraints that fail inspections to distinguish these devices from serviceable devices? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| e. Is the operator reporting damage to persons responsible for maintaining the ULD? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 8. If an operator uses cargo straps or devices other than ULDs as primary cargo restraints, is it following procedures that address installation to the aircraft structure, the minimum tie-down separation requirements for pallets, the calculation of the number of restraint devices required for a given cargo load based on the restraint criteria and limiting factors specified in the manufacturer’s MBM, the proper arrangement and attachment of restraint devices and cargo to include correctly cinching adjacent net panels together with a net corner lashing rope and securing the end of the rope to the net panel to prevent disengagement, and the restraining of cargo using the aircraft’s ultimate load conditions described by the manufacturer’s MBM? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 9. If an operator is using supplemental cargo restraints, is it following procedures based on the information provided by the manufacturer or the approved STC? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 10. For smoke barrier control procedures: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is the operator following procedures to control the airworthiness and subsequent operational serviceability of smoke barriers and providing aircraft-specific training on the description, operation, function, and pre- flight inspection of smoke barriers? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| b. Does the overall condition of the smoke barrier curtain (if installed), cockpit door seal, barrier net assembly, and solid bulkhead meet serviceability requirements? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 11. For load supervision, load verification, and audit procedures | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is there a designated, trained, qualified, and authorized person, such as a load supervisor, with the duty of supervising the loading of the aircraft? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| b. Is this individual ensuring that: | | |  | | | | | | | | | |  | | | | | | |  | | | |
| i. All cargo is properly built up and weighed? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| ii. Vendors’ cargo scales have current calibration certificates? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| iii. Cargo and passenger placement is planned and calculated to maintain the aircraft within permissible CG and structural load limits? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| iv. Cargo is properly secured with the appropriate type(s), quantity, and placement of cargo restraint and all pallet locks are engaged when used? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| v. The aircraft is correctly loaded and unloaded using the operator’s procedures? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| vi. Cargo is placed on the aircraft in such a way as to prevent overloading sensitive sections of the airframe and cargo floor? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| vii. CLS components, ULDs, and other restraint devices are in serviceable condition and properly used? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| viii. The standard average weight or actual baggage weights are confirmed? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| ix. Flight crew members or authorized maintenance personnel are notified of damaged or inoperative cargo compartments or damaged, missing, or inoperative CLS components, installed cargo nets, or smoke barrier components? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| x. All cargo-related documents are accurate and properly completed before submission to flight crew members? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| xi. The load manifest is signed by a trained, qualified, and authorized person, indicating the aircraft is loaded correctly? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| c. Are designated personnel providing information to the PIC or the  operator’s trained, qualified, and authorized loading personnel about  how the aircraft was loaded? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 1. Does the information that is being provided about how the aircraft was   loaded include all of the following information?   * 1. The flight date   2. The flight number   3. The aircraft registration number   4. The origin of the flight leg   5. The destination of the flight leg   6. ULD numbers (for cargo carried in ULDs)   7. The weight of each ULD loaded on board the aircraft   8. The weight of the bulk cargo, by compartment or position, as applicable   9. The load schematic for special cargo   10. A certification statement   11. The signature, or electronic equivalent, of the load supervisor or other trained, qualified, and authorised loading personnel | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 1. Is the operator retaining with the load manifest a completed and signed copy, or electronic equivalent, of the document(s) containing the information listed in paragraph 11.d above, as applicable? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 1. Is the operator performing scheduled and unscheduled audits of sufficient scope and frequency to ensure that all cargo handling personnel are following the operator’s cargo procedures for cargo planning, building, loading, handling, and restraint as per its CAA- approved Quality System? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 12. If the operator is using combi-configured aircraft, is it following special procedures to load such aircraft based on requirements established by the manufacturer or STC holder? | | |  | | | | | | | | | |  | | | | | | |  | | | |
