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		11 JUL 2017

# SAFA PROCEDURES

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## Revision History

Date	Revision	Description of change	Originator
19/09/2016	AW/OPS 2.1.064 Rev No 00	SAFA Procedures – first edition	Lior Stopper
08/01/2017	AW/OPS 2.1.064 Rev No 01	Addressing standardization visit comments	Lior Stopper
11/07/2017	AW/OPS 2.1.064 Rev No 02	Addressing amendment 6 to the AMC and GM to Part-ARO – Issue 3 (Inspectors Recent Experience Requirements), concerning inspector recent experience requirements (7.3)	Lior Stopper

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## 1 Glossary of terms

Abbreviation	
AD	Airworthiness Directive
AMC	Acceptable Means of Compliance
AMM	Aircraft Maintenance Manual
ATC	Air Traffic Control
CAAI	Civil Aviation Authority of Israel
DOT	Department Of Transport
EASA	European Aviation Safety Agency
EC	European Commission
EIAD	Economic & International Affairs Division
EU	European Union
FSD	Flight Standards Division in CAAI
GM	Guidance Material
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
MEL	Minimum Equipment List
NAA	National Aviation Authority
NOTAM	Notice to Airmen
PDF	Pre-Described Finding

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POI	Proof of Inspection form
PPE	Personal Protective Equipment
RI	Ramp Inspection
RICS	Ramp Inspection Coordination and Standardization
RITO	Ramp Inspections Training Organization
SACA	Safety Assessment of Community Aircraft
SAFA	Safety Assessment of Foreign Aircraft
SANA	Safety Assessment of National Aircraft
SIPS	SAFA Inspections Planning Spreadsheet
SNC	SAFA National Coordinator
TCO	Third Country Operator
UDF	User-Described Finding

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## 2 Introduction

The Israeli Air Navigation Law, 2011 applies to a foreign aircraft while within the territory of Israel, and to an air operator of such an aircraft and to a crewmember therein.

In accordance with the Israeli Civil aviation Authority Law, 2005 one of the functions of the CAAI is to perform oversight of civil aviation, to ensure an adequate level of flight safety in Israeli aircraft and of aircraft within Israeli airspace.

In accordance with article 96 to the Air Navigation Law, CAAI inspectors have the authority to inspect foreign aircraft while within the territory of Israel to ensure compliance with the Air Navigation Law.

For the purpose of conducting Ramp Inspections on foreign aircraft while within the territory of Israel, the CAAI has adopted the Safety Assessment of Foreign Aircraft (SAFA) program promulgated under the auspices of the EU.

It is an inspection program carried out on foreign aircraft arriving at Israeli airports focusing on compliance with the relevant ICAO standards.

The scope of the program covers all foreign aircraft operating within the Israeli airports, both commercial and non-commercial. Inspections on Israeli operators are out of the scope but are inspected under the surveillance plan for Israeli carriers.

The CAAI is responsible for managing and coordinating the SAFA annual program and employs a team of trained and qualified SAFA Ramp Inspectors.

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### 3 Purpose and Scope of the Manual

The purpose of this Manual is to provide information about the internal working processes of the CAAI SAFA program that are additional to the EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO" consolidated latest version. It covers the delivery, management and administration of ramp inspections of foreign operators as well as qualification and training of the ramp inspectors.

The Manual is to be used by:

- Head of FSD
- Israeli SNC
- CAAI training section manager
- Existing and new SAFA Inspectors.

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## 4 References and Links

This Manual is to be read in conjunction with EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO", consolidated latest version.

Other references:

- Regulation (EC) No 216/2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency (EASA Basic Regulation)
- Commission Regulation (EU) No 965/2012 laying down technical requirements and administrative procedures related to air operations
- Inspection Instructions on the Categorization of Ramp Inspection (SAFA) Findings – latest version
- ICAO Chicago Convention Articles 29, 30, 32, 34, 39 & 40
- ICAO Annexes 1, 6, 7, 8, 16 & 18
- Israeli Air Navigation Law, 2011 – articles 79,94, 96 and 173
- Aviation Services Licensing Law, 1963 - article 8C
- Freedom of information Law, 1998 – article 9
- CAAI Directives:
  - AT 1.1.400 Granting an Operating Permit for Scheduled Flights to and from the State of Israel
  - AT 1.1.402 Granting an Operating Permit for Charter Flights to and from the State of Israel
- CAAI SAFA Forms:
  - OPSF AWF 2.1.064-1 Proof of Ramp Inspection Form
  - OPSF AWF 2.1.064-2 Ramp Inspection Checklist
  - OPSF AWF 2.1.064-3 Ramp Check Observation Checklist
  - OPSF AWF 2.1.064-4 Grounding Order
  - OPSF AWF 2.1.064-5 Removal of Grounding Order
  - OPSF AWF 2.1.064-6 On the Job Training Records of SAFA Ramp Inspectors

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## 5 Planning and monitoring of the program

### 5.1 SAFA National Coordinator

The Israeli SAFA National Coordinator (SNC) is the head of FSD or an inspector appointed by the head of FSD for that purpose.

The SNC is responsible for the day-to-day coordination of the SAFA program at national level, in order to facilitate the implementation of this program.

The SNC determines competence, responsibilities and procedures for carrying out foreign aircraft ramp inspections, with an aim of ensuring unified and comprehensive processing and documentation of the assigned task.

### 5.2 Strategic planning

The annual Ramp Inspection Program considers both long-term and short-term planning inspections.

In the long-term planning, the SNC develops an annual plan of ramp inspections, taking into account EASA guidance. The plan should focus on those States and operators suspected of non-compliance with the relevant international standards (according to AMC1 ARO.RAMP.100(b)). It should also ensure the widest possible sample of foreign operators flying to Israel, both suspected and not-suspected of non-compliance with the relevant international standards, while avoiding repetitive inspections of operators with a perceived low safety risk.

In the short-term planning, ramp inspections will be scheduled based on information leading to the suspicion of non-compliance with the relevant international standards and/or on information regarding the arrival date and time, in cases where these are not known well in advance. This plan includes targeted inspections (also known as 'Ad-hoc'), which stem from available safety data (e.g. other ramp inspection and standard reports, whistleblower reports, occurrence notifications, incidents reports, ATC reports, Eurocontrol alerts, etc.).

The approved annual plan is embodied in the SAFA Inspections Planning Spreadsheet (SIPS), which is described in more detail in the paragraphs below. The spreadsheet is used to maintain a detailed record of all foreign operators flying to Israel, and to plan and monitor delivery of the number of inspections of each operator.

#### 5.2.1 Random Inspections (Spot Checks)

The SAFA team may also perform random inspections (also known as 'spot-checks'). It is worth to mention that the random inspections can be within long-term plan for inspections on operators not suspected of any non-compliance (part of the annual program) and in within those inspections decided on the spot and performed outside the inspection plan.

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Usually, such inspections are decided by the inspecting team on the go while on the apron (e.g.: if a targeted subject has cancelled the flight or if it is delayed). Selection is made without reference to any former information analysis or suspicion about any non-compliance of the operator/aircraft.

A suitable approach for the selection process could be represented by any indication of possible or apparent deficiency identified during a walk-around, such as:

- 1) significant paint damages or discoloration;
- 2) leakages;
- 3) damaged or worn tires;
- 4) wear of brakes;
- 5) missing parts;
- 6) defects or damages;
- 7) temporary or unusual repair;
- 8) Aircraft's poor general condition; etc...

If in the course of the walk-around more than one possible target is identified, the subject with the highest prospect to be affected by non-compliances should be selected.

The walk-around does not automatically generate the emission of the POI if it is not in the framework of a ramp inspection process.

An operator flying into the territory with a different type of aircraft than usual or which have not been seen for a long time could also be a potential target for a spot check.

While making this choice, the following principles should be applied:

1. Repeated inspections should be avoided on those subjects on which previous inspections have not revealed safety concerns (this can be achieved by accessing the EASA SAFA Database in order to retrieve information on last ramp inspections performed by other Participating States – i.e.: recent findings and last inspection date). In such case, the inspection should be postponed, unless something outstanding was identified during the walk around or the ramp inspection forms part of a series of partial inspections with the intention to cover the complete checklist or it is reasonable to assume future opportunities to conduct an inspection will be limited.
2. The selection should enable the widest sampling rate of the operator population flying into the country. However, some operators operate flights only to one or a very limited number of participating states. The involved states should consider inspecting those operators regularly with increased frequency if these operators or aircraft are included in the priority list.
3. SAFA inspectors shall ensure to employ no discrimination based on the nationality of the operator, the registration, the type of aircraft or the type of operation. However, it is known that certain types of aircraft might be affected by recurrent airworthiness issues that may deserve particular attention, thus justifying ad-hoc inspections. Specific information on this matter, if any, will be provided by the SNC.

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## 5.2.2 National Points Quota

ARO.RAMP.100(c)(1)(a) requires States to advise EASA by 1st September each year of their national points quota for the following year. The points quota should take into account historic traffic data on the number of foreign operators flying to the State, and the number of arriving flights by foreign operators.

