

Advisory Circular

GUIDANCE ON GENERAL REQUIREMENTS IN ANR-121

GENERAL	1
PURPOSE	1
APPLICABILITY	1
RELATED REGULATIONS	1
RELATED ADVISORY CIRCULARS	2
CANCELLATION	2
EFFECTIVE DATE	2
OTHER REFERENCES	2
GUIDANCE 121REG4 GUIDANCE FOR REGULATION 4 OF ANR-121 – FERRY FLIGHT AUTHORISATION	3
GUIDANCE 121REG9 GUIDANCE FOR REGULATION 9 OF ANR-121 – STOWAGE OF BAGGAGE	3
GUIDANCE 121REG10 GUIDANCE FOR REGULATION 10 OF ANR-121 – PORTABLE ELECTRONIC DEVICES	4
GUIDANCE 121REG14 GUIDANCE FOR REGULATION 14 OF ANR-121 – AUTHORISATION FOR CARRIAGE OF DANGEROUS GOODS	4
GUIDANCE 121REG15 GUIDANCE FOR REGULATION 15 OF ANR-121 – ELECTRONIC NAVIGATION DATA MANAGEMENT	4
GUIDANCE 121REG17 GUIDANCE FOR REGULATION 17 OF ANR-121 – PASSENGER SAFETY	5
GUIDANCE 121REG18 GUIDANCE FOR REGULATION 18 OF ANR-121 – PASSENGER BRIEFING	7

GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 3C of the Air Navigation Act (Cap. 6) (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance to demonstrate compliance with, and information related to, requirements in Division 1 in Part 2 of the Air Navigation (121 - Commercial Air Transport by Large Aeroplanes) Regulations, (ANR-121).

APPLICABILITY

This AC is applicable for the AOC holder operating in accordance with ANR-121.

RELATED REGULATIONS

This Advisory Circular relates specifically to Division 1 in Part 2 of ANR-121.

RELATED ADVISORY CIRCULARS

- AC 121-1-2 Use of Portable Electronic Devices on board Aircraft
- AC 121-1-3 Carriage of Service Animals in Passenger Cabin
- AC 121-1-4 Carriage of Oversized or Odd-sized Items in the Passenger Cabin
- AC 121-8-2 Cabin Safety for Airbus A380 Operations

CANCELLATION

This is the first AC issued on the subject.

EFFECTIVE DATE

This AC is effective from 1 October 2018.

OTHER REFERENCES

Nil.

GUIDANCE 121REG4**GUIDANCE FOR REGULATION 4 OF ANR-121 – FERRY FLIGHT AUTHORISATION**

- 1 Other than obtaining a Permit to Fly under Regulation 5 of ANR-91, the AOC holder may seek an authorisation to fly its aircraft that may not meet applicable airworthiness requirements but is capable of safe flight, to a base where the necessary maintenance or repairs can be performed. Under this authorisation, the AOC holder will need to:
 - (a) assess if its aircraft is capable of safe flight even though it does not meet applicable airworthiness requirements; and
 - (b) set conditions and limits in relation to the flight operating under this authorisation so as to fly to a base where the required repair and/or maintenance is to be performed.
- 2 Such an authorisation is subject to the conditions as set out in the attachments to the AOC holder's operations specifications.
- 3 A Ferry Flight Authorisation is issued to the AOC holder only when CAAS is satisfied that the AOC holder is capable of evaluating the condition of the aircraft and of setting the appropriate operating limitations for each flight operating under such authorisation.

GUIDANCE 121REG9**GUIDANCE FOR REGULATION 9 OF ANR-121 – STOWAGE OF BAGGAGE**

- 1 Stowage of Cabin Baggage
 - 1.1 Cabin baggage may only be stowed in designated locations. The AOC holder should provide clear and unequivocal advice on which areas are approved.
 - 1.2 Overhead lockers and other stowages must be clearly placarded with weight limitations and enclosed by latched doors or loaded with bearing nets as appropriate. Cabin crew should be made aware of the need to ensure that limitations are not exceeded.
 - 1.3 Underseat stowages may be used if the seat is equipped with a restraint bar and the baggage is of a size to fit completely under the seat.
 - 1.4 Baggage should not be stowed in in undesignated areas or compartments, or in such a manner that it will impede access to emergency equipment. Particular attention should be paid to maintaining the integrity of all evacuation routes.
- 2 Stowage of Catering Supplies and Crew Effects
 - 2.1 All catering supplies, blankets, pillows, newspapers, etc should be securely stowed in designated areas for take-off and landing.
 - 2.2 Similarly, crew effects, including baggage and clothing, should be stowed in approved areas. Particular care should be taken to ensure that doors and exits, including operating handles, are not obstructed nor ready access to emergency equipment precluded.

