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MANUAL
RAMP INSPECTION OF NATIONAL AND FOREIGN OPERATORS

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VERSION 01
26/07/2021

1. EVOLUTION OF THE DOCUMENT

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03	Responsable Qualité		X
04	Service des Contrôles Techniques	X	X
05	Service de la Navigabilité et de la Maintenance des Aéronefs	X	X
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4. SUBJECT

Describes the procedure to be followed by inspectors to carry out Safety Assessment of National and Foreign Aircraft.

5. APPLICABILITY

The procedure is applicable to all civil aircraft which operate over and land in the Republic of Cameroon. It is aimed to guide inspectors and airport safety controls personnel in carrying out their duties.

6. VALIDITY

- Valid from: From the date of signature by the Director General
- Valid till: Till its next amendment

7. REFERENCES

- ICAO Annex 6, Part I, §4.2.1.8, §4.2.2.2
- ICAO Annex 6, Part III, Section II, §2.2.1.8, §2.2.2.2
 - Manual of Procedures for Operations Inspection, Certification and Continued Surveillance (ICAO Doc 8335, 5th Edition)
- Article 64 of Law N°2013-010 of 24 July 2013 governing Civil Aviation in Cameroon
- Article 26 of Decree N°2003/2028/PM of 04 September 2003 on the regulation of licences, documents and controls related to aviation safety.
- Instruction N°000251/CCAA/DG/DSA of 27 May 2009 relating to safety inspections of flights.

8. DEFINITIONS / ACRONYMS

8.1. DEFINITIONS

- **Ramp Inspection:** Ramp Inspections are planned inspections carried out on the ramp during scheduled operations to verify the compliance of laid down standards and regulations during operation of air operators.

8.2. ACRONYMS

A/C	Aircraft
AIP	Aeronautical Information Publications
AMM	Aircraft Maintenance Manual
AOC	Air Operator Certificate
ATC	Air Traffic Control
CCAA	Cameroon Civil Aviation Authority
EFB	Electronic Flight Bag
ICAO	International Civil Aviation Organisation
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List
NAA	National Aviation Authority

NOTAM	Notice to Airmen
OJT	On-the-Job Training
PDF	Pre Defined Finding
POI	Proof of Inspection
SAFA	Safety Assessment of Foreign Aircraft
SANA	Safety Assessment of National Aircraft
SCO	Safety Controls Office
SETA	Service d'Exploitation Technique des Aéronefs
SRM	Structural Repair Manual
UDF	User Defined Finding

9. ROLES AND RESPONSIBILITIES

ACTOR	ROLE/RESPONSIBILITY
Aircraft operators and owners	Grant access to inspectors for ramp inspection purposes
Inspectors	Implementation of this procedure
Safety Controls Office	Implementation of this procedure
SAFA Coordinating Office	Coordination of the ramp inspection programme on the various platforms
DSA	Validates the ramp inspection programme
Director General	Approves the ramp inspection programme

10. RAMP INSPECTION POLICY

Cameroon being one of the contractual signatories to the Convention on International Civil Aviation and a member of the International Civil Aviation Organisation (ICAO), has an obligation to promote safe, orderly, and efficient operation of aviation activities. To meet State obligations, the CCAA has developed an Annual Surveillance Plan to ensure effective monitoring of the safety oversight activities.

10.1. PURPOSE OF RAMP INSPECTIONS

The purpose of the ramp inspections is to inspect the aircraft on the ramp to ascertain the organisational approach and associated procedures employed by the operator to resolve factors contributing to overall safety standards. The inspection is mainly concerned with the aircraft documents and manuals, the apparent conditions of aircraft and the presence and condition of mandatory cabin safety equipment and airworthiness standards. The applicable requirements for these inspections are:

- The Cameroonian Regulations for aircraft used by domestic operators,
- The ICAO international standards for aircraft used by foreign operators,

- Manufacturers' standards when checking the technical condition of the aircraft, and
- Published national standards (e.g. Aeronautical Information Publications, regulations that are declared applicable to all operators flying in the Cameroonian Airspace).

The Annual Ramp Inspection Program of domestic and foreign carriers should be laid down and be risk-based. However, unplanned/unannounced ramp inspections may also be carried out by the designated teams.

Ramp inspection shall be carried out by a team comprising of trained inspectors (Operations, Airworthiness and Dangerous Goods) using checklists presented in the appendices to this Manual and holding appropriate credentials issued by the CCAA.

10.2. ROLE OF THE CCAA REGARDING RAMP INSPECTIONS

The CCAA shall ensure that Ramp inspections for domestic air carriers and foreign air carriers are conducted in a harmonized and transparent manner as per the laid down guidelines as documented in this manual. All the inspectors involved in conducting the ramp inspection must be appropriately qualified, have all appropriate knowledge, experience, and initial training and recurrent training to perform their allocated tasks. The availability of qualified inspectors in the area of Operations, Airworthiness and Dangerous goods meeting the standards should be ensured by the CCAA. The qualification, initial and the recurrent training and on-the-job training requirements for the inspectors are detailed in Appendix 7 of this manual.

An Office shall be designated to be the coordinating office for Ramp Inspections.

10.3. ROLE OF THE COORDINATING OFFICE REGARDING RAMP INSPECTIONS

Coordination for Ramp Inspections is performed by a designated office at the headquarters for day-to-day coordination of the program. To facilitate the implementation of ramp inspection activities a coordinated approach is needed at Headquarters level. The monitoring of the Ramp Checks shall be done similarly as other surveillance activities.

The records should be stored in a database system as and when available.

The Coordinating Office will ensure monitoring of all SAFA findings and co-ordination with other authorities with respect to SAFA findings. The Coordinating Office shall be responsible for periodic review of this manual and propose amendments for approval.

10.4. FUNCTION OF THE SAFETY CONTROLS OFFICES (SCO)

The SCO shall have following function to ensure compliance of the Ramp inspection programme:

- to designate teams consisting of Airworthiness and Operations inspectors for this purpose, meeting the training and experience requirements as per Appendix 7 of this manual.
- to plan ramp inspections for domestic and foreign operators. Unannounced checks will be planned for visiting chartered foreign operators.
- to co-ordinate with ATC to get information about visiting chartered foreign flights.
- to prioritize the ramp inspection as per the safety related information related to a specific foreign/domestic operator as required.
- to carry out a training need analysis for inspectors and request the Headquarters to organize training if required.
- to ensure follow up actions in the case of domestic operators.
- to ensure that root cause analysis is carried out by the operators to prevent repeat findings.
- to organize regular meetings with all Inspectors to maintain a high standard of quality relating to:
 - o any changes/updates to the Ramp procedures,
 - o feedback on quality issues with regard to Ramp Inspection reports e.g. incorrect entry's, mistakes, omissions, etc.,
- to carry out analysis of findings operator-wise and finding-wise and initiate action for improvement if required.
- to initiate investigation depending upon seriousness of findings reported and initiate enforcement action as per enforcement policy on the basis of investigation report if required.

Annual Ramp Program for domestic and foreign operators shall be prepared by the SCO and forwarded to the Coordinating Office for inclusion in the Annual Surveillance Programme. SCO of the main base of domestic operators will also ensure that repeat findings are taken up with the operators to prevent recurrence of repeat findings.

The SCO will ensure that ramp inspection records are maintained. The inspection data shall be forwarded to the Coordinating Office for records.

10.5. FUNCTION OF RAMP INSPECTORS

Ramp inspectors assigned for the activities shall ensure that the planned/unplanned/unannounced ramp inspections are carried out efficiently following this manual as per dedicated check list and report generated and

submitted to the SCO, for onward submission to the Coordinating Office. For this purpose, detailed guidelines are documented in the following chapters.

11. RAMP INSPECTION PROCESS

The diagram below illustrates the global ramp inspection process.

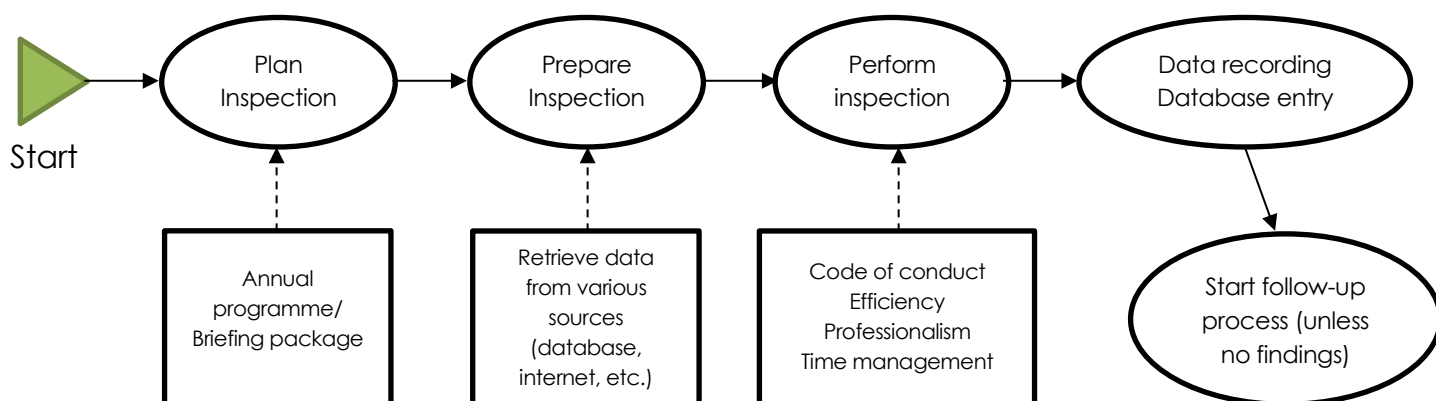


Figure 1: Ramp inspection process

11.1. PLANNING/PREPARATION

11.1.1. Annual Ramp Inspection Programme

Ramp inspections should always be planned on a long, mid and short-term basis to ensure that sufficient inspecting resources are available and adequate to inspect foreign operators and individual aircraft landing in Cameroon. Furthermore, apart from planned inspections, sufficient flexibility should be provided to allow for unforeseen inspection demands on prioritised operators and aircraft suspected of non-compliances. Additionally, the planning should take into account the principles of non-discriminatory approach, widest possible coverage, over-/under-inspection, and be risk-based.

Each SCO defines its annual ramp inspection programme based on the traffic and previous inspections results. In cases where the programme requests more than one inspection, these should as far as possible be evenly spread over the year, depending on the operator's schedule, type of operation and cover as many aircraft types as possible.

Unexpected and unforeseen traffic may occasionally occur at the aerodrome(s) where and when the inspecting team is onsite. This kind of traffic might, in some cases, be more important to inspect from a flight safety perspective than the pre-planned operators, and therefore, the ramp inspectors should have the flexibility to deviate from the plan and inspect those operators instead.

The list below is a non-exhaustive list of situations where the ramp inspectors might, and in some cases should, deviate from the plan in favour of valuable unforeseen inspections:

- identification of immediate aviation safety hazards which seriously threaten flight safety (potential CAT3 situation) or any other safety related information justifying an inspection;
- operators or aircraft suspected of non-compliance;
- series of incidents or accidents on a certain operator with a suspected root cause that could be confirmed via a ramp inspection;
- operators identified by a safety report from a previous ramp inspection and containing information that could be checked via a ramp inspection;
- operators identified by whistle blower information (ground handling or maintenance personnel, passenger) regarding poor maintenance, obvious damage or defects, incorrect loading, etc., that could be checked via a ramp inspection;
- newly promulgated regulatory requirements;
- results of previous airworthiness review inspections;
- operators facing serious financial difficulties;
- aircraft which have been reported as performing abnormal manoeuvres since entering the Cameroonian airspace which could give rise to serious safety concerns;
- evidence that the competent authority of the State of Registry may not be exercising proper safety oversight, and
- addition of new aircraft to the fleet.

11.1.2. Ramp inspection team composition

- (a) As a general rule, ramp inspections should be performed by two inspectors (may be more in special cases, such as inspection on "super wide body A/C", short turnarounds, etc.). Inspections performed by solo inspector should be limited to exceptional cases where only one inspector is available. The inspection team should have access to an undisturbed place to plan, prepare, report, and debrief confidentially after an inspection.
- (b) The involved ramp inspectors should distribute the tasks between them, especially in the case of limited inspection time and/or depending on the size of the aircraft, different type of operation (PAX/Freight/Combi) or other complexity of the aircraft.
- (c) Ramp inspections should be performed by appropriately qualified ramp inspectors. The visual inspection of the aircraft exterior, the inspection in the flight deck and the inspection of the passenger cabin and/or cargo compartments may be divided among the inspectors, according to their privileges.
- (d) A team leader may be appointed who is also responsible for the debriefing with the crew and any decisions following the inspection.

