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الإدارة العامة للطيران المدني - دولة الكويت
Directorate General of Civil Aviation - State of Kuwait

Kuwait Civil Aviation Safety Regulations

KCASR 6 – OPERATION OF AIRCRAFT

PART ARO – ACCEPTABLE MEANS OF COMPLIANCE (AMC) & GUIDANCE MATERIALS (GM)

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Amendment Record

Amendment No	Date of Issue	Remarks
1	June 2018	Part Rename

Control of this Document

DC.1 Introduction

DC.1.1 Pursuant to Law No (30) of the year 1960 and subsequent Ministerial Decisions No (3) of the year 1986, No (18) of the year 1990, and No (3) of the year 1996, based upon that Law and as reflected in the Preamble to the Kuwait Civil Aviation Safety Regulations, Issue 3, Rev.0, August 2013, the President of the Kuwait Directorate General of Civil Aviation is empowered to adopt and amend Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following AMC & GM is hereby established for compliance by all persons concerned. This AMC & GM shall be known as KCASR 6 Part ARO Authority Requirements for Operation of Aircraft AMC & GM and any reference to this title shall mean referring to these regulations governing the requirements to be met for the certification of air operations.

DC.2 Authority for this Regulation

DC.2.1 This KCASR 6 Part ARO Authority Requirements for Operation of Aircraft AMC & GM is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation.

DC.3 Applicability

DC.3.1 This KCASR 6 Part ARO Authority Requirements for Operation of Aircraft AMC & GM is applicable to the aviation industry of the State of Kuwait.

DC.4 Scope

DC.4.1 KCASR 6 Operation of Aircraft AMC & GM contains the acceptable means of compliance and guidance material for the operation of aircraft regulations of the State of Kuwait, and shows compliance with ICAO Annex 6. The AMC & GM are separated into the following parts with cross references between parts where applicable.

- Part ARO Authority Requirements for Air Operations AMC and GM
- **Part ORO Organisation Regulations for Air Operations** AMC and GM
- Part DEF Definitions AMC and GM
- Part CAT Commercial Air Transport AMC and GM
- Part SPA Specific Approvals AMC and GM
- Part SPO Special Operations AMC and GM
- Part NCC Non Commercial with Complex Motor-Powered Aircraft AMC and GM
- Part NCO Non Commercial other than Complex Motor-Powered Aircraft AMC and GM

DC.5 Definitions

DC.5.1 Terms not defined shall have the meaning given to them in the relevant legal instruments or international legal instruments in which they appear, especially as they appear in the Convention and its Annexes.

KCASR 6 Part ARO Authority Requirements for Operation of Aircraft AMC & GM

Subpart GEN – General Requirements

Section I – General

AMC1 ARO.GEN.120(d)(3) Means of compliance

General

The information to be provided to other States following approval of an alternative means of compliance should contain a reference to the Acceptable Means of Compliance (AMC) to which such means of compliance provides an alternative, as well as a reference to the corresponding regulation, indicating as applicable the subparagraph(s) covered by the alternative means of compliance.

Section II - Management

AMC1 ARO.GEN.200(a) Management system

General

(a) All of the following should be considered when deciding upon the required organisational structure:

(1) the number of certificates, attestations, authorisations and approvals to be issued;

(2) the number of declared organisations;

(3) the number of certified persons and organisations exercising an activity within the State of Kuwait, including persons or organisations certified by other states;

(4) the possible use of qualified entities and of resources of other competent authorities to fulfil the continuing oversight obligations;

(5) the level of civil aviation activity in terms of

(i) number and complexity of aircraft operated;

(ii) size and complexity of the State of Kuwait's aviation industry;

(6) the potential growth of activities in the field of civil aviation.

(b) The set-up of the organisational structure should ensure that the various tasks and obligations of the Kuwait DGCA do not rely solely on individuals. A continuous and undisturbed fulfilment of these tasks and obligations of the Kuwait DGCA should also be guaranteed in case of illness, accident or leave of individual employees.

GM1 ARO.GEN.200(a) Management system

General

(a) The Kuwait DGCA should be organised in such a way that:

(1) there is specific and effective management authority in the conduct of all relevant activities;

(2) the functions and processes described in the applicable requirements of the KCASRs, AMCs, Certification Specifications (CSs) and Guidance Material (GM) may be properly implemented;

(3) the organisation and operating procedures for the implementation of the applicable requirements of KCASR are properly documented and applied;

(4) all Kuwait DGCA personnel involved in the related activities are provided with training where necessary;

(5) specific and effective provision is made for the communication and interface as necessary with other States; and

(6) all functions related to implementing the applicable requirements are adequately described.

(b) A general policy in respect of activities related to the applicable requirements of the KCASRs should be developed, promoted and implemented by the manager at the highest appropriate level; for example the manager at the top of the functional area of the Kuwait DGCA that is responsible for such activities.

(c) Appropriate steps should be taken to ensure that the policy is known and understood by all personnel involved, and all necessary steps should be taken to implement and maintain the policy.

(d) The general policy, whilst also satisfying additional national regulatory responsibilities, should in particular take into account:

(1) the provisions of the KCASR Basic Regulation;

(2) the provisions of the applicable KCASRs and their AMCs, CSs and GM;

(3) the needs of industry; and

(4) the needs of the Kuwait DGCA.

(e) The policy should define specific objectives for key elements of the organisation and processes for implementing related activities, including the corresponding control procedures and the measurement of the achieved standard.

AMC1 ARO.GEN.200(a)(1) Management system

Documented Policies and Procedures

(a) The various elements of the organisation involved with the activities related to KCASRs should be documented in order to establish a reference source for the establishment and maintenance of this organisation.

(b) The documented procedures should be established in a way that facilitates their use.

(c) They should be clearly identified, kept up-to-date and made readily available to all personnel involved in the related activities.

(d) The documented procedures should cover, as a minimum, all of the following aspects:

(1) policy and objectives;

(2) organisational structure;

(3) responsibilities and associated authority;

(4) procedures and processes;

(5) internal and external interfaces;

(6) internal control procedures;

(7) training of personnel;

(8) cross-references to associated documents;

(9) assistance from other competent authorities (where required).

AMC1 ARO.GEN.200(a)(2) Management system

Qualification and Training - General

(a) The Kuwait DGCA should ensure appropriate and adequate training of its personnel to meet the standard that is considered necessary to perform the work. To ensure personnel remain qualified, arrangements should be made for initial and recurrent training as required.

(b) The basic capability of the Kuwait DGCA's personnel is a matter of recruitment and normal management functions in selection of personnel for particular duties. Moreover, the Kuwait DGCA should provide training in the basic skills as required for those duties. However, to avoid differences in understanding and interpretation, all personnel should be provided with further training specifically related to the KCASRs and related AMCs, CSs and GM, as well as related to the assessment of alternative means of compliance.

(c) The Kuwait DGCA may provide training through its own training organisation with qualified trainers or through another qualified training source.

(d) When training is not provided through an internal training organisation, adequately experienced and qualified persons may act as trainers, provided their training skills have been assessed. If required, an individual training plan should be established covering specific training skills. Records should be kept of such training and of the assessment, as appropriate.

AMC2 ARO.GEN.200(a)(2) Management system

Qualification and Training - Inspectors

(a) Initial training programme:

The initial training programme for inspectors should include, as appropriate to their role, current knowledge, experience and skills in at least all of the following:

(1) aviation legislation organisation and structure;

(2) the Chicago Convention, relevant ICAO annexes and documents;

(3) the applicable requirements and procedures;

(4) management systems, including auditing, risk assessment and reporting techniques;

(5) human factors principles;

(6) rights and obligations of inspecting personnel of the Kuwait DGCA;

(7) 'on-the-job' training;

(8) suitable technical training appropriate to the role and tasks of the inspector, in particular for those areas requiring approvals.

(b) Recurrent training programme:

The recurrent training programme should reflect, at least, changes in aviation legislation and industry. The programme should also cover the specific needs of the inspectors and the Kuwait DGCA.

GM1 ARO.GEN.200(a)(2) Management System

Sufficient Personnel

(a) This GM on the determination of the required personnel is limited to the performance of certification and oversight tasks, excluding personnel required to perform tasks subject to any national regulatory requirements.

(b) The elements to be considered when determining required personnel and planning their availability may be divided into quantitative and qualitative elements:

(1) Quantitative elements:

(i) the estimated number of initial certificates to be issued;

(ii) the number of organisations certified by the Kuwait DGCA;

(iii) the number of persons to whom the Kuwait DGCA has issued a licence, certificate, rating, authorisation or attestation;

(iv) the estimated number of persons and organisations exercising their activity within the State of Kuwait and established or residing in another State;

(v) the number of organisations having declared their activity to the Kuwait DGCA.

(2) Qualitative elements:

(i) the size, nature and complexity of activities of certified and declared organisations (AMC1 ORO.GEN.200 (b)), taking into account:

(A) privileges of the organisation;

(B) type of approval, scope of approval, multiple certification, declared activities;

(C) possible certification to industry standards;

(D) types of aircraft / flight simulation training devices (FSTDs) operated;

(E) number of personnel; and

(F) organisational structure, existence of subsidiaries;

(ii) the safety priorities identified;

(iii) the results of past oversight activities, including audits, inspections and reviews, in terms of risks and regulatory compliance, taking into account:

(A) number and level of findings;

(B) timeframe for implementation of corrective actions; and

(C) maturity of management systems implemented by organisations and their ability to effectively manage safety risks; and

(iv) the size and complexity of the State of Kuwait's aviation industry and the potential growth of activities in the field of civil aviation, which may be an indication of the number of new applications and changes to existing certificates to be expected.

(c) Based on existing data from previous oversight planning cycles and taking into account the situation within the State of Kuwait's aviation industry, the Kuwait DGCA may estimate:

(1) the standard working time required for processing applications for new certificates (for persons and organisations);

(2) the number of new declarations or changed declarations;

(3) the number of new certificates to be issued for each planning period; and

(4) the number of changes to existing certificates to be processed for each planning period.

(d) In line with the Kuwait DGCA's oversight policy, the following planning data should be determined specifically for each type of organisation certified by the Kuwait DGCA as well as for declared organisations:

(1) standard number of audits to be performed per oversight planning cycle;

(2) standard duration of each audit;

(3) standard working time for audit preparation, on-site audit, reporting and follow-up, per inspector;

(4) standard number of ramp and unannounced inspections to be performed;

(5) standard duration of inspections, including preparation, reporting and follow-up, per inspector;

(6) minimum number and required qualification of inspectors for each audit/inspection.

(e) Standard working time could be expressed either in working hours per inspector or in:

(1) working days per inspector. All planning calculations should then be based on the same;

(2) unit (hours or working days).

(f) It is recommended to use a spreadsheet application to process data defined under (c) and (d), to assist in determining the total number of working hours / days per oversight planning cycle required for certification, oversight and enforcement activities. This application could also serve as a basis for implementing a system for planning the availability of personnel.

(g) For each type of organisation certified by the Kuwait DGCA the number of working hours / days per planning period for each qualified inspector that may be allocated for certification, oversight and enforcement activities should be determined, taking into account:

(1) purely administrative tasks not directly related to oversight and certification;

(2) training;

(3) participation in other projects;

(4) planned absence; and

(5) the need to include a reserve for unplanned tasks or unforeseeable events.

(h) The determination of working time available for certification, oversight and enforcement activities should also consider:

(1) the possible use of qualified entities; and

(2) possible cooperation with other competent authorities for approvals involving more than one State.

(i) Based on the elements listed above, the Kuwait DGCA should be able to:

(1) monitor dates when audits and inspections are due and when they have been carried out;

(2) implement a system to plan the availability of personnel; and

(3) identify possible gaps between the number and qualification of personnel and the required volume of certification and oversight.

Care should be taken to keep planning data up-to-date in line with changes in the underlying planning assumptions, with particular focus on risk-based oversight principles.

GM1 ARO.GEN.205 Allocation of tasks to qualified entities

Certification Tasks

The tasks that may be performed by a qualified entity on behalf of the Kuwait DGCA include those related to the initial certification and continuing oversight of persons and organisations as defined in this Regulation, with the exclusion of the issuance of certificates, licences, ratings or approvals.

AMC1 ARO.GEN.220(a) Record-keeping

General

(a) The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organised in a way that ensures traceability and retrievability throughout the required retention period.

(b) Records should be kept in paper form or in electronic format or a combination of both media. Records stored on microfilm or optical disc form are also acceptable. The records should remain legible and accessible throughout the required retention period. The retention period starts when the record has been created.

(c) Paper systems should use robust material, which can withstand normal handling and filing. Computer systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer systems should include safeguards against unauthorised alteration of data.

(d) All computer hardware used to ensure data backup should be stored in a different location from that containing the working data and in an environment that ensures they remain in good condition. When hardware- or software-changes take place, special care should be taken that all necessary data continue to be accessible at least through the full period specified in the relevant Subpart or by default in ARO.GEN.220 (c).

AMC1 ARO.GEN.220(a)(1);(2);(3) Record-keeping

The Kuwait DGCA Management System

Records related to the Kuwait DGCA's management system should include, as a minimum and as applicable:

(a) the documented policies and procedures;

(b) the personnel files of the Kuwait DGCA personnel, with supporting documents related to training and qualifications;

(c) the results of the Kuwait DGCA's internal audit and safety risk management processes, including audit findings and corrective actions; and

(d) the contract(s) established with qualified entities performing certification or oversight tasks on behalf of the Kuwait DGCA.

AMC1 ARO.GEN.220(a)(4) Record-keeping

Organisations

Records related to an organisation certified by or having declared its activity to the Kuwait DGCA should include, as appropriate to the type of organisation:

(a) the application for an organisation approval or the declaration received;

(b) the documentation based on which the approval has been granted and any amendments to that documentation;

(c) the organisation approval certificate including any changes;

(d) a copy of the continuing oversight programme listing the dates when audits are due and when such audits were carried out;

(e) continuing oversight records including all audit and inspection records;

(f) copies of all relevant correspondence;

(g) details of any exemption and enforcement actions;

(h) any report from other competent authorities relating to the oversight of the organisation; and

(i) a copy of any other document approved by the Kuwait DGCA.

GM1 ARO.GEN.220(a)(4) Record-keeping

Organisations - Documentation

Documentation to be kept as records in support of the approval includes the management system documentation, including any technical manuals, such as the operations manual, and training manual, that have been submitted with the initial application, and any amendments to these documents.

GM1 ARO.GEN.220 Record-keeping

General

Records are required to document results achieved or to provide evidence of activities performed. Records become factual when recorded. Therefore, they are not subject to version control. Even when a new record is produced covering the same issue, the previous record remains valid.

Section III - Oversight, Certification And Enforcement

AMC1 ARO.GEN.300 (a);(b);(c) Oversight

General

(a) The Kuwait DGCA should assess the organisation and monitor its continued competence to conduct safe operations in compliance with the applicable requirements. The Kuwait DGCA should ensure that accountability for assessing organisations is clearly defined. This accountability may be delegated or shared, in whole or in part.

(b) It is essential that the Kuwait DGCA has the full capability to adequately assess the continued competence of an organisation by ensuring that the whole range of activities is assessed by appropriately qualified personnel.

AMC2 ARO.GEN.300(a);(b);(c) Oversight

Evaluation Of Operational Safety Risk Assessment

As part of the initial certification or the continuing oversight of an operator, the Kuwait DGCA should normally evaluate the operator's safety risk assessment processes related to hazards identified by the operator as having an interface with its operations. These safety risk assessments should be identifiable processes of the operator's management system.

As part of its continuing oversight, the Kuwait DGCA should also remain satisfied as to the effectiveness of these safety risk assessments.

(a) General methodology for operational hazards

The Kuwait DGCA should establish a methodology for evaluating the safety risk assessment processes of the operator's management system.

When related to operational hazards, the Kuwait DGCA's evaluation under its normal oversight process should be considered satisfactory if the operator demonstrates its competence and capability to:

(1) understand the hazards and their consequences on its operations;

(2) be clear on where these hazards may exceed acceptable safety risk limits;

(3) identify and implement mitigations including suspension of operations where mitigation cannot reduce the risk to within safety risk limits;

(4) develop and execute effectively robust procedures for the preparation and the safe operation of the flights subject to the hazards identified;

(5) assess the competence and currency of its staff in relation to the duties necessary for the intended operations and implement any necessary training; and

(6) ensure sufficient numbers of qualified and competent staff for such duties.

The Kuwait DGCA should take into account that:

(1) the operator's recorded mitigations for each unacceptable risk identified are in place;

(2) the operational procedures specified by the operator with the most significance to safety appear to be robust; and

(3) the staff on which the operator depends in respect of those duties necessary for the intended operations are trained and assessed as competent in the relevant procedures.

Evaluation Of Operators' Volcanic Ash Safety Risk Assessment

In addition to the general methodology for operational hazards, the Kuwait DGCA's evaluation under its normal oversight process should also assess the operator's competence and capability to:

(1) choose the correct information sources to use to interpret the information related to volcanic ash contamination forecast and to resolve correctly any conflicts among such sources; and

(2) take account of all information from its type certificate holders (TCHs) concerning volcanic ash-related airworthiness aspects of the aircraft it operates, and the related pre-flight, in-flight and post flight precautions to be observed.

GM1 ARO.GEN.300(a); (b);(c) Oversight

General

(a) Responsibility for the conduct of safe operations lies with the organisation. Under these provisions a positive move is made towards devolving upon the organisation a share of the responsibility for monitoring the safety of operations. The objective cannot be attained unless organisations are prepared to accept the implications of this policy including that of committing the necessary resources to its implementation. Crucial to the success of the policy is the content of Part-ORO, which requires the establishment of a management system by the organisation.

(b) The Kuwait DGCA should continue to assess the organisation's compliance with the applicable requirements, including the effectiveness of the management system. If the management system is judged to have failed in its effectiveness, then this in itself is a breach of the requirements which may, among others, call into question the validity of a certificate, if applicable.

(c) The accountable manager is accountable to the Kuwait DGCA as well as to those who may appoint him/her. It follows that the Kuwait DGCA cannot accept a situation in which the accountable manager is denied sufficient funds, manpower or influence to rectify deficiencies identified by the management system.

GM2 ARO.GEN.300(a);(b);(c) Oversight

Volcanic Ash Safety Risk Assessment - Additional Guidance

Further guidance on the assessment of an operator's volcanic ash safety risk assessment is given in ICAO Doc 9974 (Flight safety and volcanic ash – Risk management of flight operations with known or forecast volcanic ash contamination).