- 3 The AOC holder should also refer to the following Advisory Circulars:
- AC 121-1-3 Carriage of Service Animals in Passenger Cabin
 - AC 121-1-4 Carriage of Oversized or Odd-sized Items in the Passenger Cabin

GUIDANCE 121REG10 GUIDANCE FOR REGULATION 10 OF ANR-121 – PORTABLE ELECTRONIC DEVICES

- 1 The AOC holder may refer to AC 121-1-2 for guidance on the circumstances under which PED may be used.

GUIDANCE 121REG14 GUIDANCE FOR REGULATION 14 OF ANR-121 – AUTHORISATION FOR CARRIAGE OF DANGEROUS GOODS

- 1 As required in the Fourth Schedule of ANR-121, the AOC holder is to include in its Operations Manual information and instructions on the carriage of dangerous goods. The operations manual should indicate whether or not it is authorized to carry dangerous goods as cargo, holds a dangerous goods permit by the Authority and what conditions apply to this permit. An AOC holder who does carry dangerous goods should also include in his operations manual information regarding the means of identifying dangerous goods, the manner of loading and the responsibilities of crew members concerning such goods. An AOC holder who does not wish to carry dangerous goods, and therefore does not need to seek permission, should clearly state in the operations manual the prohibition of their carriage, and give guidance to staff and agents concerning which goods may not be carried.
- 2 The AOC holder, regardless of whether he has any authorization to carry dangerous goods or whether he holds a Dangerous Goods permit, should provide guidance to its crew on what items constitute dangerous goods and what items can be carried on board the aircraft in all circumstances.
- 3 The AOC holder should ensure that information on the carriage of dangerous goods is brought to the attention of passengers during check-in. As passengers may, either in ignorance or deliberately, try to take prohibited items onto the aircraft in either their checked or carry-on baggage, the AOC holder should train its agents and check-in staff accordingly and put in place procedures to address this issue.

GUIDANCE 121REG15 GUIDANCE FOR REGULATION 15 OF ANR-121 – ELECTRONIC NAVIGATION DATA MANAGEMENT

- 1 The AOC holder should refer to RTCA DO-200A / EUROCAE ED-76 and RTCA DO-201A / EUROCAE ED-77 for guidance on ensuring both the process and the products meet with the standards of integrity.

1 Seat Allocation

- 1.1 The following types of passengers should not be seated where they could obstruct floor level emergency exits, impede the crew in their duties, obstruct access to emergency equipment or hinder aircraft evacuation:
- (a) passengers with restricted mobility (hereinafter referred to as “PRMs”), which includes persons with a physical or intellectual disability and persons who are impaired due to any other cause;
 - (b) elderly or frail person who appear to be not capable of operating or assisting with the operation of exit;
 - (c) accompanied and unaccompanied children and infant;
 - (d) deportees or prisoners in custody; and
 - (e) obese passengers.
- 1.2 PRMs should be allocated seats in pre-assigned locations designated by the AOC holder and agreed to by the CAAS.
- 1.3 A passenger who would not be able to use a staircase without assistance should not be allocated a seat in the upper deck of an aircraft where the primary means of evacuation (land or ditching evacuation) from the upper deck cabin requires the use of a staircase from the upper cabin to the main deck cabin.
- 1.4 Number of Passengers with Restricted Mobility (PRMs)
- (a) Where PRMs are carried on a flight, the number of PRMs should not exceed the number of able-bodied persons (ABPs) capable of assisting with an emergency evacuation.
 - (b) The maximum number of PRMs permitted to be carried on any particular flight will depend on the type and configuration of the aircraft as well as extent of the reduced mobility or disability of the PRMs seeking embarkation.

2 Seat Allocation at Self-Help (Types III and IV) Exits

- 2.1 Seats which form the access route from the cabin aisle to these self-help (Types III and IV) exits should only be allocated to passengers who appear capable of operating and/or assisting with the operation of the exit. Check-in staff should be mindful of this requirement.
- 2.2 The types of passengers listed in paragraph 1.1 should not be allocated seats which form the access route from the cabin aisle to these types of exit. Preference should be given, where possible, to seating non-operating crew at these locations.