11.1.3. Planning the actual inspection

The inspection team should make use of the annual ramp inspection programme and CCAA regular reports when selecting an operator to inspect prior to the mission. The following should be taken into account when selecting an operator or aircraft as inspection target (below list is non-exhaustive):

- check the annual ramp inspection programme to identify operators that are due for inspections,
- look at previous follow-up actions on operators that could possibly be inspected,
- check the date of the last inspections to ensure an even distribution as much as possible,
- check if there are operators or aircraft being suspected of non-compliance,
- check if there are operators with no inspections or a low number of inspections,
- check if there are unique inspection opportunities, such as unusual types of operators, operations or aircraft not previously inspected, and
- check the time available for the ramp inspection.

In general, operators submit operating schedules, however there might be 'last minute changes' to these schedules. Therefore, inspecting team members should ensure that they have the latest schedule update. When not available, information on special flights, such as cargo and unscheduled or private flights, may need to be specifically requested from airports.

Inspectors should bear in mind that code-share flights may appear which might give misleading information regarding the actual operator of the aircraft on the flight. Furthermore, in the event of a wet-lease. These data sources should be read in conjunction with flight plan data at the time of the inspection to ascertain the actual operator.

11.1.4. Preparation of the inspection

- (a) After having planned the inspection, ramp inspectors should check the operator's previous ramp inspection results and safety reports. The inspection should be pre-planned with focus on safety relevant areas and specific areas where previous inspections results have revealed a weakness. In addition, in cases where previous inspections were incomplete, the remainder of the checklist items could be verified.
- (b) The following information sources are recommended to be considered during the inspection preparation phase, depending on the situation and time available (list is non-exhaustive):
 - Previous ramp inspection results,

- Annual ramp inspection programme contained in the surveillance programme,
 - manufacturer data and MMEL status,
 - NOTAMS,
 - weather charts; and
 - AIP, including revision status list of navigation charts.
- (c) Depending on the items to be inspected (as many as possible based on the time available), inspections may be performed on landing or on departure of the aircraft. The remaining fuel and cargo area (overloading, restraining, segregation, etc.) are examples of items that could be checked on landing, while flight preparation and storage of baggage in the cabin could be checked on departure.
- (d) In case of inspection on a delayed (late incoming) aircraft, inspecting team should be mindful not to jeopardise crew duty times. As a good practice, the Proof of Inspection (POI) form could be filled in with basic data (such as the registration of the aircraft, flight number or the verified name of the operator, etc...) prior to the inspection to save valuable inspection time for the inspectors and to minimise document and equipment checks during the inspection thus enabling more efficient use of inspection time.
- (e) If deemed appropriate, ramp inspectors may contact the operator's representative shortly before the planned inspection so that he or she is informed.
- (f) Inspecting teams have to be able to perform their inspecting task on the ramp, therefore cooperation with security, ground handling, and all other officials involved in airport activities is paramount.

11.2. CONDUCT OF RAMP INSPECTIONS

11.2.1. Standards

- (a) For aircraft used by foreign operators, applicable requirements are the ICAO international standards.
- (b) The relevant Cameroonian regulations apply to aircraft used by operators under the regulatory oversight of Cameroon.

The Chicago convention warrants a level playing field for all operators which are ICAO compliant, as it allows for international flights for such compliant operators. If an operator is sub-ICAO standards, it should not participate in International Aviation "except with the permission of the State or States whose territory is entered". In cases where there is an implicit mutual acceptance between two Contracting States on a certain sub-ICAO Standard, one could consider that the

operation is meeting the requirements of Article 40 of the Convention and therefore is ICAO compliant. In addition to the mutual acceptance by the two States, the sub-ICAO Standard might also require the acceptance of any overflown State (depending on the concerned Standard, e.g., in the case of the ACAS II standard). Where such acceptance is in place it is not required to raise a finding on the accepted non-compliance, provided that a General Remark is entered into the ramp inspection report specifying the details.

11.2.2. Code of conduct

- (a) Inspectors should identify themselves to the pilot-in-command/captain of the aircraft or, in his/her absence, to a member of the flight crew, or to the most senior representative of the operator prior to commencing the on-board part of their ramp inspection.
- (b) When it is not possible to inform any representative of the operator, or when there is no such representative present in or near the aircraft, the general principle should be not to start a ramp inspection until such representative is available. However, in such cases the exterior inspection of the airplane may be performed prior to the representative arriving at the airplane. In special circumstances, where there is a severe suspicion of not being compliant with the applicable requirements, it may be decided to perform a ramp inspection, but this should be limited to a visual check of the aircraft exterior. Inspection data may be obtained through the A/C tail number and flight information from the airport traffic department.
- (c) Inspectors should show tact and diplomacy when performing a ramp inspection. A certain amount of inconvenience to flight and cabin crews, handling agents and other personnel involved in ground handling activities may arise, but inspectors should try to reduce it to the minimum, for example:
 - try to be as precise as possible when asking for A/C documents from flight crew. This should result in a minimum of discussion time allowing the flight crew to deal with their primary task of flight preparation,
 - debrief the captain of the aircraft, or in his/her absence the operator's representative (in special circumstances), after the inspection task is completed,
 - inform (where applicable) cargo loading staff of possible hindrance due to inspection task in cargo compartment,
 - ask the senior cabin crew member to assign a crew member to assist the inspecting team with their inspection tasks,
 - when carrying out inspections on the flight deck, the flight crew should be allowed to give priority to staff directly involved in the flight

- preparation (for example, fuel master, technician, load-planning agent, handling agent passenger information, etc.),
- where possible, A/C documentation and other relevant documents should be reviewed in the cabin to enable the flight crew to perform their normal duties with minimal disturbance, and
 - in cases where a document is only available on the EFB (e.g. operations manual, MEL, technical logbook, operational flight plan, mass and balance calculation etc.) the operator should be asked to assist ramp inspectors to prevent any unforeseen delay.
- (d) Any unnecessary contact with passengers should be avoided and the inspection should not interfere with the normal boarding/disembarking procedures. However, inspecting certain elements in the cabin may be justified, such as:
- excessive overweight in overhead luggage bins;
 - baggage in front of emergency exit;
 - baggage stowed in lavatory;
 - cabin luggage under the seat;
 - infants/children over the minimum age determined by the regulation should have their own seat;
 - distribution of infant life vests where applicable;
 - allocation of passengers in the cabin, compared to the load sheet data;
 - sufficient number of seats;
 - observing the boarding process during normal operations and/or during refuelling in progress; or
 - attempt to establish the commercial nature of a flight, which is suspected to be performed illegally (e.g. transport of passengers on cargo only flight) to collect evidence for illegal commercial operations (e.g. ask for ticket / booking modalities).
- (e) A delay of the flight might be justified for safety reasons in accordance with article 64 of Law N°2013-010 of 24 July 2013 governing Civil Aviation in Cameroon, such as whenever non-compliances are detected and either need a corrective action before departure, or need proper identification/assessment by the operator, for example, if:
- tyres appear to be worn beyond the limits,
 - oil leakage is to be checked against the applicable AMM to determine the actual limit,
 - a flight crew member cannot produce a valid licence. Clarification is to be sought from the operator and/or their NAA to confirm that the flight crew member has a valid licence by requesting, for instance, a copy of the licence to be sent to the inspectors for verification,

- relevant flight operational data are missing (e.g., missing or incorrect performance calculation, incorrect operational flight plan, incorrect weight and balance calculation), or
- damages, being assessed as having a Major influence on flight safety, are identified.

11.2.3. Difficulties in performing an inspection

In cases of uncooperative crew or refusal to be inspected without a valid reason, the inspectors should consider preventing the A/C from departing. This should be regarded as a refusal to grant access as per **§3.17 of Ministerial order N°000606/MINT of 13 September 2006** and **§3.17 of Ministerial order N°000604/MINT of 13 September 2006** for Cameroonian operators and in accordance with **article 64 of Law N°2013-010 of 24 July 2013** in the case of a foreign operator. In any such case, the CCAA must as soon as possible inform the operator's competent authority. Valid reasons to allow the departure of the operator without performing an inspection might be as follows, unless the inspecting team has clear safety concern:

- A/C is close to departure (passengers on board); or
- emergency medical flight (outbound).

11.2.4. Inspection methodology

- (a) Ramp inspections should start as soon as practicable, e.g.: at the moment the aircraft is safely on blocks, engines are shut-down and anti-collision light turned off and no later than 25 mins before departure for a 15 mins inspection. Inspections may also take place after a prolonged stop (day or night) with access to the outbound flight crew, or in case the flight will stay for a long stop with access to the inbound flight crew. One inspector should start the walkaround, while the other one awaits the earliest opportunity to start the inspection at the aircraft's entrance. The team should notify the operator's representative or identify itself to the captain as soon as possible. However, an inspection may not be commenced inside without any crew member available unless receiving specific approval from the operator (any authorised operator's staff member).
- (b) The inspectors should pay attention to time management and be always aware of the time available they have for the conduct of the inspection to avoid any delay. Best practice is to maintain direct communication with the crew. The inspection of a late incoming aircraft with a short turnaround time should focus on the obvious safety concerns and safety critical elements instead of covering all items. The inspection should be ended within the planned turnaround time if no deficiencies are detected to avoid undue disturbances.

- (c) Any aircraft inspection should not exceed the normally prescribed depth for a walk-a-round inspection. Inspection tools like cameras are only for collecting evidence. Opening of access panels and wheel well bay doors are not allowed, unless it becomes necessary for the use of tracing the source of a leakage, but only after consulting and with the assistance of the crew.

If no defects are detected, a normal walk-around inspection is depicted in the figure below and should typically, for narrow body aircraft, take no more than 10-15 minutes and, for larger wide bodies, between 20-25 minutes max, excluding the inspection of the cargo compartments/area.

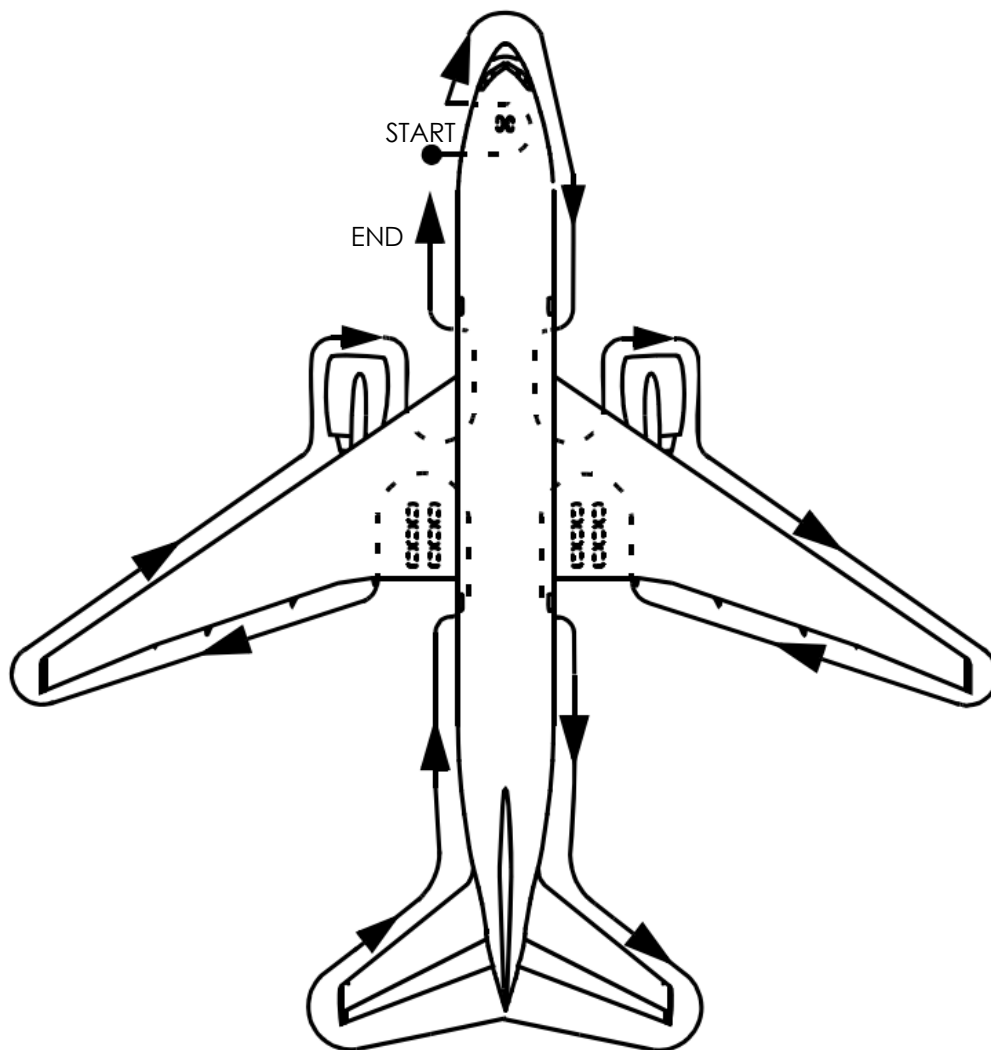


Figure 2: Aircraft walk-around inspection route

- (d) Ramp inspectors should try to inspect as many checklist items as possible without endangering the departure time of the operator enabling debriefing and addressing of possible findings within the turnaround time.
- (e) The ramp inspection checklist contains 54 items. Of these, 24 relate to operational requirements (A-items) to be checked on the flight crew

compartment, 14 items address safety and cabin items (B-items), 12 items are concerning the aircraft condition (C-items), 3 items (D-items) are related to the inspection of cargo (including dangerous goods) and the cargo compartment, and 2 items address additional remarks not addressed by other items on the checklist and insurance (E-items).