AMC1 ARO.GEN.300(a)(2) Oversight

Operational Approvals Issued by State of Registry

When verifying continued compliance of non-commercial operators using an aircraft registered in a country other than the State of Kuwait holding operational approvals for operations in PBN, MNPS and RVSM airspace issued by another State of Registry the Kuwait DGCA should at least assess if:

(a) the State of registry has established an equivalent level of safety, considering any differences notified to the ICAO Standards for RVSM, RNP, MNPS and MEL; or

(b) there are reservations on the safety oversight capabilities and records of the State of registry; or

(c) operators of the State of registry are subject to an operating ban; or

(d) relevant findings on the State of registry from audits carried out under international conventions exist; or

(e) relevant findings on the State of registry from other safety assessment programmes of States exist.

GM1 ARO.GEN.300(d) Oversight

Activities within the Territory of the State of Kuwait

(a) Activities performed in the territory of the State of Kuwait by persons or organisations established or residing in another State include:

(1) activities of:

(i) organisations certified by or declaring their activity to the Kuwait DGCA of any other State; or

(ii) persons performing operations with other-than-complex motor-powered aircraft; and

(2) activities of persons holding a licence, certificate, rating, or attestation issued by the competent authority of any other State.

(b) Audits and inspections of such activities, including ramp and unannounced inspections, should be prioritised towards those areas of greater safety concern, as identified through the analysis of data on safety hazards and their consequences in operations.

AMC1 ARO.GEN.305(b);(d) Oversight programme

Specific Nature and Complexity of the Organisation, Results of Past Oversight

(a) When determining the oversight programme for an organisation, the Kuwait DGCA should consider in particular the following elements, as applicable:

(1) the implementation by the organisation of industry standards, directly relevant to the organisation's activity subject to this Regulation;

(2) the procedure applied for and scope of changes not requiring prior approval;

(3) specific approvals held by the organisation;

(4) specific procedures implemented by the organisation related to any alternative means of compliance used.

(b) For the purpose of assessing the complexity of an organisation's management system, AMC1 ORO.GEN.200 (b) should be used.

(c) Regarding results of past oversight, the Kuwait DGCA should also take into account relevant results of ramp inspections of organisations it has certified or persons and other organisation having declared their activity or persons performing operations with other-than-complex motor-powered aircraft that were performed in accordance with ARO.RAMP.

AMC2 ARO.GEN.305(b) Oversight programme

Procedures for Oversight of Operations

(a) Each organisation to which a certificate has been issued should have an inspector specifically assigned to it. Several inspectors should be required for the larger companies with widespread or varied types of operation. This does not prevent a single inspector being assigned to several companies. Where more than one inspector is assigned to an organisation, one of them should be nominated as having overall responsibility for supervision of, and liaison with, the organisation's management, and be responsible for reporting on compliance with the requirements for its operations as a whole

(b) Audits and inspections, on a scale and frequency appropriate to the operation, should cover at least:

(1) infrastructure,

(2) manuals,

(3) training,

(4) crew records,

(5) equipment,

(6) release of flight/dispatch,

(7) dangerous goods,

(8) organisation's management system.

(c) The following types of inspections should be envisaged, as part of the oversight programme:

(1) flight inspection,

(2) ground inspection (documents and records),

(3) ramp inspection.

The inspection should be a 'deep cut' through the items selected and all findings should be recorded. Inspectors should review the root cause(s) identified by the organisation for each confirmed finding.

Inspectors should be satisfied that the root cause(s) identified and the corrective actions taken are adequate to correct the non-compliance and to prevent re-occurrence.

(d) Audits and inspections may be conducted separately or in combination. Audits and inspections may, at the discretion of the Kuwait DGCA, be conducted with or without prior notice to the organisation.

(e) Where it is apparent to an inspector that an organisation has permitted a breach of the applicable requirements, with the result that air safety has, or might have, been compromised, the inspector should ensure that the responsible person within the Kuwait DGCA is informed without delay.

(f) In the first few months of a new operation, inspectors should be particularly alert to any irregular procedures, evidence of inadequate facilities or equipment, or indications that management control of the operation may be ineffective. They should also carefully examine any conditions that may indicate a significant deterioration in the organisation's financial management. When any financial difficulties are identified, inspectors should increase technical surveillance of the operation with particular emphasis on the upholding of safety standards.

(g) The number or the magnitude of the non-compliances identified by the Kuwait DGCA will serve to support the Kuwait DGCA's continuing confidence in the organisation's competence or, alternatively, may lead to an erosion of that confidence.

In the latter case, the Kuwait DGCA should review any identifiable shortcomings of the management system.

GM1 ARO.GEN.305(b) Oversight Programme

Financial Management

Examples of trends that may indicate problems in a new organisation's financial management are:

(a) significant lay-offs or turnover of personnel;

(b) delays in meeting payroll

(c) reduction of safe operating standards;

(d) decreasing standards of training;

(e) withdrawal of credit by suppliers;

(f) inadequate maintenance of aircraft;

(g) shortage of supplies and spare parts;

(h) curtailment or reduced frequency of revenue flights; and

(i) sale or repossession of aircraft or other major equipment items.

AMC1 ARO.GEN.305(b)(1) Oversight programme

Audit

(a) The oversight programme should indicate which aspects of the approval will be covered with each audit.

(b) Part of an audit should concentrate on the organisation’s compliance monitoring reports produced by the compliance monitoring personnel to determine if the organisation is identifying and correcting its problems.

(c) At the conclusion of the audit, an audit report should be completed by the auditing inspector, including all findings raised.

AMC2 ARO.GEN.305(b)(1) Oversight programme

Ramp Inspections

(a) When conducting a ramp inspection of aircraft used by organisations under its regulatory oversight, the Kuwait DGCA should, as far as possible, comply with the requirements defined in ARO.RAMP.

(b) When conducting ramp inspections on other-than-suspected aircraft, the Kuwait DGCA should take into account the following elements:

(1) repeated inspections should be avoided of those organisations for which previous inspections have not revealed safety deficiencies;

(2) the oversight programme should enable the widest possible sampling rate of aircraft flying into their territory; and

(3) there should be no discrimination on the basis of the organisation’s nationality, the type of operation or type of aircraft, unless such criteria can be linked to an increased risk.

(c) For aircraft other than those used by organisations under its regulatory oversight, when conducting a risk assessment, the Kuwait DGCA should consider aircraft that have not been ramp inspected for more than 6 months.

AMC1 ARO.GEN.305(b);(c);(d) Oversight programme

Industry Standards

(a) For organisations having demonstrated compliance with industry standards, the Kuwait DGCA may adapt its oversight programme, in order to avoid duplication of specific audit items.

(b) Demonstrated compliance with industry standards should not be considered in isolation from the other elements to be considered for the Kuwait DGCA's risk-based oversight.

(c) In order to be able to credit any audits performed as part of certification in accordance with industry standards, the following should be considered:

(1) the demonstration of compliance is based on certification auditing schemes providing for independent and systematic verification;

(2) the existence of an accreditation scheme and accreditation body for certification in accordance with the industry standards has been verified;

(3) certification audits are relevant to the requirements defined in Part-ORO;

(4) and other KCASRs to this Regulation as applicable;

(5) the scope of such certification audits can easily be mapped against the scope of oversight in accordance with Part-ORO;

(6) audit results are accessible to the Kuwait DGCA; and

(7) the audit planning intervals of certification audits in accordance with industry standards are compatible with the oversight planning cycle.

AMC1 ARO.GEN.305(c) Oversight programme

Oversight Planning Cycle

(a) When determining the oversight planning cycle and defining the oversight programme, the Kuwait DGCA should assess the risks related to the activity of each organisation and adapt the oversight to the level of risk identified and to the organisation's ability to effectively manage safety risks.

(b) The Kuwait DGCA should establish a schedule of audits and inspections appropriate to each organisation's business. The planning of audits and inspections should take into account the results of the hazard identification and risk assessment conducted and maintained by the organisation as part of the organisation's management system. Inspectors should work in accordance with the schedule provided to them.

(c) When the Kuwait DGCA, having regard to an organisation's safety performance, varies the frequency of an audit or inspection, it should ensure that all aspects of the operation are audited and inspected within the applicable oversight planning cycle.

(d) The section(s) of the oversight programme dealing with ramp inspections should be developed based on geographical locations, taking into account aerodrome activity, and focusing on key issues that can be inspected in the time available without unnecessarily delaying the operations.

AMC2 ARO.GEN.305(c) Oversight programme

Oversight Planning Cycle

(a) For each organisation certified by the Kuwait DGCA all processes should be completely audited at periods not exceeding the applicable oversight planning cycle. The beginning of the first oversight planning cycle is normally determined by the date of issue of the first certificate. If the Kuwait DGCA wishes to align the oversight planning cycle with the calendar year, it should shorten the first oversight planning cycle accordingly.

(b) The interval between two audits for a particular process should not exceed the interval of the applicable oversight planning cycle.

(c) Audits should include at least one on-site audit within each oversight planning cycle. For organisations exercising their regular activity at more than one site, the determination of the sites to be audited should consider the results of past oversight, the volume of activity at each site, as well as main risk areas identified.

(d) For organisations holding more than one certificate, the Kuwait DGCA may define an integrated oversight schedule to include all applicable audit items. In order to avoid duplication of audits, credit may be granted for specific audit items already completed during the current oversight planning cycle, subject to four conditions:

(1) the specific audit item should be the same for all certificates under consideration;

(2) there should be satisfactory evidence on record that such specific audit items were carried out and that all corrective actions have been implemented to the satisfaction of the Kuwait DGCA;

(3) the Kuwait DGCA should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific audit items being granted a credit;

(4) the interval between two audits for the specific item being granted a credit should not exceed the applicable oversight planning cycle.

AMC2 ARO.GEN.305(d) Oversight programme

Declared Organisations

For organisations having declared their activity to the Kuwait DGCA, at least one inspection should be performed within each 24-month cycle starting with the date of the first declaration received.

AMC1 ARO.GEN.305(e) Oversight programme

AMC1 ARO.GEN.310(a) Initial certification procedure - organisations

Verification Of Compliance

(a) Upon receipt of an application for an air operator certificate (AOC), the Kuwait DGCA should:

(1) assess the management system and processes, including the operator's organisation and operational control system;

(2) review the operations manual and any other documentation provided by the organisation; and

(3) for the purpose of verifying the organisation's compliance with the applicable requirements, conduct an audit at the organisation's facilities. The Kuwait DGCA may require the conduct of one or more demonstration flights operated as if they were commercial flights.

(b) The Kuwait DGCA should ensure that the following steps are taken:

(1) The organisation's written application for an AOC should be submitted at least 90 days before the date of intended operation, except that the operations manual may be submitted later, but not less than 60 days before the date of intended operation. The application form should be printed in language(s) of the Kuwait DGCA's choosing.

(2) An individual should be nominated by the responsible person of the Kuwait DGCA to oversee, to become the focal point for all aspects of the organisation certification process and to coordinate all necessary activity. The nominated person should be responsible to the responsible person of the Kuwait DGCA for confirming that all appropriate audits and inspections have been carried out. He/she should also ensure that the necessary specific or prior approvals required by (b)(3) are issued in due course. Of particular importance on initial application is a careful review of the qualifications of the organisations' nominated persons. Account shall be taken of the relevance of the nominee's previous experience and known record.

(3) Submissions that require the Kuwait DGCA's specific or prior approval should be referred to the appropriate department of the Kuwait DGCA. Submissions should include, where relevant, the associated qualification requirements and training programmes.

(c) The ability of the applicant to secure, in compliance with the applicable requirements and the safe operation of aircraft, all necessary training and, where required, licensing of personnel, should be assessed. This assessment should also include the areas of responsibility and the numbers of those allocated by the applicant to key management tasks.

(d) In order to verify the organisation's compliance with the applicable requirements, the Kuwait DGCA should conduct an audit of the organisation, including interviews of personnel and inspections carried out at the organisation's facilities.

The Kuwait DGCA should only conduct such audit after being satisfied that the application shows compliance with the applicable requirements.

(e) The audit should focus on the following areas:

(1) detailed management structure, including names and qualifications of personnel required by ORO.GEN.210 and adequacy of the organisation and management structure;

(2) personnel:

(i) adequacy of number and qualifications with regard to the intended terms of approval and associated privileges;

(ii) validity of licences, ratings, certificates or attestations as applicable;

(3) processes for safety risk management and compliance monitoring;

(4) facilities – adequacy with regard to the organisation's scope of work;

(5) documentation based on which the certificate should be granted (organisation documentation as required by Part-ORO, including technical manuals, such as operations manual or training manual).

(f) In case of non-compliance, the applicant should be informed in writing of the corrections that are required.

(g) When the verification process is complete, the person with overall responsibility, nominated in accordance with (b)(2), should present the application to the person responsible for the issue of an AOC together with a written recommendation and evidence of the result of all investigations or assessments which are required before the operator certificate is issued. Approvals required shall be attached to the recommendation. The Kuwait DGCA should inform the applicant of its decision concerning the application within 60 days of receipt of all supporting documentation. In cases where an application for an organisation certificate is refused, the applicant should be informed of the right of appeal as exists under national law.

AMC1 ARO.GEN.330 Changes – organisations

General

(a) Changes in nominated persons:

(b) The Kuwait DGCA should be informed of any changes to personnel specified in Part-ORO that may affect the certificate or terms of approval/approval schedule attached to it. When an organisation submits the name of a new nominee for any of the persons nominated as per ORO.GEN.210 (b), the Kuwait DGCA should require the organisation to produce a written résumé of the proposed person's qualifications. The Kuwait DGCA should reserve the right to interview the nominee or call for additional evidence of his/her suitability before deciding upon his/her acceptability.

(c) A simple management system documentation status sheet should be maintained, which contains information on when an amendment was received by the Kuwait DGCA and when it was approved.

(d) The organisation should provide each management system documentation amendment to the Kuwait DGCA, including for the amendments that do not require prior approval by the Kuwait DGCA. Where the amendment requires Kuwait DGCA approval, the Kuwait DGCA, when satisfied, should indicate its approval in writing. Where the amendment does not require prior approval, the Kuwait DGCA should acknowledge receipt in writing within 10 working days.

(e) For changes requiring prior approval, in order to verify the organisation's compliance with the applicable requirements, the Kuwait DGCA should conduct an audit of the organisation, limited to the extent of the changes. If required for verification, the audit should include interviews and inspections carried out at the organisation's facilities.

GM1 ARO.GEN.330 Changes – organisations

Change Of Name Of The Organisation

(a) On receipt of the application and the relevant parts of the organisation's documentation as required by Part-ORO, the Kuwait DGCA should re-issue the certificate.

(b) A name change alone does not require the Kuwait DGCA to audit the organisation, unless there is evidence that other aspects of the organisation have changed.

AMC1 ARO.GEN.345 Declaration – organisations

Acknowledgement Of Receipt

The Kuwait DGCA should acknowledge receipt of the declaration in writing within 10 working days.

GM1 ARO.GEN.345 Declaration – organisations

Verification - Declaration

The verification made by the Kuwait DGCA upon receipt of a declaration does not imply an inspection. The aim is to check whether what is declared complies with applicable regulations.

GM1 ARO.GEN.350 Findings and corrective actions – organisations

Training

For a level 1 finding it may be necessary for the Kuwait DGCA to ensure that further training by the organisation is carried out and audited by the Kuwait DGCA before the activity is resumed, dependent upon the nature of the finding.

GM1 ARO.GEN.355(b) Findings and enforcement measures – persons

General

This provision is necessary to ensure that enforcement measures will be taken also in cases where the Kuwait DGCA may not act on the licence, certificate or attestation. The type of enforcement measure will depend on the applicable national law and may include for example the payment of a fine or the prohibition from exercising.

It covers two cases:

(a) persons subject to the requirements laid down in regulations who are not required to hold a licence, certificate or attestation; and

(b) persons who are required to hold a licence, rating, certificate or attestation, but who do not hold the appropriate licence, rating, certificate or attestation as required for the activity they perform.

Subpart OPS - Air Operations

Section I - Certification Of Commercial Air Transport Operators

AMC1 ARO.OPS.105 Code-share arrangements

Safety Of A Code-Share Agreement

(a) When evaluating the safety of a code-share agreement, the Kuwait DGCA should check that the:

(1) documented information provided by the applicant in accordance with ORO.AOC.115 is complete and shows compliance with the applicable ICAO standards; and

(2) operator has established a code-share audit programme for monitoring continuous compliance of the third country operator with the applicable ICAO standards.

(b) The Kuwait DGCA should request the applicant to make a declaration covering the above items.

(c) In case of non-compliance, the applicant should be informed in writing of the corrections which are required.

AMC2 ARO.OPS.105 Code-share arrangements

Audits Performed By A Third Party Provider

When audits are performed by a third party provider, the Kuwait DGCA should verify if the third party provider meets the criteria established in AMC2 ORO.AOC.115 (b).

AMC1 ARO.OPS.110 Lease agreements

Wet Lease-In

(a) Before approving a wet lease-in agreement the competent authority of the lessee should assess available reports on ramp inspections performed on aircraft of the lessor.

(b) The Kuwait DGCA should only approve a wet lease-in agreement if the routes intended to be flown are contained within the authorised areas of operations specified in the AOC of the lessor.

AMC2 ARO.OPS.110 Lease agreements

Short Term Wet Lease-In

The Kuwait DGCA may approve third country operators individually or a framework contract with more than one third country operator in anticipation of operational needs or to overcome operational difficulties.

GM1 ARO.OPS.110 Lease agreements

Approval

(a) Except for wet lease-out, approval for an operator to lease an aircraft of another operator should be issued by the competent authority of the lessee and the competent authority of the lessor.

(b) When an operator leases an aircraft of an undertaking or person other than an operator, the competent authority of the lessee should issue the approval.

GM2 ARO.OPS.110 Lease agreements

Dry Lease-Out

The purpose of the requirement for the Kuwait DGCA to ensure proper coordination with the authority that is responsible for the oversight of the continuing airworthiness of the aircraft is to ensure that appropriate arrangements are in place to allow:

(a) the transfer of regulatory oversight over the aircraft, if relevant; or

(b) continued compliance of the aircraft with the requirements of the State of Kuwait regulations.

Section II – Approvals

AMC1 ARO.OPS.200 Specific approval procedure

Procedures For The Approval Of Carriage Of Dangerous Goods

When verifying compliance with the applicable requirements of SPA.DG.100, the Kuwait DGCA should check that:

(a) the procedures specified in the operations manual are sufficient for the safe transport of dangerous goods;

(b) operations personnel are properly trained in accordance with the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO Doc 9284-AN/905); and

(c) a reporting scheme is in place.

