



Operations Manual

General/Basic (Part A)

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General/Basic (Part A)

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UK-AOC

Amendment and Revision Record (UK AOC)

Issue.#	Rev.#	Issue Date	Content Summary
	01	31-Aug-2000	Revised to JAR-OPS
	02	24-Oct-2000	Complete revision and standardisation
	03	31-Oct-2001	Complete revision and new format changes
	04	30-Nov-2001	Updates to operating procedures and aviation security sections
	05	31-Dec-2001	Updates to easyJet Aircraft Registrations, flight crew Incapacitation, Operating Minima, tankering and inclusion of RNAV and P-RNAV navigation section
	06	28-Feb-2002	General updates including revised chapter 11
	07	31-Mar-2002	Updates to chapters 6 and 8
	08	30-Apr-2002	Updates to chapters 1, 2, 8, 11 and added new Appendix H
	09	31-May-2002	Updates to chapters 1, 8, 10 and added new Appendix I
	10	30-Jun-2002	Updates to chapters 8, 10, 11 and typing error corrections to chapters 2 and 12
	11	31-Jul-2002	Updates to chapters 1, 8, Appendix A, I and added new Appendix J.
	12	31-Aug-2002	Updates to chapter 8
	13	31-Oct-2002	General updates as per listed in the Revision Summary and repagination of chapters 9 and 10 to be inline with both Operations Cabin (Part E) and General (Part A) manuals.
	14	30#-Apr-2003	General updates as listed in the Revision Summary.
	15	30-Sep-2003	Updates to chapters 0,1,4,8,9,10,11 and Appendix A,D and E.
	16	13-Feb-2004	General Updates as listed in the Revision Summary.
	17	13-Aug-2004	General Updates as listed in the Revision Summary including a re issue of Chapter 10.
	18	13-Dec-2004	Updates to chapter 7
	19	13-Feb-2005	General Updates as listed in the Revision Summary.
	20	03-Oct-2005	General Updates as listed in the Revision Summary, changes include a new Flight Times Limitations section and Fuel Policy.
02	08	06-Nov-2006	Harmonisation of UK and SWISS AOCs.

Amendment and Revision Record

Issue.#	Rev.#	Issue Date	Content Summary
	09	14-Jun-2007	General Updates as listed in the Revision Summary.
	10	30-Mar-2008	Harmonisation of EZY and GB AOCs.
	11	10-Jul-2008	General Updates as listed in the Revision Summary.
	12	24-Nov-2008	General Updates as listed in the Revision Summary.
	13	15-Jun-2009	General Updates as listed in the Revision Summary.
	14	25-Jan-2010	General Updates as listed in the Revision Summary.
	15	06-Sep-2010	General Updates as listed in the Revision Summary.
	16	13-Jun-2011	General Updates as listed in the Revision Summary.
	17	16-Apr-2012	General Updates as listed in the Revision Summary.
	18	26-Nov-2012	General Updates as listed in the Revision Summary.
	19	21-Jan-2013	Interim update.
	20	15-Apr-2013	General Updates as listed in the Revision Summary.
	21	25-Nov-2013	General Updates as listed in the Revision Summary.
	22	26-Jun-2014	General Updates as listed in the Revision Summary.
	23	13-Nov-2014	General Updates as listed in the Revision Summary.
03	24	10-Dec-2015	General Updates as listed in the Revision Summary – Harmonisation of UK and SWISS AOCs.
	25	21-Jul-2016	General updates as listed in the Revision summary.
	26	24-Nov-2016	General updates as listed in Revision summary.
	27	11-May-2017	Update to Dangerous Goods and Weapons chapter.
	28	06-Jul-2017	General updates as listed in Revision summary.
	29	01-Feb-2018	Section 1 updated to include re organisation.
	30	10-May-2018	Section 1 updated.
04	01	05-Jul-2018	New issue in line with new UK AOC – easyJet UK Limited.
	02	28-Mar-2019	General Update as listed in Rev Summary.
	03	09-May-2019	Section 1 updated.
	04	20-Jun-2019	General Update as listed in Rev Summary.
	05	15-Aug-2019	Partial Revision as listed in Rev Summary.
	06	07-Nov-2019	Content Summary: General Update as listed in Rev Summary to include introduction of Company iPad.

Issue.#	Rev.#	Issue Date	Content Summary
	07	12-Mar-2020	General Update as listed in Rev Summary.
	08	08-Oct-2020	Addition of Space Weather and RNP AR. Miscellaneous updates.
	09	14-Jan-2021	Organisational updates, miscellaneous items, alignment with Ground Handling Manual, update for Dangerous Goods in accordance with ICAO Technical Instructions.
	10	08-Apr-2021	General Update as listed in Rev Summary.
	11	04-Nov-2021	Organisational changes, iPad/EFB update, Chapter 10 and 11 updates.
	12	21-Apr-2022	Automation Policy and general updates as listed in change revision summary.
	13	30-Oct-2022	Fuel Policy, All Weather Ops, addition of FTL Appendices from FRMS manual and general updates as listed in change revision summary.
	14	07-Mar-2023	Procedures related to the use of Type B EFB Applications, and general updates as listed in change revision summary.
	15	01-Nov-2023	General updates as listed in Change Revision Summary.
	16	20-Mar-2024	General updates as listed in the Change Revision Summary.
	17	30-Oct-2024	General updates as listed in the Change Revision Summary.

Swiss-AOC**Amendment and Revision Record (Swiss AOC)**

Issue.#	Rev.#	Issue Date	Content Summary
	00	28-Oct-2001	Initial Issue.
	01	28-Jan-2002	Text revision to match easyJet standard procedures. Amendments arising from Amendments 3/JAR-OPS 1.12.2001.
	02	30-Sep-2002	Text revision arising from Amendments 4/JAR-OPS 1.07.2002 and from changes within company organization.
	03	01-Sep-2003	Complete revision to include A319 Operations.
	04	01-Jan-2004	Text revisions to match easyJet standard procedures.
	05	01-May-2004	Text revisions + Introduction of 75 m RVR for Cat IIIB Ops.
	06	01-Sep-2004	Text revisions.

Amendment and Revision Record

Issue.#	Rev.#	Issue Date	Content Summary
	07	31-Oct-2005	Text revision arising from JAR-OPS Amendments, FOCA observations and findings and from changes within company organization.
02	08	15-Jan-2007	Harmonisation of UK and SWISS AOCs.
02	09	30-Apr-2008	Text Revision.
02	10	15-Dec-2009	EU-OPS implementation phase II.
02	11	08-Aug-2011	Text Revision & corrections and implementation of RNAV RNP GNSS Approach.
02	12	21-Jan-2013	Text Revision & corrections AOC Structure updated Implementation of Appendix 1.430 new Alignment on EZY OM-A where possible.
02	13	17-Mar-2014	EASA FCL implementation Transition phase AOC holder with TRTO conversion to ATO+ General Update as listed in the revision.
02	14	18-Sep-2014	EASA Part Ops implementation; General update as detailed in changes revision summary.
02	15A	07-Jan-2016	Partial Revision of OM-A: Chapter 9 Dangerous Goods; integration of ICAO TI and alignment of OM-A 9 structure and content with EZY AOC.
02	15B	01-Feb-2016	Partial Revision of OM-A: Chapter 7 Flight Time Limitations (FTL); Implementation of EASA Flight and Duty Time Limitations and Rest Requirements; FRF Policy added in OM-A as Appendix I
02	16	26-May-2016	General Revision of Chapter 0, 1, 2, 4, 5, 6, 8: Harmonization with EZY UK and integration of updated Rules and Regulations; OM-C formally replaced by LIDO Route Manual.
02	16A	10-Nov-2016	Partial Revision of OM-A: Chapter 9 Dangerous Goods; EZS and EZY OM-A chapter are now common for both AOC's and content is completely aligned. Integration of ICAO TI.
02	17	22-Dec-2016	General Revision: OM-A re-issued as EZY & EZS are using single source files for both AOC; EZS(Y) AOC specific section titled with (EZS) resp (EZY) following title;
02	18	11-May-2017	Update to Dangerous Goods and Weapons chapter.
02	19	06-Jul-2017	General updates as listed in Revision summary.
02	20	01-Feb-2018	General updates as listed in Revision summary.
02	21	25-Apr-2019	General Update as listed in Rev Summary.

Issue.#	Rev.#	Issue Date	Content Summary
02	22	20-Jun-2019	Revision to chapter 1, 5, 8 and 9. FOCA Audit finding and EASA EFB IR&AMC compliance.
02	23	15-Aug-2019	Partial Revision: Revision to 5.3.4 and 8.3.10.
02	24	07-Nov-2019	Content Summary: General Update as listed in Rev Summary. Implementation of Company iPad for EFB application.
02	25	12-Mar-2020	General Update as listed in Rev Summary.
02	26	08-Oct-2020	Addition of Space Weather and RNP AR. Miscellaneous updates.
02	27	14-Jan-2021	Organisational updates, miscellaneous items, alignment with Ground Handling Manual, update for Dangerous Goods in accordance with ICAO Technical Instructions.
02	28	08-Apr-2021	General Update as listed in Rev Summary.
02	29	04-Nov-2021	iPad/EFB update, Chapter 10 and 11 updates.
02	30	21-Apr-2022	Automation Policy and general updates as listed in change revision summary.
02	31	30-Oct-2022	Fuel Policy, All Weather Ops and general updates as listed in change revision summary.
02	32	07-Mar-2023	Procedures related to the use of Type B EFB Applications, and general updates as listed in change revision summary.
02	33	01-Nov-2023	General updates as listed in Change Revision Summary.
02	34	20-Mar-2024	General updates as listed in the Change Revision Summary.
02	35	30-Oct-2024	General updates as listed in the Change Revision Summary.

Austrian-AOC**Amendment and Revision Record (Austrian AOC)**

Issue.#	Rev.#	Issue Date	Content Summary
03	01	20-Jul-2017	Initial Issue.
03	02	19-Oct-2017	General updates as listed in Revision summary.
03	03	10-May-2018	General updates as listed in Revision summary.
03	04	28-Mar-2019	General Update as listed in Rev Summary.
03	05	09-May-2019	Section 1 updated.
03	06	20-Jun-2019	General Update as listed in Rev Summary.
03	07	15-Aug-2019	Partial Revision as listed in Rev Summary.

Amendment and Revision Record

Issue.#	Rev.#	Issue Date	Content Summary
03	08	07-Nov-2019	Content Summary: General Update as listed in Rev Summary to include introduction of Company iPad.
03	09	12-Mar-2020	General Update as listed in Rev Summary.
03	10	08-Oct-2020	Addition of Space Weather and RNP AR. Miscellaneous updates.
03	11	14-Jan-2021	Organisational updates, miscellaneous items, alignment with Ground Handling Manual, update for Dangerous Goods in accordance with ICAO Technical Instructions.
03	12	08-Apr-2021	General Update as listed in Rev Summary.
03	13	04-Nov-2021	Organisational changes, iPad/EFB update, Chapter 10 and 11 updates.
03	14	21-Apr-2022	Automation Policy and general updates as listed in change revision summary.
03	15	30-Oct-2022	Fuel Policy, All Weather Ops, addition of FTL Appendices from FRMS manual and general updates as listed in change revision summary.
03	16	07-Mar-2023	Procedures related to the use of Type B EFB Applications, and general updates as listed in change revision summary.
03	17	01-Nov-2023	General updates as listed in Change Revision Summary.
03	18	20-Mar-2024	General updates as listed in the Change Revision Summary.
03	19	30-Oct-2024	General updates as listed in the Change Revision Summary.

UK-AOC

List of Temporary Revisions (LoTR) (UK AOC)

TR No.	TR Effective Date	Reason for TR Issue	OMA Reference	Inserted By	Removed	
					Date	Reason
TR 01/20	01-Jun-2020	COVID-19 Art 71 Exemption	5.1.3.13	NPFO	30-Sep-2020	Superseded by TR02/20
TR 02/20	03-Nov-2020	Reversion to basic regulatory requirement pending evaluation of company requirement and exemptions.	5.1.3.13	NPFO	14-Jan-2021	Section replaced with new wording to meet FCL.060 as well as easyJet 45 day recency requirement.
TR 01/21	25-May-2021	Exemption to use line supervisor (LTC) for flight crew recency.	5.1.3.13	NPFO	04-Nov-2021	Flight Crew Recent Experience text reverted back to pre COVID text.
TR 02/21	01-Jun-2021	Change of deputy Compliance Monitoring Manager and deletion of Quality Manager.	1.2	NPFO	04-Nov-2021	Content incorporated into manual.
TR 01/22	14-Mar-2022	Update to Leasing Section.	13	NPFO	21-Apr-2022	Content incorporated into manual.

Swiss-AOC

List of Temporary Revisions (LoTR) (Swiss AOC)

TR No.	TR Effective Date	Reason for TR Issue	OMA Reference	Inserted By	Removed	
					Date	Reason
TR 01/20	01-Jun-2020	COVID-19 Art 71 Exemption	5.1.3.13	EZS NP/ Philippe Sutter	30-Sep-2020	COVID-19 Art 71 Exemption no longer used by EZS for Flight Crew Recency.
TR 02/20	03-Nov-2020	Reversion to basic regulatory requirement pending evaluation of company requirement and exemptions.	5.1.3.13	Philippe Sutter	14-Jan-2021	Section replaced with new wording to meet FCL.060 as well as easyJet 45 day recency requirement.

Austrian-AOC

List of Temporary Revisions (LoTR) (Austrian AOC)

TR No.	TR Effective Date	Reason for TR Issue	OMA Reference	Inserted By	Removed	
					Date	Reason
TR 01/20	01-Jun-2020	COVID-19 Art 71 Exemption	5.1.3.13	NPFO	30-Sep-2020	Superseded by TR02/20
TR 02/20	03-Nov-2020	Reversion to basic regulatory requirement pending evaluation of company requirement and exemptions.	5.1.3.13	NPFO	14-Jan-2021	Section replaced with new wording to meet FCL.060 as well as easyJet 45 day recency requirement.
TR 01/21	25-May-2021	Exemption to use line supervisor (LTC) for flight crew recency.	5.1.3.13	NPFO	04-Nov-2021	Flight Crew Recent Experience text reverted back to pre COVID text.
TR 02/21	01-Jun-2021	Change of Compliance Monitoring Manager and Safety Manager.	1.2	NPFO	04-Nov-2021	Content incorporated into manual.
TR 03/21	01-Dec-2021	Change of Deputy Nominated Person Flight Operations.	1.2	NPFO – Alexander Gerritsen	21-Apr-2021	Content incorporated into manual.
TR 01/22	14-Mar-2022	Update to Leasing Section.	13	NPFO	21-Apr-2022	Content incorporated into manual.
TR 01/23	20-Jul-2023	Change of deputy Safety Manager, Compliance Monitoring Manager and Security Manager.	1.2	NPFO	01-Nov-2023	Content incorporated into manual.

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LIST OF EFFECTIVE SECTIONS

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R	0.1	30-Oct-2024
R	0.1.1 (UK-AOC)	30-Oct-2024
	0.1.1 (Swiss-AOC)	25-Apr-2019
	0.1.1 (Austrian-AOC)	25-Apr-2019
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	0.1.2.6	07-Nov-2019
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	Page	Date
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R	0.2	30-Oct-2024
R	0.2.1	30-Oct-2024
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	0.2.2 (UK-AOC)	07-Nov-2019
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COMPLIANCE LIST

0.1.1 Compliance (UK AOC)

EASA reference: ORO.GEN.105, ORO.GEN.110(a) and (h).

0.1.1 Compliance (Swiss AOC)

EASA reference: ORO.GEN.105, ORO.GEN.110(a) and (h).

0.1.1 Compliance (Austrian AOC)

EASA reference: ORO.GEN.105, ORO.GEN.110(a) and (h).

0.1.4 Definitions

EASA reference: EASA Annex I

0.1.7 Definition and Type of Operation

EASA reference: ORO.GEN.125

0.1.7.1 Type of Flight

EASA reference: AMC1 ORO.GEN.200(a)(1)

1.4.3 Regulatory Responsibilities of all Crew Members

EASA reference: CAT.GEN.MPA.100 Crew responsibilities

2.2 System of Promulgating Operational Instructions and Information

EASA reference: ORO.MLR. 100

2.2.2 Common Language

EASA reference: CAT.GEN.MPA.120

2.3 Operational Control

EASA reference: ORO.GEN.110(c), AMC3 ORO.MLR.100

2.4 Powers of the Authority

EASA reference: ORO.GEN.140

4.1 Crew Number and Composition

EASA reference: (ORO.FC.200 Composition of flight crew)

4.1.1.1 Maximum Age for Flight Crew

EASA reference: (FCL.065 Curtailment of privileges of licence holders aged 60 years or more in commercial air transport)

4.1.1.2 Operational Medical Limitation (OML)

EASA reference: (AMC1 ORO.FC.100(c) Composition of flight crew)

4.1.1.3 Crewing of Inexperienced Flight Crew Members (*)**

EASA reference: (AMC1 ORO.FC.200 (a))

4.1.1.6 Minimum Crew for Taxiing

EASA reference: CAT.GEN.MPA.124, CAT.GEN.MPA.125

4.1.2 Minimum Cabin Crew

EASA reference: (ORO.CC.100 Number and composition of cabin crew)

4.1.4 Reduced Cabin Crew Operations

EASA reference: (AMC1 ORO.CC.205(c)(1) Reduction of the number of cabin crew during ground operations and in unforeseen circumstances)

4.2 Designation of Commander

EASA reference: (ORO.FC.105 Designation as pilot-in-command/commander)

4.4 Operation on More than One Type or Variant

EASA reference: ORO.FC.240, ORO.CC.250

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EASA reference: ORO.FC.220 and ORO.CC.125

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EASA reference: FCL.060

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EASA reference: CAT.GEN.MPA.170

EASA reference: CAT.GEN.MPA.100 Crew Responsibilities

8.1.2 Criteria for Determining the Usability of Aerodromes

EASA reference: ICAO Annex 6 Attachment 1, CAT.OP.MPA.107

8.1.2.2 Considerations for Planning

EASA reference: GM1 CAT.OP.MPA.185

8.1.2.2.6 PBN Operations

EASA reference: AMC1 CAT.OP.MPA.182

8.1.3.3 Take-off Minima (UK AOC)

EASA reference: AMC1 SPA.LVO.100 Low Visibility Operations

8.1.3.3 Take-off Minima (Swiss AOC)

EASA reference: AMC1.CAT.OP.MPA.110

EASA reference: AMC1 SPA.LVO.100 Low Visibility Operations

8.1.3.3 Take-off Minima (Austrian AOC)

EASA reference: AMC1.CAT.OP.MPA.110

EASA reference: AMC1 SPA.LVO.100 Low Visibility Operations

8.1.3.4 Approach Minima (UK AOC)

EASA reference: SPA.LVO.100/AMC5 SPA.LVO.100

8.1.7.1 Fuel Scheme/Policy (Swiss AOC)

EASA reference: CAT.OP.MPA.180 Fuel/energy scheme – aeroplanes

8.1.7.1 Fuel Scheme/Policy (Austrian AOC)

EASA reference: CAT.OP.MPA.180 Fuel/energy scheme – aeroplanes

8.1.12 List of Documents, Forms and Additional Information to Be Carried

EASA reference: CAT.GEN.MPA.180

8.2.1.1 Refuelling with Passengers on Board

EASA reference: CAT.OP.MPA.200

8.2.1.1 Refuelling with Passengers on Board (Swiss AOC)

EASA reference: CAT.OP.MPA.200

8.2.1.1 Refuelling with Passengers on Board

EASA reference: CAT.OP.MPA.200

8.2.2.1 Special Categories of Passengers (SCPS)

EASA reference: CAT.OP.MPA.155

8.2.2.5 Infants and Unaccompanied Children

EASA reference: AMC3 CAT.OP.MPA.155(b)

8.2.4 De-icing and Anti-icing on the Ground

EASA reference: CAT.OP.MPA.250 Ice and other contaminants – ground procedures

8.3.2.4 Performance Based Navigation (PBN)

EASA reference: CAT.OP.MPA.126 Performance-based Navigation

8.3.2.5 Required Navigation Performance (RNP)

EASA reference: CAT.OP.MPA.126 Performance-based Navigation

8.4.3 Commencement and Continuation of Approach (Approach Ban)

EASA reference: CAT.OP.MPA 305 (a), (b), (c), (d), (e).

8.4.3 Commencement and Continuation of Approach (Approach Ban)

EASA reference: CAT.OP.MPA 305 (a), (b), (c), (d), (e).

8.4.5.2 RNP APCH/RNP AR Operations

EASA reference: SPA.PBN.100 PBN operations, CAT.OP.MPA.126 Performance-based navigation

8.4.3 Commencement and Continuation of Approach (Approach Ban)

EASA reference: CAT.OP.MPA 305 (a), (b), (c), (d), (e).

8.4.5.2 RNP APCH/RNP AR Operations

EASA reference: SPA.PBN.100 PBN operations, CAT.OP.MPA.126 Performance-based navigation

9 Dangerous Goods and Weapons

EASA reference: CAT.GEN.MPA.200 Transport of Dangerous Goods

11.9 List of Reportable Occurrences

EASA reference: ORO.GEN.160

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0 CHANGE REVISION SUMMARY

Page Number	Description of Change
0-30	Addition of Airbridge definition.
0-46	Addition of Psychoactive substances.
0-57	OMC further information added.

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0 ADMINISTRATION AND CONTROL OF THE OPERATIONS MANUAL

ALL

0.1 INTRODUCTION

UK-AOC

0.1.1 Compliance (UK AOC)

EASA reference: ORO.GEN.105, ORO.GEN.110(a) and (h).

easyJet UK Limited has its principle place of business at:

Hangar 89
 London Luton Airport
 Luton
 Bedfordshire
 LU2 9PF
 United Kingdom

The competent authority exercising oversight for easyJet UK Limited is the UK Civil Aviation Authority (CAA).

The easyJet Air Operator Certificate (AOC) and Operations Manual (OM) are issued in accordance with the following regulations:

- UK Reg (EU) 2018/1139 Basic Regulation.
- UK Reg (EU) 748/2012 Initial Airworthiness, 1321/2014 Continuing Airworthiness and 2015/640 Additional Airworthiness.
- UK Reg (EU) 965/2012 related to Air Operations.
- UK Reg (EU) 1178/2011 UK Aircrew Regulation.
- UK Reg (EU) No 2020/723 Acceptance of Third Country Certification of Pilots.
- UK Reg (EU) No 923/2012 UK Standardised Rules of the Air Regulation.
- UK Reg (EU) 376/2014 and 2015/1018 relating to UK Mandatory Occurrence Reporting.
- UK Reg (EU) 452/2014 Third Country Operators.
- ICAO Technical Instructions (Dangerous Goods).
- General security aspects in aviation including awareness of the provision in (EC) 300/2008.
- Appropriate National Regulations where applicable.

Note: EU Regulation above as assimilated under UK domestic law, by way of the European Union (Withdrawal) Act 2018.

easyJet shall operate in accordance with the terms and conditions of its Air Operator Certificate. Each easyJet aeroplane shall be operated in compliance with the terms of its Certificate of Airworthiness and within the approved limitations contained in its Aeroplane Flight Manual.

The Manual is for the use and guidance of all easyJet employees in the Operations Division, who are to ensure that all commercial air transport flights are planned and executed in accordance with its policies and requirements.

The easyJet Operations Manual suite consists of a number of sub-Manuals including Parts A to D and CSPM:

- Part A – General/Basic which contains general information, requirements and operational instructions.
- Part B – Type Specific Operating Procedures and Requirements. This is supplemental to the following manufacturers manuals and documents:
 - Minimum Equipment List (MEL) and Configuration Deviation list (CDL).
 - Flight Crew Operating Manual (FCOM).
 - Quick Reference Handbook (QRH).
 - Normal Checklist.
- Part C – LIDO Route Manual which consists of the following:
 - General Part (GEN Part).
 - Aerodrome and Enroute charts.
 - Company & Crew Information (CCI).
 - Special Airline Information (SAI).
- Part D ‘C’ – Training Manual – Cabin Crew.
- Part D ‘F’ – Training Manual – Flight Crew.
- CSPM – Cabin Safety Procedures Manual.
 - Cabin Crew related Standard Operating Procedures.
 - Cabin Crew Emergency procedures.
 - easyJet Aircraft Safety equipment layout.
 - Aviation First Aid.

In addition, each easyJet department maintains its own Company Procedures Manual (CPM).

Notices to Crew (Pilots and Cabin Crew)

Details of revisions which may be urgently required in the interests of flight safety, or which are supplementary to the Manual, will be promulgated as Notices to Crew. Those of a temporary nature will be cancelled as soon as they are no longer relevant. Those of long-term application will be incorporated into the Manual when it is next amended.

For further information please refer to [Section 2.2 – System of Promulgating Operational Instructions and Information](#).

Swiss-AOC

0.1.1 **Compliance (Swiss AOC)**

EASA reference: ORO.GEN.105, ORO.GEN.110(a) and (h).

easyJet Switzerland S.A. has its principle place of business at:

5 Route de l'Aéroport
1215 Genève 15
Switzerland

The competent authority exercising oversight for easyJet Switzerland is the Swiss Federal Office of Civil Aviation (FOCA).

The easyJet Air Operator Certificate (AOC) and Operations Manual (OM) are issued in accordance with the following regulations:

- Basic Regulation (EU) 2018/1139.
- Commission Regulation related to Aircrew (EU) No 1178/2011 and (EU) No. 290/2012.
- Commission Regulation related to Air Operations EC 965/2012.
- Commission Regulation related to Flight Time Regulations EU No 83/2014. and ED Decision 2014/002/R.
- ICAO Technical Instructions (Dangerous Goods).
- General security aspects in aviation including awareness of the provision in (EC) 300/2008.
- Commission Regulation related to Airworthiness and environmental certification of aircraft (EC) 748/2012.
- Appropriate National Regulations where applicable.

easyJet shall operate in accordance with the terms and conditions of its Air Operator Certificate. Each easyJet aeroplane shall be operated in compliance with the terms of its Certificate of Airworthiness and within the approved limitations contained in its Aeroplane Flight Manual.

The Manual is for the use and guidance of all easyJet employees in the Operations Division, who are to ensure that all commercial air transport flights are planned and executed in accordance with its policies and requirements.

The easyJet Operations Manual suite consists of a number of sub-Manuals including Parts A to D and CSPM:

- Part A – General/Basic which contains general information, requirements and operational instructions.
- Part B – Type Specific Operating Procedures and Requirements. This is supplemental to the following manufacturers manuals and documents:
 - Minimum Equipment List (MEL) and Configuration Deviation list (CDL).
 - Flight Crew Operating Manual (FCOM).
 - Quick Reference Handbook (QRH).
 - Normal Checklist.
- Part C – LIDO Route Manual which consists of the following:
 - General Part (GEN Part).
 - Aerodrome and Enroute charts.
 - Company & Crew Information (CCI).
 - Special Airline Information (SAI).
- Part D – Training Manual – Flight and Cabin Crew:
 - Comprises EZS/ATO activities.
 - Comprises ATQP procedures.
 - Comprises Cabin Crew Initial Training Course.
- CSPM – Cabin Safety Procedures Manual:
 - Cabin Crew related Standard Operating Procedures.
 - Cabin Crew Emergency procedures.
 - easyJet Aircraft Safety equipment layout.
- OMM Organisation Management Manual which contains:
 - easyJet Switzerland Organisation description.
 - easyJet Switzerland Management System.
 - easyJet Switzerland SQMS.

In addition, each easyJet department maintains its own Company Procedures Manual (CPM).

Notices to Crew (Pilots and Cabin Crew)

Details of revisions which may be urgently required in the interests of flight safety, or which are supplementary to the Manual, will be promulgated as Notices to Crew. Those of a temporary nature will be cancelled as soon as they are no longer relevant. Those of long-term application will be incorporated into the Manual when it is next amended.

For further information please refer to [Section 2.2 – System of Promulgating Operational Instructions and Information](#).

Austrian-AOC

0.1.1 **Compliance (Austrian AOC)**

EASA reference: ORO.GEN.105, ORO.GEN.110(a) and (h).

easyJet Europe Airline GmbH has its principle place of business at:

11th Floor IZDTower
Wagramer Str. 19
1220 Vienna
Austria

The competent authority exercising oversight for easyJet Europe GmbH is Austro Control.

The easyJet Air Operator Certificate (AOC) and Operations Manual (OM) are issued in accordance with the following regulations:

- Basic Regulation (EU) 2018/1139.
- Commission Regulation related to Aircrew (EU) No 1178/2011 and (EU) No 290/2012.
- Commission Regulation related to Air Operations (EU) 965/2012.
- Commission Regulation related to Flight Time Regulations (EU) No 83/2014 and ED Decision 2014/002/R.
- ICAO Technical Instructions (Dangerous Goods).
- General security aspects in aviation including awareness of the provision in (EC) 300/2008.
- Commission Regulation related to Airworthiness and environmental certification of aircraft (EU) 748/2012.
- Appropriate National Regulations where applicable. easyJet shall operate in accordance with the terms and conditions of its Air Operator Certificate. Each easyJet aeroplane shall be operated in compliance with the terms of its Certificate of Airworthiness and within the approved limitations contained in its Aeroplane Flight Manual.

The Manual is for the use and guidance of all easyJet employees in the Operations Division, who are to ensure that all commercial air transport flights are planned and executed in accordance with its policies and requirements.

The easyJet Operations Manual suite consists of a number of sub-Manuals including Parts A to D and CSPM:

- Part A – General/Basic which contains general information, requirements and operational instructions.
- Part B – Type Specific Operating Procedures and Requirements. This is supplemental to the following manufacturers manuals and documents:
 - Minimum Equipment List (MEL) and Configuration Deviation list (CDL).
 - Flight Crew Operating Manual (FCOM).
 - Quick Reference Handbook (QRH).
 - Normal Checklist.
- Part C – LIDO Route Manual which consists of the following:
 - General Part (GEN Part).
 - Aerodrome and Enroute charts.
 - Company & Crew Information (CCI).
 - Special Airline Information (SAI).
- Part D ‘C’ – Training Manual – Cabin Crew.
- Part D ‘F’ – Training Manual – Flight Crew.
- CSPM – Cabin Safety Procedures Manual.
 - Cabin Crew related Standard Operating Procedures.
 - Cabin Crew Emergency procedures.
 - easyJet Aircraft Safety equipment layout.
 - Aviation First Aid.

In addition, each easyJet department maintains its own Company Procedures Manual (CPM).

Notices to Crew (Pilots and Cabin Crew)

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For further information please refer to [Section 2.2 – System of Promulgating Operational Instructions and Information](#).

ALL

0.1.2 Electronic Information

ALL

0.1.2.1 Approval

easyJet holds an Electronic Data Processing (EDP) approval from the competent authority and can therefore publish all manuals and store all documents in electronic format.

ALL

0.1.2.2 Primary Sources of Information

The Connected Portal and EFB are the company primary sources of crew information.

Additionally, company approved mobile applications may also be considered as primary sources of information, provided that they are updated to the latest information publication dates.

ALL

0.1.2.3 Electronic Manual Availability

The operations manuals and operational reference/guidance information are available from an electronic library.

The electronic library can be consulted:

- Offline on Company iPad or on private tablet computer (Vistair DocuNet Application)
- Online via the web Connected Portal from any computer device connected to internet (including easyJet Crew Room PC)

ALL

0.1.2.4 Printing Ops Manuals in Crew Rooms

Crews are not permitted to print entire or large sections of any Ops Manual in the crew rooms. This is because the printers in the crew rooms are for flight operational printing only (OFP Briefing Packs and Printable files) and should not be congested with large and time consuming print runs.

Ops Manuals are distributed in an electronic format and if the flight crew wish to print out copies must do so in their own time using their own resource.

ALL

0.1.2.5 Printing Ops Manuals by Crews

Manuals printed by individual crew members are uncontrolled and must not be considered as the primary source for information during flight or training duties.

ALL

0.1.2.6 Company iPad

Pilots and SCCM are provided with an iPad. The iPad is the property of easyJet and each crew member shall look after this fragile device in the same way they would their own.

ALL

0.1.3 Terminology and Abbreviations

ALL

0.1.3.1 Terminology

The following abbreviations may be used for brevity:

- Swiss AOC – easyJet Switzerland SA.
- UK AOC – easyJet UK Limited.
- Austrian AOC – easyJet Europe Airline GmbH.

The title First Officer is used in place of Co-Pilot.

“Aircraft” may be used in place of “aeroplane” and “airport” may be used in place of “aerodrome”.

References to Mass are defined in this manual as Weight.

Where reference is made to “Competent Authority”, it is to be interpreted as the UK CAA, Swiss FOCA or Austro Control (ACG) as appropriate.

The terminology “Airbus 320 family or A320 family” refers to the A318, A319, A320 & A321 aircraft.

When used in the Operations Manual, the following terms shall have the following meaning:

- **“Shall”, “will”, “must”** or an action verb in the imperative sense means that the application of a rule or procedure or provision is mandatory.
- **“Should”** means that the application of a procedure or provision is recommended.
- **“May”** means that the application of a procedure or provision is optional.
- **“No person may...”** or **“a person may not...”** mean that no person is required, authorised, or permitted to do the act concerned.
- **“Approved”** means the Authority has reviewed the method, procedure or policy in question and issued a formal written approval.
- **“Acceptable”** means the Authority or the airline has reviewed the method, procedure or policy and has neither objected to nor approved its proposed use or implementation.

- “**Prescribed**” means the Authority or the airline has issued a written policy or methodology which imposes either a mandatory requirement, if it states “shall”, “will”, “must” or an action verb in the imperative sense, a recommended requirement if it states “should” or a discretionary requirement if it states “may”.
- “**Note**” is used when an operating procedure, technique, etc., is considered essential to be emphasised.
- “**Caution**” is used when an operating procedure, technique, etc., may result in damage to equipment if not carefully followed.
- “**Warning**” is used when an operating procedure, technique, etc., may result in personnel injury or loss of life if not carefully followed.

ALL**0.1.3.2****Abbreviations**

A	
AAL	Above Aerodrome Level
ABM	Abeam
A/C	Aircraft
AC	Advisory Circular, Alternating Current
ACARS	ARINC Communication Addressing and Reporting System
ACAS	Airborne Collision Avoidance System
ACM	Air Carrier Material
ACMS	Aircraft Condition Monitoring System
ACN	Aircraft Classification Number
AD	Airworthiness Directive
ADC	Air Data Computer
ADD	Acceptable Deferred Defect
ADF	Automatic Direction Finder
ADI	Attitude Director indicator
ADIRS	Air Data Inertial Reference System
ADS	Automatic Dependent Surveillance
ADV	Advisory
AEA	Association of European Airlines
AFM	Aeroplane Flight Manual
AFS	Automatic Flight System
AFTN	Aeronautical Fixed Telecommunication Network
AGL	Above Ground Level
AH	Alert Height
AIP	Aeronautical Information Publication
AIRS	Aircrew Incident Reporting System
AIS	Aeronautical Information Service
ALS	Approach Light System
ALT	Altitude

ALTN	Alternate
AMC	Acceptable Means of Compliance
AMJ	Advisory Material Joint
AMM	Aircraft Maintenance Manual
AMSL	Above Mean Sea Level
AOA	Angle Of Attack
AOC	Air Operator Certificate
AOC	Airline Operations Communications
AOG	Aircraft On Ground
AOI	Airport Operational Information
AOM	Aeroplane Operations Manual
AOT	All Operators Telex
A/P	Auto-pilot
APA	Accident Prevention Adviser
APQ	Airline Pre-qualification
APU	Auxiliary Power Unit
APV	Approach procedure with vertical guidance
ARINC	Aeronautical Radio Inc.
ARPT	Airport
ASAP	As Soon As Possible
ASDA	Accelerate-Stop Distance Available
ASI	Air Speed Indicator
ASR	Air Safety Report
ASR	Airport Surveillance Radar
ASU	Air Starter Unit
ATA	Actual Time Of Arrival
ATA	Aeronautical Transport Association
ATC	Air Traffic Control
ATD	Actual Time of Departure
ATHR	Autothrust

ATIS	Automatic Terminal Information Service
ATM	Air Traffic Management
ATN	Aeronautical Telecommunication Network
ATPL	Airline Transport Pilot License
ATS	Air Traffic Services
ATS	Auto Thrust System
ATSU	Air Traffic Services Unit
ATT	Attitude
AVGAS	Aviation Gasoline
AWO	All Weather Operations
AWY	Airway
B	
BARO	Barometric
Baro VNAV	Barometric VNAV
BAT	Battery
BFE	Buyer Furnished Equipment
BITE	Built In Test Equipment
BRG	Bearing
BRK	Brake
BRNAV	Basic Area Navigation
C	
C	Celsius, Centigrade
CAOM	Cabin Attendant Operating Manual
CAPT	Captain
CAS	Calibrated Airspeed
CAT	Clear Air Turbulence
CAT I	Landing Category I (II or III)
CAVOK	Ceiling and Visibility OK
C/B	Circuit Breaker
CB	Cumulonimbus

CBT	Computer Based Training
CCOM	Cabin Crew Operating Manual
CCQ	Cross Crew Qualification
CDFA	Continuous Descent Final Approach
CDL	Configuration Deviation List
CDU	Control Display Unit
CENPAC	Central Pacific
CEPAC	Central East Pacific
CFDS	Centralised Fault Display System
CFIT	Controlled Flight Into terrain
CG	Centre of Gravity
CIDS	Cabin Intercommunication Data System
C/L	Check List
CM1/2	Crew Member 1 (LH)/2 (RH)
CMD	Command
CMP	Configuration, Maintenance and Procedures
CMV	Converted Met Visibility
CN	Consigne de Navigabilité
CNS	Communication, Navigation, Surveillance
COM	Communication
CP	Critical Point (ETOPS)
CPDLC	Controller Pilot Data Link Communications
CRM	Crew Resource Management
CRS	Course
CRT	Cathode Ray Tube
CRZ	Cruise
CSS	Cockpit System Simulator
CTA	Control Area
CTR	Centre
CVR	Cockpit Voice Recorder

D	
DA	Decision altitude
daN	Deca Newton
DC	Direct Current
DCDU	Data Communication Display Unit
DDG	Dispatch Deviation Guide
DDRMI	Digital Distance and Radio Magnetic Indicator
DEG	Degree
DEST	Destination
DFDR	Digital Flight Data Recorder
DFO	Director Flight Operations
DGPS	Differential GPS
DH	Decision Height
DIR TO	Direct (route) To (a waypoint)
DIST	Distance
DME	Distance Measuring Equipment
DOC	Document
DOI	Dry Operating Index
DOW	Dry Operating Weight
DU	Display Unit
E	
EASA	European Aviation Safety Agency
ECAC	ECAC European Civil Aviation Conference
ECAM	Electronic Centralised Aircraft Monitoring
ECON	Economic
EDP	Electronic Data Processing
EEP	ETOPS Entry Point
EFIS	Electronic Flight Instrument System
EFF	Electronic Flight Folder
EFOB	Estimated Fuel On Board

EGPWS	Enhanced GPWS
EGT	Exhaust Gas Temperature
ELEC	Electrical
ELEV	Elevator, Elevation
ELT	Emergency Locator Transmitter
ELT	Entry Level Training
EMER	Emergency
ENG	Engine
ENGG	Engineering
EO	Engine Out
EOSID	Engine Out SID
EPR	Engine Pressure Ratio
EST	Estimated
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETOPS	Extended Twin Engine Operations
ETP	Equi-Time Point
EUROCAE	European Organisation for Civil Aviation Equipment
EXP	Exit Point (ETOPS)
EXT	External
F	
F	Fahrenheit
FAA	Federal Aviation Administration
FADEC	Full Authority Digital Engine Control
FAF	Final Approach Fix
FANS	Future Air Navigation System
FAP	Final Approach Point
FAR	Federal Aviation Regulations
FAS	Final Approach Segment
FBS	Fixed Base Simulator

F/C	Flight Crew
FCL	Flight Crew Licensing
FCOM	Flight Crew Operating Manual
FCTM	Flight Crew Techniques Manual
FCU	Flight Control Unit
FD	Flight Director
FF	Fuel Flow
FFS	Full Flight Simulator
FIR	Flight Information Region
FL	Flight Level
FLT	Flight
FM	Flight Manual
FMA	Flight Mode Annunciator
FMGES	Flight Management, Guidance and (flight) Envelope (protection) System
FMGS	Flight Management and Guidance System
FMS	Flight Management System
F/O	First Officer
FOB	Fuel On Board
FOD	Foreign Object Damage
FOM	Flight Operations Manual
FOQA	Flight Operations Quality Assurance
FOSA	Flight Operational Safety Assessment
FOT	Flight Operations Telex
F-PLN	Flight Plan
FPV	Flight Path Vector
FQI	Fuel Quantity Indication
ft, FT	Foot (Feet)
FTL	Flight Time Limitation
FU	Fuel Used
FWD	Forward

G	
g, G	Gram
GA	Go Around
GEN	Generator
GLONASS	Global Orbiting Navigation Satellite System
GMT	Greenwich Mean Time
GMU	GPS (height) Monitoring Unit
GNLU	Global Navigation and Landing Unit
GNSS	Global Navigation Satellite System
GOS	Group Operations Services
GPS	Global Positioning System
GPU	Ground Power Unit
GPWS	Ground Proximity Warning System
GRF	Global Reporting Format
G/S	Glide Slope
GS	Ground Speed
GW	Gross Weight
H	
H	Hour
HDG	Heading
HF	High Frequency (3 to 30 MHz)
HF	Human Factors
Hg	Mercury
HI	High (altitude or intensity)
HIALS	High Intensity Approach Light System
HIL	Holding Items List
HIRL	High Intensity Runway Lights
HMU	Height Monitoring Unit
HP	High Pressure
hPa	hecto Pascal

HSI	Horizontal Situation Indicator
HUD	Head Up Display
HYD	Hydraulic
Hz	Hertz (cycles per second)
I	
IAC	Instrument Approach Chart
IAF	Intermediate Approach Fix
IAP	Instrument Approach Procedure
IAS	Indicated Air Speed
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
ICC	Integrated Control Centre
ID	Identity (Number)
IDENT	Identification
IDG	Integrated Drive Generator
IFR	Instrument Flight Rules
IFSD	In-Flight Shut Down
IFTB	In-Flight Turn Back
IL	Information Leaflet
ILS	Instrument Landing System
IMC	Instrumental Meteorological Conditions
in, IN	Inch(es)
INFO	Information
INIT	Initialisation
INOP	Inoperative
INS	Inertial Navigation System
IOE	Initial Operating Experience
IRS	Inertial Reference System
ISA	International Standard Atmosphere
ISO	International Standard Organisation

J	
JAA	Joint Aviation Authorities
JAR	Joint Aviation Regulations
K	
kg, KG	kilogram
kHz	kilohertz
km, KM	Kilometre
kt, KT	knot
L	
I, L	Litre
LAT	Latitude
lb	Pound (weight)
LCD	Liquid Crystal Display
LCN	Load Classification Number
LDA	Landing Distance Available
LDA	Localiser Type Directional Aid
LDTA	Landing Distance at Time of Arrival
LDG	Landing
LEP	List of Effective Pages
L/G	Landing Gear
LH	Left Hand
LLZ	Localizer
LO	Low
LOAS	Line Operations Assessment System
LOC	Localizer
LOE	Line Orientated Evaluation
LOFT	Line Oriented Flight Training
LOMS	Line Operations Monitoring System
LONG	Longitude
LOUT	Lowest Operational Use Temperature

LP	Low Pressure
LPC	Less Paper Cockpit (Airbus concept)
LRNS	Long Range Navigation System
LROPS	Long Range Operations
LRU	Line Replaceable Unit
LSK	Line Select Key
LVL	Level
LVP	Low Visibility Procedures
LVTO	Low Visibility Take-Off
LW	Landing Weight
M	
M	Mach
m, M	metre
MABH	Minimum Approach Break off Height
MAC	Mean Aerodynamic Chord
MAG	Magnetic
MAINT	Maintenance
MAN	Manual
MAP	Missed Approach Point
MASPS	Minimum Aviation Systems Performance Standards
MAX	Maximum
mb, MB	Millibar
MBOH	Minimum Break Off Height
MCC	Maintenance Control Centre
MCC	Multiple Crew Co-operation
MCDU	Multipurpose Control and Display Unit
MCT	Maximum Continuous Thrust
MDA/H	Minimum Descent Altitude/Height
MEL	Minimum Equipment List
MET	Meteorological

METAR	Meteorological Aerodrome Report
MFF	Mixed Fleet Flying
MHz	Megahertz
MID	Middle Runway Portion
MIALS	Medium Intensity Approach Light System
MIN	Minimum, Minute
MIRL	Medium Intensity Runway Light
MLS	Microwave Landing System
MLW	Maximum Landing weight
mm, MM	Millimetre
MME	Maintenance Management Exposition
MMEL	Master Minimum Equipment List
MMO	Maximum Operating Mach
MMR	Multi Mode Receiver
MNPS	Minimum Navigation Performance Specification
MOCA	Minimum Obstruction Clearance Altitude
MOE	Maintenance Organisation Exposition
MOR	Mandatory Occurrence Reporting
MORA	Minimum Off-route Altitude
MRVA	Minimum Radar Vectoring Altitude
MSA	Minimum Safe (or Sector) Altitude
MSG	Message
MSL	Mean Sea Level
MSN	Manufacturer's Serial Number
MTBF	Mean Time Between Failure
MTOW	Maximum Take-off Weight
MWE	Manufacturer's Weight Empty
MZFW	Maximum Zero Fuel Weight
N	
N/A	Not Applicable

NAI	Nacelle Anti Ice
NAT	North Atlantic
NAV	Navigation
NAVAID	(Radio) Navigation Aid
NCD	Non Computed Data
ND	Navigation Display
NDB	Non Directional Beacon
NIL	No Item Listed (Nothing)
NM	Nautical Miles
NORM	Normal
NOPAC	North Pacific
NOTAM	Notice To Airmen
NOTOC	Notification to Captain
NPA	Non Precision Approach
NTC	Notice to Crew
NTO	No Technical Objection
O	
OAT	Outside Air Temperature
OBRM	On Board Replaceable Module
OCA/H	Obstacle Clearance Altitude/Height
OEB	Operations Engineering Bulletin
OEI	One Engine Inoperative
OEW	Operating Empty Weight
OFP	Operational Flight Plan
OIT	Operator Information Telex
OM	Operations Manual
OM	Outer Marker
ONC	Operational Navigation Chart
OPS	Operations
OPT	Optimum

OTS	Oceanic Track System
OXY	Oxygen
P	
PA	Passenger Address
PAC	Pacific
PACOTS	Pacific Oceanic Track System
PANS	Procedures for Air Navigation Services
PAPI	Precision Approach Path Indicator
PAR	Precision Approach Radar
PAX	Passenger
PB	Pushbutton
PCN	Pavement Classification Number
PERF	Performance
PF	Pilot Flying
PFD	Primary Flight Display
PIREP	Pilot Report
PIC	Pilot-in-Command
PM	Pilot Monitoring
P/N	Part Number
PNR	Point of No Return
POS	Position
PPR	Prior Permission Required
PROC	Procedure
PROF	Profile
PSI	Pounds per Square Inch
PT	Point
PTS	Polar Track System
PVI	Paravisual Indicator
PWR	Power
Q	

QA	Quality Assurance
QAR	Quick Access Recorder
QDM	Magnetic bearing to facility
QDR	Magnetic bearing from facility
QFE	Field elevation atmosphere pressure
QFU	Magnetic orientation of runway
QGH	Procedure or facility to be used
QNE	Sea level standard atmosphere (1013 hPa or 29.92" Hg)
QNH	Sea level atmosphere pressure
QRH	Quick Reference Handbook
R	
RA	Radio Altitude/Radio Altimeter
RA	Resolution Advisory
RAIM	Receiver Autonomous Integrity Monitoring
RAS	Repair Approval Sheet
RAT	Ram Air Turbine
RCR	Runway Condition Report
REF	Reference
REV	Reverse
RH	Remote Holding
RH	Right Hand
R/I	Radio Inertial
RMI	Radio Magnetic Indicator
RNAV	Area Navigation
RNP	Required Navigation Performance
RPL	Repetitive flight plan
RPM	Revolutions Per Minute
RQRD	Required
RSV	Reserves
RTA	Required Time of Arrival

RTCA	Requirements and Technical Concepts for Aviation
RTO	Rejected Take-off
RTOW	Regulatory Take-off Weight
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima
RWY	Runway
RWYCC	Runway Condition Report
S	
SA CAT I	Special Authorisation Category I
SA CAT II	Special Authorisation Category II
SACA	Safety Assessment of Community Aeroplanes
SAE	Society of Automotive Engineers
SAp	Stabilised Approach
SARPS	Standards And Recommended Practices
SAT	Static Air Temperature
SATCOM	Satellite Communication
SATVOICE	Satellite Voice Communication
SB	Service Bulletin
SEL	Selector
SELCAL	Selective Calling
SFE	Seller Furnished Equipment
SI	International System of units
SID	Standard Instrument Departure
SIGMET	Significant Meteorological report
SIL	Service Information Letter
SITA	Société Internationale de Télécommunications Aéronautiques
SOP	Standard Operating Procedures
SOPAC	South Pacific
SPECI	Aviation selected special weather report
SPD	Speed

SRA	Surveillance Radar Approach
SRE	Surveillance Radar Element of precision approach radar system
SSR	Secondary Surveillance Radar
STAR	Standard Terminal Arrival Route
STD	Standard
STS	Status
SYS	System
T	
t, T	Ton, Tonne, Temperature
TA	Traffic Advisory
TACAN	Tactical Air Navigation
TAF	Terminal Aerodrome Forecast
TAS	True Air Speed
TAT	Total Air Temperature
TAWS	Terrain Awareness and Warning System
TBC	To Be Confirmed
TBD	To Be Determined/Defined
TCAS	Traffic alert and Collision Avoidance System
TDZ	Touch Down Zone
TDZE	Touch Down Zone Elevation
TEMP	Temperature
TEMPO	Temporary
TERPS	(US) Standards for Terminal Instrument Procedures
TFU	Technical Follow-Up
THR	Thrust
THS	Trimmable Horizontal Stabiliser
TK	Tank
TLA	Thrust Lever Angle
TMA	Terminal Manoeuvring Area
T/O	Take-off

TOC	Top Of Climb
TOD	Top Of Descent
TODA	Take-off Distance Available
TOGA	Take-off/Go-Around
TOGW	Take-off Gross Weight
TORA	Take-off Run Available
TOW	Take-off Weight
TR	Temporary Revision
TRI	Type Rating Instructor
TRK	Track
TRTO	Type Rating Training Organisation
TVMC	Minimum Control Speed Temperature
TWR	Tower
TWY	Taxiway
U	
UHF	Ultra High Frequency (300 – 3000 MHz)
UIR	Upper Information Region
ULD	Unit Load Device
UM	Unaccompanied Minor
U/S	Unserviceable
US	United States
UTC	Universal Time Co-ordinated
V	
V	Volt
V_1	Critical engine failure speed
V_2	T/O safety speed
VAPP	Final Approach Speed
VASI	Visual Approach Slope Indicator
VDF	Very high frequency Direction Finding
VDR	Very high frequency Data Radio

VFE	Maximum Velocity Flaps/slats Extended
VFR	Visual Flight Rules
VFTO	Velocity Final T/O
VHF	Very High Frequency (30 – 300 MHz)
VMC	Visual Meteorological Conditions
VMCA	Minimum Control Speed in the Air
VMCG	Minimum Control Speed on Ground
VMIN	Minimum operating speed
VMO	Maximum operating speed
VOR	VHF Omni-directional Range
VR	Rotation speed
VREF	Landing reference speed
V/S	Vertical Speed
VS	Stall speed
VSI	Vertical Speed Indicator
VSS	Visual Segment Surface
W	
WAI	Wing Anti Ice
WBM	Weight and Balance Manual
WGD	Windshield Guidance Display
WGS	World Geodetic System
WPT	Waypoint
WX	Weather
WXR	Weather Radar
X	
XCVR	Transceiver
XFR	Transfer
XMTR	Transmitter

Z	
Z	Zulu time (UTC)
ZFCG	Zero Fuel Centre of Gravity
ZFW	Zero Fuel Weight

ALL

0.1.4 Definitions

EASA reference: EASA Annex I

Note: Where necessary, specific terms are defined in the sections to which they are appropriate.

Accountable Manager: The person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority and any additional requirements defined by the operator.

Accelerate-Stop Distance Available: The length of the take-off run available plus the length of stopway, if such stopway is declared available by the State of the aerodrome and is capable of bearing the weight the aeroplane under the prevailing operating conditions.

Acceptable means of compliance (AMC): Non-binding standards adopted by EASA to illustrate means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

Accepted/Acceptable means not objected to by the Competent Authority as suitable for the purpose intended.

Adequate Aerodrome means an aerodrome on which the aircraft can be operated, taking account of the applicable performance requirements and runway characteristics.

Aerodrome: A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft. Also referred to as “airport”.

Aerodrome Elevation: The elevation of the highest point of the landing area.

Aerodrome Operating Minima means the limits of usability of an aerodrome for:

1. Take-off, expressed in terms of runway visual range (RVR) and/or visibility (VIS) and, if necessary, ceiling;
2. Landing in Two-Dimensional (2D) instrument approach operations, expressed in terms of VIS and/or RVR, minimum descent altitude/height (MDA/H) and, if necessary, ceiling;

3. Landing in Three-Dimensional (3D) instrument approach operations, expressed in terms of VIS and/or RVR and decision altitude/height (DA/H) as appropriate to the type and/or category of the operation.

Aeronautical Information Publication: A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

Airbridge: The enclosed walkway that is connected to the aircraft door to enable passengers to board/disembark directly from the gate to/from the aircraft. Also known as jetbridge/passenger boarding bridge/passenger boarding device.

Aircraft (Aeroplane) Flight Manual: A manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy, and instructions and information necessary to the flight crew members for the safe operation of the aircraft.

Aircraft Identification: A group of letters, figures or a combination thereof which is either identical to, or the coded equivalent of, the aircraft call sign to be used in air-ground communications, and which is used to identify the aircraft in ground-ground air traffic services communications.

Air Operator Certificate (AOC): A certificate authorising an operator to carry out specified commercial air transport operations.

Airprox Incident: A situation in which, in the opinion of a pilot or controller, the distance between aircraft as well as their relevant positions and speed have been such that the safety of the aircraft involved was or may have been compromised.

Air Traffic: All aircraft in flight or operating on the manoeuvring area of an aerodrome.

Air Traffic Control: A service that promotes the safe, orderly, and expeditious flow of air traffic at aerodromes and during the approach, departure, and en route environments.

Air Traffic Control clearance: Authorisation for an aircraft to proceed under conditions specified by an air traffic control unit.

Air Traffic Control Instruction: Directives issued by air traffic control for the purpose of requiring a pilot to take a specific action.

Air Traffic Control Service: A service provided for the purpose of:

- Preventing collisions between aircraft, and on the manoeuvring area between aircraft and obstructions.
- Expediting and maintaining an orderly flow of air traffic.

Air Traffic Service: A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

Airway: A control area or portion thereof established in the form of a corridor equipped with radio navigation aids.

Airworthiness Release: A certification signed by a licensed mechanic authorised by the AOC holder indicating that work was performed in accordance with the AOC holder's maintenance manual, was inspected by a licensed mechanic, and the aircraft was found satisfactory for safe operation.

Alert Height: The Alert Height is a specified radio height, based on the characteristics of the aircraft and its fail-operational landing system. In operational use, if a failure occurred above the alert height in one of the required redundant operational systems in the aircraft, (including, where appropriate, ground roll guidance and the reversionary mode in a hybrid system) the approach would be discontinued and a go-around executed unless reversion to a higher decision height is possible. If a failure in one of the required redundant operational systems occurred below the alert height, it would be ignored and the approach continued.

Alerting Service: A service provided to notify appropriate organisations regarding aircraft in need of search and rescue aid, and assist such organisations as required.

Alternate Aerodrome: An adequate aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or land at the aerodrome of intended landing, where the necessary services and facilities are available, where aircraft performance requirements can be met, and which is operational at the expected time of use; Alternate aerodrome includes the following:

1. ‘Take-off alternate aerodrome’: an alternate aerodrome at which an aircraft would be able to land if it becomes necessary shortly after take-off and it is not possible to use the aerodrome of departure;
2. ‘En route alternate (ERA) aerodrome’: an alternate aerodrome at which an aircraft would be able to land if a diversion becomes necessary while en route;
3. ‘Fuel en route alternate (fuel/energy ERA) aerodrome’ means an ERA aerodrome that is required at the planning stage for use in the calculation of fuel;
4. ‘Destination alternate aerodrome’: an alternate aerodrome at which an aircraft would be able to land if it becomes either impossible or inadvisable to land at the aerodrome of intended landing;

Note: The aerodrome from which a flight departs may also be an en-route or a destination alternate aerodrome for that flight.

Alternative means of compliance (AltMOC): Those means that propose an alternative to an existing acceptable means of compliance or those that propose new means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules for which no associated AMC have been adopted EASA

Anti-icing: In the case of ground procedures, means a procedure that provides protection against the formation of frost or ice and accumulation of snow on treated surfaces of the aircraft for a limited period of time (hold-over time).

Altitude: The vertical distance of a level, a point or an object considered as a point, measured from mean sea level.

Appropriate Authority: (see also Authority)

- Regarding flight over the high seas: the relevant authority of the State of Registry.
- Regarding flight other than over the high seas: the relevant authority of the State having sovereignty over the territory being over flown.

Approved (by the Authority) means documented (by the Competent Authority) as suitable for the purpose intended.

Apron: A defined area, on a land aerodrome, intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance.

Aquaplaning (or Hydroplaning): A situation where the tyres of the aircraft are, to a large extent, separated from the runway surface by a thin fluid film.

ATS route: A specified route designed for channelling the flow of traffic as necessary for the provision of air traffic services.

Note: The term “ATS route” is used to mean variously, airway, advisory route, controlled or uncontrolled route, arrival or departure route, etc.

Authority: The competent body responsible for the safety of civil aviation in the state of the applicant or operator.

Base Training: Flight training required by Airworthiness Authorities to obtain the aircraft type rating.

Braking Action: A report on the conditions of the airport movement areas, providing pilots the quality or degree of braking that may be expected. Braking action is reported in terms of: good, medium to good, medium, medium to poor, poor, nil or unreliable.

Calendar Day: The period of elapsed time, using Co-ordinated Universal Time or local time, that begins at midnight and ends 24 hours later in the next midnight

Cabin Crew Member: A crew member, other than a Flight Crew Member, who performs in the interests of safety of passengers, duties assigned by the operator or the Commander in the cabin of the aeroplane.

Category I (CAT I) approach operation means a precision instrument approach and landing using an instrument landing system (ILS) or precision approach radar (PAR) with a decision height (DH) not lower than 200 ft and with a runway visual range (RVR) not less than 550 m.

Category II (CAT II) operation: means a precision instrument approach and landing operation using ILS with DH below 200 ft but not lower than 100 ft, and RVR of not less than 300 m.

Category IIIA (CAT IIIA) operation: means a precision instrument approach and landing operation using ILS with DH lower than 100 ft, and RVR not less than 200 m.

Category IIIB (CAT IIIB) operation: means a precision instrument approach and landing operation using ILS with DH lower than 100 ft, or no DH, and RVR lower than 200 m but not less than 75 m.

Ceiling: The height above the ground or water of the base of the lowest layer of cloud below 6000 m (20,000 ft) covering more than half the sky.

Certifying Staff: Those personnel who are authorised by the Approved Maintenance Organisation in accordance with a procedure acceptable to the Authority to certify aircraft or aircraft components for release to service.

Clearway: A defined rectangular area on the ground or water, under the control of the appropriate authority, selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height;

Circling: The visual phase of a circling approach operation.

Circling Approach Operation: A Type A instrument approach operation to bring an aircraft into position for landing on a runway/final approach and take-off area (FATO) that is not suitably located for a straight-in approach.

Civil Aircraft: Any aircraft on the civil register of a state, other than those which that state treats as being in the service of the state, either permanently or temporarily.

Cloud Base: The height of the base of the lowest observed or forecast cloud element in the vicinity of an aerodrome or operating site or within a specified area of operations, normally measured above aerodrome (reported as FEW or SCT).

Codeshare: The use of the flight designator code of one air operator on a service performed by a second air operator, whose service is usually also identified (and may be required to be identified) as a service of, and being performed by, the second air operator.

Cold aircraft: An aircraft that has been left unattended, either overnight or temporarily.

Commander: The pilot designated by the Company responsible for the operation and safety of the aircraft during flight time. They may delegate the conduct of the flight to another suitable qualified pilot. (See Pilot-in-Command)

Commercial Air Transport (CAT) operation: An aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration.

Commercial Air Transport Operation: An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

Community Operator: An operator certificated under Commission Regulation (EU) No 965/2012 by one of the EASA Member States.

Competency means a dimension of human performance that is used to reliably predict successful performance on the job and which is manifested and observed through behaviours that mobilise the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

Competency-Based Training: Assessment and training programmes that are characterised by a performance orientation, emphasis on standards of performance and their measurement and the development of training to the specified performance standards.

Competency Framework: A complete set of identified competencies that are developed, trained and assessed in easyJet's evidence-based training programme utilising scenarios that are relevant to operations and which is wide enough to prepare the pilot for both foreseen and unforeseen threats and errors.

Competent Authority:

- The UK Civil Aviation Authority (CAA) for easyJet UK Limited.
- The Swiss Federal Office of Civil Aviation (FOCA) for the easyJet Switzerland SA AOC.
- Austro Control (ACG) for easyJet Europe Airline GmbH.

Computerised Flight Plan: Refer to Operational Flight Plan.

Contaminated Runway: A runway is contaminated when a significant portion of its surface is covered with:

- A layer of fluid contaminant not considered as thin
- A hard contaminant

A significant portion of the runway surface area is more than 25% of one third of the runway surface area within the required length and width being used.

Contingency Fuel: The fuel required to compensate for unforeseen factors that could have an influence on the fuel consumption to the destination aerodrome.

Continuous Descent Final Approach (CDFA): A technique, consistent with stabilised approach procedures, for flying the final approach segment (FAS) of an instrument non-precision approach (NPA) procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height:

1. For straight-in approach operations, to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre begins; or
2. For circling approach operations, until MDA/H or visual flight manoeuvre altitude/height is reached.

Converted Meteorological Visibility (CMV): A value (equivalent to an RVR) which is derived from the reported meteorological visibility, as converted in accordance with the requirements in [Section 8.1.3, "Methods for the Determination of Aerodrome Operating Minima"](#).

Co-pilot: Pilot serving in any piloting capacity other than as Pilot-in-Command or Commander, but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction for a license or rating.

Course: A program of instruction to obtain an airman license, rating, qualification, authorisation, or currency.

Crew member: A person assigned by an operator to duty on an aircraft during flight time.

Crew Resource Management (CRM): A program designed to improve the safety of flight operations by optimising the safe, efficient, and effective use of human resources, hardware, and information through improved crew communication and co-ordination.

Critical Phases of Flight: The take-off run, the take-off flight path, the final approach, the missed approach, the landing, including the landing roll, and any other phases of flight as determined by the pilot-in-command or commander.

Cruising Level: A level maintained during a significant portion of a flight.

Current Fuel Scheme: The combination of the fuel policy with the selection of aerodromes policy and the in-flight fuel management policy.

Damp Lease: A wet-leased aircraft that includes a cockpit crew but not cabin attendants.

Damp Runway: A damp runway is when the surface is not dry but when the moisture on it does not give it a shiny surface. For operational purposes, a damp runway is considered wet.

Dangerous Goods (DG): Articles or substances which are capable of posing a risk to health, safety, property or environment when transported by air and which are classified according to ICAO Technical Instructions.

Dangerous Goods Incident. An occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

Deadhead Transportation: Time spent in transportation on aircraft (at the insistence of the AOC holder) to or from a crew member's home station

Decision Altitude (DA) or Decision Height (DH): A specified altitude or height in a 3D instrument approach operation at which a missed approach procedure must be initiated if the required visual reference to continue the approach has not been established.

Decision Altitude (DA) is referenced to mean sea level and Decision Height (DH) is referenced to the runway threshold elevation.

For operations using DA, the aircraft altimeters are set to QNH.

For SA CAT I, SA CAT II, CAT II/III operations, the DH is based on the use of a radio altimeter. The DH is determined with reference to threshold elevation, but the value of the DH set for the approach will be based on the height of the aircraft above the pre-threshold terrain, which may be higher or lower than the threshold.

For convenience, when both expressions are used, they may be written in the form 'Decision Altitude/Height' and abbreviated 'DA/H'.

De-icing: In the case of ground procedures, means a procedure by which frost, ice, snow or slush is removed from an aircraft in order to provide uncontaminated surfaces.

Dry Lease: A lease where the aircraft is provided without crew.

Dry Lease Agreement: An agreement between undertakings pursuant to which the aircraft is operated under the air operator certificate (AOC) of the lessee.

Dry runway: A dry runway is one which is neither wet nor contaminated, and includes those paved runways which have been specially prepared with grooves or porous pavement and maintained to retain “effectively dry” braking action even when moisture is present.

Elevation: The vertical distance of a point or a level, on or affixed to the surface of the earth measured from mean sea level.

Enhanced Vision System (EVS) is an electronic means to provide the flight crew with a real-time image of the actual external scene topography (the natural or man-made features of a place or region especially in a way to show their relative positions and elevation) through the use of imaging sensors.

Enrolment: The administrative action carried out by the operator where a pilot participates in the easyJet’s EBT programme.

Enrolled Pilot: The pilot that participates in the EBT recurrent training programme.

En-route Alternate (ERA) Aerodrome: An adequate aerodrome along the route, which may be required at the planning stage.

Equivalency of Approaches: All the approaches that place an additional demand on a proficient crew regardless of whether they are used or not in the EBT modules.

Equivalency of Malfunctions: All the malfunctions that put a significant demand on a proficient crew regardless of whether they are used or not in the EBT modules.

Evaluation Phase: One of the phases of an EBT module which is a line-orientated flight scenario, representative of the easyJet’s environment during which there are one or more occurrences to evaluate key elements of the defined competency framework.

Evidence-Based Training (EBT): Assessment and training based on operational data that is characterised by developing and assessing the overall capability of a pilot across a range of competencies (competency framework) rather than by measuring the performance in individual events or manoeuvres.

Exemption: A formal authorisation issued by the Authority providing relief from part or all of the provisions detailed. The authorisation may or may not be conditional. For the purposes of carriage of dangerous goods, an authorisation referred to in the Technical Instructions and issued by all the authorities concerned, providing relief from the requirements of the Technical Instructions.

Extended Over-water Operation: An operation over water at a horizontal distance of more than 50 NM from the nearest shoreline.

Fail-operational Flight Control System: A flight control system is fail-operational if, in the event of a failure below alert height, the approach, flare and landing, can be completed automatically. In the event of a failure, the automatic landing system will operate as a fail-passive system.

Fail-passive Flight Control System: A flight control system is fail-passive if, in the event of a failure, there is no significant out-of-trim condition or deviation of flight path or attitude but the landing is not completed automatically. For a fail-passive automatic flight control system the pilot assumes control of the aeroplane after a failure.

Filed Flight Plan: The flight plan as filed with an ATS unit by the pilot or their designated representative, without any subsequent changes.

Note: When the word “message” is used as a suffix to this term, it denotes the content and format of the filed flight plan data as transmitted.

Final Approach: The final approach is that part of an instrument approach that commences at the specified final approach fix or point, OR, where a final approach fix or point is not specified, at the end of the last procedure turn, base turn or the in bound turn of a racetrack or at the point of interception of the last track specified in the approach procedure with the approach track. The final approach finishes at the Decision Altitude.

Final Approach Segment (FAS): The segment of an instrument approach procedure (IAP) in which alignment and descent for landing are accomplished.

Final Reserve Fuel: An amount of fuel for all turbine powered aeroplanes, calculated to fly 30 minutes at holding speed at 1500 ft above the aerodrome elevation in standard conditions, calculated with the estimated weight on arrival at the alternate or the destination, when no alternate is required.

Flight Control System: A system which includes an automatic landing system.

Flight Crew Member: A licensed crew member charged with duties essential to the operation of an aircraft during flight time.

Flight Data Monitoring (FDM): The proactive and non-punitive use of digital flight data from routine operations to improve aviation safety.

Flight Level: A surface of constant atmospheric pressure which is related to a specific pressure datum, 1013.2 hectopascals (hPa), and is separated from other such surfaces by specific pressure intervals.

- Note:**
1. A pressure type altimeter calibrated in accordance with the Standard Atmosphere:
 - When set to QNH altimeter setting, will indicate altitude.
 - When set to QFE altimeter setting, will indicate height above the QFE reference datum.
 - When set to a pressure of 1013.2 hectopascals (hPa) may be used to indicate flight levels.
 2. The terms “height” and “altitude”, used in Note 1 above, indicate altimetric rather than geometric heights and altitudes.

Flight Monitoring

1. The recording in real time of departure and arrival messages by operational personnel to ensure that a flight is operating and has arrived at the destination aerodrome or an alternate aerodrome; and
2. Operational monitoring of flights by suitably qualified operational-control personnel from departure throughout all phases of the flight; and
3. Communication of all available and relevant safety information between the operational-control personnel on the ground and the flight crew; and
4. Critical assistance to the flight crew in the event of an in-flight emergency or security issue, or at the request of the flight crew.

Flight Monitoring – Relevant Safety Information: Any element that may affect the safety of the flight, such as:

1. An aircraft technical failure;
2. Unforeseen hazards caused by:
 - a. Air traffic
 - b. Meteorological conditions
 - c. Aerodrome and runway status
 - d. Navigation aid status
 - e. Availability of communications
3. Updates of the operational flight plan when they affect the fuel reserves;
4. Position reporting (flight-monitoring personnel should report in every phase of the flight: taxi, take-off, climb, cruise, cruise steep climb, descent, approach, landing).

Flight Plan: ATS Flight Plan: Specified information provided to air traffic services units, relative to an intended flight or portion of a flight of an aircraft.

Flight Time: The total time from the moment an aeroplane first moves for the purpose of taking off until the moment the aeroplane finally comes to rest at the end of the flight.

Fuel ERA Aerodrome: An ERA aerodrome selected for the purpose of reducing contingency fuel.

Flow Control: Measures designed to adjust the flow of traffic into a given airspace, along a given route, or bound for a given aerodrome, so as to ensure the most effective utilisation of the airspace.

Friction Coefficient: Relationship between the friction force acting on the wheel and the normal force on the wheel. The normal force depends on the weight of the aircraft and the lift of the wings.

Glide Path: A descent profile determined for vertical guidance during a final approach.

GNSS Interference: Includes GPS Interference. Radio frequency interferences can affect the GNSS data and the aircraft functions that use GNSS data. This may include jamming and spoofing:

- **Jamming** is an intentional radio frequency interference (RFI) with GNSS signals. This interference prevents receivers from locking onto satellites signals and has the main effect of rendering the GNSS system ineffective or degraded for users in the jammed area.
- **Spoofing** involves broadcasting counterfeit satellite signals to deceive GNSS receivers, causing them to compute incorrect position, navigation, and timing data.

Go-Around: A transition from an approach operation to a stabilised climb. This includes manoeuvres conducted at or above the MDA/H or DA/H, or below the DA/H (balked landings).

Ground Visibility: The visibility at an aerodrome, as reported by an accredited observer.

Heading: The direction, in which the longitudinal axis of an aircraft is pointed, usually expressed in degrees from North (true, magnetic, compass or grid).

Height: The vertical distance of a level, a point or an object, measured from a specified datum.

Hold-Over Time (Hot): The estimated time the anti-icing fluid will prevent the formation of ice and frost and the accumulation of snow on the protected (treated) surfaces of an aeroplane.

Hydroplaning: Refer to Aquaplaning.

Infant: A person who has not yet reached their second birthday.

In-seat Instruction: A technique used in the manoeuvres training phase or the scenario-based training phase, where the instructors can:

1. Provide simple instructions to one pilot; or
2. Perform predetermined exercises acting, in a pilot seat, as pilot flying (PF) or pilot monitoring (PM) for:
 - a. The demonstration of techniques; and/or
 - b. Triggering the other pilot to intervene or interact.

Inspection: The examination of an aircraft or aeronautical product to establish conformity with a standard approved by the Authority.

Instructor Concordance: The consistency or stability of scores between different EBT instructors which gives a score (or scores) of how much homogeneity, or consensus, there is in the ratings given by instructors (raters).

Instrument Approach Operation: An approach and landing using instruments for navigation guidance based on an instrument approach procedure (IAP).

Depending on the instrument approach procedure (IAP) in use, the lateral and vertical navigation guidance for an instrument approach operation may be provided by:

1. A ground-based radio navigation aid; or
2. Computer-generated navigation data from ground-based, space-based or self-contained navigation aids or a combination of these.

A non-precision approach (NPA) procedure flown as CDFA with vertical path guidance calculated by on-board equipment is considered to be a 3D instrument approach operation. Depending on the limitations of the equipment and information sources used to generate vertical guidance, it may be necessary for the pilot to cross-check this guidance against other navigational sources during the approach and to ensure that the minimum altitude/height over published step-down fixes is observed. CDFAs with manual calculation of the required rate of descent are considered 2D operations.

Instrument Approach Procedure (IAP) means a series of predetermined manoeuvres by reference to flight instruments with specified protection from obstacles from the initial approach fix or, where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, if a landing is not completed, to a position at which holding or en-route obstacle clearance criteria apply. IAPs are classified as follows:

1. Non-precision approach (NPA) procedure, which means an IAP designed for 2D instrument approach operations Type A;

2. Approach procedure with vertical guidance (APV) means a performance-based navigation (PBN) IAP designed for 3D instrument approach operations Type A;
3. Precision approach (PA) procedure means an IAP based on navigation systems designed for 3D instrument approach operations Type A or B.

Instrument Landing System – Critical Area: An area of defined dimensions about the localiser and glide path antennas where vehicles, including aircraft, are excluded during all Instrument Landing System operations. The critical area is protected because of the presence of vehicles and or aircraft inside its boundaries will cause unacceptable disturbance to the Instrument Landing System signal in space.

Instrument Landing System – Sensitive Area: An area extending beyond the critical area where the parking and/or movement of vehicles, including aircraft, is controlled to prevent the possibility of unacceptable interference to the Instrument Landing System signal during Instrument Landing System operations. The sensitive area is protected to provide protection against interference caused by large moving objects outside the critical area but still normally within the airfield boundary.

Instrument Meteorological Conditions: Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, less than the minima specified for visual meteorological conditions.

Isolated Aerodrome: An isolated aerodrome is one for which the alternate and final fuel reserve required to the nearest adequate destination alternate aerodrome is more than the fuel required to fly for 2 hours at normal cruise consumption above the destination aerodrome, including final reserve fuel.

Landing Distance Available (LDA): The length of the runway which is declared available by the State of the aerodrome and suitable for the ground run of an aeroplane landing.

Landing Distance at Time of Arrival (LDTA): A landing distance that is achievable in normal operations based on landing performance data and associated procedures determined for the prevailing conditions at the time of landing.

Lease: A contractual arrangement whereby a properly licensed air operator gains commercial control of an entire aircraft without transfer of ownership.

Lessee: The term lessee means the party to which the aircraft is leased.

Lessor: The term lessor means the party from which the aircraft is leased.

Line Check: A check conducted by the operator and completed by the pilot or the technical crew member to demonstrate competence in carrying out normal line operations described in the operations manual.

Line-Orientated Flight Scenario: The assessment and training involving a realistic, ‘real-time’, full mission simulation of scenarios that are representative of line operations.

Localiser Type Directional Aid (LDA): Non-precision Approach which uses a localiser beam with or without an associated glideslope.

Low Visibility Operations: Approach or take-off operations on a runway with a runway visual range less than 550 m or with a decision height less than 200 ft.

Low Visibility Procedures (LVPs): Procedures applied by an aerodrome for the purpose of ensuring safety during low-visibility operations (LVOs).

Low Visibility Take-off (LVTO): A take-off with an RVR less than 550 m.

Maintenance: Tasks required to ensure the continued airworthiness of an aircraft or aeronautical product including any one or combination of overhaul, repair, inspection, replacement, modification, and defect rectification.

Maintenance Check Flight (MCF): A flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:

1. As required by the aircraft maintenance manual (AMM) or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft;
2. As required after maintenance or proposed by the organisation responsible for the continuing airworthiness of the aircraft;
3. As requested by the maintenance organisation for verification of a successful defect rectification;
4. To assist with fault isolation or troubleshooting.

Maintenance Release: A document containing a certification that inspection and maintenance work has been performed satisfactorily in accordance with the methods prescribed by the Authority.

Manoeuvres Training Phase: A phase of an EBT module during which, according to aircraft generation, crews have time to practise and improve performance in largely psychomotor skill-based exercises by achieving a prescribed flight path or performing a prescribed event to a prescribed outcome.

Master Minimum Equipment List (MMEL) means a master list (including a preamble) appropriate to an aircraft type which determines those instruments, items of equipment or functions that, while maintaining the level of safety intended in the applicable airworthiness certification specifications, may temporarily be

inoperative either due to the inherent redundancy of the design, and/or due to specified operational and maintenance procedures, conditions and limitations, and in accordance with the applicable procedures for Continued Airworthiness.

Maximum Approved Passenger Seating Configuration: The maximum passenger seating capacity of an individual aeroplane, excluding pilot seats or flight deck seats and Cabin Crew seats as applicable, used by the operator, approved by the Authority and specified in the AFM.

Minimum Descent Altitude/Height (MDA/MDH): A specified altitude or height in a 2D instrument approach operation or circling approach operation below which descent must not be made without the required visual reference.

The Minimum Descent Altitude (MDA) is referenced to mean sea level and the Minimum Descent Height (MDH) is referenced to the aerodrome elevation or to the threshold elevation if that is more than 7 ft below the aerodrome elevation. An MDH for a circling approach is referenced to the aerodrome elevation.

For operations using MDA, the aircraft altimeters are set to QNH.

For convenience, when both expressions are used, they may be written in the form 'Minimum Descent Altitude/Height' and abbreviated 'MDA/H'.

Minimum Equipment List (MEL) means a list (including a preamble) which provides for the operation of aircraft, under specified conditions, with particular instruments, items of equipment or functions inoperative at the commencement of flight. This list is prepared by the operator for their own particular aircraft taking account of their aircraft definition and the relevant operational and maintenance conditions in accordance with a procedure approved by the Authority.

Minor Failure Conditions: Failure conditions which would not significantly reduce aeroplane safety, and which involve crew actions that are well within their capabilities. Minor failure conditions may include, for example, a slight reduction in safety margins or functional capabilities or a slight increase in crew workload.

Missed Approach Point (MAP): That point in an instrument approach procedure at or before which the prescribed missed approach procedure must be initiated in order to ensure that the minimum obstacle clearance is not infringed.

Net Flight Path: Is a flight path determined for engine(s) failure case. It is established in such a manner that it represents the actual climb performance diminished by a gradient of climb of:

- Take-off (one engine failure): 0.8% for two-engine aircraft.
- En-route (one engine failure): 1.1% for two-engine aircraft.

Night: The hours between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise. Civil twilight ends in the evening when the centre of the sun's disc is 6 degrees below the horizon and begins in the morning when the centre of the sun's disc is 6 degrees below the horizon.

NOTAM: A notice containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

- Class I distribution: Distribution by means of telecommunication.
- Class II distribution: Distribution by means other than telecommunication.

Observer: Person seated on the Flight Deck observer seat for the purpose of familiarisation of pilot, aircraft or route operations.

Note: For familiarisation with certain Category C aerodromes, the observer function may be fulfilled as part of an operational pilot's line flying under familiarisation training.

Obstacle Clearance Altitude/Height (OCA/OCH): The lowest altitude or the lowest height above the elevation of the relevant runway threshold or the aerodrome elevation, as applicable, used in establishing compliance with the appropriate obstacle clearance criteria.

Obstacle Free Zone: A volume of airspace extending outwards from an inner portion of the runway strip to specified upper limits which is kept clear of all obstacles except for minor specified items.

Operational Control: The responsibility for the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

Operational Credit means a credit for operations with an advanced aircraft enabling lower aerodrome operating minima than would normally be established by the operator for a basic aircraft, based upon the performance of advanced aircraft systems utilising the available external infrastructure. Lower operating minima may include a lower decision height/altitude or minimum descent height/altitude, reduced visibility requirements or reduced ground facilities or a combination of these.

Operational Flight Plan: easyJet's plan for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations, and relevant expected conditions on the route to be followed and at the aerodromes concerned. Also referred to as Operational Flight Plan (OFP).

Operator: A person, organisation or enterprise engaged in or offering to engage in an aircraft operation.

Operator Proficiency Check: A check conducted by the operator and completed by the pilot or the technical crew member to demonstrate competence in carrying out normal, abnormal and emergency procedures.

Portable Electronic Devices (PEDs) Any kind of electronic device, typically but not limited to consumer electronics, brought on board the aircraft by crew members, passengers, or as part of the cargo, that is not included in the configuration of the certified aircraft. It includes all equipment that is able to consume electrical energy. The electrical energy can be provided from internal sources such as batteries (chargeable or non-rechargeable) or the devices may also be connected to specific aircraft power sources.

Pilot Flying (PF): The pilot, who for the time being, is in charge of the controls of an aircraft.

Pilot-in-Command: Pilot responsible of the operations and safety. (See also: Commander).

Pilot Monitoring (PM): The pilot who is assisting the pilot flying in accordance with the multi-crew cooperation concept, when the required flight crew is more than one.

Precision Approach Operations: Where the approach and landing is completed using precision azimuth and glide path guidance with minima as determined by the category of operation.

Pre-flight Inspection: The inspection carried out before flight to ensure that the aircraft is fit for the intended flight. Also referred to as "Exterior Inspection".

Principal place of business: The head office or registered office of the organisation within which the principal financial functions and operational control of the activities are exercised.

Proficient means having demonstrated the necessary skills, knowledge and attitudes that are required to perform any defined tasks to the prescribed standard.

Psychoactive Substances means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, with the exception of caffeine and tobacco.

Quality Assurance: All those planned and systematic actions necessary to provide adequate confidence that operational and maintenance practices satisfy given requirements.

Quality System: The organisational structure, responsibilities, procedures and resources for implementing quality management. (Refer to [Chapter 3, Management System.](#))

Raditional Cooling: A process by which temperature decreases, due to an excess of emitted radiation over absorbed radiation. On a typical calm clear night aircraft surfaces emit long wave radiation, however, there is no solar radiation (short wave) coming in at night and this long wave emission will represent a constant net energy loss. Under these conditions the aircraft surface temperatures may be up to 4°C or more below that of the surrounding air.

Rating: An authorisation entered on or associated with a license or certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such license or certificate.

Repair: The restoration of an aircraft/aeronautical product to a serviceable condition in conformity with an approved standard.

Repetitive Flight Plan (RPL): A flight plan related to a series of frequently recurring, regularly operated individual flights with identical basic features, submitted by an operator for retention and repetitive use by ATS.

Reporting Point: A specified geographical location in relation to which the position of an aircraft can be reported.

Required Navigation Performance (RNP): A statement of the navigation performance accuracy necessary for operation within a defined airspace.

Required Visual Reference: The required visual reference refers to that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In the case of a circling approach, the required visual reference is the runway environment.

Runway: A defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft.

Runway Visual Range: The range over which the pilot of an aircraft on the centreline of a runway can see the runway surface markings or the lights delineating the runway or identifying its centreline.

Safe Landing: In the context of fuel schemes, a landing at an adequate aerodrome with no less than the final reserve fuel remaining and in compliance with the applicable operational procedures and aerodrome operating minima.

Satellite-Based Augmentation System (SBAS): A wide coverage augmentation system in which the user receives augmentation information from a satellite-based transmitter. The most common form of SBAS in Europe is the European Geostationary Navigation Overlay Service (EGNOS).

Scenario-Based Training phase: A phase of an EBT module which focuses on the development of competencies, whilst the pilot is trained to mitigate the most critical risks identified for the aircraft generation. It should include the management of specific operator's threats and errors in a real-time line orientated environment.

Separate Runways: Runways at the same aerodrome that are separate landing surfaces. These runways may overlay or cross in such a way that if one of the runways is blocked, it will not prevent the planned type of operations on the other runway. Each runway shall have a separate approach procedure based on a separate navigation aid.

SIGMET Information: Information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of aircraft operations.

Slush: Water-saturated snow which with a heel-and-toe slap-down motion against the ground will be displaced with a splatter; specific gravity: 0.5 up to 0.8.

Snow (on the Ground):

- Dry snow: Snow which can be blown if loose or, if compacted by hand, will fall apart upon release; specific gravity: up to but not including 0.35.
- Wet snow: Snow which, if compacted by hand, will stick together and tend to form a snowball; specific gravity: 0.35 up to but not including 0.5.
- Compacted snow: Snow which has been compressed into a solid weight that resists further compression and will hold together or break up into chunks if picked up; specific gravity: 0.5 and over.

Stabilised Approach (SAp): An approach which is flown in a controlled and appropriate manner in terms of configuration, energy and control of the flight path from a pre-determined point or altitude/height down to a point 50 feet above the threshold or the point where the flare manoeuvre is initiated if higher.

The pre-determined points for easyJet are:

- 1000 feet RA, the stabilised approach criteria should have been achieved.
- 500 feet RA, (400 feet TDZE for circling), the stabilised approach criteria must have been achieved.

Steep Approach: Any approach with a glide slope angle of 4.5° or more is considered as a steep approach. All approaches exceeding 4.5° descent angle require a specific operator approval for each type concerned.

Take-Off Alternate Aerodrome: An alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and if it is not possible to use the aerodrome of departure.

Take-off Distance Available (TODA): The length of the take-off run available plus the length of the clearway available.

Taxiing: Movement of an aircraft on the surface of an aerodrome under its own power, excluding take-off and landing.

Taxiway: A defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another.

Technical Log: A document carried on an aircraft that contains information to meet ICAO requirements; a technical log contains at least two independent sections: a journey record section and an aircraft maintenance record section.

Traffic load: The total mass of passengers, baggage, cargo and carry-on specialist equipment, including any ballast;

Threshold: The beginning of that portion of the runway usable for landing.

Touchdown Zone (TDZ): The portion of a runway, beyond the threshold, where landing aeroplanes are intended to first contact the runway.

Track: The projection on the earth's surface of the path of an aircraft, the direction of which path at any point is usually expressed in degrees from North (true, magnetic or grid).

Training to Proficiency means training designed to achieve end-state performance objectives, providing sufficient assurance that the trained individual is capable of consistently carrying out specific tasks safely and effectively.

Transition Altitude: The altitude at or below which the vertical position of an aircraft is controlled by reference to altitudes.

Transition Level: The lowest flight level available for use above the transition altitude.

Type A Instrument Approach Operation: An instrument approach operation with an MDH or a DH at or above 250 ft.

Type B Instrument Approach Operation: An operation with a DH below 250 ft. Type B instrument approach operations are categorised as:

1. Category I (CAT I): a DH not lower than 200 ft and with either a visibility not less than 800 m or an RVR not less than 550 m;
2. Category II (CAT II): a DH lower than 200 ft but not lower than 100 ft, and an RVR not less than 300 m;
3. Category III (CAT III): a DH lower than 100 ft or no DH, and an RVR less than 300 m or no RVR limitation.

Unforeseen Circumstances: Unexpected conditions that could not reasonably have been predicted and accommodated, such as bad weather, equipment malfunction, or other operational difficulties which may result in necessary on-the-day operational adjustments.

UN Number: The four-digit number assigned by the United Nations Committee of experts on the transport of dangerous goods to identify a substance or a particular group of substances.

Visibility: The greater of:

1. The greatest distance at which a black object of suitable dimensions, situated near the ground, can be seen and recognised when observed against a bright background; and
2. The greatest distance at which lights in the vicinity of 1000 candelas can be seen and identified against an unlit background.

Visual Approach: An approach when either part or all of an instrument approach procedure is not completed and the approach is executed with visual reference to the terrain.

Visual Approach Operation: An approach operation by an IFR flight when either a part or all parts of an IAP is (are) not completed and the approach operation is executed with visual reference to terrain.

Visual Meteorological Conditions: Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling, equal to or better than specified minima.

Waypoint: A specified geographical location used to define an area navigation route or the flight path of an aircraft employing area navigation.

Weather Permissible Aerodrome: An adequate aerodrome where, for the anticipated time of use, meteorological reports, or forecasts, or any combination thereof, indicate that the meteorological conditions will be at or above the required aerodrome operating minima, and the runway surface condition reports indicate that a safe landing will be possible.

Wet Lease Agreement: An agreement between air carriers pursuant to which the aircraft is operated under the AOC of the lessor.

Wet Runway: A runway is wet when its surface is covered by any visible dampness or water up to and including 3 mm deep within the area intended to be used.

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0.1.5 Units Conversion Table Volume

	Metric to US	US to Metric
Length	1 mm = 0.0394 in 1 m = 3.281 ft 1 m = 1.094 yd. 1 km = 0.540 NM 1 km = 0.6215 statute mile	1 in = 25.4 mm 1 ft = 0.3048 m 1 yd. = 0.914 m 1 NM = 1.852 km 1 statute mile = 1.609 km
Speed	1 m/s = 3.281 ft/s = 1.944 kt 1 km/h = 0.54 kt	1 ft/s = 0.3048 m/s 1 kt = 1.852 km/h = 0.514 m/s
Weight	1 g = 0.353 oz. 1 kg = 2.2046 lb. 1 t (tonne) = 2 204.6 lb.	1 oz. = 28.35 g 1 lb. = 0.4536 kg 1 lb. = 0.0004536 t
Force	1 N = 0.2248 lb. 1 daN = 2.248 lb.	1 lb. = 4.448 N 1 lb. = 0.4448 daN
Pressure	1 bar = 14.505 PSI 1 mbar = 1 hPa = 0.0145 PSI 1 mbar = 1 hPa = 0.02953 in Hg	1 PSI = 6892 Pa = 0.0689 bar 1 PSI = 68.92 hPa = 68.92 mbar 1 in Hg = 33.864 hPa = 33.864 mbar
Volume	1 l = 0.2642 US Gallon 1 m ³ = 264.2 US Gallons 1 l = 1.0567 US Quart	1 US Gallon = 3.785 l 1 US Gallon = 0.003785 m ³ 1 US Quart = 0.94635 l
Momentum	1 m.daN = 88.5 lb.in	1 lb.in = 0.0113 m.daN
Temperature	°C = 5/9 (°F - 32) °C = 5/9 (°F + 40) - 40	°F = (°C x 1.8) + 32 °F = 9/5 (°C + 40) - 40

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0.1.6 International Standard Atmosphere (ISA)

ALTITUDE (Feet)	TEMP. (°C)	PRESSURE			PRESSURE RATIO $\delta = P/P_0$	DENSITY $\sigma = \rho/\rho_0$	SPEED of SOUND (kt)	ALTITUDE (metres)
		hPa	PSI	In.Hg				
40 000	- 56.5	188	2.72	5.54	0.1851	0.2462	573	12 192
39 000	- 56.5	197	2.58	5.81	0.1942	0.2583	573	11 887
38 000	- 56.5	206	2.99	6.10	0.2038	0.2710	573	11 582
37 000	- 56.5	217	3.14	6.40	0.2138	0.2844	573	11 278
36 000	- 56.3	227	3.30	6.71	0.2243	0.2981	573	10 973
35 000	- 54.3	238	3.46	7.04	0.2353	0.3099	576	10 668
34 000	- 52.4	250	3.63	7.38	0.2467	0.3220	579	10 363
33 000	- 50.4	262	3.80	7.74	0.2586	0.3345	581	10 058
32 000	- 48.4	274	3.98	8.11	0.2709	0.3473	584	9 754
31 000	- 46.4	287	4.17	8.49	0.2837	0.3605	586	9 449
30 000	- 44.4	301	4.36	8.89	0.2970	0.3741	589	9 144
29 000	- 42.5	315	4.57	9.30	0.3107	0.3881	591	8 839
28 000	- 40.5	329	4.78	9.73	0.3250	0.4025	594	8 534
27 000	- 38.5	344	4.99	10.17	0.3398	0.4173	597	8 230
26 000	- 36.5	360	5.22	10.63	0.3552	0.4325	599	7 925
25 000	- 34.5	376	5.45	11.10	0.3711	0.4481	602	7 620
24 000	- 32.5	393	5.70	11.60	0.3876	0.4642	604	7 315
23 000	- 30.6	410	5.95	12.11	0.4046	0.4806	607	7 010
22 000	- 28.6	428	6.21	12.64	0.4223	0.4976	609	6 706
21 000	- 26.6	446	6.47	13.18	0.4406	0.5150	611	6 401
20 000	- 24.6	466	6.75	13.75	0.4595	0.5328	614	6 096
19 000	- 22.6	485	7.04	14.34	0.4791	0.5511	616	5 791
18 000	- 20.7	506	7.34	14.94	0.4994	0.5699	619	5 406
17 000	- 18.7	527	7.65	15.57	0.5203	0.5892	621	5 182
16 000	- 16.7	549	7.97	16.22	0.5420	0.6090	624	4 877
15 000	- 14.7	572	8.29	16.89	0.5643	0.6292	626	4 572
14 000	- 12.7	595	8.63	17.58	0.5875	0.6500	628	4 267
13 000	- 10.8	619	8.99	18.29	0.6113	0.6713	631	3 962
12 000	- 8.8	644	9.35	19.03	0.6360	0.6932	633	3 658
11 000	- 6.8	670	9.72	19.79	0.6614	0.7156	636	3 353
10 000	- 4.8	697	10.10	20.58	0.6877	0.7385	638	3 048
9 000	- 2.8	724	10.51	21.39	0.7148	0.7620	640	2 743
8 000	- 0.8	753	10.92	22.22	0.7428	0.7860	643	2 438
7 000	+ 1.1	782	11.34	23.09	0.7716	0.8106	645	2 134
6 000	+ 3.1	812	11.78	23.98	0.8014	0.8359	647	1 829
5 000	+ 5.1	843	12.23	24.90	0.8320	0.8617	650	1 524
4 000	+ 7.1	875	12.69	25.84	0.8637	0.8881	652	1 219
3 000	+ 9.1	908	13.17	26.82	0.8962	0.9151	654	914
2 000	+ 11.0	942	13.67	27.82	0.9298	0.9428	656	610
1 000	+ 13.0	977	14.17	28.86	0.9644	0.9711	659	305
0	+ 15.0	1013	14.70	29.92	1.0000	1.0000	661	0
- 1 000	+ 17.0	1050	15.23	31.02	1.0366	1.0295	664	- 305

ALL**0.1.7 Definition and Type of Operation**

EASA reference: ORO.GEN.125

ALL**0.1.7.1 Type of Flight**

EASA reference: AMC1 ORO.GEN.200(a)(1)

easyJet is categorised as a **complex** organization. All easyJet flights shall be deemed Commercial Air Transport, with the following exceptions:

- Elective Check and Maintenance Check flights.
- Demonstration/PR flights.
- Display flights.
- Maintenance ferry flights.
- Positioning flights.
- Training flights.

All flights except check and maintenance ferry should comply with normal easyJet procedures as much as possible: if the status of a flight is in doubt refer to the Nominated Person Flight Operations.

ALL**0.1.7.2 Requirements for the Operation of Commercial Air Transport Flights**

Before commencing a commercial air transport flight, easyJet must ensure that:

- One of the flight crew members is designated as the Commander.
- The crew are fully licensed, and proficient in the role they are required to perform.
- The crew comply with the Flight Time Limitations as laid down in [OMA, Chapter 7](#).
- Aerodrome Operating Minima can be complied with as required by this Operations Manual and the Route Manual.
- The departure, destination and alternate airfields are fully licensed.
- The crew can fully comply with all navigational requirements of the flight and letdown procedures.
- No emergency manoeuvres or procedures will be practised that will adversely affect the flight characteristics of the aircraft.

Swiss-AOC**0.1.7.3 Air Operator Certificate (AOC) Extract (Swiss AOC)**

CH-AOC-No.1018 easyJet Switzerland	
Types of Operation	Commercial Air Transport (CAT) Passengers and Cargo
Types of Aircraft	Airbus A319 & A320
Area of Operation	Within 30 W to 60 E and 20 S to 80 N
Special Limitations	None
Special Authorisations/Approvals	easyJet Switzerland Operations Specifications (AOC Ops Specs) are issued by Swiss FOCA for each aircraft variant (A319/A320/A20N)

A copy of easyJet Switzerland Air Operator Certificate and Original AOC Operations Specifications issued by the Swiss FOCA is available in DocuNet/ Swiss AOC Aircraft Certificates folder.

easyJet Switzerland ATQP approval is listed in OM Part D.

UK-AOC**0.1.7.3 Air Operator Certificate (AOC) Extract (UK AOC)**

Reserved.

Austrian-AOC**0.1.7.3 Air Operator Certificate (AOC) Extract (Austrian AOC)**

Reserved.

0.1.8 easyJet Aircraft Registrations**Swiss-AOC**

Not Applicable

UK-AOC

The Operations Specification is issued by fleet e.g. A319-111, A320-214. It can be referenced on DocuNet/Certificates, Permits and AFM Extract/UK AOC Operator Certificates.

The registrations of aeroplanes listed under the UK AOC are found in the document “[easyJet Fleet – MSN & Registrations](#)” located in DocuNet Guidance Material.

Austrian-AOC

Each aeroplane listed under the Austrian AOC is issued with an individual Operations Specification which is in electronic format found in Aircraft Certificates in DocuNet. This is the primary source.

The registrations of aeroplanes are also in the document “[easyJet Fleet – MSN & Registrations](#)” located in DocuNet Guidance Material, as a secondary source.

ALL

0.2 SYSTEM OF AMENDMENT AND REVISION

ALL

0.2.1 Responsibility for the Operations Manuals

The Operations Manuals are managed jointly by the easyJet AOCs to assure common standards and procedures.

Where possible a common manual is published, showing AOC differences when applicable.

The Operations Manuals are approved by the respective nominated persons from each AOC.

The responsibility and administration is tabulated below:

Manual	Responsible Nominated Person	Administrator
OM A	NP Flight Operations (UK AOC) NP Flight Operations (Swiss AOC) NP Flight Operations (Austrian AOC)	Technical Publications Specialist (GOS)
OM B	NP Flight Operations (UK AOC) NP Flight Operations (Swiss AOC) NP Flight Operations (Austrian AOC)	Technical Publications Specialist (GOS)
OMC Lido Route Manual GEN Part Aerodrome and Enroute charts	NP Flight Operations (UK AOC) NP Flight Operations (Swiss AOC) NP Flight Operations (Austrian AOC)	Lufthansa Systems
OM C SAI/CCI	NP Flight Operations (UK AOC) NP Flight Operations (Swiss AOC) NP Flight Operations (Austrian AOC)	Flight Operations Manager – Network & Security (GOS)
OM DF	NP Crew Training (UK AOC) NP Crew Training (Swiss AOC) NP Crew Training (Austrian AOC)	Training Manager – Regulatory Affairs (GOS)
OM DC	NP Crew Training (UK AOC) NP Crew Training (Swiss AOC) NP Crew Training (Austrian AOC)	Training Manager Programmes – Safety (GOS) for UK/Austrian OM DC Cabin Crew Training Manager (Swiss AOC) for Swiss OM DC
CSPM	NP Flight Operations (UK AOC) NP Flight Operations (Swiss AOC) NP Flight Operations (Austrian AOC)	Cabin Safety Manager (GOS)

Any amendment/text revision will be annotated to show:

- The date of issue (and date of effectivity if different).
- The revised text, indicated by vertical marginal lines/text background highlight adjacent to the changes (Typographical, editorial, and pagination changes will not necessarily have a vertical change bar).

Each amendment will be accompanied by a revised list of effective sections, with their effective date, Amendment and Revision Record and a Change Revision Summary at the front of each manual or chapter.

Amendments will be distributed in an electronic format to enable content download.

Hand written amendments to paper manuals are not permitted.

ALL

0.2.1.1 OMC, SAI and CCI

ALL

0.2.1.1.1 General

ALL

0.2.1.1.1.1 Manual Administration

The Special Airline Information (SAI) and Company & Crew Information" (CCI) is administrated and approved in accordance with [OMA, Section 0.2.1](#).

ALL

0.2.1.1.1.2 Abbreviations and Definitions

Refer to OMA, Chapter [0.1.3.2, Abbreviations](#).

ALL

0.2.1.1.1.3 LIDO Route Manual (OM-C)

The Lido Route Manual complies with the information to be provided according to UK and EASA Air OPS ORO.MLR as published under AMC3 ORO.MLR.100 Operations manual – general for Operations Manuals [Part C](#). Lufthansa Systems is responsible for updated content except for the sections SAI and CCI which remain the responsibility of easyJet. The Lido Route Manual represents [OMC](#) for all easyJet AOCs and consists of the following parts:

- General Part.
- Special Airline Information (SAI).
- Regional Supplementary Information (RSI).
- Country Rules and Regulations (CRAR).
- Company & Crew Information (CCI).
- Airport Operational Information (AOI).

- Aerodrome and Enroute charts (AFC, AGC, APC, LVC, SID, SIDPT, STAR, IAC, VAC, MRC, RFC).

ALL

0.2.1.1.2 Distribution and Access

ALL

0.2.1.1.2.1 LIDO eRM

The LIDO eRM is available:

On each company iPad

ALL

0.2.1.1.2.2 LIDO mPilot

Is an electronic application for company iPad reflecting the content of the LIDO Route Manual.

ALL

0.2.1.1.2.3 LIDO Flight Information Viewer

The Lido Flight Information Viewer (FIV) is an internet based collection of flight information for Flight Planning and execution.

The FIV may be accessed via the “Operational Links” section on the Crew Portal.

Short term changes published in NOTAM are included.

ALL

0.2.1.1.3 Sourcing of Information

ALL

0.2.1.1.3.1 Suppliers

LIDO/RouteManual is provided by:

Luftansa Systems FlightNav Inc.

P.O. Box 202.

CH-8058 Zurich-Airport Switzerland.

ALL

0.2.1.1.4 Geographical Coverage

ALL

0.2.1.1.4.1 Area of Operation

The coverage of the route manual is tailored to the easyJet network and includes all easyJet destinations and selected alternate aerodromes. The easyJet network is contained in the AOC area of operations defined in [OM-A](#).

All aerodromes available in the route manual are suitable aerodromes as define in [OM-A](#).

ALL**0.2.1.1.4.2 Customised Trip Kit**

As a schedule operator, easyJet does not use trip kit in commercial air transport.

ALL**0.2.1.1.5 Flight documents****ALL****0.2.1.1.5.1 Route Manual in ICC**

ICC has a worldwide LIDO Route Manual coverage (FIV).

ALL**0.2.1.1.6 Validity Monitoring of Documents****ALL****0.2.1.1.6.1 LIDO eRM update**

The LIDO eRoute Manual (eRM) is updated as part of the EFB update process and is under the responsibility of the EFB administrator. The LIDO charts are updated on bi-weekly frequency. Route manual database validity is automatically checked at application start.

ALL**0.2.1.1.6.2 mPilot update**

Updates shall be downloaded by each pilot on their company iPad. (Internet connection required)

The update status is displayed on start of the application.

ALL**0.2.1.1.6.3 LIDO FIV update**

Will be updated on a bi-weekly frequency. An updated list of content of each manual type is available in the FIV under Manuals, LEP, List of effective pages.

0.2.1.1.6.4 Changes requiring prior approval**UK-AOC**

Changes requiring prior approval are listed in OM A 3.7.

Swiss-AOC

Changes requiring prior approval are listed in OM-A 3.7.

Austrian-AOC

Changes requiring prior approval are listed in OM A 3.7.

UK-AOC**0.2.2 Distribution of the Operations Manual Suite (UK AOC)**

The operational manuals are available to all Company personnel through:

1. Connected Portal

2. Electronic Flight Bag
3. DocuNet Application

Swiss-AOC

0.2.2 Distribution of the Operations Manual Suite (Swiss AOC)

The operational manuals are available to all Company personnel through:

1. Crew/Connected Portal
2. Electronic Flight Bag
3. DocuNet Application

Paper Printed copies of electronically issued manuals are uncontrolled.

All crew MUST take responsibility for ensuring they hold current operations manuals. Crew must also keep themselves familiar with the contents/changes.

- Each time a new electronic manual is issued this will be a replacement of the previous version, therefore crew must discard any old electronic manual in a secure way.

Austrian-AOC

0.2.2 Distribution of the Operations Manual Suite (Austrian AOC)

The operational manuals are available to all Company personnel through:

1. Connected Portal
2. Electronic Flight Bag
3. DocuNet Application

ALL

0.2.3 Temporary Revisions (TR)

ALL

Operations Manual Temporary Revisions (TR) are issued to provide information between normal revisions.

A temporary revision is a revision which is limited in time.

Each TR will be listed in the List of Temporary Revisions (LoTR) section.

The LoTR will contain for each TR:

- TR name/number.
- TR effective date.
- TR scope/reason for issue.
- Description of the sections of the manual affected by the TR.

A Temporary Revision will usually be issued when only a specific section of the manual has to be revised.

Temporary revision will normally be incorporated at the next normal revision or deleted when no longer applicable.

Temporary revision content will have a yellow background.

Each Operations Manual part will contain a List of Temporary Revisions (LoTR) section listing the applicable TR.

Each TR will be submitted to the authority via the same process as for normal revisions.

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1 CHANGE REVISION SUMMARY

Page Number	Description of Change
1-18	UK AOC: Expanded security manager responsibilities.
1-37	Austrian AOC: Expanded security manager responsibilities.
1-42	Further clarification on when the flight deck must be clear of loose articles.

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1 ORGANISATION AND RESPONSIBILITIES

UK-AOC

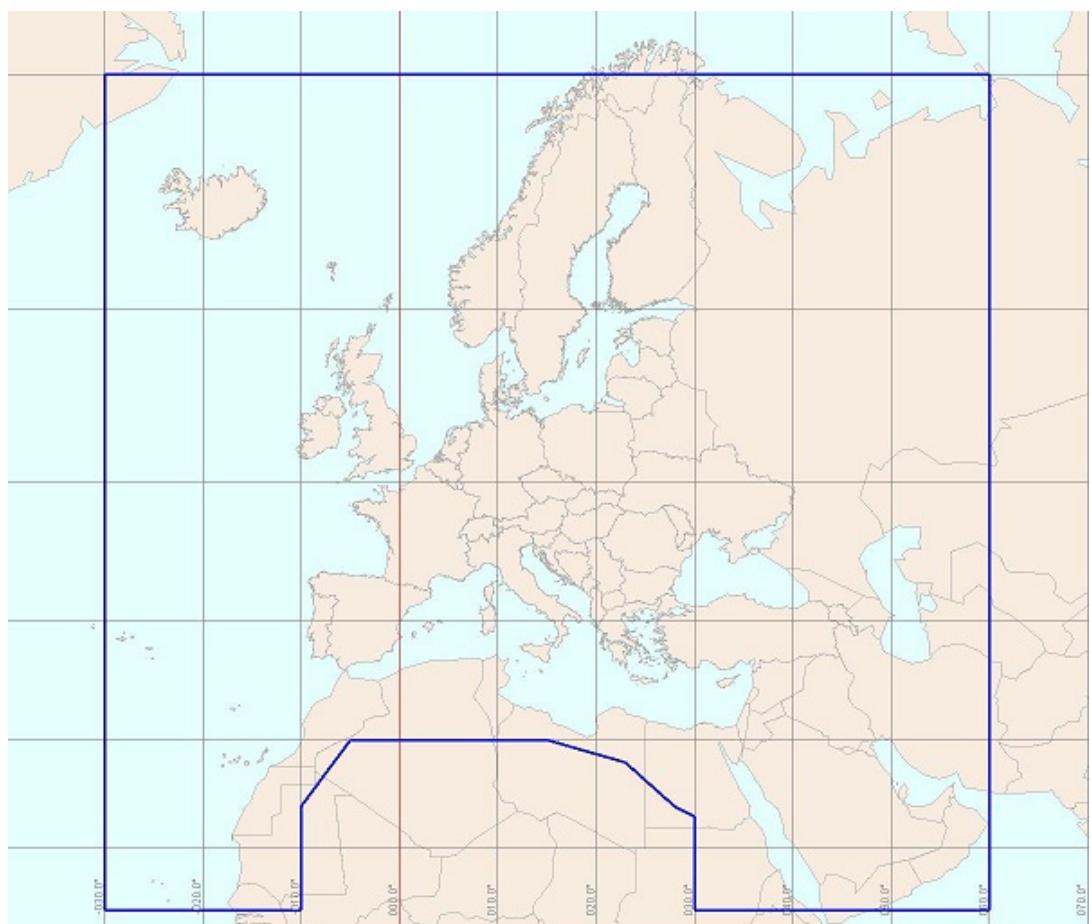
1.1 ORGANISATIONAL STRUCTURE (UK AOC)

1.1.1 easyJet Air Operator's Certificate Area

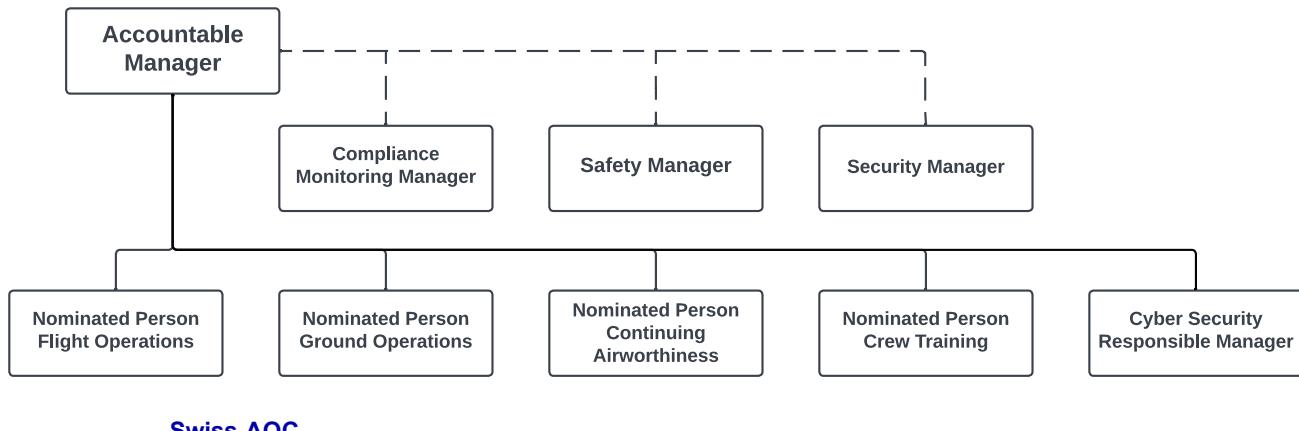
Region below enclosed by rhumb lines joining successively the points in the enclosed tab:

The AOC area is enclosed by rhumb lines joining successively the following points:

70°00'N 30°00'W 70°00'N 60°00'E 14°00'N 60°00'E 14°00'N 30°00'E 23°00'N
 30°00'E 24°00'N 28°00'E 28°00'N 23°00'E 30°00'N 15°00'E 30°00'N 05°00'W
 24°00'N 10°00'W 14°00'N 10°00'W 14°00'N 30°00'W 70°00'N 30°00'W



1.1.2 easyJet UK AOC Organisational Structure (Nominated Person Report Lines Only)



Swiss-AOC

1.1 ORGANISATIONAL STRUCTURE (SWISS AOC)

1.1.1 easyJet Switzerland Air Operator's Certificate Area

Area of operations: Within 30W to 60E and 20S to 80N.

Note: The AOC Area of Operations defined above contains some sub area's where a specific training and/or approval may be required (e.g. Metric Altimeter setting area, Subtropical Area operations...).

Prior to start operations in these specific sub-areas, the relevant training and/or operational approval shall be obtained by easyJet.

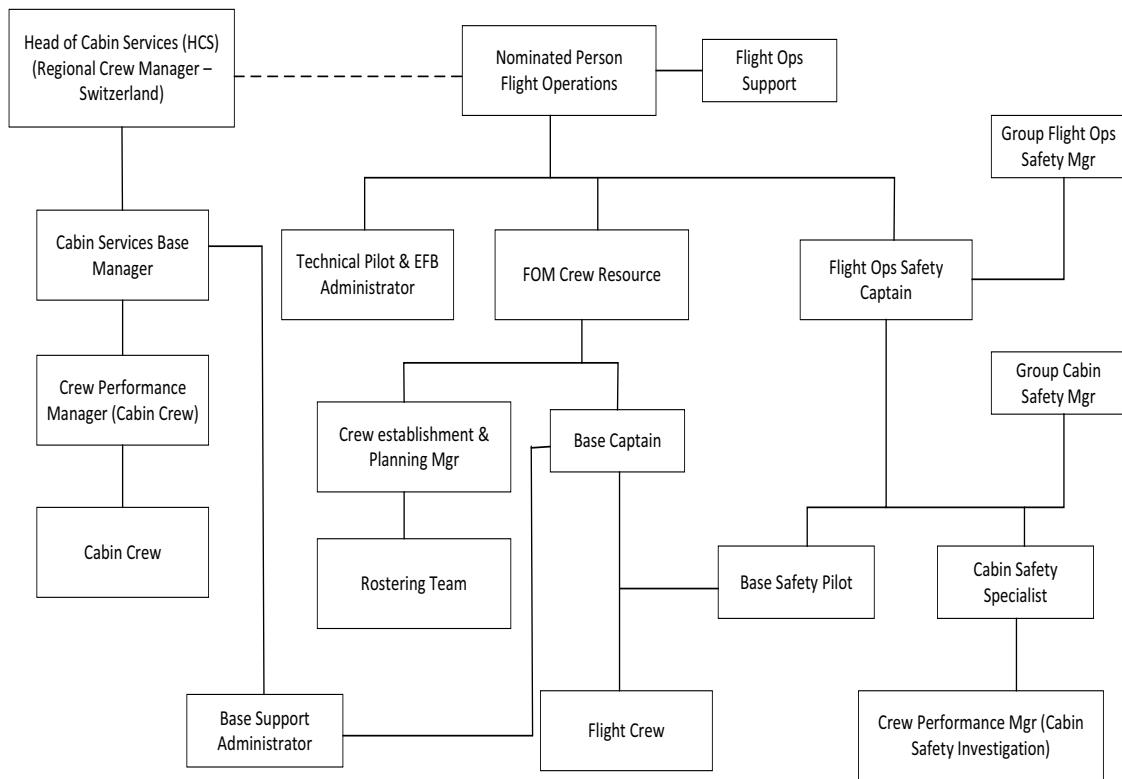
1.1.2 AOC Organisational Structure

easyJet Organisation structure is detailed in OMM Chapter 3.

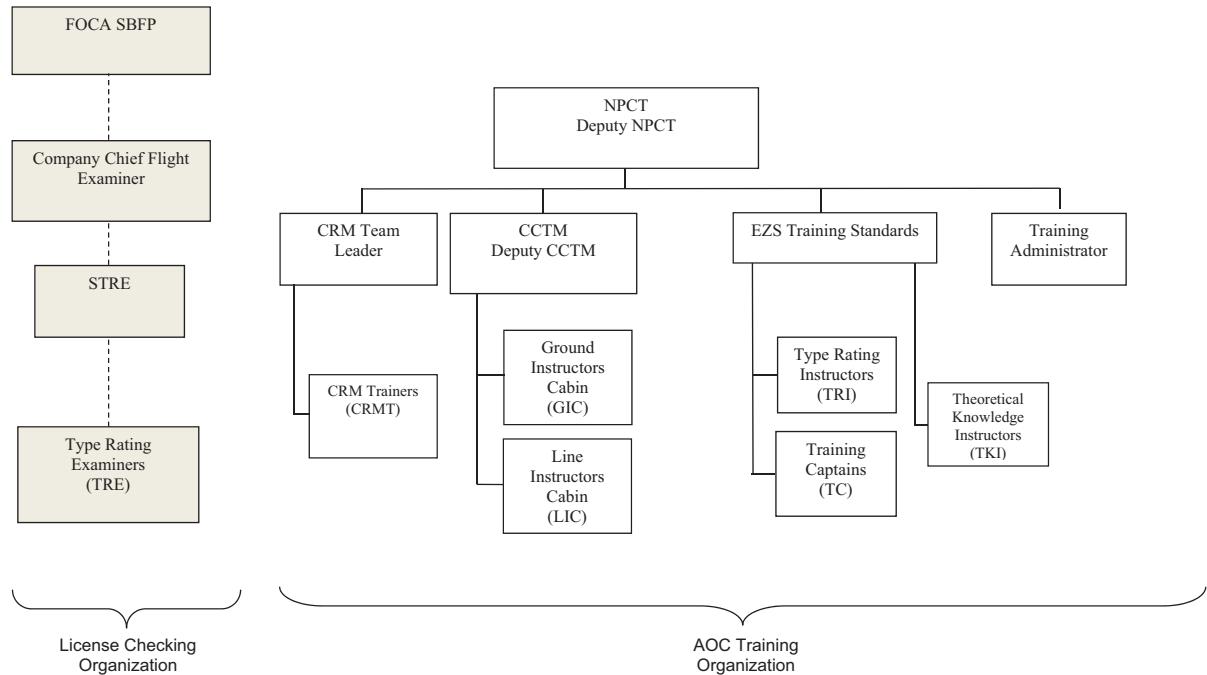
Note 1: Type Rating Examiner (TRE) are primarily responsible to the FOCA when acting as examiner.

Note 2: For ATO Organization refer to OM D 1.1.1 and 1.1.2.

1.1.3 Flight Operations Organisational Structure



1.1.4 Crew Training and Checking Organisation



Austrian-AOC

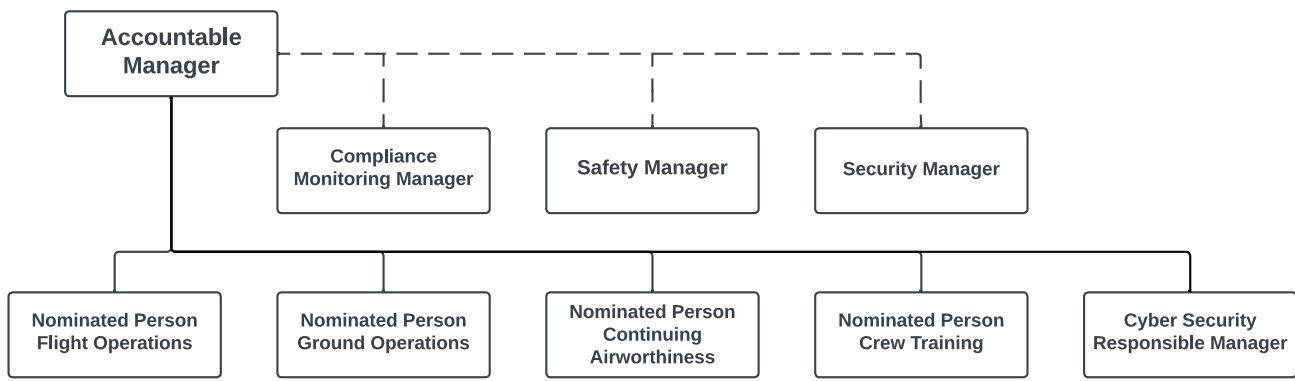
1.1 ORGANISATIONAL STRUCTURE (AUSTRIAN AOC)

1.1.1 easyJet Europe Airline Air Operator's Certificate Area

easyJet Europe Airline GmbH is approved to operate in the following regions:

- AFI
- EUR
- MID/ASIA
- NAT

1.1.2 easyJet Europe AOC Organisational Structure



UK-AOC

1.2 NOMINATED PERSONS AND APPOINTMENTS (UK AOC)

Position	Person	Deputy
Accountable Manager	David Morgan	Bart Prudon
Nominated Person – Flight Operations	Bart Prudon	Daniel Wood
Nominated Person – Continuing Airworthiness	Brendan McConnellogue	Aidan Kearney
Nominated Person – Ground Operations	Hugh McConnellogue	Kevin Doyle
Nominated Person – Crew Training	Mark Farquhar	Cameron Ruckley

Position	Person	Deputy
Cyber Security Responsible Manager	Paul Midian	
Compliance Monitoring Manager	Darren Brewer	Richard Jones
Safety Manager	Jim Pegram	Brendan Booth
Security Manager	Peter Miller	Alex Knibbs

1.2.1**Accountable Manager**

The Chief Operations Officer (COO) is the Accountable Manager and is responsible to the Chief Executive Officer (CEO) for ensuring the safe, efficient and cost effective operation of all aspects of Customer Service, Flight Operations, Network Operations, Engineering, Crew Resource Planning and Ground Operations.

Main Accountabilities

- Discharging corporate authority for ensuring that all operations and maintenance activities (Group) can be financed and carried out to the standards required by all UK CAA regulations and requirements.
- To take overall responsibility for safety through their role as Chair of the Safety Review Board.
- To ensure the existence of a viable and effective corporate Management System.
- Responsible for compliance through the Director of Safety and Security, with all security procedures in accordance with applicable legislation.
- Responsible, through the Director of Flight Operations for setting, maintaining, monitoring, and controlling the operational procedures and safety standards of all flight and cabin crew.
- Responsible for agreeing the budget with the Chief Executive Officer and The Chief Financial Officer to maintain a safe and efficient operation.
- Responsible through the Director of Flight Operations for the setting of training policy and standards of cabin and flight crews, the supervision of the ATO, and ensuring that training is carried out to those standards.
- Responsible, through the Head of ICC for all aspects of planning and flight management (Group).
- Responsible, through the Nominated Person for Ground Operations for all aspects of customer service, passenger, baggage and ramp handling at all easyJet airports (Group).
- To advise the PLC Board, Chief Executive Officer, and other directors on all, operational and engineering matters.

- Responsible through the Nominated Persons for the communication with all easyJet staff on safety, operational, customer service and engineering matters, and in particular the development of safety culture within the airline.
- The Deputy COO is the Director of Flight Operations, Head of ICC or Head of Engineering, as required.

1.2.2 Nominated Person Flight Operations

The Nominated Person Flight Operations is responsible to the Accountable Manager for the following functions:

- Ensuring safe, efficient and compliant flight operations within the easyJet UK Limited Air Operator Certificate (UK AOC).
- Maintaining operational standards within the AOC that are at or above the level required by the Group.
- Ensuring that any policy and procedures recommended by the Group, shall comply with the applicable regulations.
- Liaising with the Flight Operations Inspector.
- Meeting regulations and liaising with the Authority with regard to compliance.
- Monitoring and disseminating all relevant easyJet/CAA publications – ensuring review and acted upon.
- Ensuring the provision of flight operational procedures which comply with the airline Safety Management System (SMS).
- Ensuring that the content of the easyJet UK AOC Operations Manual conforms to the relevant regulations.
- Ensuring the flight operations resources are sufficient to meet the demands of the operation, both in AOC and within the common support structure.
- In conjunction with the Group Operations team ensuring that Flight Operations has a robust internal audit function with particular emphasis in ensuring network compliance with the flight operations manual suite.
- In conjunction with the Group Operations team, ensuring safe flight and cabin operations through the establishment of standards, procedures, safety and risk mitigation policy.
- In conjunction with the Nominated Person Crew Training ensuring quality training to meet the needs of the operation.
- In conjunction with the Group Operations team ensuring the operation has a highly motivated pilot work force through the establishment of a central crew management policy including, recruitment, promotion and performance management.
- Oversees and is responsible for safe compliance of the Approved FTL Scheme as delivered in rosters.
- Responsible for the Dangerous Goods Policy within the AOC.

- Ensure that the post-publication rosters and the management thereof are monitored and applied in accordance with FTL, by monitoring the rostering services (in their entirety) deliver to the agreed SLA's.
- Through the Group Operations team verify and accept the establishment numbers for the forthcoming 18-36 months.
- Will ensure KPI's and SLA's are agreed and maintained to ensure the consistent delivery of shared services including the quality and compliant delivery of Rosters in accordance with the easyJet UK Flight Time Limitations Scheme.

1.2.3 Nominated Person Continuing Airworthiness

The Nominated Person Continuing Airworthiness reports to the Accountable Manager.

The Director of Engineering and Maintenance is the nominated post holder for Continuing Airworthiness and is also the Accountable Manager for easyJet's Part 145 organisation.

The Director of Engineering and Maintenance has corporate authority to ensure that all maintenance is carried out in accordance with UK Regulation (EU) 1321/2014 Continuing Airworthiness Part M/CAMO.

They are responsible for:

- Reporting any occurrences of a maintenance nature to the UK CAA, including both mandatory occurrences and occurrences related to maintenance findings which fall outside of the mandatory reporting scheme.
- Approving the content of the Continuing Airworthiness Management Exposition.
- Reviewing and implementing, as required, any additional requirements of the UK CAA.
- Establishing arrangements for the development and implementation of a continuing airworthiness policy and approving an aircraft maintenance programme and reliability system for each of the aircraft types operated by easyJet as required by UK Regulation Part M.A 302.
- Securing the approval from the UK CAA for easyJet's aircraft maintenance programmes and analysing the effectiveness of the aircraft maintenance programmes as required by UK Regulation Part CAMO.A.315(b) in accordance with Appendix I to the AMC M.A 302.
- Ensuring that adequate contractual arrangements exist, this includes facilities, materials and tooling, along with sufficient competent and qualified personnel in relation to the work to be undertaken, ensuring that all due continuing airworthiness activities including maintenance is performed on time and in accordance with the applicable requirements, regulations and approved standards and that the aircraft has a valid Certificate of Airworthiness for all flights undertaken.

- Establishing a policy for the embodiment of non-mandatory modifications and accomplishment of non-mandatory inspections.
- Managing the approval of modifications and repairs to ensure that all work is carried out in accordance with recognised standards.
- Ensuring that all maintenance is carried out in accordance with the approved Aircraft Maintenance Programmes and released in accordance with UK Regulation Part 145.
- Ensuring that all applicable Airworthiness Directives and Operational Directives with a continuing airworthiness impact are applied.
- Overseeing the co-ordination of scheduled maintenance, the application of airworthiness directives, the replacement of service life-limited parts and component inspection to ensure the work is carried out properly.
- Ensuring that the Safety Management and Compliance Monitoring Systems required by UK Regulation Part CAMO is effective in its application and co-ordinating with the Head of Compliance and Head of Safety for any follow-up required to address findings.
- Effecting the development of an easyJet Technical Log as required by M.A306 and securing the approval of the UK CAA for the Technical Log and any subsequent amendments there to:
 - Ensuring that easyJet's technical records are maintained and archived as required by M.A 305.
 - Ensuring that the mass and balance statement for each aircraft in the fleet reflects the current status of the aircraft.
 - Ensuring that the ARC and Certificate of Airworthiness for each aircraft operated by easyJet remains valid in respect of:
 - ◆ The airworthiness of the aircraft.
 - ◆ The validity of the Airworthiness Review Certificate (ARC).
 - ◆ Any other condition specified.
- Reporting any occurrences of a maintenance nature to the UK CAA including both mandatory occurrences and occurrences related to maintenance findings which fall outside of the mandatory reporting scheme.
- Approving the content of the Continuing Airworthiness Management Exposition.
- Ensuring that easyJet carries out its responsibilities under UK Regulation Part CAMO oversight of its contracted maintenance organisations.
- Ensuring full compliance with UK Regulation Part CAMO with respect to the line and light maintenance of the easyJet fleet and that all required line and light maintenance is undertaken to acceptable standards of safety and compliance through the operation of the Maintenance Operations Control department.

- Fulfilment of the contracted services by the contracted maintenance organisations according to the contracts and governing regulations. Ensures that the safety, airworthiness, and economic objectives of easyJet's line and light maintenance operations are met in an efficient and effective manner.
- Ensuring that the aircraft are taken to appropriately approved UK Regulation Part 145 maintenance organisations whenever necessary.
- Ensuring that all defects or damage affecting the safe operation of an aircraft discovered during scheduled maintenance or reported during operation are rectified by a Part 145 appropriately approved maintenance organisation taking into account the Minimum Equipment List or Configuration Deviation List applicable to each aircraft type.

1.2.4 Nominated Person Ground Operations

The Nominated Person for Ground Operations is responsible to the Accountable Manager for the following functions:

- Setting of the standards for the training of personnel engaged in the preparation of weight and balance, loading and ground handling, which meet the requirements of the Authority and easyJet Operations Manual.
- Undertaking pre-contractual visits to potential ground handling agents to ensure that they have the necessary skills, resources and organisation to undertake easyJet ground handling operations.
- Developing procedures for ground handling to meet operational and regulatory requirements and compiling operational procedures to be incorporated into the Ground Handling Manual.
- Providing manuals and procedures to ensure ramp handling operational personnel have sufficient information to enable them to complete their duties in compliance with regulations and easyJet procedures.
- Administration of the Ground Handling Manual and amendments.
- Ensuring easyJet aeroplane ground handling is conducted in a safe and responsible manner and that it complies with regulatory requirements and meets easyJet procedures, Services Level and contractual Agreements.
- Ensuring that airports and ground handling suppliers have an adequate organisation to enable them to complete their duties in compliance with regulations and easyJet standards.
- Communicating easyJet policies, internally and externally by means of the Ground Handling Manual and with controlled Station Instructions.
- Ensuring that all staff who deal with Ground Handling are aware of their duties and responsibilities and are provided with the training and instruction to carry them out.
- Defining and implementing required corrective and preventive actions identified through the Compliance Monitoring System and as a result of Safety Reports that have been raised.

- Ensuring the integrity of the operation within the allocated airports in relation to safety, customer services, quality, commercial and people issues.
- Setting customer services standards and ensuring these are effectively managed through Service Level Agreements and reviewed regularly.
- Managing the development of airport relationships to deliver reduced airport costs and increased efficiency.
- Supporting and promoting a culture of safety and security within the Ground Operations Organization.
- Implementing effective channels of communication to ensure Ground Operations Team are informed of both department and corporate issues.

1.2.5 Nominated Person Crew Training

The Nominated Person for Crew Training is responsible to the Accountable Manager for the following functions:

- Overseeing the maintenance of the easyJet Operations Manual – Part D.
- Ensure that training standards are maintained in accordance with easyJet and authority training standards in liaison with the Nominated Person Flight Operations.
- Determining the syllabus, contents, and time scales for all training courses.
- Ensuring that sufficient ground training courses and, simulator and flying training programmes are arranged to accommodate planned operations.
- Ensuring all pilot training, as delivered by the Pilot Training Managers, is in accordance with regulatory and easyJet policies.
- Ensuring compliant training of flight safety and emergency procedures as contained in the easyJet Operations Manuals.
- Ensuring the highest standards of safety and crew resource management in all training activities, in consultation with the Nominated Person Flight Operations and the easyJet Group Training Team.
- Providing oversight of the Cabin Crew Training service to ensure the operational safety and emergency procedures, as detailed in the CSPM, meet all regulatory and easyJet UK requirements.
- Ensuring the command selection process complies with requirements in conjunction with easyJet Group Operations team.
- Support the Training Captain selection process.
- Providing oversight of the ATQP programme.

1.2.6 Cyber Security Responsible Manager

The Cyber Security Responsible Manager is responsible to the Accountable Manager for the following functions:

Ensuring compliance with cyber security regulations and for the management of the organisation's cyber security risk exposure.

Swiss-AOC

1.2 NOMINATED PERSONS & APPOINTMENTS (SWISS AOC)

Nominated Persons names and detailed duties, accountabilities and responsibilities are listed in OMM. Other Appointments are listed in respective department Management Manual.

Austrian-AOC

1.2 NOMINATED PERSONS AND APPOINTMENTS (AUSTRIAN AOC)

Position	Person	Deputy
Managing Director (Accountable Manager)	Thomas Haagensen	Alexander Gerritsen
Nominated Person Flight Operations	Alexander Gerritsen	Martin Butler
Nominated Person Continuing Airworthiness	Brendan McConnellogue	Ian Boaler Werner Kiemayer
Nominated Person Ground Operations	Valerie Germanon	Giuseppe Bonetti
Nominated Person Crew Training	Giorgio Peon Gonzalez	Martin Butler
Cyber Security Responsible Manager	Paul Midian	
Safety Manager	Joakim Westberg	Eamonn O'Flaherty
Compliance Monitoring Manager	Mathieu Ponvert	
Security Manager	Alex Knibbs	Peter Miller
Safety and Regulatory Affairs Captain	Martin Butler	Alexander Gerritsen

1.2.1 Accountable Manager (Managing Director)

The Accountable Manager is responsible for the strategic development of easyJet Europe Airline and for achieving financial, commercial and safety objectives. The Accountable Manager operates within the context of the terms and requirements of the easyJet Europe Airline Air Operator's Certificate, the European Aviation Safety Agency requirements and the relevant legislation currently in force.

Main Accountabilities

- Discharging corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standards required by all EASA and Austrian regulations and requirements.
- To take overall responsibility for safety through their role as Chair of the local Safety Review Board, and via membership of the Group Safety review Board(s).
- To ensure the existence of a viable and effective corporate Management System.
- Accountable for the delivery of the agreed contracted airline capacity to the standards and terms of the agreement with EACL. Inclusive of financial, safety and brand metrics.
- To monitor progress and hold the management team to account for the achievement of contracted performance targets and compliance with their associated regulatory requirements.
- To manage external relationships with key stakeholders, including local Government in the AOC jurisdiction, key agencies and suppliers.
- Responsible for compliance through the Managers for Safety, Compliance Monitoring and Aviation Security Safety, Security and Compliance, with all security procedures in accordance with applicable legislation.

The Accountable Manager delegates day-to-day operational management responsibility of the Operation to the Nominated Persons.

1.2.2

Nominated Person Flight Operations

The Nominated Person Flight Operations is responsible to the Accountable Manager for the following functions:

- Flight operations policy and its implementation to ensure safe and efficient operations in compliance with the easyJet Europe Air Operators Certificate (AOC).
- Liaising with the Flight Operations Inspector.
- Meeting regulations and liaising with the Authority with regard to compliance.
- Monitoring and disseminating all relevant easyJet/EASA publications (Information Notices, Information Circulars, Safety Notices) – ensuring review and acted upon.
- Ensuring the provision of flight operational procedures which comply with the airline Safety Management System (SMS).
- Ensuring that the content of the Operations Manual conforms to the relevant regulations.
- Operational approvals.
- Ensuring the flight operations resources are sufficient to meet the demands of the operation, both in AOC and within the common support structure.

- In conjunction with the Group Operations team ensuring that Flight Operations has a robust internal audit function with particular emphasis in ensuring network compliance with the flight operations manual suite.
- In conjunction with the Group Operations team, ensuring safe flight and cabin operations through the establishment of standards, procedures, safety and risk mitigation policy.
- In conjunction with the Nominated Person Crew Training ensuring quality training to meet the needs of the operation.
- In conjunction with the Group Operations team ensuring the operation has a highly motivated pilot work force through the establishment of a central crew management policy including, recruitment, promotion and performance management.
- Oversees and is responsible for safe compliance of Approved FTL Scheme as delivered in rosters.
- Responsible for the Dangerous Goods Policy within the AOC.
- Ensure that the post-publication rosters and the management thereof are monitored and applied in accordance with EASA FTL, by monitoring the rostering services (in their entirety) deliver to the agreed SLA's.
- Through the Group Operations team verify and accept the establishment numbers for the forthcoming 18-36 months.
- Will ensure KPI's and SLA's are agreed and maintained to ensure the consistent delivery of shared services including the quality and compliant delivery of Rosters in accordance with the easyJet Europe Flight Time Limitations Scheme.
- Through the FRMS Safety Action Group ensure that FRMS learnings are incorporated into future roster builds where those learnings indicate a potential roster related issue.
- Ensure the Group Operations team is apprised of regulatory change from the perspective of the easyJet Europe AOC and ensure the Group Operations team is advised on all matters pertaining to the sovereignty of the easyJet Europe AOC.

1.2.3

Nominated Person Continuing Airworthiness

The Nominated Person Continuing Airworthiness reports to the Accountable Manager. They are responsible for:

- Establishing arrangements for the development and implementation of a continuing airworthiness policy and approving an aircraft maintenance programme and reliability system for each of the aircraft types operated by easyJet as required by EASA Part MA 302.
- Securing the approval from the Competent Authority for easyJet's aircraft maintenance programmes and analysing the effectiveness of the aircraft maintenance programmes as required by EASA Part CAMO.A.315(b) in accordance with Appendix I to the AMC MA 302.