- (f) When circumstances (time, manpower, etc.) prevent inspection of all checklist items, inspectors should try to inspect those elements which, according to the inspectors' preparation and experience, are likely to be more safety critical depending on the particularities of the inspected flight. For this purpose, the following should be taken into account:
- certain elements are less safety critical, and should, therefore, be given lower priority (e.g., a noise certificate has far less impact on safety than incorrectly completed mass and balance documentation, or incorrect calculation);
 - **differences in aircraft configuration.** Furthermore, for a cargo configuration the securing of the cargo and the segregation of dangerous goods is considered safety critical;
 - **previous ramp inspection results:** if serious and/or recurrent findings were raised during previous inspections such as on the Minimum Equipment List (MEL), such items might deserve higher attention compared to items on which no non-compliances were reported during the previous inspections; and
 - **type and age of the aircraft:** some aircraft types are known to have issues with e.g. leakages or missing screws, therefore, the age of the aircraft should also be taken into consideration.

In any case, the inspected elements need to be inspected sufficiently in-depth. e.g. just looking if an MEL is on the flight deck is not sufficient, look for proper customisation before ticking the A07 box; when O₂ masks are checked, ask also for a test of the boom/mask microphone; while looking at the checklists for revision date/number, compare this with the version marked in the operations manual; etc.

- (g) The following principles should be considered during an inspection:
- inspections of aircraft arriving late, with a significant reduction of the turnaround time which endangers the planned departure time and/or slots. As a general principle, the focus should be to inspect the safety critical elements, unless inspectors have safety related information that needs further verification on this particular flight,
 - one of the inspectors should try to gain entrance to the flight deck and introduce himself/herself to the team, briefly explaining the purpose of

the inspection. Depending on the situation, the team might need to wait for the passengers to disembark or, if needed, board the aircraft before disembarkation. In all situations, the ramp inspectors should remain professional, diplomatic, and friendly,

- the team should have previously defined how the information exchange between the outside and inside inspection will take place,
- after the introduction to the captain, ramp inspectors should always ask for the scheduled departure time / slot time / EOBT (estimated off block time);
- the ramp inspection team members should be made aware of the available time in order to not hinder any crew duties (or at least to avoid reducing the time left for the crew to perform their tasks),
- unless there is a suspicion, ramp inspectors do not necessarily have to inspect each checklist item to the fullest (e.g. all life jackets), a sampling may be sufficient,
- inspectors should not open panels, remove items for inspection, but always request the crew for assistance. Furthermore, no special tools should be used other than mirrors or flashlights,
- when inspection items are checked, they should be done to the greatest possible depth taking into consideration that many checklist items have sub-items, just inspecting e.g: the A03 Equipment item, the sub-items like TAWS / E-GPWS, TCAS / ACAS II, PBN, etc. try to be as comprehensive as possible,
- some spare time should be kept to allow an internal debriefing on each inspector's observations;
- any non-compliance with the applicable requirements detected during the inspection should be reported on the Proof of Inspection as a finding. The findings should be clearly and unambiguously written down,
- sufficient time should be kept at the end of the inspection for a debriefing on the POI. In particular, the operator should be reminded of its obligation to assess and take corrective action on any findings with a potential to become an aviation safety hazard; and
- the team should leave the aircraft as soon as their presence is no longer needed for the inspection, in order not to disturb the crew since the crew needs dedicated time (approximately 8-10 minutes) for the start of the next flight.

(h) Ramp inspectors should be aware of the main differences between SAFA and SANA inspections.

11.3. FINDINGS

11.3.1. General

- (a) Before findings can be categorised, a pre-assessment of the encountered situation should be made, based on the knowledge and experience of the inspector. Ramp inspectors may only allocate a proper category to the finding if the extent of the non-compliance is clear. Ramp inspectors should not raise any category 3 finding with the only intent to perform a further investigation/assessment.
- (b) Ramp inspectors should not raise finding with the only intent to have a follow-up of the finding or remark. Findings or remarks made should not be raised to a higher category just for the reason of creating an easier follow-up process.
- (c) As a general principle, a double penalty should be avoided. Only one finding should be raised to address multiple non-compliances if these non-compliances have the same probable root cause and relate to the same system or the same procedure. E.g.: In case a re-fuelling with passenger on board is started without 2-way communication, and there is no personal staffing at the exits, the result should be one finding only (but in the details of the finding, the actual situation should be described).
- (d) When a non-compliance with the applicable requirements is identified, ramp inspectors should be certain that the finding is applicable to the specific circumstances of the inbound and/or outbound flight. (e.g. for foreign operators, no independent portable lights on board is a finding, but only during night-flight operations; similarly, an insufficient number of life-vests on-board, but only if the flight is overwater on a distance greater than 50 NM from the shore or when taking off or landing at an aerodrome where the take-off or approach path is so disposed over water that there would be a likelihood of a ditching). Nevertheless, such information should be reported as a general remark.
- (e) Non-compliance regarding missing fasteners or bonding wires should be assessed and categorised in accordance with the matrix in Appendix 1. Findings which are assessed as being Major (category 3) should be debriefed soonest to the operator. This “early” pre-debriefing should include an instruction to proceed in accordance with their approved procedures and report in technical logbook system or equivalent immediately. The flowchart in §11.3.3 “*technical defects*” gives further guidance to procedures in use for missing fasteners and bonding wires. Findings assessed as category 1 or 2 should be included in the normal debriefing without additional requirements for the operator at the time of inspection.

Note: Any State may file a difference with ICAO as per ICAO Article 38 "NOTIFICATION OF DIFFERENCES". However, whether such filed differences are accepted or not is down to the Cameroon and should be taken into account during the follow-up process.

- (f) All findings should be substantiated by evidence; these should be archived. Elements of supporting evidence could be any of the following:
- picture(s) of the deficiency itself (detailed and clear);
 - pictures of the manufacturer references used to assess the technical defects, if available to the inspector;
 - documents received via email;
 - pictures or copy of the technical logbook entries performed; or
 - pictures from operator's manuals (MEL, OM's., licences, AOC's, etc.).
- Such documents or records could be very useful in the follow-up phases of the ramp inspection either to explain in detail and illustrate detected findings or to be able to exchange appropriate documented evidence when findings are challenged.
- (g) Whenever a licence or a certificate is not carried on board (including AOC and OPS Specs), it may become clear that the impact on safety is less than initially foreseen after receiving a copy of a missing licence or certificate before departure. In this case, a category 1 finding should be raised, and the relevant pre-described findings should be used regarding certificates and licenses not carried on board at the time of the inspection. If evidence is not provided before departure, a higher category of finding should be raised (for a missing certificate of registration or radio station license, the appropriate category 2 pre-described finding should be used; for all other cases, the relevant category 3 pre-described finding should be used). Under no circumstances should a flight crew member be permitted to perform flying duties without receiving confirmation that he/she has been issued an appropriate and valid licence.
- (h) Although not classified as a non-compliance, any relevant safety issues identified during ramp inspections should be reported as a General Remark (category G) under each inspection item. For example:
- insufficient number of life jackets/flotation devices, however the flight was/will be over land,
 - during a SAFA inspection: some flashlights not working, but only daytime flight, and
 - minor defects without safety influence but considered as relevant information.

Note: General remarks do not require any follow-up action, either from the CCAA or the operator/operator's relevant competent authority.

11.3.2. General instructions on findings

- (a) The inspection instructions and list of pre-described findings that may be found in Appendix 6 include the description, categorisation, and reference to the applicable requirement.
- Findings on arrival flights being identical to the findings raised for departure flights should lead to the same categorisation, although the corrective action might not be possible when the flight has been completed. For example, an incorrect mass and balance sheet (outside operational limits) found on arrival should be categorised as a category 3. Obviously, this cannot be corrected; however, the appropriate class 3 action could be to confirm that the mass and balance calculations are within operational limits for the outbound flight.
 - No finding should be raised if relevant flight preparation documents (e.g. mass and balance calculation, operational flight plan) are stored in an approved electronically system (EFB), sent by ACARS and therefore no longer accessible / reproduced by the crew at the time of inspection. In any case, ramp inspectors could inspect the outbound flight preparation in detail (including the procedure of the electronic storage).
 - In exceptional cases, where multiple findings are inter-related and the impact on safety is higher, the category of such findings may be increased to reflect the impact on safety. The increase in category should be explained in the detailed description of the finding.

11.3.2.1 Special cases, examples

- **High-speed tape;** in many cases, high-speed tape is applied on the aircraft without detailed information recorded in the technical logbook; in such case, a CAT 2 finding is appropriate. When the high-speed tape is applied in such a way that it may have a detrimental effect on the safe conduct of the flight or the aircraft airworthiness, ramp inspectors should request the operator to assess the situation before categorising the finding. Speed tape applied without being detailed in the technical logbook may be:
 - grouped under one finding, if they can be linked to the same issue and have no major impact on the flight safety (e.g.: speed tape covering corrosion applied on several panels);
 - discarded if the operator provides proof during the follow-up that the relevant defect was managed and didn't affect in any way the conduct of the flight or the airworthiness of the A/C; or
 - upgraded to category 3 if they are related to a maintenance action not performed according to the manual (e.g.: missing screw hidden, ...).

Note: *If the speed tape repair is recorded in the technical log then it is no finding. Notwithstanding, when ramp inspectors have valid reasons to assume it is an improper repair, further assessments may be requested through the crew.*

- **Paint damages including exposed composites;** in almost all cases this type of damages (e.g.: Loss of colours coating/ paint ...) will be tackled by the approved maintenance programme (AMP) during normal maintenance checks. Clear and large exposed composite area without damage should be brought to the attention of the crew for their (operator/maintenance) assessment, this assessment may be received during the follow-up process, and it should be reported as a CAT 2 finding under A23 item. A damage to the underlying composite structure should be raised as a CAT 3 finding when outside limits (e.g.: Loss of resin and physical exposure of individual fibres ...)

Note: Fairly large, exposed composites on secondary structure are usually allowable.

- **Static pressure port;** where some kind of visual damage or contamination is noticed, inspectors should differentiate between damage or blockage of the port and contamination of the static port area like dirt or glue residue. In the latter cases, no relation could be found between contaminated static pressure port and aircraft incidents/accidents. To address contaminated static pressure port, ramp inspectors should make use of a User Described Finding (UDF) and take into account the before mentioned limited impact. In the case of a damaged or blocked static pressure port a category 3 finding is justified.
- **Cargo door open/locked indicator (green) light;** often this light is found to be unserviceable, as the light itself poses no safety hazard to the flight, a category 1 for raising the issue to the operator should be sufficient.
- **Cargo height limit exceedance;** in many cases during the opening of the cargo compartment findings category 3 are raised for height exceedance by just 1 or 2 suitcases sticking out just slightly above the limit. Ramp inspectors should only raise findings if those pieces of luggage are blocking firefighting equipment or sensors or have caused damage to the ceiling panels. If the height limit is exceeded by one or several items in the cargo compartment without damaging the cargo ceiling panels, or hindering the proper function of smoke detectors and/or fire extinguishing equipment ramp inspectors can raise the proper CAT 1 finding.