AMC2 ARO.OPS.200 Specific approval procedure

Procedures For The Approval For Reduced Vertical Separation Minima (RVSM) Operations

(a) When verifying compliance with the applicable requirements of Subpart D (SPA.RVSM), the Kuwait DGCA should verify that:

(1) each aircraft holds an adequate RVSM airworthiness approval;

(2) procedures for monitoring and reporting height keeping errors have been established;

(3) a training programme for the flight crew involved in these operations has been established; and

(4) operating procedures have been established.

(b) Demonstration flight(s)

The content of the RVSM application may be sufficient to verify the aircraft performance and procedures. However, the final step of the approval process may require a demonstration flight. The Kuwait DGCA may appoint an inspector for a flight in RVSM airspace to verify that all relevant procedures are applied effectively. If the performance is satisfactory, operation in RVSM airspace may be permitted.

(c) Form of approval documents

Each aircraft group for which the operator is granted approval should be listed in the approval.

(d) Airspace monitoring

For airspace, where a numerical target level of safety is prescribed, monitoring of aircraft height keeping performance in the airspace by an independent height monitoring system is necessary to verify that the prescribed level of safety is being achieved. However, an independent monitoring check of an aircraft is not a prerequisite for the grant of an RVSM approval.

(1) Suspension, revocation and reinstatement of RVSM approval

The incidence of height keeping errors that can be tolerated in an RVSM environment is small. It is expected of each operator to take immediate action to

rectify the conditions that cause an error. The operator should report an occurrence involving poor height keeping to the Kuwait DGCA within 72 hours. The report should include an initial analysis of causal factors and measures taken to prevent repeat occurrences. The need for follow-up reports should be determined by the Kuwait DGCA. Occurrences that should be reported and investigated are errors of:

(i) total vertical error (TVE) equal to or greater than ±90 m (±300 ft);

(ii) altimeter system error (ASE) equal to or greater than ±75 m (±245 ft); and

(iii) assigned altitude deviation equal to or greater than ±90 m (±300 ft).

Height keeping errors fall into two broad categories:

- errors caused by malfunction of aircraft equipment; and
- operational errors

(2) An operator that consistently experiences errors in either category should have approval for RVSM operations suspended or revoked. If a problem is identified that is related to one specific aircraft type, then RVSM approval may be suspended or revoked for that specific type within that operator's fleet.

(3) Operators' actions:

The operator should make an effective, timely response to each height keeping error. The Kuwait DGCA may consider suspending or revoking RVSM approval if the operator's responses to height keeping errors are not effective or timely. The Kuwait DGCA should consider the operator's past performance record in determining the action to be taken.

(4) Reinstatement of approval:

The operator should satisfy the Kuwait DGCA that the causes of height keeping errors are understood and have been eliminated and that the operator's RVSM programmes and procedures are effective. At its discretion and to restore confidence, the Kuwait DGCA may require an independent height monitoring check of affected aircraft to be performed.

GM1 ARO.OPS.205 Minimum equipment list approval

Extension Of Rectification Intervals

The Kuwait DGCA should verify that the operator does not use the extension of rectification intervals as a means to reduce or eliminate the need to rectify MEL defects in accordance with the established category limit. The extension of rectification intervals should only be considered valid and justifiable when events beyond the operator's control have precluded rectification.

GM1 ARO.OPS.210 Determination of local area

General

The local area should reflect the local environment and operating conditions.

AMC1 ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

Approvals That Require Endorsement

(a) Whenever the operator applies for an approval in accordance with CAT.POL.H.420 for which an endorsement from another State is required, the Kuwait DGCA should only grant the approval once endorsement of that other State has been received.

(b) The Operations Specification should be amended to include those areas for which endorsement was received.

AMC2 ARO.OPS.215 Approval of helicopter operations over a hostile environment located outside a congested area

Endorsement By Another State

(a) Whenever the operator applies for an endorsement to operate over hostile environment located outside a congested area in another State in accordance with CAT.POL.H.420, the competent authority of that other State should only grant the endorsement once it is satisfied that:

(1) the safety risk assessment is appropriate to the area overflown; and

(2) the operator's substantiation that preclude the use of the appropriate performance criteria are appropriate for the area overflown.

(b) The competent authority of that other State should inform the competent authority of the State responsible for issuing the approval.

AMC1 ARO.OPS.220 Approval of helicopter operations to or from a public interest site

Approvals That Require Endorsement

Whenever the operator applies for an approval in accordance with CAT.POL.H.225 to conduct operations to or from a public interest site (PIS) for which an endorsement from another State is required, the Kuwait DGCA should only grant such approval once endorsement of that other State has been received.

AMC2 ARO.OPS.220 Approval of helicopter operations to or from a public interest site

Endorsement By Another State

(a) Whenever the operator applies for an endorsement to operate to/from a public interest site in another State in accordance with CAT.POL.H.225, the competent authority of that other State should only grant the endorsement once it is satisfied that:

(1) the conditions of CAT.POL.H.225 (a)(1) through (5) can be met by the operator at those sites for which endorsement is requested; and

(2) the operations manual includes the procedures to comply with CAT.POL.H.225

(b) for these sites for which endorsement is requested.

(c) The competent authority of that other State should inform the competent authority of the State responsible for issuing the approval.

GM1 ARO.OPS.225 Approval of operations to an isolated aerodrome

General

The use of an isolated aerodrome exposes the aircraft and passengers to a greater risk than to operations where a destination alternate aerodrome is available. Whether an aerodrome is classified as an isolated aerodrome or not often depends on which aircraft are used for operating the aerodrome. The Kuwait DGCA should therefore assess whether all possible means are applied to mitigate the greater risk.

Subpart RAMP – Ramp inspections of aircraft of operators under the regulatory oversight of another state

AMC1 ARO.RAMP.100 General

Ramp Inspections

(a) The ramp inspection should normally be performed during a turn-around.

(b) In addition to the applicable requirements, when inspecting the technical condition of the aircraft, it should be checked against the aircraft manufacturer's standard.

AMC1 ARO.RAMP.100(b) General

Suspected Aircraft

In determining whether an aircraft is suspected of not being compliant with the applicable requirements, the following should be taken into account:

(a) information regarding poor maintenance of, or obvious damage or defects to an aircraft;

(b) reports that an aircraft has performed abnormal manoeuvres that give rise to serious safety concerns in the airspace of a State;

(c) a previous ramp inspection that has revealed deficiencies indicating that the aircraft does not comply with the applicable requirements and where the Kuwait DGCA suspects that these deficiencies have not been corrected;

(d) evidence that the State in which an aircraft is registered is not exercising proper safety oversight; or

(e) concerns about the operator of the aircraft that have arisen from occurrence reporting information and non-compliances recorded in a ramp inspection report on any other aircraft used by that operator.

AMC1 ARO.RAMP.100(c)(1) General

Annual Programme

(a) Calculation methodology

The Kuwait DGCA should calculate the number of points to be achieved in the following year. For this purpose the following formula should be used:

$$Q = (Opr_{\geq 12}) + (0.2 * Opr_{<12}) + (0.001 * Lnd), \text{ where:}$$

'Q' = annual quota;

'$Opr_{\geq 12}$' is the number of operators whose aircraft have landed in the previous year at aerodromes located in the State at least 12 times;

'$Opr_{<12}$' is the number of operators whose aircraft have landed in the previous year at aerodromes in the territory of the State less than 12 times;

'Lnd' is the number of landings performed by those operators' aircraft at aerodromes located in the State in the previous year.

(b) Inspections should be valued differently in accordance with the following criteria:

(1) prioritised ramp inspections and the first inspection of a new operator conducted on an aerodrome located within a radius ≤ 250 km from the Kuwait DGCA's main office have a value of 1.5 points;

(2) prioritised ramp inspections and the first inspection of a new operator conducted on an aerodrome located within a radius > 250 km from the Kuwait DGCA's main office have a value of 2.25 points;

(3) inspections conducted between the hours of 20:00 and 06:00 local time, during weekends or national holidays have a value of 1.25 points;

(4) inspections conducted on operators for which the previous inspection was performed more than 8 weeks before have a value of 1.25 points;

(5) any other inspections have a value of 1 point; and

(6) for specific circumstances falling under two or more of the above situations, the above-mentioned factors may be combined by multiplication (e.g. prioritised inspection performed at an airport located at 600 km from the main office, during the weekend on an operator that was not inspected over the last 3 months will have a value of: 2.25 * 1.25 * 1.25 = 3,52 points).

GM1 ARO.RAMP.100(c)(1) General

Number Of Inspection Points

The quotation is a statistical assumption only and does not necessarily mean that operators in the group '$Opr_{\geq 12}$' always need to be inspected. As deemed necessary by the inspecting authorities, operators may be inspected more than once (taking into account AMC2 ARO.GEN.305 (b)(1)) whilst sticking to the calculated number of points; as a result, some operators might not be inspected in any given year.

GM1 ARO.RAMP.105(b)(2)(i) Prioritisation criteria

List Of Operators

The list of operators may include aircraft of operators or aircraft that have been withdrawn from the list of air carriers subject to an operating ban.

AMC1 ARO.RAMP.110 Collection of information

Collection Of Information

The information should include:

(a) important safety information available, in particular, through:

(1) pilot reports;

(2) maintenance organisation report;

(3) incident reports;

(4) reports from other organisations, independent from the inspection authorities; and

(5) complaints.

(b) information on action(s) taken subsequent to a ramp inspection, such as:

(1) aircraft grounded;

(2) aircraft or operators banned from the State of Kuwait;

(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:

(1) implementation of corrective action(s); and

(2) recurrence of non-compliance.

AMC1 ARO.RAMP.115(a) Qualification of ramp inspectors

Background Knowledge And Experience

The background knowledge and/or working experience of the inspector determines the privileges of the inspector. The Kuwait DGCA should determine what the inspector is entitled to inspect taking into account the following considerations:

(a) background knowledge;

(b) working experience; and

(c) interrelation of the inspection item with other disciplines (e.g. a former cabin crew member may require additional training on minimum equipment list (MEL) issues before being considered eligible for inspection of safety items in the cabin).

AMC1 ARO.RAMP.115(b)(1) Qualification of ramp inspectors

Eligibility Criteria

(a) The candidate should be considered eligible to become a ramp inspector provided he/she meets the following criteria:

(1) has good knowledge of the English language; and

(2) education and experience over the previous 5 years in accordance with one of the following items:

(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;

(ii) has or has had a commercial/airline transport pilot licence and preferably carried out such duties for at least 2 years;

(iii) has or has had a flight engineer licence and preferably carried out such duties for at least 2 years;

(iv) has been a cabin crew member and preferably carried out such duties in commercial air transport for at least 2 years;

(v) has been licensed as maintenance personnel and preferably exercised the privileges of such licence for at least 2 years;

(vi) has successfully completed professional training in the field of air transport of dangerous goods and preferably after that at least 2 years experience in this field; or

(vii) has successfully completed post-secondary aeronautical education with a duration of at least 2 years.

AMC1 ARO.RAMP.115(b)(2) Qualification of ramp inspectors

Senior Ramp Inspectors

(a) The Kuwait DGCA should appoint senior ramp inspectors provided they meet the qualification criteria established by the Kuwait DGCA. These qualification criteria should contain at least the following requirements:

(1) the appointee has been a qualified ramp inspector over the 3 years prior to his/her appointment;

(2) the appointee has performed a minimum of 72 ramp inspections during the 36 months prior to the appointment, evenly spread over this period; and

(3) the senior ramp inspector will remain qualified only if performing at least 24 ramp inspections during any 12 months period after his/her initial qualification.

(b) If the Kuwait DGCA does not have senior ramp inspectors to conduct on-the-job training, such training should be performed by a senior ramp inspector from another State, either in the competent authority of the trainee or in the competent authority of the senior ramp inspector.

(c) Additional factors to be considered when nominating senior ramp inspectors include knowledge of training techniques, professionalism, maturity, judgment, integrity, safety awareness, communication skills, personal standards of performance and a commitment to quality.

(d) If a senior ramp inspector should lose his/her qualification as a result of failure to reach the minimum number of inspections mentioned in ARO.RAMP.115 (b)(3), he/she should be requalified by the State authority by performing at least four inspections under the supervision of a senior ramp inspector, within a maximum period of 2 months.

(e) Senior ramp inspectors, like any other inspectors, should also receive recurrent training according to the frequency mentioned in AMC1-ARO.RAMP.115 (b)(3).

AMC2 ARO.RAMP.115(b)(2) Qualification of ramp inspectors

Scope And Duration Of Initial Training

Initial training should encompass:

- initial theoretical training,
- practical training,
- and on-the-job training.

(a) Initial theoretical training

(1) The scope of the initial theoretical training is to familiarise the inspectors with the framework and the European dimension of the Ramp Inspection Programme, and with the common inspection, finding categorisation, reporting and follow-up procedures. The primary scope of the theoretical training is not the transfer of technical (operational, airworthiness, etc.) knowledge. The trainees should possess such knowledge, either from previous work experience or through specialised training, prior to attending the theoretical course. The duration of the initial theoretical training should be no less than 3 training days.

(2) In case an integrated course is delivered (consisting of both the transfer of technical knowledge and specific ramp inspection information), the duration of the course should be extended accordingly.

(3) The initial theoretical training shall be conducted in accordance with the syllabus in AMC1 ARO.RAMP.115 (b)(2)(i).

(b) Practical training

(1) The scope of practical training is to instruct on inspection techniques and specific areas of attention without any interference with the flight crew. Preferably, this should be done in a non-operational environment (e.g. on an aircraft in a maintenance hangar). Alternatively, aircraft with an adequate turnaround time may be used. In the latter case, the flight and/or ground crew should be informed about the training character of the inspection.

(2) The duration of the practical training should be no less than 1 training day. The Kuwait DGCA may decide to lengthen the training based on the level of expertise of the attendees. Practical training may be split into several sessions provided an adequate training tracking system is in place.

(3) The practical training should be conducted in accordance with the syllabus in AMC2- ARO RAMP.115 (b)(2)(i).

On-The-Job Training

(c) Scope of on-the-job training

(1) The objective of the on-the-job training should be to familiarise the trainees with the particularities of performing a ramp inspection in a real, operational environment. The Kuwait DGCA should ensure that on-the-job training is undertaken only by trainees that have successfully completed theoretical and practical training.

(2) The Kuwait DGCA should ensure that the area of expertise of the trainee is compatible with the one of the senior ramp inspector delivering on-the-job training.

(3) When selecting the operators to be inspected during the on-the-job training programme, the senior ramp inspector should ensure:

(i) that the training can be performed on a sufficient level but without undue hindrance or delay of the inspected operator; and

(ii) that the ramp inspections are conducted on different operators (i.e. State of Kuwait operators, other operators), different aircraft types and aircraft configurations (i.e. jet and propeller aircraft, single aisle and wide-body aeroplanes, passenger operations and cargo operations), different types of operations (i.e. commercial and non-commercial operations, long-haul and short-haul operations).

(4) On-the-job training should comprise two phases:

(i) observing inspector: during this phase the trainee should accompany and observe the senior ramp inspector when performing a series of ramp inspections (including the preparation of the inspection and post-inspection activities: reporting, follow-up); and

(ii) inspector under supervision: during this phase the trainee should gradually start to perform ramp inspections under the supervision and guidance of the senior ramp inspector.

(d) Duration and conduct of on-the-job training

(1) The duration of the on-the-job training should be customised to the particular training needs of every trainee. As a minimum, the on-the-job training programme should contain at least six observed ramp inspections and six ramp inspections performed under the supervision of the senior ramp inspector, over a period of a maximum of 6 months. In general, on-the-job training should start as soon as possible after the completion of the practical training and cover all inspection items that the inspector will be privileged to inspect.

The on-the-job training may be given by more than one senior ramp inspector. In such cases appropriate records should be maintained for each trainee documenting the training received (when the trainee is observing the inspection) and his/her ability to effectively perform ramp inspections (under supervision). For this purpose, the senior ramp inspector should use a checklist containing the applicable elements presented in GM2 ARO.RAMP.115 (c).

(2) Before starting on-the-job training the trainee should be briefed with regard to the general objectives and working methods of the training.

(3) Before every inspection the trainee should be briefed with regard to the particular objectives and lessons to be learned during this inspection.

(4) After every day of inspection the trainee should be debriefed with regard to his/her performance and progress and areas where improvement is needed.

(e) Elements to be covered during the on-the-job training

On-the-job training should address the following elements. However, some of the situations described below do not happen very often (i.e. grounding of an aircraft) and should, therefore, be presented by the senior ramp inspector during one of the debriefings.

(1) Preparation of an inspection:

(i) use of the centralised database to prepare an inspection;

(ii) other sources of information (such as passenger complaints, maintenance organisation reports, air traffic control (ATC) reports);

(iii) areas of concern and/or open findings;

(iv) retrieval of updated reference materials: Notices to Airmen (NOTAMs), navigation and weather charts;

(v) selection of operator(s) to be inspected (oversight programme, priority list);

(vi) task allocation among members of a ramp inspection team; and

(vii) daily/weekly/monthly ramp inspection schedule.

(2) Administrative issues:

(i) ramp inspector's credentials, rights and obligations;

(ii) special urgency procedures (if any);

(iii) national (local) aerodrome access procedures;

(iv) safety and security airside procedures; and

(v) ramp inspector kit (electric torch, fluorescent vest, ear plugs, digital camera, checklists, etc.).

(3) Cooperation with airport and air navigation services to obtain actual flight information, parking position, time of departure, etc.

(4) Ramp inspection:

(i) introduction to the pilot-in-command/commander, flight crew, cabin crew, ground crew;

(ii) inspection items: according to the area of expertise of the trainee;

(iii) findings (identification, categorisation, reporting, evidencing);

(iv) corrective actions – class 2;

(v) corrective actions – class 3:

(A) Class 3a) enforcement of restriction(s) on aircraft flight operations (cooperation with other services/authorities to enforce a restriction);

(B) Class 3b) request of an immediate corrective action(s), satisfactory completion of an immediate corrective action;

(C) Class 3c) grounding of an aircraft: notification of the grounding decision to the aircraft commander; national procedures to prevent the departure of a grounded aircraft; communication with the State of operator/registry;

(vi) Proof of Inspection:

(A) completion and delivery of the Proof of Inspection report; and

(B) request of acknowledgement of receipt (document or a refusal to sign).