The quota is calculated by using the formula below:

$$\text{Quota} = \text{OPR}_{\geq 12} + (0.2 * \text{OPR}_{< 12}) + (0.001 * \text{LND})$$

Where

OPR $\geq$ 12 is the number of foreign operators with at least 12 arriving flights in the previous year

OPR $<$ 12 is the number of foreign operators with fewer than 12 arriving flights in the previous year

LND is the number of arriving flights by foreign operators (excluding aircraft/operators that are not subject to the Ramp Inspection Program).

### Israel calculation methodology

Traffic data will be received from EIAD.

The SIPS includes detailed traffic data showing the number of arriving flights by each foreign operator, and also calculates the OPR $\geq$ 12, OPR $<$ 12 and LND values which are needed to generate the annual points quota (see Annex 11.1 Figure 1).

### Notifying EASA of Israel's points quota

An e-mail should be sent to EASA's SAFA Co-ordination Section by 1st September each year, with the points quota calculation for the following year (showing the three elements OPR $\geq$ 12, OPR $<$ 12 and LND).

## 5.2.3 Priority List

The "List for Prioritized Ramp Inspections under the EU SAFA Program" is issued by EASA at least three times a year. It includes (i) Third Country States (i.e. States outside the EU) deemed to have deficiencies in their safety oversight capability (all operators based in these States are subject to additional scrutiny) and (ii) Third Country and European Community operators that should be prioritized for regular inspections. The list is distributed by EASA to all SAFA National Coordinators. The SNC reviews the changes. Following the publication of a new version of the Priority List, the Annual Plan is updated to reflect the changes and to update the planned number of inspections of individual operators as required.

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## 5.2.4 Annual Ramp Inspections Plan

The annual ramp inspection program should be compiled in a way that is consistent with the national points quota methodology (i.e. taking into account the number of foreign operators and number of arriving flights), and should achieve, as a minimum, the number of points in the agreed quota.

Before the start of the SAFA year, a ramp inspections annual plan is compiled and entered into the SIPS.

The plan is based on the foreign airline operators known or likely to be operating 12 flights or more to Israel in the year ahead (categorized as regular operators). For each of these operators, a planned number of annual inspections is assigned. The number of planned inspections takes into account both risk and exposure.

For all operators included in the EASA Prioritization List the agreed scheduled number of inspections is greater to reflect the level of risk. In the case of operators with a large number of flights to Israel, the agreed annual RI number would also be slightly higher (see Annex 11.1, Figure 2).

Defining a planned number of inspections for each operator, and managing the program centrally, ensures that operators are not over-inspected if there are no safety concerns.

The methodology for establishing the number of inspections each operator will be subjected to takes into account:

- Number of landings at Israel per operator
- The ratio of each operator
- List of prioritized inspections issued by EASA
- Level of Alert

Based on the operator's number of landings and ratio, using the table depicted in Annex 11.1 Figure 2, an initial number is produced. This number is entered on the sheet in Annex 11.1 Figure 3 column 2, and is then modified by a series of multipliers depending on the data entered in each of the following columns, taking into account the above data. The number depicted in the last column is the final number of inspections to be performed, and they are spread in random time intervals into the Annual plan, and thus into the short term planning.

Level of Alert is a depiction of the status of an operator, raising in 4 categories:

- Very Good
- Good
- Average
- Poor

It is produced taking into account Standard Reports, Safety Events, ATC Reports, Occurrence Notifications, Incidents and any other factor considered as relevant. Initially, all operators are categorized as "Very Good". During the calendar year, the operator's level

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alert is decreased once for every 2 factors occurring. In case a severe factor appears, the decrease might be by more than one level.

Airlines with fewer than 12 flights to Israel are categorized as 'Irregular Operators' and no planned number of inspections is defined for these operators as there is no way of knowing at the start of the year which, or how many, Irregular operators will fly to Israel during the year.

The annual plan does not include inspections on - Irregular operators, a sample of commercial executive jet and air taxi operators to be inspected, a small number of non-commercial complex aircraft, inspections as a result of eurocontrol alerts and follow-up inspections on operators who are the subject of category 3 or category 2 findings. These less frequent cases fall within the scope of short-term planning.

### 5.3 Tactical planning

In delivering the annual program, the following factors should be taken into account:

- There should be an even spread of inspections throughout the year
- Weekend and out-of-hours inspections should be performed in order to ensure that charter and cargo operators who may only operate at these times are inspected
- Standard Reports, Safety Events reports and other safety data sources should be reviewed and used to plan additional inspections if appropriate.

To ensure proportionate coverage of operators, the SNC coordinates a monthly plan with the inspectors, where team compositions and locations are decided. The SNC will appoint a Team Leader who is responsible for short-term on site coordination. The plan is flexible, and may be revised on any given day if the SNC is able to identify a priority target from flight plans or other information sources detailed below.

Ramp inspection team members should come from different fields, so that as many of the 53 items on the SAFA Proof of Ramp Inspection form (OPSF AWF 2.1.064-1) as possible are covered. If such combination is not possible, a team can carry out an inspection with different team composition, but it is important to ensure that only authorized and assigned items will be checked and noted in the report.

The SNC will make sure that during the year each inspector will have diversification within the inspections checked items, so that the inspector does not lose his proficiency on some of the authorized items.

A wide range of tools and information sources is used for the tactical planning of daily inspections, including the following:

- Eurocontrol Network Manager Operational system for flight plans
- EASA List for Prioritized Ramp Inspections
- EASA SAFA Database – Standard and Ramp inspection reports produced by other Participating States

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- EASA Database inspection preparation facility – to identify when the operator was inspected last
- Foreign Operator Permits issued by CAAI
- Safety Alarm Messages generated by Eurocontrol
- Whistleblower reports
- Safety events reports

The planning of Ramp Inspections is the responsibility of the SNC. Inspectors are responsible for technical research and preparation, which involves review of the Standard and Ramp Inspection Reports produced by other States, review of current NOTAMs and Aerodrome Charts, weather information, manufacturer manuals etc. The EASA Database Inspection Preparation facility is used as a part of this research.

### 5.3.1 Collection of Information

In accordance with ARO.RAMP.110 of the Commission Regulation (EU) No 965/2012, the CAAI collects and processes any information deemed useful for conducting ramp inspections on all Israeli airports open to international air traffic.

The objective of this activity is to enable the CAAI to:

- Participate in a mutual exchange of information with the competent authorities of the other Participating States to the EU Ramp Inspections Program, as well as with the European Commission and EASA; and
- Ensure that foreign aircraft suspected of non-compliance with international safety standards landing at any of its airports open to international air traffic are subject to ramp inspections (SAFA).

In order to achieve this objective, the following safety relevant information is collected, analyzed, shared or used in the ramp inspection planning:

**(A)** Important safety information available, in particular, through:

- (1) Pilot reports;
- (2) Accident and Incident reports;
- (3) Reports from other organizations (Air-force, Police, Investigation Authority, etc.);
- (4) Complaints; and
- (5) Information received from whistle-blowers (such as, but not limited to, ground handling or maintenance personnel) regarding poor maintenance, obvious damage or defects, incorrect loading, etc.

**(B)** Information on action(s) taken subsequent to a ramp inspection, such as:

- (1) Aircraft grounded;
- (2) Banned aircraft or operator.
- (3) Corrective action required;
- (4) Contacts with the operator's competent authority; and
- (5) Restrictions on flight operations.

**(C)** Follow-up information concerning the operator, such as:

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- (1) Implementation of corrective action(s); and
- (2) Recurrence of non-compliance.

While the information mentioned under paragraph (A) above is collected from external resources and needs to be screened and validated, as much as this process is possible, the information specified under paragraphs (B) and (C) above is generated internally by the CAAI experience accumulated during:

- (i) Performance of ramp inspections on foreign operators conducting international operations on Israel airports; and
- (ii) Communication with the inspected operators and their competent authorities within the framework of the follow-up activities further to:
  - A.** The ramp inspections performed by CAAI SAFA inspectors;
  - B.** Imposing restrictions on flight operations
  - C.** Aircraft grounding;
  - D.** An aircraft or operator ban.

The safety relevant information from external resources could be collected:

- (1) In a free format (via E-mail, fax or phone); or
- (2) In an electronic form that has been developed and published on the official CAAI website.

The electronic form is addressed to anyone interested in submitting a report to CAAI, anonymously or not. In addition, a notification informing about this option was delivered to all involved aviation personnel, and to the Israeli operators.

The identity of the source of information is protected at all times and when the collected information has to be shared with other organizations or institutions, the source of information must be dis-identified.

Upon receiving such information, the Flight Safety Division will assess the reported event, its severity and will try to determine its validity. Determination of the validity of the received information could be done either through subsequent verifications from outside sources or by consulting with the relevant division within the CAAI.

The Flight Safety Division will then disseminate the report to the CAAI mailing list, and document it in a safety data reporting system which is called "Madna".

Once the SNC receives a safety report, he will:

- Analyze the information received and determine its importance and relevance for the program;
- Keep the record in a dedicated directory;
- Update the annual plan if necessary;
- May schedule an ad-hoc ramp inspection on the involved aircraft or operator;
- Consider entering the information into the centralized database using the Standard Report Form.