| 13. When using multiple entities in the air cargo operation: | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is the operator ensuring that these entities are trained, qualified, and authorised to perform duties, audit third-party operations, and adhere to the operator’s procedures, when applicable? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| b. If interlining, is the operator following policies and procedures for accepting cargo, regardless of whether a vendor or operator personnel are performing these duties? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| c. If using vendors, is the operator performing audits at regular intervals to ensure the vendors are performing ULD handling or buildup properly, and is the operator following its Quality System procedures to ensure vendors are performing cargo buildup and loading using the operator’s procedures? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| d. If freight forwarding, is the operator performing Quality System audits at regular time intervals? | | | | |  | | | | | | | |  | | | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| a. Is the operator ensuring that cargo staged at different operating locations is properly secured, provided with special handling as required, and stored safely from the natural elements and with appropriate climate control and that proper documentation is maintained? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| b. Is the operator performing an acceptance check prior to loading the aircraft for all transported stored or staged cargo to ensure the documentation and cargo weights are accurate, cargo is clear of debris, and cargo meets the security and customs clearance requirements? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| **8. Transport of Special Cargo and Dangerous Goods**  **REF:** CAR OPS-1.135 / CAR OPS-1.140 / OPS 1.1045(a) / CAR OPS-1.1285 / CAR 92.110 | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Does the operator have/is the operator using a special cargo analysis function to determine if cargo is indeed special cargo, evaluate the associated risks, develop a plan for ensuring the safe transport of the cargo using the AFM/MBM data, and ensure the aircraft’s ability to safely transport the cargo without causing structural damage to the aircraft? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| 2. Does the special cargo analysis include: | | | | |  | | | | | | | |  | | | | | | |  | | | |
| a. Evaluating the cargo to identify its tie-down capabilities, taking into account the special handling needs, placement of special cargo, weight limits, floor loads, and cargo clearance? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| b. Providing a method to determine the appropriate quantity and types of restraint, shoring procedures, and arrangements for confirming the determination of the load’s restraint capability in each direction; demonstrating that the orientation secures the load for all aircraft operations; and ensuring that restraint loads do not exceed the rating of the cargo tie-down points, pallet tie-down fittings, or aircraft structure and that restraints are distributed in accordance with the AFM/MBM, as approved by the TC/STC? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| c. Constructing a diagram/pictorial load schematic that is based on the AFM/MBM or supplement and that illustrates the restraint calculations and proposed tie-down scheme for each special cargo item; includes the number and angle of restraints and the attachment points from the special cargo to the aircraft structure, confirming the determination of the load’s restraint capability in each direction; and illustrates the position of all pieces of special cargo in relation or adjacent to the CLS and all other cargo having special requirements resulting from the carriage of the special cargo? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| 1. Is the operator:    1. Complying with the limitations specified in the AFM/MBM, as approved by the TC/STC? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| b. Following documented policies and procedures for the identification, acceptance, and carriage of special cargo and dangerous goods? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| c. Identifying a person who has overall responsibility for the analysis of special cargo, but who does not require technical expertise in special cargo analysis? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| d. Authorizing persons who participate in the analysis of special cargo and who require technical expertise in special cargo analysis? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| e. Making the load schematic and any necessary instructions available to the load supervisor, ground personnel, and flight crew, as appropriate? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| 5. If the operator is carrying dangerous goods, is it certificated to carry dangerous goods by its CAA and in accordance with ICAO Doc 9284 (Technical Instructions)? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| 6. Is the operator complying with the provisions contained in the Technical Instructions on all occasions when it is carrying dangerous goods? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| 7. If carrying dangerous goods outside the territory of [State], is the operator complying with the appropriate variations noted by Contracting States contained in Attachment 3 to the Technical Instructions? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| 8. If carrying dangerous goods, is the operator complying with the standards of CAR 92? | | | | |  | | | | | | | |  | | | | | | |  | | | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Is the operator following documented policies and procedures for the identification, acceptance, and carriage of special cargo and dangerous goods? | | | | | | |  | | | | | | | |  | | | | | | |  | |
| 2. Is the operator using the manufacturer’s AFM/MBM data to determine if the cargo is indeed special cargo, evaluate associated risks, and develop a plan to ensure the aircraft’s ability to safely transport cargo without causing structural damage to the aircraft? | | | | | | |  | | | | | | | |  | | | | | | |  | |
| 3. Is the operator ensuring that personnel are trained, qualified, and authorised to perform their duties and responsibilities as they relate to special cargo operations? | | | | | | |  | | | | | | | |  | | | | | | |  | |
| 4. Is the load schematic and any necessary instructions available to the load supervisor, ground personnel, and flight crew, as appropriate? | | | | | | |  | | | | | | | |  | | | | | | |  | |
| 5. If the operator is carrying dangerous goods, is it certificated to carry dangerous goods by its CAA and in accordance with ICAO Doc 9284? | | | | | | |  | | | | | | | |  | | | | | | |  | |
| 6. Is the operator complying with the provisions contained in the Technical Instructions on all occasions when it is carrying dangerous goods? | | | | | | |  | | | | | | | |  | | | | | | |  | |
| 7. If carrying dangerous goods outside the territory of [State], is the operator complying with the appropriate variations noted by Contracting States contained in Attachment 3 to the Technical Instructions? | | | | | | |  | | | | | | | |  | | | | | | |  | |
| 8. If carrying dangerous goods, is the operator complying with the standards of Annex 18? | | | | | | |  | | | | | | | |  | | | | | | |  | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| **Technical Library**  **REF:** CAR OPS-1.150 / CAR OPS-1.1195 | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Is the current data available, including, but not limited to: | | | | | | | | | | | | | | | | | | | | | | | |
| a. The CARs | | | |  | | | | | | | | | |  | | | | | | | |  | |
| b. Technical airworthiness data | | | |  | | | | | | | | | |  | | | | | | | |  | |
| c. ADs | | | |  | | | | | | | | | |  | | | | | | | |  | |
| d. TCDS, if applicable | | | |  | | | | | | | | | |  | | | | | | | |  | |
| e. MAPs, as required | | | |  | | | | | | | | | |  | | | | | | | |  | |
| f. CAA-approved maintenance process specifications | | | |  | | | | | | | | | |  | | | | | | | |  | |
| g. Manufacturer’s approved service manuals, instructions, and SBs | | | |  | | | | | | | | | |  | | | | | | | |  | |
| h. Aircraft maintenance programmes | | | |  | | | | | | | | | |  | | | | | | | |  | |
| 2. Is the data in compliance with the applicable regulations? | | | |  | | | | | | | | | |  | | | | | | | |  | |
| 3. Is the data appropriate for the maintenance to be performed? | | | |  | | | | | | | | | |  | | | | | | | |  | |
| 4. Is the data current, accurate, and complete and in the operator’s possession? | | | |  | | | | | | | | | |  | | | | | | | |  | |
| 5. Is the data easily accessible to concerned personnel? | | | |  | | | | | | | | | |  | | | | | | | |  | |
| 6. Are the operator’s standard repair procedures traceable to approved data? | | | |  | | | | | | | | | |  | | | | | | | |  | |
| 7. Does the operator utilise approved data for all major repairs and major alterations? | | | |  | | | | | | | | | |  | | | | | | | |  | |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |
| **QMS REF :**CAR OPS-1.035 | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Does the Operator have a Quality assurance program that provides for the auditing and evaluation of the management system and operational functions within the scope of ground handling operations at planned interval to ensure the Operator is:  * Complying with applicable regulations and standards. * Staying state operational needs. * Identifying undesirable conditions and areas requiring improvement. * Identifying hazards to operations (SMS). * Previous audits (ground operation, subcontractors ..etc). | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Does the Operator have a process for addressing findings resulting from audits of functions within the ground handling operations which ensures:  * Identification of root cause. * Development of corrective actions as appropriate to address findings. * Implementation of corrective actions in appropriate operational areas. * Evaluation of corrective actions to determine effectiveness | | | | | | | | | | | | | | | | | | | | | | | |
