كويت جديدة
NEWKUWAIT
STATE OF KUWAIT
Directorate General of Civil Aviation

دولة الكويت
الإدارة العامة للطيران المدني

Date : 2019/01/16 التـــاريـخ :

Ref : 19/64/DDGASD/4 الإشـارة :

REGULATORY CIRCULAR (NO. 2019-04)

Subject:

Notice of Amendment to Kuwait Civil Aviation Safety Regulations KCASR (issue 4).

Purpose:

The purpose of this Regulatory Circular No. 2019-04 is to amend KCASR 1 – PERSONNEL LICENSING - PART CC – CABIN CREW.

This Regulatory Circular No. 2019-04 is based on (NPA) No. 2018-52 dated on 28th Nov 2018.

Revisions:

This amendment will be included in revision (02) of the **KCASR 1 – Personnel Licensing - *Part CC – Cabin Crew.***

Regulatory Requirements:

This amendment shall apply to the following Organizations approved by the Directorate General of Civil Aviation (DGCA) or authorized to operate within the State of Kuwait:

1. Approved Maintenance Organizations (AMO) Holders;
2. Air Navigation Service Providers;
3. Air Operator Certificate (AOC) & Private Operator Certificate (POC) Holders;
4. Airport Operators;
5. Ground Handling Service Providers;
6. Flying Training Organizations.

Effective Date:

This new revision will be in effect from **14th February 2019.**

Required Action:

All users of KCASR are required to comply with the provisions contained within this amendment from the effective date.

President of Civil Aviation

Engr. Shaheen M. Al-Ghanim
Aviation Safety Director

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دولة الكويت
الإدارة العامة للطيران المدني

Date : 2019/01/16 التـــاريـخ :

Ref : 19/66/DDGASD/4 الإشـارة :

Deputy Director General for Air Navigation Affairs,
Directorate General of Civil Aviation,
Kuwait.

Sub.: ***Regulatory Circular No. 2019-04.***
Revision Number 02 to Kuwait Civil Aviation Safety Regulations – KCASR 1 – PERSONNEL LICENSING - PART CC – CABIN CREW.

Dear Sir,

With reference to Notice of Proposed Amendment (NPA) No. 2018-52 dated 28th of Nov 2018, Please find enclosed herewith the regulatory circular No. 2019-04 regarding the issuance of ***KCASR 1 – Personnel Licensing - Part CC – Cabin Crew.*** This is for your information and distribution to all concerned departments.

Up to date KCASR Parts are published on the DGCA/ASD website (https://kcasr.dgca.gov.kw).

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

KCASR 1 – Personnel Licensing - Part CC – Cabin Crew will be in effect from **14th February 2019.**

Yours Sincerely,

Deputy Director General for Aviation Safety,
Air Transport & S.M.C.C Affairs.

Engr. Shaheen M. Al-Ghanim
Aviation Safety Director

Cc: President of Civil Aviation.
Director General of Civil Aviation.
Aviation Safety Director.
Air Transport Director.
Inspection & oversight Superintendent.
Head of Standards & Aviation Safety Regulations Division

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

Kuwait Civil Aviation Safety Regulations

KCASR 1 – PERSONNEL LICENSING

PART CC – CABIN CREW

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Amendment Record

Amendment No	Date of Issue	Remarks
1	June 2018	Part Rename
2	January 2019	Based on NPA 2018-52

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 Regulation is hereby established for compliance by all persons concerned. This regulation shall be known as KCASR 1 - Part CC Cabin Crew and any reference to this title shall mean referring to these regulations governing the requirements to be met for the certification of personnel licensing.

DC.2 Authority for this Regulation

DC.2.1 This KCASR 1 - Part CC Cabin Crew is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation.

DC.3 Applicability

DC.3.1 This KCASR 1 - Part CC Cabin Crew is applicable to the aviation industry of the State of Kuwait.

DC.4 Scope

DC.4.1 KCASR 1 - Personnel Licensing contains the personnel licensing regulations of the State of Kuwait, and shows compliance with ICAO Annex 1. The regulations in KCASR 1 - are separated into the following parts with cross references between parts where applicable.

- Part ARA Authority Requirements for Aircrew
- Part ORA Organisational Requirements for Aircrew
- Part FCL Flight Crew Licensing
- **Part CC Cabin Crew**
- Part FOO/FD Flight Operation Officer and Flight Dispatcher
- Part MED Medical
- Part 66 Aircraft Maintenance Engineer Licence
- Part 147 Approved Training Organisations
- Part ATCO Air Traffic Control Officer

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.

Part CC- Qualification of Cabin Crew involved in Air Transport Operations

Subpart GEN - General Requirements

CC.GEN.001 Competent authority

For the purpose of this Part, the competent authority in the State of Kuwait shall be the Kuwait DGCA where a person applies for the issue of a cabin crew attestation.