### 5.3.2 Safety Data

Any relevant safety data received by the SNC is considered for RI planning purposes and may justify an increase in the number of planned inspections for a particular operator.

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The SNC reviews Safety Events data, receives Whistleblower reports, and Standard/Ramp Inspection Reports raised by other Participating States are reviewed on a regular basis. Individual inspector observations while on the ramp are also used as an intelligence source.

### 5.3.3 Standard reports

Participating States are required to put in place a mechanism to collect any information deemed useful to establish and maintain a high uniform level of civil aviation safety among the participating states. Such information shall include important safety information, collected through several means and shall be kept using the Standard Report form.

A standard report should also be considered to be issued when no response is received from the operator following a CAT 2/3 finding notification; when an operator consistently has significant findings; or in cases where the CAAI is unable to check an operator issue which may be checked by other participating state, etc.

The Standard Reports are one of the sources of information to be taken into account when identifying which aircraft shall be subject to a ramp inspection.

Examples of important safety related information could be, but are not limited to, ATC reports on altitude level busts, communication failure or difficulties, abnormal take-off lengths, reports from the general public/whistleblowers concerning perceived unsafe situations, reports from pilots on incorrect use of radio-telephony phraseology, reports from airport personnel on observed unsafe practices, or factual information concerning accidents and incidents which occurred in Participating States' airspace.

### 5.3.4 Whistle-blower Reports

Another information source is whistleblower reports either sent to the dedicated mailbox by email or received verbally by the inspectors while out on the ramp. Sometimes the Ramp Inspectors themselves can be a source of safety related information, they often verbally feedback their observations to the SNC.

The SNC, in consultation with the inspectors, is responsible for reviewing and assessing the credibility of the available information in order to determine if it can be verified during a ramp inspection. If the suspicions or allegations of any kind of deficiency can be investigated during a ramp inspection, and it is possible to arrange an inspection on the operator or airframe concerned, then the SNC would instruct the inspectors to do so. If the operator or airframe cannot be checked in Israel, the SNC may decide that in order to alert other Participating States a Standard Report should be drafted. All the information received is carefully assessed and decisions are made based on the particular circumstances of each case.

In cases where information is provided by a whistleblower, care should be taken to disidentify the source in the Standard Report.

A Process Flow showing how Safety Data may be used in the planning of Ramp Inspections and for raising a Standard Report can be found in Annex 11.5.

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## 5.4 Monitoring

The annual plan is translated into an Excel spreadsheet known as the SAFA Inspections Planning Spreadsheet (SIPS). It is based on the agreed minimum number of ramp inspections covered by the CAAI, and defines the planned number of annual inspections for each foreign operator that flies to Israel. The spreadsheet is a living document, updated daily, and serves as a monitoring tool to track the delivery of the program against the agreed annual plan.

The spreadsheet consists of five main sheets:

- "Landings + Quota" –  
A list of Regular Operators (Foreign commercial airlines with 12 or more arrivals in the full year) and Irregular Operators (Foreign commercial airlines with less than 12 arrivals in the full year).  
And an automatic calculation of the Annual Quota.
- "Calculations Sheet" –  
Planned number of annual inspections for each regular operator (taking into account the Ratio, the Number of Landings, the Prioritization List and the Level of Alert).  
The actual performed ramp inspections number on each operator.  
The total number of planned/actual ramp inspections.
- "Points Follow-Up" –  
A detailed Ramp Inspection's Points follow-Up, which help to monitor the delivery against the annual program (see Annex 11.2).
- "ad-hoc Ramp Inspections and Spot Checks" –  
Ad-hoc ramp inspections, Ramp inspections on Irregular Operators, Commercial Executive Jet, Air Taxi Operators, Non-Commercial Complex Aircraft, Level 2&3 Follow Up (operators that require follow up inspections as a result of Cat 2/3 findings), Ramp checks as a result of Eurocontrol alarm, Random Inspections, etc. (see Annex 11.3).
- "Cat 2&3 Follow-Up" –  
Follow-Up tracking spreadsheet for operators that need to be notified regarding Cat 2/3 findings (see Annex 11.4).

The spreadsheet contains the following information for each operator:

- Operator ICAO and/or IATA codes
- Whether the Operator or State are on the Priority List
- Number of flights to Israel by each operator in the financial year
- Each operator's Level of Alert (depends on the number of safety events)

The spreadsheet is updated each day to show the number of inspections performed against each operator.

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## 6 Coordination

### 6.1 Recording

Items checked and any findings resulting from a ramp inspection are recorded on the Proof of Inspection Form (OPSF AWF 2.1.064-1 – based on EASA Form 136) & Inspection Report. A signed copy of the paper form is handed to a representative of the operator, usually the Pilot in Command, on completion of the inspection.

Details of the ramp inspection are entered onto the EASA Database by inspectors within 4 calendar days of the inspection taking place. Any findings, where appropriate, are supported by photographic evidence obtained at the time of inspection. The report is then submitted for moderation.

The original forms are archived in digital folders.

Instructions on how to enter inspections on the EASA database, moderate reports, and review ramp inspection reports are available in user guidance manual available on the EASA database.

### 6.2 Moderation

Moderation of findings is split between the SNC and the head of FSD.

All Ramp Inspection Reports must be moderated / approved within 15 working days of the inspection.

If the moderator does not agree with the categorization of any finding, clarification is sought from the inspectors who conducted the inspection. If the subsequent discussion results in a finding being upgraded or downgraded, the Moderator informs the inspectors involved.

### 6.3 Findings notifications

Timescales and the procedure for communication between the SNC and the operators/NAAs are defined in the EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO" consolidated latest version.

Notification to the operator and the NAA of CAT 2 and CAT 3 findings is performed by the SNC.

Once a week, the SNC runs a report from the EASA database on consolidated follow ups to identify which operators need to be notified regarding CAT 2/3 findings. The extracted information is then logged in the Follow Up tracking spreadsheet and relevant operators and authorities notified as required.

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In the majority of cases, notification is done automatically via the EASA database automatic notification facility. In the event that the operator and/or authority are not registered in the database, notification is performed via email.

The SNC is responsible for reminding the operator to submit their response to the finding if they haven't done so within 30 days of being notified. The Follow Up tracking spreadsheet indicates when the first and second reminders are due to be sent to the operator in cases where no response has been received. The Initial notification allows the operator 30 days to respond, with the subsequent reminder allowing 15 days to respond. Both reminder emails are also copied to the NAA responsible for the oversight of the inspected operator.

A number of email templates have been created in order to make the notification and reminders process more efficient. In case the notification and reminders are sent via email, copies are attached to the relevant report in the database. Email templates for notification and reminders can be found in Annex 11.6 of this Manual.

## 6.4 Follow Up and Closure of Findings

Timescales and the procedure for communication between the SNC and the operators/NAAs are defined in the EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO" consolidated latest version.

Communication with operators and their NAAs on any corrective/preventative actions is the responsibility of SNC. Communication with the majority of operators is via the EASA Database Follow Up facility. In cases where the operator or the NAA are not registered on the database, communication is performed via email.

On a daily basis SNC checks the daily EASA report for any newly submitted operator responses. In the case of any new submissions, SNC notifies the appropriate inspectors and seeks their opinion on whether the response is sufficient to close the finding or if further evidence is required. The operator is then notified accordingly. This process is repeated, if necessary, until the finding can be closed.

If the operator is not registered to access the EASA database, follow up communication is done via email. In such cases the SNC uploads operator responses to the database on the operator's behalf.

The SNC also maintains a log of all outstanding findings, which indicates if the operator has missed their deadline for responding and needs to be sent a reminder.

Findings should remain "open" until a satisfactory response from the operator and/or the competent authority in the State of Oversight<sup>1</sup> is received. Alternatively, findings could be closed if a re-inspection confirms that the appropriate corrective action was taken. In the centralized EASA Database, a comment should be added to each open finding that despite

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<sup>1</sup> State of oversight – the state of registry or the state of operator as defined in the relevant ICAO standard and in accordance with any agreement signed and published in accordance with article 83bis to the Chicago convention.

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several reminders (possibly including date and means) no suitable response has been received. Evidence of the communication could be uploaded as an attachment to the report.

If the CAAI has received confirmation that the operator is no longer in business, any findings should be closed, with a note to this effect added as justification for the closure.

In the event that a finding is disputed by the operator, the SNC initially seeks clarification from the inspectors. If the dispute is not resolved after the initial stage, the SNC would ask an unbiased expert to make the final decision either to withdraw or uphold the finding.

## 6.5 Database User Administration

It is the responsibility of the SNC to ensure that EASA SAFA Database users' access is coordinated for Israel operators and CAAI employees.

The EASA database produces an automatic email notification when a new user registers for access. The request also appears in the SNC's Pending Tasks list on the database dashboard.

In the first instance the request will be assessed for eligibility, i.e. the email address used to register must conform to EASA's guidance. Email addresses must be linked to the domain of the user (e.g. corporate e-mail addresses). E-mail addresses offered by public services (e.g. Yahoo, Gmail, Hotmail), and any collective/functional e-mails (e.g. info@..., quality@...) cannot be accepted.

