Safety Assessment of

Foreign Aircraft Procedures

(SAFA/SANA/SACA)

Revision Date : 31.12.2019

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COMPANY INTERNAL APPROVAL PAGE

Prepared by;	Controlled by;	Approved by;
		

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Revision Number	Revision Date	Revised Pages	Reason For Change
0	01.02.2018 K. ERDOĞAN	All	Initial Issue
1	02.05.2018 K. ERDOĞAN	5, 6	Finding categorization, SAFA Coordinator requirements
2	31.12.2019 K. ERDOĞAN	All	Complete revision

1 Introduction

TR DGCA and European Civil Aviation Authorities perform since 1996 ramp inspections on aircraft visiting their countries. During such an inspection, the compliance with the applicable International safety standards (issued by the International Civil Aviation Organization ICAO is checked).

The SAFA/SANA/SACA Ramp Inspection Manual has been prepared for use and guidance of Kaan Air inspectors for the performance of Ramp Inspection on the Aircraft operated by Kaan Air. It is designed to provide foundation for promoting safety through proactive safety oversight system.

All subject matters pertaining to Ramp inspection activities, procedures, functions and responsibilities of inspectors are covered in this manual.

Inspectors are expected to use good judgment while dealing with the matters where specific guidance is not available.

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

SAFA/SANA/SACA inspections are part of a EU safety programme and shall be executed in a harmonized and standardized way in all States with which EASA signed a working arrangement on SAFA. For this reason, the Annex to the Commission Directive 2008/49/EC calls for guidance material to give clear guidance and instructions to the inspectors performing SAFA ramp inspections.

Inspectors must have received training in their relevant field of expertise before performing any SAFA/SANA/SACA inspections; details can be found in the EASA Guidance Material on the Qualification of Inspectors and references shown in Chapter 3.

This procedure contains guidance material as required by the mentioned Annex as well as guidance material in addition to those required.

2 Definitions

AMM Aircraft Maintenance Manual

ATLB, TLB, Tech Log Aircraft Technical Log Book, sometimes also indicated as TLB or short the aircraft's Tech Log

CDL Configuration Deviation List

CMM Compliance Monitoring Manager

MEL Minimum Equipment List

N/A Not available

PDF or PDFs Pre-Described Findings

POI Proof of Inspection

SDR Special Drawing Rights

SM Safety Manager

SRM Structural Repair Manual

UDF User Described Finding

U/S Unserviceable

WSPM/WDM Wiring Diagram Manual

3 References

a) SHY-RAMP
b) SHT-RAMP
c) FR.136 RAMP Inspection Form
d) EASA SAFA RAMP Inspections Guidance Material

4 SAFA/SANA/SACA Ramp Inspection and related processes

4.1 General

Inspections-Findings-Categorisation-Follow Ups

The inspection process consists of different elements like the preparation of the inspection, the determination of which items need to be inspected and which standards to use.

If during the Ramp Inspection a deviation from the applicable Standards is established, it is considered a finding.

There are three different categories of findings, depending on the impact the finding has on the safety of the aircraft and/or its occupants (Category 1 **minor influence on safety**, Category 2 finding may have a **significant influence** and Category 3 finding may have a **major influence on safety**).

Based on the outcome of the inspection and subsequent categorisation, follow-up actions and classifications have been defined.

4.2 Purposes and Scope of the Manual

The purpose of this Manual is to provide information about the internal working processes of the management and administration of ramp inspections of Kaan Air as well as qualification and training of the ramp inspectors, ascertain the organisational approach and resolve factors contributing to overall safety standards. Inspectors are expected to use good judgment while dealing with the matters where specific guidance is not available.

4.3 SAFA Coordinator

KAAN AIR SAFA Coordinator is appointed by The Accountable Manager in order to contact and coordinate SAFA/SANA/SACA activities with national SAFA coordinator. KAAN AIR SAFA coordinator name and contact details are sent to DGCA in order to get an approval. His/her contact details are also included in the Emergency Contact List in the KAAN AIR Safety Management Manual (SMM). He/she should;

Have a minimum 3 years background in aviation industry,

Have a minimum 2 years background in airworthiness, maintenance or operation.