- **Passenger hand luggage relocated in cargo compartment with DG inside (Lithium batteries);** The Technical Instructions of ICAO Doc 9284 requires that baggage intended to be carried in the cabin that is relocated to the cargo compartment must only contain dangerous goods permitted in checked baggage. When baggage intended as carry-on is taken by the operator and placed into the cargo compartment for carriage, the operator must confirm with the passenger that dangerous goods which are only permitted in carry-on baggage have been removed. During a ramp inspection where there is suspicion of cabin luggage being diverted to the cargo hold with DG (lithium battery) inside, ramp inspectors should check which procedure or risk assessment was done to mitigate potential fire hazards. This procedure should be found in the operations manual or should be explained by the crew.
- **For inspections where the aircraft shows sign of corrosion,** an analysis on the ever-increasing numbers of findings on corrosion has a negative impact on the safety rating of operators and does not constitute any contribution to the actual safety relevance on the flight. Over the years many aircraft parts where corrosion has been observed (e.g.: screws, fasteners, panels, landing gear, etc..) and subsequently mentioned as finding in a ramp inspection report, are not having any significant impact on the safe operation of the flight and will be dealt with by the regular maintenance programme of the operator. Even significant corrosion is not considered to have a short-term safety impact and should be mentioned as CAT 1 finding (e.g.: landing gear struts indicating clear signs of corrosion, gear door(s) showing large, exposed areas of bare metal with corrosion, etc...). Whenever ramp inspectors observe major corrosion (e.g.: flaking delamination of stringers, extreme pit corrosion on major structural parts, clear signs of inter-crystalline corrosion cracks, etc.) this needs proper assessment and should be raised as a CAT 3 finding when found to be outside dispatch limits/conditions; however, such situations would be found only exceptionally.
- **On item A04 (Manuals), A05 (checklist) and A07 (MEL)** a special note for the attention of the inspectors:
 - *Note: If a MEL/operations manual/checklist problem was already identified during a previous ramp inspection and if the following 4 conditions are fulfilled, only a CAT G remark should be raised:*
 - *The finding was identified less than 3 months ago;*
 - *A corrective action plan has been proposed by the operator in the follow-up process of the finding;*

- *The problem is still the same; and*
- *The problem doesn't have a major impact on safety (i.e. the finding was not a CAT 3 finding).*

11.3.3. Technical defects

An aircraft begins to 'age' after its first flight, and various effects of ageing begin to occur almost immediately, which is considered as normal "wear and tear". This "ageing" phase is considered a part of the normal lifecycle and the applicable approved maintenance programme will cover the normal deterioration of an aircraft.

- (a) Ramp inspectors should not raise findings relating to the normal wear and tear, as long as such technical defects are properly managed by the operator, at most a general remark for the attention of the crew. Without jeopardising the overall safety of the aircraft, it is the special care dedicated during the development of the MPD and subsequent AMP that allows for the identification of such "failures" within acceptable time frames (maintenance schedules). This is very much true by considering the increasing deepness of the different inspection types (minimum level for the pre-flight, maximum level for the D check). Pre-flight inspection is intended to provide a very general assessment of the airworthiness status of the aircraft (are wings, tail and control surfaces in place and free from evident damages – also when checked at night while raining -, are air intakes unobstructed, are engines and landing gear in apparently good shape, etc.) and is not expected to identify deficiencies which would require a much more accurate inspection also supported by dedicated documentation (AMM, CMM, SRM, etc.). Therefore, the use of those maintenance data should be limited to very specific cases and not be the normal practice during ramp inspections. It is also interesting to consider that during the pre-flight inspection only a portion of the entire aircraft is clearly visible, many areas should remain uninspected.

The flowchart in Figure 3 gives an overview on the assessment of technical deficiencies.

- (b) With regards to non-compliances on missing fasteners and bonding wires, findings should be raised in accordance with the assessment matrix found in Appendix 1 of this manual. The flowchart in Figure 4 gives a detailed overview of the process and procedures to follow when non-compliances regarding missing fasteners and bonding wires are detected.

(c) **Definition of an airworthiness finding**

A technical defect is considered to be any material fault pertaining to the aircraft, its systems or components:

- **Minor defects** are typically with minor influence on safety and should therefore be brought to the attention of the operator using a **Category 1 finding**.
 - **Significant defects** are those defects, which are potentially out of limits and a further assessment may be needed to determine if the significant defect is within or outside the applicable limits. These defects should be recorded as **Category 2 findings**.
 - **Major defects** are those defects which are out of limits. A **Category 3 finding** against manufacturer standards should always be demonstrated in relation to the operator's aircraft technical documentation such as: Aircraft Maintenance Manual (AMM), Structural Repair Manual (SRM), Configuration Deviation List (CDL), Wiring Diagram Manual (WDM), Standard Wiring Practices Manual (SWPM), etc., and MEL references. In the absence of clear manufacturer standards, inspectors should only raise findings if their expert judgement (possibly supported by licensed maintenance personnel) is such that similar circumstances on comparable aircraft would be considered to be out of limits.
- (d) In exceptional cases, a single fault may give rise to more than one finding under different inspection items, for example: a tyre worn beyond limits whilst the pilot-in-command refuses to enter the defect in the Technical Log (or equivalent) would trigger raising findings under both C04 and A23 (more details under the inspection procedure).
- (e) Any defect needs to be recorded and documented in the operator's log system, however such a system does not need to be carried on board of the airplane, but it should be available if required.
- (f) Significant defects might have appeared during the inbound flight. In such cases, ramp inspectors should not raise a finding before the operator has performed its pre-flight inspection for the outbound flight.
- (g) Manufacturer's data often contains limits on certain defects. This data is normally to be used during line and scheduled maintenance. It is generally accepted that, in between scheduled maintenance, defects that are beyond those manufacturer's limit might appear. Ramp inspectors should only request the operator to assess damages, that are deemed to have a significant or major influence on flight safety, towards manufacturer's standard limits, and appropriately report them in the technical log system or equivalent. However, where the manufacturer has specified dispatch limits, and the defect is beyond the dispatch limits, a category 3 finding should be raised except for the case of loose/missing fasteners and bonding wires. A "defect within limits but not detected or not recorded" should not be considered as a technical non-compliance. If the technical non-

compliance appears to be within limits, the safety focus changes from the defect itself to the non-compliance not being detected/assessed/recorded by the operator and should be recorded under item A23 or A24.

Flowchart of assessment of technical defects

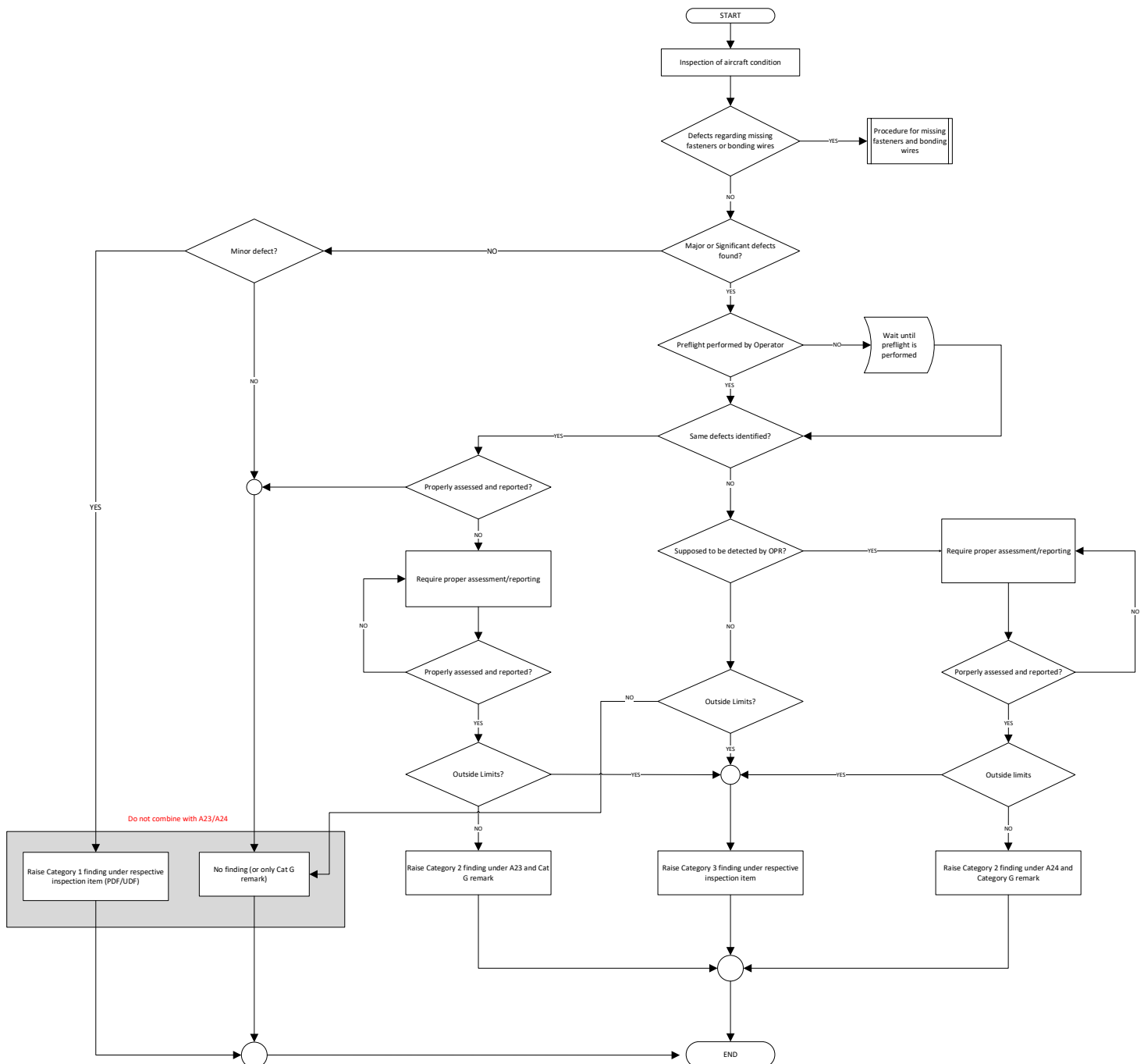


Figure 3: Flowchart of assessment of technical defects

NOTE: Some technical defects are not supposed to be detected by the operator during a “normal” pre-flight inspection and should therefore not constitute a finding. Examples of such defects could be:

- cabin emergency lighting,

- defects only visible when performing an in-depth examination,
- defects only visible using special equipment, platforms or unorthodox working positions.

Flowchart for assessment of findings relative to missing fasteners and bonding wires

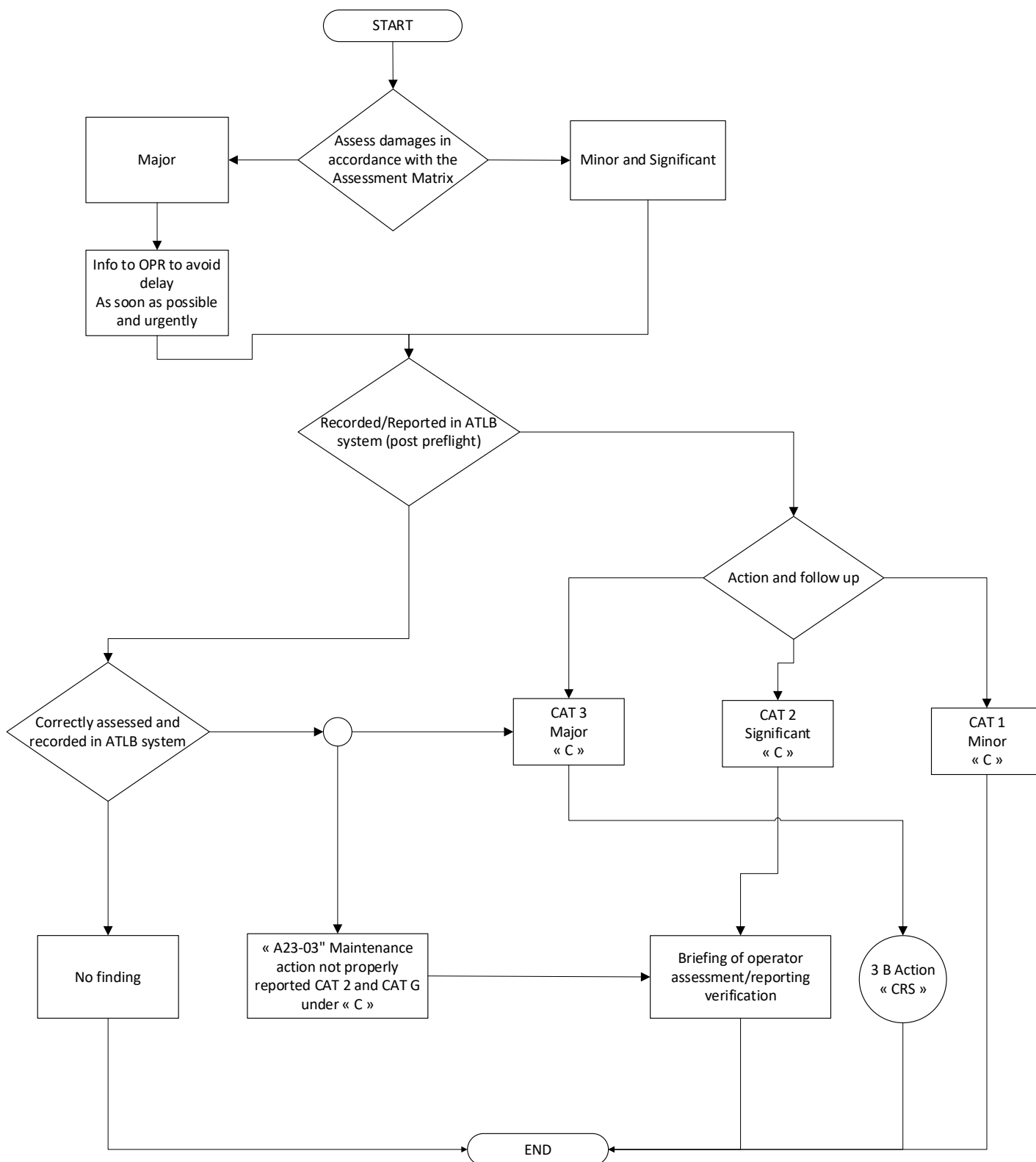


Figure 4: Flowchart for assessment of findings relative to missing fasteners and bonding wires