CAAI's staff access is reviewed on a case by case basis, where the individual's need is verified and level of access discussed.

It is the CAAI's policy to restrict database access to 5 active users per operator. A new applicant is emailed a standard response (template can be found in the Annex 11.6 of this Manual) which requests a letter on the company's headed paper and signed by the Accountable Manager to be emailed back in order for database access to be considered. In case the request comes from the Accountable Manager, the identity should be verified with the relevant CAAI Principal Operations Inspector. In the event that it is the first application by new AOC holder, details would also be verified with the Principal Operations Inspector.

Once access is granted it is operator's and applicable CAA areas responsibility to notify the SNC of any changes to staff (deletion of user account) and if access rights need to be revised (for example if a CAA Inspector's assignment of operators is changed). The SNC also provides continuous support to users as and when required.

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## 7 Ramp Inspectors Qualifications and Training

### 7.1 Initial Qualification

All current CAAI SAFA ramp inspectors, and any subsequent recruits, should meet the eligibility criteria and receive Initial Training and Qualification in accordance with EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO" consolidated latest version.

Initial training encompasses:

1. Initial theoretical training; and
2. Practical training; and
3. On the Job Training (OJT)

OJT records for SAFA inspectors shall be maintained using OPSF / AWF 2.1.064-6 OJT records for SAFA inspectors form, or equivalent record of foreign SAFA member

A record of each inspector's background (education and experience), privileges and the eligibility criteria that he/she meets – is kept in the ShareDocs system (see Annex 11.7).

For the initial theoretical/practical training of its ramp inspectors, the CAAI will make use of a Ramp Inspections Training Organisation (RITO) approved in accordance with ARO.RAMP.120.

Before contracting an approved RITO for initial theoretical/practical training of its ramp inspectors, the CAAI will ensure that the said RITO approval is current and appropriate in its scope to the relevant training needed.

### 7.2 Issue of Qualification Statements

Upon the successful completion of Initial Theoretical, Practical and OJT training, the SNC will issue a formal Qualification Statement, defining which Ramp Inspection checklist items can be assessed by the individual Inspector (see Annex 11.8).

Successful completion of theoretical training is demonstrated by passing an evaluation by the CAAI or by the approved training organization who has delivered the training. The CAAI will consider case by case, and choose the most suitable option.

Any revisions to the Qualification Statement following further training will be administered only by the SNC, who will keep a record of re-issue or revisions of the Statement.

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### 7.3 Maintaining Currency & Recurrent Training

Recurrent Training of the Ramp Inspectors is carried out in accordance with EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO" consolidated latest version.

Recurrent classroom training for all Ramp Inspectors is organized by the CAAI's Training Section at least once every 3 years, or on ad-hoc basis as advised by EASA via Training Bulletins. Additional Recurrent Training may be required due to program or regulation changes. Records of training attendance sheets are retained in accordance with applicable procedures.

It is the responsibility of the individual Inspector to ensure that they attend Recurrent / Continuation Training when arranged & promulgated by the CAAI's Training Section.

Failure to complete Recurrent/Continuation Training when required will result in a Ramp Inspector being suspended from the pool of Inspectors until the required training has been completed.

#### **Currency requirements:**

It is the SNC's responsibility to track Ramp Inspectors' currency to verify that the inspector complies with currency requirements:

- At least 12 ramp inspections during each calendar year, after their qualification, with no less than 6 ramp inspections during each half of that calendar year.
- Senior inspectors – at least 24 ramp inspections during each calendar year, after their qualification, with no less than 12 ramp inspections during each half of that calendar year.

The currency of all Ramp Inspectors is ensured by the SNC tracking:

1. The number of inspections performed by each inspector in two periods, January-June, and July-December;
2. The number of inspections performed by each inspector during any 12 months period after undergoing training; and
3. Attendance of recurrent training.

Following every ramp check performed by a SAFA Ramp Inspector, the SNC will update:

- the "Recent Experience Requirements" excel sheet (see Annex 11.9, Figure 2) to document the inspector's compliance with currency requirements (see above). Once each inspector has completed the first six Ramp inspections per period (for senior ramp inspectors – twelve Ramp inspections per period), no further documentation needs to be added to this record for that period.

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- the "Inspections Date" excel sheet (see Annex 11.9, Figure 1) as a feedback measure for updating the inspection plans for each inspector. The "inspector name" cell changes color in accordance with the following color code:

**Green** - the inspector meets the minimum experience requirement (12/24 or more ramp inspections in the previous 365 days);

**Yellow** - the inspector still meets the minimum experience requirement but is approaching the limit (less than 12/24 ramp inspections in the previous 300 days);

**Red** - the inspector loses his qualification (less than 12/24 ramp inspections in the previous 365 days).

The SNC will advise any SAFA Ramp Inspector approaching the end of their currency (giving as much notice as possible) and will arrange for them to perform the required number of ramp inspections to retain their currency.

**Recurrent Training:** the SNC will update the "SAFA Ramp Inspectors Training" excel sheet (see Annex 11.12), and will follow and make sure that all the SAFA Ramp Inspectors undergo recurrent training in order to be kept up-to-date.

## 7.4 Senior Ramp Inspectors

Seniority is granted and retained in accordance with EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO" consolidated latest version.

As and when required, a panel consisting of the SNC, the Head of FSD and Senior Ramp Inspector(s) would assess the eligibility and suitability of individual inspectors and may grant Senior Inspector status to any suitable candidate. If a new Senior Inspector is appointed, the SNC will issue a formal letter confirming the inspector's status as a Senior Inspector. Senior Inspectors are required to retain the appointment letter alongside their Qualification Statement.

It is the SNC's responsibility to provide EASA with the latest Senior Inspectors list for inclusion in the SINAPSE SAFA Community page and to keep a record of any appointment letters issued.

SINAPSE is a web communication platform and is a free public service of the European Commission. SAFA community page enables Participating States to exchange information in a dedicated environment.

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## 8 Ramp Inspections Delivery

### 8.1 Conduct of Ramp Inspections

#### 8.1.1 Ramp Inspections Pack

To ensure that Ramp Inspectors are appropriately equipped while on the ramp, the SNC is responsible for issuing and updating a Ramp Inspections Pack checklist. It describes what documents and forms Ramp Inspectors should have access to, or copies of, as well as a list of equipment and miscellaneous items that should be carried.

Inspectors are responsible for ensuring that their Packs contain all items as described in the checklist, refer to Annex 11.10 of this Manual.

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## 8.1.2 Airport Access

All Ramp Inspectors have Airport Authority Entry Cards which require the airport authorities to allow them airside access in order to perform their statutory duties at all Israeli Airports.

These not only ensure easy airside access and are a pre-requisite for the Airside Vehicle Passes, but also provide freedom of movement for the inspectors, such as opening doors, allowing access to jetties, etc. Having Airside security passes and vehicle passes means inspectors don't need to rely on Airport Operations staff to either open doors or drive them around the airfield.

The Airport Authority Entry Cards are valid for 3 years, unless revoked or suspended.

## 8.1.3 Performing a Ramp Inspection

Ramp Inspections are conducted in accordance with EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO" consolidated latest version.

A Ramp Inspection should be performed by a team of 3 inspectors, but not less than 2 inspectors. The main elements of the inspection; the visual inspection of the aircraft exterior, the inspection on the flight deck and the inspection of the passenger cabin and/or cargo compartments should be divided among the inspectors.

In each ramp inspection team, the team leader will introduce the ramp inspection team to the crew and will notify about the purpose of the inspection. The team leader leads the final discussion (De-Briefing) with the pilot in command of the aircraft. It should be recorded regardless of the ramp inspection results (also without findings) in the ramp inspection report as a Class 1 Action "Information to Captain". The captain of the aircraft acknowledges receipt of the report and notification of findings in written form direct on the report. A refusal to sign should also be recorded. Finally, a pink copy of the Proof of Ramp Inspection should be passed to the captain of the aircraft.

Each inspector shall work with the "Ramp Inspection Checklist" (OPSF AWF 2.1.064-2), and hand it to the team leader in the end of the inspection.

Should an operator refuse to permit the performance of a Ramp Inspection without a valid reason, the grounding of the aircraft will be considered. In such a case, the competent authority of the State of oversight will be informed immediately.

Delay to the departure of an aircraft must always be avoided, unless inspectors uncover a deficiency that may have an impact on safe operation. Any hindrance to personnel involved in the turnaround and dispatch of the aircraft must be reduced to a minimum, and any unnecessary contact with passengers must be avoided.

Ramp Inspectors should try to perform all of the SAFA checklist items. When circumstances prevent this, more safety critical elements must be selected. Elements to be taken into account are:

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a. In general, certain elements are less safety critical. E.g. a noise certificate has far less impact on safety than incorrectly completed Mass & Balance documentation (or incorrect calculation) and should therefore be given a lower priority.

b. The difference in the aircraft configuration. Whereas for a cargo configuration the securing of the cargo and the segregation of dangerous goods is important, for a passenger configuration refueling with passengers on board could have a higher priority.

c. Previous ramp inspection results. If serious and/or recurrent findings were raised during previous inspections on, for example the MEL, this might become more important than the flight preparation on which previously no non-compliances were found.

d. Type and age of the aircraft. Some aircraft types are known to have issues with e.g. leakages or missing screws. Age of the aircraft could be of influence as well.