(5) Human factors elements:

(i) cultural aspects;

(ii) resolution of disagreements and/or conflicts; and

(iii) crew stress.

(f) Assessment of trainees

The assessment of the trainee should be done by the senior ramp inspector while the trainee is performing ramp inspections under supervision. The trainee should be considered to have successfully completed the on-the-job training only after demonstrating to the senior ramp inspector that he/she possess the professional capacity, knowledge, judgment and ability to perform ramp inspections in accordance with the requirements of this Subpart.

AMC3 ARO.RAMP.115(b)(2) Qualification of ramp inspectors

Qualification of the inspector after successful completion of training

Qualification of the inspector after successful completion of training:

(a) Successful completion of theoretical training should be demonstrated by passing an evaluation by the Kuwait DGCA or by the approved training organisation.

(b) Successful completion of practical and on–the-job training should be assessed by the senior ramp inspector providing on-the-job training, through evaluation of the trainee's ability to effectively perform ramp inspections in an operational environment.

(c) The Kuwait DGCA should issue a formal qualification statement for each qualified inspector listing the inspecting privileges.

(d) The background knowledge and working experience of the inspector should determine the privileges of the inspector (the scope of his/her inspection; what he/she is entitled to inspect). The numerous varieties in backgrounds of the candidate inspectors make it impossible to issue a full set of templates showing the background-privileges relation. It is, therefore, up to the Kuwait DGCA to determine the eligibility and the related privileges for the inspector, whereby the following should be considered:

(1) background knowledge;

(2) working experience; and

(3) interrelation of the inspection item with other disciplines (e.g. former cabin crew member may require additional training on MEL issues before being considered eligible for safety items in the cabin).

(e) The Kuwait DGCA should issue the qualification statement only after the candidate has successfully completed the theoretical, practical and on-the-job-training.

(f) The Kuwait DGCA should put in place a system that will ensure that their inspectors meet at all times the qualification criteria with regard to eligibility, training and recent experience.

AMC4 ARO.RAMP.115(b)(2) Qualification of ramp inspectors

Checklist On-The-Job Training Of Inspectors

On-the-Job Training of Ramp Inspection Inspectors		
Competent Authority:	Senior ramp inspector:	
Name of trainee:	Place:	
Date:	Ramp Inspection Number:	
Operator:	A/C Registration:	A/C Type:

A	Flight deck	Check: (Description/ notes)	Observation	Under Supervision
General				
1	**General condition**	• inappropriately pulled circuit breakers • reinforced flight crew compartment door, if required • crew baggage • flight crew seats	□	□
		Note:		
2	**Emergency exit**	• are exits serviceable (if not, check MEL limitations) • possible obstacles • emergency exits (serviceability) • escape ropes (secured or not)	□	□
		Note:		
3	**Equipment**	ACAS II / TCAS: • presence • system test/passed 8.33 kHz: (if required) • radio channel spacing RNAV: • authorisation to perform operations in RNAV airspace TAWS / E-GPWS: • presence • TAWS/SRPBZ for forward looking terrain avoidance function • system test (if possible) MNPS	□	□

A	Flight deck	Check: (Description/ notes)	Observation	Under Supervision
		• special authorisation Cockpit Voice Recorder • system test (if possible) RVSM: (if required) • presence • serviceability		
		Note:		
Documentation				
4	**Manuals**	• presence of the applicable parts of the operations manual • up-to-date • competent authority approval where applicable content (complies with the requirements) • presence of aircraft flight manual /performance data • differences regarding manuals of aircraft of ex-Soviet design (e.g. Rukowodstwo on former Commonwealth of Independent States (CIS) built aircraft.)	□	□
		Note:		
5	**Checklists**	• available/within reach • tidiness/cleanness • normal • abnormal • emergency • up-to-date/not for training, etc. • content (compliance with the operator procedures) • appropriate for aircraft configuration being used	□	□
		Note:		
6	**Radio navigation/ instrument charts**	• presence of instrument approach charts (available/within reach/ up-to- date) • presence of en-route charts (available/ within reach/up-to-date) • route covering • FMS / GPS database validity	□	□
		Note:		

A	Flight deck	Check: (Description/ notes)	Observation	Under Supervision
7	**Minimum equipment list**	• Presence of instrument approach charts (available / within reach / up-to-date/ • Presence of en-route charts (available / within reach / up-to date) • route covering • FMS / GPS database validity	□	□
		Note:		
8	**Certificate of registration**	• on-board • accuracy (Reg. mark, A/C type and S/N) • format • english translation when needed • identification plate (S/N)	□	□
		Note:		
9	**Noise certificate**	• on-board • approval (state of registry)	□	□
		Note:		
10	**AOC or equivalent**	• accuracy • content (operator identification, validity, date of issue, A/C type, OPS SPECS)	□	□
		Note:		
11	**Radio licence**	• on-board • accuracy with installed equipment	□	□
		Note:		
12	**Certificate of airworthiness (C of A)**	• on-board (original or certified true copy) • accuracy • validity	□	□
		Note:		
Flight data				
13	**Flight preparation**	• operational flight plan on board • proper filling • signed by pilot-in- command/commander (and where applicable, Dispatch) • fuel calculation	□	□

A	Flight deck	Check: (Description/ notes)	Observation	Under Supervision
		• fuel monitoring/management • NOTAMs • updated meteorological information • letter Y in flight plan		
		Note:		
14	**Mass and balance calculation**	• on-board • accuracy (calculations/ limits) • pilots acceptance • load and trim sheet/ actual load distribution	□	□
		Note:		
Safety equipment				
15	**Hand fire extinguishers**	• on-board • condition/pressure indicator • mounting (secured) • expiry date (if any) • access • sufficient number	□	□
		Note:		
16	**Life jackets/flotation devices**	• on-board • access/within reach • condition • expiry date (where applicable) • sufficient number	□	□
		Note:		
17	**Harness**	• on-board (no seatbelt) • condition • sufficient number (one for each crew member)	□	□
		Note:		
18	**Oxygen equipment**	• on-board • condition • cylinder pressure (minimum acc. to operations manual)	□	□

A	Flight deck	Check: (Description/ notes)	Observation	Under Supervision
		• ask crew to perform the operational function check of combined oxygen and communication system • follow practice of the flight crew		
		Note:		
19	**Independent** **Portable light**	• on-board • appropriate quantities • condition • serviceability • access/within reach • the need for an independent portable light (departure or arrival at night time)	□	□
		Note:		
Flight crew				
20	**Flight crew licence/ composition**	• on-board • form/content/English translation when needed • validity • ratings (appropriate type) (pilot-in-command (PIC)/ATPL) • pilots' age • possible difference with ICAO Annex 1 (concerning the age of pilots) • in case of validation (all documents needed) • medical assessment/ check interval • spare eye glasses if applicable • minimum flight crew requirements	□	□
		Note:		
Journey log book / Technical log or equivalent				
21	**Journey log book or equivalent**	• on-board • content • filling (carefully and properly)	□	□
		Note:		
22	**Maintenance release**	• validity	□	□

A	Flight deck	Check: (Description/ notes)	Observation	Under Supervision
		• when need of maintenance, technical log has been complied with • when ETOPS, requirement are met • signed off • verify that maintenance release has not expired • ex-Soviet built A/C		
		Note:		
23	**Defect notification and rectification**	• number of deferred defects • all defects been notified • defect deferments include time limits and comply with the stated time limits • all the defects are notified • technical log markings (should be understandable by captain) • ex-Soviet built A/C	□	□
		Note:		
24	**Pre-flight inspection**	• performed (inbound/outbound flight) • signed off		
		Note:		

B	Cabin Safety			
1	**General internal condition**	• general condition • possible loose carpets • possible loose or damaged floor panels • possible loose or damaged wall panels • seats • markings of unserviceable seats • lavatories • lavatory smoke detectors • safety and survival equipment (shall be reliable, readily accessible and easily identified. Instructions for operation shall be clearly marked) • possible obstacles to perform normal and abnormal duties	□	□
		Note:		
2	**Cabin crew stations and crew rest area**	• presence of cabin crew seats and compliance with the requirement	□	□

B	**Cabin Safety**			
		• sufficient number • condition (seatbelt, harness) • emergency equipment (independent portable light, fire extinguishers, portable breathing equipment) • cabin preparation list		
		Note:		
3	**First-aid kit/ emergency medical kit**	• on-board • condition • expiry date • location (as indicated) • identification • adequacy • access • operating instructions (clear)	□	□
		Note:		
4	**Hand fire extinguishers**	• on-board • condition (pressure indicator) • expiry date (if available) • mounting and access • number	□	□
		Note:		
5	**Life jackets/ flotation devices**	• on-board • easy access • condition • expiry dates as applicable • sufficient number • infant vest	□	□
		Note		
6	**Seat belt and seat condition**	• on-board • sufficient number • condition • availability of extension belts • cabin seats (verify the condition) • if unserviceable check U/S-tag.	□	□

B	**Cabin Safety**			
		• restraint bars		
		Note:		
7	**Emergency exit, lightning and marking, independent portable light**	• emergency exits (condition) • emergency exit signs/ presence (condition) • operation instructions (markings and passenger emergency briefing cards) • floor path markings (ask to switch on). Possible malfunction/MEL • lighting • independent Portable light and batteries (condition) • sufficient number of Independent • portable light (night operations) • availability on each cabin attendant's station.	□	□
		Note:		
8	**Slides/life-rafts (as required), ELT**	• slides on-board • condition • expiry date • sufficient number • location and mounting • bottle pressure gauge • ELT on board • ELT (condition and date)	□	□
		Note:		
9	**Oxygen supply (cabin crew and passengers)**	• presence • sufficient quantity of masks (cabin crew and passengers) • drop-out panels are free to fall • passenger instructions (passenger emergency briefing cards) • portable cylinder supply and medical oxygen, check pressure and mounting	□	□
		Note:		
10	**Safety instructions**	• on-board • tidiness	□	□

B	Cabin Safety			
		• accuracy/content (A/C type) • sufficient numbers (passenger emergency briefing card for each passenger) • cards for flight crew (check emergency equipment locations)		
		Note:		
11	**Cabin crew members**	• general overview of cabin crew (conditions) • the sufficient number of cabin crew (appropriate) • how the duty stations are manned • follow practice of the cabin crew • when refuelling with passengers on- board check procedures	□	□
		Note:		
12	**Access to emergency exits**	• access areas • possible obstacles for evacuation (foldable jump seat or seat backrest table)	□	□
		Note:		
13	**Stowage of passenger baggage**	• hand baggage storages in cabin • size of hand baggage • quantity of hand baggage • weight of hand baggage • placed under seat (restraint bar)	□	□
		Note:		
14	**Seat capacity**	• number of passengers/ permitted • sufficient seat capacity	□	□
		Note:		

C	Aircraft condition			
1	**General external condition**	• radom (latches/painting) • windshields • wipers • static ports/areas • AoA probes	□	□

C	**Aircraft condition**			
		• pitot tubes • TAT probe • crew oxygen discharge indicator (if exist) • ground power connection (condition) • wings (general condition, ice/snow contamination) • fairings • leading edge (dents) • winglets • trailing edge/static dischargers • look for hydraulic leaks • look for fuel leak • fuselage • tail section/static dischargers • APU cooling air inlet • APU exhaust air/surge • look at APU area for leaks • tail bumper (contact markings) • maintenance and service panels (water/ waste/hydraulic maintenance panels/refuel panels/cargo door control panel/RAT door) • cabin windows • exterior lights • painting (condition) • cleanliness • markings/operational instructions and registration • obvious repairs • obvious damage		
		Note:		
2	**Doors and hatches**	• passenger doors (condition) • emergency exits (condition) • cargo doors (condition) • avionics compartment doors (condition) • accessory compartment doors (condition) • operation instructions of all doors • lubrications of all doors	□	□

C	Aircraft condition			
		• door seals • handles		
		Note:		
3	**Flight controls**	• ailerons (condition) • slats/Krueger flaps/Notch flap (condition) • spoiler panels (condition) • flaps/track fairings (condition) • rudder (condition) • elevators (condition) • stabiliser (condition) • *Note! Check for leaks, flap drooping, wearing, corrosion, disbonding, dents, loose fittings and obvious damages.*	□	□
		Note:		
4	**Wheels, tyres and brakes**	• wheels (assembly condition, bolts and paint markings) • tires (condition and pressure). Check for cuts, groove cracks, worn out shoulders, blister, bulges, flat spots) • worn tire areas (measure the tread depth) • if cuts measure depth • brakes (condition, wearing pins) • measure and familiarise length of the pin/check for the limits.	□	□
		Note:		
5	**Undercarriage**	• landing gear/hinges (general condition/leaks) • struts • locking mechanisms • hydraulic (or pneumatic) lines (condition) • strut pressure (visual check/piston length) • lubrication • electric lines and plugs. • bonding • cleanliness • FOD (foreign object damage) • surface (plasma) and paintings • check for corrosion	□	□

C	Aircraft condition			
		• placards and markings (nitrogen pressure table) • dampers and bogie cylinders (check for leaks) • landing gear strut doors • *use independent portable light and mirror*		
		Note:		
6	**Wheel well**	• general condition (structures) • possible corrosion • cleanliness • installations (wiring, piping, hoses, hydraulic containers and devices) • check for leaks • wheel well doors (hinges) • check for maintenance safety pins	□	□
		Note:		
7	**Powerplant and pylon**	• air intake ring (general condition/inner skin and acoustic panels) • engine cowlings (panels aligned, handles aligned, vortex generators/access doors) • intake area fasteners • sensors • thrust reverses (ring and inner doors or thrust reverser doors) • reverser duct inner skin and acoustic panels • outlet guide vanes (from behind/reverser duct) • exhaust barrel (inner and outer skin) • drain mast/leaks • pylons (sealants, panels, doors and blow-out-doors, possible leaks)	□	□
		Note:		

8	**Fan blades, propellers, rotors (main/tail)**	• fan blades: general condition (check for foreign object damage, cracks, nicks, cuts, corrosion and erosion)
		• fan blade:
		  ○ leading edge
		  ○ mid-span shroud (no stacked)
			□	□

C	Aircraft condition			
		○ tip ○ contour surface ○ root area ○ platform *Note! Wait until rotation stop! Use independent portable light and mirror for the backside of the blades.* • spinner (damages/bolts) • fan outlet vanes (thorough the fan) • FOD (foreign object damage) • split fairing • blades (general condition) • tip and mid area (75 % from root) • Check for nicks, dents, cracks, leakages etc. • hub/spinner • looseness of blades in hub		
		Note:		
9	**Obvious repairs**	• during the inspection of C-items notify unusual design and repairs obviously not carried out in accordance with the applicable AMM/SRM	□	□
		Note:		
10	**Obvious unrepaired damages**	• during the inspection of C-items notify unassessed and unrecorded damages and corrosion (lightning strike, bird strikes, FODs, etc.) • check damage charts	□	□
		Note:		
11	**Leakage**	• during the inspection of C-items notify all the leaks: • fuel leaks • hydraulic leaks • toilet liquid leaks • when leak: measure the leak rate and check the leak rates from AMM etc. if it is allowable and within normal operation limits or not. • wear eye protection and use proper inspection gears for inspection	□	□

C	Aircraft condition			
		Note:		

D	Cargo			
1	**General Condition of cargo compartment**	• cleanliness • lightning • fire protection/detection/ extinguishing systems and smoke detectors • floor panels • wall panels/markings • blow-out-panels • ceilings • wall and ceiling panel sealants • cargo nets/door nets • fire extinguishers • cargo roller and driving system and control panel		□
		Note:		

2	**Dangerous goods**	• operations manual/ information required by ICAO Annex 18
		• technical Instructions (ICAO Doc. 9284-AN/905) are applied
		if dangerous goods on-board:
		• pilots' notification
		• stowing of dangerous goods cargo
		• packaging (condition, leaks, damage)
		• labelling
		if leak or damage of dangerous goods cargo:
		• condition of other cargo
		• follow removal
		• Follow cleaning of contamination.
				□

		Note:		
3	**Secure stowage of cargo**	• load distribution (floor limits, pallets and containers/maximum gross weight) • flight kit/spare wheel/ ladders (secured) • cargo (secured) • condition and presence of:		□

D	**Cargo**			
		• lockers • restraints • pallets • nets • straps • containers • container locks on the floor • heavy items securing inside containers		
		Note:		□

E	**General**			
1	**General**	**Note:**		□
Additional elements (O) observed/performed (P) during On the Job Training				
(Please List)				
Assessment				
- Was the inspection carried out in a satisfactory manner regarding:				
- preparation of the inspection **- ramp inspection** **- proof of inspection** **- human factors elements**		☐ **Yes** ☐ **No** (provide further details below*) ☐ **Yes** ☐ **No** (provide further details below*) ☐ **Yes** ☐ **No** (provide further details below*) ☐ **Yes** ☐ **No** (provide further details below*)		
- Further training needed:				
Additional Remarks:*				
Signature of the trainee:		**Signature of the senior ramp inspector:**		

GM1 ARO.RAMP.115(b)(2) Qualification of inspectors

Privileges Of Experienced Inspectors

(a) The following example shows the typical privileges of an experienced commercial pilot licence/airline transport pilot licence (CPL/ATPL) holder and of an experienced aircraft maintenance engineer:

Example:

Typical inspection privileges of a CPL/ATPL holder could include the following inspection checklist items in Appendices III and IV of this section:

A items

B Items

C items

D1/D3 items

Typical inspection privileges of an aircraft maintenance licence (AML) holder could include the following inspection checklist items:

A items except for A3, A4, A5, A6, A13, A14, A20

B items except for B11, B14

C items

D1 items

(b) The Kuwait DGCA may decide to enlarge the privileges of the inspector if the basic knowledge of the inspector has been satisfactory enlarged by additional theoretical trainings and/or practical trainings. This may require the subsequent following of the relevant module of the ramp inspection training in order to obtain the necessary knowledge to exercise that new privilege. As an example: if an AML holder has acquired knowledge on the operational items of the “A” section (flight crew compartment items) of the checklist (e.g. because he/she obtained his/her CPL), the privileges may be expanded. He/she should be required, however, to receive the theoretical, practical and on-the-job training on how to inspect those new items. Considering that the inspector is already qualified, the OJT could:

(1) be performed in a classroom environment using various (representative) examples when no aircraft is required for the training. E.g.: normally the interaction with the flight crew is part of the OJT. However, if the inspector is privileged on other A-items on the checklist and therefore familiar with interviewing the flight crew in the flight crew compartment, the OJT of inspection items A13 and A14 could be done in a classroom; or

(2) be limited in terms of number of inspections depending on the number of new inspection items to be trained; the minimum number of OJT inspections as described in AMC2-ARO.RAMP 115 (b)(2) point (d)(1) does not apply since the number of 6 observer and 6 supervised inspections is aiming at a 50 % average coverage of all inspection items during these inspections. For the limited OJT, the number of inspections should be reasonable and should be determined by the senior inspector whereby the new items should be inspected at least 3 times as an observer and 3 times under supervision.