- Ensuring there is an Established policy for the embodiment of nonmandatory modifications and accomplishment of non-mandatory inspections.
- Ensuring there is compliant governance for the approval of modifications and repairs to ensure that all work is carried out in accordance with recognised standards.
- Ensuring that all maintenance is carried out in accordance with the approved Aircraft Maintenance Programmes and released in accordance with EASA Part 145.
- Ensuring that all applicable Airworthiness Directives and Operational Directives with a continuing airworthiness impact are applied.
- Ensuring that all defects or damage affecting the safe operation of an aircraft discovered during scheduled maintenance or reported during operation are corrected by an EASA Part 145 appropriately approved maintenance organisation taking into account the Minimum Equipment List or Configuration Deviation List applicable to each aircraft type.
- Ensuring that the aircraft are taken to appropriately approved EASA Part 145 maintenance organisation whenever necessary.
- Overseeing the co-ordination of scheduled maintenance, the application of airworthiness directives, the replacement of service life-limited parts and component inspection to ensure the work is carried out properly.
- Ensuring that the Safety Management and Compliance Monitoring Systems required by EASA Part M is effective in its application and initiating any follow-up required to address findings.
- Effecting the development of an easyJet Technical Log as required by EASA Part MA 306 and securing the approval of the Competent Authority for the Technical Log and any subsequent amendments thereto:
 - Ensuring that easyJet's technical records are maintained and archived as required by EASA Part MA 305.
 - Ensuring that the mass and balance statement for each aircraft registered under the relevant AOC reflects the current status of the aircraft.
 - Ensuring that the ARC and Certificate of Airworthiness for each aircraft operated by easyJet remains valid in respect of:
 - ◆ The airworthiness of the aircraft.
 - ◆ The validity of the Airworthiness Review Certificate (ARC).
 - ◆ Any other condition specified.
- Reporting any occurrences of a maintenance nature to the including both mandatory occurrences and occurrences related to maintenance findings which fall outside of the mandatory reporting scheme.
- Approving the content of this Continuing Airworthiness Management Exposition.

- Reviewing and implementing, as required, any additional requirements of the regulatory requirements.

1.2.4 Nominated Person Ground Operations

The Nominated Person for Ground Operations for easyJet Europe is responsible to the Accountable Manager for the following functions:

- Setting of the standards for the training of personnel engaged in the preparation of weight and balance, loading and ground handling, which meet the requirements of the Authority and easyJet Operations Manual.
- Undertaking pre-contractual visits to potential ground handling agents to ensure that they have the necessary skills, resources and organisation to undertake easyJet ground handling operations.
- Developing procedures for ground handling to meet operational and regulatory requirements and compiling operational procedures to be incorporated into the Ground Handling Manual.
- Providing manuals and procedures to ensure ramp handling operational personnel have sufficient information to enable them to complete their duties in compliance with regulations and easyJet procedures.
- Administration of the Ground Handling Manual and amendments.
- Ensuring easyJet aeroplane ground handling is conducted in a safe and responsible manner and that it complies with regulatory requirements and meets easyJet procedures, Services Level and contractual Agreements.
- Ensuring that airports and ground handling suppliers have an adequate organisation to enable them to complete their duties in compliance with regulations and easyJet standards.
- Communicating easyJet policies, internally and externally by means of the Ground Handling Manual and with controlled Station Instructions.
- Ensuring that all staff who deal with Ground Handling are aware of their duties and responsibilities and are provided with the training and instruction to carry them out.
- Defining and implementing required corrective and preventive actions identified through the Compliance Monitoring System and as a result of Safety Reports that have been raised.
- Ensuring the integrity of the operation within the allocated airports in relation to safety, customer services, quality, commercial and people issues.
- Setting customer services standards and ensuring these are effectively managed through Service Level Agreements and reviewed regularly.
- Managing the development of airport relationships to deliver reduced airport costs and increased efficiency.
- Supporting and promoting a culture of safety and security within the Ground Operations Organization.

- Implementing effective channels of communication to ensure Ground Operations Team are informed of both department and corporate issues.

1.2.5 Nominated Person Crew Training

- Overseeing the maintenance of the Operations Manual – Part D.
- Ensure that training standards are maintained in liaison with the Nominated Person Flight Operations.
- Determining the syllabus, contents, and time scales for all training courses.
- Ensuring that sufficient ground training courses and, simulator and flying training programmes are arranged to accommodate planned operations.
- Ensuring all pilot training, as delivered by the Pilot Training Managers, is in accordance with regulatory and easyJet policies.
- Ensuring compliant training of flight safety and emergency procedures as contained in the easyJet Operations Manuals.
- Ensuring the highest standards of safety and crew resource management in all training activities, in consultation with the easyJet Group Training Team.
- Providing oversight of the Cabin Crew Training service to ensure the operational safety and emergency procedures, as detailed in the CSPM, meet all regulatory and easyJet requirements.
- Ensuring the command selection process complies with requirements in conjunction with easyJet Group Operations team.
- Support the Training Captain selection process.
- Providing oversight of the ATQP programme.

1.2.6 Cyber Security Responsible Manager

The Cyber Security Responsible Manager is responsible to the Accountable Manager for the following functions:

Ensuring compliance with cyber security regulations and for the management of the organisation's cyber security risk exposure.

UK-AOC

1.3 RESPONSIBILITIES AND DUTIES OF OPERATIONS MANAGEMENT PERSONNEL (UK AOC)

1.3.1 Compliance Monitoring Manager

The Compliance Monitoring Manager has direct access to the Accountable Manager and is responsible for the following:

- Ensuring the activities of easyJet are monitored for compliance with the applicable regulatory requirements and any additional requirements established by the organisation, and that the activities are carried out properly under the supervision of the responsible manager, including the adequacy of the established procedures.
- Properly implementing, maintaining, reviewing and continuously improving the compliance monitoring programme, including a feedback system to the Accountable Manager.
- Will have access to all parts of the organisation and any contracted service Provider.
- Ensuring that there is training for ensuring that all personnel understand the objectives as laid down in the organisation management system documentation.
- Managing personnel from outside the organisation used for compliance monitoring activities, audits and inspections for easyJet.
- Carry out the competency assessment of the Nominated Persons.

1.3.2 Safety Manager

The Safety Manager has direct access to the Accountable Manager and responsible for the following:

- Being the focal point and responsible for the development, administration and maintenance of an effective safety management system.
- Facilitating hazard identification, risk analysis and management.
- Monitoring the implementation of actions taken to mitigate risks, as listed in the safety plan.
- Providing periodic reports on safety performance.
- Ensuring the maintenance of the management system documentation including the Management System Manual.
- Ensuring that there is safety management training available and that it meets acceptable standards.
- Providing advice on safety matters.
- Ensuring the initiation and follow up of safety investigations.

- The occurrence reporting system and occurrences reportable to the competent authority and air accident investigation authority.
- Administration and management of the Safety Review Board.

1.3.3 **Security Manager**

The security manager is responsible to the easyJet AOC Accountable Manager for all security related matters. They will promote and supervise all appropriate personnel are familiar and comply with the relevant requirement of the national civil aviation security programme (NCASP) of the state in where the easyJet AOC is registered. To ensure the functioning of the compliance and security management system (SeMS), the Security Managers duties and responsibilities are as follows:

1. To actively communicate and work with the other AOC Security Managers to create maintain and submit the joint AOC Air Carrier Security Programmes (ACSP) in line with the national regulations.
2. To minimise the consequences of security events, should they occur.
3. To support the operator following an act of unlawful interference onboard an aircraft, in submitting, without delay, a report of such act to the national aviation security authority in which the AOC is registered.
4. To ensure the aircraft operating crew have a documented checklist for aircraft security search.
5. To make sure that the relevant aviation security training is being delivered in line with the national training regulations of the state in where the easyJet AOC is registered.
6. To manage all approval processes between the easyJet AOC and the national aviation security authority.
7. To make sure all appropriate contracted providers have access to the relevant policies, processes, and procedures within the Air Carrier Security Programme (ACSP) to complete their functions effectively.
8. To ensure a clear reporting mechanism is in place.
9. To ensure there is a clear quality assurance oversight of the easyJet AOC with regards to aviation security audits, inspections, surveys, and testing regimes.

1.3.4 **Duty Pilot**

The Duty Pilot role is a 24 hour support service for flight operations:

- To provide flight operations operational and technical support to ICC.
- To provide guidance, operational and technical support to the Commander.
- To tactically intervene when an unacceptable safety risk has been identified in current flight operations.

- To ensure that crew support processes have been initiated when appropriate.
- Initial verification that a safety occurrence could qualify as a “Red Flag” event.
- To initiate the escalation process to the AOC nominated persons.

The Duty Pilot holds the following authorisations under the authority of the Nominated Person Flight Operations:

- RIE approval.
- Initiation of the no-fly (NFLY) process.
- Initiation of the process to secure FDR/CVR data.
- Initial notification to the relevant State accident investigation authorities.
- Issue of short notice Flight Deck permits.
- Flight in non-standard configurations.
 - Gear down ferry.
 - Unpressurised flight.
- Carriage of non-easyJet personnel on positioning flights.
- Carriage of non-operating extra crew.
- Use of vacant cabin crew seats.
- Operations outside controlled airspace in a non-radar environment.
- Flight under VFR.
- Dangerous Goods approval (excepted items in accordance with OM A [9.1.5](#)).
- Suspension of unsafe procedures affecting flight operations.

The Duty Pilot shall coordinate with the relevant nominated person when an approval is required other than those listed above.

1.3.5 EFB Administrator

The EFB (Electronic Flight Bag) administrator plays a key role in the continuous update process of the EFB in the airline operations.

The EFB Administrator is responsible for the EFB system, the content of the EFB, and ensures continued compliance of the approved EFB operation as part of easyJet Group Operations Services (GOS). The EFB administrator is responsible for ensuring that any hardware conforms to the required specification, and that no unauthorised software is installed. They are responsible for ensuring that only the current versions of the application software and data packages are installed on the EFB system, and for providing support to the EFB users regarding these applications.

The EFB administrator is the primary link between easyJet and the EFB system and software suppliers.

In case of a new concept in the EFB system, the EFB Administrator shall be consulted by the approved appointed project manager.

The EFB administrator can delegate tasks as required to ensure person(s) with the most appropriate competencies will support the Aircraft and Company iPad and associated software, and ensure the continuity of the management of the EFB system in the absence of the EFB administrator.

Each person involved in EFB administration shall receive appropriate training for their role and should have a good knowledge of the proposed system hardware, operating system and relevant software applications, and also of the appropriate regulatory requirements related to the use of EFBs. The content of this training is determined with the aid of the EFB system supplier or application supplier. Persons involved in EFB administration will keep their knowledge about the EFB system and its security up to date.

They shall be given full access to Airbus World.

Swiss-AOC

1.3 RESPONSIBILITIES AND DUTIES OF OPERATIONS MANAGEMENT PERSONNEL (SWISS AOC)

1.3.1 Managing Director (Accountable Manager)

The Managing Director (Accountable Manager) is appointed by the easyJet Switzerland Board of Directors and is employed by easyJet. They must be acceptable to the Authority. They have corporate authority for ensuring that all Operations, Maintenance, Safety Management and Compliance Monitoring activities can be financed and carried out to the standard required by the National Authority and any additional easyJet requirements.

Detailed descriptions of duties, accountabilities and responsibilities of the Accountable Manager are listed in the OMM.

1.3.2 Nominated Person Flight Operations

The Nominated Person Flight Operations (NPFO) is or has been an active line pilot with the status of Commander, unless other qualifications constitute the competency required for this post and render them acceptable to both easyJet and the Swiss FOCA. In the case that the Nominated Person Flight Operations does no longer hold a valid licence or is not current, their deputy must be in possession of a valid licence.

The NP Flight Operations is the responsible manager towards the Swiss FOCA for all certification and surveillance activities related to the AOC.

The NP Flight Operations responsibilities are to ensure safe and efficient flight operations. The NP Flight Operations shall:

- Determine flight operational standards and practices and to ensure their compliance with all relevant national and international regulations and with the provisions of the AOC.
- Determine Flight & Cabin Operational safety policy to ensure the safe and efficient operation of the fleet and to ensure that operating standards are maintained, ensuring appropriate mitigation of safety issues/events, and mitigation of identified risk and the provision of effective Standard Operating Procedures (SOPs).
- Cooperate with all other company departments in aiming for the highest possible degree of safety and for obtaining a satisfactory degree of punctuality, passenger comfort and economy.
- Assess, specify and review route and aerodrome selection and competency requirements for flight operations and flight crew.
- Issue (or delegate as appropriate) Operations Manual Part A, B, C and CSPM.
- Publish other necessary directives for the Flight Crew personnel.
- In collaboration with the Head of Compliance and Safety, review, assess and implement new regulations/directives (FOCA, EASA, EU, ICAO) relevant to easyJet flight operations.

The Nominated Person Flight Operations has the right to:

- Suspend subordinates from their duties, functions and rights where this seems necessary for a safe conduct of flight operations or for disciplinary sanctions.
- Approve the conduct of flights or series of flights concerning safety or flight operational aspects.
- Prohibit flights or series of flights or to suspend flight operations for safety reasons.

Detailed descriptions of Management related duties, accountabilities and responsibilities are listed in the OMM.

1.3.2.1 Flight Operations Manager Crew Resource

The Flight Operations Manager Crew Resource (FOM-CR) is appointed by and reports to the Nominated Person Flight Operations.

To ensure the functioning of the Quality and Safety Management System within their Flight Operations department, the FCOM-CR functions, duties and responsibilities are:

- To lead, manage and develop the Crew Resource management in order to ensure:
 - Required flight safety and regulatory compliance levels are achieved.
 - Optimum operational delivery of an effective, efficient and flexible crew work force.
- To define and implement Pilot Management strategy, process and policy to ensure consistent and cost-effective management:
 - Pilot selection and recruitment.
 - Pilot Career Progress.
 - Base Transfer Scheme.
 - AOC Transfer Scheme.
- In liaison with rostering department, to chair the flight crew planning meeting.
- To develop and maintain a team management strategy/style which creates a positive, just culture which engenders pilots to feel valued and to trust and respect the pilot management team.
- To consult and involve crew and their union representatives in decision making to enhance the working relationship.
- In liaison with HR, to maintain crew terms and conditions to reflect legislative changes and to balance pilots and business requirements.
- In liaison with HR, to effectively manage disciplinary and grievance procedure, escalation of issues and pro active management/training.
- In conjunction with the Pilot Management Team, responsible for the management, motivation and morale of Pilots and ensuring good communications.

The Flight Operations Manager Crew Resource has the right:

- To select and appoint the crew management team members, respecting the veto-right of the Nominated Person Flight Operations.

1.3.2.2 Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland)

The Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland) is responsible to the Accountable Manager for all cabin services related matters. There is a link to the Nominated Person Flight Operations for the purposes of compliance accountabilities.

The Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland) promotes and supervises that cabin services standards, policies and processes are implemented consistently within the company. The Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland) will liaise at the Group level to ensure harmonisation and standardisation.

To ensure the functioning of the Compliance Monitoring and Safety Management System within their area, the Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland) is responsible:

- To ensure that cabin services standards, policies and processes are implemented consistently across the region.
- To ensure that Cabin Crew establishment and recruitment targets are met by liaising with the NP Flight Operations, the EZS Establishment team and the Recruitment Team.
- To lead management teams across bases, ensuring they have the capability to manage employment issues, including investigations, disciplinary and grievances; act as an escalation point when required.
- To effectively lead and embed business change programmes in the region
- To build solid working relationships with the relevant crew representatives and ensure that they are constantly engaged on business changes and plans.
- To play a key role in cabin crew pay/CLA talks driving the cabin services agenda in the mandate creation and in the negotiation, whilst ensuring that crew feedback is always listened to and understood.
- To ensure that the crew policies in the region are fit for purpose and aligned with Cabin Services principles and agenda.
- To promote management practices which drive safety culture across base management teams and crew.
- To ensure that base managers take personal accountability for the resolution of crew related issues.
- To drive high level of cabin crew engagement in the region, making sure that crew feedback is promptly and effectively acted upon.
- To drive operational excellence, ensuring high levels of OTP, Customer Satisfaction, Inflight sales and cabin crew attendance across bases.
- To coach base management teams and support them to develop the required leadership skills.

- To ensure that cabin crew and management talent is identified and nurtured, promoting an atmosphere of career progression at bases.
- To ensure that base managers effectively manage crew absence and support crew welfare.
- To manage internal communications to cabin crew and lead the recognition agenda in the region to drive a high performance culture across base management teams and cabin crew.
- To ensure that base managers adopt effective cost control and manage within the budget.

1.3.2.3 **Base Captain**

The Base Captain reports to the Flight Operations Manager Crew Resource.

The Base Captain is accountable at base level for:

- Flight safety.
- Operational Delivery.
- Day-to-day management of the flight crew.

Base Captain responsibilities are:

- Ensure a safe operation through the continuous performance management of pilots ensuring compliance with all easyJet policies and procedures.
- Oversight of Base Safety by monitoring of ASR reporting rates and base occurrences trends, providing appropriate mitigations and escalating issues as required.
- Escalate to Operations policy team on issues affecting the safety policy, operational regulatory compliance, operational standards, process and procedures.
- Encourage pilots to think safety, on-time performance, cost and service.
- Support the Flight Operations Management team to identify and implement cost savings initiatives, balancing safety with cost.
- Monitor Base performance promoting OTP and Fuel conservation measures at base.
- Assisting the Flight Operations in developing local processes.
- Managing specific projects as directed by the Nominated Person Flight Operations.
- Representing easyJet on flight operational matters at Base level where technical expertise is required to improve safety.
- Accountable for leading and managing pilots to deliver an efficient and flexible pilot workforce.
- Ensure commercial awareness within the pilot community.

- Coach and mentor pilots as appropriate.
- Manage pilot career development, particularly Command development.
- Deliver effective and consistent communications.
- Personal accountability for the resolution of pilot related issues and conflicts (including performance issues) when necessary.
- Manage Pilot sickness and attendance management.
- Provide reports and feedback on Pilot and Base performance as required.

1.3.2.4 Cabin Services Base Manager

The Cabin Services Base Manager reports to the Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland) for all matters concerning the day-to-day management of the crew, base safety policy and standards, operational performance and regulatory compliance, and delivery of the easyJet operational proposition with a focus on safety, cost, punctuality and customer experience to ensure standardization throughout the network. The Cabin Services Base Manager is responsible for:

- Maintaining high crew morale/motivation at base advocating a strong safety and security culture at base.
- Liaising with the central management team on issues affecting the safety policy, operational regulatory compliance, operational standards, process and procedures.
- In coordination with the Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland) and the Nominated Person Flight Operations, promoting the easyJet values, delivering central and local communications in a clear, concise and timely manner.
- Managing the disciplinary/grievance process at base, including investigations & disciplinary actions.
- Identifying and recommending improvements to base policies and procedures.
- Assisting with the recommendation of promotional heads in accordance with defined central policies.
- Assisting the Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland) to manage the resource plan.
- The development and line management of cabin crew at base. Managing specific projects as directed by the Nominated Person Flight Operations.
- Assisting the Head of Cabin Services (HCS) (Regional Crew Manager – Switzerland) in developing local processes.
- Managing the Crew performance Manager (Cabin Crew).
- Supervise and maintain updated crew documentation at base.

1.3.2.5 Crew Performance Manager (Cabin Crew)

The Crew Performance Manager is responsible for a defined group of Cabin Crew Members and SCCMs at their base. They are responsible for managing their team in all areas of Cabin Crew operations and ensuring that this team delivers excellent customer service. The Crew Performance Manager ensures the safe and consistent delivery of high quality on board service through the continual performance management of their SCCMs and Cabin Crew Members in accordance with company policy and procedures. The Crew Performance Manager is responsible to the Cabin Services Base Manager at their base and will offer support and flexibility at all times. The Crew Performance Manager will endeavour to support company and local management decisions and will defend these decisions if challenged.

To ensure the functioning of the Quality and Safety Management System within these areas of responsibilities, the Crew Performance Manager shall:

- Instigate a strong safety culture within their team.
- Take responsibility for their team and ensure that easyJet standards are met at all times.
- Ensure that the team comply with company policies and procedures in accordance with the easyJet Operations Manuals and Cabin Services Manual and will report any discrepancies to the Cabin Services Base Manager.
- Monitor On Time Performance of the crew assigned to their group.
- Monitoring of absence of the crew in their group and escalate issues to the Cabin Services Base Manager.
- Audit the cleanliness of the aircraft at base on a regular basis.
- Represent the Cabin Services Base Manager/Regional Crew Manager in various courses, answering questions asked by the crew, carrying out presentations to Cabin Crew, etc.
- Deputize the Cabin Services Base Manager in case of absence.
- Provide continual support, coaching and performance management of the SCCMs assigned to their team through assessment flights.
- Manage all aspects of performance management including end of probation interviews, disciplinary cases, maternity cases, work certificates, etc.
- Promote an atmosphere where motivational and developmental feedback is given on a regular basis.
- Promote on board sales within their team, encouraging the crew under their responsibility to achieve outstanding sales results.
- Implement improvements to on board service standards and procedures.

1.3.2.6 Base Support Administrator

The Base Support Administrator organises the base environment and supports the Base Captain/Cabin Services Base Manager.

The Base Support Administrator has a dual responsibility for the cabin crew and flight crew community.

To ensure the functioning of the Quality and Safety Management System within these area of responsibilities, the Crew Administrator shall:

- Provide assistance to all members of the base team.
- Undertake the complete organization of the crew room, refreshing essential flight paper work and ordering supplies.
- Identify any crew base infrastructure or service delivery problems and either resolving them with IT/Facilities/Operations Support or when necessary escalating concerns locally or centrally.
- Promote a self-help culture in the briefing room by helping crews to become familiar with new working practices and IT as they are introduced.
- Manage local requirements for car park/uniform, etc.
- Process base paperwork, including scanning and where appropriate arranging delivery of documents to the UK or within Switzerland.
- Undertake systems administration for crew email.

1.3.2.7 EFB Administrator

The EFB (Electronic Flight Bag) administrator plays a key role in the continuous update process of the EFB in the airline operations.

The EFB Administrator is responsible for the EFB system, the content of the EFB, and ensures continued compliance of the approved EFB operation as part of easyJet Group Operations Services (GOS). The EFB administrator is responsible for ensuring that any hardware conforms to the required specification, and that no unauthorised software is installed. They are responsible for ensuring that only the current versions of the application software and data packages are installed on the EFB system, and for providing support to the EFB users regarding these applications.

The EFB administrator is the primary link between easyJet and the EFB system and software suppliers.

In case of a new concept in the EFB system, the EFB Administrator shall be consulted by the approved appointed project manager.

The EFB administrator can delegate tasks as required to ensure person(s) with the most appropriate competencies will support the Aircraft and Company iPad and associated software, and ensure the continuity of the management of the EFB system in the absence of the EFB administrator.

Each person involved in EFB administration shall receive appropriate training for their role and should have a good knowledge of the proposed system hardware, operating system and relevant software applications, and also of the appropriate regulatory requirements related to the use of EFBs. The content of this training is determined with the aid of the EFB system supplier or application supplier. Persons involved in EFB administration will keep their knowledge about the EFB system and its security up to date.

They shall be given full access to Airbus World.

1.3.2.8

Technical Pilot

The Technical Pilot is responsible for coordination and communication between Flight Operations and Maintenance Departments regarding all technical matters. The Technical Pilot reports to the NP Flight Operations.

To ensure the functioning of the Quality and Safety Management System within their area of responsibility, its duties are:

- Coordination and communication between easyJet Flight Operations and Engineering Departments.
- Review the contents of the AIRBUS Manuals (QRH, OEB, FCOM, FCTM, AFM/CDL and MMEL) and organise to publish the content and any amendment in coordination with the Flight Operations team and manual owners.
- Supporting investigations of technical problems, incidents and accidents.
- Issuing technical information bulletins to the pilots.
- Participation in technical recurrent training content.
- Once approved by the NP Flight Operations, to conduct test flights after an aircraft has undergone defined maintenance, overhaul work, repairs or adjustments as outlined in the aircrafts maintenance programme.
- Operational acceptance of newly acquired aircraft or transfers from another AOC and commencement of delivery flights.
- Attendance of monthly EFB Meeting as an AOC Representative to discuss any actions, risks, issues or updates with the EFB system.

The Technical Pilot has the right:

- To install temporary procedures for technical reasons in coordination with NP Flight Operations.

1.3.2.9 Rostering Manager Switzerland

The Rostering Manager Switzerland reports to the Flight Operations Manager Crew Resource. They are responsible for the rostering/crewing team to establish and publish all Flight & Cabin crew rosters.

To ensure the functioning of the Quality and Safety Management System within their area of responsibility, they shall supervise their team to deliver the following tasks and duties:

- Provide optimum Flight and Cabin Crews rosters, respecting the Flight Time Limitation scheme (FTL) laid down in OM Part A, Chapter 7 and, as far as feasible, the internal FRMS policies.
- Use all available means, possibly electronic data processing, to minimise cost and improve efficiency without infringing safety.
- Compile and Maintain Crew establishment data.
- In cooperation with NP Crew Training, plan all flight and cabin crew training activities.
- Control the availability of all Crew members and to schedule them for duty.
- In scheduling, strictly observe the flight and duty time limitations laid down in Chapter 7 and any additional agreed rostering policies.
- In scheduling, plan, monitor and file crew positioning activities.
- Maintain records of flight times, rest times, leave, sickness, checks and training of all Crew members.
- In scheduling, verify area, route and airport qualification records for each pilots.
- Monitor, by appropriate means, the performance of Crew members and inform accordingly the NP Flight Operations.
- Assist Crew members in settling disputes relating to sectors &flight hours flown, stand-by activations.
- Assist the Integrated Control Centre (ICC) concerning changes in relation with the Crew members (e.g. long term sickness, failed training, etc).
- Assist crew members in times of personal problems, where possible.
- Ensure crew positioning are planned/booked adequately.
- Respond to irregularities by re-scheduling Crew members, keeping in close contact with Operations Control.
- Manage requests by Crew members for leave for certain tours of duty or special off days, and, where possible, to reschedule plan the crew schedule accordingly.
- Supervise Reserve hotel accommodation and arrange for ground transportation whenever a crew layover is being planned/changed.

- Issue Crew related statistics as requested by Flight Operations Management.

1.3.2.10 Flight Operations Support

The Flight Operations Support and Flight Operations Business Analyst functions report to the NP Flight Operations and are responsible to support all administrative functions linked to the Flight Operations Management.

To ensure the functioning of the Quality System within these area of responsibilities, they shall:

- Compile and maintain up-to-date lists of all flight and cabin crew contact details.
- Assist Crew members in settling disputes relating to sectors flown, allowances.
- Issue tickets for crew duty and positioning purposes.
- Supervise/Reserve hotel accommodation and arrange for ground transportation whenever a crew and Administrative personnel layover is being planned/changed.
- Control, analyse and store Crew member records and claims, and – by direction of the NP Flight Operations – to give access to and produce such records, documents and date to any person authorised by the Authority, within a reasonable time period after being requested to do so.
- Manage the crew expenses and provide all relevant data to the payroll administrator.

1.3.2.11 Flight Operations Safety Captain

The Flight Operations Safety Captain maintains Flight Operations safety oversight within easyJet Switzerland AOC with particular regard to Accident Prevention program.

The Flight Operations Safety Captain has a specific area of responsibility as assigned by easyjet Group Flight Safety Manager (FSM).

The Flight Operations Safety Captain main responsibilities are:

- To monitor, analyse and recommend corrective action, on Occurrences Investigation within easyJet Switzerland AOC.
- To proactively identify Flight Operations safety risks, escalation to Group Flight Safety Manager and AOC Nominated Person as required and support with appropriate action to ensure mitigating action/policy is applied.
- To investigate and conduct crew debriefs of event classified with an ERC score above 100, or as deemed appropriate. This includes complex investigations in accordance with the Safety Investigation Manual (SIM).

- On completion of safety investigations, ensuring causal factors are established, appropriate preventative actions in place and feedback given.
- Liaising with Safety Information team and preparation of monthly data and significant events for Flight Operations SAG meetings.
- To Plan, prepare and chair the EZS Flight Operations SAG.
- Attending monthly Group Fleet SAG and other internal and external meetings as required by the FSM.
- Attending easyJet Switzerland AOC SRB.
- The Flight Operations Safety Captain maintains an oversight of investigations assigned to the GVA and BSL Base Safety Pilot (BSP).
- The Flight Operations Safety Captain maintains an oversight of investigations assigned to the EZS Cabin Safety Specialist.

1.3.2.12 Base Safety Pilot

The Base Safety Pilot maintains Flight Operations safety oversight at assigned base(s).

The Base Safety Pilot main responsibilities are:

- To investigate and provide written feedback only to crew of event classified with an ERC score up to 100 which require a verification or exploratory investigation in accordance with the Safety Investigation Manual (SIM).
- Compile a BSP Monthly report to the relevant Base Captain and Flight Operations Management to enable oversight of events at base.
 - Base statistics with any abnormal trends identified.
 - Significant events for base.
- Prepare and participate to the Base SAG as directed by the Base Captain.

1.3.2.13 Cabin Safety Specialist

The Cabin Safety Specialist (CSS) provides support in ensuring the consistent delivery of cabin safety and cabin safety occurrences investigations within easyJet Switzerland AOC.

The Cabin Safety Specialist's main responsibilities are:

- To monitor, analyse and recommend corrective action, on Occurrences Investigation within easyJet Switzerland AOC with particular regard to cabin operations and cabin accident prevention program.
- To proactively identify cabin safety risks, escalation to Group Cabin Safety Manager and AOC Nominated Person as required and support with appropriate action to ensure mitigating action/policy is applied.

- To investigate Cabin Safety Reports within easyJet Switzerland AOC with an ERC score above 100, or as deemed appropriate. This includes complex investigations in accordance with the Safety Investigation Manual (SIM).
- On completion of safety investigations, ensuring causal factors are established, appropriate preventative actions in place and feedback given.
- Monitoring and review of standards assurance checks, supporting bases as required with trend identification and actions.
- Liaising with Safety Information team and preparation of monthly statistics and other items for Cabin Operations SAG meeting and other safety meetings as required.
- Attending monthly Group Cabin Operations SAG and other internal and external meetings as required by the CSM.
- Attending easyJet Switzerland AOC SRB.
- Policy publication – assist with revision of CSPM and issuing of Cabin Notices to Crew.
- Input of content for Cabin Safety publications and other relevant publications and educational safety campaigns.
- Cabin safety related projects, including SOP reviews, risk assessments, safety cases and OPRs.
- Support base teams with regard to safety issues, trends and procedures as required.

1.3.3 Nominated Person Crew Training

The Nominated Person Crew Training (NPCT) is or has been a Type Rating Instructor (TRI), unless other qualifications constitute the competency required for this post and render them acceptable to both easyJet and National Authority. In the case that the NP Crew Training does no longer hold a valid licence, is not current, or not an active TRI, their deputy must be in possession of a valid licence with a TRI qualification. The NP Crew Training must be acceptable to the Authority. The NP Crew Training is appointed to this position by the Accountable Manager and is responsible for Flight Crew and Cabin Crew training standard.

The NP Crew Training is the nominated Head of Training of the easyJet Switzerland Approved Training Organisation (ATO).

Detailed descriptions of Management related duties, accountabilities and responsibilities of the NP Crew Training are listed in the OMM.

1.3.4 Nominated Person Ground Operations

The Nominated Person Ground Operations (NPGO) must be acceptable to the Authority and is appointed to this position by the Accountable Manager and is responsible for all ground operations and related safety issues. Detailed descriptions of Management related duties, accountabilities and responsibilities are listed in the OMM.

1.3.5 Nominated Person Continuing Airworthiness

The Nominated Person Continuing Airworthiness (NPCA) is appointed by and report to the Accountable Manager. The Nominated Person Continuing Airworthiness acceptable to the National Authority. Detailed descriptions of Management related duties, accountabilities and responsibilities are listed in the OMM.

1.3.6 Safety Manager (SM)

The nominated Safety Manager acts as the focal point and is responsible for the development, administration and maintenance of an effective safety management system. The nominated Safety Manager is responsible to the Accountable Manager for the management of all operational risks analysis (mainly linked to Ground Operations, Engineering/maintenance, aircraft technical) and related safety cases. In cooperation with the other departments, the nominated Safety Manager will also be in charge to develop non-flight related safety cases. To ensure the functioning of the Compliance Monitoring and Safety Management System within their area of responsibility, these duties and responsibilities are listed in the OMM.

1.3.7 Compliance Monitoring Manager (CMM)

The nominated Compliance Monitoring Manager is responsible to the Accountable Manager for the supervision (and auditing of) of the compliance of all internal and external regulations and processes. The nominated Compliance Monitoring Manager will maintain an overview on national and international legal provisions and advise all sections/departments concerned about any changes. To ensure the functioning of the Compliance Monitoring and Safety Management System within their area of responsibility, these duties and responsibilities are listed in the OMM.

1.3.8 Senior Operations Risk Manager

The Senior Operations Risk Manager is responsible to the Accountable Manager for the management of all operational risks analysis and related flight operations safety cases (mainly linked to Flight Operations, Air Traffic Control Management and Operating Environment) and safety strategy.

The Senior Operations Risk Manager is responsible for the supervision of flight safety related matters, including promulgation of flight safety information and recommendations; and the overall control of the accident/incident prevention program.

The Senior Operations Risk Manager promotes and supervises operational safety as a representative of the Accountable Manager for all flight operations related matters.

The Senior Operations Risk Manager will work in close cooperation with the Head of Compliance and Safety. Detailed descriptions of Management related duties, accountabilities and responsibilities are listed in the OMM.

1.3.8.1 Flight Crew Liaison Officer (FCLO)

The Flight Crew Liaison Officers reports to the Senior Operations Risk Manager and works in cooperation with the easyJet Airline Flight Data Manager.

They are responsible to:

- Investigate FDM events.
- Debrief crews in appropriate manner and issue advice in line with easyJet SOPs.
- Actively encourage crews to submit an ASR for FDM events.
- Feedback further investigative information to crews as required.
- Prepare monthly summary of significant events and trends.
- Participate on request to the appropriate Safety Meetings (e.g. Flight Ops SAG, FDM SAG).
- Brief the NP Flight Operations and NP Crew Training on significant events, trends and investigations, ensuring (if an ASR is not filed) information remains de-identified.

1.3.8.2 Fatigue Risk Management System (FRMS) Liaison Officer

The FRMS Liaison Officer reports to the Head of Operations Risks and works in association with the easyJet Airline FRMS Data Analysts. The FRMS Liaison Officer acts as FRMS Safety Manager for easyJet.

They are responsible to:

- Investigate FRMS events.
- Debrief crews in appropriate manner and issue advice in line with easyJet SOPs.
- Actively encourage crews to submit a FRMS report for work related events.
- Feedback further investigative information to crews as required.
- Prepare monthly summary of significant events and trends.
- Participate on request to the appropriate Safety Meetings (e.g. Flight Ops SAG, Roster Evaluation Group REG).
- Provide FRMS related findings to the relevant Managers for preventive actions, including recommendations on rostering practices.
- Brief the Accountable Manager, the NP Flight Operations and the NP Crew Training on significant events, trends and investigations, ensuring (if an ASR is not filed) information remains de-identified.

1.3.9 Security Manager

The Security Manager is responsible to the Accountable Manager for all security-related matters. The Security Manager promotes and supervises that all appropriate personnel are familiar, and comply with the relevant requirements of

the national security programmes of the State of the Operator. Detailed descriptions of Management related duties, accountabilities and responsibilities are listed in the OMM.

1.3.10 Cyber Security Responsible Manager

The Cyber Security Responsible Manager is responsible to the Accountable Manager for the following functions:

Ensuring compliance with cyber security regulations and for the management of the organisation's cyber security risk exposure.

1.3.11 Duty Pilot

The Duty Pilot is a shared function within Flight Operations and Training Management Pilots, the process owner is the NP Flight Operations.

Usually, the Duty Pilot function is covered by one of the following management persons:

- NP Flight Operations or Deputy.
- NP Crew Training or Deputy.
- Flight Operations Safety Captain.
- Base Captain.

The Duty Pilot scheme ensures that a central point of contact from the Flight Ops Management is available 24 hours a day 7 days a week.

The Duty Pilot function ensures that flight operational expertise; advice and guidance with regard to flight-crew procedures and flight operational issues are available to key operational areas such as ICC/MOC/Crewing/Flight and Cabin Crew.

The Duty Pilot may be required to authorise certain flight-crew or operational procedures and will be required to consult with MOC and ICC managers to determine a course of action for non-normal procedures. In this case, when acting on behalf of an easyJet Switzerland Nominated Person(s), the duty pilot shall inform the relevant Nominated Person at the earliest opportunity. If there is any doubt, the relevant post holder shall be contacted prior to the authorisation.

When required the Duty Pilot will authorise appropriate short-term changes to crew rosters.

The Duty Pilot is the **first point of contact** when an issue/event arises that the ICC Duty Manager believes requires a Senior Pilot Management input. Contact will be made at the earliest possible time.

The Duty Pilot will be notified of and oversee the management of significant safety or security issues (Pan and Mayday calls as required).

Austrian-AOC

1.3 RESPONSIBILITIES AND DUTIES OF OPERATIONS MANAGEMENT PERSONNEL (AUSTRIAN AOC)

1.3.1 Compliance Monitoring Manager

The Compliance Monitoring Manager has direct access to the Accountable Manager and is responsible for the following:

- Ensuring the activities of easyJet are monitored for compliance with the applicable regulatory requirements and any additional requirements established by the organisation, and that the activities are carried out properly under the supervision of the responsible manager, including the adequacy of the established procedures.
- Properly implementing, maintaining, reviewing and continuously improving the compliance monitoring programme, including a feedback system to the Accountable Manager.
- Will have access to all parts of the organisation and any contracted service Provider.
- Ensuring that there is training for ensuring that all personnel understand the objectives as laid down in the organisation management system documentation.
- Managing personnel from outside the organisation used for compliance monitoring activities, audits and inspections for easyJet.
- Carry out the competency assessment of the Nominated Persons.

1.3.2 Safety Manager

The Safety Manager has direct access to the Accountable Manager and responsible for the following:

- Being the focal point and responsible for the development, administration and maintenance of an effective safety management system.
- Facilitating hazard identification, risk analysis and management.
- Monitoring the implementation of actions taken to mitigate risks, as listed in the safety plan.
- Providing periodic reports on safety performance.
- Ensuring the maintenance of the management system documentation including the Management System Manual.
- Ensuring that there is safety management training available and that it meets acceptable standards.
- Providing advice on safety matters.
- Ensuring the initiation and follow up of safety investigations.

- The occurrence reporting system and occurrences reportable to the competent authority and air accident investigation authority.
- Administration and management of the Safety Review Board.
- Being the focal point and being responsible for the effectiveness of the Incident and Crisis management.

1.3.3 Security Manager

The security manager is responsible to the easyJet AOC Accountable Manager for all security related matters. They will promote and supervise all appropriate personnel are familiar and comply with the relevant requirement of the national civil aviation security programme (NCASP) of the state in where the easyJet AOC is registered. To ensure the functioning of the compliance and security management system (SeMS), the Security Managers duties and responsibilities are as follows:

1. To actively communicate and work with the other AOC Security Managers to create maintain and submit the joint AOC Air Carrier Security Programmes (ACSP) in line with the national regulations.
2. To minimise the consequences of security events, should they occur.
3. To support the operator following an act of unlawful interference onboard an aircraft, in submitting, without delay, a report of such act to the national aviation security authority in which the AOC is registered.
4. To ensure the aircraft operating crew have a documented checklist for aircraft security search.
5. To make sure that the relevant aviation security training is being delivered in line with the national training regulations of the state in where the easyJet AOC is registered.
6. To manage all approval processes between the easyJet AOC and the national aviation security authority.
7. To make sure all appropriate contracted providers have access to the relevant policies, processes, and procedures within the Air Carrier Security Programme (ACSP) to complete their functions effectively.
8. To ensure a clear reporting mechanism is in place.
9. To ensure there is a clear quality assurance oversight of the easyJet AOC with regards to aviation security audits, inspections, surveys, and testing regimes.

1.3.4 Duty Pilot

The Duty Pilot role is a 24 hour support service for flight operations:

- To provide flight operations operational and technical support to ICC.
- To provide guidance, operational and technical support to the Commander.

- To tactically intervene when an unacceptable safety risk has been identified in current flight operations.
- To ensure that crew support processes have been initiated when appropriate.
- Initial verification that a safety occurrence could qualify as a “Red Flag” event.
- To initiate the escalation process to the AOC nominated persons.

The Duty Pilot holds the following authorisations under the authority of the Nominated Person Flight Operations:

- RIE approval.
- Initiation of the no-fly (NFLY) process.
- Initiation of the process to secure FDR/CVR data.
- Initial notification to the relevant State accident investigation authorities.
- Issue of short notice Flight Deck permits.
- Flight in non-standard configurations.
 - Gear down ferry.
 - Unpressurised flight.
- Carriage of non-easyJet personnel on positioning flights.
- Carriage of non-operating extra crew.
- Use of vacant cabin crew seats.
- Operations outside controlled airspace in a non-radar environment.
- Flight under VFR.
- Dangerous Goods approval (excepted items in accordance with OM A [9.1.5](#)).
- Suspension of unsafe procedures affecting flight operations.

The Duty Pilot shall coordinate with the relevant nominated person when an approval is required other than those listed above.

1.3.5 Safety/Regulatory Captain (Austrian AOC) Responsibilities

The Flight Operations Safety/Regulatory Captain reports to the Nominated Person Flight Operations (Austrian AOC) and is primarily responsible for:

- Proactive identification and management of safety issues and trends affecting flight operations of the Austrian AOC.
- Working in coordination with the easyJet Flight Operations Safety Team.
- Working in coordination with the easyJet Air Operations Team.

- Working in coordination with the easyJet Operational Standards Team.
- Monitoring changes in EU and Austrian Aviation Regulation that affect the AOC.

1.3.6 EFB Administrator

The EFB (Electronic Flight Bag) administrator plays a key role in the continuous update process of the EFB in the airline operations.

The EFB Administrator is responsible for the EFB system, the content of the EFB, and ensures continued compliance of the approved EFB operation as part of easyJet Group Operations Services (GOS). The EFB administrator is responsible for ensuring that any hardware conforms to the required specification, and that no unauthorised software is installed. They are responsible for ensuring that only the current versions of the application software and data packages are installed on the EFB system, and for providing support to the EFB users regarding these applications.

The EFB administrator is the primary link between easyJet and the EFB system and software suppliers.

In case of a new concept in the EFB system, the EFB Administrator shall be consulted by the approved appointed project manager.

The EFB administrator can delegate tasks as required to ensure person(s) with the most appropriate competencies will support the Aircraft and Company iPad and associated software, and ensure the continuity of the management of the EFB system in the absence of the EFB administrator.

Each person involved in EFB administration shall receive appropriate training for their role and should have a good knowledge of the proposed system hardware, operating system and relevant software applications, and also of the appropriate regulatory requirements related to the use of EFBs. The content of this training is determined with the aid of the EFB system supplier or application supplier. Persons involved in EFB administration will keep their knowledge about the EFB system and its security up to date.

They shall be given full access to Airbus World.

ALL

1.4 REGULATORY AUTHORITY OF THE COMMANDER

The operator shall take all reasonable measures to ensure that all persons carried in the aircraft obey all lawful commands given by the commander for the purpose of securing the safety of the aircraft and of persons or property carried therein.

ALL

1.4.1 Regulatory Responsibilities of the Commander

1. The commander, in addition to complying with Regulatory Authority of the Commander shall:
 - a. Be responsible for the safety of all crew members, passengers and cargo on board, as soon as the commander arrives on board the aircraft, until the commander leaves the aircraft at the end of the flight;
 - b. Be responsible for the operation and safety of the aircraft:
 - i. For aeroplanes, from the moment the aeroplane is first ready to move for the purpose of taxiing prior to take-off, until the moment it finally comes to rest at the end of the flight and the engine(s) used as primary propulsion unit(s) is (are) shut down.
 - c. Have authority to give all commands and take any appropriate actions for the purpose of securing the safety of the aircraft and of persons and/or property carried therein;
 - d. Have authority to disembark any person, or any part of the cargo, that may represent a potential hazard to the safety of the aircraft or its occupants;
 - e. Not allow a person to be carried in the aircraft who appears to be under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered;
 - f. Have the right to refuse transportation of inadmissible passengers, deportees or persons in custody if their carriage increases the risk to the safety of the aircraft or its occupants;
 - g. Ensure that all passengers are briefed on the location of emergency exits and the location and use of relevant safety and emergency equipment;
 - h. Ensure that all operational procedures and checklists are complied with in accordance with the operations manual;
 - i. Not permit any crew member to perform any activity during critical phases of flight, except duties required for the safe operation of the aircraft;
 - j. Ensure that:
 - i. Flight recorders are not disabled or switched off during flight;
 - ii. In the event of an occurrence other than an accident or a serious incident that shall be subject to mandatory reporting, flight recorders' recordings are not intentionally erased; and

- iii. In the event of an accident or a serious incident, or if preservation of recordings of flight recorders is directed by the investigating authority:
 - A. Flight recorders' recordings are not intentionally erased;
 - B. Flight recorders are deactivated immediately after the flight is completed; and
 - C. Precautionary measures to preserve the recordings of flight recorders are taken before leaving the flight crew compartment.
 - k. Decide on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or the minimum equipment list (MEL);
 - l. Ensure that the pre-flight inspection has been carried out;
 - m. Be satisfied that relevant emergency equipment remains easily accessible for immediate use.
2. The commander, or the pilot to whom conduct of the flight has been delegated, shall, in an emergency situation that requires immediate decision and action, take any action they consider necessary. In such cases they may deviate from rules, operational procedures and methods in the interest of safety.
 3. Whenever an aircraft in flight has manoeuvred in response to an airborne collision avoidance system (ACAS) resolution advisory (RA), the commander shall submit an ACAS report to the competent authority.
 4. Bird hazards and strikes:
 - a. Whenever a potential bird hazard is observed, the commander shall inform the air traffic service (ATS) unit as soon as flight crew workload allows.
 - b. Whenever an aircraft for which the commander is responsible suffers a bird strike that results in significant damage to the aircraft or the loss or malfunction of any essential service, the commander shall submit a written bird strike report after landing to the competent authority.

ALL**1.4.2****Company Responsibilities of the Commander**

The commander, in addition to complying with the regulatory responsibilities shall ensure:

1. The flight deck door is closed and locked at all times after engine start until final engine shut down. The only exceptions to this are for physiological reasons and for the supply of food and drink.

2. All reasonable steps to ensure that whenever the aircraft is taxiing, taking off or landing, or whenever they consider it advisable (e.g. in turbulent conditions), all passengers are properly secured in their seats, and all cabin baggage is stowed in the approved stowages.
3. There are no loose articles in the flight deck (overnight bags must be stowed in the overhead lockers) when the aircraft doors are closed and the aircraft is ready for the commencement of flight.
4. If deemed necessary, consideration is given to adding greater safety margins, including aerodrome-operating minima.
5. A continuous listening watch is maintained on the appropriate radio communication frequencies at all times when in flight.
6. A post-flight de-brief is completed with the crew as deemed appropriate.
7. Pilot uniform standards are maintained: uniform jackets may be removed at the discretion of the individual, ties must always be worn any time outside the flight deck. (In exceptional circumstances, crew may operate out of uniform when authorised by the Duty Pilot).
8. All relevant information relating to the flight is transmitted by ACARS

ALL

1.4.3 Regulatory Responsibilities of all Crew Members

EASA reference: CAT.GEN.MPA.100 Crew responsibilities

1. The crew member shall be responsible for the proper execution of their duties that are:
 - a. Related to the safety of the aircraft and its occupants; and
 - b. Specified in the instructions and procedures in the operations manual.
2. The crew member shall:
 - a. Report to the commander any fault, failure, malfunction or defect which the crew member believes may affect the airworthiness or safe operation of the aircraft including emergency systems, if not already reported by another crew member;
 - b. Report to the commander any incident that endangered, or could have endangered, the safety of the operation, if not already reported by another crew member;
 - c. Comply with the relevant requirements of the operator's occurrence reporting schemes;
 - d. Comply with all flight and duty time limitations (FTL) and rest requirements applicable to their activities;

- e. When undertaking duties for more than one operator:
 - i. Maintain their individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and
 - ii. Provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.
 - iii. Provide each operator with the data needed regarding operations on more than one type or variant.
- 3. The crew member **shall not** perform duties on an aircraft:
 - a. When under the influence of psychoactive substances or alcohol or when unfit due to injury, fatigue, medication, sickness or other similar causes;
 - b. Until a reasonable time period has elapsed after deep water diving or following blood donation;
 - c. If applicable medical requirements are not fulfilled;
 - d. If they are in any doubt of being able to accomplish their assigned duties; or
 - e. If they know or suspect that they are suffering from fatigue or feel otherwise unfit, to the extent that the flight may be endangered.

UK-AOC

1.5 THE CABIN CREW (UK AOC)

The reason for cabin crew being employed by easyJet is primarily for the safety of passengers, crew and the aircraft. As part of its duty of care, the company provides a working environment that is as safe as possible. Cabin crew have a responsibility to themselves, their colleagues and our customers to ensure their actions do not compromise the safety of the on board environment.

Cabin crew are responsible to the Director of Cabin Services and accountable to the Nominated Person Flight Operations, and to the assigned Commander for:

- Maintaining a thorough working knowledge of all safety and security procedures as laid down in the relevant easyJet Operations Manuals and Notices to Crew.
- Ensuring that their Cabin Safety Procedures Manual is kept up to date with current amendments at all times.
- Maintaining a thorough working knowledge of the location, operation and use of all items of safety equipment, emergency exits and escape aids on the aircraft to which they are assigned.
- Maintaining a thorough working knowledge of all aspects of customer care, in-flight service and general passenger handling regulations as laid down in the Cabin Standards Manual and Notices to Crew.

- Proactively take all necessary actions to prevent fatigue and be well rested, to ensure that they are fit to conduct all safety and security procedures that may be required during the full duty period.
- Consistently deliver the Company's standard of safety and security to achieve its customer service objective.
- Where required, demonstrate the ability to explain safety and security requirements clearly and accurately to customers to get their cooperation without raising concern.
- Ensuring that they are in check whenever operating a flight.
- Maintaining the validity of their crew ID, visas, inoculation and vaccination certificates as appropriate.
- Maintaining the validity of their passport. Crew must ensure that passports must have a minimum of 6 months validity remaining.
- Maintaining a high standard of public conduct while away from base and in circumstances where it is reasonably likely that they will be recognised as easyJet cabin crew.
- Wearing uniform at all times when operating and ensuring they adhere to easyJet cabin crew uniform regulations at all times when in uniform in public, including commercial air transport, in hotels, etc.
- Refraining from making attempts to evade any customs, immigration and/or health regulation and/or from causing any unauthorised package, person or other item to be carried in any Company aircraft.
- Take all necessary action to prevent a negative impact on other areas of the Company, and themselves in the event of failure to follow safety or security procedures.
- Safeguarding the interests of easyJet and the good name and honour of the aviation industry.

Detailed instructions for cabin crew and a full description of their duties is contained in the CSPM.

1.5.1 Senior Cabin Crew Member

Note: The crew member operating as the senior cabin crew member is normally referred to as the Cabin Manager.

In addition to the duties and responsibilities of cabin crew listed above the SCCM is also responsible and accountable for the following:

- Demonstrate integrity by following safety and security procedures, as laid down in the relevant easyJet Operations Manuals and Notices to Crew, and ensuring that cabin crew do the same.
- The delivery of cabin service standards, as laid down in the Cabin Standards Manual and Notices to Crew, and ensuring that standards are adhered to by cabin crew.

- Proactively manage situations to resolve any possible conflict of safety and service procedure.
- Demonstrate the ability to recognise situations which may require procedures to be adapted and take action to ensure the safest possible outcome.
- Balance the team's workload and health requirements to ensure that crew remain physically and mentally capable of carrying out any safety or security procedure.
- Act to ensure a safe working environment is maintained at all times.
- Maintain effective communication between passengers, cabin crew, pilots and ground handling agents.
- Take responsibility to support the pilots by providing advice, information and assistance that contributes to the safe and efficient conduct of the flight.
- Take responsibility to actively seek and receive such information and explanation from the pilots as is necessary to ensure the safe and secure conduct of the flight.
- Pre-flight briefing of cabin crew.
- Complete all required documentation accurately, with sufficient detail and clarity so as to obtain an appropriate response, which contributes to safe and efficient operations.
- Support the Commander in the maintenance of a proper standard of crew discipline, conduct and personal appearance, and promote teamwork and effective communication among cabin crew and between cabin crew and pilots.
- Coordinate an effective response to safety and security situations to ensure the continuance of a safe environment for all on board and the protection of the Company's reputation.
- Organising efficient service and customer care during the flight.
- Monitor cabin crew performance, provide on board coaching and write constructive assessments on all cabin crew in accordance with the My Performance programme.
- Ensuring cabin crew comply with easyJet cabin crew uniform regulations.

Swiss-AOC

1.5 DUTIES & RESPONSIBILITIES OF CREWS OTHER THAN THE COMMANDER (SWISS AOC)

1.5.1 The First Officer

Function

- The First-Officer reports to the Commander to assist in the safe and efficient conduct of the flight. In the event of the incapacitation of the Commander, they will assume command.
- The First Officer, when not reporting to a Commander reports to the NP Flight Operations.

Responsibility

The first Officer must take all reasonable steps to:

- Maintain familiarity with relevant National and International air legislation and agreed aviation practices and procedures;
- Maintain familiarity with such provisions of easyJet Operations Manual as are necessary to fulfil their function;
- Assist the Commanders as requested, concerning administrative duties in relation to the flight, and;
- Support the Commander in the maintenance of a proper standard crew discipline, conduct and personal appearance.

It is the specific responsibility to the First Officer:

- To prepare the Operational Flight Plan and when necessary, file the ATC Flight Plan with the appropriate Authority. If stored plans are used, then they should ensure that the correct plan has been activated;
- To check that the prescribed manuals, maps, charts, documents and forms are on board and cover the aircraft's intended operation including possible crew changes until return to a home base;
- To carry out such duties concerning the flight, in accordance with easyJet Standard Operating Procedures, including procedures, limitations and performance relating to the specific aircraft Type, as are allocated to them by the Commander;
- Confirm the safe navigation of the aircraft, maintaining a continuous and independent check upon both the geographical position of the aircraft and its safe terrain clearance;
- To volunteer such advice, information and assistance to the Commander, as may contribute favourably towards the safe and efficient conduct of the flight;
- To collect of all pertinent documents and information from the flight and from the Cabin Crew;

- To maintain a high personal standard of discipline, conduct and appearance as a representative of easyJet, and thereby;
- To support the Commander, by active example, in the development and maintenance of professional expertise and morale amongst the crew;
- Collect and close properly the flight's documentation and put in good order all cockpit manuals, maps, charts and documentation;
- Maintain a high personal standard of discipline, conduct and appearance as a representative of easyJet.

1.5.2 The Cabin Crew

Function

"cabin crew member" means any crew member, other than a flight crew member, who performs, in the interests of safety of passengers, duties assigned to them by the operator or the commander in the cabin of the aeroplane.

During Flight Duty, all cabin crew members shall wear the easyJet cabin crew uniform in order to make them clearly identifiable to the passengers as a cabin crew member.

Duties and Responsibilities

As part of its duty of care, easyJet provides a working environment that is as safe as possible. Cabin crew have a responsibility to themselves, their colleagues and our customers to ensure their actions do not compromise the safety of the on board environment.

Cabin crew are responsible to the Regional Cabin Services Manager and accountable to the NP Flight Operations, and to the assigned Commander for:

- Maintaining a thorough working knowledge of all safety and security procedures as laid down in the relevant easyJet Operations Manuals and Notices to Crew.
- Ensuring that their Cabin Safety Procedures Manual is kept up to date with current amendments at all times.
- Maintaining a thorough working knowledge of the location, operation and use of all items of safety equipment, emergency exits and escape aids on the aircraft to which they are assigned.
- Maintaining a thorough working knowledge of all aspects of customer care, in-flight service and general passenger handling regulations as laid down in the Cabin Standards Manual and Notices to Crew.
- Proactively take all necessary actions to prevent fatigue and be well rested, to ensure that they are fit to conduct all safety and security procedures that may be required during the full duty period.
- Consistently deliver easyJet standard of safety and security to achieve its customer service objective.

- Where required, demonstrate the ability to explain safety and security requirements clearly and accurately to customers to get their cooperation without raising concern.
- Maintaining the validity of their crew ID, visas, inoculation and vaccination certificates as appropriate.
- Maintaining the validity of their passport. Crew must ensure that passports must have a minimum of 6 months validity remaining.
- Maintaining a high standard of public conduct while away from base and in circumstances where it is reasonably likely that they will be recognised as easyJet cabin crew.
- Wearing uniform at all times when operating and ensuring they adhere to easyJet cabin crew uniform regulations at all times when in uniform in public, including commercial air transport, in hotels, etc.
- Refraining from making attempts to evade any customs, immigration and/or health regulation and/or from causing any unauthorised package, person or other item to be carried in any Company aircraft.
- Take all necessary action to prevent a negative impact on other areas of the Company, and themselves in the event of failure to follow safety or security procedures.
- Safeguarding the interest of easyJet and the good name and honour of the aviation industry.

Detailed instructions for Cabin Crew and a full description of their duties contained in the Cabin Safety Procedures Manual.

1.5.3

Senior Cabin Crew Member

Note: The crew member operating as the senior cabin crew member is normally referred to as the Cabin Manager. When more than one operating Cabin Crew hold the rank of Cabin Manager, only one is designated by easyJet to operate as SCCM.

In addition to the duties and responsibilities of cabin crew listed in [1.5.2](#), the SCCM is also responsible and accountable for the following:

- Demonstrate integrity by following safety and security procedures, as laid down in the relevant easyJet Operations Manuals and Notices to Crew, and ensuring that cabin crew do the same.
- The delivery of cabin service standards, as laid down in the Cabin Standards Manual and Notices to Crew, and ensuring that standards are adhered to by cabin crew.
- Proactively manage situations to resolve any possible conflict of safety and service procedure.

- Demonstrate the ability to recognise situations which may require procedures to be adapted and take action to ensure the safest possible outcome.
- Balance the team's workload and health requirements to ensure that crew remain physically and mentally capable of carrying out any safety or security procedure.
- Act to ensure a safe working environment is maintained at all times.
- Maintain effective communication between passengers, cabin crew, pilots and ground handling agents.
- Take responsibility to support the pilots by providing advice, information and assistance that contributes to the safe and efficient conduct of the flight.
- Take responsibility to actively seek and receive such information and explanation from the pilots as is necessary to ensure the safe and secure conduct of the flight.
- Pre-flight briefing of cabin crew.
- Complete all required documentation accurately, with sufficient detail and clarity so as to obtain an appropriate response, which contributes to safe and efficient operations.
- Support the Commander in the maintenance of a proper standard of crew discipline, conduct and personal appearance, and promote teamwork and effective communication among cabin crew and between cabin crew and pilots.
- Coordinate an effective response to safety and security situations to ensure the continuance of a safe environment for all on board and the protection of the Company's reputation.
- Organising efficient service and customer care during the flight.
- Monitor cabin crew performance, provide on board coaching and write constructive assessments on all cabin crew in accordance with the My Performance programme.
- Ensuring cabin crew comply with easyJet cabin crew uniform regulations.

Austrian-AOC**1.5****THE CABIN CREW (AUSTRIAN AOC)**

'The reason for cabin crew being employed by easyJet is primarily for the safety of passengers, crew and the aircraft. As part of its duty of care, the company provides a working environment that is as safe as possible. Cabin crew have a responsibility to themselves, their colleagues and our customers to ensure their actions do not compromise the safety of the on board environment.'

Cabin crew are responsible to the Director of Cabin Services and accountable to the Nominated Person Flight Operations, and to the assigned Commander for:

- Maintaining a thorough working knowledge of all safety and security procedures as laid down in the relevant easyJet Operations Manuals and Notices to Crew.
- Ensuring that their Cabin Safety Procedures Manual is kept up to date with current amendments at all times.
- Maintaining a thorough working knowledge of the location, operation and use of all items of safety equipment, emergency exits and escape aids on the aircraft to which they are assigned.
- Maintaining a thorough working knowledge of all aspects of customer care, in-flight service and general passenger handling regulations as laid down in the Cabin Standards Manual and Notices to Crew.
- Proactively take all necessary actions to prevent fatigue and be well rested, to ensure that they are fit to conduct all safety and security procedures that may be required during the full duty period.
- Consistently deliver the Company's standard of safety and security to achieve its customer service objective.
- Where required, demonstrate the ability to explain safety and security requirements clearly and accurately to customers to get their cooperation without raising concern.
- Ensuring that they are in check whenever operating a flight.
- Maintaining the validity of their crew ID, visas, inoculation and vaccination certificates as appropriate.
- Maintaining the validity of their passport. Crew must ensure that passports must have a minimum of 6 months validity remaining.
- Maintaining a high standard of public conduct while away from base and in circumstances where it is reasonably likely that they will be recognised as easyJet cabin crew.
- Wearing uniform at all times when operating and ensuring they adhere to easyJet cabin crew uniform regulations at all times when in uniform in public, including commercial air transport, in hotels, etc.
- Refraining from making attempts to evade any customs, immigration and/or health regulation and/or from causing any unauthorised package, person or other item to be carried in any Company aircraft.
- Take all necessary action to prevent a negative impact on other areas of the Company, and themselves in the event of failure to follow safety or security procedures.
- Safeguarding the interests of easyJet and the good name and honour of the aviation industry.

Detailed instructions for cabin crew and a full description of their duties is contained in the CSPM.

1.5.1 Senior Cabin Crew Member

Note: The crew member operating as the senior cabin crew member is normally referred to as the Cabin Manager.

In addition to the duties and responsibilities of cabin crew listed above the SCCM is also responsible and accountable for the following:

- Demonstrate integrity by following safety and security procedures, as laid down in the relevant easyJet Operations Manuals and Notices to Crew, and ensuring that cabin crew do the same.
- The delivery of cabin service standards, as laid down in the Cabin Standards Manual and Notices to Crew, and ensuring that standards are adhered to by cabin crew.
- Proactively manage situations to resolve any possible conflict of safety and service procedure.
- Demonstrate the ability to recognise situations which may require procedures to be adapted and take action to ensure the safest possible outcome.
- Balance the team's workload and health requirements to ensure that crew remain physically and mentally capable of carrying out any safety or security procedure.
- Act to ensure a safe working environment is maintained at all times.
- Maintain effective communication between passengers, cabin crew, pilots and ground handling agents.
- Take responsibility to support the pilots by providing advice, information and assistance that contributes to the safe and efficient conduct of the flight.
- Take responsibility to actively seek and receive such information and explanation from the pilots as is necessary to ensure the safe and secure conduct of the flight.
- Pre-flight briefing of cabin crew.
- Complete all required documentation accurately, with sufficient detail and clarity so as to obtain an appropriate response, which contributes to safe and efficient operations.
- Support the Commander in the maintenance of a proper standard of crew discipline, conduct and personal appearance, and promote teamwork and effective communication among cabin crew and between cabin crew and pilots.
- Coordinate an effective response to safety and security situations to ensure the continuance of a safe environment for all on board and the protection of the Company's reputation.

- Organising efficient service and customer care during the flight.
- Monitor cabin crew performance, provide on board coaching and write constructive assessments on all cabin crew in accordance with the My Performance programme.
- Ensuring cabin crew comply with easyJet cabin crew uniform regulations.

UK-AOC

1.6 ADDITIONAL RESPONSIBILITIES FOR FREELANCE OR PART-TIME CREW (UK AOC)

Freelance or part-time crew shall keep easyJet informed as to the following before accepting flight a flight duty:

1. The total number of aircraft types or variants operated to assure compliance with OM A [Section 4.4](#); and
2. The applicable flight and duty time limitations and rest requirements to assure compliance with OM A [Chapter 7](#).

Swiss-AOC

1.6 CREW REGULATIONS (SWISS AOC)

1.6.1 Behaviour in Public

Every Crew member must be aware that they are a representative of easyJet and that people will identify their appearance with it. The image of an airline depends largely upon the behaviour of every employee.

Crew member are always at the centre of interest, also when travelling dead head. Therefore, loud welcome ceremonies are prohibited as well as confidential talks about company subjects in public or with other crews or Crew members on duty.

Never make negative statements about easyJet or discuss company matters when people other than those of easyJet are present.

Crew members shall not make any statements to the media without prior consent of easyJet management.

In the event of flights disruptions or delays, Crew members shall not make any statements to the passengers regarding easyJet Refund Policy during PA announcements or other discussions with passengers. Handling agents should normally provide this information to the passengers prior to the flight. Should the passengers not have been properly informed, flight/cabin crews should ask the passengers to either proceed to the easyJet airport sales desk or make an appropriate request through the easyJet on-line customer service.

Politeness and kindness should be the outstanding characteristics of every Crew member.

Locations shall not be visited if the possibility exists of creating a wrong impression which may be detrimental to the reputation and image of easyJet. This rule even applies to Crew members when not in uniform, and especially during night stops. All Crew members should ensure that they themselves, and their colleagues always comply with the above regulations.

1.6.2 Personal Documents

For flight duty, each crew members must carry the following original documents:

- Valid licence (flight crew).
- Valid passport (See [Note](#) below).
- Visa (if required).
- easyJet Crew ID.
- Vaccination card (if required).
- Medical certificate (flight crew) or Cabin Crew Medical Report (cabin crew).

Each Crew member is responsible for the validity of their documents and their timely issue, renewal and extension.

Note: A passport is required when a night stop is planned at a non-Schengen destination.

Crew can operate to any destination without carrying their passport (loss, theft, passport being renewed or forgotten by crew), provided they carry their easyJet Crew ID.

In case of loss or theft of passport, crew shall carry a copy of the official passport theft/loss declaration.

The crew member shall take all measures to replace missing personal documents at the earliest opportunity.

In case of unexpected night stop at a non-Schengen destination, a General Declaration (GEN DEC) listing all crew members shall be obtained from ICC. Crew entry into the country may be restricted to travel between Airport and HOTAC.

easyJet Crew Member Identification Card (easyJet Crew ID)

Each Crew member will be provided with an easyJet Crew Member Identification Card (easyJet Crew ID). The easyJet Crew ID allows airside access on airports to crew members on duty. The easyJet Crew ID is also used to gain a controlled access to easyJet premiums on the network. (Crew Rooms, common and rest areas.)

Crew member may have been issued with a FOCA Crew Member Certificate (CMC). Loss or theft of CMC shall be declared officially to the police and reported to line management as soon as possible.

Loss or theft of the easyJet Crew ID card shall be reported to the line management as soon as possible. Access to easyJet premiums with the lost/theft ID card will be removed.

- For Pilots, it is acceptable to operate with a flight crew licence and passport until a replacement easyJet Crew ID card has been provided.
- For Cabin Crew, easyJet will provide a letter confirming employment as cabin crew which will allow airside access.

1.6.3 easyJet Uniform

The uniform portrays the image of easyJet and identifies the wearer as a representative of easyJet.

Only approved easyJet clothing should be worn.

Unauthorised alterations of the uniform are not permitted.

Non-uniform items of clothing must not be visible when worn with the uniform.

- Any “add on” (socks, scarf, belt, hat or gloves) must be black or dark grey. Shoes must be black. Additionally these add-on must meet the following criteria:
 - Must be of a conservative design to compliment the uniform.
 - No logos or tags to be worn on the hat (No baseball caps permitted).
 - No facial jewellery.
 - No additional tassels or adornments to the plain suit and shoes.
- Maintain a high personal uniform standard.
 - Each Crew member is responsible for their own laundry and dry-cleaning. Clean suits and shirts with polished shoes.
- Hair should be neat, clean and tidy.
- Uniform jackets may be removed at the discretion of the individual.
- Ties must always be worn anytime outside the flight deck.
- Any lanyard to hold the easyJet Crew ID should be the one provided by easyJet or alternatively an Airbus lanyard.

Wearing the uniform (or parts of it) is only allowed during flight duty, on the way from and to the duty and on dead-head flights.

Wearing the uniform in bars, night-clubs or dance halls is not allowed.

Cabin crew uniform regulations are defined in the Cabin Crew and Ground Crew Uniform Standards document on DocuNet and must be adhered to.

1.6.4 Crew Baggage

Only personal luggage will be considered as crew baggage. It must have a special label identifying it as such.

1.6.5 Tips

Any donations (tips or presents) offered by passengers, should be politely refused.

1.6.6 Customs and Currency Regulations

All Crew members have to pass through local customs, immigration, currency control, etc. as prescribed. Every person must comply with the local customs and other special immigration regulations, which may often be more restrictive for Crew members than for passengers. Crew members must declare all goods liable for duty and are responsible for duty charges. The same policy applies to restrictions on import or export of currencies.

VIOLATION OF CUSTOMS OR CURRENCY REGULATIONS

It must be clearly understood that non-compliance with the customs regulations and other official controls is a very serious offence against easyJet regulations and the laws and regulations of a foreign country.

Anybody caught smuggling or willfully breaking currency or other regulations can expect immediate dismissal from easyJet as well as heavy fines or even imprisonment.

1.6.7 Duty Free Shopping

Customs regulations must be taken into account when shopping in a duty free shop. A departure must never be delayed because the crew is duty free shopping, nor should passengers get such an impression.

Duty free shopping by crews is not allowed:

- More than once a day;
- When ground time is only 30 minutes or less;
- At intermediate stops when passengers stay on board;
- When scheduled ground time at outside stations is more than 30 minutes, but due to late arrival the ground time is 30 minutes or less until scheduled time of departure;
- In case the handling agent requests a departure earlier than the scheduled time of departure and duty free shopping would not allow this; and
- If the Commander has not allowed the crew to leave the aircraft for any reasons.

1.6.8 Handling of easyJet Material

All Crew members are obliged to handle all company material with great care. easyJet may claim compensation from a Crew member for damage caused by them.

Crew members shall maintain the manuals, handbooks and other documents handed over to them in good condition. When the employment contract terminates everything belonging to easyJet must be returned.

Crew members are strictly not allowed to take any articles, such as small gifts (i.e. toys), catering items, parts of cabin or galley equipment, from the aircraft.

1.6.9 Accident & Illness

Accidents or illness must immediately be reported to:

- ICC Crewing electronically via eCrew or alternatively by telephone when off duty.
- The Commander when on duty/rest away from home base.

The Crew member must inform easyJet about:

- The expected duration of illness; and
- Any change in duration.
- If a Crew member is not available at their domicile during recovery from illness or accident, a contact address/phone number must be left to the Human Resource department.
- In case of absence of more than 3 working days due to illness or accident a medical certificate which specifies the inaptitude to work must be provided HR department.
- In addition, following a decrease in medical fitness as detailed in [Section 6.12 – Decrease in Medical Fitness](#), flight crew licence holder of a Class 1 Medical Certificate shall be re-assessed by an Aero Medical Examiner (AMC or AME). A fitness to fly certificate or a renewed Class 1 Medical Certificate shall be provided to Rostering Department prior to resume flight duties. If the renewed medical certificate contains the limitation code “SSL”, the respective candidate has received a written report from the AME specifying the applicable limitations. This written report has to be provided to the Flight Operations Department by the respective candidate.

1.6.10 Crew Hotels

Hotels for the crew will be provided by easyJet. That means that easyJet will pay for the room, but not normally for meals.

At some locations breakfast may be included.

Information concerning crew hotels are to be found in MyHats (My Hotel and Transport system) ([//hats.easyjet.com](http://hats.easyjet.com)).

In case of unforeseen night stops and when there is no reservation which can be made by easyJet the Commander will decide in coordination with ICC HOTAC which hotel is to be taken by the crew. Whenever possible the whole crew shall stay at the same hotel.

All Crew members shall:

- Behave in uniform as well as in civilian dress in such a way that the image of easyJet will not be adversely affected;
- Follow local procedures for accommodation and crew meals;
- Refrain from any action or behaviour which could lead to complaints from the hotel management;
- Refrain from direct complaints to hotel personnel, but forward same to easyJet by the proper channels; and
- Settle all personal bills before checking out.

1.6.11 Night-stops/Stop-over Away from Home Base

All Crew members shall comply with all instructions required for the specific country before leaving the aircraft.

After the flight they will meet the Commander for the debriefing and in order to receive information for accommodation, transport to the hotel and departure from the hotel to the airport.

Pick up time for crew transportation to the airport will be advised by the Commander. It should be arranged so that the crew will arrive at the airport for check-in not later than one hour before scheduled time of departure.

Usually all Crew members will use crew transport and accommodation provided by easyJet. Should a Crew member not require accommodation, they must inform the Commander and ask for permission prior to departing. They shall leave their contact details with the Commander.

At check-in for flight duty the Crew members shall present themselves to the Commander.

1.6.11.1 Crew Transport to/from the Airport

If necessary crew transport will be arranged by easyJet or the handling agent. Normally the Commander is responsible for timely crew transport. Complaints about the transportation will be made by the Commander to easyJet.

1.6.11.2 Contact of Crew Abroad

On crew stations (hotels) abroad, Crew members must be back at the hotel from trips outside town at least 24 hours before the scheduled time of departure.

Crew members shall keep the Commander informed about their absence.

The Commander shall deposit their contact address at the hotel desk, or to one of the Crew members, whenever they leave the hotel for more than two hours.

1.6.12 Commencement of Flight Duty (Check-in)

The check-in time specified on individual crew roster is the official beginning of flight duty.

Where applicable, crew shall report to aircraft (RTAC) at STD -50.

If aircraft is parked on stand where a crew transport is required, the whole crew shall report at the designated location at STD -60. The whole crew will usually proceed to the aircraft with one crew bus.

Refer to each Base guidance for detailed crew reporting procedures.

On report, the entire crew shall present themselves to the Commander for flight duty.

If the crew is not complete at report, it is the responsibility of the Commander or in their absence, of any other Crew member, to advise of any missing crew member to ICC Crewing.

Briefing on Board (BoB) procedures shall be applied on cold aircraft to protect On Time Performance.

Green Light Boarding (GLB) will start at STD -30 min. The crew shall coordinate with handling agent if green light boarding cannot be achieved.

In case of a crew member missing (e.g. sickness), the other crew members shall proceed normally to the aircraft and prepare the flight/aircraft. The replacement crew member will meet the rest of the crew on the aircraft and a brief review briefing shall take place prior departure. Refer to [Section 4.1.1.5 – Minimum Flight Crew for Boarding](#) and to [Section 4.1.4 – Reduced Cabin Crew Operations](#).

MEETING PLACE

At easyJet bases	As defined locally for each base
Other Stations	At airports which are not covered by special instructions, the Commander will upon arrival, designate an appropriate meeting place and time.

1.6.13 End of Flight Duty (Check-out)

After each flying day, there shall be an opportunity for a post-flight debrief. The commander shall ensure that all issues and non-standard events which may have occurred during the Flight Duty Period are debriefed. If required, the post-flight debrief shall take place at an appropriate location.

Refer to [CSPM 2.9.3](#).

Where applicable, safety related occurrences shall be reported through ASR/CSR raised electronically in SafetyNet.

All crew members shall check and acknowledge future roster changes at the end of every flight duty.

3rd party apps are not a reliable way of acknowledging changes and therefore crew must check for changes via eCrew using a PC in the crew room, checking via a web browser on a mobile device, or the eCrew mobile app.

It is recommended that crew check for changes between Actual Time of Arrival ATA [+ 20 min; +30 min] as ICC crewing may still be working on last minute roster changes.

At ATA + 30 min, any changes not acknowledged by crew member could result in an additional call from ICC crewing.

1.6.14 Freelance Activities

Crew member operating for easyJet on a freelance contract shall not exercise Commercial Air Transport operations for another operator.

Freelance crew member shall maintain their own individual Flight Time Record and comply with all requirements detailed in [Section 7.1 – Flight and Duty Time Limitations and Rest Requirements \(Swiss AOC\)](#).

easyJet can only record duty periods details when the crew member operates on its behalf. Each Freelance crew member shall individually record and report remunerated activities accomplished outside easyJet:

- Duty periods
- Rest periods prior to easyJet Flight Duties
- Local days free of duty

1.6.15 Remunerated Activities Outside easyJet

Any easyJet crew member wishing to exercise remunerated activities outside the company shall be authorised. (Flight Ops and Human Resource approval).

easyJet reserves the right to restrict remunerated activities and withdraw prior approval. easyJet does not allow its crew member to exercise Commercial Air Transport operations for another operator.

Remunerated Activities outside easyJet shall be counted in cumulative duty times.

Authorised Crew Member shall comply at all times with requirements detailed in [Section 7.1 – Flight and Duty Time Limitations and Rest Requirements \(Swiss AOC\)](#).

When authorised by easyJet, the concerned Crew member shall update on a monthly basis their remunerated activities periods in the dedicated electronic external duty time reporting tool.

Austrian-AOC

1.6 ADDITIONAL RESPONSIBILITIES FOR FREELANCE OR PART-TIME CREW (AUSTRIAN AOC)

Freelance or part-time crew shall keep easyJet informed as to the following before accepting flight a flight duty:

1. The total number of aircraft types or variants operated to assure compliance with OM A [Section 4.4](#); and
2. The applicable flight and duty time limitations and rest requirements to assure compliance with OM A [Chapter 7](#).

UK-AOC

1.7 REQUIRED CREW DOCUMENTATION (UK AOC)

Flight and Cabin Crew members shall carry a valid passport.

Flight Crew shall also carry their crew licence with the appropriate rating(s) for the purpose of each flight.

Swiss-AOC

1.7 RESERVED (SWISS AOC)

Austrian-AOC

1.7 REQUIRED CREW DOCUMENTATION (AUSTRIAN AOC)

Flight and Cabin Crew members shall carry a valid passport.

Flight Crew shall also carry their crew licence with the appropriate rating(s) for the purpose of each flight.

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2 CHANGE REVISION SUMMARY

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2 OPERATIONAL CONTROL AND SUPERVISION

ALL

2.1 SUPERVISION OF THE OPERATION BY THE OPERATOR

In accordance with regulatory requirements, easyJet must exercise operational control and establish and maintain a method of supervision of flight operations approved by the Competent Authority. Also in accordance with regulatory requirements, all operations personnel must be properly instructed, must demonstrate their ability in carrying out their specific duties and must demonstrate awareness of their responsibilities to the operation as a whole.

This supervision by the operator is achieved through a Service Agreement between easyJet Airline Company Limited and the relevant AOC and in accordance with the Operations Manual.

ALL

2.1.1 Integrated Control Centre (ICC)

The ICC provides a centralised point for coordination of key daily operational functions:

- Maintenance Control (MOC)
- Network Control:
 - Network Duty Manager
 - Operations
 - Crewing
 - Customer Disruption
- Air Traffic Management Strategy and Delivery:
 - Navigation
 - Pre tactical flight planning
 - Flight Planning

The specific tasks are described in the departmental procedures manuals.

Operational responsibility rests with the relevant AOC Nominated Persons and their approval must be obtained for any course of action not within normal operating standards described in the Operations Manual.

Communications with ICC

ICC provides a centralised point of contact:

- Operational calls: +44 (0) 1582 525525 – H24 (Calls to ICC are recorded)
- Emergency line: +44 (0) 203 889 0007 or +44 (0) 1582 525010

If ACARS is inoperative ICC may be contacted via Stockholm Radio. Refer to Lido Route Manual/Gen/Communication/Section 13 STORADIO.

ALL

2.1.2 Licence and Qualification Validity

A Flight Crew Licence entitles the holder to exercise the privileges of the licence and associated ratings only as long as the licence remains valid.

Crew are reminded by various systems (eCrew/Connected Portal/email) about expiry.

The Company facilitates the maintenance of validity of ratings through the Recurrent Training programme, the details of which are described in OM D.

The final responsibility for ensuring the licence and ratings remain valid rests with the holder. Under no circumstances may a crew member fly without a current licence and/or valid medical certificate.

Flight Crew members who have a restriction or limitation placed on their Class 1 medical certificate or their licences must advise the Crew Training and Rostering department. For pilots subject to an Operational Medical Limitation (OML), the requirements in [4.1.1.2](#) must be met. This does not include the requirement to wear spectacles.

Training Delivery will run a daily report in AIMS to detect expired licences and ratings. When detected, the expired (EXPD) code is placed in AIMS to prevent the crew member being assigned flying duties.

ALL

2.1.3 Competence of Operations Personnel

All easyJet employees shall comply with the laws, regulations and procedures of those States in which operations are conducted and which are pertinent to the performance of their duties. They must be familiar with the laws and procedures described in the Operations Manual and pertinent to the performance of their duties.

easyJet ensures that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole.

The competence and training of Flight and Cabin crew are described in the relevant OM Part D.

The competence and training of other operational personnel is described in the relevant Company Procedures Manual.

UK-AOC

2.1.4

Retention of Documents (UK AOC)

easyJet will ensure that the following information/documentation is stored in an acceptable form, accessible to the Civil Aviation Authority for the periods shown in Tables 1-6 below. Documents electronically stored are regularly backed up by the IT department.

Note: Additional information relating to maintenance records is prescribed in the easyJet [CAME](#).

Table 1 – Information used for the preparation and execution of the flight

Item	Minimum Period	Format
Operational Flight Plan	3 months	Electronic Flight Folder in Connected Portal Flight Archive and LIDO flight planning system archive. Alternative: Digital OFP in SharePoint and e-mail archive.
Aircraft Technical Log	Not less than 36 months after the date of the last entry	Electronic
Route specific NOTAM/AIS briefing documentation if edited by easyJet	3 months	Electronic Flight Folder in Connected Portal Flight Archive and LIDO flight planning system archive. Alternative: Digital OFP in SharePoint and e-mail archive.
Weight and Balance documentation	3 months	Departure Station Flight File
Notification of special loads including Dangerous Goods	3 months	Departure Station Flight File

Table 2 – Reports

Item	Minimum Period	Format
Journey Log	3 months	When required to be completed, paper in crew room at crew base. Equivalent details are electronic in AIMS.
Flight reports for recording details of any occurrence or event which the Commander deems necessary to report/record	3 months	Electronic in SafetyNet system
Extension of Flight Duty or Reduction of Rest forms	6 months	Electronic in Ops Support

Table 3 – Flight Crew Records

Item	Minimum Period	Format
Flight, Duty and Rest time	24 months	Electronic in AIMS
Licence	As long as the flight crew member is exercising the privileges of the licence for easyJet	Scanned/Electronic
Conversion training and checking	3 years	Electronic
Command course (including checking)	3 years	Electronic
Recurrent training and checking	3 years	Electronic
Training and checking to operate in either Pilots' seat	3 years	Electronic
Recent experience	15 months	Electronic in AIMS
Route and Aerodrome competence	3 years	Electronic
Training and qualification for specific operations (e.g. ETOPS/AWOPS, etc.)	3 years	Electronic
Dangerous Goods training as appropriate	3 years	Electronic

Table 4 – Cabin Crew Records

Items	Minimum Period	Format
Flight, Duty and Rest time	15 months	Electronic in AIMS
Initial training, conversion and differences training (including checking)	As long as the Cabin Crew member is employed by easyJet	Electronic
Recurrent training and refresher (including checking)	Until 12 months after the Cabin Crew member has left the employ of easyJet	Electronic
Dangerous Goods training (as appropriate)	3 years	Electronic

Table 5 – Records for Other Operations Personnel

Item	Minimum Period	Format
Training/qualification records of other personnel for whom an approved training Programme is required	Last two training records	Described in relevant Company procedures Manual

2.1.4.1**Retention of Flight Envelope (UK AOC)**

easyJet ensure that the following information/documentation is stored in an acceptable form, accessible to the Competent Authority for the periods prescribed. Documents electronically stored are regularly backed up by the IT department.

- All OFP's/Briefing packs are automatically archived (no crew action required)
- Loading form and Certificate are stored in Flight File by handling agent of departure station
- All ACARS messages (including PDC Digital Clearances) are automatically archived (no crew action required)
- Weather information are retrievable at any time from various sources
- Aircraft movement messages (OOOI MSG) are uploaded to Aircraft Movement Control board via ACARS or Airport Systems (no crew action required)
- Fuel Data are uploaded to Aircraft Movement Control board via ACARS or are available in Aircraft Technical Log

In case of issues with the Electronic Flight Folder in the Connected Portal application, digital OFP may be used. These are OFP in PDF format which can be annotated by operating flight crew.

If used, digital OFP will be stored in SharePoint and e-mail archive.

Swiss-AOC

2.1.4 Retention of Documents (Swiss AOC)

The list of documentations and informations which shall be retained is detailed in OMM (document format, storage period and ownership).

2.1.4.1 Return Flight Documentation (Swiss AOC)

easyJet ensure that the following information/documentation is stored in an acceptable form, accessible to the Competent Authority for the periods prescribed. Documents electronically stored are regularly backed up by the IT department.

- All OFP's/Briefing packs are automatically archived (no crew action required)
- Loading form and Certificate are stored in Flight File by handling agent of departure station
- All ACARS messages (D-ATIS and DCL) are automatically archived (no crew action required)
- Weather information are retrievable at any time from various sources
- Aircraft movement messages (OOOI MSG) are uploaded to Aircraft Movement Control board via ACARS or Airport Systems (no crew action required)
- Fuel Data are uploaded to Aircraft Movement Control board via ACARS or are available in Aircraft Technical Log

In case of issues with the Electronic Flight Folder in the Connected Portal application, digital OFP may be used. These are OFP in PDF format which can be annotated by operating flight crew.

If used, digital OFP will be stored in SharePoint and e-mail archive.

Austrian-AOC

2.1.4 Retention of Documents (Austrian AOC)

easyJet will ensure that the following information/documentation is stored in an acceptable form, accessible to the Competent Authority for the periods shown in Tables 1-6 below. Documents electronically stored are regularly backed up by the IT department.

Note: Additional information relating to maintenance records is prescribed in the easyJet [CAME](#).

Table 1 – Information used for the preparation and execution of the flight

Item	Minimum Period	Format
Operational Flight Plan	3 months	Electronic Flight Folder in Connected Portal Flight Archive and LIDO flight planning system archive. Alternative: Digital OFP in SharePoint and e-mail archive.
Aircraft Technical Log	Not less than 36 months after the date of the last entry	Electronic
Route specific NOTAM/AIS briefing documentation if edited by easyJet	3 months	Electronic Flight Folder in Connected Portal Flight Archive and LIDO flight planning system archive. Alternative: Digital OFP in SharePoint and e-mail archive.
Weight and Balance documentation	3 months	Departure Station Flight File
Notification of special loads including Dangerous Goods	3 months	Departure Station Flight File

Table 2 – Reports

Item	Minimum Period	Format
Journey Log	3 months	When required to be completed, paper in crew room at crew base. Equivalent details are electronic in AIMS.
Flight reports for recording details of any occurrence or event which the Commander deems necessary to report/record	3 months	Electronic in SafetyNet system
Extension of Flight Duty or Reduction of Rest forms	6 months	Electronic in Ops Support

Table 3 – Flight Crew Records

Item	Minimum Period	Format
Flight, Duty and Rest time	24 months	Electronic in AIMS
Licence	As long as the flight crew member is exercising the privileges of the licence for easyJet	Scanned/Electronic
Conversion training and checking	3 years	Electronic
Command course (including checking)	3 years	Electronic
Recurrent training and checking	3 years	Electronic
Training and checking to operate in either Pilots' seat	3 years	Electronic
Recent experience	15 months	Electronic in AIMS
Route and Aerodrome competence	3 years	Electronic
Training and qualification for specific operations (e.g. ETOPS/AWOPS, etc.)	3 years	Electronic
Dangerous Goods training as appropriate	3 years	Electronic

Table 4 – Cabin Crew Records

Items	Minimum Period	Format
Flight, Duty and Rest time	15 months	Electronic in AIMS
Initial training, conversion and differences training (including checking)	As long as the Cabin Crew member is employed by easyJet	Electronic
Recurrent training and refresher (including checking)	Until 12 months after the Cabin Crew member has left the employ of easyJet	Electronic
Dangerous Goods training (as appropriate)	3 years	Electronic

Table 5 – Records for Other Operations Personnel

Item	Minimum Period	Format
Training/qualification records of other personnel for whom an approved training Programme is required	Last two training records	Described in relevant Company procedures Manual

2.1.4.1 Retention of Flight Envelope (Austrian AOC)

easyJet ensure that the following information/documentation is stored in an acceptable form, accessible to the Competent Authority for the periods prescribed. Documents electronically stored are regularly backed up by the IT department.

- All OFP's/Briefing packs are automatically archived (no crew action required)
- Loading form and Certificate are stored in Flight File by handling agent of departure station
- All ACARS messages (including PDC Digital Clearances) are automatically archived (no crew action required)
- Weather information are retrievable at any time from various sources
- Aircraft movement messages (OOOI MSG) are uploaded to Aircraft Movement Control board via ACARS or Airport Systems (no crew action required)
- Fuel Data are uploaded to Aircraft Movement Control board via ACARS or are available in Aircraft Technical Log

In case of issues with the Electronic Flight Folder in the Connected Portal application, digital OFP may be used. These are OFP in PDF format which can be annotated by operating flight crew.

If used, digital OFP will be stored in SharePoint and e-mail archive.

ALL

2.2 SYSTEM OF PROMULGATING OPERATIONAL INSTRUCTIONS AND INFORMATION

EASA reference: ORO.MLR. 100

Instructions and information of an immediate nature are contained in Notices to Crew (NTC). Where a Notice to Crew contains permanent instructions, these will be incorporated in the appropriate easyJet Operations Manual at the next revision.

Notices to Crew are issued electronically via DocuNet (web or mobile app).

DocuNet will highlight the number of new and unread NTCs with a red icon. New and unread NTCs will show a red bar next to them in the left-hand contents list.

Read receipts are applied to essential operational and safety critical information that must be read and understood by the crew member prior to operating. When a document or NTC with a read receipt is opened, crew must click on the 'Read' button that appears in the top right-hand corner to acknowledge it, the bar in the left-hand contents list will change to green.

Notices to Crew are divided as follows:

Notice Section	Description	AOC Applicability
Operational	Changes affecting content/guidance referenced to OMA, OMB and OMC (Lido eRoute Manual).	All
Technical	Changes affecting content/guidance referenced to FCOM, MEL, FCTM and QRH.	All
Security	Changes affecting content/guidance referenced to OMA Chapter 10.	All
Austrian AOC Security	Changes affecting content/guidance referenced to OMA Chapter 10 specific to the Austrian AOC.	Austrian AOC
Swiss AOC Security	Changes affecting content/guidance referenced to OMA Chapter 10 specific to the Swiss AOC.	Swiss AOC
UK AOC Security	Changes affecting content/guidance referenced to OMA Chapter 10 specific to the UK AOC.	UK AOC
Austrian AOC Notices	Changes affecting content/guidance referenced to any Austrian AOC specific difference.	Austrian AOC
Swiss AOC Notices	Changes affecting content/guidance referenced to any Swiss AOC specific difference.	Swiss AOC

Notice Section	Description	AOC Applicability
UK AOC Notices	Changes affecting content/guidance referenced to any UK AOC specific difference.	UK AOC
EACL Admin	Administrative information only.	UK and Austrian AOCs
Swiss AOC Admin	Administrative information only.	Swiss AOC
Company iPad/EFB Notices	Changes affecting the Company iPad and EFB. Notices provide the latest information regarding operating system, application versions and features.	All

Cabin Notices

These are categorised as Level 1, Level 2 NTCs and Weekly Briefings. For further information see CSPM [1.4.4.2, Classification of Documents and Messages](#).

Notice to Trainers (NTT)

Instructions and information of an immediate or temporary nature for flight and cabin crew training are contained in the Notices to Trainers (NTT). These are published on DocuNet.

ALL

2.2.1 Critical Messages

Critical Messages are issued to alert crew to high priority operational, safety or security information. This will be referenced on the web version of the Connected Portal and the OFP Briefing Pack.

ALL

2.2.2 Common Language

EASA reference: CAT.GEN.MPA.120

English shall be used for all flight operational communications e.g. formal briefings and communications associated with Standard Operating Procedures. All operations personnel must be able to understand the English language as it is the language in which the Operations Manual suite is written. If required, easyJet will issue the necessary translation for ground personnel to ensure that all staff are able to understand their duties and responsibilities.

ALL

2.3 OPERATIONAL CONTROL

EASA reference: ORO.GEN.110(c), AMC3 ORO.MLR.100

Operational control is defined as the exercise of authority by easyJet over the initiation, continuation, diversion, termination or cancellation of a flight in the interest of safety and security of the aeroplane and its occupants as well as the regularity and efficiency of the operation.

Operational control means monitoring of the whole operation and the exercise of authority to carry out the recovery from operational irregularities. If something is not proceeding according with the required procedures, this will be identified and corrective action will be taken without the loss of control over a given situation.

The Nominated Person for Flight Operations is legally responsible for establishing all operational policies, procedures, instructions and guidance given in the Operations Manual.

The responsibilities concerning the planning phase, the flight phase and the post flight phase are detailed below.

ALL

2.3.1 Planning Phase

The planning phase starts with the decision to operate a flight and ends when the designated flight and cabin crew are reporting for duty to operate the relevant flight or series of flights.

easyJet is a scheduled carrier and as such operate a network operation of point to point flights. Exceptionally, ad-hoc flights may be planned (Refer to [Section 8.7, Non-commercial Flights](#)).

UK-AOC

2.3.1.1 Aerodrome Requirements (UK AOC)

The Nominated Person for Flight Operations is responsible for:

- Aerodrome categorization, including operational restrictions and/or special flight crew qualification required.
- Aerodrome information (charts, performance & navigation databases, aerodrome briefing).

The Nominated Person for Ground Operations is responsible to establish Ground Handling services for:

- Passengers and baggage handling.
- Aircraft ground servicing.
- Fuel supply.
- De-icing/anti-icing services where applicable.

Swiss-AOC**2.3.1.1 Aerodrome Requirements (Swiss AOC)**

The Nominated Person for Flight Operations is responsible for:

- Aerodrome categorization, including operational restrictions and/or special flight crew qualification required.
- Aerodrome information (charts, performance & navigation databases, aerodrome briefing).

The Nominated Person for Ground Operations is responsible to establish Ground Handling services for:

- Passengers and baggage handling.
- Aircraft ground servicing.
- Fuel supply.
- De-icing/anti-icing services where applicable.

easyJet Switzerland mainly operates flights to destination also operated by easyJet Airline (UK AOC). In this case, the ground operations requirements, aerodrome categorization and any operational restrictions implemented by easyJet Airline (UK AOC) will be adopted by easyJet Switzerland.

If easyJet Switzerland is to operate a flight to a destination not served by easyJet Airline, the destination aerodrome and destination alternates aerodromes requirements and categorization shall be reviewed by easyJet Switzerland Flight Operations and Ground Operations Nominated Persons.

Austrian-AOC**2.3.1.1 Aerodrome Requirements (Austrian AOC)**

The Nominated Person for Flight Operations is responsible for:

- Aerodrome categorization, including operational restrictions and/or special flight crew qualification required.
- Aerodrome information (charts, performance & navigation databases, aerodrome briefing).

The Nominated Person for Ground Operations is responsible to establish Ground Handling services for:

- Passengers and baggage handling.
- Aircraft ground servicing.
- Fuel supply.
- De-icing/anti-icing services where applicable.

The Austrian AOC mainly operates flights to destination also operated by the UK AOC. In this case, the ground operations requirements, aerodrome categorization and any operational restrictions implemented by the UK AOC will be adopted by the Austrian AOC.

If the Austrian AOC is to operate a flight to a destination not served by the UK AOC, the destination aerodrome and destination alternates aerodromes requirements and categorization shall be reviewed by Austrian AOC Flight Operations and Ground Operations nominated persons.

UK-AOC

2.3.1.2 Crew Assignment (UK AOC)

The Performance and Planning department is responsible to plan all flight and cabin crew on each Flight Duty Period.

All flights shall be planned in accordance with all requirements detailed in [Chapter 4, Crew Composition](#) and in [Chapter 7, Flight Time Limitations \(FTL\)](#). The content of Chapter 7 takes precedence throughout all operational phases in respect of compliance with Flight Time Limitation rules.

AIMS Crew Planning module will be primarily used to ensure compliance with the above requirements.

Tactical re-planning of new crew member due to unavailability of planned crew members is delegated to ICC Crewing.

The Company's Safety Management system ensures that prior to operating to any destination, the route, departure, arrival and alternate airports undergo assessments of safety and security risks: this includes the safety and security of all employees. The Company also ensures that the Duty Pilot will also always have access to the most recent safety and security briefings through recognised Company subject matter experts. Crew who have concerns based on their perception of safety or security issues are required to contact ICC/Crewing and to request to speak to the Duty Pilot. Following discussions with the Duty Pilot, if crew determine that they wish to refuse a duty despite Company risk assessments and a detailed brief from the Duty Pilot, their roster will be annotated as RFSD in accordance with their contractual terms and conditions.

Swiss-AOC

2.3.1.2 Crew Assignment (Swiss AOC)

easyJet Switzerland Rostering & Crewing department is responsible to plan all flight and cabin crew on each Flight Duty Period.

All flights shall be planned in accordance with all requirements detailed in [Chapter 4, Crew Composition](#) and in [Chapter 7, Flight Time Limitations \(FTL\)](#). The content of Chapter 7 takes precedence throughout all operational phases in respect of compliance with Flight Time Limitation rules.

AIMS Crew Planning module will be primarily used to ensure compliance with the above requirements.

Tactical re-planning of new crew member due to unavailability of planned crew members is delegated to ICC Crewing.

The Company's Safety Management system ensures that prior to operating to any destination, the route, departure, arrival and alternate airports undergo assessments of safety and security risks: this includes the safety and security of all employees. The Company also ensures that the Duty Pilot will also always have access to the most recent safety and security briefings through recognised Company subject matter experts. Crew who have concerns based on their perception of safety or security issues are required to contact ICC/Crewing and to request to speak to the Duty Pilot. Following discussions with the Duty Pilot, if crew determine that they wish to refuse a duty despite Company risk assessments and a detailed brief from the Duty Pilot, their roster will be annotated as RFSD in accordance with their contractual terms and conditions.

Austrian-AOC

2.3.1.2 Crew Assignment (Austrian AOC)

The Operations Planning department is responsible to plan all flight and cabin crew on each Flight Duty Period.

All flights shall be planned in accordance with all requirements detailed in [Chapter 4, Crew Composition](#) and in [Chapter 7, Flight Time Limitations \(FTL\)](#).

The content of Chapter 7 takes precedence throughout all operational phases in respect of compliance with Flight Time Limitation rules.

AIMS Crew Planning module will be primarily used to ensure compliance with the above requirements.

Tactical re-planning of new crew member due to unavailability of planned crew members is delegated to ICC Crewing.

The Company's Safety Management system ensures that prior to operating to any destination, the route, departure, arrival and alternate airports undergo assessments of safety and security risks: this includes the safety and security of all employees. The Company also ensures that the Duty Pilot will also always have access to the most recent safety and security briefings through recognised Company subject matter experts. Crew who have concerns based on their perception of safety or security issues are required to contact ICC/Crewing and to request to speak to the Duty Pilot. Following discussions with the Duty Pilot, if crew determine that they wish to refuse a duty despite Company risk assessments and a detailed brief from the Duty Pilot, their roster will be annotated as RFSD in accordance with their contractual terms and conditions.

ALL

2.3.1.3 Pre-flight Planning

Day to day flight planning responsibility is delegated to easyJet ICC in Luton. These responsibilities include:

- Aircraft tail allocation considering weight, variant and maintenance requirements.
- Route and alternate selection.
- Weather and Notams briefing provision.
- ATC flight plan filing and Briefing Pack/Flight Planning information generation.
- ATC slots coordination.

easyJet uses as much as possible automated IT tools to deliver optimum and efficient flight planning process.

2.3.1.4 Reporting for Duty

UK-AOC

- Standard reporting times are listed in [Section 7.1.5.1](#).

Swiss-AOC

- Standard reporting times are listed in [Section 7.1.5.1](#).

Austrian-AOC

- Standard reporting times are listed in [Section 7.1.5.1](#).

ALL

- Local reporting procedures are described in a Report to Aircraft (RTAC) Guide for each base, located on DocuNet.
- Crew are required to check for any level 1 NTC's during report.

ALL

2.3.2 Flight Phase

The flight phase starts when the crew reports for duty and ends after arrival and passenger disembarkation of the last flight of the Flight Duty Period.

The crew pre-flight briefing may take place onboard the aircraft.

Once doors are closed, and until doors are open at arrival, the authority to dispose of the aircraft rests with the Commander who shall co-operate with the easyJet Integrated Control Centre (ICC) and Maintenance Operations Control (MOC).

During the Flight Phase, the Commander is responsible for:

1. Flight Preparation including Alternate aerodromes, Weather and Notams; and

2. Fuel decision based on actual situation and tactical strategy; and
3. Crew briefing with relevant information; and
4. Monitoring weather situation, flight progress and aeroplane technical status and take appropriate decision when required; and
5. Providing ICC and MOC with updated information regarding actual flight operation and aircraft unserviceability.

During the Flight Phase, ICC is responsible for providing the following:

1. Recording in real time of departure and arrival messages by operational personnel to ensure that a flight is operating and has arrived at the destination aerodrome or an alternate aerodrome; and
2. Operational monitoring of flights by suitably qualified operational-control personnel from departure throughout all phases of the flight; and
3. Communication of all available and relevant safety information between the operational-control personnel on the ground and the flight crew; and
4. Critical assistance to the flight crew in the event of an in-flight emergency or security issue, or at the request of the flight crew; and
5. Adaptation of ATC Flight Plans and respective ATC-slots for the relevant flight; and
6. Provision of revised OFP package following re-routing or diversion; and
7. Coordination of required maintenance activities with MOC for technical problems with the aeroplane or on request of the Commander; and
8. Coordination with easyJet Flight Operations (Duty Pilot) in case of major irregularities.

ALL

2.3.3 Post Flight Phase

The post flight phase starts immediately following the end of the flight phase and ends at crew check-out.

Note: Refer to [Chapter 7](#) for Flight Time Limitations regarding flight duty period limitations and rest requirements.

During the Post Flight Phase, the Commander is responsible for:

- Completion of aeroplane techlog information.
- Handover of the aircraft to another operating commander or a qualified engineer or Securing the aeroplane as required by operating procedures and security requirements.

UK-AOC

- Recollection of flight documents and storage (refer to [Section 2.1.4.1, Retention of Flight Envelope \(UK AOC\)](#)).

Swiss-AOC

- Recollection of flight documents and storage (refer to [Section 2.1.4.1, Return Flight Documentation \(Swiss AOC\)](#)).

Austrian-AOC

- Recollection of flight documents and storage (refer to [Section 2.1.4.1, Retention of Flight Envelope \(Austrian AOC\)](#)).
- Debrief with the crew and report occurrence/information relevant to the Flight Duty Period (ASR).
- Verify with ICC Crewing (via eCrew individual login or phone call) for changes affecting any crew member next duty period.

During the Post Flight Phase, ICC Crewing is responsible for:

- Checking any anticipated duty time and/or rest violation and change individual crew roster accordingly.
- Ensure planning of crew transport and Hotel Accommodation booking for out of base duty.
- For unscheduled out of base duties, agree with commander on next reporting time and location.

Crew check-in time and aircraft movement are automatically transmitted to AIMS movement control. Crew flight and duty time are automatically calculated and checked against any FTL rules.

It is a requirement for all crew to check and acknowledge future roster changes at the end of every flight duty.

3rd party apps are not a reliable way of acknowledging changes and therefore changes should be checked for via eCrew using a PC in the crew room, checking via a web browser on a mobile device, or the eCrew mobile app.

ALL

2.3.4

Safety Overview

It is the duty of the Operations Risk Management to fulfil operational control with respect of Safety. The Safety Data Team collects as much information and occurrences as possible by means of Safety Reports and systematic analysis of DFDR data.

- Air Safety Report is a legal requirement to report events or facts (Handling of accidents and occurrences). It is used to collect technical and operational occurrences.

- DFDR flight data analysis is a confidential system decoding and analysing DFDR data through a FOQA system, to detect problems in the normal field of operation which could even be undetected by Flight Crew.

All the data collected shall be used to close the operational control loop by publishing recommendations, adapting the training and the procedures in order to reduce the occurrences.

The Safety Data Team must report to the Nominated Person for Flight Operations and to the Head of Operations Risk any operational procedure deviation and any event providing useful information for the enhancement of flight safety.

ALL

2.3.5 Endangering Safety

All reasonable measures will be taken to ensure that no person recklessly or negligently acts or omits to act:

- So as to endanger an aeroplane or person therein.
- So as to cause or permit an aeroplane to endanger any person or property.

ALL

2.3.6 Reporting Requirements

Full details of the types of accidents, incidents and occurrences which are to be reported are contained in the [Chapter 11, Handling, Notifying and Reporting Accidents, Incidents and Occurrences and Using the CVR](#), together with the requisite reporting forms and details of the agencies to which they should be submitted.

ALL

2.4 POWERS OF THE AUTHORITY

EASA reference: ORO.GEN.140

The Competent Authority has the power to issue an Air Operator Certificate (AOC). An AOC may be varied, suspended or revoked if the Competent Authority is no longer satisfied that the operation is safe.

The Authority has the power to:

- Determine the adequacy, relevance and consistency of the AOC holder's compliance with the requirements.
- Assess the efficiency of the operator's internal monitoring procedures and confirm the availability of sufficient resources and proper processes, as documented by the AOC holder's Management System.
- Verify by means of inspections, compliance with the requirements and the effectiveness of the AOC holder's Management System.

easyJet shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted or not, to any person authorised by one of the following authorities:

1. The Competent Authority;
2. An authority acting under the provisions of ARO.GEN.300(d), ARO.GEN.300(e) or ARO.RAMP.

Any time such an inspection is conducted in the premises of easyJet, a competent member of the department inspected shall accompany the member of the Authority. For flight inspections, easyJet shall ensure that any person authorised by the Authority is permitted at any time to board and fly in any aircraft operated in accordance with an AOC issued by that Authority and to enter and remain on the flight deck.

However, at any time, the Commander may refuse access to the flight deck if, in their opinion, the safety of the aircraft would thereby be endangered. The Authority has the power to issue Operational Directives when it has the perception of risk of danger.

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3 CHANGE REVISION SUMMARY

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3 MANAGEMENT SYSTEM

UK-AOC

3.1 STATEMENT OF COMPLEXITY (UK AOC)

easyJet UK Limited is to be considered as a complex organisation.

Swiss-AOC

3.1 STATEMENT OF COMPLEXITY (SWISS AOC)

easyJet Switzerland is to be considered as a complex organisation.

Austrian-AOC

3.1 STATEMENT OF COMPLEXITY (AUSTRIAN AOC)

easyJet Europe Airline GmbH is to be considered as a complex organisation.

UK-AOC

3.2 SAFETY POLICY (UK AOC)

easyJet UK Limited Safety Policy is detailed in Management System Manual (MSM).

Swiss-AOC

3.2 SAFETY POLICY (SWISS AOC)

easyJet Switzerland Safety Policy is detailed in Organisation Management Manual (OMM).

Austrian-AOC

3.2 SAFETY POLICY (AUSTRIAN AOC)

easyJet Europe Airline GmbH Safety Policy is detailed in the Management System Manual (MSM).

UK-AOC

3.3 SAFETY HAZARDS (UK AOC)

easyJet UK Limited Safety Hazards are detailed in Management System Manual (MSM Chapter 13).

Swiss-AOC

3.3 SAFETY HAZARDS (SWISS AOC)

easyJet Switzerland Safety Hazards are detailed in Organisation Management Manual (OMM).

Austrian-AOC

3.3 SAFETY HAZARDS (AUSTRIAN AOC)

easyJet Europe Airline GmbH Safety Risks are detailed in the Management System Manual (MSM [Chapter 13](#)).

UK-AOC

3.4 COMPLIANCE MONITORING SYSTEM (UK AOC)

The Compliance Monitoring system is the method by which easyJet monitors the organisations activities, processes and procedures to ensure compliance with all relevant regulations and standards applicable to the AOC and associated approvals.

easyJet UK Limited Compliance Monitoring system is detailed in the Management System Manual (MSM).

Swiss-AOC

3.4 COMPLIANCE MONITORING SYSTEM (SWISS AOC)

easyJet Switzerland Organisation Management Manual (OMM) is detailing the compliance monitoring system.

Austrian-AOC

3.4 COMPLIANCE MONITORING SYSTEM (AUSTRIAN AOC)

The Compliance Monitoring system is the method by which easyJet monitors the organisations activities, processes and procedures to ensure compliance with all relevant regulations and standards applicable to the AOC and associated approvals.

For more detail on the Compliance Monitoring system please refer to the Management System Manual (MSM).

UK-AOC

3.5 ALLOCATION OF DUTIES AND RESPONSIBILITIES (UK AOC)

For details of the Nominated persons and associated management structure and responsibilities please refer to [OMA, Chapter 1](#).

For details of the Compliance Monitoring and Safety Management system duties and responsibilities refer to the MSM.

Swiss-AOC

3.5 ALLOCATION OF DUTIES AND RESPONSIBILITIES (SWISS AOC)

easyJet Switzerland Organisation Management Manual (OMM) is detailing the compliance monitoring and Safety Management System duties and responsibilities.

Austrian-AOC

3.5 ALLOCATION OF DUTIES AND RESPONSIBILITIES (AUSTRIAN AOC)

For details of the Nominated persons and associated management structure and responsibilities please refer to OMA, Chapter 1.

For details of the Compliance Monitoring and Safety Management System duties and responsibilities refer to the MSM.

UK-AOC

3.6 DOCUMENTATION OF ALL KEY MANAGEMENT SYSTEM PROCESSES (UK AOC)

Each department within easyJet has detailed procedures to describe all key management systems and processes.

The procedures are relevant to each area and are contained in the ADMINISTRATION AND CONTROL OF MANUALS section of the MSM.

Swiss-AOC

3.6 DOCUMENTATION OF ALL KEY MANAGEMENT SYSTEM PROCESSES (SWISS AOC)

easyJet Switzerland documents all key management system processes in Organisation Management Manual (OMM).

Austrian-AOC

3.6 DOCUMENTATION OF ALL KEY MANAGEMENT SYSTEM PROCESSES (AUSTRIAN AOC)

Each department within easyJet has detailed procedures to describe all key management systems and processes.

The procedures are relevant to each area and are contained in the ADMINISTRATION AND CONTROL OF MANUALS section of the MSM.

UK-AOC

3.7 CHANGES (UK AOC)

3.7.1 Changes Requiring Prior Approval

The following require specific approvals:

1. Performance Based Navigation (PBN)
2. Operations with specified minimum performance (MNPS)
3. Operations in airspace with reduced vertical separation (RVSM)

4. Low visibility operations (LVO)
5. Extended range operations with two-engine aeroplanes (ETOPS)
6. Transport of dangerous goods
7. Flight Time Limitations scheme
8. Electronic Flight Bag (EFB).

The following changes require prior approval from the UK CAA:

- Name of the operator and Legal entity;
- Operator's principal place of business and facilities;
- Accountable Manager;
- Reporting lines between the Accountable Manager and the Nominated Person;
- Procedure describing how changes not requiring approval are managed and notified to the UK CAA;
- Alternative means of compliance;
- Leasing agreements;
- Procedure for the use of easyJet UK Limited aircraft by other operators for NCC, NCO and specialised operations;
- Dangerous goods training programmes;
- Fuel policy;
- Mass and balance:
 - Standard masses for load items other than standard masses for passengers and checked baggage;
 - Use of on-board mass and balance computer systems.
- Minimum equipment list (MEL):
 - MEL;
 - Operating other than in accordance with the MEL, but within the constraints of the master minimum equipment list (MMEL);
 - Rectification interval extension (RIE) procedures.
- Minimum flight altitudes:
 - The method for establishing minimum flight altitudes;
 - Descent procedures to fly below specified minimum altitudes.
- Performance:
 - Increased bank angles at take-off;
 - Short landing operations;

- Steep approach operations;
- Reduced required landing distance operations.
- Isolated aerodrome: using an isolated aerodrome as destination aerodrome for operations with aeroplanes;
- Approach flight technique:
 - All approaches not flown as stabilised approaches for a particular approach to a particular runway;
 - Non-precision approaches not flown with the continuous descent final approach (CDFA) technique for each particular approach/runway combination.
- Aircraft categories:
 - Applying a lower landing mass than the maximum certified landing mass for determining the indicated airspeed at threshold (VAT).
- Safety policy.

3.7.2 Application Time Frames

1. The application for the amendment of an operator certificate should be submitted to the CAA at least 30 days before the date of the intended changes.
2. In the case of a planned change of a nominated person, the operator should inform the CAA at least 20 days before the date of the proposed change.
3. Unforeseen changes should be notified at the earliest opportunity, in order to enable the CAA to determine continued compliance with the applicable requirements and to amend, if necessary, the operator certificate and related terms of approval.

3.7.3 Changes not Requiring Prior Approval

All changes not requiring prior approval are managed and notified to the CAA by:

- Review at the easyJet/CAA liaison meeting.
- Inclusion in the distribution of Notices to Crew.
- In writing and by e-mail.

3.7.4 Operational Readiness Process

Significant changes should be completed following the Operational Readiness process described in the MSM.

Swiss-AOC

3.7 CHANGES (SWISS AOC)

easyJet Switzerland Organisation Management Manual (OMM) details the change management process.

Austrian-AOC

3.7 CHANGES (AUSTRIAN AOC)

3.7.1 Changes Requiring Prior Approval

The following require specific approvals from ACG:

1. Performance Based Navigation (PBN)
2. Operations with specified minimum performance (MNPS)
3. Operations in airspace with reduced vertical separation (RVSM)
4. Low visibility operations (LVO)
5. Extended range operations with two-engine aeroplanes (ETOPS)
6. Transport of dangerous goods
7. Flight Time Limitations scheme
8. Electronic Flight Bag (EFB).

The following changes require prior approval from ACG:

- Name of the operator and Legal entity;
- Operator's principal place of business and facilities;
- Accountable Manager;
- Reporting lines between the Accountable Manager and the Nominated Person;
- Procedure describing how changes not requiring approval are managed and notified to ACG;
- Alternative means of compliance;
- Leasing agreements;
 - Note that for wet lease-out, only notification to ACG is required.
- Procedure for the use of easyJet Europe aircraft by other operators for NCC, NCO and specialised operations;
- Dangerous goods training programmes;
- Fuel schemes and special refuelling or defuelling of aeroplanes;
- Mass and balance:
 - Standard masses for load items other than standard masses for passengers and checked baggage;
 - Use of on-board mass and balance computer systems.
- Minimum equipment list (MEL):
 - MEL;

- Operating other than in accordance with the MEL, but within the constraints of the master minimum equipment list (MMEL);
- Rectification interval extension (RIE) procedures.
- Minimum flight altitudes:
 - The method for establishing minimum flight altitudes;
 - Descent procedures to fly below specified minimum altitudes.
- Performance:
 - Increased bank angles at take-off;
 - Short landing operations;
 - Steep approach operations;
 - Reduced required landing distance operations.
- Isolated aerodrome: using an isolated aerodrome as destination aerodrome for operations with aeroplanes;
- Method used to establish aerodrome operating minima;
- Approach flight technique:
 - All approaches not flown as stabilised approaches for a particular approach to a particular runway;
 - Non-precision approaches not flown with the continuous descent final approach (CDFA) technique for each particular approach/runway combination.
- Aircraft categories:
 - Applying a lower landing mass than the maximum certified landing mass for determining the indicated airspeed at threshold (VAT).
- Safety policy.

3.7.2 Application Time Frames

1. The application for the amendment of an operator certificate should be submitted to the Competent Authority at least 30 days before the date of the intended changes.
2. In the case of a planned change of a nominated person, the operator should inform the Competent Authority at least 20 days before the date of the proposed change.
3. Unforeseen changes should be notified at the earliest opportunity, in order to enable the Competent Authority to determine continued compliance with the applicable requirements and to amend, if necessary, the operator certificate and related terms of approval.

3.7.3 Changes not Requiring Prior Approval

All changes not requiring prior approval are managed and notified to the Competent Authority by:

- Review at the easyJet/Competent Authority liaison meeting.
- Inclusion in the distribution of Notices to Crew.
- In writing and by e-mail.

3.7.4 Operational Readiness Process

Significant changes should be completed following the Operational Readiness process described in the MSM.

UK-AOC

3.8 RESPONSIBILITY WHEN CONTRACTING ACTIVITIES (UK AOC)

easyJet contracts certain activities to external organisations.

In each case a written agreement is held between easyJet and the contracted organisation clearly defining the contracted activities and the applicable requirements.

The contracted safety related activities relevant to the agreement are subject to easyJet's safety management and compliance monitoring programmes.

Swiss-AOC

3.8 RESPONSIBILITY WHEN CONTRACTING ACTIVITIES (SWISS AOC)

easyJet Switzerland Organisation Management Manual (OMM) is detailing the responsibilities of contracted activities.

Austrian-AOC

3.8 RESPONSIBILITY WHEN CONTRACTING ACTIVITIES (AUSTRIAN AOC)

easyJet contracts certain activities to external organisations.

In each case a written agreement is held between easyJet and the contracted organisation clearly defining the contracted activities and the applicable requirements.

The contracted safety related activities relevant to the agreement are subject to easyJet's safety management and compliance monitoring programmes.

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4 CHANGE REVISION SUMMARY

Page Number	Description of Change
4-9	Amendment to crew member becoming unfit and reduced crew operations.
4-17	Clarification added for compliance monitoring auditors.

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4 CREW COMPOSITION

ALL

4.1 CREW NUMBER AND COMPOSITION

EASA reference: (ORO.FC.200 Composition of flight crew)

ALL

4.1.1 Minimum Flight Crew

The minimum flight crew to be carried on easyJet aeroplanes is two pilots, one of whom will be designated the Commander.

ALL

4.1.1.1 Maximum Age for Flight Crew

EASA reference: (FCL.065 Curtailment of privileges of licence holders aged 60 years or more in commercial air transport)

Not more than one operating Flight Crew member may be aged 60 years or more.

A pilot who has attained the age of 65 years shall not act as a pilot of an aircraft engaged in commercial air transport.

ALL

4.1.1.2 Operational Medical Limitation (OML)

EASA reference: (AMC1 ORO.FC.100(c) Composition of flight crew)

A flight crew member holding a medical certificate with an OML shall only operate an easyJet aeroplane if another pilot is:

- Fully qualified on type
- Not subject to an OML
- Aged less than 60 years

ALL

4.1.1.3 Crewing of Inexperienced Flight Crew Members (***)

EASA reference: (AMC1 ORO.FC.200 (a))

A flight crew member new to easyJet or following upgrade to commander is identified as inexperienced in the crew scheduling system by *** annotation.

Two inexperienced flight crew members shall not operate together in control of an aeroplane.

All flight crew shall be considered inexperienced until they have achieved:

- 100 flight hours and flown 50 sectors within a consolidation period of 120 consecutive days from completion of the final line check; or

- 150 flight hours and flown 50 sectors since final line event (no time limit).

Additional requirements apply as follow below.

For Captains:

- The successful completion of their first Recurrent simulator event (LPC or LOE).

For First Officers:

- The successful completion of a Continuation training flight.

ALL

4.1.1.4 Safety Pilot

A safety pilot is required for:

- Base training.
- Line Flying under Supervision (LFUS) until positive release.

The safety pilot shall be fully qualified to operate in the right seat (First Officer or RHS qualified Captain) and shall not be "Inexperienced Flight Crew".

The role of the safety pilot is to:

- Monitor for errors and omissions.
- Assist in workload management.
- Assist or assume command in the case of incapacitation of the Training Captain.

In case of an unacceptable reduction in safety margin the safety pilot has a responsibility to highlight this to the other crew in a manner appropriate to the particular circumstance.

ALL

4.1.1.5 Minimum Flight Crew for Boarding

At least one flight crew member must be present for boarding. This may be the First Officer if the designated Commander is not present. In this case, the Commander's responsibilities are delegated to the First Officer until the Commander is present. The Commander shall ensure that all pre-flight briefing and preparation is complete before departure.

ALL

4.1.1.6 Minimum Crew for Taxiing

EASA reference: CAT.GEN.MPA.124, CAT.GEN.MPA.125

The minimum crew required for taxiing is a type qualified Commander and a second pilot qualified on type.

ALL

4.1.2 Minimum Cabin Crew

EASA reference: (ORO.CC.100 Number and composition of cabin crew)

The minimum number of cabin crew to be carried on commercial air transport flights is:

Aeroplane Type/Variant Seating Configuration	Passenger Configuration	Required Cabin Crew	Remarks
A319 150Y	150	3	Seat Blocking Tables (SBT) must be installed in Row 23. Reduction of Cabin Crew below 3 is NOT allowed.
A319 156Y	156	4	Reduction of Cabin Crew in unforeseen circumstances is allowed. Refer to Section 4.1.4 .
A320 180Y	180	4	
A320 186Y	186	4	
A321 235Y	235	5	

One cabin crew member shall be nominated by the Company as the Senior Cabin Crew member to be responsible to the Commander.

Seat blocking tables may be used to limit the maximum operational passenger seating configuration (MOPSC).

Non-commercial flights may be operated without cabin crew provided the number of persons in the passenger cabin compartment does not exceed 19. Ref to [Section 8.7.2 – Flight Procedures for Non-Commercial Flights](#).

ALL

4.1.2.1 Additional Cabin Crew Member

Any additional Cabin Crew carried above the legal minimum will be classed as supernumerary Cabin Crew and any duties will be assigned and briefed by the Senior Cabin Crew Member.

ALL

4.1.2.2

Boarding with Non-Operating Crew Member

In order to allow all passengers to be boarded an extra crew member may assist during the boarding process until the rostered crew member arrives. The following procedures must be followed:

The extra crew member must be qualified on the aircraft type.

The extra crew member must be fit to fly.

If the extra crew member is not wearing uniform they must wear a high visibility vest.

A passenger announcement must be made as part of the Boarding PA informing passengers that during boarding the crew member wearing a high visibility vest is part of the operating cabin crew.

The extra crew member does not need to have taken part in the pre-flight brief but must have received a brief from the SCCM covering their duties and door responsibility during boarding.

The extra crew member will not leave the aircraft until the rostered crew member has arrived and been briefed by the SCCM.

The extra crew member can also assist in aircraft preparation, pre-flight safety and security checks as briefed by the SCCM.

If the late arriving crew member is the operating SCCM, they must ensure that the full crew briefing is completed.

UK-AOC

4.1.3 Crewing of Inexperienced Cabin Crew Members (*)**

Inexperienced cabin crew will be annotated as *** in the rostering system.

easyJet's policy defines experience levels amongst cabin crew as follows:

- Cabin crew with no previous flying experience will be considered inexperienced until they have completed 40 sectors as operating crew.
- Cabin crew with more than 1 year's experience in the past 2 years will be considered inexperienced until they have completed 20 sectors as operating crew.

In order to ensure that an acceptable level of experience is maintained in the cabin the following must be observed depending on aeroplane configuration:

- 3CC – A maximum of one inexperienced cabin crew are permitted to fly together
- 4CC – A maximum of two inexperienced cabin crew are permitted to fly together. Their assigned positions must be at opposite ends of the cabin.
- 5CC – A maximum of two inexperienced cabin crew are permitted to fly together. Their assigned positions must be at opposite ends of the cabin. It is not permitted for a *** cabin crew member to operate in the CC5 position (A321).

Supernumerary inexperienced cabin crew are permitted to fly in addition to the above restrictions.

Swiss-AOC

4.1.3 Crewing of Inexperienced Cabin Crew Members (*)**

Inexperienced cabin crew will be annotated as *** in the rostering system.

easyJet's policy defines experience levels amongst cabin crew as follows:

- Cabin crew with no previous flying experience will be considered inexperienced until they have completed 40 sectors as operating crew.
- Cabin crew with more than 1 year's experience in the past 2 years will be considered inexperienced until they have completed 20 sectors as operating crew.

In order to ensure that an acceptable level of experience is maintained in the cabin the following must be observed depending on aeroplane configuration:

- 3CC – A maximum of one inexperienced cabin crew are permitted to fly together
- 4CC – A maximum of two inexperienced cabin crew are permitted to fly together. Their assigned positions must be at opposite ends of the cabin.

Supernumerary inexperienced cabin crew are permitted to fly in addition to the above restrictions.

Austrian-AOC**4.1.3 Crewing of Inexperienced Cabin Crew Members (***)**

Inexperienced cabin crew will be annotated as *** in the rostering system.

easyJet's policy defines experience levels amongst cabin crew as follows:

- Cabin crew with no previous flying experience will be considered inexperienced until they have completed 40 sectors as operating crew.
- Cabin crew with more than 1 year's experience in the past 2 years will be considered inexperienced until they have completed 20 sectors as operating crew.

In order to ensure that an acceptable level of experience is maintained in the cabin the following must be observed depending on aeroplane configuration:

- 3CC – A maximum of one inexperienced cabin crew are permitted to fly together
- 4CC – A maximum of two inexperienced cabin crew are permitted to fly together. Their assigned positions must be at opposite ends of the cabin.
- 5CC – A maximum of two inexperienced cabin crew are permitted to fly together. Their assigned positions must be at opposite ends of the cabin. It is not permitted for a *** cabin crew member to operate in the CC5 position (A321).

Supernumerary inexperienced cabin crew are permitted to fly in addition to the above restrictions.

ALL**4.1.4 Reduced Cabin Crew Operations**

EASA reference: (AMC1 ORO.CC.205(c)(1) Reduction of the number of cabin crew during ground operations and in unforeseen circumstances)

All flights are planned with at least the minimum number of required cabin crew.

However, unforeseen circumstances may lead to a cabin crew member becoming unable to operate.

Reduced cabin crew operations are not permitted from an originating base.

Reduced cabin crew operations must be authorised by the Network Duty Manager.

ALL

4.1.4.1 Definitions

The following definitions are applicable in this section:

- **Originating base:** The base from which a flight, or series of flights has been planned.
- **Transit base:** A company base on easyJet's network which is not the originating base. This includes a base which was originally planned as a nightstop in the series of flights.
- **Unforeseen circumstances:** In this context, means:
 - Incapacitation: A sudden degradation of medical fitness that occurs during flight duty period either in-flight or during a flight transit of the same flight duty period away from the originating base and that precludes the Senior Cabin Crew Member (SCCM) or cabin crew member from performing their duties, or
 - Unavailability: Due to external factors that are outside the scope of the company's ability to plan or control, and late reporting of sickness.
- **Series of flights:** Flight or series of flights refers to a period that commences when a cabin crew member is required to report for duty, which includes a sector or a series of sectors, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last sector on which the cabin crew member acts as an operating crew member. A series of flights may include one or more planned nightstops.

ALL

4.1.4.2 Senior Cabin Crew Member Unable to Operate

A flight shall not depart from its originating base without a designated SCCM in the operating crew.

If the SCCM becomes incapacitated after departure from the originating base, the most appropriately qualified cabin crew member will be assigned to act as SCCM in order to complete the flight or series of flights.

If there is no other cabin crew member qualified as SCCM in the crew, the next most experienced cabin crew member may assume the position of interim SCCM. This must be agreed by the Commander.

For the flight to depart for continuation of the series of flights, the cabin crew member (interim SCCM) shall have a minimum of 12 months experience as an operating cabin crew member (not necessarily with easyJet) and shall have a minimum of 20 sectors on the aeroplane type.

The interim SCCM shall familiarise themselves with the SCCM specific duties prior to departure.

The incapacitated/unavailable SCCM should be replaced if the series of flights operates through a transit base. However, if no SCCM is available at that base, the series of flights may continue to the originating base with the interim SCCM fulfilling the role.

ALL

4.1.4.3 Reduced Crew Operations Procedures

Reduced cabin crew operations are subject to the following:

1. The reduction is limited to one below the normal minimum crew complement.

Note: Reduction of cabin crew below 3 is not permitted for the A319 in the 150 configuration.

2. A maximum of one inexperienced cabin crew member in the crew.
3. This facility shall only be used to complete the original planned flight or series of flights, including any nightstop.
4. The number of passengers is reduced. A maximum of 50 passengers may be carried per cabin crew member (infants are not included in this figure). The cabin crew member who has been removed from duty but is positioning on the flight is not included in this passenger count.
5. All passengers must be seated in a position from which they can adequately view the safety demonstration. When redistributing passengers, the effect on the balance of the aeroplane must be taken into account. In these circumstances the SCCM must redistribute the responsibilities for normal and emergency procedures amongst the remaining cabin crew members.
6. In the event that a cabin crew member becomes unfit to operate they will be relieved of their duties. The NDM must be contacted via the ICC by the Commander and medical assistance should be sought as appropriate to the situation.

In normal circumstances crew members should be assessed by a medical professional as 'fit to travel' before repatriation.

If away from the crew member's base, the NDM and the Commander shall make an assessment, taking into consideration factors such as crew safety, welfare and local accommodation, with a decision by the Commander to repatriate made on a case by case basis.

The NDM must also ensure that the local base management are informed.

In the event that the cabin crew member is repatriated, the Commander should consider the most appropriate seating location for the cabin crew member (passenger cabin or flight deck).

7. In the event that two aircraft are on a turnaround at the same time, if one flight has a full cabin crew complement and a passenger load of 150 or less, the transfer of a cabin crew member from this flight to the affected aircraft may be authorised to reduce the need for passenger offload.
8. All reduced cabin crew operations shall be reported by ASR and CSR. A Fatigue report must also be completed if due to fatigue.

4.1.4.4 Boarding with Reduced Cabin Crew from Originating Base

ALL

For operational reasons only, boarding can commence with one less than the required minimum cabin crew providing the procedures below are followed:

- At least one member of the flight crew is on the Flight Deck.
- A qualified SCCM must be present in the passenger cabin if the operating SCCM is delayed.
- The qualified SCCM has performed the pre-flight safety briefing to the cabin crew.
- All the pre-flight cabin checks (SEP and Security) have been completed.
 - Cabin crew duties are distributed between the SCCM and remaining cabin crew positions.
 - The missing cabin crew member will join the crew as CC4.
- No fuelling or de-fuelling is taking place.
- Electrical power is available.
- The SCCM must be present at the forward door and is responsible for doors 1L and 1R.
- CC2 must be present at the rear door and is responsible for doors 2L and 2R.
- CC3 must be present in the middle of the cabin at the overwing exits and is responsible for overwing exits.

UK-AOC

- A321 only – CC5 must be present at the mid emergency exits and is responsible for the mid emergency exits.

Austrian-AOC

- A321 only – CC5 must be present at the mid emergency exits and is responsible for the mid emergency exits.

ALL

- A maximum of 50 passengers can board per cabin crew member present. The remaining passengers can board once the full complement of cabin crew are present.
- When the operating SCCM arrives a handover briefing must be completed by the acting SCCM to include what duties have been completed and all relevant information from the briefing.

CAUTION: *This reduction is not permitted when the number of cabin crew has already been reduced.*

ALL

4.2 DESIGNATION OF COMMANDER

EASA reference: (ORO.FC.105 Designation as pilot-in-command/ commander)

easyJet shall designate one pilot holding the rank of Captain to be the Commander for a particular flight or rotation.

The Commander has overall responsibility for the safe and efficient conduct of the flight. The responsibilities are contained in Section 1, "Organisation and Responsibilities".

The required qualifications for a Commander are described in Section 5, "Qualification Requirements".

The Commander is designated in the Flight Crew roster system. When only one Captain is rostered, they shall be the Commander.

If more than one Captain is rostered, easyJet shall designate one as the Commander; this will be annotated on the roster and crew list. The roster will contain an "FO" annotation for the Captain fulfilling the normal First Officer functions.

The exception is for training flights in which a Training Captain will hold the designation of Commander whilst conducting training from the First Officer position. In this case, the roster will show the applicable training code as a capital letter e.g. "B" to indicate training captain and "FO" to indicate right hand seat operation.

ALL

4.2.1 Commanders Seating Position

The Commander will occupy the left seat unless conducting training.

UK-AOC

4.2.2 Captains with Right Hand Seat (RHS) Duties (UK AOC)

There are some occasions when a Captain may operate from the right hand seat.

Case 1: Captains Who Are Required to Operate as PM in the RHS

- Captains who have completed RHS training in the simulator are qualified to operations in the RHS as PM.
- Recency requirements are maintained by the bi-annual simulator check.

Case 2: Captains Who Are Required to Operate as PF or PM in the RHS

- These may include Training Captains, Technical/Flight Check Captains or other Captains required by easyJet to perform PF or PM duties from the RHS.

- Training Captains will command from the RHS when conducting training from that seat.
- In order to perform PF duties in the RHS a Captain must have completed an initial line check in the RHS as well as training in the simulator.
- Recency requirements are maintained in the OPC cycle.

Swiss-AOC**4.2.2 Captains with Right Hand Seat (RHS) Duties (Swiss AOC)**

There are some occasions when a Captain may operate from the right hand seat. These may include Training Captains, Technical Captains or other Captains required by easyJet to operate from the RHS.

All Captains with RHS duties must hold a Qualification to Operate in Either Pilot's Seat (QOEPS).

Training Captains will command from the RHS when conducting Line Flying Under Supervision (LFUS) training until and including Aircraft Competency Check (ACC) [initial Command LFUS and RTW LFUS with ACC].

During Training Flights for CAT C aerodrome qualification/recency, the RHS Training Captain will be the Commander.

A Pilot qualified to operate in the right hand seat may carry out the duties of pilot flying or pilot monitoring, including take-off and landing.

Refer to [Section 5.1.3.11 – Pilot Qualification to Operate in Either Pilot's Seat](#).

Under ALL circumstances, the Commander shall sign all forms and documents where the Commander signature is required; this includes but is not limited to:

- The Aircraft Technical Log "Commander's Acceptance".
- The Loading form and Certificate.

Note 1: On a non training flight, when both Captains flying together are qualified to operate in either pilot's seat, the designated commander shall occupy the Left Hand Seat.

Note 2: When both Captains flying together are qualified to operate in either pilot's seat, they shall not exchange seating position within a Flight Duty Period.

Austrian-AOC**4.2.2 Captains with Right Hand Seat (RHS) Duties (Austrian AOC)**

There are some occasions when a Captain may operate from the right hand seat.

Case 1: Captains Who Are Required to Operate as PM in the RHS

- Captains who have completed RHS training in the simulator are qualified to operations in the RHS as PM.
- Recency requirements are maintained by the bi-annual simulator check.

Case 2: Captains Who Are Required to Operate as PF or PM in the RHS

- These may include Training Captains, Technical/Flight Check Captains or other Captains required by easyJet to perform PF or PM duties from the RHS.
- Training Captains will command from the RHS when conducting training from that seat.
- In order to perform PF duties in the RHS a Captain must have completed an initial line check in the RHS as well as training in the simulator.
- Recency requirements are maintained in the OPC cycle.

ALL

4.2.3

Seat Occupancy

Flight deck crew members are to occupy their assigned seats from the time the aeroplane first starts to move at the beginning of its flight until it is established at the final cruise level, and from the time it begins its descent on approaching the destination until the aeroplane is stationary on its allocated parking stand at the end of the flight.

In level cruise, a flight crew member may, with the permission of the Commander, leave their assigned station for an agreed purpose and period.

ALL

4.3

FLIGHT CREW INCAPACITATION

In the event of the Commander of the aircraft becoming incapacitated, the First Officer will assume command of the aircraft.

When a Safety Pilot has been assigned as part of the Flight Crew for a training flight, the Safety Pilot will assume command in the case of incapacitation of the Commander.

ALL

4.4

OPERATION ON MORE THAN ONE TYPE OR VARIANT

EASA reference: ORO.FC.240, ORO.CC.250

easyJet operates the Airbus A320 family which includes the A319, A320 and A321 variants as a single type. There are no restrictions for operations on all variants.

ALL

4.5 POSITIONING CREW

Positioning crew will normally be booked as passengers. When there are no passenger seats or when positioning at short notice, they may be booked as supernumerary crew (refer to [Section 4.6.2 – Supernumerary Crew](#)).

Crew on flight duty transferring to another aeroplane or continuing as operating crew on the same aeroplane:

Crew on flight duty may transfer on the ramp from one aeroplane to another, or remain on the same aeroplane to undertake the next duty.