| **SMS**  **REF:** CAR OPS-1.037 / CAR 100.135 / CAR 100.140/ CAR 100.145 | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Does the Operator have a safety risk assessment and a mitigation program implemented in the ground operations and cargo operations including Dangerous Goods organization that specifies processes to   ensure:   * Hazards are analyzed to determine the existing and potential safety risks to aircraft operations; * Safety risks are assessed to determine the requirement for risk control (remedial) action(s); * When required, risk mitigation actions are developed and implemented in ground handling operations. | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Does the Operator have an operational reporting system implemented in the ground handling operations organization? | | | | | | | | | | | | | | | | | | | | | | | |
| 1. At the conclusion of the inspection, did the PM: | | | | | | | | |  | | | | | | |  | | | | | | |  |
| a. Determine the results of the inspection | | | | | | | | |  | | | | | | |  | | | | | | |  |
| b. Document unsatisfactory areas | | | | | | | | |  | | | | | | |  | | | | | | |  |
| c. Debrief the operator | | | | | | | | |  | | | | | | |  | | | | | | |  |
| d. Document the inspection | | | | | | | | |  | | | | | | |  | | | | | | |  |
| e. Send a letter to the operator confirming the inspection results | | | | | | | | |  | | | | | | |  | | | | | | |  |
| f. File the inspection results in the CAA office file | | | | | | | | |  | | | | | | |  | | | | | | |  |
| g. Schedule the follow-up activities | | | | | | | | |  | | | | | | |  | | | | | | |  |
| Remarks: | | | | | | | | | | | | | | | | | | | | | | | |

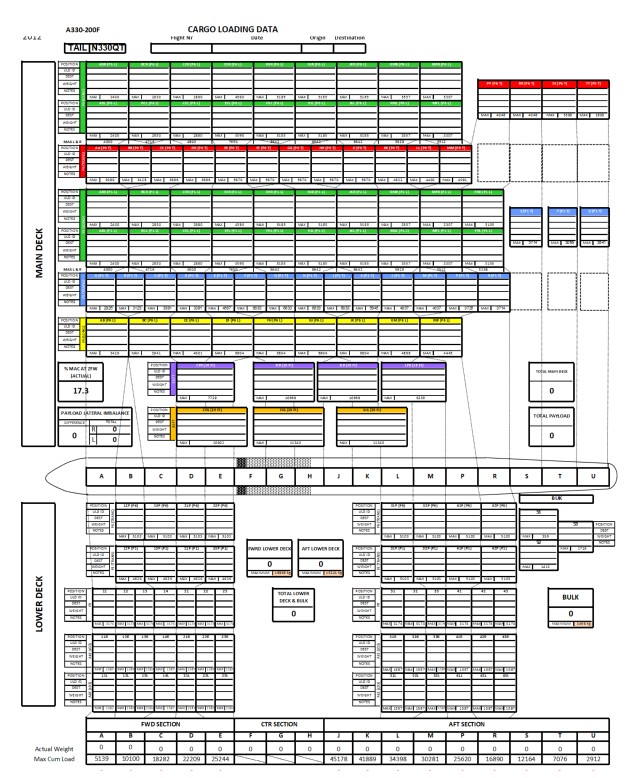
# CARGO COMPARTMENT CLASSIFICATIONS AND OPERATING REQUIREMENTS FOR TRANSPORT CATEGORY AIRCRAFT

|  |  |  |  |
| --- | --- | --- | --- |
| **This cargo classification …** | **Is a cargo or baggage compartment in which …** | **Additional requirements** | **Example(s)** |
| Class A | * The presence of fire would be easily discovered by a crew member while at his/her station * Each part of the compartment is easily accessible in flight | * There must be a handheld fire extinguisher available for the compartment | The passenger compartment and the cockpit |
| Class B | * There is sufficient access in flight to enable a crew member to reach any part of the compartment with a handheld fire extinguisher from one designated access point * When a crew member is accessing the compartment, no hazardous quantity of smoke, flames, or extinguishing agent will enter a compartment occupied by the crew or passengers * There is a separate approved smoke detector or fire detector system to warn the pilot or flight engineer | * There must be a handheld fire extinguisher available for the compartment * The compartment must be lined with fire resistant material; however, operators may use an additional service liner made of flame-resistant material | An ATR-72 cargo compartment |
| Class C | Class A or B requirements are not met, but there:   * Is a separate approved smoke detector or fire detector system to warn the pilot or flight engineer * Is an approved built-in fire extinguishing or suppression system controllable from the cockpit * Are means to exclude hazardous quantities of smoke, flames, or extinguishing agent from a compartment occupied by the crew members or passengers * Are means to control   ventilation and drafts within the compartment so that the extinguishing agent can control any fire that may start within the compartment | * The compartment must be lined with fire resistant material; however, operators may use an additional service liner made of flame-resistant material | A belly hold |
| Class D | * An occurring fire would be completely confined without endangering the safety of the aircraft or the occupants * There are means to exclude hazardous quantities of smoke, flames, or other noxious gases from any compartment occupied by the crew or passengers * Ventilation and drafts are controlled within each compartment so that any fire likely to occur in the compartment will not progress beyond safe limits * A fire would quickly expend available oxygen because the compartment is small and sealed * Consideration is given to the effect of heat within the compartment on adjacent critical parts of the aircraft | * Class D cargo compartments are no longer acceptable to the Federal Aviation Administration (FAA) and the European Aviation Safety Agency (EASA) * There is a fire resistant lining * Fire protection relies on passive oxygen starvation * There is limited size and ventilation to the compartment * The compartment did not require fire detection or suppression systems | Unconverted DC-9s,  B727s  (The ValuJet fire occurred in a Class D compartment) |
| Class E | Only cargo is carried and there:   * Is a separate approved smoke or fire detector system to warn the pilot or flight engineer * Are means to shut off the ventilating airflow to or within the compartment, and the controls for these means are accessible to crew members in the crew compartment * Are means to exclude hazardous quantities of smoke, flames, or noxious gases from the crew member compartments | * The compartment must be completely lined with fire resistant material | The main deck of an all- cargo freighter may be a Class E |

|  |  |  |  |
| --- | --- | --- | --- |
| **This cargo classification …** | **Is a cargo or baggage compartment in which …** | **Additional requirements** | **Example(s)** |