AMC1 ARO.RAMP.115(b)(2)(i) Qualification of ramp inspectors

Syllabus of Theoretical Knowledge for Ramp Inspectors Initial (Theoretical) Training Course

- Module (GEN): General overview (legal)
- Module (A): Flight crew compartment inspection items
- Module (B): Cabin safety inspection items
- Module (C): Aircraft condition inspection items
- Module (D): Cargo inspection items

MODULE (GEN) **a. OVERVIEW OF THE SAFETY ASSESSMENT OF AIRCRAFT**		
i.	Introduction • The Ramp Inspection Programme Overview • Role and responsibilities of the Kuwait DGCA - Overview	Objectives: 1. Trainees should know the background of the Ramp Inspection Programme 2. Trainees should be able to identify the main elements of the Programme 3. Trainees should understand the role of ramp inspections in the general safety oversight context
ii.	The Ramp Inspection programme - ICAO basic references • ICAO convention • Annex 1 – Personnel Licensing • Annex 6 – Operations of Aircraft • Annex 8 – Airworthiness of Aircraft - Main features • Application by all participating States • Dissemination of inspection results • Bottom-up approach • Focused attention • Compliance with ICAO standards	
b. The ramp inspection programme's legal framework		
i.	KCASR Basic Regulation – • General overview • Article 19 – oversight and enforcement	Objectives: 1. Trainees should fully understand the legal instruments of the Programme 2. Trainees should be able to identify the stakeholders and their responsibilities 3. Trainees should be capable to define the relationship between the Ramp Inspection Programme and the List of Banned air carriers
ii.	KCASR 6 Part ARO Subpart RAMP • General overview • Scope and relevance	
iii.	List of banned air carriers • Scope and relevance	
c. The ICAO framework		
i.	International Requirements	Objectives:

	• The Chicago Convention – general overview • The ICAO general overview • The Convention – key ramp inspection-related Articles • Article 11 – Applicability of air regulations • Article 12 – Rules of the air • Article 16 – Search of aircraft • Article 29 – Documents carried on aircraft • Article 30 – Aircraft radio equipment • Article 31 – Certificate of airworthiness • Article 32 – Licences of personnel • Article 33 – Recognition of certificates and licences • Article 37 – Adoption of international standards and recommended practices • Article 38 – Departures from international standards and procedures • Article 83 *bis* – Transfer of certain functions and duties	1. Trainees should be able to outline ICAO's role and responsibilities within the international civil aviation context. 2. Trainees should understand the obligations of the signatory States. 3. Trainees should understand the direct relationship between ICAO standards and ramp inspection.
ii.	Ramp inspection (RI) and ICAO - Annex 7 (Aircraft Nationality and Registration Marks) – Overview • The Certificate of Registration • Example of Certificate of Registration • The identification plate	
iii.	RI and ICAO - Annex 8 (Airworthiness of Aircraft) – Overview • Validity of the Certificate of Airworthiness • Standard form of Certificate of Airworthiness • Emergency exits, markings and lights • Safety and survival equipment	
iv.	RI and ICAO - Annex 1 (Personnel Licensing) – Overview • General rules concerning licences	
v.	RI and ICAO - Annex 6 (Operation of Aircraft) - Overview • Part I, International commercial air transport aeroplanes • Part II, International general aviation aeroplanes • Part III, International operations helicopter	
vi.	RI and ICAO - Annex 16 (Environmental Protection) – Overview • Noise Certificate (applicability to SAFA programme)	
vii.	RI and ICAO - Annex 18 (The Safe Transport of Dangerous Goods by Air) • Overview	

	• Dangerous goods Technical Instructions for the safe transport of dangerous goods by air (Doc 9284)	
viii.	RI and ICAO Doc 7030 (Regional Supplementary procedures) • Overview • Applicability	
d. Safety Assessment technical aspects overview		
i.	Preparation of the inspection	
ii.	Subjects of the inspection: • Aircraft used by operators other than the State of Kuwait or used by operators under the regulatory oversight of another State. • Technical considerations • Experience/feedback from previous checks • "Intelligence" (centralised database, ATC, passenger complaints, etc.) • Prioritisation	
iii.	Elements to be inspected: • In principle, all RI checklist items; but: • other considerations for a limited inspection: • Time available (stop duration, slot, no unreasonable delay) • Inspector privileges • Areas of concern (based upon previous checks and/or centralised database) • Context (recent/old aircraft, new airline, new type of aircraft) • Intelligence information	
iv.	Planning the inspection: • Efficient use of the time available • Considerations for inspections on arrival or departure • Any day in a week, any time in a day	
v.	Short transit times: • Walk around check during off boarding • Segmented inspections	
vi.	Toolkit for the RI inspector: • Inspector's documentation (RI procedures, regulations, updated reference material, etc.) • Inspector's tools (vest, Independent Portable light, camera, telephone, protective personal equipment, etc.)	

	• Inspector's identification (authority ID, airport badge) • Airline documentation available	
vii.	Teamwork: • Preferably two inspectors covering all fields of expertise • Briefing on task allocation	
viii.	The ramp inspection checklist: • Aspects to be covered by the ramp inspection • The ramp inspection checklist (format/structure and overview of contents)	
ix.	Starting the Inspection: • Introduction to the crew (flight crew/technical staff/airline representative/translator) • Determination of available inspection time • Explain that any operator is subject to inspections (ramp inspection principle)	
x.	Code of conduct: • Human factor principle (inspection = intrusion) • Cooperation with the crew • Time efficiency • Collection of evidence	
xi.	Categorisation of findings: • Definition of finding: Deviation from the standards • Category 3 finding with major influence on safety • Category 2 finding with significant influence on safety • Category 1 finding with minor influence on safety	
xii.	Follow-up actions: • Relationship between finding and action • Class 1 action • Class 2 action • Class 3 actions	
xiii.	Concluding the inspection: • Debriefing of inspection results • Delivery of proof of inspection to the pilot-in-command/commander/airline representative/sub-contractors	
e. Ramp inspection centralised database – Hands-on training		
	• Purpose of the database • The database as inspectors' tool	Objectives:

	• RI database – input • RI database – output • RI database – search • Focused inspection module • Follow-up actions: operator logging • Database analytical tools and reports	1. Trainees should have the relevant knowledge to input and retrieve data from the RI centralised database. 2. Trainees should know the analysis process and its deliverables. 3. Trainees should understand the analysis dependability on the accuracy of the inspection reports.

2. MODULE (A) **a. RAMP INSPECTION ITEMS (A)**	
A1 general condition (flight crew compartment) • Circuit breakers (C/B) (inappropriately pulled/popped) • Secure stowage of interior equipment (incl. baggage) • Crew seats (manual or electrical) • Security/reinforced flight crew compartment door • General condition of flight crew compartment	Objectives: Trainees should possess the relevant knowledge enabling them to inspect each item.
A2 Emergency Exit (flight crew compartment) • Access (easy/no blockings) • Escape ropes (secured) • Emergency exits (flight crew compartment)	
A3 Equipment • Awareness of different design philosophies of A/C systems (BITE, message displays/status) • Proper functioning (system test)	
GPWS – TAWS • General (basic principles) • Forward looking terrain avoidance function (7- channel SRPBZ ICAO compliant) • Presence of the equipment • Validity of GPWS database • System test - passed • CIS built A/C systems (SSOS, SPPZ and SRPBZ)	
ACAS/TCAS II • General (applicability and principles) • Mode S transponder and ACAS II (general) • System test	
8.33 kHz radio channel spacing • Selection of an 8.33 kHz channel • Presence of 6 or 5 digits (132.055 or 32.055)	

• Letter Y in field 10 of the flight plan	
RNAV – BRNAV – PRNAV • General (applicability and principles) • Special authorisation • Required equipment • Flight planning and completion of the flight	
RVSM • General (applicability and principles) • Special authorisation • Required equipment • Flight planning and completion of the flight	
MNPS • General (applicability and principles) • Special authorisation • Required equipment • Flight planning and completion of the flight	
A4 Manuals • Operation manual (structure) • Aircraft flight manual (structure) • Competent Authority approval • Update status • Ex-Soviet-built aircraft Rukowodstwo or RLE • Electronic flight bag (EFB class 1, 2 and 3) • Content in relation to flight preparation	
A5 Checklists • Availability: within reach and update status • Compliance with operator procedures (normal, abnormal and emergency) • Appropriateness of checklist used (aircraft checklists) • A/C system integrated checklists • Ex-Soviet-built aircraft issues (pilot's checklist and flight engineer's checklist)	
A6 Radio navigation/instrument charts • Required charts (departure, en-route, destination and alternate): • within reach and update status • Validity of FMS database • Electronic maps and charts	

• The AIRAC Cycle	
A7 Minimum equipment list (MEL) • Availability: approval and update status • Content: MEL reflects installed equipments • Ex-Soviet-built aircraft: 'Rukowodstwo' content • Relationship MEL/Master MEL • CDL (configuration deviation list)	
A8 Certificate of Registration • Availability and accuracy • Original documents and certified copies acceptability • Presence of mandatory information on the certificate: • Identification plate (type – location)	
A9 Noise certificate • Availability (if applicable) • Multiple noise certification • Approval status	
A10 AOC or equivalent • Availability (original or copy) and accuracy • Content in compliance with requirements/format • Content of operational specifications	
A11 Radio (station) licence • Availability and accuracy • Original documents and certified copies acceptability	
A12 Certificate of Airworthiness (C of A) • Format of Certificate of Airworthiness • Original documents and certified copies acceptability • Presence, accuracy and validity	
A13 Flight preparation • Presence and accuracy of operational flight plan • Performance calculations • Proper fuel calculation and monitoring • Special considerations for ETOPS operations • Availability and update of meteorological information • Availability and update of NOTAMS	
A14 Mass and balance calculation • Availability and accuracy	

• Data available for a verification by crew	
A15 Hand fire extinguishers • Validity, access and locations • Mounting • Types	
A16 Life-jackets/flotation devices • Validity, access and locations • Applicability	
A17 Harness • Presence (and usage) • Availability for all flight crew members • Requirements for different crew positions • Conditions (wearing)	
A18 Oxygen equipment • Presence, access and condition • Oxygen cylinder pressure • Minimum required according to the operations manual (in case of low pressure) • Operational functional check of the combined oxygen and communication system (crew)	
A19 Independent portable light • Number of required independent portable light(s) (day/night) • Condition, serviceability and access	
A20 Flight crew licences • Validity of crew licences and appropriate ratings • Validation of foreign licences • Validity of medical certificate • Special medical conditions (spare glasses, etc.) • Age limitations • Minimum crew requirements	
A21 Journey Log book • Content of journey log book (recommendation/roman numerals) • Examples of journey log books	
A22 Maintenance Release • Applicable requirements and duties of the PIC/commander	
A23 Defect notification and rectification (incl. technical log)	

• Defects notification • Cross check with MEL • History of defects/notification (incl. hold item list)	
A24 Pre-flight inspection • Applicable requirements and duties of the PIC	

MODULE (B) **a. Ramp inspection items (b)**	
B1 General internal condition • General condition • Safety and survival equipment • Design and construction	Objectives: Trainees should possess the relevant knowledge enabling them to inspect each item.
B2 Cabin Crew Stations and Crew Rest Area • Cabin crew seats (number, material/fire resistant and condition, upright position/safety hazard) • Equipment	
B3 First-aid kit/emergency medical kit • Recommendation on contents (validity) • Locations of kits • Adequacy • Readily/access • Identifications/markings/seals	
B4 Hand fire extinguishers • Validity, access and locations • Mounting • Types	
B5 Life-jackets/flotation devices • Validity, access and locations • Applicability • Different models of jackets and/or flotation devices on-board • Instructions for passengers (written and demonstration)	
B6 Seat belt and seat condition • Seats and belts (material/condition/installation) • Portable light (cabin crew) • Instructions for passengers (written and demonstration) • Opening assistance systems	

B7 Emergency exit, lighting and marking, independent portable light • Evacuation signs • Lighting and marking (passenger compartment) • Independent Portable light	
B8 Slides/life-rafts/ELTs • Slides/rafts general (locations, types) • Serviceability - pressure gauge/green band • Instructions for passengers (written and demonstration) • Emergency locator transmitter (ELT) (general/types/location)	
B9 Oxygen supply (cabin crew and passengers) • Oxygen supply: cylinders and generators • Serviceability - pressure gauge/green band • Models/A/C types • Drop-out panels/storage of masks	
B10 Safety instructions • Availability and accuracy	
B11 Cabin crew members • Appropriate number of cabin crew (A/C type) • Refuelling with passengers on-board (crew positions	
B12 Access to emergency exits • Number and location of exits • Different models and sizes (A/C type) • Obstructions • Instructions for passengers (written and demonstration)	
B13 Stowage of passenger baggage's (cabin luggage) • Proper storage (size, weight and number) • Safety risks	
B14 Seat capacity • Numbers of seats (A/C type) • Max number of passengers (A/C type)	

MODULE (C) **RAMP INSPECTION ITEMS (C)**

C1 General External Condition • Corrosion (different corrosion types) • Cleanliness and contamination (fuselage and wings) • Windows and windshields (delamination) • Exterior lights (landing lights, NAV-lights, strobes, beacon ...) • Markings • De-icing requirements	Objectives: Trainees should possess the relevant knowledge enabling them to inspect each item.
C2 Doors and hatches • Door types (normal – emergency – cargo doors) • Markings and placards of doors • Operating instructions of doors • Condition and possible damages	
C3 Flight controls • Condition and possible damages, corrosion and loose parts • Rotor head condition • Leakage	
C4 Wheels, tyres and brakes • Tyre pressure (cockpit indications/wheel integrated gauge) • Brake condition • Condition and possible damages, leaking and loose parts	
C5 Undercarriage • Condition and possible damages, corrosion and loose parts • Strut (and tilt cylinder) pressure	
C6 Wheel well • Condition and possible damages, corrosion, leaks and loose parts	
C7 Powerplant and pylon • Cowlings, cowling doors and blow-out doors • Condition and possible damages, corrosion, leaks and loose parts • Pylon, pylon doors, blow-out panels and missing rivets • Condition and possible damages, corrosion, leaks and loose parts • Reversers' condition	
C8 Fan blades, propellers, rotors • Types of fan blades/propellers/rotors • Foreign object damage (FOD), (dents, nicks, blade bending)	

• De-icing (boots and heating elements)	
C9 Obvious repairs • Obvious repairs/maintenance release, technical log,	
C10 Obvious unprepared damage • Damages/missing maintenance release, technical log, • Assessment of damage	
C11 Leakage • Obvious leakage, technical log, • Types and assessment of leakage • Toilet leaks/blue ice etc.	

MODULE (D) **Ramp inspections items (D)**	
D1 General condition of cargo compartment • Structures, wall panels, wall sealing • Fire detection & extinguishing systems • Blow-out panels • 9G-net • Containers • Loading instructions/door instructions • Damage	Objectives: Trainees should possess the relevant knowledge enabling them to inspect each item.
D2 Dangerous goods • Notification to the pilot-in-command/commander • Segregation and accessibility • Packaging and labelling • Limitations/restrictions (cargo aircraft) goods)	
D3 Cargo stowage • Loading instructions (placards, wall markings) • Flight kit (secured) • Pallets, nets, straps, containers (secured) • Loading limitations (weight, size and height)	
E1 General • All the general items that may have a direct relation with the safety of the aircraft or its occupants	

AMC2 ARO.RAMP.115(b)(2)(i) Qualification of ramp inspectors

SYLLABUS OF PRACTICAL TRAINING FOR RAMP INSPECTORS - INITIAL (PRACTICAL) TRAINING COURSE

- Module (A): Flight crew compartment inspection items
- Module (B): Cabin safety inspection items
- Module (C): Aircraft condition inspection items
- Module (D): Cargo inspection items

MODULE A (Flight crew compartment inspection items)	
A1 General condition (of flight crew compartment) • Security/reinforced door (how to recognise) • Reinforced flight crew compartment door installations/locking functions (with a real example) • C/Bs/ circuit breakers (recognise pulled/popped) • Crew seats/serviceability (functions of seats/manual – electrical) • Examples of storage of flight cases and crew luggage (possible safety hazards) • Check cleanness of flight crew compartment	Objectives: Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training
A2 Emergency exit (flight crew compartment) • Recognise easy access (no blockings) • Escape ropes (check if secured)	
A3 Equipment **GPWS-TAWS:** • GPWS, locate instruments in cockpit • Aural warning test demonstrating: Sounds/display patterns • Recognise CIS-built A/C systems (if possible): SSOS – SPPZ – SRPBZ **ACAS/TCAS II** • Locate instruments in cockpit • Mode S transponder and ACAS II (locate and check the model) • System warning test/indications **8.33 kHz radio channel spacing** • Indication in the flight plan (examples) • How to check real channel spacing during the inspection (performed with real radios or approved training devices	
A4 Manuals (flight manuals only) • Operations manual: (content/handling exercise) • Aircraft flight manual (examples)	

MODULE A (Flight crew compartment inspection items)	
• Electronic manuals (lap-tops)/integrated systems	
A5 Checklists • Check validity normal-, abnormal-, emergency checklists and 'quick reference handbook' • Meaning of 'available'/within reach (case study/ examples) • A/C sys integrated checklists (demonstration of system) • Ex-Soviet-built A/C checklists (recognise/examples)	
A6 Radio navigation/instrument charts • Check the covering of charts • En-route and instruments approach charts (view examples) • Locations in the flight crew compartment • Electronic maps and charts (examples) • Check updating markings of the charts and folders. • FMS navigation data-base (check the "INIT" page for validity)	
A7 Minimum equipment list (MEL) • Check the deferred defects are in accordance with the MEL instructions • Inspect MEL according the current MMEL • Approval (check) • 'Rukowodstwo' (examples)	
A8 Certificate of Registration (CoR) • Content and accuracy of the Certificate of Registration (various examples/check) • Requirements of certified true copy (examples of copies) • Common location in the A/C • Identification plate/show various locations in A/C	
A9 Noise certificate • Format of the noise certificate • Content of noise certificate/approval/(check)	
A10 Air Operator Certificate (AOC) or equivalent • Format of the air operator certificate • Content and accuracy of AOC/approval (check compliance with the requirement) • Show location (A/C documents or door)	
A11 Radio (station) licence • Format of the radio station licence (examples)	