Crew members on Positioning Duty or Off Duty:

Crew members travelling (positioning duty or whilst off duty) must be listed in the passenger reservation system and use normal passenger routes to board and disembark the aircraft. Crew channels (both arriving and departing) are only allowed to be used by operating crew members.

ALL

4.6 EXTRA CREW AND SUPERNUMERARY CREW

ALL

4.6.1 Extra Crew

This term normally applies to operating Flight or Cabin Crew who have specific operational duties to perform in flight in addition to the normal operating crew, (for example, Training Captain or Cabin Trainer operating as a trainer for the purpose line training or checking).

- Extra crew are subject to FDP rules.
- Extra crew must always be listed in AIMS (on Crew list).
- Extra crew are part of the Crew complement on the Loading Form and Certificate.

4.6.2 Supernumerary Crew

ALL

Supernumerary crew are crew members who have been added to a flight but have no assigned operational/safety duties e.g. familiarisation flights, short notice positioning crew.

In exceptional circumstances, easyJet Flight and Cabin Crew or technical/operational ground employees of the airline or designated Part 145 Maintenance Organisation, may be required to position at short notice when it may not be possible to make a passenger booking. In such cases, and only when authorised by the Duty Pilot, the staff may be carried as supernumerary crew.

- Supernumerary crew identified in AIMS with easyJet Crew ID number shall be added on crew list.

- Supernumerary crew not identified in AIMS as easyJet crew members shall be added on Jump Seat Passenger List.

UK-AOC

- If there is no passenger seat available, refer to [8.3.12, Admission to Flight Deck \(UK AOC\)](#) and “Use of the Flight Deck Jump Seat”.

Swiss-AOC

- If there is no passenger seat available, refer to [8.3.12, Admission to Flight Deck \(Swiss AOC\)](#) and “Use of the Flight Deck Jump Seat”.

Austrian-AOC

- If there is no passenger seat available, refer to [8.3.12, Admission to Flight Deck \(Austrian AOC\)](#) and “Use of the Flight Deck Jump Seat”.

ALL

- Supernumerary crew must be on the General Declaration, if one is required for the flight.
- For Weight and Balance calculation, supernumerary crew shall be added as LMC on the Loading Form and Certificate (passenger seat or as crew seat).
- Supernumerary crew not qualified as easyJet crew members shall not wear an easyJet crew uniform which might identify them to passengers as an operating crew member.
- Supernumerary crew shall present an ID pass when boarding the aircraft and introduce themselves to the Commander.

4.7

CARRIAGE OF FLIGHT OPERATIONS INSPECTORS

ALL

Any person appointed by the competent authority to be a Flight Operations Inspector shall be permitted at any time to board and fly in any aircraft operated under the easyJet Air Operator Certificate and to enter and remain on the Flight Deck.

However, the aircraft Commander may refuse to allow the inspector to enter or remain on the flight deck if, in their opinion, the safety of the aircraft thereby would be endangered. Refer also to [Section 2.4 – Powers of the Authority](#) and

UK-AOC

[Section 8.3.12 – Admission to Flight Deck \(UK AOC\)](#)

Swiss-AOC

[Section 8.3.12 – Admission to Flight Deck \(Swiss AOC\)](#)

Austrian-AOC

[Section 8.3.12 – Admission to Flight Deck \(Austrian AOC\)](#)

4.8 CARRIAGE OF COMPLIANCE MONITORING AUDITORS

ALL

easyJet's Compliance Monitoring Auditors when performing compliance monitoring duties on behalf of the company will be required from time to time to board and/or fly on easyJet aircraft. Auditors may be conducting documentation checks i.e licence and medical documentation or may conduct a flight inspection whilst travelling on the flight deck jump seat. easyJet compliance auditors will be in possession of their employee ID and a cockpit permit if travelling in the flight deck. However, the aircraft Commander may refuse to allow the auditor to enter or remain on the flight deck if, in their opinion, the safety of the aircraft thereby would be endangered. Refer also to [Section 2.4 – Powers of the Authority](#) and

UK-AOC

[Section 8.3.12 – Admission to Flight Deck \(UK AOC\)](#)

Swiss-AOC

[Section 8.3.12 – Admission to Flight Deck \(Swiss AOC\)](#)

Austrian-AOC

[Section 8.3.12 – Admission to Flight Deck \(Austrian AOC\)](#)

ALL

4.9 CREW QUALIFICATION FOR ALL EASYJET AOCs

EASA reference: ORO.FC.220 and ORO.CC.125

easyJet operates commercial air transport under three separate Air Operator Certificates:

- easyJet UK Limited (UK AOC).
- easyJet Switzerland SA (Swiss AOC).
- easyJet Europe Airline GmbH (Austrian AOC).

Flight crew and cabin crew members of easyJet are qualified to operate on all three AOCs after having successfully passed the respective operator conversion training covering all requirements applicable for all three AOCs. However, crew may not operate on a different AOC unless conditions set out in the Multiple AOC Operations Document in easyJet are met.

Differences between AOCs are published in the “Multiple AOC Operations in easyJet” document in DocuNet Guidance Material. All Crew members are required to ensure that they are familiar with current differences.

For easyJet cross-AOC operations:

- The aeroplane remains under the control of the AOC on which it is listed.
- The crew shall operate in accordance with the operations manual of the operating AOC.

- The Commander will be designated in AIMS.

FDM event management is under the responsibility and accountability of the AOC holder of the aeroplane being operated.

Flight crew investigation/debriefing will be conducted in accordance with the FDM agreement applicable to the flight crew member's contract of employment.

FTL limitations and exceedance reporting is under the responsibility and accountability of the AOC-holder of the aeroplane being operated.

Safety Occurrences shall be reported by the flight crew or cabin crew. The investigation of the occurrence shall be under the responsibility and accountability of the AOC-holder of the aeroplane being operated. If required, the investigation/crew debriefing may be delegated to the respective crew contracting organisation by the means of a sub-investigation. MORs will be distributed to the relevant competent authorities.

Responsibility for flight crew and cabin crew management issues in direct relation with this flight are dealt with by the organisation with whom they are employed.

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5 CHANGE REVISION SUMMARY

Page Number	Description of Change
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5 QUALIFICATION REQUIREMENTS

ALL

Additional information is contained in OM D.

ALL

5.1 LICENCE, QUALIFICATION AND COMPETENCY

ALL

5.1.1 Commanders

Commanders hold the rank of Captain.

The minimum qualification requirements for pilots to act as Commander of a commercial air transport flight are:

- Valid FCL Airline Transport Pilot's License (ATPL).
- Successful completion of the easyJet Operator Conversion Course.
- Applicable Type Rating.
- Valid Instrument Rating.
- Valid Operator Proficiency Check (OPC).
- Valid Medical Class I.
- Valid Line Orientated Evaluation (LOE).
- Validity for the all requirements in [Section 5.1.3 – Periods of Validity](#).

UK-AOC

5.1.2 First Officers (UK AOC)

First Officer may hold the rank of Senior First Officer, First Officer or Second Officer. The rank is determined by experience and contractual arrangements.

The minimum qualification requirements for an easyJet pilot to act as First Officer on a commercial air transport flight are:

- UK-FCL Airline Transport Pilots Licence, or UK-FCL Commercial Pilots Licence with 'frozen' Airline Transport Pilot Licence credits, or UK-FCL Multi-crew Pilot Licence (MPL).
- Successful completion of the easyJet Operator Conversion Course.
- Applicable Type Rating.
- Valid Instrument Rating.
- Valid Operator Proficiency Check (OPC).
- Valid Medical Class I.
- Valid Line Orientated Evaluation (LOE).

- Validity for all requirements in [Section 5.1.3 – Periods of Validity](#).

Swiss-AOC

5.1.2 First Officers (Swiss AOC)

First Officer may hold the rank of Senior First Officer, First Officer or Second Officer. The rank is determined by experience and contractual arrangements.

The minimum qualification requirements for an easyJet pilot to act as First Officer on a commercial air transport flight are:

- A CH EASA-FCL Airline Transport Pilots Licence, or CH EASA-FCL Commercial Pilots Licence with ‘frozen’ Airline Transport Pilot Licence credits, or an EASA-FCL Multi-Crew Pilot Licence (MPL).
An EASA licence issued by another country is acceptable during the 1st 12 months of employment.
- Successful completion of the easyJet Operator Conversion Course.
- Applicable Type Rating.
- Valid Instrument Rating.
- Valid Operator Proficiency Check (OPC).
- Valid Medical Class I.
- Valid Line Orientated Evaluation (LOE).
- Validity for all requirements in [Section 5.1.3 – Periods of Validity](#).

Austrian-AOC

5.1.2 First Officers (Austrian AOC)

First Officer may hold the rank of Senior First Officer, First Officer or Second Officer. The rank is determined by experience and contractual arrangements.

The minimum qualification requirements for an easyJet pilot to act as First Officer on a commercial air transport flight are:

- EASA-FCL Airline Transport Pilots Licence, or EASA-FCL Commercial Pilots Licence with ‘frozen’ Airline Transport Pilot Licence credits, or EASA-FCL Multi-crew Pilot Licence (MPL).
- Successful completion of the easyJet Operator Conversion Course.
- Applicable Type Rating.
- Valid Instrument Rating.
- Valid Operator Proficiency Check (OPC).
- Valid Medical Class I.
- Valid Line Orientated Evaluation (LOE).
- Validity for all requirements in [Section 5.1.3 – Periods of Validity](#).

ALL

5.1.3 Periods of Validity

ALL

5.1.3.1 Licence Proficiency Check (LPC)

The validity period for the LPC shall be 12 calendar months in addition to the remainder of the month of issue. The rating may be revalidated within three months of the expiry date, in which case the validity will date from the original expiry date of the rating.

ALL

5.1.3.2 Operator Proficiency Check (OPC)

The validity period for the OPC shall be 12 calendar months in addition to the remainder of the month of issue. The OPC may be revalidated within three months of the expiry date, in which case the validity will date from the original expiry date.

ALL

5.1.3.3 Line Check (LC)

The validity period for the LC shall be 24 calendar months in addition to the remainder of the month of issue. The LC may be revalidated within six months of the expiry date, in which case the validity will date from the original expiry date.

ALL

5.1.3.4 Line Orientated Evaluation (LOE)

The validity period for the LOE shall be 12 calendar months in addition to the remainder of the month of issue. The evaluation may be revalidated within three months of the expiry date, in which case the validity will date from the original expiry date.

ALL

5.1.3.5 Dangerous Goods (DG)

The validity period for DG training shall be 24 calendar months in addition to the remainder of the month of issue. Recurrent training may take place within three months of the expiry date, in which case the validity will date from the original expiry date of the initial training.

ALL

5.1.3.6 Aviation Security (AVSEC)

The validity period of AVSEC shall be 12 calendar months in addition to the remainder of the month of revalidation.

ALL

5.1.3.7 Emergency and Safety Equipment Training (ESET)

For the following items, the validity period shall be 24 calendar months in addition to the remainder of the month of issue:

- Actual donning of a life jacket.

- Actual donning of protective breathing equipment.
- Actual handling of fire extinguishers.
- Instruction on the location and use of all emergency and safety equipment carried on the aeroplane.
- Instruction on the location and use of all types of exits.

For the following items, the validity period shall be 36 calendar months in addition to the remainder of the month of issue:

- Actual operation of all types of exits.
- Demonstration of the method used to operate an escape slide.
- Actual fire-fighting using equipment representative of that carried in the aeroplane on an actual or simulated fire.
- The effects of smoke in an enclosed area and actual use of all relevant equipment in a simulated smoke-filled environment.

If recurrent ESET is completed within three months of the expiry date, the validity will date from the original expiry date of the training.

ALL

5.1.3.8 Crew Resource Management (CRM)

Flight crew members will review the major elements of the initial Crew Resource Management course over a three year recurrent training cycle. Line Oriented Flying Training scenarios for this purpose will be conducted during recurrent simulator training.

ALL

5.1.3.9 Ground and Refresher Training (GRT)

Each flight crew member shall undergo ground and refresher training every 12 calendar months. Such ground training may be coincident with the refresher training carried out in the normal process of bi-annual training and checking in the simulator. A questionnaire or other method may be used to verify knowledge.

If completed within three months of the expiry date, the validity will date from the original expiry date of the training.

ALL

5.1.3.10 Language Proficiency Requirement (LPR)

All pilots shall meet the Language Proficiency Requirements (LPR) when they fly internationally. A minimum LPR level 4 shall be valid for the pilot's licence holder.

The ICAO Standards on language proficiency require that aeroplane and helicopter pilots, air traffic controllers and aeronautical station operators shall be formally evaluated at intervals in accordance with an individual's demonstrated proficiency level.

The competent authority has defined interval as follows:

- Level 4: 4 years.
- Level 5: 6 years.
- Level 6: unlimited.
- If revalidated within 12 months of expiry => full extension onto the current validity date.
- If revalidated before 12 months of expiry => new validity from the test date.

ALL

5.1.3.11 Pilot Qualification to Operate in Either Pilot's Seat

The additional training and checking required for Qualification to Operate in Either Pilot's Seat (QOEPS) is conducted during the OPC.

The validity period is the same as for the OPC.

ALL

5.1.3.12 Route and Aerodrome Competence Qualification

The validity period of the route and aerodrome competence qualification shall be 12 calendar months in addition to the remainder of:

- The month of qualification.
- The month of the latest operation on the route or to the aerodrome.

Route and aerodrome competence qualification shall be revalidated by operating on the route or to the aerodrome within the period of validity described above. If revalidated within the final three calendar months of validity of a previous route and aerodrome competence qualification, the period of validity shall extend from the date of revalidation until 12 calendar months from the expiry date of that previous route and aerodrome competence qualification.

5.1.3.13 Flight Crew Recent Experience

EASA reference: FCL.060

UK-AOC

A pilot shall not operate as a flight crew member unless the pilot has carried out, in the preceding 90 days, at least 3 take-offs, approaches and landings as a pilot flying in an aircraft of the A320 family or an FFS representing the A320 family. The 90-day period may be extended up to a maximum of 120 days, as long as the pilot undertakes line flying under the supervision of a TRI or TRE.

In addition, certain categories of pilots are subject to a company rule which reduces this period to the preceding 45 days; typically inexperienced pilots or pilots who require additional training.

When a pilot's recent experience requirements are expired, the concerned pilot will no longer be able to check in for a flying program. The training requirement to regain experience will be determined by the NP Crew Training.

Recent experience requirements are monitored by the company, nevertheless pilots are responsible for monitoring their recent experience.

Swiss-AOC

A pilot shall not operate as a flight crew member unless the pilot has carried out, in the preceding 90 days, at least 3 take-offs, approaches and landings as a pilot flying in an aircraft of the A320 family or an FFS representing the A320 family. The 90-day period may be extended up to a maximum of 120 days, as long as the pilot undertakes line flying under the supervision of a line supervisor (Line Training Captain), TRI or TRE.

In addition, certain categories of pilots are subject to a company rule which reduces this period to the preceding 45 days; typically inexperienced pilots or pilots who require additional training.

Recency is automatically monitored by recording 8 sectors in the 90 day period by assumption of 50% PF/PM sector allocation. This may be manually overridden in the rostering system in exceptional circumstances on evidence of 3 actual take-offs, approaches and landings as PF.

When a pilot's recent experience requirements are expired, the concerned pilot will no longer be able to check in for a flying program. The training requirement to regain experience will be determined by the NP Crew Training.

Recent experience requirements are monitored by the company, nevertheless pilots are responsible for monitoring their recent experience.

Austrian-AOC

A pilot shall not operate as a flight crew member unless the pilot has carried out, in the preceding 90 days, at least 3 take-offs, approaches and landings as a pilot flying in an aircraft of the A320 family or an FFS representing the A320 family. The 90-day period may be extended up to a maximum of 120 days, as long as the pilot undertakes line flying under the supervision of a TRI or TRE.

In addition, certain categories of pilots are subject to a company rule which reduces this period to the preceding 45 days; typically inexperienced pilots or pilots who require additional training.

Recency is automatically monitored by recording 8 sectors in the 90 day period by assumption of 50% PF/PM sector allocation. This may be manually overridden in the rostering system in exceptional circumstances on evidence of 3 actual take-offs, approaches and landings as PF.

When a pilot's recent experience requirements are expired, the concerned pilot will no longer be able to check in for a flying program. The training requirement to regain experience will be determined by the NP Crew Training.

Recent experience requirements are monitored by the company, nevertheless pilots are responsible for monitoring their recent experience.

ALL**5.1.3.13.1 Recent Experience – Inexperienced Crew****UK-AOC**

In order to ensure flying continuity and appropriate levels of consolidation, additional recency requirements apply for cadet pilots joining easyJet with less than 500hrs total flying time.

Pilots falling within this category are required to perform one flying duty within a 15 day period (aircraft or simulator). If a pilot fails to meet this recency requirement a flight with a line training captain will be planned.

This requirement applies for the first 500hrs operating for easyJet (including line training hours).

Swiss-AOC

Reserved.

Austrian-AOC

In order to ensure flying continuity and appropriate levels of consolidation, additional recency requirements apply for cadet pilots joining easyJet with less than 500hrs total flying time.

Pilots falling within this category are required to perform one flying duty within a 15 day period (aircraft or simulator). If a pilot fails to meet this recency requirement a flight with a line training captain will be planned.

This requirement applies for the first 500hrs operating for easyJet (including line training hours).

ALL**5.1.3.14 Recent Experience – Low Visibility Operations (LVO)**

To maintain LVO qualification a pilot must have conducted in a suitably approved Flight Simulator:

- A minimum of two approaches using approved Category II/III procedures in conjunction with the OPC cycle. The approaches must include at least one go-around and one landing at the lowest authorised RVR.
- At least one LVTO using the lowest authorised RVR.

ALL

5.2 FLIGHT CREW

ALL

5.2.1 Commanders

In addition to the qualification requirements in [Section 5.1.1 – Commanders](#), easyJet requires:

- A minimum of 3,000 factored hours.
 - A minimum of 500 factored hours on medium/large Jet Transport aircraft.
 - An assessment as being suitable for command.

ALL

5.2.2 Promotion from Senior First Officer to Commander

In addition to the qualification requirements in [Section 5.1.1](#), easyJet requires:

- Valid FCL ATPL.
- A minimum of 3000 factored hours.
- A minimum of 1000 factored hours on Airbus Fly by Wire aircraft.
- Successful completion of the easyJet Command Assessment Process.
- Successful completion of the easyJet Command Course.

Swiss-AOC

5.2.3 Promotion from First Officer (FO) to Senior First Officer (SFO) (Swiss AOC)

In addition to the qualification requirements in [5.1.2](#), easyJet requires:

- CH EASA-FCL CPL/MPL licence with frozen ATPL credits or CH EASA-FCL ATPL licence.
- A minimum of 2,000 factored hours.
- A minimum of 1000 factored hours on Airbus Fly by Wire aircraft.
- Successful completion of the easyJet Switzerland PICUS program.

UK-AOC

5.2.3 Promotion from First Officer (FO) to Senior First Officer (SFO) (UK AOC)

- UK FCL ATPL (Full).
- A valid and appropriate type and class rating.
- Factored hours as defined by contract.

- Validation of performance criteria.

5.2.3.1 Promotion from Second Officer to First Officer

- UK FCL ATPL (Frozen).
- A valid and appropriate type and class rating.
- Factored hours as defined by contract.

Austrian-AOC

5.2.3 Promotion from First Officer (FO) to Senior First Officer (SFO) (Austrian AOC)

- EASA FCL ATPL (Full).
- A valid and appropriate type and class rating.
- Factored hours as defined by contract.
- Validation of performance criteria.

ALL

5.2.4 Pilot under Supervision

Pilot will be considered under supervision until their final line check.

The easyJet OM D Flight Crew details specific requirements for pilot flying under supervision.

ALL

5.2.5 Low Visibility Operations – Training and Qualifications

Before commencing Category II/III operations, the following additional requirements are applicable to Commanders, or pilots to whom conduct of the flight may be delegated, who are new to the aeroplane type:

- 50 hours or 20 sectors on the type, including line flying under supervision.
- 100 m must be added to the applicable Category II or Category III RVR minima unless they have previously qualified for Category II or III operations with a Community Operator, until a total of 100 hours or 40 sectors, including line flying under supervision, has been achieved on the type.

ALL

5.3 CABIN CREW

A Cabin Crew member must meet the following requirements:

- Be at least 18 years of age.
- Have passed an initial aero-medical assessment when first assigned to operate as cabin crew member.

- Be re-examined at intervals of maximum 60 months for medical fitness to discharge their duties.
easyJet shall maintain a record of medical examination for each cabin crew.
- Hold a cabin crew attestation.
- Have completed the appropriate training as defined in OM part D (Cabin).
- Be competent to perform their duties in accordance with procedures specified in the Operations Manual.
- If spectacles or contact lenses are required to meet visual standards, these must be worn at all times when on operational duty.

ALL

5.3.1 Senior Cabin Crew Member (SCCM)

A Senior Cabin Crew Member will hold the rank of Cabin Manager.

Before assignment as SCCM, in addition to meeting the basic Cabin Crew qualifications, a person must have:

- A minimum of 12 months experience as Cabin Crew Member (calculated from the date of first familiarisation flight). This needs not necessarily to be with easyJet, but must be within the previous 60 months at the discretion of easyJet management.
- Successfully completed the SCCM course laid out in OM part D (Cabin).

ALL

5.3.2 Responsibilities for the Cabin

In the event of the nominated Senior Cabin Crew Member becoming unable to operate, the next most senior cabin crew member will take over responsibility for the cabin.

Refer to [Section 4.1.4 – Reduced Cabin Crew Operations](#).

ALL

5.3.3 Initial Training Course and Conversion Course (Cabin Crew)

easyJet ensures that each cabin crew member has successfully completed an Initial Training Course.

The competent authority has approved easyJet to conduct the Initial Training Course to easyJet. Subject to this approval, the courses are provided either:

- By easyJet directly, or
- Indirectly (subcontracted training) through a training organisation acting on behalf of easyJet.

The programme and structure of the initial training courses are in accordance with the applicable requirements and are approved by the competent authority.

easyJet issues a cabin crew attestation to a cabin crew member after they have completed the Initial Training Course and successfully passed their final examination.

Each cabin crew member shall complete an Operator Conversion Training including aircraft type specific and difference training. Refer to OM Part D (Cabin).

ALL

5.3.4 Recurrent Training and Checking

Cabin Crew member will undergo recurrent training every 12 months to ensure continued proficiency with all equipment and application of procedures relevant to the aircraft types/variants operated.

The recurrent training and checking program includes theoretical and practical instruction. Emphasis on special subject will change every year.

The Annual Recurrent Training Covers:

- Normal Procedures review (including procedures related to aircraft surface contamination).
- Evacuation procedures including crowd control techniques.
- Emergency procedures including pilot incapacitation.
- Touch-drills for opening normal and emergency exits.
- Location and handling of emergency equipment, including oxygen systems and the donning by each Cabin Crew member of life jackets, portable oxygen and protective breathing equipment PBE.
- Aero-medical aspects and first aid including related equipment.
- Stowage of articles in the cabin.
- Incident and accident review.
- Crew resource management.
- Aviation Security procedures.

The annual recurrent training validity period is 12 calendar months counted from the end of the month when the check was taken. If the recurrent training and checking is undertaken within the last three calendar months of the validity period, the new validity period shall be counted from the original expiry date.

Every 2 Calendar Years the Recurrent Training Will Also Include:

- Dangerous Goods procedures.

If the recurrent training is undertaken within the last three calendar months of the validity period, the new validity period shall be counted from the original expiry date.

Every 3 Calendar Years the Recurrent Training Will Also Include:

- Actual opening using a representative training device, of main doors and overwing exits, in normal mode (including arming and disarming procedures) and in emergency mode (including failure of power assist systems where fitted), to include the action and forces required to operate and deploy slides.
- Demonstration of the operation of all other exits (including flight deck windows).
- The actually opening the flight deck door (both normal and emergency modes).
- Each Cabin Crew member being given realistic and practical training in the use of all fire-fighting equipment (including protective clothing). This training must be representative and include:
 - Each Cabin Crew member extinguishing a fire characteristic of an aircraft interior fire.
 - Correct use of fire extinguisher, correct application method and techniques to extinguish a fire and prevent re-ignition.
 - Post-fire control procedures and monitoring.
 - The correct technique and terminology for communicating information to the pilots.
 - The specific actions necessary for co-ordination and assistance in accordance with easyJet's procedures.
 - The donning and use of protective breathing equipment by each Cabin Crew member in an enclosed, simulated smoke-filled environment.
- Each Cabin Crew member is trained in the procedures for flight crew member incapacitation and shall operate the seat and harness mechanisms. Training in the use of flight crew members' oxygen system and use of the flight crew members' checklists shall be conducted by a practical demonstration.
- Training on normal and emergency procedures for special categories of passengers (SCPs).

For the additional triennial training elements, the validity period is 36 calendar months counted from the end of the month when the training is taken.

ALL

5.3.5 Familiarisation Flights

Each New entrant Cabin Crew Member will participate in familiarisation flights before operating as part of the minimum Cabin Crew required on the relevant aircraft type.

Before participating in familiarisation flights, the minimum qualifications requirements laid in [Section 5.3 – Cabin Crew](#) shall be met.

- During Familiarisation flights the Cabin Crew member will be additional to the minimum number of Cabin Crew required for the relevant aircraft type (Refer to [Table 4.1.2.1 – Additional Cabin Crew Member](#)).
- Refer to OM Part D (Cabin) for the conduct of Familiarisation Flights.
- The Cabin Crew member will participate in the safety related pre-flight briefing and in pre-flight, In-flight and post-flight Duties.
- The Cabin Crew will be in easyJet uniform.

ALL

5.4 TRAINING, CHECKING AND SUPERVISORY PERSONNEL

Refer to OM D, for details of the qualification requirements.

ALL

5.5 OTHER OPERATIONS PERSONNEL

ALL

5.5.1 Integrated Control Centre (ICC)

Personnel in ICC are trained in accordance with the ICC Training Manuals.

ALL

5.5.2 Handling Organisation

All training, procedures and information material have to be found in the related company manuals.

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6 CHANGE REVISION SUMMARY

Page Number	Description of Change
6-2	Addition of psychoactive substances.
6-2	Addition of psychoactive substances.
6-7	Addition of requirement to carry spare spectacles.
6-8	Note added to state antibacterial wipes must not be used on display units or radio panels incorporating OPS 24/24.

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6 CREW HEALTH PRECAUTIONS

ALL

6.1 ALCOHOL

If any of the following rules are confirmed to have been breached and the crew member operates the aircraft then they will be subject to disciplinary action.

Alcoholic drinks must not be consumed by crew members while on duty, including standby duty, positioning and during all rostered training (including ground training duties), during the 10 hours before reporting for duty (or the commencement of standby) and be kept to a minimum during the 14 hours preceding this period and only in moderation during the 24 hours preceding such duties.

As a guide, moderation should be regarded as no more than five units of alcohol dispersed over the 14 hours preceding the 10 hour ban. One unit of alcohol is equivalent to a small glass of wine (100 ml), half a pint of beer (250 ml) or a small measure of spirits (25 ml).)

Crew members shall not commence a flight duty period with a blood alcohol level in excess of 0.2 milligrams per millilitre [20 Milligrams of alcohol per 100 millilitres of blood]. Be aware that local laws may be more restrictive and therefore supersede the Company requirement.

Flight crew limits are prescribed in EASA legislation and all Flight crew must be within the prescribed alcohol limits when reporting for a flight duty or at the start of a standby duty.

The limit is:

- 9 micrograms per 100 millilitres of breath

Which is equivalent to:

- 20 milligrams of alcohol per 100 millilitres of blood
- 27 milligrams per 100 millilitres of urine

Random breathalysing of crews has been introduced in a number of countries, however, the guidance provided above, when followed, should ensure a crew member is within the limit. It is worth bearing in mind, however, that the individual tolerance to alcohol varies and the figures and advice given is provided as a guide. Crews are obliged under law to co-operate but should ensure that any questioning, or testing, is not carried out in the presence of passengers.

Alcoholic drinks must not be consumed by crew while in uniform in a public place. No alcohol, or containers for alcohol, may be taken onto the flight deck during flight.

It is the responsibility of all employees to keep a watch over their colleagues and avoid any problems by ensuring that they intervene if they see someone potentially breaking these rules.

As a reminder, if you make the Company aware of a drug and/or alcohol issue in advance, we will support the individual and deal with the matter sensitively. There will be no retribution if a genuine concern relating to yourself or a colleague is reported. Any concerns should be discussed with your line manager or HR can be contacted in confidence. Our Employee Assistance Programme (EAP) can also be contacted for confidential and impartial support. Details of the EAP programme are available via the crew portal.

ALL

6.2

NARCOTICS, PSYCHOACTIVE SUBSTANCES AND/OR DRUGS

The use of narcotics that have not been prescribed by a medical practitioner, or psychoactive substances is expressly forbidden at any time.

The above guidance also applies to sleep inducing drugs.

ALL

6.3

COSMIC RADIATION

Cosmic radiation is a form of ionising radiation from the sun and outer space. It was first recognised more than 90 years ago, but only became of real concern with the introduction of manned space flight and high flying supersonic passenger aircraft. More recently, as later generation sub-sonic passenger aircraft fly longer routes at higher cruise levels, the exposure of flying personnel to cosmic radiation and its long term effect on those who fly regularly, particularly aircrew has led to new requirements being introduced by both the European Commission (by Council Directive) and the Community Operators.

ALL

6.3.1

Annual Exposure Levels

The maximum acceptable annual exposure to cosmic radiation, for aircrew, is considered to be 6 mSV (milli-Sievert).

easyJet monitors calculated cosmic radiation exposure levels to ensure that crew members do not exceed the recommended levels.

Crew members are able to access their individual cosmic radiation levels on Touch and Go via the 'Flight/Duty Time Totals' button. Radiation levels are indicated over a variety of time periods and updated continually.

Whilst it is a Company responsibility to monitor annual exposure of its crew, it is an individual's responsibility to extract their own cosmic radiation data prior to leaving the Company.

ALL

6.3.2 Exposure to Cosmic Radiation During Flight

Air crew are exposed to higher dose rates with the actual levels depending very much on operational factors. From actual measurements and theoretical estimates (revised many times over the last decade), it is now possible to calculate the levels of cosmic radiation likely to be present in the earth's atmosphere for most areas and operating altitudes. For example, dose rates at 39000 ft on routes at latitudes between 30 deg and 50 deg, average dose rates of 0.006 mSv/hr. At higher latitudes dose rates increase to a maximum of approximately 0.01 mSv/hr.

ALL

6.3.3 Risk to Health

The risk of developing cancer from exposure to cosmic radiation is difficult to calculate and, as it is generally accepted that estimates may not be too accurate, a safety margin of 20% is used. A recent estimate, extrapolated from a well accepted numerical model, is that 1 mSv of radiation causes cancer in 4 out of every 100,000 people. Thus for a crew member exposed to 5 mSv a year flying for 20 years (most unlikely), the risk of developing radiation induced cancer would be 0.4%. About 25% of the population will die from some form of cancer, which brings the overall risk of dying from cancer from 25% to 25.4%. This very small increase can be compared with other risks to health. For example, it has been estimated that just living with a person who smokes 20 cigarettes daily for 20 years increases the chance of developing lung cancer by about 4%. It should also be noted that several studies have examined cancer rates in flying personnel, but none has produced strong enough evidence to suggest any increase associated with their working environment.

ALL

6.3.4 Effects of Cosmic Radiation on Pregnancy

Scientific evidence has shown that the embryo and foetus are considerably more sensitive to the effects of cosmic radiation than an adult. The unborn child is most vulnerable during the early part of the pregnancy when exposure to radiation may result in the loss of the embryo, or after nine days, some form of congenital malformation; from the 8th to the 20th week delayed physical and mental development may occur. Childhood leukaemia and other cancers may follow exposure to radiation at any time during a pregnancy. The dose of radiation necessary to produce these effects is estimated to be between 10 mSv and 30 mSv.

Refer to [6.15, Pregnant Crew](#).

ALL

6.4 MEDICATION

EASA reference: CAT.GEN.MPA.170

EASA reference: CAT.GEN.MPA.100 Crew Responsibilities

A crew member shall not perform duties on an aeroplane if applicable medical requirements are not fulfilled, or if they are in any doubt of being able to accomplish their assigned duties.

Many medications may have adverse effects on the nervous system, which may be more marked in flight than on the ground. As a general rule, if a crew member finds it necessary to take, or has been prescribed some form of medication, their fitness to fly must be suspect, and they should seek medical advice before continuing with flying duties. Many drugs lower operational efficiency and impair judgement and reaction time. Crew members should be aware that many drugs, their dosage and use, while suitable for family members and passengers may be unsuitable for crew. Commonly prescribed drugs in the following classes may have prolonged effects on performance:

- Antihistamines contained in some common cold cures, anti-motion sickness tablets and medicines for the alleviation of allergic conditions.
- Sleeping tablets or sedatives, including over the counter herbal remedies such as Melatonin.
- Tranquillisers.
- Stimulants used to prevent drowsiness and to curb appetite.
- Analgesics.
- Anti-biotic, cortisone, steroids.
- Non drowsy cold remedies such as Sudafed may be taken on a short term basis.

Anaesthetics

Crew must not operate:

- Within 48 hours following a general anaesthetic.
- Within 24 hours following any local, including dental, anaesthetic.

ALL

6.5 IMMUNISATION

Crew are advised to ensure that they have the vaccinations recommended for everyday life in Europe, such as tetanus and polio. Further guidance can be found on the NHS website, in the United Kingdom, or on the website of equivalent national health agencies in other countries. easyJet does not currently fly to any destination requiring additional vaccinations. Crew must not operate within 24 hours following a vaccination.

Operations on new routes that may require specific crew immunisation will be notified by NTC.

ALL

6.6 BLOOD AND BONE MARROW DONATION

Crew can donate blood in support of their National Blood Transfusion Service but they must not donate blood if they are required to fly or complete a standby duty within 24 hours.

ALL

6.7 DEEP DIVING

Crew members whose sporting activities include deep diving to a depth exceeding 10 metres shall not fly within 48 hours of completing such diving activity. Crew members are warned of the dangers of mixing diving and flying. It is recommended that any diving involving the use of SCUBA equipment is avoided for 24 hours prior to undertaking a flying duty.

Crew who have required treatment for decompression sickness must not fly within 72 hours of recovery and only after clearance by an aviation or specialist diving physician.

ALL

6.8 MEALS

Sensible precautions should be taken to avoid the risk of food poisoning (e.g. from shellfish of dubious freshness). Particularly when meals are taken, or uplifted, during en-route stops.

Different crew meals are provided for each of the flight crew. This is to reduce the risk of both the Commander and the First Officer becoming incapacitated in flight by food poisoning.

Crew should be aware that the same precautions should be exercised when purchasing or consuming food whilst on airport standby or when dining at the same establishment when on a night-stop. The risk of crew incapacitation due to suspected food poisoning is still a possibility, should crews consume the same meals during their time on airport stand-by.

Food Poisoning

Any allegation of food poisoning on board should be fully investigated and an ASR completed. This requires details of all the food and drink recently consumed by the crew member, the symptoms suffered and the onset time. If the concerned crew member(s) is unfit to operate, this shall be reported immediately to the Duty Pilot as it may affect other crew members on other flights.

Refer to [CSPM Section 2.7 – Unfit Food Procedure](#).

Crew members completing the forms should be very specific about the food and drink consumed since the information may be invaluable in eliminating particular items from the investigation.

On following the Company's procedure the affected crew member should also make an appointment with their Doctor who will need to conduct tests confirming the strain of food poisoning.

ALL

6.9 FATIGUE RISK MANAGEMENT (SLEEP AND REST)

The easyJet Flight Time Limitations (FTL) scheme is intended to provide adequate opportunities for crew members to obtain appropriate sleep and rest. However these prescriptive limitations are supported and enhanced by the company Fatigue Risk Management System (FRMS). The FRMS requires that crew members shall exercise due care to obtain adequate rest and sleep such that they are fit to perform rostered duties and that they are responsible for recognising and reporting fatigue should they become unfit to operate.

ALL

6.10 FITNESS

No individual shall act as a member of the crew of a easyJet aircraft if, for any reason, their physical or mental condition is such that it could endanger the safety of the aircraft or its occupants. In particular, a crew member shall not perform duties on an easyJet aeroplane:

- If applicable medical requirements are not fulfilled, refer to [Section 6.12 – Decrease in Medical Fitness](#); or
- If they are in any doubt of being able to accomplish their assigned duties; or
- If they know or suspect they are suffering from fatigue; or
- If feels unfit to the extent that the flight may be endangered.

ALL

6.11 SURGICAL PROCEDURES

Aeromedical advice should be sought prior to returning to flying duties following any surgical procedure.

ALL

6.12 DECREASE IN MEDICAL FITNESS

Flight Crew shall not exercise the privileges of their licence and related ratings or certificates at any time when they:

- are aware of any decrease in their medical fitness which might render them unable to safely exercise those privileges;
- take or use any prescribed or non-prescribed medication which is likely to interfere with the safe exercise of the privileges of the applicable licence;
- receive any medical, surgical or other treatment that is likely to interfere with flight safety.

Cabin crew members shall not perform duties on an aircraft and, where applicable, shall not exercise the privileges of their cabin crew attestation when they are aware of any decrease in their medical fitness, to the extent that this condition might render them unable to discharge their duties and responsibilities.

In addition, Flight and Cabin Crew Members shall, without undue delay, seek aero-medical advice when they:

- have undergone a surgical operation or invasive procedure;
- have been admitted to hospital or medical clinic for more than 12 hours;
- have commenced the regular use of any medication;
- have suffered any significant personal injury involving incapacity to function as a crew member;
- have been suffering from any significant illness involving incapacity to function as a crew member;
- are pregnant (Refer to [Section 6.15 – Pregnant Crew](#));
- first require correcting lenses.

When consulted, the aero-medical examiner shall assess the medical fitness of the concerned crew member and decide whether they are fit to resume the exercise of their privileges.

ALL

6.13 WEARING OF SPECTACLES

Many Pilots over the age of 40 need spectacles to correct their vision for reading. Some will, in addition, need correction for distant vision and a number will need correction at the instrument panel range. Where the only correction required is for reading, half-moon spectacles or lower segment lenses with a neutral upper segment are required. In these circumstances full lens spectacles should never be worn when flying. Where correction for both near and distant vision is required or where triple correction is needed then a National Aviation Authority Approved Medical Examiner should be consulted. On no account should thick frame spectacles be worn.

Pilots are required to ensure they are carrying a spare pair of correcting glasses when on duty.

ALL

6.14 SMOKING

In order to minimise fire hazards, the Commander shall ensure, at all times, that no person on board, including crew members, is allowed to smoke in the cabin, in the cockpit and in any baggage compartment.

ALL

6.15 PREGNANT CREW

ALL

6.15.1 Pregnant Flight Crew

As soon as a flight crew member is aware they are pregnant they must inform their local base management team.

If a flight crew member chooses to continue flying, they must first receive approval from an Aero Medical Examiner (AME). Flight crew members may fly until the end of their 26th week of pregnancy but must stop flying duties thereafter.

ALL

6.15.2 Pregnant Cabin Crew

Given the potential risk of flying when pregnant, cabin crew must inform their local base management team as soon as they know they are pregnant. This is to enable easyJet to ensure, as far as is reasonably practical, that any health and safety risk arising from the work is avoided.

Cabin crew will be removed from flying duties as soon as they notify easyJet that they are pregnant.

ALL

6.16 STERILISED CLEANING WIPES

Flight Crew should use the sterilised wipes provided by the Company to clean their headsets before wearing them. These wipes can be used to clean some commonly used controls in the flight deck to reduce the risk of contamination.

Note: Antibacterial wipes must not be used on any display units or radio management panels as these cause damage. Specific flight deck anti-static wipes are provided to clean these units.

ALL

6.17 MALARIA

This is a common illness transmitted by mosquitoes; the disease is one of the world's biggest killers. The cases of malaria have increased with worldwide travel. It is found in tropical areas such as South East Asia, parts of Central and South America and particularly in sub-Saharan Africa, where the most virulent strains are found.

Prevention is the best way to treat Malaria, staying away from Mosquitoes. Use insect repellents; wear long sleeve shirts and trousers and consider the use of recommended drugs (seek medical advice).

Signs and Symptoms of Malaria:

- Fever, which can occur in episodes.

- Headache and flu like symptoms.
- Shivers and sweating.
- Symptoms can recur over months or years.

ALL

6.18 LASER ATTACKS

Temporary vision loss is one of the commonest effects of lasers. It can be associated with glare, flash blindness, blind spots or after-images.

Glare is considered to be a temporary disruption in vision caused by the presence of a bright light within an individual's field of vision and it lasts as long as the light exposure. In flash blindness, the temporary loss of vision persists after the source of illumination has been removed.

Blind spots are similar to flash blindness, but only part of the visual field is affected.

After-image is an image that remains in the visual field after an exposure to a bright light.

In the event of a laser attack:

- Look away or shield eyes from the light.
- Avoid rubbing eyes.

If still affected then seek medical attention.

ALL

6.19 REST BREAKS

ALL

6.19.1 Pilot Rest Breaks

Pilots should take regular breaks during the assigned FDP. These can be taken in-flight or on the ground. Timing of the breaks is the responsibility of the Commander. When rest breaks are taken in flight, they must be staggered. All easyJet flight duty periods, as scheduled for all crew comply with the Working Time Directive/Regulation on Rest Breaks.

In-flight:

Rest breaks can be taken when in the cruise portion of the flight and at times of low workload. The appropriate timing of a rest break will be determined by the Commander. This will ensure that the aircraft systems and radios can be adequately monitored by one pilot whilst at their station.

On the Ground:

If time permits the Crew may take breaks at or away from their station during a turnaround with permission of the Commander.

The achievement of adequate rest coupled with the individual duty to discuss any specific rest requirements resides with the Commander.

ALL

6.19.2 Cabin Crew Rest Breaks

Cabin Crew should take regular breaks during the assigned FDP. These can be taken in-flight or on the ground. Timing of the breaks are the responsibility of the Cabin Manager in co-ordination with the Commander. It will be the responsibility of the Cabin Manager to ensure that when in-flight the rest breaks are staggered.

In-flight:

Rest breaks can be taken in the cruise portion of the flight and at times of low workload. The appropriate timing of a rest break will be determined by the Cabin Manager. This will ensure that there are sufficient members of the Cabin Crew available to monitor the cabin, galleys, and toilets and to allow regular checks to be carried out.

On the Ground:

If time permits the Crew may take breaks during extended turn-around. These will need to be managed by the Cabin Manager but approved by the Commander.

The achievement of adequate rest coupled with the individual duty to discuss any specific rest requirements resides with the Commander in co-ordination with the Cabin Manager.

UK-AOC

6.20 FLIGHT CREW DIABETES PROTOCOL (UK AOC)

A Class 1 medical certificate is only issued to a pilot with diabetes (insulin treated or those taking oral medicines which have the potential to cause hypoglycaemia) if they fulfil stringent criteria including demonstration of excellent control of their diabetes. It is subject to an operational multi-pilot limitation and pilots must comply with the Policy for the Medical Certification of Pilots and ATCOs with Diabetes as set out by the UK CAA. Pilots are briefed with regards to the testing protocols by their AME/diabetes specialist.

Flight Crew Responsibilities

The pilot must brief the other member(s) of the flight crew (and other members of the crew as necessary) before each duty. This briefing shall include:

- The reason for blood glucose tests.
- How the blood glucose test is done.

- When blood glucose tests are required (including with reference to the flight plan).
- Actions to be taken in the event of a blood glucose test outside of the acceptable range (below 5 or above 15 mmol/l).
- Whether, when and how insulin will be used during the flight duty period.
- Possible symptoms of low or high blood glucose.
- Actions to be taken by the pilot if a test is 'out of range'.

Blood glucose test times should be pre-planned, by time from departure, waypoints, or by setting up alarms – an iPad or phone could be used.

It is the pilot's responsibility, when on duty, to carry the following:

- Any required medication in sufficient quantity for the planned duty and any unplanned extensions.
- Equipment to deliver medication, this should be stored in the flight deck and be immediately accessible.
- Documentary evidence from their general practitioner/diabetes specialist confirming the need to carry the medication and equipment.

Emergency Situations

If operational or emergency situation prevents the pilot from undertaking a blood glucose test at the required time:

- 15 g of rapidly absorbable glucose/carbohydrate should be consumed immediately and blood glucose testing done as soon as possible – e.g., three jelly babies or 4 glucotabs.
- If the situation is prolonged, with no opportunity for blood glucose testing, this consumption of 15 g carbohydrate must be repeated every hour.
- If the pilot has an insulin pump, in the event of a decompression, it should be switched off and 15 g carbohydrate should be taken as soon as possible.

Refer also to OM-A [Section 8.3.14, Incapacitation of Crew Members](#) and CSPM [6.16.11, Diabetic Emergencies](#) which details signs and symptoms.

General

In the event of a decrease in medical fitness, refer to OM-A [Section 6.12 – Decrease in Medical Fitness](#).

Flight crew members must inform their line manager if returning to flying after being re-certified following a diagnosis of diabetes and being treated with insulin.

For testing requirements, refer to the Flight Operations Protocol Manual [Section 2.4 – Diabetes Protocol](#) – easyJet Flight Crew Testing Requirements And Actions To Be Taken.

[Swiss-AOC](#)

6.20 FLIGHT CREW DIABETES PROTOCOL (SWISS AOC)

Reserved.

[Austrian-AOC](#)

6.20 FLIGHT CREW DIABETES PROTOCOL (AUSTRIAN AOC)

A Class 1 medical certificate is only issued to a pilot with diabetes (insulin treated or those taking oral medicines which have the potential to cause hypoglycaemia) if they fulfil stringent criteria including demonstration of excellent control of their diabetes. It is subject to an operational multi-pilot limitation and pilots must comply with the Policy for the Medical Certification of Pilots and ATCOs with Diabetes as set out by ACG. Pilots are briefed with regards to the testing protocols by their AME/diabetes specialist.

Flight Crew Responsibilities

The pilot must brief the other member(s) of the flight crew (and other members of the crew as necessary) before each duty. This briefing shall include:

- The reason for blood glucose tests.
- How the blood glucose test is done.
- When blood glucose tests are required (including with reference to the flight plan).
- Actions to be taken in the event of a blood glucose test outside of the acceptable range (below 5 or above 15 mmol/l).
- Whether, when and how insulin will be used during the flight duty period.
- Possible symptoms of low or high blood glucose.
- Actions to be taken by the pilot if a test is ‘out of range’.

Blood glucose test times should be pre-planned, by time from departure, waypoints, or by setting up alarms – an iPad or phone could be used.

It is the pilot’s responsibility, when on duty, to carry the following:

- Any required medication in sufficient quantity for the planned duty and any unplanned extensions.
- Equipment to deliver medication, this should be stored in the flight deck and be immediately accessible.
- Documentary evidence from their general practitioner/diabetes specialist confirming the need to carry the medication and equipment.

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If operational or emergency situation prevents the pilot from undertaking a blood glucose test at the required time:

- 15 g of rapidly absorbable glucose/carbohydrate should be consumed immediately and blood glucose testing done as soon as possible – e.g., three jelly babies or 4 glucotabs.
- If the situation is prolonged, with no opportunity for blood glucose testing, this consumption of 15 g carbohydrate must be repeated every hour.
- If the pilot has an insulin pump, in the event of a decompression, it should be switched off and 15 g carbohydrate should be taken as soon as possible.

Refer also to OM-A [Section 8.3.14, Incapacitation of Crew Members](#) and CSPM [6.16.11, Diabetic Emergencies](#) which details signs and symptoms.

General

In the event of a decrease in medical fitness, refer to OM-A [Section 6.12 – Decrease in Medical Fitness](#).

Flight crew members must inform their line manager if returning to flying after being re-certified following a diagnosis of diabetes and being treated with insulin.

For testing requirements, refer to the Flight Operations Protocol Manual [Section 2.4 – Diabetes Protocol](#) – easyJet Flight Crew Testing Requirements And Actions To Be Taken.

ALL

6.21 PILOT SUPPORT PROGRAMME

Introduction

easyJet operates a pilot support programme (PSP) that aims to provide structured support to those enrolled within the scheme. The support programme ensures increased continuity in flying as well as support from training in order to support development.

Operational Considerations

As part of easyJet's commitment to the PSP, operational considerations are made which aim to reduce pilot concerns in order to help overcome any problem in a proactive manner. To accomplish this, easyJet will ensure the following non-punitive operational restrictions are applied for pilots enrolled in the PSP:

1. Amended recency requirements from 90 days to 45 days (if applicable); and
2. Increased RTW programme requirements (if applicable); and
3. Additional support simulator in between winter and summer EBT training (non-graded); and

4. Removal from CAT C airport operations (if applicable); and
5. Crew composition requirements such that two pilots in PSP cannot fly together.

ALL

6.22 PILOT PEER SUPPORT PROGRAMME

The Pilot Peer Support Programme is an independent, confidential service using trained, volunteer pilots to support fellow easyJet flight crew with any issue.

The peer supporters are trained by aviation psychologists to provide a professional service.

The Pilot Peer Support Programme can be accessed via the Connected Portal links.

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7 CHANGE REVISION SUMMARY

Page Number	Description of Change
7-9	UK AOC: Addition of INN report time.
7-12	UK AOC: Added note for Base Training.
7-13	UK AOC: Update to maximum daily FDP for unknown state of acclimatisation table.
7-19	UK AOC: Removal of duplicated wording.
7-21	UK AOC: Clarification on home standby and airport duty.
7-23	UK AOC: Removal of duplicated wording.
7-25	UK AOC: Addition of text to support 7.1.11.7.
7-28	UK AOC: Addition of wording to show planned to remove misinterpretation.
7-61	Austrian AOC: Addition of INN Report Time.
7-64	Austrian AOC: Addition of ALC and BHX as home bases.
7-65	Austrian AOC: Added note for Base Training.
7-65	Austrian AOC: Update to maximum daily FDP for unknown state of acclimatisation table.
7-72	Austrian AOC: Removal of duplicated wording.
7-74	Austrian AOC: Clarification on home standby and airport duty.
7-76	Austrian AOC: Removal of duplicated wording.
7-78	Austrian AOC: Addition of text to support 7.1.11.7.
7-81	Austrian AOC: Addition of wording to show planned to remove misinterpretation.
7-111	UK AOC: Change to 12 hours rest in line with FTL.
7-125	Austrian AOC: Change to 12 hours in line with FTL.

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7 FLIGHT TIME LIMITATIONS (FTL)

UK-AOC

Approved under Issue 4, Revision 12, Dated 21 April 2022.

UK-AOC

7.1 FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS (UK AOC)

7.1.1 Introduction

7.1.1.1 Scope

This scheme establishes the requirements to be met by easyJet and its crew members with regard to flight and duty time limitations and rest requirements for crew members.

The easyJet FTL scheme and Fatigue Risk Management System (FRMS) are issued in accordance with all applicable statutory and regulatory requirements pertaining to Flight Time Limitations and Fatigue Risk Management.

These requirements do not supersede other more limiting legal rules including Working Time or the requirements of the applicable Fatigue Risk Management Crew Roster Rules as contained in [Section 7.4 – easyJet Fatigue Risk Management Crew Roster Rules \(UK AOC\)](#).

7.1.1.2 Applicability

The scheme shall apply in relation to any Duty carried out at the behest of easyJet by crew members.

7.1.1.3 Fatigue Risk Management

This scheme assumes that easyJet operates within the principles of a Competent Authority approved FRMS which forms part of easyJet's Safety Management System (SMS). The objective of the easyJet FRMS is to ensure that all crew members in all operations are sufficiently alert to be able to operate to a satisfactory level of performance and safety.

The scope encompasses all crew members across all bases within all operations.

7.1.2 Definitions

7.1.2.1 Acclimatised

'Acclimatised' means a state in which a crew member's circadian biological clock is synchronised to the time zone where the crew member is. A crew member is considered to be Acclimatised to a 2-hour wide time zone surrounding the local time at the point of departure. When the local time at the place where a Duty commences differs by more than 2 hours from the local time at the place where the next Duty starts, the crew member, for the calculation of the maximum daily Flight Duty Period (FDP), is considered to be Acclimatised in accordance with the values in the [Table 7.1.2.1\(1\)](#).

Table 7.1.2.1(1) Acclimatisation

Time difference (h) between Reference Time and local time where the crew member starts the next Duty	Time elapsed since reporting at Reference Time				
	<48	48–71:59	72–95:59	96–119:59	≥120
<4	B	D	D	D	D
≥4 and ≤6	B	X	D	D	D
>6 and ≤9	B	X	X	D	D
>9 and ≤12	B	X	X	X	D

- 'B' means Acclimatised to the local time of the departure time zone;
- 'D' means Acclimatised to the local time where the crew member starts their next Duty; and
- 'X' means that a Crew member is in an unknown state of acclimatization.

A Crew member remains Acclimatised to the local time of their Reference Time during 47 hours 59 minutes after reporting no matter how many time zones they have crossed.

The maximum daily FDP for Acclimatised crew members is determined by using [Table 7.1.5.4.1\(1\)](#) with the Reference Time of the point of departure. As soon as 48 hours have elapsed, the state of acclimatisation is derived from the time elapsed since reporting at Reference Time and the number of time zones crossed.

The point of departure refers to the reporting point for a Flight Duty Period or Positioning Duty after a Rest Period.

7.1.2.2 [Reference Time](#)

'Reference Time' means the local time at the reporting point in a time zone band 2 hours wide around the local time where a Crew member is Acclimatised.

Reference Time refers to reporting points in a 2-hour wide time zone band around the local time where a crew member is Acclimatised. For example, a crew member is acclimatized to the local time in Helsinki and reports for Duty in London. The Reference Time is the local time in London.

7.1.2.3 [Accommodation](#)

'Accommodation' means, for the purpose of Standby and Split Duty, a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with a possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink.

7.1.2.4 Suitable Accommodation

'Suitable Accommodation' means, for the purpose of Standby, Split Duty and Rest, a separate room for each crew member located in a quiet environment and equipped with a bed, which is sufficiently ventilated, has a device for regulating temperature and light intensity, and access to food and drink.

7.1.2.5 Break

'Break' means a period of time within a Flying Duty Period, shorter than a Rest Period, counting as Duty and during which a crew member is free of all tasks.

7.1.2.6 Delayed Reporting

'Delayed Reporting' means the postponement of a scheduled FDP by the operator before a crew member has left the place of rest.

7.1.2.7 Disruptive Schedule

'Disruptive Schedule' means a crew member's Roster which disrupts the sleep opportunity during the optimal sleep time window by comprising an FDP or a combination of FDPs which encroach, start or finish during any portion of the day or of the night where a Crew member is Acclimatised. A schedule may be disruptive due to Early Starts, Late Finishes or Night Duties.

Disruptive Schedule means:

- For 'Early Start' a Duty Period starting in the period between 05:00 and 06:59 in the time zone to which a crew member is Acclimatised; and
- For 'Late Finish' a Duty Period finishing in the period between 23:00 and 01:59 in the time zone to which a crew member is Acclimatised.

If a crew member is Acclimatised to the local time at their Home Base, the local time at the Home Base should be used to consider an FDP as Disruptive Schedule. This applies to operations within the 2-hour wide time zone surrounding the local time at the Home Base, if a crew member is Acclimatised to the local time at their Home Base.

7.1.2.8 Night Duty

'Night Duty' means a Duty Period encroaching any portion of the period between 02:00 and 04:59 in the time zone to which the crew member is Acclimatised.

'Night Start' is a Night Duty which starts in the period between 02:00 and 04:59.

7.1.2.9 Duty

'Duty' means any task that a crew member performs for easyJet, including Flight Duty, administrative work, giving or receiving training and checking, Positioning, and some elements of Standby.

Refer to [Section 7.1.9, Standby](#) for details on Standby duties.

7.1.2.10 Duty Period

'Duty Period' means a period which starts when a crew member is required by an operator to report for or to commence a Duty and ends when that person is free of all duties, including Post-flight Duty.

7.1.2.11 Flight Duty Period (FDP)

'FDP' means a period that commences when a crew member is required to report for Duty, which includes a Sector or series of Sectors, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last Sector on which the crew member acts as an Operating Crew Member.

7.1.2.12 Flight Time

'Flight Time' means the time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are shut down.

7.1.2.13 Home Base

'Home Base' means the location, assigned by easyJet to the crew member, from where the crew member normally starts and ends a Duty Period or a series of Duty Periods and where, under normal circumstances, easyJet is not responsible for the accommodation of the crew member concerned.

7.1.2.14 Local Day

'Local Day' means a 24 hour period commencing at 00:00 local time.

7.1.2.15 Local Night

'Local Night' means a period of 8 hours falling between 22:00 and 08:00 local time.

7.1.2.16 Operating Crew Member

'Operating Crew Member' means a crew member carrying out duties in an aircraft during a Sector.

7.1.2.17 Positioning

'Positioning' means the transferring of a crew member who is not an Operating Crew Member from one place to another, at the behest of easyJet, excluding:

- The time of travel from a private place of rest to the designated reporting place at Home Base and vice versa; and
- The time for local transfer from a place of rest to the commencement of Duty and vice versa.

7.1.2.18 Reserve

'Reserve' means a period of time during which a crew member is required by easyJet to be available to receive an assignment for an FDP, Positioning or other Duty notified at least 10 hours in advance.

7.1.2.19 Rest Period

'Rest Period' means a continuous, uninterrupted and defined period of time, following Duty or prior to Duty, during which a crew member is free of all Duties, Standby and Reserve.

7.1.2.20 Rotation

'Rotation' is a Duty or a series of Duties, including at least one Flight Duty, and Rest Periods out of Home Base, starting at Home Base and ending when returning to Home Base for a Rest Period where easyJet is no longer responsible for the accommodation of the crew member.

7.1.2.21 Single Day Free of Duty

'Single Day Free of Duty' means, for the purpose of complying with the provisions of Council Directive 2000/79/EC a time free of all Duty and Standby consisting of one day and two Local Nights, which is notified in advance. A Rest Period may be included as part of the Single Day Free of Duty.

7.1.2.22 Sector

'Sector' means the segment of an FDP between an aircraft first moving for the purpose of taking off until it comes to rest after landing on the designated parking position.

7.1.2.23 Standby

'Standby' means a pre-notified and defined period of time during which a crew member is required by easyJet to be available to receive an assignment for a Flight, Positioning or other Duty without an intervening Rest Period.

7.1.2.24 Airport Duty

'Airport Duty' means any Duty undertaken at the airport without Accommodation, including Standby.

7.1.2.25 Airport Standby

'Airport Standby' means a Standby performed at the airport with Accommodation in accordance with [7.1.9.1, Airport Standby](#).

7.1.2.26 Other Standby

'Other Standby' means a Standby either at home or in Suitable Accommodation.

7.1.2.27 Window of Circadian Low (WOCL)

'Window of Circadian Low (WOCL)' means the period between 02:00 and 05:59 in the time zone to which a crew member is Acclimatised.

7.1.3 Responsibilities

7.1.3.1 easyJet

easyJet shall meet its responsibilities by maintaining and developing a Competent Authority approved Fatigue Risk Management System (FRMS) which is appropriate to the size of the operation and the nature and complexity of its activities taking into account the hazards and associated risks inherent in those activities and the content of this scheme. The company FRMS will be described in an FRMS Procedures Manual which will form the basis of the Competent Authority approval and oversight.

easyJet's FRMS will ensure compliance with the following requirements:

- Publish duty rosters sufficiently in advance to provide the opportunity for crew members to plan adequate rest. Rosters will be published on the 17th of each month for the following month;
- Ensure that FDPs are planned in a way that enables crew members to remain sufficiently free from fatigue so that they can operate to a satisfactory level of safety under all circumstances;
- Specify reporting times that allow sufficient time for ground duties;
- Take into account the relationship between the frequency and pattern of FDPs and Rest Periods and give consideration to the cumulative effects of undertaking long Duty hours combined with minimum Rest Periods;
- Allocate Duty patterns which avoid practices that cause a serious disruption of an established sleep/work pattern, such as alternating day/night duties;
- Comply with the provisions concerning Disruptive Schedules in accordance with Sections 7.1.2.7, Disruptive Schedule and 7.1.11.4, Rest Periods Disruptive Schedules;
- Provide Rest Periods of sufficient time to enable crew members to overcome the effects of the previous duties and to be rested by the start of the following FDP;
- Plan Recurrent Extended Recovery Rest Periods and notify crew members sufficiently in advance;
- Plan flight duties in order to be completed within the allowable FDP taking into account the time necessary for pre-flight duties, the Sector and turnaround times;
- Change a schedule and/or crew arrangements if the actual operation exceeds the maximum FDP on more than 33% of the flight duties in that schedule during a scheduled seasonal period.

7.1.3.1.1 Operational Robustness of Rosters

The FRMS Procedures Manual contains the associated guidelines necessary to ensure easyJet can demonstrate compliance with its responsibilities. Performance indicators for operational robustness of rosters are established as part of the FRMS Procedures. easyJet shall take mitigating actions when FRMS Safety Assurance processes show that the required safety performance is not maintained.

7.1.3.2 Crew Members

Crew members shall:

- Comply with all Flight and Duty Time Limitations (FTL) and rest requirements applicable to their activities.
- When undertaking duties for more than one operator:
 - Maintain their individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and
 - Provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.
- The crew members shall not perform duties on an aircraft:
 - If they know or suspect that their task achievement/decision making may deteriorate to the extent that flight safety is endangered because of the effects of fatigue, taking into account, inter alia, fatigue accumulation, sleep deprivation, number of sectors flown, night duties or time zone changes or feels otherwise unfit, to the extent that the flight may be endangered.
 - When under the influence of psychoactive substances or alcohol.
 - When unfit due to injury, fatigue, medication, sickness or other similar causes.
- Make optimum use of the opportunities and facilities for rest provided and plan and use their Rest Periods properly. Rest periods must provide sufficient time to enable crew members to overcome the effects of the previous duties and to be well rested by the start of the following flight duty period.

The entire requirements of the easyJet FTL scheme and approved variations, based on a maximum of 90 minutes travelling time prior to report, must be assumed as the benchmark when assessing the advisability of personal travel itineraries. It should also be noted that operational disruption may necessitate crew members having to operate beyond the planned Flying Duty Period.

In essence crew members must be fully aware of the need to act in a professional manner in discharging their responsibilities.

Furthermore, they must not fly if they know that they are or are likely to be in breach of this scheme.

7.1.4 Fatigue Risk Management

1. easyJet has established, and maintains FRM as an integral part of its management system. An FRMS manual forms part of the Operations Manual structure. The FRM ensures compliance with [7.1.3.2](#) and [7.1.4 \(2\)](#).
2. The prevention of fatigue must be managed through a rostering system. For a flight, or series of flights, such a rostering system needs to address flight time, flight-duty periods, duty and adapted rest periods. Limitations established within the rostering system must take into account all relevant factors contributing to fatigue such as, in particular, number of sectors flown, time-zone crossing, sleep deprivation, disruption of circadian cycles, night hours, positioning, cumulative duty time for given periods of time, sharing of allocated tasks between crew members, and also the provision of augmented crews.
3. The FRM provides for continuous improvement to the overall performance of the FRM and includes:
 - a. A description of the philosophy and principles of easyJet's approach to FRM which is referred to within the FRM policy;
 - b. An FRMS manual contains the documentation of FRM processes, and includes a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - c. Scientific principles and knowledge;
 - d. A hazard identification and risk assessment process that allows managing the operational risk(s) of easyJet arising from crew member fatigue on a continuous basis;
 - e. A risk mitigation process that provides for remedial actions to be implemented promptly, which are necessary to effectively mitigate easyJet's risk(s) arising from crew member fatigue and for continuous monitoring and regular assessment of the mitigation of fatigue risks achieved by such actions;
 - f. FRM safety assurance processes;
 - g. FRM promotion processes.
4. The FRM corresponds to the easyJet approved flight time specification scheme, taking into consideration the size of the operation and the nature and complexity of its activities as well as the hazards and associated risks inherent in those activities and the applicable flight time specification scheme.
5. easyJet will take mitigating actions when the FRM safety assurance process shows that the required safety performance is not maintained.
6. easyJet's FRMS manual complies in full with the requirements under the regulations.

7.1.5 Flight Duty Period

easyJet has defined reporting times that are appropriate to the specific nature of the Duty.

7.1.5.1 Report Times

Standard report times are as follows:

- Flight: 60 minutes;
- INN Flights: 75 minutes;
- Line Training: 60 minutes (75 minutes for initial sectors);
- Zero Flight Time Training: 75 minutes;
- Base Training: 90 minutes;
- Air Positioning: 60 minutes;
- Ground Positioning: At departure time;
- Simulator: 90 minutes;
- Train Positioning: 15 minutes.

7.1.5.1.1 Non-Standard Reporting Time

A non-standard reporting time designed to take advantage of an increased FDP from a more favourable time band must not be used.

7.1.5.1.2 Authority to Reduce Standard Report

As part of the FRM approval, a non-standard reporting time which reduces the 60 minute allowance may be implemented only by the Commander, taking into account all operational circumstances on the day. The full 60 minute allowance cannot be reduced by easyJet and one flight crew member must receive a minimum briefing allowance of 45 minutes. Irrespective sufficient time must always be allowed for an adequate safety briefing taking into account all pertinent factors. A monthly analysis of briefing reductions will be produced as part of FRMS Quality Assurance and made available to the Competent Authority. A task risk analysis of the necessary pre-flight actions and guidelines for this process can be referenced in [Section 7.2.9](#). Where the analysis indicates that insufficient time may have been allowed for an adequate safety briefing the FRMS shall investigate such occurrences and forward a written report to the Competent Authority.

7.1.5.2 Post Flight Duty

Post-flight Duty shall count as Duty Period.

The minimum time period for post-flight duties is as follows:

- After an FDP: 30 minutes;
- After Line Training: 30 minutes;
- After Air Positioning: 15 minutes;

- After Ground Positioning: at arrival time;
- After Simulator: 60 minutes.

7.1.5.2.1 Exceeded Post Flight Duty Allowances

It is the responsibility of the crew member to inform the company upon completion of the Duty when the time taken for post flight activities is extended beyond the allowances in [7.1.5.2, Post Flight Duty](#).

7.1.5.2.2 Reduced Post Flight Duty Allowance

Similarly where the full allowance is not required crew members, with the approval of the Commander, may go off duty once all post FDP duties have been satisfactorily completed. The full debrief allowance cannot be reduced by easyJet.

7.1.5.3 Home Base

easyJet assigns a home base to each crew member. The home base is a single airport location assigned with a high degree of permanence.

In the case of a change of home base, the first recurrent extended recovery rest period prior to starting Duty at the new home base is increased to 72 hours, including 3 Local Nights. Travelling time between the former home base and the new home base is Positioning.

Crew members should consider making arrangements for temporary accommodation closer to their home base if the travelling time from their residence to their home base usually exceeds 90 minutes.

7.1.5.3.1 easyJet's Home Base Policy

easyJet assigns a Home Base to each crew member and a record of all assignments and changes is kept in the company Crew Management System (AIMS).

If long distances are involved in travelling from home to the home base, the travelling time involved is a factor influencing any subsequent onset of fatigue. Crew members should consider making arrangements for temporary accommodation closer to their home base if the travelling time from their residence to their home base usually exceeds 90 minutes.

Every crew member is assigned a single permanent contractual base in one of the locations listed below, or in a new contractual base location pending inclusion in the list. The single permanent contractual base is used as the appropriate reference for all flight time limitation requirements. Crew members may change their base only in keeping with the current protocols and relevant agreements all of which preclude undesirable levels of transience in respect of fatigue mitigation.

When a crew member changes their home base between two of the easyJet home bases in the list below, then the following procedure will apply in order to ensure the crew member has sufficient rest before starting to operate in their new base:

1. A positioning duty (which counts towards cumulative duty hours) will be assigned in the roster after the last sector operated in the old home base.
2. From the end of that duty, the crew member is considered based in their new home base for FTL purposes.
3. Prior to operating any duties in their new base, 72 hours and 3 local nights rest will be assigned in their new base.

List of easyJet Home Base

1. Belfast (UK) – BFS.
2. Bristol (UK) – BRS.
3. Charles de Gaulle (Paris, France) – CDG.
4. Edinburgh (UK) – EDI.
5. Glasgow (UK) – GLA.
6. London Gatwick (UK) – LGW.
7. Lisbon (Portugal) – LIS.
8. Liverpool (UK) – LPL.
9. Luton (UK) – LTN.
10. Lyon (France) – LYS.
11. Manchester (UK) – MAN.
12. Milan (Italy) – MXP.
13. Nice (France) – NCE.
14. Orly (Paris, France) – ORY.
15. Berlin (Germany) – BER.
16. Toulouse (France) – TLS.
17. Naples (Italy) – NAP.
18. Oporto (Portugal) – OPO.
19. Amsterdam (Netherlands) – AMS.
20. Venice (Italy) – VCE.
21. Barcelona (Spain) – BCN.
22. Palma de Mallorca (Spain) – PMI.
23. Bordeaux (France) – BOD.
24. Nantes (France) – NTE.

25. Malaga (Spain) – AGP.
26. Faro (Portugal) – FAO.
27. Alicante (Spain) – ALC.
28. Birmingham (UK) – BHX.

Note: Bases correct as of latest manual revision.

7.1.5.4 Basic Maximum FDP

7.1.5.4.1 Acclimatised Crew Member

The maximum daily FDP without the use of extensions for acclimatised crew members shall be in accordance with the following table:

Table 7.1.5.4.1(1) Maximum FDP

Start of FDP (Reference Time)	1–2 Sectors	3 Sectors	4 Sectors	5 Sectors	6 Sectors	7 Sectors	8 Sectors	9 Sectors	10 Sectors
0600–1329	13:00	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00
1330–1359	12:45	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00
1400–1429	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
1430–1459	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
1500–1529	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
1530–1559	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00
1600–1629	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00
1630–1659	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00	09:00
1700–0459	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00	09:00
0500–0514	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
0515–0529	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
0530–0544	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
0545–0559	12:45	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00

Note 1: Contractual arrangements may be more restrictive. These are described in the [Maximum Daily Flight Duty Periods Document](#) located on DocuNet/Flight Operations Procedures Manuals.

Note 2: Base Training counts as 3 sectors.

7.1.5.4.2 Basic Maximum FDP – Crew Members in an Unknown State of Acclimatisation

The maximum daily FDP when crew members are in an unknown state of acclimatisation will be in accordance with the following table:

Table 7.1.5.4.2(1) Crew Members in an Unknown State of Acclimatisation

Maximum daily FDP according to sectors						
1–2	3	4	5	6	7	8
12:00	11:30	11:00	10:30	10:00	09:30	09:00

7.1.5.4.3 Different Reporting Times for Flight Crew and Cabin Crew

Whenever Cabin Crew require more time than the Flight Crew for their Pre-flight Duties for the same Sector or series of Sectors, the FDP of the Cabin Crew may be extended by the difference in reporting time between the Cabin Crew and the Flight Crew. The difference shall not exceed 1 hour. The maximum daily FDP for Cabin Crew shall be based on the time at which the Flight Crew report for their FDP, but the FDP shall start at the reporting time of the Cabin Crew.

7.1.5.4.4 Maximum Daily FDP with Extensions

The maximum daily FDP may be extended by up to 1 hour not more than twice in any 7 consecutive days. In that case:

- The minimum pre-flight and post-flight Rest Periods shall be increased by 2 hours; or
- The post-flight Rest Period shall be increased by 4 hours.

When extensions are used for consecutive FDPs, the additional pre- and post-flight rest between the 2 Extended FDPs required shall be provided consecutively.

The use of the extension shall be planned in advance in accordance with the table below.

Extension of the maximum basic daily FDP shall not be combined with extensions due to Split Duty in the same Duty Period.

The extension of FDP is limited to the values specified in the table below:

Table 7.1.5.4.4(1) Maximum Daily FDP with Extension

Start-of-FDP (Reference Time)	1–2-Sectors	3-Sectors	4-Sectors	5-Sectors
0600–0614	Not allowed	Not allowed	Not allowed	Not allowed
0615–0629	13:15	12:45	12:15	11:45
0630–0644	13:30	13:00	12:30	12:00
0645–0659	13:45	13:15	12:45	12:15
0700–1329	14:00	13:30	13:00	12:30
1330–1359	13:45	13:15	12:45	Not allowed
1400–1429	13:30	13:00	12:30	Not allowed
1430–1459	13:15	12:45	12:15	Not allowed
1500–1529	13:00	12:30	12:00	Not allowed
1530–1559	12:45	Not allowed	Not allowed	Not allowed
1600–1629	12:30	Not allowed	Not allowed	Not allowed
1630–1659	12:15	Not allowed	Not allowed	Not allowed
1700–1729	12:00	Not allowed	Not allowed	Not allowed
1730–1759	11:45	Not allowed	Not allowed	Not allowed
1800–1829	11:30	Not allowed	Not allowed	Not allowed
1830–1859	11:15	Not allowed	Not allowed	Not allowed
1900–0359	Not allowed	Not allowed	Not allowed	Not allowed
0400–0414	Not allowed	Not allowed	Not allowed	Not allowed
0415–0429	Not allowed	Not allowed	Not allowed	Not allowed
0430–0444	Not allowed	Not allowed	Not allowed	Not allowed
0445–0459	Not allowed	Not allowed	Not allowed	Not allowed
0500–0514	Not allowed	Not allowed	Not allowed	Not allowed
0515–0529	Not allowed	Not allowed	Not allowed	Not allowed
0530–0544	Not allowed	Not allowed	Not allowed	Not allowed
0545–0559	Not allowed	Not allowed	Not allowed	Not allowed

Note: Contractual arrangements could be more restrictive. These are described in the [Maximum Daily Flight Duty Periods Document](#) located on DocuNet/Flight Operations Procedures

Manuals.

7.1.5.4.5 Unforeseen Circumstances in Flight Operations – Commander's Discretion to Extend an FDP

1. The conditions to modify the limits on flight duty, Duty and rest periods by the commanders in the case of unforeseen circumstances in flight operations, which start at or after the reporting time, shall comply with the following:
 - a. The maximum daily FDP which results after applying sections [7.1.5.4.1, Acclimatised Crew Member](#) and [7.1.8, Split Duty](#) may not be increased by more than 2 hours;
 - b. If on the final sector within an FDP the allowed increase is exceeded because of unforeseen circumstances after take-off, the flight may continue to the planned destination or alternate aerodrome; and
 - c. The rest period following the FDP may be reduced but can never be less than 10 hours.
2. In case of unforeseen circumstances which could lead to severe fatigue, the commander shall reduce the actual Flight Duty Period and/or increase the rest period in order to eliminate any detrimental effect on flight safety.
3. The commander shall consult all crew members on their alertness levels before deciding the modifications under subparagraphs [1](#) and [2](#).
4. The commander shall submit a report to easyJet when an FDP is increased or a rest period is reduced at their discretion.
5. Where the increase of an FDP or reduction of a rest period exceeds 1 hour, a copy of the report, to which easyJet shall add its comments, shall be sent by easyJet to the Competent Authority not later than 28 days after the event.
6. easyJet has implemented a non-punitive process for the use of the discretion described under this provision. The policy includes the shared responsibilities and the associated factors for consideration surrounding the use of discretion.

The maximum basic daily FDP that results after applying [7.1.5.4.1, Acclimatised Crew Member](#) or [7.1.5.4.2, Basic Maximum FDP – Crew Members in an Unknown State of Acclimatisation](#) (as applicable) is to be used to calculate the limits of commander's discretion, including commander's discretion applied to an FDP which has been extended under the provisions of [7.1.5.4.4, Maximum Daily FDP with Extensions](#).

easyJet's policy for the use of commander's discretion is described in [Section 7.2.1, Commander's Discretion Policy \(UK AOC\)](#).

7.1.5.4.6 Unforeseen Circumstances in Actual Flight Operations – Delayed Reporting

easyJet may delay the reporting time in the event of unforeseen circumstances and will keep record of Delayed Reporting. Delayed Reporting procedures establish a notification time allowing a crew member to remain in Suitable

Accommodation when the Delayed Reporting procedure is activated. In such a case, if the crew member is informed of the Delayed Reporting time, the FDP is calculated as follows:

1. One notification of a delay leads to the calculation of the maximum FDP according to (3) or (4).
2. If the reporting time is further amended, the FDP starts counting 1 hour after the second notification or at the original delayed reporting time if this is earlier.
3. When the delay is less than 4 hours, the maximum FDP is calculated based on the original reporting time and the FDP starts counting at the delayed reporting time.
4. When the delay is 4 hours or more, the maximum FDP is calculated based on the more limiting of the original or the delayed reporting time and the FDP starts counting at the delayed reporting time.
5. As an exception to (1) and (2), when easyJet informs the crew member of a delay of 10 hours or more in reporting time and the crew member is not further disturbed by easyJet, such delay of 10 hours or more counts as a rest period.

7.1.5.4.6.1 easyJet's Policy for Delayed Reporting

In the event of unforeseen circumstances crew members can have their report time delayed at their place of rest as per this procedure.

Original and delayed report times are published, managed and stored in the company Crew Management System (AIMS).

Procedure:

- After consultation with the Integrated Control Centre, to ensure that a flight will not be brought back to schedule or forward from a delay, Crewing will contact and delay crew at home where possible for any delays of 45 minutes or more.
- In order to be notified of a delayed report pilots will be contacted at or under 90 minutes before their scheduled report time.
- In order to be notified of a delayed report cabin crew will be contacted at or under 120 minutes before scheduled report time.
- Delayed reporting must be notified before the crew member leaves their place of rest.

Calculation of Flight Duty Period Under Delayed Reporting:

After a first delay has been notified, easyJet will not further amend the reporting time except at bases where there are no crew facilities available. In these cases, the Crewing Department may amend the reporting time for a second time and the FDP starts counting 1 hour after the second notification or at the original delayed reporting time if this is earlier.

As an exception to the above, when easyJet informs the crew member of a delay of 10 hours or more in reporting time and the crew member is not further disturbed by the operator, such delay of 10 hours or more counts as a rest period.

7.1.5.4.7 Night Duties

1. When establishing the maximum FDP for consecutive Night Duties, the number of sectors is limited to 4 sectors per Duty.
2. easyJet manages night duties, including night duties of more than 10 hours, through the Company FRMS, as described in [7.4, easyJet Fatigue Risk Management Crew Roster Rules \(UK AOC\)](#).

7.1.6 Flight Time and Duty Periods

Post flight duty will count as Duty Period. easyJet defines post flight duty allowances appropriate to the specific nature of the Duty. These are described at [7.1.5.2, Post Flight Duty](#).

7.1.6.1 Total Duty Time

Total Duty Periods to which a crew member may be assigned shall not exceed:

- 60 Duty hours in any 7 consecutive days;
- 110 Duty hours in any 14 consecutive days; and
- 190 Duty hours in any 28 consecutive days, spread as evenly as practicable throughout that period.

7.1.6.2 Total Flight Time

The total Flight Time of the Sectors on which an individual crew member is assigned as an Operating Crew Member shall not exceed:

- 100 hours of Flight Time in any 28 consecutive days; and
- 900 hours of Flight Time in any calendar year; and
- 1,000 hours of Flight Time in any 12 consecutive calendar months.

7.1.7 Positioning

If easyJet positions a crew member, the following shall apply:

- Positioning after reporting but prior to operating shall be counted as FDP but shall not count as a Sector;
- All time spent on Positioning shall count as Duty Period.

7.1.7.1 Self-positioning

easyJet permits a crew member to self-position by the means of personally arranged transport directly to another location without initially reporting to home base. The following applies:

1. The notional positioning duty times between home base and alternative reporting location(s) are recorded in the company Crew Management System (AIMS), demonstrating realistic journey times;
2. Facilities are provided to enable the crew to report at the alternative reporting location (refer to Report to Aircraft (RTAC) guide/base pages);
3. All notional time is recorded in full as duty and used to calculate the rest period;
4. The FDP is deemed to have commenced at the report time of the notional positioning duty;
5. Where self-positioning is followed by a rest period prior to an FDP, easyJet provides suitable accommodation;
6. If a crew member decides to self-position, consideration should be given to the fatiguing effect of long periods of driving or other forms of positioning transportation on the Flight Duty Period as covered in Crew Training.
7. easyJet manages self-positioning through the company FRMS.

7.1.8 Split Duty

The conditions for extending the basic maximum daily FDP due to a Break on the ground shall be in accordance with the following:

- The Break on the ground shall count in full as FDP;
- Split duty shall not follow a reduced rest;
- The Break on the ground within the FDP has a minimum duration of 3 consecutive hours;
- The Break excludes the time allowed for post and pre-flight duties and travelling. The minimum total time for post and pre-flight duties and travelling time is 30 minutes;
- The maximum FDP specified in [7.1.5.4.1, Acclimatised Crew Member](#) may be increased by up to 50% of the Break;
- Suitable Accommodation is provided either for a Break of 6 hours or more or for a Break that encroaches the WOCL;
- In all other cases:
 - Accommodation is provided; and
 - Any time of the actual Break exceeding 6 hours or any time of the Break that encroaches the WOCL does not count for the extension of the FDP.

7.1.8.1 easyJet's Policy for Use of Split Duty

When a Flying Duty Period consists of two or more sectors but separated by less than a minimum rest period, then the Flying Duty Period may be extended using Split Duty.

For the purpose of this policy the following definitions apply:

Accommodation means a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with the possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink. Adequate furniture for a crew member's accommodation should include a seat that reclines at least 45° back angle to the vertical, has a seat width of at least 20 inches (50 cm) and provides leg and foot support.

Break means a period of time within a flight duty period, shorter than a rest period, counting as duty and during which a crew member is free of all tasks.

Window of Circadian Low (WOCL) means the period between 02:00 and 05:59 hours in the time zone to which a crew member is acclimatised.

easyJet Procedure for Split Duty:

1. The break on the ground within the FDP must have a minimum duration of 3 consecutive hours and a maximum of 10 consecutive hours.
2. The break on the ground is the time between the aircraft 'on chocks' at the sector prior to the break and 'off chocks' at sector after the break.
3. 30 minutes are subtracted from the calculated break on the ground to allow for post and pre-flight duties and travelling time considering the following:
 - When a planned split duty involves rest in a hotel the accommodation should be located within 15 minutes travelling time of the report location. If the accommodation is further than 15 minutes away then the additional travelling time should be added to the pre and post flight duty and travelling time allowance.
 - If the break on the ground is six hours or more the time allowed for pre and post flight duties and travelling time is increased to 60 minutes so as to ensure a minimum of 45 minutes for immediate pre-flight duties.
 - easyJet will provide hotel accommodation to crew members if the break on the ground is 6 hours or more or if the break on the ground encroaches the WOCL.
 - When the rest period is less than 6 hours, Accommodation will be provided.
4. Positioning prior to operating a split duty counts as FDP but does not count as a sector for the purposes of calculating the maximum allowable FDP.
5. Split Duty shall not follow a reduced rest.

7.1.9 Standby

Standby and any duty at the airport will be in the roster and the time of start, end and nature of the standby duty will be defined and notified in advance to the crew members concerned to provide them with the opportunity to plan adequate rest.

easyJet's policy for the use of Standby is described in [Section 7.1.9.4, easyJet's Standby Policy](#).

7.1.9.1 Airport Standby

A crew member is considered on Airport Standby from reporting at the reporting point until the end of the notified Airport Standby period.

Airport Standby will count in full as Duty Period for the purpose of [7.1.6, Flight Time and Duty Periods](#) and [7.1.11, Rest Periods](#).

easyJet will provide Accommodation to crew members on Airport Standby.

If not leading to the assignment of an FDP, airport standby is followed by a rest period as specified in [7.1.11, Rest Periods](#).

If an assigned FDP starts during airport standby, the following applies:

1. The FDP counts from the start of the FDP. The maximum FDP is reduced by any time spent on airport standby in excess of 4 hours.
2. The maximum combined duration of airport standby and assigned FDP as specified in [7.1.5.4.1, Acclimatised Crew Member](#) and [7.1.5.4.4, Maximum Daily FDP with Extensions](#) is 16 hours.

7.1.9.2 Airport Duties

Any Duty at the airport will count in full as Duty Period and the FDP will count in full from the Airport Duty reporting time.

7.1.9.3 Standby other than Airport Standby

1. The maximum duration of Standby other than Airport Standby is 16 hours;
2. easyJet's standby procedures are designed to ensure that the combination of standby and FDP do not lead to more than 18 hours awake time;
3. 25% of time spent on standby other than airport standby counts as duty time;
4. Standby is followed by a Rest Period in accordance with [7.1.11, Rest Periods](#);
5. Standby ceases when the crew member reports at the designated reporting point;
6. If Standby ceases within the first 6 hours, the maximum FDP counts from reporting;

7. If Standby ceases after the first 6 hours, the maximum FDP is reduced by the amount of Standby time exceeding 6 hours; and
8. If the FDP is extended due to split duty in accordance with [7.1.8, Split Duty](#), the 6 hours of paragraph (6) and (7) are extended to 8 hours;
9. If standby starts between 23:00 and 07:00, the time between 23:00 and 07:00 does not count towards the reduction of the FDP under (6), (7) and (8) until the crew member is contacted by the operator; and
10. The response time between call and reporting time established by easyJet allows the crew member to arrive from their place of rest to the designated reporting place within a reasonable time as defined in the easyJet Standby Procedures.

7.1.9.4 [easyJet's Standby Policy](#)

The objective of this policy is to define the rules and procedures under which easyJet plan and use Standby duties.

easyJet is responsible for publishing rosters, including Standby start and end times, in advance so that operating crews can plan adequate pre-flight rest. Before the start of the new roster year, the start and finish dates of each roster plus the expected publication date, will be issued to crew members.

easyJet may assign crew members to Airport Standby, Airport Duty or Other Standby (Home Standby or Standby at Suitable Accommodation).

A crew member can be called from any Standby or Airport Duty to perform an extended FDP, although Standbys or Airport Duties specifically designed to accommodate such extended duties may also be rostered.

Managing 18 Hours of Wakefulness

In order to ensure that crew members are not awake for more than 18 hours, easyJet limits the maximum duration of Home Standby to 8 hours and the combination of Home Standby and Airport Duty to 12 hours 30 minutes. Crew members may request hotel accommodation at home base at the Company's expense after having completed a duty of 14 hours or more.

Nevertheless, it is the responsibility of the crew member to manage their rest and sleep opportunities during pre-duty rest periods and while on standby to enable them to carry out an FDP. If a crew member is called from home standby to undertake an FDP and has reason to believe they may not be sufficiently rested as they will have been awake for 18 hours or more when the duty finishes, the individual needs to consider whether they are fit to operate either part of the duty or the full duty based on whether they are sufficiently rested and fit to fly. In the event that the crew member is insufficiently rested to complete the full advised FDP, the individual should explain this to the Crewing Officer who will consider whether there are other options available. If the crew member operates an FDP shorter than that originally advised, or no alternative FDP is available although the crew member is fit to fly, a paper Commander's Discretion Report should be completed in respect of "Discretion to Reduce a Flight Duty Period". In such

circumstances the limitation on individual crew members (see [Section 7.2](#)) will not apply. In the event that the crew member states they are insufficiently rested to perform any FDP a Fatigue Report Form should be completed in the normal manner, within 72 hours of the conversation. The FRF will be managed through the current safety system.

easyJet will monitor duty length resulting from combination of standby and FDP and will identify duties over 16 hours as part of the FRM compliance oversight.

Contact and Notification

In order to ensure that crew members can obtain sufficient and uninterrupted pre-flight rest, easyJet will not contact them during the hours of 23:00 to 07:00 local time unless it is to give them 2 hours or less notice of report.

If a crew member is allocated a duty from home standby and accepts the notification before commencing the immediately preceding rest period, then the home standby will be removed unless agreed with the crew member.

If a crew member is allocated a duty from home standby and accepts the notification after commencing the immediately preceding rest period, then the home standby will be retained so as to generate the applicable FDP limitation. This also allows the duty to be brought forward within the constraints imposed by the commencement time of the home standby. Crewing will actively contact the crew member after standby commencement to notify them of the allocated duty. The only exception would be if the crew member, on accepting the notification, rang into the Crewing department and it was mutually agreed that the standby could be removed.

Company and Crew Member Responsibilities

When away from base, opportunities and facilities for adequate pre-flight rest will be provided by easyJet in suitable accommodation. At the same time, it is the crew members' responsibility to make optimum use of the opportunities and facilities for rest provided and plan and use their rest periods properly.

Definitions

For the purpose of this policy the following definitions apply:

easyJet Disruptive Duty: Duty that occurs in any part of the period 0100 to 0659 local time;

Standby: A pre-notified and defined period of time during which a crew member is required by the operator to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period;

Airport Duty: When a crew member is on standby duty on immediate readiness at an aerodrome and the allowable Flying Duty Period is calculated using the start time of the standby duty;

Airport Standby: A standby performed at accommodation at the airport;

Accommodation: A quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with the possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink;

Adequate furniture for a crew member's accommodation should include a seat that reclines at least 45° back angle to the vertical, has a seat width of at least 20 inches (50 cm) and provides leg and foot support.

Rest Period: A continuous, uninterrupted and defined period of time, following duty or prior to duty, during which a crew member is free of all duties, standby and reserve;

Other Standby: A standby either at home or in a suitable accommodation.

7.1.9.4.1 Calculation of Flight Duty Period and Rest for Standby Duties (easyJet Standby Policy)

7.1.9.4.1.1 Airport Standby (easyJet Standby Policy)

- Airport Standby is planned to a maximum of 7 hours. On the day of operation, it may be extended beyond 7 hours if the standby results in a call out for duty that reports after the planned end time of the standby.

Rest Period:

- If not leading to the assignment of an FDP, airport standby is followed by a minimum rest period of 12 hours or as long as the time spent on airport standby, whichever is greater.
- If a minimum rest period is provided before reporting for the duty assigned during the airport standby, this time period should not count as airport standby duty.

7.1.9.4.1.2 Airport Duty (easyJet Standby Policy)

- Airport Duty is planned to a maximum of 7 hours. On the day of operation, it may be extended beyond 7 hours if the standby results in a call out for duty that reports after the planned end time of the standby.

Maximum FDP

- When a crew member is on airport duty on immediate readiness at an aerodrome, the maximum Flying Duty Period is calculated using the start time of the airport duty.

Rest Period:

- If not leading to the assignment of an FDP, airport duty shall be followed by a minimum rest period of 12 hours or as long as the time spent on airport duty, whichever is greater;

- If an airport duty initially assigned is reduced by easyJet during airport duty that does not lead to an assignment of a flight duty period, the minimum rest requirements should apply;
- If a minimum rest period is provided before reporting for the duty assigned during the airport duty, this time period should not count as airport duty.

7.1.9.4.1.3 Home Standby (easyJet Standby Policy)

- Home Standby is planned to a maximum of 8 hours. On the day of operation, it may be extended beyond 8 hours if the standby results in a call out for duty that reports after the planned end time of the standby.
- The report time when called out from Home Standby is 90 minutes after being called, however crew members should make all reasonable efforts to report earlier when practicable.

Maximum FDP

- The maximum FDP will be calculated in accordance with the relevant country specific Maximum Daily FDP/Maximum Daily FDP with Extensions Limit tables.
- If standby ceases within the first 6 hours, the maximum FDP counts from reporting.
- If standby ceases after the first 6 hours, the maximum FDP is reduced by the amount of standby worked in excess of 6 hours, irrespective of what time of day the standby was worked.
- The time a home standby duty starts determines the allowable Flying Duty Period time band, except that when the actual Flying Duty Period starts in a more limiting time band, then that Flying Duty Period limit will apply.
- However, when a standby duty is undertaken at home, or in suitable accommodation provided by easyJet, with the standby start time and report time during the period 2200 to 0800 hours local time, and a crew member is given two hours or less notice of a report time, then the allowable Flying Duty Period is determined by, and starts at, the report time at the designated reporting place.
- For the purpose of rules contained in easyJet's FTL Core Scheme:
 - A home standby commencing in the period 02:00 to 04:59 local time will be considered as a Night Duty;
 - A home standby commencing in the period 05:00 to 06:59 local time will be considered as an Early Start Duty.
- For the purpose of easyJet rules contained in [Section 7.4](#), a standby commencing in the period 02:00 to 06:59 will be considered as an easyJet Early Start Duty.

Rest Period:

- If not leading to the assignment of an FDP, home standby shall be followed by a minimum rest period of 12 hours or as long as the time spent on home standby, whichever is greater.
- After being called out from a standby duty, the length of the minimum rest period will be determined by the standby time achieved + FDP achieved + post flight duties and positioning. The length of the minimum rest period may be determined by the actual reporting time at the designated reporting point, in keeping with [7.1.11.7](#), through the application of Commander's Authority. The rest period will commence upon completion of all post flight duty.
- If a minimum rest period is provided before reporting for the duty assigned during the home standby, this time period should not count as standby duty.

[7.1.9.4.2 Split Duty and Standby \(easyJet Standby Policy\)](#)

- If the FDP is extended due to split duty and the standby ceases within the first 8 hours of the standby start time, then maximum FDP counts from reporting;
- If the FDP is extended due to split duty and the standby ceases after the first 8 hours, then the maximum FDP counts from reporting time but must be reduced by the amount of standby time exceeding 8 hours except if the standby time occurs between 23.00–07.00.

[7.1.9.4.3 Call Out from Standby \(easyJet Standby Policy\)](#)

If a crew member is called out from standby, the standby duty will cease when the crew member reports at the designated reporting point although the report time may be after the planned standby finish time.

Should a crew member be called from standby to complete an airport duty, the combined time spent on standby and airport duty shall not exceed 12 hours and 30 minutes. During this time period an FDP may be assigned.

[7.1.9.4.4 Cumulative Limits \(easyJet Standby Policy\)](#)**[7.1.9.4.4.1 Cumulative Duty Totals \(easyJet Standby Policy\)](#)**

For cumulative duty total purposes, the total duty period will be standby time achieved plus FDP achieved plus post flight duties and positioning.

[7.1.9.4.4.2 Calculation of Cumulative Duty Hours \(easyJet Standby Policy\)](#)

Duty hours will be added to cumulative totals in accordance with the following:

To Count in Full:

1. Duty periods and flying duty periods, plus subsequent post-flight duties.
2. All standby duty, except that specified in the section below "To Count as Half the Time on Duty".
3. The time spent on positioning.

To Count as Half the Time on Duty:

1. The standby duty when, prior to commencement, the crew member has been advised that the period of notice to be given by easyJet before reporting for any duty will be at least three hours.
2. That portion of the standby duty when undertaken at home, or in suitable accommodation provided by easyJet, which takes place during the period 22:00 to 08:00 local time, when the crew member can take undisturbed rest and is not called out for duty.

7.1.10 Reserve

If easyJet assigns reserve to a crew members roster the term 'contactable' will be applied to the roster and the following requirements will apply:

- Reserve duties will be in the roster.
- The maximum duration of any single reserve period will be 16 hours.
- The number of consecutive reserve days that will be assigned to a crew member will be 7 days.
- FRMS principles include protections to guarantee an 8 hours sleep opportunity, notified in advance, when the crew member will not be contacted by easyJet.
- An assigned FDP counts from the reporting time.
- Reserve times do not count as Duty Period for the purpose of [7.1.6, Flight Time and Duty Periods](#) and [7.1.11, Rest Periods](#).
- A Reserve period that does not result in a Duty Period may not retrospectively be considered as part of a recurrent extended recovery rest period.
- [7.1.11.3, Recurrent Extended Recovery Rest Periods](#) apply to crew members on Reserve.

easyJet's procedure for the use of Reserve is described in [Section 7.4, easyJet Fatigue Risk Management Crew Roster Rules \(UK AOC\)](#).

7.1.11 Rest Periods

7.1.11.1 Minimum Rest Period at Home Base

The minimum Rest Period provided before undertaking an FDP starting at Home Base shall be at least as long as the preceding Duty Period or 12 hours, whichever is greater.

By way of derogation from this requirement, the minimum rest provided under [7.1.11.2, Minimum Rest Period Away from Home Base](#) applies if easyJet provides Suitable Accommodation to the crew member at home base.

7.1.11.2 Minimum Rest Period Away from Home Base

The minimum Rest Period provided before undertaking an FDP starting away from Home Base shall be at least as long as the preceding Duty Period or 10 hours, whichever is greater. This period shall include an 8 hour sleep opportunity in addition to the time for travelling and physiological needs.

The time allowed for physiological needs should be 1 hour. If the travelling time to the Suitable Accommodation is more than 30 minutes, then easyJet will increase the rest period by twice the amount of difference of travelling time above 30 minutes.

7.1.11.3 Recurrent Extended Recovery Rest Periods

The minimum Recurrent Extended Recovery Rest Period shall be 36 hours, including 2 Local Nights, and in any case the time between the end of one Recurrent Extended Recovery Rest Period and the start of the next Extended Recovery Rest Period shall not be more than 168 hours. The Recurrent Extended Recovery Rest Period shall be increased to 2 Local Days twice every month.

7.1.11.4 Rest Periods Disruptive Schedules

1. For a crew member performing 4 or more Night Duties, Early Starts or Late Finishes between 2 Extended Recovery Rest Periods as defined in 7.1.11.3, Recurrent Extended Recovery Rest Periods, the second Extended Recovery Rest Period is extended to 60 hours.
2. When a transition at Home Base is planned from a Late Finish/Night Duty to an Early Start, the Rest Period between the 2 FDPs must include 1 Local Night.

However easyJet has been granted an IFTSS (Individual Flight Time Specification Scheme) Article 22 Derogation to this rule as follows:

3. At Home Base a transition may be planned from a Night Start to an Early Start without providing a Local Night between the two FDPs if the following conditions are met:
 - The duty block may contain only one such transition;
 - The duty block may contain no FDPs starting in the period 0200–0259 local time;
 - The duty block may contain no more than one FDP starting in the period 0300–0459 local time and the FDP has no more than two operating sectors;
 - The duty block may contain no more than five consecutive Duty Periods starting in the period 0200 to 0659 local time.

7.1.11.5 Planned Reduced Rest

easyJet will manage planned reduced rest through the Company FRMS. The following requirements must be met when using planned reduced rest:

- The minimum planned reduced Rest Periods under planned reduced rest arrangements are 12 hours at Home Base and 10 hours out of base;
- Planned reduced rest is used under fatigue risk management;
- The Rest Period following the planned reduced rest is extended by the difference between the minimum Rest Period specified in [7.1.11, Rest Periods](#) and the planned reduced rest;
- The maximum allowable FDP following the planned reduced rest is reduced by the difference between the minimum Rest Period specified in [7.1.11, Rest Periods](#) and the planned reduced rest;
- There is a maximum of 2 planned reduced Rest Periods between 2 Recurrent Extended Recovery Rest Periods as specified in [7.1.11.3, Recurrent Extended Recovery Rest Periods](#).

7.1.11.5.1 easyJet's Policy for the Use of Rostered Reduced Rest

easyJet uses reduced rest under the provisions of easyJet FTL Core Scheme Section 7.1.11.5, Planned Reduced Rest.

Reduced rest is managed through the company's approved Fatigue Risk Management System.

Reduced rest may only be used prior to the day of operation and must be marked on the crew roster so as to be identifiable by the crew member.

As per the easyJet FTL Core Scheme, the rest period following a reduced rest is extended by the difference between the minimum rest period and the reduced rest and the FDP following the reduced rest is reduced by the same difference.

The following conditions apply in addition to those contained with the easyJet FTL Core Scheme:

1. Rest may be reduced to a minimum of 12 hours at home base and 10 hours away from home base;
2. The crew member must be acclimatised, and the reduced rest period must include the hours between 01:00 and 05:59 local time in order to allow crew members to achieve an optimal sleep opportunity.

Reduced rest is used for defined and specific pairings which are pre-notified and subject to FRMS assessment and oversight. This assessment will require FRMS to be advised at pairing development stage the pairings within which, or between which, reduced rest has been used, including for each pairing or sequence:

- The sectors and length of the preceding and succeeding FDPs and duty periods.

- The rest period achieved, and the consequent reduction being planned.
- The local timings of the rest period.
- The reduction in the succeeding FDP and the resulting buffer margin planned.
- The increase in the succeeding rest period and the resulting buffer margin planned.

The affected pairings, and their operational performance in respect of the parameters noted above, will form part of monthly FSAG reporting and analysis. Additionally, FRMS will seek and review crew fatigue reports and assessments related to reduced rest in order to identify adverse trends requiring more robust mitigation.

Exceptionally easyJet may apply planned reduced rest after the rosters have been published and prior to the day of operation and the following additional conditions shall apply:

1. The reduction must be notified to the crew member prior to undertaking the immediately previous non reduced rest period.
2. Only one reduced rest shall be allowed between two Recurrent Extended Recovery Rest Periods.
3. All such instances shall be reported to FRMS for assessment prior to being undertaken.

This assessment will include all parameters noted above as well as frequency of usage.

All the requirements of FRMS oversight for planned usage shall be included in the report together with the time and date on which the affected pairing was placed on the roster. FRMS will log the subsequent time and date on which the crew member became aware of the modification and that no second reduced rest has occurred between the preceding and succeeding Recurrent Extended Recovery Rest Periods.

7.1.11.6 Time Zone Differences

Under its FRM provisions, easyJet monitors Rotations and combinations of Rotations in terms of their effect on crew fatigue, and adapts the crew schedules as necessary.

Time zone differences are compensated by additional rest, as follows:

- At Home Base, if an FDP involves a 4 hour time difference or more, the minimum rest is as specified in the following table and includes at least 2 Local Nights.

Table 7.1.11.6(1) Minimum Local Nights of Rest at Home Base to Compensate for Time Zone Differences

Maximum time difference between Reference Time and local time where a crew member rests during a Rotation	Time elapsed (h) since reporting for a Rotation involving at least 4 hour time difference to the Reference Time			
	<48	48–71:59	72–95:59	≥96
<4	0	0	0	0
≥4 and ≤6	2	2	3	3
>6 and ≤9	2	3	3	4
>9 and ≤12	2	3	4	5

- Away from Home Base, if an FDP involves a 4 hour time difference or more, the minimum rest following that FDP is at least as long as the preceding Duty Period, or 14 hours, whichever is greater. This may also apply to Home Base, only once between 2 recurrent recovery rest periods, if easyJet provides Suitable Accommodation to the crew member.

In case of an Eastward-Westward or Westward-Eastward transition, at least 3 Local Nights of rest at Home Base are provided between alternating Rotations.

7.1.11.7 Minimum Rest and Standby

If airport or other standby initially assigned is reduced by easyJet during standby that does not lead to an assignment to a FDP, the minimum rest specified in 7.1.11, Rest Periods should apply.

If a minimum rest period as specified in 7.1.11, Rest Periods is provided before reporting for the Duty assigned during the standby, this time period should not count as standby Duty.

Standby other than airport standby counts (partly) as Duty for the purpose of [7.1.6, Flight Time and Duty Periods](#). If a crew member receives an assignment during standby other than airport standby, the actual reporting time at the designated reporting point should be used for the purpose of [7.1.11, Rest Periods](#).

7.1.12 Nutrition

During the FDP there shall be the opportunity for a meal and drink in order to avoid any detriment to a crew member's performance, especially when the FDP exceeds 6 hours.

Crew members are provided with meals by the company. The meal provision provisions can be found on DocuNet/Crew – Inflight/Crew Food. The Captain and Cabin Manager are responsible for planning meal breaks taking account of operational conditions and individual crew members' circumstances and requirements.

7.1.13 Records

easyJet maintains, for a period of 24 months:

- Individual records for each crew member including:
 - Flight Times;
 - Start, duration and end of each Duty Period and FDP;
 - Rest periods and days free of all duties;
 - Assigned Home Base.
- Reports on extended Flight Duty Periods and reduced rest periods.

Upon request, easyJet provides copies of individual records of flight times, Duty Periods and rest periods to:

1. The crew member concerned;
2. To another operator, in relation to a crew member who is or becomes a crew member of the operator concerned.

Records in relation to crew members who undertake duties for more than one operator are kept for a period of 24 months.

7.1.14 Fatigue Management Training

easyJet provides initial and recurrent fatigue management training to crew members, personnel responsible for preparation and maintenance of crew rosters and management personnel concerned.

easyJet Fatigue Management Training is detailed in the FRMS Manual.

As a minimum the Fatigue Management Training will include the following:

1. Applicable regulatory requirements for flight, duty and rest;

2. The basics of fatigue including sleep fundamentals and the effects of disturbing the circadian rhythms;
3. The causes of fatigue, including medical conditions that may lead to fatigue;
4. The effect of fatigue on performance;
5. Fatigue countermeasures;
6. The influence of lifestyle, including nutrition, exercise and family life, on fatigue;
7. Familiarity with sleep disorders and their possible treatments;
8. Where applicable, the effects of long range operations and heavy short range schedules on individuals;
9. The effect of operating through and within multiple time zones; and
10. The crew member responsibility for ensuring adequate rest and fitness for flight duty.

Swiss-AOC

7.1 FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS (Swiss AOC)

7.1.1 Introduction

7.1.1.1 Scope

This scheme establishes the requirements to be met by easyJet and its crew members with regard to flight and duty time limitations and rest requirements for crew members.

These requirements do not supersede other more limiting legal rules including Working Time Regulations.

7.1.1.2 Applicability

The scheme shall apply in relation to any Duty carried out at the behest of easyJet by crew members.

7.1.1.3 Fatigue Risk Management

This scheme assumes that easyJet operates within the principles of a competent authority approved Fatigue Risk Management System (FRMS) which forms part of easyJet's Safety Management System (SMS). The objective of the easyJet FRMS is to ensure that all crew members in all operations are sufficiently alert to be able to operate to a satisfactory level of performance and safety.

The scope encompasses all crew members across all bases within all operations.

7.1.2 Definitions

7.1.2.1 Acclimatised

'Acclimatised' means a state in which a crew member's circadian biological clock is synchronised to the time zone where the crew member is. A crew member is considered to be Acclimatised to a 2-hour wide time zone surrounding the local time at the point of departure. When the local time at the place where a Duty commences differs by more than 2 hours from the local time at the place where the next Duty starts, the crew member, for the calculation of the maximum daily Flight Duty Period (FDP), is considered to be Acclimatised in accordance with the values in the [Table 7.1.2.1\(1\)](#).

Table 7.1.2.1(1) Acclimatisation

Time difference (h) between Reference Time and local time where the crew member starts the next Duty	Time elapsed since reporting at Reference Time				
	<48	48–71:59	72–95:59	96–119:59	≥120
< 4	B	D	D	D	D
≥4 and ≤6	B	X	D	D	D
≥6 and ≤9	B	X	X	D	D
≥9 and ≤12	B	X	X	X	D

- 'B' means Acclimatised to the local time of the departure time zone;
- 'D' means Acclimatised to the local time where the crew member starts their next Duty; and
- 'X' means that a Crew member is in an unknown state of acclimatization.

A Crew member remains Acclimatised to the local time of their Reference Time during 47 hours 59 minutes after reporting no matter how many time zones they have crossed.

The maximum daily FDP for Acclimatised crew members is determined by using [Table 7.1.5.4.1\(1\)](#) with the Reference Time of the point of departure. As soon as 48 hours have elapsed, the state of acclimatisation is derived from the time elapsed since reporting at Reference Time and the number of time zones crossed.

The point of departure refers to the reporting point for a Flight Duty Period or Positioning Duty after a Rest Period.

7.1.2.2 Reference Time

'Reference Time' means the local time at the reporting point in a time zone band 2 hours wide around the local time where a Crew member is Acclimatised.

Reference Time refers to reporting points in a 2-hour wide time zone band around the local time where a crew member is Acclimatised. For example, a crew member is acclimatized to the local time in Helsinki and reports for Duty in London. The Reference Time is the local time in London.

7.1.2.3 Accommodation

'Accommodation' means, for the purpose of Standby and Split Duty, a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with a possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink.

7.1.2.4 Suitable Accommodation

'Suitable Accommodation' means, for the purpose of Standby, Split Duty and Rest, a separate room for each crew member located in a quiet environment and equipped with a bed, which is sufficiently ventilated, has a device for regulating temperature and light intensity, and access to food and drink.

7.1.2.5 Break

'Break' means a period of time within a Flying Duty Period, shorter than a Rest Period, counting as Duty and during which a crew member is free of all tasks.

7.1.2.6 Delayed Reporting

'Delayed Reporting' means the postponement of a scheduled FDP by easyJet before a crew member has left the place of rest.

7.1.2.7 Disruptive Schedule

'Disruptive Schedule' means a crew member's Roster which disrupts the sleep opportunity during the optimal sleep time window by comprising an FDP or a combination of FDPs which encroach, start or finish during any portion of the day or of the night where a Crew member is Acclimatised. A schedule may be disruptive due to Early Starts, Late Finishes or Night Duties.

easyJet Switzerland operates under the 'early type' of Disruptive Schedule.

Early type of Disruptive Schedule means:

- For 'Early Start' a Duty Period starting in the period between 05:00 and 05:59 in the time zone to which a crew member is Acclimatised; and
- For 'Late Finish' a Duty Period finishing in the period between 23:00 and 01:59 in the time zone to which a crew member is Acclimatised.

If a crew member is Acclimatised to the local time at their Home Base, the local time at the Home Base should be used to consider an FDP as Disruptive Schedule. This applies to operations within the 2-hour wide time zone surrounding the local time at the Home Base, if a crew member is Acclimatised to the local time at their Home Base.

7.1.2.8 Night Duty

'Night Duty' means a Duty Period encroaching any portion of the period between 02:00 and 04:59 in the time zone to which the crew member is Acclimatised.

7.1.2.9 Duty

'Duty' means any task that a crew member performs for easyJet, including Flight Duty, administrative work, giving or receiving training and checking, Positioning, and some elements of Standby.

Refer to Section [7.1.9, Standby](#) for details on Standby duties.

7.1.2.10 Duty Period

'Duty Period' means a period which starts when a crew member is required to report for or to commence a Duty and ends when that person is free of all duties, including Post-flight Duty.

7.1.2.11 Flight Duty Period (FDP)

'FDP' means a period that commences when a crew member is required to report for Duty, which includes a Sector or series of Sectors, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last Sector on which the crew member acts as an Operating Crew Member.

7.1.2.12 Flight Time

'Flight Time' means the time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are shut down.

7.1.2.13 Home Base

'Home Base' means the location, assigned by easyJet to the crew member, from where the crew member normally starts and ends a Duty Period or a series of Duty Periods and where, under normal circumstances, easyJet is not responsible for the accommodation of the crew member concerned.

7.1.2.14 Local Day

'Local Day' means a 24 hour period commencing at 00:00 local time.

7.1.2.15 Local Night

'Local Night' means a period of 8 hours falling between 22:00 and 08:00 local time.

7.1.2.16 Operating Crew Member

'Operating Crew Member' means a crew member carrying out duties in an aircraft during a Sector.

7.1.2.17 Positioning

'Positioning' means the transferring of a crew member who is not an Operating Crew Member from one place to another, at the behest of easyJet, excluding:

- The time of travel from a private place of rest to the designated reporting place at Home Base and vice versa; and
- The time for local transfer from a place of rest to the commencement of Duty and vice versa.

7.1.2.18 Reserve

'Reserve' means a period of time during which a crew member is required by easyJet to be available to receive an assignment for an FDP, Positioning or other Duty notified at least 10 hours in advance.

7.1.2.19 Rest Period

'Rest Period' means a continuous, uninterrupted and defined period of time, following Duty or prior to Duty, during which a crew member is free of all Duties, Standby and Reserve.

7.1.2.20 Rotation

'Rotation' is a Duty or a series of Duties, including at least one Flight Duty, and Rest Periods out of Home Base, starting at Home Base and ending when returning to Home Base for a Rest Period where easyJet is no longer responsible for the accommodation of the crew member.

7.1.2.21 Single Day Free of Duty

'Single Day Free of Duty' is a time free of all Duty and Standby consisting of one day and two Local Nights, which is notified in advance. A Rest Period may be included as part of the Single Day Free of Duty.

7.1.2.22 Sector

'Sector' means the segment of an FDP between an aircraft first moving for the purpose of taking off until it comes to rest after landing on the designated parking position.

7.1.2.23 Split Duty

'Split Duty' means a Flight Duty Period which consists of two or more sectors but separated by a break which is less than a minimum rest period.

7.1.2.24 Standby

'Standby' means a pre-notified and defined period of time during which a crew member is required by easyJet to be available to receive an assignment for a Flight, Positioning or other Duty without an intervening Rest Period.

7.1.2.25 Airport Duty

'Airport Duty' means any Duty undertaken at the airport without Accommodation, during which a crew member is required by easyJet to be available to receive a short notice assignment for a Flight Duty or Positioning Duty.

7.1.2.26 Airport Standby

'Airport Standby' means a Standby performed at the airport with Accommodation in accordance with [7.1.9.1, Airport Standby](#).

7.1.2.27 Other Standby

'Other Standby' means a Standby either at home or in Suitable Accommodation.

7.1.2.28 Window of Circadian Low (WOCL)

'Window of Circadian Low (WOCL)' means the period between 02:00 and 05:59 in the time zone to which a crew member is Acclimatised.

7.1.2.29 Eastward – Westward Transition

'Eastward-Westward and Westward-Eastward transition' means the transition at home base between a rotation crossing 6 or more time zones in one direction and a rotation crossing 4 or more time zones in the opposite direction.

7.1.3 Responsibilities**7.1.3.1 easyJet**

easyJet shall meet its responsibilities by maintaining and developing a competent authority approved Fatigue Risk Management System (FRMS) which is appropriate to the size of the operation and the nature and complexity of its activities taking into account the hazards and associated risks inherent in those activities and the content of this scheme. easyJet FRMS is described in an FRMS Manual.

easyJet FTL and FRMS ensures compliance with the following requirements:

- Publish duty rosters sufficiently in advance to provide the opportunity for crew members to plan adequate rest. easyJet Switzerland publishes individual crew rosters by calendar months. Rosters are published on the 17th of the previous month for the next calendar month except:
 - When the 17th of the month falls on a Sunday, the roster publication will be delayed by one day to Monday 18th
 - When the 17th of the month falls on a Saturday, the roster publication will be moved forward by one day to Friday 16th
- Ensure that FDPs are planned in a way that enables crew members to remain sufficiently free from fatigue so that they can operate to a satisfactory level of safety under all circumstances;
- Specify reporting times that allow sufficient time for ground duties;

- Take into account the relationship between the frequency and pattern of FDPs and Rest Periods and give consideration to the cumulative effects of undertaking long Duty hours combined with minimum Rest Periods;
- Allocate Duty patterns which avoid practices that cause a serious disruption of an established sleep/work pattern, such as alternating day/night duties;
- Comply with the provisions concerning Disruptive Schedules in accordance with sections [7.1.2.7, Disruptive Schedule](#) and [7.1.11.4, Rest Periods Disruptive Schedules](#);
- Provide Rest Periods of sufficient time to enable crew members to overcome the effects of the previous duties and to be rested by the start of the following FDP;
- Plan Recurrent Extended Recovery Rest Periods and notify crew members sufficiently in advance;
- Plan flight duties in order to be completed within the allowable FDP taking into account the time necessary for pre-flight duties, the Sector and turnaround times;
- Change a schedule and/or crew arrangements if the actual operation exceeds the maximum FDP on more than 33% of the flight duties in that schedule during a scheduled seasonal period.

7.1.3.1.1 [Operational Robustness of Rosters](#)

The FRMS Manual contains the associated guidelines and appendices necessary to ensure easyJet can demonstrate compliance with its responsibilities. Performance indicators for operational robustness of rosters are established as part of the FRMS Procedures. easyJet shall take mitigating actions when FRMS Safety Assurance processes show that the required safety performance is not maintained.

7.1.3.2 [Crew members](#)

Crew members shall:

- Comply with all Flight and Duty Time Limitations (FTL) and rest requirements applicable to their activities.
- When undertaking duties for more than one operator:
 - Maintain their individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and
 - Provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.
- Make optimum use of the opportunities and facilities for rest provided and plan and use their Rest Periods properly. Rest periods must provide sufficient time to enable crew members to overcome the effects of the previous duties and to be well rested by the start of the following flight duty period.

Crew members shall **NOT** perform duties on an aircraft:

- If they know or suspect that task achievement/decision making may deteriorate to the extent that flight safety is endangered because of the effects of fatigue, taking into account, inter alia, fatigue accumulation, sleep deprivation, number of sectors flown, night duties or time zone changes.
- When under the influence of psychoactive substances or alcohol.
- When unfit due to injury, fatigue, medication, sickness or other similar causes.

The entire requirements of the easyJet FTL scheme, based on a maximum of 90 minutes travelling time prior to report, must be assumed as the benchmark when assessing the advisability of personal travel itineraries. It should also be noted that operational disruption may necessitate crew members having to operate beyond the planned Flying Duty Period.

In essence crew members must be fully aware of the need to act in a professional manner in discharging their responsibilities.

Furthermore, they must not fly if they know that they are or are likely to be in breach of this scheme.

7.1.4 Days Free of Duty

easyJet Switzerland normally plans every crew member to receive local days free of duty at the respective home base of the crew member.

7.1.4.1 Days Free of Duty per Month

easyJet Switzerland shall ensure that every crew member receives a minimum of 7 local days free of duty within every single calendar month. The monthly seven days free of duty may be reduced pro-rata temporis in case of military service. Days free of duty shall normally be planned at home base.

Negotiated monthly days free of duty entitlement exceeding the above minimum amount are defined in the Rostering & Crewing Agreement.

7.1.4.2 Days Free of Duty per Year

Every crew member shall be given at least 96 local days free of duty per calendar year at home base, not being part of holidays as defined in OR 329a. The yearly 96 local days free of duty may be reduced pro rata temporis in case the crew member receives more than the legal minimum of four weeks' vacation per year.

Negotiated yearly days free of duty entitlement exceeding the above minimum amount are defined in the Rostering & Crewing Agreement.

7.1.5 Flight Duty Period

easyJet has defined reporting times that are appropriate to the specific nature of the Duty.

7.1.5.1 Report Times

Standard report times are as follows:

- Flight: 60 minutes;
- Line Training: 60 minutes (75 minutes for initial sectors);
- Zero Flight Time Training: 75 minutes;
- Base Training: 75 minutes;
- Air Positioning: 60 minutes;
- Ground Positioning: At departure time;
- Simulator: 90 minutes;
- Train Positioning: 15 minutes.

7.1.5.1.1 Non Standard Reporting Time

A non-standard reporting time designed to take advantage of an increased FDP from a more favourable time band must not be used.

7.1.5.1.2 Authority to Reduce Standard Report

A non-standard reporting time which reduces the 60 minute allowance may be implemented only by the Commander. In accordance with [OM Part A 1.4, Regulatory Authority of the Commander](#), they shall take into account all operational circumstances on the day.

The full 60 minute allowance cannot be reduced by easyJet and one flight crew member must receive a minimum briefing allowance of 45 minutes. Irrespective sufficient time must always be allowed for an adequate safety briefing taking into account all pertinent factors.

Note: Standard report is applicable to a full crew reporting for an FDP. Crew member called out of Home standby or Airport Duty to replace missing/off-loaded crew member shall proceed directly to the aircraft and will be briefed by the other crew members.

7.1.5.2 Post Flight Duty

Post-flight Duty shall count as Duty Period.

The standard time period for post-flight duties is planned as follows:

- After an FDP: 30 minutes;
- After Line Training: 30 minutes;
- After Air Positioning: 15 minutes;
- After Ground Positioning: 0 minutes;
- After Simulator: 60 minutes.

7.1.5.2.1 Exceeded Post Flight Duty Allowances

It is the responsibility of the crew member to inform the company upon completion of the Duty when the time taken for post flight activities is extended beyond the allowances in 7.1.5.2, Post Flight Duty.

7.1.5.2.2 Reduced Post Flight Duty Allowance

Similarly where the full allowance is not required crew members, with the approval of the Commander, may go off duty once all post FDP duties have been satisfactorily completed. The full debrief allowance cannot be reduced by easyJet.

7.1.5.3 Home Base

easyJet assigns a contractual home base to each crew member. The home base is a single airport location assigned with a high degree of permanence.

If long distances are involved in travelling from home to the home base, the travelling time involved is a factor influencing any subsequent onset of fatigue. Crew members shall consider making arrangements for temporary accommodation closer to their home base if the travelling time from their residence to their home base usually exceeds 90 minutes.

In the case of a change of home base, the first recurrent extended recovery rest period prior to starting Duty at the new home base is increased to 72 hours, including 3 Local Nights. Travelling time between the former home base and the new home base is Positioning.

7.1.5.4 Basic Maximum FDP

7.1.5.4.1 Acclimatised Crew Member

The maximum daily FDP without the use of extensions for acclimatized crew members shall be in accordance with the following table:

Table 7.1.5.4.1(1) Maximum FDP

Start of FDP (Reference Time)	1–2 Sectors	3 Sectors	4 Sectors	5 Sectors	6 Sectors	7 Sectors	8 Sectors	9 Sectors	10 Sectors
0600–1329	13:00	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00
1330–1359	12:45	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00
1400–1429	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
1430–1459	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
1500–1529	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
1530–1559	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00
1600–1629	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00
1630–1659	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00	09:00
1700–0459	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00	09:00

Start of FDP (Reference Time)	1–2 Sectors	3 Sectors	4 Sectors	5 Sectors	6 Sectors	7 Sectors	8 Sectors	9 Sectors	10 Sectors
0500–0514	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
0515–0529	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
0530–0544	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
0545–0559	12:45	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00

7.1.5.4.2 Basic Maximum FDP – Crew Members in an Unknown State of Acclimatisation

The maximum daily FDP when crew members are in an unknown state of acclimatization shall be in accordance with the following table:

Table 7.1.5.4.2(1) Crew members in an Unknown State of Acclimatisation

Maximum daily FDP according to sectors						
1–2	3	4	5	6	7	8
11:00	10:30	10:00	09:30	09:00	09:00	09:00

7.1.5.4.3 Different Reporting Times for Flight Crew and Cabin Crew

Whenever Cabin Crew requires more time than the Flight Crew for their Pre-flight Duties for the same Sector or series of Sectors, the FDP of the Cabin Crew may be extended by the difference in reporting time between the Cabin Crew and the Flight Crew. The difference shall not exceed 1 hour. The maximum daily FDP for Cabin Crew shall be based on the time at which the Flight Crew report for their FDP, but the FDP shall start at the reporting time of the Cabin Crew.

7.1.5.4.4 Maximum Daily FDP with Extensions

The maximum daily FDP may be extended by up to 1 hour not more than twice in any 7 consecutive days. In that case:

- The minimum pre-flight and post-flight Rest Periods shall be increased by 2 hours; or
- The post-flight Rest Period shall be increased by 4 hours.

When extensions are used for consecutive FDPs, the additional pre- and post-flight rest between the 2 Extended FDPs required shall be provided consecutively.

The use of the extension shall be planned in advance in accordance with the table below.

Extension of the maximum basic daily FDP shall not be combined with extensions due to Split Duty in the same Duty Period.

The extension of FDP is limited to the values specified in the table below:

Table 7.1.5.4.4(1) Maximum Daily FDP with Extension

Start-of-FDP (Reference Time)	1–2-Sectors	3-Sectors	4-Sectors	5-Sectors
0600–0614	Not allowed	Not allowed	Not allowed	Not allowed
0615–0629	13:15	12:45	12:15	11:45
0630–0644	13:30	13:00	12:30	12:00
0645–0659	13:45	13:15	12:45	12:15
0700–1329	14:00	13:30	13:00	12:30
1330–1359	13:45	13:15	12:45	Not allowed
1400–1429	13:30	13:00	12:30	Not allowed
1430–1459	13:15	12:45	12:15	Not allowed
1500–1529	13:00	12:30	12:00	Not allowed
1530–1559	12:45	Not allowed	Not allowed	Not allowed
1600–1629	12:30	Not allowed	Not allowed	Not allowed
1630–1659	12:15	Not allowed	Not allowed	Not allowed
1700–1729	12:00	Not allowed	Not allowed	Not allowed
1730–1759	11:45	Not allowed	Not allowed	Not allowed
1800–1829	11:30	Not allowed	Not allowed	Not allowed
1830–1859	11:15	Not allowed	Not allowed	Not allowed
1900–0359	Not allowed	Not allowed	Not allowed	Not allowed
0400–0414	Not allowed	Not allowed	Not allowed	Not allowed
0415–0429	Not allowed	Not allowed	Not allowed	Not allowed
0430–0444	Not allowed	Not allowed	Not allowed	Not allowed
0445–0459	Not allowed	Not allowed	Not allowed	Not allowed
0500–0514	Not allowed	Not allowed	Not allowed	Not allowed
0515–0529	Not allowed	Not allowed	Not allowed	Not allowed
0530–0544	Not allowed	Not allowed	Not allowed	Not allowed
0545–0559	Not allowed	Not allowed	Not allowed	Not allowed

7.1.5.4.5 Unforeseen Circumstances in Flight Operations – Commander's Discretion to Extend an FDP

1. The conditions to modify the limits on flight duty, Duty and rest periods by the commanders in the case of unforeseen circumstances in flight operations, which start at or after the reporting time, shall comply with the following:
 - a. The maximum daily FDP which results after applying sections [7.1.5.4.1, Acclimatised Crew Member](#) and [7.1.8, Split Duty](#) may not be increased by more than 2 hours;
 - b. If on the final sector within an FDP the allowed increase is exceeded because of unforeseen circumstances after take-off, the flight may continue to the planned destination or alternate aerodrome; and
 - c. The rest period following the FDP may be reduced but can never be less than 10 hours.
2. In case of unforeseen circumstances which could lead to severe fatigue, the commander shall reduce the actual Flight Duty Period and/or increase the rest period in order to eliminate any detrimental effect on flight safety.
3. The commander shall consult all crew members on their alertness levels before deciding the modifications under subparagraphs [1](#) and [2](#).
4. The commander shall submit a report to easyJet when an FDP is increased or a rest period is reduced at their discretion.
5. Where the increase of an FDP or reduction of a rest period exceeds 1 hour, a copy of the report, to which easyJet shall add its comments, shall be sent by easyJet to the competent authority not later than 28 days after the event.
6. easyJet has implemented a non-punitive process for the use of the discretion described under this provision which is described it in the FRMS manual operations manual. The policy includes the shared responsibilities and the associated factors for consideration surrounding the use of discretion.

The maximum basic daily FDP that results after applying [7.1.5.4.1, Acclimatised Crew Member](#) or [7.1.5.4.2, Basic Maximum FDP – Crew Members in an Unknown State of Acclimatisation](#) (as applicable) is to be used to calculate the limits of commander's discretion, including commander's discretion applied to an FDP which has been extended under the provisions of [7.1.5.4.4, Maximum Daily FDP with Extensions](#).

easyJet's policy for the use of commander's discretion is detailed in [7.2.1, Commander's Discretion Policy \(Swiss AOC\)](#).

7.1.5.4.6 Unforeseen Circumstances in Actual Flight Operations – Delayed Reporting

easyJet may delay the reporting time in the event of unforeseen circumstances and will keep record of Delayed Reporting. Delayed Reporting procedures establish a notification time allowing a crew member to remain in Suitable

Accommodation when the Delayed Reporting procedure is activated. In such a case, if the crew member is informed of the Delayed Reporting time, the FDP is calculated as follows:

1. One notification of a delay leads to the calculation of the maximum FDP according to (3) or (4).
2. If the reporting time is further amended, the FDP starts counting 1 hour after the second notification or at the original delayed reporting time if this is earlier.
3. When the delay is less than 4 hours, the maximum FDP is calculated based on the original reporting time and the FDP starts counting at the delayed reporting time.
4. When the delay is 4 hours or more, the maximum FDP is calculated based on the more limiting of the original or the delayed reporting time and the FDP starts counting at the delayed reporting time.
5. As an exception to (1) and (2), when easyJet informs the crew member of a delay of 10 hours or more in reporting time and the crew member is not further disturbed by easyJet, such delay of 10 hours or more counts as a rest period.

easyJet's policy for the use of commander's discretion is detailed in [7.2.1, Commander's Discretion Policy \(Swiss AOC\)](#).

7.1.5.4.7 Night Duties

1. When establishing the maximum FDP for consecutive Night Duties, the number of sectors is limited to 4 sectors per Duty.
2. easyJet manages night duties, including night duties of more than 10 hours, through the FRMS.

7.1.6 Flight Time and Duty Periods

Post flight duty shall count as Duty Period. easyJet defines post flight duty allowances appropriate to the specific nature of the Duty. These are described at [7.1.5.2, Post Flight Duty](#).

7.1.6.1 Total Duty Time

Total Duty Periods to which a crew member may be assigned shall not exceed:

- 60 Duty hours in any 7 consecutive days;
- 110 Duty hours in any 14 consecutive days;
- 190 Duty hours in any 28 consecutive days, spread as evenly as practicable throughout that period; and
- 2000 Duty Hours per calendar year.

7.1.6.2 Total Flight Time

The total Flight Time of the Sectors on which an individual crew member is assigned as an Operating Crew Member shall not exceed:

- 100 hours of Flight Time in any 28 consecutive days; and
- 900 hours of Flight Time in any calendar year; and
- 1,000 hours of Flight Time in any 12 consecutive calendar months.

7.1.7 Positioning

If easyJet positions a crew member, the following shall apply:

- Positioning after reporting but prior to operating shall be counted as FDP but shall not count as a Sector;
- All time spent on Positioning shall count as Duty Period.

7.1.8 Split Duty

The conditions for extending the basic maximum daily FDP due to a Break on the ground shall be in accordance with the following:

- The Break on the ground shall count in full as FDP;
- Split duty shall not follow a reduced rest;
- The Break on the ground within the FDP has a minimum duration of 3 consecutive hours and maximum duration of 10 consecutive hours;
- The Break excludes the time allowed for post and pre-flight duties and travelling;
- The minimum total time for post and pre-flight duties and travelling time is 30 minutes;
- When a planned split duty involves rest in a hotel, the accommodation should be located within 15 minutes travelling time of the report location. If the accommodation is further than 15 minutes away then the additional travelling time should be added to the pre and post flight duty and travelling time allowance;
- If the break on the ground is six hours or more the time allowed for pre and post flight duties and travelling time is increased to 60 minutes so as to ensure a minimum of 45 minutes for immediate pre-flight duties;
- easyJet will provide hotel accommodation to crew members if the break on the ground is 6 hours or more or if the break on the ground encroaches the WOCL;
- When the rest period is less than 6 hours it will suffice if a quiet and comfortable place, not open to the public, is available. If rest is taken in the aircraft on the ground, the crew must have adequate control of the

temperature and ventilation within the aircraft, either by use of a ground power unit or the aircraft internal power units. The passengers must not be on-board;

- The maximum FDP specified in [7.1.5.4.1, Acclimatised Crew Member](#) may be increased by up to 50% of the Break.

7.1.9 Standby

easyJet may assign crew members to Airport Standby, Airport Duty or Other Standby (Home Standby or Standby at Suitable Accommodation).

easyJet limits the maximum duration of Standby in order to ensure that crew members are not awake for more than 18 hours.

easyJet will monitor duty length resulting from combination of standby and FDP and will identify duties over 16 hours as part of the FRM compliance oversight.

In order to ensure that crew members can obtain sufficient and uninterrupted pre-flight rest, easyJet will not contact them during the hours of 23:00 to 07:00 local time unless it is to give them 2 hours or less notice of report.

Standby and any duty at the airport will be in the roster and the time of start, end and nature of the standby duty will be defined and notified in advance to the crew members concerned to provide them with the opportunity to plan adequate rest.

7.1.9.1 Airport Standby

A crew member is considered on Airport Standby from reporting at the reporting point until the end of the notified Airport Standby period.

easyJet planned duration of Airport Standby is 7 hours.

Airport Standby shall count in full as Duty Period for the purpose of [7.1.6, Flight Time and Duty Periods](#) and [7.1.11, Rest Periods](#).

easyJet shall provide Accommodation to crew members on Airport Standby.

If a minimum rest period is provided before reporting for the duty assigned during the airport standby, this time period should not count as airport standby duty.

If not leading to the assignment of an FDP, airport standby is followed by a minimum rest period of 12 hours or as long as the time spent on duty, whichever is greater.

If an assigned FDP starts during airport standby, the following applies:

1. The FDP counts from the start of the FDP. The maximum FDP is reduced by any time spent on airport standby in excess of 4 hours.

2. The maximum combined duration of airport standby and assigned FDP as specified in 7.1.5.4.1, Acclimatised Crew Member and 7.1.5.4.4, Maximum Daily FDP with Extensions is 16 hours.

7.1.9.2 Airport Duties

Any Duty at the airport shall count in full as Duty Period and the FDP shall count in full from the Airport Duty reporting time.

easyJet planned duration of Airport Duty is 7 hours.

If an airport duty initially assigned is reduced by easyJet during airport duty that does not lead to an assignment of a flight duty period, the minimum rest requirements should apply.

If not leading to the assignment of an FDP, airport duty shall be followed by a minimum rest period of 12 hours or as long as the time spent on duty, whichever is greater.

If an assigned FDP starts during Airport Duty, the following applies:

1. When a crew member is on airport duty on immediate readiness at an aerodrome, the maximum Flying Duty Period is calculated using the start time of the airport duty.
2. Airport duty shall count in full as duty period and the FDP shall count in full from the airport duty reporting time.

7.1.9.3 Standby other than Airport Standby

1. The maximum duration of Standby other than Airport Standby is 16 hours; easyJet Standard duration of Home Standby is normally planned as 8 hours;
2. easyJet's standby procedures are designed to ensure that the combination of standby and FDP do not lead to more than 18 hours awake time;
3. 25% of time spent on standby other than airport standby counts as cumulative duty time;
4. If not leading to the assignment of an FDP, home standby shall be followed by a minimum rest period of 12 hours or as long as the time spent on duty, whichever is greater;
5. After being called out from a standby duty, the length of the minimum rest period will be determined by the length of the time spent from the report for an FDP plus any post flight duty. The rest period will commence upon completion of all post flight duty;
6. Standby ceases when the crew member reports at the designated reporting point although the report time may be after the planned standby finish time;
7. If Standby ceases within the first 6 hours, the maximum FDP counts from reporting;

8. If Standby ceases after the first 6 hours, the maximum FDP is reduced by the amount of Standby time exceeding 6 hours;
9. If the FDP is extended due to split duty in accordance with [7.1.8, Split Duty](#), the 6 hours of paragraph (6) and (7) are extended to 8 hours;
10. If standby starts between 23:00 and 07:00, the time between 23:00 and 07:00 does not count towards the reduction of the FDP under (7), (8) and (9) until the crew member is contacted by easyJet;
11. The response time between call and reporting time established by easyJet allows the crew member to arrive from their place of rest to the designated reporting place within a reasonable time. The report time when called out from Home Standby is 90 minutes after being called, however crew members should make all reasonable efforts to report earlier when practicable.
12. According to the situation, ICC will advise the crew member to proceed directly to the aircraft in order to join the rest of the crew. In this case the reporting place is defined as the location to get access to the aircraft (crew bus or crew gate).

[7.1.10 Reserve](#)

If easyJet assigns reserve to a crew members roster the term ‘contactable’ is applied to the roster and the following requirements shall apply:

- Reserve duties shall be in the roster;
- The maximum duration of any single reserve period shall be 16 hours;
- The number of consecutive reserve days that will be assigned to a crew member shall be 7 days;
- FRMS includes protections to guarantee an 8 hours sleep opportunity, notified in advance, when the crew member will not be contacted by easyJet for a duty assignment replacing a reserve period;
- An assigned FDP counts from the reporting time;
- Reserve times do not count as Duty Period for the purpose of [7.1.6, Flight Time and Duty Periods](#) and [7.1.11, Rest Periods](#);
- A Reserve period that does not result in a Duty Period may not retrospectively be considered as part of a recurrent extended recovery rest period;
- [7.1.11.3, Recurrent Extended Recovery Rest Periods](#) apply to crew members on Reserve.

7.1.11 Rest Periods

7.1.11.1 Minimum Rest Period at Home Base

The minimum Rest Period provided before undertaking an FDP starting at Home Base shall be at least as long as the preceding Duty Period or 12 hours, whichever is greater.

By way of derogation from this requirement, the minimum rest provided under [7.1.11.2, Minimum Rest Period Away from Home Base](#) applies if easyJet provides Suitable Accommodation to the crew member at home base.