|  | * The required crew member emergency exits are accessible under any cargo loading condition |  |  |
| Class F | There must be a:   * Separate approved smoke or fire detector in a location that will warn the pilot or flight engineer * Way to put out or control a fire that does not necessitate a crew member going into the compartment * Way to keep hazardous amounts of smoke, flames, or extinguishing agent from compartments containing crew members or passengers | The compartment:   * May contain a built-in fire extinguishing/fire suppression system or require the use of FCCs or FRCs that meet certain criteria as required by this MD * Must be on the main deck | A main deck cargo compartment on a B747- 400F |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | |  | **Air Cargo Training Programme Approval** |  | |  | **To be completed before the inspection** |  | |  | Determine the need for the inspection/oversight |  | |  | Open a file reference |  | |  | Prepare for the inspection |  | |  | Review the operator's office file |  | |  | Review the training programme and manual |  | |  | Schedule the inspection |  | | | | | | | | | | | | | | | | |
| **Operator:** | | | | | |  | | | | | | | | | |
| **Date of inspection:** | | | | | |  | | | **File reference:** | | |  | | | |
| **Location:** | | | | | |  | | | **Phone No:** | | |  | | | |
| **Director of Training:** | | | | | |  | | | **CAA inspector:** | | |  | | | |
| **1.0 Training Programme Components** | | | | | | | | | | | | | | | |
| **1.1 General Requirements** | | | | | | | | | | | | | | | |
| Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with air cargo operations must be developed to meet the respective requirements of the Authority. An operator may not use any person nor may any person serve in a required crew member capacity or operational capacity unless that person meets the training and currency requirements established by the Authority for that respective position. | | | | | | | | | | | | | | | |
| **1.2 Air Cargo Training Programme Components REF:** CAR OPS-1.175 | | | | | | | | **Manual Page** | | **Acceptable** | | **Unacceptable** | | **Approval Initials** | |
| The operator’s training programme should include a training programme acceptable to the Authority that provides: | | | | | | | |  | |  | |  | |  | |
|  | | | A curriculum acceptable to/approved by the CAA | | | | |  | |  | |  | |  | |
| Procedures for maintaining training records | | | | |  | |  | |  | |  | |
| Initial and recurrent training requirements | | | | |  | |  | |  | |  | |
| A description of the training programme methods | | | | |  | |  | |  | |  | |
| A periodic review and revision of the programme | | | | |  | |  | |  | |  | |
| Proper identification of personnel authorized to provide the training | | | | |  | |  | |  | |  | |
| General awareness of and familiarisation with dangerous goods training | | | | |  | |  | |  | |  | |
| The content, application, and use of the manufacturer’s AFM/MBM and the aircraft’s TC and STCs | | | | |  | |  | |  | |  | |
| **1.3 Identifying Individuals Who Need Air Cargo Operations Training**  **REF:** CAR OPS-1.175 | | | | | | | | **Manual Page** | | **Acceptable** | | **Unacceptable** | | **Approval Initials** | |
|  | | | Are there documented procedures in place to identify personnel and supervisors who need training? | | | | |  | |  | |  | |  | |
| **1.4 General Training Requirements**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
|  | | | | Does the operator have: | | |  | | | |  | |  | |  |
| (a) | | | | Adequate training facilities? | | |  | | | |  | |  | |  |
| (b) | | | | Properly qualified instructors required to meet training objectives and needs? | | |  | | | |  | |  | |  |
| (c) | | | | A current list of the approved training materials, equipment, training devices, simulators, and other required training items needed to meet the training needs of all personnel involved in the air cargo operation? | | |  | | | |  | |  | |  |
| Training materials | | |  | | | |  | |  | |  |
| Training equipment | | |  | | | |  | |  | |  |
| Training devices | | |  | | | |  | |  | |  |
| Simulators/sample containers/equipment | | |  | | | |  | |  | |  |
| Other required training items  (specify)\_ | | |  | | | |  | |  | |  |
| (d) | | | | An adequate number of check personnel to ensure adequate training and checking of flight crew members? | | |  | | | |  | |  | |  |
| Ground check personnel | | |  | | | |  | |  | |  |
| Flight check pilot | | |  | | | |  | |  | |  |
| (e) | | | | A record system acceptable to the Authority to show compliance with the appropriate: | | |  | | | |  | |  | |  |
| Training requirements? | | |  | | | |  | |  | |  |
| Currency requirements? | | |  | | | |  | |  | |  |
| Remarks: | | | | | | | | | | | | | | | |
| **1.5 Training Frequency**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A written training programme acceptable to the Authority that provides for the following, as appropriate, for personnel involved in air cargo operations must be developed.  The training syllabi and checking programmes must include the following training: | | | | | | |  | | | |  | |  | |  |
|  | | | | | Basic indoctrination | |  | | | |  | |  | |  |
| Initial | |  | | | |  | |  | |  |
| Emergency | |  | | | |  | |  | |  |
| Requalification | |  | | | |  | |  | |  |
|  | | | | | Recurrent | |  | | | |  | |  | |  |