MANUAL
RAMP INSPECTION OF NATIONAL AND FOREIGN
OPERATORS

REALISATION
DSA/AOC/MAN/006
VERSION 01
26/07/2021

11.4. FOLLOW-UP ACTIONS

Based on the results of the inspection and on how the findings have been categorised, common follow-up actions have been defined. The relations between the category of findings and the resulting class of actions to take are given in the following table:



MANUAL
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ACTIONS TO BE TAKEN AFTER INSPECTIONS		CLASS OF ACTIONS		
		Class 1 (Information to PIC)	Class 2 (Information to the operator and the responsible NAA)	Class 3 Immediate action
Category of findings	General Remark Any observation from the inspector not classified as safety relevant	Yes	N/A	N/A
	CAT 1 – Minor Any detected non-compliance with the applicable requirements or the terms of a certificate that has minor influence on safety	Yes	Possible	N/A
	CAT 2 – Significant Any detected non-compliance with the applicable requirements or the terms of a certificate that has a significant influence on safety	Yes	Yes Written communication to the operator and to the NAA (findings of several inspections may be summarised in one communication).	N/A
	CAT 3: Major Any detected significant non-compliance with the applicable requirements or the terms of a certificate that has a major influence on safety	Yes	Yes In case of aircraft damage affecting airworthiness and not possible to be rectified before flight, the operator should establish a direct communication with the responsible NAA regarding return to flight status (e.g. "permit to fly").	Yes <i>Note:</i> the specific actions consisting of operational restrictions, corrective actions before flight or at maintenance base, grounding and/or entry permit repercussions have to be reported.

Flowchart follow-up of bonding wires and fasteners

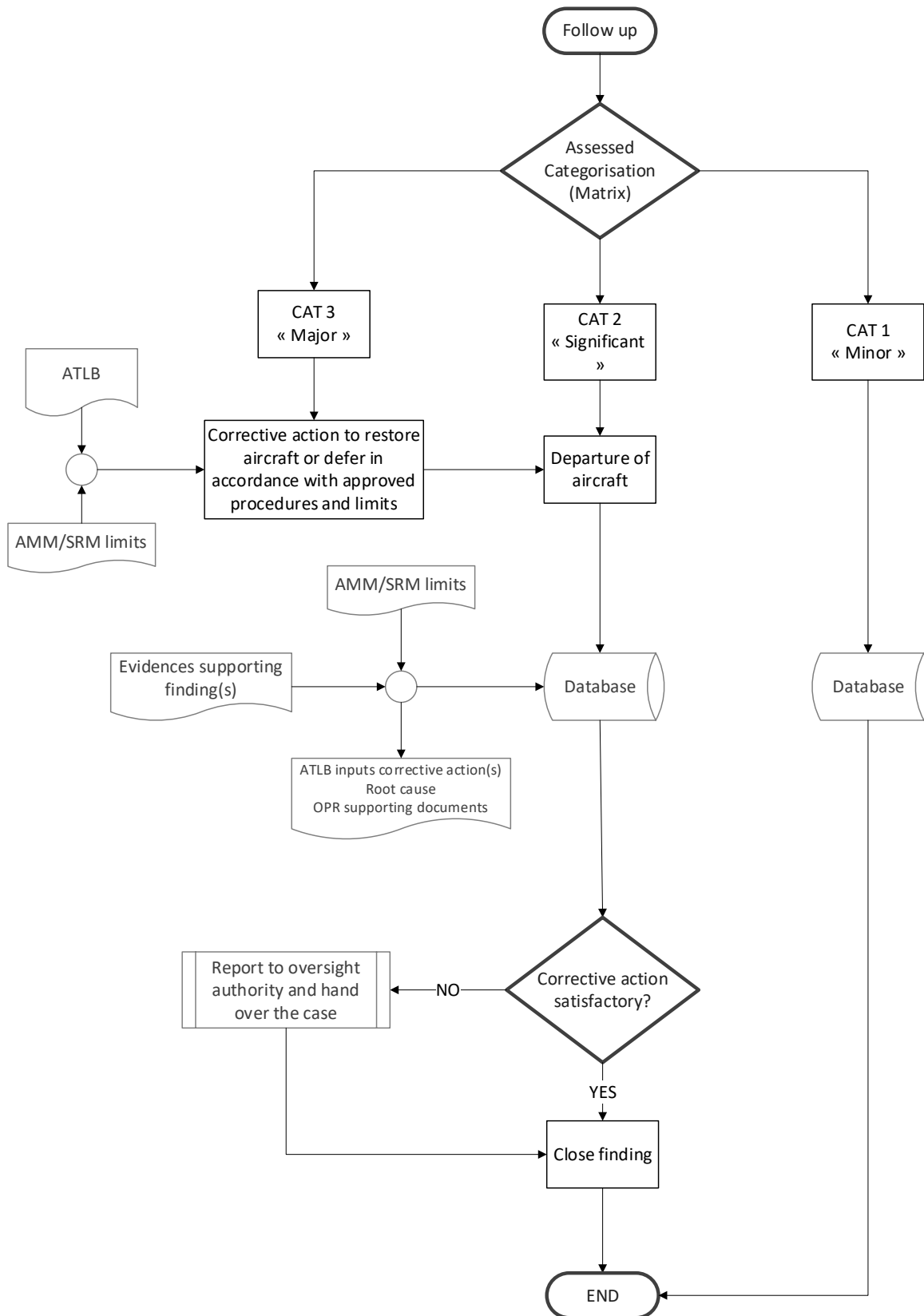


Figure 5: Flowchart follow-up of bonding wires and fasteners

11.4.1. General communication and follow-up flowchart

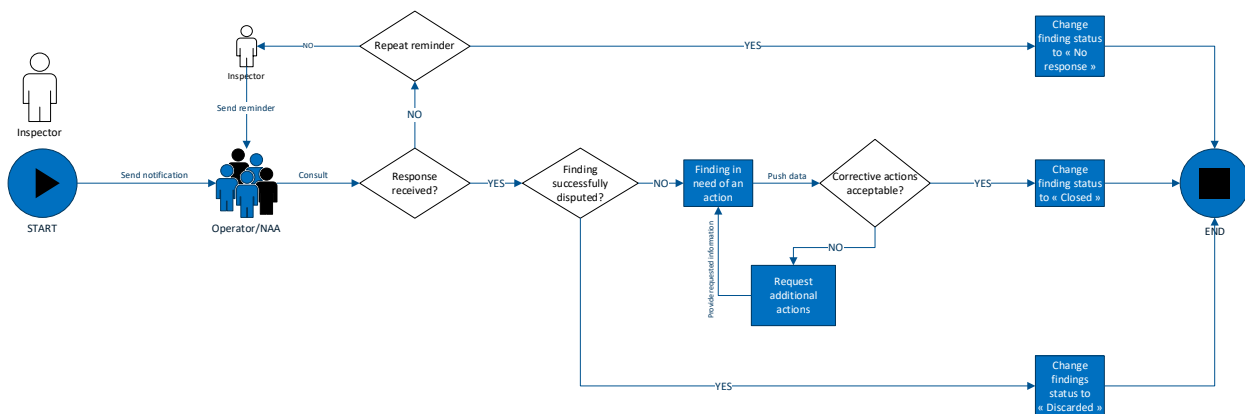
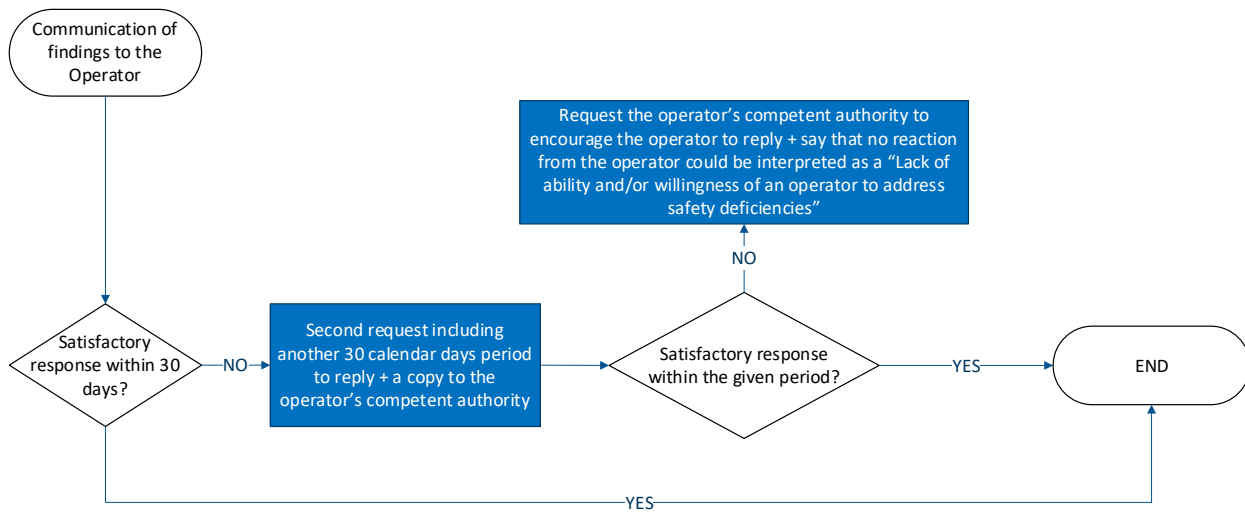


Figure 6: General communication and follow-up flowchart

11.4.2. Class 1 action (to operators)

A class 1 action is to be taken after each inspection and consists of providing information about the results of the ramp inspection, regardless of whether findings have been identified or not. The Proof of Inspection should always be provided to the pilot in command or to the representative of the operator after the completion of the inspection.

11.4.3. Class 2 action

- (a) In case category 2 and/or category 3 findings are raised, communication to the operator and to the operator's competent authority is necessary. All communication should, as a rule of thumb, be done via official correspondence.
- (b) A category 2 finding always needs further follow-up, since it contains a request for corrective actions taken or planned. The CCAA should monitor if a reply was received and if sufficient feedback/evidence to close the

finding(s) was given, or if there is a need to request further information. In order to close the finding, the reply of the operator does not necessarily need to contain evidence that the deficiency has been corrected. The “corrective action taken” by the operator might also be included in the implementation of a corrective action plan. It is up to the CCAA to decide, based on the related risk and impact, whether or not a finding may be closed based on future corrective actions taking into account the severity and recurrence of the detected findings. Depending on the severity and recurrence of the findings detected, the CCAA may consider the actual closure of the associated report(s) only after having received satisfactory documented evidence of appropriate implementation of preventive actions.

- (c) Regarding the operator's competent authority, no reply is expected. Only where appropriate or when the follow-up process has revealed operations outside limitations, the operator's competent authority should be asked for “confirmation that they are satisfied with the corrective actions taken” by the operator. In this case, the CCAA should monitor if such a reply is received and if the content is satisfactory.

11.4.4. Class 3a action (Restrictions on the aircraft operation)

When a class 3a restriction has been agreed/imposed, the verification of the adherence to the restrictions should be considered whenever possible.

Examples of Class 3a actions, and related verification, are, but not limited to:

- Restrictions on flight altitudes if oxygen system deficiencies have been found. This might be verified by checking the ATC flight plans and/or the actual altitude flown as reported by the Air Traffic Control system;
- A non-commercial flight to the home base, if allowed by applicable requirements and the MEL (provided that the validity of the CofA is not affected);
- Seats that may not be used by passengers might be verified just before departure to confirm these seats are not occupied;
- A cargo area which may not be used;
- Operational restrictions mandating the use of specific runways;
- Restrictions to specific environmental conditions (such as departure under visual meteorological conditions (VMC) only). In certain cases, it might not be necessary to verify if the restrictions resulting from a category 3 finding are followed or if corrective actions have been taken (e.g. if the inspector has indications that appropriate actions will be taken), or if they are operating outside the national territory. The CCAA should determine on a case-by-case

basis if it is necessary or feasible to verify that restrictions are respected or if corrective actions have been taken.