If there are no special reasons for prioritization of certain items, the inspectors can orient themselves by the "Prioritization of Items" in Annex 11.11, which are also shaded differently in the "Ramp Inspection Checklist" (OPSF AWF 2.1.064-2).

Under special circumstances (in case of safety concerns) a ramp inspection can also be carried out when there is no representative of the crew or of the company in or near the aircraft, this applies then exclusively to a visual inspection of the aircraft exterior.

## 8.2 Ramp Inspection Checklist, Standards and Findings

The SAFA Proof of Ramp Inspection checklist (POI) contains a total of 53 items. Of these checklist items, 24 relate to operational requirements (A-items) to be checked on the flight deck, 14 items address safety and cabin items (B-items), 11 items concern the aircraft condition (C-items) and 3 items (D-items) are related to the inspection of cargo and the cargo compartment. In case of any findings not related to the other items of the checklist, they may be recorded by using the E-item (General) section of the checklist.

The inspection findings and subsequent categorization have to be reported on the Proof of Inspection Form (OPSF AWF 2.1.064-1 – based on EASA Form 136) & Inspection Report" after completion of the inspection, even if there are no findings raised.

The purpose of a Ramp Inspection is to check compliance with international standards which are the minimum standards to be observed by any aircraft engaged in international navigation.

In addition, when inspecting the technical condition of an aircraft, it should be checked against the aircraft certification specifications and manufacturer's standards. Furthermore, compliance with national standards that are declared applicable to all operators flying to that State may be checked.

For each inspection item, 3 categories of possible non-compliance with the standards have been defined. The findings are categorized according to the potential impact on safety.

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This means that a category 1 finding is considered to have a minor influence on safety. A category 2 finding may have a significant influence and a category 3 finding may have a major influence on safety. Any other safety relevant issues identified during a Ramp Inspection, although not constituting a finding, can be reported as a General Remark (Cat G) under each inspection item.

The finding should be categorized according to the list of EASA Pre-Described Findings (PDFs). In the EASA PDF list the description, categorization and reference to the applicable standard is given.

Although the list of PDFs is as complete as possible, it cannot cover all possible deviations that may occur, in which case the inspector should raise a User-Described Finding (UDF), and it should be noted on the POI form (in case it will be entered into the database by a different person other than the ramp inspector). The EASA database allows for findings to be entered by the user. While inserting a UDF in the EASA database, the inspector should make sure to always report the appropriate information (inspection item, standard, category, the associated standard reference representing the basis for the identification of the finding and the detailed description of the identified non-compliance), and it should be clearly related to the applicable standard, exhaustively and understandably described.

Completion of the checklist, inspecting against applicable standards and the categorization of findings is performed in accordance with EASA's "Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Part-ARO" consolidated latest version.

## 8.3 Actions

Based on the results of the inspection and on how the findings have been categorized, EASA have defined common follow-up actions.

### 8.3.1 Class 1 action: information to the Pilot-In-Command

A class 1 action is to be taken after each inspection, and consists of providing information about the results of that Ramp Inspection, regardless of whether findings have been identified or not. The inspectors will verbally debrief and deliver the Proof of Inspection form (OPSF AWF 2.1.064-1 – based on EASA Form 136) to the aircraft pilot in command (or to another member of the flight crew or the most senior representative of the operator).

Only the issues mentioned in the POI should be reported as findings in the final ramp inspection report. Any other relevant information which was not included in the POI should only be reported in the final RI report as a General Remark or in the additional information box.

When handing over the POI to the pilot in command/operator representative, the inspector should ask him/her to sign the POI whilst explaining that the signature does not mean that he/she agrees with the findings. The signature only confirms that the POI has been received by the pilot in command/operator representative.

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### 8.3.2 Class 2 action: Information to the Authority and the Operator

Category 2 and 3 findings are considered to have a significant and major influence on safety. Therefore, when category 2 and/or 3 findings have been raised, written communications will be made to the operator and the competent authority in the state of Oversight. This is the responsibility of the SNC and will mainly be performed via the centralized EASA database follow up facility.

In order to inform the States of oversight in sufficient time to permit appropriate action to be taken and to confirm to the operator the findings made, these communications should be made not later than 30 working days after the inspection.

### 8.3.3 Class 3 actions: Restrictions or corrective actions

A class 3 action follows a category 3 finding which are considered to have a potential major effect on the safe operation of the aircraft. This requires that action(s) need to be taken before the departure of the aircraft.

The class 3 action is divided into 4 sub-actions:

#### **Class 3a. Restrictions on the aircraft operation**

The inspector(s) performing the ramp inspection have concluded that, as a result of some deficiencies identified during the inspection, the aircraft may depart only under certain restrictions. Some examples of class 3a actions are:

- Restrictions on flight altitudes if oxygen system deficiencies have been found,
- A non-revenue flight to the home base if allowed for by the MEL,
- Some seats that may not be used by passengers,
- A cargo area that may not be used.

#### **Class 3b. Corrective actions before flight**

The ramp inspector(s) have identified some deficiencies that require corrective action(s) before the intended flight. Such corrective actions may be:

- (temporary) Repairs to defects according to the AMM,
- Recalculation of mass and balance, performance calculations and/or fuel figures,
- A copy of a missing License/document to be sent by fax or other electronic means,
- Proper restraining of cargo.

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### **Class 3c. Aircraft grounded by inspecting National Aviation Authority**

An aircraft is grounded in a situation where the category 3 (major) findings are not corrected by the operator before flight. Because the safety of the aircraft and its occupants is at stake, the aircraft has to be prevented from resuming its flight and has to be 'grounded' until the safety hazard is removed. This class of action should be imposed only if the crew refused to take the necessary corrective actions or to respect the restrictions on the aircraft flight operation.

Further guidance regarding issuing a grounding order is set in sec 8.4.

### **Class 3d. Immediate operating ban on the operator of the aircraft**

In accordance with article 8C of the Aviation Services Licensing Law, the CAAI Director General is authorized to revoke an operating permit (required from every Israeli and foreign commercial operator) if the operation of the aircraft is not conducted in a safe manner with respect to the public interest.

## **8.4 Grounding and Release of Aircraft**

CAAI inspectors are authorized by the CAAI Director General to prevent aircraft taking off, if they have a reasonable ground to suspect that -

- the aircraft is about to operate contrary to the provisions of articles 17, 63(a), 64(a), 66, 67, 68, 69, 72(c)(2) or 74 of the Israeli Air Navigation Law
- the aircraft operation could endanger human life or property
- the aircraft is intended or is likely to be flown without completion by the operator of the appropriate corrective action.

In cases where a Class 3(c) action is required -

First of all, the Ramp Inspector should immediately contact the SNC to escalate the issue and obtain confirmation to proceed with the grounding.

The 'grounding form' (OPSF AWF 2.1.064-4) is provided in the Ramp Inspection Pack and must be signed by the Ramp Inspector, and be submitted to the pilot in command of the aircraft.

After the grounding order form has been signed by the inspector, the Ramp Inspector shall send a scanned copy of the grounding order and the associated POI form to the SNC. The SNC will then inform all of the relevant parties in writing, as follows:

- The Operator

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- The Competent Authority of the State of Registry
- The Competent Authority of the State of the Operator
- CAAI Director General
- Head of CAAI FSD
- Airport Operator

Note: If the SNC is not available, the second point of contact is the head of FSD.

Aircraft which have been grounded may be formally released from the grounding order, when the operator has demonstrated that the appropriate corrective actions have been taken to address the findings associated with the initial issue of the grounding order.

The ‘removal of grounding order’ form (OPSF AWF 2.1.064-5) is also provided in the Ramp Inspection Pack and must be signed by the Ramp Inspector, who then informs the Operator and SNC of the release. The SNC will distribute the signed ‘removal of grounding order’ form to all of the relevant stakeholders as per the above distribution list.

Where the aircraft has been the subject of a grounding order that is subsequently lifted on the basis that the aircraft may operate on EASA Permit to Fly or ICAO national equivalent issued by the state of registry (i.e. safe for flight, but subject to specific flight limitations agreed by EASA or the operator’s NAA), the Ramp Inspector must ensure that all of the States to be over-flown have agreed to permit the flight in their airspace. It is the operator’s responsibility to obtain these over-flight permissions and provide these to the Ramp Inspector before the aircraft can be released.

It is the SNC’s responsibility to retain all records relating to the grounding and subsequent release of an aircraft as a result of a Ramp Inspection.

## 9 Communications

### 9.1 General

The SNC is responsible for implementing an effective communication strategy involving the CAAI dedicated team, EASA, Operators and SNCs of other Participating States.