| Transition | |  | | | |  | |  | |  |
| **1.6 Mass and Balance (M&B) Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A written training programme must be developed for all crew members with identified duties relating to air cargo operations appropriately commensurate to their tasks and responsibilities. Areas must include: | | | | | | |  | | | |  | |  | |  |
| (a) | | | | Fundamental M&B instruction for all operators and vendors involved in air cargo operations to include familiarisation with varying aircraft weights based on manufacturer requirements and the importance of conforming to and applying manufacturer MBM and TC/STC requirements and zone or compartment limits and having accurate M&B calculations and proper communication among various personnel | | |  | | | |  | |  | |  |
| (b) | | | | M&B and CG calculations training for personnel or contractors involved with M&B and CG calculations to include: | | |  | | | |  | |  | |  |
| Conforming and applying weight limitations using the aircraft manufacturer’s requirements | | |  | | | |  | |  | |  |
| Determining CG limits for the aircraft | | |  | | | |  | |  | |  |
| Loading the aircraft per CG limits | | |  | | | |  | |  | |  |
| Calculating M&B and CG | | |  | | | |  | |  | |  |
| Notifying the flight crew of the M&B of the aircraft | | |  | | | |  | |  | |  |
| Accounting for the effect of the weight of crews, other persons, cargo, and baggage | | |  | | | |  | |  | |  |
| Communicating M&B and CG issues to personnel involved with cargo loading | | |  | | | |  | |  | |  |
| Positioning of cargo and baggage | | |  | | | |  | |  | |  |
| Factoring CG offsets into cargo loaded into ULDs and onto the aircraft | | |  | | | |  | |  | |  |
| Identifying policies and procedures to train and qualify personnel to calculate M&B | | |  | | | |  | |  | |  |
| **1.7 Cargo Buildup Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A written training programme for all operator, freight forwarder, and other vendor personnel, as well as personnel whose duties and responsibilities consist of verifying the eligibility of cargo and selecting, assembling, and palletising cargo for airlift, for cargo buildup training, which must include: | | | | | | |  | | | |  | |  | |  |
|  | | Concentrated loads | | | | |  | | | |  | |  | |  |
| Pallet load limitations | | | | |  | | | |  | |  | |  |
|  | | Restraints | | | | |  | | | |  | |  | |  |
| Damage limits for ULDs and other restraint devices | | | | |  | | | |  | |  | |  |
|  | | Compatibility of aircraft pallet and net combinations | | | | |  | | | |  | |  | |  |
| Dangerous goods | | | | |  | | | |  | |  | |  |
| Scales | | | | |  | | | |  | |  | |  |
| Proper ULD configuration | | | | |  | | | |  | |  | |  |
| Container configurations and conditions | | | | |  | | | |  | |  | |  |
| CG offsets, profiling, and authorisation for use on a particular aircraft | | | | |  | | | |  | |  | |  |
| Training on how to build up a ULD to comply with CG control | | | | |  | | | |  | |  | |  |
| Documentation | | | | |  | | | |  | |  | |  |
| Remarks | | | | | | | | | | | | | | | |
| **1.8 ULD Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A written training programme for operator and vendor personnel involved in cargo loading and personnel whose job functions include determining the compatibility of pallet and net combinations, pallets and airframes, and cargo restraint devices must include: | | | | | | |  | | | |  | |  | |  |
|  | | | | ULD identification | | |  | | | |  | |  | |  |
| ULD damage limits and changes to limits | | |  | | | |  | |  | |  |
| ULD CG Limits | | |  | | | |  | |  | |  |
| Voided space in ULDs | | |  | | | |  | |  | |  |
| Cargo contours | | |  | | | |  | |  | |  |
| ULD identification tags | | |  | | | |  | |  | |  |
| ULD weight limits | | |  | | | |  | |  | |  |
| Serviceability checks | | |  | | | |  | |  | |  |
| Fastening of container compartments | | |  | | | |  | |  | |  |
| Fastening of a cargo net to a pallet | | |  | | | |  | |  | |  |
| Recurrent training for all loading personnel involved in ULD buildup | | |  | | | |  | |  | |  |
| Remarks | | | | | | | | | | | | | | | |
| **1.9 ULD Maintenance Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A written training programme for personnel involved in performing ULD maintenance must include: | | | | | | |  | | | |  | |  | |  |
|  | | | | Acceptance inspection | | |  | | | |  | |  | |  |
| Routine inspection | | |  | | | |  | |  | |  |
| Damage limits | | |  | | | |  | |  | |  |
| Repair | | |  | | | |  | |  | |  |
| Maintenance records | | |  | | | |  | |  | |  |
| Return to service | | |  | | | |  | |  | |  |
| Remarks | | | | | | | | | | | | | | | |
| **1.10 Cargo Restraints Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A written training programme must be developed for all crew members with identified duties related to cargo loading (such as those with job functions using the equipment installed on the floor of an aircraft cargo compartment used to restrain the ULDs) that includes: | | | | | | |  | | | |  | |  | |  |
|  | | | | Inspections for serviceability, including accounting for missing or damaged restraints | | |  | | | |  | |  | |  |
| Maintenance and repairs | | |  | | | |  | |  | |  |
| Reconfiguration | | |  | | | |  | |  | |  |
| MEL and CDL | | |  | | | |  | |  | |  |
| Loading procedures and their effect on aircraft performance | | |  | | | |  | |  | |  |