MODULE A (Flight crew compartment inspection items)	
• Show location (a/c documents or door)	
A12 Certificate of Airworthiness (C of A) • Check certificate and content (recognise standard form) • Accuracy and validity (check) • Show location (A/C documents or door)	
A13 Flight preparation • Check operational flight plan, proper filling and relevant documents • Proper fuel calculation and monitoring (demonstration of various examples) • NOTAMs/check validity (examples) • Weather information/available and within reach (demonstrate updated reports/examples)	
A14 Mass and balance calculation • Check examples of different type weight and balance sheets/A/C types (manual and computerised)	
A15 Hand fire extinguishers • Locations/access (flight crew compartment visit) • Condition and pressure gauge • Familiarise with different date markings (inspection date or expiry date) • Mountings (review examples) • Types (review examples)	
A16 Life-jackets/flotation devices • Locations • Familiarise with date markings • Extra raft location in flight crew compartment (installation, pressure gauge)	
A17 Harness • Worn out (examples) • Locks (common problems)	
A18 Oxygen equipment • Storage of masks (Quick Donning/Balloon) • Pressure gauge (check green band) • Radio boom – mask check	
A19 Independent Portable light • Locations	

MODULE A (Flight crew compartment inspection items)	
• Operational check	
A20 Flight crew licences • Licences of personnel: – endorsement of certificates and licences – validity of endorsed certificates and licences – language proficiency – medical certificate (spare glasses etc.) – validity of licences • Aeroplane flight crew: – composition of the flight crew – age limitations	
A22 Maintenance release • Aeroplane maintenance (maintenance record) • Maintenance release, general (checkmark or sign) • Relevant release for service (examples)	
A23 Defect notification and rectification (incl. Tech Log) • Open defects • History of defects (including hold item list)	
A24 Pre-flight inspection • Pre-flight inspection sheet and journey log book (presence and signed off)	

MODULE B (Cabin Safety)	
B1 General internal condition (cabin) • Safety and survival equipment (cabin visit for the locations) • Design and construction (familiarise with different type cabins) • Recognise loose carpet and damaged floor panel • System design features: – recognise right materials *(Cabin visit)* – lavatory smoke detection system/*Cabin visit for the locations* – built-in fire extinguisher system for each receptacle intended for disposal of towels, paper or waste (how to check extinguishers)/*Cabin visit for the locations* • Check that normal and abnormal duties by cabin crew may be performed without hindrance (Guided tour in cabin for demonstration of duties)	Objectives: Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training

MODULE B (Cabin Safety)	
B2 Cabin crew stations and crew rest area • Cabin crew seats (cabin visit for number, material and condition) • Cabin crew seats upright position (case study/ recognise safety hazard) • Familiarise with problems with belt wearing and fast locks • Familiarise with seat attachment to the floor or wall • Easy access to emergency equipment (cabin visit for locations and condition)	
B3 First-aid kit/emergency medical kit • Cabin visit for locations (readily/access) • Adequacy (how to determine) • Confirmation that contents match the relevant checklist • Identifications/markings/seals (examples)	
B4 Hand fire extinguishers • Cabin visit for locations (readily/access) • Checking serviceability	
B5 Life-jackets/flotation devices • Different models of life- jackets and flotation devices • Instructions for passengers • Condition and serviceability	
B6 Seat belt and seat condition • Seat belt material/condition (examples) • Recognise common problems with fast locks • Recognise common problems with seat belt wearing • Installation of seat belts (hazard to block evacuation) • Extra belts (locations) • Passenger seats (number and condition) • Passenger seat materials/fire resistant (recognise right materials) • Seat attach to the cabin floor (how to check)	
B7 Emergency exit, lighting and marking, independent portable light • Lighting and marking (cabin visit for locations and condition) • Condition and serviceability of exits • Instructions for passengers • Availability, serviceability and easy access of independent Portable light	

MODULE B (Cabin Safety)	
B8 Slides/life-rafts/ELT's • Slides/rafts general (cabin visit for locations and condition) • Check pressure gauge and recognise green band • Recognise condition of slides and rafts and familiarise with expiry date markings • Emergency locator transmitter (ELT) (cabin visit for locations and condition) • Automatic fixed ELT (examples/how to recognise) • Automatic portable ELT (examples/how to recognise) • Automatic deployable ELT (examples/how to recognise)	
B9 Oxygen supply (cabin crew and passengers) • Check oxygen supply (cylinders and generators) (cabin visit for locations and condition) • Check the cylinder pressure gauge and recognise green band • Drop-out panels (cabin visit for locations and condition) • Storage of masks/serviceability	
B10 Safety instructions • The meaning of available (within reach) • The meaning of accuracy/A/C types (recognise difference in instructions) • Content of instructions	
B11 Cabin crew members • Appropriate number of cabin crew (how to check) • Refuelling with passengers on board (check cabin crew positions) • Cabin crew member's type training document (familiarise with • different types)	
B12 Access to emergency exits • Number and location of exits • Different models and sizes (A/C type) • Instructions for passengers (written and demonstration) • Obstructions (requirement on the projected opening)	
B13 Stowage of passenger baggage (cabin luggage) • Recognise proper storage (size, weight and number) • Familiarise and recognise safety risks (case study)	
B14 Seat capacity • Max number of passengers according to the cabin configuration	

MODULE B (Cabin Safety)	
• Compare the numbers of passenger and the number of serviceable seats • Interrelation with other inspection items: maximum number of passengers influenced by: B6 (inoperative seat) and/or B7 (inoperative exit)	

3.MODULE C (aircraft condition)	
C1 General external condition • Recognise presence of ice, snow and frost • Condition of paint (familiarise when loose of painting is problem) • Recognise legibility of aircraft's markings (registration) • Corrosion (familiarise and recognise different corrosion types) • Cleanliness and contamination of fuselage and wings (familiarise and recognise) • Windshields (recognise delaminating) • Windows (recognise damages and problems) • Exterior lights (landing lights, NAV-lights, strobes, beacon, etc.) (check the condition) • Recognise marks of lightning strike	Objectives: Trainees should be able to use their technical knowledge and ramp inspection techniques in a satisfactory manner during the subsequent on-the-job training
C2 Doors and hatches • Familiarise with different door types/structures (aircraft visit for locations) • Cockpit indications of doors (flight crew compartment visit) • Familiarise with markings and placards of doors • Operating instructions of doors (recognise hazards if lack of markings) • Recognise normal condition and possible damages/loosing parts	
C3 Flight controls • Condition and possible damages, corrosion and loose parts • Recognise marks of lightning strike • Familiarise with static dischargers (recognise when missing) • Recognise possible defects and damages	
C4 Wheels, tyres and brakes • Familiarise with different tyre models • Familiarise with different brake assemblies • Familiarise with maintenance manual limits • Recognise brake wearing indicator 'pin' (examples/locations)	

3.MODULE C (aircraft condition)	
• Recognise normal condition and possible damages, leaking and loose parts • Tyre wear/tyre pressure (check)	
C5 Undercarriage • Condition and possible damages, corrosion and loose parts • Proper strut (and tilt cylinder pressure) • Lubrication (recognise signs of lubrication) • Familiarise with marking placards • Recognise bonding wires • Possible defects and damages	
C6 Wheel well • Condition and possible damages, corrosion and loose parts • Lubrication (recognise signs of lubrication) • Familiarise with marking placards • Recognise bonding wires • Possible defects and damages	
C7 Powerplant and pylon • Powerplants (type of engines) • Cowlings, cowling doors and blow-out doors • Leaks (hydraulic, fuel, oil) • Condition and possible damages, corrosion, leaks and loose parts • Recognise engine sensors (condition) • Possible defects and damages • Pylon (types of pylons) - Recognise pylon doors, panels and blow- out panels and loose rivets – bolts • Reverser's condition (broken hinges and proper closure)	
C8 Fan blades, propellers, rotors • Typical foreign object damages (FOD), (examples of dents, nicks and blade bending) • Recognise looseness of blades in hub • Possible defects and damages (familiarise with procedures related to compliance with engine maintenance manual) • Check de-icing boots	
C9 Obvious repairs • Recognise obvious repairs (examples) • Maintenance release/technical log	

3.MODULE C (aircraft condition)	
C10 Obvious unrepaired damage • Recognise obvious damages (examples) • Damages/maintenance release/technical log • Recognise assessment of damage (examples)	
C11 Leakage • Fluid leaks outside of limits (examples fuel, hydraulic, oil) • Obvious leak: check the maintenance release, technical log • Recognise toilet leaks (blue ice examples) • Recognise de-icing fluids on the A/C (aircraft visit for locations	

AMC1 ARO.RAMP.115(b)(3) Qualification of ramp inspectors

RECURRENT TRAINING

(a) Once qualified, ramp inspectors should undergo recurrent training in order to be kept up- to-date.

(b) The Kuwait DGCA should ensure that all ramp inspectors undergo recurrent training at least once every 3 years after being qualified as ramp inspectors or when deemed necessary by the Kuwait DGCA, e.g. after major changes in the inspection procedures.

(c) Recurrent training should be delivered by the Kuwait DGCA or by an approved training organisation.

(d) The recurrent training should cover at least the following elements:

(1) new regulatory and procedural developments;

(2) new operational practices;

(3) articulation review of other processes and regulations (list of banned operators or aircraft, authorisation of third-country operators); using data collected through ramp inspections; and

(4) standardisation and harmonisation issues.

AMC2 ARO.RAMP.115(b)(3) Qualification of ramp inspectors

RECENT EXPERIENCE REQUIREMENTS

(a) The minimum number of inspections required for ramp inspectors to maintain their qualification should be conducted during any 12-month period after undergoing training, evenly spread during such intervals.

(b) This number may be reduced by the number of inspections on aircraft operated by domestic operators if the inspector is also a qualified flight operations, ramp or airworthiness inspector of the Kuwait DGCA and is regularly engaged in the oversight of such operators.

(c) If the inspector loses his/her qualification as a result of not reaching the minimum number of inspections mentioned in (a) he/she may be requalified by the Kuwait DGCA by performing a number of inspections under the supervision of a senior ramp inspector. The number of supervised inspections should not be less than half the number of missed inspections according to the minimum requirement. The time between these two inspections should be not more than 90 calendar days.

(d) If the inspector loses his/her qualification because he/she has not been engaged in performing inspections on aircraft for more than 12 months, he/she may be requalified by the Kuwait DGCA only after successfully completing on-the-job-training as prescribed in GM2 ARO.RAMP.115(b)(2) and any recurrent training required.

(e) If the inspector loses his/her qualification because he/she has not been engaged in performing inspections on aircraft for more than 36 months, he/she should be fully requalified by successfully completing initial theoretical, practical and on-the-job training.

(f) The Kuwait DGCA should ensure that all ramp inspectors undergo recurrent training at least once every 3 years after being qualified as ramp inspectors and whenever deemed necessary due to significant changes of the ramp inspection programme.

AMC1 ARO.RAMP.115(c) Qualification of ramp inspectors

CRITERIA FOR TRAINING ORGANISATIONS

(a) The training organisation should appoint a manager who is responsible for ensuring that training courses are managed and carried out in accordance with the following criteria:

(1) The training organisation should contract sufficient personnel to develop and deliver ramp inspection training courses in accordance with the technical criteria required by the Kuwait DGCA.

(2) The size and structure of training facilities should ensure protection from the prevailing weather elements and proper operation of all planned training and examination on any particular day.

(3) Fully enclosed appropriate accommodation, separate from other facilities, should be provided for the instruction. In case the training will be given in other facilities than its own training facility, such facility should meet the same criteria.

(4) Classrooms should have appropriate presentation equipment, of a standard that ensures students can easily read presentation text/drawings/diagrams and figures from any position in the classroom.

(5) The training organisation should establish appropriate procedures to ensure proper training standards and compliance with the applicable criteria, including a quality system to ensure adequate control of the training preparation and delivery process.

(6) The training should be conducted in the English language with the aim to train the trainee in the jargon to be used during the ramp inspection.

(7) The training organisation should demonstrate that compliance with the applicable criteria is maintained in time, and that the content of the training course is always kept in line with the applicable syllabi.

(8) The training organisation should put in place a system to evaluate the effectiveness of training provided, based upon feedback collected from course participants after each training delivery. An annual review summarising the results of the feedback system together with the training organisation's corrective actions (if any) shall be sent to the Kuwait DGCA.

(i) Training organisations providing ramp inspection training courses should use only training instructors meeting the experience and qualifications criteria listed hereunder:

(ii) knowledge of the Ramp Inspection Programme;

(iii) knowledge of training delivery methods and techniques;

(iv) for instructors delivering training on inspection items and/or delivering practical training:

(A) meets the eligibility requirements for inspectors;

(B) knowledge of the ramp inspection methodology through participation, as an inspector or as an observer under the guidance of a senior ramp inspector, in at least 30 inspections in the previous 5 years before being nominated as an instructor.

(v) for instructors delivering training on the regulatory framework and general ramp inspection process, at least 2 years of direct experience in the ramp

inspection programme (previous SAFA Programme), e.g. either as an inspector or as a national coordinator or as an aviation safety regulations/legislation expert.

(9) Fulfilment of the criteria above should be attested by the training organisation based, as a minimum, on individual self-declaration.

(10) Training organisations should only employ training instructors that have maintained their proficiency by performing or observing a minimum of six ramp inspections per year.

(11) All instructors should attend a recurrent training workshop organised by the Kuwait DGCA, aiming at updating their knowledge with new developments of the Ramp Inspection Programme as well as standardisation and harmonisation issues. The Kuwait DGCA's workshop should be attended whenever it would be deemed necessary due to significant changes in the Ramp Inspection Programme's structure and procedures, with a minimum of at least once every 3 years.

GM1 ARO.RAMP.115(c) Qualification of ramp inspectors

CHECKLIST FOR THE EVALUATION OF A 3RD PARTY TRAINING ORGANISATION

The Kuwait DGCA should ensure that their training programmes and/or their systems for the evaluation of third party training organisations are amended accordingly to reflect any recommendations arising from the standardisation audits.

GM2 ARO.RAMP.115(c) Qualification of ramp inspectors

CHECKLIST FOR THE EVALUATION OF A 3RD PARTY TRAINING ORGANISATION

1 ORGANISATIONAL STRUCTURE					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Has a manager with corporate authority been appointed?			
	2	Has the training provider contracted enough personnel to develop and deliver ramp inspection training?			
	3	Is the development and delivery of training in accordance with the technical criteria required by the Kuwait DGCA?			
2 FACILITIES					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Does the size and structure of the available training facilities ensure adequate protection against weather elements?			
	2	Does the size and structure of the available training facilities provide proper training activities?			
3 INSTRUCTIONAL EQUIPMENT					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Is the presentation equipment appropriate for the training to be delivered?			
	2	Can the trainees easily read the presented material from any position in the classroom?			
4 TRAINING PROCEDURE					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Has the training provider established appropriate procedures to ensure proper training standards?			
	2	Has the training provider established a system to control the training preparation and delivery process?			
	3	Is the course material written in the English language and will the course be given in the English language?			
	4	Has the training provider demonstrated how compliance with technical criteria is			

		maintained in time and kept in line with the training syllabi?			
	5	Has the training provider developed a system to evaluate the effectiveness of training provided?			
	6	Has the training provider devised a system to evaluate the effectiveness of the training based upon the feedback received?			
5. INSTRUCTORS – QUALIFICATION CRITERIA					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Does the training organisation have an instructors' recruitment procedure?			
	2	Does the recruitment procedure contain applicable selection criteria which are in compliance with the technical requirements provided by the Kuwait DGCA?			
	3	Do the instructors possess knowledge of the ramp inspection programmes?			
	4	Do the instructors have the knowledge on training methods and techniques?			
	5	Do the instructors delivering training on inspection items/practical training meet the eligibility and inspection experience requirements?			
	6	Do the other instructors meet the working experience criteria?			
6. INSTRUCTORS – QUALIFICATION RECORDS					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Has the training organisation created and maintained an adequate instructors' qualification tracking system that ensures their continuous competence at all times?			
	2	Are the criteria used for the maintenance of the instructors' continuous competence in compliance with the technical requirements provided by the Kuwait DGCA?			
7. INSTRUCTORS – RECENT EXPERIENCE AND RECURRENT TRAINING					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Do the instructors meet, if applicable, the requirements on recent experience?			

	2	Do the instructors meet the requirements on recurrent training?			
8. RECORD KEEPING SYSTEM					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Has the training organisation put in place a records keeping system that ensures the appropriate collection, storage, protection, confidentiality of data related to training materials developed, associated updates, examinations of the trainees, etc.?			
9. QUALITY SYSTEM					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Has the training organisation put in place a quality system that ensures adequate control of the training development, preparation, delivery process and records keeping?			
10. TRAINING MATERIAL					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Are the overview items covered during the theoretical training?			
	2	Is the legal framework covered during the theoretical training?			
	3	Is the ICAO framework covered during the theoretical training?			
	4	Is the framework covered during the theoretical training?			
	5	Are the technical aspects covered during the theoretical training?			
	6	Is the ‘Hands-on’ training of the Database covered during the theoretical training?			
	7	Are all A inspection items covered during the theoretical training?			
	8	Are all A inspection items covered during the practical training?			
	9	Are all B inspection items covered during the theoretical training?			
	10	Are all B inspection items covered during the practical training?			

	11	Are all C inspection items covered during the theoretical training?			
	12	Are all C inspection items covered during the practical training?			
	13	Are all D and E inspection items covered during the theoretical training?			
	14	Are all D and E inspection items covered during the practical training?			
	15	Does the training organisation provide to all course participants a copy of the complete training course material and the relevant aviation legislation, as well as relevant examples of technical information?			
11. ADDITIONAL REMARKS					

GM3 ARO.RAMP.115(c) Qualification of ramp inspectors

CHECKLIST FOR THE EVALUATION OF RAMP INSPECTIONS TRAINING INSTRUCTORS

1 Qualification Criteria					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Do the instructors possess knowledge of the Ramp Inspection Programme?			
	2	Do the instructors have the knowledge on training methods and techniques?			
	3	Do the instructors delivering training on inspection items/practical training meet the eligibility and inspection experience requirements?			
	4	Do the other instructors meet the working experience criteria?			
2 Qualification records					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Has the training organisation created and maintained proper records on their instructors?			