The SNC schedules and chairs a monthly team meeting, which is attended by all the SAFA Ramp Inspectors. The Agenda for each meeting includes an update on delivery of the annual program, feedback from the reports Moderator on any incorrectly categorized findings, a management and training update, and a briefing on any relevant safety issues. The meeting also serves as a forum for the inspectors to discuss any other issues that have arisen during the performance of ramp inspections. The meetings are minuted and a record is kept on the ShareDocs system.

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The SNC also attends Ramp Inspection Coordination and Standardization (RICS) meetings, where all Participating States come together to discuss standardization issues and reflect on program progress. It is organized and chaired by EASA, with representatives from the European Commission and Eurocontrol, and serves as a useful forum for all program related matters. The CAAI SAFA Team is always fully debriefed on any issues arising from the RICS meeting.

The SNC is also responsible for distributing revisions of the Prioritization List issued by EASA and any changes to regulations that affect the SAFA program.

There is a dedicated mailbox [safa@mot.gov.il](mailto:safa@mot.gov.il). The majority of communications are via email. The SNC keeps in touch with the inspectors on a daily basis. The first point of contact for the inspectors is the SNC. If the SNC cannot be reached, the second point of contact is the head of FSD. This also applies for any out of office enquiries.

## 10 Standardization

To support the standardization of the program, the SNC is responsible for promoting exchange visits of inspectors to other Participating States and hosting foreign inspectors in Israel.

During EASA Standardization activities SNC acts as a focal point for the ramp inspections program.

The SNC is also responsible for promoting continuous improvement through quality control.

Previous ramp inspections and findings are carefully reviewed and discussed with the team in order to identify where improvements can be made.

Observations: The head of FSD or the SNC shall observe each SAFA inspector during the performance of a ramp inspection at least once a year to ensure that appropriate standards and processes are followed correctly. The observation begins in the preparation phase, continues through the inspection and ends after the recording of the inspection in the system (OPSF AWF 2.1.064-3).

The Observer will file the "Ramp Inspection Observation" Form (OPSF AWF 2.1.064-3) in the ShareDocs system, and update the "Observations" excel sheet accordingly (See Annex 11.13).





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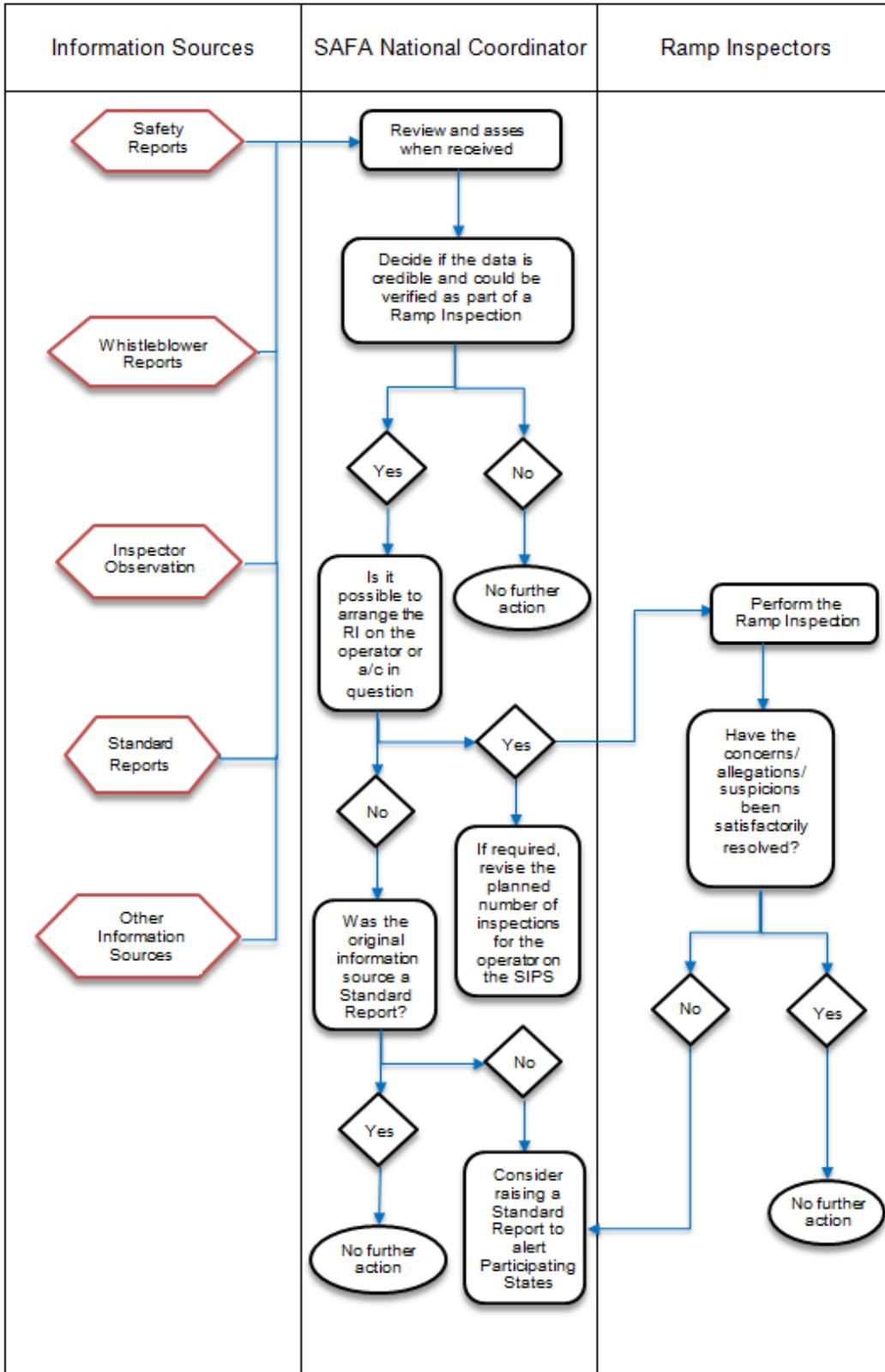
### 11.3 Ad-hoc ramp Inspections and Spot Checks

 Civil Aviation Authority of Israel <b>Ad-hoc / Spot Checks</b>			
Date	Operator	Location	Reason
			Ad-hoc ramp inspections, Irregular Operators, Commercial Executive Jet, Air Taxi Operators, Non-Commercial Complex Aircraft;  Category 2&3 Follow Up; Eurocontrol Alarm Random Inspections (Spot Checks)

### 11.4 Category 2 & 3 Follow-Up

 Civil Aviation Authority of Israel <b>Category II &amp; III Follow-Up</b>							
Report #	Operator (& Country)	First Notification Date & How (Database / Mail ...)	30 days Date	Second Request Date	Final Deadline Date (15 working days)	Operator's Competent Authority Final Request Date	Findings Closing Date

### 11.5 Inclusion of Safety Data into Planning RI and raising a Standard Report



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## 11.6 Email templates

### Figure 1 – European SAFA Database Registration - Operator

Dear sir,

I have received a message from the European SAFA Database stating that you have registered for access to the SAFA database.

I manage access to the database on behalf of CAAI and need to bring the following guidelines to your attention:

Each company may have up to 5 users of the database.

E-mail address must specify the name of the user and be associated to the company (corporate, not yahoo, gmail, etc.). E.G. staff's\_name@company.

It is your company's responsibility and interest to make sure that only authorized persons have access to the database, for that reason it is very important that you inform me as soon as possible of any changes with regards to staff leaving the company or no longer requiring access to the database.

In order to proceed with your registration I would kindly ask you to provide a request signed by company's accountable manager, including the information below on company headed paper in a PDF format by reply to this email.

- Full name of the company
- Full address of the company
- AOC number, if applicable
- Full name of the applicant
- Full title of the applicant
- Contact phone number

Once I have received the above information, I will be in a position to authorize your access.

Please let me know if I can be of any further help or assistance.

With kind regards,

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## Figure 2 – Operator First Notification

Dear Sir,

I kindly ask your attention for the following:

Your aircraft has been inspected in the scope of the European SAFA program (Safety Assessment of Foreign Aircraft). The ramp inspection reports are, in the case of significant (category 2) and/or major (category 3) 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 centralized European database, is attached.

Concerning the findings categorized 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 would be grateful for your response within 30 days.

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 one of the States participating in the SAFA program.

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

Yours faithfully,

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### Figure 3 – National Aviation Authority First Notification

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 European SAFA program (Safety Assessment of Foreign Aircraft). The ramp inspection reports are, in the case of significant (category 2) and/or major (category 3) 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 centralized European 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 one of the States participating in the SAFA program.

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

Yours faithfully,

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## Figure 4 – First Reminder

Dear sir,

More than 30 days ago you have been notified of the ramp inspection XXXXXXXXX performed on one of your aircraft in the scope of the SAFA Program (Safety Assessment of Foreign Aircraft). This was done either via centralized ramp inspection database or directly via email.

I would like to inform you that we are still waiting for your kind response. Please enter the database and upload your reply to the report. Or send the response directly by reply to this mail, which will then be uploaded to the database on your behalf.

In accordance with prescribed EU Ramp Inspection program procedures, the National Aviation Authority responsible for your safety oversight has also been notified of the findings, which were rated category 2 (significant) or 3 (major). With regard to these findings you are again requested to provide appropriate evidence of corrective actions and, if applicable, measures undertaken to prevent a re-occurrence in the future.