7.1.11.2 Minimum Rest Period Away from Home Base

The minimum Rest Period provided before undertaking an FDP starting away from Home Base shall be at least as long as the preceding Duty Period or 10 hours, whichever is greater. This period shall include an 8 hour sleep opportunity in addition to the time for travelling and physiological needs.

The time allowed for physiological needs should be 1 hour. If the travelling time to the Suitable Accommodation is more than 30 minutes, then easyJet shall increase the rest period by twice the amount of difference of travelling time above 30 minutes.

7.1.11.3 Recurrent Extended Recovery Rest Periods

The minimum Recurrent Extended Recovery Rest Period shall be 36 hours, including 2 Local Nights, and in any case the time between the end of one Recurrent Extended Recovery Rest Period and the start of the next Extended Recovery Rest Period shall not be more than 168 hours. The Recurrent Extended Recovery Rest Period shall be increased to 2 Local Days twice every month.

7.1.11.4 Rest Periods Disruptive Schedules

When a transition at Home Base is planned from a Late Finish/Night Duty to an Early Start, the Rest Period between the 2 FDPs includes 1 Local Night.

For a crew member performing 4 or more Night Duties, Early Starts or Late Finishes between 2 Extended Recovery Rest Periods as defined in [7.1.11.3, Recurrent Extended Recovery Rest Periods](#), the second Extended Recovery Rest Period is extended to 60 hours.

7.1.11.5 Reduced Rest

easyJet manages planned reduced rest through the FRMS.

Reduced rest may only be used prior to the day of operation and must be marked on the crew roster so as to be identifiable by the crew member.

Reduced rest is used for defined and specific pairings which are pre-notified and subject to FRMS assessment and oversight. This assessment will require FRMS to be advised on roster publication the pairings within which, or between which, reduced rest has been used, including for each pairing or sequence:

- The sectors and length of the preceding and succeeding FDPs and duty periods.
- The rest period achieved and the consequent reduction being planned.
- The local timings of the rest period.
- The reduction in the succeeding FDP and the resulting buffer margin planned.
- The increase in the succeeding rest period and the resulting buffer margin planned.

Exceptionally easyJet may apply planned reduced rest after the rosters have been published and prior to the day of operation and the following additional conditions shall apply:

- The reduction must be notified to the crew member prior to undertaking the immediately previous non reduced rest period.
- Only one reduced rest shall be allowed between two Recurrent Extended Recovery Rest Periods.
- All such instances shall be reported to FRMS prior to being undertaken.

The following requirements must be met when using reduced rest:

- Reduced rest is used under fatigue risk management;
- Rest may be reduced to a minimum of 12 hours at home base and 10 hours away from home base. Rest may be reduced to 10 hours at home base if the company provides hotel accommodation;
- The crew member must be acclimatised and the reduced rest period must include the hours between 01:00 and 05:59 local time in order to allow crew members to achieve an optimal sleep opportunity;
- The Rest Period following the reduced rest is extended by the difference between the minimum Rest Period specified in [7.1.11, Rest Periods](#) and the reduced rest;
- The maximum allowable FDP following the reduced rest is reduced by the difference between minimum the Rest Period specified in [7.1.11, Rest Periods](#) and the reduced rest.

7.1.11.6 Time Zone Differences

Time zone differences are compensated by additional rest, as follows:

- At Home Base, if an FDP involves a 4 hour time difference or more, the minimum rest is as specified in the following table and includes at least 2 Local Nights.

Table 7.1.11.6(1) Minimum Local Nights of Rest at Home Base to Compensate for Time Zone Differences

Maximum time difference between Reference Time and local time where a crew member rests during a Rotation	Time elapsed (h) since reporting for a Rotation involving at least 4 hour time difference to the Reference Time			
	< 48	48–71:59	72–95:59	≥96
<4	0	0	0	0
≥4 and ≤6	2	2	3	3
>6 and ≤9	2	3	3	4
>9 and ≤12	2	3	4	5

- Away from Home Base, if an FDP involves a 4 hour time difference or more, the minimum rest following that FDP is at least as long as the preceding Duty Period, or 14 hours, whichever is greater. This may also apply to Home Base, only once between 2 recurrent recovery rest periods, if easyJet provides Suitable Accommodation to the crew member.

In case of an Eastward-Westward or Westward-Eastward transition, at least 3 Local Nights of rest at Home Base are provided between alternating Rotations.

7.1.11.7 Minimum Rest and Standby

If airport or other standby initially assigned is reduced by easyJet during standby that does not lead to an assignment to a FDP, the minimum rest specified in 7.1.11, Rest Periods should apply.

If a minimum rest period as specified in 7.1.11, Rest Periods is provided before reporting for the Duty assigned during the standby, this time period should not count as standby Duty.

Standby other than airport standby counts (party) as Duty for the purpose of 7.1.6, Flight Time and Duty Periods. If a crew member receives an assignment during standby other than airport standby, the actual reporting time at the designated reporting point should be used for the purpose of 7.1.11, Rest Periods.

7.1.12 Nutrition

During the FDP there shall be the opportunity for a meal and drink in order to avoid any detriment to a crew member's performance, especially when the FDP exceeds 6 hours.

Crew members are provided with meals by the company. The meal provision provisions can be found on DocuNet/Crew – Inflight/Crew Food. The Captain and Cabin Manager are responsible for planning meal breaks taking account of operational conditions and individual crew members' circumstances and requirements.

7.1.13 Records

easyJet maintains, for a period of 24 months:

- Individual records for each crew member including:
 - Flight Times;
 - Start, duration and end of each Duty Period and FDP;
 - Rest periods and days free of all duties;
 - Assigned Home Base.
- Reports on extended Flight Duty Periods and reduced rest periods.

Upon request, easyJet provides copies of individual records of flight times, Duty Periods and rest periods to:

1. The crew member concerned;
2. To another operator, in relation to a crew member who is or becomes a crew member of the operator concerned.

Records in relation to crew members who undertake duties for more than one operator are kept for a period of 24 months.

Austrian-AOC

7.1 FLIGHT AND DUTY TIME LIMITATIONS AND REST REQUIREMENTS (AUSTRIAN AOC)

7.1.1 Introduction

7.1.1.1 Scope

This scheme establishes the requirements to be met by easyJet and its crew members with regard to flight and duty time limitations and rest requirements for crew members.

The easyJet FTL scheme and Fatigue Risk Management System (FRMS) are issued in accordance with all applicable statutory and regulatory requirements pertaining to Flight Time Limitations and Fatigue Risk Management.

These requirements do not supersede other more limiting legal rules including Working Time Regulations or the requirements of the applicable Fatigue Risk Management Crew Roster Rules as contained in [Section 7.4, easyJet Fatigue Risk Management Crew Roster Rules \(Austrian AOC\)](#).

7.1.1.2 Applicability

The scheme shall apply in relation to any Duty carried out at the behest of easyJet by crew members.

7.1.1.3 Fatigue Risk Management

This scheme assumes that easyJet operates within the principles of a Competent Authority approved FRMS which forms part of easyJet's Safety Management System (SMS). The objective of the easyJet FRMS is to ensure that all crew members in all operations are sufficiently alert to be able to operate to a satisfactory level of performance and safety.

The scope encompasses all crew members across all bases within all operations.

7.1.2 Definitions

7.1.2.1 Acclimatised

'Acclimatised' means a state in which a crew member's circadian biological clock is synchronised to the time zone where the crew member is. A crew member is considered to be Acclimatised to a 2-hour wide time zone surrounding the local time at the point of departure. When the local time at the place where a Duty commences differs by more than 2 hours from the local time at the place where the next Duty starts, the crew member, for the calculation of the maximum daily Flight Duty Period (FDP), is considered to be Acclimatised in accordance with the values in the [Table 7.1.2.1\(1\)](#).

Table 7.1.2.1(1) Acclimatisation

Time difference (h) between Reference Time and local time where the crew member starts the next Duty	Time elapsed since reporting at Reference Time				
	<48	48–71:59	72–95:59	96–119:59	≥120
<4	B	D	D	D	D
≥4 and ≤6	B	X	D	D	D
>6 and ≤9	B	X	X	D	D
>9 and ≤12	B	X	X	X	D

- 'B' means Acclimatised to the local time of the departure time zone;
- 'D' means Acclimatised to the local time where the crew member starts their next Duty; and
- 'X' means that a Crew member is in an unknown state of acclimatization.

A Crew member remains Acclimatised to the local time of their Reference Time during 47 hours 59 minutes after reporting no matter how many time zones they have crossed.

The maximum daily FDP for Acclimatised crew members is determined by using [Table 7.1.5.4.1\(1\)](#) with the Reference Time of the point of departure. As soon as 48 hours have elapsed, the state of acclimatisation is derived from the time elapsed since reporting at Reference Time and the number of time zones crossed.

The point of departure refers to the reporting point for a Flight Duty Period or Positioning Duty after a Rest Period.

7.1.2.2 Reference Time

'Reference Time' means the local time at the reporting point in a time zone band 2 hours wide around the local time where a Crew member is Acclimatised.

Reference Time refers to reporting points in a 2-hour wide time zone band around the local time where a crew member is Acclimatised. For example, a crew member is acclimatized to the local time in Helsinki and reports for Duty in London. The Reference Time is the local time in London.

7.1.2.3 Accommodation

'Accommodation' means, for the purpose of Standby and Split Duty, a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with a possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink.

7.1.2.4 Suitable Accommodation

'Suitable Accommodation' means, for the purpose of Standby, Split Duty and Rest, a separate room for each crew member located in a quiet environment and equipped with a bed, which is sufficiently ventilated, has a device for regulating temperature and light intensity, and access to food and drink.

7.1.2.5 Break

'Break' means a period of time within a Flying Duty Period, shorter than a Rest Period, counting as Duty and during which a crew member is free of all tasks.

7.1.2.6 Delayed Reporting

'Delayed Reporting' means the postponement of a scheduled FDP by the operator before a crew member has left the place of rest.

7.1.2.7 Disruptive Schedule

'Disruptive Schedule' means a crew member's Roster which disrupts the sleep opportunity during the optimal sleep time window by comprising an FDP or a combination of FDPs which encroach, start or finish during any portion of the day or of the night where a Crew member is Acclimatised. A schedule may be disruptive due to Early Starts, Late Finishes or Night Duties.

Disruptive Schedule means:

- For 'Early Start' a Duty Period starting in the period between 05:00 and 06:59 in the time zone to which a crew member is Acclimatised; and
- For 'Late Finish' a Duty Period finishing in the period between 23:00 and 01:59 in the time zone to which a crew member is Acclimatised.

If a crew member is Acclimatised to the local time at their Home Base, the local time at the Home Base should be used to consider an FDP as Disruptive Schedule. This applies to operations within the 2-hour wide time zone surrounding the local time at the Home Base, if a crew member is Acclimatised to the local time at their Home Base.

7.1.2.8 Night Duty

'Night Duty' means a Duty Period encroaching any portion of the period between 02:00 and 04:59 in the time zone to which the crew member is Acclimatised.

'Night Start' is a Night Duty which starts in the period between 02:00 and 04:59.

7.1.2.9 Duty

'Duty' means any task that a crew member performs for easyJet, including Flight Duty, administrative work, giving or receiving training and checking, Positioning, and some elements of Standby.

Refer to [Section 7.1.9, Standby](#) for details on Standby duties.

7.1.2.10 Duty Period

'Duty Period' means a period which starts when a crew member is required by an operator to report for or to commence a Duty and ends when that person is free of all duties, including Post-flight Duty.

7.1.2.11 Flight Duty Period (FDP)

'FDP' means a period that commences when a crew member is required to report for Duty, which includes a Sector or series of Sectors, and finishes when the aircraft finally comes to rest and the engines are shut down, at the end of the last Sector on which the crew member acts as an Operating Crew Member.

7.1.2.12 Flight Time

'Flight Time' means the time between an aircraft first moving from its parking place for the purpose of taking off until it comes to rest on the designated parking position and all engines or propellers are shut down.

7.1.2.13 Home Base

'Home Base' means the location, assigned by easyJet to the crew member, from where the crew member normally starts and ends a Duty Period or a series of Duty Periods and where, under normal circumstances, easyJet is not responsible for the accommodation of the crew member concerned.

7.1.2.14 Local Day

'Local Day' means a 24 hour period commencing at 00:00 local time.

7.1.2.15 Local Night

'Local Night' means a period of 8 hours falling between 22:00 and 08:00 local time.

7.1.2.16 Operating Crew Member

'Operating Crew Member' means a crew member carrying out duties in an aircraft during a Sector.

7.1.2.17 Positioning

'Positioning' means the transferring of a crew member who is not an Operating Crew Member from one place to another, at the behest of easyJet, excluding:

- The time of travel from a private place of rest to the designated reporting place at Home Base and vice versa; and
- The time for local transfer from a place of rest to the commencement of Duty and vice versa.

7.1.2.18 Reserve

'Reserve' means a period of time during which a crew member is required by easyJet to be available to receive an assignment for an FDP, Positioning or other Duty notified at least 10 hours in advance.

7.1.2.19 Rest Period

'Rest Period' means a continuous, uninterrupted and defined period of time, following Duty or prior to Duty, during which a crew member is free of all Duties, Standby and Reserve.

7.1.2.20 Rotation

'Rotation' is a Duty or a series of Duties, including at least one Flight Duty, and Rest Periods out of Home Base, starting at Home Base and ending when returning to Home Base for a Rest Period where easyJet is no longer responsible for the accommodation of the crew member.

7.1.2.21 Single Day Free of Duty

'Single Day Free of Duty' means, for the purpose of complying with the provisions of Council Directive 2000/79/EC a time free of all Duty and Standby consisting of one day and two Local Nights, which is notified in advance. A Rest Period may be included as part of the Single Day Free of Duty.

7.1.2.22 Sector

'Sector' means the segment of an FDP between an aircraft first moving for the purpose of taking off until it comes to rest after landing on the designated parking position.

7.1.2.23 Standby

'Standby' means a pre-notified and defined period of time during which a crew member is required by easyJet to be available to receive an assignment for a Flight, Positioning or other Duty without an intervening Rest Period.

7.1.2.24 Airport Duty

'Airport Duty' means any Duty undertaken at the airport without Accommodation, including Standby.

7.1.2.25 Airport Standby

'Airport Standby' means a Standby performed at the airport with Accommodation in accordance with [7.1.9.1, Airport Standby](#).

7.1.2.26 Other Standby

'Other Standby' means a Standby either at home or in Suitable Accommodation.

7.1.2.27 Window of Circadian Low (WOCL)

'Window of Circadian Low (WOCL)' means the period between 02:00 and 05:59 in the time zone to which a crew member is Acclimatised.

7.1.3 Responsibilities

7.1.3.1 easyJet

easyJet shall meet its responsibilities by maintaining and developing a Competent Authority approved Fatigue Risk Management System (FRMS) which is appropriate to the size of the operation and the nature and complexity of its activities taking into account the hazards and associated risks inherent in those activities and the content of this scheme. The company FRMS will be described in an FRMS Procedures Manual which will form the basis of the Competent Authority approval and oversight.

easyJet's FRMS will ensure compliance with the following requirements:

- Publish duty rosters sufficiently in advance to provide the opportunity for crew members to plan adequate rest. Rosters will be published on the 17th of each month for the following month;
- Ensure that FDPs are planned in a way that enables crew members to remain sufficiently free from fatigue so that they can operate to a satisfactory level of safety under all circumstances;
- Specify reporting times that allow sufficient time for ground duties;
- Take into account the relationship between the frequency and pattern of FDPs and Rest Periods and give consideration to the cumulative effects of undertaking long Duty hours combined with minimum Rest Periods;

- Allocate Duty patterns which avoid practices that cause a serious disruption of an established sleep/work pattern, such as alternating day/night duties;
- Comply with the provisions concerning Disruptive Schedules in accordance with Sections 7.1.2.7, **Disruptive Schedule** and 7.1.11.4, **Rest Periods Disruptive Schedules**;
- Provide Rest Periods of sufficient time to enable crew members to overcome the effects of the previous duties and to be rested by the start of the following FDP;
- Plan Recurrent Extended Recovery Rest Periods and notify crew members sufficiently in advance;
- Plan flight duties in order to be completed within the allowable FDP taking into account the time necessary for pre-flight duties, the Sector and turnaround times;
- Change a schedule and/or crew arrangements if the actual operation exceeds the maximum FDP on more than 33% of the flight duties in that schedule during a scheduled seasonal period.

7.1.3.1.1 Operational Robustness of Rosters

The FRMS Procedures Manual contains the associated guidelines necessary to ensure easyJet can demonstrate compliance with its responsibilities. Performance indicators for operational robustness of rosters are established as part of the FRMS Procedures. easyJet shall take mitigating actions when FRMS Safety Assurance processes show that the required safety performance is not maintained.

7.1.3.2 Crew Members

Crew members shall:

- Comply with all Flight and Duty Time Limitations (FTL) and rest requirements applicable to their activities.
- When undertaking duties for more than one operator:
 - Maintain their individual records regarding flight and duty times and rest periods as referred to in applicable FTL requirements; and
 - Provide each operator with the data needed to schedule activities in accordance with the applicable FTL requirements.
- The crew members shall not perform duties on an aircraft:
 - If they know or suspect that their task achievement/decision making may deteriorate to the extent that flight safety is endangered because of the effects of fatigue, taking into account, inter alia, fatigue accumulation, sleep deprivation, number of sectors flown, night duties or time zone changes or feels otherwise unfit, to the extent that the flight may be endangered.
 - When under the influence of psychoactive substances or alcohol.

- When unfit due to injury, fatigue, medication, sickness or other similar causes.
- Make optimum use of the opportunities and facilities for rest provided and plan and use their Rest Periods properly. Rest periods must provide sufficient time to enable crew members to overcome the effects of the previous duties and to be well rested by the start of the following flight duty period.

The entire requirements of the easyJet FTL scheme and approved variations, based on a maximum of 90 minutes travelling time prior to report, must be assumed as the benchmark when assessing the advisability of personal travel itineraries. It should also be noted that operational disruption may necessitate crew members having to operate beyond the planned Flying Duty Period.

In essence crew members must be fully aware of the need to act in a professional manner in discharging their responsibilities.

Furthermore, they must not fly if they know that they are or are likely to be in breach of this scheme.

7.1.4 Fatigue Risk Management

1. easyJet has established, and maintains FRM as an integral part of its management system. An FRMS manual forms part of the Operations Manual structure. The FRM ensures compliance with [7.1.3.2](#) and [7.1.4 \(2\)](#).
2. The prevention of fatigue must be managed through a rostering system. For a flight, or series of flights, such a rostering system needs to address flight time, flight-duty periods, duty and adapted rest periods. Limitations established within the rostering system must take into account all relevant factors contributing to fatigue such as, in particular, number of sectors flown, time-zone crossing, sleep deprivation, disruption of circadian cycles, night hours, positioning, cumulative duty time for given periods of time, sharing of allocated tasks between crew members, and also the provision of augmented crews.
3. The FRM provides for continuous improvement to the overall performance of the FRM and includes:
 - a. A description of the philosophy and principles of easyJet's approach to FRM which is referred to within the FRM policy;
 - b. An FRMS manual contains the documentation of FRM processes, and includes a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - c. Scientific principles and knowledge;
 - d. A hazard identification and risk assessment process that allows managing the operational risk(s) of easyJet arising from crew member fatigue on a continuous basis;

- e. A risk mitigation process that provides for remedial actions to be implemented promptly, which are necessary to effectively mitigate easyJet's risk(s) arising from crew member fatigue and for continuous monitoring and regular assessment of the mitigation of fatigue risks achieved by such actions;
 - f. FRM safety assurance processes;
 - g. FRM promotion processes.
4. The FRM corresponds to the easyJet approved flight time specification scheme, taking into consideration the size of the operation and the nature and complexity of its activities as well as the hazards and associated risks inherent in those activities and the applicable flight time specification scheme.
 5. easyJet will take mitigating actions when the FRM safety assurance process shows that the required safety performance is not maintained.
 6. easyJet's FRMS manual complies in full with the requirements under the regulations.

7.1.5 Flight Duty Period

easyJet has defined reporting times that are appropriate to the specific nature of the Duty.

7.1.5.1 Report Times

Standard report times are as follows:

- Flight: 60 minutes;
- INN Flights: 75 minutes;
- Line Training: 60 minutes (75 minutes for initial sectors);
- Zero Flight Time Training: 75 minutes;
- Base Training: 90 minutes;
- Air Positioning: 60 minutes;
- Ground Positioning: At departure time;
- Simulator: 90 minutes;
- Train Positioning: 15 minutes.

7.1.5.1.1 Non-Standard Reporting Time

A non-standard reporting time designed to take advantage of an increased FDP from a more favourable time band must not be used.

7.1.5.1.2 Authority to Reduce Standard Report

As part of the FRM approval, a non-standard reporting time which reduces the 60 minute allowance may be implemented only by the Commander in compliance with Annex IV to Regulation (EU) 965/2012 CAT.GEN.MPA.105 and taking into account all operational circumstances on the day. The full 60 minute allowance cannot be reduced by easyJet and one flight crew member must receive a minimum briefing allowance of 45 minutes. Irrespective sufficient time must always be allowed for an adequate safety briefing taking into account all pertinent factors. A monthly analysis of briefing reductions will be produced as part of FRMS Quality Assurance and made available to the Competent Authority. A task risk analysis of the necessary pre-flight actions and guidelines for this process can be referenced in [Section 7.2.9](#). Where the analysis indicates that insufficient time may have been allowed for an adequate safety briefing the FRMS shall investigate such occurrences and forward a written report to the Competent Authority.

7.1.5.2 Post Flight Duty

Post-flight Duty shall count as Duty Period.

The minimum time period for post-flight duties is as follows:

- After an FDP: 30 minutes;
- After Line Training: 30 minutes;
- After Air Positioning: 15 minutes;
- After Ground Positioning: at arrival time;
- After Simulator: 60 minutes.

7.1.5.2.1 Exceeded Post Flight Duty Allowances

It is the responsibility of the crew member to inform the company upon completion of the Duty when the time taken for post flight activities is extended beyond the allowances in [7.1.5.2, Post Flight Duty](#).

7.1.5.2.2 Reduced Post Flight Duty Allowance

Similarly where the full allowance is not required crew members, with the approval of the Commander, may go off duty once all post FDP duties have been satisfactorily completed. The full debrief allowance cannot be reduced by easyJet.

7.1.5.3 Home Base

easyJet assigns a home base to each crew member. The home base is a single airport location assigned with a high degree of permanence.

In the case of a change of home base, the first recurrent extended recovery rest period prior to starting Duty at the new home base is increased to 72 hours, including 3 Local Nights. Travelling time between the former home base and the new home base is Positioning.

Crew members should consider making arrangements for temporary accommodation closer to their home base if the travelling time from their residence to their home base usually exceeds 90 minutes.

7.1.5.3.1 **easyJet's Home Base Policy**

easyJet assigns a Home Base to each crew member and a record of all assignments and changes is kept in the company Crew Management System (AIMS).

If long distances are involved in travelling from home to the home base, the travelling time involved is a factor influencing any subsequent onset of fatigue. Crew members should consider making arrangements for temporary accommodation closer to their home base if the travelling time from their residence to their home base usually exceeds 90 minutes.

Every crew member is assigned a single permanent contractual base in one of the locations listed below, or in a new contractual base location pending inclusion in the list. The single permanent contractual base is used as the appropriate reference for all flight time limitation requirements. Crew members may change their base only in keeping with the current protocols and relevant agreements all of which preclude undesirable levels of transience in respect of fatigue mitigation.

When a crew member changes their home base between two of the easyJet home bases in the list below, then the following procedure will apply in order to ensure the crew member has sufficient rest before starting to operate in their new base:

1. A positioning duty (which counts towards cumulative duty hours) will be assigned in the roster after the last sector operated in the old home base.
2. From the end of that duty, the crew member is considered based in their new home base for FTL purposes.
3. Prior to operating any duties in their new base, 72 hours and 3 local nights rest will be assigned in their new base.

List of easyJet Home Base

1. Belfast (UK) – BFS.
2. Bristol (UK) – BRS.
3. Charles de Gaulle (Paris, France) – CDG.
4. Edinburgh (UK) – EDI.
5. Glasgow (UK) – GLA.
6. London Gatwick (UK) – LGW.
7. Lisbon (Portugal) – LIS.
8. Liverpool (UK) – LPL.
9. Luton (UK) – LTN.
10. Lyon (France) – LYS.

11. Manchester (UK) – MAN.
12. Milan (Italy) – MXP.
13. Nice (France) – NCE.
14. Orly (Paris, France) – ORY.
15. Berlin (Germany) – BER.
16. Toulouse (France) – TLS.
17. Naples (Italy) – NAP.
18. Oporto (Portugal) – OPO.
19. Amsterdam (Netherlands) – AMS.
20. Venice (Italy) – VCE.
21. Barcelona (Spain) – BCN.
22. Palma de Mallorca (Spain) – PMI.
23. Bordeaux (France) – BOD.
24. Nantes (France) – NTE.
25. Malaga (Spain) – AGP.
26. Faro (Portugal) – FAO.
27. Alicante (Spain) – ALC.
28. Birmingham (UK) – BHX.

Note: Bases correct as of latest manual revision.

7.1.5.4 Basic Maximum FDP

7.1.5.4.1 Acclimatised Crew Member

The maximum daily FDP without the use of extensions for acclimatised crew members shall be in accordance with the following table:

Table 7.1.5.4.1(1) Maximum FDP

Start of FDP (Reference Time)	1–2 Sectors	3 Sectors	4 Sectors	5 Sectors	6 Sectors	7 Sectors	8 Sectors	9 Sectors	10 Sectors
0600–1329	13:00	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00
1330–1359	12:45	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00
1400–1429	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
1430–1459	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
1500–1529	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
1530–1559	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00
1600–1629	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00
1630–1659	11:15	10:45	10:15	09:45	09:15	09:00	09:00	09:00	09:00
1700–0459	11:00	10:30	10:00	09:30	09:00	09:00	09:00	09:00	09:00
0500–0514	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00	09:00
0515–0529	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00	09:00
0530–0544	12:30	12:00	11:30	11:00	10:30	10:00	09:30	09:00	09:00
0545–0559	12:45	12:15	11:45	11:15	10:45	10:15	09:45	09:15	09:00

Note 1: Contractual arrangements may be more restrictive. These are described in the [Maximum Daily Flight Duty Periods Document](#) located on DocuNet/Flight Operations Procedures Manuals.

Note 2: Base Training counts as 3 sectors.

7.1.5.4.2 Basic Maximum FDP – Crew Members in an Unknown State of Acclimatisation

The maximum daily FDP when crew members are in an unknown state of acclimatisation will be in accordance with the following table:

Table 7.1.5.4.2(1) Crew Members in an Unknown State of Acclimatisation

Maximum daily FDP according to sectors							
1–2	3	4	5	6	7	8	
12:00	11:30	11:00	10:30	10:00	09:30	09:00	

7.1.5.4.3 Different Reporting Times for Flight Crew and Cabin Crew

Whenever Cabin Crew require more time than the Flight Crew for their Pre-flight Duties for the same Sector or series of Sectors, the FDP of the Cabin Crew may be extended by the difference in reporting time between the Cabin Crew and the Flight Crew. The difference shall not exceed 1 hour. The maximum daily FDP for Cabin Crew shall be based on the time at which the Flight Crew report for their FDP, but the FDP shall start at the reporting time of the Cabin Crew.

7.1.5.4.4 Maximum Daily FDP with Extensions

The maximum daily FDP may be extended by up to 1 hour not more than twice in any 7 consecutive days. In that case:

- The minimum pre-flight and post-flight Rest Periods shall be increased by 2 hours; or
- The post-flight Rest Period shall be increased by 4 hours.

When extensions are used for consecutive FDPs, the additional pre- and post-flight rest between the 2 Extended FDPs required shall be provided consecutively.

The use of the extension shall be planned in advance in accordance with the table below.

Extension of the maximum basic daily FDP shall not be combined with extensions due to Split Duty in the same Duty Period.

The extension of FDP is limited to the values specified in the table below:

Table 7.1.5.4.4(1) Maximum Daily FDP with Extension

Start-of-FDP (Reference Time)	1–2-Sectors	3-Sectors	4-Sectors	5-Sectors
0600–0614	Not allowed	Not allowed	Not allowed	Not allowed
0615–0629	13:15	12:45	12:15	11:45
0630–0644	13:30	13:00	12:30	12:00
0645–0659	13:45	13:15	12:45	12:15
0700–1329	14:00	13:30	13:00	12:30
1330–1359	13:45	13:15	12:45	Not allowed
1400–1429	13:30	13:00	12:30	Not allowed
1430–1459	13:15	12:45	12:15	Not allowed
1500–1529	13:00	12:30	12:00	Not allowed
1530–1559	12:45	Not allowed	Not allowed	Not allowed
1600–1629	12:30	Not allowed	Not allowed	Not allowed
1630–1659	12:15	Not allowed	Not allowed	Not allowed
1700–1729	12:00	Not allowed	Not allowed	Not allowed
1730–1759	11:45	Not allowed	Not allowed	Not allowed
1800–1829	11:30	Not allowed	Not allowed	Not allowed
1830–1859	11:15	Not allowed	Not allowed	Not allowed
1900–0359	Not allowed	Not allowed	Not allowed	Not allowed
0400–0414	Not allowed	Not allowed	Not allowed	Not allowed
0415–0429	Not allowed	Not allowed	Not allowed	Not allowed
0430–0444	Not allowed	Not allowed	Not allowed	Not allowed
0445–0459	Not allowed	Not allowed	Not allowed	Not allowed
0500–0514	Not allowed	Not allowed	Not allowed	Not allowed
0515–0529	Not allowed	Not allowed	Not allowed	Not allowed
0530–0544	Not allowed	Not allowed	Not allowed	Not allowed
0545–0559	Not allowed	Not allowed	Not allowed	Not allowed

Note: Contractual arrangements may be more restrictive. These are described in the [Maximum Daily Flight Duty Periods Document](#) located on DocuNet/Flight Operations Procedures

Manuals.

7.1.5.4.5 Unforeseen Circumstances in Flight Operations – Commander's Discretion to Extend an FDP

1. The conditions to modify the limits on flight duty, Duty and rest periods by the commanders in the case of unforeseen circumstances in flight operations, which start at or after the reporting time, shall comply with the following:
 - a. The maximum daily FDP which results after applying sections [7.1.5.4.1, Acclimatised Crew Member](#) and [7.1.8, Split Duty](#) may not be increased by more than 2 hours;
 - b. If on the final sector within an FDP the allowed increase is exceeded because of unforeseen circumstances after take-off, the flight may continue to the planned destination or alternate aerodrome; and
 - c. The rest period following the FDP may be reduced but can never be less than 10 hours.
2. In case of unforeseen circumstances which could lead to severe fatigue, the commander shall reduce the actual Flight Duty Period and/or increase the rest period in order to eliminate any detrimental effect on flight safety.
3. The commander shall consult all crew members on their alertness levels before deciding the modifications under subparagraphs [1](#) and [2](#).
4. The commander shall submit a report to easyJet when an FDP is increased or a rest period is reduced at their discretion.
5. Where the increase of an FDP or reduction of a rest period exceeds 1 hour, a copy of the report, to which easyJet shall add its comments, shall be sent by easyJet to the Competent Authority not later than 28 days after the event.
6. easyJet has implemented a non-punitive process for the use of the discretion described under this provision. The policy includes the shared responsibilities and the associated factors for consideration surrounding the use of discretion.

The maximum basic daily FDP that results after applying [7.1.5.4.1, Acclimatised Crew Member](#) or [7.1.5.4.2, Basic Maximum FDP – Crew Members in an Unknown State of Acclimatisation](#) (as applicable) is to be used to calculate the limits of commander's discretion, including commander's discretion applied to an FDP which has been extended under the provisions of [7.1.5.4.4, Maximum Daily FDP with Extensions](#).

easyJet's policy for the use of commander's discretion is described in [Section 7.2.1, Commander's Discretion Policy \(Austrian AOC\)](#).

7.1.5.4.6 Unforeseen Circumstances in Actual Flight Operations – Delayed Reporting

easyJet may delay the reporting time in the event of unforeseen circumstances and will keep record of Delayed Reporting. Delayed Reporting procedures establish a notification time allowing a crew member to remain in Suitable

Accommodation when the Delayed Reporting procedure is activated. In such a case, if the crew member is informed of the Delayed Reporting time, the FDP is calculated as follows:

1. One notification of a delay leads to the calculation of the maximum FDP according to (3) or (4).
2. If the reporting time is further amended, the FDP starts counting 1 hour after the second notification or at the original delayed reporting time if this is earlier.
3. When the delay is less than 4 hours, the maximum FDP is calculated based on the original reporting time and the FDP starts counting at the delayed reporting time.
4. When the delay is 4 hours or more, the maximum FDP is calculated based on the more limiting of the original or the delayed reporting time and the FDP starts counting at the delayed reporting time.
5. As an exception to (1) and (2), when easyJet informs the crew member of a delay of 10 hours or more in reporting time and the crew member is not further disturbed by easyJet, such delay of 10 hours or more counts as a rest period.

7.1.5.4.6.1 easyJet's Policy for Delayed Reporting

In the event of unforeseen circumstances crew members can have their report time delayed at their place of rest as per this procedure.

Original and delayed report times are published, managed and stored in the company Crew Management System (AIMS).

Procedure:

- After consultation with the Integrated Control Centre, to ensure that a flight will not be brought back to schedule or forward from a delay, Crewing will contact and delay crew at home where possible for any delays of 45 minutes or more.
- In order to be notified of a delayed report pilots will be contacted at or under 90 minutes before their scheduled report time.
- In order to be notified of a delayed report cabin crew will be contacted at or under 120 minutes before scheduled report time.
- Delayed reporting must be notified before the crew member leaves their place of rest.

Calculation of Flight Duty Period Under Delayed Reporting:

After a first delay has been notified, easyJet will not further amend the reporting time except at bases where there are no crew facilities available. In these cases, the Crewing Department may amend the reporting time for a second time and the FDP starts counting 1 hour after the second notification or at the original delayed reporting time if this is earlier.

As an exception to the above, when easyJet informs the crew member of a delay of 10 hours or more in reporting time and the crew member is not further disturbed by the operator, such delay of 10 hours or more counts as a rest period.

7.1.5.4.7 Night Duties

1. When establishing the maximum FDP for consecutive Night Duties, the number of sectors is limited to 4 sectors per Duty.
2. easyJet manages night duties, including night duties of more than 10 hours, through the Company FRMS, as described in [7.4, easyJet Fatigue Risk Management Crew Roster Rules \(Austrian AOC\)](#).

7.1.6 Flight Time and Duty Periods

Post flight duty will count as Duty Period. easyJet defines post flight duty allowances appropriate to the specific nature of the Duty. These are described at [7.1.5.2, Post Flight Duty](#).

7.1.6.1 Total Duty Time

Total Duty Periods to which a crew member may be assigned shall not exceed:

- 60 Duty hours in any 7 consecutive days;
- 110 Duty hours in any 14 consecutive days; and
- 190 Duty hours in any 28 consecutive days, spread as evenly as practicable throughout that period.

7.1.6.2 Total Flight Time

The total Flight Time of the Sectors on which an individual crew member is assigned as an Operating Crew Member shall not exceed:

- 100 hours of Flight Time in any 28 consecutive days; and
- 900 hours of Flight Time in any calendar year; and
- 1,000 hours of Flight Time in any 12 consecutive calendar months.

7.1.7 Positioning

If easyJet positions a crew member, the following shall apply:

- Positioning after reporting but prior to operating shall be counted as FDP but shall not count as a Sector;
- All time spent on Positioning shall count as Duty Period.

7.1.7.1 Self-Positioning

easyJet permits a crew member to self-position by the means of personally arranged transport directly to another location without initially reporting to home base. The following applies:

1. The notional positioning duty times between home base and alternative reporting location(s) are recorded in the company Crew Management System (AIMS), demonstrating realistic journey times;
2. Facilities are provided to enable the crew to report at the alternative reporting location (refer to Report to Aircraft (RTAC) guide/base pages);
3. All notional time is recorded in full as duty and used to calculate the rest period;
4. The FDP is deemed to have commenced at the report time of the notional positioning duty;
5. Where self-positioning is followed by a rest period prior to an FDP, easyJet provides suitable accommodation;
6. If a crew member decides to self-position, consideration should be given to the fatiguing effect of long periods of driving or other forms of positioning transportation on the Flight Duty Period as covered in Crew Training.
7. easyJet manages self-positioning through the company FRMS.

7.1.8 Split Duty

The conditions for extending the basic maximum daily FDP due to a Break on the ground shall be in accordance with the following:

- The Break on the ground shall count in full as FDP;
- Split duty shall not follow a reduced rest;
- The Break on the ground within the FDP has a minimum duration of 3 consecutive hours;
- The Break excludes the time allowed for post and pre-flight duties and travelling. The minimum total time for post and pre-flight duties and travelling time is 30 minutes;
- The maximum FDP specified in [7.1.5.4.1, Acclimatised Crew Member](#) may be increased by up to 50% of the Break;
- Suitable Accommodation is provided either for a Break of 6 hours or more or for a Break that encroaches the WOCL;
- In all other cases:
 - Accommodation is provided; and
 - Any time of the actual Break exceeding 6 hours or any time of the Break that encroaches the WOCL does not count for the extension of the FDP.

7.1.8.1 easyJet's Policy for Use of Split Duty

When a Flying Duty Period consists of two or more sectors but separated by less than a minimum rest period, then the Flying Duty Period may be extended using Split Duty.

For the purpose of this policy the following definitions apply:

Accommodation means a quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with the possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink. Adequate furniture for a crew member's accommodation should include a seat that reclines at least 45° back angle to the vertical, has a seat width of at least 20 inches (50 cm) and provides leg and foot support.

Break means a period of time within a flight duty period, shorter than a rest period, counting as duty and during which a crew member is free of all tasks.

Window of Circadian Low (WOCL) means the period between 02:00 and 05:59 hours in the time zone to which a crew member is acclimatised.

easyJet Procedure for Split Duty:

1. The break on the ground within the FDP must have a minimum duration of 3 consecutive hours and a maximum of 10 consecutive hours.
2. The break on the ground is the time between the aircraft 'on chocks' at the sector prior to the break and 'off chocks' at sector after the break.
3. 30 minutes are subtracted from the calculated break on the ground to allow for post and pre-flight duties and travelling time considering the following:
 - When a planned split duty involves rest in a hotel the accommodation should be located within 15 minutes travelling time of the report location. If the accommodation is further than 15 minutes away then the additional travelling time should be added to the pre and post flight duty and travelling time allowance.
 - If the break on the ground is six hours or more the time allowed for pre and post flight duties and travelling time is increased to 60 minutes so as to ensure a minimum of 45 minutes for immediate pre-flight duties.
 - easyJet will provide hotel accommodation to crew members if the break on the ground is 6 hours or more or if the break on the ground encroaches the WOCL.
 - When the rest period is less than 6 hours, Accommodation will be provided.
4. Positioning prior to operating a split duty counts as FDP but does not count as a sector for the purposes of calculating the maximum allowable FDP.
5. Split Duty shall not follow a reduced rest.

7.1.9 Standby

Standby and any duty at the airport will be in the roster and the time of start, end and nature of the standby duty will be defined and notified in advance to the crew members concerned to provide them with the opportunity to plan adequate rest.

easyJet's policy for the use of Standby is described in [Section 7.1.9.4, easyJet's Standby Policy](#).

7.1.9.1 Airport Standby

A crew member is considered on Airport Standby from reporting at the reporting point until the end of the notified Airport Standby period.

Airport Standby will count in full as Duty Period for the purpose of [7.1.6, Flight Time and Duty Periods](#) and [7.1.11, Rest Periods](#).

easyJet will provide Accommodation to crew members on Airport Standby.

If not leading to the assignment of an FDP, airport standby is followed by a rest period as specified in [7.1.11, Rest Periods](#).

If an assigned FDP starts during airport standby, the following applies:

1. The FDP counts from the start of the FDP. The maximum FDP is reduced by any time spent on airport standby in excess of 4 hours.
2. The maximum combined duration of airport standby and assigned FDP as specified in [7.1.5.4.1, Acclimatised Crew Member](#) and [7.1.5.4.4, Maximum Daily FDP with Extensions](#) is 16 hours.

7.1.9.2 Airport Duties

Any Duty at the airport will count in full as Duty Period and the FDP will count in full from the Airport Duty reporting time.

7.1.9.3 Standby other than Airport Standby

1. The maximum duration of Standby other than Airport Standby is 16 hours;
2. easyJet's standby procedures are designed to ensure that the combination of standby and FDP do not lead to more than 18 hours awake time;
3. 25% of time spent on standby other than airport standby counts as duty time;
4. Standby is followed by a Rest Period in accordance with [7.1.11, Rest Periods](#);
5. Standby ceases when the crew member reports at the designated reporting point;
6. If Standby ceases within the first 6 hours, the maximum FDP counts from reporting;

7. If Standby ceases after the first 6 hours, the maximum FDP is reduced by the amount of Standby time exceeding 6 hours; and
8. If the FDP is extended due to split duty in accordance with [7.1.8, Split Duty](#), the 6 hours of paragraph (6) and (7) are extended to 8 hours;
9. If standby starts between 23:00 and 07:00, the time between 23:00 and 07:00 does not count towards the reduction of the FDP under (6), (7) and (8) until the crew member is contacted by the operator; and
10. The response time between call and reporting time established by easyJet allows the crew member to arrive from their place of rest to the designated reporting place within a reasonable time as defined in the easyJet Standby Procedures.

[7.1.9.4](#) easyJet's Standby Policy

The objective of this policy is to define the rules and procedures under which easyJet plan and use Standby duties.

easyJet is responsible for publishing rosters, including Standby start and end times, in advance so that operating crews can plan adequate pre-flight rest. Before the start of the new roster year, the start and finish dates of each roster plus the expected publication date, will be issued to crew members.

easyJet may assign crew members to Airport Standby, Airport Duty or Other Standby (Home Standby or Standby at Suitable Accommodation).

Managing 18 Hours of Wakefulness

In order to ensure that crew members are not awake for more than 18 hours, easyJet limits the maximum duration of Home Standby to 8 hours and the combination of Home Standby and Airport Duty to 12 hours 30 minutes. Crew members may request hotel accommodation at home base at the Company's expense after having completed a duty of 14 hours or more.

Nevertheless, it is the responsibility of the crew member to manage their rest and sleep opportunities during pre-duty rest periods and while on standby to enable them to carry out an FDP. If a crew member is called from home standby to undertake an FDP and has reason to believe they may not be sufficiently rested as they will have been awake for 18 hours or more when the duty finishes, the individual needs to consider whether they are fit to operate either part of the duty or the full duty based on whether they are sufficiently rested and fit to fly. In the event that the crew member is insufficiently rested to complete the full advised FDP, the individual should explain this to the Crewing Officer who will consider whether there are other options available. If the crew member operates an FDP shorter than that originally advised, or no alternative FDP is available although the crew member is fit to fly, a paper Commander's Discretion Report should be completed in respect of "Discretion to Reduce a Flight Duty Period". In such circumstances the limitation on individual crew members (see [Section 7.2](#)) will not apply. In the event that the crew member states they are insufficiently rested to

perform any FDP a Fatigue Report Form should be completed in the normal manner, within 72 hours of the conversation. The FRF will be managed through the current safety system.

easyJet will monitor duty length resulting from combination of standby and FDP and will identify duties over 16 hours as part of the FRM compliance oversight.

Contact and Notification

In order to ensure that crew members can obtain sufficient and uninterrupted pre-flight rest, easyJet will not contact them during the hours of 23:00 to 07:00 local time unless it is to give them 2 hours or less notice of report.

If a crew member is allocated a duty from home standby and accepts the notification before commencing the immediately preceding rest period, then the home standby will be removed unless agreed with the crew member.

If a crew member is allocated a duty from home standby and accepts the notification after commencing the immediately preceding rest period, then the home standby will be retained so as to generate the applicable FDP limitation. This also allows the duty to be brought forward within the constraints imposed by the commencement time of the home standby. Crewing will actively contact the crew member after standby commencement to notify them of the allocated duty. The only exception would be if the crew member, on accepting the notification, rang into the Crewing department and it was mutually agreed that the standby could be removed.

Company and Crew Member Responsibilities

When away from base, opportunities and facilities for adequate pre-flight rest will be provided by easyJet in suitable accommodation. At the same time, it is the crew members' responsibility to make optimum use of the opportunities and facilities for rest provided and plan and use their rest periods properly.

Definitions

For the purpose of this policy the following definitions apply:

easyJet Disruptive Duty: Duty that occurs in any part of the period 0100 to 0659 local time;

Standby: A pre-notified and defined period of time during which a crew member is required by the operator to be available to receive an assignment for a flight, positioning or other duty without an intervening rest period;

Airport Duty: When a crew member is on standby duty on immediate readiness at an aerodrome and the allowable Flying Duty Period is calculated using the start time of the standby duty;

Airport Standby: A standby performed at accommodation at the airport;

Accommodation: A quiet and comfortable place not open to the public with the ability to control light and temperature, equipped with adequate furniture that provides a crew member with the possibility to sleep, with enough capacity to accommodate all crew members present at the same time and with access to food and drink;

Adequate furniture for a crew member's accommodation should include a seat that reclines at least 45° back angle to the vertical, has a seat width of at least 20 inches (50 cm) and provides leg and foot support.

Rest Period: A continuous, uninterrupted and defined period of time, following duty or prior to duty, during which a crew member is free of all duties, standby and reserve;

Other Standby: A standby either at home or in a suitable accommodation.

7.1.9.4.1 Calculation of Flight Duty Period and Rest for Standby Duties (easyJet Standby Policy)

7.1.9.4.1.1 Airport Standby (easyJet Standby Policy)

- Airport Standby is planned to a maximum of 7 hours. On the day of operation, it may be extended beyond 7 hours if the standby results in a call out for duty that reports after the planned end time of the standby.

Rest Period:

- If not leading to the assignment of an FDP, airport standby is followed by a minimum rest period of 12 hours or as long as the time spent on airport standby, whichever is greater.
- If a minimum rest period is provided before reporting for the duty assigned during the airport standby, this time period should not count as airport standby duty.

7.1.9.4.1.2 Airport Duty (easyJet Standby Policy)

- Airport Duty is planned to a maximum of 7 hours. On the day of operation, it may be extended beyond 7 hours if the standby results in a call out for duty that reports after the planned end time of the standby.

Maximum FDP

- When a crew member is on airport duty on immediate readiness at an aerodrome, the maximum Flying Duty Period is calculated using the start time of the airport duty.

Rest Period:

- If not leading to the assignment of an FDP, airport duty shall be followed by a minimum rest period of 12 hours or as long as the time spent on airport duty, whichever is greater;

- If an airport duty initially assigned is reduced by easyJet during airport duty that does not lead to an assignment of a flight duty period, the minimum rest requirements should apply;
- If a minimum rest period is provided before reporting for the duty assigned during the airport duty, this time period should not count as airport duty.

7.1.9.4.1.3 Home Standby (easyJet Standby Policy)

- Home Standby is planned to a maximum of 8 hours. On the day of operation, it may be extended beyond 8 hours if the standby results in a call out for duty that reports after the planned end time of the standby.
- The report time when called out from Home Standby is 90 minutes after being called, however crew members should make all reasonable efforts to report earlier when practicable.

Maximum FDP

- The maximum FDP will be calculated in accordance with the relevant country specific Maximum Daily FDP/Maximum Daily FDP with Extensions Limit tables;
- If standby ceases within the first 6 hours, the maximum FDP counts from reporting;
- If standby ceases after the first 6 hours, the maximum FDP is reduced by the amount of standby worked in excess of 6 hours, irrespective of what time of day the standby was worked;
- The time a home standby duty starts determines the allowable Flying Duty Period time band, except that when the actual Flying Duty Period starts in a more limiting time band, then that Flying Duty Period limit will apply;
- However, when a standby duty is undertaken at home, or in suitable accommodation provided by easyJet, with the standby start time and report time during the period 2200 to 0800 hours local time, and a crew member is given two hours or less notice of a report time, then the allowable Flying Duty Period is determined by, and starts at, the report time at the designated reporting place;
- For the purpose of rules contained in easyJet's FTL Core Scheme:
 - A home standby commencing in the period 02:00 to 04:59 local time will be considered as a Night Duty;
 - A home standby commencing in the period 05:00 to 06:59 local time will be considered as an Early Start Duty.
- For the purpose of easyJet rules contained in [Section 7.4](#), a standby commencing in the period 02:00 to 06:59 will be considered as an easyJet Early Start Duty.

Rest Period:

- If not leading to the assignment of an FDP, home standby shall be followed by a minimum rest period of 12 hours or as long as the time spent on home standby, whichever is greater.
- After being called out from a standby duty, the length of the minimum rest period will be determined by the standby time achieved + FDP achieved + post flight duties and positioning. The length of the minimum rest period may be determined by the actual reporting time at the designated reporting point, in keeping with [7.1.11.7](#), through the application of Commander's Authority. The rest period will commence upon completion of all post flight duty.
- If a minimum rest period is provided before reporting for the duty assigned during the home standby, this time period should not count as standby duty.

7.1.9.4.2 Split Duty and Standby (easyJet Standby Policy)

- If the FDP is extended due to split duty and the standby ceases within the first 8 hours of the standby start time, then maximum FDP counts from reporting;
- If the FDP is extended due to split duty and the standby ceases after the first 8 hours, then the maximum FDP counts from reporting time but must be reduced by the amount of standby time exceeding 8 hours except if the standby time occurs between 23.00–07.00.

7.1.9.4.3 Call Out from Standby (easyJet Standby Policy)

If a crew member is called out from standby, the standby duty will cease when the crew member reports at the designated reporting point although the report time may be after the planned standby finish time.

Should a crew member be called from standby to complete an airport duty, the combined time spent on standby and airport duty shall not exceed 12 hours and 30 minutes. During this time period an FDP may be assigned.

7.1.9.4.4 Cumulative Limits (easyJet Standby Policy)

7.1.9.4.4.1 Cumulative Duty Totals (easyJet Standby Policy)

For cumulative duty total purposes, the total duty period will be standby time achieved plus FDP achieved plus post flight duties and positioning.

7.1.9.4.4.2 Calculation of Cumulative Duty Hours (easyJet Standby Policy)

Duty hours will be added to cumulative totals in accordance with the following:

To Count in Full:

1. Duty periods and flying duty periods, plus subsequent post-flight duties.
2. All standby duty, except that specified in the section below "To Count as Half the Time on Duty".
3. The time spent on positioning.

To Count as Half the Time on Duty:

1. The standby duty when, prior to commencement, the crew member has been advised that the period of notice to be given by easyJet before reporting for any duty will be at least three hours.
2. That portion of the standby duty when undertaken at home, or in suitable accommodation provided by easyJet, which takes place during the period 22:00 to 08:00 local time, when the crew member can take undisturbed rest and is not called out for duty.

7.1.10 Reserve

If easyJet assigns reserve to a crew members roster the term 'contactable' will be applied to the roster and the following requirements will apply:

- Reserve duties will be in the roster.
- The maximum duration of any single reserve period will be 16 hours.
- The number of consecutive reserve days that will be assigned to a crew member will be 7 days.
- FRMS principles include protections to guarantee an 8 hours sleep opportunity, notified in advance, when the crew member will not be contacted by easyJet.
- An assigned FDP counts from the reporting time.
- Reserve times do not count as Duty Period for the purpose of [7.1.6, Flight Time and Duty Periods](#) and [7.1.11, Rest Periods](#).
- A Reserve period that does not result in a Duty Period may not retrospectively be considered as part of a recurrent extended recovery rest period.
- [7.1.11.3, Recurrent Extended Recovery Rest Periods](#) apply to crew members on Reserve.

easyJet's procedure for the use of Reserve is described in [Section 7.4, easyJet Fatigue Risk Management Crew Roster Rules \(Austrian AOC\)](#).

7.1.11 Rest Periods

7.1.11.1 Minimum Rest Period at Home Base

The minimum Rest Period provided before undertaking an FDP starting at Home Base shall be at least as long as the preceding Duty Period or 12 hours, whichever is greater.

By way of derogation from this requirement, the minimum rest provided under [7.1.11.2, Minimum Rest Period Away from Home Base](#) applies if easyJet provides Suitable Accommodation to the crew member at home base.

7.1.11.2 Minimum Rest Period Away from Home Base

The minimum Rest Period provided before undertaking an FDP starting away from Home Base shall be at least as long as the preceding Duty Period or 10 hours, whichever is greater. This period shall include an 8 hour sleep opportunity in addition to the time for travelling and physiological needs.

The time allowed for physiological needs should be 1 hour. If the travelling time to the Suitable Accommodation is more than 30 minutes, then easyJet will increase the rest period by twice the amount of difference of travelling time above 30 minutes.

7.1.11.3 Recurrent Extended Recovery Rest Periods

The minimum Recurrent Extended Recovery Rest Period shall be 36 hours, including 2 Local Nights, and in any case the time between the end of one Recurrent Extended Recovery Rest Period and the start of the next Extended Recovery Rest Period shall not be more than 168 hours. The Recurrent Extended Recovery Rest Period shall be increased to 2 Local Days twice every month.

7.1.11.4 Rest Periods Disruptive Schedules

1. For a crew member performing 4 or more Night Duties, Early Starts or Late Finishes between 2 Extended Recovery Rest Periods as defined in [7.1.11.3, Recurrent Extended Recovery Rest Periods](#), the second Extended Recovery Rest Period is extended to 60 hours.
2. When a transition at Home Base is planned from a Late Finish/Night Duty to an Early Start, the Rest Period between the 2 FDPs must include 1 Local Night.

However easyJet has been granted an IFTSS (Individual Flight Time Specification Scheme) Article 22 Derogation to this rule as follows:

3. At Home Base a transition may be planned from a Night Start to an Early Start without providing a Local Night between the two FDPs if the following conditions are met:
 - The duty block may contain only one such transition;
 - The duty block may contain no FDPs starting in the period 0200–0259 local time;
 - The duty block may contain no more than one FDP starting in the period 0300–0459 local time and the FDP has no more than two operating sectors;
 - The duty block may contain no more than five consecutive Duty Periods starting in the period 0200 to 0659 local time.

7.1.11.5 Planned Reduced Rest

easyJet will manage planned reduced rest through the Company FRMS. The following requirements must be met when using planned reduced rest:

- The minimum planned reduced Rest Periods under planned reduced rest arrangements are 12 hours at Home Base and 10 hours out of base;
- Planned reduced rest is used under fatigue risk management;
- The Rest Period following the planned reduced rest is extended by the difference between the minimum Rest Period specified in [7.1.11, Rest Periods](#) and the planned reduced rest;
- The maximum allowable FDP following the planned reduced rest is reduced by the difference between the minimum Rest Period specified in [7.1.11, Rest Periods](#) and the planned reduced rest;
- There is a maximum of 2 planned reduced Rest Periods between 2 Recurrent Extended Recovery Rest Periods as specified in [7.1.11.3, Recurrent Extended Recovery Rest Periods](#).

7.1.11.5.1 easyJet's Policy for the Use of Rostered Reduced Rest

easyJet uses reduced rest under the provisions of easyJet FTL Core Scheme Section 7.1.11.5 – Planned Reduced Rest.

Reduced rest is managed through the company's approved Fatigue Risk Management System.

Reduced rest may only be used prior to the day of operation and must be marked on the crew roster so as to be identifiable by the crew member.

As per the easyJet FTL Core Scheme, the rest period following a reduced rest is extended by the difference between the minimum rest period and the reduced rest and the FDP following the reduced rest is reduced by the same difference.

The following conditions apply in addition to those contained with the easyJet FTL Core Scheme:

1. Rest may be reduced to a minimum of 12 hours at home base and 10 hours away from home base;
2. The crew member must be acclimatised, and the reduced rest period must include the hours between 01:00 and 05:59 local time in order to allow crew members to achieve an optimal sleep opportunity.

Reduced rest is used for defined and specific pairings which are pre-notified and subject to FRMS assessment and oversight. This assessment will require FRMS to be advised at pairing development stage the pairings within which, or between which, reduced rest has been used, including for each pairing or sequence:

- The sectors and length of the preceding and succeeding FDPs and duty periods.

- The rest period achieved, and the consequent reduction being planned.
- The local timings of the rest period.
- The reduction in the succeeding FDP and the resulting buffer margin planned.
- The increase in the succeeding rest period and the resulting buffer margin planned.

The affected pairings, and their operational performance in respect of the parameters noted above, will form part of monthly FSAG reporting and analysis. Additionally, FRMS will seek and review crew fatigue reports and assessments related to reduced rest in order to identify adverse trends requiring more robust mitigation.

Exceptionally easyJet may apply planned reduced rest after the rosters have been published and prior to the day of operation and the following additional conditions shall apply:

1. The reduction must be notified to the crew member prior to undertaking the immediately previous non reduced rest period.
2. Only one reduced rest shall be allowed between two Recurrent Extended Recovery Rest Periods.
3. All such instances shall be reported to FRMS for assessment prior to being undertaken.

This assessment will include all parameters noted above as well as frequency of usage.

All the requirements of FRMS oversight for planned usage shall be included in the report together with the time and date on which the affected pairing was placed on the roster. FRMS will log the subsequent time and date on which the crew member became aware of the modification and that no second reduced rest has occurred between the preceding and succeeding Recurrent Extended Recovery Rest Periods.

7.1.11.6 Time Zone Differences

Under its FRM provisions, easyJet monitors Rotations and combinations of Rotations in terms of their effect on crew fatigue, and adapts the crew schedules as necessary.

Time zone differences are compensated by additional rest, as follows:

- At Home Base, if an FDP involves a 4 hour time difference or more, the minimum rest is as specified in the following table and includes at least 2 Local Nights.

Table 7.1.11.6(1) Minimum Local Nights of Rest at Home Base to Compensate for Time Zone Differences

Maximum time difference between Reference Time and local time where a crew member rests during a Rotation	Time elapsed (h) since reporting for a Rotation involving at least 4 hour time difference to the Reference Time			
	<48	48–71:59	72–95:59	≥96
<4	0	0	0	0
≥4 and ≤6	2	2	3	3
>6 and ≤9	2	3	3	4
>9 and ≤12	2	3	4	5

- Away from Home Base, if an FDP involves a 4 hour time difference or more, the minimum rest following that FDP is at least as long as the preceding Duty Period, or 14 hours, whichever is greater. This may also apply to Home Base, only once between 2 recurrent recovery rest periods, if easyJet provides Suitable Accommodation to the crew member.

In case of an Eastward-Westward or Westward-Eastward transition, at least 3 Local Nights of rest at Home Base are provided between alternating Rotations.

7.1.11.7 Minimum Rest and Standby

If airport or other standby initially assigned is reduced by easyJet during standby that does not lead to an assignment to a FDP, the minimum rest specified in 7.1.11, Rest Periods should apply.

If a minimum rest period as specified in 7.1.11, Rest Periods is provided before reporting for the Duty assigned during the standby, this time period should not count as standby Duty.

Standby other than airport standby counts (partly) as Duty for the purpose of [7.1.6, Flight Time and Duty Periods](#). If a crew member receives an assignment during standby other than airport standby, the actual reporting time at the designated reporting point should be used for the purpose of [7.1.11, Rest Periods](#).

7.1.12 Nutrition

During the FDP there shall be the opportunity for a meal and drink in order to avoid any detriment to a crew member's performance, especially when the FDP exceeds 6 hours.

Crew members are provided with meals by the company. The meal provision provisions can be found on DocuNet/Crew – Inflight/Crew Food. The Captain and Cabin Manager are responsible for planning meal breaks taking account of operational conditions and individual crew members' circumstances and requirements.

7.1.13 Records

easyJet maintains, for a period of 24 months:

- Individual records for each crew member including:
 - Flight Times;
 - Start, duration and end of each Duty Period and FDP;
 - Rest periods and days free of all duties;
 - Assigned Home Base.
- Reports on extended Flight Duty Periods and reduced rest periods.

Upon request, easyJet provides copies of individual records of flight times, Duty Periods and rest periods to:

1. The crew member concerned;
2. To another operator, in relation to a crew member who is or becomes a crew member of the operator concerned.

Records in relation to crew members who undertake duties for more than one operator are kept for a period of 24 months.

7.1.14 Fatigue Management Training

easyJet provides initial and recurrent fatigue management training to crew members, personnel responsible for preparation and maintenance of crew rosters and management personnel concerned.

easyJet Fatigue Management Training is detailed in the FRMS Manual.

As a minimum the Fatigue Management Training will include the following:

1. Applicable regulatory requirements for flight, duty and rest;

2. The basics of fatigue including sleep fundamentals and the effects of disturbing the circadian rhythms;
3. The causes of fatigue, including medical conditions that may lead to fatigue;
4. The effect of fatigue on performance;
5. Fatigue countermeasures;
6. The influence of lifestyle, including nutrition, exercise and family life, on fatigue;
7. Familiarity with sleep disorders and their possible treatments;
8. Where applicable, the effects of long range operations and heavy short range schedules on individuals;
9. The effect of operating through and within multiple time zones; and
10. The crew member responsibility for ensuring adequate rest and fitness for flight duty.

ALL

7.2 EXCEEDANCES OF FLIGHT AND DUTY TIME LIMITATIONS AND/OR REDUCTIONS OF REST PERIODS

UK-AOC

7.2.1 Commander's Discretion Policy (UK AOC)

An aircraft Commander may, at their discretion and provided they are satisfied that the flight can be made safely, modify the limits on flight duty, duty and rest periods in the case of unforeseen circumstances in flight operations, which start at or after the reporting time. Safety should always be the overriding consideration when assessing the use of discretion.

For the purpose of this policy, the definition of "[Unforeseen Circumstances](#)" as included in easyJet Operations Manual [Section 0.1.4](#) applies.

The objective of this policy is to enable maintenance of the easyJet operation, minimising disruption to crew and passengers, while ensuring fatigue and the potential for performance decrement are managed appropriately.

easyJet recognises the shared responsibility between the Company and the crew members in the management of discretion. An aircraft Commander may, at their discretion, and after taking note of the circumstances of other members of the crew, extend a Flying Duty Period (FDP) or reduce a rest period provided they are satisfied that the flight can be made safely. An aircraft Commander may also reduce an FDP or increase a rest period. The modifications shall be calculated according to what actually happens, not on what was planned to happen.

At the same time, easyJet will plan pairings and rosters in such a way that the use of discretion is only exceptional and kept to a practical minimum. easyJet will monitor the use of discretion by route and will take remedial action when

appropriate. The FRMS team will investigate all instances of discretion as part of the oversight Quality Assurance process and a report will be made available to easyJet management and the Competent Authority on a monthly basis. Details on the FRMS oversight processes can be found in the Company's FRMS Manual.

The monitoring and investigation of discretion occurrences will be used with the intention of process improvement only and easyJet will not take action against individual crew members for decisions regarding discretion when made in the context of this policy. A Just Culture approach is an integral part of easyJet's FRMS and this principle is applied to the management of Commanders' discretion.

Both easyJet when planning the operation and crew members when deciding on the use of discretion must take into account all circumstances related to the flight as well as additional factors that might impair the crew member's alertness levels and therefore affect flight safety. Some of the factors to be considered are the following:

- **WOCL encroachment:** the WOCL (window of circadian low) is the time between 02:00 and 05:59 hours and when the human body is more likely to feel the need for sleep. Physiological and physical performance levels are at their lowest during this period which must be taken into account when planning/performing any duties during the WOCL.
- **Weather conditions:** extreme weather conditions such as storms or heavy winds might increase the duration and/or the workload of the duty and affect the fatigue and performance levels.
- **Complexity of the operation and/or airport environment:** easyJet recognises that some airports and/or operational areas are more complex than others. Category C airports, congested ATC areas, busy airports and conflict zones are of the factors that must be taken into consideration.
- **Aeroplane malfunctions or specifications:** technical issues, availability of engineering support at specific locations, parts availability and spare aircraft/crew availability are some of the factors that must be taken into consideration.
- **Flight with training or supervisory duties:** training duties and different levels of experience among the crew members might increase the workload and/or the fatigue levels.
- **Increased number of sectors:** An increased number of sectors might mean an increased workload in terms of duty length and workload on number of take-off, landings and turnarounds.
- **Circadian disruption:** any disruption to the circadian rhythm and sleep patterns need to be considered.
- **Individual conditions of the crew member** such as time since awake, workload, etc. Ultimately, the crew member must assess their individual circumstances in the context of flight safety.

- Any other factors that could affect flight safety must be considered before deciding to modify the limits on flight duty, duty or rest periods.

Swiss-AOC

7.2.1

Commander's Discretion Policy (Swiss AOC)

An aircraft commander may, at their discretion and provided they are satisfied that the flight can be made safely, modify the limits on flight duty, duty and rest periods in the case of unforeseen circumstances in flight operations, which start at or after the reporting time. Safety should always be the overriding consideration when assessing the use of discretion.

The objective of this policy is to enable maintenance of the easyJet operation, minimising disruption to crew and passengers, while ensuring fatigue and the potential for performance decrement are managed appropriately.

easyJet recognises the shared responsibility between the Company and the crew members in the management of discretion. An aircraft Commander may, at their discretion, and after taking note of the circumstances of other members of the crew, extend a Flying Duty Period (FDP) or reduce a rest period provided they are satisfied that the flight can be made safely. An aircraft Commander may also reduce an FDP or increase a rest period. The modifications shall be calculated according to what actually happens, not on what was planned to happen.

Both easyJet when planning the operation and crew members when deciding on the use of discretion must take into account all circumstances related to the flight as well as additional factors that might impair the crew member's alertness levels and therefore affect flight safety, some of the factors to be considered are the following:

WOCL encroachment: the WOCL (window of circadian low) is the time between 02:00 and 05:59 hours and when the human body is more likely to feel the need for sleep. Physiological and physical performance levels are at their lowest during this period which must be taken into account when planning/performing any duties during the WOCL.

Weather conditions: extreme weather conditions such as storms or heavy winds might increase the duration and/or the workload of the duty and affect the fatigue and performance levels.

Complexity of the operation and/or airport environment: easyJet recognises that some airports and/or operational areas are more complex than others. Category C airports congested ATC areas, busy airports and conflict zones are some of the factors that must be taken into consideration.

Aeroplane malfunctions or specifications: technical issues, availability of engineering support at specific locations, part availability and spare aircraft/crew availability are some of the factors that must be taken into consideration.

Flight with training or supervisory duties: training duties and different levels of experience among the crew members might increase the workload and/or the fatigue levels.

Increased number of sectors: An increased number of sectors might mean an increased workload in terms of duty length and workload on number of take-off, landings and turnarounds.

Circadian disruption: any disruption to the circadian rhythm and sleep patterns need to be considered.

Individual conditions of the crew member such as time since awake, workload, etc. Ultimately, the crew member shall assess its individual circumstances in the context of flight safety.

Any other factors that could affect flight safety must be considered before deciding to modify the limits on flight duty, duty or rest periods.

Austrian-AOC

7.2.1

Commander's Discretion Policy (Austrian AOC)

An aircraft Commander may, at their discretion and provided they are satisfied that the flight can be made safely, modify the limits on flight duty, duty and rest periods in the case of unforeseen circumstances in flight operations, which start at or after the reporting time. Safety should always be the overriding consideration when assessing the use of discretion.

For the purpose of this policy, the definition of “[Unforeseen Circumstances](#)” as included in easyJet Operations Manual [Section 0.1.4](#) applies.

The objective of this policy is to enable maintenance of the easyJet operation, minimising disruption to crew and passengers, while ensuring fatigue and the potential for performance decrement are managed appropriately.

easyJet recognises the shared responsibility between the Company and the crew members in the management of discretion. An aircraft Commander may, at their discretion, and after taking note of the circumstances of other members of the crew, extend a Flying Duty Period (FDP) or reduce a rest period provided they are satisfied that the flight can be made safely. An aircraft Commander may also reduce an FDP or increase a rest period. The modifications shall be calculated according to what actually happens, not on what was planned to happen.

At the same time, easyJet will plan pairings and rosters in such a way that the use of discretion is only exceptional and kept to a practical minimum. easyJet will monitor the use of discretion by route and will take remedial action when appropriate. The FRMS team will investigate all instances of discretion as part of the oversight Quality Assurance process and a report will be made available to easyJet management and the Competent Authority on a monthly basis. Details on the FRMS oversight processes can be found in the Company’s FRMS Manual.

The monitoring and investigation of discretion occurrences will be used with the intention of process improvement only and easyJet will not take action against individual crew members for decisions regarding discretion when made in the context of this policy. A Just Culture approach is an integral part of easyJet's FRMS and this principle is applied to the management of Commanders' discretion.

Both easyJet when planning the operation and crew members when deciding on the use of discretion must take into account all circumstances related to the flight as well as additional factors that might impair the crew member's alertness levels and therefore affect flight safety. Some of the factors to be considered are the following:

- **WOCL encroachment:** the WOCL (window of circadian low) is the time between 02:00 and 05:59 hours and when the human body is more likely to feel the need for sleep. Physiological and physical performance levels are at their lowest during this period which must be taken into account when planning/performing any duties during the WOCL.
- **Weather conditions:** extreme weather conditions such as storms or heavy winds might increase the duration and/or the workload of the duty and affect the fatigue and performance levels.
- **Complexity of the operation and/or airport environment:** easyJet recognises that some airports and/or operational areas are more complex than others. Category C airports, congested ATC areas, busy airports and conflict zones are of the factors that must be taken into consideration.
- **Aeroplane malfunctions or specifications:** technical issues, availability of engineering support at specific locations, parts availability and spare aircraft/crew availability are some of the factors that must be taken into consideration.
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- **Circadian disruption:** any disruption to the circadian rhythm and sleep patterns need to be considered.
- **Individual conditions of the crew member** such as time since awake, workload, etc. Ultimately, the crew member must assess their individual circumstances in the context of flight safety.
- Any other factors that could affect flight safety must be considered before deciding to modify the limits on flight duty, duty or rest periods.

UK-AOC

7.2.2

Discretion to Extend a Flight Duty (UK AOC)

The Commander shall consult all crew members on their alertness levels before deciding to extend a flight duty period.

The maximum daily FDP may not be increased by more than 2 hours. If on the final sector within an FDP the allowed increase is exceeded because of unforeseen circumstances after take-off, the flight may continue to the planned destination or alternate aerodrome.

The rest period following the FDP may be reduced but can never be less than 10 hours.

When a Commander extends a flight duty, it shall be reported to easyJet by completion of an Electronic Discretion Report (EDR). This must be completed at the end of the duty when the discretion occurred or at the beginning of the first duty following the discretion.

When the increase of an FDP exceeds 1 hour, a report will be sent to the Competent Authority. The Flight Operations department will collect all discretion reports and the FRMS team will investigate them and include comments as part of the Quality Assurance process prior to sending an analysis to the Competent Authority on a monthly basis.

When a Maximum Daily FDP with Extension has been subject to Commander's discretion the same process will apply similarly using an EDR.

Swiss-AOC

7.2.2

Discretion to Extend a Flight Duty (Swiss AOC)

The commander shall consult all crew members on their alertness levels before deciding to extend a flight duty period.

The maximum daily FDP may not be increased by more than 2 hours. If on the final sector within an FDP the allowed increase is exceeded because of unforeseen circumstances after take-off, the flight may continue to the planned destination or alternate aerodrome.

The rest period following the FDP may be reduced but can never be less than 10 hours.

Whenever a Commander extends a flight duty, it shall be reported to easyJet by submitting an Electronic Discretion Report at the end of the duty.

Austrian-AOC**7.2.2****Discretion to Extend a Flight Duty (Austrian AOC)**

The Commander shall consult all crew members on their alertness levels before deciding to extend a flight duty period.

The maximum daily FDP may not be increased by more than 2 hours. If on the final sector within an FDP the allowed increase is exceeded because of unforeseen circumstances after take-off, the flight may continue to the planned destination or alternate aerodrome.

The rest period following the FDP may be reduced but can never be less than 10 hours.

When a Commander extends a flight duty, it shall be reported to easyJet by completion of an Electronic Discretion Report (EDR). This must be completed at the end of the duty when the discretion occurred or at the beginning of the first duty following the discretion.

When the increase of an FDP exceeds 1 hour, a report will be sent to the Competent Authority. The Flight Operations department will collect all discretion reports and the FRMS team will investigate them and include comments as part of the Quality Assurance process prior to sending an analysis to the Competent Authority on a monthly basis.

When a Maximum Daily FDP with Extension has been subject to Commander's discretion the same process will apply similarly using an EDR.

UK-AOC**7.2.3****Discretion to Reduce a Rest Period (UK AOC)**

The Commander shall consult all crew members on their alertness levels before deciding to reduce a rest period.

A rest period may be reduced but can never be less than 10 hours at the hotel.

When a Commander reduces a rest period, it shall be reported to easyJet by completion of an Electronic Discretion Report (EDR). This must be completed at the end of the duty that was affected by the rest reduction.

When the reduction of the rest period exceeds 1 hour, a report will be sent to the Competent Authority. The Flight Operations department will collect all discretion reports and the FRMS team will investigate them and include comments as part of the Quality Assurance process prior to sending an analysis to the Competent Authority on a monthly basis.

Swiss-AOC

7.2.3 Discretion to Reduce a Rest Period (Swiss AOC)

The commander shall consult all crew members on their alertness levels before deciding to reduce a rest period.

A rest period may be reduced but can never be less than 10 hours at the hotel.

Whenever a Commander reduces a rest period, it shall be reported to easyJet by submitting an Electronic Discretion Report at the end of the duty.

Austrian-AOC

7.2.3 Discretion to Reduce a Rest Period (Austrian AOC)

The Commander shall consult all crew members on their alertness levels before deciding to reduce a rest period.

A rest period may be reduced but can never be less than 10 hours at the hotel.

When a Commander reduces a rest period, it shall be reported to easyJet by completion of an Electronic Discretion Report (EDR). This must be completed at the end of the duty that was affected by the rest reduction.

When the reduction of the rest period exceeds 1 hour, a report will be sent to the Competent Authority. The Flight Operations department will collect all discretion reports and the FRMS team will investigate them and include comments as part of the Quality Assurance process prior to sending an analysis to the Competent Authority on a monthly basis.

UK-AOC

7.2.4 Discretion to Reduce a Flight Duty Period (UK AOC)

In the case of unforeseen circumstances on the day of operation, that may have a detrimental effect on flight safety and induce possible fatigue, the Commander shall reduce the actual flight duty period. This applies when the FDPs planned are not completed although within legal limits.

The decision to reduce an FDP is the Commander's on behalf of all crew or multiple crew members operating the same FDP. An FDP cannot be reduced for an individual crew member unless they are operating a different FDP from the rest of the crew. If an individual crew member is unable to complete their assigned duty due to fatigue, they must follow the process contained within [Section 4.7](#) of the FRMS manual. Whenever a Commander reduces an FDP the following procedure must be followed:

- The Commander must notify the Integrated Control Centre as soon as practicably possible.
- An Electronic Discretion Report (EDR) must be completed and sent to the Company within 24 hours.

- If an EDR is not available, a paper Commander's Discretion Report (CDR) must be completed.
- The reduction will be notified to the Senior Crewing Officer.

Swiss-AOC**7.2.4 Discretion to Reduce a Flight Duty Period (Swiss AOC)**

In the case of unforeseen circumstances on the day of operation, that may have a detrimental effect on flight safety and induce possible fatigue, the commander shall reduce the actual flight duty period. This applies when the FDPs planned are not completed although within legal limits.

The decision to reduce an FDP is the Commander's on behalf of all crew or multiple crew members. An FDP cannot be reduced for an individual crew member.

Whenever a Commander reduces an FDP the following procedure must be followed:

- The Commander must notify the Operations Control Centre as soon as practicably possible.
- A report must be completed and sent to the Company within 24 hours.
- If the requested reduction in FDP is under 2 hours, the reduction will be notified to the Crewing Duty Manager.
- If the requested reduction in FDP is 2 hours or more, the reduction will be notified to the Duty Pilot as well as the Crewing Duty Manager.

Austrian-AOC**7.2.4 Discretion to Reduce a Flight Duty Period (Austrian AOC)**

In the case of unforeseen circumstances on the day of operation, that may have a detrimental effect on flight safety and induce possible fatigue, the Commander shall reduce the actual flight duty period. This applies when the FDPs planned are not completed although within legal limits.

The decision to reduce an FDP is the Commander's on behalf of all crew or multiple crew members operating the same FDP. An FDP cannot be reduced for an individual crew member unless they are operating a different FDP from the rest of the crew. If an individual crew member is unable to complete their assigned duty due to fatigue, they must follow the process contained within [Section 4.7](#) of the FRMS manual. Whenever a Commander reduces an FDP the following procedure must be followed:

- The Commander must notify the Integrated Control Centre as soon as practicably possible.
- An Electronic Discretion Report (EDR) must be completed and sent to the Company within 24 hours.

- If an EDR is not available, a paper Commander's Discretion Report (CDR) must be completed.
- The reduction will be notified to the Senior Crewing Officer.

UK-AOC

7.2.5 Discretion to Increase a Rest Period (UK AOC)

In the case of unforeseen circumstances on the day of operation, that may have a detrimental effect on flight safety and induce possible fatigue, the Commander shall increase a rest period. This applies when the rest period is increased thereby delaying the next planned duty.

The decision to increase a rest period is the Commander's on behalf of all crew or multiple crew members who have previously operated the same FDP. A rest period cannot be increased for an individual crew member unless they have previously operated a different FDP from the rest of the crew. If an individual crew member is unable to complete their assigned duty due to fatigue they must follow the process contained within [Section 4.7](#) of the FRMS manual. Whenever a Commander increases a rest period the following procedure must be followed:

- The Commander must notify the Integrated Control Centre before the duty ends, i.e., during the 30 minutes post duty time.
- An Electronic Discretion Report (EDR) must be completed and sent to the Company within 24 hours.
- If an EDR is not available, a paper Commander's Discretion Report (CDR) must be completed.
- The rest increase will be notified to the Senior Crewing Officer.

Swiss-AOC

7.2.5 Discretion to Increase a Rest Period (Swiss AOC)

In the case of unforeseen circumstances on the day of operation, that may have a detrimental effect on flight safety and induce possible fatigue, the commander shall increase a rest period. This applies when the minimum rest is increased thereby delaying the next planned duty.

The decision to increase a rest period is the Commander's on behalf of all crew or multiple crew members. A rest period cannot be increased for an individual crew member.

Whenever a Commander increases a rest period the following procedure must be followed:

- The Commander must notify the Operations Control Centre before the FDP ends, i.e. during the 30 minutes post duty time.
- A report must be completed and sent to the Company within 24 hours.

- If the requested increase in rest is under 2 hours, the rest increase will be notified to the Crewing Duty Manager. If the requested increase in rest is 2 hours or more, the rest increase will be notified to the Duty Pilot as well as the Crewing Duty Manager.

Austrian-AOC**7.2.5 Discretion to Increase a Rest Period (Austrian AOC)**

In the case of unforeseen circumstances on the day of operation, that may have a detrimental effect on flight safety and induce possible fatigue, the Commander shall increase a rest period. This applies when the rest period is increased thereby delaying the next planned duty.

The decision to increase a rest period is the Commander's on behalf of all crew or multiple crew members who have previously operated the same FDP. A rest period cannot be increased for an individual crew member unless they have previously operated a different FDP from the rest of the crew. If an individual crew member is unable to complete their assigned duty due to fatigue they must follow the process contained within [Section 4.7](#) of the FRMS manual. Whenever a Commander increases a rest period the following procedure must be followed:

- The Commander must notify the Integrated Control Centre before the duty ends, i.e., during the 30 minutes post duty time.
- An Electronic Discretion Report (EDR) must be completed and sent to the Company within 24 hours.
- If an EDR is not available, a paper Commander's Discretion Report (CDR) must be completed.
- The rest increase will be notified to the Senior Crewing Officer.

UK-AOC**7.2.6 Discretion to Extend Cumulative Duty Limits Within the Core Flight Time Limitations Scheme (UK AOC)**

In the case of unforeseen circumstances in flight operations, which start at or after the reporting time, a Commander may modify the limits contained in easyJet FTL Core Scheme paragraphs 7.1.6.1 and 7.1.11.3 provided the following conditions contained in [Section 5.3.5](#) of the FRMS manual.

- The exceedance was only apparent after the concerned FDP or duty had commenced.
- The use of discretion was 'exceptional'. This has been communicated to Staff as where no other practicable solution exists.
- The Commander was aware of the exceedance and confirmed acceptance of the use of discretion to extend the Cumulative Limit.
- The affected crew member(s) will be fully compliant with the easyJet Core Scheme before undertaking a further FDP.

When the cumulative duty limits are extended, it shall be reported to easyJet by completion of a Commander Discretion Report (CDR) which will be held for a period of 24 months.

The FRMS Assurance Department will investigate all exceedances as per the process in [Section 5.3.5](#) of the FRMS manual.

Swiss-AOC

7.2.6 Reserved

Austrian-AOC

7.2.6 Discretion to Extend Cumulative Duty Limits Within the Core Flight Time Limitations Scheme (Austrian AOC)

In the case of unforeseen circumstances in flight operations, which start at or after the reporting time, a Commander may modify the limits contained in easyJet FTL Core Scheme paragraphs 7.1.6.1 and 7.1.11.3 provided the following conditions contained in [Section 5.3.5](#) of the FRMS manual.

- The exceedance was only apparent after the concerned FDP or duty had commenced.
- The use of discretion was 'exceptional'. This has been communicated to Staff as where no other practicable solution exists.
- The Commander was aware of the exceedance and confirmed acceptance of the use of discretion to extend the Cumulative Limit.
- The affected crew member(s) will be fully compliant with the easyJet Core Scheme before undertaking a further FDP.

When the cumulative duty limits are extended, it shall be reported to easyJet by completion of a Commander Discretion Report (CDR) which will be held for a period of 24 months.

The FRMS Assurance Department will investigate all exceedances as per the process in [Section 5.3.5](#) of the FRMS manual.

UK-AOC

7.2.7 Commander's Authority to Exceed FRM Crew Roster Rules (UK AOC)

Commander's Authority to Exceed FRM Crew Roster Rules is detailed in [Section 7.4](#) and allows the Commander to agree to a crew member operating outside the requirements of the FRM Crew Roster Rules down to the requirements of the easyJet FTL Core Scheme.

The FRMS Assurance Department will investigate all such exceedances as per the process in [Section 5.3.5](#) of the FRMS manual.

Swiss-AOC**7.2.7 Reserved****Austrian-AOC****7.2.7 Commander's Authority to Exceed FRM Crew Roster Rules (Austrian AOC)**

Commander's Authority to Exceed FRM Crew Roster Rules is detailed in [Section 7.4](#) and allows the Commander to agree to a crew member operating outside the requirements of the FRM Crew Roster Rules down to the requirements of the easyJet FTL Core Scheme.

The FRMS Assurance Department will investigate all such exceedances as per the process in [Section 5.3.5](#) of the FRMS manual.

UK-AOC**7.2.8 Electronic Discretion Report (UK AOC)**

In all cases where an Electronic Discretion Report (EDR) is not available then a paper Commander's Discretion Report (CDR) should be completed.

Swiss-AOC**7.2.8 Reserved****Austrian-AOC****7.2.8 Electronic Discretion Report (Austrian AOC)**

In all cases where an Electronic Discretion Report (EDR) is not available then a paper Commander's Discretion Report (CDR) should be completed.

UK-AOC**7.2.9 Commander's Authority to Reduce Standard Report (UK AOC)**

As part of the FRM approval, a non-standard reporting time which reduces the standard 60 minute briefing allowance may be implemented only by the Commander and taking into account all operational circumstances on the day. The full 60 minute allowance cannot be reduced by easyJet and one flight crew member must receive a minimum briefing allowance of 45 minutes. Irrespective sufficient time must always be allowed for an adequate safety briefing.

It is acknowledged that the appropriate time needed for an adequate safety briefing may vary considerably with the specific characteristics of the situation. Factors to be taken into consideration include:

- The number of crew affected;
- The rank of the crew member(s) affected;
- The amount of reduction;

- The degree to which relevant pre-flight tasks can be performed by other crew members;
- The experience of other crew members;
- Crew members under training;
- The complexity of sector planning;
- Arrival airfield characteristics;
- The logistics of the departure station;
- Weather;
- Aircraft technical issues;
- Ground handling issues.

Similarly this authority is intended for use by the Commander only when the circumstances are unforeseen and as a result of changes to original planning. Such situations will include:

- Call out from airport duty or standby;
- Call out from home standby;
- Changes on report as a result of short notice crew member unavailability;
- Crew member late report.

The authorisation process is intended to act as a guarantee to the Commander and Cabin Manager that the company will allow adequate time for pre-flight briefing and will therefore not place undue pressure on individuals, or the crew as a whole, to depart before they are satisfied with the allowance provided. When exercising Authority to Reduce Standard Report the Commander, and where relevant the Cabin Manager, must assure themselves that the crew briefings have covered all the required and necessary safety items and issues for the duty being undertaken.

The flight crew will:

- Verify the technical state of the aircraft;
- Obtain a weather briefing;
- Examine NOTAMs for changes to routings, unserviceable navaids, availability of runways and approach aids and all other such notifiable information;
- Check the Company flight plan for routing, altitudes, and flight time thereby verifying agreement with the ATC flight plan;
- Check the estimated load figures, and the maximum allowable take-off and landing weights;
- Check the computer flight plan and fuel requirement for gross error;

- Brief the cabin crew regarding the flight or series of flights;
- Perform a Safety Exterior Inspection;
- Complete any other safety related tasks relevant to the duty to be undertaken and which cannot be adequately completed post departure.

The cabin crew will:

- If not already completed, introduce themselves and establish crew operating positions;
- CM to ask if all crew have read Level 1 or 2 NTCs and the Weekly Briefing – discuss any information from these relevant to the duty;
- CM to facilitate a RoCK Briefing with the crew following the topics on the crew briefing summary;
- Discuss route or passenger specific information relevant to the duty;
- Confirm service standards, revenue targets, incentives and discuss customer experience/CSAT objectives (may be completed after take-off, prior to the first service if time is limited);
- Identify any language speakers and delegate PAs as required;
- Training in the cabin (if applicable);
- Complete any other safety related tasks relevant to the duty to be undertaken and which cannot be adequately completed post departure.

It is however recognised that these items may be prioritised by the Commander or Cabin Manager and that they may be briefed at any appropriate point and location after the achieved report time with the degree of detail necessitated by the specific operational circumstances. It is also recognised that the Commander and Cabin Manager are the authorities best informed to make a judgement on the adequacy of the pre-flight briefing period and arrangements in keeping with the purpose of this process.

FRMS Investigation Benchmarks

FRMS will analyse AIMS records to verify the reporting times achieved by individual crew members and will keep a record of where this falls short of the period defined within the company FTL scheme. Taking all the above circumstances and factors into account, and where the analysis indicates that insufficient time may have been allowed for an adequate safety briefing, FRMS shall investigate the event and forward a written report to the Competent Authority. The assessment of adequacy will be guided by the following investigation benchmarks:

The primary FRMS investigation benchmark is one flight deck member or the Cabin Manager receiving less than 30 minutes briefing allowance. However, this is a minimum requirement, and an investigation may take place in other cases depending on the specific circumstances.

Additional Guidance:

1. There is no defined minimum pre-flight briefing allowance for cabin crew given a test of reasonableness and practicality.
2. In all cases no further action is required if 30 minutes or more was planned for the affected pilot or Cabin Manager, but the flight went early or less than 30 minutes was planned but a delay meant that it was actually achieved.
3. A call from standby on day of operation, and by extension a change to duty after report in the event of unforeseen circumstances, may be considered as unplanned and therefore subject to more detailed assessment criteria.
 - a. It is reported to the Competent Authority if the Commander, First Officer or Cabin Manager are called from ASBY, ADTY or SBY and achieve less than 20 minutes from report to ATD.
 - b. One pilot MUST achieve a minimum 45 minutes pre-flight briefing.
4. When a crew member has confirmed that they are satisfied that sufficient pre-flight briefing allowance was provided but has not indicated what may be considered a practical minimum of 10 minutes for a flight deck member and 5 minutes for a cabin crew member then AIMS will be adjusted to a generic default value of 15 minutes pre-flight briefing allowance for pilots and 10 minutes for cabin crew.

Swiss-AOC

7.2.9 Reserved

Austrian-AOC

7.2.9 Commander's Authority to Reduce Standard Report (Austrian AOC)

As part of the FRM approval, a non-standard reporting time which reduces the standard 60 minute briefing allowance may be implemented only by the Commander and taking into account all operational circumstances on the day. The full 60 minute allowance cannot be reduced by easyJet and one flight crew member must receive a minimum briefing allowance of 45 minutes. Irrespective sufficient time must always be allowed for an adequate safety briefing.

It is acknowledged that the appropriate time needed for an adequate safety briefing may vary considerably with the specific characteristics of the situation. Factors to be taken into consideration include:

- The number of crew affected;
- The rank of the crew member(s) affected;
- The amount of reduction;
- The degree to which relevant pre-flight tasks can be performed by other crew members;
- The experience of other crew members;

- Crew members under training;
- The complexity of sector planning;
- Arrival airfield characteristics;
- The logistics of the departure station;
- Weather;
- Aircraft technical issues;
- Ground handling issues.

Similarly this authority is intended for use by the Commander only when the circumstances are unforeseen and as a result of changes to original planning. Such situations will include:

- Call out from airport duty or standby;
- Call out from home standby;
- Changes on report as a result of short notice crew member unavailability;
- Crew member late report.

The authorisation process is intended to act as a guarantee to the Commander and Cabin Manager that the company will allow adequate time for pre-flight briefing and will therefore not place undue pressure on individuals, or the crew as a whole, to depart before they are satisfied with the allowance provided. When exercising Authority to Reduce Standard Report the Commander, and where relevant the Cabin Manager, must assure themselves that the crew briefings have covered all the required and necessary safety items and issues for the duty being undertaken.

The flight crew will:

- Verify the technical state of the aircraft;
- Obtain a weather briefing;
- Examine NOTAMs for changes to routings, unserviceable navaids, availability of runways and approach aids and all other such notifiable information;
- Check the Company flight plan for routing, altitudes, and flight time thereby verifying agreement with the ATC flight plan;
- Check the estimated load figures, and the maximum allowable take-off and landing weights;
- Check the computer flight plan and fuel requirement for gross error;
- Brief the cabin crew regarding the flight or series of flights;
- Perform a Safety Exterior Inspection;

- Complete any other safety related tasks relevant to the duty to be undertaken and which cannot be adequately completed post departure.

The cabin crew will:

- If not already completed, introduce themselves and establish crew operating positions;
- CM to ask if all crew have read Level 1 or 2 NTCs and the Weekly Briefing – discuss any information from these relevant to the duty;
- CM to facilitate a RoCK Briefing with the crew following the topics on the crew briefing summary;
- Discuss route or passenger specific information relevant to the duty;
- Confirm service standards, revenue targets, incentives and discuss customer experience/CSAT objectives (may be completed after take-off, prior to the first service if time is limited);
- Identify any language speakers and delegate PAs as required;
- Training in the cabin (if applicable);
- Complete any other safety related tasks relevant to the duty to be undertaken and which cannot be adequately completed post departure.

It is however recognised that these items may be prioritised by the Commander or Cabin Manager and that they may be briefed at any appropriate point and location after the achieved report time with the degree of detail necessitated by the specific operational circumstances. It is also recognised that the Commander and Cabin Manager are the authorities best informed to make a judgement on the adequacy of the pre-flight briefing period and arrangements in keeping with the purpose of this process.

FRMS Investigation Benchmarks

FRMS will analyse AIMS records to verify the reporting times achieved by individual crew members and will keep a record of where this falls short of the period defined within the company FTL scheme. Taking all the above circumstances and factors into account, and where the analysis indicates that insufficient time may have been allowed for an adequate safety briefing, FRMS shall investigate the event and forward a written report to the Competent Authority. The assessment of adequacy will be guided by the following investigation benchmarks:

The primary FRMS investigation benchmark is one flight deck member or the Cabin Manager receiving less than 30 minutes briefing allowance. However, this is a minimum requirement, and an investigation may take place in other cases depending on the specific circumstances.

Additional Guidance:

1. There is no defined minimum pre-flight briefing allowance for cabin crew given a test of reasonableness and practicality.

2. In all cases no further action is required if 30 minutes or more was planned for the affected pilot or Cabin Manager, but the flight went early or less than 30 minutes was planned but a delay meant that it was actually achieved.
3. A call from standby on day of operation, and by extension a change to duty after report in the event of unforeseen circumstances, may be considered as unplanned and therefore subject to more detailed assessment criteria.
 - a. It is reported to the Competent Authority if the Commander, First Officer or Cabin Manager are called from ASBY, ADTY or SBY and achieve less than 20 minutes from report to ATD.
 - b. One pilot MUST achieve a minimum 45 minutes pre-flight briefing.
4. When a crew member has confirmed that they are satisfied that sufficient pre-flight briefing allowance was provided but has not indicated what may be considered a practical minimum of 10 minutes for a flight deck member and 5 minutes for a cabin crew member then AIMS will be adjusted to a generic default value of 15 minutes pre-flight briefing allowance for pilots and 10 minutes for cabin crew.

UK-AOC**7.3 FATIGUE RISK MANAGEMENT (UK AOC)**

Refer to the [Fatigue Risk Management System \(FRMS\) Manual](#).

Swiss-AOC**7.3 FATIGUE RISK MANAGEMENT (SWISS AOC)****7.3.1 Introduction**

easyJet has established, and maintains a Fatigue Risk Management (FRM) as an integral part of its management system. The FRM is described in Organisation Management Manual.

Roster related fatigue is a physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness and/or physical activity that could impair a crew member's alertness and ability to safely operate an aircraft or perform safety related duties.

A Fatigue Risk Management System (FRMS) provides a more comprehensive approach employing tools and processes that are specifically designed to detect, classify, analyse, prioritize, mitigate and/or control fatigue risk. As it relies on operationally based data FRMS allows flexible, specific and timely responses to constantly changing operational needs.

easyJet FRMS applies safety management system principles and processes to proactively and continuously manage fatigue risk through a process requiring shared responsibility amongst management and crew members. Since crew feedback and non-punitive reporting are essential elements of FRMS, a "just culture" is implemented within the FRMS programme. An FRMS is based upon a concept of multiple layered defences to manage operational risk.

Application of an FRMS allows the detection, measurement and analysis of fatigue risk. The deficiency of a prescriptive FTL scheme is that it provides a limited and static approach to fatigue risk which does not account for the differing scheduling and operating conditions particular to, or contained within, an individual airline. An FRMS therefore enhances the capability of prescriptive FTL strategies to provide an equivalent or enhanced level of safety based upon the identification and management of fatigue risk relevant to the specific circumstances.

7.3.2 Fatigue Reporting

A fatigue reporting process is a key component of an operator FRMS and enables differentiation between roster and non-roster related factors so that each can be addressed appropriately and with a view to preventing future occurrences. The reporting process is primarily intended to provide information to assist mitigation against fatigue generated by roster design, construction, and implementation or associated policies. However, when reporting reveals non-roster related factors, guidelines have been formulated within easyJet just culture provisions that facilitate referral to line management so that crew members can be provided with appropriate support, information and mitigation options. FRMS will facilitate any education or training in respect of personal fatigue management.

The fatigue reporting process exists to facilitate reporting of all fatigue related safety incidents in order to continue developing our learning and thereby ensure easyJet can operate within an appropriately risk controlled environment.

7.3.2.1 Fatigue Reporting Process

The complete Fatigue Report Form Policy is detailed in [Appendix A](#) of OM Part-A.

7.3.2.1.1 Duty Absence and Offload due to Fatigue

Should a crew member feel they are unfit to fly and/or their alertness is impaired to a level which could compromise the safety of the flight, they have a responsibility, irrespective of the causal factors, to report as such to the Crewing department.

- Prior to a flight duty Roster Related => Absence due to Fatigue (FTGD).
- Prior to a flight duty NON Roster Related => Unfit to fly non-roster related (UNFIT).
- During a flight duty => Fatigue offload (FTGO).
- Crew Member shall contact ICC Crewing by phone to report Fatigued or Unfit when unable to complete their planned or actual duty.
- An electronic Fatigue Reporting Form (FRF) shall be completed within 48 hours. This form is confidential and will be managed by the easyJet FRM department.

7.3.2.1.2 Fatigue Concerns

Crew Member may also complete an electronic FRF for Fatigue Concerns

- In relation to a duty which has been operated by the crew member.
- To request FRMS review of future rostered duty => Fatigue Mitigation Request (FMR).

7.3.3 Fatigue Risk Management Training

easyJet provides initial and recurrent fatigue management training to crew members, personnel responsible for preparation and maintenance of crew rosters and management personnel concerned.

easyJet Fatigue Management Training is detailed in the FRMS Manual. Crew member Training syllabi are detailed in OM part D.

As a minimum the Fatigue Management Training shall include the following:

1. Applicable regulatory requirements for flight, duty and rest;
2. The basics of fatigue including sleep fundamentals and the effects of disturbing the circadian rhythms;
3. The causes of fatigue, including medical conditions that may lead to fatigue;
4. The effect of fatigue on performance;
5. Fatigue countermeasures;
6. The influence of lifestyle, including nutrition, exercise and family life, on fatigue;
7. Familiarity with sleep disorders and their possible treatments;
8. Where applicable, the effects of long range operations and heavy short range schedules on individuals;
9. The effect of operating through and within multiple time zones; and
10. The crew member responsibility for ensuring adequate rest and fitness for flight duty.

Austrian-AOC

7.3 FATIGUE RISK MANAGEMENT (AUSTRIAN AOC)

Refer to the [Fatigue Risk Management System \(FRMS\) Manual](#).

UK-AOC

7.4 EASYJET FATIGUE RISK MANAGEMENT CREW ROSTER RULES (UK AOC)

7.4.1 Introduction

7.4.1.1 Purpose

The purpose of this section is to define the Fatigue Risk Management (FRM) Crew Roster rules which are in use by easyJet in addition to those contained in the easyJet Flight Time Limitations Core Scheme. The Roster Versions defined in [7.4.10, easyJet FRM Crew Roster Versions](#) will be considered by easyJet as mandatory and will consequently be given equal status to those contained within the easyJet Flight Time Limitations (FTL) Scheme thereby being subject to FRMS compliance oversight and reporting.

7.4.1.2 Applicability

easyJet rosters crew members within the constraints of the FRM Crew Roster rules as a means of ensuring compliance with the responsibilities contained within [Section 7.1.3.1, easyJet](#) of the company FTL Core Scheme.

easyJet will keep a record of the Roster Versions applied to every operational crew member.

7.4.1.3 Changes to FRM Crew Roster Rules

easyJet applies its Safety Management System and the procedures in the FRMS Manual to the Roster Versions included in [Section 7.4.10](#). FRM Crew Roster rules are monitored and controlled using FRMS Assurance processes as documented in the FRMS Procedures Manual. Any changes to rules in this section will be formally reviewed following the same processes and, where appropriate, will be subject to a safety case.

7.4.2 Definitions

This section contains additional definitions, or supplementary content, to those included in [Section 7.1.2, Definitions](#) of the company's FTL Core Scheme. These are equally applicable to easyJet's operation. All times in this document are inclusive.

7.4.2.1 Contactable

'Contactable' means a short period of time during the day, other than a Day Off, during which the crew member is to be contactable for the purpose of receiving a message from easyJet. Allocation of Duty Periods during a Contactable Period will require a minimum of ten hours' notice. The Contactable Period, which does not count towards cumulative duty hours, will be no longer than one hour and will be stated on the individual's roster. The hour specified will be between 0600 and 2200 local time.

7.4.2.2 Days Off

'Days Off' means periods available for leisure and relaxation free from all duties. A single Day Off shall include two Local Nights. Consecutive Days Off shall include a further Local Night for each additional consecutive Day Off. A rest period may be included as part of a Day Off.

7.4.2.3 Duty Block

A Duty Block is a period containing a Duty or duties which is preceded by a minimum of 1 day free from duty and followed by a minimum of 1 day free from duty.

7.4.2.4 easyJet Early Start Duty

Duty Period starting in the period 0200 to 0659 local time.

7.4.2.5 easyJet Late Finish Duty

Duty Period that finishes in the period 0100 to 0159 local time.

7.4.2.6 easyJet Disruptive Duty

Duty Period that occurs in any part of the period 0100 to 0659 local time.

7.4.2.7 easyJet Night Finish Duty

Duty Period that finishes in the period 0200 to 0459 local time.

7.4.2.8 Morning Duty

Duty Period starting in the period 0000 to 0929 and finishing at or before 1759 local time.

7.4.2.9 Evening Duty

Duty Period starting at or after 0930 local time and finishing at or after 1800 local time.

7.4.2.10 Dual Duty

Duty Period starting in the period 0000 to 0929 local time and finishing at or after 1800 local time.

7.4.2.11 Neutral Duty

Duty Period starting at or after 0930 local time and finishing at or before 1759 local time.

7.4.2.12 Morning to Evening (Forwards) Transition

A Morning to Evening (Forwards) Transition is when a Morning Duty Period precedes an Evening Duty Period, and it counts as a single transition as detailed within the controls of [Section 7.4.9, Transitions](#).

7.4.2.13 Evening to Morning (Backwards) Transition

An Evening to Morning (Backwards) Transition is when an Evening Duty Period precedes a Morning Duty Period, and it counts as a single transition as detailed within the controls of [Section 7.4.9, Transitions](#).

7.4.2.14 Dual Transition

For the purpose of Transitions, a Dual Duty is a single transition.

7.4.2.15 Rest Flexi Day

Rest Flexi Day is used instead of Day Off where the Day Off is infringed by duties prior or following.

- Rest Flexi Days do not count towards total number of legal Days Off
- A Rest Flexi Day may be assigned prior to commencing a five or six day sequence or at the end of a Duty Block
- There shall be a maximum of 12 Rest Flexi Days in a calendar year
- Crew members shall be planned to be off duty by 0130 local time on a Rest Flexi Day
- Once the Duty immediately prior to a Rest Flexi Day has commenced, a crew member can however complete the Duty beyond 0130 local time
- Earliest report time following a Rest Flexi Day is 0430 local time
- A Rest Flexi Day must be notified in advance at roster publication.

7.4.2.16 Rostered Duty

Rostered Duty means a Duty Period, or series of Duty Periods, with stipulated start and finish times, notified by easyJet to crews at roster publication.

7.4.2.17 Travelling

All time spent by a crew member transiting between the place of rest, and the place of reporting for duty.

7.4.2.18 Week

A period of seven consecutive days starting at 0001 UTC on Mondays.

7.4.3 Additional Limits to Flight Duty Periods and Rest Periods

Under the principles of the FRMS, easyJet applies additional limits to those included in [Section 7.1.5, Flight Duty Period](#) and [Section 7.1.11, Rest Periods](#) of the easyJet FTL Core Scheme.

The controls in this section apply to all crew members unless further modified by the requirements of the Roster Versions contained in [Section 7.4.10, easyJet FRM Crew Roster Versions](#).

7.4.3.1 Additional Limit to Extended FDPs

In addition to the limits set in [Section 7.1.5.4.4, Maximum Daily FDP with Extensions](#) of the easyJet FTL Core Scheme, easyJet will limit the number of Extended FDPs to a maximum of 1 in any 7 consecutive days.

7.4.3.2 Consecutive 6 Sector Duties

A maximum of 3 consecutive duties that consist of 6 Sectors shall be operated within a Duty Block.

7.4.3.3 Minimum Rest Away from Home Base

In addition to the requirements included in [Section 7.1.11.2, Minimum Rest Period Away from Home Base](#) of easyJet FTL Core Scheme, a planning limit of 12 hours minimum rest away from Home Base will apply.

7.4.3.4 Replacement of Duty Periods with Off Duty Periods

Removal from the roster of any Duty Period and its replacement by an off duty period will not constitute a violation.

7.4.4 Commander's Authority to Exceed FRM Crew Roster Rules

As part of a Commander's authority to extend or reduce roster planning limits due to unforeseen circumstances in flight operations, they may agree to a crew member operating outside the requirements of the FRM Crew Roster Rules down to the requirements of the easyJet FTL Core Scheme.

In such cases easyJet shall ensure that all applicable FRM Crew Roster requirements are met prior to allocating further duties.

Realistic planning will ensure that this authority is exercised only exceptionally and only to the extent necessary to allow for unforeseen circumstances that become apparent after commencement of the specific FDP. Such exceedances cannot be planned.

Whenever a Commander exercises authority to exceed FRM Crew Roster Rules it shall be reported to easyJet. Usage will be reviewed, validated and recorded by the FRMS Assurance department.

A monthly report on the use of authority to exceed FRM Crew Roster Rules will be compiled by FRMS Assurance and made available to the Competent Authority.

7.4.5 Standby

In addition to the limits set in [Section 7.1.9.3, Standby other than Airport Standby](#), any time spent on Standby other than Airport Standby counts in full as working time for the purpose of all cumulative duty limits. As an exemption, if the time spent on Standby other than Airport Standby is between the hours of 2200 and 0800 local time and during that time the crew member can take undisturbed rest and is not called upon to report for Duty, then the time spent on Standby is to count as half for the purpose of all cumulative duty limits.

7.4.6 Post Flight Duty Allowances

7.4.6.1 Exceeded Post Flight Duty Allowances

It is the responsibility of the crew member to inform the company upon completion of the Duty when the time taken for post flight activities is extended beyond the allowances in [Section 7.1.5.2, Post Flight Duty](#). If the standard 30 minutes period for post FDP duties is routinely exceeded, then it must be revised to better represent the actual time taken.

7.4.6.2 Reduced Post Flight Duty Allowance

Similarly, where the full allowance is not required crew members, with the approval of the Commander, may go off duty once all post FDP duties have been satisfactorily completed. The full debrief allowance cannot be reduced by easyJet.

7.4.7 Night Duties

easyJet manages night duties through the Company FRMS. Night finish duties are limited to a maximum of three consecutive and the following conditions apply:

7.4.7.1 Two Consecutive Night Finish Duties

Should 2 consecutive duties be planned to end in the period of 0200 to 0459 or to encroach that entire period, crew members will finish the Duty preceding this series of duties by 2359 hours local time before commencing the block of 2 consecutive night finish duties, such that the crew members can take a rest period during a Local Night.

In the event of 2359 hours being exceeded, then only the first of the two planned consecutive night duties may be undertaken.

In the event that three Consecutive Night Finish Duties are legally planned within the rules in [7.4.7.2](#) if on the day of operation, the first of the three planned Night Finish Duties lands early causing the off-duty time to come forward to the extent that the duty no longer falls into the classification of a Night Finish Duty then the planned subsequent two night finish duties can be completed.

7.4.7.2 Three Consecutive Night Finish Duties

Should 3 consecutive duties be planned to end in the period of 0200 to 0459 or to encroach that entire period, crew members will finish the Duty preceding this series of duties by 2100 hours local time before commencing the block of 3 consecutive night finish duties, such that the crew members can take a rest period during a Local Night.

If the Duty immediately prior to the three consecutive night duties extends beyond 2100 hours local time and the individual crew member is willing to continue with the planned roster (i.e., three consecutive night finish duties) then provided the Duty preceding this series of duties finishes no later than 2359 hours local time, the schedule may continue.

1. Under this option if the crew member chooses not to continue the planned roster (after finishing between 2100 and 2359 hours local time) then only the planned first and second night finish duties may be undertaken.
2. Under this option, if the Duty finishes after 2359 hours local time, then only the first of the 3 consecutive night finish duties may be undertaken.

7.4.8 Contactable

If easyJet allocates a crew member to Contactable duties as defined in [Section 7.4.2.1, Contactable](#), the following conditions apply in addition to those contained within easyJet FTL Core Scheme [Section 7.1.10, Reserve](#):

- A Contactable Duty shall be marked on the roster;
- Time spent on Contactable Duty shall not count as duty period for the purpose of cumulative hours or rest periods;
- A Duty may be allocated from a Contactable Duty with not less than 10 hours' notice;
- Minimum rest as defined in easyJet FTL Core Scheme [7.1.11, Rest Periods](#) shall be scheduled prior to a Contactable Duty;
- A minimum of 12 hours rest shall be scheduled following a Contactable Duty;
- Notification of the Duty allocation should not disturb sleeping patterns and must protect an 8 hours sleep opportunity.

7.4.9 Transitions

The change from a Morning Duty to an Evening Duty or vice versa over consecutive Duty Periods is known as a ‘Transition’. For the purposes of Transition controls a sequence of Duty Periods is not considered to be consecutive if broken by a period of 34 hours, encompassing two Local Nights, which is free from Morning, Evening or Dual Duty.

In order to minimise disruption of roster sequences, and the resultant impact on crew alertness, there must be no more than one transition within a Duty Block containing 5 or more Duty days. All transitions must meet, or are subject to, the following qualifications:

1. In an Evening to Morning transition there must be an intervening rest period of no longer than 18 hours that covers as a minimum 8 hrs of the local night in the period 2200–0800 local time or with an intervening period in excess of 18 hours which is free from a Morning Duty, Evening Duty or Dual Duty and must include two local nights. Such compliant sequences can be disregarded when assessing the number of transitions that are contained within a duty block;
2. In a Morning to Evening Transition the Crew Member must be off duty by 0159 local time;
3. A Dual Duty is a transition and may be directly preceded and/or followed by a Morning Duty or an Evening Duty (subject to point 1) without it being considered as a second transition;
4. Only transitions including an FDP or standby will be accountable. A transition created by other Duty will be accountable if it precedes an FDP or standby;
5. Disruption leading to delays on the day of operation will not constitute a violation but that change in timing must be accounted for when assessing further roster changes.

7.4.10 easyJet FRM Crew Roster Versions

Crew Community	Section
Management Pilots	7.4.10.1, easyJet Basic FRM Roster Version
Cabin Crew	7.4.10.2, Roster Variation A
Pilots	7.4.10.3, Roster Variation B
6&3 Pattern Cabin Crew	7.4.10.4, Cabin Crew Default Roster Version

7.4.10.1 easyJet Basic FRM Roster Version

The easyJet Basic FRM Roster Version allows provisions for crew operating a mix of flying and office duties.

Consecutive easyJet Disruptive Duties:

- For the purpose of consecutive easyJet Disruptive Duties, including consecutive easyJet Early Start Duties, consecutiveness is broken by a period of 34 hours without such a duty.
- Not more than 3 consecutive easyJet Disruptive Duties can be undertaken and neither will there be more than 4 such duties in any 7 day period.

Hour Limitations:

Flight Deck and Cabin Crew Cumulative Flying Hour Limits:

- 100 hours in any 28 consecutive days*;
- 900 hours in any 12 consecutive months.

Flight Deck and Cabin Crew Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;
- 110 hours in any 14 consecutive days*;
- 190 hours in any 28 consecutive days*;
- 2,000 hours in any 12 consecutive months.

*Core Scheme rules included from [Section 7.1.6, Flight Time and Duty Periods](#) of easyJet FTL Core Scheme.

Days Off and Rest Periods:

- Days off shall be pre-allocated at roster publication. A single Day Off shall include a minimum of 36 hours and 2 Local Nights;
- Two consecutive Days Off shall include a minimum of 3 Local Nights;
- A maximum of 5 Flying Duty Periods in a Duty Block shall be planned (5 Duty Periods can extend across 6 Local Days);
- A minimum of 2 consecutive Days Off within any 10 consecutive days shall be planned;
- A minimum of 24 Days Off shall be delivered in any 12 consecutive weeks.

7.4.10.2 Roster Variation A

Roster Variation A may be delivered through:

- A pattern of 5 duty days; 4 days off; 5 duty days; 3 days off (5/4/5/3) on a 21 week cycle with an initial 17 week pattern period followed by a 4 week reserve period;
- A non-pattern roster.

Duty Periods:

- A Duty Block shall have a maximum of 5 FDPs;

- Due to unforeseen circumstances that become apparent on the fifth FDP in a Duty Block a crew member can operate a sixth FDP where it commences away from their Home Base. This FDP is limited to the crew member operating a maximum of two Sectors back to their Home Base where no further Sectors may be operated. The sixth FDP will be no longer than 10 hours in length, no reduction in the preceding rest period is permitted and the Duty Block must be followed by a minimum of two Days Off. The FRMS shall investigate such occurrences and forward a written report to the Competent Authority keeping a log of response times.

Consecutive easyJet Disruptive Duties:

- For the purpose of consecutive easyJet Disruptive Duties, including consecutive easyJet Early Start Duties, consecutiveness is broken by a period of 34 hours without such a duty.
- Not more than 3 consecutive easyJet Disruptive Duties can be undertaken and neither will there be more than 4 such duties in any 7 day period disregarding those performed under the auspices of approved exceptions to the rule below.
- As an exception, a Duty Block may contain 4 or 5 consecutive easyJet Early Start duties provided the following conditions are met:
 1. There is a maximum of 5 FDPS in the block;
 2. The duty block may contain duties other than easyJet Early Start duties as long as these are not any other form of easyJet Disruptive Duty;
 3. The Duty Block contains no more than 1 Flying Duty Period (FDP) starting in the period 0200–0459 local and this must consist of no more than 2 operating Sectors; This rule may be further restricted if the Duty Block uses the easyJet Article 76(7) Derogation contained in [Section 7.1.11.4](#);
 4. Two days off immediately preceding the start of the block containing four easyJet Early Start duties;
 5. Three days off immediately preceding the start of the block containing five easyJet Early Start duties;
 6. 72 hours off after completion of such a Duty Block.
- Following 5 consecutive easyJet Early Start Duties, a 6th duty (including an easyJet Early Start Duty) is permitted provided this is a non-flying/non-standby Duty.

Consecutive easyJet Early Start Duties:

- A maximum of 10 consecutive easyJet Early Start duties shall be operated in consecutive duty blocks. Consecutive easyJet Early Start duties are broken by a period of 34 hours without such a duty. Consecutiveness in terms of duty blocks is broken by a minimum of five days free from such a duty.

- A maximum of 11 easyJet Early Start Duties in any 15 consecutive Duty Periods shall be operated where consecutiveness is broken by five days free from such duty.
- Removal from the roster of a planned non-Early Start Duty and its replacement by an off duty period will not constitute a violation.

Hour Limitations:

Flight Deck and Cabin Crew Cumulative Flying Hour Limits:

- 100 hours in any 28 consecutive days*;
- 270 hours in any 12 consecutive weeks;
- 550 hours in any 6 consecutive months;
- 750 hours in any 9 consecutive months;
- 900 hours in any 12 consecutive months.

Flight Deck Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;
- 100 hours in any 14 consecutive days;
- 190 hours in any 28 consecutive days*;
- 480 hours in any 12 consecutive weeks;
- 1880 hours in any 12 consecutive months.

Cabin Crew Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;
- 110 hours in any 14 consecutive days*;
- 190 hours in any 28 consecutive days*;
- 525 hours in any 12 consecutive weeks;
- 2000 hours in any 12 consecutive months.

* Core Scheme rules included from [Section 7.1.6, Flight Time and Duty Periods](#) of easyJet FTL Core Scheme.

Days Off and Rest Periods:

- Days Off shall be pre-allocated at roster publication. A single Day Off shall include a minimum of 36 hours and two Local Nights;
- Two consecutive Days Off shall include a minimum of 60 hours and three Local Nights;
- A maximum of five Flying Duty Periods in a Duty Block shall be planned. (5 Duty Periods can extend across 6 Local Days);

- A minimum of two consecutive Days Off shall be planned after four or more consecutive Duty Periods;
- A maximum of four Duty Periods shall be planned following a single Day Off;
- After each occurrence of a single Day Off there shall be a minimum of two consecutive days off;
- A minimum of two consecutive Days Off within any 10 consecutive days shall be planned;
- A minimum of eight Days Off which must be paired shall be planned in any four consecutive weeks. (A block of 2 or more Days Off will be considered as a pair);
- A minimum of 27 Days Off shall be delivered in any 12 consecutive weeks.

7.4.10.3 Roster Variation B

Roster Variation B may be delivered through:

- A pattern of 5 duty days followed by 4 days off (5/4) with one calendar month of reserve every nine months;
- A pattern of 5 duty days followed by 4 days off (5/4) without a reserve period;
- A pattern of 5 duty days; 4 days off; 5 duty days; 3 days off (5/4/5/3) on a 21 week cycle with an initial 17 week pattern period followed by a 4 week reserve period;
- A non-pattern roster.

Duty Periods:

- A Duty Block shall have a maximum of 5 FDPs;
- Due to unforeseen circumstances that become apparent on the fifth FDP in a Duty Block a crew member can operate a sixth FDP where it commences away from their Home Base. This FDP is limited to the crew member operating a maximum of two Sectors back to their Home Base where no further Sectors may be operated. The sixth FDP will be no longer than 10 hours in length, no reduction in the preceding rest period is permitted and the Duty Block must be followed by a minimum of two Days Off. The FRMS shall investigate such occurrences and forward a written report to the Competent Authority keeping a log of response times.

Consecutive easyJet Disruptive Duties:

- For the purpose of consecutive easyJet Disruptive Duties, including consecutive easyJet Early Start Duties, consecutiveness is broken by a period of 34 hours without such a Duty.
- Not more than 3 consecutive easyJet Disruptive Duties can be undertaken and neither will there be more than 4 such duties in any 7 day period disregarding those performed under the auspices of approved exceptions to the rule below.

- As an exception, a Duty Block may contain 4 or 5 consecutive easyJet Early Start duties provided the following conditions are met:
 1. There is a maximum of 5 FDPs in the block;
 2. The duty block may contain duties other than easyJet Early Start duties as long as these are not any other form of easyJet Disruptive Duty;
 3. The Duty Block contains no more than 1 Flying Duty Period (FDP) starting in the period 0200-0459 local and this must consist of no more than 2 operating Sectors. This rule may be further restricted if the Duty Block uses the easyJet Article 76(7) Derogation contained in [OMA, Section 7.1.11.4](#);
 4. Two days off immediately preceding the start of the block containing four easyJet Early Start duties;
 5. Three days off immediately preceding the start of the block containing five easyJet Early Start duties;
 6. 72 hours off after completion of such a Duty Block.
- Following 5 consecutive easyJet Early Start Duties, a 6th duty (including an easyJet Early Start Duty) is permitted provided this is a non-flying/non-standby duty.

Consecutive easyJet Early Start Duties:

- A maximum of 10 consecutive easyJet Early Start duties shall be operated in consecutive duty blocks. Consecutive easyJet Early Start duties are broken by a period of 34 hours without such a duty. Consecutiveness in terms of duty blocks is broken by a minimum of 4 days free from such a duty.
- A maximum of 11 easyJet Early Start Duties in any 15 consecutive Duty Periods shall be operated where consecutiveness is broken by 4 days free from such duty.
- Removal from the roster of a planned non-Early Start Duty and its replacement by an off duty period will not constitute a violation.

Hour Limitations:

Flight Deck Cumulative Flying Hour Limits:

- 100 hours in any 28 consecutive days*;
- 270 hours in any 12 consecutive weeks;
- 550 hours in any 6 consecutive months;
- 750 hours in any 9 consecutive months;
- 900 hours in any 12 consecutive months.

Flight Deck Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;

- 100 hours in any 14 consecutive days;
- 190 hours in any 28 consecutive days*;
- 480 hours in any 12 consecutive weeks;
- 1880 hours in any 12 consecutive months.

* Core Scheme rules included from [Section 7.1.6, Flight Time and Duty Periods](#) of easyJet FTL Core Scheme.

Days Off and Rest Periods:

- Days Off shall be pre-allocated at roster issue. A single Day Off shall include a minimum of 36 hours and two Local Nights;
- Two consecutive Days Off shall include a minimum of 60 hours and 3 Local Nights;
- A maximum of 5 FDPs shall be planned in a Duty Block. (5 Duty Periods can extend across 6 Local Days);
- A minimum of 2 consecutive Days Off shall be planned after 4 or more consecutive Duty Periods;
- A maximum of three Duty Periods following a single Day Off shall be planned;
- After each occurrence of a single Day Off there shall be a minimum of 3 consecutive Days Off;
- A minimum of 2 consecutive Days Off within any 10 consecutive days;
- A minimum of 10 Days Off shall be delivered each calendar month;
- A minimum of 30 Days Off shall be delivered in any 12 consecutive weeks;
- A minimum of 132 Days Off shall be delivered in a calendar year.

7.4.10.4 Cabin Crew Default Roster Version

Cabin Crew Default is a Roster Version that allows for a recurring roster pattern of 6 duty days followed by 3 Days Off.

Consecutive easyJet Disruptive Duties:

- For the purpose of consecutive easyJet Disruptive Duties, including consecutive easyJet Early Start Duties, consecutiveness is broken by a period of 34 hours without such a duty.
- Not more than 3 consecutive easyJet Disruptive Duties can be undertaken and neither will there be more than 4 such duties in any 7 day period disregarding those performed under the auspices of approved exceptions to the rule below.
- As an exception, a Duty Block may contain 4 or 5 consecutive easyJet Early Start duties provided the following conditions are met:
 1. There is a maximum of 5 FDPs in the block;

2. The duty block may contain duties other than easyJet Early Start duties as long as these are not any other form of easyJet Disruptive Duty;
 3. The Duty Block contains no more than 1 Flying Duty Period (FDP) starting in the period 0200-0459 local and this must consist of no more than 2 operating Sectors. This rule may be further restricted if the Duty Block uses the easyJet Article 76(7) Derogation contained in OMA, Section 7.1.11.4;
 4. Two days off immediately preceding the start of the block containing four easyJet Early Start duties;
 5. Three days off immediately preceding the start of the block containing five easyJet Early Start duties;
 6. 72 hours off after completion of such a Duty Block.
- Following 5 consecutive easyJet Early Start Duties, a 6th duty (including an easyJet Early Start Duty) is permitted provided this is a non-flying/non-standby duty.

Consecutive easyJet Early Start Duties:

- A maximum of 10 consecutive easyJet Early Start duties shall be operated in consecutive duty blocks. Consecutive easyJet Early Start duties are broken by a period of 34 hours without such a duty. Consecutiveness in terms of duty blocks is broken by a minimum of 5 days free from such a duty.
- A maximum of 11 easyJet Early Start Duties in any 15 consecutive Duty Periods shall be operated where consecutiveness is broken by 5 days free from such duty.
- Removal from the roster of a planned non-Early Start Duty and its replacement by an off duty period will not constitute a violation.

Hour Limitations:

Cabin Crew Cumulative Flying Hour Limits:

- 100 hours in any 28 consecutive days*;
- 270 hours in any 12 consecutive weeks;
- 550 hours in any 6 consecutive months;
- 750 hours in any 9 consecutive months;
- 900 hours in any 12 consecutive months.

Cabin Crew Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;
- 110 hours in any 14 consecutive days*;
- 190 hours in any 28 consecutive days*;

- 525 hours in any 12 consecutive weeks;
- 2000 hours in any 12 consecutive months.

* Core Scheme rules included from [Section 7.1.6, Flight Time and Duty Periods](#) of easyJet FTL Core Scheme.

Days Off and Rest Periods:

- Days Off shall be pre-allocated at roster issue. A single Day Off shall include a minimum of 36 hours and two Local Nights;
- Two consecutive Days Off shall include a minimum of 60 hours and 3 Local Nights;
- A minimum of 1 Day Off shall be delivered within any 8 consecutive days;
- A minimum of 2 consecutive Days Off shall be delivered in any 14 consecutive days;
- A minimum of 8 Days Off shall be delivered in any 4 consecutive weeks;
- A minimum of 24 Days Off shall be delivered in any 12 consecutive weeks.

[Swiss-AOC](#)

7.4 RESERVED

[Austrian-AOC](#)

7.4 EASYJET FATIGUE RISK MANAGEMENT CREW ROSTER RULES (AUSTRIAN AOC)

7.4.1 Introduction

7.4.1.1 Purpose

The purpose of this section is to define the Fatigue Risk Management (FRM) Crew Roster rules which are in use by easyJet in addition to those contained in the easyJet Flight Time Limitations Core Scheme. The Roster Versions defined in [7.4.10, easyJet FRM Crew Roster Versions](#) will be considered by easyJet as mandatory and will consequently be given equal status to those contained within the easyJet Flight Time Limitations (FTL) Scheme thereby being subject to FRMS compliance oversight and reporting.

7.4.1.2 Applicability

easyJet rosters crew members within the constraints of the FRM Crew Roster rules as a means of ensuring compliance with the responsibilities contained within [Section 7.1.3.1, easyJet](#) of the company FTL Core Scheme.

easyJet will keep a record of the Roster Versions applied to every operational crew member.

7.4.1.3 Changes to FRM Crew Roster Rules

easyJet applies its Safety Management System and the procedures in the FRMS Manual to the Roster Versions included in [Section 7.4.10](#). FRM Crew Roster rules are monitored and controlled using FRMS Assurance processes as documented in the FRMS Procedures Manual. Any changes to rules in this section will be formally reviewed following the same processes and, where appropriate, will be subject to a safety case.

7.4.2 Definitions

This section contains additional definitions, or supplementary content, to those included in [Section 7.1.2, Definitions](#) of the company's FTL Core Scheme. These are equally applicable to easyJet's operation. All times in this document are inclusive.

7.4.2.1 Contactable

'Contactable' means a short period of time during the day, other than a Day Off, during which the crew member is to be contactable for the purpose of receiving a message from easyJet. Allocation of Duty Periods during a Contactable Period will require a minimum of ten hours' notice. The Contactable Period, which does not count towards cumulative duty hours, will be no longer than one hour and will be stated on the individual's roster. The hour specified will be between 0600 and 2200 local time.

7.4.2.2 Days Off

'Days Off' means periods available for leisure and relaxation free from all duties. A single Day Off shall include two Local Nights. Consecutive Days Off shall include a further Local Night for each additional consecutive Day Off. A rest period may be included as part of a Day Off.

7.4.2.3 Duty Block

A Duty Block is a period containing a Duty or duties which is preceded by a minimum of 1 day free from duty and followed by a minimum of 1 day free from duty.

7.4.2.4 easyJet Early Start Duty

Duty Period starting in the period 0200 to 0659 local time.

7.4.2.5 easyJet Late Finish Duty

Duty Period that finishes in the period 0100 to 0159 local time.

7.4.2.6 easyJet Disruptive Duty

Duty Period that occurs in any part of the period 0100 to 0659 local time.

7.4.2.7 easyJet Night Finish Duty

Duty Period that finishes in the period 0200 to 0459 local time.

7.4.2.8 Morning Duty

Duty Period starting in the period 0000 to 0929 and finishing at or before 1759 local time.

7.4.2.9 Evening Duty

Duty Period starting at or after 0930 local time and finishing at or after 1800 local time.

7.4.2.10 Dual Duty

Duty Period starting in the period 0000 to 0929 local time and finishing at or after 1800 local time.

7.4.2.11 Neutral Duty

Duty Period starting at or after 0930 local time and finishing at or before 1759 local time.

7.4.2.12 Morning to Evening (Forwards) Transition

A Morning to Evening (Forwards) Transition is when a Morning Duty Period precedes an Evening Duty Period, and it counts as a single transition as detailed within the controls of [Section 7.4.9, Transitions](#).

7.4.2.13 Evening to Morning (Backwards) Transition

An Evening to Morning (Backwards) Transition is when an Evening Duty Period precedes a Morning Duty Period, and it counts as a single transition as detailed within the controls of [Section 7.4.9, Transitions](#).

7.4.2.14 Dual Transition

For the purpose of Transitions, a Dual Duty is a single transition.

7.4.2.15 Rest Flexi Day

Rest Flexi Day is used instead of Day Off where the Day Off is infringed by duties prior or following.

- Rest Flexi Days do not count towards total number of legal Days Off
- A Rest Flexi Day may be assigned prior to commencing a five or six day sequence or at the end of a Duty Block
- There shall be a maximum of 12 Rest Flexi Days in a calendar year
- Crew members shall be planned to be off duty by 0130 local time on a Rest Flexi Day
- Once the Duty immediately prior to a Rest Flexi Day has commenced, a crew member can however complete the Duty beyond 0130 local time
- Earliest report time following a Rest Flexi Day is 0430 local time
- A Rest Flexi Day must be notified in advance at roster publication.

7.4.2.16 Rostered Duty

Rostered Duty means a Duty Period, or series of Duty Periods, with stipulated start and finish times, notified by easyJet to crews at roster publication.

7.4.2.17 Travelling

All time spent by a crew member transiting between the place of rest, and the place of reporting for duty.

7.4.2.18 Week

A period of seven consecutive days starting at 0001 UTC on Mondays.

7.4.3 Additional Limits to Flight Duty Periods and Rest Periods

Under the principles of the FRMS, easyJet applies additional limits to those included in [Section 7.1.5, Flight Duty Period](#) and [Section 7.1.11, Rest Periods](#) of the easyJet FTL Core Scheme.

The controls in this section apply to all crew members unless further modified by the requirements of the Roster Versions contained in [Section 7.4.10, easyJet FRM Crew Roster Versions](#).

7.4.3.1 Additional Limit to Extended FDPs

In addition to the limits set in [Section 7.1.5.4.4, Maximum Daily FDP with Extensions](#) of the easyJet FTL Core Scheme, easyJet will limit the number of Extended FDPs to a maximum of 1 in any 7 consecutive days.

7.4.3.2 Consecutive 6 Sector Duties

A maximum of 3 consecutive duties that consist of 6 Sectors shall be operated within a Duty Block.

7.4.3.3 Minimum Rest Away from Home Base

In addition to the requirements included in [Section 7.1.11.2, Minimum Rest Period Away from Home Base](#) of easyJet FTL Core Scheme, a planning limit of 12 hours minimum rest away from Home Base will apply.

7.4.3.4 Replacement of Duty Periods with Off Duty Periods

Removal from the roster of any Duty Period and its replacement by an off duty period will not constitute a violation.

7.4.4 Commander's Authority to Exceed FRM Crew Roster Rules

As part of a Commander's authority to extend or reduce roster planning limits due to unforeseen circumstances in flight operations, they may agree to a crew member operating outside the requirements of the FRM Crew Roster Rules down to the requirements of the easyJet FTL Core Scheme.

In such cases easyJet shall ensure that all applicable FRM Crew Roster requirements are met prior to allocating further duties.

Realistic planning will ensure that this authority is exercised only exceptionally and only to the extent necessary to allow for unforeseen circumstances that become apparent after commencement of the specific FDP. Such exceedances cannot be planned.

Whenever a Commander exercises authority to exceed FRM Crew Roster Rules it shall be reported to easyJet. Usage will be reviewed, validated and recorded by the FRMS Assurance department.

A monthly report on the use of authority to exceed FRM Crew Roster Rules will be compiled by FRMS Assurance and made available to the Competent Authority.

7.4.5 Standby

In addition to the limits set in [Section 7.1.9.3, Standby other than Airport Standby](#), any time spent on Standby other than Airport Standby counts in full as working time for the purpose of all cumulative duty limits. As an exemption, if the time spent on Standby other than Airport Standby is between the hours of 2200 and 0800 local time and during that time the crew member can take undisturbed rest and is not called upon to report for Duty, then the time spent on Standby is to count as half for the purpose of all cumulative duty limits.

7.4.6 Post Flight Duty Allowances

7.4.6.1 Exceeded Post Flight Duty Allowances

It is the responsibility of the crew member to inform the company upon completion of the Duty when the time taken for post flight activities is extended beyond the allowances in [Section 7.1.5.2, Post Flight Duty](#). If the standard 30 minutes period for post FDP duties is routinely exceeded, then it must be revised to better represent the actual time taken.

7.4.6.2 Reduced Post Flight Duty Allowance

Similarly, where the full allowance is not required crew members, with the approval of the Commander, may go off duty once all post FDP duties have been satisfactorily completed. The full debrief allowance cannot be reduced by easyJet.

7.4.7 Night Duties

easyJet manages night duties through the Company FRMS. Night finish duties are limited to a maximum of three consecutive and the following conditions apply:

7.4.7.1 Two Consecutive Night Finish Duties

Should 2 consecutive duties be planned to end in the period of 0200 to 0459 or to encroach that entire period, crew members will finish the Duty preceding this series of duties by 2359 hours local time before commencing the block of 2 consecutive night finish duties, such that the crew members can take a rest period during a Local Night.

In the event of 2359 hours being exceeded, then only the first of the two planned consecutive night duties may be undertaken.

In the event that three Consecutive Night Finish Duties are legally planned within the rules in [7.4.7.2](#) if on the day of operation, the first of the three planned Night Finish Duties lands early causing the off-duty time to come forward to the extent that the duty no longer falls into the classification of a Night Finish Duty then the planned subsequent two night finish duties can be completed.

7.4.7.2 Three Consecutive Night Finish Duties

Should 3 consecutive duties be planned to end in the period of 0200 to 0459 or to encroach that entire period, crew members will finish the Duty preceding this series of duties by 2100 hours local time before commencing the block of 3 consecutive night finish duties, such that the crew members can take a rest period during a Local Night.

If the Duty immediately prior to the three consecutive night duties extends beyond 2100 hours local time and the individual crew member is willing to continue with the planned roster (i.e., three consecutive night finish duties) then provided the Duty preceding this series of duties finishes no later than 2359 hours local time, the schedule may continue.

1. Under this option if the crew member chooses not to continue the planned roster (after finishing between 2100 and 2359 hours local time) then only the planned first and second night finish duties may be undertaken.
2. Under this option, if the Duty finishes after 2359 hours local time, then only the first of the 3 consecutive night finish duties may be undertaken.

7.4.8 Contactable

If easyJet allocates a crew member to Contactable duties as defined in [Section 7.4.2.1, Contactable](#), the following conditions apply in addition to those contained within easyJet FTL Core Scheme [Section 7.1.10, Reserve](#):

- A Contactable Duty shall be marked on the roster;
- Time spent on Contactable Duty shall not count as duty period for the purpose of cumulative hours or rest periods;
- A Duty may be allocated from a Contactable Duty with not less than 10 hours' notice;
- Minimum rest as defined in easyJet FTL Core Scheme [7.1.11, Rest Periods](#) shall be scheduled prior to a Contactable Duty;
- A minimum of 12 hours rest shall be scheduled following a Contactable Duty;
- Notification of the Duty allocation should not disturb sleeping patterns and must protect an 8 hours sleep opportunity.

7.4.9 Transitions

The change from a Morning Duty to an Evening Duty or vice versa over consecutive Duty Periods is known as a ‘Transition’. For the purposes of Transition controls a sequence of Duty Periods is not considered to be consecutive if broken by a period of 34 hours, encompassing two Local Nights, which is free from Morning, Evening or Dual Duty.

In order to minimise disruption of roster sequences, and the resultant impact on crew alertness, there must be no more than one transition within a Duty Block containing 5 or more Duty days. All transitions must meet, or are subject to, the following qualifications:

1. In an Evening to Morning transition there must be an intervening rest period of no longer than 18 hours that covers as a minimum 8 hrs of the local night in the period 2200–0800 local time or with an intervening period in excess of 18 hours which is free from a Morning Duty, Evening Duty or Dual Duty and must include two local nights. Such compliant sequences can be disregarded when assessing the number of transitions that are contained within a duty block;
2. In a Morning to Evening Transition the Crew Member must be off duty by 0159 local time;
3. A Dual Duty is a transition and may be directly preceded and/or followed by a Morning Duty or an Evening Duty (subject to point 1) without it being considered as a second transition;
4. Only transitions including an FDP or standby will be accountable. A transition created by other Duty will be accountable if it precedes an FDP or standby;
5. Disruption leading to delays on the day of operation will not constitute a violation but that change in timing must be accounted for when assessing further roster changes.

7.4.10 easyJet FRM Crew Roster Versions

Crew Community	Section
Management Pilots	7.4.10.1, easyJet Basic FRM Roster Version
Cabin Crew	7.4.10.2, Roster Variation A
Pilots	7.4.10.3, Roster Variation B
6&3 Pattern Cabin Crew	7.4.10.4, Cabin Crew Default Roster Version

7.4.10.1 easyJet Basic FRM Roster Version

The easyJet Basic FRM Roster Version allows provisions for crew operating a mix of flying and office duties.

Consecutive easyJet Disruptive Duties:

- For the purpose of consecutive easyJet Disruptive Duties, including consecutive easyJet Early Start Duties, consecutiveness is broken by a period of 34 hours without such a duty.
- Not more than 3 consecutive easyJet Disruptive Duties can be undertaken and neither will there be more than 4 such duties in any 7 day period.