11.4.5. Class 3b action (Corrective actions before flight)

(a) When a class 3b corrective action is required from the operator, the verification of the corrective actions taken should be envisaged whenever possible.

Examples of immediate corrective actions to be taken before departure are:

- Assess, report and record damages in technical log-book or equivalent;
 - (temporary) repairs to defects according to the manufactures definitions (e.g. AMM and/or SRM);
 - recalculation of mass and balance, performance calculations and/or fuel figures;
 - a copy of a missing license/document to be sent by email or other electronic means, (downgrade to CAT 1 finding if obtained by other means);
 - proper restraining of cargo;
 - deferral of technical defects as per manufacturer/operator's data.
- (b) If the inspectors have imposed corrective actions, they should review the actions done by the operator and mention them in the final ramp inspection report. If the operator took voluntarily corrective actions to address a category 1 or a category 2 finding before the flight, it should be reported too.
- (c) Evidence related to findings on licences and certificates should be provided by the competent authority that issued the licence or certificate. However, if this authority is not able to provide such evidence in time, the CCAA may accept evidence from other sources, if it seeks confirmation of the validity of such evidence at the earliest opportunity with the competent authority that issued the licence or certificate. The ramp inspection report should mention which evidence was provided and by whom, including when necessary subsequent confirmation from the authority that issued the licence or certificate.

11.4.6. Class 3c action (Aircraft grounded by CCAA)

(a) The aircraft should be grounded only if the crew/operator/operator's representative:

- refuses the inspection;
- significantly hinders the inspection;
- refuses to take the necessary corrective actions;
- does not respect imposed restrictions on the aircraft flight operation.

- (b) The grounding should only be lifted when the following applicable conditions are met in whole or partly (depending the circumstances of the situation):
- compliance with the applicable requirements has been re-established;
 - the Cameroonian operator has obtained a permit-to-fly in accordance with the regulation in force, for aircraft registered in Cameroon; or
 - the foreign operator has obtained a permit-to-fly in accordance with their national legislation; and the operator has obtained permissions from countries (Cameroon + foreign) which will be overflown.
- (c) The CCAA has to make sure that the aircraft will not depart as long as the reasons for the grounding remain.
- (d) The grounding needs to be communicated to the State of the Operator/State of Registry and the operator's home base as soon as possible. Any records of communication and other evidence should be gathered as evidence. Contact information is normally to be found on the operator's AOC.

11.4.7. Class 3d action (Immediate operating ban)

When a class 3d action is imposed, it is usually in addition to a Class 3a, 3b or 3c action. Therefore, the further follow-up for the Ramp Inspection Programme is considered to be covered by the follow-up of those actions. However, when class 3d action is taken, the Inspector should be mindful of their obligations and always keep the Director General of the CCAA informed as the actions might result in a follow-up through hearings.

11.4.8. General follow-up issues

- (a) In general, no reply is expected when informing the foreign operator's competent authority. However, findings which indicate possible shortcomings at the State's level should be highlighted, e.g. when the medical certificate does not indicate the medical class or type/instrument rating validation/expiration date is not mentioned. For such findings, which are out of the control of the operator, the operator's competent authority should be asked for corrective actions. When assessing the operator's corrective action (plan), it should be accepted that, for such non-compliances, the issue should be escalated to the operator's competent authority.

The following are examples requiring a confirmation of the CCAA regarding the acceptance of the corrective actions taken by the operator:

- identification of a high number of non-compliances;
- repetition of same findings;
- lack of an adequate response from the operator;

- evidence of consistent non-compliance with a particular standard also detected during ramp inspections of other operators from that State;
 - action by the competent authority may be required given the severity of the findings.
- (b) The CCAA should monitor if the operator's competent authority has replied to any requests for confirmation made and if the response is satisfactory. Should the response be unsatisfactory, the communication should be re-launched.
- (c) Any follow-up communication from the operator and its competent authority should be acknowledged, and they should be informed about the closure of findings. Requests for clarification should be responded to by the CCAA. Acknowledgement or clarifications from the CCAA should be given within 30 calendar days after receipt of communication or requests.
- (d) Operators who have received findings which in their opinion are incorrectly made may request to discard that finding while providing the reasoning. The CCAA has to carefully verify if a mistake has been made and when accepted, to **discard** and not **close** the finding as a closed finding will continue to have a negative effect on the operator's ratio.
- (e) When communicating a finding to the operator, and in any further correspondence from the CCAA, the operator's competent authority should, as much as possible, be copied in, as it might contain relevant information for its oversight activities.
- (f) If the CCAA receives evidence from a relevant competent authority showing that the operator does not exist anymore, all related findings should be closed and the reason for closure explained in the justification.
- (g) When there is none or no satisfactory feedback from operators after 1 year from the last notification, the CCAA may decide to close such findings. The following statement should then be entered as a comment in the closure: *"the operator has not provided an acceptable corrective action plan and is considered unresponsive"*.

11.4.9. Specific case of the follow-up of "fasteners and bonding wires" findings (the assessment matrix)

- (a) In case of category 2 findings related to loose/missing fasteners and/or broken/missing bonding wires, the operator should assess and report such findings which potentially lower safety in accordance with its approved procedures under its own responsibility and accountability; no further assessment by the ramp inspectors is needed at the time of the inspection.
- (b) The CCAA should request that the operator submits AMM/SRM dispatch limits in the follow up process. Such findings should not be closed prior to the submission of dispatch limits or equivalent. In cases where the operator has

flown outside the manufacturer's limitations, the CCAA may also request a comment from the operator's competent authority.

- (c) When the post inspection follow-up reveals breaches or violations for technical defects, the following statement could be mentioned in the ramp inspection report:

"The CCAA would like to point out that the outbound flight was operated outside the limits of AMM/SRM without appropriate rectification or deferral and that repetitive breaches will be reported to your competent authority".

- (d) In case of category 3 findings related to loose/missing fasteners and/or broken/missing bonding wires, the operator should be debriefed as soon as possible to avoid any delays and with clear instructions to record defect(s) in aircraft's technical logbook or equivalent and perform an assessment. The operator should perform the assessment in accordance with the manufacturer dispatch limits prior to departure as per the operator's approved procedures with a certificate of release (CRS). Any non-compliances that significantly hazard flight safety should be resolved by the operator prior to departure.
- (e) Manufacturer limits as described in AMM/SRM should only be used where the assessment indicates major impact on flight safety and the operator should provide the ramp inspectors with evidence for corrective action (3b).
- (f) If the assessment results in defect being within dispatch limits, then it should be categorised as significant category 2 finding.

The flow chart below illustrates the follow-up process of missing fasteners and bonding wires:

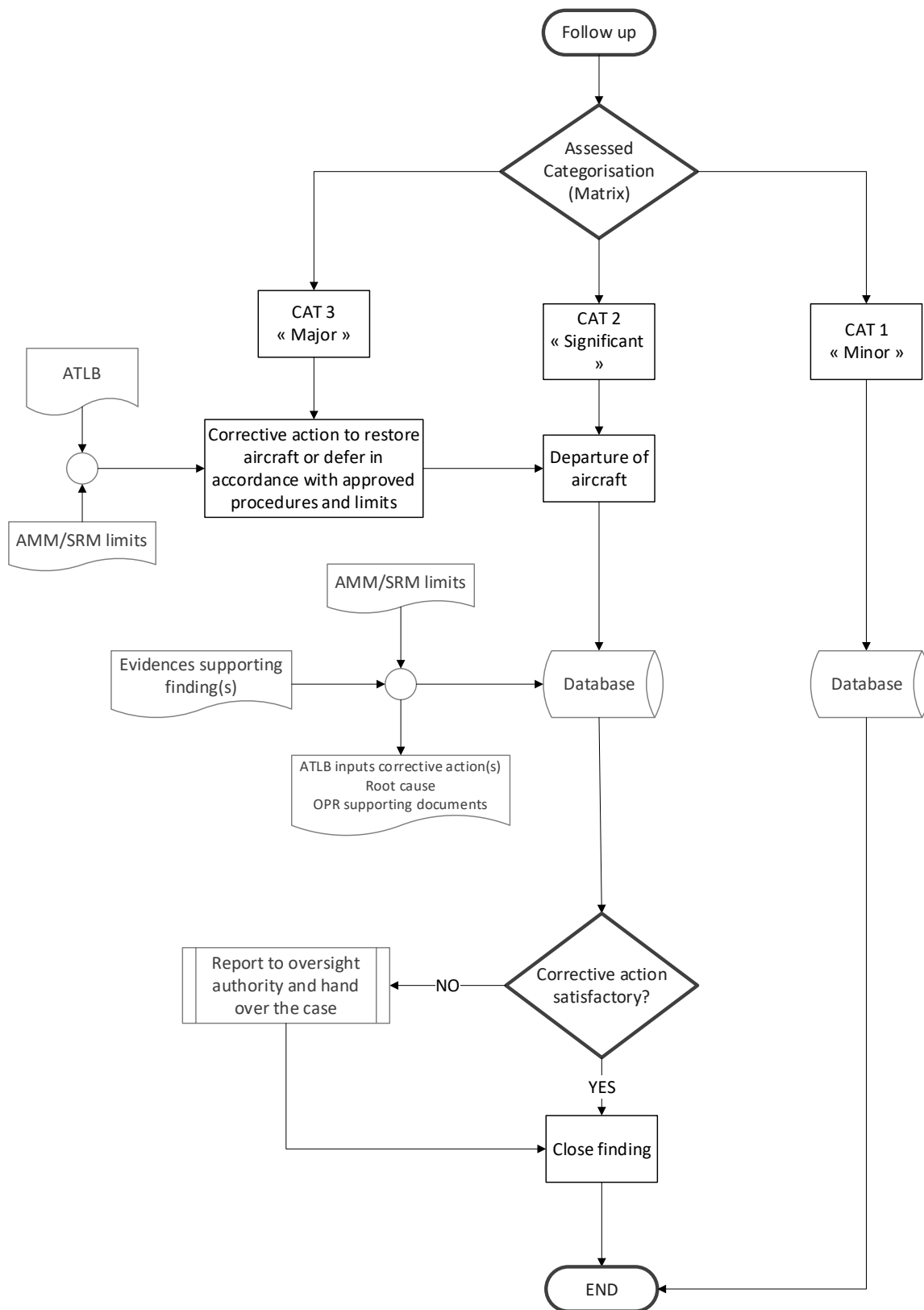


Figure 7: Follow-up process of missing fasteners and bonding wires

Note: Standard Class 1 action process applies for category 1 findings related to fastener and bonding wires.

11.4.10. Quarterly Follow-up Report

SCOs will make produce a quarterly report on the status of follow-up actions taken pursuant to ramp inspections. In order to standardise the format of the data of such report, the template as shown in Appendix 5 should be used.

Quarterly follow-up report form instructions

The report will contain an overview of all the correspondence related to follow-up actions, sent out or received during the previous quarter. The report shall be sent to the Head Office within two weeks.

Explanatory comments to the form:

- General
 - The electronic template will be made available to the SCOs. By using the electronic version, the user is able to simply add new cells (e.g. when correspondence has been sent to both the State of operator and State of registry if different) to a row or add more rows to the form.
 - Not the date of inspection, but the correspondence date determines in which quarterly report the correspondence should be listed.
 - Columns 2 and 4 are considered to be optional. For maximum efficiency and monitoring ability, it is recommended to fill out the information in these columns as well.

Header and Footer:

- State: the official name of the State;
- NAA: the official name of the competent authority;
- Month: the concerned calendar month including the calendar year.

OPERATOR SECTION

Column (1) "Ramp inspection report number(s)":

- Every row should represent the information related to a certain ramp inspection.

Column (2) "Operator Code" (optional)

- List the 3 letter ICAO operator code.

Column (3) "Operator Name"

- List the operator's name

Column (4) "Findings" (optional)

- List the findings raised in the respective report using the following format (x number of category 1 findings – y number of category 2 findings – z number of category 3 findings) (e.g. 3-1-2 = 3 category 1 findings; 1 category 2 finding and 2 category 3 findings)

Column (5) "Written communication to operator (date)"

- List the date when the written communication to the operator was sent (format: dd-mm-yyyy). Leave blank if no communication was sent because the operator/authority reacted already based on POI.

Column (6) "Receipt confirmed"

- Indicate (Y/N) whether the receipt of the written communication is confirmed (this could be in the form of a fax receipt, e-mail read confirmation or a receipt confirmation in the case of registered mail).