| Potential hazards to flight caused by improper loading | | |  | | | |  | |  | |  |
| Proper loading and restraining of cargo | | |  | | | |  | |  | |  |
| Authorised restraint systems for each of the operator’s aircraft types | | |  | | | |  | |  | |  |
| Last minute changes: loading processes and notification procedures, including clarifications as to what types of changes require notifications | | |  | | | |  | |  | |  |
| Remarks: | | | | | | | | | | | | | | | |
| **1.11 Special Cargo Analysis Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A written training programme to ensure that personnel involved in planning and executing air cargo operations will receive special cargo analysis training must include: | | | | | | |  | | | |  | |  | |  |
|  | | | | Loading procedures, restraint methods, and limits for all special and non-unitised cargo | | |  | | | |  | |  | |  |
| How to determine TRC, loading procedures, and restraint methods | | |  | | | |  | |  | |  |
| How to determine frangible cargo requirements, usage, and procedures and providing training instruction | | |  | | | |  | |  | |  |
| The definition of non-unitised cargo, procedures for this type of cargo, and how to establish limits for transporting | | |  | | | |  | |  | |  |
| Proficiency in the content of the manufacture’s MBM and aircraft STC | | |  | | | |  | |  | |  |
| Remarks | | | | | | | | | | | | | | | |
| **1.12 Loading/Unloading Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A training programme for operator and vendor personnel involved in cargo loading and unloading, including those whose cargo handling function includes the ground transport of cargo, movement of cargo onto or off an aircraft, or movement/securing of cargo on board the aircraft, must include: | | | | | | |  | | | |  | |  | |  |
|  | | | | Sill guards (if applicable) | | |  | | | |  | |  | |  |
| Tail posts (if applicable) | | |  | | | |  | |  | |  |
| Tail stands (if applicable) | | |  | | | |  | |  | |  |
| Tail tipping avoidance | | |  | | | |  | |  | |  |
| Aircraft doors, nets, and smoke barriers | | |  | | | |  | |  | |  |
| Aircraft floor and ULD base load limits | | |  | | | |  | |  | |  |
| Aircraft weight limits | | |  | | | |  | |  | |  |
| Aircraft CG range limits | | |  | | | |  | |  | |  |
| Cargo access aisle | | |  | | | |  | |  | |  |
| Aircraft damage avoidance | | |  | | | |  | |  | |  |
| Damage notification | | |  | | | |  | |  | |  |
| Cargo clearance | | |  | | | |  | |  | |  |
| CLS components | | |  | | | |  | |  | |  |
| Bulk loaded cargo | | |  | | | |  | |  | |  |
|  | | | | Cargo requiring special handling | | |  | | | |  | |  | |  |
| Shoring usage | | |  | | | |  | |  | |  |
| Blocking and bracing | | |  | | | |  | |  | |  |
| Dangerous goods | | |  | | | |  | |  | |  |
| Remarks | | | | | | | | | | | | | | | |
| **1.13 Cargo Loading Supervisor Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| The training syllabi and checking programmes for all supervisors involved in air cargo operations must include: | | | | | | |  | | | |  | |  | |  |
|  | | | | The entire curriculum for cargo-related M&B training indicated in section 1.6 of this job aid | | |  | | | |  | |  | |  |
| The entire curriculum for cargo buildup training indicated in section 1.7 of this job aid | | |  | | | |  | |  | |  |
| The entire curriculum for ULD training indicated in section 1.8 of this job aid | | |  | | | |  | |  | |  |
| The curriculum for ULD maintenance training indicated in section 1.9 of this job aid, as appropriate | | |  | | | |  | |  | |  |
| The entire curriculum for cargo restraints training indicated in section 1.10 of this job aid | | |  | | | |  | |  | |  |
| The entire curriculum for loading and unloading training indicated in section 1.12 of this job aid | | |  | | | |  | |  | |  |
| Interlining | | |  | | | |  | |  | |  |
| Aircraft cargo handling | | |  | | | |  | |  | |  |
| Cargo loading documentation | | |  | | | |  | |  | |  |
| Load planning | | |  | | | |  | |  | |  |
| Interface with foreign agencies and military units | | |  | | | |  | |  | |  |
| COMAT | | |  | | | |  | |  | |  |
| Familiarity with the accepted operator’s M&B Data Control System or manuals, including the necessary aircraft data such as STCs and MBCMs | | |  | | | |  | |  | |  |
| Remarks | | | | | | | | | | | | | | | |
| **1.14 All Operations Personnel Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| The training syllabi and checking programmes for all operations personnel must include training in: | | | | | | |  | | | |  | |  | |  |
|  | | | | The safe transportation and recognition of all dangerous goods permitted by the Authority to be shipped by air | | |  | | | |  | |  | |  |
| The proper packaging, marking, labelling, and documentation of dangerous articles and magnetised materials | | |  | | | |  | |  | |  |
| Security procedures | | |  | | | |  | |  | |  |
| Incident and accident reporting | | |  | | | |  | |  | |  |
| Notification of an accident or incident involving dangerous goods | | |  | | | |  | |  | |  |
| Maintenance of a training record system | | |  | | | |  | |  | |  |
| Remarks | | | | | | | | | | | | | | | |
| **1.15 All Flight Crew Members Training**  **REF:**CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| A written training programme must be developed and included in flight operations training to adequately inform the flight crew of: | | | | | | |  | | | |  | |  | |  |