Hour Limitations:

Flight Deck and Cabin Crew Cumulative Flying Hour Limits:

- 100 hours in any 28 consecutive days*;
- 900 hours in any 12 consecutive months.

Flight Deck and Cabin Crew Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;
- 110 hours in any 14 consecutive days*;
- 190 hours in any 28 consecutive days*;
- 2,000 hours in any 12 consecutive months.

*Core Scheme rules included from [Section 7.1.6, Flight Time and Duty Periods](#) of easyJet FTL Core Scheme.

Days Off and Rest Periods:

- Days off shall be pre-allocated at roster publication. A single Day Off shall include a minimum of 36 hours and 2 Local Nights;
- Two consecutive Days Off shall include a minimum of 3 Local Nights;
- A maximum of 5 Flying Duty Periods in a Duty Block shall be planned (5 Duty Periods can extend across 6 Local Days);
- A minimum of 2 consecutive Days Off within any 10 consecutive days shall be planned;
- A minimum of 24 Days Off shall be delivered in any 12 consecutive weeks.

7.4.10.2 Roster Variation A

Roster Variation A may be delivered through:

- A pattern of 5 duty days; 4 days off; 5 duty days; 3 days off (5/4/5/3) on a 21 week cycle with an initial 17 week pattern period followed by a 4 week reserve period;
- A non-pattern roster.

Duty Periods:

- A Duty Block shall have a maximum of 5 FDPs;

- Due to unforeseen circumstances that become apparent on the fifth FDP in a Duty Block a crew member can operate a sixth FDP where it commences away from their Home Base. This FDP is limited to the crew member operating a maximum of two Sectors back to their Home Base where no further Sectors may be operated. The sixth FDP will be no longer than 10 hours in length, no reduction in the preceding rest period is permitted and the Duty Block must be followed by a minimum of two Days Off. The FRMS shall investigate such occurrences and forward a written report to the Competent Authority keeping a log of response times.

Consecutive easyJet Disruptive Duties:

- For the purpose of consecutive easyJet Disruptive Duties, including consecutive easyJet Early Start Duties, consecutiveness is broken by a period of 34 hours without such a duty.
- Not more than 3 consecutive easyJet Disruptive Duties can be undertaken and neither will there be more than 4 such duties in any 7 day period disregarding those performed under the auspices of approved exceptions to the rule below.
- As an exception, a Duty Block may contain 4 or 5 consecutive easyJet Early Start duties provided the following conditions are met:
 1. There is a maximum of 5 FDPS in the block;
 2. The duty block may contain duties other than easyJet Early Start duties as long as these are not any other form of easyJet Disruptive Duty;
 3. The Duty Block contains no more than 1 Flying Duty Period (FDP) starting in the period 0200–0459 local and this must consist of no more than 2 operating Sectors; This rule may be further restricted if the Duty Block uses the easyJet Article 76(7) Derogation contained in [Section 7.1.11.4](#);
 4. Two days off immediately preceding the start of the block containing four easyJet Early Start duties;
 5. Three days off immediately preceding the start of the block containing five easyJet Early Start duties;
 6. 72 hours off after completion of such a Duty Block.
- Following 5 consecutive easyJet Early Start Duties, a 6th duty (including an easyJet Early Start Duty) is permitted provided this is a non-flying/non-standby Duty.

Consecutive easyJet Early Start Duties:

- A maximum of 10 consecutive easyJet Early Start duties shall be operated in consecutive duty blocks. Consecutive easyJet Early Start duties are broken by a period of 34 hours without such a duty. Consecutiveness in terms of duty blocks is broken by a minimum of five days free from such a duty.

- A maximum of 11 easyJet Early Start Duties in any 15 consecutive Duty Periods shall be operated where consecutiveness is broken by five days free from such duty.
- Removal from the roster of a planned non-Early Start Duty and its replacement by an off duty period will not constitute a violation.

Hour Limitations:

Flight Deck and Cabin Crew Cumulative Flying Hour Limits:

- 100 hours in any 28 consecutive days*;
- 270 hours in any 12 consecutive weeks;
- 550 hours in any 6 consecutive months;
- 750 hours in any 9 consecutive months;
- 900 hours in any 12 consecutive months.

Flight Deck Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;
- 100 hours in any 14 consecutive days;
- 190 hours in any 28 consecutive days*;
- 480 hours in any 12 consecutive weeks;
- 1880 hours in any 12 consecutive months.

Cabin Crew Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;
- 110 hours in any 14 consecutive days*;
- 190 hours in any 28 consecutive days*;
- 525 hours in any 12 consecutive weeks;
- 2000 hours in any 12 consecutive months.

* Core Scheme rules included from [Section 7.1.6, Flight Time and Duty Periods](#) of easyJet FTL Core Scheme.

Days Off and Rest Periods:

- Days Off shall be pre-allocated at roster publication. A single Day Off shall include a minimum of 36 hours and two Local Nights;
- Two consecutive Days Off shall include a minimum of 60 hours and three Local Nights;
- A maximum of five Flying Duty Periods in a Duty Block shall be planned. (5 Duty Periods can extend across 6 Local Days);

- A minimum of two consecutive Days Off shall be planned after four or more consecutive Duty Periods;
- A maximum of four Duty Periods shall be planned following a single Day Off;
- After each occurrence of a single Day Off there shall be a minimum of two consecutive days off;
- A minimum of two consecutive Days Off within any 10 consecutive days shall be planned;
- A minimum of eight Days Off which must be paired shall be planned in any four consecutive weeks. (A block of 2 or more Days Off will be considered as a pair);
- A minimum of 27 Days Off shall be delivered in any 12 consecutive weeks.

7.4.10.3 Roster Variation B

Roster Variation B may be delivered through:

- A pattern of 5 duty days followed by 4 days off (5/4) with one calendar month of reserve every nine months;
- A pattern of 5 duty days followed by 4 days off (5/4) without a reserve period;
- A pattern of 5 duty days; 4 days off; 5 duty days; 3 days off (5/4/5/3) on a 21 week cycle with an initial 17 week pattern period followed by a 4 week reserve period;
- A non-pattern roster.

Duty Periods:

- A Duty Block shall have a maximum of 5 FDPs;
- Due to unforeseen circumstances that become apparent on the fifth FDP in a Duty Block a crew member can operate a sixth FDP where it commences away from their Home Base. This FDP is limited to the crew member operating a maximum of two Sectors back to their Home Base where no further Sectors may be operated. The sixth FDP will be no longer than 10 hours in length, no reduction in the preceding rest period is permitted and the Duty Block must be followed by a minimum of two Days Off. The FRMS shall investigate such occurrences and forward a written report to the Competent Authority keeping a log of response times.

Consecutive easyJet Disruptive Duties:

- For the purpose of consecutive easyJet Disruptive Duties, including consecutive easyJet Early Start Duties, consecutiveness is broken by a period of 34 hours without such a Duty.
- Not more than 3 consecutive easyJet Disruptive Duties can be undertaken and neither will there be more than 4 such duties in any 7 day period disregarding those performed under the auspices of approved exceptions to the rule below.

- As an exception, a Duty Block may contain 4 or 5 consecutive easyJet Early Start duties provided the following conditions are met:
 1. There is a maximum of 5 FDPs in the block;
 2. The duty block may contain duties other than easyJet Early Start duties as long as these are not any other form of easyJet Disruptive Duty;
 3. The Duty Block contains no more than 1 Flying Duty Period (FDP) starting in the period 0200-0459 local and this must consist of no more than 2 operating Sectors. This rule may be further restricted if the Duty Block uses the easyJet Article 76(7) Derogation contained in [OMA, Section 7.1.11.4](#);
 4. Two days off immediately preceding the start of the block containing four easyJet Early Start duties;
 5. Three days off immediately preceding the start of the block containing five easyJet Early Start duties;
 6. 72 hours off after completion of such a Duty Block.
- Following 5 consecutive easyJet Early Start Duties, a 6th duty (including an easyJet Early Start Duty) is permitted provided this is a non-flying/non-standby duty.

Consecutive easyJet Early Start Duties:

- A maximum of 10 consecutive easyJet Early Start duties shall be operated in consecutive duty blocks. Consecutive easyJet Early Start duties are broken by a period of 34 hours without such a duty. Consecutiveness in terms of duty blocks is broken by a minimum of 4 days free from such a duty.
- A maximum of 11 easyJet Early Start Duties in any 15 consecutive Duty Periods shall be operated where consecutiveness is broken by 4 days free from such duty.
- Removal from the roster of a planned non-Early Start Duty and its replacement by an off duty period will not constitute a violation.

Hour Limitations:

Flight Deck Cumulative Flying Hour Limits:

- 100 hours in any 28 consecutive days*;
- 270 hours in any 12 consecutive weeks;
- 550 hours in any 6 consecutive months;
- 750 hours in any 9 consecutive months;
- 900 hours in any 12 consecutive months.

Flight Deck Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;

- 100 hours in any 14 consecutive days;
- 190 hours in any 28 consecutive days*;
- 480 hours in any 12 consecutive weeks;
- 1880 hours in any 12 consecutive months.

* Core Scheme rules included from [Section 7.1.6, Flight Time and Duty Periods](#) of easyJet FTL Core Scheme.

Days Off and Rest Periods:

- Days Off shall be pre-allocated at roster issue. A single Day Off shall include a minimum of 36 hours and two Local Nights;
- Two consecutive Days Off shall include a minimum of 60 hours and 3 Local Nights;
- A maximum of 5 FDPs shall be planned in a Duty Block. (5 Duty Periods can extend across 6 Local Days);
- A minimum of 2 consecutive Days Off shall be planned after 4 or more consecutive Duty Periods;
- A maximum of three Duty Periods following a single Day Off shall be planned;
- After each occurrence of a single Day Off there shall be a minimum of 3 consecutive Days Off;
- A minimum of 2 consecutive Days Off within any 10 consecutive days;
- A minimum of 10 Days Off shall be delivered each calendar month;
- A minimum of 30 Days Off shall be delivered in any 12 consecutive weeks;
- A minimum of 132 Days Off shall be delivered in a calendar year.

7.4.10.4 Cabin Crew Default Roster Version

Cabin Crew Default is a Roster Version that allows for a recurring roster pattern of 6 duty days followed by 3 Days Off.

Consecutive easyJet Disruptive Duties:

- For the purpose of consecutive easyJet Disruptive Duties, including consecutive easyJet Early Start Duties, consecutiveness is broken by a period of 34 hours without such a duty.
- Not more than 3 consecutive easyJet Disruptive Duties can be undertaken and neither will there be more than 4 such duties in any 7 day period disregarding those performed under the auspices of approved exceptions to the rule below.
- As an exception, a Duty Block may contain 4 or 5 consecutive easyJet Early Start duties provided the following conditions are met:
 1. There is a maximum of 5 FDPs in the block;

- 2. The duty block may contain duties other than easyJet Early Start duties as long as these are not any other form of easyJet Disruptive Duty;
 - 3. The Duty Block contains no more than 1 Flying Duty Period (FDP) starting in the period 0200-0459 local and this must consist of no more than 2 operating Sectors. This rule may be further restricted if the Duty Block uses the easyJet Article 76(7) Derogation contained in OMA, Section 7.1.11.4;
 - 4. Two days off immediately preceding the start of the block containing four easyJet Early Start duties;
 - 5. Three days off immediately preceding the start of the block containing five easyJet Early Start duties;
 - 6. 72 hours off after completion of such a Duty Block.
- Following 5 consecutive easyJet Early Start Duties, a 6th duty (including an easyJet Early Start Duty) is permitted provided this is a non-flying/non-standby duty.

Consecutive easyJet Early Start Duties:

- A maximum of 10 consecutive easyJet Early Start duties shall be operated in consecutive duty blocks. Consecutive easyJet Early Start duties are broken by a period of 34 hours without such a duty. Consecutiveness in terms of duty blocks is broken by a minimum of 5 days free from such a duty.
- A maximum of 11 easyJet Early Start Duties in any 15 consecutive Duty Periods shall be operated where consecutiveness is broken by 5 days free from such duty.
- Removal from the roster of a planned non-Early Start Duty and its replacement by an off duty period will not constitute a violation.

Hour Limitations:

Cabin Crew Cumulative Flying Hour Limits:

- 100 hours in any 28 consecutive days*;
- 270 hours in any 12 consecutive weeks;
- 550 hours in any 6 consecutive months;
- 750 hours in any 9 consecutive months;
- 900 hours in any 12 consecutive months.

Cabin Crew Cumulative Duty Hour Limits:

- 60 hours in any 7 consecutive days*;
- 110 hours in any 14 consecutive days*;
- 190 hours in any 28 consecutive days*;

- 525 hours in any 12 consecutive weeks;
- 2000 hours in any 12 consecutive months.

* Core Scheme rules included from [Section 7.1.6, Flight Time and Duty Periods](#) of easyJet FTL Core Scheme.

Days Off and Rest Periods:

- Days Off shall be pre-allocated at roster issue. A single Day Off shall include a minimum of 36 hours and two Local Nights;
- Two consecutive Days Off shall include a minimum of 60 hours and 3 Local Nights;
- A minimum of 1 Day Off shall be delivered within any 8 consecutive days;
- A minimum of 2 consecutive Days Off shall be delivered in any 14 consecutive days;
- A minimum of 8 Days Off shall be delivered in any 4 consecutive weeks;
- A minimum of 24 Days Off shall be delivered in any 12 consecutive weeks.

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8 CHANGE REVISION SUMMARY

Page Number	Description of Change
8-4	Temperature corrections section updated to improve guidance and include FLS correction requirements.
8-15	UK AOC: LTS CAT I removed from planning minima as no longer permitted.
8-33	Swiss AOC: Correction of error in table to align with regulation.
8-35	Austrian AOC: Correction of error in table to align with regulation.
8-37	UK AOC: LTS CAT I reference removed.
8-45	RNAV Visual Approaches added.
8-46	RNAV Visual Approaches added.
8-46	RNAV Visual Approaches added.
8-48	UK AOC: Update to allow use of LPV minima as approved for SLS approaches.
8-48	UK AOC: LTS CAT I reference removed.
8-48	Swiss AOC: Update to allow use of LPV minima as approved for SLS approaches.
8-49	Austrian AOC: Update to allow use of LPV minima as approved for SLS approaches.
8-72	Clarification of when an OFP may be retrieved to prevent incorrect flight plan use.
8-76	Daily check validity information updated.
8-77	Clarification of yellow page in technical log.
8-99	UK AOC: Reference to QRH updated to refer to eQRH supplement.
8-102	Swiss AOC: Reference to QRH updated to refer to eQRH supplement.
8-106	Austrian AOC: Reference to QRH updated to refer to eQRH supplement.
8-119	UK AOC: Addition of Spanish and Finnish airports for non EU flights.
8-125	Ground operations requirements updated for clarity of regulatory requirements.
8-151	RNP AR Approval is now granted.
8-159	TCAS policy updated following review related to allowable conditions to amend mode selection.
8-161	Clarification to in flight fuel checks.
8-200	Requirement to complete a Fatigue report if due to fatigue added.
8-209	Note updated to reflect that some new aircraft deliveries can power personal ANR headsets from the electrical system.
8-215	UK AOC: Minor adjustment for clarification.

Page Number	Description of Change
8-216	UK AOC: VNAV temperature restrictions information relocated due introduction of FLS. Temperature corrections section updated to provide guidance.
8-216	UK AOC: Content amended to also include RNP AR Departures.
8-217	UK AOC: Notes removed due to LPV and RNP AR approval.
8-218	UK AOC: RNP AR Monitoring and Reporting Programme information added.
8-218	UK AOC: Additional clarification to RNAV Visual Approaches.
8-218	UK AOC: RNP (LPV) approaches added to approved Category I approaches.
8-219	Lower than Standard Category I Operations are no longer permitted.
8-222	UK AOC: Criteria for consideration for a successful autoland updated.
8-228	Swiss AOC: Clarification of required actions in the event of RVR deterioration after passing the approach ban position. Note wording is taken from regulation directly.
8-229	Swiss AOC: Clarification added with regards to relevant RVRs for controlling RVR requirements.
8-230	Swiss AOC: Minor adjustment for clarification.
8-230	Swiss AOC: VNAV temperature restrictions information relocated due introduction of FLS. Temperature corrections section updated to provide guidance.
8-231	Swiss AOC: Content amended to also include RNP AR Departures.
8-232	Swiss AOC: Notes removed due to LPV and RNP AR approval.
8-233	Swiss AOC: RNP AR Monitoring and reporting programme information added.
8-233	Swiss AOC: Additional clarification to RNAV Visual Approaches.
8-233	Swiss AOC: RNP (LPV) approaches added to approved Category I approaches.
8-237	Swiss AOC: Criteria for consideration for a successful autoland updated.
8-243	Austrian AOC: Clarification of required actions in the event of RVR deterioration after passing the approach ban position. Note wording is taken from regulation directly.
8-244	Austrian AOC: Clarification added with regards to relevant RVRs for controlling RVR requirements.
8-245	Austrian AOC: Minor adjustment for clarification.
8-245	Austrian AOC: VNAV temperature restrictions information relocated due introduction of FLS. Temperature corrections section updated to provide guidance.

Page Number	Description of Change
8-246	Austrian AOC: Content amended to also include RNP AR Departures.
8-247	Austrian AOC: Notes removed due to LPV and RNP AR approval.
8-248	Austrian AOC: RNP AR Monitoring and reporting programme added.
8-248	Austrian AOC: Additional clarification to RNAV Visual Approaches.
8-248	Austrian AOC: RNP (LPV) approaches added to approved Category I approaches.
8-252	Austrian AOC: Criteria for consideration for a successful autoland updated.

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8 OPERATING PROCEDURES

ALL

8.1 FLIGHT PREPARATION INSTRUCTIONS

An Operational Flight Plan must be completed for each intended flight.

The Commander shall not commence a flight unless they are satisfied that:

- The aircraft is airworthy.
- The aircraft equipment, configuration and all calculations are made in accordance with the Minimum Equipment List (MEL) and the Configuration Deviation List (CDL).
- The documents, additional information and forms required by [Section 8.1.12, "List of Documents, Forms and Additional Information to Be Carried"](#) are on board.
- Ground facilities and services required for the planned flight are available and adequate.
- The provisions specified in the easyJet Operations Manual in respect of fuel, oil and oxygen requirements, minimum safe altitudes, aerodrome operating minima and availability of alternate aerodromes, where required, can be complied with for the planned flight.
- The load is properly distributed and safely secured.
- The weight of the aircraft, at the commencement of the take-off roll, will be such that the flight can be conducted in compliance with the 'Minimum Safe Altitudes'. Refer to [Section 8.1.1, "Minimum Flight Altitudes \(MFAs\)"](#) and the easyJet OMB.
- Any operational limitation in addition to those covered above can be complied with.

ALL

8.1.1 Minimum Flight Altitudes (MFAs)

ALL

8.1.1.1 General

ALL

8.1.1.1.1 Flight Crew Responsibility

- The aircraft shall not be flown below MFAs, except when necessary for take-off and landing.
- The MFAs should be increased in response to any foreseeable contingencies that may affect the operation or safety of the aircraft.

- The establishment and publication of MFAs is primarily intended to prevent collision with terrain and obstacles, however, States may publish MFAs that take into consideration additional factors e.g. ATC/airspace constraints, navigation aid reception. Where these MFAs are higher than those recommended by the Company, comply with the higher State MFAs.

ALL

8.1.1.1.2 Air Traffic Control (ATC)

The objectives of Air Traffic Control (ATC) services do not explicitly include prevention of collision with terrain. Flight crew therefore retain the responsibility to ensure that all clearances issued by ATC are safe in respect of terrain and obstacle clearance. Take into account non ISA conditions and the terrain and weather conditions associated with the flight in making this determination. If in any doubt, double check clearances with ATC.

ALL

8.1.1.2 Company Minimum Flight Altitudes (MFA's)

The following MFAs are published within the Company Operations Manual and must be used to comply with minimum flight altitude regulations.

ALL

8.1.1.2.1 Instrument Flight Procedure Altitudes

Obstacle clearance requirements for instrument flight procedures are governed by international regulations and vary depending upon the type of procedure and the specific flight segment. For more information refer to the Route Manual, Rules and Regulations (RAR) chapter.

ALL

8.1.1.2.2 Minimum Sector Altitude (MSA)

MSA represents the safe altitude around a navigation station or aerodrome reference point. If no other information is present, the radius is 25 NM and may be valid for a specific sector or approach runway. In case of an RNAV approach, MSA may be replaced by a Terminal Arrival Altitude (TAA) based on one of the procedure fixes. The borders of each sector are defined by bearings in regard to the originating point of the arc. MSAs and TAAs are used for airport navigation and provide 1000 ft obstacle clearance down to the intermediate approach segment. MSA and TAA sectors and values are officially published by State authorities.

ALL

8.1.1.2.3 Route MORA – Company Operational Flight Plans (OFPs)

The MFAs depicted on OFPs are based upon Route MORA and provide 1000 ft of clearance for terrain up to 5000 ft and 2000 ft of clearance for terrain above 5000 ft, within 20 NM of the route segment centreline. The minimum MFA value depicted on OFPs is 2000 ft.

ALL

8.1.1.2.4 Minimum Grid Altitude (MGA)

MGA represents the lowest safe altitude which can be flown off-track. The MGA is calculated by rounding up the elevation of the highest obstruction within the respective grid area to the next 100 ft and adding an increment of:

- 1000 ft for terrain or obstructions up to 6000 ft; and
- 2000 ft for terrain or obstructions above 6000 ft.

MGA is shown in hundreds of feet. The lowest indicated MGA is 2000 ft. This value is also provided for terrain and obstacles that would result in an MGA below 2000 ft. An exception is over water areas where the MGA can be omitted.

ALL

8.1.1.3 Minimum Flight Altitude Corrections

Normal ATC clearances above the transition altitude will be based upon a standard altimeter setting and in some instances will be corrected for temperature. The cleared altitudes, particularly en-route generally provide significant clearance margins from terrain and obstacles.

Where the geometric (real) altitude of the aircraft is important to ensure terrain and obstacle clearance, notably in the event of engine failure or decompression, or when it appears that established ATC or flight procedures may compromise terrain and obstacle clearance, more precise MFA corrections are appropriate.

ALL

8.1.1.3.1 Temperature Correction

Pressure altimeters are calibrated to indicate true altitude under ISA conditions.

Any deviation from ISA will result in an erroneous reading on the altimeter. In the case when the temperature is higher than ISA, the true altitude will be higher than the figure indicated by the altimeter and the true altitude will be lower when the temperature is lower than ISA.

The altimeter error may be significant and becomes extremely important when considering obstacle clearances in very cold temperatures.

In conditions of extreme cold weather pilots should use the values derived from the Low Temperature Correction (LTC) function within the LIDO app which will produce a table which has corrected the minimum altitudes to ensure adequate obstacle clearance. There will also be a corrected FPA which when flown will ensure that there is no deviation from the corrected profile. The table below will remain by way of back up and to provide an ability to crosscheck the output should that be required.

Low Altitude Temperature Corrections

Temperature corrections should be applied when the surface temperature is -10°C or below. Unless otherwise specified, the elevation of the aerodrome in use is taken as the elevation of the altimeter source. These corrections must be applied, as appropriate, when conducting an instrument approach:

For type specific temperature correction requirements refer to OMB.

When the surface temperature is -10C or below:

DA and MDA – Corrections must always be applied.

Minimum Altitudes After Passing The Final Approach Fix – Corrections only apply to Non-Precision approaches in which case minimum altitudes after passing the FAF must be temperature corrected.

To The Final Approach Fix/Point – Corrections to the FAF/FAP shall be applied with the exception of Baro-VNAV procedures that are operated within the published temperature limit on the approach chart.

ATC must be informed when temperature corrections are applied at the FAF to ensure vertical separation with other traffic.

The following reference table applies when the surface temperature is -10 degrees Celsius or below:

Vertical Guidance Mode	ILS/SLS	FLS	FINAL APP Only available ≤ -10°C for RNP APCH to either LNAV/VNAV minima or RNP AR when the temperature is within chart limits.	FPA
DA & MDA	Correction required for all cases			
Minimum Altitudes After Passing FAF/FAP	Not required	Not required	Not required as within chart limits	Correction required

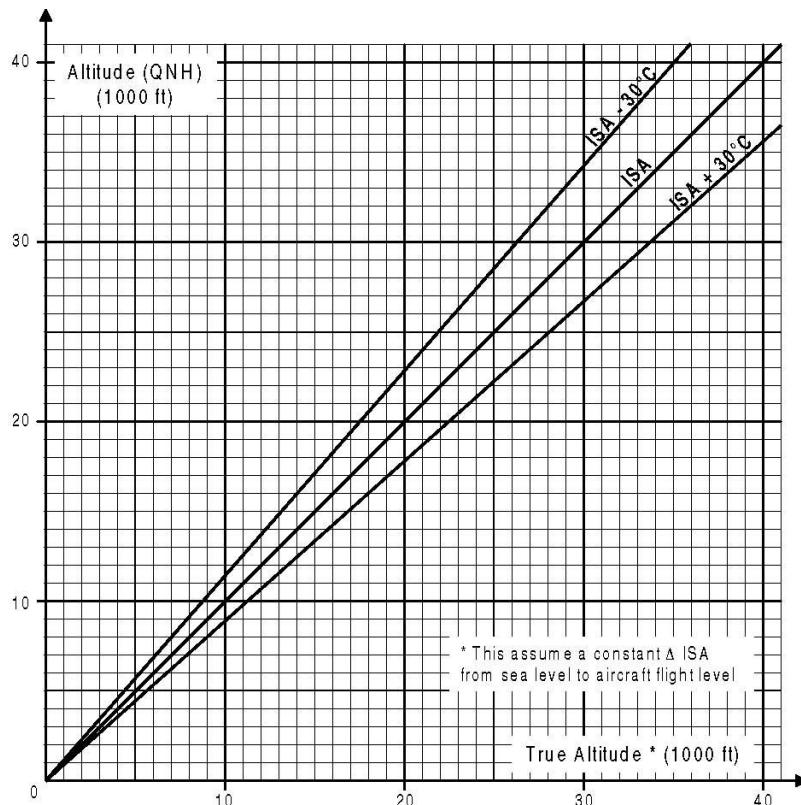
FAF/FAP	Correction required	Correction required Except: Not required flying RNP APCH to LNAV/VNAV minima within the limits stated on the chart.	FINAL APP must not be used if corrections have been applied by ATC or outside chart limits. Correction not required when conditions met.	Correction required
Summary	ILS/SLS can be used at all temperatures if relevant temperature corrections applied.	FLS can be used in any temperature as long as the relevant temperature corrections are applied. Note: For FLS approach only – Due to the temperature compensation function, FLS may be used during RNP approach to LNAV/VNAV minima even when the temperature is below what is stated on the instrument approach chart.	FINAL APP can only be used <= -10°C during RNP APCH to LNAV/VNAV minima or RNP AR when the temperature is within the limits stated on the chart and DA & MDA corrected. Chart information will refer to ‘uncompensated baro-VNAV’ when chart limits applicable.	FPA may be used in any temperature <= -10°C if all temperature corrections are applied.

Table 8.1.1.3.1(1) Values to be Added by the Pilot to Minimum Promulgated Heights/Altitudes (ft)

Aerodrome Temperature (°C)	Height above the elevation of the altimeter setting source (ft)														
	200	300	400	500	600	700	800	900	1000	1500	2000	3000	4000	5000	
-10°C	20	30	40	50	60	70	80	90	100	150	200	290	390	490	
-20°C	30	50	60	70	90	100	120	130	140	210	280	420	570	710	
-30°C	40	60	80	100	120	140	150	170	190	280	380	570	760	950	
-40°C	50	80	100	120	150	170	190	220	240	360	480	720	970	1210	
-50°C	60	90	120	150	180	210	240	270	300	450	590	890	1190	1500	

High Altitude Temperature Corrections

The graph given hereafter has to be used en-route for high altitude operation. It does not take into account the elevation of the altimeter setting source. In theory, this correction applies to the air column between the ground and the aircraft. When flying above high terrain, the use of this correction gives a conservative margin.



ALL

8.1.1.3.2 Pressure Correction

When flying at levels with the altimeter set to 1013 hPa, the MFA must be corrected for deviations in pressure when the pressure is lower than the standard atmosphere (1013 hPa). An appropriate correction is 30 ft per hPa below 1013 hPa.

ALL

8.1.1.3.3 Terrain and Wind

En-route

Consideration should be given to increasing MFAs when operating in regions of high terrain noting the effect that wind may have in these regions. Pay particular attention to the likelihood of mountain waves and/or rotor zones in the lee of high terrain and thunderstorms with their attendant turbulence and downdraughts.

Terminal Area

The combination of strong winds and mountainous terrain can cause local changes in atmospheric pressure due to the Bernoulli effect. This occurs particularly when the wind direction is across mountain crests or ridges. Theoretical studies have indicated the following altimeter errors:

Altimeter error due to wind speed	
Wind speed (kt)	Altimeter error (ft)
20	53
40	201
60	455
80	812

Evaluate whether the combination of terrain, wind strength and direction are such as to make a correction for wind necessary. Corrections for wind speed should be applied in addition to the standard corrections for pressure and temperature, and ATC should be advised.

ALL

8.1.1.4 Minimum Flight Altitudes per Flight Phase

- The MFAs detailed below represent standard Company MFAs. In addition to the planned flight route these MFAs apply to any diversion route.
- Where additional MFAs are available from other sources, notable RFCs, these can be used to augment the standard material.

ALL

8.1.1.4.1 Departure and Climb

- State published minimum altitudes on departure charts. Where no departure procedures are established, follow the published climb procedure (CLP) from the EFB to the MSA.
- MSA values can be used as detailed when not on a published procedure.
- When under radar vectors from the Air Traffic Control Operator and in accordance with the Minimum Radar Vectoring Chart (MRC).
- Route MORA values on the OFF can be used beyond the coverage of the MSA
- No turn shall be made after take-off below a height of 400 feet above runway elevation except as required by a specific published departure procedure or engine failure procedure.

Engine failure – In the event of an engine failure at take-off, terrain and obstacle clearance is assured by adherence to the net take-off flight path incorporated in the Company Engine Failure procedures. Full information is contained in OM-B. When continuing on the planned route following an engine failure, ensure gross aeroplane performance is sufficient to maintain appropriate MFAs. Where geometric (true) altitude is a concern, apply appropriate MFA corrections for non-standard conditions (temperature/pressure) to ensure adequate terrain clearance.

ALL

8.1.1.4.2 En-route

Use OFP Route MORA values.

Alternative MFA values are available on en-route charts. Refer to Lido 2.11 for further definitions. These values can be used to assist with State compliance

Engine failure – Across easyJet's current route network, gross aircraft performance capability will generally ensure terrain clearance. Where geometric (true) altitude is a concern, apply appropriate MFA corrections for non-standard conditions (temperature/pressure) to ensure adequate terrain clearance.

Depressurisation and emergency decent – Across easyJet's current route network, the standard passenger oxygen profile will generally ensure terrain clearance. Where geometric (true) altitude is a concern, apply appropriate MFA corrections for non-standard conditions (temperature/pressure) to ensure adequate terrain clearance.

ALL

8.1.1.4.3 Descent and Arrival

- Route MORA values on the OFP can be used in the descent and prior to establishment on a published procedure.
- MSA values can be used as detailed when not on a published procedure.
- When under radar vectors from the Air Traffic Control Operator and in accordance with the Minimum Radar Vectoring Chart (MRC).
- State published altitudes on arrival and approach charts. When conducting a visual approach the Flight Crew must be able to establish and maintain visual reference to all relevant terrain and obstacles.

Engine failure – Gross stabilising altitude will generally provide adequate terrain and obstacle clearance. Where geometric (true) altitude is a concern Flight Crew must apply appropriate MFA corrections for non-standard conditions (temperature/pressure) to ensure adequate terrain clearance.

ALL

8.1.1.4.4 Off Route Operations

Notwithstanding the obligations and limitation of ATC, when operating away from a planned or established route, use the MGA as the primary source of MFA information. In the terminal area MSA may provide a more appropriate MFA.

ALL

8.1.1.4.5 Other Considerations

ATC Instructions

- Notwithstanding [Section 8.1.1.2](#) when vectoring an IFR flight and when giving an IFR flight a direct routing which takes the aircraft off an ATS route, ATC **should** issue clearances such that the prescribed terrain and obstacle

clearance will exist at all times until the aircraft reaches the point where the pilot will resume own navigation. When necessary, the relevant minimum vectoring altitude **should** include a correction for low temperature effect.

- When an IFR flight is being vectored by radar, ATC may assign minimum radar vectoring altitudes which are below the MSA. Minimum vectoring altitudes provide obstacle clearance at all times until the aircraft reaches the point where the pilot will resume own navigation. Closely monitor the aircraft's position to minimize the amount of radar navigation assistance required and to alleviate the consequences resulting from a radar failure. Continuously monitor communications with ATC while being radar vectored, and immediately climb the aircraft to the MSA if ATC does not issue further instructions within a suitable interval, or if a communications failure occurs.
- If an aircraft is cleared by ATC to an altitude which is unacceptable due to low temperature, then request a higher altitude. If such a request is not received, ATC will consider that the clearance has been accepted and will be complied with.
- When an arriving aircraft on a STAR is cleared to descend to a level lower than the level or the level(s) specified in a STAR, the aircraft shall follow the published vertical profile of a STAR, unless such restrictions are explicitly cancelled by ATC. Published minimum levels based on terrain clearance shall always be applied.

Navigation Uncertainty

If accurate determination of the aeroplane position is uncertain due to on-board or ground equipment errors, degradations or failures, or a loss of situational awareness is recognised by any Flight Crew member, an immediate climb to the appropriate MFA must be initiated. ATC must be contacted if the required action necessitates deviation from an issued clearance.

ALL

8.1.2 Criteria for Determining the Usability of Aerodromes

EASA reference: ICAO Annex 6 Attachment 1, CAT.OP.MPA.107

ALL

Approved Aerodromes

easyJet shall only approve aerodromes for use that are adequate in consideration that:

- The runway length and characteristics are sufficient to meet aeroplane performance requirements for take-off and landing.
- The pavement strength is compatible with aircraft weight or derogation is obtained from aerodrome authority.
- Suitable instrument approach procedures, Air Traffic Services, sufficient lighting, communications, meteorological reports and navigation aids are available.

- A Flight Operational Safety Assessment (FOSA) must be considered for RNP AR APCH.

Furthermore, the following items should be considered when necessary:

- Landing and over-flying permission has been obtained.
- The flight crew members have the required qualification, experience and documentation including up-to-date approach and aerodrome charts.
- At the expected time of use, the aerodrome is equipped with the necessary ramp handling facilities: refuel, tow bar, steps, cargo loading, ground power unit, air starter, catering water services, toilet services.
- For international flights, police, custom and immigration services are available at the expected time of use.

The Rescue and Fire Fighting Service (RFFS) category shall be sufficient:

Table 8.1.2.1(1) Rescue and Fire Fighting Service (RFFS) required

Aircraft type	Aerodrome category
A319/A320	6
A321	7

Table 8.1.2.1(2) Acceptable Downgrades of RFFS for Planning Purposes

Aerodromes	Minimum Acceptable aerodrome RFFS Category (Based on published aerodrome RFFS category)
Departure/Destination	The RFFS Category shown in Table 8.1.2.1(1) is normally required. RFFS Category 5 may be permitted for certain aerodromes which experience low volumes of commercial air transport traffic. This will be indicated on the OFP when permitted.
Departure and Destination in case of temporary downgrade notified by ATC, NOTAM, ATIS etc. for a period of time not exceeding 72 hours.	Two categories below the aeroplane RFFS category.
Take-off alternate, Destination alternate and Enroute alternate.	Non UK Aerodromes – RFFS 4. UK Aerodromes – RFFS 5.

ICC monitors NOTAM for RFFS downgrade and when detected will add notification to the OFP.

Flight Crew should contact ICC if any doubt exists regarding RFFS status or if they become aware of a downgrade which has not been notified by ICC.

If a downgrade occurs during flight, the Commander may use [Table 8.1.2.1\(2\)](#) as guidance. Nevertheless, the Commander may decide to land at an aerodrome regardless of RFFS category if it is considered safer to do so than to divert.

ALL**8.1.2.1.1 Isolated Aerodrome**

An isolated aerodrome is one for which the alternate and final fuel reserve required to the nearest adequate destination alternate aerodrome is more than:

- for aeroplanes with turbine engines: fuel to fly for 2 hours at normal cruise consumption above the destination aerodrome, including final reserve fuel.

The use of an isolated aerodrome exposes the aircraft and passengers to a greater risk than to operations where a destination alternate aerodrome is available.

Using an isolated aerodrome as destination aerodrome with aeroplanes requires specific IFR planning minima and fuel planning/management rules.

easyJet does NOT hold a specific approval to operate to an isolated aerodrome. Isolated aerodromes are not considered adequate for easyJet operations.

UK-AOC**8.1.2.1.2 Suitable Aerodrome (UK AOC)**

An aerodrome is suitable if:

- The aerodrome is adequate for the operation and is [Weather Permissible](#).
- easyjet considers an aerodrome as adequate if, at the expected time of use, the aerodrome is available and equipped with necessary ancillary services such as air traffic services (ATS), sufficient lighting, communications, meteorological reports, navigation aids and emergency services.

Swiss-AOC**8.1.2.1.2 Suitable Aerodrome (Swiss AOC)**

An aerodrome is suitable if:

- The aerodrome is adequate for the operation and is [Weather Permissible](#).

Austrian-AOC**8.1.2.1.2 Suitable Aerodrome (Austrian AOC)**

An aerodrome is suitable if:

- The aerodrome is adequate for the operation and is [Weather Permissible](#).

ALL

8.1.2.1.3 Maximum Distance from an Adequate Aerodrome for Two-engines Aeroplanes without an ETOPS Approval

No flight will operate over a route which contains a point further from an adequate aerodrome than 60 minutes at the one engine-inoperative cruise speed determined not exceeding VMO, based upon the true airspeed that the aeroplane can maintain with one-engine-inoperative. The relevant maximum distance is specified in OM Part B.

ALL

8.1.2.2 Considerations for Planning

EASA reference: GM1 CAT.OP.MPA.185

ALL

8.1.2.2.1 Performance – Take-off and Landing

The Commander shall ensure the performance requirements are satisfied before departure.

ALL

8.1.2.2.2 Weather Planning Minima and Selection of Aerodromes

UK-AOC

8.1.2.2.2.1 Applicability (UK AOC)

Weather reports and forecasts for Destination and Alternates shall be considered during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at an aerodrome.

The ceiling shall be taken into account, in addition to RVR/VIS, for non-precision and circling approaches.

For planning purposes, if weather minima is expressed in terms of RVR at an aerodrome, the forecast meteorological visibility shall be at least equal or greater than the published CMV/RVR minimum.

CMV/RVR conversion shall not be used at planning stage (Reference [8.1.3.5, Conversion of Reported Meteorological Visibility to RVR/CMV \(UK AOC\)](#)).

Actual weather conditions shall be taken into account at the departure aerodrome.

Swiss-AOC

8.1.2.2.2.1 Applicability (Swiss AOC)

Weather reports and forecasts for Destination and Alternates shall be considered during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at an aerodrome.

For a take-off alternate aerodrome or destination aerodrome, ceiling shall be considered for a type A or a circling operation as well as RVR or VIS requirements specified in [8.1.2.2.2.2, Take-off Alternate](#) and [8.1.2.2.2.3, Destination](#).

For a destination alternate or fuel ERA, weather conditions should be above the applicable planning minima described in:

- 8.1.2.2.2.4, Planning Minima for Destination Alternate and Fuel ERA Aerodromes (Swiss AOC); or
- 8.1.2.2.2.5, Planning Minima for Destination on Flights Without Destination Alternate(s) (Swiss AOC); or
- 8.1.2.2.2.7, Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available (Swiss AOC) (as applicable).

For planning purposes, if weather minima is expressed in terms of RVR at an aerodrome, conversion of visibility to CMV might be required. (Reference 8.1.3.5, Conversion of Visibility to CMV (Swiss AOC)).

In flight, Visibility should be converted to CMV if RVR is not reported.

Actual weather conditions shall be taken into account at the departure aerodrome.

Austrian-AOC

8.1.2.2.2.1 Applicability (Austrian AOC)

Weather reports and forecasts for Destination and Alternates shall be considered during a period commencing 1 hour before and ending 1 hour after the estimated time of arrival at an aerodrome.

For a take-off alternate aerodrome or destination aerodrome, ceiling shall be considered for a type A or a circling operation as well as RVR or VIS requirements specified in 8.1.2.2.2.2, Take-off Alternate and 8.1.2.2.2.3, Destination.

For a destination alternate or fuel ERA, weather conditions should be above the planning minima described in:

- 8.1.2.2.2.4, Planning Minima for Destination Alternate and Fuel ERA Aerodromes (Austrian AOC); or
- 8.1.2.2.2.5, Planning Minima for Destination on Flights Without Destination Alternate(s) (Austrian AOC); or
- 8.1.2.2.2.7, Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available (Austrian AOC) (as applicable).

For planning purposes, if weather minima is expressed in terms of RVR at an aerodrome, conversion of visibility to CMV might be required. (Reference 8.1.3.5, Conversion of Visibility to CMV (Austrian AOC)).

In flight, Visibility should be converted to CMV if RVR is not reported.

Actual weather conditions shall be taken into account at the departure aerodrome.

ALL

8.1.2.2.2.2 Take-off Alternate

A take-off alternate is required when performance or meteorological conditions preclude a return to the departure aerodrome.

Meteorological conditions are suitable for return to the departure aerodrome when they are at or above the applicable minima for the instrument approach in use.

The weather reports or forecasts for the take-off alternate shall be at or above the applicable minima for the expected instrument approach.

Any limitation related to one engine inoperative operation or dispatch under MEL conditions shall be taken into account.

An aerodrome selected as a take-off alternate shall be located within one hour still air flight time at the one engine inoperative cruising speed (maximum continuous thrust speed) in ISA conditions based on the actual take-off weight. The maximum distance allowed for this purpose is stated in the OMB for the aeroplane type; this assumes maximum take-off weight.

ALL

8.1.2.2.2.3 Destination

Weather reports or forecasts for the destination shall be at or above the applicable minima for the expected instrument approach, except that two destination alternates are required when:

- The weather reports or forecasts at destination are below the applicable planning minima. The applicable planning minima shall take into consideration any NOTAM, MEL item(s) or Crew qualification having an impact on operating minima.
- No meteorological information is available.
- The landing performance requirements cannot be assured at a destination aerodrome due to dependence on a specific wind component or runway state.

UK-AOC

8.1.2.2.2.4 Destination Alternate and ERA Aerodromes (UK AOC)

Planning minima:

Type of Approach	Planning Minima
CAT II and III	CAT I RVR
OTS CAT II	CAT I RVR
CAT I	NPA RVR/VIS Ceiling shall be at or above MDH
APV	NPA minima
NPA	NPA RVR/VIS + 1 000 m Ceiling shall be at or above MDH + 200 ft
Circling	Circling

"Non precision minima (NPA)" mentioned in the table above, means the next highest minimum that is available in the prevailing wind and serviceability conditions; Localiser only approaches, if published, are considered to be "non precision" in this context.

At least one usable destination alternate aerodrome must be selected for each IFR flight unless:

Either

- Dispatched under the Alternative Flight Planning Procedures in [Section 8.1.7.6.5, "No Destination Alternate Aerodrome Procedure"](#); and
- The duration of the planned flight from take-off to landing, or, in the event of in-flight re-planning, the remaining flying time to destination does not exceed six hours; and
- Two separate runways are available and usable at the destination and the appropriate weather reports or forecasts for the destination aerodrome, or any combination thereof, indicate that for the period from one hour before until one hour after the expected time of arrival (ETA) at the destination, the ceiling will be at least 2,000 ft or circling height +500 ft, whichever is greater, and the visibility will be at least 5 km.

Note: Runways on the same aerodrome are considered to be separate runways when.

They are separate landing surfaces which may overlay or cross such that if one of the runways is blocked, it will not prevent the planned type of operations on the other runway.

Each runway shall have a separate approach procedure based on a separate navigation aid.

Or

The destination aerodrome is isolated.

Two suitable destination alternates must be selected when:

- The appropriate weather forecasts for the destination indicate that from one hour before to one hour after the aircraft's ETA the weather conditions will be below the applicable planning minima;
- or
- No meteorological information for the destination is available.

Swiss-AOC**8.1.2.2.2.4 Planning Minima for Destination Alternate and Fuel ERA Aerodromes (Swiss AOC)**

Safety margins shall be applied to the destination alternate aerodrome(s) or fuel ERA aerodrome(s) operating minima to mitigate the risk that they fall below operating minima due to minor unforeseen weather deteriorations.

easyJet has a [Flight Monitoring](#) concept implemented. In cases when the Flight Monitoring concept is not operational, Flight Crew shall refer to [Section 8.1.2.2.2.7 – Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available \(Swiss AOC\)](#) to determine Alternate planning minima.

Under normal Flight Planning procedures, at least one usable destination alternate aerodrome must be selected for each IFR flight. Two destination alternate aerodromes must be selected when the destination aerodrome does not fulfil the requirements specified in [Section 8.1.2.2.2.3, Destination](#).

If required under Alternative Flight Planning procedures, a Fuel ERA aerodrome must also be selected (refer to [Section 8.1.7.6.4, Reduced Contingency Fuel](#)).

Destination alternate aerodrome or fuel ERA aerodrome shall be selected at planning or in-flight re-planning only when the appropriate weather reports and/or forecasts indicate that the weather conditions will be at or above the planning minima as per table below:

Table 8.1.2.2.2.4(1) Planning Minima for Destination Alternate and Fuel ERA Aerodromes

Type of Approach Operation	Aerodrome Ceiling (Cloud Base or Vertical Visibility)	RVR/VIS
Type B instrument approach operations	DA/H + 200 ft	RVR/VIS + 550 m
3D Type A instrument approach operations, based on a facility with a system minimum of 200 ft or less	DA/H + 200 ft	RVR/VIS + 800 m
Two or more usable type A instrument approach operations***, each based on a separate navigation aid	DA/H or MDA/H* + 200 ft	RVR/VIS** + 1 000 m
Other type A instrument approach operations	DA/H or MDA/H + 400 ft	RVR/VIS + 1 500 m
Circling approach operations	MDA/H + 400 ft	VIS + 1 500 m

Wind limitations should be applied as per forecast (TAF-TRENDS) meteorological conditions and considering the runway condition (dry, wet, contaminated). Gusts exceeding crosswind limits should be fully applied.

* The higher of the usable DA/H or MDA/H.

** The higher of the usable RVR or VIS.

*** Compliance with [Section 8.1.2.2.2.6, PBN Operations](#) should be ensured.

- Note:**
1. When determining the applicable DH – RVR/VIS in the above table, any conditions affecting operational minima such as NOTAM, MEL item or Crew qualification shall be taken into consideration.
 2. The above table can only be used to determine planning minima for Destination Alternate when the duration of the planned flight from take-off to landing does not exceed 6 hours;
For a flight with a planned duration exceeding 6 hours, Flight Crew shall refer to [Section 8.1.2.2.2.7 – Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available \(Swiss AOC\)](#) to determine alternate planning minima.
 3. The most convenient planning minima row may be selected. For example, a destination alternate aerodrome with two type A approaches: one ILS CAT I (DA 350 ft/DH250 ft/550 m) another VOR/DME (MDA 650 ft/1 500 m). The ILS CAT I minima can be used as it is a 3D Type A with a system minimum of 200 ft or less.
 4. When using LVO operational credits to determine destination alternate planning minima, an aerodrome can be selected as destination alternate only if an instrument approach procedure that does not rely on the same operational credit is available either at that aerodrome or at the destination aerodrome.

Austrian-AOC**8.1.2.2.2.4 Planning Minima for Destination Alternate and Fuel ERA Aerodromes (Austrian AOC)**

Safety margins shall be applied to the destination alternate aerodrome(s) or fuel ERA aerodrome(s) operating minima to mitigate the risk that they fall below operating minima due to minor unforeseen weather deteriorations.

easyJet has a [Flight Monitoring](#) concept implemented. In cases when the Flight Monitoring concept is not operational, Flight Crew shall refer to [Section 8.1.2.2.2.7 – Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available \(Austrian AOC\)](#) to determine Alternate planning minima.

Under normal Flight Planning procedures, at least one usable destination alternate aerodrome must be selected for each IFR flight. Two destination alternate aerodromes must be selected when the destination aerodrome does not fulfil the requirements specified in [Section 8.1.2.2.2.3, Destination](#).

If required under Alternative Flight Planning procedures, a Fuel ERA aerodrome must also be selected (refer to [Section 8.1.7.6.4, Reduced Contingency Fuel](#)).

Destination alternate aerodrome or fuel ERA aerodrome shall be selected at planning or in-flight re-planning only when the appropriate weather reports and/or forecasts indicate that the weather conditions will be at or above the planning minima as per table below:

Table 8.1.2.2.2.4(1) Planning Minima for Destination Alternate and Fuel ERA Aerodromes

Type of Approach Operation	Aerodrome Ceiling (Cloud Base or Vertical Visibility)	RVR/VIS
Type B instrument approach operations	DA/H + 200 ft	RVR/VIS + 550 m
3D Type A instrument approach operations, based on a facility with a system minimum of 200 ft or less	DA/H + 200 ft	RVR/VIS + 800 m
Two or more usable type A instrument approach operations***, each based on a separate navigation aid	DA/H or MDA/H* + 200 ft	RVR/VIS** + 1 000 m
Other type A instrument approach operations	DA/H or MDA/H + 400 ft	RVR/VIS + 1 500 m
Circling approach operations	MDA/H + 400 ft	VIS + 1 500 m

Wind limitations should be applied as per forecast (TAF-TRENDS) meteorological conditions and considering the runway condition (dry, wet, contaminated). Gusts exceeding crosswind limits should be fully applied.

* The higher of the usable DA/H or MDA/H.

** The higher of the usable RVR or VIS.

*** Compliance with [Section 8.1.2.2.2.6, PBN Operations](#) should be ensured.

- Note:**
1. When determining the applicable DH – RVR/VIS in the above table, any conditions affecting operational minima such as NOTAM, MEL item or Crew qualification shall be taken into consideration.
 2. The above table can only be used to determine planning minima for Destination Alternate when the duration of the planned flight from take-off to landing does not exceed 6 hours;
For a flight with a planned duration exceeding 6 hours, Flight Crew shall refer to [Section 8.1.2.2.2.7 – Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available \(Austrian AOC\)](#) to determine alternate planning minima.
 3. The most convenient planning minima row may be selected. For example, a destination alternate aerodrome with two type A approaches: one ILS CAT I (DA 350 ft/DH250 ft/550 m) another VOR/DME (MDA 650 ft/1 500 m). The ILS CAT I minima can be used as it is a 3D Type A with a system minimum of 200 ft or less.
 4. When using LVO operational credits to determine destination alternate planning minima, an aerodrome can be selected as destination alternate only if an instrument approach procedure that does not rely on the same operational credit is available either at that aerodrome or at the destination aerodrome.

UK-AOC

8.1.2.2.2.5 Planning Minima for Destination on Flights Without Destination Alternate(s) (UK AOC)

Reserved.

Swiss-AOC

8.1.2.2.2.5 Planning Minima for Destination on Flights Without Destination Alternate(s) (Swiss AOC)

Under Alternative Flight Planning procedures, a flight may be planned without destination alternate aerodrome provided that the destination aerodrome has two separate landing runways where the risk of a single event (such as an aircraft accident) or meteorological deterioration at that single aerodrome will not eliminate safe landing options.

The following conditions shall be met:

- The duration of the planned flight from take-off to landing does not exceed 6 hours or, in the event of in-flight re-planning, the remaining flying time to destination does not exceed 4 hours; and

- The appropriate weather reports and/or weather forecasts at the destination aerodrome indicate that for the period from 1 hour before to 1 hour after the expected time of arrival;
 - The ceiling is at least 2 000 ft or the circling height + 500 ft, whichever is greater; and
 - Ground visibility is at least 5 km.
- Additional fuel is carried: Refer to [Section 8.1.7.6.5, No Destination Alternate Aerodrome Procedure](#).

Austrian-AOC**8.1.2.2.2.5 Planning Minima for Destination on Flights Without Destination Alternate(s) (Austrian AOC)**

Under Alternative Flight Planning procedures, a flight may be planned without destination alternate aerodrome provided that the destination aerodrome has two separate landing runways where the risk of a single event (such as an aircraft accident) or meteorological deterioration at that single aerodrome will not eliminate safe landing options.

The following conditions shall be met:

- The duration of the planned flight from take-off to landing does not exceed 6 hours or, in the event of in-flight re-planning, the remaining flying time to destination does not exceed 4 hours; and
- The appropriate weather reports and/or weather forecasts at the destination aerodrome indicate that for the period from 1 hour before to 1 hour after the expected time of arrival;
 - The ceiling is at least 2 000 ft or the circling height + 500 ft, whichever is greater; and
 - Ground visibility is at least 5 km.
- Additional fuel is carried: Refer to [Section 8.1.7.6.5, No Destination Alternate Aerodrome Procedure](#).

ALL**8.1.2.2.2.6 PBN Operations**

EASA reference: AMC1 CAT.OP.MPA.182

The pilot-in-command shall only select an aerodrome as a destination alternate aerodrome if an instrument approach procedure that does not rely on GNSS is available either at that aerodrome or at the destination aerodrome.

GNSS approaches in known areas of GNSS Interference may not be used for planning purposes at destination or alternates. The company will periodically remove such approaches from the LIDO flight planning for this purpose, however, flight crew should monitor NOTAMs for changes and ensure this requirement is met.

Note: Such approaches may still be used according to charts if operationally available, i.e. no jamming or spoofing at time of approach.

UK-AOC

8.1.2.2.2.7 Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available (UK AOC)

Reserved.

Swiss-AOC

8.1.2.2.2.7 Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available (Swiss AOC)

In the event that flight monitoring function is not operational/available, increased safety margin will apply for the selection of Destination Alternate and Fuel ERA Aerodromes. Flight monitoring concept relies on the ability for easyJet ICC and aircraft to communicate **Flight Monitoring – Relevant Safety Information** during flight.

Flight Monitoring function shall be considered as not available at dispatch when known technical failure(s) affects the ability to communicate during flight.

- Technical issues affecting ICC communications facilities
- Technical issues affecting aircraft Company Datalink function/ACARS (e.g., aircraft dispatched under MEL 46-21-05)

Table 8.1.2.2.2.7(1) shall be used to determine the DH and RVR/VIS increment when the Flight Monitoring function is not available or for a flight with a planned duration exceeding 6 hours.

Destination alternate aerodrome or fuel ERA aerodrome shall be selected at planning or in-flight re-planning only when the appropriate weather reports and/or forecasts indicate that the weather conditions will be at or above the planning minima as per table below (any limitations related to OEI operations are also taken into account):

Table 8.1.2.2.2.7(1) Planning Minima for Destination Alternate and Fuel ERA Aerodromes (Flight Monitoring Function not Available)

Type of Approach Operation	Aerodrome Ceiling (Cloud Base or Vertical Visibility)	RVR/VIS
Type B instrument approach operations	DA/H + 200 ft	RVR/VIS + 800 m
Type A instrument approach operations	DA/H or MDA/H + 400 ft	RVR/VIS + 1500 m
Circling approach operations	MDA/H + 400 ft	VIS + 1500 m

Wind limitations should be applied as per forecast (TAF-TRENDS) meteorological conditions and considering the runway condition (dry, wet, contaminated). Gusts exceeding crosswind limits should be fully applied.

Note: 1. When determining the applicable DH – RVR/VIS in the above table, any conditions affecting operational minima such as NOTAM, MEL item or Crew qualification shall be taken into consideration.

Austrian-AOC

8.1.2.2.2.7 Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available (Austrian AOC)

In the event that flight monitoring function is not operational/available, increased safety margin will apply for the selection of Destination Alternate and Fuel ERA Aerodromes. Flight monitoring concept relies on the ability for easyJet ICC and aircraft to communicate [Flight Monitoring – Relevant Safety Information](#) during flight.

Flight Monitoring function shall be considered as not available at dispatch when known technical failure(s) affects the ability to communicate during flight.

- Technical issues affecting ICC communications facilities
- Technical issues affecting aircraft Company Datalink function/ACARS (e.g., aircraft dispatched under MEL 46-21-05)

[Table 8.1.2.2.2.7\(1\)](#) shall be used to determine the DH and RVR/VIS increment when the Flight Monitoring function is not available or for a flight with a planned duration exceeding 6 hours.

Destination alternate aerodrome or fuel ERA aerodrome shall be selected at planning or in-flight re-planning only when the appropriate weather reports and/or forecasts indicate that the weather conditions will be at or above the planning minima as per table below (any limitations related to OEI operations are also taken into account):

Table 8.1.2.2.2.7(1) Planning Minima for Destination Alternate and Fuel ERA Aerodromes (Flight Monitoring Function not Available)

Type of Approach Operation	Aerodrome Ceiling (Cloud Base or Vertical Visibility)	RVR/VIS
Type B instrument approach operations	DA/H + 200 ft	RVR/VIS + 800 m
Type A instrument approach operations	DA/H or MDA/H + 400 ft	RVR/VIS + 1500 m
Circling approach operations	MDA/H + 400 ft	VIS + 1500 m

Wind limitations should be applied as per forecast (TAF-TRENDS) meteorological conditions and considering the runway condition (dry, wet, contaminated). Gusts exceeding crosswind limits should be fully applied.

- Note:** 1. When determining the applicable DH – RVR/VIS in the above table, any conditions affecting operational minima such as NOTAM, MEL item or Crew qualification shall be taken into consideration.

ALL

8.1.2.3 Alternates General Considerations

When nominating an alternate aerodrome, consideration should be given to political as well operational factors. ICC should be contacted for guidance in cases of political uncertainty.

UK-AOC

8.1.2.3.1 En-Route Alternate (UK AOC)

Suitable En-route aerodrome(s) shall be selected to provide diversion opportunities along the route. (refer to [Section 8.1.2.1.3 – Maximum Distance from an Adequate Aerodrome for Two-engines Aeroplanes without an ETOPS Approval](#)).

The Departure, Destination and/or Destination Alternate(s) aerodrome may be selected as En-Route alternate if they are suitable for this purpose.

Swiss-AOC

8.1.2.3.1 En-Route Alternate (Swiss AOC)

Weather Permissible En-route aerodrome(s) shall be selected to provide diversion opportunities along the route. (refer to [Section 8.1.2.1.3 – Maximum Distance from an Adequate Aerodrome for Two-engines Aeroplanes without an ETOPS Approval](#)).

The Departure, Destination and/or Destination Alternate(s) aerodrome may be selected as En-Route alternate if they are suitable for this purpose.

Austrian-AOC

8.1.2.3.1 En-Route Alternate (Austrian AOC)

Weather Permissible En-route aerodrome(s) shall be selected to provide diversion opportunities along the route. (refer to [Section 8.1.2.1.3 – Maximum Distance from an Adequate Aerodrome for Two-engines Aeroplanes without an ETOPS Approval](#)).

The Departure, Destination and/or Destination Alternate(s) aerodrome may be selected as En-Route alternate if they are suitable for this purpose.

ALL

8.1.2.4 Application of Aerodrome Forecasts

Refer to Lido Route Manual/Gen Part Preflight section.

UK-AOC

8.1.2.5 Aerodrome Categories (UK AOC)

Aerodromes are classified according to complexity and threats.

An aerodrome can be considered complex when it is affected by:

- Non-standard approach aids and/or approach patterns;
 - Unusual local weather conditions;
 - Circling height in excess of 1,000 ft;
 - Unusual characteristics or performance limitations; or
 - Any other relevant considerations, including obstructions, physical layout, lighting, etc.
- **Category A:**
 - Non-complex and can be treated as routine.
- **Category B:**
 - Complexity requiring specific briefing, e.g. audio visual briefing, aerodrome brief in the Aerodrome Briefing Supplement.
- **Category B Restricted:**
 - Complexity and threat levels requiring specified restrictions but not requiring an aerodrome visit or specific training.
- **Category C:**
 - Special crew qualification required which can be achieved by an aerodrome visit or specific training.

Swiss-AOC

8.1.2.5 Aerodrome Categories (Swiss AOC)

Aerodromes are classified according to complexity and threats.

An aerodrome can be considered complex when it is affected by:

- Non-standard approach aids and/or approach patterns;
- Unusual local weather conditions;
- Unusual characteristics or performance limitations; or
- Any other relevant considerations, including obstructions, physical layout, lighting, etc.

Category A:

An aerodrome that meets all the following conditions:

- A straight-in 3D instrument approach procedure with a glide path angle of not more than 3.5 degrees to each runway expected to be used for landing;
- At least one runway with no performance-limited procedure for take-off and/or landing, such as no requirement to follow a contingency procedure for obstacle clearance in the event of an engine failure on take-off from any runway expected to be used for departure; and
- Night operations capability.

Category B:

An aerodrome that does not meet the Category A conditions or which requires extra considerations due to:

- Non-standard approach aids and/or approach patterns, such as restrictions on the availability of straight-in instrument approach procedures;
- Unusual local weather conditions, such as environmental features that can give rise to turbulence, windshear or unusual wind conditions;
- Unusual characteristics or performance limitations, such as unusual runway characteristics in length, width, slope, markings or lighting that present an atypical visual perspective on approach;
- Any other relevant considerations, including obstructions, physical layout, lighting, etc., such as restrictions on circling in certain sectors due to obstacles in the circling area.

Category B Restricted:

- Training or flight crew experience requirements stipulated by the competent authority responsible for the aerodrome that do not include instruction in an FSTD or visiting the aerodrome.
- Complexity and threat levels requiring specified restrictions but not requiring an aerodrome visit or not requiring specific FSTD training.

Category C:

- Requires additional considerations to those of a Category B aerodrome; or
- For which flight crew experience or qualification requirements stipulated by the competent authority responsible for the aerodrome include instruction in an FSTD or visiting the aerodrome.
- Special crew qualification required which can be achieved by an aerodrome visit or specific training.

Austrian-AOC**8.1.2.5 Aerodrome Categories (Austrian AOC)**

Aerodromes are classified according to complexity and threats.

An aerodrome can be considered complex when it is affected by:

- Non-standard approach aids and/or approach patterns;
- Unusual local weather conditions;
- Unusual characteristics or performance limitations; or
- Any other relevant considerations, including obstructions, physical layout, lighting, etc.

Category A:

An aerodrome that meets all the following conditions:

- A straight-in 3D instrument approach procedure with a glide path angle of not more than 3.5 degrees to each runway expected to be used for landing;
- At least one runway with no performance-limited procedure for take-off and/or landing, such as no requirement to follow a contingency procedure for obstacle clearance in the event of an engine failure on take-off from any runway expected to be used for departure; and
- Night operations capability.

Category B:

An aerodrome that does not meet the Category A conditions or which requires extra considerations due to:

- Non-standard approach aids and/or approach patterns, such as restrictions on the availability of straight-in instrument approach procedures;
- Unusual local weather conditions, such as environmental features that can give rise to turbulence, windshear or unusual wind conditions;
- Unusual characteristics or performance limitations, such as unusual runway characteristics in length, width, slope, markings or lighting that present an atypical visual perspective on approach;
- Any other relevant considerations, including obstructions, physical layout, lighting, etc., such as restrictions on circling in certain sectors due to obstacles in the circling area.

Category B Restricted:

- Training or flight crew experience requirements stipulated by the competent authority responsible for the aerodrome that do not include instruction in an FSTD or visiting the aerodrome.
- Complexity and threat levels requiring specified restrictions but not requiring an aerodrome visit or not requiring specific FSTD training.

Category C:

- Requires additional considerations to those of a Category B aerodrome; or
- For which flight crew experience or qualification requirements stipulated by the competent authority responsible for the aerodrome include instruction in an FSTD or visiting the aerodrome.
- Special crew qualification required which can be achieved by an aerodrome visit or specific training.

ALL

8.1.2.6 Use of Aerodrome Category B and C

ALL

8.1.2.6.1 Use of Aerodrome Category B and Category B Restricted

Prior to operating to a Category B aerodrome, the Commander should be briefed, either by means of easyJet programmed instruction or by reference to the Route Manual (CCI and SAI).

ALL

8.1.2.6.2 Use of Aerodrome Category C

Category C aerodromes require special crew authorisation. This may be achieved through aerodrome visit or special training. The individual aerodrome requirements are stated in the LIDO Route Manual General Section 4 Special Airline Information (SAI).

ALL

8.1.2.7 Area Categories

All of easyJet's areas are classified as a function of their complexity.

Areas can be classified in 2 categories:

- Standard routes.
- Complex routes.

The complexity of an area is assessed by the Ops Support 'New Airport' process and if determined 'complex' is approved by the authority.

The following methods of familiarisation should be used:

1. For standard routes, familiarisation by self-briefing.
2. For complex areas, in addition to the above, inflight familiarisation as a commander, co-pilot or observer under supervision, or familiarisation in a simulator as detailed in OM D.

The signature on the Aircraft Technical Log Commander Acceptance confirms compliance with the above.

ALL

8.1.3 Methods for the Determination of Aerodrome Operating Minima

ALL

8.1.3.1 Minima – General

The term minima refers to the minimum weather conditions required for particular operations at an aerodrome and are expressed in terms of cloud ceiling, RVR and visibility.

Required minima are affected by:

- Aircraft Capability – defined in the Aircraft Flight Manual and described in OMB/FCOM.
- Obstacle Clearance and Procedure Type – calculated in accordance with ICAO Document 8168.
- Operator's Approved Minima.
- Crew Minima – the minima to which individual flight crew members are permitted to operating according to their training and qualification.
- Aircraft system degradation.
- Ground system degradation.
- Aeroplane category.

Minima are derived from the requirements of Air Operations regulation AMC CAT.OP.MPA.110 and AMC SPA.LVO.100. A full description is available in LIDO GEN Rules and Regulations. Refer to [Section 8.1.5, “Presentation and Application of Aerodrome and En-route Operating Minima”](#) for use during flight operations.

ALL

8.1.3.1.1 Aerodrome Operating Minima

As a general rule the aerodrome operating minima are the minima indicated on the instrument departure and approach charts established by the state in which the aerodrome is located. However, at the Commander's discretion, if other factors indicate that the operation cannot be conducted with the required standard of safety the selected minima can be **higher** than the allowed operating minima. NOTAM may affect minima.

ALL

8.1.3.2 Aeroplane Categories

Aeroplanes are categorised according to their nominal indicated airspeed at the threshold (V_{at}) in the landing configuration.

easyJet aeroplanes are categorised as follows:

Table 8.1.3.2(1) Aeroplane Category

Aeroplane Category	Vat	Type or Variant
C	From 121 to 140 kts	A319, A320 and A321

The category is a permanent value and is independent of the changing conditions of day to day operations.

UK-AOC**8.1.3.3 Take-off Minima (UK AOC)**

EASA reference: AMC1 SPA.LVO.100 Low Visibility Operations

Before commencing a take-off, the Commander must be satisfied that:

- The reported visibility or RVR is equal or better than the take-off visibility or RVR required along the take-off runway.
- The weather conditions at the departure airport are equal to or better than the applicable minima for approach and landing at that airport or at a suitable take-off alternate as defined in planning minima.

When the reported meteorological visibility is below that required for take-off and RVR is not reported, a take-off may only be commenced if the Commander can determine that the actual RVR/visibility along the take-off runway is equal or better than the required minimum.

When no reported meteorological visibility or RVR is available, a take-off may only be commenced if the Commander can determine that the RVR/visibility along the take-off runway is equal to or better than the required minimum.

For all easyJet aircraft, performance is such that in the event of a power loss at any point during take-off, the aircraft can either stop or continue to a height of 1500 feet above the aerodrome while clearing all obstacles by the required margins.

Approved take-off minima are listed in Table 8.5 below:

Table 8.1.3.3(1) RVR/Visibility for Take-off

Facilities	RVR/Visibility in m (Note 1)
LVP not in force:	
Nil (Day only)	500R/500V
Day: Runway edge lights and runway centre line markings.	400R/400V
Night: Runway edge lights and runway end lights or runway centre line lights and runway end lights.	
LVP in force:	
Day: Runway edge lights and runway centre line markings.	300R
Night: Runway edge lights and runway end lights or runway centre line lights and runway end lights.	
Runway edge lights and runway centre line lights.	200R
Runway edge lights and runway centre line lights (multiple RVR).	150R (Note 2)
Runway edge and centreline lighting and multiple RVR information and all conditions below are met: 1. High intensity runway centreline lights spaced 15 m or less and high intensity edge lights spaced 60 m or less are in operation. 2. A 90 m visual segment is available from the cockpit at the start of the take-off run. (This is an aeroplane design requirement. All easyJet aeroplanes are compliant.)	125R (Note 2)

Note: 1. The reported RVR value representative of the initial part of the take-off run can be replaced by pilot assessment.

2. The required RVR value to be achieved for all relevant RVRs.

Swiss-AOC**8.1.3.3 Take-off Minima (Swiss AOC)**

EASA reference: AMC1.CAT.OP.MPA.110

EASA reference: AMC1 SPA.LVO.100 Low Visibility Operations

Take-off minima should be expressed as visibility (VIS) or Runway Visual Range (RVR) limits, considering all relevant factors for each runway planned to be used and aircraft characteristics and equipment. Where there is a specific need to see and avoid obstacles on departure, additional conditions, e.g., ceiling, should be specified.

The take-off minima should be selected to ensure sufficient guidance to control the aircraft in the event of both a rejected take-off in adverse circumstances and a continued take-off after failure of the critical engine.

For night operations, the prescribed runway lights shall be in operation.

Low Visibility Procedures (LVPs) shall be in force during LVO.

When NO RVR is reported, the lowest visibility (VIS) is per Table 8.1.3.3(1).

easyJet is approved for LVTO to an absolute minimum of 125 m RVR provided adequate lights facilities are operating as per Table 8.1.3.3(2) below.

In case of temporary failure or downgrade of Runway lights, the take-off minima shall be increased per Table 8.1.3.3(1) or Table 8.1.3.3(2). In such case, the minimum RVR or VIS shall be determined in accordance with the available facilities.

Table 8.1.3.3(1) Take-Off Minimum RVR or VIS versus Facilities

Minimum RVR* or VIS*	Facilities
500 m (day)	Nil**
400 m (day)	Centre line markings or Runway edge lights or Runway centre line Lights
400 m (night)	Runway end lights*** and Runway edge lights or runway centre line lights.

* The reported RVR or VIS value representative of the initial part of the take-off run can be replaced by pilot assessment.

** The pilot is able to continuously identify the take-off surface and maintain directional control.

*** Runway end lights may be substituted by colour-coded runway edge lights or colour-coded runway centre line lights.

Table 8.1.3.3(2) LVTO Minimum RVR versus Facilities

Minimum RVR	Facilities
300 m (day)	Centre line markings; <u>and</u> Runway edge lights.
300 m (night)	Centre line markings; <u>and</u> Runway edge lights; <u>and</u> Runway end lights or centre line lights.
150 m	Centre line markings; <u>and</u> Runway end lights; <u>and</u> Runway edge lights; <u>and</u> Runway centre line lights.
125 m	Centre line markings; <u>and</u> Runway end lights; <u>and</u> Runway edge lights (spaced 60 m or less); <u>and</u> Runway centre line lights (spaced 15 m or less).

The reported RVR value representative of the initial part of the take-off run can be replaced by pilot assessment.

The minimum RVR value specified in Table 8.1.3.3(2) should be achieved for all reporting points representative of the parts of the runway from the point at which the aircraft commences the take-off until the calculated accelerate-stop distance from that point.

Note: The value of 125 m RVR for take-off with 15 m centre line lights spacing has been selected because flight deck geometry means that this will provide at least a 90 m visual segment for the large majority of aircraft types. In a 90 m visual segment the pilot is expected to be able to see six centre line light intervals (seven centre line lights) at 15 m spacing once lined up on the runway centre line.

Austrian-AOC**8.1.3.3 Take-off Minima (Austrian AOC)**

EASA reference: AMC1.CAT.OP.MPA.110

EASA reference: AMC1 SPA.LVO.100 Low Visibility Operations

Take-off minima should be expressed as visibility (VIS) or Runway Visual Range (RVR) limits, considering all relevant factors for each runway planned to be used and aircraft characteristics and equipment. Where there is a specific need to see and avoid obstacles on departure, additional conditions, e.g., ceiling, should be specified.

The take-off minima should be selected to ensure sufficient guidance to control the aircraft in the event of both a rejected take-off in adverse circumstances and a continued take-off after failure of the critical engine.

For night operations, the prescribed runway lights shall be in operation.

Low Visibility Procedures (LVPs) shall be in force during LVO.

When NO RVR is reported, the lowest visibility (VIS) is per Table 8.1.3.3(1).

easyJet is approved for LVTO to an absolute minimum of 125 m RVR provided adequate lights facilities are operating as per Table 8.1.3.3(2) below.

In case of temporary failure or downgrade of Runway lights, the take-off minima shall be increased per Table 8.1.3.3(1) or Table 8.1.3.3(2). In such case, the minimum RVR or VIS shall be determined in accordance with the available facilities.

Table 8.1.3.3(1) Take-Off Minimum RVR or VIS versus Facilities

Minimum RVR* or VIS*	Facilities
500 m (day)	Nil**
400 m (day)	Centre line markings or Runway edge lights or Runway centre line lights
400 m (night)	Runway end lights*** and Runway edge lights or runway centre line lights.

* The reported RVR or VIS value representative of the initial part of the take-off run can be replaced by pilot assessment.

** The pilot is able to continuously identify the take-off surface and maintain directional control.

*** Runway end lights may be substituted by colour-coded runway edge lights or colour-coded runway centre line lights.

Table 8.1.3.3(2) LVTO Minimum RVR versus Facilities

Minimum RVR	Facilities
300 m (day)	Centre line markings; <u>and</u> Runway edge lights.
300 m (night)	Centre line markings; <u>and</u> Runway edge lights; <u>and</u> Runway end lights or centre line lights.
150 m	Centre line markings; <u>and</u> Runway end lights; <u>and</u> Runway edge lights; <u>and</u> Runway centre line lights.
125 m	Centre line markings; <u>and</u> Runway end lights; <u>and</u> Runway edge lights (spaced 60 m or less); <u>and</u> Runway centre line lights (spaced 15 m or less).

The reported RVR value representative of the initial part of the take-off run can be replaced by pilot assessment.

The minimum RVR value specified in Table 8.1.3.3(2) should be achieved for all reporting points representative of the parts of the runway from the point at which the aircraft commences the take-off until the calculated accelerate-stop distance from that point.

Note: The value of 125 m RVR for take-off with 15 m centre line lights spacing has been selected because flight deck geometry means that this will provide at least a 90 m visual segment for the large majority of aircraft types. In a 90 m visual segment the pilot is expected to be able to see six centre line light intervals (seven centre line lights) at 15 m spacing once lined up on the runway centre line.

UK-AOC**8.1.3.4 Approach Minima (UK AOC)**

EASA reference: SPA.LVO.100/AMC5 SPA.LVO.100

A summary of lowest minima is given below:

Table 8.1.3.4(1) Lowest Approach Minima Permitted

Category	Decision Height	Roll-out Control/Guidance System	RVR (Note 1 & 2)		
			Touchdown	Mid point (Note 3)	Stop end
I	200 ft	Not required	550 m	If reported: 125 m	If reported: 75 m
II	100 ft	Not required	300 m	125 m	75 m
OTS CAT II	100 ft	Not required	350 m	125 m	75 m
III A	<100 ft	Not required	200 m	125 m	75 m
III B	<50 ft or no DH	Fail operational	75 m	75 m	75 m

- Note:**
1. Multiple RVR is not required for CAT I.
 2. Only relevant mid-point and stop end RVR need to be accounted for.
 3. For aeroplanes using roll-out guidance or control system, the minimum RVR value for the mid-point is 75 m.

Swiss-AOC**8.1.3.4 Approach Minima (Swiss AOC)****Determination of DH/MDH for Instrument Approach Operations**

The decision height (DH) to be used for a 3D approach operation or a 2D approach operation flown using the continuous descent final approach (CDFA) technique, should not be lower than the highest of:

- The obstacle clearance height (OCH) for the category of aircraft;
- The published approach procedure DH or minimum descent height (MDH) where applicable;
- The facility system minima or runway type minima;
- The minimum DH specified in the aircraft flight manual (AFM) or equivalent document (FCOM).

Determination of RVR or VIS for Instrument Approach Operations

The RVR or VIS for straight-in instrument approach operations should be not less than the greatest of:

- The minimum RVR or VIS for the type of runway used;

- The minimum RVR determined according to the MDH or DH and class of lighting facility;
- or;
- The minimum RVR according to the visual and non-visual aids and on-board equipment used.

- Note:**
1. If the value determined for the type of runway used is a VIS, then the result is a minimum VIS. In all other cases, the result is a minimum RVR.
 2. The visual aids should comprise standard runway day markings, runway edge lights, threshold lights, runway end lights and approach lights.

Approach minima are detailed in OM Part C LIDO Route Manual (IAC Section) and determined in accordance with EASA Air Operations requirements.

System Minima (ILS)

Planning minima for Destination Alternate and Fuel ERA Aerodromes refers to 3D Type A instrument approach operations, based on a facility with a system minimum of 200 ft or less. (Ref to [Section 8.1.2.2.2.4, Planning Minima for Destination Alternate and Fuel ERA Aerodromes \(Swiss AOC\)](#)).

For this purpose, an ILS is considered as a facility with a system minimum of 200 ft or less even if the applicable approach minima for a specific runway are increased above 200 ft due to obstacle clearance height

Table 8.1.3.4(1) Lowest ILS System Minima as per Approach Category

Category	Decision Height	Roll-out Control/ Guidance System	RVR (Note 1 & 2)		
			Touchdown	Mid Point	Stop End
I	200 ft	Not required	550 m	If reported: 125 m	If reported: 75 m
SA CAT I	150 ft	Not required	400 m	If reported: 125 m	If reported: 75 m
II	100 ft	Not required	300 m	125 m	75 m
SA CAT II	100 ft	Not required	350 m	125 m	75 m
III	<100 ft to ≥ 50 ft	Not required	175 m	125 m	75m
III	<50 ft or no DH	Fail operational	75 m	75 m	75 m

- Note:**
1. Multiple RVR is not required for CAT I and SA CAT 1.
 2. For aeroplanes using roll-out guidance or control system, the minimum RVR value for the mid-point is 75 m.

Austrian-AOC**8.1.3.4 Approach Minima (Austrian AOC)****Determination of DH/MDH for Instrument Approach Operations**

The decision height (DH) to be used for a 3D approach operation or a 2D approach operation flown using the continuous descent final approach (CDFA) technique, should not be lower than the highest of:

- The obstacle clearance height (OCH) for the category of aircraft;
- The published approach procedure DH or minimum descent height (MDH) where applicable;
- The facility system minima or runway type minima;
- The minimum DH specified in the aircraft flight manual (AFM) or equivalent document (FCOM).

Determination of RVR or VIS for Instrument Approach Operations

The RVR or VIS for straight-in instrument approach operations should be not less than the greatest of:

- The minimum RVR or VIS for the type of runway used;
- The minimum RVR determined according to the MDH or DH and class of lighting facility;

or;

The minimum RVR according to the visual and non-visual aids and on-board equipment used.

- Note:**
1. If the value determined for the type of runway used is a VIS, then the result is a minimum VIS. In all other cases, the result is a minimum RVR.
 2. The visual aids should comprise standard runway day markings, runway edge lights, threshold lights, runway end lights and approach lights.

Approach minima are detailed in OM Part C LIDO Route Manual (IAC Section) and determined in accordance with EASA Air Operations requirements.

System Minima (ILS)

Planning minima for Destination Alternate and Fuel ERA Aerodromes refers to 3D Type A instrument approach operations, based on a facility with a system minimum of 200 ft or less. (Ref to [Section 8.1.2.2.2.4, Planning Minima for Destination Alternate and Fuel ERA Aerodromes \(Austrian AOC\)](#)).

For this purpose, an ILS is considered as a facility with a system minimum of 200 ft or less even if the applicable approach minima for a specific runway are increased above 200 ft due to obstacle clearance height

Table 8.1.3.4(1) Lowest ILS System Minima as per Approach Category

Category	Decision Height	Roll-out Control/ Guidance System	RVR (Note 1 & 2)		
			Touchdown	Mid Point	Stop End
I	200 ft	Not required	550 m	If reported: 125 m	If reported: 75 m
SA CAT I	150 ft	Not required	400 m	If reported: 125 m	If reported: 75 m
II	100 ft	Not required	300 m	125 m	75 m
SA CAT II	100 ft	Not required	350 m	125 m	75 m
III	<100 ft to ≥ 50 ft	Not required	175 m	125 m	75m
III	<50 ft or no DH	Fail operational	75 m	75 m	75 m

- Note:**
1. Multiple RVR is not required for CAT I and SA CAT 1.
 2. For aeroplanes using roll-out guidance or control system, the minimum RVR value for the mid-point is 75 m.

UK-AOC**8.1.3.5 Conversion of Reported Meteorological Visibility to RVR/CMV (UK AOC)**

RVR is an instantaneous value measured by the airport. It is not normally included in forecast weather reports. Conversion of reported Meteorological Visibility to RVR/CMV may be required.

RVR/CMV is not reported in the TAF. The forecast visibility shall be used in lieu of RVR/CMV for planning.

In flight, meteorological visibility should be converted to RVR/CMV if RVR is not reported.

A conversion from meteorological visibility to RVR/CMV should not be used:

1. When reported RVR is available;
2. For calculating take-off minima; and
3. For any RVR minima less than 800 m (after conversion).

Note: If the RVR is reported as being above the maximum value assessed by the aerodrome operator, e.g. "RVR more than 1500 metres", it is not considered to be a reported value for the purpose of this paragraph.

4. When converting meteorological visibility to RVR in all other circumstances than those in paragraph (1) above, crew must ensure that the following Table is used:

Table 8.1.3.5(1) Conversion of Met visibility to RVR/CMV

Lighting Element in Operation	RVR/CMV = Reported Met Visibility ×	
	Day	Night
HI approach and runway lighting	1.5	2.0
Any type of lighting installation other than above	1.0	1.5
No Lighting	1.0	Not applicable

Examples (in-flight):

1. RVR required – 550 m.
Met visibility – 400 m.
Night plus HI approach and runway lighting – $400 \text{ m} \times 2 = 800 \text{ m}$.

CMV Allowed

2. RVR required – 550 m.

Met visibility – 400 m.

Day plus HI approach and runway lighting – $400\text{ m} \times 1.5 = 600\text{ m}$.

CMV Not allowed

Example (at-planning stage):

3. RVR required – 550 m.

TAF: Met visibility Forecast – 400 m in the period +/- 1 hour of ETA.

Night plus HI approach and runway lighting.

CMV not usable at planning => Aerodrome below mimima

4. RVR required – 75 m.

TAF: Met visibility Forecast – 100 m in the period +/- 1 hour of ETA.

Night plus HI approach and runway lighting.

Forecast Visibility above RVR required => Aerodrome at or above mimima

Swiss-AOC**8.1.3.5 Conversion of Visibility to CMV (Swiss AOC)**

RVR is an instantaneous value measured by the airport. It is not normally included in forecast weather reports. Conversion of Visibility to CMV may be required.

The following conditions apply to the use of converted meteorological visibility (CMV) instead of RVR:

1. If the reported RVR is not available, a CMV may be substituted for the RVR, except:
 - a. To satisfy the take-off minima; or
 - b. For the purpose of continuation of an approach in LVOs.
2. If the minimum RVR for an approach is more than the maximum value assessed by the aerodrome operator, then CMV should be used.
3. In order to determine CMV from visibility:
 - a. For flight planning purposes, a factor of 1.0 should be used;
 - b. For purposes other than flight planning, the conversion factors specified in the following table shall be used:

Table 8.1.3.5(1) Conversion of Reported VIS to RVR/CMV

Lights Element in Operation	RVR/CMV = Reported VIS x	
	Day	Night
HI approach and runway lights	1.5	2.0
Any type of lights installation other than above	1.0	1.5
No Lights	1.0	Not applicable

Austrian-AOC**8.1.3.5****Conversion of Visibility to CMV (Austrian AOC)**

RVR is an instantaneous value measured by the airport. It is not normally included in forecast weather reports. Conversion of Visibility to CMV may be required.

The following conditions apply to the use of converted meteorological visibility (CMV) instead of RVR:

1. If the reported RVR is not available, a CMV may be substituted for the RVR, except:
 - a. To satisfy the take-off minima; or
 - b. For the purpose of continuation of an approach in LVOs.
2. If the minimum RVR for an approach is more than the maximum value assessed by the aerodrome operator, then CMV should be used.
3. In order to determine CMV from visibility:
 - a. For flight planning purposes, a factor of 1.0 should be used;
 - b. For purposes other than flight planning, the conversion factors specified in the following table shall be used:

Table 8.1.3.5(1) Conversion of Reported VIS to RVR/CMV

Lights Element in Operation	RVR/CMV = Reported VIS x	
	Day	Night
HI approach and runway lights	1.5	2.0
Any type of lights installation other than above	1.0	1.5
No Lights	1.0	Not applicable

ALL**8.1.3.6 Effect of Failed or Downgraded Ground Equipment**

Temporary failure or downgrade of ground equipment are intended for use both before and during flight.

It is, however, not expected that the commander would consult such instructions after passing 1,000 ft above the aerodrome. If failures of ground aids are announced at such a late stage, the approach could be continued at the commander's discretion. If failures are announced before such a late stage in the approach, their effect on the approach should be considered and the approach may have to be abandoned.

Refer to Lido eRM GEN Part section 1.5.7.17.2 (FIV 7.17.2) for Failed or Downgraded Ground Equipment.

ALL**8.1.3.7 Visual Approach**

The requirements for a visual approach are:

- A minimum of 2500 ft cloud ceiling or circling minimum if higher;
- 5000 m visibility.

UK-AOC**8.1.3.8 RNAV Visual Approaches**

These are Visual approaches with Visual Manoeuvring with Prescribed Track (VPT) and are based on state-published Instrument Approach Procedures (IAPs) or company propriety procedures. RNAV visual approaches aid visual manoeuvring using RNP guidance.

RNAV Visual Approaches have ceiling and visibility requirements published on the RNAV Visual Chart. These ensure that RNAV Visual approaches are conducted under conditions that provide adequate visual reference and mitigate the risk of controlled flight into terrain (CFIT) or runway excursions and are established from the highest of the following:

- *The applicable requirements of the underlying instrument approach, as published by the state; or*
- *The company requirements of the underlying instrument approach, determined through a comprehensive risk assessment.*

For any approach that does not have an underlying state-published IAP the approach can be commenced as long as ceiling and visibility requirements for visual manoeuvring are met. In this case the RNAV visual chart will not have ceiling or visibility requirements stated.

For any RNAV visual approach the use of automation is highly recommended. Applicable visual references must be maintained in accordance with OMA 8.4.5.3.

Swiss-AOC

8.1.3.8

RNAV Visual Approaches

These are Visual approaches with Visual Manoeuvring with Prescribed Track (VPT) and are based on state-published Instrument Approach Procedures (IAPs) or company propriety procedures. RNAV visual approaches aid visual manoeuvring using RNP guidance.

RNAV Visual Approaches have ceiling and visibility requirements published on the RNAV Visual Chart. These ensure that RNAV Visual approaches are conducted under conditions that provide adequate visual reference and mitigate the risk of controlled flight into terrain (CFIT) or runway excursions and are established from the highest of the following:

- The applicable requirements of the underlying instrument approach, as published by the state; or*
- The company requirements of the underlying instrument approach, determined through a comprehensive risk assessment.*

For any approach that does not have an underlying state-published IAP the approach can be commenced as long as ceiling and visibility requirements for visual manoeuvring are met. In this case the RNAV visual chart will not have ceiling or visibility requirements stated.

For any RNAV visual approach the use of automation is highly recommended. Applicable visual references must be maintained in accordance with [OMA 8.4.5.3](#).

Austrian-AOC

8.1.3.8

RNAV Visual Approaches

These are Visual approaches with Visual Manoeuvring with Prescribed Track (VPT) and are based on state-published Instrument Approach Procedures (IAPs) or company propriety procedures. RNAV visual approaches aid visual manoeuvring using RNP guidance.

RNAV Visual Approaches have ceiling and visibility requirements published on the RNAV Visual Chart. These ensure that RNAV Visual approaches are conducted under conditions that provide adequate visual reference and mitigate the risk of controlled flight into terrain (CFIT) or runway excursions and are established from the highest of the following:

- The applicable requirements of the underlying instrument approach, as published by the state; or*
- The company requirements of the underlying instrument approach, determined through a comprehensive risk assessment.*

For any approach that does not have an underlying state-published IAP the approach can be commenced as long as ceiling and visibility requirements for visual manoeuvring are met. In this case the RNAV visual chart will not have ceiling or visibility requirements stated.

For any RNAV visual approach the use of automation is highly recommended. Applicable visual references must be maintained in accordance with [OMA 8.4.5.3](#).

ALL

8.1.4 En-route Operating Minima for VFR Flights or VFR Portions of a Flight

SERA.5001

VFR flights are generally not allowed except when authorised by the Duty Pilot.

When authorised, VFR flights shall be conducted in accordance with the Visual Flight Rules and in accordance with the table below.

Special VFR flights shall not commence when the visibility is less than 3 km and not otherwise be conducted when the visibility is less than 1.5 km.

Table 8.1.4(1) Minimum Visibility and Distance from Cloud for VFR Operations

Altitude band	Airspace Class	Flight visibility	Distance from cloud
At and above 3050 m (10,000 ft) AMSL	A B C D E F G	8 km	1500 m horizontally 300 m (1000 ft) vertically
Below 3050 m (10,000 ft) AMSL and above 900 m (3000 ft) AMSL or above 300 m (1000 ft) above terrain whichever is the higher	A B C D E F G	5 km	1500 m horizontally 300 m (1000 ft) vertically
At and below 900 m (3000 ft) AMSL or 300 m (1000 ft) above terrain whichever is the higher	A B C D E	5 km	1500 m horizontally 300 m (1000 ft) vertically
	F G	5 km	Clear of cloud and with the surface in sight

Note 1: VMC Minima for Class A airspace are included for guidance but not imply acceptance of VFR Flights in Class A airspace.

Note 2: When the height of the transition altitude is lower than 3050 m (10,000 ft) AMSL, FL 100 should be used in lieu of 10,000 ft.

ALL

8.1.5 Presentation and Application of Aerodrome and En-route Operating Minima

ALL

8.1.5.1 General

LIDO is the navigation chart provider for easyJet.

LIDO standard minima as depicted on the charts shall be used. These are:

- Minima derived from EASA OPS Part-CAT.OP.MPA.110, Part-SPA.LVO and associated AMC, or
- State minima.

Exceptionally, it may be necessary for the Company to publish minima by Company NOTAM on the OFP. In such cases, these minima take precedence over minima published on the charts.

UK-AOC

8.1.5.2 Application of Minima (UK AOC)

The following descent limits apply for the different types of instrument approach:

1. Decision Altitude (DA) for:
 - a. Cat I.
 - b. LPV (SLS).
 - c. APV (LNAV/VNAV).
 - d. Non-precision approach (LNAV, LOC, LDA, SRA, NDB, and VOR).
2. Decision Height (DH) for:
 - a. Cat II ILS.
 - b. Cat III ILS.
3. Minimum Descent Altitude (MDA) for:
Circling approach.
4. DA or MDA increased by OCA (H):
Where OCA is increased above published DA or MDA, for example by NOTAM, the new OCA will become the revised DA or MDA.

Swiss-AOC

8.1.5.2 Application of Minima (Swiss AOC)

The following descent limits apply for the different types of instrument approach:

1. Decision Altitude (DA) for:
 - a. CAT I ILS.

- b. LPV (SLS).
 - c. RNP (LNAV/VNAV) or (LNAV only).
 - d. Non-precision approach (LOC, LDA, SRA, NDB, and VOR).
2. Decision Height (DH) for:
 - a. SA CAT I ILS.
 - b. SA CAT II ILS.
 - c. CAT II ILS.
 - d. CAT III ILS.
 3. Minimum Descent Altitude (MDA) for:
Circling approach.
 4. DA or MDA increased by OCA (H):
Where OCA is increased above published DA or MDA, for example by NOTAM, the new OCA will become the revised DA or MDA.

Austrian-AOC**8.1.5.2 Application of Minima (Austrian AOC)**

The following descent limits apply for the different types of instrument approach:

1. Decision Altitude (DA) for:
 - a. CAT I.
 - b. LPV (SLS).
 - c. RNP (LNAV/VNAV) or (LNAV only).
 - d. Non-precision approach (LOC, LDA, SRA, NDB, and VOR).
2. Decision Height (DH) for:
 - a. SA CAT I ILS.
 - b. SA CAT II ILS.
 - c. CAT II ILS.
 - d. CAT III ILS.
3. Minimum Descent Altitude (MDA) for:
Circling approach.
4. DA or MDA increased by OCA (H):
Where OCA is increased above published DA or MDA, for example by NOTAM, the new OCA will become the revised DA or MDA.

ALL

8.1.5.3 Presentation of Minima (Company)

Refer to LIDO GEN Legend and Tables for the Presentation of Minima (Company) chart.

ALL

8.1.5.4 Presentation of En-route Minima

The presentation of En-route minima is described in LIDO GEN, Legends and Tables.

ALL

8.1.6 Interpretation of Meteorological Information

Refer to the Lido Route Manual.

ALL**8.1.7 Determination of the Quantities of Fuel and Oil Carried****UK-AOC****8.1.7.1 Fuel Policy (UK AOC)**

easyJet's fuel policy is approved by the Competent Authority.

Adequate fuel quantity (block fuel) to cover the requirements of Trip, Contingency, Alternate, Reserve and Taxi must be loaded prior to departure.

The use of Alternative Flight Planning Procedures [Section 8.1.7.6, “Alternative Flight Planning Procedures”](#) is normally limited to those flights that are payload or performance restricted, consideration should be given to obtaining a revised OFP in the event that these procedures are necessary for dispatch.

The Fuel Required quantity shall take into account:

- Expected meteorological conditions.
- Anticipated Weights.
- Routings.
- Delays.
- Air Traffic Services procedures and restrictions.
- Procedures contained in the Operations Manual.
- Realistic aircraft fuel consumption data based on data provided by the aircraft manufacturer and derived from a fuel consumption monitoring system. For this purpose a fuel performance factor shall be determined for each aircraft.

At any time during a flight the fuel quantity remaining on board must be enough to deal with the planned operation and the possible deviations.

The final authority and responsibility for fuel loads and the fuel management in flight rests with the Commander.

Swiss-AOC**8.1.7.1 Fuel Scheme/Policy (Swiss AOC)**

EASA reference: CAT.OP.MPA.180 Fuel/energy scheme – aeroplanes

easyJet's fuel scheme shall comprise of:

1. A fuel planning and in-flight re-planning policy;
2. An aerodrome selection policy; [OMA, Section 8.1.3](#), and
3. An in-flight fuel/energy management policy, [OMA, Section 8.3.7](#).

easyJet's fuel policy and/or scheme (as applicable) is approved by the Competent Authority.

Adequate fuel quantity (block fuel) to cover the requirements of Trip, Contingency, Alternate, Reserve and Taxi must be loaded prior to departure.

The use of Alternative Flight Planning Procedures [Section 8.1.7.6, “Alternative Flight Planning Procedures”](#) is normally limited to those flights that are payload or performance restricted, consideration should be given to obtaining a revised OFP in the event that these procedures are necessary for dispatch.

The Fuel Required quantity shall take into account:

1. Aircraft consumption data based on data provided by the aircraft manufacturer and derived from a fuel consumption monitoring system. For this purpose a fuel performance factor shall be determined for each aircraft.;
2. Anticipated masses;
3. Anticipated meteorological conditions;
4. The effects of deferred maintenance items and/or of configuration deviations;
5. The expected departure and arrival routing and runways; and
6. Anticipated delays.

At any time during a flight the fuel quantity remaining on board must be enough to deal with the planned operation and the possible deviations.

The final authority and responsibility for fuel loads and the fuel management in flight rests with the Commander.

[Austrian-AOC](#)

8.1.7.1

Fuel Scheme/Policy (Austrian AOC)

EASA reference: CAT.OP.MPA.180 Fuel/energy scheme – aeroplanes

easyJet's fuel scheme shall comprise of:

1. A fuel planning and in-flight re-planning policy;
2. An aerodrome selection policy; [OMA, Section 8.1.3](#), and
3. An in-flight fuel/energy management policy, [OMA, Section 8.3.7](#).

easyJet's fuel policy and/or scheme (as applicable) is approved by the Competent Authority.

Adequate fuel quantity (block fuel) to cover the requirements of Trip, Contingency, Alternate, Reserve and Taxi must be loaded prior to departure.

The use of Alternative Flight Planning Procedures [Section 8.1.7.6, “Alternative Flight Planning Procedures”](#) is normally limited to those flights that are payload or performance restricted, consideration should be given to obtaining a revised OFP in the event that these procedures are necessary for dispatch.

The Fuel Required quantity shall take into account:

1. Aircraft consumption data based on data provided by the aircraft manufacturer and derived from a fuel consumption monitoring system. For this purpose a fuel performance factor shall be determined for each aircraft.;
2. Anticipated masses;
3. Anticipated meteorological conditions;
4. The effects of deferred maintenance items and/or of configuration deviations;
5. The expected departure and arrival routing and runways; and
6. Anticipated delays.

At any time during a flight the fuel quantity remaining on board must be enough to deal with the planned operation and the possible deviations.

The final authority and responsibility for fuel loads and the fuel management in flight rests with the Commander.

ALL

8.1.7.2 Commander's Responsibility

The commander shall only commence a flight or continue in the event of in-flight re-planning, when satisfied that the aircraft carries at least the planned amount of usable fuel/energy and oil to safely complete the flight, taking into account the expected operating conditions.

ALL

8.1.7.3 Fuel Conservation

easyJet's fuel policy is to carry the minimum amount of fuel necessary to safely and efficiently complete the flight while meeting regulatory requirements and maintaining operational flexibility. In keeping with this policy:

- There must be a specific purpose for all EXTRA fuel or it should not be carried. It is easyJet policy to load Operational Flight Plan (OFP) Block Fuel unless there are sound operational reasons for loading extra fuel.
- The Basic Fuel Planning should be adopted as the norm. However, in the event that there are performance or payload restrictions, then one of the Alternative Flight Planning procedures may be necessary.
- The total amount of fuel on board the aircraft must be sufficient for the intended flight. It must include a safe margin for contingencies.

- The Total Fuel for the flight is specified on the Operational Flight Plan (OFP). Operations Support reviews all sectors on a regular basis to ensure adequate fuel is planned. The OFP will include extra fuel where experience on a route has shown that flight level restrictions or destination holding are common.
- The Commander retains final responsibility for adjusting the Total Fuel if, in their opinion, it is operationally justified.
- Even with the best planning information and practices, not all factors can be foreseen. If the flight is well planned and well executed, a diversion is not considered a failure. The occasional weather related diversion is preferable and less expensive than an overly conservative fuel carriage philosophy.

ALL

8.1.7.4 Diversion

easyJet accepts the risk of diversion that is associated with the application and adherence to this fuel policy. Costs associated with any potential diversions are outweighed by savings that this policy delivers.

ALL

8.1.7.5 Basic Fuel Planning

ALL

8.1.7.5.1 General

The minimum fuel required is:

1. Taxi Fuel.
2. Trip Fuel.
3. Contingency Fuel.
4. Destination Alternate Fuel.
5. Final Reserve Fuel.
6. Extra Fuel (if required).
7. Additional Fuel (if required).
8. Discretionary Fuel (if required by the Commander).

ALL

8.1.7.5.2 Taxi Fuel

Fuel expected to be used prior to take-off, including:

1. Engine start and taxi considering the local conditions at the departure airport and;
2. Any APU consumption.

Local conditions include NOTAMs, meteorological conditions (e.g. winter operations), ATS procedures (e.g. LVP, collaborative decision-making (CDM)), and any anticipated delay(s).

Maximum ramp weight may not be exceeded with taxi fuel on board.

ALL

8.1.7.5.3 Trip Fuel

1. Fuel for take-off and climb from the aerodrome elevation to the initial cruising level/altitude, taking into account the expected departure routing; and
2. Fuel from the top of climb to the top of descent, including any step climb/descent; and
3. Fuel from the top of descent to the point where the approach procedure is initiated, taking into account the expected arrival routing; and
4. Fuel for making an approach and landing at the destination aerodrome.

TRIP FUEL — ARRIVAL ROUTING

In the context of the expected arrival routing, the fuel contribution to trip fuel accounts for the expected arrival procedure, except when adjusted as per:

1. Point Merge Pattern

When planning for a STAR to point merge, fuel for the direct STAR to the point merge should be included in the trip fuel. The fuel required to account for the probability that part of or the entire point merge route needs to be flown may be included in the contingency fuel unless there is an anticipated delay, in which case, the fuel required for the route should be included in Extra fuel.

2. Point Trombone Pattern

When planning for a STAR or transition including a trombone pattern, fuel for the reasonably expected route should be included in the trip fuel. The fuel required to account for the probability that an extended part of or the entire trombone pattern route needs to be flown may be included in the contingency fuel unless there is an anticipated delay, in which case, the fuel required for the trombone pattern route should be included in Extra fuel.

ALL

8.1.7.5.4 Contingency Fuel

Contingency fuel is the amount of fuel required to compensate for unforeseen factors.

Unforeseen factors are those that could have an influence on the fuel consumption to the destination aerodrome, such as deviations of an individual aeroplane from the expected fuel consumption data, deviations from forecast

meteorological conditions, extended unexpected delays in flight, extended unexpected taxi times, and deviations from planned routings and/or cruising levels.

Contingency fuel may be used at any time after commencement of the flight i.e. after push-back or engine start.

- If Statistical Contingency Fuel (SCF) data is available this will be indicated on the OFP and contingency fuel is the greater of:
 - 95% coverage (CONT95), or 99% coverage (CONT99) for selected city pairs, based upon operational factors, and;
 - An amount to fly for 5 minutes at holding speed at 1500 ft above the destination aerodrome in standard conditions.
- If SCF data is not available, this will be indicated on the OFP and contingency fuel is the greater of:
 - 5% of the planned trip fuel, and;
 - An amount to fly for 5 minutes at holding speed at 1500 ft above the destination aerodrome in standard conditions.

ALL

8.1.7.5.5 Destination Alternate Fuel

Fuel to reach the alternate aerodrome, taking into account:

1. Fuel for a missed approach from the applicable MDA/DH at the destination aerodrome to the missed approach altitude, taking into account the complete missed approach procedure, and;
2. Fuel from the missed approach altitude to climb, cruise and descend to the destination alternate aerodrome from an en-route transition point using the expected arrival procedure, and;
3. Fuel for the approach and landing at the destination alternate aerodrome.

When two destination alternates are required, destination alternate fuel should be sufficient to proceed to the destination alternate which requires the greater amount of fuel.

ALL

8.1.7.5.6 Final Reserve Fuel

Fuel to fly for **30 minutes** at holding speed at 1500 ft above aerodrome elevation in standard conditions, calculated with estimated weight on arrival at the destination alternate aerodrome, or the destination aerodrome when no alternate is required.

ALL**8.1.7.5.7 Extra Fuel**

Extra fuel is to account for anticipated delays or specific operational constraints. This fuel is calculated and provided by easyJet flight planning during OFP preparation based upon known information ahead of the operation.

An anticipated delay is defined as one that can be predicted based on the information that is provided by the State of the aerodrome and/or ATS provider before the flight commences. For example, restrictions due to scheduled maintenance work on a runway are likely to cause a delay to the normal flow of inbound traffic. That delay may be promulgated either through NOTAMs or via the aeronautical information publication (AIP), including a specific time and/or date.

Another example is an ATS procedure that requires an operator to fly longer routes, e.g. due to curfew during night-time.

ALL**8.1.7.5.8 Additional Fuel**

Fuel which should permit:

1. Holding for 15 minutes at 1500 ft above aerodrome elevation in ISA conditions at the destination aerodrome based upon the estimated arrival weight, when the flight is operated without a destination alternate [Section 8.1.7.6, "Alternative Flight Planning Procedures"](#).
2. Following engine failure or loss of pressurisation at the most critical point, routing the aeroplane as follows:
 - a. Descending as necessary and proceeding to an adequate [Section 8.1.2.1, "Approved Aerodromes"](#) alternate aerodrome, and,
 - b. Holding there for 15 minutes at 1500 ft above aerodrome elevation in ISA conditions, and,
 - c. Make an approach and landing.

Additional Fuel for engine failure or loss of pressurisation is only required if the combined fuel calculated from Trip Fuel, Contingency Fuel, Alternate Fuel and Final Reserve Fuel is not sufficient for such an event. Additional fuel for no alternate operations may be calculated by dividing the OFP Final Reserve fuel figure by two (2), or by referring to Operations Manual Part B.

ALL**8.1.7.5.9 Discretionary Fuel**

Discretionary fuel is carried at the discretion of the Commander.

Commanders should consider whether Extra fuel has been added by the company, in the case of anticipated delays or operational constraints, as per '[OM-A 8.1.7.5.7, Extra Fuel](#)' above, when considering discretionary fuel.

It will be carried when there are sound operational or economic reasons for doing so. Flight crew could upload Discretionary Fuel if a strong possibility exists that it will be used. Discretionary Fuel should be considered in terms of endurance (time) and not quantity of fuel. If there is a likelihood of a diversion at the destination, then fuel should normally be carried to allow the Commercial Alternate to be reached with Normal Reserves. The following guidelines can be used in helping to determine when Discretionary Fuel will be carried:

- Thunderstorms are forecast.
- Destination weather is forecast or reported to be at or near operational landing limits.
- An unscheduled runway closure, affecting the arrival rate, is likely because of:
 - Freezing precipitation (runway treatment).
 - Moderate to heavy intensity snowfall (snow removal).
- Crosswind/contaminated runway limitations (aircraft specific).
- Fuel for additional approaches at destination.
- Forecast icing conditions en-route.

The penalty for carriage of discretionary fuel is normally 3.0% of the uplifted discretionary fuel per hour of flight (i.e. on a 2 hour sector up to 6% of the discretionary fuel uplifted will be burned off due to the increased aircraft weight).

ALL

8.1.7.5.10 Fuel Penalties for Non-conformity with Flight Plan – Aircraft Weight Change

An increment in Trip Fuel per 1000 kg increase/decrease in Zero Fuel Weight is provided on the OFP. If this information is missing:

1. The fuel required must be increased at 3% of the weight increase per hour, for the time the increase is carried. (A reduction of 3% is used for a decrease in aircraft weight.)
2. The effect of the most common changes in aircraft weight requiring correction to the OFP is given below.

(T, C, D and R are the equivalent time in hours for Trip, Contingency, Diversion and Final Reserve fuel).

a. **Increased ZFW:**

$$\text{Fuel increase} = \text{Weight change} \times 3\% \times (T + C + D + R).$$

b. **Increased Diversion Fuel:**

$$\text{Fuel increase} = \text{Increased Diversion Fuel} \times 3\% \times (T + C).$$

c. **Uplift of Extra Fuel:**

$$\text{Extra fuel burnt in flight} = \text{Extra fuel} \times 3\% \times T.$$

ALL**8.1.7.5.11 Icing Conditions in Flight**

If the weather forecast indicates that the aircraft may spend an appreciable time in icing conditions, additional contingency fuel may be loaded to cover the extra amount that will be burned with Engine Anti-Ice (EAI) or Engine and Wing Anti-Ice (EWAI) on.

ALL**8.1.7.6 Alternative Flight Planning Procedures****ALL****8.1.7.6.1 General**

The use of Alternative Flight Planning Procedures is normally limited to those flights that are payload or performance restricted, consideration should be given to obtaining a revised OFP in the event that these procedures are necessary for dispatch. Flight crew can consider making the following adjustments prior to departure, taking into account the known or reasonably expected operating conditions on the day. Flight crews are authorised to combine the adjustments outlined below (e.g. combined modification to Taxi fuel and Trip fuel etc.). The use of the procedures below is at the discretion of the Commander.

ALL**8.1.7.6.2 Taxi Fuel Reduction**

Crew should consider reducing statistical taxi fuel to take account of expected taxi times on the day of operation. Refer to OM B 5.4.

ALL**8.1.7.6.3 Trip Fuel Reduction**

Modification to the OFP trip fuel is permitted. Estimate the reduction in distance from the FMC (FMGC). Refer to OM B 5.4.

UK-AOC**8.1.7.6.4 Reduced Contingency Fuel**

If SCF data is available, contingency fuel can be reduced to the greater of:

1. 90% coverage (CONT90), and;
2. An amount to fly for 5 minutes at holding speed at 1500 ft above the destination aerodrome in standard conditions, and;
3. 190 kgs (A319), 204 kgs (A320), 170 kgs (A320 NEO), 200 kgs (A321 NEO).

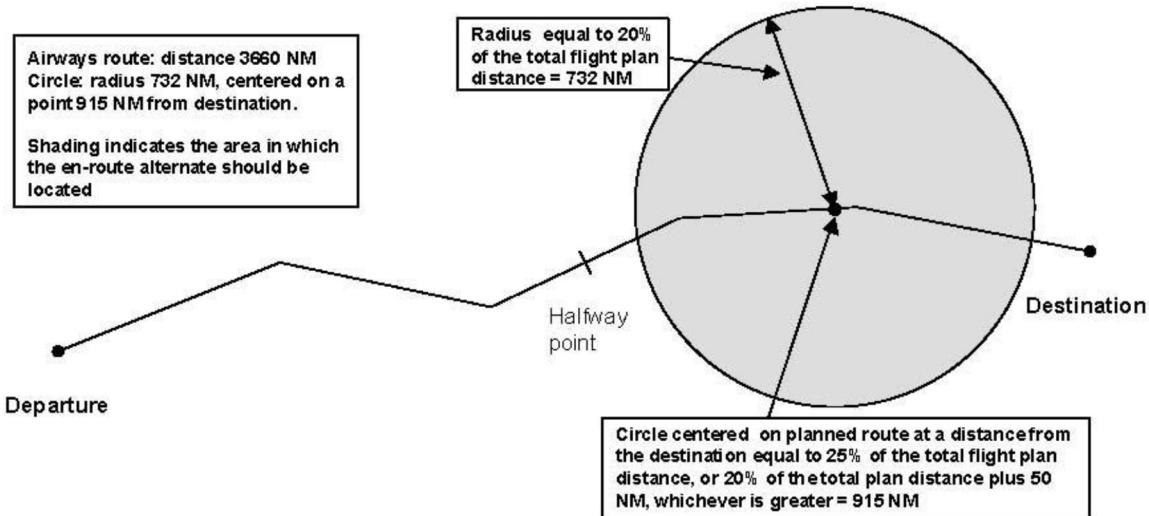
Only if SCF data is not available, contingency fuel can be reduced to the greater of:

1. 3% of the planned trip fuel, or in the event of in-flight re-planning, 3% of the trip fuel for the remainder of the flight provided that a fuel en route alternate (fuel ERA) aerodrome is available, and;

2. An amount to fly for 5 minutes at holding speed at 1500 ft above the destination aerodrome in standard conditions.

A fuel en-route alternate (fuel ERA) needs to meet the following criteria:

The fuel ERA aerodrome should be located within a circle having a radius equal to 20% of the total flight plan distance, the centre of which lies on the planned route at a distance from the destination aerodrome of 25% of the total flight plan distance, or at least 20% of the total flight plan distance plus 50 NM, whichever is greater. All distances should be calculated in still air conditions (see below).



Swiss-AOC

8.1.7.6.4 Reduced Contingency Fuel

Reduced Contingency Fuel planning requires the selection of a Fuel ERA.

For Fuel ERA weather planning minima, refer to Section 8.1.2.2.2.4 – Planning Minima for Destination Alternate and Fuel ERA Aerodromes (Swiss AOC).

If the flight monitoring function is not available, refer to Section 8.1.2.2.2.7 – Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available (Swiss AOC).

If SCF data is available, contingency fuel can be reduced to the greater of:

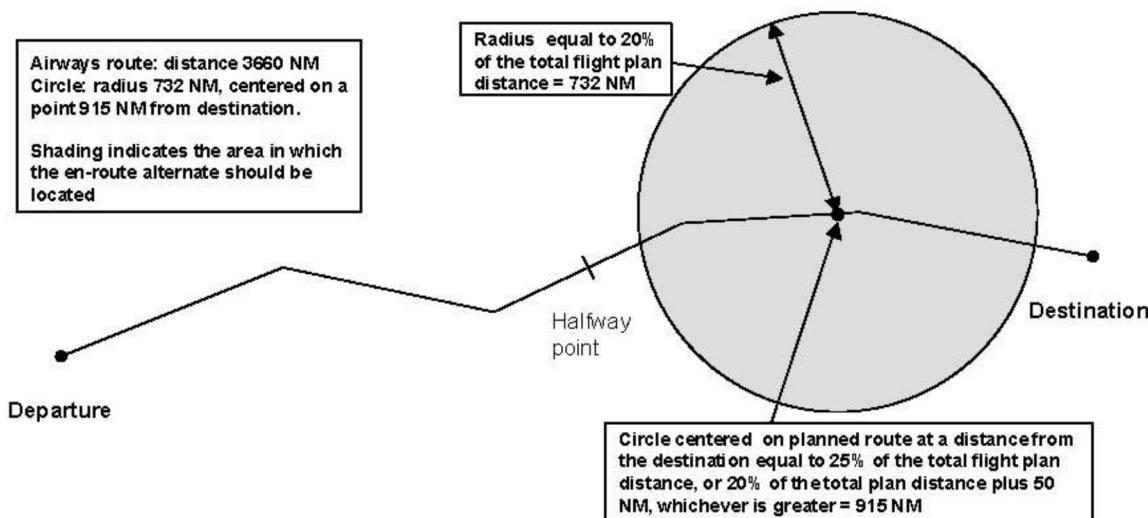
1. 90% coverage (CONT90), and;
 2. An amount to fly for 5 minutes at holding speed at 1500 ft above the destination aerodrome in standard conditions, and;
 3. 190 kgs (A319), 204 kgs (A320), 170 kgs (A320 NEO), 200 kgs (A321 NEO).

Only if SCF data is not available, contingency fuel can be reduced to the greater of:

1. 3% of the planned trip fuel, or in the event of in-flight re-planning, 3% of the trip fuel for the remainder of the flight provided that a fuel en route alternate (fuel ERA) aerodrome is available, and;
2. An amount to fly for 5 minutes at holding speed at 1500 ft above the destination aerodrome in standard conditions.

A fuel en-route alternate (fuel ERA) needs to meet the following criteria:

The fuel ERA aerodrome should be located within a circle having a radius equal to 20% of the total flight plan distance, the centre of which lies on the planned route at a distance from the destination aerodrome of 25% of the total flight plan distance, or at least 20% of the total flight plan distance plus 50 NM, whichever is greater. All distances should be calculated in still air conditions (see below).



Austrian-AOC

8.1.7.6.4 Reduced Contingency Fuel

Reduced Contingency Fuel planning requires the selection of a Fuel ERA.

For Fuel ERA weather planning minima, refer to [Section 8.1.2.2.2.4 – Planning Minima for Destination Alternate and Fuel ERA Aerodromes \(Austrian AOC\)](#).

If the flight monitoring function is not available, refer to [Section 8.1.2.2.2.7 – Alternative Planning Minima for Destination Alternate and Fuel ERA Aerodromes – Flight Monitoring Function not Available \(Austrian AOC\)](#).

If SCF data is available, contingency fuel can be reduced to the greater of:

1. 90% coverage (CONT90), and;
2. An amount to fly for 5 minutes at holding speed at 1500 ft above the destination aerodrome in standard conditions, and;

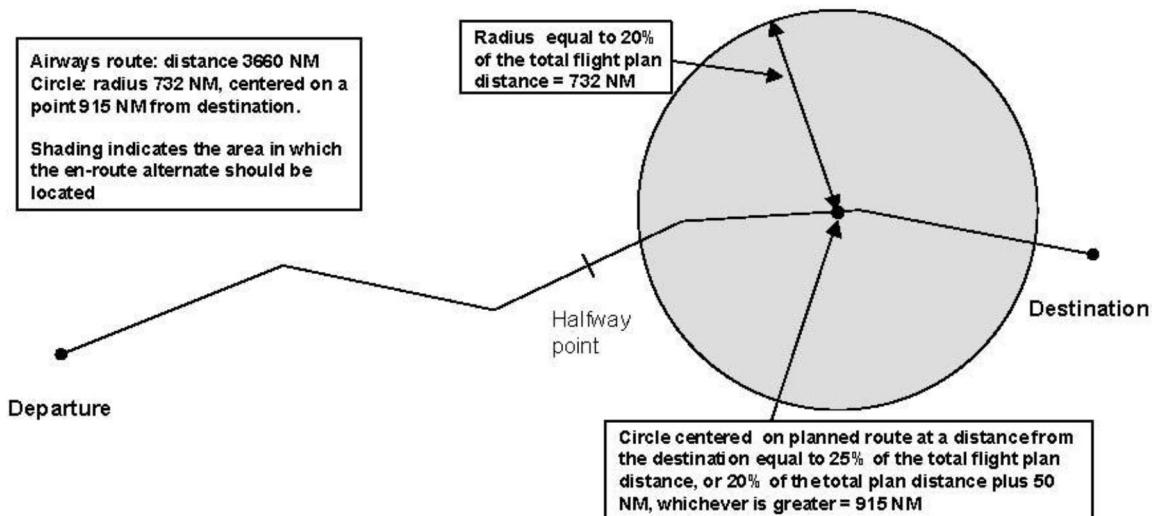
3. 190 kgs (A319), 204 kgs (A320), 170 kgs (A320 NEO), 200 kgs (A321 NEO).

Only if SCF data is not available, contingency fuel can be reduced to the greater of:

1. 3% of the planned trip fuel, or in the event of in-flight re-planning, 3% of the trip fuel for the remainder of the flight provided that a fuel en route alternate (fuel ERA) aerodrome is available, and;
2. An amount to fly for 5 minutes at holding speed at 1500 ft above the destination aerodrome in standard conditions.

A fuel en-route alternate (fuel ERA) needs to meet the following criteria:

The fuel ERA aerodrome should be located within a circle having a radius equal to 20% of the total flight plan distance, the centre of which lies on the planned route at a distance from the destination aerodrome of 25% of the total flight plan distance, or at least 20% of the total flight plan distance plus 50 NM, whichever is greater. All distances should be calculated in still air conditions (see below).



ALL

8.1.7.6.5 No Destination Alternate Aerodrome Procedure

UK-AOC

Dispatch to a destination is permitted with no destination alternate aerodrome provided that the conditions stated in [Section 8.1.2.2.4, "Destination Alternate and ERA Aerodromes \(UK AOC\)"](#) are met.

Swiss-AOC

Dispatch to a destination is permitted with no destination alternate aerodrome provided that the conditions stated in [Section 8.1.2.2.5, "Planning Minima for Destination on Flights Without Destination Alternate\(s\) \(Swiss AOC\)"](#) are met.

Austrian-AOC

Dispatch to a destination is permitted with no destination alternate aerodrome provided that the conditions stated in [Section 8.1.2.2.5, “Planning Minima for Destination on Flights Without Destination Alternate\(s\) \(Austrian AOC\)”](#) are met.

The fuel required is:

1. Taxi Fuel.
2. Trip Fuel.
3. Contingency Fuel.
4. Additional Fuel not less than the fuel necessary to fly for 15 minutes at 1500 ft (450 m) above aerodrome elevation in ISA conditions.
5. Final Reserve Fuel.
6. Extra Fuel if required by the Commander.
7. Discretionary Fuel (if required by the Commander).

ALL**[8.1.7.6.6 Predetermined Point \(PDP\) Procedure](#)**

This section has been reserved.

ALL**[8.1.7.7 Oil](#)**

Adequate oil quantity to cover the requirements of Trip, Contingency, Alternate, Reserve and Taxi must be loaded prior to departure.

The minimum oil quantity requested for any flight is equal to the minimum quantity specified for a particular engine, plus the estimated oil consumption.

The estimated oil consumption should cover the flight time the aircraft can be operated with the minimum quantity of fuel requested by the fuel planning plus 15 minutes.

The hourly oil consumption is normally determined by engineering.

The minimum and maximum oil quantities and the maximum average estimated oil consumption (if no data from maintenance available) are indicated in [FCOM Limitations](#) for the related aircraft/engine concerned.

ALL**[8.1.7.8 Fuel and Oil Records](#)**

Fuel and oil loaded and consumed data will be entered into the aircraft technical log.

ALL

8.1.8 Mass and Centre of Gravity

ALL

8.1.8.1 Definitions

ALL

8.1.8.1.1 Weights

Manufacturer's Empty Weight (MEW): The weight of the structure, power plant, furnishings, systems and other items of equipment that are considered an integral part of the aircraft. It is essentially a "dry" weight, including only those fluids contained in closed systems (e.g. hydraulic fluid).

Operational Empty Weight (OEW): The manufacturer's weight empty plus the operator's items, i.e. the flight and Cabin Crew and their baggage, unusable fuel, engine oil, emergency equipment, toilet chemicals and fluids, galley structure, catering equipment, seats, documents, etc...

Dry Operating Weight (DOW): The total weight of an aircraft ready for a specific type of operation excluding all usable fuel and traffic load. Operational Empty Weight plus items specific to the type of flight, i.e. catering, pantry equipment, extra crew, etc.

Fleet Weight: The average DOW/CG of a fleet containing the same aircraft type and configuration.

Maximum Zero Fuel Weight (MZFW): The maximum permissible weight of an aircraft with no usable fuel. The weight of the fuel contained in particular tanks must be included in the zero fuel weight when it is explicitly mentioned in the Aircraft Flight Manual limitations.

Zero Fuel Weight (ZFW): The weight obtained by addition of the total traffic load and the dry operating weight.

Maximum Structural Landing Weight (MLW): The maximum permissible total aircraft weight upon landing under normal circumstances.

Landing Weight (LW): The weight at landing at the destination airport. It is equal to the Zero Fuel Weight plus the fuel reserves.

Maximum Structural Take-off Weight (MTOW): The maximum permissible total aircraft weight at the start of the take-off run.

Take-off Weight (TOW): The weight at take-off at the departure airport. It is equal to the landing weight at destination plus the trip fuel (fuel needed for the trip), or to the zero fuel weight plus the take-off fuel (fuel needed at the brake release point including reserves).

Take-off Fuel: The weight of the fuel on board at take-off.

Trip Fuel: The weight of the fuel necessary to cover the normal leg without reserves.

Traffic Load: The total weight of the passengers, baggage and cargo, including non-revenue loads.

TOW	=	DOW + Traffic load + Reserve fuel* + Trip fuel
LW	=	DOW + Traffic load + Reserve fuel*
ZFW	=	DOW + Traffic load

*Reserve fuel = Contingency + Alternate + Final Reserve + Additional fuel

For more information refer to [Section 8.1.7.5, "Basic Fuel Planning"](#)

ALL

8.1.8.1.2 Passenger Classification

- Adults, male and female, are defined as persons of an age of 12 years and above.
- Children are defined as persons of an age of 2 years and above but who are less than 12 years of age.
- Infants are defined as persons who are less than 2 years of age.

ALL

8.1.8.2 Methods, Procedures and Responsibilities for Preparation and Acceptance of Mass and Centre of Gravity Calculations

A Company weight and balance document is to be raised in duplicate for each flight carried out for the purpose of commercial air transport. One copy is to be carried on the aircraft, while another, as accepted by the Commander, must remain available on the ground for at least 3 months.

The Commander shall insure that before each flight a load calculation is prepared on the correct form and complies with the aircraft weights and CG certified limitations.

The correct loading of the aircraft is the legal responsibility of the Commander.

The person preparing the Load and Trim Sheet or Loading Form confirms the correct distribution of the load with their signature on the form. The Commander must be satisfied that the load is distributed in a correct and safe manner and that it is properly stowed and secured. Actual weight must be used when taking freight or ballast into account.

The Commander considers the following assumptions:

- The weighing report showing the weight and the basic index of the empty aircraft has been correctly compiled.

- The freight has been correctly weighed and loaded in accordance with the Load and Trim sheet.

The Commander is personally responsible for:

- Checking that sufficient fuel and oil are on board and correctly loaded and distributed.
- Checking the Load and Trim calculation.
- Accepting and signing the Load and Trim sheet.

If deemed necessary, the Commander has full authority to modify the aircraft loading such as number of passengers, usable cabin seats and cargo compartments loading and distribution.

The method for preparation of the Load and Trim sheet is given in OMB, Chapter 6, Mass and Balance. The CG limits given in the Load and Trim sheet include tolerances to cope with the combination of the following independent errors:

- Error on initial conditions (dry operating weight and index).
- Error on cargo loading (weight and distribution).
- Error on passenger boarding (weight and distribution).
- Error on fuel (quantity and distribution).
- Error due to graphical method.

And the following movements:

- Landing gear, flaps and slats movements.
- Movements in the cabin.

Fuel Weight Determination

The weight of fuel on board the aircraft is directly given by the Fuel Quantity Indication (FQI) of the aircraft.

The Commander should assess this quantity by comparing this figure with the quantity on board before refuelling plus the quantity delivered by the tanker. A small discrepancy may be evidenced due to the fuel quantity consumed by the APU during this time period and the respective FQI and tanker accuracies.

In such a case, it is not advisable to perform additional fuel measurement through magnetic fuel level indicators (dipsticks) to cross check FQI indication, as the accuracy of dipsticks is less than FQI accuracy.

Dipsticks have to be used only in case of FQI failure (dispatch under MEL).

ALL**8.1.8.3 Policy for Determining Crew Masses**

The standard masses of crew members and crew baggage included in the OEW are standards masses (85 kg for flight crew, 75 kg for Cabin Crew – including cabin bag/baggage).

Actual masses including any crew baggage may be used.

If necessary, other standard masses acceptable to the Authority may also be used.

The OEW will be corrected for any additional baggage and the aircraft CG position will take into account their position.

ALL**8.1.8.4 Method for Determining Passengers, Baggage and Cargo Mass**

Standard masses shall be used for passengers, actual or standard masses maybe used for baggage when determining the aircraft traffic load. Actual masses shall be used when taking freight into account. Actual mass for baggage shall be used when it is available. The possibility to reduce an “overload” situation by using standard mass is not allowed.

- **Passengers plus cabin bag/baggage:** standard masses used (*).
- **Baggage:** weighed at check-in. If not possible standard masses are used.
- **Freight:** must be always weighed.

Note: * Passenger standard mass includes body weight, clothes, duty free articles and carry-on bag which must fit under the seat (maximum dimension 45 cm × 36 cm × 20 cm).

ALL**8.1.8.5 Standard Passenger and Baggage Masses for Various Types of Operations**

To avoid having to weigh each passenger and baggage, a standard weight is used for Load and Trim sheet calculation.

For all flights, the standard weight of passengers including cabin bag/baggage is the following:

Table 8.1.8.5(1) Mass Values for Passengers Including Cabin Bag/Baggage Aeroplane with 20 Passenger Seats or More

easyJet Passenger Weight Table	Male	Female
Adult – All Flights	88 kg	70 kg
Children – (2 yr – 12 yr)	35 kg	35 kg

easyJet travel conditions allows a significant number of passengers to carry a second larger carry-on baggage which must be placed in overhead lockers.

To account for this extra weight not included in mass values for passenger in the table above, a mass increment of 5 kg is added to Male and Female passenger weight table above.

This mass increment is considered during Load and Trim sheet calculation.

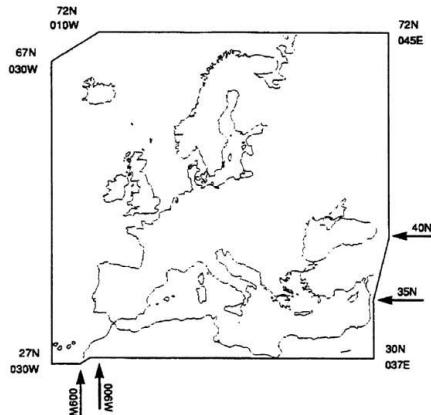
When the passenger checked baggage (loaded in the cargo compartment) is not weighed, the following standard weight per piece of checked baggage is used:

Table 8.1.8.5(2) Mass Values for Each Piece of Check Baggage Aeroplane with 20 Passenger Seats or More

Type of Flight	Baggage Standard Mass
Domestic flights	11 kg
Within the European region	13 kg
Intercontinental	15 kg

- Note:**
1. Domestic flight means a flight with origin and destination within the borders of one State.
 2. Standard weights for special items such as snowboards and ski equipment are defined in the Ground Handling Manual [5.8, Passenger, Baggage, Aircraft and Cargo Weights](#).
 3. Flights within the European region means flights, other than Domestic flights, whose origin and destination are within the area bounded by rhumb lines between the following points:

N7200	E04500
N4000	E04500
N3500	E03700
N3000	E03700
N3000	W00600
N2700	W00900
N2700	W03000
N6700	W03000
N7200	W01000
N7200	E04500



The regulations do not identify approved standard weights for other items, e.g. Guide/Assistance Dogs, Cellos, etc. Therefore either an actual weight, or a reasonable assessment of the weight, should be utilised.

For Guidance Purposes

Guide/Assistance Dog

A typical weight for an adult Labrador/Retriever breed, or similar sized dog, is 30-35 kg. A weight of 35 kg may therefore be utilised as a reasonable assessment for a dog of this size.

Cello

A typical weight for a full-sized Cello in a hard case is approximately 10 kg. Therefore a complete Cello and hard case will generally weigh less than a standard item of hold luggage. Subject to local assessment a figure of 10 kg may be utilised.

ALL

8.1.8.6 General Instruction for Load and Trim Sheet Verification

Instructions for Fleet specific Load and Trim sheets are contained in OMB.

ALL

8.1.8.7 Last Minute Change Procedures

Last Minute Change means any change concerning traffic load: passengers, baggage, cargo, fuel (usable or not) occurring after the issuance of the Load and Trim sheet.

In the event of any Last Minute Changes, where actual baggage weights have been utilised, the LMC adjustment may be made utilising standard baggage weights, as long as the total LMC does not exceed allowable limits.

Last Minute Change procedures are contained in OMB.

ALL

8.1.8.8 Specific Gravity of Fuel and Oil

The fuel and oil supplier generally provide the specific gravity of fuel and oil to be used.

If not known, the following values are used:

- Fuel:
 - JET A/A1, JP8: 0.80.
 - JET B, JP4: 0.76.
- Oil:
 - 0.88.

ALL

8.1.8.9 Seating Policy

easyJet uses an “allocated seat” policy. The number of passengers allocated to each cabin passenger zone is used for load and trim sheet computations. On some occasions it might be necessary to redistribute the passengers in the cabin.

The Commander shall instruct the Cabin Crew to re-seat passengers so as to ensure acceptable aeroplane centre of gravity.

ALL

8.1.9 Air Traffic Services Flight Plan

Operational control over the easyJet flights is exercised from the Integrated Control Centre (ICC), located at Hangar 89, Luton. The ICC combines operations, crewing and maintenance control.

All easyJet flights will be monitored by ICC with respect to aircrew flight time limitations, maintenance status, Air Traffic Services (ATS) flow regulations, arrivals, departures and diversions. ICC will maintain a weather and NOTAM watch over en-route conditions, destination and alternate aerodromes and will notify the Commander of any significant changes which might affect the operation of the aircraft.

ICC staff will prepare pre-flight documentation, including weather and NOTAM briefings, the Operational Flight Plan, and co-ordinate Calculated Take-Off Times (CTOTs) with ATS. For all flight documentation the flight number should be recorded.

ALL**8.1.10 Operational Flight Plan (OFP)****ALL****8.1.10.1 General**

Before each flight an Operational Flight Plan must be obtained by the flight crew.

The OFP contains the following items:

1. Aircraft registration.
2. Aircraft type and variant.
3. Date of flight.
4. Flight identification.
5. Names of flight crew members.
6. Duty assignment of flight crew members.
7. Place of departure.
8. Time of departure (actual off-block time, take-off time).
9. Place of arrival (planned and actual).
10. Time of arrival (actual landing and on-block time).
11. Type of operation (VFR, ferry flight, etc.).
12. Route and route segments with checkpoints/waypoints, distances, time and tracks.
13. Planned cruising speed and flying times between check-points/waypoints. Estimated and actual times overhead.
14. Safe altitudes and minimum levels.
15. Planned altitudes and flight levels.
16. Fuel calculations (records of in-flight fuel checks).
17. Fuel on board when starting engines.
18. Alternate(s) for destination and, where applicable, take-off and en-route, including information required in items (12), (13), (14), and (15) above.
19. Initial ATS Flight Plan clearance and subsequent re-clearance.
20. In-flight re-planning calculations.
21. Relevant meteorological information.

The OFP must be checked by the flight crew and approved before the departure.

Amendments due to flight crew requirements, ATC clearance or limitations such as aircraft MEL or CDL items may require the OFP to be updated by the flight crew.

The OFP will be calculated with updated performance of the aircraft, ATC cleared route, the weather forecast on the route and the actual aircraft weights.

easyJet's In-Flight Monitor module within LIDO is constantly monitoring flights and transmitting SIGMETs to crew via datalink/ACARS.

OFPs may be altered by ICC without notification until thirty minutes prior to crew report. (OFPs must not be "retrieved" before this time in accordance with [OM-B 5.5](#)). After this time, ICC will make positive contact with the flight crew to ensure that any amended OFPs are correctly retrieved.

An OFP Briefing Pack can only be used operationally if it is annotated as "Released" (Green color label) in Connected Portal.

If the OFP Briefing Pack is still annotated as "Pre-Released" (pale yellow color label) ICC must be contacted before departure.

Aircraft limitations must be taken into account and indicated.

In exceptional circumstances, for example for local flying, for training, air tests and non-revenue flights, with the agreement of ATC, it may be more appropriate not to file an OFP.

A copy of the Operational Flight Plan is automatically copied in the Connected Portal Archive for at least duration of each flight or series of flights.

ALL

8.1.10.2 Description of an Operational Flight Plan

An example of the flight plan format can be found in OMB.

ALL

8.1.10.3 OFP Briefing Pack Revision During Flight Duty Period

Usually the OFP Briefing Pack for each sector of a Flight Duty Period will be available at crew reporting time. Unforeseen circumstances may require update/change to OFP during flight duty.

Each OFP Briefing Pack have a sequential number and a calculation time displayed (Header top left corner). ICC will use these references to identify OFP to be used.

ALL

8.1.10.3.1 In Flight or on Ground (ACARS)

In the event of:

- Flight Planning System/Internet downloads failure.
- Enroute diversion.
- Re-routing.

- Last minute Aircraft change.

OFP's will be sent by ICC directly to the aircraft printer via ACARS.

Note: A dedicated ACARS OFP format is used complying with all requirements.

In exceptional circumstances, Weather and NOTAM information will need to be obtained from an alternative source (e.g. ATC/ACARS)

ALL

8.1.10.3.2 On Ground (Company iPad)

In the event of:

- Temporary Flight Planning System/Internet download failure
- Enroute diversion.
- Re-routing.
- Last minute Aircraft change.

OFP's/OFP Briefing Packs may be sent by ICC directly to the Company iPad via the Connected Portal application or to the aircraft via ACARS.

ICC will be able to monitor crew download of revised OFP via the Connected Portal application.

Alternatively and in exceptional circumstances, OFP may be sent by email/FAX/SITA messaging to handling agent who will forward paper printed OFP to the aircraft.

In such circumstances, Weather and NOTAM information may need to be obtained from an alternative source (e.g. Company iPad/Handling Agents/ACARS/Smartphone, etc.).

ALL

8.1.11 Aircraft Technical Log

ALL

8.1.11.1 Introduction

The Technical Log shall be used to keep:

- A record of flying times and landings.
- A record of unscheduled rectification work, relating to defects, following aircraft flights.
- Fuel and engine oil status and uplift quantities.
- A record of De-icing/Anti-icing including fluid type, mix ratio and start time for hold over time calculation.

The Technical Log allows for tracking of repeat defects and resets.

The flight crew and maintenance personnel have separate responsibilities in the use of the Technical Log.

ALL

8.1.11.2 Standard of Entries

All entries in the Technical Log are to be printed in BLOCK CAPITALS (excluding signature).