Column (7) "Received on"

- List the date when the operator reply was received (format: dd-mm-yyyy)

Column (8) "Answer Satisfactory"

- Indicate if the answer given by the operator is satisfactory (Y/N/P = Yes/No/Partially)

Column (9) "Findings closed/Supplemental Communication"

- Indicate, based on the reply of operator, whether the findings in the report have been closed (C) or if a supplemental communication was sent (S). Such supplemental communication should also be sent to the State of oversight. If a supplemental communication was sent, add an additional line filling-in the required fields (1, 5-17).

STATE OF OVERSIGHT SECTION

Column (10) "State of Oversight"

- List the State (ICAO Code) ensuring oversight.

Note: If the State of Registry/Licensing is different than the State of Operator and written communication are sent to those States, add additional line(s) indicating all the concerned States using the following format:

R-State of Registry

L-State of Licensing

Examples:

State of Operator Brazil: Brazil

State of registry Bermuda: R-Bermuda

State of Licensing United Kingdom: L-United Kingdom

Column (11) "Written communication to NAA (date)"

- List the date when the written communication to the NAA was sent (format: dd-mm-yyyy)

Column (12) "Receipt confirmed"

- Indicate (Y/N) whether the receipt of the written communication is confirmed (this could be in the form of a fax receipt, e-mail read confirmation or a receipt confirmation in the case of registered mail).

Column (13) “Reply requested”

- Indicate (Y/N) whether it was requested from the State of oversight a “confirmation that they are satisfied with the corrective actions taken”.

STATE OF OVERSIGHT REPLY

Column (14) “Received on”

- List the date when the NAA reply was received (format: dd-mm-yyyy);

Column (15) “Answer Satisfactory”

- Indicate if the answer given by the NAA is satisfactory (Y/N/P = Yes/No/Partially);

Column (16) “Findings closed/Supplemental communication”

- Indicate, based on the reply of the NAA, whether the findings in the report have been closed (C) or if a supplemental communication was sent (S). Such supplemental communication should also be sent to the operator. If a supplemental communication was sent add an additional line filling-in the required fields (1, 5-17).

Note:

1. If a reply (column 13) is not requested from the State of oversight then the fields 14-16 may be left empty. In this case, when the findings of a report are considered closed this should be reflected by entering ‘C’ in the column 9 only.

2. If a reply (column 13) is requested from the State of oversight the closure of the findings should be reflected by entering ‘C’ in both columns 9 and 16.

Column (17) “Additional Information”

- Please indicate any additional information relevant to the follow-up of the inspection (e.g. operator reacted based on the POI, closure of findings confirmed/not confirmed by re-inspection).



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12. APPENDICES

APPENDIX 1. THE ASSESSMENT MATRIX

ASSESSMENT MATRIX				
		Assessment criteria	Action and follow-up	
Assessment Level	Minor	CAT 1	<p><u>Minor Impact Fasteners</u> One or more missing fastener(s) not adjacent at any location in any number of secondary structure panels which are flush to the surrounding.</p> <p><u>Minor Impact bonding wires</u></p> <ul style="list-style-type: none"> - Broken, damaged or missing bonding wire(s) in servicing/access/fairing panels, cargo doors, inlet & outlet valves and landing gear doors. - All bonding wires with redundancy, except for bonding wires in emergency exit doors, flight control system or landing gear system. 	<ul style="list-style-type: none"> - Normal debriefing together with proof of inspection but no formal follow-up by the inspector - no further assessment by the inspector at the time of inspection
	Significant	CAT 2	<p><u>Significant Impact Fasteners</u></p> <ul style="list-style-type: none"> - two consecutive missing fasteners in secondary structure panels, with the panel flush with surrounding structure - Consecutive rivets missing in engine exhaust nozzle skin, wheel wells or similar locations outside pressurized areas. - No evident exposure to airflow or noticeable damages that could lift the panel. <p><u>Significant impact bonding wires:</u> wire broken (less than 25% remaining) but <u>redundant wire available</u>. Installed in an emergency exit door, flight control system or landing gear system.</p>	<ul style="list-style-type: none"> - Normal debriefing together with proof of inspection - No further assessment by the inspector at the time of inspection. - The operator should assess and report findings that potentially lowers safety in accordance with their approved procedures under its own responsibility and accountability. - The operator is requested to upload AMM/SRM dispatch limits in the follow up process. Findings should not be closed prior to the upload of dispatch limits in the follow up process. - Oversight NAA may be contacted in cases where the operator has operated outside the manufacturer's limitations with repetitive breaches of ICAO or CCAA requirements.



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ASSESSMENT MATRIX

		Assessment criteria	Action and follow-up
Major	CAT 3	<p>Major impact fasteners: one of the following conditions</p> <ul style="list-style-type: none"> - loose/missing fastener in primary structure element - loose/missing rivet in pressurized area - loose/missing bolts, lockbolts, high locks, other fasteners with safety wire protection - two or more consecutive loose/missing rivets in engine inlet cowls/skin or similar locations that could cause a FOD hazard. - several loose/missing fasteners on a secondary structure panel being loose with evident exposure to airflow or significant damages that could lift the panel. <p>Major impact bonding wires:</p> <ul style="list-style-type: none"> - broken (less than 25% remaining) or missing binding wire(s) <u>without redundant bonding wire available</u> in emergency exit doors, flight control system or landing gear system 	<ul style="list-style-type: none"> - Debrief the operator soonest to avoid delays with a clear instruction to record in Aircraft technical logbook system or equivalent and assess defect. - Findings or remarks which seriously hazards flight safety should be resolved by the operator prior to departure. - Assessment according to manufacturer's dispatch limits prior to departure as per the operator's approved procedures with a certificate of release to service (CRS) - Manufacturer limits as described in AMM/SRM should only be used where the assessment indicates major impact on flight safety and the operator should provide the inspector with evidence for corrective action (3b). <p>* Defects that after assessment by the operator is found to be within dispatch limits or leads to paperwork only should be categorized as significant CAT 2.</p>



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APPENDIX 2. PROOF OF INSPECTION (POI)

RÉPUBLIQUE DU CAMEROUN Paix – Travail - Patrie		REPUBLIC OF CAMEROON Peace – Work - Fatherland										
ATTESTATION DE CONTÔLE D'AIRE DE TRAFIC AU CAMEROUN												
SANA/SAFA PROOF OF INSPECTION IN CAMEROON												
Source :	Place :	Central CAA contacts: Cameroon Civil Aviation Authority (CCAA). Direction de la Sécurité Aérienne BP. : 6998 Yaoundé safa.inspection@ccaa.aero contact@ccaa.aero Fax : +237 22 30 33 62										
Date:	Local time :											
Operator :	AOC Number :											
Route from :	Flight Number° :											
Route to :	Flight Number :											
Chartered by:	Charterer's State :											
Aircraft type :	Registration mark :											
Flight crew state of licensing :	Construction n°:											
A	Flight Deck	Check	Remark	A	Flight crew	Check	Remark	C	Aircraft condition	Check	Remark	
1	General condition			20	Flight crew licence			1	General external condition			
2	Emergency exit			Journey log book/technical log					2	Doors and hatches		
3	Equipment			21	Journey log book or equivalent			3	Flight controls			
Documentation				22	Maintenance release			4	Wheels, tyres and brakes			
4	Manuals			23	Defect notification and rectification			5	Undercarriage, skids/Floats			
5	Checklists			24	Pre-flight inspection			6	Wheel well			
6	Radio navigation charts			B Safety/cabin					7	Powerplant and pylon		
7	Minimum equipment list			1	General internal condition			8	Fan blades			
8	Certificate of registration			2	Cabin attendant's station/crew rest area			9	Propellers, Rotors (main & tail)			
9	Noise certificate (where applicable)			3	First Aid Kit/ Emergency medical kit			10	Obvious repairs			
10	AOC			4	Hand fire extinguishers			11	Obvious unrepaired damage			
11	Radio licence			5	Life jackets/Flotation devices			12	Leakage			
12	Certificate of Airworthiness			6	Seat belt & seat conditions			D Cargo				
Flight data				7	Emerg. Exit lighting and marking torches			1	General condition of cargo compart.			
13	Flight preparation			8	Slides/Life rafts/ELT			2	Dangerous goods			
14	Weight and balance sheet			9	Oxygen supply (cabin and PAX)			3	Safety of cargo on board			
Safety equipment				10	Safety instructions			E General				
15	Hand fire extinguishers			11	Cabin crew members			1	Additional remarks			
16	Life jackets/Flotation device			12	Access to emergency exits			2	Insurance			
17	Harness			13	Safety of passenger baggage							
18	Oxygen equipment			14	Seat Capacity							
19	Flash light											
ITEMS			REMARKS									
Actions taken			Crew comments (optional)									
3c) Aircraft grounded by inspecting NAA												
(3b) Corrective action before flight												
(3c) Restriction on the aircraft operations												
(2) Information to the authority and operator												
(1) Information to the captain												
(0) No remarks			Inspector(s) code(s)/Name(s)			Captain's name and signature (*)						
						Name		Signature				
Maintenance check required												
(*) Signature by any member of the crew or other representative of the inspected operator does in no way imply acceptance of the listed findings but simply a confirmation that the aircraft has been inspected on the date and at the place indicated on this document. 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. Data submitted in this report can be subject to changes for correct working upon entering into the SANA/SAFA database.												

APPENDIX 3. INSTRUCTIONS FOR THE COMPLETION OF THE POI

General instructions:

- If any airport code, operator code or aircraft type is missing, do not use temporary codes or existing but incorrect Codes. Verify with other departments and add verified information.
- In the column “Check” of the checklist, only mark those items which are inspected.
 Be careful not to mark e.g. C09 (propellers) on aircraft with jet engines.
- In the column “Remark” those items should be marked where there is either a finding or a (cat G) remark.

Please find below detailed instructions for each information field to be completed by the inspector:

Source:	State whether it is a “SANA” or a “SAFA”
Date:	Date of inspection (format: DD-MM-YYYY)
Place:	Place of inspection: <ul style="list-style-type: none"> • Use the four digit coding from ICAO Doc. 7910 and/or the location’s full name • If the location does not have an ICAO indicator, use ZZZZ and specify the location.
Local Time:	Local time when the inspection started
Operator:	Operator’s identification: <ul style="list-style-type: none"> • Use the 3 digit ICAO coding from ICAO Doc. 8585 and/or the operator’s full name); • The above identification procedure applies also for a private flight, unless the aircraft is not listed in the AOC of an actual operator and is actually used as a privately owned aircraft (not “an airline owned”): in such a case only, use ZZZ and mention the operator’s name, indicate on the type of flight that it was a general aviation flight, ICAO Annex 6, Part II.
AOC number:	The number as shown on the AOC
State:	State of the Operator: <ul style="list-style-type: none"> • Use the 1- or 2-digit coding from the ICAO Doc. 7910 and/or the State’s full name).
Type of operation	The type of operation (Part I, II, III as defined by ICAO Annex 6, or national operations).
Route from/Route to:	Airport of departure (for the inbound flight)/destination (for the outbound flight): <ul style="list-style-type: none"> • use the 4 digit coding from ICAO Doc. 7910 or/and the location’s full name);



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Flight number:	Flight numbers assigned to the inbound/outbound flight.
Chartered by	The identification of the operator who chartered this flight: <ul style="list-style-type: none"> • Use the same identification method as for the operator; • If not applicable, state NR (not relevant).
Aircraft Type	Use the 3- or 4-digit coding from the ICAO Doc. 8643.
Registration marks	The registration marks of the aircraft: Pay attention to the correct position of the "dash" (-)
Construction number:	The construction number as shown on the official documents.
State of licensing:	The State which issued the flight crew licences
2nd State of licensing:	In cases where the flight crew members are licensed by different States, the second State shall be recorded here.

Where during the SAFA Ramp Inspection some findings were established, specify:

Item:	Item code reference (e.g. A07 for Minimum Equipment List, C03 for Flight controls)
Remarks:	Detailed Description of the finding
Actions taken:	This block should indicate the actions required by/imposed by the inspector related to the findings of the Ramp inspection. <ul style="list-style-type: none"> • Since the proof of inspection form shall be handed over to the pilot in command after each inspection, the class 1 action should always be marked
Inspector code/name	The names and/or codes of the inspectors who performed the inspection
Captain's name and signature	The name and signature of the pilot in command

APPENDIX 4. WRITTEN COMMUNICATION TEMPLATES

Template 1: Written communication to aircraft operators

The written communication to the operator to report category 2 and 3 findings should contain the following information:

- a short reference to the SAFA programme,
- why this written communication has been sent (class 2 action),
- reference to the ramp inspection report,
- request for evidence for corrective actions of the deficiencies,
- request the operator to include, as a copy, its competent State of Oversight in the exchange of the corrective actions requested.