Certified training in quality management system, hazardous materials (category 10 and wider), human factors, root cause analysis and corrective action subjects, completing one of the SAFA auditor trainings given by the EASA or the TR DGCA or the training institution delegated by TR DGCA.

SAFA Coordinator name is at the Chapter 9.

4.3.1 Duties and Responsibilities

To perform SACA inspections himself/herself for the purpose of providing safety operation

To get nominated inspector to perform SACA inspections for safety operation,

To take corrective actions for SAFA/SANA/SACA findings by coordinating with related department,

To submit the evidence of corrective actions of SAFA/SANA/SACA findings to DGCA by attaching duplicated the list of flight crew and related documents as Turkish and English in 15 days,

To file the results of the SAFA/SANA/SACA inspections,

To object to the results of the SAFA/SANA/SACA inspections if there is a mistake

To follow-up SAFA finding rate increase or decrease in monthly basis.

4.4 SAFA/SANA/SACA Inspector

SAFA Coordinator designate SAFA/SANA/SACA inspectors. SAFA/SANA/SACA inspectors will be trained by KAAN AIR SAFA coordinator before they are in charge of inspecting the company aircrafts. SACA inspections plan will be included in the annual safety inspection plan. The Company SAFA coordinator is responsible of announcement of the identified findings and corrective actions to the relevant units. KAAN AIR SAFA coordinator will monitor and be responsible of implementation of all corrective actions.

He/she must have;

a) Sufficient level of English language
b) Below training and experience in last 5 years before designation:
    1) At least 2 years aviation experience in operations, maintenance or licensing area, or;
    2) CPL at least 2 years, if he/she is a pilot, or;
    3) FL Eng at least 2 years, if he/she is a technician/engineer, or;
    4) Cabin Crew at least 2 years, or;
    5) Maintenance person at least 2 years, or;
    6) DGR Person at least 2 years, or;
    7) Graduate from aviation university.

SAFA/SANA/SACA Inspector List is at the Chapter 9.

5 SAFA/SANA/SACA Ramp Inspection

Each aircraft in the fleet will be inspected at least once a year.

SACA inspections will be implemented by company SACA inspectors,

SACA inspectors will use "SAFA/SANA/SACA Ramp Inspection checklist" while performing SACA inspection,

Company aircrafts will be inspected in hangar or during pre-flight inspections by taking the flight status into account,

If the inspector identifies a finding or findings, he/she will inform the company SAFA coordinator. The company SAFA coordinator will organize related departments to be taken corrective actions and inform CMM and SM,

SAFA/SANA/SACA inspections and findings will be brought on Safety Action Group meetings,

SAFA/SANA/SACA inspections records are stored as described in quality system procedures.

5.1 General Instructions

a. The SAFA/SANA/SACA Ramp Inspection should preferably be performed by inspectors. The main elements of the inspection, the visual inspection of the aircraft exterior, the inspection on the flight deck and the inspection of the passenger cabin and/or cargo compartments can be divided among the inspectors.

b. Inspectors are entitled to perform a SAFA/SANA/SACA inspection and search the aircraft according to Article 16 of the Convention on International Civil Aviation (search of aircraft): "… the appropriate authorities of each of the contracting States shall have the right… to search aircraft of other contracting States…".

c. Departure delay of an aircraft should be avoided. However, when an inspector discovers an issue which may have a major effect on flight safety or requires further investigation to be clarified, a delay may be justified, for example:

1) the tires appear to be worn beyond the limits (central groove no longer visible), however reference must be made to the applicable AMM to determine the actual limit;

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

3) a flight crew member cannot produce his/her license. Clarification must be sought from the operator to confirm that the flight crew member has a valid license by requesting, for instance, a copy of the license to be sent to the inspectors for verification.

d. SAFA/SANA/SACA inspectors should try to perform all of the SAFA/SANA/SACA checklist items. When circumstances prevent this (time, manpower, etc.), try to inspect those elements which, according to inspectors' preparation and experience, are likely to be more safety critical: this is depending on the particularities of the inspected flight. Elements to be taken into account are:

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

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

3) Previous SAFA/SANA/SACA results. If serious and/or recurrent findings were raised during previous inspections on e.g. the MEL, this might become more important than the flight preparation on which previously no non-compliances were found.