|  | | | | Potential hazards to flight caused by improper loading | | |  | | | |  | |  | |  |
| Procedures used to ensure the aircraft weight is correct | | |  | | | |  | |  | |  |
| Procedures to report unserviceable ULDs | | |  | | | |  | |  | |  |
| Loading and weight limitations for removing or deferring cargo restraint components | | |  | | | |  | |  | |  |
|  | | | | Proper load configurations when using nets, straps, or containers | | |  | | | |  | |  | |  |
|  | | | | Requirements when loading and restraining special cargo | | |  | | | |  | |  | |  |
|  | | | | General awareness of and familiarisation with dangerous goods | | |  | | | |  | |  | |  |
|  | | | | Incident and accident reporting | | |  | | | |  | |  | |  |
| Remarks | | | | | | | | | | | | | | | |
| **2.0 Procedures for Training and Checking**  **REF**: CAR OPS-1.175 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
| **2.1 Proficiency Checking Procedures** | | | | | | |  | | | |  | |  | |  |
| (a) | | | | Are there procedures to be applied in the event that personnel do not achieve or maintain the required standards? | | |  | | | |  | |  | |  |
| (b) | | | | Are there an adequate number of check personnel to ensure adequate training and checking for all crew members and operations personnel? | | |  | | | |  | |  | |  |
| Remarks: | | | | | | | | | | | | | | | |
| **3.0 Training Document Retention**  **REF:**CAR OPS-1.1035 | | | | | | | **Manual Page** | | | | **Acceptable** | | **Unacceptable** | | **Approval Initials** |
|  | | | | An operator must retain all documentation required by the Authority for the time specified by the Authority or for the time period needed to show compliance with appropriate regulations | | |  | | | |  | |  | |  |
|  | | | | The operator is responsible for ensuring that training records are retained, regardless of whether the vendor or operator is in possession of the records | | |  | | | |  | |  | |  |
|  | | | | Training records must be available in an electronic or hard copy format | | |  | | | |  | |  | |  |
| Remarks: | | | | | | | | | | | | | | | |
|  | **To be completed after the inspection** | | | | | | | | | | | | | | |
|  | Determine the results of the inspection | | | | | | | | | | | | | | |
|  | Document the inspection | | | | | | | | | | | | | | |
|  | Debrief the operator | | | | | | | | | | | | | | |
|  | Schedule follow-up activities | | | | | | | | | | | | | | |
|  | Send a letter to the operator confirming the inspection results | | | | | | | | | | | | | | |
|  | File the inspection results in the office | | | | | | | | | | | | | | |
| Recommendation | | | | | | | | | | | | | | | |

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| **OPERATOR LOAD AUDIT CHECKLIST** | | | | | | | | |
| **Ground Operations** | **YesNo/NA** | **No** | | **NA** | | **Comments** | | |
| Are sufficient ground support equipment and personnel available to handle the operation? |  |  | |  | |  | | |
| Have all contractor personnel been trained in accordance with a cargo and dangerous goods CAA-approved training programme? |  |  | |  | |  | | |
| Are personnel familiar with the main deck cargo door operation and handling system? |  |  | |  | |  | | |
| Are personnel familiar with the lower deck cargo door operation and handling system? |  |  | |  | |  | | |
| Are personnel familiar with net damage limits? |  |  | |  | |  | | |
| Do pallets and cargo nets meet documented standards? |  |  | |  | |  | | |
| Are personnel familiar with the staging and operation of appropriate ground service equipment? |  |  | |  | |  | | |
| Are personnel familiar with the overall operation of the aircraft CLS? |  |  | |  | |  | | |
| Are personnel familiar with and trained in the differences of the aircraft operated, including passenger, combination (combi), and cargo types? |  |  | |  | |  | | |
| Was the overall loading and unloading operational process satisfactory? |  |  | |  | |  | | |
| Additional Comments: | | | | | | | | |
| **Warehouse and Cargo Handling** | | | **Yes/No/NA** | | | | | **Comments** |
| Have all contractor personnel been trained in accordance with the cargo and dangerous goods CAA-approved training programme? | | |  | |  | |  |  |
| Does the condition of the warehouse and staging areas meet documented standards? | | |  | |  | |  |  |
| Do the cargo acceptance and labelling procedures meet CAA and International Standards? | | |  | |  | |  |  |
| Does the contractor's warehouse and pallet and container staging area meet security requirements? | | |  | |  | |  |  |
| Do the contractor’s ULD buildup procedures meet the Loading and Handling Manual requirements? | | |  | |  | |  |  |
| Do the contractor’s bulk freight handling procedures meet the Loading and Handling Manual requirements? | | |  | |  | |  |  |
| Do the handling and labelling of dangerous goods meet the approved procedures? | | |  | |  | |  |  |
| Is all special cargo and dangerous goods documentation prepared and completed in accordance with procedures? | | |  | |  | |  |  |



|  |  |  |  |
| --- | --- | --- | --- |
| **Listed item**  **No in the**  **Checklist** | **Details of non-conformity** | **Level** | **Target Date**  **for correction** |
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| **CAA USE ONLY** | | | |
| **Title** | **Name of CAA Inspector** | **Signature** | **Date:** |
| **GOI/DGI** |  |  |  |