We are expecting your kind response within the next 15 working days.

We appreciate your kind cooperation in the field of air transportation safety.

Best regards,

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## 11.7 Qualification of SAFA Inspectors

NAME	ELIGIBILITY CRITERIA AMC1 ARO.RAMP.115(b)(1)	EDUCATION & EXPERIENCE	PRIVILEGES (SCOPE OF INSPECTION)			
Lior Stopper	<p>(1) Has a good knowledge of the English language.</p> <p>(2) (i) Has successfully completed post-secondary education with a duration of at least 3 years and after that at least 2 years aeronautical experience in the field of aircraft operations or maintenance, or personnel licensing.</p>	<p>(1) English language attested by a valid language proficiency certificate.</p> <p>(2) Ramp Inspections &amp; Dangerous Goods inspector in the Civil Aviation Authority of Israel (since 2015).</p> <p>(3) Dispatcher in EL-AL Operations Control Center (2005-2015).</p> <p>(4) Managing and instructing El-Al Dispatchers Course (2013).</p> <p>(5) Aviation Instructor in IFC (Flying Academy) (2011).</p> <p>(6) Ramp Supervisor in "GHI" (Aircraft Ground Handling) (2005).</p> <p>(7) BA in Management and Economics, the Open University (2006-2012).</p> <p>(8) Licenses and Ratings:</p> <ul style="list-style-type: none"> <li>• Israeli Private Pilot license.</li> <li>• American Commercial Pilot license, Single and Multi-engine, with instrument rating.</li> <li>• Dispatcher license.</li> </ul>	<p>A01 <input checked="" type="checkbox"/></p> <p>A02 <input checked="" type="checkbox"/></p> <p>A03 <input checked="" type="checkbox"/></p> <p>A04 <input checked="" type="checkbox"/></p> <p>A05 <input checked="" type="checkbox"/></p> <p>A06 <input checked="" type="checkbox"/></p> <p>A07 <input checked="" type="checkbox"/></p> <p>A08 <input checked="" type="checkbox"/></p> <p>A09 <input checked="" type="checkbox"/></p> <p>A10 <input checked="" type="checkbox"/></p> <p>A11 <input checked="" type="checkbox"/></p> <p>A12 <input checked="" type="checkbox"/></p> <p>A13 <input checked="" type="checkbox"/></p> <p>A14 <input checked="" type="checkbox"/></p> <p>A15 <input checked="" type="checkbox"/></p> <p>A16 <input checked="" type="checkbox"/></p> <p>A17 <input checked="" type="checkbox"/></p> <p>A18 <input checked="" type="checkbox"/></p> <p>A19 <input checked="" type="checkbox"/></p> <p>A20 <input checked="" type="checkbox"/></p> <p>A21 <input checked="" type="checkbox"/></p> <p>A22 <input checked="" type="checkbox"/></p> <p>A23 <input checked="" type="checkbox"/></p> <p>A24 <input checked="" type="checkbox"/></p>	<p>B01 <input checked="" type="checkbox"/></p> <p>B02 <input checked="" type="checkbox"/></p> <p>B03 <input checked="" type="checkbox"/></p> <p>B04 <input checked="" type="checkbox"/></p> <p>B05 <input checked="" type="checkbox"/></p> <p>B06 <input checked="" type="checkbox"/></p> <p>B07 <input checked="" type="checkbox"/></p> <p>B08 <input checked="" type="checkbox"/></p> <p>B09 <input checked="" type="checkbox"/></p> <p>B10 <input checked="" type="checkbox"/></p> <p>B11 <input checked="" type="checkbox"/></p> <p>B12 <input checked="" type="checkbox"/></p> <p>B13 <input checked="" type="checkbox"/></p> <p>B14 <input checked="" type="checkbox"/></p>	<p>C01 <input checked="" type="checkbox"/></p> <p>C02 <input checked="" type="checkbox"/></p> <p>C03 <input checked="" type="checkbox"/></p> <p>C04 <input checked="" type="checkbox"/></p> <p>C05 <input checked="" type="checkbox"/></p> <p>C06 <input checked="" type="checkbox"/></p> <p>C07 <input checked="" type="checkbox"/></p> <p>C08 <input checked="" type="checkbox"/></p> <p>C09 <input checked="" type="checkbox"/></p> <p>C10 <input checked="" type="checkbox"/></p> <p>C11 <input checked="" type="checkbox"/></p>	<p>D01 <input checked="" type="checkbox"/></p> <p>D02 <input checked="" type="checkbox"/></p> <p>D03 <input checked="" type="checkbox"/></p>
Abraham Liebling	<p>(1) Has a good knowledge of the English language.</p> <p>(2) (ii) Has or has had a commercial/airline transport pilot license and preferably carried out such duties for at least 2 years.</p>	<p>(1) English Language Proficiency – Level 6.</p> <p>(2) Civil Aviation Authority of Israel - Director of Flight Standards Division (since 01/2013).</p> <p>(3) Civil Aviation Authority of Israel - Head of Air Carriers Department (11/2007-12/2012).</p> <p>(4) Civil Aviation Authority of Israel - Inspector (04/2006-11/2007).</p> <p>(5) Israir Airlines – VP of Flight Operations. Manager for Israeli and foreign crews B757/767-300. (2005-2006).</p>	<p>A01 <input checked="" type="checkbox"/></p> <p>A02 <input checked="" type="checkbox"/></p> <p>A03 <input checked="" type="checkbox"/></p> <p>A04 <input checked="" type="checkbox"/></p> <p>A05 <input checked="" type="checkbox"/></p> <p>A06 <input checked="" type="checkbox"/></p> <p>A07 <input checked="" type="checkbox"/></p> <p>A08 <input checked="" type="checkbox"/></p> <p>A09 <input checked="" type="checkbox"/></p> <p>A10 <input checked="" type="checkbox"/></p> <p>A11 <input checked="" type="checkbox"/></p> <p>A12 <input checked="" type="checkbox"/></p> <p>A13 <input checked="" type="checkbox"/></p> <p>A14 <input checked="" type="checkbox"/></p> <p>A15 <input checked="" type="checkbox"/></p> <p>A16 <input checked="" type="checkbox"/></p> <p>A17 <input checked="" type="checkbox"/></p> <p>A18 <input checked="" type="checkbox"/></p>	<p>B01 <input checked="" type="checkbox"/></p> <p>B02 <input checked="" type="checkbox"/></p> <p>B03 <input checked="" type="checkbox"/></p> <p>B04 <input checked="" type="checkbox"/></p> <p>B05 <input checked="" type="checkbox"/></p> <p>B06 <input checked="" type="checkbox"/></p> <p>B07 <input checked="" type="checkbox"/></p> <p>B08 <input checked="" type="checkbox"/></p> <p>B09 <input checked="" type="checkbox"/></p> <p>B10 <input checked="" type="checkbox"/></p> <p>B11 <input checked="" type="checkbox"/></p> <p>B12 <input checked="" type="checkbox"/></p> <p>B13 <input checked="" type="checkbox"/></p> <p>B14 <input checked="" type="checkbox"/></p>	<p>C01 <input checked="" type="checkbox"/></p> <p>C02 <input checked="" type="checkbox"/></p> <p>C03 <input checked="" type="checkbox"/></p> <p>C04 <input checked="" type="checkbox"/></p> <p>C05 <input checked="" type="checkbox"/></p> <p>C06 <input checked="" type="checkbox"/></p> <p>C07 <input checked="" type="checkbox"/></p> <p>C08 <input checked="" type="checkbox"/></p> <p>C09 <input checked="" type="checkbox"/></p> <p>C10 <input checked="" type="checkbox"/></p> <p>C11 <input checked="" type="checkbox"/></p>	<p>D01 <input checked="" type="checkbox"/></p> <p>D02 <input checked="" type="checkbox"/></p> <p>D03 <input checked="" type="checkbox"/></p>

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## 11.8 Qualification Statement

<div style="text-align: center;">   <b>CAAIR</b>          Civil Aviation Authority of Israel       </div> <p style="text-align: center;"><b>Attachment A to the Qualification Statement</b></p> <p style="text-align: center;"><b>RAMP INSPECTOR:</b> <b>Name SURNAME</b></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th>Checklist items</th> <th>Privileges</th> </tr> </thead> <tbody> <tr> <td>A items</td> <td>All except A21-A24</td> </tr> <tr> <td>B items</td> <td>All</td> </tr> <tr> <td>C items</td> <td>None</td> </tr> <tr> <td>D items</td> <td>None</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Revision</th> <th>Date</th> <th>Reason</th> <th>SAFA National Coordinator</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Checklist items	Privileges	A items	All except A21-A24	B items	All	C items	None	D items	None	Revision	Date	Reason	SAFA National Coordinator													<div style="text-align: center;">   <b>CAAIR</b>          Civil Aviation Authority of Israel       </div> <p style="text-align: center;"><b>STATEMENT OF QUALIFICATION</b></p> <p style="text-align: center;">On a proposal received by the SAFA National Coordinator, having regard to the records of theoretical and practical training and the on the job training performed,</p> <p style="text-align: center;"><b>Name SURNAME</b></p> <p style="text-align: center;">Satisfies the eligibility criteria and the training requirements of Part ARO.RAMP and therefore is qualified to be a:</p> <p style="text-align: center;"><b>RAMP INSPECTOR</b></p> <p style="text-align: center;">Compliant with Regulation 965/2012</p> <p style="text-align: center;">Starting from DATE OF VALIDITY.</p> <p style="text-align: center;">This document remains valid unless revoked or suspended.</p> <p style="text-align: center;">The inspection privileges are listed in the Attachment A.</p> <p>Date of issue:</p> <p style="text-align: right;">Signature of the Head of Flight Standards Division</p> <hr style="width: 20%; margin-left: auto; margin-right: 0;"/>
Checklist items	Privileges																										
A items	All except A21-A24																										
B items	All																										
C items	None																										
D items	None																										
Revision	Date	Reason	SAFA National Coordinator																								