Signature, not initials, will be followed by a printed surname, authorisation number (if applicable), Part 145 approval number (if applicable), and the entry date.

ALL

8.1.11.3 Alterations to Data

The following procedure shall be complied with when alterations or amendments to errors are made in the Technical Log.

When carrying out an alteration:

- One line shall be drawn through the incorrect entry. This shall be signed, with printed name added, and dated by the approved person carrying out the alteration, alongside the text.
- Insert the revised text.
- Reasons for the alteration shall be shown. This may be “entered in error” or “authorised amendment” and must be entered adjacent to the original text.

ALL

8.1.11.4 Layout

The Technical Log is generally laid out in the following way. This may vary slightly depending on the aircraft:

1. Table of contents.
2. Contact details of maintenance support.
3. ATA codes list.
4. Tech Log Pages Distribution Instructions.
5. Aircraft Certificate of release to service (This is a standalone document with no expiry date – separate to the certificate of release to service found in the multi sector log pages).
6. The Aircraft Status Report.
7. Multi Sector Log Pages/Defect Reports.
8. Structural Damage Charts.

ALL

8.1.11.5 Aircraft Status Report

Figure 8.1

easyJet.com	Aircraft Status Report					02.Sep.2019 09:14	Page 1 / 2 MARDEL																																
Aircraft: G-UZLC (A320N-251)																																							
Aircraft total hours: 973, total cycles: 400																																							
ADD Level 1 Defects																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Workorder</th><th style="width: 10%;">Date</th><th style="width: 10%;">T/L Page</th><th style="width: 10%;">MEL/CDL Ref</th><th style="width: 10%;">Defect Limitation</th><th colspan="3" style="width: 30%;">Description</th></tr> </thead> <tbody> <tr> <td>19820111</td><td>Iss: 25.07.2019 Due: 22.11.2019</td><td>061738</td><td>D 46-21-01A</td><td></td><td colspan="3">DATALINK ATC FAULT: ATC COM VOICE ONLY.</td></tr> <tr> <td>20416004</td><td>Iss: 29.08.2019 Due: 27.12.2019</td><td>092154</td><td>D 35-30-01D</td><td></td><td colspan="3">FWD GALLEY X1 OXYGEN BOTTLE USED (REMOVED FROM AIRCRAFT)</td></tr> <tr> <td>20404718</td><td>Iss: 27.08.2019 Due: 06.09.2019</td><td>Finding</td><td>C 25-20-09E</td><td></td><td colspan="3">REAR GALLEY CREW BENCH SEAT, OUTBOARD SEAT CONSIDERED INOP - HEADREST STUCK IN CLOSED POSN.</td></tr> </tbody> </table>								Workorder	Date	T/L Page	MEL/CDL Ref	Defect Limitation	Description			19820111	Iss: 25.07.2019 Due: 22.11.2019	061738	D 46-21-01A		DATALINK ATC FAULT: ATC COM VOICE ONLY.			20416004	Iss: 29.08.2019 Due: 27.12.2019	092154	D 35-30-01D		FWD GALLEY X1 OXYGEN BOTTLE USED (REMOVED FROM AIRCRAFT)			20404718	Iss: 27.08.2019 Due: 06.09.2019	Finding	C 25-20-09E		REAR GALLEY CREW BENCH SEAT, OUTBOARD SEAT CONSIDERED INOP - HEADREST STUCK IN CLOSED POSN.		
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Level 1 closed ADD's within the last 7 days																																							

The Aircraft Status Report gives an overview of the technical condition of the aircraft. It provides crew with relevant information such as: Aircraft Total Hours/Cycles, Deferred Level 1 Defects, Deferred Level 2 Defects, Daily Inspection information, Briefing Notes to Crew, Level 1 Defects closed within the last 7 days and space to add additional defects. This report is normally updated by the maintenance personnel performing the Daily Inspection overnight.

ALL

8.1.11.5.1 Level 1 Defects

A Level 1 defect is a defect which affects the airworthiness of the aircraft. This item will be included in the MEL/CDL, requires operational limitations (e.g. Cat 1, RVSM) or requires in flight certification (RNP, RVSM). Level 1 Defects have an AMOS (Engineering System) Workorder number, the MEL/CDL reference and a description of the defect.

ALL

8.1.11.5.2 Level 2 Defects

If the defect does not affect airworthiness it will be entered as a Level 2 defect. Examples of Level 2 defects are damage to cabin trim, dirty carpets, etc.

ALL

8.1.11.5.3 Daily Inspection Check

The daily inspection check is carried out by maintenance personnel.

The validity period is 48 hours and must be valid at the time of departure, but it can be extended according to the following conditions:

- If the daily check is certified after the last flight of the current day from 18:00 UTC, the 48 hours validity can start from 00:01 UTC on the next calendar day.
- If on the final sector, where the arrival time is beyond the 48 hours validity period, the daily check will remain valid for this sector provided the aircraft departs before the end of the 48 hours validity.

Examples:

1. If the daily inspection was carried out at 02:00 UTC on Tuesday 5th, it is valid for any departure until 02:00 UTC on Thursday 7th.
2. If the daily inspection was carried out at 21:00 UTC on Monday 4th after the last flight of the day, it is valid for any departure until 00:01 UTC on Thursday 7th.

ALL

8.1.11.5.4 Briefing Notes to Crew

The Aircraft Status Report sheet includes a Briefing Notes to Crew (BNTC) section.

The Briefing Notes to Crew are used to inform flight crew of the modification status of the aircraft with an operational impact and its corresponding capability.

The BNTC lists modification statements based on a comparison of the current aircraft modification status against a given aircraft fleet standard specification. This description can be found on Docunet under the document 'Standard Aircraft Specification'. This will be periodically reviewed and should be monitored for updates.

Briefing Notes to Crew are not required documents for dispatch; if required consult MOC for further advice with Briefing Notes.

Each BNTC comprises of a Title and a Note. The Note will state for example, "This aircraft is NOT 186 configuration".

ALL

8.1.11.5.5 Additional Defects

This section allows flight crew or maintenance personnel to add deferred defects throughout the day without having to print off a new Aircraft Status Report. This should normally be clear at the start of the day as a new Aircraft Status Report would have been printed overnight following the Daily Inspection.

ALL

8.1.11.6 Multi Sector Technical Log Layout

Figure 8.2

Certificates of Release to Service			
Defect Actions Taken			
Defect Descriptions			
Sector 4 Sector 3 Sector 2 Sector 1			
T/L Page Number			

The Multi Sector Technical Log allows for recording sector information. Each page has four Sector Strips. The top section of each Sector Strip is used to record the flight data and the Commanders clearance of the accomplished flight, the lower half is used to report the aircraft pre-departure data and the Commanders acceptance for the next intended flight.

A separate section is provided for recording defect descriptions and actions taken, as well as a Certificate of Release to Service when applicable.

ALL

8.1.11.7 Multi Sector Page Use

Four identical pages in different colours are present in the Technical Log:

- Top White – Remains in the Technical Log permanently.
- Removable White – Removed by engineering overnight or following a maintenance action.
- Yellow – Removed by engineering overnight or following a maintenance action and can be used as a back up for the removable white.
- Pink – Removed prior to each flight either complete or as separate strips then handed to the responsible ground crew member or engineer.

Complete the lower half of the Sector Strip and remove the entire pink page in the following circumstances:

- When anything is written in the ‘action taken’ or ‘defect descriptions’ section.
- When there is no direct handover from the previous crew.

ALL

8.1.11.8 Multi Sector Technical Log Data Entry

ALL

8.1.11.8.1 The Following Data Must be Entered

Lower Half of the Sector Strip

The lower half of the Sector Strip is used to report pre-departure data and the Commander’s acceptance for the next intended flight.

Commander's Signature / Print Name				A.CAPTAIN <i>Captain</i>	
FUEL	Arrival Kgs			2900	
	Planned Uplift Kgs.			3300	
	Actual Uplift Litres/Kgs.			4063	3260
	Departure Kgs				6200
	Adjust Litres/Kgs				
	Departure Kgs				
OIL QTS	Eng. Uplift	1	2	NIL	NIL
	Eng. Departure			17.5	18.0
	APU Uplift / Hours				
Oil Check Signature					
Ground De-ice or Anti-ice		Nil / Start	Finish	Nil / Start 11:20 Finish 11:26	
		Fluid Type	Mix Ratio	Fluid Type ABC 2000 Mix Ratio 25/75	
Pre-Flight Date/Time				02/12/12	11:00
Signature/ AUTHORITY				<i>B Captain</i>	F/O
Commander's Acceptance				<i>B.CAPTAIN</i> <i>B Captain</i>	

The diagram shows a circular blue arrow starting at the 'Arrival Kgs' field in the FUEL section, circling around the 'Actual Uplift Litres/Kgs.' field, and ending at the 'Eng. Uplift' field in the OIL QTS section. This visual cue indicates that data entered in one section should be transferred to the other.

- A. The arrival fuel and Commander’s signature should have been entered by the captain operating the previous sector (2900 kgs in this example). Enter the ‘Planned uplift in Kgs’ (3300 kgs). Once refuelling is complete, enter the fuel onboard from the FOB indication on the E/WD in ‘Departure Kgs’ (6200 kgs). Enter the ‘Actual Uplift Litres’ received from the refueller and multiply by the fuel density given on the fuel receipt. If this information is not readily available, it is acceptable to use 0.8. Enter this value in ‘Actual Uplift

Kgs'. To ensure accuracy of the fuel quantity indication system, add the arrival fuel with the actual uplift (in kgs) and compare this figure with the 'Departure Kgs'. Use [OM B 2.3.6.12](#) to confirm within limits.

- B. The Commander will record the oil quantity indicated by the flight deck instrumentation. Physical checks of engine oil quantity will be carried out by maintenance personnel in accordance with the Maintenance Programme. When this has been done the maintenance personnel will make the Technical Log entry and sign.
- C. Circle NIL or enter as appropriate. If De-icing will be completed after the doors are closed, after tearing out the pink sector strip, write only on the pink sector strip 'Refer to De-Icing Co'. Subsequently enter normal details following de-icing on the rest of the Sector Strip.
- D. The Commander enters the date and time of the pre-flight check. The Commander signs this, indicating who performed the pre-flight check.
- E. The Commander shall sign using their printed name or staff number for acceptance of the aeroplane including the pre-flight inspection. The pink sector strip or entire pink page is then removed in accordance with [8.1.11.7 – Multi Sector Page Use](#). By signing the Commander's Acceptance, the Commander confirms:
 1. Acceptance of the aeroplane in its technical condition (ADD).
 2. Suitable quantity of Fuel and Oil for the intended flight ([OM A 8.1.2](#) and [8.1.7](#)).
 3. Adequate Flight Planning (weather/route).
 4. Required Route Area competence and Aerodrome Briefing knowledge for Aerodrome Category B/B RESTRICTED/C used in the Briefing Pack for the intended flight.

ALL

8.1.11.8.2 Upper Half of the Sector Strip

Sector Serial No.	Nº907142 /1		
A/C Type	Type	A320	
A/C Reg	G-EZTA		
Date / Flight #	02/12/12	S267	
Flight Data	Airport	Hrs	Mins
Arrival	VCE	13	19
Departure	LGW	11	41
Sector Time		1	38
Log Time B/Fwd			
Total Log Time			
Landings B.Fwd/Sector/Total			
Defect State	T/O Thrust	ASR	
Autoland Reporting	Simulated	Nil As entered	<input checked="" type="checkbox"/> Full Rated Thrust T/O
	Actual		<input type="checkbox"/> ASR Raised
Commander's Signature / Print Name	B.CAPTAIN B.Captain		
Arrival Kgs	2400		

SECTOR STRIPS 4-2

SECTOR STRIP 1

- F. Enter aircraft details.
- G. Enter date and Flight Number (not the callsign).
- H. Enter the flight data (Arrival/Departure/Sector Time). The three sections below this are not used by easyJet and can be crossed out. In this example the aircraft flew from LGW to VCE.
- I. Tick either 'NIL' defects or 'As entered' if a defect has arisen during the sector.
- J. Tick whether TOGA was used on departure.

- K. Tick whether ASR raised **only if the ASR was raised because of a defect.**
- L. If an Autoland was completed (simulated or actual), tick whether it was successful or not.
- M. Enter arrival fuel in Kgs.
- N. The Commander signs and prints their name ensuring everything has been entered correctly.

Strike out any unused sectors when:

- When anything is written in the ‘action taken’ or ‘defect descriptions’ section.
- When there is no direct handover from the previous crew.

ALL

8.1.11.9 Dispatch with Previous Sector Details Incomplete or Missing

Authorisation for dispatch with incomplete or missing previous sector Technical Log data/signature may be approved in certain circumstances. ICC shall be contacted for such approval which may be granted by the Network Duty Manager. Fuel/Time information may be retrieved from ACARS data.

ALL

8.1.11.10 Technical Defects

All defect entries must comprehensively describe the nature of the defect and include where possible any additional data that may be relevant.

It is essential that ALL defects are entered in the Technical Log at the end of the sector they were identified on.

Defect reporting includes, but is not limited to:

- Systems malfunction.
- Fire/smoke.
- Damage (actual or potential).
- ALL Bird strikes.
- Lightning strike.
- Hard landing.
- Limit that has been exceeded (including the value and duration by which the limit is exceeded).
- Deployment and use of emergency systems/equipment that require servicing, e.g. passenger oxygen system.

ALL

8.1.11.10.1 Defect Reporting Process for Flight Crew

- Enter defect in the “DEFECT” column of the Technical Log.

- Call Maintenance Operations Control (MOC) – Describe circumstances and seek advice. MOC will then coordinate engineering assistance if required. MOC **shall always** be the first point of contact.
- Consult MEL/CDL. Commanders have the possibility to rectify or defer some defects themselves following a procedure described below and in the MEL Preamble.
- Raise an ASR, if required. An ASR **does NOT replace** defect reporting in the Technical Log. An ASR may be necessary to report matters of operational consequence that arise from a defect. When an ASR is raised under these circumstances, it is necessary to tick the ASR box on the Technical Log and record the Technical Log page number on the ASR itself. It is not acceptable to report an aircraft defect via an ASR.

ALL

8.1.11.10.2 Defect Reporting Process for Maintenance Personnel

Defects found by maintenance personnel are to be entered in the 'DEFECT' column. This entry is to be preceded by the words 'Maintenance Entry' if there is any pilot signature anywhere on the multi sector technical log page, to avoid confusion of who entered the defect.

ALL

8.1.11.11 Certificate of Release to Service (CRS)

A Certificate of Release to Service must be signed for each defect by a person authorised by the contract Part 145 maintenance organisation unless the Commander defers the defect themselves in accordance with [8.1.11.10 – Technical Defects](#). For scheduled/planned maintenance (including the daily check), no CRS is required as it is electronically signed in AMOS. When the commander/maintenance personnel assess that a CRS is not required, they **must cross through the CRS section** as shown below. This is to ensure that the CRS is never left blank. If the CRS is left blank, this could indicate an open defect has not been signed off and the aircraft cannot be accepted.

easyJet

No.	ATA	/ DEFECT	No.	ACTION TAKEN	SIGN	AUTHORITY DATE
1.	-	MAINT MESSAGE : ENG 2 FADEC	①	ON A/C POWER UP EN2 FADEC MAINT MESSAGE FADEC TEST C/O, NIL FAULTS IAW 77-00-00	<i>SMITH</i>	UK219784 15-JAN-20
2.	-	MAINT ENTRY: PERFORM ALL MAINT TASKS AS SPECIFIED IN W/P G-E2RY - 140120	②	ALL MAINT TASKS AS SPECIFIED IN W/P G-E2RY - 140120 C/O CERTIFIED IN AMOS TO INCLUDE DAILY INSPECTION. ENG OIL FILLER CAPS INSPECTED	<i>SMITH</i>	
3.	-				<i>SMITH</i>	15-JAN-20
DEFECT No.		DEFECT No.	DEFECT No.	CONTINUED NEXT PAGE		
P/N OFF	S/N OFF			PAGE Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		
P/N ON	S/No. ON			Tyre Pressures		
BATCH No.				Hot <input type="checkbox"/>	Cold <input checked="" type="checkbox"/>	
Nº 251634		NOTES ANY DEFECTS TRANSFERRED TO THE DEFERRED DEFECT SHEET FROM THIS PAGE MUST BE CROSS REFERENCED TO THE SERIAL NUMBER OF THIS PAGE. A NEW SHEET IS REQUIRED AFTER A DEFECT HAS OCCURRED				
CERTIFICATE OF RELEASE TO SERVICE CERTIFIES THAT THE WORK SPECIFIED EXCEPT AS OTHERWISE SPECIFIED WAS CARRIED OUT IN ACCORDANCE WITH PART-145 AND IN RESPECT TO THAT WORK THE AIRCRAFT/AIRCRAFT COMPONENT IS CONSIDERED READY FOR RELEASE TO SERVICE. PART-145 APPROVAL REFERENCE SHOULD BE QUOTED IN FULL.						

ALL

8.1.11.12 Defect/Clearance Entry in the Technical Log

Clearance of defects will be carried out in the 'ACTION TAKEN' column with sufficient information added for subsequent record purposes. The CRS must be signed unless the defect is deferred by the commander/engineer. Entries too voluminous will be continued on to the next Technical Log page and the 'continued next page' box will be ticked. The remaining sector strips will be struck out.

ALL

8.1.11.13 Acceptable Deferred Defects (ADD)

All defects that have been recorded in the Technical Log shall be cleared prior to the next flight whenever possible.

If it is not possible to clear the defect it must be transferred to the Aircraft Status Report provided that:

- It is an allowable deficiency specified in the Minimum Equipment List (MEL).
- If not specified in the MEL, it has been evaluated by an appropriately authorised maintenance personnel as not being an airworthiness/safety item (Level 2), if it is not present in the Minimum Equipment List (MEL).

The deferral of a defect is normally a maintenance action carried out by an appropriately authorised engineer. The maintenance personnel must cross out the CRS if they defer a defect themselves.

ALL

8.1.11.13.1 Acceptable Deferred Defect Procedures – Level 1

If the item is a Level 1 defect ([Level 1 Defects](#)) it will be entered on the Aircraft Status Report stating the Technical Log pages and Workorder number. Level 1 defects must specify a limit for deferring rectification, if defined, for items covered in the MEL/CDL. This shall state the MEL/CDL reference number, the repair interval and expiry date or other limiting criteria. This is normally done by an engineer.

ALL

8.1.11.13.2 Commander's Authority to Defer a Defect

The Commander may defer a defect themselves that does not require a maintenance procedure (M) **after consultation with MOC**. This is acceptable when there is no local approved maintenance available and the Commander has evaluated that the operation of the aircraft can continue within the requirements of the MEL/CDL. In this case, they may transfer the defect to the ADD Level 1 sheet using the following procedure:

- Inform MOC that the defect will be deferred by the commander, providing details of the defect. This is to ensure that maintenance actions and/or spares ordering is planned at the next opportunity and that it is appropriate for the Commander to defer the defect.
 - Make an entry in the ‘ACTION TAKEN’ column indicating the MEL/CDL reference number, the repair interval and the ADD Level 1 AMOS Workorder number (obtained from MOC).
 - Record the printed name and signature of the Commander in the ‘ACTION TAKEN’ column.
 - Cross out the CRS section (This can only be signed by an authorised Part 145 engineer).
 - Transfer the defect to the Aircraft Status Report sheet, recording the defect completely, the Technical Log page number and MEL/CDL reference.
 - Leave the complete pink Technical Log page at the departure station and start the next sector on a new Technical Log page.

No.	ATA — FRM / DEFECT	No.	ACTION TAKEN	SIGN	AUTHORITY DATE
	—		TRANSFERRED TO ADD		
	ADR 2 FAULT DURING DESCENT		W/O 2157405 DISPATCH IAW MEL 34-10-02 B		
			REPAIR INTERVAL C	A. Captain	
			23/07/12 A.CAPTAIN		

ALL

8.1.11.13.3 Acceptable Deferred Defect Procedures – Level 2

If the defect does not affect airworthiness it will be entered as a Level 2 defect.

ALL**8.1.11.14 Non-Deferrable Defects Away from Base**

Where defects occur that are not listed in the MEL, the following actions must be taken:

1. Maintenance Operations Control (MOC) shall be consulted with a view to establishing the extent of the defect and rectification action required.
2. MOC will ascertain if there is a suitably approved Part 145 organisation with the appropriate ratings on their Schedule of Approval in proximity to the AOG aircraft. Suitable contractual action will be taken to have the defect rectified, and duly certified by that organisation.
3. Where no suitably approved Part 145 maintenance organisation is available then action will be taken by MOC to position a member of the contracted Part 145 maintenance organisation's certifying staff, together with the necessary spares, tooling and technical publications to rectify and certify the defect.

ALL**8.1.11.15 'FOR INFO' Technical Log Entry**

'FOR INFO' entries are important to allow engineering to identify potential future issues with a system. These must NOT be defects. These entries record information which may be useful in fault diagnosis but does not require immediate maintenance action. MOC must be informed before a 'FOR INFO' is entered in the Technical Log so that they can confirm whether this is appropriate.

Procedure:

1. Enter 'FOR INFO' in the Defect column with the appropriate information.
2. If MOC agree with the crew's assessment, the Commander must write 'reviewed and nil defect confirmed' in the Action Taken Column.
3. If MOC decide the entry does not qualify as 'FOR INFO' then the entry is an open defect and needs to be dealt with in the normal manner.
4. If further ambiguity exists, the Commander should contact the Duty Pilot.

No.	ATA ---	FRM /	DEFECT	No.	ACTION TAKEN	SIGN	AUTHORITY DATE
		-					
	FOR INFO: DURING CLIMB			1	REVIEWED AND NIL DEFECT CONFIRMED		
	ENG 2 N1 VIBRATION				A.CAPTAIN		
	CONSISTENTLY > 5 UNITS				23/07/12	A.Captain	

Examples of appropriate 'FOR INFO' Entries:

- A transient indication which disappears without further action on the crew's part.
- Cleanliness or general condition of aircraft, flight deck or cabin.

- Any observation that has no impact on airworthiness or continued aircraft operation.
- Further reporting on an existing Deferred Defect at the request of Maintenance.

ALL

8.1.11.16 Limited Bird Strike Inspections Under MOC Guidance

A minor bird strike may be entered as a 'FOR INFO' following consultation with MOC unless:

- The bird impact has caused a dent or crack to any structure, hydraulic, pneumatic or other system(s).
- The bird strike is on the engine(s).
- The bird strike is on the radome.
- The bird strike is within one meter upstream of the Air Conditioning Pack intake.
- The bird strike is within one meter upstream of any pitot head, static port or angle of attack probe.
- Any unusual odours have been noticed or reported by passenger or crew.

CAUTION: *If any doubt exists, then the aircraft must be inspected by a qualified Part 145 engineer.*

ALL

8.1.11.17 Aircraft System Reset – Technical Log Entry

For fault tracking and proactive replacement of components, any successful reset in accordance with the QRH or in coordination with MOC MUST be entered in the Technical Log. These should be entered using the words 'CREW RESET'.

No.	ATA — FRM / DEFECT	No.	ACTION TAKEN	SIGN	AUTHORITY DATE
	—				
	CREW RESET: ENG 1 FADEC B				
	FAULT ON THE GROUND,				
	SUCCESSFUL RESET IAW QRH.				
	23/07/12 A.CAPTAIN A.Captain				

Failure to do so may lead to unnecessary delays, as engineering may be unaware that a specific component may be unreliable. Engineering track repeat defects and this process enables proactive replacements before systems fail should there be a repetitive issue.

There is no requirement to contact MOC about a successful reset and the 'Action Taken' and 'CRS' columns shall be crossed out.

Unsuccessful resets must be recorded as defects.

ALL

8.1.11.18 Taxi-In Time During Icing Conditions

Record the taxi-in time, or the taxi-in time after the last ice shedding if performed, in the defect column, to determine the remaining allowed taxi-out time for the next flight. In the defect column, enter: FOR NEXT CREW: TAXI-IN TIME XX MIN.

This Technical Log entry is not considered a defect. The next crew shall enter 'NOTED' in the action taken column and strike out the Certificate of Release to Service.

ALL

8.1.11.19 Maintenance Message

If no maintenance action is required, record the relevant maintenance message(s) in the Technical Log on the last sector of the aircraft's day.

ALL

8.1.11.20 Damage Register

Damage that has been investigated by engineering and determined as serviceable for further flight will be recorded in the Damage Register or Dent and Buckle Chart or on a fan blade damage chart which is provided for each engine. For NEO aircraft, an additional diagram is provided displaying abradable liner cracks.

On discovering damage on the aircraft during the SAFETY EXTERIOR INSPECTION that is not documented, it should be reported to engineering via the Technical Log and MOC for assessment and release and/or repair.

Damage that requires a repeat inspections or permanent repair shall be recorded in the Technical Log, deferred as an ADD with the exception of the cockpit window delamination. This will not be listed in the Damage Register or Dent and Buckle Chart, but the periphery of the delamination will be marked with a permanent marker pen. If crew notice that the delamination extends outside the marked area, then it should be reported to engineering via the Technical Log and MOC for further assessment.

ALL

8.1.11.21 Cabin Defects Log

Procedure for Completion of Cabin Defects Log:

The Cabin Defects Log is to be used by the Cabin Manager to report all defects found within the cabin and to present the Log to the Commander at the end of the flight for their actions.

Cabin crew

- Enter registration number, flight number and date.
- Enter defects in itemized order and sign No.1 Cabin Crew Box, (if there are no defects to enter then it is not necessary to make an entry).

- Present the Cabin Defects Log to the Commander.

Commander

- Review the Cabin Defects Log for defects that would affect airworthiness.
- All defects that would affect airworthiness must be transferred to the aircraft Technical Log Defects Report, referencing the Cabin Defects Log Page and item number.
- Sign in the Commander's box indicating which items, if any, have been transferred to the aircraft Technical Log.

Maintenance

- At every night stop it is essential that the Cabin Defects Log is reviewed to ensure that all defects are either rectified or that the rectification has been correctly deferred to the Technical Log Deferred Defects, thereby clearing each log sheet that has been raised.
- All defects that would affect the airworthiness of the aircraft should be transferred to the Aircraft Technical Log, if not done already by the Commander of the last flight.
- All defects requiring spares for rectification should be raised on AMOS for traceability of C&E being fitted on the aircraft or component replacements. All other defects can be signed for in the cabin log without any further action. No pages should be removed from the cabin log.
- Once a cabin log is full and all items cleared, it can be discarded securely.

Note: Examples considered as non-airworthiness items would affect soft furnishings, carpets, seat covers, and some galley equipment. Seats, life jackets and emergency exit lighting are airworthiness items. Where doubt exists airworthiness should be the overriding consideration.

ALL

8.1.11.22 Smell In Aircraft Report (SIAR)

Incidents of suspected contaminated air in the Flight Deck or Cabin, shall be reported to MOC by the most expeditious means available. The EZE-132 Smell in Aircraft Report (SIAR) form is located on the EFB and should be used as a reference if speaking directly to MOC. In this case MOC will complete the form; therefore, there is no need for the Commander to complete the form. A Technical Log entry is required.

If unable to speak to MOC directly, the SIAR form includes guidance for passing information by ACARS. When possible, an ACARS message should be sent to MOC as soon as is practical.

ALL**8.1.11.23 Individual Responsibilities****ALL****8.1.11.23.1 First Pilot Who Arrives at The Aircraft**

The first pilot to arrive at the aircraft should confirm the following in the Technical Log:

1. Confirm that the Technical Log is present with the correct aircraft registration.
2. Review the Aircraft Status Report, reviewing Acceptable Deferred Defects and their implications, as well as Briefing Notes to Crew.
3. Check that the daily inspection has been carried out and is valid in accordance with (daily check).
4. Review any previous applicable Technical Log Pages, ensuring any defects have either been rectified or deferred. If anything has been written in the 'DEFECT' section, the CRS must have either been crossed through or have been signed off by a part 145 engineer. The CRS must not be blank following an entry as this could indicate a defect has not been properly rectified or deferred.
5. Check the structural damages charts.
6. Ensure there are enough pages left in the Technical Log for subsequent sectors.
7. Should any of the items above appear incorrect, inform MOC immediately to avoid unnecessary delay.

If the First Officer is the first pilot to arrive at the aircraft and any errors, omissions or inconsistencies are detected, the Commander must be informed immediately on arrival at the aircraft.

When the second pilot arrives at the aircraft the Technical Log must be reviewed together by both pilots.

ALL**8.1.11.23.2 Commander's Responsibility**

The Commander is responsible for the following:

1. Confirm all the items as described in ([First Pilot Who Arrives at The Aircraft](#)) are correct regardless of whether the First Officer has arrived at the aircraft first and already checked them. The acceptance of the aircraft ultimately lies with the Commander.
2. Perform all entries in the Technical Log using the correct standard of entries.
3. Record all defects at the end of the sector on which they were identified.
4. Record ALL successful resets to enable accurate reliability tracking.

5. Ensure the Certificate of Release to Service is not left blank after an entry has been dealt with. This may indicate the aircraft has an open defect.

ALL

8.1.11.23.3 Maintenance Personnel Responsibility

1. Perform entries in the Technical Log using the correct standard of entries (Standard of Entries).
2. Ensure only Part 145 qualified maintenance personnel sign the Certificate of Release to Service.
3. Ensure the Certificate of Release to Service is not left blank after an entry has been dealt with.
4. Ensure the 'Aircraft AOG or under Maintenance' placard is placed on the centre pedestal if a defect cannot be rectified and is not deferrable.

ALL

8.1.12 List of Documents, Forms and Additional Information to Be Carried

EASA reference: CAT.GEN.MPA.180

UK-AOC

8.1.12.1 Certificates (UK AOC)

The following printed electronic certificates are carried on board in paper form in the Certificates Folder.

Certificate	Certificate Format Requirement
Certificate of Airworthiness	Original
Airworthiness Review Certificate	Original
Certificate of Registration	Original

In case of loss or theft of documents the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.

The following certificates are carried on board in electronic format in the EFB:

Certificate	Remarks
Air Operator Certificate	Nil
Noise Certificate	Nil
Radio Licence	Nil
Third Party Insurance Certificate	Nil

Swiss-AOC**8.1.12.1 Certificates (Swiss AOC)**

The following certificates are carried on board.

Certificate	Certificate Format Requirement
Certificate of Airworthiness	Original
Certificate of Registration	Original
Radio Licence	Original
Noise Certificate	Original or Copy

In case of loss or theft of documents the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.

The following certificates are carried on board in electronic format in the EFB:

Certificate	Remarks
Third Party Insurance Certificate	Nil
Air Operator Certificate	Certified true electronic copy. Original on Aircraft joining easyJet Switzerland fleet (new on Swiss register) until AOC certificate available in electronic format.
Airworthiness Review Certificate	Electronic copy in DocuNet/Swiss AOC Aircraft Certificates folder. (listed by aircraft registration).

Austrian-AOC**8.1.12.1 Certificates (Austrian AOC)**

The following certificates are carried on board in paper form in the Certificates Folder.

Certificate	Certificate Format Requirement
Radio Licence	Original

In case of loss or theft of documents the operation may continue until the flight reaches its destination or a place where replacement documents can be provided.

Electronic copies are uploaded to the EFB which can be shown as proof of existence of the certificate when it is necessary.

The following certificates are carried on board in electronic format in the EFB:

Certificate	Remarks
Air Operator Certificate	Certified True Copy
Operations Specification Certificate	Nil
Certificate of Airworthiness	Digital Certificate
Certificate of Registration	Digital Certificate
Noise Certificate	Nil
Third Party Insurance Certificate	Nil
Airworthiness Review Certificate	Under Austro Control exemption E-AOT201-1/01-20.

In the event that the newly issued or extended ARC cannot be uploaded on the EFB prior expiration, a paper copy of the ARC will be put in the certificate folder of the aircraft together with an information letter from easyJet Europe CAMO stating that the paper copy of the ARC has priority over the electronic copy on the EFB.

Digital Certificate Verification

Visual verification:



1. Austro Control Logo
2. Approver
3. Date/Time UTC
4. Verification
5. Explanatory note

A digital certificate will display a digital signature in the approver box (point 2) have a digital date/time stamp (point 3).

Online verification:

Should a member of flight crew need to verify that a digital certificate is authentic, an online verification should be completed using the weblink below from a pilot Company iPad:



Flight crew will need to complete the following information:

1. Aircraft registration
2. Approval date
3. Certificate type

The online verification form can also be found using the following link:

https://www.austrocontrol.at/en/aviation_authority/safety/certificate_verification

ALL

8.1.12.2 Manuals

The following manuals are carried in electronic format in DocuNet:

Manual	Remarks
Navigation Charts	Nil
OM A	Nil
OM B	Nil
OM D (F)	Nil
CSPM	Nil
FCOM	Equivalent to Aircraft Flight Manual
GHM	Nil

Manual	Remarks
MEL/CDL	Nil
Standard Aircraft Specification	Nil
NTC	NTC are available via Web Connected Portal and Company iPad DocuNet
LIDO Route Manual (OM Part C)	Including navigation charts, Aerodrome briefings (CCI), Special Airline Information (SAI), search and rescue information, and procedures and signals for interception.

Various guidance documents are also available in DocuNet.

ALL

8.1.12.3 Flight Documentation

The following flight documentation is carried:

Document	Remarks
Operational Flight Plan	The OFP Briefing Pack includes the ATS flight plan, actual and forecast weather and NOTAM/AIS for the routes to be flown. The OFP, together with the Technical Log and ACARS, fulfils the function of the Journey Log under normal circumstances.
Load Form	The paper Loading Form and Certificate is provided to the crew by the Ground Handler. When signed by the Commander, a duplicate copy of the LFC is given to the responsible ground crew member and stored at departure station in the flight file.
Technical Log	The Technical Log, together with the OFP and ACARS, fulfils the function of the Journey Log under normal circumstances.

ALL

8.1.12.4 Forms

Forms that may be required for completion during flight are carried on board in the Documents Folder. The folder includes a complete list which is updated on a regular basis. Operations Support must be informed if the contents of the folder are depleted.

The forms are available in electronic format on the EFB and in the Forms drop-down menu on the Connected Portal.

Forms associated with safety reporting are accessible in SafetyNet.

ALL

8.1.12.5 Return Flight Documentation

ALL

8.1.12.5.1 Electronic Flight Folder

Flight Crew must ensure the following is completed via the Connected Portal application using the Company iPad.

Each operated flight EFF must be closed and transmitted to the Connected Portal Archive server latest at the end of the flight duty;

The EFF contains:

- Updated Fuel planning record
- Fuel monitoring/Fuel checks records in NAVLOG
- Airport Data record (ATIS) (not required for D-ATIS)
- ATC clearance record (not required for ACARS DCL)

For further information

UK-AOC

For further information refer to [Section 2.1.4, Retention of Documents \(UK AOC\)](#).

Swiss-AOC

For further information refer to [Section 2.1.4, Retention of Documents \(Swiss AOC\)](#).

Austrian-AOC

For further information refer to [Section 2.1.4, Retention of Documents \(Austrian AOC\)](#).

ALL

8.1.12.6 Information to be Retained on the Ground

The following information shall be retained on the ground for at least for the duration of each flight or series of flights:

1. A copy of the operational flight plan is retained by the navigation department.
2. The Commander will give the pink sector tear-off strip of the aircraft technical log to the responsible ground crew member prior to departure.
3. Route-specific NOTAM documentation is retained by the navigation department together with the OFP as part of the integrated briefing pack.
4. The Commander will give a copy of the load form to the responsible ground crew member prior to departure.
5. Special loads notification is retained by the ground handling organisation.

ALL

8.2 GROUND HANDLING INSTRUCTIONS

ALL

8.2.1 Fuelling Procedures

The Commander is responsible for observing that the correct technical and safety procedures are in place during the fuelling operation: this supervisory responsibility may be delegated to another qualified member of the flight crew or qualified engineer.

The Commander or delegated supervisor is responsible for ensuring the following:

- That all safety procedures immediately prior to, and during fuelling, are observed.
- Advising the fuelling agency of the fuel quantity required; with special reference to the correct units of measurement quoted (kilos).
- Ensuring strobe lights are not operated during fuelling.
- Observing local or national procedures associated with running the APU.
- Consulting the ground handling agent and refueller prior to starting the APU during refuelling.
- Ensuring that the correct procedures are observed if refuelling with passengers onboard.

The fuel supplier is responsible for ensuring the following:

- Fuel/water checks have been completed.
- The bowser or other fuel installation is earthed to the aircraft structure before the hose is extended, and remains earthed until fuelling is completed.
- Fuel tank caps (where fitted) are properly secured.
- That the pilots have the uplift in litres, either on a receipt, or via a flip chart presented at the First Officers window.

Note: It is easyJet policy not to utilise wide-cut fuels.

UK-AOC**8.2.1.1 Refuelling with Passengers on Board**

EASA reference: CAT.OP.MPA.200

The Commander is responsible for observing that the correct technical and safety procedures are in place during the refuelling process with passengers on board.

Preconditions

Airport

Check CCI/AOI for the following:

- If the local national or airport authority require air traffic control and the aerodrome fire services to be advised that fuelling will be taking place with passengers on board
- Any other local measures which must be adhered to.

Aircraft

- The required interior lighting to enable emergency exits to be identified must be serviceable.
- All doors must remain disarmed. Door 1 left must be open and the steps or airbridge must be in position.
- A clear evacuation route from the aircraft must be available, via an airbridge or steps.
- The rear passenger door should be open with steps in position, however it may remain closed with no steps attached, provided the slide is serviceable. The ground area beneath the exits that are intended for emergency evacuation and the slide deployment areas must be kept clear.
- The position of the fuel bowser/installation relative to the aeroplane is to be such that it will not impede the rapid exit of passengers if an emergency evacuation becomes necessary;

Cabin Crew

- The procedure is not permitted when operating with reduced cabin crew.
- All crew must be on board. At least one cabin crew member must be in attendance at each set of main exits to assist passengers in the event that an evacuation or an emergency should occur.
- The cabin crew must brief the passengers not to smoke at any time on the ground and to keep seatbelts unfastened, until refuelling has been completed.
- Use of toilets by passengers must be limited, so there is no queuing in the aisles.

- Note:**
1. For a crew swap, refuelling with passengers on board may commence if acknowledgement has been received from the flight crew and refuelling is monitored by the off-going crew.
 2. These procedures only apply when passengers are on board.

Prior to Refuelling

- The FASTEN SEAT BELT signs must be OFF and the NO SMOKING signs must be ON. Cabin crew will assume that refuelling is taking place at any time that passengers are onboard and the seat belt signs are switched OFF.
- The Commander must verbalise and positively confirm which pilot will remain in the right-hand seat for the entire procedure. Once they are in the seat that pilot will;
 - Display the “Refuelling with PAX in Progress” sign on the pedestal and open the cockpit door;
 - Open the RHS cockpit window sufficiently for outside ambient sound to be heard;
 - Place the Fuel Card in the RHS window with refuelling with passengers on board signal showing;
 - Ensure acknowledgement of the Fuel Card by the refueller; this establishes communication and confirms that refuelling with passengers on board is taking place.

Note: Environmental conditions could preclude the cockpit window being open(ed). In these cases refuelling during boarding must not start or be suspended. However, in case the Commander is able to nominate a person on the ground who has an unobstructed view and is able to communicate with the flight deck, refuelling may commence/continue.

During Refuelling

- A pilot must remain in the right-hand seat and;
 - Ensure there is an unobstructed view of the apron area from the flight deck. In case there is an obstruction during refuelling whilst boarding, refuelling must be suspended. However, in case the Commander is able to nominate a person on the ground who has an unobstructed view and is able to communicate with the flight deck, refuelling may continue;
 - Must be ready to handle emergency procedures including initiating and directing an evacuation.

After Refuelling Complete

- Remove fuel card from window (to avoid miscommunication on next sector).
- Remove “Refuelling with PAX in Progress” sign.
- Close the cockpit window.
- Seat belt sign on.

Emergency Procedures

If the presence of fuel vapour is detected, or any other hazard inside the aircraft arises, refer to the abnormal procedure on the back of the eQRH supplement.

In case of an emergency situation during the refuelling process on the ramp:

- The refueller will stop the refuelling process and;
- Use a clear audio signal that can be heard in the flight deck and on the ramp (e.g. signal horn or claxon fuel truck) to communicate that an emergency situation exists to flight and ground crew;
- Be prepared to instigate a precautionary rapid disembarkation on stand or to evacuate;
- Communication with ground crew and direct visual assessment from the cockpit sliding window may help to assess the situation.

Swiss-AOC

8.2.1.1 Refuelling with Passengers on Board (Swiss AOC)

EASA reference: CAT.OP.MPA.200

8.2.1.1.1 Definitions

In the context of Refuelling with Passengers on Board, the following definitions are applicable:

“Refuelling with Passengers on Board” stands for refuelling with passengers embarking, on board, or disembarking.

“Refuelling” is the process that starts with the actual flow of fuel from truck/platform into the aircraft and ends when there is no actual fuel flow into the aircraft.

“Pilot”: an operating flight crew member in the flight deck occupying the Right-Hand Seat (RHS) during the refuelling with Passengers on Board process.

“Ground supervisor”: a qualified ground supervisor shall be either an easyJet flight crew or an appropriately trained ground crew and/or technical staff.

8.2.1.1.2 Normal Procedures

The Commander is responsible for observing that:

1. The correct technical and safety procedures are in place during the refuelling with passengers on board process; and
2. Local restrictions shall be complied with; Refer to CCI and AOI for the aerodrome; and

Preconditions

Aircraft

- The required interior lighting to enable emergency exits to be identified must be serviceable.
- All doors must remain disarmed. Door 1 left must be open and the steps or airbridge must be in position.
- A clear evacuation route from the aircraft must be available, via an airbridge or steps.
 - The rear passenger door should be open with steps in position, however it may remain closed with no steps attached, provided the slide is serviceable.
 - The ground area beneath the exits that are intended for emergency evacuation and the slide deployment areas must be kept clear.
- The position of the fuel bowser/installation relative to the airplane is to be such that it will not impede the rapid exit of passengers if an emergency evacuation becomes necessary.

Cabin Crew

- The procedure is not permitted when operating with reduced cabin crew.
- All cabin crew members must be on board. At least one cabin crew member must be in attendance at each set of main exits to assist passengers in the event that an evacuation or an emergency should occur.
- The cabin crew must brief the passengers not to smoke at any time on the ground and to keep seatbelts unfastened, until refuelling has been completed.
- Use of toilets by passengers must be limited, so there is no queuing in the aisles.
- Cabin crew will assume that refuelling is taking place at any time that passengers are onboard and the seat belt signs are switched OFF.

Operational

The commander will nominate:

- A ground supervisor who will observe the refuelling process from the ground and maintains two-way communications with the pilot in the flight deck: and
- A pilot who will be responsible for handling two-way communications with the ground supervisor and, when required, apply emergency procedures including the initiation and direction of an emergency evacuation.
- Once they are in the RHS, the pilot will;
 - Display the “Refuelling with PAX in Progress” sign on the pedestal, ensuring the cockpit door is opened.
 - Establish visual contact with the ground supervisor.
 - Place the Fuel Card in the RHS window with refuelling with passengers on board signal showing – this indicates on board requirements for refuelling with pax on board are met.

Note: During turnaround with a crew change, refuelling may commence during disembarkation if acknowledgement has been received from the inbound flight crew and all pre-conditions are observed.

The refueling is under the responsibility of the inbound flight crew but the ground supervisor may be part of the outbound flight crew.

During Refuelling with passengers on board

Direct visual contact needs to be maintained between the pilot and the ground supervisor.

After Refuelling complete

The ground supervisor shall resume their normal duties.

The pilot in the RHS shall:

- Remove fuel card from window (to avoid miscommunication on next sector).
- Remove “Refuelling with PAX in Progress” sign.
- Ensure the RHS cockpit window is closed.
- Set the Fasten Seat belt sign to ON.

8.2.1.1.3 Communication Procedures in a Non-normal Situation

When the requirements for refuelling with passengers on board cannot be maintained or during a non-normal situation, the Refuelling with passengers on board process shall be (temporarily) suspended.

The pilot will communicate this to the ground supervisor as follows:

- Use the MECH pb on the overhead panel with a long press as required to get the immediate attention of the ground supervisor; and
- Open the RHS cockpit window so direct verbal communication can be established.

The ground supervisor will communicate this to the pilot as follows:

- The intercom COCKPIT CALL pb on the external power panel can be used to get the immediate attention of the flight deck crew member in the RHS; and/or
- The pilot will fully open the RHS cockpit window so direct verbal communication can be established.

8.2.1.1.4 Emergency Procedures

Emergency situation inside the aircraft

- If the presence of fuel vapour is detected, or any other hazard inside the aircraft arises, the pilot shall refer to the abnormal procedure on the back of the eQRH supplement to immediately stop refuelling and use Anti-Collision Beacon (ACB) to notify the personnel outside the airplane of the developing emergency situation.
- When observing that the ACB is switched ON during refuelling with passengers on board, the ground supervisor is responsible for making sure refuelling is stopped immediately.

Emergency situation outside the aircraft

In case of an emergency situation on the ramp during the refuelling with passengers on board process:

- When the emergency situation is detected, the ground supervisor will ensure that the refuelling is stopped immediately, then

- The ground supervisor will use the cockpit call button on the external power panel and initiate direct verbal communication with the pilot to inform about the emergency situation; refer to [Section 8.2.1.1.3 – Communication Procedures in a Non-normal Situation](#).
- The pilot will be prepared to instigate a precautionary rapid disembarkation on stand or to evacuate considering the specific circumstances.

Austrian-AOC

8.2.1.1 Refuelling with Passengers on Board

EASA reference: CAT.OP.MPA.200

The Commander is responsible for observing that the correct technical and safety procedures are in place during the refuelling process with passengers on board.

Preconditions

Airport

Check CCI/AOI for the following:

- If the local national or airport authority require air traffic control and the aerodrome fire services to be advised that fuelling will be taking place with passengers on board
- Any other local measures which must be adhered to.

Aircraft

- The required interior lighting to enable emergency exits to be identified must be serviceable.
- All doors must remain disarmed. Door 1 left must be open and the steps or airbridge must be in position.
- A clear evacuation route from the aircraft must be available, via an airbridge or steps.
- The rear passenger door should be open with steps in position, however it may remain closed with no steps attached, provided the slide is serviceable. The ground area beneath the exits that are intended for emergency evacuation and the slide deployment areas must be kept clear.
- The position of the fuel bowser/installation relative to the aeroplane is to be such that it will not impede the rapid exit of passengers if an emergency evacuation becomes necessary;

Cabin Crew

- The procedure is not permitted when operating with reduced cabin crew.
- All crew must be on board. At least one cabin crew member must be in attendance at each set of main exits to assist passengers in the event that an evacuation or an emergency should occur.
- The cabin crew must brief the passengers not to smoke at any time on the ground and to keep seatbelts unfastened, until refuelling has been completed.
- Use of toilets by passengers must be limited, so there is no queuing in the aisles.

- Note:**
1. For a crew swap, refuelling with passengers on board may commence if acknowledgement has been received from the flight crew and refuelling is monitored by the off-going crew.
 2. These procedures only apply when passengers are on board.

Prior to Refuelling

- The FASTEN SEAT BELT signs must be OFF and the NO SMOKING signs must be ON. Cabin crew will assume that refuelling is taking place at any time that passengers are onboard and the seat belt signs are switched OFF.
- The Commander must verbalise and positively confirm which pilot will remain in the right-hand seat for the entire procedure. Once they are in the seat that pilot will;
 - Display the “Refuelling with PAX in Progress” sign on the pedestal and open the cockpit door;
 - Open the RHS cockpit window sufficiently for outside ambient sound to be heard;
 - Place the Fuel Card in the RHS window with refuelling with passengers on board signal showing;
 - Ensure acknowledgement of the Fuel Card by the refueller; this establishes communication and confirms that refuelling with passengers on board is taking place.

Note: Environmental conditions could preclude the cockpit window being open(ed). In these cases refuelling during boarding must not start or be suspended. However, in case the Commander is able to nominate a person on the ground who has an unobstructed view and is able to communicate with the flight deck, refuelling may commence/continue.

During Refuelling

- A pilot must remain in the right-hand seat and;
 - Ensure there is an unobstructed view of the apron area from the flight deck. In case there is an obstruction during refuelling whilst boarding, refuelling must be suspended. However, in case the Commander is able to nominate a person on the ground who has an unobstructed view and is able to communicate with the flight deck, refuelling may continue;
 - Must be ready to handle emergency procedures including initiating and directing an evacuation.

After Refuelling Complete

- Remove fuel card from window (to avoid miscommunication on next sector).
- Remove “Refuelling with PAX in Progress” sign.
- Close the cockpit window.
- Seat belt sign on.

Emergency Procedures

If the presence of fuel vapour is detected, or any other hazard inside the aircraft arises, refer to the abnormal procedure on the back of the eQRH supplement.

In case of an emergency situation during the refuelling process on the ramp:

- The refueller will stop the refuelling process and;
- Use a clear audio signal that can be heard in the flight deck and on the ramp (e.g. signal horn or claxon fuel truck) to communicate that an emergency situation exists to flight and ground crew;
- Be prepared to instigate a precautionary rapid disembarkation on stand or to evacuate;
- Communication with ground crew and direct visual assessment from the cockpit sliding window may help to assess the situation.

ALL

8.2.1.2 Defuelling

De-fuelling of the aircraft is not permitted with passengers on board.

ALL

8.2.1.3 Refuelling with Engine(s) Running

Refuelling of the aircraft is not permitted with engine(s) running.

ALL

8.2.1.4 Fuel Card

Prior to fuelling, the total fuel required in tanks must be communicated to the fuel supplier. This figure will normally be quoted in kilograms, and should be to the nearest 100 kg.

UK-AOC

When the commander is satisfied that refuelling may commence, the Fuel Card may be displayed in the flight deck window on the right hand side, to indicate the total fuel required. If passengers are onboard or disembarking, prior displaying the fuel card, the Commander must comply with requirements detailed in [Section 8.2.1.1 – Refuelling with Passengers on Board](#).

Swiss-AOC

When the commander is satisfied that refuelling may commence, the Fuel Card may be displayed in the flight deck window on the right hand side, to indicate the total fuel required. If passengers are onboard or disembarking, prior displaying the fuel card, the Commander must comply with requirements detailed in [Section 8.2.1.1 – Refuelling with Passengers on Board \(Swiss AOC\)](#).

Austrian-AOC

When the commander is satisfied that refuelling may commence, the Fuel Card may be displayed in the flight deck window on the right hand side, to indicate the total fuel required. If passengers are onboard or disembarking, prior displaying the fuel card, the Commander must comply with requirements detailed in [Section 8.2.1.1 – Refuelling with Passengers on Board](#).

The Fuel Card should display the signal for refuelling with passengers on board as shown below:



The Fuel Card indicates the total fuel required in Tonnes. Hence a figure displayed as 15.2 indicates a total fuel required of 15,200 kg. The fuel supplier may begin fuelling based on this information. If the crew need to pass a provisional figure (perhaps when a top-up may be required), the crew can display a “+” after the 15.2. Once the final fuel required value is decided, the “+” should be removed and this will indicate to the Refueller that this is a final figure.

In order to avoid fuelling errors the Fuel Card must not be left in the window after the fuelling process is complete. When not in use, it should be stored on the right hand side of the flight deck, in the side console or QRH stowage as appropriate. Where automatic selection of tanks is not available, the fuel required in each tank must also be specified. During fuelling, the flight crew must ensure that the fuel quantity gauges are monitored to ensure the correct amount of fuel is uplifted.

ALL**8.2.1.5 Passing Fuel Figures When Airborne**

On occasions, easyJet requires crews to change aircraft down route in order to facilitate the demands of the flying programme. These changes can cause delays to one or both of the affected aircraft if the fuelling companies are not passed the desired fuel figures in advance of aircraft arrival. Whenever crews are scheduled to change aircraft down route, they should contact ICC via ACARS and pass on the requested fuel figure for the outbound sector so that the fuelling companies can be advised of the fuel load required.

ALL

8.2.2 Aeroplane, Passenger and Cargo Handling Procedures Related to Safety

All personnel who are to be made responsible for the ground handling of easyJet's aircraft, including the loading and offloading of both passengers and freight, are to be given detailed guidance in the completion of their duties in respect of each aircraft type for which they may be responsible. Such personnel include flight and Cabin Crew, easyJet's own ground personnel. In the event of usage of non-easyJet ground personnel it is the responsibility of easyJet to ensure that those personnel are adequately trained and briefed. The easyJet GHM is the reference document for all ground handling matters. The loading of easyJet's aircraft shall be performed under the supervision of qualified personnel. GHM [6, Operational Oversight](#).

ALL

8.2.2.1 Special Categories of Passengers (SCPs)

EASA reference: CAT.OP.MPA.155

Persons requiring special conditions, assistance and/or devices when carried on a flight shall be considered as SCPs:

1. persons with reduced mobility (PRMs) who, without prejudice to Regulation (EC) No 1107/2006, are understood to be any person whose mobility is reduced due to any physical disability, sensory or locomotory, permanent or temporary, intellectual disability or impairment, any other cause of disability, or age;
2. infants and unaccompanied children; and
3. deportees, inadmissible passengers or prisoners in custody.

SCPs shall be carried under conditions that ensure the safety of the aircraft and its occupants. SCPs shall not be allocated, nor occupy, seats that permit direct access to emergency exits or where their presence could:

1. impede crew members in their duties;
2. obstruct access to emergency equipment; or
3. impede the emergency evacuation of the aircraft.

The commander shall be notified in advance when SCPs are to be carried on board.

ALL**8.2.2.2 Passenger Groups and Seating**

To this end passengers are to be categorised into three groups:

1. Passengers likely to assist evacuation (Able Bodied Passengers)

Only those persons who appear reasonably fit and strong have no seating restrictions.

2. Passengers likely to impede evacuation

Passengers who should be seated where they will not obstruct emergency equipment or exits, or otherwise impede the crew in carrying out their duties include:

- Passengers who are physically or mentally impaired to the extent that they would have difficulty in moving quickly if asked to do so;
- Passengers whose sight or hearing is impaired to the extent that they might not readily become aware of instructions given to begin evacuating the aircraft;
- Passengers who because of age or sickness are so frail that they have difficulty in moving quickly;
- Children and infants, whether or not they are accompanied by an adult;
- Passengers in custody and those who are being deported, inadmissible passengers;
- Passengers whose physical size would prevent them from being able to move quickly or reaching and passing through the adjacent emergency exit;
- Passengers with animals.

3. Passengers who are unlikely to affect evacuation performance

Note:

1. Multiple occupancy of seats is only permitted when one occupant is an infant under 2 years old and the other is a responsible adult aged 16 years or more.
2. When Persons of Reduced Mobility (PRM) are carried as passengers then the paragraph 'Passengers likely to impede evacuation' above applies and the Commander must be notified.
3. If a PRM is travelling with an accompanying passenger, the accompanying passenger will be assigned a suitable seat, generally immediately adjacent to the PRM they are travelling with.
4. A PRM is understood to mean; a person whose mobility is reduced due to physical incapacity (sensory or locomotory) intellectual deficiency, age, illness or any other cause of disability. When the number of PRMs forms a significant proportion of the total number of passengers carried they must not exceed the number of able-

bodied persons capable of assisting with an emergency evacuation. When a significant number of PRMs are to be carried the Commander is to ensure that the pre-flight crew brief includes discussion of aircraft evacuation procedures. Additional guidance for the carriage of PRMs is contained in the easyJet GHM [1.4.4, Handling People with Reduced Mobility](#).

Unauthorised Persons

The carriage of unauthorised persons in an easyJet aircraft is forbidden.

Stowaways

In the event that a stowaway is discovered while an aircraft is en route, easyJet must be notified and the proper entry made on the ASR.

On arrival at the Port of Entry, the Commander should request the assistance of the Civil Power in detaining the stowaway, pending preferment of charges by the appropriate authority.

If classified as an undesirable alien, a stowaway may be refused admission to a State at any time. In this case, easyJet becomes responsible for arranging rapid means of deportation and ultimate return to the State of embarkation.

ALL

8.2.2.3

Carriage of Passengers with Medical Conditions

Passengers with medical conditions are permitted to travel in accordance with the conditions stated in the passenger medical guidance section on the Company website.

Some conditions require a medical certificate for the passenger to fly.

Further information is available in the CSPM [2.4](#).

ALL

8.2.2.4

Passengers on Stretchers

There is no provision for the carriage of stretchers on easyJet aeroplane.

ALL

8.2.2.5

Infants and Unaccompanied Children

EASA reference: AMC3 CAT.OP.MPA.155(b)

Infants

Infants are defined as being children under the age of two years on the date of travel.

- Infants under two weeks of age will not be accepted for travel.
- No more than two infants per accompanying person are allowed.

- If an adult is travelling with more than one infant under the age of two years, one infant may sit on the accompanying adult's lap and the other infant(s) must occupy separate seats and be seated in an appropriate child restraint device in accordance with the table below.
- Children aged two years or over must occupy their own seat and pay the same fares as adults.
- It is recommended that an infant on an adult's lap be forward facing or in the cradled position for take-off and landing.

The required restraint device for the age of the infant is detailed below:

Age	Restraint Device
2 weeks – to less than 2 years	Infant/extension seat belt or suitable child car seat
2 years or more	Seat belt or suitable child car seat
1 year to 4 years approximately for weight between 10 and 20 kgs	Child Restraint Device (CARES)

For more details on child seats, refer to CSPM [2.4](#).

It is the accompanying person's responsibility to ensure that the minor is adequately secured into the aircraft seat.

easyJet does not operate an indemnity policy and therefore under no circumstances must another passenger be asked to accept responsibility during flight of an unaccompanied minor. In addition, it is not easyJet's policy to allow another passenger to take responsibility for an infant to be seated on their lap for take-off or landing.

Seat Allocation for Family Groups

Children under 12 years old should be seated next to or in the same seat row as the accompanying adult.

Where this is not possible, children under 12 years old should be separated by no more than one seat row from the accompanying adult.

Groups of Children

easyJet will accept children aged under 12 years in large groups (i.e. 10 or more) on the condition that there is a minimum ratio of one accompanying adult per 10 children. In these instances an adult is considered to be anyone aged 16 years or above.

Note: Where any member of the group is aged under 12 years old the ratio will be applicable.

Pregnant Mothers

- Pregnant mothers can be accepted for travel up to the end of the 35th week for single pregnancies.
- Pregnant mothers expecting more than one baby (e.g. twins) can only be accepted for travel up to the end of the 32nd week.

Medical certification is not required for expectant mothers to travel.

Unaccompanied Minors

Children under 16 years of age cannot travel unless they are accompanied by an adult who is at least 16 years old who will take full responsibility for them.

If a young person is travelling unaccompanied and there is doubt as to their age, crew should ask how old they are to ensure they meet the permitted age to travel alone.

Under no circumstances may another passenger be asked to take responsibility for a child or infant.

If the ground handling Company is unsatisfied with the response the unaccompanied minor and the customer posing as a known individual to the minor will be refused carriage.

Note: In exceptional circumstances, the ICC may authorise acceptance of an unaccompanied minor younger than the ages stated above. This would normally only be approved as a 'service recovery' measure for passengers on a return journey, and would not normally be approved on an outbound sector of a return booking.

ALL

8.2.2.6 Deceased Passengers

easyJet does not accept human remains for carriage on any routes. The carriage of ashes is permitted, however, provided a copy of the death certificate and the cremation certificate accompanies them. The passenger in possession of the ashes must ensure they are securely packaged in an appropriate container and should include them in their cabin baggage.

ALL

8.2.2.7 Escorted Prisoners

In special circumstances easyJet will authorise the carriage of escorted prisoners.

Notification to the Handling Agents will come from the easyJet Integrated Control Centre (ICC). The following provides information for the Crew:

- Prisoners travelling on easyJet flights will be escorted by officers from either the police or recognised and appointed Civilian Security Firms.
- Prisoners will only be accepted for carriage on the approval and authority of the Government Repatriation Team.

- Each convicted prisoner will be accompanied by at least two escorts.
- Escorts will be in plain clothes. They will carry restraints but not firearms or Tasers.
- Escorts and prisoners will be subjected to a pre-boarding search.
- The responsible ground crew member must pre-advise the Flight Crew and Cabin Crew of prisoner and escorts on board.
- The prisoner and escorts must be seated at the rear of the aircraft.
- The aircraft Commander retains the option to refuse to carry a prisoner.
- Prisoner should be boarded first and disembarked last.
- Prisoners should be seated away from the aisles, near a toilet and not in a restricted seat.
- Prisoners should ideally be seated at a window seat at the rear of the cabin.
- No alcohol shall be served to them.
- Prisoners can be handcuffed whilst boarding and disembarking the aircraft, to prevent escape, but the handcuffs must be removed whilst the doors are closed.
- In the event of a diversion, assistance should be sought from the local airport police.

Persons in custody are entitled to the same safety and welfare provisions as other passengers. Where cabin crew become concerned for a prisoner's health and welfare, and believe medical assistance may be required, they should communicate with escorting personnel and ensure the aircraft commander is informed of the condition of the prisoner. However, cabin crew are not expected to endanger themselves and should always assess the hazards present, in accordance with first aid protocols, before providing assistance.

ALL

8.2.2.8 Deportees/Inadmissible Passenger/Unescorted Passengers

Deportees

Any passenger who is not acceptable to the State of their chosen destination may be regarded by that State as a deportee and required by Immigration Officials to be:

- Escorted to the aeroplane to ensure departure.
- Escorted through to another country.
- Requested to leave but not otherwise interfered with.
- Refused entry on arrival but permitted to return to their departure station or to another station of their choice.
- Made to continue their journey on the same aeroplane.

In these circumstances an Order to remove the passenger may be served on the Operator, normally the Commander. The Commander retain the right to refuse to carry deportees inadmissible passengers where in their opinion the safety of the aeroplane, passengers or crew is being put at risk. The Commander must be prepared to fully justify any refusal.

The Commander must be informed on all occasions when a deportee is carried and station staff should provide as much information as possible to the Commander. The deportee or inadmissible passenger must be identified to the Commander and the SCCM on boarding. A form of authority may not always be provided, when one is, it must be handed in on completion of the flight or integration. In addition to these procedures, the handling agent will copy operations in their communications when they receive pre-warning that a deportee is to be carried. This copy is then given to the aircraft Commander.

The passport, ticket and any other travel documents of such passengers must be retained by the SCCM during the flight. The documents should be handed over to easyJet or handling agent staff on arrival and should only be returned to the passenger at the Immigration Control desk.

If the deportee is not travelling under escort, the Commander must ensure that the deportee is not permitted to disembark at any point within the territory of the deporting country contrary to the Order. If the aeroplane cannot depart and passengers have to be off-loaded, or if the aeroplane lands at another airport in the deporting country, the Commander must request an escort for the deportee. The responsible ground crew member is sufficient for this purpose.

The Commander's responsibility ends when the aircraft has left the deporting country's area of control. Should a deportee decide to disembark at a destination other than that indicated on their ticket, this may be permitted provided other than Immigration Authorities are contacted via easyJet prior to arrival. If application is granted easyJet documentation must be altered accordingly.

If the deportee is under restraint, then the rules related to prisoners apply, otherwise, in all other respects, deportees must be treated as normal passengers, however they are not permitted to sit in a restricted seat.

Inadmissible Passengers (INAD)

Inadmissible Passengers are those who are refused at port of entry and placed back on the next available return flight for various reasons.

These passengers have not committed an illegal act and are therefore treated differently to deportees.

The INAD passenger must be identified to the Senior Cabin Crew Member prior to boarding and Authority documents given to the SCCM. The Commander must be informed.

INADs arriving in a State are normally required to be met by the police, be identified to the police and should disembark last. Departure for the subsequent flight should not be delayed if the police do not arrive on time.

Unescorted Passengers

In order to ensure the safety and security of the aircraft, passengers and crew, the number of unescorted passengers to be carried should be restricted to two. In exceptional circumstances the Security Manager is empowered to authorise a higher figure of unescorted passengers and will consider this on a case-by-case basis when presented with all the pertinent information by ICC.

ALL

8.2.2.9 Reports

If a passenger is either refused carriage or is alleged to have been under the influence of alcohol or narcotics or to have been an annoyance to other passengers or a danger or potential danger to the safety of the aircraft, an Air Safety Report must be forwarded at the earliest possible moment to the Safety Data Unit. This report should include:

- Names and addresses of witnesses and their original statements.
- Whether any, and if so what type of drink was supplied to the passenger from easyJet's organisation, whether on the ground or in the air.
- Where possible, an indication of attitude of other passengers towards easyJet as a result of the incident.
- Whether the police are called to the aircraft and whether charges are preferred. The easyJet will fully support the Commander's decision to prefer charges when circumstances warrant this course of action.

ALL

8.2.2.10 Transport to Aircraft

There may be a wide variation in the circumstances in which passengers are accepted and conveyed to an aircraft, depending on the airport of departure, the type of aircraft and its crew composition, the use of a check-in desk or rendezvous point, the availability of a courtesy vehicle and the proximity of the parked aircraft to the exit from the terminal building. Irrespective of the circumstances however, passengers are to be either taken to the aircraft in approved transport, or escorted by a crew member, nominated easyJet employee or representative of the appointed handling agent, as appropriate, from the terminal building to the aircraft.

ALL

8.2.2.11 Boarding

Once at the aircraft, they should be guided to their seats in an order, which will ensure that the aircraft remains stable during the loading process. Cabin Crew members should locate PRMs clear of the normal/emergency exits so that they will not delay the evacuation process in case of emergency.

ALL

8.2.2.12 Disembarking

Similarly to boarding above, on arrival at the destination, passengers are to be advised to remain seated until the engines have been shut down, and arrangements have been made for the passengers to proceed to the terminal by vehicle, or with an escort. Every care is to be taken to ensure that they remain in a unified group, refrain from smoking, and are kept well clear of propeller or rotor wash, and jet engine intake and exhaust danger areas while on the aircraft movement area.

ALL

8.2.2.13 Door Close

Once the passengers are seated, a flight or Cabin Crew member is to close the aircraft door(s) and/or confirm by inspection that it has been properly closed and secured.

ALL

8.2.2.14 Safety Briefing

In addition to having their attention drawn to the safety cards, passengers are to be carefully briefed on their contents, as detailed in [Section 8.3.16 – Passenger Briefing Procedures](#).

ALL

8.2.2.15 Baggage and Freight

ALL

8.2.2.15.1 Cabin Baggage

Will be restricted to cabin bag/baggage, briefcases, cameras outdoor coats and other items that can be reasonably stowed in approved stowage's, unless the carriage in the cabin of other items has been cleared by easyJet at the time of booking. Stowage of items of cabin baggage is to be as shown below:

- Each item carried in a cabin should be stowed only in a location that is capable of restraining it.
- Weight limitations placarded on or adjacent to stowage's must not be exceeded.
- Underseat stowages must not be used unless the seat is equipped with a restraint bar and the baggage is of such size that it may adequately be restrained by this equipment and not obstruct egress from the seat row.
- Items must not be stowed in toilets or against bulkheads that are incapable of restraining articles against movement forwards, sideways or upwards and unless the bulkheads carry a placard specifying the greatest weight that may be placed there.
- Baggage placed in lockers must not be of such size that they prevent latched doors from being closed securely.

- Baggage must not be placed where it can impede access to emergency equipment.
- Checks must be made before take-off, before landing, and whenever the Commander illuminates the fasten seat belts signs (or otherwise so orders) to ensure that baggage is stowed where it cannot impede evacuation from the aircraft or cause injury by falling (or other movement) as may be appropriate to the phase of flight.

Refer to CSPM, [Section 2.4.9 – Cabin Baggage](#) for further details on dimensions and maximum weight.

ALL

8.2.2.15.2 Hold Luggage

- Is to be stowed and secured only in those areas and compartments which are designated for its carriage, and subject to the floor loading limitations of the particular area.
- May not be transferred to the cabin unless it has been security screened as cabin baggage.

ALL

8.2.2.15.3 Carriage of Aircraft Spares

Aircraft On Ground (AOG) urgent aircraft spares, for easyJet aircraft only, may be carried unless they are categorised as Dangerous Goods. easyJet ICC will brief the crew of the necessity of carriage.

Restrictions to This Process

1. This process is for the carriage of spares for easyJet aircraft ONLY.
2. The carriage of dangerous goods is not permitted.
3. The maximum permissible shipping weight of an individual item is 60 kg unless specific arrangements for handling and securing in flight, have been made by ICC in advance of the shipment, with both departure and arrival airports.
4. DUE TO IMPORT EXPORT AND CUSTOMS RESTRICTIONS, THE CARRIAGE OF AIRCRAFT SPARES TO OR FROM SWITZERLAND IS NOT PERMITTED.

Ground Handling Partner at the Departure Airfield

easyJet engineering, in conjunction with the Ground Handling Partner, will ensure that the spares, delivered to the Aircraft, have a 'spares' label attached to them and have been correctly security screened as follows:

- If to be carried within the aircraft hold – screened as unaccompanied hold baggage.
- If to be carried within the cabin – screened as cabin baggage.

Note 1: Spare parts that originate from the critical part of the airport are exempt from further security screening (applies to items loaded at EU airports only).

Note 2: Where spares are carried on board by an Engineer travelling as a passenger, within their cabin or hold baggage, this will be screened as normal and not specifically notified to the Commander.

The ground crew should be in possession of the following documentation:

- A copy of the Carriage of Aircraft Spares (COAS) form(s) detailing the item(s) and a declaration that none are classified as dangerous goods.
- The unaccompanied hold baggage screening certificate (where appropriate).

The Ground Crew will ensure that the Loadsheets or Loading Form correctly shows the weight and position of the spares/tooling.

Ground Handling Partners at the Arrival Airfield

Ground Handling Partner at the arrival station are not to remove the aircraft spares without an engineer in attendance. If an engineer is not immediately available at the arrival airfield to collect the spares, ICC LTN must be informed.

ALL

8.2.2.15.4 Carriage of Flight Data Monitoring Data

The carriage of PCMCIA cards in the flight deck has been authorised by the Security Department. The cards will be transported in blue padded bags sealed with a zip seal. The bags will be x-rayed by security before loading if originating landside, and will be delivered to and collected from the aircraft by engineering personnel.

Where the zip seal is missing or has been broken, the bag should be thoroughly examined and, at the discretion of the Commander, either offloaded or returned to LTN. Such an event should be reported to the Flight Data Monitoring Department.

ALL

8.2.2.15.5 The Carriage of Cargo

easyJet does not carry cargo except for the carriage of aircraft spares and flight monitoring data in accordance with the procedures above. easyJet does not carry live animals in cargo hold.

ALL

8.2.2.15.6 Carriage of Musical Instruments

Refer to CSPM 2.4.9.1.

UK-AOC**8.2.2.15.7 Carriage of Waste in the Hold (UK AOC)**

In order to comply with local requirements in Austria, Finland and Spain, there are specific procedures for handling waste in INN, SZG, MAH, LEI, RMU, SCQ, RVN and KTT. The collection of rubbish from inbound aircraft is not permitted, and therefore gash will be put in a Fire Retardant Bag and placed in the aircraft hold.

Cabin crew procedures are documented in [CSPM, Section 2.9.1, Carriage of Waste in the Hold](#).

Any updates to routes or ad hoc requirements to carry waste in the hold must be approved by the relevant AOC Nominated Persons and will be communicated via NTC.

Note: The weight for gash in fire retardant bags loaded in cargo holds is 0 kg, as gash weight is accounted for in the bar weight.

Swiss-AOC**8.2.2.15.7 Carriage of Waste in the Hold (Swiss AOC)**

In order to comply with local requirements in Austria, there are specific procedures for handling waste in INN and SZG. The collection of rubbish from inbound aircraft is not permitted, and therefore gash will be put in a Fire Retardant Bag and placed in the aircraft hold.

Cabin crew procedures are documented in [CSPM, Section 2.9.1, Carriage of Waste in the Hold](#).

Any updates to routes or ad hoc requirements to carry waste in the hold must be approved by the relevant AOC Nominated Persons and will be communicated via NTC.

Note: The weight for gash in fire retardant bags loaded in cargo holds is 0 kg, as gash weight is accounted for in the bar weight.

Austrian-AOC**8.2.2.15.7 Carriage of Waste in the Hold (Austrian AOC)**

In order to comply with local requirements in Austria, there are specific procedures for handling waste in INN and SZG. The collection of rubbish from inbound aircraft is not permitted, and therefore gash will be put in a Fire Retardant Bag and placed in the aircraft hold.

Cabin crew procedures are documented in [CSPM, Section 2.9.1, Carriage of Waste in the Hold](#).

Any updates to routes or ad hoc requirements to carry waste in the hold must be approved by the relevant AOC Nominated Persons and will be communicated via NTC.

Note: The weight for gash in fire retardant bags loaded in cargo holds is 0 kg, as gash weight is accounted for in the bar weight.

ALL

8.2.2.15.8 Human Organs for Transplantation

(Unaccompanied Carriage by Air – applicable to UK domestic routes and departures from Italy only).

Requests for the transportation of human organs for transplantation will be made directly to the Integrated Control Centre (ICC), these are likely to be at short notice.

Network Control will acknowledge the request and ensure the Ground Handling Partners at both departure and arrival stations, and the operating Captain have been informed.

The box will be sealed with tamper-proof tags at the hospital before dispatch. It is exempt from airport security screening.

The box should be secured in the flight deck, under the care of the Commander.

Note: The organ may be packed in dry ice, which is permissible for carriage in the aircraft cabin. Some organs, however, are transported in a fluid or with cooling blocks. Human Organs for Transplantation are not classified as Dangerous Goods cargo.

UK Domestic Routes:

- The box will be delivered to the Ground Handling Partner at the departure airport, they will have verified the origin of the consignment before accepting delivery.
- The box will be delivered to/collected from the aircraft by the Ground Handling Partner.

Italian Departures:

- The box will be delivered to the aircraft by the Police.
- The box will be collected by either the Police or Ground Handling Partner, depending on arrival station.

ALL

8.2.2.15.9 Transportation of Bone Marrow and Blood Stem Cells

easyJet permits the transportation of bone marrow and blood stem cells in the cabin for the Anthony Nolan charity.

The bone marrow/stem cells will be carried in an authorised container (Credo box) and will travel under the supervision of a representative of Anthony Nolan.

The container may be in excess of the maximum cabin baggage dimension but will fit in the overhead locker of an A319/A320/A321 aircraft. The following applies:

1. The bone marrow/stem cells will be carried as cabin baggage by the representative and must be stowed in the overhead locker or an under the seat stowage.
2. Priority must be given to the container over other items of cabin baggage, it must not be offloaded to the hold.
3. The representative will be in possession of a letter confirming the Transportation of Human Blood Stem Cells on behalf of Anthony Nolan.

Examples of Credo boxes below, note that these may differ in dimension/appearance:



Bone Marrow and Blood Stem Cells are not considered Human Organs as referenced in [OM A 8.2.2.15.8](#).

UK-AOC

8.2.2.15.10 Transport of easyJet Air Carrier Materials (UK AOC)

easyJet may require company air carrier materials to be transported on its aircraft. Examples of materials include:

- Loading documentation
- Bag tags/boarding passes
- Security seals
- Posters
- Airport material including baggage gauges and tensa barriers.

Only easyJet Air Carrier Materials (ACM) may be transported on board, it is not permitted to carry ACM for other operators/companies.

ACM may only be carried within the EU or on domestic routes. This includes UK to Jersey and Isle of Man.

All items are required to have the appropriate security screening and will be accompanied by a security certificate, this will be retained by the ground crew in the flight file.

Flight planning are notified in advance of the carriage of ACM and the OFP should be annotated accordingly with the expected weight included for fuel planning purposes.

When notified of ACM, flight crew shall confirm this addition to the OFP in accordance with [OM B 2.3.2.6, Operational Flight Plan Check](#).

Normally, ACM will be transported in the aircraft hold and ground crew will annotate the Load Form and Certificate with the actual weight and loading location of the items.

If the aircraft is overweight, ACM shall be offloaded as the first priority.

8.2.2.15.10.1 Lost Property Material

Lost property items left by our customers may be transported on company aircraft for repatriation.

Repatriation and transportation of Lost Property on board easyJet aircraft from the following countries is not permitted in any circumstances:

- Egypt
- Tunisia
- Jordan
- Turkey

The maximum weight per shipment is 100 kg.

[Swiss-AOC](#)

8.2.2.15.10 Transport of easyJet Air Carrier Materials (Swiss AOC)

8.2.2.15.10.1 Lost Property Material

Lost property items left by our customers may be transported on company aircraft for repatriation.

Repatriation and transportation of Lost Property on board easyJet aircraft from the following countries is not permitted in any circumstances:

- Egypt
- Tunisia
- Jordan
- Turkey

The maximum weight per shipment is 100 kg.

Austrian-AOC**8.2.2.15.10 Transport of easyJet Air Carrier Materials (Austrian AOC)**

easyJet may require company air carrier materials to be transported on its aircraft. Examples of materials include:

- Loading documentation
- Bag tags/boarding passes
- Security seals
- Posters
- Airport material including baggage gauges and tensa barriers.

Only easyJet Air Carrier Materials (ACM) may be transported on board, it is not permitted to carry ACM for other operators/companies.

ACM may only be carried within the EU or on domestic routes. This includes UK to Jersey and Isle of Man.

All items are required to have the appropriate security screening and will be accompanied by a security certificate, this will be retained by the ground crew in the flight file.

Flight planning are notified in advance of the carriage of ACM and the OFP should be annotated accordingly with the expected weight included for fuel planning purposes.

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Repatriation and transportation of Lost Property on board easyJet aircraft from the following countries is not permitted in any circumstances:

- Egypt
- Tunisia
- Jordan
- Turkey

The maximum weight per shipment is 100 kg.

ALL**8.2.2.16 Ground Operations****Positioning and Parking**

Whenever an aircraft is to be positioned on the ramp, whether under tow or under its own power, the assistance of marshallers or wingtip guides, as appropriate, should be obtained if there is any doubt about the clearances available for manoeuvring.

Ground Support Equipment

Once the aircraft has been parked, ground support vehicles should be stationed clear of its extremities and if possible parallel to the fuselage or wing centreline so that in the event of brake failure they will not collide with the aircraft itself. Ground equipment should also be positioned so that inadvertent movement will not endanger the aircraft structure. In all cases, free access to the aircraft main exit must be preserved.

Communication

To ensure that all taxi clearances are understood by both flight crew members, after readback, PF will announce taxi intentions to PM.

Departure from Ramp

When departing from the ramp, local procedures for start-up and taxi clearance are to be followed. Engine start is not to be initiated until all passengers or freight have been loaded, the aircraft doors and hatches have been closed, and all ground equipment, except for a ground power unit and/or air start unit when used, has been removed from the vicinity of the aircraft. Upon arrival, the assistance of marshallers should be arranged when manoeuvring in relatively confined or crowded areas of the apron. Taxiing will only be carried out by easyJet pilots and qualified engineering staff.

All taxi clearances should be cross-checked against the aerodrome chart and aerodrome signs/markings as appropriate.

Manoeuvring

It is the Commander's and/or the ground engineer's (when taxiing) responsibility to ensure that there is adequate clearance when taxiing in the vicinity of obstructions. When the manoeuvring space is restricted, they shall call on the services of a marshaller. If necessary a wing tip watch shall be provided preferably at each wing tip. If the person taxiing the aircraft is in any doubt about the aircraft clearing obstacles then they are to stop the aircraft and immediately and consider shutting down the engines.

Ramp Safety

Ground crew must have been briefed on all aspects of ramp safety with particular reference to fire prevention, blast and suction areas, and the need to be constantly alert to remove loose objects and/or debris.

It is imperative that the responsible ground crew member is informed of a ground handling incident, especially when steps are involved, before the aircraft departs the stand.

As many of these incidents occur after the doors have been closed, it is envisaged that this will be carried out via the ground crew member on the headset.

Push Back and Start

Procedures for push back and engine start during push back are detailed in the FCOM and in OMB.

Ground Locks

All ground locks where appropriate shall be engaged after the engines have been shut down following the final landing.

Wheel Chocks

The required number of serviceable chocks will be placed with consideration to the aircraft type and weather conditions. Refer to [GHM, Section 4.2, Aircraft Chocking](#). Whenever possible an aircraft shall be parked in to the wind with the nose wheel in line with the fore and aft axis.

Anti-collision Lights

Anti-collision lights are to be used in accordance with the OMB.

Engine Ground-running

Engines may be ground run by easyJet pilots and suitably qualified ground engineers.

ALL

8.2.2.17 Marshalling and Ground Signals

Every endeavour must be made to use a headset for pushback. However, hand marshalling signals may be used in the absence of headset communication.

International Civil Aviation Organisation (ICAO) standard marshalling signals are to be used. Refer to LIDO Route Manual GEN Part Aerodrome 2.3.

ALL

8.2.3 Procedures for the Refusal of Embarkation

The aircraft Commander has the statutory authority to refuse entry to the aircraft of anyone whose presence in flight could represent a hazard to the safety of the aircraft or its passengers. Such persons could include those suspected of being under the influence of alcohol or drugs to the extent that the safety of the aircraft or its occupants is likely to be endangered, or of suffering from any form of mental or physical illness which could put the remaining passengers at risk. In the case of known or declared illnesses, arrangements may be made for such persons to be carried if prior medical approval has been given, and qualified nursing personnel accompany the patient(s) – if required.

In order to assist the Commander in the proper exercise of this authority, all easyJet personnel engaged in passenger handling and loading, including other crew members, handling agents and check-in personnel, should alert the Commander if at any time they consider that the condition of particular passengers could jeopardise the safety of a proposed flight.

If difficulty is encountered in dealing with such passengers, particularly those who may require physical restraint, the assistance of the airport, or local police should be requested.

Note: Should the Commander be concerned as to the appropriateness of carriage of a PRM, the CDO should be contacted for guidance (See 8.2.2.2)

ALL

8.2.4 De-icing and Anti-icing on the Ground

EASA reference: CAT.OP.MPA.250 Ice and other contaminants – ground procedures

Refer to the Winter Information Handbook for additional information regarding winter operations.

ALL

8.2.4.1 Clean Aeroplane Concept

The Commander shall ensure that all snow, ice, frost or slush is removed from the aeroplane before take-off except as permitted by the manufacturer and as specified in the type-specific manuals OMB/FCOM.

ALL

8.2.4.2 Types of Ice and Contaminant

Active Frost

Active frost is a condition when frost is forming. Active frost occurs when aircraft surface temperature is:

- At or below 0°C,
- And
- At or below dew point.

Clear Ice

A coating of ice, generally clear and smooth, but with some air pockets. It forms on exposed objects, the temperatures of which are at, below or slightly above the freezing temperature, by the freezing of super-cooled drizzle, droplets or raindrops. Clear ice is very difficult to be detected visually. See also “[Cold-soak Effect](#)”.

Note 1: Under certain conditions, a clear ice layer can form on the upper wing surface when the aircraft is on the ground. This can be particularly severe when precipitation is falling and sub-zero fuel is in contact with the upper wing surface (the wing root is especially susceptible).

Note 2: Clear ice can be hidden below a layer of slush, snow or frost. The following can contribute to the formation of clear ice:

- Ambient temperature below +15°C.
- Precipitation falling whilst the aircraft is on the ground.
- Warm fuel being added on a turnaround, causing snow/slush/frost to melt, and then subsequently re-freezing.
- Long airborne time during the previous sector resulting in the remaining fuel on landing being below 0°C.
- Large quantities of fuel remaining in wings on landing causing sub-zero fuel to be in contact with the skin surfaces. It is worth stressing that even in warm ambient temperatures (as high as +15°C) clear ice can still be produced if the temperature of the wing remains below zero.

Cold-soak Effect

Also referred to as ‘Cold Soaked Surface Frost (CSSF)’.

The wings of aircraft are said to be “cold-soaked” when they contain very cold fuel as a result of having just landed after a flight at high altitude or from having been re-fuelled with very cold fuel. Whenever precipitation falls on a cold-soaked aircraft when on the ground, clear icing may occur.

Even in ambient temperatures between -2°C and +15°C, ice or frost can form in the presence of visible moisture or high humidity if the aircraft structure remains at 0°C or below. Clear ice is very difficult to be detected visually and may break loose during or after take-off. The following factors contribute to cold-soaking: temperature and quantity of fuel in fuel cells, type and location of fuel cells, length of time at high altitude flights, temperature of re-fuelled fuel and time since re-fuelling.

Freezing Drizzle

Fairly uniform precipitation composed exclusively of fine drops (diameter less than 0.5 mm) very close together which freezes upon impact with the ground or other exposed objects.

Freezing Fog

A suspension of numerous very small water droplets which freezes upon impact with ground or other exposed objects, generally reducing the horizontal visibility at the earth's surface to less than 1 km (5/8 mile).

Frost

A deposit of ice crystals that form from ice-saturated air at temperatures below 0°C by direct sublimation on the ground or other exposed objects. Hoar frost (a rough white deposit of crystalline appearance formed at temperatures below freezing point) usually occurs on exposed surfaces on a cold and cloudless night. It frequently melts after sunrise; if it does not, an approved de-icing fluid should be applied in sufficient quantities to remove the deposit. Generally, hoar frost cannot be cleared by brushing alone. Thin hoar frost is a uniform white deposit of fine crystalline texture, which is thin enough to distinguish surface features underneath, such as paint lines, markings, or lettering.

Expect frost to form on the aircraft if temperatures are cold enough and there is sufficient moisture. Specifically:

- The aircraft skin temperature is below freezing.

Note: The aircraft skin temperature can be colder than ambient due to radiation cooling or cold soaked fuel.

- The air temperature is close to the dew point temperature (within 3°C).
- The dew point is below freezing.

And either one of these conditions is/was present:

- A cloudless sky with calm winds.
- A warm front bringing warm, moist air.

Hail

Precipitation of small balls or pieces of ice with a diameter ranging from 5 to 50 mm falling either separately or agglomerated.

Ice Pellets

Precipitation of transparent (grains of ice), or translucent (small hail) pellets of ice, which are spherical or irregular, and which have a diameter of 5 mm or less. The pellets of ice usually bounce when hitting hard ground.

Light Freezing Rain

Precipitation of liquid water particles which freezes upon impact with the ground or other exposed objects, either in the form of drops of more than 0.5 mm or smaller drops which, in contrast to drizzle, are widely separated. Measured intensity of liquid water particles is up to 2.5 mm/hour or 25 grams/dm²/hour with a maximum of 0.25 mm in 6 minutes.

Moderate and Heavy Freezing Rain

Precipitation of liquid water particles which freezes upon impact with the ground or other exposed objects, either in the form of drops of more than 0.5 mm (0.02 inch) or smaller drops which, in contrast to drizzle, are widely separated. Measured intensity of liquid water particles is more than 2.5 mm/hour or 25 grams/dm²/hour.

Slush

Snow or ice that has been reduced to a soft watery mixture.

Snow

Precipitation of ice crystals, most of which are branched, star-shaped or mixed with un-branched crystals. At temperatures higher than -5°C, the crystals are generally agglomerated into snowflakes.

Snow Grains

Precipitation of very small white and opaque particles of ice that are fairly flat or elongated with a diameter of less than 1 mm. When snow grains hit hard ground, they do not bounce or shatter.

Note: For holdover time purposes treat snow grains as snow.

Snow Pellets

Precipitation of white, opaque particles of ice. The particles are round or sometimes conical; their diameter range from about 2-5 mm. Snow pellets are brittle, easily crushed; they do bounce and may break on hard ground.

ALL

8.2.4.3 De-icing and Anti-icing Policy

easyJet uses the 'Global Aircraft De-icing Standards' which consist of the following documents:

- SAE AS6285 'Aircraft Ground De-Icing/Anti-Icing Processes' and ARP6257 'Aircraft Ground De/Anti-Icing Communication Phraseology for Flight and Ground Crews'.

- SAE AS6286 ‘Training and Qualification Program for De-Icing/Anti-icing of Aircraft on the Ground’, complemented by subdocuments AS6286/1, AS6286/2, AS6286/3, AS6286/4, AS6286/5 and AS6286/6.
- SAE AS6332 ‘Aircraft Ground De-Icing/Anti-icing Quality Management’.

The de-icing and anti-icing policy includes considerations for protective anti-icing overnight, early de-icing and tactical de-icing and anti-icing prior to departure. The policy is described in detail in the [Winter Operations Manual](#).

Request for De-icing/Anti-icing

Request for de-icing or anti-icing will normally be made either by the sub-contracted engineering organisation, the de-icing Company (according to local agreement), or by the Commander through the local handling Company, after inspection of the aircraft following a weather warning received from the ICC or by attention to local prevailing weather conditions.

In the case of aircraft on extended turn-around or those overnight, it is the responsibility of the sub-contracted maintenance organisation to inspect the aircraft at least 3 hours prior to the scheduled time of departure (STD) to establish the need for de-/anti-icing.

The purpose of this inspection is to establish the de-/anti-icing requirements.

Once the specific requirement has been established, the subcontracted maintenance organisation will contact the nominated de-/anti-icing subcontractor requesting that de-/anti-icing be performed.

Application Process

One-step process – either a mixture of water and de-/anti-icing fluid is applied in a single application to both remove contamination and provide anti-icing protection.

Two-step process – contamination is first removed from the surfaces by applying Type I fluid. This is normally succeeded with the application of Type II or Type IV fluid to provide anti-icing protection.

ALL

8.2.4.3.1 Responsibilities

Aircraft Commander

- Ensuring that the aircraft has been de-iced in accordance with the easyJet Operations Manuals. The aircraft Commander retains overall responsibility for ensuring that all critical surfaces and components of the aircraft are free from contamination.
- When present, determining the need for de-/anti-icing.

Other Responsibilities

easyJet [Winter Operations Manual](#).

ALL

8.2.4.3.2 De-icing and Anti-icing Fluids

Types I, II or IV fluids may be used on easyJet aeroplanes.

Type I (Unthickened)

This fluid has a high glycol content and low viscosity in its concentrated form.

De-icing performance of the fluid is good. However, due to low viscosity it provides only limited anti-icing protection during freezing precipitation. It is used predominantly for removing frozen deposits from aircraft surfaces, either as the first step in a two step operation or when precipitation has stopped. With this type of fluid no additional protection is provided by increasing the concentration of the fluid/water mix. Type I fluids are usually clear or light orange.

Type II (thickened)

This fluid generally has a lower glycol content in its concentrated form than Type I fluid due to the inclusion of a pseudo plastic thickening agent. This effectively means that when applied to the surface of an aircraft the viscosity is high, thus allowing the fluid to remain on and protect against freezing rain for a period of time. However, the increasing effect of the airflow over the wing surface during the take-off roll will effectively shear the fluid, reducing its viscosity and allowing it to readily flow off the critical surfaces. With this type of fluid the holdover time can be extended by increasing the concentration of fluid in the fluid/water mix. Type II fluids are usually straw coloured.

Type IV Fluid (Thickened)

This type of fluid is similar in both composition and operation to Type II fluids. However, through the use of advanced thickening systems it is able to provide more holdover time than Type II fluids, when used in concentrated forms. As with Type II fluids the holdover time can be extended by increasing the concentration of fluid in the fluid/water mix. Type IV fluids are usually coloured green.

Anti-icing Fluids

1. Type I fluid.
2. Mixture of water and Type I fluid.
3. Type II fluid, or Type IV fluid.
4. Mixture of water and Type II fluid, or Type IV fluid.

Note: Fluids mentioned in 1. and 2. must be heated to ensure a temperature of 60°C minimum at the nozzle.

De-icing Fluids

- Type I fluid.
- Mixture of water and Type I fluid.
- Type II, or Type IV fluid.

ALL

8.2.4.3.3 Hold Over Time Tables

The current Hold Over Time tables for different types of fluid are contained electronically on the EFB.

Refer to [Operational Quick Access](#) document.

Hold Over times are provided as a guide. The shortest time represents protection that may be available for medium levels precipitative and the longest for light precipitation.

It remains the Commanders responsibility to ensure that critical surfaces remain free of contamination before commencing the take-off roll.

ALL

8.2.4.3.4 Precautions

Since the de-icing fluid may be further diluted by the melting deposits which it is designed to remove, refreezing may occur if the solution runs onto other parts of the aircraft, and close attention should be paid to this possibility.

Care should be taken to prevent de-icing fluid from accumulating around cockpit transparencies, on which it may cause smearing and loss of vision as speed is increased during a subsequent take-off.

When de-icing operations have been completed, ideally as close to the scheduled departure time as possible, a careful walk-round inspection of the aircraft is to be completed by a qualified person in order to confirm that flying and control surfaces have been cleared of deposits, and that intake and drain holes are free of any obstruction.

If possible, control surfaces should be moved over their full range, and jet engine compressors rotated by hand to ensure that they have not become frozen in position.

The protection against icing (holdover time) afforded by the application of de-icing fluid can be shortened by high winds or jet blasts causing damage to the de-icing fluid film which forms to protect the aircraft surface.

Wing skin temperatures can be significantly lower than the OAT. It can therefore be a more representative guide to the de-icing requirements, de-icing fluid/water-mixing ratio and subsequent holdover times in order to ensure the LOUT of the fluid used is respected.

ALL

8.2.4.3.5 Anti-icing Code

The anti-icing code is communicated by the ground crew to the flight crew by referring to the last step (anti-icing) of the procedure and in the sequence provided below:

- The fluid type, e.g. type I, type II or type IV.
- The concentration of fluid within the fluid/water mixture, expressed as a percentage by volume.
- The **local time** (hours/minutes) at the beginning of the final de-/anti-icing step.

Communicating the anti-icing code to the flight crew confirms that a post de-/anti-icing check was completed and the aeroplane is clean.

Example: A de-/anti-icing procedure whose last step is the use of a mixture of 75% of an ISO Type II fluid and 25% water commencing at 13:35 local time is transmitted as follows: **Anti-icing Code: TYPE II/75 13:35**.

ALL

8.2.4.3.6 Technical Log – Anti-icing Code

The Anti-icing code **must** be entered in the Technical Log by the Commander including the Type of Fluid, the mixture and the commencement and completion times of the treatment in UTC.

ALL

8.3 FLIGHT PROCEDURES

ALL

8.3.1 VFR IFR Policy

Flights for the purpose of commercial air transport should normally be routed via the most convenient, available airway network and in accordance with the instrument flight rules, irrespective of the forecast and actual weather conditions for the route.

VFR flights are generally not allowed except when authorised by the Duty Pilot.

Use of Air Traffic Services

Air Traffic Services are used for all flights whenever available.

In-flight Operational Instructions

easyJet shall ensure that in-flight operational instructions involving a change to the air traffic flight plan shall, when practicable, be coordinated with the appropriate Air Traffic Service unit before transmission to an aeroplane.

ALL

8.3.1.1 **Route Selection**

ALL

8.3.1.1.1 **Route Selection Before Flight**

When Controlled Airspace exists between departure and destination aerodromes, flights will be planned to remain within Controlled Airspace. When Controlled Airspace does not exist, but Advisory Airspace exists, flights will be planned to remain within Advisory Airspace. Where neither Controlled nor Advisory Airspace exists on a route or part of a route, flights will only be planned provided that the distance flown outside Controlled or Advisory Airspace is kept to the minimum practicable. In the case of test flying and other non-revenue activity, flights may be planned outside Controlled and Advisory airspace, to satisfy operational necessity.

ALL

8.3.1.1.2 **Route Selection in Flight**

Occasionally ATC may offer direct routings along routes within controlled airspace. Pilots should use good judgment before making any request for such direct routings. Consideration should be given to factors such as how busy the particular controller/airspace is at that time. Flights, which have been planned to remain inside Controlled or Advisory Airspace, are to be flown within that airspace, except that aircraft may fly outside Controlled or Advisory Airspace to the minimum extent necessary to ensure safety. Although not the norm there may be occasions where flight outside Controlled or Advisory Airspace may be appropriate for reasons such as:

- Weather considerations.
- Minimum Flight Altitude must be taken into account.
- Emergency situations.
- When VMC in sight of the airfield.
- When the route is flown through airspace that is known to be clear of other traffic, such as Military Airspace at the weekends.

Specific guidance on operations to and from aerodromes outside Controlled Airspace will be given for each such airports in the Lido Route Manual. Pilots must ensure familiarity with the rules of the air and relevant operational procedures relating to the conduct of flights in advisory airspace.

ALL

8.3.1.1.3 Operations Outside Controlled Airspace

When flights are operated outside Controlled Airspace (i.e. within Class G airspace) every effort must be made to ensure that the aircraft is in receipt of highest level of radar service available. If possible, this should be a radar vector/de-confliction service.

Air traffic controllers generally use two types of radar: Primary Surveillance Radar (PSR) and Secondary Surveillance Radar (SSR). PSR is the principal radar system employed by ATC for control of the aircraft. SSR is normally employed to assist in aircraft identification and to establish the altitude/level of the aircraft.

An Air Traffic Service using SSR alone may be provided if PSR is unavailable (for example following a failure or during short periods of maintenance). In these circumstances, controllers can only provide a limited service as non-transponding aircraft cannot be detected.

Within Class G airspace, regardless of the ATS being provided, pilots are ultimately responsible for collision avoidance and terrain clearance.

The Duty Pilot should be consulted for planned flight in Class G airspace when radar surveillance is not available.

The Air Traffic services available can be obtained from the Lido Route Manual.

ALL

8.3.1.1.4 IFR Flights in Airspace Class D

Operations may be conducted under IFR, SVFR, or VFR. All flights are subject to ATC clearance (country specific variations notwithstanding). Aircraft operating under IFR and SVFR are separated from each other, and are given traffic information in respect of VFR flights.

Flights operating under VFR are given traffic information in respect of all other flights.

For the separation between IFR and IFR flights within Class D airspace the service provided by ATC is:

- Air traffic control service, traffic information about VFR flights (and traffic avoidance advice on request). The maximum speed limit is 250 kts IAS below FL100 and a continuous 2 way communication is required.

For VFR traffic flying in Class D airspace the service provided by ATC is:

- IFR/VFR and VFR/VFR traffic information (and traffic avoidance advice on request). The maximum speed limit is 250 kts IAS below FL100 and a continuous 2 way communication is required.

Air Collision Avoidance in Airspace Class D

A large majority of states use Class D airspace for Control Zones (CTR). This is the controlled airspace around the airfield from the surface to a defined upper limit.

The minimum required separation between IFR and VFR traffic in Class D airspace is not stipulated. It is important that vigilance for the purpose of detecting potential collisions be exercised on board an aircraft, regardless of the type of flight or the class of airspace in which the aircraft is operating.

When operating an IFR flight in Class D, pilots shall maintain constant lookout for traffic, particularly when advised of VFR traffic in the vicinity. Avoidance advice can be requested from ATC but no minimum separation applies.

- Do not rely on TCAS only as VFR flights may operate without a transponder on.
- Be aware of the potential for nuisance TAs or RAs, including on final approach due to crossing traffic. [OM A 8.3.6, Policy and Procedures for the Use of TCAS/ACAS](#) applies.
- Flying an indicated airspeed below 250 kts improves see-and-avoid detection principles.
- Operating with landing lights ON is recommended for visibility purposes when known VFR traffic in vicinity.

ALL

[8.3.1.1.5 IFR Flights in Airspace Class E](#)

Airspace Class E is defined by ICAO:

IFR and VFR flights are permitted; IFR flights are provided with air traffic control service and are separated from other IFR flights. All flights receive traffic information as far as is practical.

Although airspace class E is considered as controlled airspace, VFR flights are permitted without radio communication, ATC clearance or a transponder on board.

Traffic information of VFR flights operating in class E airspace can only be provided to IFR flights provided:

- The VFR traffic is in VHF contact with an ATS unit.=> Flights operating under IFR are either kept separated by air traffic control units or provided with collision hazard information when available.

and/or

- The VFR traffic operates a transponder.=> traffic will be visible to IFR flights operating with TCAS; (TCAS avoidance with Resolution Advisory (RA) only available providing the VFR operates their transponder with altitude reporting (Mode C)).

Air Collision Avoidance in Airspace Class E

Regardless of the type of flight plan, the pilots are responsible for avoiding collisions when in visual flight conditions, in accordance with the principle of see-and-avoid especially in airspace where VFR flights are not subject to air traffic control services.

It is important that vigilance for the purpose of detecting potential collisions be exercised on board an aircraft, regardless of the type of flight or the class of airspace in which the aircraft is operating.

When operating an IFR flight in Class E, pilots shall maintain constant lookout for traffic, in the vicinity of aerodromes and in general in the airspaces below 10,000 ft:

- Do not rely on TCAS only as VFR flights may operate without a transponder on.
- Flying an indicated airspeed below 250 kts improves see-and-avoid detection principles.
- Operating with landing lights ON is recommended for visibility purposes.

ALL

8.3.1.2

Change from IFR to VFR

An aircraft electing to change the conduct of its flight from compliance with IFR to compliance with VFR shall notify the appropriate ATS unit to specify that IFR flight is cancelled. No reply other than the acknowledgment "IFR flight cancelled at... (time)" should normally be made by ATC.

When an aircraft operating under IFR is flown in or encounters VMC, it shall not cancel its IFR flight unless it is anticipated, and intended, that the flight will be continued for a reasonable period of time in uninterrupted VMC.

ALL

8.3.1.3 Reserved

ALL

8.3.1.4 Meteorological Conditions Minima

On an IFR flight a Commander shall not:

- Commence take-off nor continue beyond the point from which a revised flight plan applies in the event of in-flight re-planning, unless information is available indicating that the expected weather conditions at the destination and/or required alternate aerodrome(s) prescribed in [Section 8.1.2.1, "Approved Aerodromes"](#) are at or above the planning minima prescribed.
- Continue towards the planned destination aerodrome unless the latest information available indicates that, at the expected time of arrival, the weather conditions at the destination, or at least one destination alternate aerodrome, are at or above the applicable aerodrome operating minima.

On a VFR flight a Commander shall:

- Not commence take-off unless current meteorological reports or a combination of current reports and forecasts indicate that the meteorological conditions along the route or that part of the route to be flown under VFR will, at the appropriate time, be such as to render compliance with these rules possible.
- Inform ATC and follow ATC instruction If VMC can not be maintained.

ALL

8.3.1.5 Instrument Departure and Approach Procedures

Instrument departure and approach procedures established by the State in which the aerodrome is located have to be used.

However, a Commander may accept an ATC clearance which deviates from above, provided obstacle clearance criteria are observed and full account is taken of the operating conditions. The final approach must be flown visually or in accordance with the established instrument approach procedure.

An aircraft should not descend in IMC below the minimum (sector) safe altitude (MSA) as shown on the instrument approach chart until it is established in the approved approach, holding procedure, or under radar vectors from the Air Traffic Control Operator.

In the vicinity of the aerodrome an approach may be conducted by visual manoeuvring (circling) under IFR rules if this type of approach is cleared by the ATC and if weather conditions permit it ([Section 8.1.3.2, "Aeroplane Categories"](#)). If visual reference is lost, the circling approach must be aborted.

The minima for a specific type of approach and landing procedure are considered applicable if:

- The ground equipment shown on the respective chart required for the intended procedure is operative.
- The aircraft systems required for the type of approach are operative.
- The required aircraft performance criteria are met.
- The crew is qualified accordingly.

ALL

8.3.1.5.1 Visual Approach

Visual Approaches can represent a high threat environment. Crews shall ensure that they precisely control attitude and use aircraft instruments as the primary reference for controlling and adjusting flight path. A sensible mix of external cues and aircraft instruments is required to accurately position the aircraft laterally and vertically. Crews should use all available information to maximum advantage. These should include PAPIs, ILS cues, ND information such as distance to touchdown and track.

A visual approach utilising the visual circuit is often not available due to traffic density and arrival direction. These types of circuits are rarely practised by crew and consequently may not be the best option for a visual arrival. Crew should normally fly a constant descent style approach and achieve a 3° vertical profile by 1000 ft AAL and ensure compliance with the Stable Approach criteria. If the Stable Approach criteria cannot be met then a go around must be performed.

Visual approaches must be specifically approved by ATC.

During a Visual Approach the crew must:

1. Maintain at least 1500 ft aal or 500 ft above terrain or obstacles until established on the final descent to land.
2. Observe any local restrictions such as over flight of noise sensitive areas.
3. Maintain contact with the landing runway environment (runway threshold, approach lighting or identifiable markings on the runway).
4. Be aware of possible optical illusions.

Visual approaches at night may be conducted unless specifically forbidden in the AOI, or if specifically forbidden by Company policy in the CCI. Prior to conducting visual approaches at night the crew should give consideration to:

- Familiarity of the airport;
- Familiarity of hazards;
- Familiarity of surrounding terrain and obstacles that may affect the descent path.

Note: At night if an instrument approach is available, maximum use must be made of the instrument approach aid and associated guidance. In the event that an instrument approach is not available, maximum use must be made of the PAPIs for flight path guidance.

A go-around must be performed if the specified visual references are lost.

ALL

8.3.1.6 Take-off Conditions

Before commencing take-off, a Commander must satisfy themselves that:

- The RVR or VIS in the take-off direction of the aeroplane is equal to or better than the applicable minimum.
- The condition of the runway intended to be used should not prevent a safe take-off and departure.

ALL

8.3.1.7 Determination of Landing Wind

All references to tailwind limitations and maximum demonstrated crosswinds in Operations Manuals and FCOMs are referenced to the ATC reported wind.

ALL

8.3.1.8 Approach and Landing Conditions

Before commencing an approach operation, the commander shall be satisfied that:

1. The meteorological conditions at the aerodrome or operating site and the condition of the runway/FATO intended to be used will not prevent a safe approach, landing or go-around, considering the performance information contained in the OMB/EFB LANDING PERFORMANCE application.
2. The selected aerodrome operating minima are consistent with all of the following:
 - a. The operative ground equipment;
 - b. The operative aircraft systems;
 - c. The aircraft performance;
 - d. Flight crew qualifications.

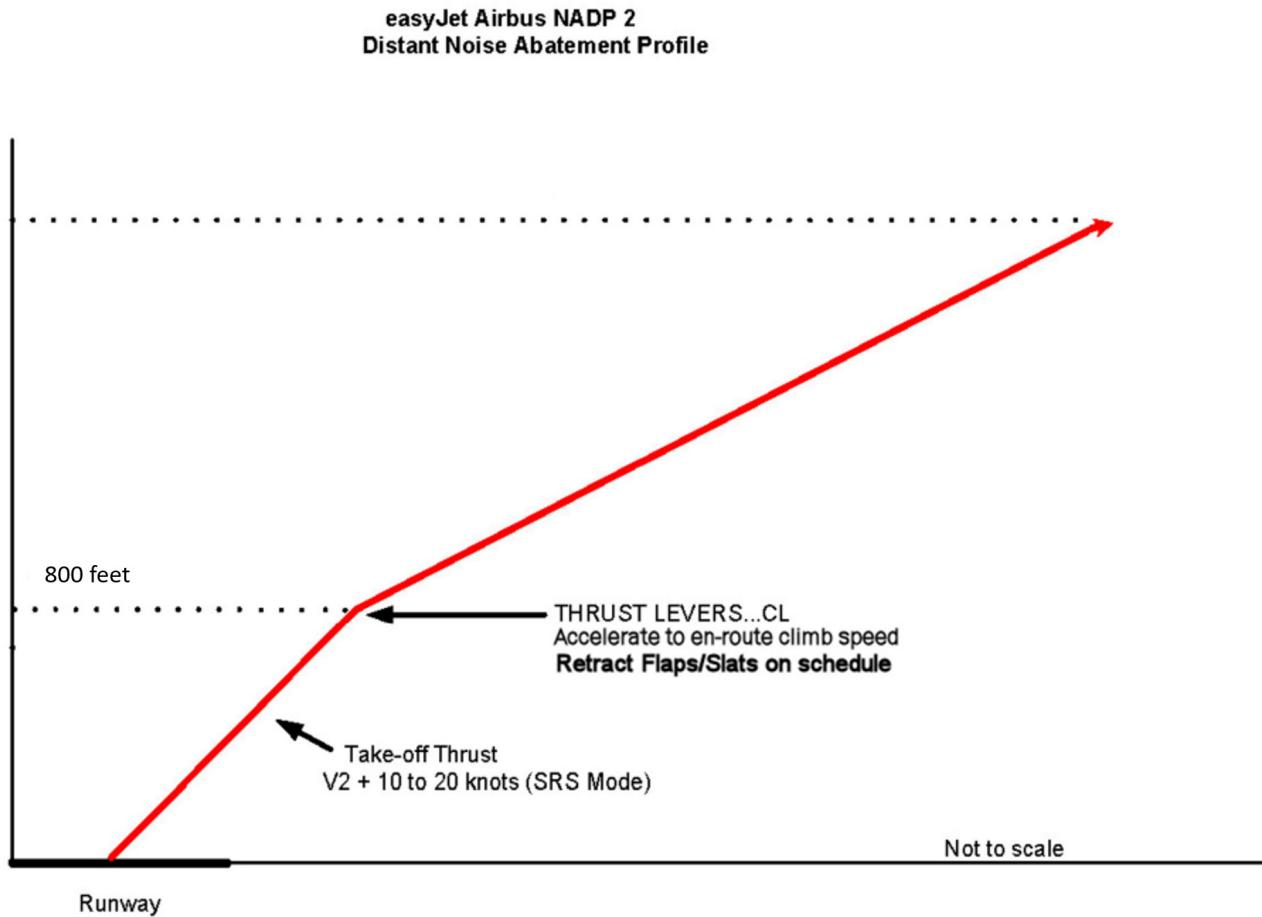
ALL

8.3.1.9 Noise Abatement Departure Procedure

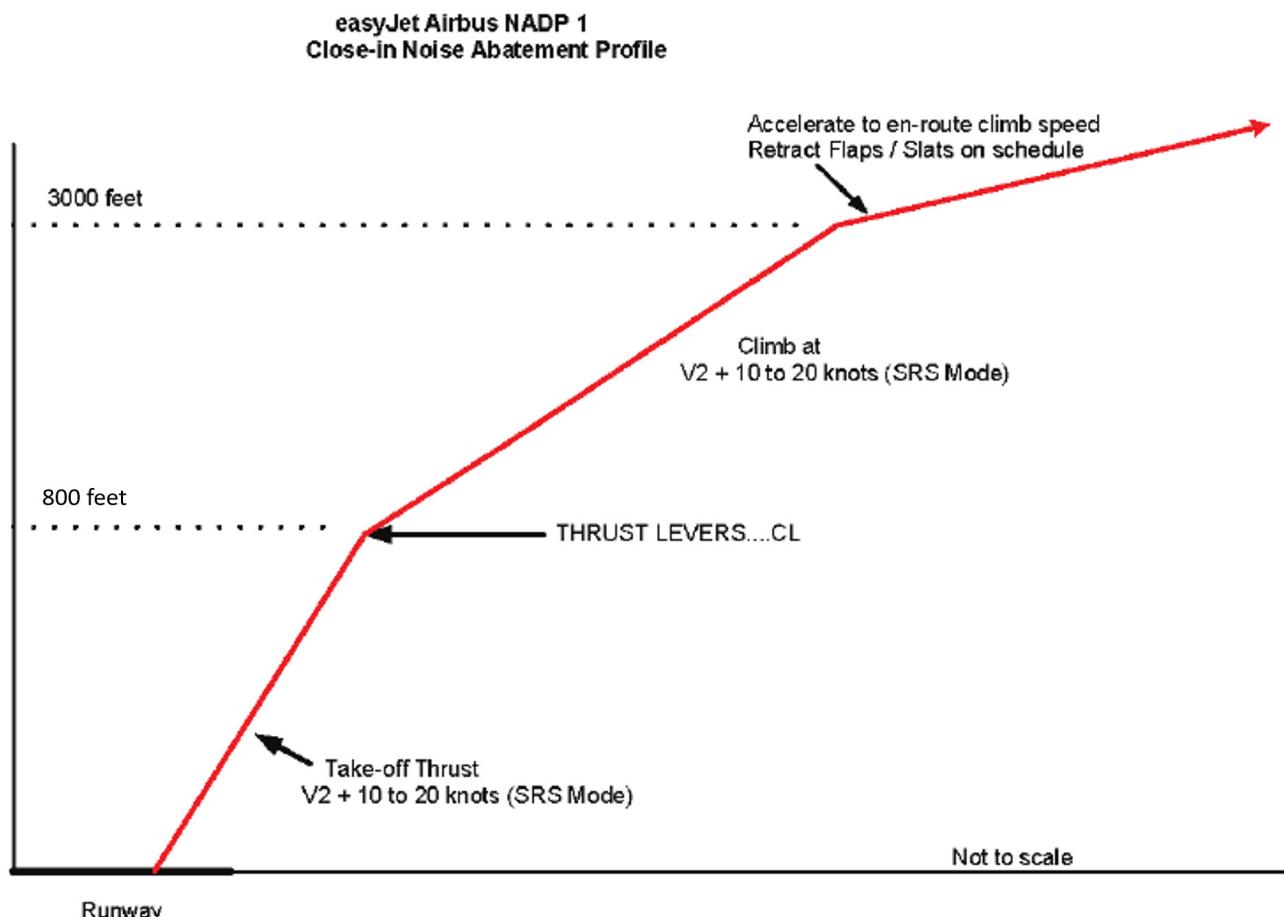
Noise abatement procedures ensure that the necessary safety of flight is maintained whilst minimising exposure to noise on the ground. Crews must ensure that safety has priority over noise abatement considerations. There are two procedures, one of which shall meet the close-in noise abatement objective and the other the distant noise abatement objective.

All take-offs follow a noise abatement profile.

The standard profile is NADP2 as follows:



Where applicable an OFP Crew Bulletin will inform crew to perform a NADP1 profile as follows:



ALL

8.3.1.10 Simulated Abnormal Situations in Flight

Abnormal or emergency situations requiring the application of part or all of abnormal or emergency procedures and simulation of IMC by artificial means, must not be simulated during commercial air transportation flights.

ALL

8.3.2 Navigation Procedures

ALL

8.3.2.1 Routes and Areas of Operation

Operations shall only be conducted within such areas that are approved. The following be assessed during the planning phase:

- The ground facilities and services, including meteorological services, are provided and adequate for the planned operation.
- The performance of the aeroplane is adequate to comply with minimum flight altitude requirements (refer to [OMA, Section 8.1.1](#)).
- The equipment of the aeroplane intended to be used meets the minimum requirements for the planned operation.

- Appropriate maps and charts are available.
- Usable aerodromes are available within the time/distance limitations in (refer to [OMA, Section 8.1.2.1](#)).

Operations in complex areas shall be conducted in accordance with any restrictions imposed by the Authority.

ALL

8.3.2.2 Standard Navigation Procedures

easyJet aircraft are fitted with a variety of navigation equipment. Irrespective of the particular fit, however, the general principal for all operations is that all such equipment is checked for serviceability and normal operations before each flight.

Standard navigational procedures and system requirements including policy for carrying out independent cross checks of keyboard entries where these affect the flight path followed by the aircraft are detailed in OMB or the relevant FCOM.

Navigation logs should be comprehensively completed en route. ETAs should be updated to take account of significant changes. Note should be made of any diversion from the planned route, whether initiated by the Commander or requested by air traffic control, with a brief description of the circumstances, the time the alteration was made, and any fuel re-planning calculations which were necessary.

If difficulties are encountered in following a particular route, the more information that is recorded to assist a post-flight investigation, the greater will be the chances of overcoming the problems on future flights over the same route.

ALL

8.3.2.3 Minimum Navigation Performance Specification Airspace – NAT HLA

NAT HLA Operations are approved on special routes only:

- Blue Spruce Routes between Europe and Iceland
- Tango Routes between Northern Europe and Spain/Canaries/Lisbon FIR

Refer to Lido eRM GEN Part RSI NAT RAR section 2.2.2.13.2.2 Routes within the NAT HLA.

ALL

8.3.2.3.1 General

The North Atlantic Minimum Navigation Performance Specification Airspace (NAT-MNPSA has been renamed The North Atlantic High Level Airspace (NAT-HLA)).

NAT HLA is sub-divided into Oceanic Control Areas (OCA) with specific Navigation and Communication rules and requirements.

Operations into NAT HLA airspace is not allowed unless the appropriate approvals have been issued by the State of the operator.

The North Atlantic NAT HLA rules shall be applied between FL285 and FL420 within the OCA of Santa-Maria, Shanwick, Reykjavik, Gander Oceanic and New-York Oceanic.

NAT HLA airspace is also an RVSM airspace from FL290 to FL410 included.

easyJet is not approved for ETOPS Operations and POLAR Area.

easyJet NAT HLA operations are restricted to Santa-Maria, Shanwick and Reykjavik OCA.

In addition to requirements and operational procedures detailed in this section, further requirements and guidance information referring to Flight Operations in NAT HLA airspace can be found in the following manuals:

- MEL.
- LIDO Route Manual – General (GEN) Part, Regional Supplementary Information (RSI), North Atlantic (NAT).
- OM Part D.

and in the following guidance material:

- ICELAND PLANNING CHART and TANGO ROUTES ORIENTATION CHART
(available on the easyJet Connected Portal and the Operational Quick Access Button on DocuNet).

ALL

8.3.2.3.2 Crew Composition and Qualifications Requirements

Before operating on NAT HLA routes, the initial ground training detailed in OM Part D must be satisfactorily completed.

ALL

8.3.2.3.3 Navigation Requirements

Lateral Navigation

Navigation requirements for operations into NAT HLA airspace are PBN RNP4 and RNP10.

A Long Range Navigation System (LRNS) may be one of the following:

- One Navigation System using inputs from one or more Inertial Reference System (IRS).
- One Global Navigation Satellite System (GNSS);
(currently the only GNSS approved for NAT HLA is GPS).

All easyJet aeroplanes are equipped with 2 LRNS.

In order to comply with navigation accuracy, NAT HLA Navigations Equipment Requirements are established for specific routes:

In accordance with the route selected, two, one or NO LRNS may be required.

The LRNS requirements for each route are detailed in Lido RM GEN RSI.

Longitudinal Navigation

Longitudinal separations between aircraft following the same track and between aircraft on intersecting tracks in NAT HLA are assessed in terms of difference in ATA/ETA at common waypoints. Aircraft are separated longitudinally in clock minutes and thus the importance of accurate on-board master clock system.

The application of Mach Number Technique is used to ensure longitudinal separation can be maintained.

Vertical Navigation

Refer to [8.3.2.10 RVSM](#).

ALL

8.3.2.3.4 Communications Requirements

In order to comply with communication capability, NAT HLA Communications Equipment Requirements are established for specific routes:

In accordance with the route selected, One or No HF radio may be required. Some easyJet aircraft are equipped with 1 HF; some easyJet aircraft are not equipped with HF.

The HF communications requirements for each route are detailed in the Route Manual.

Aircraft communication equipment is considered by ICC when the route is planned.

Depending on route/weather conditions, VHF and/or HF communication may be temporarily unavailable.

ACARS may not be available within NAT HLA.

Depending on the route flown Radar service may or not be provided. Refer to North Atlantic Enroute Charts for specific transponder setting procedures.

ALL**8.3.2.3.5 Equipment to be Carried within NAT HLA Airspace**

In addition to requirements specified for RVSM, operation in NAT HLA airspace requires specific equipment for Navigation (ATA 22 FMS), Communication (ATA 23 HF) and (ATA 31 Clock and EFIS).

Inoperative equipment affecting NAT HLA/RVSM capability will be considered as operationally significant. ICC Route Planning and LIDO OFP shall be planned accordingly.

Prior to dispatch/takeoff:

The easyJet MEL refers to MNPS for all unserviceable items affecting NAT HLA technical capabilities. All equipment affecting NAT HLA technical capabilities have an additional note: "Check MNPS capability".

Flight Crew shall cross check that the required equipment is adequate for the planned route and liaise with MOC and/or ICC Flight planning as required.

Inflight failure prior to NAT HLA entry:

The Flight Crew shall determine if the failure affects required equipment on the planned route within NAT HLA; if the failed equipment is required:

- The flight shall be re-planned on a route on which this equipment is not required (Refer to LIDO Route Manual – Regional Supplementary Information NAV and COM and En-route North Atlantic chart and) or;
- Obtain a re-clearance to fly below NAT HLA airspace lower limit or;
- Land at suitable airport prior to NAT HLA boundary.

In case of re-routing/change of cruising flight level, due consideration shall be given to in-flight fuel management (Refer [8.3.7.1.4 – Re-planning In-flight](#)).

Inflight failure within NAT HLA airspace:

Refer to [8.3.2.3.7 – Abnormal Operations/In-flight Contingency Procedures](#).

ALL**8.3.2.3.6 Normal Procedures**

Procedures for operations into NAT HLA airspace are similar to PBN operations. NAT HLA operations also require RVSM approval.

An Oceanic Clearance shall be obtained prior to NAT HLA entry. Flight Crew shall be familiar with:

- Entry of coordinates waypoints into aircraft FMS. Refer to Lido eRM GEN Part RSI NAT section 2.2.4.4 Waypoint Insertion/Verification Special Emphasis Items.
- Fixed Mach Number Technique.

- Lateral Offset Procedure.
- HF operation (if required).
- SELCAL watch.

Refer to Lido eRM GEN Part RSI NAT section 2.2.5 COM.

ALL

8.3.2.3.6.1 Flight Planning

In addition to destination and destination alternate suitability check, ICC will check that the aircraft tail and flight crew planned for the flight meet all NAT HLA requirements for the intended route. In case of aircraft system degradation, aircraft are to be dispatch in accordance with MEL (Refer to [Section 8.3.2.3.5 – Equipment to be Carried within NAT HLA Airspace](#) and alternative route planning may be required.

ALL

8.3.2.3.6.2 Prior to NAT HLA Entry

- A Time check shall be done. Flight Crew shall ensure that Aircraft main clock is set to GPS time if available.
- A NAV accuracy check shall be done if not GPS Primary.
- An RVSM Altimeter check.
- A SELCAL check shall be done (if HF is to be used for primary communication).
- As applicable an Oceanic Clearance shall be obtained and acknowledged prior to NAT HLA entry, on VHF if possible.

ALL

8.3.2.3.6.3 Flight within NAT HLA Airspace

Both Lateral and Longitudinal Navigation accuracy shall be maintained in accordance the Oceanic Clearance received.

Voice Position report may be required by ATC at specific waypoint.

Refer to LIDO Route Manual – Regional Supplementary Information COM.

Maintain adequate awareness of surrounding aircraft.

ALL

8.3.2.3.6.4 NAT HLA Post-flight Procedures

The flight crew shall carefully review the position drift of each IRS.

Any malfunction affecting the NAT HLA-capability of the airplane shall be recorded in detail in the aircraft Technical Log.

ALL**8.3.2.3.7 Abnormal Operations/In-flight Contingency Procedures**

Refer to Lido eRM GEN Part RSI NAT RAR section 2.2.2.17 Emergency.

ALL**8.3.2.3.8 Reporting of Route Deviations During NAT HLA Operations**

All deviations/violations of NAT HLA rules shall be reported through an Air safety Report via SafetyNet using standard safety occurrence reporting procedures.

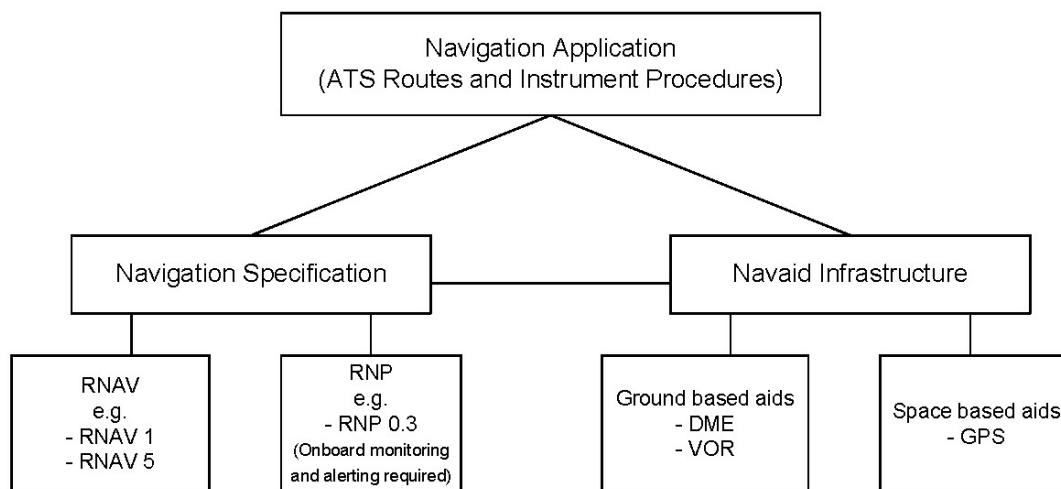
In addition to the reporting requirements detailed in [Chapter 11](#), the following event shall be reported:

- Total Track Error of 25 nm or more.
- Circumstances and contributory factors.
- Deviation from assigned altitude of ± 300 ft.
- The loss of NAT HLA/RVSM-capability.
- The application of any contingency procedure.

ALL**8.3.2.4 Performance Based Navigation (PBN)**

EASA reference: CAT.OP.MPA.126 Performance-based Navigation

The PBN concept specifies that aircraft navigation system performance requirements be defined in terms of the accuracy, integrity, availability, continuity and functionality, which are needed for the proposed operations in the context of a particular airspace concept.



The PBN Concept

ALL

8.3.2.5 Required Navigation Performance (RNP)

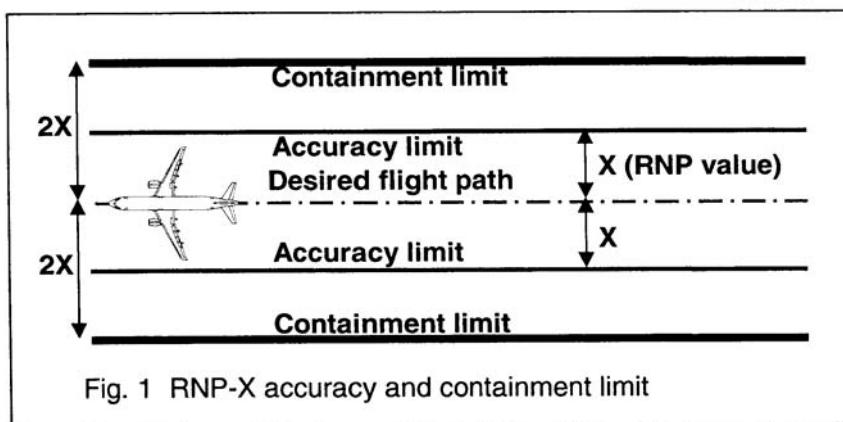
EASA reference: CAT.OP.MPA.126 Performance-based Navigation

RNP is a statement of navigation performance accuracy, essential to operations within a defined airspace.

easyJet aeroplanes are capable of onboard monitoring and alerting and are certified for RNP operations.

Navigation Accuracy

Each aircraft operating in RNP airspace shall have a total system navigation position error equal to, or less than, the RNP value for 95% of the flight time. See Figure 1.



Containment Integrity

The probability that the total system navigation position error in RNP airspace will exceed the specified crosstrack containment limit without annunciation, should be less than 10-5 per flight hour. The crosstrack containment limit is twice the RNP value.

Containment Continuity

The probability of an annunciated loss of RNP-X capability (true or false annunciation) shall be less than 10-4 per flight hour.

Functionality Requirements

In addition to the accuracy, integrity, and continuity requirements, navigation systems must comply with functionality requirements covering:

- FMS flight path definition and construction.
- FMS functions.
- Navigation database.
- Navigation display.
- Autopilots and Flight Directors, etc.

ALL

8.3.2.6 Navigation Specifications

CAT.OP.MPA126

The following Navigation Specifications are in use within easyJet's area of operations.

Specification	Use	Remarks
RNAV 10/RNP 10	Oceanic	
RNAV 5	Enroute	Corresponds to European BRNAV.
RNAV 1 RNAV 2/P-RNAV	Terminal area	Some oceanic Tango routes.
RNP 4	Enroute	
RNP 1/Basic RNP 1	Terminal area	
RNP APCH	Approach	Corresponds to RNAV (GNSS) or RNAV (GPS).
RNP AR	Departure, Approach, Missed approach	Corresponds to RNAV (RNP). RNP AR APCH requires special approval. RNP AR APCH may be classified for crew qualification as "generic" for procedures which fully meet ICAO procedure design criteria, or "procedure specific" where the criteria are not met or as stated in the AIP. The procedure classification is stated in the SAI/CCI.

ALL

8.3.2.7 Navigation Database Management

ALL

8.3.2.7.1 Navigation Database Supply and Integrity

The navigation database is supplied by approved suppliers who hold EASA or FAA type 2 Letters of Acceptance (LOA). The suppliers are subject to the auditing process of easyJet's management system.

The procedure for navigation database integrity checking is an activity contracted to easyJet Group Operations Services.

The engineering procedure to ensure that the correct Navigation Database is loaded onto the aeroplane systems is contained within the Technical Procedures Manual (eTPM).

ALL**8.3.2.7.2 Crew Modification of Procedure**

The following rules apply for crew modification of procedures extracted from the navigation database:

Navigation Specification	Not Permitted	Permitted
For RNAV 1, RNAV 2, RNP 1, RNP 2, RNP APCH, RNP AR APCH	Insertion or modification of waypoints by manual entry into a procedure (departure, arrival or approach) that has been retrieved from the database.	<p>User-defined data may be entered and used for waypoint altitude/speed constraints on a procedure where said constraints are not included in the navigation database coding.</p> <p>Extension of the runway centreline from the FAF for self-positioning or radar vectors.</p> <p>Interception of the final approach track should be made at not less than 2 nm from the FAF.</p> <p>Note: • It is not permitted to accept "Direct to" clearance to:</p> <ul style="list-style-type: none"> – The FAF; – The fix at which an RF leg commences.
RNP 4, RNAV 10/RNP 10	Modification of waypoints that have been retrieved from the database.	User-defined data (e.g. for flex-track routes, offset) may be entered and used.

ALL

8.3.2.8 RT Phraseology for RNAV

Flight Crew	ATC	Circumstance
Unable (designator) Departure [or Arrival] Due RNAV Type		Unable to accept RNAV procedure for reasons of equipment or its operational use
Unable (designator) Departure [or Arrival] (reasons)		Unable to accept RNAV procedure for any other reason
Unable RNAV due equipment		Unable to accept RNAV clearance due to equipment failure
	Unable to issue (designator) Departure [or Arrival] Due RNAV Type	ATC unable to issue RNAV clearance based on equipment indicated in FPL
	Unable to issue (designator) Departure [or Arrival] (reasons)	ATC unable to issue RNAV clearance for any other reason
	Advise if able (designator) Departure [or Arrival]	A means for ATC to confirm the ability of a pilot to accept a specific RNAV procedure

ALL

8.3.2.9 RNAV Substitution for Conventional Navigation Aids

RNAV substitution may be made as long as the FMGS announces:

- SID/EOSID – GPS PRIMARY/NAV ACCUR HIGH.
- Note:** GPS PRIMARY assures accurate position without having to take into account TO Shift.
- STAR/Tansition above FAP or FAF – NAV ACCUR HIGH.
- Missed approach – NAV ACCUR HIGH.

Note: The underlying navigation aid must be available during final approach for conventional non-precision approaches such as VOR or NDB.

ALL

8.3.2.10 Reduced Vertical Separation Minima – RVSM

Reduced Vertical Separation Minima (RVSM) airspace is defined as any airspace where the vertical separation between aircraft from FL290 to FL410 is 1000 ft rather than 2000 ft.

The objective is to increase the route capacity of saturated airspace, while maintaining (at least) the same level of safety. This can be achieved by imposing strict requirements on equipment and on the training of personnel, flight crews and ATC controllers. As part of the RVSM program, the aircraft “altitude-keeping performance” is monitored, overhead specific ground-based measurement units, to continuously verify that airspace users are effectively applying the approved criteria and that overall safety objectives are maintained.

Aircraft Approved for RVSM Operation

All easyJet aircraft are RVSM approved.

Flight Preparation

The pre-flight inspection should be conducted in accordance with the FCOM. Particular attention must be paid to the static ports and adjacent skin areas.

Defects must be checked against the MEL for their effect on RVSM operation. A defect which affects the RVSM status of the aircraft will require a Deferred Defect entry stating that the aircraft is downgraded to non RVSM operation.

The pre-flight altimeter check must be conducted in accordance with the FCOM. The maximum difference between primary altimeters and the elevation at which the check takes place should not exceed 75 feet.

In-Flight Procedures

The following equipment should be operating normally at entry into RVSM airspace:

1. Two primary altimeters.
2. One automatic altitude-control system (i.e autopilot with altitude hold capability).
3. One altitude-alerting system.
4. A Secondary Surveillance Radar (SSR) transponder with altitude reporting system that can be connected to the primary in use for altitude keeping.

Required equipment for each type is specified in the relevant FCOM.

The primary altimeters must agree within 200 ft before entering, and whilst operating within, RVSM airspace.

In normal operations, the altimeter being used to control the aircraft should be selected for the input to the altitude reporting transponder transmitting information to ATC.

Contingency procedures

ATC must be notified of contingencies (equipment failures, weather) which affect the ability to maintain the cleared flight level or RVSM capability (Ref to LIDO Route Manual GEN/RSI).

Examples of equipment failures which should be notified to ATC are:

1. Failure of all automatic altitude-control systems aboard the aircraft.
2. Loss of redundancy of altimetry systems.
3. Loss of thrust on an engine necessitating descent.
4. Any other equipment failure affecting the ability to maintain cleared flight level.
5. Total loss of transponder altitude reporting capability.

The pilot should notify ATC when encountering greater than moderate turbulence.

If unable to notify ATC and obtain an ATC clearance prior to deviating from the cleared flight level, the pilot should follow any established contingency procedures, for the airspace in use, and obtain ATC clearance as soon as possible.

ALL

8.3.2.11 Navigation in Areas with GNSS Interference

GNSS (GPS) interference can impact aircraft systems and navigation. The following list is non-exhaustive example of symptoms which may be experienced:

- Temporary or non-recoverable failure or degradation of timing data information provided by GNSS possibly resulting in:
 - Inconsistent flight guidance possibly resulting in route deviations, uncommanded turns, and potential airspace infringements;
 - Loss or misleading surveillance system (e.g. corrupted Automatic Dependent Surveillance-Broadcast (ADS-B), TAWS (e.g., false PULL UP alert triggered by TAWS during cruising phase), wind shear, terrain and other surface functionalities);
 - Loss or misleading time dependent systems (e.g. clock, fuel computation system, flight management system);
 - Inconsistent, potentially misleading aircraft position, and ground or wind speed on the navigation display.
- Inability to use GNSS for navigation, including waypoint navigation;

- Inability to conduct or maintain GNSS based Area Navigation (RNAV) and/or required Navigation Performance (RNP) operations.

Flight crew should follow procedures outlined in FCOM including flight preparation procedures for operation to known areas of GNSS Interference and in-flight management of known or suspected GNSS interference.

If GNSS Interference occurs or is suspected, report (AIREP) to air traffic services any observed irregularities.

During operation through areas of known or suspected GPS Interference, flight crew should continuously monitor aircraft position and navigation accuracy using non-GNSS navaids and closely monitor ATC Frequencies. This is particularly important to protect against the threat of spoofing as the aircraft position and EPE may appear to be accurate when impacted.

Following operation, if any GNSS (GPS) interference had occurred or suspected to have occurred during a sector (even if aircraft systems have recovered), contact MOC after landing to determine any required action.

ALL

8.3.3 Altimeter Setting Procedures

Serviceability checks. Altimeters are to be checked during the pre-flight phase. Refer to FCOM/OMB.

Setting Procedures

Altimeters are to be set, and cross checked whenever a new setting is applied, in accordance with the following table.

Table 8.3.3(1) Altimeter Setting Procedures

Flight Stage	No.1	No.2	Remarks
Before Take-off	QNH	QNH	Airport setting
Climb and Cruise	QNH	QNH	If remaining below Transition Altitude. See Note 1.
Climb	STD	STD	When cleared to a Flight Level. See Note 2.
En route	STD	STD	See Note 2
Descent	STD	STD	When cleared to intermediate Flight Levels
Descent	QNH	QNH	When cleared to an altitude.
Initial Approach	aerodrome QNH	aerodrome QNH	
Final Approach	aerodrome QNH	aerodrome QNH	
Missed Approach	aerodrome QNH	aerodrome QNH	

- Note:**
1. When en-route, the QNH used should be the appropriate regional value, unless operating below a Terminal Area (TMA) when the Zone QNH, or aerodrome QNH of an associated aerodrome should be set.
 2. When a third altimeter is fitted this must be set to the relevant QNH for T/O and maintained until climbing through the Minimum Safe Altitude. After passing the Minimum Safe Altitude, on climb, and when cleared to a flight level it is to be set to standard. Destination QNH will be set before passing FL200 in descent or at TOD if cruise altitude is less than FL200.

