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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. |  |  |  |
| **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** |  |  | /   / |