3 Recent experience and recurrent training					
No.		**DESCRIPTION**	**YES**	**NO**	**REMARKS**
	1	Do the instructors meet, if applicable, the requirements on recent experience?			
	2	Do the instructors meet the requirements on recurrent training?			
ADDITIONAL REMARKS					

AMC1 ARO.RAMP.120 Approval of training organisations

OVERSIGHT OF APPROVED TRAINING ORGANISATION

(a) When determining the oversight programme of ramp inspector training organisations, the Kuwait DGCA should assess the risks related to the type of activity carried out by the training organisation and adapt the oversight to the level of risk identified and to the organisation's ability to effectively manage safety risks.

(b) An oversight cycle not exceeding 24 months should be applied. The oversight planning cycle may be extended to a maximum of 48 months if the Kuwait DGCA has established that during the previous 24 months the organisation has been able to effectively manage safety risks.

AMC1 ARO.RAMP.120(a) Approval of training organisations

APPROVAL OF A TRAINING ORGANISATION BY THE KUWAIT DGCA

(a) When evaluating the training organisation's capability to deliver training the Kuwait DGCA should verify that the training organisation:

(1) provides a detailed description of:

(i) the organisational structure;

(ii) the facilities and office accommodation;

(iii) instructional equipment;

(iv) instructor recruitment and maintenance of their continuing competence;

(v) record keeping system;

(vi) training course material development and its continuous update; and

(vii) additional means and methods used to fulfil its tasks,

The documents and information specified above may be included into an organisation manual.

(2) ensures compliance with its own procedures on adequate control of the training development, preparation, delivery process and records keeping, as well as compliance with the legal requirements. The training organisation should evaluate the effectiveness of the training provided, based upon written feedbacks collected from course participants after each training delivery.

(3) conducts the training in English with the aim to train trainees in the jargon used during ramp inspections;

(b) For the purpose of evaluating an organisation's capability, the Kuwait DGCA should use checklists containing at least the elements listed in GM2 ARO.RAMP.115 (c). These checklists should be part of the final evaluation report drawn up by the Kuwait DGCA and be kept for a minimum of 5 years, in accordance with ARO.GEN.220 (c).

(c) The Kuwait DGCA should issue the approval for an unlimited duration.

AMC1 ARO.RAMP.120(a)(1) Approval of training organisations

ORGANISATIONAL STRUCTURE

The Kuwait DGCA should verify that the training organisation has appointed a head of training with corporate authority to ensure that the training organisation:

(a) has a sufficient number and properly qualified instructors to develop, update and deliver the training courses referred to in ARO.RAMP.115(b)(2)(i);

(b) makes use of adequate training facilities and properly equipped office accommodation;

AMC1 ARO.RAMP.120(a)(2) Approval of training organisations

FACILITIES, OFFICE ACCOMODATION AND INSTRUCTIONAL EQUIPMENT

(a) The Kuwait DGCA should verify that:

(1) the size and structure of the training facilities and office accommodation ensures protection from the prevailing weather elements and proper development, record keeping and delivery of all planned training on any particular day;

(2) the accommodation is separated from other facilities and appropriate to provide training;

(3) a suitable aircraft is available for practical training for an adequate period;

(4) classrooms have appropriate presentation equipment ensuring that students can easily read presentation text/drawings/diagrams and figures from any position in the classroom. Where necessary, audio amplification should be available to assist instructors in verbal communication. Internet access should also be available to enable instructors to use the online applications used in the Ramp Inspection programme.

(b) If the training organisation does not possess its own training facilities, office accommodation and instructional equipment, the Kuwait DGCA should verify the system put in place by the training organisation to ensure full access to and use of training facilities, office accommodation and instructional equipment in accordance with this paragraph.

AMC1 ARO.RAMP.120(a)(3) Approval of training organisations

TRAINING COURSE

To assess training courses and training course materials, the Kuwait DGCA should:

(a) request from the training organisation a compliance checklist cross-referencing the training course content and the relevant syllabus developed;

(b) verify that the content of the training courses to be delivered complies with the syllabi developed by the Kuwait DGCA, also by attending at least one initial theoretical and practical training course;

(c) ensure that the training course is reflecting any recommendations arising from the standardisation audits conducted by the Kuwait DGCA;

(d) verify that the training course material is accurate and up to date and has been developed for the type of training to be delivered (including course slides, reference documents, etc);

(e) verify that the training organisation provides to all course participants a copy of the complete training course material and the relevant aviation legislation, as well as relevant examples of technical information.

AMC1 ARO.RAMP.120(a)(4) Approval of training organisations

TRAINING INSTRUCTORS

(a) The Kuwait DGCA should verify that the training organisation has a sufficient number of instructors with at least adequate:

(1) adequate general knowledge and experience

(2) knowledge of the Ramp Inspection programme;

(3) knowledge of training delivery techniques; and

(4) english language communication skills.

(b) Instructors delivering training on inspection items and/or delivering practical training should:

(1) have conducted at least 72 inspections in the previous 3 years as qualified ramp inspectors before being nominated as instructors;

(2) have conducted at least 12 inspections as qualified ramp inspectors in the previous 12 months prior to the date of the training delivery;

(3) deliver training only on those inspection items which they are entitled to inspect;

(c) Instructors delivering training on the regulatory framework for ramp inspections should have at least 3 years of experience as national coordinators such as referred to in GM1 ARO.RAMP.100 (c), or as qualified senior ramp inspectors, or as an European aviation safety legislation expert;

(d) All instructors should attend (or familiarise with the content of) a recurrent training workshop, organised by the Kuwait DGCA, at least once every 3 years or at the request of the Kuwait DGCA to update their knowledge of the Ramp Inspection Programme and to promote standardisation.

(e) Regarding theoretical and practical training on D02 items, instructors on dangerous goods certified in accordance with ICAO Annex 18 Doc 9284 AN/905 should only be required to have adequate knowledge of training delivery methods and techniques, and English language communication skills.

AMC1 ARO.RAMP.120(b) Approval of training organisations

VERIFICATION OF THE TRAINING ORGANISATION'S COMPLIANCE AND CONTINUOUS COMPLIANCE BY ANOTHER STATE

(a) When another State's competent authority requests verification of a training organisation's compliance or continuous compliance with the applicable requirements, the following should be taken into account:

(1) the request should be submitted to the Kuwait DGCA at least 90 days prior to the intended date of issuing the approval or to the intended date of ending the continuous compliance verification; and

(2) the training organisation should be notified that the verification of compliance will be performed by the other competent authority, and, therefore, full cooperation and unimpeded access to the organisation staff, documentation, records and facilities should be ensured.

(b) Verification may include an on-site audit and/or unannounced inspection of the training organisation.

(c) The Kuwait DGCA should provide the requesting competent authority with a report containing the results of the compliance verification as soon as the process is finalised, but no later than 10 days prior to the anticipated date of approval.

(d) When the other State's competent authority identifies a non-compliance with the applicable requirements, it should:

(1) immediately inform the Kuwait DGCA of non-compliance and indicate the level of finding(s), providing all the supporting evidence available;

(2) provide the training organisation concerned with all the necessary information on the identified non-compliance indicating that the Kuwait DGCA has been informed in order to take action.

(e) The Kuwait DGCA may approve that organisation, if the results of the other States competent authority's report indicate that the training organisation meets the applicable requirements.

(f) When verifying continuous compliance with the applicable requirements, the other States competent authority may:

(1) request the training organisation to provide updated versions of information, evidences and documents related to the training.

(2) sample the training course material delivered during any training session to candidates or qualified ramp inspectors;

(3) use the results of the standardisation inspections.

AMC1 ARO.RAMP.125 Conduct of Ramp Inspections & ARO.RAMP.130 Categorisation of findings

INSPECTION INSTRUCTIONS ON THE CATEGORISATION OF FINDINGS

Inspectors should follow the inspection instructions on the categorisation of findings established by the Kuwait DGCA for inspections performed on aircraft used by operators other than certified by the State of Kuwait (SAFA) and on aircraft used by operators under the regulatory oversight of another State (SACA).

GM1 ARO.RAMP.125(a) Conduct of ramp inspections

STANDARDISED PERFORMANCE OF RAMP INSPECTIONS

(a) When preparing a ramp inspection, the following should be taken into account:

(1) Selection of the aircraft/operator to be inspected and gathering of general information about the aircraft and operator;

(2) Obtaining the last update of the operating schedule for the selected operator from the operator, airport authorities, or ground-handling agents. In general, operators submit operating schedules twice per year. However, there might be 'last-minute changes' to these schedules. Therefore, inspecting team members should ensure that they have the latest schedule update. The internet can be a valuable source of information, and most airports have a website displaying information on arrival and departure times of scheduled flights. Schedule information on special flights, such as cargo and unscheduled or private flights, may need to be specifically requested from airports.

(3) Distribution of the tasks between ramp inspectors involved, especially in the case of limited inspection time and/or size and complexity of the aircraft.

(4) Co-operation with security, ground, and all other officials involved in airport activities, to enable the inspecting team to reach the aircraft to be inspected. When officials from different organisations (i.e. customs, security, Dangerous Goods inspectorate) have to work in co-operation during the inspection, a procedure on co-operation might need to be developed at a national level. Since most States have different airport procedures for inspectors, there is no standardised method, but the State of Kuwait should provide inspectors with the respective credentials in order to ensure an unrestricted and unimpeded access.

(5) Obtaining relevant flight information on targeted operators from EUROCONTROL by using the application form to request access to EUROCONTROL's Central Flow Management Unit (CFMU) system.

(6) As a general rule, ramp inspections should be performed by at least two inspectors. Inspections performed by solo inspectors should be limited to exceptional cases, such as last minute unavailability of a team member, very short time to prepare a spot inspection, etc. The authority should provide inspectors with the necessary tools (e.g. flashlights, digital camera, mobile phone) and protective clothing suitable for environmental circumstances (e.g. fluorescent vests, ear protection, anti-static clothing).

(7) Depending on the items to be inspected, a ramp inspection 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. Flight preparation and storage of baggage in the cabin could be checked on departure. An inspection after landing should not jeopardise the total resting time of the flight crew.

(8) Any unnecessary contact with passengers should be avoided and the inspection should not interfere, as much as possible, with the normal boarding/de-boarding procedures. However, inspecting certain elements in the cabin may be justified, for example such as:

(i) proper stowage of cabin baggage under the seat;

(ii) excessive overweight in overhead luggage bins;

(iii) baggage in front of emergency exit;

(iv) infants/children over the minimum age determined by the State of operator should have their own seat;

(v) allocation of passengers in the cabin, compared to the loadsheet data;

(vi) sufficient number of seats;

(vii) observing the boarding process during normal operations and/or during refuelling in process;

(viii) attempting to establish the commercial nature of a flight which is suspected to be performed illegally.

(9) 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:

(i) 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).

(ii) Differences in aircraft configuration: whereas for a cargo configuration the securing of the cargo and the segregation of dangerous goods is important; for a passenger configuration, checking the refuelling procedures with passengers on board could have higher priority.

(iii) Previous ramp inspection results: if serious and/or recurrent findings were raised during previous inspections on e.g. the Minimum Equipment List (MEL), this might be more important than the flight preparation on which previously no non-compliances were found.

(iv) 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.

(10) If deemed appropriate, the inspector could contact the operator's representative at the airport so that he or she can be present during the ramp inspection. Experience shows that the operator's representative may be helpful in providing support, especially in facilitating communication with the crew or the operator's home base.

(11) Inspecting authorities might consider informing operators and authorities about the Ramp Inspection programme and explain to them what is expected from them when an inspection is being performed.

GM2 ARO.RAMP.125(a) Conduct of ramp inspections

DEFICIENCIES UNDER THE CONTROL OF THE OPERATOR

Deficiencies under the control of operators in accordance with applicable requirements are not to be considered as non-compliance: e.g. if an aircraft diverted because of a technical defect is inspected upon arrival, such defect should not be considered as a non-compliance and no finding should be raised, as long as the defect is properly reported (e.g. through the Technical Log Book) and subsequently assessed.

AMC1 ARO.RAMP.125(b) Conduct of Ramp inspections

GENERAL

(a) Ramp inspections should be performed by inspectors possessing the necessary knowledge relevant to the area of inspection whereby technical, airworthiness and operational knowledge must be represented in case all items of the checklist are being verified. When a ramp inspection is performed by two or more inspectors, the main elements of the inspection - 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 granted in accordance with ARO.RAMP.115.

(b) The Kuwait DGCA should put in place appropriate procedures to allow them unrestricted access to the aircraft to be inspected. In this respect ramp inspectors should possess adequate credentials.

(c) Inspectors should identify themselves to the pilot–in-command/commander 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. 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 perform a ramp inspection. In special circumstances it may be decided to perform a ramp inspection but this should be limited to a visual check of the aircraft exterior.

(d) The inspection should be as comprehensive as possible within the time and resources available. This means that if only a limited amount of time or resources is available, not all inspection items but a reduced number may be verified. According to the time and resources available for a ramp inspection, the items that are to be inspected should be selected accordingly in conformity with the objectives of the ramp inspection programme. Items not being inspected may be inspected during a next inspection.

(e) 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. Unnecessary contact with passengers should be avoided.

(f) Ramp inspectors should not open any hatches, doors or panels themselves nor should they operate or interfere with any aircraft controls or equipment. When such actions are required for the scope of the inspection, the ramp inspectors should request the assistance of the operator’s personnel (flight crew, cabin crew, ground crew).

(g) The items to be inspected should be selected from the ramp inspection checklist (see Appendices III and IV). The ramp inspection checklist contains a total of 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) and three items (D-items) are related to the inspection of cargo (including dangerous goods) and the cargo compartment. In case of any general inspection items not addressed by the other items of the checklist, they may be administered by the E-item (General) of the checklist.

(h) Items which have been inspected as well as any possible findings and observations will be recorded in the Ramp Inspections Report (see Appendices III and IV).

(i) ARO.RAMP.125 (c) requires that the operator is informed about the results of every ramp inspection by providing it with a copy of the Proof of Inspection (see Appendix III). A signed acknowledgement of receipt should be requested from the recipient and retained by the inspector. Refusal by the recipient to sign should be recorded in the document.

GM1 ARO.RAMP.125(b) Conduct of Ramp inspections

UNREASONABLE DELAY

(a) The inspector intending to conduct the ramp inspection should be able to start the inspection immediately. The inspector should ensure that the inspection can be carried out expeditiously. Delays related to the availability of the inspector or the necessary inspection documentation or similar avoidable reasons of delay caused by the inspector, which are not directly related to safety, should be avoided without exception.

(b) The inspector should carefully consider that flight and cabin crew distraction during the flight preparation phase as this might be a significant safety hazard and should, therefore, be avoided as much as possible. In order to minimise distraction to the flight and cabin crew, the inspector should:

(1) try to be as precise and complete as possible when requesting aircraft documents from flight crew. This should result in a minimum of discussion time, thus allowing the flight crew to deal with their primary task of flight preparation;

(2) ask the senior cabin crew member to assign a crew member to assist them with their inspection tasks;

(3) inform cargo loading staff of possible hindrance due to inspection task in cargo compartment;

(4) give priority to staff directly involved in the flight preparation, when carrying out inspections on the flight deck (e.g. fuel master, load-planning agent, handling agent, etc.).

(c) A delay of the aircraft might be justified for safety reasons, 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:

(1) tyres appear to be worn beyond the limits (central groove no longer visible). However, reference is to be made to the applicable Aircraft Maintenance Manual (AMM) to determine the actual limit;

(2) oil leakage (e.g. 5 drops per minute) is to be checked against the applicable AMM to determine the actual limit;

(3) a flight crew member cannot produce a valid licence. Clarification is to be sought from the operator 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.

(4) missing relevant flight operational data (e.g. missing or incorrect performance calculation, incorrect operational flight plan, incorrect weight and balance calculation).

AMC1 ARO.RAMP.125(c) Conduct of ramp inspections

PROOF OF RAMP INSPECTION

(a) On completion of the ramp inspection, information about its results should be provided to the pilot-in-command/commander or, in his/her absence, to another member of the flight crew or a representative of the operator, regardless of whether or not findings have been identified. When completing the Proof of Inspection (POI), the following should be taken into account:

(1) Only the remarks 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 report as a general remark under 'G' or in the additional information box.

(2) When handing over the POI to the pilot-in-command/commander or operator representative, the inspector should ask him/her to sign the POI whilst explaining that the signature does in no way imply acceptance of the listed findings. The signature only confirms that the POI has been received by the pilot-in-command/operator representative, and that the aircraft has been inspected on the date and at the place indicated.

(b) POIs may be completed electronically, including the required signatures, and may be printed on site or delivered electronically (e.g. by e-mail). In either case, they should follow, to the greatest possible extent, the layout provided by Appendix III, and should contain all the elements of such form.

GM1 ARO.RAMP.130 Categorisation of findings

APPLICABLE REQUIREMENTS

(a) For aircraft used by operators other than those of the State of Kuwait, applicable requirements are the ICAO international standards.

(b) The relevant requirements apply to aircraft used by operators under the regulatory oversight of another State.

(c) Manufacturers' standards should be used for checking the technical condition of the aircraft.

(d) Published national standards (e.g. Aeronautical Information Publications (AIPs)) that are declared applicable to all operators flying to that State may also be checked. Deviations from national standards should be reported as findings only if they have an impact on safety. For such findings, the report should indicate 'N' in the column 'Std.' and the appropriate reference should be included in the column 'Ref.'. Any other deviation from national standards which does not have an impact on safety (e.g. insurance certificate in USD instead of SDR) should be recorded as category G (General Remark). States should develop guidance for the use of their inspectors on the enforcement of national standards.

GM2 ARO.RAMP.130 Categorisation of findings

ASSESSMENT OF NON-COMPLIANCES

(a) When a non-compliance with the applicable requirements is identified, the inspector should be certain that the finding is applicable to the specific circumstances of the inbound and/or outbound flight. (e.g. for third country operators, no electric torch on board is, a finding, but only during night-flight operations; or insufficient number of life-vests, 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.

