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Instructions for Use:

1. Check **C** column if you determine the document or individual item conforms.
2. Check **N/C** column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
3. Check **N/Ckd** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
5. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Forward the findings to the Operator and attach a copy to this checklist.
6. For further guidance refer to relevant Volume and Chapters in Inspector Handbook.
7. For further guidance refer to relevant Chapters in Inspector Handbook Volume 4

Approval of Passenger Safety Briefing Cards

FSS-OPS-FORM 009

Operator File Reference	Inspector's Name	Date Document Submitted	Date/s of Evaluation
Name of Operator/Applicant	Title of Document	Aircraft Type	Contact Person and Phone No.

No.	Requirement	Regulatory Reference	Assessment
1.	The briefing card clearly shows the name of the operator with logo and applicable aircraft type		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
2.	Card is accurate for the aeroplane type, variant and configuration in which it is carried and in respect of the equipment carried		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
3.	Presentation is clear with separation between each instructional procedure. Multi-action procedures presented in clear and correct sequence;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
4.	The briefing card has evidence showing it is a		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Requirement	Regulatory Reference	Assessment
	controlled document		
5.	The briefing card has instructions showing it should not be removed from the aircraft,		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
6.	Instructions on the card are written in the English language		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks:</i>		
7.	Instructions depicted on the card include the following general information:		
	a. the prohibition of smoking on board the aircraft;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	b. each type of safety belt or safety harness installed for passenger use, including when to use, and how to fasten, tighten and release;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	c. where carry-on baggage must be stowed for take-off and landing and any other related requirements and restrictions pertinent to that particular aircraft;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	d. correct positioning of seat backs and chair tables for take-off and landing;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	e. any restrictions on the use of portable electronic devices.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	f. the location and use of floor proximity escape path markings;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks:</i>		
8.	Emergency procedures and equipment including:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
9.	a. For fixed passenger oxygen system card shows mask location and presentation, the actions to be performed by the seated passenger in order to obtain the mask, activate the flow of oxygen and correctly don and secure the mask; and b. priority for persons assisting others with oxygen;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Requirement	Regulatory Reference	Assessment
10.	For aeroplanes where cabin crew members are not carried or are otherwise exempted from being carried:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	a. location of first aid kits;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	b. location of fire extinguishers that would be accessible to the passengers;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	c. location of ELTs; and		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	d. location of survival equipment and if the stowage compartment is locked, the means of access or location of the key;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
11.	(vii) location of life preservers and correct procedures for removal from stowage/packaging; donning and use of the life jacket for adult, child and infant users, including when to inflate;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
12.	location and use of life rafts, as applicable;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
13.	location, removal and use of flotation devices, as applicable;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Remarks:</i>		
14.	The card includes instructions necessary for use of the emergency exits as applicable to aircraft type including the following functions required of a passenger in the event of an emergency in which a crew member is not available to assist:-		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	a. locate the emergency exit		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	b. recognize the emergency exit opening mechanism		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	c. observe instructions for operating the emergency exit;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	d. operate the emergency exit;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	e. assess whether opening the emergency exit will increase the hazards to which passengers may be exposed;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	f. follow oral directions and hand signals given by a crew member;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	g. stow or secure the emergency exit door so that it will not impede use of the exit;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

No.	Requirement	Regulatory Reference	Assessment
	h. assess the condition of an escape slide, activate the slide, and stabilize the slide after deployment to assist others in getting off the slide;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	i. pass expeditiously through the emergency exit; and		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	j. the safest direction and most hazard-free escape route for passenger movement away from the aeroplane following evacuation;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
15.	the attitude of the aeroplane while floating;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
16.	the form, function, colour and location of any floor proximity emergency escape path lighting system that is installed;		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	Remarks:		



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INSPECTOR COMMENTS:

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DOCUMENT APPROVAL

APPROVED

NOT APPROVED

INSPECTOR NAME

SIGNATURE, DATE & ASI STAMP.....