Note: *The template contains the required information mentioned above. Although the use of this template is encouraged in order to standardise the written communication, elements of this template may be amended where necessary to match the individual cases.*

Dear Sir/Madam,

I kindly ask your attention for the following:

Your aircraft has been inspected in the scope of the Cameroonian SAFA programme (Safety Assessment of Foreign Aircraft). As described by the SAFA programme procedures, the ramp inspection reports are, in the case of significant and/or major findings, sent to both the concerned operator and the authorities responsible for the oversight of that operator. A copy of the ramp inspection report, as it has been entered into the centralised Cameroonian database, is attached.

Concerning the findings categorised as category 2 or 3, the SAFA procedures require me to request evidence of corrective action(s) that have been or will be undertaken to correct these findings and to prevent re-occurrence in the future. You may inform me (in writing) either directly or through your authority. As your authority is the entity responsible for the safety oversight of your operations, they might be asked to confirm that they are satisfied with corrective actions. In this frame, I would kindly invite you to also transmit to their services a copy of the elements requested aforementioned.

I thank you for your cooperation in the field of air transportation safety and inform you that additional ramp inspections may occur when aircraft of your airline lands on the territory of the Republic of Cameroon.

Should you require any additional information on this matter, do not hesitate to contact our services.

Yours faithfully,

Template 2: Written communication to National Aviation Authorities

The written communication to the NAA to report category 2 and 3 findings should contain the following information:

- a short reference to the SAFA programme,
- why this written communication has been sent (class 2 action),
- reference to the ramp inspection report,
- optional: request for confirmation that the NAA is satisfied with the corrective actions.

Note: *The template contains the required information mentioned above. Although the use of this template is encouraged in order to standardise the written communication, elements of this template may be amended where necessary to match the individual cases.*

Dear Sir,

I kindly ask your attention for the following:

Aircraft from one or more operators for which you ensure the oversight, have been inspected in the scope of the Cameroonian SAFA programme (Safety Assessment of Foreign Aircraft). As described by the SAFA programme procedures, the ramp inspection reports are, in the case of significant and/or major findings, sent to both the concerned operator and the authorities responsible for the oversight of that operator. A copy of the ramp inspection report, as it has been entered into the centralised Cameroonian database, is attached.

The operator has been requested to provide evidence of any corrective actions taken. **[This sentence is optional:** *Because of the nature, the number and/or the re-occurrence pattern of the findings, I would like to receive your confirmation that you are satisfied with these corrective actions].* The information contained in the ramp inspection report as well as the corrective actions taken by the operator might be useful for your oversight activities.

I thank you for your cooperation in the field of air transportation safety and inform you that additional ramp inspections on the operator(s) may occur when their aircraft land on the territory of the Republic of Cameroon.

Should you require any additional information on this matter, do not hesitate to contact our services.

Yours faithfully,

APPENDIX 6. INSPECTION INSTRUCTIONS ON THE CATEGORISATION OF RAMP INSPECTIONS

See separate document “Appendix 6 to DSA.AOC.MAN.006”.

APPENDIX 7. QUALIFICATION, TRAINING AND EXPERIENCE OF RAMP INSPECTORS

Competency of the ramp inspector

To carry out the Ramp Inspection in the most effective and efficient manner, appropriate qualified and competent personnel should be deputed to carry out Ramp inspections. This appendix describes the training requirements to reach the established level of competencies of inspectors for this purpose. The SCO should ensure that inspectors are competent to carry out the tasks assigned to them and that they are aware of the consequence of their actions for aviation safety.

Qualifications and experience of the ramp inspector

CCAA inspectors involved in Airworthiness, Operations, Dangerous goods and Cabin Safety activities and also possess appropriate experience in their activities may be deputed to carry out the functions of Ramp Inspectors.

Ramp inspectors (Airworthiness and Operations) should meet the following qualification and experience requirements:

- a) Should have received initial and recurrent Ramp Inspector training
- b) Should have five years or more experience in their respective field.;
- c) Should be familiar with the problems of operating or maintaining transport aircraft;
- d) Should be familiar with meteorological and climatological knowledge;
- e) Should have experience in auditing techniques.

Note. — The experience in auditing techniques, while required, can be provided by using a suitable training course and subsequent supervised practical auditing experience.

Ramp Inspectors Initial and Practical Training Course

The ramp inspection course consists of Initial and Recurrent Training Course.

The Initial course should be no less than a 2-day theoretical training and a 1-day practical training. The duration of recurrent training should be no less than 1 day.

The CCAA may decide to lengthen or shorten the training taking into account the level of expertise of the candidate.

The main standards used, as a reference for the training are Cameroonian Regulations and, following ICAO Annexes

- Annex 1: personnel licensing including flight crew.
- Annex 6: operation of aircraft, and
- Annex 8: airworthiness of the aircraft.

Course Content

The following topics will be covered as a minimum during Initial and Recurrent Training Courses:

- General aspects of the Ramp Inspection programme (overview, structure, ramp check process, database, future developments, learning points and conclusions)
- The legal framework of the CCAA regulation,
- The ICAO legal framework (ICAO overview, Chicago convention, ICAO annexes)
- Process of inspection (Criteria, procedures, subjects, elements, preparation, planning, code of conduct, human factors, findings, etc.)
- Inspection items A/B/C/D/E (Detailed guidance & instructions on the checklist items)
- Database management.
- Conclusions & finalizing (Evaluation, closing remarks and certificate)
- The 1-day practical training will take place at an operator technical facility. A wide body aircraft will be ideal for the purpose of the mandatory practical training. As much as possible check- items, discussed during the theoretical part of the training, will be demonstrated at the aircraft.

On-the-job training (OJT)

- a) The content of the OJT should be established on the basis of the list of elements to be covered, which is included in the checklist below.
- b) Only the candidates that have successfully completed the initial theoretical and practical trainings should undertake the OJT. The OJT should comprise 2 phases:

(1) Observation:

During this phase, the candidate should accompany and observe an experienced ramp inspector performing a series of ramp inspections (including the preparation of the inspection and post-inspection activities such as reporting).

The inspector should also provide details on applicable follow-up activities.

(2) Under supervision:

During this phase, the candidate should perform ramp inspections under the supervision and guidance of an experienced ramp inspector.

- c) The duration of the OJT should be customised to the individual training needs of each candidate. As a minimum, the OJT should include at least 6 observed ramp inspections and 6 ramp inspections performed under the supervision of an experienced ramp inspector, over a period of maximum of 6 months. Notwithstanding, up to 3 of these observed ramp inspections and 3 of these inspections under supervision may be performed on national operators.
- d) The OJT should cover in each phase all inspection items that the inspector will be privileged with, and it should be delivered by experienced ramp inspectors who are privileged with the same items.
- e) The OJT should be documented by the experienced ramp inspectors who have provided the training, using OJT forms detailing the training content.
- f) Certain OJT items may be replaced by alternative training using representative examples when no operational environment is required (e.g. documents, dangerous goods).

Elements to be covered during the initial OJT

- Preparation of an inspection:
 - selection of operator(s) to be inspected (use of the annual ramp inspection programme and of prioritisation lists);
 - use of the ramp inspection database to prepare an inspection, including follow-up of previous inspections;
 - other sources of information (such as passenger complaints, whistle-blowers, maintenance organisation reports, air traffic control (ATC) reports);
 - retrieval of updated reference materials: Notices to Airmen (NOTAMs), navigation and weather charts; and
 - task allocation between team members.
- Administrative issues:
 - ramp inspector's credentials, rights and obligations;
 - special urgency procedures (if any);
 - national (local) aerodrome access procedures;
 - safety and security airside procedures; and
 - ramp inspector's kit (independent portable light, fluorescent vest, ear plugs, camera, mirror, checklists, etc...).
- Cooperation with airport and air navigation services to obtain actual flight information, parking position, time of departure, etc...
- Ramp inspection methodology:
 - introduction to the pilot-in-command/captain, flight crew, cabin crew, ground crew;
 - selection of inspection items, according to the area of expertise of the candidate;

- findings (identification, categorisation, reporting, evidencing);
- corrective actions — class 3:
 - Class 3a) “enforcement of restriction(s) on aircraft flight operations”: cooperation with other services/authorities to enforce a restriction;
 - Class 3b) “request of an immediate corrective action(s)”: satisfactory completion of an immediate corrective action; and
 - Class 3c) “grounding of an aircraft”: notification of the grounding decision to the aircraft pilot-in-command, national procedures to prevent the departure of a grounded aircraft; communication with the State of Operator/Registry.
- proof of inspection:
 - Completion and delivery of the proof of (ramp) inspection;
 - request of acknowledgement of receipt (document or a refusal to sign).
- debriefing to the flight crew or operator’s representative.
- Human factors elements:
 - cultural aspects;
 - resolution of disagreements and/or conflicts; and
 - avoidance of crew stress.

Checklist on-the-job training of ramp inspectors

The content of the following checklist should be used for ramp inspections performed with the candidate during the “observation” and “under supervision” phases of the OJT training. The information gathered by the instructing ramp inspectors involved in the OJT phase should be then considered whilst performing the final assessment of the candidate.

The senior ramp inspectors involved during the OJT training phase should use the inspection instructions referred to in Appendix 6 when assessing the knowledge of the candidate concerning each inspection item



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ON-THE-JOB TRAINING OF RAMP INSPECTORS (DSA.AOC.CHKL.XXX)

Name of candidate:		Instructing Ramp Inspector:	
Place:		Date:	
Ramp Inspection N°:		Operator:	
A/C Type:		A/C Registration:	
INSPECTION ITEM		Checked	Note
A	FLIGHT DECK INSPECTION ITEMS		
General			
A01	General condition		
A02	Emergency Exit		
A03	Equipment		
Documentation			
A04	Manuals		
A05	Checklists		
A06	Radio navigation/ instrument charts		
A07	Minimum Equipment List		
A08	Certificate of registration		
A09	Noise certificate (where applicable)		
A10	AOC or equivalent		
A11	Radio licence		
A12	Certificate of airworthiness		
Flight data			
A13	Flight preparation		
A14	Mass and balance calculation		
Safety equipment			
A15	Hand Fire Extinguishers		
A16	Life jackets / flotation devices		
A17	Harness		
A18	Oxygen equipment		
A19	Independent portable light		
Flight crew			
A20	Flight crew licence/composition		



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Journey logbook, technical log or equivalent			
A21	Journey logbook, or equivalent		
A22	Maintenance release		
A23	Defect notification and rectification		
A24	Pre-flight inspection		
B	CABIN INSPECTION ITEMS		
B01	General internal condition		
B02	Cabin crew's station and crew rest area		
B03	First aid kit/Emergency medical kit		
B04	Hand fire extinguishers		
B05	Life jackets/flotation devices		
B06	Seat belt and seat condition		
B07	Emergency exit, lighting/markings, independent portable light		
B08	Slides/Life rafts (as required)/ELTs		
B09	Oxygen supply (cabin crew and passengers)		
B10	Safety instructions		
B11	Cabin crew members		
B12	Access to emergency exits		
B13	Stowage of passenger's baggage		
B14	Seat capacity		
C	AIRCRAFT CONDITION INSPECTION ITEMS		
C01	General external condition		
C02	Doors and hatches		
C03	Flight controls		
C04	Wheels, tyres and brakes		
C05	Undercarriage skids/floats		
C06	Wheel well		
C07	Powerplant and pylon		
C08	Fan blades, propellers, rotors (main & tail)		
C09	Obvious repairs		
C10	Obvious unrepaired damage		



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C11	Leakage		
D	CARGO INSPECTION ITEMS		
D01	General condition of cargo compartment		
D02	Dangerous goods		
D03	Secure stowage of cargo onboard		
E	GENERAL ITEMS		
E01	Additional remarks		
E02	Insurance		
Additional elements observed/performed during the on-the-job training			
Assessment (only for "under supervision" inspections)			
Was the inspection carried out in a satisfactory manner regarding:			
- preparation of the inspection <input type="checkbox"/> Yes <input type="checkbox"/> No (provide further details below*)			
- ramp inspection <input type="checkbox"/> Yes <input type="checkbox"/> No (provide further details below*)			
- proof of inspection <input type="checkbox"/> Yes <input type="checkbox"/> No (provide further details below*)			
- human factors elements <input type="checkbox"/> Yes <input type="checkbox"/> No (provide further details below*)			
Further training needed			
* Additional remarks			
Signature of the candidate:		Signature of the instructing inspector:	



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Recurrent Training

Only through periodic practical and specialized theoretical training, manpower be used effectively, and the personnel maintain a high level of expertise. The net result of such training is better job performance and greater respect from the operator.

For this purpose, the recurrent training to Ramp Inspectors shall be provided once every three (03) calendar years and covers the topics as mentioned above with focus on changes in regulations and procedures and shall be of minimum, 1 day duration.