(b) When a contracting state finds it impracticable to comply with an international standard, it is entitled to notify a difference to ICAO in accordance with Article 38 of the Chicago Convention. However, this right has its boundaries within the sovereign territory of other contracting States. It is not 'exportable' into other Contracting States. More precisely, there is no legal obligation for other Contracting States to accept within their territory an activity, organisation or object which has been certified or approved by a Contracting State according to such lower standards. So, for third country operators, a notification to ICAO of a difference in accordance with Article 38 of the Chicago Convention has no effect within the territory of another Contracting State. Therefore, in another State's territory the operator is obliged to:

(1) either comply with the ICAO standard (Art. 37 in conjunction with Art. 33 of the Chicago Convention); or

(2) comply with the mitigating measures accepted in accordance with states notified differences. Notified differences may, however, be taken into account in the follow-up process of the ramp inspection report (as detailed in the follow-up procedures).

(c) Compliance with the applicable requirements of aircraft and their crew is not only a responsibility of the operator. The State of operator, the State of licensing, and the State of registry are also responsible. The inspected operator might not be the responsible entity for certain non-compliances (e.g. related to the issuance of certificates of registration, of the AOC and/or personnel licences). Such non-compliances pertaining to the authority should be raised by the inspector as part of the ramp inspection process in accordance with ARO.RAMP and recorded as non-compliance in the ramp inspection report.

(d) Non-compliances detected should, as much as possible, be documented and recorded as follows:

(1) pictures of the deficiency itself;

(2) pictures of the manufacturer references used to assess the technical defects;

(3) pictures or copy of the technical logbook entries performed.

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.

GM3 ARO.RAMP.130 Categorisation of findings

NON-COMPLIANCES WITH MANUFACTURER STANDARDS

(a) A finding against manufacturer standards should always be demonstrated in relation to 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. If significant defects are suspected, the operator should be asked to demonstrate compliance with the standards. Deviations from these standards can only be acceptable if the operator's competent authority has issued a formal waiver or concession detailing conditions and/or limitations to allow the aircraft to continue to operate for a specific period of time before final repair, or if the aircraft will perform a non-commercial flight (with less prescriptive standards and requirements), provided that the validity of the CofA is not affected.

(b) With regard to non-compliances on missing fasteners, findings can only be raised if the maintenance documentation contains clear limits and/or dispatch conditions. In the absence of such 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.

(c) 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.

GM4 ARO.RAMP.130 Categorisation of findings

INSPECTION INSTRUCTIONS

(a) The inspection instructions include the description, categorisation and reference to the applicable requirement.

(b) 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.

(c) 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.

GM5 ARO.RAMP.130 Categorisation of findings

DETECTION, REPORTING AND ASSESSMENT OF SIGNIFICANT TECHNICAL DEFECTS

(a) A technical defect is considered to be any material fault pertaining to the aircraft, its systems or components. Minor defects are typically without influence on safety and, therefore, the operator is deemed to be compliant. However, minor defects should be brought to the attention of the operator using general remarks as described in GM8 ARO.RAMP.130. Those defects which are potentially out of limits are considered to be significant defects. Further assessment is needed to determine if the significant defect is within or outside the applicable limits. Such defects should be known to the operator since they should have been detected during regular maintenance, aircraft acceptance procedure or pre-flight inspections.

(b) Technical defects which were not detected by the operator, because the Approved Maintenance Programme (AMP) did not require the operator to detect such defects during turn-around inspections, do not necessarily qualify as a finding under A23/A24. Examples of such defects, which are not supposed to be part of the pre-flight inspection. are:

(1) missing fasteners,

(2) bonding wires,

(3) the cabin emergency lighting, Manufacturer's data often contain limits on certain defects. Those data are normally to be used during scheduled maintenance. It is generally accepted that, in between scheduled maintenance, defects that are beyond those manufacturer's limit might appear. Inspectors should, therefore, be reluctant in using such limits during ramp inspections. However, where the manufacturer has specified dispatch limits, and the defect is beyond the dispatch limits, a category 3 finding should be raised.

(c) Significant defects might have appeared during the inbound flight. If time allows the inspector should delay his/her own inspection of the aircraft condition until the operator has completed the pre-flight inspection, in order to give the operator the opportunity to identify and assess such a defect during the pre-flight inspection.

(d) A 'defect within limits but not recorded' should not be considered as a technical noncompliance. Such discrepancies should be brought to the attention of the operator using general remarks as described in GM8 ARO.RAMP.130. If the significant defect appeared to be within limits, the safety focus changes from the defect itself to the non-compliance of the defect not being detected/assessed by the operator.

GM6 ARO.RAMP.130 Categorisation of findings

DETECTION, REPORTING AND ASSESSMENT OF SIGNIFICANT TECHNICAL DEFECTS

(a) Before findings can be categorised, an assessment of the encountered situation should be made. The inspector can only allocate a proper category to the finding, if the extent of the non-compliance is clear. This implies that inspectors should not raise category 3 findings with the only intent to perform a further investigation/assessment. The Appendix to this GM provides a flowchart that can be used as guidance for the steps to be taken.

(b) The following procedure should be used when inspecting Aircraft Condition (C-items) or, if appropriate, items A, B and D.

(1) The inspector should delay the inspection of the aircraft until the operator has completed the pre-flight inspection, if time allows. However, he/she should always start with a quick check on the cargo compartment(s) after arrival of the aircraft.

(2) When the inspector performs the aircraft condition inspection in advance of the operator's pre-flight inspection, reporting defects identified should not be done before the operator has completed the pre-flight inspection.

(3) The inspector should subsequently check if the operator detected the significant defects found by the inspector, such as:

(i) leaks;

(ii) dents in pressurised areas of the fuselage; and

(iii) damages to emergency systems (e.g., escape hatches, escape slides, RAT, cargo compartment blow out panels).

(4) A single fastener missing in the middle of a fairing, traces of old leaks and non-structural damages to e.g. fairings can, in many cases, be considered as 'minor defects'. Such defects need to be pre-assessed by the inspector in accordance with the relevant manufacturer limitation instruction (e.g. AMM, SRM etc.)

(5) If the operator detected the significant defect, but did not report and/or assess it in accordance with the applicable procedures, the operator should assess the defect. If the defect appears to be within limits, a finding should be raised under A23 (Defect notification and rectification) mentioning 'Known defect not reported/assessed'. However, when collecting evidence for this finding, the inspector should take into account the reporting system used by the operator. For instance, if the operator uses a Technical Logbook and/or a damage chart, a finding could be raised if the defect was not entered. Additionally, a general remark should be created for such defect. If the defect is outside limits, a category 3 finding should be raised under the respective inspection item. In this case no supplementary finding related to this defect should be raised under A23.

(6) If the operator did not detect the significant defect, the inspector should inform the crew of the non-identified defects. Subsequently, the operator should assess the defect in order to determine if the defect is within or outside dispatch limits. If the defect is within limits, a category 2 finding mentioning 'Pre-flight inspection performed but without identifying significant defects' should be raised under A24 (pre-flight inspection) addressing the deficiency that the defect was not detected. Additionally, a general remark should be made for the defect. If the defect is outside limits, a category 3 finding should be raised under the respective inspection item. In this case, no supplementary finding related to this defect should be raised under A24.

(7) Multiple findings related to the same system or item should be grouped and reported as one finding. Examples of such findings are:

(i) Multiple category 2 findings raised under A23 or A24, if such findings concern the same system as per ATA system taxonomy (e.g. hydraulic leakage, fuel leakage,) and the non-compliance was not identified, reported or assessed); examples requiring regrouping hydraulic leakages which were identified but not assessed. Nonetheless, situations such as a fuel leakage on the left wing which was not identified and a fuel leakage on engine #2 which was reported but not assessed, should be noted as two separate findings.

(ii) Findings on missing fasteners.

(8) If an operator performs the pre-flight inspection procedures (aircraft acceptance) only briefly before the departure of the aircraft, the inspector should wait until completion of the inspection before reporting identified defects to the operator. Although an assessment, which may cause a delay, might subsequently be needed once the inspector has informed the operator of those non-detected technical defects, the procedure established by the operator would have resulted in the same delays if the flight crew would have identified the defect requiring the associated assessment. Therefore, a pre-flight inspection performed by the operator close to departure entails risk of a delay.

Appendix to GM5 and GM6 ARO.RAMP.130

GM7 ARO.RAMP.130 Categorisation of findings

ASSESSMENT OF FINDINGS ON CERTIFICATES AND LICENCES PRIOR TO CATEGORISATION

(a) The principle described in GM6 ARO.RAMP.130 should be applied for the assessment of findings on certificates and licences prior to their categorisation.

(b) 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 (PDFs) should be used regarding certificates and licences 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 licence, the appropriate category 2 PDF should be used; for all other cases, the relevant category 3 PDF 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.

GM8 ARO.RAMP.130 Categorisation of findings

USE OF GENERAL REMARKS

(a) 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:

(1) insufficient number of life jackets/flotation devices, however the flight was/will be over land;

(2) any non-compliance not recorded in the Proof of Inspection (POI), as well as any other relevant information;

(3) minor defects;

(4) non-compliances with operator/national standards whereas regulatory standards are met (e.g. smoke goggles at the work station in the cockpit unserviceable).

(b) General remarks (as well as category 1 findings) do not require any follow-up action, either from the inspecting authority or for the operator/relevant oversight authority.

AMC1 ARO.RAMP.135(a) Follow-up actions on findings

FOLLOW-UP ACTIONS FOR CATEGORY 2 OR 3 FINDINGS

(a) Exceptionally, where multiple category 2 findings have been raised and the accumulation of these findings or their interaction justifies corrective action before the flight takes place, the class of action may be increased to the actions foreseen by ARO.RAMP.135 (b).

(b) When communicating findings to the operator, the inspecting authority should:

(1) use the database as the primary communication channel with the operator and limit communication via other channels.

(2) request evidence of corrective/preventive actions taken, or alternatively the submission of a corrective action plan followed by evidence that planned corrective actions have been taken.

(3) communicate findings to the operator's focal points, the operational department or the management or, failing this, the quality department.

(4) monitor if the operator has provided a response to the findings, as required, and if such response gives sufficient reason, or if further information is needed to close findings, evidence of corrective actions taken might be the actual implementation of a corrective action plan. It is then for the inspecting authority to decide, based on the related risk and impact, whether or not a finding may be closed based on proposed corrective actions and taking into account the severity and previous recurrence of detected findings. Depending on the severity and recurrence of the findings raised, the inspecting authority may consider the actual closure of the findings in other report(s) containing the same findings only after having received satisfactory documented evidence of appropriate implementation of actions meant to prevent the reoccurrence of the non-compliance.

(5) inform the operator's competent authority and the operator no later than 10 working days after the inclusion of the report in the database in order to permit appropriate action to be taken, as well as to confirm to the operator the findings raised. The primary source of information to enable operators to take swift action to address safety deficiencies is the database

(6) upload in the database information on possible actions taken and responses provided by the operator following the RAMP inspection and send a communication to the operator only if the operator's actions have not been satisfactory.

(7) give the operator a period of 30 days to reply. If the operator does not react to the initial communication within this period, a second request should be sent, including a specific period of days to reply (e.g. 15 working days) whilst copying the operator's competent authority. If the second attempt is also unsuccessful, the operator's competent authority should be requested to encourage the operator to reply. The inspecting authority should indicate in such request that no reaction from the operator could be interpreted as a 'lack of ability and/or willingness of an operator to address safety deficiencies'.

(c) In general, no reply is expected when informing the State(s) of oversight. However, findings which indicate possible shortcomings at State level should be emphasised, 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 State of oversight 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 oversight authority.

(d) The following are examples requiring a confirmation of the inspecting authority regarding its acceptance of the corrective actions taken by the operator:

(1) identification of a high number of non-compliances;

(2) repetition of same findings;

(3) lack of an adequate response from the operator;

(4) evidence of consistent non-compliance with a particular standard also detected during ramp inspections of other operators from that State;

(5) action by the competent authority may be required given the severity of the findings.

The inspecting authority should monitor if the State(s) of oversight 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 following the procedure described in (b)(6) above.

(e) Any follow-up communication from operators and States of oversight should be acknowledged, and they should be informed about the closure of findings. Requests for clarification should be responded by the inspecting authority. Acknowledgement or clarifications from the inspecting authority should be given within 30 working days after receipt of communications or requests.

(f) When communicating a finding to the operator, and in any further correspondence from the inspecting authority, the operator's competent authority should, as much as possible, be copied in the communication, as it might contain relevant information for its oversight activities. This is particularly the case for information on the closure of ramp inspections findings sent by the inspecting authority (sent either by e-mail or by official letter).

(g) Findings should remain 'open' as long as no satisfactory response of the operator and/or the State(s) of oversight was received. However, findings could be closed if it could be confirmed, as an example by means of additional inspection(s), that appropriate corrective action was taken. Whenever there is further communication to the operator, evidence of such could be uploaded as report attachments.

(h) If the inspecting authority received evidence from a relevant oversight authority showing that the operator does not exist anymore, all related findings should be closed and the reason for closure explained in the justification.

(i) A finding raised during a ramp inspection to which the inspecting authority has not received detailed corrective and/or preventive actions from the operator concerned or from its State(s) of oversight, should be considered as closed in the follow-up part of the ramp inspection process, if the acceptance of mitigating measures in accordance with operations that ensure an equivalent level of safety to that achieved by the standards to which differences have been notified to ICAO by those States.

AMC1 ARO.RAMP.135(b) Follow-up actions on findings

CLASSES OF CATEGORY 3 FINDINGS

(a) In the case of a category 3 finding, the action(s) taken before departure of the aircraft should be verified.

(b) Whenever restrictions on the aircraft flight operation (Class 3a action) have been imposed, it is appropriate to conduct appropriate verification of adherence to such restrictions. Examples of Class 3a actions, and related verification, are, but not limited to:

(1) 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;

(2) 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);

(3) seats that may not be used by passengers might be verified just before departure to confirm that seats are not occupied;

(4) a cargo area that may not be used;

(5) operational restrictions mandating the use of specific runways;

(6) restrictions to specific environmental conditions (such as departure under visual meteorological conditions (VMC) only).

(c) Whenever the operator is required to take corrective actions before departure (Class 3b), inspectors should verify that the operator has taken such actions. Examples of immediate corrective actions to be taken before departure are:

(1) (temporary) repairs to defects according to the manufactures definitions (e.g. AMM and/or SRM);

(2) recalculation of mass and balance, performance calculations and/or fuel figures;

(3) a copy of a missing licence/document to be sent by fax or other electronic means;

(4) proper restraining of cargo.

If inspectors have imposed corrective actions, they should be mentioned in the 'Class of actions' field on the 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 in the 'Additional information' field only.

(d) An aircraft following a Class 3c finding should be grounded only if the crew refuses to take the necessary corrective actions or to respect imposed restrictions on the aircraft flight operation. However, grounding might be appropriate if an operator refuses to grant access in accordance with ORO.GEN.140 (in case of a State of Kuwait operator) or contrary to international regulation (in case of a third country operator). The Kuwait DGCA should then ensure that the aircraft will not depart as long as the reasons for the grounding remain. Any records of communication undertaken pursuant to ARO.RAMP.140 (b), as well as other evidences, should be collected and kept as evidential material.

(e) Evidence related to findings on licences and certificates should be provided by the authority that issued the licence or certificate. However, if that authority is not able to provide such evidence in time, the Kuwait DGCA may accept evidence from other sources, provided that it seeks confirmation of the validity of such evidence at the earliest opportunity with the 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.

(f) In exceptional 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 possible (e.g. for flight segments outside the EUROCONTROL area). The Kuwait DGCA 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.

GM1 ARO.RAMP.135(b) Follow-up actions on findings

CLASSES OF CATEGORY 3 FINDINGS

(a) The Kuwait DGCA could impose an immediate operating ban (Class 3d) on an operator. A Class 3d action is usually imposed in addition to a Class 3a, 3b or 3c action. Therefore, its further follow-up as regards the Ramp Inspection Programme, is considered to be covered by the follow-up of those actions.

(b) If category 3 findings that have been raised concern non-compliances that affect the validity of the certificate of airworthiness of the aircraft, this should be communicated immediately to the State responsible for overseeing the airworthiness of the aircraft. Although the first contact may be, as a matter of urgency, accomplished by telephone, it is advisable to inform the state concerned in writing. For ICAO guidance on this matter, refer to ICAO Annex 8, Part II, Chapter 3.5 — Temporary Loss of Airworthiness.

(c) If the a posteriori verification shows that the operator did not respect the restrictions imposed, this information should be mentioned in the final ramp inspection report or should be reported in accordance with ARO.RAMP.145 (b) and (c).

GM1 ARO.RAMP.140(a) Grounding of aircraft

AIRCRAFT LIKELY TO BE FLOWN WITHOUT COMPLETION OF APPROPRIATE CORRECTIVE ACTION

Should an operator refuse to permit the performance of a ramp inspection without valid reasons, the inspecting authority should consider grounding of the aircraft. In such a case, the inspecting authority must immediately undertake the relevant communication in accordance with ARO.RAMP.140 (b).

GM1 ARO.RAMP.140(d)(4) Grounding of aircraft

LIFTING OF A GROUNDING

Aircraft with a permit to fly issued by the competent authority of the State of registry do not need permission from the State of Kuwait to be overflown.

GM1 ARO.RAMP.145(b) Reporting

IMPORTANT SAFETY INFORMATION

(a) Safety-related information should be verified by the reporting authority, as far as possible, before insertion in the centralised database pursuant to ARO.RAMP.110. However, credible safety information received voluntarily (e.g. whistle-blower reports) which can be verified by means of ramp inspections should also be reported.

(b) If available, any relevant information contained in documents and pictures should be attached to the 'Standard report' available in the centralised database.

(c) Significant safety-related occurrences where, in addition to the follow-up required by occurrence reporting requirements, ramp checks of an aircraft or operator are desirable include (among others):

(1) ATC reports on level-busts;

(2) communication failure or difficulties;

(3) non-standard take-off lengths;

(4) information received from maintenance organisations with regard to lack of AD compliance or maintenance work performed incorrectly;

(5) reports from the general public/whistle-blower concerning perceived unsafe situations;

(6) reports from airport personnel on observed unsafe practices; or

(7) factual information concerning accidents and serious incidents which occurred in the States' airspace.

GM1 ARO.RAMP.160(a) Information to the public and protection of information

PROTECTION OF INFORMATION FROM RAMP INSPECTIONS

In accordance with their national legislation on freedom of information, States can disclose information from ramp inspections that they have conducted. When a request for access to information regarding a ramp inspection conducted by another State is made, the State receiving the request should forward it to the inspecting State and inform the requester accordingly.