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| CS 002 Pre-Flight Briefing Checklist |
| 1. **Operator: -**
 | 1. **Date: -**
 |
| 1. **Location: -**
 | 1. **Flight No: -**
 |
| 1. **Aircraft Type: -**
 | 1. **ETD: -**
 | 1. **Reporting Time: -**
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| **S = Satisfactory; U = Unsatisfactory; NA = Not Applicable; NO = Not Observed** |

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| 1. **In Charge Cabin Crew Pre-Flight Briefing**
 | **S** | **US** | **Remarks** |
| **A1. Ref: CAR-OPS 1.1000Senior cabin crewmembers. Crew complement, validity of documentation.** |
| 1. Does the crew complement meet minimum dispatch requirement?
 |  |  |  |
| 1. Do all the crew have valid documentation with them?
 |  |  |  |
| 1. Allocation of cabin crew stations and responsibilities?
 |  |  |  |
| 1. Nomination of a 2nd. Senior in the event of the in-charge cabin crew member becoming unable to operate.
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| **A2. Ref: CAR–OPS 1.1012 Familiarization flight** |  |  |  |
| 1. SNY guidance or mentoring-under qualified in Charge crew member

(Minimum twelve (12) hours or six (6) sectors whichever is first achieved). |  |  |  |
| 1. Familiarization flights shall be conducted within fourteen (14) days from completion of the training course
 |  |  |  |
| **CAA CSI comments:**  |
| **A3-Ref: Appendix 1 to CAR OPS-1.1005(h) (5) (6) Discipline and responsibilities.** |
| 1. Are the crew updated with the latest mandatory safety bulletins or memo?
 |  |  |  |
| **A4-Ref: IEM OPS 1.1045(a) (5) (6)(7) Standard Operating Procedures (SOP) and Checklists** |
| 1. Pre-flight briefing shall include both flight crew and cabin crew
 |  |  |  |
| 1. Is there effective communication between flight crew and cabin crew?
 |  |  |  |
| **A5-Ref: -IEM–OPS 1.210 (b) Establishment of procedures.** |  |  |  |
| 1. Review procedures on security check
 |  |  |  |
| 1. Review procedures on checking and accessibility of safety equipment in accordance with operator's policies. (CAR OPS 1.330)
 |  |  |  |
| 1. Review procedures on door arming and disarming.
 |  |  |  |
| 1. Review procedures on door/exit normal opening operation.
 |  |  |  |
| 1. Review procedures on door/exit emergency opening.
 |  |  |  |
| 1. Review procedures on ground or ditching evacuation drill.
 |  |  |  |
| 1. Review on emergency commands from Flight Crew and Cabin Crew.
 |  |  |  |
| 1. Review on compliance of seatbelt and reporting.
 |  |  |  |
| 1. Reporting of any deficiency and/or unserviceability of equipment and/or any incident
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| **(Contd.) In Charge Cabin Crew Pre-Flight Briefing** | **S** | **US** | **Remarks** |
| 1. Procedures on securing of galleys equipment and hand baggage
 |  |  |  |
| 1. Review on Pilot or cabin crew Incapacitation Drill.
 |  |  |  |
| 1. Review on Sterile Flight Deck philosophy. (CAR OPS 1.1355)
 |  |  |  |
| 1. Review on Turbulence management.
 |  |  |  |
| 1. Review on Post Decompression duties.
 |  |  |  |
| 1. Review on Refueling procedures.
 |  |  |  |
| 1. Supervision and surveillance of passenger and cabin.
 |  |  |  |
| 1. Prevention and detection of cabin, oven and toilet fires.
 |  |  |  |
| 1. Review on procedures dealing with damaged or leaking packages or Lithium batteries powered devices.
 |  |  |  |
| 1. Dangerous goods incident & accident reports (CAR OPS 1.1325)
 |  |  |  |
| 1. Review on Security Alert procedures: (CAR OPS 1.1355)
2. Flight Deck Security
3. Reporting on Security breach
4. Items or unclaimed items left on board after terminating or transit flights
 |  |  |  |
| 1. Review on Medical Emergencies: -
2. Suspected communicable diseases on board
3. Injuries due to turbulence
4. Injuries due to decompression
 |  |  |  |
| **A6-Ref: IEM OPS 1.260 Carriage of persons with Reduced Mobility****CAR–OPS 1.265 Carriage of inadmissible passengers, deportees or persons in custody****AMC OPS 1.270 & Apdx.1 to CAR OPS 1.270 Cargo carriage in the passenger cabin.****CAR OPS 1.280 & IEM OPS 1.280 Passenger Seating** |
| 1. Review on procedures in the carriage of persons with reduced mobility
 |  |  |  |
| 1. Review on procedures in the carriage of inadmissible passengers, deportees or persons in custody
 |  |  |  |
| 1. Review on stowage of cabin baggage and loose items
 |  |  |  |
| 1. Review on Passenger Seat allocation with regards to:
2. emergency exits
3. availability of oxygen mask
 |  |  |  |
| **CAA CSI comments:**Attached Gen Declaration.  |

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| 1. **Inspector**
 | **Name** | **Signature** | **Date** |
| **CAA Cabin Safety Inspector 1** |  |  |   /   /     |
| **CAA Cabin Safety Inspector 2** |  |  |   /   /     |