CC.GEN.005 Scope

This Part establishes the requirements for the issue of cabin crew attestations and the conditions for their validity and use by their holders. The major function of cabin crewmember's responsibility for the safety and well-being of passengers in the aircraft cabin make it essential that a minimum standard of medical standard, knowledge, age and other qualifications are met. Specification of minimum standards helps ensure that individuals selected will be capable of mastering the training program and will be able to perform the required safety and emergency duties. Without such minimum standards, cabin crew may not be able to develop the authority or self- confidence to lead an evacuation or manage other cabin emergencies. Cabin crew must be able to read and understand written instructions, exercise good judgement and communicate effectively to flight crewmembers, fellow cabin crewmembers and passengers in an emergency.

CC.GEN.015 Application for a cabin crew attestation

The application for a cabin crew attestation shall be made in a form and manner established by the Kuwait DGCA.

CC.GEN.020 Minimum Requirements

Education:	High school or an equivalent degree;
Age:	Minimum of 18 years;
Height:	Able to reach safety equipment and open and close overhead bins in the aircraft from standing position;
Weight:	Able to: • Move comfortably down the aisle, single file, facing forward; • Pass quickly through the smallest secondary cabin emergency exit window;
English Language:	Acceptable level reading, writing and speaking of English language.
Medical:	Shall meet the applicable requirements of Part-MED.

CC.GEN.025 Privileges and conditions

(a) The privileges of holders of a cabin crew attestation are to act as cabin crew members in air transport operation of aircraft.

(b) Cabin crew members may exercise the privileges specified in (a) only if they:

(1) hold a valid cabin crew attestation as specified in CC.CCA.105; and

(2) comply with CC.GEN.030, CC.TRA.225 and the applicable requirements of Part-MED.

CC.GEN.030 Documents and record-keeping

To show compliance with the applicable requirements as specified in CC.GEN.025(b), each holder shall keep, and provide upon request, the cabin crew attestation, the list and the training and checking records of his/her aircraft type or variant qualification(s), unless the operator employing his/her services keeps such records and can make them readily available upon request by the Kuwait DGCA or by the holder.

Subpart CCA - Specific Requirements For The Cabin Crew Attestation

CC.CCA.100 Issue of the cabin crew attestation

(a) Cabin crew attestations shall only be issued to applicants who have passed the examination following completion of the initial training course in accordance with this Part.

(b) Cabin crew attestations shall be issued:

(1) by the Kuwait DGCA; and/or

(2) by an organisation approved to do so by the Kuwait DGCA.

CC.CCA.105 Validity of the cabin crew attestation

The cabin crew attestation shall be issued with a validation period of 24 months unless:

(a) it is suspended or revoked by the Kuwait DGCA; or

(b) If a Cabin Crew Member has been absent from flying duty for a period exceeding six months.

CC.CCA.110 Suspension and revocation of the cabin crew attestation

(a) If holders do not comply with this Part, their cabin crew attestation may be suspended or revoked by the Kuwait DGCA.

(b) In case of suspension or revocation of their cabin crew attestation by the Kuwait DGCA, holders shall:

(1) be informed in writing of this decision, and of their right of appeal in accordance with article 29 of the KCASR Basic Regulation;

(2) not exercise the privileges granted by their cabin crew attestation;

(3) inform, without undue delay, the operator(s) employing their services; and

(4) return their attestation in accordance with the applicable procedure established by the Kuwait DGCA.

Subpart TRA - Training Requirements For Cabin Crew Attestation Applicants and Holders

CC.TRA.215 Provision of training

Training required in this Part shall be:

(a) provided by training organisations or air transport operators approved to do so by the Kuwait DGCA;

(b) performed by personnel suitably experienced and qualified for the training elements to be covered; and

(c) conducted according to a training programme and syllabus documented in the organisation's approval.

CC.TRA.220 Initial training course and examination

(a) Applicants for a cabin crew attestation shall complete an initial training course to familiarise themselves with the aviation environment and to acquire sufficient general knowledge and basic proficiency required to perform the duties and discharge the responsibilities related to the safety of passengers and flight during normal, abnormal and emergency operations.

(b) The programme of the initial training course shall cover at least the elements specified in Appendix 1 to this Part. It shall include theoretical and practical training.

(c) Applicants for a cabin crew attestation shall undergo an examination covering all elements of the training programme specified in (b), except CRM training, to demonstrate that they have attained the level of knowledge and proficiency required in (a).

CC.TRA.225 Aircraft type or variant qualification(s)

(a) Holders of a valid cabin crew attestation shall only operate on an aircraft if they are qualified in accordance with the applicable requirements of KCASR 6 - Part-ORO.

(b) To be qualified for an aircraft type or a variant, the holder:

(1) shall comply with the applicable training, checking and validity requirements, covering as relevant to the aircraft to be operated:

(i) aircraft-type specific training and familiarisation;

(ii) differences training;

(iii) recurrent training; and

(2) shall have operated within the preceding 6 months on the aircraft type, or shall have completed the relevant requalification training and checking before operating again on that aircraft type.