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

5.2 Inspection Preparation

The inspection preparation procedure includes three main elements:

. Selection of the aircraft to be inspected;

. Information gathering about the aircraft;

. Preparation of the inspection itself.

5.3 Planning and Monitoring of the Program

The annual ramp inspection program should be compiled in a way that is consistent with the national points.

6 SAFA/SANA/SACA Inspection Items

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

Depending on the time available for the SAFA/SANA/SACA Ramp Inspection not all items but a limited number of items may be checked.

Depending on the items to be inspected, a SAFA/SANA/SACA Ramp Inspection may be performed on landing or on departure of the aircraft. Fuel remaining and cargo area are examples of items that could be checked on landing. Flight preparation and storage of baggage in the cabin could be checked on departure. However, inspectors should be aware of the following constraints; an inspection after landing **should not jeopardize the total resting time of the flight crew** and an inspection prior to departure should not lead to a departure delay unless there is a good reason.

When a deviation from a standard has been determined, the inspector should be certain that the finding is applicable to the specifics of the inbound and/or outbound flight. For instance, having no electric torch on board is only a finding during night-flight operation and not enough life-vests. Nevertheless, such kind of information should be reported as a General Remark.

For each inspection item of the SAFA/SANA/SACA Ramp inspection report detailed guidance has been established. See Chapter 10.

7 Categorization

a) For each inspection item, 3 categories of possible deviations from the standards have been defined. The findings are categorized according to the perceived influence on flight safety. This means that;

- A category 1 finding is considered to have a **minor influence on safety**.
- A category 2 finding may have a **significant influence** and
- A category 3 finding may have a **major influence on safety**.

Note: Any other safety relevant issues identified during a SAFA/SANA/SACA inspection, although not constituting a finding, can be reported as a General Remark (Cat G) under each inspection item, for example: an electrical torch missing or unserviceable during a flight conducted entirely in daylight.

b) The finding should be categorized according to the list of PDFs in Appendix 1 of EASA SAFA RAMP Inspections Guidance Material. In the SAFA PDF list the description, categorization and reference to the applicable standard is given. Although the list of PDFs is as complete as possible, it cannot cover all possible deviations that may occur.

c) The SAFA PDF list is intended to be used by the inspector to guarantee a common description and categorization of findings. The inspector should make use of this list in the majority of situations and should always privilege the use of PDF while reporting SAFA findings in the SAFA database. In those cases where there is no appropriate PDF, the inspector should, based upon his proficiency and the impact on aviation safety, make a sound judgement into which category the finding needs to be placed. The SAFA database allows for findings to be entered by the user. While inserting an UDF in the SAFA database, the inspector should make sure to always report the associated Standard Reference representing the basis for the identification of the finding. These UDFs will be monitored by EASA periodically and after evaluation may become part of the existing PDF list. Therefore, the PDF list will be updated periodically. Notice of updates will be given via the appropriate channels to the SAFA community.

d) Findings on arrival flights being identical to the findings raised for departure flights should lead to the same categorization, 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 categorized as a cat 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.

e) In exceptional cases, where multiple findings have such an interrelation that 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.

8 Follow-up Actions

Follow up actions will be taken after the Ramp Inspection. The follow-up actions may be distinguished in two stages. The first stage is the follow-up action directly resulting from the findings; the second stage is the monitoring and follow-up of any correspondence which should result in closure of the findings.

The inspector debriefs the Pilot in command (or, in his/her absence, to another member of the flight crew or the most senior representative of the company) and hands over the Proof of Inspection.

The inspector requests the pilot in command to sign a copy of the Proof of Inspection form.

In case of category 2 and/or 3 findings, a written communication will be send to the company and to the competent authority.

The company is requested to reply to the written communication with an action plan which addresses the deficiencies.

The competent authority ensuring the oversight of the company (and/or the airworthiness of the aircraft) may be asked to confirm their agreement on the corrective actions taken.

Findings are considered closed when the deficiencies have been satisfactorily addressed.