3 Drunken Passengers

- 3.1 The AOC holder should provide instructions, advice and training to all relevant staff on dealing with passengers who have been drinking excessively. Such advice should include when to deny boarding rights and reiterate the pilot-in-command's prerogative to exercise the powers, as conferred by the ANA, to protect the safety of the aircraft and passengers.

3.2 Drunken passengers constitute not only a possible source of annoyance to fellow passengers but also a hazard to flight safety. Potentially hazardous incidents should be reported in the incident occurrence report.

4 Pre-departure Procedures

4.1 The AOC holder should prepare for the above by establishing check-in and boarding gate procedures and, where applicable, training for their traffic staff and handling agents. Emphasis should be placed on the need for these personnel to identify and resolve potential difficulties in seat allocation, excess cabin baggage, the carriage of dangerous goods, drunken or unruly passengers, including boarding refusal, before passenger embarkation begins. This is of particular importance at overseas departure points.

4.2 Similar instructions and training should also be given to cabin crew to deal with cabin safety related problems which may have been missed at check-in.

5 Embarkation and Disembarkation

5.1 Safety during embarkation and disembarkation should also be taken into account by the AOC holder. The AOC holder should:

- (a) establish procedures for the safe use of airbridges and other means of embarkation/disembarkation of passengers;
- (b) allocate responsibilities between ground handling agent and crew for passenger safety during embarkation and disembarkation to ensure their individual emergency procedures are compatible and effective.;
- (c) ensure appropriate training is provided for all ground staff who are required to operate the aircraft door on the ramp;
- (d) where there is no controlled passage for embarkation and disembarkation, supervise the process leading to the aircraft door and the terminal. (This is to pre-empt the passenger from wandering out of the safety or security zone).

6 The AOC holder should also refer to the following Advisory Circulars:

- AC 121-1-3 Carriage of Service Animals in Passenger Cabin

- 1 Regulation 18 of ANR-121, and the associated Regulation 20 of ANR-91, require the AOC holder to ensure that all passengers are made familiar with the use of seat belts, life jackets and other on board emergency equipment for the use of passengers.
- 2 The demonstration and briefing should be conducted without distraction by other cabin activities.
- 3 Briefings should be given in English, and may include other language as the AOC holder so determines to be appropriate for the passenger demography.
- 4 The demonstration may be conducted physically with the use of sample equipment, or be shown in a video, or other means. When audio-video presentation is utilised, the audio text is to be in English, with each text accompanied by synchronised sub-titles of the language where passenger demography so requires. The cabin crew should monitor the functionality of the video screens to ensure that each passenger receives a full briefing. If a passenger has not received, or cannot receive, a full briefing from video, individual briefings must be given.
- 5 The location of floor lighting systems must be included in the briefing and, where possible, the system should be activated for a few seconds.
- 6 In a larger aircraft, it is preferable that cabin crew also physically indicate the nearest available exit to the passengers during the briefing.
- 7 Passengers' attention should be drawn to the passenger emergency briefing card and mention made of the instructions for operating any Type III and Type IV exits. The cabin crew should make sure the passenger seated next to such a self-help exit understands the instructions for operating that exit. This briefing should be made before the aircraft doors are closed for take-off so that there is sufficient opportunity to reassign the seat if necessary before the aircraft takes off.
- 8 Attention should also be drawn to restrictions on smoking and the use of personal electronic devices, including mobile telephones.
- 9 Special personalised briefings for handicapped passengers (e.g. the blind, the hearing impaired) and to a passenger who is responsible for another person on board (e.g. infants) should also be carried out.
- 10 Prior to landing, another passenger briefing should also be carried out to cover the following:
 - (a) proper stowage of carry-on baggage;
 - (b) correct seat back and chair table positioning;
 - (c) fastening of seat belt;
 - (d) on flights scheduled for 6 hrs or more, a reminder of the location of the emergency exits; and
 - (e) Restrictions on the use of personal electronic devices, including mobile telephones.

- 11 An example for a person referred to in Regulation 18(4) of ANR-121 is the animal grooms/attendants who may be on board a freighter aircraft. These animal grooms or attendants may need to access the cargo hold to attend to the live animals being transported. The AOC holder should brief the animal grooms about the safety procedures to follow, including the means of communication and coordination with the flight crew.

Note: The AOC holder should also refer to AC 121-8-2 for additional guidance of operating an A380 aircraft.