Radio Altimeter (RA)

- The radio altimeter should only be used to indicate DH for Cat II/III approaches and must not be used to define DA/MDA for all other types of approach.

Temperature Error

Pressure altimeters are calibrated to indicate true altitude under International Standard Atmosphere (ISA) conditions. Any deviation from ISA will therefore result in an erroneous reading on the altimeter. The altimeter error may be significant under conditions of extremely cold temperature and appropriate corrections should be applied.

Metric Altimetry

Metric levels may be used by some States. These levels are converted to equivalent altitudes in the Route Manual. Equivalent metric levels for corresponding altitudes and heights are also listed in LIDO CRAR.

QFE Operation

In states using QFE as a datum, tables are provided on the instrument approach chart to convert QFE heights to QNH altitudes. easyJet does not use QFE.

Altimeter Correction for Temperature

For more information refer to [Section 8.1.1.3, “Minimum Flight Altitude Corrections”](#)

ALL

8.3.4 Altitude Alerting System Procedures

All easyJet aircraft have an automatic altitude alerting system. Refer to FCOM/OMB for details.

ALL**8.3.5****Ground Proximity Warning System Procedures**

The (Enhanced) Ground Warning Proximity System ((E)GPWS) is designed to alert pilots that the aircraft position in relation to the terrain is abnormal and, if not corrected, could result in a Controlled Flight Into Terrain (CFIT). All easyJet aircraft are fitted with (E)GPWS. This includes a terrain database which is updated on each aircraft every six months. The terrain database is maintained by Flight Operations Technical who will monitor changes. More frequent updates may be installed following each review.

(E)GPWS operational functioning is described in FCOM. Associated procedures are given in FCOM and in the QRH.

When undue proximity to the ground is detected by any flight crew member or by a ground proximity warning system, the Commander or the pilot to whom conduct of the flight has been delegated shall ensure that corrective action is initiated immediately to establish safe flight conditions.

The (E)GPWS may not be deactivated (by pulling the circuit breaker or use of the relevant switch) except when specified by MEL/AMM approved procedures.

The appropriate manoeuvre detailed in the FCOM must be followed for any alert except when:

- A 'nuisance' alert occurs during daylight VMC conditions, and when positive visual verification is made that no hazard exists, and the possibility of a nuisance alert has been briefed and notified on the chart, in CCI or by NOTAM.
- An alert occurs which the crew were able to positively identify as 'false', following unambiguous verification of the aircraft position at the time of the alert.

Definitions

- 'Alerts' include both 'cautions' and 'warnings'.
- 'Nuisance' means that (E)GPWS issues an alert that is appropriate but not needed because the flight crew can determine by independent means that the flight path is at that time safe.
- 'Genuine' means that (E)GPWS issues an alert that is both appropriate and necessary.
- 'False' means that (E)GPWS issues an alert that cannot possibly be justified by the position of the aircraft in respect to terrain, and it is probable that a fault or failure in the system (equipment and/or input data) is the cause.

Reporting

Any (E)GPWS activation must be reported in an ASR whether genuine, nuisance or false.

ALL**8.3.6****Policy and Procedures for the Use of TCAS/ACAS**

Associated procedures are given in the FCOM "Abnormal and Emergency procedures". TCAS/ACAS provides Flight Crew with alerting of collision hazards, independent of any ground-based aids which may be used by air traffic control for such purposes.

The highest level of TCAS modes (TA/RA) shall be selected at all times, unless otherwise required for technical reasons (i.e. ECAM), or unless doing so would jeopardize the safety of the aircraft.

ACAS II

Provides collision avoidance manoeuvre advice in the vertical plane, in either of two forms:

- Traffic Advisories (TA), which indicate the approximate position relative to the subject aircraft, either in azimuth only, or azimuth and altitude, of nearby transponding aircraft which may become a threat.
- Resolution Advisories (RAs) which command manoeuvres or manoeuvre restrictions in the vertical plane to resolve conflicts with aircraft transponding SSR Mode C altitude.

If a TA or an RA is received, the following action should be taken:

Traffic Advisory

This is intended to alert the crew that an RA, requiring a change in flight path, may follow. A visual search should immediately be concentrated on that part of the sky where the TA indicates the conflicting traffic to be. If the potential threat gives cause for concern, air traffic control assistance should be requested in deciding whether a change of flight path is required. Do not manouevre based on a TA only.

Resolution Advisory

Pilots shall:

- Respond immediately by following the RA as indicated, unless doing so would jeopardize the safety of the aeroplane.
- Note:**
1. Stall warning, windshear, and GPWS alerts have precedence over ACAS.
 2. Visually acquired traffic may not be the same traffic causing an RA. Visual perception of an encounter may be misleading, particularly at night.
- Follow the RA even if there is a conflict between the RA and an air traffic control (ATC) instruction to manoeuvre.

- Not manoeuvre in the opposite sense to an RA.

Note: In the case of an ACAS-ACAS coordinated encounter, the RAs complement each other in order to reduce the potential for collision. Manoeuvres, or lack of manoeuvres, that result in vertical rates opposite to the sense of an RA could result in a collision with the threat aircraft.

- As soon as possible, as permitted by flight crew workload, notify the appropriate ATC unit of the RA using the appropriate RT phraseology.

Note: Unless informed by the pilot, ATC does not know when ACAS issues RAs. It is possible for ATC to issue instructions that are unknowingly contrary to ACAS RA indications. Therefore, it is important that ATC be notified when an ATC instruction is not being followed because it conflicts with an RA.

- Promptly comply with any modified RAs.
- Limit the alterations of the flight path to the minimum extent necessary to comply with the RAs.
- Promptly return to the terms of the ATC instruction or clearance when the conflict is resolved.
- Notify ATC when returning to the current clearance.

ALL

8.3.7 Policy and Procedures for In-flight Fuel Management

ALL

8.3.7.1 Fuel Quantity Checks

ALL

8.3.7.1.1 General

UK-AOC

The fuel on board when starting the engines must not be less than the minimum fuel quantity defined by the fuel policy. [Section 8.1.7.1, “Fuel Policy \(UK AOC\)”](#).

Swiss-AOC

The fuel on board when starting the engines must not be less than the minimum fuel quantity defined by the fuel policy. [Section 8.1.7.1, “Fuel Scheme/Policy \(Swiss AOC\)”](#).

Austrian-AOC

The fuel on board when starting the engines must not be less than the minimum fuel quantity defined by the fuel policy. [Section 8.1.7.1, “Fuel Scheme/Policy \(Austrian AOC\)”](#).

Note: A fuel check before departure may display insufficient fuel at destination (e.g. FMS fuel prediction at the commencement of a long flight) if flying significantly off planned/optimum flight level and the current cruise flight level is entered as actual flight level in the FMS cruise page. The

Commander will satisfy themselves that the flight can be completed as planned, based upon anticipated climb, Speed selection, etc. A similar information may be displayed if the planned route winds have not been entered in the FMS.

The fuel on board must be periodically checked in flight to determine if the remaining fuel is not less than the minimum fuel required to continue the intended flight.

ALL

8.3.7.1.2 In-flight Fuel Checks

In-flight fuel monitoring is made using the OFP or the EFF Navlog. A fuel check shall be made at regular intervals and recorded on the Navlog. The check shall be made once per flight for flights less than one hour and at least once per completed hour for longer flights. The PM will check fuel on board and compare it with the OFP Navlog.

Add the Fuel Used (FU) values to the actual remaining Fuel on Board (FOB) and compare it with the departure block fuel (recorded before engine start). If there is no major discrepancy, the figures read on the aircraft should be used.

This type of monitoring would detect fuel leaks and provide a more reliable basis of calculation in case of either Fuel Quantity Indicator (FQI) or Fuel Used (FU) failure during flight.

Some discrepancies, without any failure or fuel leak, may be evident. This may be due to:

1. APU consumption which is not recorded by FU.
2. FQI errors on block fuel and on FOB.
3. FU indication tolerance.

Water freezing in the tanks may also affect the FQI indications.

ALL

8.3.7.1.3 In-flight Fuel Management

The Commander shall ensure that the usable fuel expected to remain upon landing at the destination aerodrome is not less than:

1. The required alternate fuel plus Final Reserve Fuel; or
2. The Final Reserve Fuel if no alternate aerodrome is required.

If an in-flight fuel check shows that the usable fuel expected to remain upon landing at the destination aerodrome is less than:

1. The required alternate fuel plus the Final Reserve Fuel, the commander should request delay information from the ATC, and take into account the prevailing traffic and operational conditions at the destination aerodrome, at the destination alternate aerodrome, and at any other adequate aerodrome, to decide whether to proceed to the destination aerodrome or to divert in order to perform a safe landing with not less than Final Reserve Fuel; or
2. The Final Reserve Fuel, if no destination alternate aerodrome is required, the commander should take appropriate action and proceed to an aerodrome where a **safe landing** can be made with not less than Final Reserve.

In all cases the following fuel conservation measures should be considered in the event of a fuel shortfall:

1. Decrease aircraft speed (down to Max Range Speed/Cost Index minimum).
2. Obtain a more direct route.
3. Fly closer to the optimum FL (taking the wind into account).
4. Select a closer alternate aerodrome.
5. Land and refuel.

ALL

8.3.7.1.4 Re-planning In-flight

Re-planning in-flight may be done when planned operating conditions have changed or other reasons make further adherence to the original flight plan unacceptable or impractical, for example:

1. Change of Destination due to Operational constraints.
2. Change of Destination due to Technical/Engineering constraints.
3. Degraded aircraft performance.

The normal pre-flight planning criteria shall be used for Re-planning in-flight:

- Refer to **Section 8.1.2 – Criteria for Determining the Usability of Aerodromes** to determine the new Destination and Destination Alternate Aerodrome requirements.
- Refer to **Section 8.1.7 – Determination of the Quantities of Fuel and Oil Carried** for fuel requirements.

ALL

8.3.7.1.5 Diversion

Diversion Enroute

In Emergency or Urgency situation, a diversion to an en-route Alternate is not considered as a change of destination requiring an in-flight re-planning.

Diversion from Destination

A flight is diverting from destination when the Flight Crew cannot continue the flight to the planned Destination because the destination Aerodrome becomes no longer suitable:

- Destination Aerodrome Weather conditions below actual minima. Refer to [Section 8.3.1.8 – Approach and Landing Conditions](#).
- Destination Aerodrome closed (e.g. due to ground equipment failure, political reasons, Emergency affecting Runway Operations or RFFS...).
- Destination Aerodrome restricted by curfew (night ban).

– UK-AOC

If it becomes foreseeable at planning stage, applying reasonable calculated flight time, that the destination may not be reached before the night ban becomes effective, the flight must be planned with two suitable destination alternates aerodrome (Refer to [Section 8.1.2.2.2.4 – Destination Alternate and ERA Aerodromes \(UK AOC\)](#)).

Swiss-AOC

If it becomes foreseeable at planning stage, applying reasonable calculated flight time, that the destination may not be reached before the night ban becomes effective, the flight must be planned with two suitable destination alternates aerodrome (Refer to [Section 8.1.2.2.2.4 – Planning Minima for Destination Alternate and Fuel ERA Aerodromes \(Swiss AOC\)](#)).

Austrian-AOC

If it becomes foreseeable at planning stage, applying reasonable calculated flight time, that the destination may not be reached before the night ban becomes effective, the flight must be planned with two suitable destination alternates aerodrome (Refer to [Section 8.1.2.2.2.4 – Planning Minima for Destination Alternate and Fuel ERA Aerodromes \(Austrian AOC\)](#)).

In the case of a diversion, the pre-flight planning rules are not applicable.

Refer to [Section 8.3.7.1.3 – In-flight Fuel Management](#).

ALL**8.3.7.2****Low Fuel State**

The objective of the Final Reserve Fuel is to ensure that a safe landing is made at any aerodrome when unforeseen circumstances may not allow to safely complete the flight, as originally planned.

The commander should always consider first planning a safe-landing option and estimating whether this landing can be performed with more than Final Reserve. When this estimation indicates that the Final Reserve can no longer be protected, then a fuel emergency should be declared and any landing option explored (aerodromes not in easyJet database, military aerodromes, closed runways), including deviating from rules, operational procedures, and methods in the interest of safety as per the commanders authorities.

When committed to land at a specific aerodrome, the commander should take into account any operational factor that may cause a delay to landing, and thus determine whether the aircraft will land with less than the planned Final Reserve Fuel, even after receiving clearance from ATC. A change that may cause a delay to landing could be other than the ATC, e.g. a change of weather conditions, etc. If any such factor is likely to result in landing with less than the planned Final Reserve, the commander should declare 'MINIMUM FUEL' to ATC.

A 'MINIMUM FUEL' declaration informs the ATC that all planned aerodrome options have been reduced to a specific aerodrome of intended landing. It also informs the ATC that any change to the existing clearance may result in landing with less than the planned Final Reserve. This is not an emergency situation but an indication that an emergency situation is possible, should any additional delay occur. Crew should not expect any form of priority handling as a result of a 'MINIMUM FUEL' declaration. However, the ATC should advise the flight crew of any additional expected delays, as well as coordinate with other ATC units when transferring the control of the aeroplane, to ensure that the other ATC units are aware of the flight's fuel state.

The Commander shall declare a situation of fuel emergency by broadcasting MAYDAY, MAYDAY, MAYDAY FUEL, when the calculated usable fuel predicted to be available upon landing at the nearest aerodrome where a safe landing can be made is less than the planned final reserve fuel.

Example 1: The aircraft is on the final approach to the destination aerodrome with a single runway, with just the destination alternate fuel plus FRF available. The aircraft ahead has a tyre burst upon landing and has stopped on the runway. The ATC orders the aircraft on final approach to execute a go-around as the destination aerodrome is closed due to a blocked runway. After completing the go-around, the flight crew decides to divert to the destination alternate aerodrome. After the ATC gives clearance for the destination alternate aerodrome and if the calculated fuel upon landing is close to the FRF, the flight crew should declare 'MINIMUM FUEL'. The flight crew has now committed to land at the destination alternate aerodrome, and any change to the clearance may result in landing there with less than the planned FRF.

Example 2: The aircraft is approaching the clearance limit point, which has a holding pattern operating at this point in time. The ATC gives the aircraft an expected arrival time that would result in a delay of 25 minutes, and the aircraft enters the holding zone. On receiving this information and prior to entering the holding pattern, the remaining fuel is 7-minute contingency fuel plus 25-minute destination alternate fuel plus 30-minute FRF. The weather conditions and aircraft serviceability are such that the flight crew can convert the destination alternate fuel into holding time over the destination aerodrome. When the remaining fuel no longer allows a diversion from the holding pattern, then the flight crew should declare 'MINIMUM FUEL'. The flight crew has committed to land at the destination aerodrome, and any change to the clearance may result in landing with less than the planned FRF.

Example 3: The aircraft reaches FL 350, which is the cruising flight level on its 5-hour flight. The weather forecast information that was obtained before departure was favourable and, therefore, the commander did not order any discretionary fuel. The destination alternate fuel is sufficient for 25-minute flight time and the destination alternate aerodrome is located beyond the destination aerodrome. For some reason (unexpected severe turbulence, cockpit window crack, etc.), the aircraft has to descend and continue the flight at FL 230, where fuel consumption is higher. In-flight fuel checks and fuel management now show that the destination aerodrome can still be reached but only if in-flight re-planning is done without the destination alternate aerodrome (the destination aerodrome has two runways and good weather, and it is less than 6-hour flight time away, thus meeting the conditions for not requiring an alternate aerodrome). By doing so, the aircraft will arrive at destination for a straight-in approach with exactly the FRF plus 15-minute flight time. During the next 3,5 hours, an ERA aerodrome is available, and the situation is under control. When approaching the destination, the aircraft has to commit to land at the destination aerodrome as there is no other destination alternate aerodrome within 15 minutes of reaching the destination aerodrome. The ATC now informs the pilots that there is a change of landing runway resulting in a 12-minute trip fuel increase. It is time to declare 'MINIMUM FUEL'.

ALL

8.3.7.3 Fuel Freezing Limitations

The minimum fuel temperature, published in the operational documentation, may be more restrictive than the certified aircraft environmental envelope. It includes two different limitations both linked to engine operation: fuel freezing point limitation, and fuel heat management system limitation.

Fuel freezing Point Limitation

This limitation provides an operating margin to prohibit operations under fuel temperature conditions that could result in the precipitation of waxy products in the fuel.

The resulting limitation varies with the freezing point of the fuel being used. Aside from this, engines have a fuel warming (oil cooling) system at their inlet. Because of the architecture of this system and the fact that the fuel inlet hardware varies from one engine type to another, the specification of what fuel temperature is acceptable at the inlet of the engine varies from one engine type to the other.

Therefore, engine manufacturers sometime require a temperature margin to fuel freezing point to guarantee correct operation.

Note: The fuel anti-icing additives authorised by engine manufacturers decrease the freezing temperature of the water contained in the fuel, but have no effect on the fuel freezing temperature itself.

Therefore, the Minimum Fuel Temperature Should be:

- FUEL FREEZING POINT + ENGINE MANUFACTURER MARGIN
Refer to FCOM Limitations for minimum authorized operational fuel temperature.

Refer to FCOM regarding the procedures dealing with low fuel temperature.

ALL

8.3.8 Adverse and Potentially Hazardous Atmospheric Conditions

ALL

8.3.8.1 Thunderstorms

General

There is no useful correlation between the external visual appearance of thunderstorms and their severity.

Knowledge and weather radar have modified attitudes toward thunderstorms, but one rule continues to be true:

- **Any thunderstorm should be considered hazardous.**

Weather Information

Meteorological observations/forecasts or charts contain thunderstorm and associated hazards information.

But, when thunderstorms are, or are expected to be sufficiently widespread to make their avoidance difficult, e.g. a line of thunderstorms associated with a front or squall line or extensive high level thunderstorms, the Meteorological Office issues warnings, in the form of SIGMET messages, of “active thunderstorm area”.

In addition, pilots are required to send a special air report when conditions are encountered which are likely to affect the safety of aircraft. Such a report would be the basis of a SIGMET warning.

The Meteorological Office does not issue SIGMET messages in relation to isolated thunderstorm activity and the absence of SIGMET warnings does not therefore necessarily indicate the absence of thunderstorms.

For description of weather messages and for the meaning of the associated codes refer to [Section 8.1.6, "Interpretation of Meteorological Information"](#).

Thunderstorm Hazards

Thunderstorms concentrate every weather hazard to aviation into one vicious package. The most important hazards are:

Turbulence

Potentially hazardous turbulence is present in all thunderstorms. Strongest turbulence within the cloud occurs with shear between updrafts and downdrafts. Outside the cloud, shear turbulence has been encountered several thousand feet above and 20 NM laterally from a severe storm. A low-level turbulent area is the shear zone associated with the gust front. Often, a "roll cloud" on the leading edge of a storm marks the top of the eddies in this shear and it signifies an extremely turbulent zone. Gust fronts often move far ahead (up to 15 NM) of associated precipitation. The gust front causes a rapid and sometimes drastic change in surface wind ahead of an approaching storm.

It is almost impossible to hold a constant altitude in a thunderstorm, and manoeuvring in an attempt to do so produces greatly increased stress on the aircraft. It is understandable that the speed of the aircraft determines the rate of turbulence encounters. Stresses are least if the aircraft is held in a constant attitude and allowed to "ride the waves" (Refer to FCOM For guidance on flight in severe turbulence.).

Icing

Supercooled water freezes on impact with an aircraft. Clear icing can occur at any altitude above the freezing level; but at high levels, icing from smaller droplets may be rime or mixed rime and clear. The abundance supercooled water droplets makes clear icing very rapid between 0°C and -15°C.

Hail

Hail competes with turbulence as the greatest thunderstorm hazard to aircraft. Supercooled drops above the freezing level begin to freeze. Once a drop has frozen, other drops latch on and freeze to it, so the hailstone grows. Large hail occurs with severe thunderstorms with strong updrafts that have built to great heights. Eventually, the hailstones fall, possibly some distance from the storm core. Hail may be encountered in clear air several miles from dark thunderstorm clouds.

Low Ceiling and Visibility

Generally, visibility is near zero within a thunderstorm cloud.

The hazards and restrictions created by low ceiling and visibility are increased many fold when associated with the other thunderstorm hazards.

Effect on Altimeters

Pressure usually falls rapidly with the approach of a thunderstorm, then rises sharply with the onset of the first gust and arrival of the cold downdraft and heavy rain showers, failing back to normal as the storm moves on. This cycle of pressure change may occur in 15 minutes. If the pilot does not receive a corrected altimeter setting, the altimeter may be more than 1000 feet in error.

Lightning

A lightning strike can puncture the skin of an aircraft. Lightning has been suspected of igniting fuel vapours causing explosion; however, serious accidents due to lightning strikes are extremely rare.

Nearby lightning can blind the pilot rendering them momentarily unable to navigate either by instrument or by visual reference.

Lightning can also induce permanent errors in the magnetic compass and lightning discharges, even distant ones, can disrupt radio communications on low and medium frequencies.

In the event of lightning strike conduct the following procedure:

- In flight, check of all radio communication and navigational equipment and the weather radar.
- Record the lightning strike in the technical logbook. Pilots should be aware that a lightning strike inspection must be conducted by a qualified engineer before further flight.

Lightning intensity and frequency have no simple relationship to other storm parameters. But, as a rule, severe storms have a high frequency of lightning.

Engine Water Ingestion

Jet engines have a limit on the amount of water they can ingest. Updrafts are present in many thunderstorms, particularly those in the development stages. If the updraft velocity in the thunderstorms approaches or exceeds the terminal velocity of the falling raindrops, very high concentrations of water may occur. It is possible that these concentrations can be excess of the quantity of water engines are designed to ingest. Therefore, severe thunderstorms may contain areas of high water concentration which could result in flameout and/or structural failure of one or more engines. (Refer to FCOM for operation in or near to heavy rain, hail or sleet.)

Avoiding Thunderstorms

General Rule

Never Regard a Thunderstorm Lightly. Avoiding Thunderstorms is the Best Policy

- Don't land or take-off in the face of an approaching thunderstorm. Turbulence wind reversal or windshear could cause loss of control.
- Don't attempt to fly under a thunderstorm even if you can see through to the other side. Turbulence and wind shear under the storm could be disastrous.
- Don't fly without airborne radar into a cloud mass containing scattered embedded thunderstorms. Scattered thunderstorms not embedded usually can be visually circumnavigated.
- Don't trust the visual appearance to be a reliable indicator of the turbulence inside a thunderstorm.
- Do avoid by at least 20 NM, preferably on the upwind side, any thunderstorm identified as severe or giving an intense radar echo. This is especially true under the anvil of large cumulonimbus.
- Do circumnavigate the entire area if the area has 6/10 thunderstorm coverage.
- Do regard as extremely hazardous any thunderstorm with tops 35,000 feet or higher whether the top is visually sighted or determined by radar.

Departure and Arrival

When significant thunderstorm activity is approaching within 15 NM of the airport, the Commander should consider conducting the departure or arrival from different direction or delaying the take-off or landing. Use all available information for this judgement, including PIREPs, ground radar, aircraft radar, tower-reported winds, and visual observations. In the terminal area thunderstorms should be avoided by no less than 3 NM. Many ATC radars are specifically designed to reduce or exclude returns from "weather" and in these cases little or no assistance can be given by ATC.

It is recommended that any guidance given by ATC should be used in conjunction with the aircraft own weather radar, in order to guard against possible inaccuracies in the ground radars interpretation of the relative severity of different parts of a storm area. Any discrepancies should be reported to ATC.

Gust fronts in advance of a thunderstorm frequently contain high winds and strong vertical and horizontal wind shears, capable of causing an upset near the ground. A gust front can affect an approach corridor or runway without affecting other areas of the airport. Under such conditions, tower-reported winds and the altimeter setting could be misleading.

Microbursts may also accompany thunderstorms. 2 NM or less in diameter, microbursts are violent short-lived descending columns of air capable of producing horizontal winds sometimes exceeding 60 kt within 150 ft of the ground.

Microbursts commonly last one to five minutes and may emanate from high-based cumulus clouds accompanied by little or no precipitation, or may be associated with large cumulonimbus build-ups and be accompanied by heavy rainfall.

Because of their relatively small diameter, airport anemometers and low level windshear alert systems may not sense this phenomenon in time to provide an adequate warning of nearby microburst activity.

En-route

Refer to [FCTM](#) for procedures on weather avoidance and optimum use of weather radar.

Overflight

Avoid overflying thunderstorms unless a minimum of 5000 ft clearance above the storm top is ensured. When possible, detour between the storm cells of a squall line rather than directly above them. Keep the radar antenna tilted down during overflight to properly assess the most severe cells, which may be masked by clouds formations.

Lateral avoidance

At altitudes above the freezing level, supercooled rain and hail may indicate as only weak radar echoes, which can mask extreme thunderstorm intensity. Avoid weak radar echoes associated with thunderstorms by the following minimum distances:

Altitude	Lateral avoidance
20000 ft	10 NM
25000 ft	15 NM
30000 ft	20 NM

Flight near thunderstorms

If flight closer than the minimum recommended distances is unavoidable, observe the following precaution:

- When it is necessary to fly parallel to a line of cells, the safest path is on the upwind side (the side away from the direction of storm travel). Although severe turbulence and hail can be encountered in any direction outside a thunderstorm, strong drafts and hail are more often encountered outside the body of the cell on the downwind side.
- Avoid flight under the anvil. The greatest possibility of encountering hail is downwind of the cell, where hail falls from the anvil or is tossed out from the side of the storm. Hail has been encountered as much as 20 NM downwind from large thunderstorms.

- Avoid Cirrus and Cirrostratus layers downwind from the storm tops. Such layer may be formed by cumulonimbus tops and may contain hail, even though the radar scope shows little or no return echoes.
- If ATC requirements make flight into unsafe conditions imminent, the Commander should request a change of routing and if necessary use their emergency authority to avoid the severe weather conditions.
- Any flight in the vicinity of thunderstorms carries the risk of a sudden onset of moderate or severe turbulence.

Thunderstorm Penetration

If thunderstorm penetration is unavoidable, the following guidelines will reduce the possibility of entering the worst areas of turbulence and hail:

- Use the radar to determine the areas of least precipitation. Select a course affording a relatively straight path through the storm. Echoes appearing hooked, finger-like, or scalloped indicate areas of extreme turbulence, hail and possibly tornadoes, and must be avoided.
- Penetrate perpendicular to the thunderstorm line, if not possible maintain the original heading. Once inside the cell, continue ahead, a straight course through the storm most likely get the aircraft out of the hazards most quickly. The likelihood of an upset is greatly increased when a turn is attempted in severe turbulence and turning manoeuvres increase the stress on the aircraft.
- Pressure changes may be encountered in strong drafts and may conduct to an altitude error of 1000 ft.
- Gyro-stabilised instruments supply the only accurate flight instrument indications.
- Avoid level near the 0°C isotherm. The greatest probability of severe turbulence and lightning strikes exist near the freezing level.
- Generally the altitudes between 10000 ft and 20000 ft encompass the more severe turbulence, hail, and icing conditions, although violent weather may be encountered at all level inside and outside an active thunderstorm.
- Due to very high concentration of water, massive water ingestion can occur which could result in engine flameout and/or structural failure of one or more engines. Changes in thrust should be minimised.

Operational procedures

If is not possible to avoid flying through or near to a thunderstorm, the following procedures and techniques are recommended:

- Approaching the thunderstorm area ensures that crew members' safety belts are firmly fastened and secure any loose articles.

- Switch on the Seat Belt signs and make sure that all passengers are securely strapped in and that loose equipment (e.g. cabin trolleys and galley containers) are firmly secured. Pilots (particularly of long bodied aircraft) should remember that the effect of turbulence is normally worse in the rear of the aircraft than on the flight deck.
- One pilot should fly the aircraft and control aircraft attitude regardless of all else and the other monitor the flight instruments continuously.
- Height for penetration must be selected bearing in mind the importance of insuring adequate terrain clearance. Due to turbulence, wind shear, local pressure variations the maintenance of a safe flight path can be difficult.
- The recommended speed for flight in turbulence must be observed (refer to FCOM section, "Flight in severe turbulence") and the position of the adjusted trim must be noted.
- As indicated in FCOM procedure "Flight in severe turbulence" the autopilot should be engaged. The autopilot is likely to produce lower structural loads and smaller oscillations than would result from manual flight. The auto-thrust should be disconnected to avoid unnecessary and frequent thrust variations.
- Check the operation of all anti-icing equipment and operate all these systems in accordance with FCOM instructions: "Operation in icing conditions". Icing can be very rapid at any altitude.
- Flight crew must apply or be prepared to apply the FCOM procedures: "Operations in or near to heavy rain, hail or sleet", and "Operation in windshear/downburst conditions".
- Turn the cockpit lighting fully on to minimise the blinding effect of lightning.
- Continue monitoring the weather radar in order to pick out the safest path. Tilt the antenna up and down occasionally to detect thunderstorm activity at altitudes other than that being flown.

ALL

8.3.8.2 Icing Conditions

Icing conditions occur when low temperatures are accompanied by precipitation. Icing of the aircraft is one of the most dangerous flight hazards. Refer to 8.2.4, "De-icing and Anti-icing on the Ground" for further details.

Procedures for "Operating In Icing Conditions" are described in FCOM.

Take-off is prohibited in conditions of:

- Moderate and/or heavy freezing rain (METAR code: FZRA, +FZRA).
- Heavy snow, ice pellets, small hail and hail (METAR code: +SN, -PL/PL or mixed PL conditions, -GS, GR) if for any reason a pretakeoff contamination check cannot determine if frozen contaminants are adhering and/or that fluid failure has occurred.

ALL**8.3.8.3 Turbulence**

Turbulence is defined as a disturbed, irregular flow of air with embedded irregular whirls or eddies and waves. An aircraft in turbulent flow is subjected to irregular and random motions while, more or less, maintaining the intended flight path.

Procedures for “Flight in severe turbulence” are developed in the [FCOM/QRH](#).

If the weather conditions and route forecast indicate that turbulence is likely, the Cabin Crew should be pre-warned, and passenger advised to return to, and or remain seated and to ensure that their seat belts are securely fastened. Catering and other loose equipment should be stowed and secured until it is evident that the risk of further turbulence has passed.

When encountering turbulence, pilots are urgently requested to report such conditions to ATC as soon as practicable.

Classification of intensity may be defined as follows:

Intensity	Aircraft Reaction	Reaction Inside Aircraft
Light	Turbulence that momentarily causes slight, erratic changes in altitude and/or attitude.	Occupants may feel a slight strain against seat belts or shoulder straps. Unsecured objects may be displaced slightly. Food service may be conducted and little or no difficulty is encountered in walking.
Moderate	Similar to light turbulence but of greater intensity. Changes in altitude and/or attitude occur but the aircraft remains in positive control at all times. It usually causes variations in indicated airspeed.	Occupants feel definite strains against seat belts or shoulder straps. Unsecured objects are dislodged. Food service and walking are difficult.
Severe	Turbulence that causes large, abrupt changes in altitude and/or attitude. It usually causes large variation in indicated airspeed. Aircraft may be momentarily out of control.	Occupants are forced violently against seat belts or shoulder straps. Unsecured objects are tossed about. Food service and walking is impossible.
Extreme	Turbulence in which the aircraft is violently tossed about and is practically impossible to control. It may cause structural damage.	

ALL

8.3.8.4 Windshear

Windshear is a rapid variation in wind velocity and or direction along the flight path of the aircraft.

Refer to FCOM for more information on:

- Reactive and Predictive Windshear detection systems and crew indications.
- Windshear recovery procedures.

The FCTM contains additional guidance and recommendations on Windshear phenomenon.

When encountering windshear conditions, pilots are urgently requested to report such conditions to ATC as soon as practicable in stating the loss or gain of speed and the altitude at which it was encountered.

ALL

8.3.8.5 Jetstream

Jetstreams are narrow bands with extreme high wind speeds up to 300 kt. They can extend up to several thousand miles, the width can be several miles.

Clear Air turbulence may be associated with a jet stream, particularly in regions where the jet stream is changing direction.

Pilots should also be aware of the effect of increased fuel consumption due to unexpected significant head wind components that can be encountered.

ALL

8.3.8.6 Volcanic Ash Clouds

ALL

8.3.8.6.1 General

Flying through an ash cloud should be avoided by all means due to the extreme hazard for the aircraft. Volcanic ash can cause extreme abrasion to all forward facing parts of the aircraft, to the extent that visibility through the windshields may be totally impaired, airfoil and control surface leading edges may be severely damaged, airspeed indication may be completely unreliable through blocking of the pitot heads and engines may even shut down.

easyJet is approved to operate flights within areas of Low and Medium ash actual concentrations, provided visible or discernible ash is avoided. Additionally, easyJet is approved to operate flights in forecast High, if an easyJet No-Fly Zone is annotated on the Modelled Ash Concentration Chart (MACC). Using satellite imagery, easyJet's Volcanic Ash Operations Committee are able to create an easyJet No-Fly Zone which may be more, or less, limiting than the MACC.

ALL**8.3.8.6.2 Limitations**

- Operations from ash contaminated airfields are not permitted.
- Over-flight – Routes may be planned over areas of high ash concentration up to 100 nm.
- Under-Flight – Flights may be planned under high ash concentrations on a case by case basis giving consideration to flight planning, fuel planning, airspace and aircraft serviceability. Destination and alternate airports should be free of ash and within 320 nm.
- Flights are not permitted in actual contamination by visible or discernible ash.
- Flights are not permitted in the easyJet No Fly Zone (if marked on the MACC).

Areas of FORECAST LOW CONTAMINATION MACC CYAN

- Operations in this area is unrestricted.
- **Over-flight** – No restrictions.
- **Under-flight** – No restrictions.

Area of FORECAST MEDIUM CONTAMINATION MACC GREY

- Flights may operate in areas of forecast medium ash concentration in day/VMC without any restriction.
- Flights will only be planned to operate in forecast medium concentration areas in IMC and/or at night if satellite information is available to verify position of visible/discriminable ash and this ash is avoided as shown on the easyJet No Fly Zone.
- For engine monitoring purposes, all operations within areas of forecast medium ash concentration require crew to send an ACARS message on completion of the sector.

The message format is: VOLCN no ash seen/encountered.

- **Over-flight** – No restrictions.
- **Under-flight** – no restriction for flights under areas of forecast medium concentration. Flight below areas of known medium concentration should be conducted to ensure they remain 5,000 ft below the known ash layer.
- **Under-flight** of very high altitude contamination (above FL300) – This will be considered by the VAOC on a case-by-case basis.

Area of FORECAST HIGH CONTAMINATION MACC RED or contaminated airspace where no ash concentration guidance is available

- Flights will not operate flights in areas of **known** high contamination and high ash concentration should be considered a solid object.

- easyJet will only consider operating within Temporary Danger Areas (TDAs) and areas defined as Red on MACCs if satellite imagery supports forecasts of concentrations of less than MEDIUM contamination in Day/VMC conditions. An easyJet No Fly Zone will define the boundary of this area and be annotated on the MACC.
If satellite imagery confirms ash concentrations below LOW contamination then no restrictions are applicable.
- If operating for **forecast** high contamination, then maintenance procedures apply and engine inspection required.
- **Over-flight** – Flights will not overfly areas of high contamination by more than 100 nms. Over-flights will be carried out at the highest suitable level and in the event of an engine failure; the obstacle strategy should be adopted. If the contamination concentration is **forecast** to be above FL300, over-flight is not permitted.
- **Under-flight** – Under-flights will be considered on a case-by-case basis. Flights below areas of known high concentration should be conducted to ensure they remain 2,000 ft below the known ash layer.
- **Under-flight** of very high altitude contamination (above FL300) – This will be considered by the VAOC on a case-by-case basis.

ALL

8.3.8.6.3 Flight Planning

ICC will plan flights in areas with a volcanic ash contamination level as detailed in 8.3.8.6.2, Limitations.

This might be achieved by lateral routing or vertical profile adjustments.

ICC is closely and continuously monitoring VAA, VAR/AIREP, SIGMET, NOTAM, PIREP and ASHTAM information. All flights will be re-planned as required.

Aircraft in-flight will be advised via ACARS in case of volcanic ash contamination on their planned route/destination.

ALL

8.3.8.6.4 Inflight Procedures for Operations in Areas Potentially Contaminated by Volcanic Ash

- Carry out a systematic check of the engines and aircraft systems.
- If abnormal indications or other signs of damage, consider diverting to the nearest suitable alternate and/or declaring an emergency.
- Report sightings of visible volcanic ash by the following procedures:
 - Push Event button.
 - Note approximate position (bearing/distance/vertical height) of ash in relation to aircraft.

- A Special Air Report must be made to ATC in accordance with the MODEL VAR instructions.

Procedures for “Operation in areas contaminated by volcanic ash” are developed in FCOM.

ALL

8.3.8.6.5 Inflight Crew Recognition of Volcanic Cloud Encounter

Airborne weather radar does not detect volcanic ash, and low concentrations may not be detected by the crew. The following are a list of symptoms which may be expected if volcanic ash is encountered:

- **Odour:** When encountering a volcanic ash cloud, flight crews usually notice a smoky or acrid odour that can smell like electrical smoke, burned dust, or sulphur.
- **Static discharges:** An electrostatic phenomenon similar to St. Elmo's fire or glow can occur. In these instances, blue-coloured sparks can appear to flow up the outside of the windshield or a white glow can appear at the leading edges of the wings or at the front of the engine inlets.
- **Changing engine conditions:** Surging, torching from the tailpipe and flameouts can occur; engine temperatures can change unexpectedly and a bright white or orange glow can appear at the engine inlet.
- **Engine restarts:** Engines may accelerate to idle very slowly, especially at high altitudes (could result in inability to maintain altitude or Mach number).
- **Haze:** Most flight crews, as well as cabin crew or passengers, see a haze develop within the aircraft; dust can settle on surfaces.
- **Airspeed:** If volcanic ash fouls the pitot tubes, the indicated airspeed can decrease or fluctuate erratically, with associated effects on aircraft systems.
- **Pressurization:** Cabin pressure can change, including possible loss of cabin pressurization.
- **Landing lights:** Can cast sharp distinct shadows/distinct beams.
- **Cockpit windows:** Possible loss of visibility due to windows becoming cracked or discoloured due to the sandblast effect of the volcanic ash.

ALL

8.3.8.6.6 Initial Crew Response to a Volcanic Ash Encounter

If visible ash is encountered:

- Make a 180° Turn.
- Notify Air Traffic control.
- Apply Volcanic Ash encounter paper procedure from QRH.

When out of volcanic ash cloud, refer to [Section 8.3.8.6.4, Inflight Procedures for Operations in Areas Potentially Contaminated by Volcanic Ash](#).

ALL

8.3.8.6.7 Post-flight

If the aircraft encounters a volcanic ash cloud, the flight crew must submit an Air Safety Report (ASR) in SafetyNet. Contact MOC to report the encounter with details of any abnormalities to power plant, avionics or air conditioning/bleed systems and record the information in the Technical Log.

Completion of duty day if ash sighted or encountered requires the crew to complete Volcanic Activity Report form EZJ-ASH001. Fax completed reports to +44 (0) 1582 525425.

Procedures for "Operation In Areas Contaminated By Volcanic Ash" are developed in FCOM – "Procedures and Techniques Supplementary Techniques".

ALL

8.3.8.7 Heavy Precipitation

Heavy precipitation may occur as rain showers, snow showers and hail. The greatest impairment to flight is the reduced visibility and the risk of icing in low temperatures. Heavy precipitation can be associated with significant downdrafts and windshear.

Effect from Water Ingested by Jet Engines

Under given weather conditions, the water air ratio absorbed by jet engines is directly related to its performance and aircraft speed.

This ratio is considerably increased at a high aircraft speed and engines at flight idle (typical descent conditions).

This means that during descent, under heavy rainfall conditions, or hail, significant ingestion of water may cause surging or extinction of jet engines.

Heavy precipitation can quickly lead to high levels of runway contamination so runway clearance drainage rate must be closely monitored in order to assess if a diversion is necessary.

ALL

8.3.8.8 Sandstorms

Avoid flying in active sandstorms whenever possible. Care should be taken to ensure that any protective covers have been removed before flight if the aircraft has been parked overnight in a sandstorm.

During Ground Operations Consider:

- The effect of reverse thrust. Application of reverse thrust may reduce forward visibility.
- Braking action may be reduced due to surface deposits.
- Taxi with all engines to minimise thrust required.

- Account for wind direction when making turns.
- Consider bleed use to minimise cabin contamination.

ALL

8.3.8.9 Mountain Waves

Mountain waves are caused by a significant airflow crossing a mountain range. On some airports, relief or obstacles may cause special wind conditions with severe turbulence and windshear on approach or during take-off.

Special procedures or recommendations are indicated on aerodrome charts when appropriate. They must be taken into account by the flight crews for the choice of the landing or take-off runway.

ALL

8.3.8.10 Significant Temperature Inversion

Normally Static Air Temperature (SAT) will decrease with altitude in quite a standard manner (ISA evolution of temperature is considered to decrease by 2°C for each 1000 ft). Specific meteorological conditions may lead the temperature evolution to deviate from this standard rule.

With altitude increasing, marked variations of the air temperature from the standard figure may be encountered. In that way, air temperature may decrease in a lower way than the standard rule or may be constant or may even increase with altitude. In this last case, the phenomenon is called a temperature inversion.

Inversions will usually affect performance adversely. The significance of this will vary according to aircraft type and operating weight. Examples of inversion effects include these shown below:

- Large temperature inversions encountered shortly after take-off can seriously degrade an aircraft's climb performance, particularly at high operating weight. Similarly if the aircraft is operating to a maximum landing weight limited by go-around climb performance considerations, the required gradient may not be achieved.
- The maximum cruising altitude capability of the aircraft can be significantly reduced if a temperature inversion of even small magnitude exists in the upper levels. This may prevent an aircraft reaching its preferred cruising altitude. Should an aircraft encounter an area of inversion once in the cruise at limiting altitude its buffet margins may be so eroded that a descent is necessary.
- Temperature inversions at lower levels in the atmosphere are frequently associated with deteriorating visibility and can prevent the clearance of fog for prolonged periods.

Effect on Aircraft Performance and Recommendations

All ambient temperature variations have an effect on aircraft performance.

A temperature inversion will result in a reduction of the thrust only when performing a maximum take-off thrust during hot days, i.e., the actual ambient temperature is above approximately 30°C.

In the event of temperature inversion, the climb performance will be affected in the cases where the thrust is affected. However, aircraft indicated airspeed and pitch may vary rapidly while flying through a temperature inversion. Flight Crew shall be ready to intervene as required.

ALL

8.3.8.11 Tropical Storms and Hurricanes

Owing to the destructive nature of these weather patterns, all easyJet flights will be planned to avoid Tropical Storms, Hurricanes, Cyclones, and Typhoons along the route. If any of these weather systems are forecast to be at the destination, at or close to the scheduled time of arrival, a delay or cancellation will be considered by ICC.

ALL

8.3.8.12 Space Weather

Civil aviation may be impacted by phenomena of solar origin, notably with respect to HF communications, GNSS-based navigation and surveillance, satellite communications and augmented radiation aboard aircraft.

The space weather advisories will be produced by 3 ICAO-designated global centres, operating on a rotating basis.

The ICAO Space Weather Service Advisories

- The intensity of space weather phenomena in the advisories may be moderate (MOD) or severe (SEV).
- The effects may pertain to HF radio communications (HF COM), satellite communications (SATCOM), GNSS-based navigation and surveillance (GNSS), and radiation at aircraft altitudes (RADIATION).
- They address observed (OBS) and/or forecast (FCST) effects at T, T+6, T+12, T+24 hours (unless forecasts are not available).
- Advisories are updated as often as necessary, but at least every 6 hours, until such time as the space weather phenomena are no longer detected and/or no longer expected to have an impact (NO SWX EXP).
- Affected geographic areas are referenced by their latitudes and longitudes, and flight levels (ABV FL) for radiation. Abbreviations are also used:
 - High latitudes northern hemisphere (N9000 – N6000): HNH
 - Mid latitudes northern hemisphere (N6000 – N3000): MNH
 - Equatorial latitudes northern hemisphere (N3000 – N0000): EQN

- Equatorial latitudes southern hemisphere (S0000 – S3000): EQS
- Mid latitudes southern hemisphere (S3000 – S6000): MSH
- High latitudes southern hemisphere (S6000 – S9000): HSH
- Some advisories may be for the whole daylight side of Earth (daylight side). Test or exercise advisories may be issued.
- Space weather advisory information relevant to the whole route will be supplied to the easyJet Met Office teams. The intensity of the space weather phenomena is included in the ICAO Manual on Space Weather Information.
- **Note:** It is recognized that the horizontal, vertical and temporal resolutions of the advisory are very coarse. The use of 30-degree latitude bands, 15-degree longitude increments, 3,000-foot vertical increments (for radiation), and 6-hour time intervals will at times result in over forecasting the affected airspace. In addition, while an entire latitude band may be forecast to have MOD or SEV space weather, there will often be times that the effect does not cover the entire width of the band or is intermittent or temporary. Users should refer to the remarks section of the advisory for additional information.
- Examples of space weather advisories can be found in the Lido eRouteManual, General Part, Meteorology, 1.4.1.8.2 ‘Template For Advisory Message for Space Weather Information’.

Depending on the intensity of the phenomena, easyJet may:

- Choose to fly less exposed routes, or delay their flights until the phenomena have abated.
- Use alternate means of communication and/or navigation.
- Fly at lower altitudes and/or latitudes.

Only a small number of easyJet routes require HF radio. HF absorption on the daylight side of Earth, in auroral areas and in polar areas tend to affect the lowest frequencies in the HF band. The upper part of the HF band might be less affected. Contingency procedures are published in the Lido eRoute Manual.

Impacts on GNSS may result in reduced availability of specific GNSS services. This may require, during rare, particularly strong events, the use of alternate navigation means to GNSS approaches with vertical guidance (i.e. for 3D instrument approaches down to minima). For enroute, terminal and 2D instrument approaches, it is unlikely that space weather induced positioning errors would exceed lateral GNSS guidance margins. Procedures for navigation accuracy are published in the FCOM.

It should be noted that solar events which are able to accelerate particles enough for them to result in a significant radiation increase at aircraft altitudes are **rare**. Since 2000, the 4 radiation events which led to a significant radiation increase at aircraft altitudes occurred on 14 July 2000, 15 April 2001, 20 January 2005, and

13 December 2006. During those events, it is estimated that the radiation dose received during a **long-haul** flight reaching **high latitudes** was equivalent to that usually received (from cosmic rays) during a couple of similar long-haul flights.

ALL

8.3.9 Wake Turbulence

ALL

8.3.9.1 Wake Turbulence Categories

For wake turbulence separation purposes, aeroplanes are categorised according to MTOW as follows:

Category	ICAO and Flight Plan (kg)	UK Departures (kg)	UK Arrivals (kg)
Heavy (H)	> 136000	> 162000	> 162000
Medium (M)	> 7000 and < 136000	> 40000 and < 162000	N/A
Upper Medium (UM) (Note)	N/A	N/A	>104000 and < 162000
Lower Medium (LM)	N/A	N/A	>40000 and < 104000
Small (S) (UK only)	N/A	>17000 and < 40000	> 17000 and < 40000
Light (L)	≤ 7000	< 17000	< 17000

Note: The following aeroplanes are classified as Upper Medium aeroplanes in the UK:

- B757.
- B707.
- DC8.
- VC10.
- IL62.

All easyJet aeroplanes are classified in the following wake turbulence categories:

- ICAO: Medium.
- UK: Lower Medium.

Other national differences from ICAO may exist. In some countries the B757 and B737 800/900 are classified as Heavy when they are the “Leading” aeroplanes.

ALL

8.3.9.2 Wake Turbulence Separation Minima

Wake turbulence separation is primarily an ATC function. However, the Commander must be satisfied that appropriate separation is being provided.

The tables used below assume the “Following” aeroplane to be in the Medium/Lower (easyJet aeroplanes wake category).

Wake Turbulence Separation Minima – Departures

Leading Aeroplane	Minimum Wake Separation at the Time Aeroplanes are Airborne	
A380	3 minutes	Following aeroplane departing from same position or From a parallel runway separated by less than 760 m
Heavy	2 minutes	
Medium (ICAO) Medium Upper (UK) Medium Lower (UK)	Note	
A380	4 minutes	Following aeroplane departing from an intermediate point on the same runway or
Heavy	3 minutes	Following aeroplane departing from an intermediate point of a parallel runway separated by less than 760 m
Medium (ICAO) Medium Upper (UK) Medium Lower (UK)	Note	
A380	3 minutes	Crossing runways if the projected flight path of the second aircraft will cross the projected flight path of the first aircraft (A380) at the same altitude or less than 300 m (1'000 ft) below
A380	3 minutes	Following aeroplane departing on the same runway after an A380 landing when operating on a runway with a displaced landing threshold

Note: Separation for wake turbulence reasons alone is not necessary.

At some airports, ATC may use surveillance radar in the tower to provide distance based separation on departure. In some cases this may result in timed separation less than quoted in the table above.

Wake Turbulence Separation Minima – Final Approach

Leading Aeroplane	Distance (NM)	
	ICAO	UK
A380	7	7
Heavy	5	5
Upper Medium (UK)	N/A	4
Medium and Lower Medium (UK)	Separation for wake turbulence reasons alone is not necessary. The minimum distance for separation based on radar will be 3 NM or 2.5 NM depending on the ground based radar installation at the aerodrome in use.	

A380 Wake Turbulence Separation Minima – Landing

A minimum separation of 3 minutes should be applied:

- When a medium aircraft is landing behind a landing A380 aircraft, or
- When a medium aircraft is landing behind a departing A380 aircraft if the projected flight paths are expected to cross.

Opposite Direction Runway Operations (Heavy Aircraft Types Other than A380)

A minimum of two minutes shall be applied between a medium aircraft and a heavy aircraft when the heavier aircraft is making a low or missed approach and the lighter aircraft is:

- Utilising an opposite direction runway for take-off, or
- Landing on the same runway in the opposite direction, or
- Landing on a parallel opposite direction runway separated by less than 760 metres.

Opposite Direction Runway Operations (A380 Aircraft)

A minimum of **three** minutes shall be applied between a medium aircraft and a A380 aircraft when the A380 aircraft is making a low or missed approach and the medium aircraft is:

- Utilising an opposite direction runway for take-off, or
- Landing on the same runway in the opposite direction, or
- Landing on a parallel opposite direction runway separated by less than 760 metres.

ALL**8.3.9.3 European RVSM Wake Vortex Issues**

Any pilot who encounter a wake turbulence incident when flying in EUR RVSM Airspace or within an adjacent RVSM transition area should ensure that a detailed report is provided by using the easyJet ASR.

ICAO document 7030/4 'Regional Supplementary Procedures' recognise wake turbulence as a factor in European and North Atlantic RVSM operations. In the North Atlantic, due to the special nature of the airspace and frequent poor communications, procedures have been developed which allow action by flight crew independent of ATC involvement. These procedures are NOT applicable to EUR RVSM airspace, where direct pilot/controller communication exists together with sufficient radar cover to enable ATC to manage required flight deviations. In addition the vertical separation between aircraft can be increased tactically should this be necessary.

Pilot Actions When Encountering Wake Turbulence Vortex in RVSM:

When an aircraft is operating in the EUR RVSM airspace and encounters severe turbulence due to weather or wake vortex, and the Pilot-In-Command believes the vertical navigation performance requirements for EUR RVSM airspace cannot be maintained, the pilot shall:

1. Inform ATC as soon as possible ("UNABLE RVSM DUE TURBULENCE").
2. Obtain a revised ATC clearance PRIOR to initiating any deviation from the cleared route or flight level.
3. Where such a revised ATC clearance could not be obtained prior to such a deviation, obtain a revised clearance as soon as possible thereafter.

These procedures should not be interpreted in any way that prejudices the final authority and responsibility of the Commander for the safe operation of the aircraft.

The ATC Controller Shall:

1. Establish either an appropriate horizontal separation or an increased vertical separation of 600 m (2'000 ft).
2. To the extent possible, accommodate the pilots request for flight level and/or route changes and pass traffic information as required.
3. Confirm that the pilot is ready to resume RVSM operations ("REPORT READY TO RESUME RVSM").

ALL**8.3.9.4 European Wake Turbulence Categorisation (RECAT-EU)**

European Wake Turbulence categorisation (RECAT-EU) creates 6 wake turbulence categories to replace the 3 categories used by ICAO.

This allows a reduction in separation between most types of aircraft and improves runway capacity and efficiency.

RECAT-EU may be applied at some European airports.

The A320 family is categorised as RECAT-EU **Upper Medium**.

With RECAT-EU the following separation standards apply:

LEADER		FOLLOWER Upper Medium A319/A320/A321	
Wake Turbulence Category	Example Leader Aircraft Types	Time Based: Departure	Distance Based: Approach and Departure
Super Heavy	AN124 A380	140 sec	5 nm
Upper Heavy	A332 B744	100 sec	4 nm
Lower Heavy	MD11 B763	80 sec	3 nm
Upper Medium	B739 A320	N/A	MRS
Lower Medium	E190 AT45	N/A	MRS
Light	SF34 LJ45	N/A	MRS

MRS (Minimum Radar Separation) = 3 nm, this may be reduced to 2.5 nm on final approach. Separation reverts to MRS when a wake turbulence restriction is not required.

Pilots are required to maintain the speed on final approach as assigned by ATC. If for any reason, this speed cannot be maintained then the pilot should inform ATC as soon as possible.

Note: Wake turbulence separation does not eliminate wake encounters but is intended to assure acceptable aircraft controllability during an encounter.

ALL

8.3.9.5 **Wake Turbulence Reporting**

See Section 11, “Handling, Notifying and Reporting Accidents, Incidents and Occurrences and Using the CVR”.

ALL**8.3.10 Crew Members at their Stations**

The Commander must ensure that the cabin is secure for departure before the take-off is commenced. The SCCM will report that the cabin is secure for take-off and the Commander must acknowledge this report. The PM will move the cabin status indicator to "Secure for Take-off".

ALL**8.3.10.1 Flight Crew**

Flight crew members are to occupy their assigned duty stations from the time the aircraft first starts to move until it is established in level cruise, and from the time it begins its descent on approaching the destination until the aircraft is stationary on its allocated parking stand. In level cruise, any one flight crew member may, with the permission of the Commander, leave their assigned station for an agreed purpose and period.

Except for crew entry/exit, the cockpit door should remain closed and locked during the whole flight.

The task of each flight crew member is defined in the operating procedures all flight phases.

Non essential activities should be avoided during phases of flight where workload is high.

At any other time, if these activities are being performed, the Commander should ensure that only one flight crew member is so occupied at any one time and that careful attention is being paid to normal operational duties by other crew members.

One pilot should always be in a position to maintain a lookout. Meals should normally be partaken separately, so that one pilot can keep watch until the other is ready, thus maintaining an adequate lookout.

Flight Crew Physiological Breaks In-Flight

It is permitted for one pilot to remain alone in the flight deck for a short period of time when the other pilot leaves the flight deck for the purpose of a physiological break.

CAUTION: *When only one pilot is in the flight deck there should be no unnecessary calls in order to keep distraction to a minimum.*

The procedure for allowing a pilot to leave the flight deck is:

- Flight crew shall contact the cabin crew.
- One cabin crew member is always required to stand at the front of the cabin guarding the cockpit door, by facing the passengers and monitoring the cabin.

- The pilot remaining at the controls shall wear their seat belt with full harness and wear a headset.
- Prior to opening the cockpit door, the pilot exiting the flight deck must check the Cockpit Door Surveillance System (CDSS) or the Cockpit Viewer to determine that a cabin crew member is guarding the door as required.
- The time that the flight deck door is open should be kept to a minimum.
- A cabin crew guard is required for re-entry into the Flight Deck.
- This procedure is not required on non-revenue flights (refer to [OMA, Section 8.7.2](#)).

Flight Crew Controlled Rest on Flight Deck

Even though crew members should stay alert at all times during flight, unexpected fatigue can occur as a result of sleep disturbance and circadian disruption. To cover for this unexpected fatigue, and to regain a high level of alertness, a controlled rest procedure on the flight deck can be used. Moreover, the use of controlled rest has been shown to increase significantly levels of alertness during the later phases of flight, particularly after the top of descent, and is considered a good use of CRM principles. Controlled rest should be used in conjunction with other on board fatigue management countermeasures such as physical exercise, bright cockpit illumination at appropriate times, balanced eating and drinking, and intellectual activity. The maximum rest time has been chosen to limit deep sleep with consequent long recovery time (sleep inertia).

1. It is the responsibility of all crew members to be properly rested before flight.
2. Controlled rest means a period of time 'off task' some of which may include actual sleep.
3. Controlled rest may be used at the discretion of the Commander to manage both sudden unexpected fatigue and fatigue which is expected to become more severe during higher workload periods later in the flight. It cannot be planned before flight.
4. Controlled rest should only take place during a low workload part of the flight.
5. Controlled rest periods should be agreed according to individual needs and the accepted principles of CRM; where the involvement of the Cabin Crew is required, consideration should be given to their workload.
6. Only one crew member at a time should take rest, at their station; the harness should be used and the seat positioned to minimise unintentional interference with the controls.
7. The Commander should ensure that the other flight crew member is adequately briefed to carry out the duties of the resting crew member. One pilot must be fully able to exercise control of the aeroplane at all times. Any

system intervention which would normally require a cross check according to multi crew principles should be avoided until the resting crew member resumes their duties.

8. Controlled rest may be taken according the following conditions:
 - a. The rest period should be no longer than 45 minutes (in order to limit any actual sleep to approximately 30 minutes).
 - b. After this 45 minute period, there should be a recovery period of 20 minutes during which sole control of the aeroplane should not be entrusted to the pilot who has completed their rest.
 - c. The non-resting flight crew member must remain alert. This may be achieved with aid of:
 - Appropriate alarm systems.
 - Frequent Cabin Crew checks; In this case, the Commander should inform the senior Cabin Crew member of the intention of the flight crew member to take controlled rest, and of the time of the end of that rest. Contact between the flight deck and the Cabin Crew, by means of the interphone, must be made every 20 minutes and Cabin Crew should check that the resting crew member is again alert at the end of the period.
9. A minimum 20 minute period should be allowed between rest periods to overcome the effects of sleep inertia and allow for adequate briefing.
10. If necessary, a flight crew member may take more than one rest period if time permits on longer sectors, subject to the restrictions above.
11. Controlled rest periods should terminate at least 30 minutes before top of descent.
12. A Fatigue Report Form must be completed providing details of usage.

ALL

8.3.10.2 Cabin Crew

All Cabin Crew members are to be seated at their assigned duty stations for take-off and landing, and whenever so instructed by the aircraft Commander in the interest of safety.

Cabin Crew Seating Positions are Determined so that They Are:

- Close to a floor level exit.
- Able to provide a good view of the areas of the passenger cabin for which the Cabin Crew member is responsible.
- Evenly distributed through the cabin, in the above order of priority.

ALL

8.3.11 Use of Safety Belts for Crew and Passengers

ALL

8.3.11.1 Crew

- During take-off and landing, and whenever the Commander considers it necessary in the interests of safety, crew members shall be at their assigned crew stations, properly secured by the safety belts and harnesses provided.
- Both pilots full harnesses are to be used for take-off and landing, and in turbulent conditions.
- Whenever the FASTEN BELTS sign is ON, both pilots must have their full harness on.
- If one pilot vacates their seat whilst airborne for any reason, then the pilot in control must wear their full harness and have their seat in the normal flying position. During the climb and descent, both pilots should have their seats in the normal flying position.
- At the discretion of the Commander and when the flaps are retracted the PM cycles the fasten seat belt switch to OFF and back to ON. The Cabin Crew will then initiate the cabin service.

ALL

8.3.11.2 Passengers

- The Commander shall ensure that each person on board is briefed before take-off on how to fasten and unfasten their safety belt/harness.
- Before take-off and landing, and whenever they consider it necessary in the interests of safety, the Commander shall ensure that each passenger on board occupies a seat with the safety belt/harness properly secured.
- Multiple occupancy of aircraft seats is not permitted other than by one adult and one child less than two years of age who is properly secured by a child restraint device.

UK-AOC

8.3.12 Admission to Flight Deck (UK AOC)

General Flight Deck Door Procedures

- The flight deck door must be closed and locked when the aeroplane's doors are closed for departure and shall remain closed until the engines are shutdown on arrival.
- While stationary on the ground, with all engines shutdown and aircraft doors closed, it is acceptable to have the flight deck door open while waiting for departure (e.g., significant ATC slot delays delay). The flight deck door must be closed prior to engine start.
- A guard is required for opening of the flight deck door from engine start to engine shutdown.

- The flight deck door may be opened solely at the discretion of the commander when required for the purposes of essential entry and exit from the flight deck. This can be for health (physiological break) and for safety reasons.
- One cabin crew member is required to stand at the front of the cabin facing the passengers and monitoring the cabin at all times that the flight deck door is open.
- Before opening the flight deck door, the CCTV viewer must be checked. Once entry has been gained the door must be closed and locked immediately.
- Before entering the flight deck during the hours of darkness, cabin crew must ensure that the galley and entry lighting outside the flight deck is dimmed/switched off. This is to ensure that bright light does not affect the pilot's vision.
- The flight deck door must not be opened in-flight if there is any disruptive passenger incident taking place, or any other potential security risk, except if a pilot was on a physiological break and needs to return to the flight deck.

Admission to the Flight Deck

Other than those listed in categories below, no other persons are allowed access to the flight deck at any time or for any reason after engine start.

It is the responsibility of the commander to ensure that persons on the flight deck jump seat have:

1. The required paperwork; and
2. Received an appropriate brief covering at least:
 - a. Use of observer seat; and
 - b. Sterile cockpit rules; and
 - c. Use of oxygen and location of life jacket; and
 - d. Evacuation procedures.

In case of an observed or anticipated unacceptable reduction in safety margin, any easyJet qualified flight crew member occupying the flight deck jump seat has a responsibility to highlight the observation to the operating crew in a manner appropriate to the particular circumstance.

Use of the flight deck jump seat is restricted to the following authorised persons who must present all required ID/documentation to the commander.

Authorised Personnel	ID/Documentation Required
The operating crew.	easyJet Airside Crew ID
Regulatory authority officials with statutory powers to enter and remain on the flight deck when on duty.	Airside Pass/Airside Crew ID Cockpit Permit (not required if on ground) or NPFO approval
Duty positioning crew employed by the airline.	easyJet Airside Crew ID (Flight deck admission at Commander's Discretion)
Pilots or cabin crew who are travelling on easyJet business.	easyJet Airside Crew ID (Flight deck admission at Commander's Discretion)
Commuter travellers – pilots or cabin crew who are off-duty, but either travelling to start their duty, or travelling after its close.	easyJet Airside Crew ID Commuter Travel Letter (Flight deck admission at Commander's Discretion)
Air Traffic Control Officers on official business, or familiarisation flights.	Airside Pass /ATC ID Cockpit Permit
easyJet personnel (non-crew) when travelling on easyJet business, when no seat is available in the passenger compartment. The cabin jump seat will normally be assigned; however, the Commander may authorise use of the flight deck jump seat.	easyJet ID Cockpit Permit
Non-easyJet personnel who need to have access to the flight deck for reasons connected with their duties in relation to aviation safety, technical or operational issues. Persons who need to travel on easyJet company business to support the easyJet operation.	Employer ID Cockpit Permit Note: In cases of very late notice, or to support the operation, the Duty Pilot may authorise engineers to travel without a Cockpit Permit
easyJet personnel who need to travel for personal emergency purposes when no seat is available in the passenger compartment including the cabin jump seat, with prior approval from the NPFO or Duty Pilot.	easyJet ID Cockpit Permit or NPFO/Duty Pilot approval
easyJet cadet pilots who have not yet joined the Company but are completing their training with a training provider.	Service provider ID Cockpit Permit
easyJet personnel who need to have access to the flight deck for reasons connected with their duties.	easyJet ID Cockpit Permit or NPFO/Duty Pilot approval

Additional Restrictions

1. The commander has the authority to refuse admission to and carriage of non-essential persons on the flight deck jump seat.
2. Persons occupying the cockpit jump seat must not fall within the CHIPPED criteria defined in CSPM [2.4.5, Seating Restrictions](#).
3. It is not permitted to serve or consume any alcohol in the flight deck.
4. Flights to/from Israel:
 - Additional approval needs to be provided by the AOC security manager for non-essential crew.

Cockpit Permits

Cockpit Permits are subject to the following restrictions:

- A Cockpit Permit will only be issued to:
 - A specific person for a specified flight number(s) and date; or
 - A set period for designated easyJet personnel.
- A Cockpit Permit will only be authorised by the NP Flight Operations or nominated deputy, or the Duty Pilot.

Swiss-AOC

8.3.12 Admission to Flight Deck (Swiss AOC)

General Flight Deck Door Procedures

- The flight deck door must be closed and locked when the aeroplane's doors are closed for departure and shall remain closed until the engines are shutdown on arrival.
- While stationary on the ground, with all engines shutdown and aircraft doors closed, it is acceptable to have the flight deck door open while waiting for departure (e.g., significant ATC slot delays delay). The flight deck door must be closed prior to engine start.
- A guard is required for opening of the flight deck door from engine start to engine shutdown.
- The flight deck door may be opened solely at the discretion of the commander when required for the purposes of essential entry and exit from the flight deck. This can be for health (physiological break) and for safety reasons.
- One cabin crew member is required to stand at the front of the cabin facing the passengers and monitoring the cabin at all times that the flight deck door is open.
- Before opening the flight deck door, the CCTV viewer must be checked. Once entry has been gained the door must be closed and locked immediately.

- Before entering the flight deck during the hours of darkness, cabin crew must ensure that the galley and entry lighting outside the flight deck is dimmed/switched off. This is to ensure that bright light does not affect the pilot's vision.
- The flight deck door must not be opened in-flight if there is any disruptive passenger incident taking place, or any other potential security risk, except if a pilot was on a physiological break and needs to return to the flight deck.

Admission to the Flight Deck

Other than those listed in categories below, no other persons are allowed access to the flight deck at any time or for any reason after engine start.

It is the responsibility of the commander to ensure that persons on the flight deck jump seat have:

1. The required paperwork; and
2. Received an appropriate brief covering at least:
 - a. Use of observer seat; and
 - b. Sterile cockpit rules; and
 - c. Use of oxygen and location of life jacket; and
 - d. Evacuation procedures.

In case of an observed or anticipated unacceptable reduction in safety margin, any easyJet qualified flight crew member occupying the flight deck jump seat has a responsibility to highlight the observation to the operating crew in a manner appropriate to the particular circumstance.

Use of the flight deck jump seat is restricted to the following authorised persons who must present all required ID/documentation to the commander.

Authorized Personnel	ID/Documentation Required
The operating crew.	easyJet Airside Crew ID
Regulatory authority officials with statutory powers to enter and remain on the flight deck when on duty.	Airside Pass/Airside Crew ID or Swiss FOCA Crew Member Certificate (EZS)
Positioning crew employed by easyJet (EACL or easyJet Switzerland).	easyJet Airside Crew ID
Flight crew or cabin crew who are travelling on easyJet business.	easyJet Airside Crew ID

Authorized Personnel	ID/Documentation Required
Commuter travellers – engineers, pilots or cabin crew who are off-duty, but either travelling to start their duty, or travelling after its close.	easyJet Airside Crew ID and Commuter Travel Letter
Air Traffic Control officers on official business, or familiarisation flights.	Airside Pass /ATC ID and Cockpit Permit
Persons who need to have access to the flight deck for reasons connected with their duties in relation to aviation safety, technical or operational issues. (Includes easyJet cadet pilots who are completing their initial training)	Employer ID and Cockpit Permit
Persons who need to travel on easyJet company business to support the easyJet operation (includes engineers listed as extra crew)	3 rd Party Company Airside Pass. and Cockpit Permit or Duty Pilot approval
A person well known to the commander who has a justified interest to use the flight deck jump seat (EJU approved through jump seat protocol process/EZS via easyJet Switzerland process)	Official ID and Cockpit Permit
easyJet personnel travelling for leisure when no seat is available in the cabin. (see note 4)	easyJet Airside Crew ID
easyJet personnel (non-crew) when travelling on easyJet business. (see note 4)	Official ID and Cockpit Permit or Duty Pilot approval

Additional Restrictions

1. The commander has the authority to refuse admission to and carriage of non-essential persons on the flight deck jump seat.
2. Persons occupying the cockpit jump seat must not fall within the CHIPPED criteria defined in CSPM [2.4.5, Seating Restrictions](#).
3. It is not permitted to serve or consume any alcohol in the flight deck.
4. Flights to/from UK:
 - Positioning easyJet crew/easyJet personnel when travelling on company business are allowed on the flight deck jump seat only when no seat is available in the cabin.
 - easyJet personnel travelling for leisure/a person well known to the commander are not permitted in the flight deck in UK airspace.

5. Flights to/from Israel

- Additional approval needs to be provided by the AOC security manager for non-essential crew.

Cockpit Permits

Cockpit Permits are subject to the following restrictions:

- A Cockpit Permit will only be issued to:
 - A specific person for a specified flight number(s) and date; or
 - A set period for designated easyJet personnel.
- A Cockpit Permit will only be authorised by the NP Flight Operations or nominated deputy, or the Duty Pilot.

Austrian-AOC

8.3.12 Admission to Flight Deck (Austrian AOC)

General Flight Deck Door Procedures

- The flight deck door must be closed and locked when the aeroplane's doors are closed for departure and shall remain closed until the engines are shutdown on arrival.
- While stationary on the ground, with all engines shutdown and aircraft doors closed, it is acceptable to have the flight deck door open while waiting for departure (e.g., significant ATC slot delays delay). The flight deck door must be closed prior to engine start.
- A guard is required for opening of the flight deck door from engine start to engine shutdown.
- The flight deck door may be opened solely at the discretion of the commander when required for the purposes of essential entry and exit from the flight deck. This can be for health (physiological break) and for safety reasons.
- One cabin crew member is required to stand at the front of the cabin facing the passengers and monitoring the cabin at all times that the flight deck door is open.
- Before opening the flight deck door, the CCTV viewer must be checked. Once entry has been gained the door must be closed and locked immediately.
- Before entering the flight deck during the hours of darkness, cabin crew must ensure that the galley and entry lighting outside the flight deck is dimmed/switched off. This is to ensure that bright light does not affect the pilot's vision.
- The flight deck door must not be opened in-flight if there is any disruptive passenger incident taking place, or any other potential security risk, except if a pilot was on a physiological break and needs to return to the flight deck.

Admission to the Flight Deck

Other than those listed in categories below, no other persons are allowed access to the flight deck at any time or for any reason after engine start.

It is the responsibility of the commander to ensure that persons on the flight deck jump seat have:

1. The required paperwork; and
2. Received an appropriate brief covering at least:
 - a. Use of observer seat; and
 - b. Sterile cockpit rules; and
 - c. Use of oxygen and location of life jacket; and
 - d. Evacuation procedures.

In case of an observed or anticipated unacceptable reduction in safety margin, any easyJet qualified flight crew member occupying the flight deck jump seat has a responsibility to highlight the observation to the operating crew in a manner appropriate to the particular circumstance.

Use of the flight deck jump seat is restricted to the following authorised persons who must present all required ID/documentation to the commander.

Authorized Personnel	ID/Documentation Required
The operating crew.	easyJet Airside Crew ID
Regulatory authority officials with statutory powers to enter and remain on the flight deck when on duty.	Airside Pass/Airside Crew ID or Swiss FOCA Crew Member Certificate (EZS)
Positioning crew employed by easyJet (EACL or easyJet Switzerland).	easyJet Airside Crew ID
Flight crew or cabin crew who are travelling on easyJet business.	easyJet Airside Crew ID
Commuter travellers – engineers, pilots or cabin crew who are off-duty, but either travelling to start their duty, or travelling after its close.	easyJet Airside Crew ID and Commuter Travel Letter
Air Traffic Control officers on official business, or familiarisation flights.	Airside Pass /ATC ID and Cockpit Permit

Authorized Personnel	ID/Documentation Required
Persons who need to have access to the flight deck for reasons connected with their duties in relation to aviation safety, technical or operational issues. (Includes easyJet cadet pilots who are completing their initial training)	Employer ID and Cockpit Permit
Persons who need to travel on easyJet company business to support the easyJet operation (includes engineers listed as extra crew)	3 rd Party Company Airside Pass. and Cockpit Permit or Duty Pilot approval
A person well known to the commander who has a justified interest to use the flight deck jump seat (EJU approved through jump seat protocol process/EZS via easyJet Switzerland process)	Official ID and Cockpit Permit
easyJet personnel travelling for leisure when no seat is available in the cabin. (see note 4)	easyJet Airside Crew ID
easyJet personnel (non-crew) when travelling on easyJet business. (see note 4)	Official ID and Cockpit Permit or Duty Pilot approval

Additional Restrictions

1. The commander has the authority to refuse admission to and carriage of non-essential persons on the flight deck jump seat.
2. Persons occupying the cockpit jump seat must not fall within the CHIPPED criteria defined in CSPM 2.4.5, [Seating Restrictions](#).
3. It is not permitted to serve or consume any alcohol in the flight deck.
4. Flights to/from UK:
 - Positioning easyJet crew/easyJet personnel when travelling on company business are allowed on the flight deck jump seat only when no seat is available in the cabin.
 - easyJet personnel travelling for leisure/a person well known to the commander are not permitted in the flight deck in UK airspace.
5. Flights to/from Israel
 - Additional approval needs to be provided by the AOC security manager for non-essential crew.

Cockpit Permits

Cockpit Permits are subject to the following restrictions:

- A Cockpit Permit will only be issued to:
 - A specific person for a specified flight number(s) and date; or
 - A set period for designated easyJet personnel.
- A Cockpit Permit will only be authorised by the NP Flight Operations or nominated deputy, or the Duty Pilot.

ALL

8.3.13 Use of Vacant Cabin Crew Seats

Any easyJet employee travelling on a standby ticket may travel on a vacant rear cabin crew seat should there not be a seat available in the cabin.

Prior to dispatch, the Duty Pilot may authorise the use of the cabin crew seat in exceptional circumstances.

In flight, the Commander, with agreement of the SCCM, may authorise the use of a cabin crew seat if a passenger seat become unserviceable.

Any person, not part of the operating crew, occupying a crew seat in the cabin must be briefed prior to departure. The briefing must include:

- How to retract and stow the seat
- How and when to fasten and unfasten the harness (including actions during turbulence)
- Crew must not be disturbed during take-off/landing (critical phases of flight/ 30 second review)
- Location/operation of oxygen mask (show demonstration mask)
- Location/operation of life jacket (show demonstration life jacket)
- Actions to be taken in the event of an evacuation (to act as an ABP), exit to use
- Request that they review the safety card.

Should the person be qualified and current on the aircraft type, the briefing can be adapted accordingly. However, they are not permitted to take part in any standard operating procedures.

The passenger must be seated with their harness fitted prior to the aircraft commencing taxi on departure.

When arming/disarming doors, cabin crew may need to ask person to stand up temporarily and carefully whilst they complete door procedures.

During flight, cabin crew will have limited access to the galley area when the person is seated on the crew seat, and therefore may ask the person to move to another crew seat during the flight, they must be secured with harness fastened whenever the seat belt sign is illuminated. The passenger must return to the rear cabin crew seat for landing, and the operating crew must occupy their assigned seat.

Should the person become unsuitable to sit on the crew seat (e.g., sickness), they must be swapped with another suitable passenger from the cabin, this person must then be briefed accordingly.

Consideration must be given to the age, agility, ability to communicate and other personal attributes that may hinder an evacuation before allowing passengers to occupy cabin crew seats. The minimum age of 16 years is mandatory for anyone occupying a crew seat.

ALL

8.3.14 Incapacitation of Crew Members

Incapacitation of Crew Members

If during a flight a crew member becomes unwell or injured, an assessment must be made to determine their ability to continue to operate. Crew incapacitation could take many forms. It may occur gradually or suddenly, be partial or complete and can be preceded by a warning or happen with no warning at all.

Incapacitation can be described as any condition affecting the physical or mental health of a crew member which renders them incapable of properly performing their duties. All occurrences of crew members feeling unwell or injured whilst conducting duties must be reported by submitting an ASR and/or CSR. A Fatigue Report must also be completed if incapacitation is due to fatigue.

Cabin Crew Incapacitation:

[CSPM 2.6.9 – Cabin Crew Incapacitation](#)

Flight Crew Incapacitation:

Recognition and Assessment

Possible symptoms fall in two categories, obvious and subtle, and may be recognised by the individual or by other crew members:

- Obvious symptoms are easily recognised, examples may include vomiting, unconsciousness, seizure, severe pain.
- Subtle symptoms are not easily recognised, examples may include nausea, confusion, numbness, minor pain.

Due to the nature and risk of subtle symptoms, early recognition and communication will greatly enhance the continuation of a safe operation. Therefore, if one flight crew member recognises that they do not feel well, they must inform the other flight crew member at the earliest opportunity.

Aids to recognise subtle symptoms possibly leading to incapacitation are:

- *Alertness to Crew Member's Mistakes*

A mistake is not necessarily caused by deterioration of health, but it may be and, in any event, requires correction.

- *Any Unbriefed Deviation from Standard Operating Procedures (SOPs)*

SOPs provide a yardstick of what is accepted as normal operating practice which can be used to measure crew members performance. They are not absolute but any deviation from or variation to SOPs should be pre-briefed, if not, then deviation or variation must be challenged, the deviation or variation may be entirely justifiable, but confirmation is necessary.

Compliance with the aids to recognition above allows the trigger for the 'Two Communications Rule' which states that crew members shall have a very high index of suspicion of a subtle incapacitation at:

- Any time a crew member does not respond appropriately to two verbal communications.
- Any time a crew member does not respond to a verbal communication associated with a significant deviation from a standard flight profile.

Early symptoms may be a warning of a more severe illness and judgement of the affected pilot may be impaired.

Considering the above, when symptoms are observed, an assessment of the crew member's ability to properly perform their duties shall be made. Cabin crew will be able to assist with an assessment of the pilot's condition by completing a casualty assessment, following DRABCDE.

If incapacitation is obvious or if there is any doubt in the affected crew member's continuous ability to properly carry out their duties (physically and mentally), the pilot shall be considered incapacitated. When assessing this continuous ability, the severity, nature, and likelihood of re-occurrence should be considered. Judgement of the affected crew member may be impaired and decision making must be in favour of the safest option.

If following the above-mentioned initial assessment there is no doubt that the crew member is able to properly and continuously carry out their duties, pilot incapacitation procedures do not need to be adopted and the flight may be continued. If there was a temporary inability to properly carry out duties, ICC must however be informed by the most expeditious means and after the flight, the duty pilot must be contacted. The affected pilot shall also contact their Aero Medical Examiner (AME) before continuing further flying duties.

Actions Following Recognition of Pilot Incapacitation

The incapacitated pilot must be informed and both PF and PM duties shall be transferred from them.

Where there is no interference with essential controls or aircraft control and if in visual contact with the runway, prepared in all respects for a safe landing with the aircraft in full control, and control unaffected by the incapacitated crew member then continue the approach and land.

When this is not the case:

- Control the aircraft and when control is assured engage the autopilot (if operational).
- With a safe flight path established, contact the cabin crew to provide assistance. Where immediate attention is required or aircraft control is affected by the incapacitated pilot, use the '**SCCM to the flight deck**' call.
- When applicable, the incapacitated crew member should be restrained. The cabin crew will assist by removing the affected pilot from the controls, sliding the seat fully aft, fitting and locking the full shoulder harness.
- Request cabin crew to assist and administer first aid, including oxygen if required.
- Consider enquiring if there is a medical professional amongst the passengers to obtain further advise if required.
- Declare an emergency and inform ATC of the situation and proceed to the nearest suitable airport at which a safe landing can be made, and medical assistance can be provided. Radar vectors from ATC can significantly reduce workload.
- Revise crew duties and where cabin crew or travelling crew are available, they could be asked to read the relevant checklists (provide cabin crew with paper checklist). They can be requested to remain in the flight deck for landing.
- Pass as much medical detail to ATC and request an ambulance to meet the aircraft on arrival.
- If passengers are aware of the problem, or notice the aircraft deviating from its planned route, make a PA to inform and reassure (if time and duties permit or assign this task to CM).
- Do not allow the incapacitated crew member to take any further part in the conduct of the flight, even if they feel fully fit. This mitigates the risk of, amongst others, adverse control inputs, miss selections or rushed approaches.

After landing taxi to a normal, but nearest practical, ramp position and consider requesting marshaller support when required.

After the flight, contact the duty pilot. The incapacitated pilot must seek medical advice and visit the Aero Medical Expert before continuing further flying.

Incapacitation of Training Captain When a Safety Pilot is Onboard

The Safety Pilot shall consider moving into the trainee's seat when safe to do so. Use the trainee to assist with checklists and radio.

ALL

8.3.15 Cabin Safety Requirements

ALL

8.3.15.1 Normal Procedures

The normal procedures covering cabin preparation for flight, in-flight requirements and preparation for landing, including procedures for securing the cabin and galleys are described in CSPM [Chapter 2](#).

ALL

8.3.15.2 Passenger Seating

The SCCM shall ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft.

Instructions for passenger boarding and seating are described in CSPM [2.4 – Boarding](#).

ALL

8.3.15.3 Passengers Embarking and Disembarking

Procedures to be followed during passenger embarkation and disembarkation are described in CSPM [Chapter 2](#).

ALL

8.3.15.4 Refuelling and Defuelling

UK-AOC

Refer to OM A [8.2.1.1 – Refuelling with Passengers on Board](#).

Swiss-AOC

Refer to OM A [8.2.1.1 – Refuelling with Passengers on Board \(Swiss AOC\)](#).

Austrian-AOC

Refer to OM A [8.2.1.1 – Refuelling with Passengers on Board](#).

ALL

8.3.15.5 Special Categories of Passengers

Refer to OM A [8.2.2.1 – Special Categories of Passengers \(SCPS\)](#).

Specific procedures are described in CSPM [2.4.7 – Carriage of Special Categories of Passengers](#).

ALL

8.3.15.6 Smoking on Board

Smoking on board the aircraft, including e-cigarettes, is prohibited at all times.

ALL

8.3.15.7 Infectious Diseases

The rules and procedures the handling of suspected infectious diseases are described in CSPM [2.4.16 – Passenger Health Precautions](#).

ALL

8.3.16 Passenger Briefing Procedures

Passenger briefings will contain the following:

Before Take-off

Passengers will be briefed on the following items:

- Any cabin secured aspects, e.g. tray tables, arm rests, window blinds, etc. as applicable;
- Emergency lighting (floor proximity escape path markings, exit signs);
- Correct stowage of cabin baggage and the importance of leaving cabin baggage behind in case of evacuation;
- The use and stowage of portable electronic devices;
- The location and presentation of the safety briefing card, the importance of its contents and the need for passengers to review it prior to take-off; and
- Compliance with ordinance signs, pictograms or placards, and crew member instructions.

Passengers will receive a demonstration of the following:

- The use of seat belts or restraint systems, including how to fasten and unfasten the seat belts or restraint systems;
- The location of emergency exits;
- The location and use of oxygen equipment, if required; and
- The location and use of life-jackets if required.

Passengers occupying seats with direct access to emergency exits not staffed by cabin crew members will receive an additional briefing on the operation and use of the exit.

After Take-off

Passengers will be reminded of the following:

- Use of seat belts or restraint systems including the safety benefits of having seat belts fastened when seated irrespective of seat belt sign illumination; and
- Caution when opening overhead compartments.

Before Landing

Passengers will be reminded of the following:

- Use of seat belts or restraint systems;
- Any cabin secured aspects, e.g. tray tables, arm rests, window blinds, etc. as applicable;
- Correct stowage of cabin baggage and the importance of leaving hand baggage behind in case of evacuation;
- The use and stowage of portable electronic devices; and
- The location of the safety briefing card, the importance of its contents and its review.

After Landing

Passengers will be reminded of the following:

- Use of seat belts or restraint systems;
- The use and stowage of portable electronic devices; and
- Caution when opening overhead compartments.

Emergency During Flight

Passengers will be instructed as appropriate to the circumstances.

Smoking Regulations

Smoking is not permitted at any time on board the aeroplane, including the use of e-cigarettes.

The NO SMOKING sign will remain illuminated at all times.

Regular announcements will be made throughout the flight reminding passengers that smoking on board the aeroplane, including in the toilets, is not permitted.

ALL

8.3.17 Procedures for Aeroplanes Operated Whenever Required Cosmic or Solar Radiation Detection Equipment is Carried

Not applicable to easyJet.

ALL

8.3.18 Automation Policy

easyJet's policy is to make use of the highest level of automation appropriate to the phase of flight and the airspace in which the flight is being conducted. The decision about whether to use reduced levels of automation or delay its engagement is the responsibility of the crew and should be done after careful consideration of the below.

The intention must be prebriefed and prior to any actual reduction or delayed engagement crew shall ensure that the conditions are still appropriate. This includes any intention to use partial automation. The following items should also form part of the decision-making process:

- Crew Recency – both crew members have completed two easyJet flight duties as an operating pilot in the previous 14 day period; *
- Weather and operating environment for the approach are appropriate for the expected approach type;
- PM understands, and is comfortable with, the proposed increase in workload;
- The crew clearly understand how automatics will be reselected in the event of a change in circumstance or an unacceptable increase in workload for PM.

* On a training flight with a clearly identified training purpose instructors can use their judgement to decide when manual flight is conducted.

ALL

8.3.19 Approach Policy

The easyJet policy is to use the highest level of approach guidance available. It is permissible to carry out an approach using a lower level of guidance providing that all relevant factors have been considered. An example of this is the practice of a non-precision approach where an ILS is available. Factors such as the weather conditions, workload, airspace and traffic, and aircraft serviceability must be considered, and a comprehensive briefing must be conducted.

Minimum requirements for recency regarding low visibility operations (LVOs) are met by the recurrent training program in the simulator, therefore there is no requirement to practice such procedures in normal line operations. Crew may conduct practice LVOs during training flights but only after considering all relevant factors.

For further information refer to the FCTM.

ALL

8.3.20 Communications Policy

ALL

8.3.20.1 General

ICAO phraseologies are developed to provide efficient, clear, concise, and unambiguous communications, and constant attention should be given to the correct use of phraseologies in all instances in which they are applicable. However, it is not possible to cover every conceivable situation which may arise. When it is necessary to supplement phraseologies with the use of "plain" language it should be according to the same principles that govern the development of standard phraseologies in that communications should be clear, concise and unambiguous. In addition to the correct use of phraseologies and adequate language proficiency, it is important to keep in mind that the language being used in radiotelephony is often not the first language of the receiver or originator of a transmission. An awareness of the special difficulties faced by second-language speakers contributes to safer communications. Transmissions should be slow and clear. Direct statements which avoid idiomatic expressions are easier to understand than indirect statements or colloquialisms or slang. Furthermore, certain states may specify in their aeronautical information publication (AIP) particular requirements on first contact when entering their airspace or prior to leaving their airspace. Pilots, should, therefore, ensure that they are aware of such procedures by referring to the relevant instructions (e.g. AIP, NOTAM or Route Manual) before undertaking international flights.

If there is ever any doubt of the clearance received from ATC, then confirmation of the clearance by means of an 'open' question, e.g. 'Say again the cleared flight level' should be used.

Use of VHF Communications Radios		
VHF 1	At all times	Appropriate ATC frequency
VHF 2	Parked on stand	Handling Agent frequency
	In-flight	121.5 MHz
	When operationally necessary and normally during cruise flight	ATIS, VOLMET,FIS, as required
	When operationally necessary and normally during cruise flight	Handling Agent frequency

Note: The monitoring of 121.5 in flight can mitigate against losing communication on the ATC frequency and should be monitored at all times in the cruise, and additionally in the climb and descent as appropriate.

If communication with ground agencies by VHF or HF is required, the following safeguards should be adhered to:

- Calls to handling agents should only be initiated in the cruise. If contact cannot be achieved 15 NM before the top of descent, no further attempts should be made unless the flight is again operated in a significant level segment, and no further ATC clearance is expected, e.g. a stepped descent into the terminal area.
- If the PM is making a call to the handling agent and the PF receives a descent clearance, the PM must temporarily suspend communication on VHF 2 and ensure that the descent clearance and read-back is monitored on VHF 1 and fully understood. The PM should acknowledge the receipt of the clearance to the satisfaction of the PF.
- If the PM has not clearly heard or clearly understood the descent clearance and read-back, the PM must return to VHF 1 and re-confirm the descent clearance with ATC.
- If these safeguards cannot be adhered to then consider a call to the agent after landing, when taxiing to stand, or omit the call altogether.

Information relayed to handling agents may include:

1. Notification of any technical unserviceability such as no APU.
2. The requirement for a fuel uplift where appropriate.
3. Notification of when the aircraft is not operating within ±15 mins of schedule.
4. Any wheelchair requirements; standard terminology should be used, i.e. WCHR, WCHS, WCHC.
5. Notification of any non-standard cleaning/catering, etc., requirements.

ALL

8.3.20.2 Headset Policy

To achieve maximum hearing protection, the headsets should be worn covering both ears. Interphone use will be appropriate to ensure clarity of conversation between crew members after engine start.

The flight crew must use headsets equipped with a boom microphone:

1. On the ground:
 - When receiving the ATC departure clearance via voice communication.
 - When engines are running.
2. From engine start-up to top of climb, and from top of descent until the aircraft is parked.
3. When only one pilot is in the flight deck (physiological break).

4. When communicating with cabin crew by interphone, or using VHF 2 in flight.
5. Whenever deemed necessary from the Commander.

Personal headsets may be used provided they are compliant with either:

- FAA TSO C-139.
- ETSO C57a.
- EASA Form 1.

CAUTION: *Personnal headset with wireless bluetooth capability:*

The use of bluetooth connectivity to listen to music or podcast on the flight deck is not allowed during any phase of flight.

It is the responsibility of the individual to ensure that such headsets are appropriately certified.

If there is any doubt as to whether a headset is certified, the aircraft headsets must be used.

The use of headsets designed for leisure purposes is not permitted unless converted for aircraft use by an approved TSO.

Note: Active Noise Reduction (ANR) headsets are powered by personal batteries. However, a small number of easyJet aircraft are fitted with an optional modification to power personal ANR headsets from the aircraft electrical system.

ALL

8.3.21 Use of Portable Electronic Devices (PEDs)

ALL

8.3.21.1 Restrictions on the Use of Portable Electronic Devices (PEDs)

Crew Use:

Crew may use their personal PED(s) on board the aeroplane for non-operational reasons applying same restrictions as for passenger use.

Flight Deck:

The EFB is approved for use throughout all phases of flight. Refer to [Section 8.9](#).

Flight crew and other persons on the flight deck may use T-PEDS such as Company iPad or mobile phone for operational reasons with engine(s) running provided the aircraft is stationary. When no longer in use, the devices shall be turned off or set to the flight safe mode.

Passengers Use:

- Passengers must not use PEDs whilst walking on the ramp.

- The passenger use of PEDs is permitted throughout all phases of flight, except during Low Visibility Operations. Refer to [8.3.21.2](#) for further information.
- Laptops must be stowed for takeoff and landing.
- Other devices such as laptops/tablets/e-readers with built-in WLAN/Wi-Fi can be used, provided that the WLAN/Wi-Fi is switched off prior to the doors being closed.
- During extended/remote holding, whether or not the engines are running, the Commander is authorised to permit the use of electronic devices including mobile phones.
- Passengers may use mobile phones on board the aircraft during the fuelling process.
- There is no requirement for passengers to remove headphones at any time when on-board the aircraft.
- Accessories such as headphones must not obstruct access to the aisle or egress from the aircraft during taxi, take-off and landing e.g. by being worn when connected to a device which is stowed in a seat pocket.
- Passenger may use T-PEDs for phone calls/messaging or internet access after landing except during Low Visibility Operations. Refer to [8.3.21.2](#) for further information.

Note: Cabin Crew are not expected to check that PEDs are in flight safe mode, but if it is obvious that a device is being used for transmitting purposes (e.g. passenger talking on a phone) then you shall request that the PED be switched off, or flight safe mode activated.

ALL

8.3.21.2 Contingencies

Low Visibility Operations (LVOs) Considerations:

Due to the limited possibility of interference during LVOs, the passengers shall be instructed to turn off and stow their PEDs.

Flight Crew shall liaise with Cabin Crew when LVO are applicable:

Refer to OMB Chapter 2 or the QRH Section SI 20 for further information and recommended PA announcements.

ALL**8.3.21.3 Crew Action in the Event of PED Interference**

Should at any stage the pilots become aware of any possible interference from PEDs, the Commander shall instruct the passengers to switch off their PEDs in the interest of aircraft safety as detailed in OM Part B.

The Cabin Crew will be expected to ensure that the PEDs are no longer used and stowed for the duration of the flight.

ALL**8.3.21.4 Reporting of PEDs Related Occurrences**

All suspected PEDs related occurrences shall be reported to the competent authority via an Air Safety Report or a Cabin Safety Report:

- Suspected or confirmed interference from a Portable Electronic Device (PED) being used by a passenger.
The model, make and location of PED on aircraft is to be recorded in the ASR including any symptoms apparent on the Flight Deck.
- Passengers failing to comply with Portable Electronic Device (PED) policy; this should be reported by Cabin Crew via CSR.
- Smoke or fire caused by a Portable Electronic Device (PED); this should be reported by Cabin Crew via CSR.

Note: The reporter shall select the appropriate event descriptor in SafetyNet.

Refer to OM Part A Chapter 11.

ALL**8.3.22 Drone Hazards**

Drones represent a hazard to aircraft, particularly during departures and arrival. Procedures are established to reduce the chance and severity of an impact when drones are sighted or suspected and must be followed, except when drone activity is confined to a known area which has been specifically notified by an official source (ATC, ATIS, NOTAM, etc.) and no doubt exists regarding hazard to the aircraft.

In case of an observed drone, the commander shall:

- Inform the Air Traffic Control Operator (ATCO) as soon as flight crew workload allows.

In case of an observed drone, or reported drone sighting communicated by an Air Traffic Control Operator (ATCO), via the airport ATIS, or via a pilot report, the commander shall:

- Consider speed reduction to mitigate against potential drone impact when approaching/leaving the reported area.

- Limit the aircraft speed (IAS) to a maximum of minimum clean speed below FL120.

In the event that the aircraft experiences a drone strike, the commander shall inform the company as soon as possible after landing, regardless of whether the strike results in damage or malfunction of any essential service.

UK-AOC

8.4 ALL WEATHER OPERATIONS (UK AOC)

8.4.1 Operating Minima

Operating Minima shall be determined in Section 8.1.3, “Methods for the Determination of Aerodrome Operating Minima” and Section 8.1.5, “Presentation and Application of Aerodrome and En-route Operating Minima”.

8.4.2 General Procedures

Briefing

Crew briefing is required prior to each departure, arrival and approach.

Identification of Radio Aids

Both pilots must identify all radio aids.

Missed or Discontinued Approach

A pilot shall not continue an approach below DA, MDA or DH unless the required visual reference has been attained and can be maintained.

An approach shall be discontinued if:

- Stable approach criteria listed in OMB are not met.
- Failure of aeroplane or ground equipment no longer support the type of instrument approach being flown, unless the required visual reference has been attained and can be maintained.

Warnings

It is possible during certain ground station malfunctions for warnings not to appear when the main signal is invalid. This emphasises the need for cross-monitoring when possible and being alert at all times to aircraft anomalous behaviour, e.g. abnormal headings and rates of descent for the type of approach flown and current wind velocities.

Maximum Number of Attempted Approaches

No more than two successive approaches may be flown when there has been a go-around due to weather conditions unless there has been a significant improvement to the weather, or a state of emergency exists.

In exceptional circumstances, a third approach may be flown when a go-around has been carried out for non-weather related reasons providing the Commander is satisfied that landing is assured.

8.4.2.1 Type of Approach

The type of approach must be chosen taking in to account the prevailing meteorological conditions. The choice of approaches is as follows:

- Instrument approach to minima.
- Instrument approach converted to a visual straight-in approach.
 - RVR not less than 800 m.
- Instrument approach to a circling procedure.
- Visual approach. See [8.3.1.5.1](#)
 - Minimum Visibility – 5 km.
 - Minimum cloud ceiling – 2500 ft aal.

8.4.3 Commencement and Continuation of Approach (Approach Ban)

EASA reference: CAT.OP.MPA 305 (a), (b), (c), (d), (e).

An instrument approach may be commenced regardless of the reported RVR/VIS. If the reported RVR/VIS is less than the applicable minimum the approach shall not be continued:

1. Below 1000 ft above the aerodrome; or
2. Into the final approach segment in the case where the DA/H or MDA/H is more than 1000 ft above the aerodrome.

The height reference for the 1000 ft Approach Ban shall be Radio Altimeter (RA) unless the terrain profile on the approach path requires a Touch Down Zone Elevation reference. As a simplification the same height reference as the approach stabilisation criteria shall be used. Refer to OM-B.

Where the RVR is not available, RVR values may be derived by converting the reported visibility in accordance with [Part A Section 8.1.3.5](#).

If, after passing 1000 ft above the aerodrome, the reported RVR/VIS falls below the applicable minimum, the approach may be continued to DA/H or MDA/H.

The approach may be continued below DA/H or MDA/H and the landing may be completed provided that the visual reference adequate for the type of approach operation and for the intended runway is established at the DA/H or MDA/H and is maintained.

Note: For Non-Precision Approach reported ceiling does not need to be considered for the commencement and continuation of the approach.

8.4.4 Controlling RVR – Approach

The touchdown RVR is always controlling for all instrument approach with MDA, DA or DH. If reported and relevant, the mid point and stop end RVR are also controlling.

Minimum RVR values for approach are:

Aeroplanes equipped with:	Touchdown	Mid-point	Stop-end
Roll-out guidance	As published on approach chart for the type of approach	75 m	75 m
No roll-out guidance		125 m	75 m

Note 1: For CAT IIIB without DH, Air Ops requires only one RVR value on the airport.

Note 2: In case of failed or downgraded ground equipment, refer to [Section 8.1.3.6 – Effect of Failed or Downgraded Ground Equipment](#).

8.4.4.1 Relevant Runway Visual Range

Take-off

RVR for that part of the runway used to accelerate to V_1 followed by a rejected take-off and deceleration down to a speed of approximately 60 knots.

Landing

RVR for that part of the runway used during the high speed phase of the landing run down to a speed of approximately 60 knots.

8.4.5 Non-precision Approach and APV Operations

A Non-precision Approach (NPA) or APV operation is an instrument approach with a MDH not lower than 250 ft and an RVR/CMV of not less than 750 m.

The following are non-precision approaches:

- ILS Localiser only (LOC).
- SRA.
- RNP (LNAV).
- VOR.

- NDB.
- LDA.

The following are APV approaches:

- RNP (LNAV/VNAV).
- RNP AR.

These approaches shall be conducted as CDFA and flown to a Decision Altitude (DA).

The decision to go-around or continue the approach to landing must be made no later than DA.

The exception is circling approach where descent is to be made to MDA.

Operating Procedures

Refer to the relevant FCOM/OMB for specific aeroplane type operating procedures.

Visual Reference, Non-precision Approach and APV

A pilot may not continue an approach below Minimum Descent Altitude unless at least one of the following visual references for the intended runway is distinctly visible and identifiable to the Pilot:

- Elements of the approach light system.
- The threshold.
- The threshold markings.
- The threshold lights.
- The threshold identification lights.
- The visual glideslope indicator.
- The touchdown zone or touchdown zone markings.
- The touchdown zone lights.
- Runway edge lights, or
- Other external references accepted by the National Aviation Authority.

8.4.5.1 Non-precision Approach (Conventional)

Non-precision approaches will be flown using Continuous Descent Final Approach (CDFA) technique.

The aircraft FMS navigation equipment may be used as appropriate to fly the approach as an 'overlay' providing that the track accuracy is maintained by monitoring the underlying conventional position aids and that minimum altitudes are observed. GNSS will normally be used as the FMC position source.

The Navigation Database must be current when flying an 'overlay' approach.

Specific procedures according to aeroplane type are presented in the relevant OMB.

8.4.5.2 RNP APCH/RNP AR Operations

Introduction

RNP APCH using LNAV minima only is a non-precision approach. RNP APCH using LNAV/VNAV minima or RNP AR are APV approaches.

Procedure Chart Recognition

ICAO charting conventions are undergoing change with the result that different states may use difference chart titles for PBN type approaches.

To provide a common standard LIDO uses the following convention for PBN type approaches and departures.

Authorisation Required (AR) is suffixed to all Lido Instrument Approach and Departure PBN chart titles for procedures requiring authorisation, when they are still officially designated as RNAV (RNP) or recently changed in the official source to RNP (AR).

Official Procedure designator titled RNAV (RNP) based on FAA PBN standards or not yet changed to RNP (AR) Authorization required (AR) will be added to the Lido Chart title.	RNAV (RNP) Z 08L (AR)	IAC
Official Procedure designator titled RNP	RNP 02 (AR)	IAC
All RNP approaches (without AR) will obtain a parenthetical suffix (e.g LNAV/VNAV only) whenever no LNAV only minima is available. Lido adheres to the official ICAO procedure naming conventions. This is independent of the official chart title publication.		
RNP Procedure that has only LPV minima	RNP 23 (LPV only)	IAC
RNP Procedure that has only LNAV/VNAV minima	RNAV (GPS) 23 (LNAV/VNAV only)	IAC
A-RNP Procedure that has only LNAV/VNAV minima	RNP 23 (A-RNP) (LNAV/VNAV only)	IAC
RNP Procedure that has both, LPV and LNAV/VNAV minima, but no LNAV only minima	RNAV (GNSS) 23 (LPV, LNAV/VNAV only)	IAC
RNP Procedure that has only LP minima.	RNP Y 23 (LP only)	IAC

Crew Qualification

Both flight crew members must be trained in their role specific to the procedure to be flown.

All flight crew members will be trained for RNP APCH and generic RNP AR Operations.

Flight crew qualified to operate to aerodromes requiring procedure specific training must receive the required training before using the procedure. The procedures requiring specific qualification will be listed in the SAI/CCI.

Modification of the Procedure

RNP APCH/RNP AR Operations cannot be flown unless the instrument approach is retrievable by procedure name from the navigation database and which:

1. Contains all the waypoints depicted in the approach to be flown.
2. Presents them in the same sequence as the published procedure chart.
3. Is updated for the current AIRAC cycle.

The lateral path should not be modified; with the exception of accepting a clearance to go direct to a fix in the approach procedure that is before the FAF and that does not immediately precede an RF leg. The only other acceptable modification to the loaded procedure is to change altitude and/or airspeed waypoint constraints on the initial, intermediate, or missed approach segments flight plan fixes (e.g. to apply temperature corrections or comply with an ATC clearance/instruction).

Mandatory Equipment

Refer to

[FCOM SPO 51](#)

for the required equipment.

RNP Management

The navigation database is coded with the required RNP for the leg being flown.

RNP AR APCH may be flown to different minima e.g. RNP 0.3, RNP 0.2, RNP 0.1. The navigation database is coded, by default, to RNP 0.3 in the final approach segment. The RNP value associated with the intended minima must be manually inserted in the FMGS before passing the IAF if it is less than RNP 0.3.

Contingency Procedures

An approach or departure must be discontinued if there is loss of a significant system affecting navigation accuracy for the FMGS.

Some aerodromes will require specific contingency procedures which are described in the CCI.

Visual Reference APV Approach

The visual references for an APV approach are the same as non-precision approaches.

RNP AR Monitoring and Reporting Programme

RNP AR operations are part of the mandatory RNP monitoring and reporting programme. The purpose of the programme is to monitor the aircraft's behaviour during RNP AR operations and to escalate any abnormalities.

Flight crew should fill in the RNP AR feedback form electronically via Docunet whenever the CCI mandates it. The RNP AR feedback form can be accessed via Docunet under 'DocuNet Forms: RNP AR Feedback Form.'

All RNP AR feedback forms will be checked by the Network and Security team and abnormal occurrences and/or aircraft behaviours will be escalated to the applicable departments.

Note: Any safety related event during the RNP AR approach or departure also requires an ASR to be submitted.

8.4.5.3 RNAV Visual Approaches

RNAV Visuals are procedures for Visual Manoeuvring with Prescribed Tracks using Required Navigation Performance. When the chart annotate [EZY] it indicates that the development of the RNAV Visual is designed by easyJet. These procedures are either developed for environmental or efficiency reasons where the preferred track for aircraft conducting a visual approach is published or when no existing instrument approach procedures could be developed by the State.

RNAV Visual approaches can be flown using auto-flight system guidance as for RNAV approaches provided the flight crew has established and maintain visual conditions with the airport environment prior to starting and during the approach.

The autopilot can be used down to the minimum height specified for the aircraft type/variant.

8.4.6 Category I Operations

A Category I approach operation is a precision instrument approach and landing with a decision height not lower than 200 ft and with an RVR not less than 550 m.

The following are Category I approaches that may be used by easyJet:

- ILS (CAT I).
- RNP (LPV).
- PAR.

Operating Procedures

Refer to the relevant FCOM/OMB for specific aeroplane type operating procedures.

Visual Reference, Category I Approach

A pilot may not continue an approach below Decision Altitude unless at least one of the following visual references for the intended runway is distinctly visible and identifiable to the Pilot:

- Elements of the approach light system.
- The threshold.
- The threshold markings.
- The threshold lights.
- The threshold identification lights.
- The visual glideslope indicator.
- The touchdown zone or touchdown zone markings.
- The touchdown zone lights runway edge lights.

8.4.6.1 Lower than Standard Category I Operations

Lower than Standard Category I Operations are not permitted.

8.4.7 Circling

Circling is the term used to describe the visual phase of an instrument approach required to position an aircraft for landing on a runway which is not suitably located for a straight-in approach.

Operating Procedures

Refer to the relevant FCOM/OMB for specific type related procedures.

The easyJet recommended procedure is for the PF is the pilot on the side of the circling approach, (e.g. right-hand downwind is the RHS pilot). However, for specific aerodromes or in certain circumstances the Commander may consider this to be inappropriate. The Commander should take into account a First Officer's experience level before assigning PF duty for this type of approach.

Normal Stable Approach criteria are modified as follows:

- Below 400 ft TDZE – Maximum bank angle 15° and within ± 30° of final approach track.

Do not descend below MDA until the normal descent path to a landing within the touchdown zone can be achieved and the required visual reference maintained.

The Go-around is to be reviewed for all stages of the circling approach.

Some States within easyJet's AOC area apply non-PANS-OPS methods when determining the Circling Approach Area. Such differences are described in the Lido Route Manual.

Required Visual Reference

The Required Visual Reference for Circling is the runway environment which includes features such as the runway threshold or approach lighting aids or other markings identifiable with the aerodrome.

Circling to runways without vertical guidance

Night circling without vertical guidance (ILS, PAPI, VASI or equivalent) is prohibited.

Circling without Prescribed Tracks

At the beginning of the level flight phase, the instrument approach track should be maintained, before commencing circling, until such time as the Commander estimates that, in all probability, visual contact with the runway of intended landing or the runway environment will be maintained during the entire circling procedure and the aeroplane will remain within the circling area.

Circling with Prescribed Tracks

- The flight crew need to be familiar with the terrain and visual cues to be used in weather conditions at or above the aerodrome operating minima prescribed for this procedure. This may be achieved by a form of a (audio visual) briefing.
- This procedure is based on the aircraft speed category.
- The procedure shall be published on a special chart on which the visual features used to define the track or other characteristic features near the track are shown. This information shall be included in the approach briefing.
- At the beginning of the level flight phase, the instrument approach track should be maintained until reaching the divergence point. If the required visual reference is not achieved by the divergence point a missed approach shall be carried out.
- Once the aeroplane is established on the prescribed track(s), the required visual reference, as described above, does not need be maintained but the surrounding obstacles and the ground shall remain in sight while manoeuvring on the prescribed tracks.
- The missed procedure for normal instrument approach applies but the prescribed tracks provide for manoeuvring to allow a go-around and to achieve a safe altitude thereafter joining the downwind leg of the prescribed track procedure or the instrument missed approach trajectory.
- Navigation is now primarily by visual reference to the surface and any radio navigation information presented is advisory only.
- Descent below MDA shall not be initiated unless the required visual reference for the landing runway has been achieved and can be maintained until touch down.

8.4.8 Low Visibility Operations

8.4.8.1 General Operating Rules

easyJet is approved to conduct Low Visibility Operations (LVO) including Low Visibility Take-off (LVTO) and CAT II/III approaches.

An aerodrome shall not be used for CAT II/III operations unless it is approved for such operations. Low Visibility Procedures (LVP) must be in force when LVO are to be conducted.

The aeroplane must be certified for the type of LVO to be conducted.

The Commander shall satisfy themselves that the required minimum equipment is serviceable before conducting LVO.

8.4.8.2 Flight Preparation

In addition to normal flight preparation, the following planning and preparation must be performed when Low Visibility Operations are envisaged.

- Review NOTAMS to make sure that the destination airport still meets LVO requirements:
 - Runway and approach lighting,
 - Radio navigation aid availability,
 - RVR equipment availability, etc.
- Aircraft status: check that required equipment for LVO approach is operative. The required equipment list is given in the FCOM/QRH.
- Weather information: check that the weather forecast at destination is within airline and crew operating minima. If the forecast is below CAT I minima, verify that alternate weather forecasts are appropriate to the available approach means and at least equal to or better than CAT I minima.
- Fuel planning: additional extra fuel should be considered for possible approach delays.
- Crew qualification and currency must be reviewed (both flight crew members must be qualified and current).

8.4.8.3 Continuous Monitoring

Autoland performance is monitored through the Flight Data and Engineering departments.

Unsuccessful autoland should be reported in the technical log.

An approach may be considered to be successful if:

1. From 500 ft RA to start of the flare:
 - Speed is maintained within ± 5 kt of the intended speed, disregarding rapid fluctuations due to turbulence.

- No relevant system failure occurs.
2. From 300 ft to the DH:
- No excess deviation occurs.
 - No centralised warning gives a missed approach procedure command (if installed).

A landing may be considered to be successful if:

1. No relevant system failure occurs.
2. No flare failure occurs.
3. No de-crab failure occurs.
4. Longitudinal touchdown is beyond a point on the runway 150 m after the threshold and before the end of the touchdown zone (TDZ) (750 m from the threshold).
5. Lateral touchdown with the outboard landing gear is not outside the TDZ edge.
6. Sink rate is not excessive.
7. Bank angle does not exceed a bank angle limit.
8. Pitch angle does not exceed maximum value for a safe tail clearance.
9. No roll-out failure or deviation occurs.

8.4.9 Low Visibility Take-off (LVTO)

Low Visibility Take-off (Below 400m Runway Visual Range)

The LHS Pilot will always be Pilot Flying for take-off in RVR below 400 m.

LVTO below RVR 150 m

easyJet is approved to conduct LVTO in less than 150 m RVR.

Take-off is allowed with a minimum of RVR 125 m provided requirements defined in [Section 8.1.3.3, Take-off Minima \(UK AOC\)](#) are fulfilled.

8.4.10 Category II Operations

8.4.10.1 Standard Category II Operations

A Standard Category II operation is a precision instrument approach and landing using ILS with:

- A decision height below 200 ft but not lower than 100 ft; and
- A runway visual range of not less than 300 m.

Approval

easyJet is approved to conduct Category II operations.

Operating Procedures

Refer to the relevant FCOM/OM Part B for specific type related procedures.

Use of Autoland

It is company policy that all CAT II approaches are planned to use autoland.

Visual Reference, Category II Approach

No pilot may continue a precision approach Cat II below the DH unless following visual references is attained and can be maintained.

The visual reference must contain:

- A segment of at least 3 consecutive lights being:
 - The centre light of the approach lights, or
 - Touchdown zone lights, or
 - Runway centre line lights, or
 - Runway edge lights, or
 - A combination of these.
- And a lateral element of the ground pattern:
 - An approach lighting crossbar, or
 - The landing threshold or a barrette of the touchdown zone lighting.

8.4.10.2 Other than Standard Category II Operations (OTS CAT II)

OTS CAT II operations can be used for approved runways at which the approach and/or runway lighting may be less than that required for standard CAT II. The deficiency in lighting is offset by the use of autoland.

The minimum RVR is increased from standard CAT II to not less than 350 m.

Use of Autoland

The use of autoland is required.

Approval

easyJet is approved to conduct OTS CAT II operations.

Visual Reference, OTS Category II Approach

The required visual reference is the same as for Standard CAT II.

8.4.11 Category III Operations

Category III operations are subdivided as follows:

1. Category III A operations. A precision instrument approach and automatic landing using ILS or MLS with:
 - a. A decision height lower than 100 ft; and
 - b. A runway visual range not less than 200 m.
2. Category III B operations. A precision instrument approach and automatic landing using ILS or MLS with:
 - a. A decision height lower than 100 ft, or no decision height; and
 - b. A runway visual range lower than 200 m but not less than 75 m.

Note: Where the decision height (DH) and runway visual range (RVR) do not fall within the same Category, the RVR will determine in which Category the operation is to be considered.

Approval

easyJet is approved to conduct Category III A and B approaches including No Decision Height operations. Fleet specific capability is described in the relevant OM Part B and FCOM.

Decision Height

Decision height is used is not lower than:

1. The minimum decision height specified in the AFM; or
2. The minimum height to which the precision approach aid can be used without the required visual reference; or
3. The decision height to which the flight crew is authorised to operate.

No Decision Height Operations

Operations with no decision height may only be conducted if:

1. The operation with no decision height is authorised in the AFM; and
2. The approach aid and the aerodrome facilities can support operations with no decision height.

Specific Aerodrome Operating Minima

Approved and Specific Cat III Minima are given in the Route Manual.

Visual Reference, Category III A, Fail Passive

For Cat III A operations with fail-passive flight control systems, a pilot may not continue an approach below DH unless a visual reference containing at least 3 consecutive lights being:

- The centreline of the approach lights, or
- The touchdown zone lights, or
- The runway centre line lights, or
- The runway edge lights, or
- A combination of these is attained and can be maintained.

Visual Reference, Category III B Fail Operational with DH

For Cat III B operations with fail-operational flight control systems using a DH a pilot may not continue an approach below the DH unless a visual reference containing at least one centreline light is attained and can be maintained.

Visual Reference, Category III B Fail Operational without DH

For Cat III operations with no DH there is no requirement for visual contact with the runway prior to touchdown. The permitted RVR is dependent on the level of aeroplane equipment.

Crew Actions in Case of Autopilot Failure at or Below Decision Height

- **Fail Passive Category III Operations:**

For operations to actual RVR values less than 300 m, a go-around is assumed in the event of an autopilot failure at or below DH. This means that a go around is the normal action. However it is recognised that there may be circumstances where the safest action is to continue the landing. Such circumstances include the height at which the failure occurs, the actual visual references, and other malfunctions. This would typically apply to the late stages of the flare. In conclusion it is not forbidden to continue the approach and complete the landing when the Commander or the pilot to whom the conduct of the flight has been delegated, determines that this is the safest course of action.

- **Fail Operational Category III Operations:**

Flight control system redundancy is determined under CS-AWO by the minimum certificated decision height.

8.4.12 Taxiing in Low Visibility Conditions

- Taxi with added caution in low visibility conditions, e.g. 125 metres. Taxi speed should be 10 kt or less.
- Do not allow taxi speed to increase as only bright lights may remain visible in these circumstances.
- Make full use of taxiway charts and low visibility routing charts, when available, in order to anticipate bends on taxiways.

- Be fully aware of aircraft taxiing in your vicinity.
- Observe CAT II/III holding point markings/lights.
- If at any time you are unsure of your ground position or miss a turning, advise ATC immediately.
- Control checks and before takeoff checks should be delayed until the active runway holding point in order that both Pilots can maintain maximum lookout.

Swiss-AOC

8.4 ALL WEATHER OPERATIONS (Swiss AOC)

8.4.1 Operating Minima

Operating Minima shall be determined in Section 8.1.3, “Methods for the Determination of Aerodrome Operating Minima” and Section 8.1.5, “Presentation and Application of Aerodrome and En-route Operating Minima”.

8.4.2 General Procedures

Briefing

Crew briefing is required prior to each departure, arrival and approach.

Identification of Radio Aids

Both pilots must identify all radio aids.

Missed or Discontinued Approach

A pilot shall not continue an approach below DA, MDA or DH unless the required visual reference has been attained and can be maintained.

An approach shall be discontinued if:

- Stable approach criteria listed in OMB are not met.
- Failure of aeroplane or ground equipment no longer support the type of instrument approach being flown, unless the required visual reference has been attained and can be maintained.

Warnings

It is possible during certain ground station malfunctions for warnings not to appear when the main signal is invalid. This emphasises the need for cross-monitoring when possible and being alert at all times to aircraft anomalous behaviour, e.g. abnormal headings and rates of descent for the type of approach flown and current wind velocities.

Maximum Number of Attempted Approaches

No more than two successive approaches may be flown when there has been a go-around due to weather conditions unless there has been a significant improvement to the weather which would allow a **safe landing**, or a state of emergency exists.

8.4.2.1 Type of Approach

The type of approach must be chosen taking into account the prevailing meteorological conditions. The choice of approaches is as follows:

- Instrument approach to minima.
- Instrument approach converted to a visual straight-in approach.
 - RVR not less than 800 m.
- Instrument approach to a circling procedure.
- Visual approach. See [8.3.1.5.1](#)
 - Minimum Visibility – 5 km.
 - Minimum cloud ceiling – 2500 ft aal.

Instrument Approach Operations in Low-visibility Conditions — Classification of Standard Approach Operations

The different types of approach and landing operations are classified according to the lowest DH (or MDH) and RVR applicable to the approach type. The classification of approach types does not depend on the technology used for the approach.

The classification does no longer subdivide CAT III operations into CAT IIIA and IIIB.

However, during a transition period, Operations Manual and Instrument Approach Charts may still refer to the previous ICAO classifications as follows:

CAT IIIA: a DH lower than 100 ft and an RVR not less than 175 m.

CAT IIIB: a DH lower than 50 ft or no DH and an RVR less than 175 m but not less than 75 m.

Operations with Operational Credits — Special Authorisation Category I and II Operations

SA CAT I

SA CAT I is an operational credit that exploits a navigation solution with superior performance to that required for standard CAT I by extending the instrument segment of CAT I approach operations. This navigation solution may be an ILS installation with the necessary performance coupled to a suitably certified autoland system. The extended instrument segment means that the DH can be reduced from the standard minimum of 200 down to 150 ft. The lower DH allows a corresponding reduction in the RVR required for the approach.

SA CAT I is not a separate approach classification; it is an operational credit applied to a CAT I operation.

SA CAT II

SA CAT II is an operational credit that applies to the visual segment of an approach conducted where aerodrome, runway and approach lighting systems do not meet the usual requirements for a CAT II precision lighting system. SA CAT II exploits the performance of a suitably certified autoland system. The DH will be the same as for standard CAT II, and the required RVR will depend on the class of light facility installed.

SA CAT II is not a separate approach classification; it is an operational credit applied to a CAT II operation usually in a CAT I runway.

8.4.3 Commencement and Continuation of Approach (Approach Ban)

EASA reference: CAT.OP.MPA 305 (a), (b), (c), (d), (e).

An instrument approach may be commenced regardless of the reported RVR/VIS. If the reported RVR/VIS is less than the applicable minimum the approach shall not be continued:

1. Below 1000 ft above the aerodrome; or
2. Into the final approach segment in the case where the DA/H or MDA/H is more than 1000 ft above the aerodrome.

The height reference for the 1000 ft Approach Ban shall be Radio Altimeter (RA) unless the terrain profile on the approach path requires a Touch Down Zone Elevation reference. As a simplification the same height reference as the approach stabilisation criteria shall be used. Refer to OM-B.

In the case where no RVR is reported, and the reported VIS is less than the applicable minimum, but the converted meteorological visibility (CMV) is equal or greater than the applicable minimum, then the instrument approach can be continued to the DA/H or MDA/H.

If a deterioration in the RVR or VIS is reported once the aircraft is below 1000 ft or in the final approach segment, as applicable, then there is no requirement for the approach to be discontinued. In this situation, the normal visual reference requirements would apply at the DA/H.

If the required visual reference is not established, then a missed approach shall be executed at or before the DA/H or the MDA/H. If the required visual reference is not maintained after DA/H or MDA/H, then a go-around shall be executed promptly.

Note: For Non-Precision Approach reported ceiling does not need to be considered for the commencement and continuation of the approach.

8.4.4 Controlling RVR – Approach

The touchdown RVR is always controlling for all instrument approach with MDA, DA or DH. If the touchdown RVR is not reported, then the midpoint RVR should be the controlling RVR. Where RVR is not available, CMV should be used except for the purposes of continuation of an approach in LVO in accordance with [OM A 8.1.3.5](#).

RVRs other than the controlling RVR are advisory only in reference to approach ban requirements. However, the minimum RVR must be achieved to ensure sufficient visual references on the ground during roll-out and taxi in relevant sectors. For example, on a case-by-case basis, the commander may assess the stop-end RVR as not relevant if the landing performance calculation indicates stopping and vacating in the mid-point section.

Minimum RVR values for approach are:

Aeroplanes equipped with:	Touchdown	Mid-point	Stop-end
Roll-out guidance	As published on approach chart for the type of approach	75 m	75 m
No roll-out guidance		125 m	75 m

Note 1: For CAT III without DH, Air Ops requires only one RVR value on the airport.

Note 2: In case of failed or downgraded ground equipment, refer to [Section 8.1.3.6 – Effect of Failed or Downgraded Ground Equipment](#).

8.4.5 Non-precision Approach and APV Operations

A Non Precision Approach (NPA) is a Type A 2D IAP. APV approach is a Type A 3D IAP.

The following are non-precision approaches:

- ILS Localiser only (LOC)
- SRA
- RNP (LNAV)
- VOR
- NDB
- LDA

The following are APV approaches:

- RNP (LNAV/VNAV)
- RNP AR

These approaches shall be conducted as CDFA and flown to a Decision Altitude (DA).

The decision to go-around or continue the approach to landing must be made no later than DA.

The exception is circling approach where descent is to be made to MDA.

Operating Procedures

Refer to the relevant FCOM/OMB for specific aeroplane type operating procedures.

Visual Reference

For instrument approach operations Type A, at least one of the visual references specified below should be distinctly visible and identifiable to the pilot at the MDA or the DA:

- Elements of the approach light system.
- The threshold.
- The threshold markings.
- The threshold lights.
- The threshold identification lights.
- The visual path indicator.
- The TDZ or TDZ markings.
- The TDZ zone lights.
- Runway edge lights, or
- Other external references accepted by the National Aviation Authority.

8.4.5.1

Non-precision Approach (Conventional)

Non-precision approaches will be flown using Continuous Descent Final Approach (CDFA) technique.

The aircraft FMS navigation equipment may be used as appropriate to fly the approach as an 'overlay' providing that the track accuracy is maintained by monitoring the underlying conventional position aids and that minimum altitudes are observed. GNSS will normally be used as the FMC position source.

The Navigation Database must be current when flying an 'overlay' approach.

Specific procedures according to aeroplane type are presented in the relevant OMB.

8.4.5.2 RNP APCH/RNP AR Operations

EASA reference: SPA.PBN.100 PBN operations, CAT.OP.MPA.126 Performance-based navigation

Introduction

RNP APCH using LNAV minima only is a non-precision approach. RNP APCH using LNAV/VNAV minima or RNP AR are APV approaches.

Procedure Chart Recognition

ICAO charting conventions are undergoing change with the result that different states may use difference chart titles for PBN type approaches and departures.

To provide a common standard LIDO uses the following convention for PBN type approaches.

Authorisation Required (AR) is suffixed to all Lido Instrument Approach and Departure PBN chart titles for procedures requiring authorisation, when they are still officially designated as RNAV (RNP) or recently changed in the official source to RNP (AR).

Official Procedure designator titled RNAV (RNP) based on FAA PBN standards or not yet changed to RNP (AR) Authorization required (AR) will be added to the Lido Chart title.	RNAV (RNP) Z 08L (AR)	IAC
Official Procedure designator titled RNP	RNP 02 (AR)	IAC
All RNP approaches (without AR) will obtain a parenthetical suffix (e.g LNAV/VNAV only) whenever no LNAV only minima is available. Lido adheres to the official ICAO procedure naming conventions. This is independent of the official chart title publication.		
RNP Procedure that has only LPV minima	RNP 23 (LPV only)	IAC
RNP Procedure that has only LNAV/VNAV minima	RNAV (GPS) 23 (LNAV/VNAV only)	IAC
A-RNP Procedure that has only LNAV/VNAV minima	RNP 23 (A-RNP) (LNAV/VNAV only)	IAC
RNP Procedure that has both, LPV and LNAV/VNAV minima, but no LNAV only minima	RNAV (GNSS) 23 (LPV, LNAV/VNAV only)	IAC
RNP Procedure that has only LP minima.	RNP Y 23 (LP only)	IAC

Crew Qualification

Both flight crew members must be trained in their role specific to the procedure to be flown.

All flight crew members will be trained for RNP APCH and generic RNP AR Operations.

Flight crew qualified to operate to aerodromes requiring procedure specific training must receive the required training before using the procedure. The procedures requiring specific qualification will be listed in the SAI/CCI.

Modification of the Procedure

RNP APCH/RNP AR Operations cannot be flown unless the instrument approach is retrievable by procedure name from the navigation database and which:

1. Contains all the waypoints depicted in the approach to be flown.
2. Presents them in the same sequence as the published procedure chart.
3. Is updated for the current AIRAC cycle.

The lateral path should not be modified; with the exception of accepting a clearance to go direct to a fix in the approach procedure that is before the FAF and that does not immediately precede an RF leg. The only other acceptable modification to the loaded procedure is to change altitude and/or airspeed waypoint constraints on the initial, intermediate, or missed approach segments flight plan fixes (e.g. to apply temperature corrections or comply with an ATC clearance/instruction).

Mandatory Equipment

Refer to

[FCOM SPO 51](#)

for the required equipment.

RNP Management

The navigation database is coded with the required RNP for the leg being flown.

RNP AR APCH may be flown to different minima e.g. RNP 0.3, RNP 0.2, RNP 0.1. The navigation database is coded, by default, to RNP 0.3 in the final approach segment. The RNP value associated with the intended minima must be manually inserted in the FMGS before passing the IAF if it is less than RNP 0.3.

Contingency Procedures

An approach or departure must be discontinued if there is loss of a significant system affecting navigation accuracy for the FMGS.

Some aerodromes will require specific contingency procedures which are described in the CCI.

Visual Reference APV Approach

The visual references for an APV approach are the same as non-precision approaches.

RNP AR Monitoring and Reporting Programme

RNP AR operations are part of the mandatory RNP monitoring and reporting programme. The purpose of the programme is to monitor the aircraft's behaviour during RNP AR operations and to escalate any abnormalities.

Flight crew should fill in the RNP AR feedback form electronically via Docunet whenever the CCI mandates it. The RNP AR feedback form can be accessed via Docunet under 'DocuNet Forms: RNP AR Feedback Form.'

All RNP AR feedback forms will be checked by the Network and Security team and abnormal occurrences and/or aircraft behaviours will be escalated to the applicable departments.

Note: Any safety related event during the RNP AR approach or departure also requires an ASR to be submitted.

8.4.5.3 RNAV Visual Approaches

RNAV Visuals are procedures for Visual Manoeuvring with Prescribed Tracks using Required Navigation Performance. When the chart annotate [EZY] it indicates that the development of the RNAV Visual is designed by easyJet. These procedures are either developed for environmental or efficiency reasons where the preferred track for aircraft conducting a visual approach is published or when no existing instrument approach procedures could be developed by the State.

RNAV Visual approaches can be flown using auto-flight system guidance as for RNAV approaches provided the flight crew has established and maintain visual conditions with the airport environment prior to starting and during the approach.

The autopilot can be used down to the minimum height specified for the aircraft type/variant.

8.4.6 Category I Operations

A Category I approach operation is a precision instrument approach and landing with a decision height not lower than 200 ft and with an RVR not less than 550 m.

The following are Category I approaches that may be used by easyJet:

- ILS (CAT I).
- RNP (LPV).
- PAR.

Operating Procedures

Refer to the relevant FCOM/OMB for specific aeroplane type operating procedures.

Visual Reference, Category I Approach

A pilot may not continue an approach below Decision Altitude unless at least one of the following visual references for the intended runway is distinctly visible and identifiable to the Pilot:

- Elements of the approach light system.
- The threshold.
- The threshold markings.
- The threshold lights.
- The threshold identification lights.
- The visual path indicator.
- The touchdown zone or touchdown zone markings.
- The touchdown zone lights runway edge lights.

8.4.6.1 Special Authorisation Category I – SA CAT I

easyJet is not approved for SA CAT I operations.

8.4.7 Circling

Circling is the term used to describe the visual phase of an instrument approach required to position an aircraft for landing on a runway which is not suitably located for a straight-in approach.

Operating Procedures

Refer to the relevant FCOM/OMB for specific type related procedures.

The easyJet recommended procedure is for the PF is the pilot on the side of the circling approach, (e.g. right-hand downwind is the RHS pilot). However, for specific aerodromes or in certain circumstances the Commander may consider this to be inappropriate. The Commander should take into account a First Officer's experience level before assigning PF duty for this type of approach.

Normal Stable Approach criteria are modified as follows:

- Below 400 ft TDZE – Maximum bank angle 15° and within ± 30° of final approach track.

Do not descend below MDA until the normal descent path to a landing within the touchdown zone can be achieved and the required visual reference maintained.

The Go-around is to be reviewed for all stages of the circling approach.

Some States within easyJet's AOC area apply non-PANS-OPS methods when determining the Circling Approach Area. Such differences are described in the Lido Route Manual.

Required Visual Reference

The Required Visual Reference for Circling is the runway environment which includes features such as the runway threshold or approach lighting aids or other markings identifiable with the aerodrome.

Circling to runways without vertical guidance

Night circling without vertical guidance (ILS, PAPI, VASI or equivalent) is prohibited.

Circling without Prescribed Tracks

At the beginning of the level flight phase, the instrument approach track should be maintained, before commencing circling, until such time as the Commander estimates that, in all probability, visual contact with the runway of intended landing or the runway environment will be maintained during the entire circling procedure and the aeroplane will remain within the circling area.

Circling with Prescribed Tracks

- The flight crew need to be familiar with the terrain and visual cues to be used in weather conditions at or above the aerodrome operating minima prescribed for this procedure. This may be achieved by a form of a (audio visual) briefing.
- This procedure is based on the aircraft speed category.
- The procedure shall be published on a special chart on which the visual features used to define the track or other characteristic features near the track are shown. This information shall be included in the approach briefing.
- At the beginning of the level flight phase, the instrument approach track should be maintained until reaching the divergence point. If the required visual reference is not achieved by the divergence point a missed approach shall be carried out.
- Once the aeroplane is established on the prescribed track(s), the required visual reference, as described above, does not need be maintained but the surrounding obstacles and the ground shall remain in sight while manoeuvring on the prescribed tracks.
- The missed procedure for normal instrument approach applies but the prescribed tracks provide for manoeuvring to allow a go-around and to achieve a safe altitude thereafter joining the downwind leg of the prescribed track procedure or the instrument missed approach trajectory.
- Navigation is now primarily by visual reference to the surface and any radio navigation information presented is advisory only.
- Descent below MDA shall not be initiated unless the required visual reference for the landing runway has been achieved and can be maintained until touch down.

8.4.8 Low Visibility Operations

8.4.8.1 General Operating Rules

easyJet is approved to conduct Low Visibility Operations (LVO) including Low Visibility Take-off (LVTO) and CAT II/III approaches.

An aerodrome shall not be used for LVO unless it is approved for such operations. Low Visibility Procedures (LVP) must be in force when LVO approaches are to be conducted.

The aeroplane must be certified for the type of LVO to be conducted.

The Commander shall satisfy themselves that the required minimum equipment is serviceable before conducting LVO.

8.4.8.2 Flight Preparation

In addition to normal flight preparation, the following planning and preparation must be performed when Low Visibility Operations are envisaged.

- Review NOTAMS to make sure that the destination airport still meets LVO requirements:
 - Runway and approach lighting,
 - Radio navigation aid availability,
 - RVR equipment availability, etc.
- Aircraft status: check that required equipment for LVO approach is operative. The required equipment list is given in the FCOM/QRH.
- Weather information: check that the weather forecast at destination is within airline and crew operating minima. If the forecast is below CAT I minima, verify that alternate weather forecasts are appropriate to the available approach means and at least equal to or better than CAT I minima.
- Fuel planning: additional extra fuel should be considered for possible approach delays.
- Crew qualification and currency must be reviewed (both flight crew members must be qualified and current).

8.4.8.3 Continuous Monitoring

Autoland performance is monitored through the Flight Data and Engineering departments.

Unsuccessful autoland should be reported in the technical log.

An approach may be considered to be successful if:

1. From 500 ft RA to start of the flare:
 - Speed is maintained within ± 5 kt of the intended speed, disregarding rapid fluctuations due to turbulence.

- No relevant system failure occurs.
2. From 300 ft to the DH:
 - No excess deviation occurs.
 - No centralised warning gives a missed approach procedure command (if installed).

A landing may be considered to be successful if:

1. No relevant system failure occurs.
2. No flare failure occurs.
3. No de-crab failure occurs.
4. Longitudinal touchdown is beyond a point on the runway 150 m after the threshold and before the end of the touchdown zone (TDZ) (750 m from the threshold).
5. Lateral touchdown with the outboard landing gear is not outside the TDZ edge.
6. Sink rate is not excessive.
7. Bank angle does not exceed a bank angle limit.
8. Pitch angle does not exceed maximum value for a safe tail.
9. No roll-out failure or deviation occurs.

8.4.9 Low Visibility Take-off (LVTO)

Low Visibility Take-off (Below 550 m Runway Visual Range)

The LHS Pilot will always be Pilot Flying for take-off in RVR below 550 m.

The commander should not commence take-off unless the weather conditions at the aerodrome of departure are equal to or better than the applicable minima for landing at that aerodrome unless a weather-permissible take-off alternate aerodrome is available.

If the reported VIS is below the minimum specified for take-off and RVR is not reported, then take-off should only be commenced if the commander can determine that the visibility along the take-off runway is equal to or better than the required minimum.

Take-off is allowed with a minimum of RVR 125 m provided requirements defined in [Section 8.1.3.3, Take-off Minima \(Swiss AOC\)](#) are fulfilled.

8.4.10 Category II Operations

8.4.10.1 Standard Category II Operations

A Standard Category II operation is a precision instrument approach and landing using ILS with:

- A decision height below 200 ft but not lower than 100 ft; and
- A runway visual range of not less than 300 m.

Approval

easyJet is approved to conduct Category II operations.

Operating Procedures

Refer to the relevant FCOM/OM Part B for specific type related procedures.

Use of Autoland

It is company policy that all CAT II approaches are planned to use autoland.

Visual Reference, Category II Approach

No pilot may continue a precision approach Cat II below the DH unless following visual references is attained and can be maintained.

The visual reference must contain:

- A segment of at least 3 consecutive lights being:
 - The centre light of the approach lights, or
 - Touchdown zone lights, or
 - Runway centre line lights, or
 - Runway edge lights, or
 - A combination of these.
- And a lateral element of the ground pattern:
 - An approach lighting crossbar, or
 - The landing threshold or a barrette of the touchdown zone lighting.

8.4.10.2 Special Authorisation Category II Operations (SA CAT II)

SA CAT II operations can be used for approved runways at which the approach and/or runway lighting may be less than that required for standard CAT II. The deficiency in lighting is offset by the use of autoland.

The minimum RVR is increased from standard CAT II to not less than 350 m.

Use of Autoland

The use of autoland is required.

Approval

easyJet is approved to conduct SA CAT II operations.

Visual Reference, SA Category II Approach

The required visual reference is the same as for Standard CAT II.