9 SAFA Coordinator and SAFA/ SANA/ SACA Ramp Inspectors List

9.1 SAFA Coordinator

Quality Engineer	Gözde ÜNLÜ POLAT gozde.unlu@kaanair.com	+90 (546) 640 11 46

9.2 SAFA / SANA / SACA Ramp Inspectors List

1.	Quality Engineer	Gözde ÜNLÜ POLAT gozde.unlu@kaanair.com	+90 (546) 640 11 46
2.	Compliance Monitoring Manager, Captain	Kadir ERDOĞAN kadir.erdogan@kaanair.com	+90 (532) 367 25 82
3.	Captain	Ali Metin UZUN Metin.uzun@kaanair.com	+90 (534) 599 77 68

10 SAFA/SANA/SACA Checklist

SAFA / SANA / SACA CHECKLIST

Proof of Inspection

Date:	Time:	Place:	
Operator:		State:	AOC no.:
Route from:	Flight no.:	Route to:	Flight no:
Flight type (ICAO Annex 6) Part I: ☐ Part II: ☐ Part III: ☐	Chartered by Operator:	Aircraft type:	Aircraft configuration: Pax ☐ Cargo ☐ Combi ☐
Charterer's state:		Registration mark:	Construction no:
Flight crew state(s) of licensing:	Acknowledgement of Receipt(*) Name: ..... Function:	Signature:	

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		Check	Remark
A	**Flight deck**		
1	General condition		
2	Emergency exit		
3	Equipment		
	Documentation		
4	Manuals		
5	Checklists		
6	Navigation / instrument charts		
7	Minimum equipment list		
8	Certificate of registration		
9	Noise certificate (where applicable)		
10	AOC or equivalent		
11	Radio licence		
12	Certificate of Airworthiness		
	Flight data		
13	Flight preparation		
14	Mass and balance calculation		
	Safety equipment		
15	Hand fire extinguishers		
16	Life jackets / flotation devices		
17	Harness		
18	Oxygen equipment		
19	Independent portable light		

		Check	Remark
	Flight crew		
20	Flight crew licence / composition		
	Journey log book / Technical Log or equivalent		
21	Journey log book or equivalent		
22	Maintenance release		
23	Defect notification and rectification (incl. Tech Log)		
24	Pre-flight inspection		

B	**Safety / Cabin**		
1	General internal condition		
2	Cabin crew station and crew rest area		
3	First aid kit / Emergency medical kit		
4	Hand fire extinguishers		
5	Life jackets / Flotation devices		
6	Seat belt and seat condition		
7	Emergency exit, lighting, and Independent portable light		
8	Slides / Life-Rafts (as required), ELT		
9	Oxygen Supply (Cabin Crew and Passengers)		
10	Safety Instructions		
11	Cabin crew members		
12	Access to emergency exits		
13	Stowage of passenger baggage		
14	Seat capacity		

		Check	Remark
C	**Aircraft condition**		
1	General external condition		
2	Doors and hatches		
3	Flight controls		
4	Wheels, tyres and brakes		
5	Undercarriage, skids/floats		
6	Wheel well		
7	Power plant and pylon		
8	Fan blades Propellers, Rotors (main/tail)		
9	Obvious repairs		
10	Obvious unrepaired damage		
11	**Leakage**		

D	**Cargo**		
1	General condition of cargo compartment		
2	Dangerous goods		
3	Cargo stowage		

E	**General**		
1	General		

Action Taken
(3d) Immediate operating ban
(3c) Aircraft grounded by inspecting NAA
(3b) Corrective actions before flight
(3a) Restrictions on the aircraft operation
(2) Information to the authority and operator
(1) Information to the pilot-in-command
(0) No remarks

Inspector(s) sign or number

Item	Cat	Remark(s)

Crew comments (if any):

(*) Signature by any member of the crew or other representative of the inspected operator does in no way imply acceptance of the listed findings but simply a confirmation that the aircraft has been inspected on the date and at the place indicated on this document.
- This report represents an indication of what was found on this occasion and must not be construed as a determination that the aircraft is fit for the intended flight.
- Data submitted in this report can be subject to changes upon entering into the centralised database.