Appendix 1 to Part-CC - Initial training course and examination

Training Programme

The training programme of the initial training course shall include at least the following:

1. General theoretical knowledge of aviation and aviation regulations covering all elements relevant to the duties and responsibilities required from cabin crew:

   1.1. aviation terminology, theory of flight, passenger distribution, areas of operation, meteorology and effects of aircraft surface contamination;

   1.2. aviation regulations relevant to cabin crew and the role of the Kuwait DGCA;

   1.3. duties and responsibilities of cabin crew during operations and the need to respond promptly and effectively to emergency situations;

   1.4. continuing competence and fitness to operate as a cabin crew member, including as regards flight and duty time limitations and rest requirements;

   1.5. the importance of ensuring that relevant documents and manuals are kept up-to-date, with amendments provided by the operator as applicable;

   1.6. the importance of cabin crew performing their duties in accordance with the operations manual of the operator;

   1.7. the importance of the cabin crew's pre-flight briefing and the provision of necessary safety information with regards to their specific duties; and

   1.8. the importance of identifying when cabin crew members have the authority and responsibility to initiate an evacuation and other emergency procedures.

2. Communication:

   During training, emphasis shall be placed on the importance of effective communication between cabin crew and flight crew, including communication techniques, common language and terminology.

3. Introductory course on human factors (HF) in aviation and crew resource management (CRM)

   This course shall be conducted by at least one cabin crew CRM instructor. The training elements shall be covered in depth and shall include at least the following:

   3.1. General: human factors in aviation, general instructions on CRM principles and objectives, human performance and limitations;

   3.2. Relevant to the individual cabin crew member: personality awareness, human error and reliability, attitudes and behaviours, self-assessment; stress and stress management; fatigue and vigilance; assertiveness; situation awareness, information acquisition and processing.

4. Passenger handling and cabin surveillance:

   4.1. the importance of correct seat allocation with reference to aeroplane mass and balance, special categories of passengers and the necessity of seating able-bodied passengers adjacent to unsupervised exits;

   4.2. rules covering the safe stowage of cabin baggage and cabin service items and the risk of it becoming a hazard to occupants of the passenger compartment or otherwise obstruction or damaging emergency equipment or exits;

4.3. advice on the recognition and management of passengers who are, or become, intoxicated with alcohol or are under the influence of drugs or are aggressive;

4.4. precautions to be taken when live animals are carried in the passenger compartment;

4.5. duties to be undertaken in the event of turbulence, including securing the passenger compartment; and

4.6. methods used to motivate passengers and the crowd control necessary to expedite an emergency evacuation.

5. Aero-medical aspects and first-aid:

5.1. general instruction on aero-medical aspects and survival;

5.2. the physiological effects of flying with particular emphasis on hypoxia, oxygen requirements, Eustachian tubal function and barotraumas;

5.3. basic first-aid, including care of:

(a) air sickness;

(b) gastro-intestinal disturbances;

(c) hyperventilation;

(d) burns;

(e) wounds;

(f) the unconscious; and

(g) fractures and soft tissue injuries;

5.4. in-flight medical emergencies and associated first-aid covering at least:

(a) asthma;

(b) stress and allergic reactions;

(c) shock;

(d) diabetes;

(e) choking;

(f) epilepsy;

(g) childbirth;

(h) stroke; and

(i) heart attack;

5.5. the use of appropriate equipment including first-aid oxygen, first-aid kits and emergency medical kits and their contents;

5.6. practical cardio-pulmonary resuscitation training by each cabin crew member using a specifically designed dummy and taking account of the characteristics of an aircraft environment; and

5.7. travel health and hygiene, including:

(a) hygiene on board;

(b) risk of contact with infectious diseases and means to reduce such risks;

(c) handling of clinical waste;

(d) aircraft disinfection;

(e) handling of death on board; and

(f) alertness management, physiological effects of fatigue, sleep physiology, circadian rhythm, time zone changes and The Avoidance of Fatigue in Aircrews (KCASR 6/Part ORO/ Attachment 2).

6. Dangerous goods in accordance with the applicable ICAO Technical Instructions.

7. General security aspects in aviation, including awareness of the provisions laid down in national legislation.

8. Fire and smoke training:

8.1. emphasis on the responsibility of cabin crew to deal promptly with emergencies involving fire and smoke and, in particular, emphasis on the importance of identifying the actual source of the fire;

8.2. the importance of informing the flight crew immediately, as well as the specific actions necessary for coordination and assistance, when fire or smoke is discovered;

8.3. the necessity for frequent checking of potential fire-risk areas including toilets, and the associated smoke detectors;

8.4. the classification of fires and the appropriate type of extinguishing agents and procedures for particular fire situations;

8.5. the techniques of application of extinguishing agents, the consequences of misapplication, and of use in a confined space including practical training in fire-fighting and in the donning and use of smoke protection equipment used in aviation; and

8.6. the general procedures of ground-based emergency services at aerodromes.

9. Survival training:

9.1. principles of survival in hostile environments (e.g. polar, desert, jungle, sea); and

9.2. water survival training which shall include the actual donning and use of personal flotation equipment in water and the use of slide-rafts or similar equipment, as well as actual practice in water.

Note:- Refer to KCASR 6/Part ORO/ Attachment 1 (Cabin Crew Training Standard) for more details.

END