## 11.9 Recent Experience Requirements

Figure 1 – Inspections Date

<b>SAFA INSPECTORS - INSPECTIONS DATE</b>										
Lior Stopper	Abraham Liebling	Eliyahu Kasuto	Sergey Gendelman	Eyal Golan	Dror Bavly	Roman Dizengof	Israel Akrish	Haim Twig	Oleg Mulin	XXXXX
15/12/2015	21/1/2016	7/3/2016	8/2/2016	15/12/2015	2/2/2016	15/12/2015	15/3/2016			
15/12/2015	21/1/2016	7/3/2016	8/2/2016	15/12/2015	2/2/2016	15/12/2015	15/3/2016			
17/1/2016	8/2/2016	22/3/2016	15/2/2016	17/1/2016	7/2/2016	17/1/2016	22/3/2016			
18/1/2016	8/2/2016	22/3/2016	15/2/2016	18/1/2016	7/2/2016	18/1/2016	22/3/2016			
18/1/2016	30/3/2016	23/3/2016	22/2/2016	18/1/2016	15/2/2016	18/1/2016	14/4/2016			
21/1/2016	3/4/2016	23/3/2016	22/2/2016	31/1/2016	15/2/2016	21/1/2016	14/4/2016			
21/1/2016	3/4/2016	30/3/2016	28/2/2016	31/1/2016	27/3/2016	21/1/2016	21/4/2016			
31/1/2016	22/6/2016	5/4/2016	28/2/2016	2/2/2016	27/3/2016	31/1/2016	21/4/2016			
31/1/2016	22/6/2016	5/4/2016	3/3/2016	2/2/2016	23/5/2016	31/1/2016	2/5/2016			
7/2/2016	20/7/2016	19/4/2016	13/3/2016	16/2/2016	24/5/2016	2/2/2016	2/5/2016			
7/2/2016	20/7/2016	19/4/2016	13/3/2016	16/2/2016	29/5/2016	2/2/2016	8/5/2016			
8/2/2016	24/8/2016	21/4/2016	23/3/2016	22/2/2016	29/5/2016	7/2/2016	8/5/2016			
8/2/2016	24/8/2016	21/4/2016	23/3/2016	22/2/2016	7/6/2016	7/2/2016	18/5/2016			
15/2/2016	8/9/2016	3/5/2016	12/4/2016	28/2/2016	7/6/2016	8/2/2016	18/5/2016			
15/2/2016	8/9/2016	3/5/2016	12/4/2016	28/2/2016	14/6/2016	8/2/2016	7/6/2016			
16/2/2016	12/12/2016	18/5/2016	14/4/2016	3/3/2016	14/6/2016	15/2/2016	7/6/2016			
16/2/2016	12/12/2016	18/5/2016	14/4/2016	8/3/2016	22/6/2016	15/2/2016	26/6/2016			
22/2/2016	2/1/2017	24/5/2016	2/5/2016	8/3/2016	22/6/2016	16/2/2016	26/6/2016			
22/2/2016	2/1/2017	24/5/2016	2/5/2016	13/3/2016	14/7/2016	16/2/2016	31/7/2016			
28/2/2016	14/2/2017	31/5/2016	8/5/2016	13/3/2016	14/7/2016	3/3/2016	31/7/2016			
28/2/2016	14/2/2017	16/6/2016	8/5/2016	15/3/2016	17/7/2016	7/3/2016	28/8/2016			
7/3/2016	6/3/2017	19/6/2016	24/5/2016	15/3/2016	17/7/2016	7/3/2016	21/9/2016			
7/3/2016	6/3/2017	19/6/2016	24/5/2016	22/3/2016	24/7/2016	8/3/2016	21/9/2016			

Figure 2 – Recent Experience Requirements

<b>SAFA INSPECTORS - RECENT EXPERIENCE REQUIREMENTS</b>																
	2016		2017		2018		2019		2020		2021		2022		2023	
	jan - jun	jul - dec														
Lior Stopper																
Abraham Liebling																
Israel Akrish																
Eyal Golan																
Sergey Gendelman																

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## 11.10 Ramp Inspection Pack

- Airport Authority Entry Cards.
- SAFA Inspector Certificate
- Yellow Vest
- Ear Plugs
- Torch
- Mirror
- Measuring Tape
- Proof of Inspection form (POI)
- Ramp Inspection Checklist
- Camera (or cell phone)
- Car Rotating Beacon
- Inspection Instructions on the Categorization of Ramp Inspection (SAFA) Findings – latest version
- Grounding Order Form
- Removal of Grounding Order Form
- A folder with relevant forms, at each inspector discretion (Latest A/P Chart, Specific A/C documents, Manual Pages, Specific Notams, etc..)

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## 11.11 Prioritization of Items

Clarification of priorities:

- 1 – The highest priority: to be inspected when it's possible.
- 2 – Medium priority: it will be useful to inspect during the remaining time.
- 3 – Low priority: should be inspected when there will be enough time.

### 1. A-Items

Priority	Item No.	Description of Item
1	A13	Flight preparation
1	A14	Mass and balance calculation
1	A20	Flight crew license / composition
1	A22	Maintenance release
2	A02	Emergency exit
2	A06	Navigation / instrument charts
2	A12	Certificate of Airworthiness
2	A21	Journey log book or equivalent
2	A15	Hand fire extinguishers
2	A18	Oxygen equipment
2	A03	Equipment
2	A05	Checklists
2	A23	Defect notification and rectification (incl. Tech Log)
2	A16	Life jackets / Flotation devices
2	A17	Harness
2	A24	Pre-flight inspection
2	A01	General condition
2	A07	Minimum equipment list
2	A10	AOC or equivalent
2	A19	Independent portable light
3	A08	Certificate of registration
3	A04	Manuals
3	A09	Noise certificate (where appl.)
3	A11	Radio license

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## 2. B-Items

Priority	Item No.	Description of Item
1	B04	Hand fire extinguishers
1	B07	Emergency exit, lighting & independent portable light
1	B12	Access to emergency exits
1	B02	Cabin crew station and crew rest area
1	B08	Slides, Life-Rafts (as required), ELT
2	B03	First aid kit / Emergency medical kit
2	B05	Life jackets / Floatation device
2	B09	Oxygen Supply (Cabin Crew & Pass.)
2	B11	Cabin crew members
2	B01	General internal condition
2	B06	Seat belt and seat condition
2	B10	Safety instructions
2	B14	Seat capacity
3	B13	Stowage of passenger baggage

## 3. C-Items

Priority	Item No.	Description of Item
1	C08	Fan blades, Propellers, Rotors (main/tail)
1	C10	Obvious unrepaired damage
1	C11	Leakage
1	C01	General external condition
1	C03	Flight controls
2	C07	Power plant and pylon
2	C05	Undercarriage, skids / floats
2	C04	Wheels, tyres and brakes
3	C02	Doors and hatches
3	C09	Obvious repairs
3	C06	Wheel well

## 4. D-Items

Priority	Item No.	Description of Item
1	D03	Cargo stowage
2	D02	Dangerous goods
2	D01	General condition of cargo compartment

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## 11.12 SAFA Ramp Inspectors Training

 <b>SAFA Ramp Inspectors Training</b> 				
Inspector	Initial Theoretical Training	Recurrent Training Due Date	Actual Recurrent Training Date	Next Recurrent Training Due Date
Lior Stopper	13/05/2015	13/05/2018		
Abraham Liebling	13/05/2015	13/05/2018		
Eyal Golan	13/05/2015	13/05/2018		
Israel Akrish	13/05/2015	13/05/2018		
Eliyahu Kasuto	13/05/2015	13/05/2018		
Sergey Gendelman	13/05/2015	13/05/2018		
Dror Bavly	13/05/2015	13/05/2018		
Roman Dizengof	13/05/2015	13/05/2018		

## 11.13 Observations

 <b>Observations - 2017</b> 			
Inspector	Date	Observer	Comments
Abraham Liebling			
Eyal Golan			
Israel Akrish			
Eliyahu Kasuto			
Sergey Gendelman			
Dror Bavly			
Roman Dizengof			