

OPS 1.1.006		Inspector Handbook
Review and Acceptance of Cabin Attendant Manual		Revision 3
		05 Mar 2014

0. WTS Codes

0.1. OPS

0.1.1. Initial 1302

0.1.2. Revision 1303

1. Objective

1.1. This directive contains direction and guidance for Operations Inspectors (OI).

2. General

2.1. Evaluations of Manuals for CAAI Acceptance.

An operator may develop and publish in its manual any policy, method, procedure, or checklist that the operator finds necessary for the type of operations conducted. These policies, methods, procedures, and checklists, however, must comply with the Israeli Air Navigation Regulations – Operations (ANR.OPS) and be consistent with safe operating practices. OIs should encourage operators to be innovative and progressive in developing such policies, methods, procedures, and checklists. The OI's role in the review process is to provide an independent and objective evaluation of the operator's manual material. The POI must ensure that the operator's material complies with the ANR.OPS, is consistent with safe operating practices, and is based on sound rationale or demonstrated effectiveness.

3. Reference Material, Forms & Job-Aids

3.1. Regulatory Reference

3.1.1. ANR.OPS Appendix 5

3.2. Reference Material

3.2.1. AP 1.1.006 - Passenger Safety Information Briefing and Briefing Cards

3.2.2. AP 1.1.011 - Exit Row Seating Program

3.3. Checklists

3.3.1. F 1.1.006-1 - PREPARATION OF CABIN ATTENDANT MANUAL – GENERAL

3.3.2. F 1.1.006-2 - PREPARATION OF CABIN ATTENDANT MANUAL – TYPE SPECIFIC

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4. Process

- 4.1. OIs should use the checklist in F 1.1.006-1 "Preparation of Cabin Attendant Manual" and F 1.1.006-2 – "PREPARATION OF CABIN ATTENDANT MANUAL – TYPE SPECIFIC" to assist them in the acceptance of manuals required for Cabin Attendants (C/A) engaged in operations conducted under ANR.OPS Chap 12 or 13. The job aid should be used as follows.
 - 4.1.1. Make a copy of the checklist.
 - 4.1.2. Provide recommendations to the operator.
 - 4.1.3. Give the copy of the checklist to the appropriate representative of the operator, and ask that person to document the pertinent page number for each item.
 - 4.1.4. When satisfactory, initial each item.
 - 4.1.5. Make appropriate remarks.
 - 4.1.6. A copy of F 1.1.006-2 (Type Specific) must be used for each type of aircraft that the operator proposes to operate.
- 4.2. OIs should ensure that the information and procedures contained in the C/A manual are consistent with the information and procedures throughout all of the operator's manuals. A review may be accomplished by comparing information and procedures (such as the operator's carry-on baggage program, exit seating programme, and emergency procedures) in the C/A manual with those contained in the operator's aircraft/operations and passengers service manuals.
- 4.3. OIs should use the List of Effective Pages to determine currency and completion of the C/A manual.
- 4.4. OIs should co-ordinate with the operator's appropriate CAAI authority to review the security and dangerous goods procedures that are described in the operator's manual.

5. Task Outcomes

- 5.1. When the entire manual is satisfactory, sign the bottom of the last page of the checklist.
- 5.2. Notify the Operators that the C/A Manual is acceptable.