8.4.11 Category III Operations

Category III operations are subdivided as follows:

1. Category III with DH <100 ft to \geq 50 ft operations. A precision instrument approach and automatic landing using ILS:
 - a. A runway visual range not less than 175 m; and
 - b. A Fail Passive flight control system or a Fail Operational flight control system.
2. Category III with DH <50 ft or no DH. A precision instrument approach and automatic landing using ILS:
 - a. A runway visual range lower than 175 m but not less than 75 m; and
 - b. A Fail Operational flight control system.

Approval

easyJet is approved to conduct Category III approaches including No Decision Height operations. Fleet specific capability is described in the relevant OM Part B and FCOM.

Decision Height

Decision height is used is not lower than:

1. The minimum decision height specified in the FCOM; or
2. The minimum height to which the precision approach aid can be used without the required visual reference; or
3. The decision height to which the flight crew is qualified to operate.

No Decision Height Operations

Operations with no decision height may only be conducted if:

1. The operation with no decision height is authorised in the FCOM; and
2. The approach aid and the aerodrome facilities can support operations with no decision height.
3. The flight crew is qualified to operate with no DH.

Specific Aerodrome Operating Minima

Approved and Specific Cat III Minima are given in the Route Manual.

Visual Reference, Category III with DH <100 ft to ≥50 ft, Fail Passive

For Category III with DH <100 ft to ≥ 50 ft operations with fail-passive flight control systems, a pilot may not continue an approach below DH unless a visual reference containing at least 3 consecutive lights being:

- The centreline of the approach lights, or
- The touchdown zone lights, or
- The runway centre line lights, or
- The runway edge lights, or
- A combination of these is attained and can be maintained.

Visual Reference, Category III with DH <50 ft

For Cat III operations with fail-operational flight control systems using a DH a pilot may not continue an approach below the DH unless a visual reference containing at least one centreline light is attained and can be maintained.

Visual Reference, Category III with No DH

For Cat III operations with no DH there is no requirement for visual contact with the runway prior to touchdown. The permitted RVR is dependent on the level of aeroplane equipment.

Crew Actions in Case of Autopilot Failure at or Below Decision Height

• Fail Passive Category III Operations:

For operations to actual RVR values less than 300 m, a go-around is assumed in the event of an autopilot failure at or below DH. This means that a go around is the normal action. However it is recognised that there may be circumstances where the safest action is to continue the landing. Such circumstances include the height at which the failure occurs, the actual visual references, and other malfunctions. This would typically apply to the late stages of the flare. In conclusion it is not forbidden to continue the approach and complete the landing when the Commander or the pilot to whom the conduct of the flight has been delegated, determines that this is the safest course of action.

• Fail Operational Category III Operations:

Refer to OMB, Section 2.3.18.3.1, Approach Using LOC G/S Guidance.

8.4.12 Taxiing in Low Visibility Conditions

- Taxi with added caution in low visibility conditions, e.g. 125 metres. Taxi speed should be 10 kt or less.
- Do not allow taxi speed to increase as only bright lights may remain visible in these circumstances.
- Make full use of taxiway charts and low visibility routing charts, when available, in order to anticipate bends on taxiways.
- Be fully aware of aircraft taxiing in your vicinity.

- Observe CAT II/III holding point markings/lights.
- If at any time you are unsure of your ground position or miss a turning, advise ATC immediately.
- Control checks and before takeoff checks should be delayed until the active runway holding point in order that both Pilots can maintain maximum lookout.

Austrian-AOC

8.4 ALL WEATHER OPERATIONS (AUSTRIAN AOC)

8.4.1 Operating Minima

Operating Minima shall be determined in Section 8.1.3, "Methods for the Determination of Aerodrome Operating Minima" and Section 8.1.5, "Presentation and Application of Aerodrome and En-route Operating Minima".

8.4.2 General Procedures

Briefing

Crew briefing is required prior to each departure, arrival and approach.

Identification of Radio Aids

Both pilots must identify all radio aids.

Missed or Discontinued Approach

A pilot shall not continue an approach below DA, MDA or DH unless the required visual reference has been attained and can be maintained.

An approach shall be discontinued if:

- Stable approach criteria listed in OMB are not met.
- Failure of aeroplane or ground equipment no longer support the type of instrument approach being flown, unless the required visual reference has been attained and can be maintained.

Warnings

It is possible during certain ground station malfunctions for warnings not to appear when the main signal is invalid. This emphasises the need for cross-monitoring when possible and being alert at all times to aircraft anomalous behaviour, e.g. abnormal headings and rates of descent for the type of approach flown and current wind velocities.

Maximum Number of Attempted Approaches

No more than two successive approaches may be flown when there has been a go-around due to weather conditions unless there has been a significant improvement to the weather which would allow a **safe landing**, or a state of emergency exists.

8.4.2.1 Type of Approach

The type of approach must be chosen taking into account the prevailing meteorological conditions. The choice of approaches is as follows:

- Instrument approach to minima.
- Instrument approach converted to a visual straight-in approach.
 - RVR not less than 800 m.
- Instrument approach to a circling procedure.
- Visual approach. See [8.3.1.5.1](#)
 - Minimum Visibility – 5 km.
 - Minimum cloud ceiling – 2500 ft aal.

Instrument Approach Operations in Low-visibility Conditions – Classification of Standard Approach Operations

The different types of approach and landing operations are classified according to the lowest DH (or MDH) and RVR applicable to the approach type. The classification of approach types does not depend on the technology used for the approach.

The classification does no longer subdivide CAT III operations into CAT IIIA and IIIB.

However, during a transition period, Operations Manual and Instrument Approach Charts may still refer to the previous ICAO classifications as follows:

CAT IIIA: a DH lower than 100 ft and an RVR not less than 175 m.

CAT IIIB: a DH lower than 50 ft or no DH and an RVR less than 175 m but not less than 75 m.

Operations with Operational Credits — Special Authorisation Category I and II Operations

SA CAT I

SA CAT I is an operational credit that exploits a navigation solution with superior performance to that required for standard CAT I by extending the instrument segment of CAT I approach operations. This navigation solution may be an ILS installation with the necessary performance coupled to a suitably certified autoland system. The extended instrument segment means that the DH can be reduced from the standard minimum of 200 down to 150 ft. The lower DH allows a corresponding reduction in the RVR required for the approach.

SA CAT I is not a separate approach classification; it is an operational credit applied to a CAT I operation.

SA CAT II

SA CAT II is an operational credit that applies to the visual segment of an approach conducted where aerodrome, runway and approach lighting systems do not meet the usual requirements for a CAT II precision lighting system. SA CAT II exploits the performance of a suitably certified autoland system. The DH will be the same as for standard CAT II, and the required RVR will depend on the class of light facility installed.

SA CAT II is not a separate approach classification; it is an operational credit applied to a CAT II operation usually in a CAT I runway.

8.4.3 Commencement and Continuation of Approach (Approach Ban)

EASA reference: CAT.OP.MPA 305 (a), (b), (c), (d), (e).

An instrument approach may be commenced regardless of the reported RVR/VIS. If the reported RVR/VIS is less than the applicable minimum the approach shall not be continued:

1. Below 1000 ft above the aerodrome; or
2. Into the final approach segment in the case where the DA/H or MDA/H is more than 1000 ft above the aerodrome.

The height reference for the 1000 ft Approach Ban shall be Radio Altimeter (RA) unless the terrain profile on the approach path requires a Touch Down Zone Elevation reference. As a simplification the same height reference as the approach stabilisation criteria shall be used. Refer to OM-B.

In the case where no RVR is reported, and the reported VIS is less than the applicable minimum, but the converted meteorological visibility (CMV) is equal or greater than the applicable minimum, then the instrument approach can be continued to the DA/H or MDA/H.

If a deterioration in the RVR or VIS is reported once the aircraft is below 1 000 ft or in the final approach segment, as applicable, then there is no requirement for the approach to be discontinued. In this situation, the normal visual reference requirements would apply at the DA/H.

If the required visual reference is not established, then a missed approach shall be executed at or before the DA/H or the MDA/H. If the required visual reference is not maintained after DA/H or MDA/H, then a go-around shall be executed promptly.

Note: For Non-Precision Approach reported ceiling does not need to be considered for the commencement and continuation of the approach.

8.4.4 Controlling RVR – Approach

The touchdown RVR is always controlling for all instrument approach with MDA, DA or DH. If the touchdown RVR is not reported, then the midpoint RVR should be the controlling RVR. Where RVR is not available, CMV should be used except for the purposes of continuation of an approach in LVO in accordance with [OMA 8.1.3.5](#).

RVRs other than the controlling RVR are advisory only in reference to approach ban requirements. However, the minimum RVR must be achieved to ensure sufficient visual references on the ground during roll-out and taxi in relevant sectors. For example, on a case-by-case basis, the commander may assess the stop-end RVR as not relevant if the landing performance calculation indicates stopping and vacating in the mid-point section.

Minimum RVR values for approach are:

Aeroplanes equipped with:	Touchdown	Mid-point	Stop-end
Roll-out guidance	As published on approach chart for the type of approach	75 m	75 m
No roll-out guidance		125 m	75 m

Note 1: For CAT III without DH, Air Ops requires only one RVR value on the airport.

Note 2: In case of failed or downgraded ground equipment, refer to [Section 8.1.3.6 – Effect of Failed or Downgraded Ground Equipment](#).

8.4.5 Non-precision Approach and APV Operations

A Non Precision Approach (NPA) is a Type A 2D IAP. APV approach is a Type A 3D IAP.

The following are non-precision approaches:

- ILS Localiser only (LOC)
- SRA
- RNP (LNAV)
- VOR
- NDB
- LDA

The following are APV approaches:

- RNP (LNAV/VNAV)
- RNP AR

These approaches shall be conducted as CDFA and flown to a Decision Altitude (DA).

The decision to go-around or continue the approach to landing must be made no later than DA.

The exception is circling approach where descent is to be made to MDA.

Operating Procedures

Refer to the relevant FCOM/OMB for specific aeroplane type operating procedures.

Visual Reference

For instrument approach operations Type A, at least one of the visual references specified below should be distinctly visible and identifiable to the pilot at the MDA or the DA:

- Elements of the approach light system.
- The threshold.
- The threshold markings.
- The threshold lights.
- The threshold identification lights.
- The visual path indicator.
- The TDZ or TDZ markings.
- The TDZ zone lights.
- Runway edge lights, or
- Other external references accepted by the National Aviation Authority.

8.4.5.1 Non-precision Approach (Conventional)

Non-precision approaches will be flown using Continuous Descent Final Approach (CDFA) technique.

The aircraft FMS navigation equipment may be used as appropriate to fly the approach as an 'overlay' providing that the track accuracy is maintained by monitoring the underlying conventional position aids and that minimum altitudes are observed. GNSS will normally be used as the FMC position source.

The Navigation Database must be current when flying an 'overlay' approach.

Specific procedures according to aeroplane type are presented in the relevant OMB.

8.4.5.2 RNP APCH/RNP AR Operations

EASA reference: SPA.PBN.100 PBN operations, CAT.OP.MPA.126
Performance-based navigation

Introduction

RNP APCH using LNAV minima only is a non-precision approach. RNP APCH using LNAV/VNAV minima or RNP AR are APV approaches.

Procedure Chart Recognition

ICAO charting conventions are undergoing change with the result that different states may use difference chart titles for PBN type approaches.

To provide a common standard LIDO uses the following convention for PBN type approaches and departures.

Authorisation Required (AR) is suffixed to all Lido Instrument Approach and departure PBN chart titles for procedures requiring authorisation, when they are still officially designated as RNAV (RNP) or recently changed in the official source to RNP (AR).

Official Procedure designator titled RNAV (RNP) based on FAA PBN standards or not yet changed to RNP (AR) Authorization required (AR) will be added to the Lido Chart title.	RNAV (RNP) Z 08L (AR)	IAC
Official Procedure designator titled RNP	RNP 02 (AR)	IAC
All RNP approaches (without AR) will obtain a parenthetical suffix (e.g LNAV/VNAV only) whenever no LNAV only minima is available. Lido adheres to the official ICAO procedure naming conventions. This is independent of the official chart title publication.		
RNP Procedure that has only LPV minima	RNP 23 (LPV only)	IAC
RNP Procedure that has only LNAV/VNAV minima	RNAV (GPS) 23 (LNAV/VNAV only)	IAC
A-RNP Procedure that has only LNAV/VNAV minima	RNP 23 (A-RNP) (LNAV/VNAV only)	IAC
RNP Procedure that has both, LPV and LNAV/VNAV minima, but no LNAV only minima	RNAV (GNSS) 23 (LPV, LNAV/VNAV only)	IAC
RNP Procedure that has only LP minima.	RNP Y 23 (LP only)	IAC

Crew Qualification

Both flight crew members must be trained in their role specific to the procedure to be flown.

All flight crew members will be trained for RNP APCH and generic RNP AR Operations.

Flight crew qualified to operate to aerodromes requiring procedure specific training must receive the required training before using the procedure. The procedures requiring specific qualification will be listed in the SAI/CCI.

Modification of the Procedure

RNP APCH/RNP AR Operations cannot be flown unless the instrument approach is retrievable by procedure name from the navigation database and which:

1. Contains all the waypoints depicted in the approach to be flown.
2. Presents them in the same sequence as the published procedure chart.
3. Is updated for the current AIRAC cycle.

The lateral path should not be modified; with the exception of accepting a clearance to go direct to a fix in the approach procedure that is before the FAF and that does not immediately precede an RF leg. The only other acceptable modification to the loaded procedure is to change altitude and/or airspeed waypoint constraints on the initial, intermediate, or missed approach segments flight plan fixes (e.g. to apply temperature corrections or comply with an ATC clearance/instruction).

Mandatory Equipment

Refer to

[FCOM SPO 51](#)

for the required equipment.

RNP Management

The navigation database is coded with the required RNP for the leg being flown.

RNP AR APCH may be flown to different minima e.g. RNP 0.3, RNP 0.2, RNP 0.1. The navigation database is coded, by default, to RNP 0.3 in the final approach segment. The RNP value associated with the intended minima must be manually inserted in the FMGS before passing the IAF if it is less than RNP 0.3.

Contingency Procedures

An approach or departure must be discontinued if there is loss of a significant system affecting navigation accuracy for the FMGS.

Some aerodromes will require specific contingency procedures which are described in the CCI.

Visual Reference APV Approach

The visual references for an APV approach are the same as non-precision approaches.

RNP AR Monitoring and Reporting Programme

RNP AR operations are part of the mandatory RNP monitoring and reporting programme. The purpose of the programme is to monitor the aircraft's behaviour during RNP AR operations and to escalate any abnormalities.

Flight crew should fill in the RNP AR feedback form electronically via Docunet whenever the CCI mandates it. The RNP AR feedback form can be accessed via Docunet under 'DocuNet Forms: RNP AR Feedback Form.'

All RNP AR feedback forms will be checked by the Network and Security team and abnormal occurrences and/or aircraft behaviours will be escalated to the applicable departments.

Note: Any safety related event during the RNP AR approach or departure also requires an ASR to be submitted.

8.4.5.3 RNAV Visual Approaches

RNAV Visuals are procedures for Visual Manoeuvring with Prescribed Tracks using Required Navigation Performance. When the chart annotate [EZY] it indicates that the development of the RNAV Visual is designed by easyJet. These procedures are either developed for environmental or efficiency reasons where the preferred track for aircraft conducting a visual approach is published or when no existing instrument approach procedures could be developed by the State.

RNAV Visual approaches can be flown using auto-flight system guidance as for RNAV approaches provided the flight crew has established and maintain visual conditions with the airport environment prior to starting and during the approach.

The autopilot can be used down to the minimum height specified for the aircraft type/variant.

8.4.6 Category I Operations

A Category I approach operation is a precision instrument approach and landing with a decision height not lower than 200 ft and with an RVR not less than 550 m.

The following are Category I approaches that may be used by easyJet:

- ILS (CAT I).
- RNP (LPV).
- PAR.

Operating Procedures

Refer to the relevant FCOM/OMB for specific aeroplane type operating procedures.

Visual Reference, Category I Approach

A pilot may not continue an approach below Decision Altitude unless at least one of the following visual references for the intended runway is distinctly visible and identifiable to the Pilot:

- Elements of the approach light system.
- The threshold.
- The threshold markings.
- The threshold lights.
- The threshold identification lights.
- The visual path indicator.
- The touchdown zone or touchdown zone markings.
- The touchdown zone lights runway edge lights.

8.4.6.1 Special Authorisation Category I – SA CAT I

easyJet is not approved for SA CAT I operations.

8.4.7 Circling

Circling is the term used to describe the visual phase of an instrument approach required to position an aircraft for landing on a runway which is not suitably located for a straight-in approach.

Operating Procedures

Refer to the relevant FCOM/OMB for specific type related procedures.

The easyJet recommended procedure is for the PF is the pilot on the side of the circling approach, (e.g. right-hand downwind is the RHS pilot). However, for specific aerodromes or in certain circumstances the Commander may consider this to be inappropriate. The Commander should take into account a First Officer's experience level before assigning PF duty for this type of approach.

Normal Stable Approach criteria are modified as follows:

- Below 400 ft TDZE – Maximum bank angle 15° and within ± 30° of final approach track.

Do not descend below MDA until the normal descent path to a landing within the touchdown zone can be achieved and the required visual reference maintained.

The Go-around is to be reviewed for all stages of the circling approach.

Some States within easyJet's AOC area apply non-PANS-OPS methods when determining the Circling Approach Area. Such differences are described in the Lido Route Manual.

Required Visual Reference

The Required Visual Reference for Circling is the runway environment which includes features such as the runway threshold or approach lighting aids or other markings identifiable with the aerodrome.

Circling to runways without vertical guidance

Night circling without vertical guidance (ILS, PAPI, VASI or equivalent) is prohibited.

Circling without Prescribed Tracks

At the beginning of the level flight phase, the instrument approach track should be maintained, before commencing circling, until such time as the Commander estimates that, in all probability, visual contact with the runway of intended landing or the runway environment will be maintained during the entire circling procedure and the aeroplane will remain within the circling area.

Circling with Prescribed Tracks

- The flight crew need to be familiar with the terrain and visual cues to be used in weather conditions at or above the aerodrome operating minima prescribed for this procedure. This may be achieved by a form of a (audio visual) briefing.
- This procedure is based on the aircraft speed category.
- The procedure shall be published on a special chart on which the visual features used to define the track or other characteristic features near the track are shown. This information shall be included in the approach briefing.
- At the beginning of the level flight phase, the instrument approach track should be maintained until reaching the divergence point. If the required visual reference is not achieved by the divergence point a missed approach shall be carried out.
- Once the aeroplane is established on the prescribed track(s), the required visual reference, as described above, does not need be maintained but the surrounding obstacles and the ground shall remain in sight while manoeuvring on the prescribed tracks.
- The missed procedure for normal instrument approach applies but the prescribed tracks provide for manoeuvring to allow a go-around and to achieve a safe altitude thereafter joining the downwind leg of the prescribed track procedure or the instrument missed approach trajectory.
- Navigation is now primarily by visual reference to the surface and any radio navigation information presented is advisory only.
- Descent below MDA shall not be initiated unless the required visual reference for the landing runway has been achieved and can be maintained until touch down.

8.4.8 Low Visibility Operations

8.4.8.1 General Operating Rules

easyJet is approved to conduct Low Visibility Operations (LVO) including Low Visibility Take-off (LVTO) and CAT II/III approaches.

An aerodrome shall not be used for LVO unless it is approved for such operations. Low Visibility Procedures (LVP) must be in force when LVO approaches are to be conducted.

The aeroplane must be certified for the type of LVO to be conducted.

The Commander shall satisfy themselves that the required minimum equipment is serviceable before conducting LVO.

8.4.8.2 Flight Preparation

In addition to normal flight preparation, the following planning and preparation must be performed when Low Visibility Operations are envisaged.

- Review NOTAMS to make sure that the destination airport still meets LVO requirements:
 - Runway and approach lighting,
 - Radio navigation aid availability,
 - RVR equipment availability, etc.
- Aircraft status: check that required equipment for LVO approach is operative. The required equipment list is given in the FCOM/QRH.
- Weather information: check that the weather forecast at destination is within airline and crew operating minima. If the forecast is below CAT I minima, verify that alternate weather forecasts are appropriate to the available approach means and at least equal to or better than CAT I minima.
- Fuel planning: additional extra fuel should be considered for possible approach delays.
- Crew qualification and currency must be reviewed (both flight crew members must be qualified and current).

8.4.8.3 Continuous Monitoring

Autoland performance is monitored through the Flight Data and Engineering departments.

Unsuccessful autoland should be reported in the technical log.

An approach may be considered to be successful if:

1. From 500 ft RA to start of the flare:
 - Speed is maintained within ± 5 kt of the intended speed, disregarding rapid fluctuations due to turbulence.

- No relevant system failure occurs.
2. From 300 ft to the DH:
- No excess deviation occurs.
 - No centralised warning gives a missed approach procedure command (if installed).

A landing may be considered to be successful if:

1. No relevant system failure occurs.
2. No flare failure occurs.
3. No de-crab failure occurs.
4. Longitudinal touchdown is beyond a point on the runway 150 m after the threshold and before the end of the touchdown zone (TDZ) (750 m from the threshold).
5. Lateral touchdown with the outboard landing gear is not outside the TDZ edge.
6. Sink rate is not excessive.
7. Bank angle does not exceed a bank angle limit.
8. Pitch angle does not exceed maximum value for a safe tail clearance.
9. No roll-out failure or deviation occurs.

8.4.9 Low Visibility Take-off (LVTO)

Low Visibility Take-off (Below 550 m Runway Visual Range)

The LHS Pilot will always be Pilot Flying for take-off in RVR below 550 m.

The commander should not commence take-off unless the weather conditions at the aerodrome of departure are equal to or better than the applicable minima for landing at that aerodrome unless a weather-permissible take-off alternate aerodrome is available.

If the reported VIS is below the minimum specified for take-off and RVR is not reported, then take-off should only be commenced if the commander can determine that the visibility along the take-off runway is equal to or better than the required minimum.

Take-off is allowed with a minimum of RVR 125 m provided requirements defined in [Section 8.1.3.3, Take-off Minima \(Austrian AOC\)](#) are fulfilled.

8.4.10 Category II Operations

8.4.10.1 Standard Category II Operations

A Standard Category II operation is a precision instrument approach and landing using ILS with:

- A decision height below 200 ft but not lower than 100 ft; and
- A runway visual range of not less than 300 m.

Approval

easyJet is approved to conduct Category II operations.

Operating Procedures

Refer to the relevant FCOM/OM Part B for specific type related procedures.

Use of Autoland

It is company policy that all CAT II approaches are planned to use autoland.

Visual Reference, Category II Approach

No pilot may continue a precision approach Cat II below the DH unless following visual references is attained and can be maintained.

The visual reference must contain:

- A segment of at least 3 consecutive lights being:
 - The centre light of the approach lights, or
 - Touchdown zone lights, or
 - Runway centre line lights, or
 - Runway edge lights, or
 - A combination of these.
- And a lateral element of the ground pattern:
 - An approach lighting crossbar, or
 - The landing threshold or a barrette of the touchdown zone lighting.

8.4.10.2 Special Authorisation Category II Operations (SA CAT II)

SA CAT II operations can be used for approved runways at which the approach and/or runway lighting may be less than that required for standard CAT II. The deficiency in lighting is offset by the use of autoland.

The minimum RVR is increased from standard CAT II to not less than 350 m.

Use of Autoland

The use of autoland is required.

Approval

easyJet is approved to conduct SA CAT II operations.

Visual Reference, SA Category II Approach

The required visual reference is the same as for Standard CAT II.

8.4.11 Category III Operations

Category III operations are subdivided as follows:

1. Category III with DH <100 ft to \geq 50 ft operations. A precision instrument approach and automatic landing using ILS:
 - a. A runway visual range not less than 175 m; and
 - b. A Fail Passive flight control system or a Fail Operational flight control system.
2. Category III with DH <50 ft or no DH. A precision instrument approach and automatic landing using ILS:
 - a. A runway visual range lower than 175 m but not less than 75 m; and
 - b. A Fail Operational flight control system.

Approval

easyJet is approved to conduct Category III approaches including No Decision Height operations. Fleet specific capability is described in the relevant OM Part B and FCOM.

Decision Height

Decision height is used is not lower than:

1. The minimum decision height specified in the FCOM; or
2. The minimum height to which the precision approach aid can be used without the required visual reference; or
3. The decision height to which the flight crew is qualified to operate.

No Decision Height Operations

Operations with no decision height may only be conducted if:

1. The operation with no decision height is authorised in the FCOM; and
2. The approach aid and the aerodrome facilities can support operations with no decision height.
3. The flight crew is qualified to operate with no DH.

Specific Aerodrome Operating Minima

Approved and Specific Cat III Minima are given in the Route Manual.

Visual Reference, Category III with DH <100 ft to ≥50 ft, Fail Passive

For Category III with DH <100 ft to ≥ 50 ft operations with fail-passive flight control systems, a pilot may not continue an approach below DH unless a visual reference containing at least 3 consecutive lights being:

- The centreline of the approach lights, or
- The touchdown zone lights, or
- The runway centre line lights, or
- The runway edge lights, or
- A combination of these is attained and can be maintained.

Visual Reference, Category III with DH <50 ft

For Cat III operations with fail-operational flight control systems using a DH a pilot may not continue an approach below the DH unless a visual reference containing at least one centreline light is attained and can be maintained.

Visual Reference, Category III with No DH

For Cat III operations with no DH there is no requirement for visual contact with the runway prior to touchdown. The permitted RVR is dependent on the level of aeroplane equipment.

Crew Actions in Case of Autopilot Failure at or Below Decision Height

- **Fail Passive Category III Operations:**

For operations to actual RVR values less than 300 m, a go-around is assumed in the event of an autopilot failure at or below DH. This means that a go around is the normal action. However it is recognised that there may be circumstances where the safest action is to continue the landing. Such circumstances include the height at which the failure occurs, the actual visual references, and other malfunctions. This would typically apply to the late stages of the flare. In conclusion it is not forbidden to continue the approach and complete the landing when the Commander or the pilot to whom the conduct of the flight has been delegated, determines that this is the safest course of action.

- **Fail Operational Category III Operations:**

Refer to [OMB, Section 2.3.18.3.1, Approach Using LOC G/S Guidance](#).

8.4.12 Taxiing in Low Visibility Conditions

- Taxi with added caution in low visibility conditions, e.g. 125 metres. Taxi speed should be 10 kt or less.
- Do not allow taxi speed to increase as only bright lights may remain visible in these circumstances.
- Make full use of taxiway charts and low visibility routing charts, when available, in order to anticipate bends on taxiways.
- Be fully aware of aircraft taxiing in your vicinity.

- Observe CAT II/III holding point markings/lights.
- If at any time you are unsure of your ground position or miss a turning, advise ATC immediately.
- Control checks and before takeoff checks should be delayed until the active runway holding point in order that both Pilots can maintain maximum lookout.

ALL

8.5 ETOPS

Not applicable to easyJet.

All easyJet aircraft must remain within 1 hours flying time of an adequate aerodrome.

ALL

8.6 USE OF THE MINIMUM EQUIPMENT AND CONFIGURATION DEVIATION LIST(S)

ALL

8.6.1 Unserviceability

Occasions arise when certain items of installed aircraft equipment may be unserviceable without adversely effecting the aircraft's fitness for a particular flight, or the required level of safety. If an item(s) are not mentioned in the MEL/CDL it is either required for flight or not an airworthiness/safety related item. easyJet holds a permission from the Competent Authority which allows its aircraft to operate with such items unserviceable, subject to the requirements of its Minimum Equipment List (MEL). The MEL is based on, but may not be less restrictive than the Master Minimum Equipment List (MMEL) which has been produced for the type by the aircraft manufacturer, and approved by the National Aviation Authority.

ALL

8.6.2 Minimum Equipment List

The MEL details all the equipment, systems and installations which must be serviceable before a flight is undertaken. Items which may be unserviceable are indicated, together with any additional limitations which may apply to a flight with such items inoperative.

The MEL provides the Commander with the authority to operate the aircraft with specified items of equipment unserviceable, but it must be emphasised that, irrespective of the provisions of the MEL the Commander is not obliged to operate with a particular defect, or combination of defects, if in their opinion that the deficiency could adversely affect the safety of a proposed flight.

ALL

8.6.3 Configuration Deviation List

Similarly to the above the Configuration Deviation List (CDL) details the aircraft panels and doors that may be missing for a particular operation and pictorially indicates areas of damage to the aircraft skin/structure that are considered acceptable for flight.

ALL

8.7 NON-COMMERCIAL FLIGHTS

ALL

8.7.1 Definitions

The following flights are considered to be non-commercial flights:

- Maintenance Check flights
 - Including:
 - Elective Check Flight.
 - Post Maintenance Check.
 - Post Certification Flight.
 - Mandated Check Flight.
 - Demonstration/PR Flights.
 - Display flights.
 - Maintenance Ferry Flights.
 - Positioning Flights.
 - Base Training Flights.

ALL

8.7.2 Flight Procedures for Non-Commercial Flights

All non-commercial flights must be operated in accordance with the operating procedures specified for a commercial air transport flight. Exceptions are permitted for the following categories when required to complete the purpose of the flight, as outlined by the applicable sections and associated approvals:

- Maintenance Check flights ([Section 8.7.3](#))
- Display flights ([Section 8.7.5](#))

Maintenance Check Flights, Demonstration/PR Flights or Display Flights require NPFO approval.

Aircraft must not be used for non-commercial flights for a continuous period exceeding 30 days.

When no operating cabin crew are present, a maximum of 19 persons in the passenger cabin may be carried. It is the responsibility of the Commander to complete a check of the galleys, cabin and toilets of the aircraft in accordance with the [QRH SI-30 Delivery, Positioning, Training Test and Ferry Flights Checklist](#). Weight and balance and performance calculations are required for all flights, and a Loading Form Certificate is required for non-commercial flights unless otherwise specified.

On any non-commercial flight without operating cabin crew, the following personnel who are familiar with the aircraft environment/type or procedures in normal, abnormal and emergency situations may be carried:

- easyJet Flight Crew
- easyJet Cabin Crew
- Licenced Engineers employed by easyJet or their contracted maintenance provider
- Personnel onboard for the purpose of conducting end of lease duties

When the personnel listed above are carried, the Commander must ensure that the following procedures are complied with:

- the cabin and galleys are properly secured.
- there is effective communication and coordination between the flight crew and the personnel being carried.
- flight crew incapacitation.
- cabin surveillance by using the camera, the cabin smoke detection system and/or by visual inspection.
- passenger seating in order to maintain:
 1. an easy access to emergency exits;
 2. timely communication with flight crew member(s); and
 3. the required mass and balance of the aircraft;
- rapid egress from the aircraft in case of rapid disembarkation or evacuation
- operation and use of emergency exits and assisting evacuation means
- location and use of oxygen, first aid kits and defibrillator
- location and use of life jackets, fire extinguishers and smoke hood

The Commander must ensure a pre-departure briefing is conducted covering the above elements, including any additional safety instructions that are deemed necessary.

For detailed briefing procedures refer to OMA [8.3.14](#), [8.3.15](#), [8.3.16](#) and CSPM [2.5.2](#), Sec.[3](#) and Sec.[4](#).

Both forward doors shall be armed. Aft doors should not be armed unless required as part of a documented check flight schedule, and all persons on board shall be briefed accordingly. Door operation including opening, closing arming and disarming shall only be performed by the operating Flight Crew. Permit to Remove Steps (CSPM 2.4.3, [Use of Steps and Airbridge](#)) are not mandatory but may be requested by the ground crew. Care must be taken to disarm the doors before they are opened.

ALL

8.7.3 Maintenance Check Flights

There are two levels of Maintenance Check Flight defined by regulation:

1. A “**Level A**” maintenance check flight for a flight where the use of abnormal or emergency procedures, as defined in the aircraft flight manual, is expected, or where a flight is required to prove the functioning of a backup system or other safety devices.
2. A “**Level B**” maintenance check flight for any maintenance check flight other than a “Level A” maintenance check flight.

easyJet Check Flights are normally restricted to:

1. **Elective Check Flight (Level A or B)**

A Check Flight required by the operator, e.g., to fulfil part of the end of lease conditions.

2. **Post Maintenance Check Flight (Level A)**

A Check Flight carried out after maintenance on an aircraft to provide assurance of performance or to check the correct functioning of a system that cannot be fully established during ground checks.

3. **Post Certification Flight (Level A)**

A post-certification flight carried out as one of the processes to ensure that the aircraft continues to comply with the applicable airworthiness requirements.

4. **Mandated Check Flight (Level A)**

A check flight mandated by the National Authority mainly associated with the issue of a Certificate of Airworthiness (C of A) for aircraft imported from outside the AOC jurisdiction.

Maintenance Check Flights shall only be operated by qualified Check Flight crews. Qualification and Training Syllabus requirements are detailed in Flight Operations Services Manual (FOSM) [Chapter 10, Check Flights \(Maintenance Check Flight Manual\)](#) (Maintenance Check Flight Manual), [Section 10.4, Check Flight Crew Requirements](#). Weight and balance must be verified prior to such flights, but no load document is required.

ALL

8.7.4 Demonstration and Public Relations Flights

A demonstration/PR flight may be conducted for sales or advertising purposes; for example, to demonstrate a new route. Passengers such as journalists or customers may be carried. All such flights shall follow the standard operating procedures described in the Operations Manual. All flights with passengers aboard require the normal crew complement for commercial air transport.

ALL

8.7.5 Display Flights

Display flights are non-AOC operations and require the authorisation of the competent authority. Only essential crew may be on board.

ALL

8.7.6 Maintenance Ferry Flights

Maintenance ferry flights are flights conducted to position aircraft solely for maintenance. They may be operated in a non-standard configuration and/or in a state of reduced airworthiness subject to certain conditions. Specific approval from the competent authority and/or manufacturer may be required.

The Duty Pilot must be contacted for approval of a flight that is to be operated in a non-standard configuration (e.g. landing gear down ferry). An appropriate brief will be supplied to the Commander.

ALL

8.7.7 Positioning Flights

A positioning flight is a flight to position an aircraft to or from an aerodrome for commercial reasons or for base training. Positioning flights must follow the standard operating procedures described in the Operations Manual.

Positioning flights will be operated by fully qualified flight crew members. easyJet crew members may be transported on positioning flights.

The Commander may exercise discretion regarding the need for the demonstration of safety belts, oxygen masks, life vests and emergency evacuation procedures, if all personnel on board are familiar with their use.

The carriage of non-easyJet personnel must have specific approval of the Duty Pilot.

If the positioning sector follows a series of flights, or is the final sector for the Cabin Crew and takes place on the same aircraft as the previous sector, the final sector will not be considered as an operational sector for Cabin Crew. To permit this alleviation, the following procedures must be adhered to:

- All post flight Cabin Crew duties must be completed at the end of the previous sector.

- Flight Crew will arm and disarm the doors.
- Cabin Crew must refer to the CSPM.

ALL

8.7.8 Base Training Flights

Base training are conducted, for the purpose of flight crew qualification, under the responsibility of the Nominated Person Crew Training.

The final decision to carry out the actual training flight and the responsibility for adherence to easyJet procedures described in the Operations Manual in general, and the OMDF in particular, remains with the designated Commander.

Weight and Balance must be verified prior to such flights, but no load document is required.

Base Training Flights will be conducted in adherence with procedures defined in the [Base Training Checklist](#) on DocuNet under Pilot Instructor Information/Training Guides.

UK-AOC

8.7.9 Airbus Delivery Flights (UK AOC)

Reserved

Swiss-AOC

8.7.9 Airbus Delivery Flights (Swiss AOC)

Reserved

Austrian-AOC

8.7.9 Airbus Delivery Flights (Austrian AOC)

Airbus Delivery flights from Toulouse/TLS and Hamburg/XFW will be conducted in accordance with the requirements of [OM A 8.7.7](#).

Airbus Delivery flights from Tianjin/TSN will require pilots to complete a regional training module as required by [OM DF 2.1.32](#) and outlined in [FOSM, Section 10.4](#). These crew are nominated by the NPFO.

ALL

8.8 OXYGEN REQUIREMENTS

ALL

8.8.1 Condition Where Oxygen Must Be Used

Oxygen requirements for pressurised aircraft are as outlined in the following sub-paragraphs.

ALL

8.8.2 Specific Oxygen Requirements

ALL

8.8.2.1 Flight Crew

Each member of the flight crew on flight deck duty shall have:

- An oxygen mask located within their immediate reach while at their duty station, excluding the portable apparatus; if the aircraft is operating above 25000 ft, the mask shall be of the quick donning type.
- In the event of cabin pressure failure, sufficient oxygen for the entire flight time when the cabin altitude exceeds 10000 ft, subject to a minimum of 2 hours.
- An operator shall ensure that Flight Crew members engaged in performing duties essential to the safe operation of an aircraft in flight use supplemental oxygen continuously after 30 minutes when cabin pressure altitude exceeds 10,000 ft and at all times when the cabin pressure altitude exceeds 13,000 ft.

ALL

8.8.2.2 Cabin Crew

When Cabin Crew members are required to be carried, the following supplies are to be available:

- When operating above 25000 ft, sufficient spare outlets and masks, and/or portable oxygen units with masks for use by all required cabin members, so distributed through the cabin as to ensure immediate availability of oxygen to each one irrespective of their location at the time of failure.
- Sufficient oxygen for the entire flight time when the cabin altitude exceeds 13000 ft, but not less than 30 minutes, and the entire flight time when the cabin altitude is greater than 10000 ft but does not exceed 13000 ft after the first 30 minutes between these altitudes.

ALL

8.8.2.3 Passengers

The following supplies are to be available to all passengers:

- When operating above 25000 ft, a dispensing unit attached to an oxygen supply for each passenger, wherever seated, with 10% more dispensing units and outlets than the number of seats, distributed evenly through the cabin.
- Supply for all passengers carried for the entire flight time when the cabin altitude exceeds 15000 ft, or for 10 minutes, whichever is the greater.
- Supply for 30% of the passengers for the entire flight time when the cabin altitude exceeds 14000 ft but does not exceed 15000 ft.
- Supply for 10% of the passengers for the entire flight time when the cabin altitude exceeds 10000 ft, but does not exceed 14000 ft.

- easyJet aircraft are required to carry a supply of undiluted first aid oxygen for passengers who, for physiological reasons, might require oxygen following an emergency descent from altitudes above 25000 ft; the supply should be sufficient for 2% of the passengers, or two persons, whichever is the greater, for the entire flight time at cabin altitudes exceeding 8000 ft after depressurisation.
- Minimum first aid portable oxygen quantity required for dispatch are detailed in the MEL.

ALL

8.8.3 Effect of Lack of Oxygen

Lack of sufficient oxygen (Hypoxia), which occurs when cabin altitudes exceed 10000 ft, causes over-confidence combined with loss of judgement and self-criticism. During pressurised flight, cabin altitudes usually are less than 8000 ft and the average person feels no ill-effects. However, expectant mothers, invalids, and the elderly may be affected adversely at lower cabin altitudes, and Cabin Crew must keep a careful watch on these passengers.

Actions in the event of pressurisation failure are detailed in the FCOM and CSPM.

It is imperative that all flying crew are conversant with the oxygen equipment on their aircraft type and its method of operation.

ALL

8.8.4 Use of Oxygen Equipment

If a pressurisation failure occurs pilots will don their oxygen masks and reduce altitude as quickly as possible. Height should be reduced to 10000 ft or the Minimum Safe Altitude whichever is the higher.

When using passenger oxygen the 'No Smoking' sign should be switched on and strictly observed.

ALL

8.8.5 Crew Protective Breathing Equipment – Pressurised Aircraft

Protective Breathing Equipment (PBE) requirements for pressurised aircraft are as follows:

ALL

8.8.5.1 Flight Crew

Each member of flight crew on flight deck duty shall have equipment to protect their eyes, nose and mouth and to provide oxygen for a period of not less than 15 minutes; if the flight crew is more than one and a Cabin Crew member is not carried, a portable protective breathing apparatus to protect the eyes, nose and mouth of one member of the flight crew, and to provide oxygen for not less than 15 minutes must also be available on the flight deck and be easily accessible for immediate use by each member of the flight crew at their duty station.

ALL

8.8.5.2

Cabin Crew

When Cabin Crew members are required to be carried, the following PBE shall be available:

- Portable protective breathing equipment to protect the eyes, nose and mouth of each required Cabin Crew member, and to provide oxygen for not less than 15 minutes, installed adjacent to each required Cabin Crew member duty station.
- If the passenger compartment seating capacity is seven or more persons, and a hand fire extinguisher is required to be installed in the cabin, an additional portable protective breathing apparatus is to be carried, and located at/or adjacent to the fire extinguisher except that, where the fire extinguisher is located inside a cargo compartment, the PBE must be stowed outside, but adjacent to, the entrance to that compartment.

ALL

8.8.6

First Aid Oxygen

The quantity of oxygen required as first aid must be enough to provide 2% of passengers and no less than 2 passengers with undiluted oxygen at a flow rate of at least 3 litres per minute Standard Temperature Pressure Dry (STPD) for the part of the flight above 8000 ft following a depressurisation.

This quantity of oxygen must be added to the required oxygen quantity for the case of emergency descent.

The first-aid oxygen equipment shall be capable of generating a mass flow to each user of a least 4 litres per minute (STPD).

Means may be provided to decrease the flow to not less than 2 litres per minute (STPD) at any altitude.

Full provision as mentioned above are available each easyJet aircraft, and full description of the system and equipment is provided in the FCOM and in the CSPM.

ALL

8.9

PROCEDURES RELATED TO THE USE OF TYPE B EFB APPLICATIONS

easyJet is approved for the use of EFB Type B applications as listed in Section 8.9.6.

ALL

8.9.1 General

Most technical and operational documentations and information required by flight crew during the flight planning and flight phase are available in electronic format.

The easyJet Electronic Flight Bag (EFB) system is the tool used by flight crew to interact with operational information provided in electronic format.

The easyJet EFB system uses Type A and B EFB applications.

The EFB system is used by the flight crew to:

- Perform Flight and Fuel Planning
- Consult Operations Manuals and Guidance Material
- Apply electronic Checklists using the eQRH application
- Consult the Route Manual and display navigation charts
- Perform Weight & Balance and aircraft performance computation
- Monitor and crosscheck in-flight progress with reference to the flight plan
- Record Operational Flight Plan data (fuel checks)

A general description of the easyJet EFB system is given in this section.

For more detailed information regarding EFB software applications refer to [Section 8.9.6](#).

Flight crew procedures related to EFB applications are detailed in OM Part B.

ALL

8.9.2 Glossary of Terms used in the Context of Electronic Flight Bags

Electronic Flight Bag (EFB): An EFB is an electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties;

EFB system: An EFB system comprises the hardware (including any battery, connectivity provision, input/output components) and software (including databases) needed to support the intended EFB function(s);

EFB host platform: The hardware equipment in which the computing capabilities and basic software reside, including the Operating System (OS) and the input/output software;

Portable EFB: An EFB host platform, used on the flight deck, which is not part of the configuration of the certified aircraft;

EFB Mounting Device: An EFB mounting device is a certified aircraft part that secures a portable or installed EFB, or EFB system components;

EFB application: A software application installed on an EFB host platform that provides one or more specific operational functions which support flight operations;

Controlled Portable Electronic Device (C-PED): A PED which is subject to administrative control by the Operator. This includes, inter alia, tracking the allocation of the devices to specific aircraft or persons and ensuring that no unauthorised changes are made to the hardware, software, or databases. CPEDs can be assigned to the category of non-intentional transmitters or T-PEDs;

Transmitting Portable Electronic Device (T-PED): PEDs that have intended radio frequency (RF) transmission capabilities;

Electromagnetic Interference (EMI): Interference which may be caused by the use of PEDs to aircraft equipment/system during operations; after deactivation of the transmitting capabilities a T-PED remains a PED having non-intentional emissions;

Human-Machine-Interface (HMI): The HMI is a component of certain devices that is capable of handling human-machine interactions. The interface consists of hardware and software that allow user inputs to be interpreted and processed by machines or systems that, in turn, provide the required results to the user.

ALL

8.9.3 EFB System Description

The easyJet EFB system consists of:

- Pilot Company iPad
- Aircraft iPad
- Flight deck EFB mounting device (PIVOT system) at each pilot station
- EFB power supply (USB-C output) at each pilot station.

Note: See Airbus FCOM – List of AFM supplements for further STC information.

As a backup, a Cabin Manager Company iPad may be used for electronic document consultation.

iPad EFB

Aircraft and Pilot Company iPads are Apple iPad devices configured as an EFB host platform.

- Each iPad EFB is categorised as:
 - Controlled Portable Electronic Device (C-PED).

- Portable EFB mounted when stowed in PIVOT system.
- Wireless mobile data connectivity is provided; iPad EFB is therefore also categorised as a Transmitting Portable Electronic Device (T-PED).
The transmitting capability shall be turned off during flight (Flight Mode).
- The iPad device itself does not require an airworthiness approval.
- Each iPad EFB is running on Apple iPadOS Operating System as a standalone computer without data connectivity to any of the airplane systems.
- Each iPad EFB satisfies all requirements with respect to glare, electromagnetic interference and decompression testing.
- Each iPad EFB can be used at all times during operations provided it is secured in the PIVOT mount during critical phases of flights
- Each iPad EFB is a tablet computer without a physical keyboard, a virtual keyboard/touch screen is available instead. The installed software applications are designed accordingly.
- Each iPad EFB is used to store, consult, send and receive electronic information.

Mounting Device

- PIVOT mount allows full adjustment of the orientation of iPad EFB for optimal pilot view.
- The mounting device (basic PIVOT system) is approved via a Supplementary Type Certificate (STC).

[The new Long Term Removable Mount (PIVOT LTRM) does not require an STC and is classified as a portable EFB hardware and not part of the certified aircraft configuration].

ALL

8.9.3.1 EFB Power Supply

An approved electrical USB-C power supply allows charging of the iPad EFB.

Note: See Airbus FCOM – List of AFM supplements for further STC information.

As a backup, each EFB can be operated on his own battery power. The EFB can be secured in the mount with or without power connected.

The power source can be disconnected from the EFB at both ends of the electrical lead. The power supply is protected by CB's which shall not be used to switch off the power source during normal operations.

ALL**8.9.3.2****Aircraft iPad**

Each aircraft is fitted with one Aircraft iPad EFB. It is identifiable with an orange PIVOT cover/case.

The Aircraft iPad is part of easyJet aircraft equipment. The Aircraft iPad is listed in the MEL and controlled by maintenance (hardware and software).

The Aircraft iPad shall always remain on the flight deck.

The password to unlock each Aircraft iPad is identical: **2580**

The Aircraft iPad is a backup device which shall only be used in situation when a Pilot Company iPad is missing or declared unserviceable.

Hardware configuration of the Aircraft iPad is identical to the Pilot Company iPad.

Spare power lead/charger are provided with each Aircraft iPad.

The primary purpose of the Aircraft iPad is to provide backup access to the eQRH application.

The secondary purpose of the Aircraft iPad is to allow dual independent EFB Aircraft Performance computation as per SOP.

The Aircraft iPad electronic document library may be used to consult essential Operations Manuals. (OLB and DocuNet).

Other applications are installed without any data as these applications do not allow multiple users/generic user profiles. To use these applications, wireless ground data connectivity is required. Flight crew shall login/register with their individual login details/credentials prior to be able to download operational data. This process can only be completed on ground.

Aircraft iPad App status	Application content update status (operational data)	Ready for use	Remark
Apple iPadOS	Updated by Maintenance	Yes	
FS+ eQRH	Updated by Maintenance	Yes	Aircraft shall be selected by user

Aircraft iPad App status	Application content update status (operational data)	Ready for use	Remark
FS+ Aircraft Performance	Updated by Maintenance	Yes	Aircraft and Flight details shall be selected by user
DocuNet App	Updated by Maintenance	Yes	Aircraft iPad DocuNet library only contains essential Operations Manuals
LIDO mPilot	Route Manual content not available	No	User shall login, register and update required data (on ground only).
Connected Portal (eFF)	Not installed	No	Connected Portal App is available on CM Company iPad

After using the Aircraft iPad, the user shall clear all selections and log-out from Lido mPilot as applicable.

ALL

8.9.3.3 Company iPad Security

Each Company iPad (Aircraft, Pilot and Cabin Manager) is labelled as easyJet property. They are numbered and controlled by easyJet Flight Operations Support. The device is password protected.

The Company iPad use is secured by Mobile Device Management (MDM) functions which prevents access to the Operating System (OS) updates outside of Flight Operations Support control.

The Company iPad update process is controlled centrally by the easyJet EFB administration team and requires the crew member to action certain activities.

This includes updating applications and operating systems.

The MDM functions allow easyJet to remotely ensure integrity and consistency of data, and also software version control.

As the Company iPad can connect to the internet, it is more difficult to secure its content. Crew shall not attempt to install unauthorised applications.

Operating system (iPadOS), applications and databases updates are under the responsibility of each individual crew member to which the Company iPad has been assigned.

Crew member shall not update any software (including iPadOS) unless the update package has been tested and validated by the EFB administrator.

Crew member shall refer to the dedicated User Guide for more information.

ALL

8.9.3.4

Workload Management and Human Machine Interface

The replacement of traditional paper information by electronic information is affecting the way users (flight crew) are accessing this information. All easyJet provided electronic documents are designed to offer best use key wording/search engines. Flight crew interface for data entry via virtual keyboard are designed to reject inconsistent entry. Robust flight crew cross-checking procedures are implemented to ensure reliability and accuracy of the data used during operations.

Specific SOPs have been implemented for the use of EFB applications. As a general rule, apart from simple screen selection, both pilots shall not simultaneously use their EFB's during critical phases of flight.

iPad EFB

The system can be used in landscape and portrait orientation.

Brightness control is available for all applications via iPadOS settings or directly within the application.

ALL

8.9.3.5

iPad EFB Contingency Procedures

Hardware and software failure conditions may affect ability to use the iPad EFB during operations.

Procedures for dispatch with less than two fully serviceable iPads are detailed in OM Part B. If only one iPad EFB is available, it can be shared by both flight crew members. The Cabin Manager Company iPad may also be used as required, if the appropriate application is installed.

The Aircraft iPad is part of aircraft equipment and referred in the MEL. The Pilot/Cabin Manager Company iPad is a crew member individual device, not considered as aircraft equipment.

Application specific Contingency/Backup procedures are described in OM-B 2.4.92 Electronic Flight Bag (EFB).

ALL

8.9.3.6

iPad EFB Flight Crew Operational Procedures

Aircraft iPad Pre-Flight Check:

The Aircraft iPad is a backup device.

The Aircraft iPad pre-flight check is a serviceability check only. It is not required to check EFB version validity unless the Aircraft iPad is planned to be used.

- Battery power level check: the Aircraft iPad battery level should be at or above of 80%. When the battery level is below 80%, the Aircraft iPad shall be charged using the aircraft power supply during the flight duty. This shall be managed by the flight crew at the most appropriate time.

- Aircraft iPad is confirmed to be in Flight Mode.
- Aircraft iPad is properly stowed in the in the cockpit aft left hand side flight document stowage compartment.
- Spare charging cable/charger is properly stowed.
- Any unserviceability or missing items shall be reported to MOC.

Pilot Company iPad Pre-Flight Check: Validity and Serviceability Check

- Battery power level check for the flight duty period shall be adequate for the number of sectors to be operated (the combined percentage of both Pilot Company iPads should be a minimum of 70% with no less than 35% on a device).
- The Company iPad Notices are read, and instructions followed.
- Flight crew shall ensure that required information for the flight has been downloaded on the Company iPad (EFF Briefing Packs) and aircraft performance application databases.
- Ensure that the Certificates and Permits section on DocuNet is up to date.
- Any unserviceability shall be reported to the IT Service Desk.

iPad EFB Operational Procedures During Operations

Specific SOPs have been developed for the use of the EFF Connected Portal and aircraft performance applications. Refer to OM part B.

While in use during operations, it is recommended to keep each iPad EFB stowed in the PIVOT mount at all times.

During Critical phases, each iPad EFB shall be properly stowed.

Out of critical phases, when an iPad EFB is used outside its PIVOT mount, it is recommended to use the flight deck sliding table for better stability. If the flight deck sliding table cannot not used, the iPad must be handheld at all times.

When outside the PIVOT mount, the iPad EFB shall be used in such way that:

- It does not impair flight crew external vision.
- It does not impair the view of or access to any flight crew-compartment control or instrument.

Extra care shall be taken when using an iPad EFB not properly stowed in PIVOT mount during atmospheric turbulence.

Each iPad EFB is fragile and high-tech equipment; it remains the responsibility of each pilot to ensure that:

- No attempt is made by a pilot to alter, modify or change the iPad EFB MDM settings

- Care is taken to avoid damage to the iPad EFB, or damage to other cockpit equipment when manipulating the iPad EFB.

iPad EFB Postflight

The commander shall ensure all required operational information from the EFB Connected Portal and aircraft performance applications has been sent and received by the archive server latest by the end of a flight duty period. Refer to OM Part B.

All Pilot iPad misbehaviour shall be reported to the IT Service Desk. Aircraft iPad issues shall be reported in the Tech Log/to MOC.

All iPad EFB aircraft performance applications misbehaviour shall be reported by an ASR.

ALL

8.9.3.7 EFB Inflight Failures

ALL

8.9.3.7.1 Hardware Inflight Failures

Inflight Failures Affecting EFB mount

If the mount is no longer usable, the EFB shall be stowed for critical phases of flight. Essential data required for the approach may be recorded manually by the flight crew in paper format.

Inflight Failure Affecting Integrated Power Supply

The EFB can be used on battery power. Flight crew should manage EFB battery endurance so that the EFB is available for descent, approach and taxi-in phases.

Inflight Failure Affecting Internal Battery

The EFB can be supplied by the aircraft integrated power source.

ALL

8.9.3.7.2 EFB Applications Inflight Failures

Inflight Failures Affecting Availability to Consult Ops Documentation

Aircraft Electronic Monitoring Systems (ECAM) and checklists as well as the availability of the QRH supplement are sufficient to continue the flight to destination.

Inflight Failures Affecting Ability to Consult Navigation Charts

The FMS Navigation database is usually sufficient to continue the flight as planned.

In case of unavailability of the navigation charts for approach and landing, the following shall be considered:

- Phase of flight where the failure occurred

- Prevailing weather conditions
- Complexity of the arrival/approach intended
- Familiarity of the flight crew with the destination airport
- Availability of other means to access navigation charts information (ACARS, Company iPad, ATC provided information such as minima or runway length)

Flight crew shall take the best course actions which may result in a diversion to a more suitable aerodrome.

ALL

8.9.4 Crew Training (iPad EFB)

A Company iPad is provided to each pilot during the initial easyJet Operator Conversion Course. It will be used during ground courses, simulator and LFUS.

EFB training on LIDO electronic Route Manual application and NAVBLUE FlySmart+ performance applications is provided during the initial easyJet Operator Conversion Course and refresher training. Refer to relevant section in OM Part D.

All Full Flight Simulators used by easyJet are fitted with PIVOT mounts similar to the aircraft operational version used in line operation, though the mounts may be of a different design and the power outlet may not be available.

ALL

8.9.5 EFB Software Applications

An EFB application is a software application that is not part of the configuration of the certified aircraft and is installed on an EFB host platform to provide one or more specific operational functions which support flight operations.

The classification of the applications, based on their respective safety effects, is intended to provide clear divisions between such applications and, therefore, between the assessment processes applied to each during EFB System approval process.

For the purpose of the following process, ‘malfunction or misuse’ means any failure, malfunction of the application, or design-related human errors that can reasonably be expected in service.

EFB Applications are divided in two categories:

1. EFB Type A applications

EFB applications are categorised as “EFB Type A applications” when their malfunction or misuse has no flight safety effect.

Typical EFB Type A applications are browsers displaying electronic documents such as PDF viewer used to display aircraft and AOC certificates or guidance material.

2. EFB Type B applications

EFB applications are categorised as “EFB Type B applications” when their malfunction or misuse is classified as minor failure condition and which neither replaces nor duplicates any system or functionality required by airworthiness regulations, airspace requirements, or operational rules.

Typical EFB Type B applications are:

- XML browsers displaying electronic documents in a structured information format
- Applications displaying infographic vectored elements
- Calculation Applications computing results based on EFB stored data and user entered data such as aircraft performance applications

Use of EFB Type B Applications requires an AOC Operations Specifications (Ops Specs) approval delivered by the competent authority.

ALL

8.9.6 List of EFB Type B Software Applications

ALL

8.9.6.1 EFB Consultation Tools

Application name	Application vendor	Application description	EFB software type	Primary consultation tool	Alternative consultation tool	Backup if consultation tool not accessible on EFB
DocuNet	Vistair	A document browser application that displays operational manuals, notices and guidance material. The app can be viewed offline and allows aircraft MSN/registration selection by the user. Note: See Table 8.9.6.2(1) below for easyJet EFB document references.	Type B	Pilot Company iPad	Aircraft iPad	Cabin Manager Company iPad or DocuNet Online Viewer (accessed via the Connected Portal)
FS+ eQRH	NAVBLUE (An Airbus Company)	An application which allows consultation of QRH content and provides contextual electronic checklists for normal and abnormal operations.	Type B	Pilot Company iPad	Aircraft iPad	DocuNet/Airbus Operations Manuals/ A320 Family QRH Aircraft Tail/MSN shall be selected

Application name	Application vendor	Application description	EFB software type	Primary consultation tool	Alternative consultation tool	Backup if consultation tool not accessible on EFB
FS+ Ops Library Browser (OLB)	NAVBLUE (An Airbus Company)	A document browser application that displays operational manuals, notices and guidance material. The app can be viewed offline and allows aircraft MSN/registration selection by the user. Note: See Table 8.9.6.2(1) below for easyJet EFB document references.	Type B	Pilot Company iPad	Aircraft iPad	DocuNet/Airbus Operations Manuals Aircraft Tail/MSN shall be selected
Lido eRoute Manual	Lufthansa Systems	A document browser application that displays electronic aeronautical chart including en-route, area, approach, and airport surface maps. The app can be viewed offline for the display of infographic maps (without "Own-ship" position) and General Route Manual information.	Type B	Lido mPilot application on Pilot Company iPad	Lido mPilot application on Aircraft iPad. Note: Full update of eRoute manual content is required prior to use. This process is only possible on ground with wireless data connectivity.	Lido FIV online access (PDF or paper)

Application name	Application vendor	Application description	EFB software type	Primary consultation tool	Alternative consultation tool	Backup if consultation tool not accessible on EFB
Connected Portal	Smart4 Aviation	<p>A document browser application which provides OFP briefing packs, documents, eForms, meteorological information with graphical interpretation, air traffic services, digital fuel planning and digital NAVLOG.</p> <p>The app provides crew members with all information required at pre-flight planning and to monitor in-flight progress. The content used in the app can be downloaded/updated online for offline viewing.</p> <p>Note: See Table 8.9.6.2(1) below for easyJet EFB document references.</p>	Type B	Pilot Company iPad	Cabin Manager Company iPad	<p>Connected Portal application or F5 VPN access are INOP: Access Connected Portal Web, download OFP.</p> <p>Connected Portal application, F5 VPN and Connected Portal Web are INOP: Contact Flight Planning to e-mail OFP.</p> <p>Annotate OFP using OneDrive and send completed OFP to eFFBackup@easyJet.com.</p> <p>Refer to Company iPad Pilot Connected Portal User Guide on DocuNet.</p>

ALL

8.9.6.2 EFB Aircraft Performance Applications

Table 8.9.6.2(1)

Application Name	Application Vendor	Application Description	EFB Software Type	Primary Computation Tool	Alternative Computation Tool	Alternative Procedure (<2 iPad available)
FS+ Manager	NAVBLUE (An Airbus Company)	The application used to manage database update.	Type B	Pilot Company iPad	Aircraft iPad	Consult Duty Pilot
FS+ LOADSHEET		An app that is used to establish the mass and centre of gravity of the aircraft and to determine that the load and its distribution are such that the mass and balance limits of the aircraft are not exceeded using a loadsheet.				Refer to OM-B
FS+ TAKEOFF						Refer to OM-B
FS+ LANDING						Refer to OM-B
FS+ INFLIGHT		A set of apps that allows offline calculations using software algorithms to provide aircraft performance data for takeoff (including reduced take-off thrust settings), enroute, approach and landing, missed approach and other phases of flight.				FMS (MCDU)

Note: If a landing performance computation is required and the EFB landing performance application has failed, contact ICC via ACARS to obtain landing performance results.

Table 8.9.6.2(2) easyJet Documentation EFB Reference Matrix

Document	Primary consultation tool	Alternative consultation tool	Backup if consultation tool is not accessible on EFB
OM Part A	DocuNet on Company iPad	DocuNet on Aircraft iPad	Cabin Manager Company iPad (Pilot login credential required for OM-B) or DocuNet Online Viewer (accessed via the Connected Portal, on ground only)
OM Part B			
CSPM			
OM Part C (Route Manual)	Lido mPilot application on Pilot Company iPad	Lido mPilot application on Aircraft iPad. Note: Full update of eRoute manual content is required prior to use. This process is only possible on ground with wireless data connectivity.	Lido FIV online access (PDF or paper) on ground

Document	Primary consultation tool	Alternative consultation tool	Backup if consultation tool is not accessible on EFB
A320F FCOM	Flysmart+ OLB	DocuNet on iPad EFB	ECAM/QRH Supplement
A320F MEL			Consult MOC
A320F CDL			–
A320F FCTM			
QRH	eQRH application	DocuNet on iPad EFB	MSN specific QRH can be provided in PDF format. Contact ICC
OFP Briefing Pack	Connected Portal on Pilot Company iPad	Connected Portal on Cabin Manager Company iPad. (Pilot will be required to log-in with their credentials to access OFP Briefing Pack, on ground only)	Connected Portal application or F5 VPN access are INOP: Access Connected Portal Web, download OFP. Connected Portal application, F5 VPN and Connected Portal Web are INOP: Contact Flight Planning to e-mail OFP. Annotate OFP using OneDrive and send completed OFP to eFFBackup@easyJet.com . Refer to Company iPad Pilot Connected Portal User Guide on DocuNet.

8.9.6.3 List of EFB Type A Software Applications (UK AOC)

Swiss-AOC Austrian-AOC

Not Applicable

UK-AOC

Application name	Application vendor	Application description	EFB software type	Primary consultation tool	Alternative consultation Tool	Backup if consultation tool not accessible on EFB
SafetyNet	Vistair	Safety Reporting forms	Type A	Company iPad	–	Web based system
F5 Access	F5 Networks	Virtual private network (VPN)	Type A	Company iPad	–	
Standards Assurance (SSCM only)	Vistair	Quality checklists	Type A	Company iPad	–	

ALL

8.9.7 Operational Use of EFB Type B Applications

Use of an EFB system is integrated in easyJet's Standard Operating Procedures.

It is routinely used by flight crew for:

- Operational Flight Plan Briefing Pack (EFF functions)
- Operations Manual consultations
- Electronic Checklists using eQRH application
- Aircraft performance computations
- Mass and balance computations
- Electronic map display

Refer to A320 Family OMB, Chapter 2, Normal Procedures.

A description of each aircraft performance application is detailed in A320 Family OMB, Chapter 4, Performance and OMB, Chapter 7, Loading.

ALL

8.10 PUNCTUALITY POLICY

ALL

8.10.1 On Time Performance

The overall policy of easyJet is to operate its services on schedule and therefore punctuality must have a high priority but must never compromise the safe operation of the aeroplane, which remains the Commander's paramount responsibility at all times.

Any information affecting punctuality should be reported via ACARS.

Crew Report

The crew shall report to the aircraft in accordance with local procedures. If any crew are missing at the report time, crewing must be informed immediately.

Green Light Boarding

For all first wave departures customers should be automatically released at a time which will enable them to board the aircraft at STD -30. For France, refer to RTAC guide. There is no requirement for the responsible ground crew member to wait for a signal from the Cabin Crew to confirm that they are ready for boarding to commence.

Generally, the only exception to this is when the aircraft has a technical problem or when the minimum number of required cabin crew are not onboard by STD -30. In these situations the Commander or Senior Cabin Crew Member will advise the

responsible ground crew member who in turn must advise the boarding gate agent, and boarding should then be held until confirmation is received that boarding can commence.

Early Departures

The Commander may consider an early departure from stand up to a maximum of 10 minutes ahead of schedule in any circumstance, so long as the responsible ground crew member has confirmed that boarding and loading have been completed.

In the specific case of non-revenue flights, if a departure earlier than schedule is anticipated, ICC must be consulted in order to assess the application for revised runway slots.

An early departure from stand to remote holding may be advantageous in releasing the stand and ground crew to service another flight.

Early Arrivals

An early departure may result in a runway slot infringement at destination. This could result in a financial penalty. It is recommended that crew should manage their departure and arrival, to arrive at the destination not earlier than STA -15.

Crew should consider reducing the Cost Index providing it will not impact on the arrival punctuality of the subsequent sector.

Offloading Passengers Late to Boarding Gate

In the event that a passenger reports to the gate after closure but prior to their baggage being offloaded, the responsible ground crew member is accountable for deciding whether the passenger/s should be accepted. The decision will be based on delivering the best outcome in terms of punctuality (with no compromise to safety).

If baggage has been located, the responsible ground crew member is most likely to refuse travel to the passenger/s.

If baggage has not yet been located, the responsible ground crew member will assess whether an earlier ‘Doors Closed’ time may be achieved by accepting, rather than offloading the passenger/s. The responsible ground crew member may determine that it is advantageous to accept late passengers, however this is subject to consultation and agreement with the Commander.

ALL

8.10.1.1 Boarding Policy

The basic principle is to board on time and be ready with doors closed by STD-3 minutes for an on-time departure, pushing to a remote hold to release the tug crew and departure gate to allow other movements to take place. Crew should keep passenger informed at regular intervals.

ALL

8.10.1.2 ATC Delays

easyJet will board Customers knowing that ATC delays will likely mean than there will be a significant delay between actual push back of the aircraft to final departure. This operational practice enables us to advise ATC that they are ready for an immediate departure to take advantage of any opportunistic/earlier slots. Guidance for pilots for embarkation and flight door closure is as follows:

ATC Delays – Guidance to Pilots for embarkation and flight closure	Source of delay: Arrival Regulation [Lower probability of improvement]	Source of delay: En route Regulation [Higher probability of improvement]
--	--	--

Delays up to 2hrs	Doors Close / time	Yes / -3 STD - Send ready message Yes	Yes / -3 STD - Send ready message Yes
	Push & Hold	Advice / discouragement to disembark	Advice / discouragement to disembark
	Pax Interactions		
Delays > 2hrs but < 3hrs	Doors Close / time	No / Call ICC prior to pax boarding to agree actions – holding pax in terminal etc.	Yes / -3 STD - Send ready message Yes – if possible
	Push & Hold	Expect to be requested to board and close up	Advice / discouragement to disembark
	Pax Interactions		
Delays >3hrs	Doors Close / time	No / Call ICC prior to pax boarding to agree actions – holding pax in terminal etc.	No / Call ICC prior to pax boarding to agree actions – holding pax in terminal etc.
	Push & Hold		Expect to be requested to board and close up
	Pax Interactions		

ALL

8.10.1.3 Technical Delays

In the event of a technical issue with the aircraft, the best advice is to liaise directly with MOC as this will determine whether Customers should be boarded whilst engineering works are being carried out. The best solution is to coordinate the boarding so that all Customers can be boarded as the aircraft becomes serviceable. It's important to coordinate with MOC and the local Ground Handling Agent and the local line maintenance staff. Boarding will often be delayed with this scenario and if so, the Ground Handling Agent *must* be informed.

ALL

8.10.1.4 Weather Delays

The intention should be to board on time unless it is absolutely clear that conditions will not permit the flight to operate.

ALL**8.10.1.5 Crew Availability Delays**

In the event that an aircraft is delayed as a result of a missing crew or crew members, crew must board as soon as the *minimum* crew are available. For clarity, this needs to be *one* member of the flight crew (either captain or first officer) and three cabin crew including a SCCM. In the event that a SCCM is missing, the remaining crew members should still go to the aircraft and prepare it for departure as much as possible. Refer to [Section 4.1.4.3 – Reduced Crew Operations Procedures](#).

ALL**8.10.1.6 Crew Food Provisioning**

The Commander should not delay the departure due to lack of crew food. In the event of incorrect or non-provision of crew food, the Commander is approved to authorise supplements from the bar without the need to seek authorisation from ICC.

ALL**8.10.2 Remote Holding**

easyJet does not over resource ground crew “just in case”, and delaying departure from stand can significantly impact handling resource and stand allocation. This will vary by airport/time of day, and therefore crews should assess the situation, in liaison with the handling agent and ground control as appropriate, to achieve the best balance between fuel conservation and OTP without impacting ground handling resource.

The following guideline therefore applies in the event of a slot delay:

- In order to conserve fuel, crews may delay start-up/pushback from stand subject to the following considerations:
 - There are no ground handling resource issues (i.e. Handler confirm that pushback team can remain with aircraft without impact elsewhere) or stand planning implications.
 - Crew must aim to push back no later than STD +14 minutes in order to safeguard the 15 minute punctuality measure.
- Beyond this guidance, or where the above cannot be applied:
 - Where anticipated slot delay is up 30 mins – absorb whilst taxiing or at the runway holding point.

If the Remote Holding RH area is close to the gate position, it is preferable to push to the RH without starting engines. If taxiing to a RH area, carry out the Before Start and After Start checklists. On arrival at the RH area, complete the After Landing scan and the Shut Down/Parking checklist. Liaise with ATC and check the aerodrome booklet for RH restrictions and procedures.

At the RH monitor the handling agent frequency on VHF box 2 and ATC on box 1 in case of changes to the slot time (CTOT). If necessary, the Commander's mobile phone should be used to contact the ICC Air Traffic Slot Co-coordinator (ATSC). Monitor the fuel usage. The imbalance caused by the APU is considered to be insignificant for a 60 minute hold. The use of the crossfeed valve is not recommended.

When lengthy RH is anticipated, appropriate additional fuel uplift may be required.

Doors are to remain ARMED.

While RH procedures are in force, Cabin Crew must not initiate an evacuation without checking with the Commander. Seat belt signs may be switched OFF during the RH. Passengers' use of mobile phones is permitted at the Commander's discretion.

The SCCM must check with the Commander to confirm that it is permissible for the passengers to use their mobile phones. If agreed, the SCCM should inform the passengers via the PA that mobile phones may be used until they are advised to the contrary.

Approximately five minutes before engine start, the Commander should inform the SCCM that a further PA announcement should be made to request that the passengers must terminate their phone calls and activate flight mode on any devices (or switch them off if low visibility take-off). Arrange engine start and taxi so that you are at the Runway Departure Point at least CTOT minus 5, taking into account any remote de-icing procedures. There is no requirement for a ground crew or fire cover during the restart in the RH area.

Commanders should take all reasonable precautions to avoid danger to ground personnel.

In the event that a Cabin Crew member or passenger observes a Non-Normal engine start, the Commander must be informed immediately.

Note: It is recognised that at certain airports or during adverse weather (e.g. de-icing procedures on stand, etc.), this policy may not be possible or prudent.

ALL

8.10.3 Dispatch Procedures

Transits and Turnrounds

Every effort must be made to make up time if an aircraft arrives late on a turnround.

However when reducing turnround times to regain schedule the Commander must ensure that the crew will not be excessively fatigued.

Delay Codes

Where possible, the Commander will agree with the responsible ground crew member the delay codes to be used for any delay incurred.

Arrival Punctuality

Most flights are planned to operate at a minimum cost to easyJet (the Cost Index annotated on the OFP). Therefore, any deviation will increase cost and negate the benefits.

If a flight/series of flights is/are operating behind schedule, ICC will assess all the relevant factors and determine a tactical Cost Index (within specified limits).

In all cases the applicable Cost Index will be annotated on the respective OFP and crews should operate in accordance with it.

It is not easyJet policy to load extra fuel with a view to increasing speeds without liaison with ICC. Speeds should normally be flown in accordance with the Cost Index speed schedule.

Major Dislocation

Because of the large number of movements at aerodromes on the easyJet network efficient communication between Commanders and ICC are essential to minimize delay. In the event of weather delays Commanders must inform ICC when they will be prepared to operate.

After major dislocation, an order of departure may be allocated and the flight crew should be onboard, prepare the aircraft and monitor easyJet frequency. Liaison between flight crew and Cabin Crew must be maintained in these circumstances. At times of ATC disruption passengers should be boarded as soon as possible to ensure full reconciliation is made and thereby freeing resources of the handling agent. When fully ready for departure with a delayed CTOT, crews should request ATC to send a ready message to CFMU BRU. This will ensure the aircraft is considered for any short notice CTOT improvements. easyJet flight plans are stored in BRU to accept any CTOT improvements. If passengers are not boarded for any reason ICC should be advised, so that CTOT block is put on the flight, excluding it from any improvements to the CTOT.

Diversions

In the event of a diversion becoming likely crews should contact ICC (if possible) at the earliest opportunity requesting advice on the preferred alternate and as to whether a 'fuel and go' procedure should be adopted or if passenger disembarkation is required.

Commanders are requested to accept advice they are given unless there are sound operational reasons to do otherwise.

Aircraft inbound to LGW, LTN or STN with EATs being issued by ATC. It is the responsibility of ICC to determine whether ATC are to be approached to request a stack swap in order to prevent diversion. This does not replace the Commanders authority regarding the safe operation of the aircraft. To assist the decision making process when EATs are being issued by ATC, crews are to contact ICC, and advise of the holding capability and the latest time that the aircraft can leave the stack and still arrive at LGW, LTN or STN as applicable.

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9 CHANGE REVISION SUMMARY

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9 DANGEROUS GOODS AND WEAPONS

EASA reference: CAT.GEN.MPA.200 Transport of Dangerous Goods

ALL

9.1 POLICY ON THE TRANSPORT OF DANGEROUS GOODS

ALL

9.1.1 Approval for the Transport of Dangerous Goods

Dangerous Goods (DG) are defined as articles or substances which are capable of posing a risk to health, safety, property or environment when transported by air.

Dangerous Goods can only be carried according to the International Civil Aviation Organization's Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions).

easyJet Guidance Material for Dangerous Goods is available in the following locations:

Pilots/M&A: DocuNet – Guidance Material/Operational

Cabin crew: DocuNet – Cabin-safety/Passenger Safety Information

Ground crew – refer to Connected Portal.

It is easyJet's policy not to carry cargo or dangerous goods and therefore the company does not hold approval for their carriage.

However, the provisions in the ICAO Technical Instructions Doc 9284 allow a limited number of items to be carried by passengers and crew.

As a result easyJet personnel and agents must be trained, in accordance with programmes approved by the Competent Authority, to ensure that only those approved items can be carried. The responsibilities of all personnel are outlined in [Section 9.2 – Duties of all Personnel Involved](#).

The Flight Operations Manager – Assurance & Process (Group Operations Services) is responsible to the AOCs for the Dangerous Goods Policy which is managed through easyJet's Dangerous Goods Steering Group.

The responsible person for the Dangerous Goods policy within the AOC is:

- UK AOC – NP Flight Operations
- Austrian AOC – NP Flight Operations
- Swiss AOC – NP Flight Operations

Notification to Captain (NOTOC)

A NOTOC is a document which contains information of Dangerous Goods specifications for carriage. This is not applicable to easyJet operations.

If a crew member is presented with a NOTOC it should not be accepted, the item must be offloaded and the occurrence reported via SafetyNet.

ALL

9.1.1.1 Categories of Dangerous Goods

Dangerous goods are divided into three categories:

1. Those which are acceptable for transport by air provided all the provisions of the ICAO TI are complied with. Generally however, they are not permitted in or as passengers or crew or carry-on baggage.
2. Those which are forbidden for transport by air under any circumstances.
3. Those which are excepted from the provisions of the ICAO TI:
 - **Dangerous goods of the operator:** they are necessary or used for the safe operation and the airworthiness of the aeroplane.
 - **Dangerous goods carried by passengers or crew:** Some dangerous goods are accepted on an exceptional bases according to Part 8, Chapter 1 ICAO TI. Refer to [Section 9.1.5 – Items That May Be Carried by Passengers and Crew](#).

ALL

9.1.2 Forbidden Items

Any article or substance which, as presented for transport, is liable to explode, dangerously react, produce a flame or dangerous evolution of heat or dangerous emission of toxic, corrosive or flammable gases or vapours under conditions normally encountered in transport must not be carried on aircraft under any circumstance.

The carriage of hoverboards is prohibited on easyJet aeroplanes.

ALL

9.1.3 General Exceptions

ALL

9.1.3.1 Airworthiness and Operational Items

An approval is not required for dangerous goods which are required to be aboard the aircraft such as:

- a. Items for airworthiness or operating reasons or for the health of passengers or crew, such as batteries, fire extinguishers, first-aid kits, insecticides, air fresheners, life rafts, escape slides, life-saving appliances, portable oxygen supplies, tritium signs, smoke hoods, passenger service units;

- b. Aerosols, alcoholic beverages, perfumes, colognes, liquefied gas lighters and portable electronic devices containing lithium metal or lithium ion cells or batteries (provided that the batteries meet the provisions applicable when carried by passengers and crew) carried aboard an aircraft by the operator for use or sale on the aircraft during the flight or series of flights, but excluding non-refillable gas lighters and those lighters liable to leak when exposed to reduced pressure;
- c. Dry ice intended for use in food and beverage service aboard the aircraft;
- d. Alcohol-based hand sanitisers and alcohol-based cleaning products carried aboard an aircraft for use on the aircraft during the flight or series of flights for the purposes of passenger and crew hygiene;
- e. Electronic devices, such as electronic flight bags, personal entertainment devices, and credit card readers, containing lithium metal or lithium ion cells or batteries and spare lithium batteries for such devices carried aboard an aircraft for use on the aircraft during the flight or series of flights, provided that the batteries meet the provisions of [Table 9.1.5.6\(1\)](#). Spare lithium batteries must be individually protected so as to prevent short circuits when not in use.

Note: Dangerous goods intended as replacements for those referred to in [9.1.3.1](#) a, b and c above may not be carried.

ALL

9.1.3.2 Medical Aid for a Patient

An approval is not required for Dangerous Goods which are carried in flight for medical aid for a patient, such as gas cylinders, drugs, medicines, other medical material (e.g. sterilising wipes) and lithium batteries, providing:

- The gas cylinders have been manufactured specifically for the purpose of containing and transporting that particular gas.
- The drugs and medicines and other medical matter are under the control of trained personnel during the time when they are in use.
- Proper provision is made to stow and secure all the equipment during take-off and landing and at all other times when deemed necessary by the Commander in the interests of safety.

ALL

9.1.4 Operator Approval for Dangerous Goods Carried by Passenger or Crew

Some specific dangerous goods items which may be carried by passengers or crew require an operator approval.

The carriage of firearms and ammunition is approved by easyJet provided the conditions and processes described in Ground Handling Manual [Appendix C.7, Carriage of Weapons](#).

Each passenger wishing to carry dangerous goods items other than firearms and ammunition shall contact easyJet Customer Services prior to travel. easyJet will issue an approval if the item meets the conditions of [Table 9.1.5.6\(1\)](#). The approval is recorded in the passenger's reservation.

The passenger shall advise the ground handling agent prior to boarding.

In exceptional cases, this approval may be given verbally to the Commander by the Duty Pilot.

In the absence of an approval, the item shall not be carried.

Crew members have received the required dangerous goods training and are permitted to carry dangerous goods in accordance with the provisions of [Table 9.1.5.6\(1\)](#).

ALL

9.1.5 Items That May Be Carried by Passengers and Crew

ALL

9.1.5.1 Excepted Items

An approval is not required for those dangerous goods which, according to the Technical Instructions, can be carried by passengers or crew members.

Passengers or crew are forbidden to carry dangerous goods either as or in carry-on baggage, checked baggage or on their person unless the dangerous goods are permitted in accordance with the table below and:

1. Carried by passengers or crew for personal use only;
2. Contained in baggage that has been separated from its owner during transit (e.g. lost baggage or improperly routed baggage).

The entry in the table that most appropriately describes the item or article must be selected. For instance, electronic cigarettes must meet the requirements of the entry for "Battery-powered portable electronic smoking devices" not the entry for lithium batteries or non-spillable batteries.

An item or article that contains multiple dangerous goods must meet all applicable entries. For instance, the restrictions and conditions for entries [1\)](#) and [14\)](#) apply to an avalanche backpack that contains lithium batteries and gas cartridges.

Active devices must meet defined standards for electromagnetic radiation to ensure that the operation of the devices does not interfere with aircraft systems.

Where an entry requires compliance with specific UN tests or Special Provisions, if considered necessary (e.g. to grant easyJet's approval for carriage), passengers should be able to confirm that the applicable requirements have been met. For items such as batteries, the passenger should be able to obtain confirmation from the manufacturer or distributor of the item.

Baggage intended to be carried in the cabin that is placed in the hold must only contain dangerous goods permitted in checked baggage. When baggage intended as carry-on is placed into the hold for carriage, the passenger must confirm that dangerous goods which are only permitted in carry-on baggage (e.g. lithium batteries, including power banks) have been removed.

Note 1: The following dangerous goods may be commonly carried by passengers on other modes of transport, however, they are prohibited either as or in carry-on baggage or checked baggage:

- Personal medical oxygen devices that utilize liquid oxygen;
- Electroschok weapons (e.g. tasers) containing dangerous goods such as explosives, compressed gases, lithium batteries, etc. Refer to OM A Section 10.4.5, "Incapacitant Sprays (e.g. CS or PAVA) and Electroschok Weapons (e.g. Taser) Carried by Police Officers";
- "Strike anywhere" matches;
- Lighter fuel and lighter refills;
- Premixing burner lighter without a means of protection against unintentional activation; and
- Battery-powered lighters powered by a lithium ion or lithium metal battery (e.g. laser plasma lighters, tesla coil lighters, flux lighters, arc lighters and double arc lighters) without a safety cap or means of protection against unintentional activation.

Note 2: Exceptions found in the Technical Instructions from the restrictions on carriage by passengers and crew (e.g. by application of a Special Provision) are not reproduced in the tables below. The following dangerous goods are not subject to the Technical Instructions:

- Radio-pharmaceuticals contained within the body of a person as the result of medical treatment; and
- Energy efficient lamps when in retail packaging and intended for personal or home use.

Note 3: Air Cylinders for purposes such as scuba diving, if empty (with valve removed) are not classified as dangerous goods so are permitted for carriage by passenger or crew.

ALL

9.1.5.2 Loading of Battery Powered Mobility Aids – General Requirements

A battery powered mobility aid with installed batteries must be secured, by use of straps, tie-downs or other restraint devices.

The mobility aid, the batteries, electrical cabling and controls must be protected from damage including by the movement of baggage, mail or cargo.

The following must be verified:

1. The battery terminals are protected from short circuits (e.g. by being enclosed within a battery container); and
2. The battery is either:
 - a. Securely attached to the mobility aid and the electrical circuits are isolated following the manufacturer's instructions; or
 - b. Removed by the user, if the mobility aid is specifically designed to allow it to be, following the manufacturer's instructions.

Note: To check that electrical circuits are isolated (inactive), place the device into drive mode (i.e. not freewheel mode), see if the mobility aid will power up and if so whether use of the joystick results in the mobility aid moving. It must also be verified that the circuits of supplemental motorised systems such as seating systems have been inhibited to prevent inadvertent operation, e.g. by the separation of cable connectors. If an electric mobility aid has not been made safe for carriage, it must not be loaded.

ALL

9.1.5.3 Additional Requirements for Non-spillable Wet Battery Powered Mobility AIDS

The passenger has confirmed that the battery is a non-spillable wet battery that complies with Special Provision A67.

A maximum of one spare battery may be carried per passenger.

Any battery(ies) removed from the mobility aid and any spare battery must be carried in strong, rigid packagings, protected from short circuit and stowed in the cargo compartment.

The operator must inform the pilot-in-command of the location of any mobility aids with installed batteries, removed batteries and spare batteries.

ALL

9.1.5.4 Spillable Batteries

easyJet does not permit the carriage of spillable batteries.

ALL

9.1.5.5 Additional Requirements Lithium Ion Battery Powered Mobility AIDS

Any battery removed from the mobility aid and any spare batteries must be carried in the cabin and protected from damage (e.g., by placing each battery in a protective pouch) and the battery terminals protected from short circuit (by insulating the terminals, e.g. by taping over exposed terminals).

A removed battery must not exceed 300 Watt-hours (Wh). In addition, one spare not exceeding 300 Wh or two spares not exceeding 160 Wh are permitted.

The operator must inform the pilot-in-command of the location of any mobility aids with installed lithium ion batteries, removed batteries and spare batteries.

Note: The calculation used to determine watt hours is:

$$\text{Volts} \times \text{ampere hour (Ah)} = \text{watt hours.}$$

ALL

9.1.5.6 Provisions for Dangerous Goods Carried by Passengers or Crew

Table 9.1.5.6(1) Table of Provisions for Dangerous Goods Carried by Passengers or Crew

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
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Batteries

1) Lithium batteries (including portable electronic devices)	Yes (except for g) and h) (See j)	Yes (See j)	(see c) and d))	<ul style="list-style-type: none"> a. each battery must be of a type which meets the requirements of each test in the <i>UN Manual of Tests and Criteria</i>, Part III, subsection 38.3; b. each battery must not exceed the following: <ul style="list-style-type: none"> • for lithium metal batteries, a lithium content of 2 grams; or • for lithium ion batteries, a Watt-hour rating of 100 Wh; c. each battery may exceed 100 Wh but not exceed 160 Wh for lithium ion with the approval of the operator. Approval will be automatically given on the easyJet website for lithium ion batteries up to 160 Wh; d. each battery may exceed 2 grams but not exceed 8 grams lithium content for lithium metal for portable medical electronic devices with the approval of the operator;
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Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
				<p>e. batteries contained in portable electronic devices should be carried as carry-on baggage; however, if carried as checked baggage:</p> <ul style="list-style-type: none"> • measures must be taken to prevent unintentional activation and to protect the devices from damage; and • the devices must be completely switched off (not in sleep or hibernation mode); <p>f. batteries and heating elements must be isolated in portable electronic devices capable of generating extreme heat, which could cause a fire if activated, by removal of the heating element, battery or other components;</p> <p>g. spare batteries, including power banks:</p> <ul style="list-style-type: none"> • must be carried as carry-on baggage; and • must be individually protected so as to prevent short circuits (by placement in original retail packaging or by otherwise insulating terminals, e.g. by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch);

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
				<p>h. baggage equipped with a lithium battery(ies) exceeding:</p> <ul style="list-style-type: none"> • for lithium metal batteries, a lithium content of 0.3 grams; or • for lithium ion batteries, a Watt-hour rating of 2.7 Wh must be carried as carry-on baggage unless the battery(ies) is removed from the baggage, in which case the battery(ies) must be carried in accordance with g); <p>i. no more than two spare batteries meeting the requirements of c) or d) may be carried per person.</p> <p>j. no more than 15 portable electronic devices are permitted to be carried per person.</p>

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
2) Non-spillable wet, nickel metal hydride, and dry batteries	Yes	Yes	No	<p>a. for a non-spillable battery:</p> <ul style="list-style-type: none"> i. must meet the requirements of Special Provision A67; ii. each battery must not exceed a voltage of 12 volts and a Watt-hour rating of 100 Wh; iii. each battery must be protected from short circuit by the effective insulation of exposed terminals; iv. no more than two spare batteries per person may be carried; and v. if contained in equipment, the equipment must be either protected from unintentional activation, or each battery must be disconnected and its exposed terminals insulated; <p>b. for a dry battery or nickel-metal hydride battery, each battery must comply with Special Provision A123 or A199, respectively; and</p> <p>c. batteries and heating elements must be isolated in battery powered equipment capable of generating extreme heat, by removal of the heating element, battery or other components.</p>

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
3) Battery-powered portable electronic smoking devices (e.g. e-cigarettes, ecigs, ecigars, epipes, personal vaporizers, electronic nicotine delivery systems)	No	Yes	No	<p>a. if powered by lithium batteries, each battery must comply with restrictions of 1) a), b), g) and j);</p> <p>b. the devices and/or batteries must not be recharged on board the aircraft; and</p> <p>c. measures must be taken to prevent unintentional activation of heating element while on board the aircraft.</p>
4) Mobility aids (e.g. wheelchairs) powered by: • spillable batteries; • non-spillable wet batteries; • dry batteries; • nickel-metal hydride batteries; or • lithium ion batteries	Yes	(See e)	Yes	<p>a. for use by passengers whose mobility is restricted by either a disability, their health or age, or a temporary mobility problem (e.g. broken leg);</p> <p>b. the passenger should make advance arrangements with each operator and provide information on the type of battery installed and on the handling of the mobility aid (including instructions on how to isolate the battery);</p> <p>c. in the case of a dry battery or nickel-metal hydride battery, each battery must comply with Special Provision A123 or A199, respectively;</p> <p>d. in the case of a non-spillable wet battery:</p> <ul style="list-style-type: none"> i. each battery must comply with Special Provision A67; and ii. a maximum of one spare battery may be carried per passenger;

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
				<p>e. in the case of a lithium ion battery:</p> <ul style="list-style-type: none"> i. each battery must be of a type which meets the requirements of each test in the UN Manual of Tests and Criteria, Part III, subsection 38.3; ii. when the mobility aid does not provide adequate protection to the battery: <ul style="list-style-type: none"> • the battery must be removed in accordance with the manufacturer's instructions; • the battery must not exceed 300 Wh; • the battery terminals must be protected from short circuit (by insulating the terminals, e.g. by taping over exposed terminals); • the battery must be protected from damage (e.g. by placing each battery in a protective pouch); and • the battery must be carried in the cabin; iii. a maximum of one spare battery not exceeding 300 Wh or two spare batteries not exceeding 160 Wh each may be carried. Spare batteries must be carried in the cabin. f. easyJet does not permit the carriage of spillable batteries.

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
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Flames and Fuel Sources

5) Cigarette lighter Small packet of safety matches	No	(See b)	No	a. no more than one per person; b. must be carried on the person; c. must not contain unabsorbed liquid fuel (other than liquefied gas); and d. if a cigarette lighter is powered by lithium batteries, each battery must comply with restrictions of 1) a), b) and g) and 3) b) and c)
6) Alcoholic beverages containing more than 24 per cent but not more than 70 per cent alcohol by volume	Yes	Yes	No	a. must be in retail packagings; and b. no more than 5 L total net quantity per person. Note: Alcoholic beverages containing not more than 24 per cent alcohol by volume are not subject to any restrictions.
7) Internal combustion engines or fuel cell engines	Yes	No	No	Measures must be taken to nullify the hazard. Refer to Special Provision A70 for more information.
8) Fuel cells containing fuel	No	Yes	No	a. fuel cell cartridges may only contain flammable liquids, corrosive substances, liquefied flammable gas, water reactive substances or hydrogen in metal hydride
Spare fuel cell cartridges	Yes	Yes	No	b. refuelling of fuel cells on board an aircraft is not permitted except that the installation of a spare cartridge is allowed;

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
				<p>c. the maximum quantity of fuel in any fuel cell or fuel cell cartridge must not exceed:</p> <ul style="list-style-type: none"> • for liquids 200 mL; • for solids 200 grams; • for liquefied gases, 120 mL for non-metallic fuel cell cartridges or 200 mL for metal fuel cell or fuel cell cartridges; and • for hydrogen in metal hydride, the fuel cell or fuel cell cartridges must have a water capacity of 120 mL or less; <p>d. each fuel cell and each fuel cell cartridge must conform to IEC 62282-6-100 Ed. 1, including Amendment 1, and must be marked with a manufacturer's certification that it conforms to the specification. In addition, each fuel cell cartridge must be marked with the maximum quantity and type of fuel in the cartridge;</p> <p>e. fuel cell cartridges containing hydrogen in metal hydride must comply with the requirements in Special Provision A162;</p> <p>f. no more than two spare fuel cell cartridges may be carried by a passenger;</p> <p>g. fuel cells containing fuel are permitted in carry-on baggage only;</p>

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
				<p>h. interaction between fuel cells and integrated batteries in a device must conform to IEC 62282-6-100 Ed. 1, including Amendment 1. Fuel cells whose sole function is to charge a battery in the device are not permitted;</p> <p>i. fuel cells must be of a type that will not charge batteries when the portable electronic device is not in use and must be durably marked by the manufacturer: "APPROVED FOR CARRIAGE IN AIRCRAFT CABIN ONLY" to so indicate; and</p> <p>j. in addition to the languages which may be required by the State of Origin for the markings specified above, English should be used.</p>

Gases in Cylinders and Cartridges

9) Cylinders of oxygen or air required for medical use	Yes	Yes	Yes	<p>a. no more than 5 kg gross mass per cylinder;</p> <p>b. cylinders, valves and regulators, where fitted, must be protected from damage which could cause inadvertent release of the contents;</p> <p>c. advance arrangements recommended; and</p> <p>d. the pilot-in-command must be informed of the number of oxygen or air cylinders loaded on board the aircraft and their loading location(s).</p>
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Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
10) Cartridges of Division 2.2 worn for the operation of mechanical limbs	Yes	Yes	No	a. Spare cartridges of a similar size are also allowed, if required, to ensure an adequate supply for the duration of the journey.
11) Cartridges of hydrocarbon gas contained in hair styling equipment	Yes	Yes	No	a. no more than one per person; b. the safety cover must be securely fitted over the heating element; and c. spare cartridges must not be carried.
12) Cartridges of Division 2.2 with no subsidiary hazard fitted into a self-inflating personal safety device intended to be worn by a person, such as a life-jacket or vest	Yes	Yes	Yes	a. no more than two personal safety devices per person; b. the personal safety device(s) must be packed in such a manner that they cannot be accidentally activated; c. must be for inflation purposes; d. no more than two cartridges are fitted into each device; and e. no more than two spare cartridges per device.
13) Cartridges of Division 2.2 with no subsidiary hazard for other than a self-inflating personal safety device	Yes	Yes	Yes	a. no more than four cartridges per person; and b. the water capacity of each cartridge must not exceed 50 mL. Note: For carbon dioxide, a gas cartridge with a water capacity of 50 mL is equivalent to a 28 g cartridge.

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
14) Cartridges and cylinders of Division 2.2 with no subsidiary hazard contained in an avalanche rescue backpack	Yes	Yes	Yes (See a)	<ul style="list-style-type: none"> a. no more than one avalanche rescue backpack per person. Approval will be automatically given on the easyJet website for the carriage of one avalanche rescue backpack per person; b. the backpack must be packed in such a manner that it cannot be accidentally activated; c. may contain a pyrotechnic trigger mechanism which must not contain more than 200 mg net of Division 1.4S; and d. the airbags within the backpack must be fitted with pressure relief valves.

Radioactive Material

15) Radioisotopic cardiac pacemakers or other pacemakers or other medical devices	n/a (see restrictions)	n/a (see restrictions)	No	Must be implanted into a person or fitted externally as the result of medical treatment.
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Mercury

16) Small medical or clinical thermometer which contains mercury	Yes	No	No	<ul style="list-style-type: none"> a. no more than one per person; and b. must be in its protective case.
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Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
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Other Dangerous Goods

17) Non-radioactive medicinal articles (including aerosols), toiletry articles (including aerosols) and aerosols in Division 2.2 with no subsidiary hazard	Yes	Yes	No	<ul style="list-style-type: none"> a. no more than 0.5 kg or 0.5 L total net quantity per single article; b. no more than 2 kg or 2 L total net quantity of all articles (e.g. four aerosol cans of 0.5 L each) per person; c. release valves on aerosols must be protected by a cap or other suitable means to prevent inadvertent release of the contents; and d. the release of gas must not cause extreme annoyance or discomfort to crew members so as to prevent the correct performance of assigned duties.
18) Dry ice	Yes	Yes	Yes	<ul style="list-style-type: none"> a. no more than 2.5 kg per person; b. used to pack perishables that are not subject to these Instructions; c. the package must permit the release of carbon dioxide gas; and d. when carried as checked baggage, each package must be marked: <ul style="list-style-type: none"> i. "DRY ICE" or "CARBON DIOXIDE, SOLID" and ii. the net weight of dry ice or an indication that the net weight is 2.5 kg or less.

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operator is required	Restrictions
19) Cartridges in Division 1.4 (UN 0012 or UN 0014 only)	Yes	No	Yes	<ul style="list-style-type: none"> a. no more than 5 kg gross mass per person; b. must be securely packaged; c. must not include ammunition with explosive or incendiary projectiles; and d. allowances for more than one person must not be combined into one or more packages.
20) Permeation devices	Yes	No	No	Instructions on how to package permeation devices for calibrating air quality monitoring equipment are found in Special Provision A41.
21) Non-infectious specimens in flammable solutions	Yes	Yes	No	Instructions on how to package and mark specimens are found in Special Provision A180.
22) Refrigerated liquid nitrogen	Yes	Yes	No	Must be contained in insulated packagings (e.g. dry shippers) that would not allow the build-up of pressure and be fully absorbed in a porous material so that there is no free liquid that could be released from the packaging. Refer to Special Provision A152 for more information.
23) Dangerous goods incorporated in security type equipment, such as attaché cases, cash boxes, cash bags, etc.	Yes	No	Yes	The security-type equipment must be equipped with an effective means of preventing accidental activation and the dangerous goods incorporated in the equipment must meet the conditions of Special Provision A178.

ALL**9.1.5.7****OPCW**

The Organization for the Prohibition of Chemical Weapons (OPCW) and government agencies listed in the table below may carry specified instruments containing dangerous goods when carried by staff members on official travel.

Table 9.1.5.7(1) Provisions for Instruments Carried by OPCW and Government Agencies

Dangerous Goods	Checked Baggage	Carry-on Baggage	Approval of the operation(s) is required	Restrictions
1) Instruments containing radioactive material (i.e. chemical agent monitor (CAM) and/or rapid alarm and identification device monitor (RAID-M))	Yes	Yes	Yes	<ul style="list-style-type: none"> a. The instruments must not exceed the activity limits for 'excepted packages'; b. Must be securely packed; and c. Must be carried by staff members of the Organization for the Prohibition of Chemical Weapons (OPCW) on official travel.
2) A mercurial barometer or mercurial thermometer	No	Yes	Yes	<ul style="list-style-type: none"> a. Must be carried by a representative of a government weather bureau or similar official agency; b. Must be packed in a strong outer packaging, having a sealed inner liner or a bag of strong leakproof and puncture-resistant material impervious to mercury, which will prevent the escape of mercury from the package irrespective of its position; and c. The pilot-in-command must be informed of the barometer or thermometer.

ALL

9.1.6 Provision of Information

ALL

9.1.6.1 Information to easyJet Personnel

Information to the easyJet's personnel and to the persons in charge for easyJet is provided in initial/basic and recurrent training.

ALL

9.1.6.2 Information to Passengers

easyJet publishes information on the easyJet website for the types and quantities of dangerous goods which may be carried on board an aircraft, as well as those that are forbidden. This information is provided as part of the on-line booking and check-in process. The check-in process cannot be completed until the passenger has indicated that they have understood the restrictions on dangerous goods in baggage.

Additionally, notices informing passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed at each of the places at an airport where boarding passes are issued, passengers are checked-in (including automated check-in) and at aircraft boarding areas.

Procedures are described in the CSPM [2.4.9](#) to ensure the removal of dangerous goods should it be necessary to offload cabin baggage which is then placed in the aircraft hold.

ALL

9.1.7 Marking and Labelling of Packages

Articles and substances meeting the dangerous goods classification criteria are assigned a 'UN Number' under the United Nations classification system. This consists of a four-digit number preceded by the capital letters 'UN'. Packages of dangerous goods must be marked with the UN Number(s) applicable to their contents. Packages containing dangerous goods can also be identified by labels indicating the hazard of the goods by their class or division or by the presence of certain handling labels/markings.

As no approval for the transport of dangerous goods is held, dangerous goods bearing any UN Number, hazard label; the radioactive material, excepted package handling label; the lithium battery mark; the environmentally hazardous substances mark; or the excepted or limited quantities marking must not be loaded on an aircraft (except as identified in [9.1.3](#)).

When dangerous goods markings or labels are seen on items not declared as dangerous goods it is often an indication that they do contain such goods. Undeclared dangerous goods must not be loaded on an aircraft and a Dangerous Goods safety report submitted via SafetyNet.

CLASS 1 – EXPLOSIVE



* Division and compatibility group ** Compatibility group



CLASS 2 – GASES

Flammable gas
(Division 2.1)



Non-flammable, non-toxic gas
(Division 2.2)



Toxic gas (Division 2.3)



CLASS 3 – FLAMMABLE LIQUID



CLASS 4 – FLAMMABLE SOLIDS, SUBSTANCES LIABLE TO SPONTANEOUS COMBUSTION; SUBSTANCES WHICH, IN CONTACT WITH WATER, EMIT FLAMMABLE GASES

Flammable solid
(Division 4.1)



Substance liable to spontaneous combustion (Division 4.2)



Substance which, in contact with water, emits flammable gas (Division 4.3)



CLASS 5 – OXIDISING SUBSTANCES AND ORGANIC PEROXIDES

Oxidising substance
(Division 5.1)



Organic peroxide (Division 5.2) (flame may be black or white)



CLASS 6 – TOXIC AND INFECTIOUS SUBSTANCES

Toxic substance
(Division 6.1)



Infectious substance (Division 6.2)



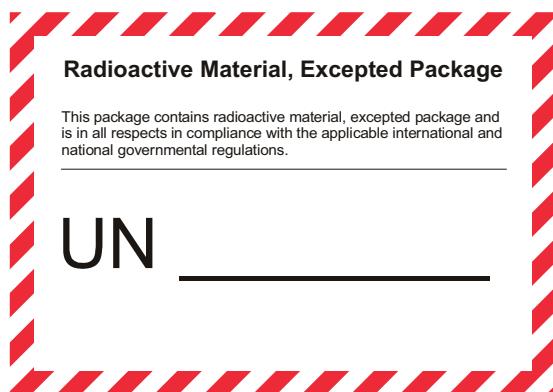
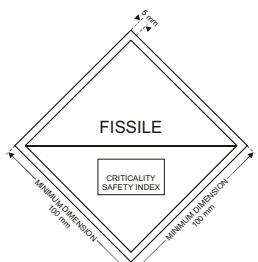
The bottom part of the label should bear the inscription:

“INFECTIOUS
SUBSTANCE — In case of
damage or leakage
immediately notify public
health authority”

CLASS 7 – RADIOACTIVE MATERIAL



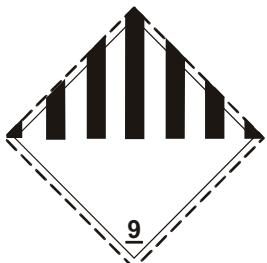
Criticality safety index label



CLASS 8 – CORROSIVE



CLASS 9 – MISCELLANEOUS



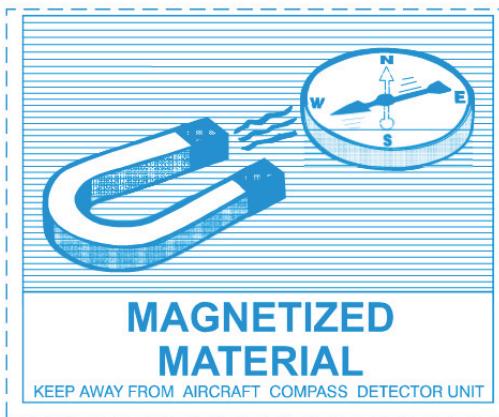
Class 9 label for Section I, IA and IB lithium battery shipments.

Miscellaneous – Lithium Cells and Batteries

HANDLING LABELS

Packages of dangerous goods may also bear labels providing handling information; these are:

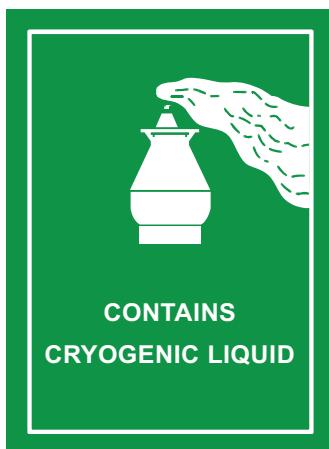
Magnetized material



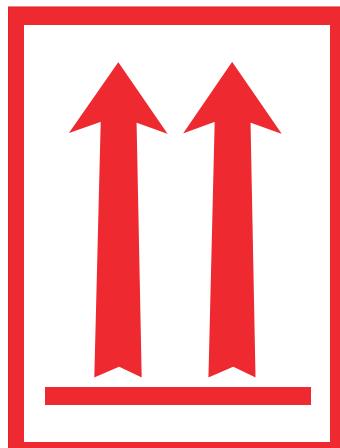
Cargo aircraft only



Cryogenic liquid label



Package orientation



Keep away from heat



(red or black)

LITHIUM BATTERY MARK



* Place for UN number(s)

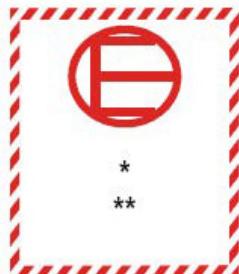
ENVIRONMENTALLY HAZARDOUS SUBSTANCES MARK



Packages containing environmentally hazardous substances (UN Nos. 3077 and 3082) must be durably marked with the environmentally hazardous substance mark with the exception of packages containing a net quantity per single or inner packaging of 5 L or less for liquids or having a net mass per single or inner packaging of 5 kg or less for solids – such packages are not subject to the ICAO Technical Instructions other than specified packaging requirements.

EXCEPTED QUANTITIES MARK

Packages containing excepted quantities of dangerous goods can be identified from the following:



Hatching and symbol of the same colour, black or red, on white or suitable contrasting background.

* Place for class or, when assigned, the division number(s).

** Place for name of shipper or consignee, if not shown elsewhere on the package.

LIMITED QUANTITIES MARK

Packages containing limited quantities of dangerous goods can be identified from the following:



Many dangerous goods when in reasonably limited quantities present a reduced hazard during transport and can safely be carried in good quality packagings that have not been tested and marked as is required for UN Specification packagings required for larger quantities of dangerous goods. Packages containing limited quantities of dangerous goods must be marked with a diamond shaped mark. When presented for carriage by air, the mark must additionally include a "Y" which indicates compliance with the provisions of the ICAO Technical Instructions, some of which are more stringent than those of the UN Model Regulations and of other modes of transport.

NOTE: The marking depicted here but without the 'Y' indicates that the package contains dangerous goods in limited quantities as permitted by surface transport regulations (ADR/IMDG) which may not be acceptable for air transport. A package so marked and offered for transport in the absence of a dangerous goods transport document must be reported to the appropriate authority where the goods are discovered as a discovery of undeclared dangerous goods.

ALL

9.2 DUTIES OF ALL PERSONNEL INVOLVED

ALL

9.2.1 Detailed Assignments of Responsibilities

Persons receiving or handling general cargo, mail and stores	<ul style="list-style-type: none"> • Recognition of undeclared dangerous goods. • Dealing with dangerous goods that are found damaged or leaking during processing for transport. • If there is a dangerous goods incident or accident, or if undeclared dangerous goods are detected, a report is made to the appropriate Authority via SafetyNet.
Reservations	<ul style="list-style-type: none"> • Ensuring that information is provided with the passenger ticket or in another manner such that prior to or during the check-in process the passenger receives the information. • Considering passenger requests for approval of the operator for items of dangerous goods requiring such approval.
Persons handling passengers	<ul style="list-style-type: none"> • Ensuring that the provisions concerning passengers and dangerous goods are complied with. • Ensuring that notices are displayed in sufficient number and prominence at each of the places at an airport where tickets are issued, passengers checked in and aircraft boarding areas maintained, and at any other location where passengers are checked in. • With the aim of preventing dangerous goods which passengers are not permitted to have from being taken on board an aircraft in their baggage, seeking confirmation from a passenger about the contents of any item where there are suspicions that it may contain dangerous goods. • Ensuring that the discovery of prohibited dangerous goods (after a passenger has checked in) is reported to the appropriate Authority via SafetyNet.
Flight Crew	<ul style="list-style-type: none"> • Identification of the required documentation. • Application of Operator requirements. • Recognition of the potential hidden dangerous goods. • Ensuring that the provisions concerning passengers and dangerous goods are complied with. • Taking appropriate actions in case of a dangerous goods incident in-flight. • Informing ICC Operations and ATC in the event of an incident resulting in a dangerous goods emergency. • Reporting dangerous goods occurrences via SafetyNet (incident or accidents involving dangerous goods). <p>Refer to Section 9.5.1, Flight Crew Dangerous Goods Incident Procedures and Section 9.6, Incidents and Accident Report.</p>

Cabin Crew	<ul style="list-style-type: none"> • Recognition of the potential hidden dangerous goods. • Ensuring that the provisions concerning passengers and dangerous goods are complied with. • Ensuring that baggage intended to be carried in the cabin that is placed in the hold must only contain dangerous goods permitted in checked baggage. • Responding to a dangerous goods incident or accident in the cabin. • Informing Flight Crew in the event of a dangerous goods incident or accident in the cabin. • Reporting dangerous goods occurrences via SafetyNet in liaison with Flight Crew (incident or accidents involving dangerous goods). <p>Refer to Section 9.5.2, Cabin Crew Dangerous Goods Incident Procedures and Section 9.6, Incidents and Accident Report.</p>
Operations Personnel	<ul style="list-style-type: none"> • If there is a dangerous goods incident or accident, or if undeclared dangerous goods are detected, a report is made to the appropriate Authority via SafetyNet.
Trainers	<ul style="list-style-type: none"> • Provision of initial and recurrent dangerous goods training commensurate with the responsibilities of the personnel concerned.
Quality Auditors	<ul style="list-style-type: none"> • Establishment and operation of the Quality System to monitor compliance with procedures for dangerous goods, provision of dangerous goods training, etc. • Collation and assessment of details of dangerous goods incidents, accidents and the discovery of undeclared dangerous goods within the accident prevention and flight safety programme.

ALL

9.3 TRAINING

ALL

9.3.1 Basic Training

Refer to [OMDC, Appendix I, Dangerous Goods Training Program](#).

ALL

9.3.2 Recurrent Training

All personnel detailed in [OMDC, Appendix I](#) have to receive recurrent training concerning Dangerous Goods. Recurrent training must be provided within 24 months of previous training in addition to the remainder of the month of completion to ensure knowledge is current. If recurrent training is completed within the final three months of validity of previous training, the period of validity shall extend from the month of completion until 24 months from the expiry month of that previous training. Staff whose training has expired, are not permitted to be involved in the easyJet operation and must be removed from front line duty until this training has been completed.

ALL

9.4 RECOGNITION OF UNDECLARED AND/OR HIDDEN DANGEROUS GOODS

ALL

9.4.1 Hidden Dangerous Goods

Personnel must be alert to indications that undeclared dangerous goods are present within cargo, mail or stores. Personnel interfacing with passengers must be alert to indications that prohibited dangerous goods are carried by passengers or within their baggage.

Note: THE DISCOVERY OF UNDECLARED OR MIS-DECLARED DANGEROUS GOODS OR THE DISCOVERY OF DANGEROUS GOODS FORBIDDEN FOR CARRIAGE BY PASSENGERS (DISCOVERED AFTER THE CHECK-IN PROCESS) MUST BE REPORTED THROUGH ASR.

The following is a list of general descriptions that are often used for items in cargo or in passengers' baggage and the types of dangerous goods that may be included in any item bearing that description.

Description	Potential Hazards
Aircraft On Ground (AOG) spares	May contain explosives (flares or other pyrotechnics), chemical oxygen generators, unserviceable tyre assemblies, cylinders of compressed gas (oxygen, carbon dioxide or fire extinguishers), fuel in equipment, wet or lithium batteries, matches.
Automobile parts (car, motor, motorcycle.)	May include engines (including fuel cell engines), carburetors or fuel tanks that contain or have contained fuel, wet or lithium batteries, compressed gases in tyre inflation devices and fire extinguishers, air bags, flammable adhesives, paints, sealants and solvents, etc.
Battery-powered devices/equipment	May contain wet or lithium batteries.
Breathing apparatus	May indicate cylinders of compressed air or oxygen, chemical oxygen generators or refrigerated liquefied oxygen.
Camping equipment	May contain flammable gases (butane, propane, etc.), flammable liquids (kerosene, gasoline, etc.) or flammable solids (hexamine, matches, etc.).
Cars, car parts	See automobile parts, etc.

Description	Potential Hazards
Chemicals	May contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances.
Consolidated consignments (groupages)	May contain any of the defined classes of dangerous goods.
Cryogenic (liquid)	Indicates refrigerated liquefied gases such as argon, helium, neon, nitrogen, etc.
Cylinders	May contain compressed or liquefied gas.
Dental apparatus	May contain flammable resins or solvents, compressed or liquefied gas, mercury and radioactive material.
Diagnostic specimens	May contain infectious substances.
Diving equipment	May contain cylinders of compressed gas (e.g. air or oxygen). May also contain high intensity diving lamps that can generate extreme heat when operated in air. In order to be carried safely, the bulb or battery should be disconnected.
Drilling and mining equipment	May contain explosive(s) and/or other dangerous goods.
Dry shipper (vapour shipper)	May contain free liquid nitrogen. Dry shippers are only not subject to the Technical Instructions when they do not permit the release of any free liquid nitrogen irrespective of the orientation of the packaging.
Electronic equipment	May contain magnetised materials, mercury in switch gear, electron tubes, wet or lithium batteries or fuel cells or fuel cell cartridges that contain or have contained fuel.
Electrically-powered apparatus (wheelchairs, lawn mowers, golf carts, etc.)	May contain wet or lithium batteries or fuel cells or fuel cell cartridges that contain or have contained fuel.
Expeditionary equipment	May contain explosives (flares), flammable liquids (gasoline), flammable gas (camping gas) or other dangerous goods.
Film crew and media equipment	May contain explosive pyrotechnic devices, generators incorporating internal combustion engines, wet or lithium batteries, fuel, heat-producing items, etc.

Description	Potential Hazards
Frozen embryos	May be packed in refrigerated liquefied gas or dry ice (solid carbon dioxide).
Frozen fruit, vegetables, etc.	May be packed in dry ice.
Fuel control units	May contain flammable liquids.
Hot-air balloon	May contain cylinders with flammable gas, fire extinguishers, engines (internal combustion), batteries, etc.
Household goods	May contain items meeting any of the criteria for dangerous goods. Examples include flammable liquids such as solvent-based paint, adhesives, polishes, aerosols (for passengers, those not permitted under ICAO Technical Instructions 8.1.1.2), bleach, corrosive oven or drain cleaners, ammunition, matches, etc.
Instruments	May conceal barometers, manometers, mercury switches, rectifier tubes, thermometers, etc. containing mercury.
Laboratory/testing equipment	May contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances lithium batteries, cylinders of compressed gas, etc.
Machinery parts	May contain flammable adhesives, paints, sealants and solvents, wet and lithium batteries, mercury, cylinders of compressed or liquefied gas, etc.
Magnets and other items of similar material	May individually or cumulatively meet the definition of magnetised material.
Medical supplies/equipment	May contain items meeting any of the criteria for dangerous goods, particularly flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances lithium batteries.
Metal construction material	May contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.

Description	Potential Hazards
Metal fencing	May contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
Metal piping	May contain ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.
Pharmaceuticals	May contain items meeting any of the criteria for dangerous goods, particularly radioactive material flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances.
Photographic supplies/equipment	May contain items meeting any of the criteria for dangerous goods, particularly heat-producing devices, flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances.
Racing car or motorcycle team equipment	May contain engines (including fuel cell engines), carburettors or fuel tanks that contain fuel or residual fuel, wet and lithium batteries, flammable aerosols, nitromethane or other gasoline additives, cylinders of compressed gases, etc.
Refrigerators	May contain liquefied gases or an ammonia solution.
Repair kits	May contain organic peroxides and flammable adhesives, solvent-based paints, resins, etc.
Samples for testing	May contain items meeting any of the criteria for dangerous goods, particularly infectious substances, flammable liquids, flammable solids, oxidisers, organic peroxides, toxic or corrosive substances.
Semen	May be packed with dry ice or refrigerated liquefied gas (see also dry shipper).
Sporting goods/sports team equipment	May contain cylinders of compressed or liquefied gas (air, carbon dioxide, etc.), lithium batteries, propane torches, first aid kits, flammable adhesives, aerosols, etc.
Swimming pool chemicals	May contain oxidising or corrosive substances.

Description	Potential Hazards
Switches in electrical equipment or instruments	May contain mercury.
Tool boxes	May contain explosives (power rivets), compressed gases or aerosols, flammable gases (butane cylinders or torches), flammable adhesives or paints, corrosive liquids, lithium batteries etc.
Torches	Micro torches and utility lighters may contain flammable gas and be equipped with an electronic starter. Larger torches may consist of a torch head (often with a self-igniting switch) attached to a container or cylinder of flammable gas.
Unaccompanied passengers' baggage/personal effects	May contain items meeting any of the criteria for dangerous goods not permitted for carriage by passengers and crew.
Vaccines	May be packed in dry ice.

ALL**9.4.1.1 Consumer Labelling (Overview)**

Some everyday household items bear consumer warning labels which may or may not indicate they are classified as dangerous goods in air transport. All over the world there are different laws on how to identify the hazardous properties of chemicals (called 'classification') and how information about these hazards is then passed to users (through consumer supply labels and safety data sheets for workers). This can be confusing because the same chemical can have different hazard descriptions in different countries. For example, a chemical could be labelled for supply as 'toxic' in one country, but not in another. For this reason, the UN brought together experts from different countries to create the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

The GHS has been implemented within Europe by the Regulation on Classification, Labelling and Packaging of Substances and Mixtures (known as the CLP Regulation).

ALL**9.4.1.2 GHS Labels**

Products bearing the following GHS labels ARE classified as dangerous goods:



Note: A product bearing the GHS corrosive label (depicted far right above) is NOT classified as dangerous goods if the signal word 'Danger' and hazard statement 'causes serious eye damage' applies.

Products bearing the following GHS labels (and none of the above) are NOT classified as dangerous goods:



ALL

9.5 PROCEDURES FOR RESPONDING TO EMERGENCY SITUATIONS

Emergency procedures are described in the FCOM, QRH, OM B and CSPM.

If it is suspected that dangerous goods are involved, additional precautions should be considered.

ALL

9.5.1 Flight Crew Dangerous Goods Incident Procedures

- Keep flight deck door locked (except as required for removal of items from the flight deck).
- Refer to QRH Abnormal and Emergency Procedures Smoke.
- Seatbelt sign on.
- Consider landing as soon as possible.
- For dangerous goods incidents in the passenger cabin, refer to cabin crew checklist and coordinate flight deck and cabin crew actions.
- After landing, disembark passengers and crew before opening any cargo hold doors if the source is suspected to be in a cargo hold.

ALL

9.5.2 Cabin Crew Dangerous Goods Incident Procedures

Initial Actions

Any incident involving suspected dangerous goods should be notified immediately to the Commander who must be kept informed of all actions taken and their effect.

- Ask the owner of the item to identify themselves and the item.
- Ask them to identify the potential hazards. The passenger may be able to give some guidance on the hazard(s) involved and how these could be dealt.

In Case of Fire Smoke Fumes

Standard emergency procedures must be used to deal with any fire. Refer to the CSPM for firefighting procedures.

In Case of Spillage or Leakage

Collect items for use in dealing with spillage or leakage:

- Smoke hood.
- Bio-hazard kit.
- A supply of paper towels or newspapers or other absorbent paper or fabric (e.g. seat cushion covers).
- Hypoallergenic gloves.
- At least two large plastic gash bags.
- At least three smaller plastic bags (bio-hazard bags) or if none available, sick bags.
- An empty canister.

Actions

- Don hypoallergenic gloves and smoke hood.
- If possible, move passengers away from the area.
- Place dangerous goods items in plastic bags:

If it is absolutely certain that the item will not cause a problem, the decision may be taken NOT to move it.

In most circumstances, however, it will be better to move the item and this should be done as detailed below:

- Prepare two plastic bags by rolling down the sides of the bags and place them on the cabin floor.
- Place the item, along with any paper towels or other materials and hypoallergenic gloves that have been used, inside the first bag ensuring that any part that is leaking is kept upright with the leak at the top.
- Close the bag while squeezing out any excess air and tie the bag tight enough to be secure but not so tight to that pressure equalisation cannot take place.
- Place this bag into the second prepared bag, and tie the bag in the same manner as the first bag.

In the case of a spill of known or suspect dangerous goods in powder form:

- Leave everything undisturbed.
- Do not use fire agent or water.
- Cover area with plastic bags.
- Keep area isolated until after landing.

In the case of a spill of known or suspect dangerous goods in liquid form:

- Leave everything undisturbed.
- Use fire agent or water as required.
- Cover area with plastic bags. Do not attempt to mop up the spillage.
- Keep area isolated until after landing.

Stowage and Containment

- To stow the plastic bags either place them in a fire retardant bag or in an empty canister.
- Ensure that any contaminated paper towels etc. are also stowed. Fire retardant bags should be sealed and canister doors closed.
- Place the canister or the fire retardant bag as far as possible from the flight deck and passengers. Use the rear toilet wherever possible. The toilet door should be locked from the outside.
- By using the toilet, any fumes will be vented away from the passengers and crew.
- Ensure when moving the fire retardant bag that it is sealed and upright or in case of a canister the door is at the top to prevent further leakage.
- When the bag or canister has been relocated, wedge then firmly in place to prevent them from moving and to keep the item upright.
- Ensure that the position of the bag or canister doesn't impede disembarkation from the aircraft.
- Treat contaminated seat cushions/covers/articles, in the same manner as the dangerous goods item.

After Landing

- Identify to ground personnel/emergency services dangerous goods item and where they are stowed.
- Pass on all information about the item.
- Make appropriate entry in the cabin defects log.

ALL

9.5.3 Ground Crew Dangerous Goods Incident Procedures

In the event of a safety incident or accident, the work must stop, the scene must be frozen and isolated and the event shall be immediately reported to line management, operating flight crew, easyJet ICC, the Airport Operations & Contract Manager (AOCM) and, as required, to local authorities. A GSR must be submitted for all incidents, accidents and near-misses.

ALL

9.6

INCIDENTS AND ACCIDENT REPORT

Dangerous goods incidents and accidents are reported to the competent authority and the appropriate authority of the State of occurrence in all instances within 72 hours of the event unless exceptional circumstances prevent this. To enable easyJet to be able to report this to the Competent Authority within the 72 hours, crew are required to complete a report in SafetyNet.

Dangerous Goods Accident: An occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property or environmental damage.

Dangerous Goods Incident: An occurrence other than a dangerous goods accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property or environmental damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants is also deemed to be a dangerous goods incident.

easyJet must report any occasion when dangerous goods that are not permitted are discovered in the baggage or on the person of passengers (after check in) or crew members. This must be reported to the State of which it occurred.

Possible dangerous goods occurrences reportable under the Mandatory Occurrence Reporting Scheme include:

- Failure to prepare electric wheelchairs in order to prevent accidental activation.
- Electric wheelchairs found not to have been stowed and secured correctly.
- Leakage of dangerous goods from passenger baggage.

ALL

9.7

CARRIAGE OF WEAPONS

ALL

9.7.1

Firearms and Explosives

Handguns, automatic weapons, munitions, ammunitions, (including blank cartridges), pistol caps, fireworks, flares, pyrotechnics, smoke canisters and fire crackers, are not permitted for carriage on easyJet aircraft, with certain exceptions. The exceptions are: Sporting and Competition firearms and their ammunition (UN0012 and UN0014). Furthermore, there are circumstances in which Police and Personal Protection Officers may carry firearms.

ALL

9.7.2 Carriage of Sporting Weapons and Ammunition

Sporting weapons and ammunition for such weapons may be carried provided they are stowed in a place on the aircraft which is inaccessible to passengers during flight, i.e. as checked baggage and, in the case of firearms, unloaded.

All passengers intending to travel with firearms or ammunition must ensure they have the required:

- Documentation and licences;
- Export/import licences; and
- Authorisation from local and national authorities.

Please note that some types of firearms are not permitted in certain countries and easyJet is unable to accept firearms for carriage to and within such countries. The passenger is solely responsible for requirements above being correct and up to date for any firearm(s) or ammunition. The passenger must also produce a valid identity document (e.g. passport).

Ammunition is subject to the conditions set out in [9.1.5](#).

ALL

9.7.3 Munitions of War

The carriage of any weapons or ammunition falling within this definition can only be shipped with the written permission of the Competent Authority. The suitability of the aircraft must be determined by strict compliance with the requirements of the air navigation order.

The carriage of weapons of war and associated ammunition is not permitted on easyJet aircraft, unless specifically authorised by the Competent Authority.

ALL

9.7.3.1 CS Gas

CS gas may not be carried on board or in the hold during flight.

For the purposes of security on the ground, when responding to a Commander's request for police attendance, Police Officers may board the aircraft with CS Gas. If CS gas is used in the cabin, special procedures must be followed before the aircraft returns to service.

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10 CHANGE REVISION SUMMARY

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10-30	Further guidance added for restricted uplifts.
10-37	Addition of manual handling guidance.
10-38	Clarification of passenger life jacket search when operating with no cabin crew.
10-48	Clarification of NDM able to review circumstances.
10-49	Addition of checked in luggage for night stop duties.
10-50	UK AOC: Removal of exemptions which are no longer applicable to the operation.
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10-52	Removal of Spanish domestic references.
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10 AVIATION SECURITY

ALL

10.1 INSTRUCTIONS AND GUIDANCE

ALL

It is an easyJet requirement that all personnel are familiar with and comply with the requirements of National Aviation Security Programmes (NASP). All flight crew and cabin crew are required to undergo security training.

Each AOC is required to develop, document and maintain an Air Carrier Security Programme (ACSP) as part of the NASP. The easyJet Security Managers (UK, Swiss and Austrian AOCs) have the overall responsibility for matters affecting security and as such report directly to their respective Accountable Manager. The Security Managers are responsible for the establishment and maintenance of security policy and procedures in accordance with the National Aviation Security Programmes.

ALL

10.1.1 Definitions

- “**Authorised person**” is someone who has been authorised by easyJet to be on board the aircraft. Authorisations valid at each aerodrome must be specified in the local procedures. Authorised persons include ground handlers, engineers and all aircraft servicing staff.
- “**Attended**” means that the authorised person is in the immediate vicinity of the aircraft carrying out normal duties – all persons approaching and/or entering the aircraft must be challenged and their credentials checked before access is permitted.
- “**Secure**” means that the aircraft is protected from unauthorised access in accordance with the relevant regulatory requirements.
- “**Critical part**” means part of a security restricted area defined, by the Airport Authority, including at least:
 - All parts of an airport to which screened departing passengers have access; and
 - All parts of an airport through which screened departing hold baggage may pass or in which it may be held.
- “**Appointed person**” For each flight, the ground handling partner will nominate a specific individual as the ‘Appointed Person’. The Appointed Person is to be given instruction in the processes applied at the particular airport. The specific responsibilities of the appointee are to:
 1. Ensure that, before pushback, they have received details of all bags that have been loaded for carriage on the flight.
 2. Where the local system involves the production of hard-copy listings, check that lists contain all the necessary details and have been signed as correct by the appropriate member of staff or agent.

3. Include on the Manifest Declaration Form (MDF) details of the total number of bags in each category.
4. Sign the MDF to the effect that to the best of their knowledge, all appropriate security measures have been completed to achieve the requirements.
5. Give authority to push back when actions at 1-4 above have been completed.

ALL

10.1.2 Individual Responsibility

Security is best preserved by having a high level of personal awareness and responsibility, with all personnel remaining vigilant at all times.

The easyJet UK Limited, easyJet Europe Airline GmbH and easyJet Switzerland SA security policy is detailed in the Air Carrier Security Programme Chapter 1 paragraph 1.10.

ALL

10.1.3 Aim

The aim of aviation security is to safeguard passengers, crew, ground personnel and the general public from acts of unlawful interference with civil aviation in-flight or on the ground.

Since easyJet has aircraft operating under United Kingdom, Swiss and Austrian AOCs the relevant security authorities responsible for their National Aviation Security Programme (NASP) are:

- UK AOC – The United Kingdom Department for Transport (DfT TRANSEC).
- Swiss AOC – The Swiss Federal Office for Civil Aviation (FOCA).
- Austrian AOC – The Austrian Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation and Technology (BMK).

ALL

10.1.4 Operational Control

The Network Duty Manager (NDM) is responsible for informing the on-call Security Manager of any security related matter. The on-call Security Manager will ensure that the respective AOC Security Manager and/or Accountable Manager are notified (where the on-call Security Manager is not responsible for the AOC concerned). In addition, the NDM is responsible for ensuring that aircraft Commanders are kept fully informed of any security related matters related to that aircraft Commander's current operation and/or duties.

Liaison between responsible Authorities and easyJet is made through the respective Security Managers.

All information given to easyJet by outside agencies is evaluated by the Security Managers and is disseminated to the easyJet Integrated Control Centre (ICC), flight crews and aerodrome management as applicable.

Operating Crew (Flight and Cabin) having any security concerns shall immediately inform the Commander.

The Commander shall report any security concerns to ICC in the first instance.

ALL

10.1.5 Country Threat/Aviation Risk Levels

ALL

10.1.5.1 Overall Country Threat Levels

An overall threat level is determined for each country within our network. The threat levels are categorised as below:

- LOW:** Meaning rarely occurring security incidents have a minimal negative impact.
- MOD:** Meaning infrequently occurring security incidents have a minor negative impact.
- MED:** Meaning occasionally occurring security incidents have a significant negative impact.
- HIGH:** Meaning frequently occurring security incidents have a severe negative impact.
- E/HIGH:** Meaning persistently occurring security incidents have a critical negative impact.

The easyJet Security Team is constantly updating ICC and Flight Operations of current risk levels around easyJet network and the corresponding required security measures.

ALL

10.1.5.2 Country Terrorist Aviation Risk Level

An overall terrorist aviation risk level is determined for each country within our network. This is based on an assessment of the perceived aviation terrorist threat and the standard of aviation security measures in place.

The threat levels are categorised as below:

- LOW:** Low
- MOD:** Moderate
- MED:** Medium
- HIGH:** High
- E/HIGH:** Elevated High

ALL

10.1.6 Security Identity Passes

UK-AOC

10.1.6.1 Requirements for Crew Members (UK AOC)

On joining easyJet all crew will be issued with an aircrew identity pass and valid airport ID for their base airport.

Swiss-AOC

10.1.6.1 Requirements for Aircrew Identity Pass Issuance (Swiss AOC)

On joining easyJet Switzerland all crew will be issued with an aircrew identity pass. For crew based at BSL airport, they may also be issued a valid airport ID issued by DGAC.

As per rule EC300/2008 on security measures, new crew members (whether Swiss or Foreign Citizens) filing an application for the issuance of an aircrew identity pass will need to provide:

- For Swiss Citizens or Foreigners living in Switzerland:
 - An extract of criminal records extract of criminal records in all states of residence during at least the preceding 5 years;
or
 - A print out of a positive risk decision produced by the Information Security and facility Protection Unit of the Chief Armed Forces of Switzerland (risk decision) not older than 30 days.
- For foreigners and persons under a “stay permit” who do not live on a permanent basis in Switzerland:
 - An extract of criminal records not older than 30 days from their country of origin must be provided.

Austrian-AOC

10.1.6.1 Requirements for Crew Members (Austrian AOC)

On joining easyJet all crew will be issued with an aircrew identity pass and valid airport ID for their base airport.

UK-AOC

10.1.6.2 Requirements for all Crew Members (UK AOC)

Aircrew identity passes and valid airport ID (where issued) must be clearly displayed at all times when on duty. Cabin crew should remove these when they board the aircraft.

When a crew member leaves the aircraft, for any reason, aircrew passes/airport ID must be worn and clearly displayed.

Passes must be presented when demanded by a member of airport security or appropriate authority.

A lost pass should be reported immediately to the issuing authority, easyJet and the local police. At no time should the pass be transferred to another person. There are severe penalties for the misuse of passes and indeed it may prevent the person being issued with another pass.

Passes must be returned when Pilots and Cabin Crew leave easyJet.

Swiss-AOC

10.1.6.2 Requirements for all Crew Members (Swiss AOC)

Aircrew identity passes and valid airport ID (where issued) must be clearly displayed at all times when on duty. Cabin crew should remove these when they board the aircraft.

When a crew member leaves the aircraft, for any reason, aircrew passes/airport ID must be worn and clearly displayed.

Passes must be presented when demanded by a member of airport security or appropriate authority.

A lost pass should be reported immediately to the issuing authority, easyJet and the local police. At no time should the pass be transferred to another person. There are severe penalties for the misuse of passes and indeed it may prevent the person being issued with another pass.

Passes must be returned when Pilots and Cabin Crew leave easyJet.

Austrian-AOC

10.1.6.2 Requirements for all Crew Members (Austrian AOC)

Aircrew identity passes and valid airport ID (where issued) must be clearly displayed at all times when on duty. Cabin crew should remove these when they board the aircraft.

When a crew member leaves the aircraft, for any reason, aircrew passes/airport ID must be worn and clearly displayed.

Passes must be presented when demanded by a member of airport security or appropriate authority.

A lost pass should be reported immediately to the issuing authority, easyJet and the local police. At no time should the pass be transferred to another person. There are severe penalties for the misuse of passes and indeed it may prevent the person being issued with another pass.

Passes must be returned when Pilots and Cabin Crew leave easyJet.

ALL

10.1.7 Reporting of Security Interference

In the event of any unlawful interference on board an aircraft, the Commander is to ensure that:

- A report of the circumstances is submitted immediately by phone or ACARS to ICC;
or
- A report of the circumstances is submitted immediately by phone or ACARS to the CDO (for Unruly Passengers events only);
and
- An Air Safety Report (ASR) must be completed before the crew go off duty if flight safety was endangered;
- A Cabin Safety Report (CSR) is completed when applicable;
- Police report form is completed, where required. (Police at some airports require a specific form to be completed when handing over a disruptive passenger. See – Connected Portal Safety Pages.)

The report must:

- Be factual;
- Explain what was said and done;
- Mention whether or not a warning notice has been issued (where appropriate);
- Hold passenger details when reporting a disruptive passenger event.

ALL

10.1.8 Bomb Threats/Warnings

ALL

10.1.8.1 Introduction

Whilst it is recognised that in the last twenty years, all bomb threat/warnings have been hoaxes, they are usually intended to cause a nuisance and is seen as a serious criminal offence. Each and every bomb threat/warning should be recorded and a full assessment will be made by ICC in order to determine its significance and the level of risk it represents.

ALL

10.1.8.2 **Assessment and Categories of Threat/Warning**

easyJet is solely responsible for the assessment of threats made towards its aircraft (all AOCs) as the owner of the asset.

If the threat relates to a “wet leased” aircraft the “wet lease” operator is responsible for the assessment and any threat should be communicated to the operator as soon as possible. In these circumstances the ICC should maintain liaison, with the operator, and where appropriate assist in any response.

Any threats received should be assessed as soon as possible by a suitably trained Threat Assessor. The Security Team maintains a list of trained and currently authorised Threat Assessors. The easyJet Threat Assessors are based within the following teams:

- Integrated Control Centre (ICC) – Network Duty Managers (NDMs)/ Customer Disruption Officers (CDOs)
- easyJet Security Team

The NDM, or another trained and authorised Threat Assessor within the ICC, will initially assess the threat by working methodically through the Threat Assessment Form. Where necessary, the ICC Threat Assessor may consult with the Police, the appropriate Airport Authority (particularly if the aircraft involved is confirmed and is on the ground at an airport) or Ground Handling Partners in order to gather information to assist in making the threat assessment.

At all times, however, the existence of the bomb threat must be kept on a “need to know basis”.

Once the ICC Threat Assessor has completed their assessment they will then advise the Duty Security Manager. The Duty Security Manager will make an independent threat assessment. The ICC Threat Assessor and the Duty Security Manager will compare assessments. Where the two parties have assessed the threat category differently the **higher** threat will normally be taken.

The purpose of the assessment is to determine the credibility of the threat and what, if any, risks it poses to people, property, operations and the appropriate responses.

ALL**10.1.8.3 Action in Response to Threat Against Aircraft**

Category	Threat Received on Stand	Threat Received Whilst Taxiing or In-flight
RED – (i.e. a credible and specific threat requiring immediate protective measures, e.g. diversion or disembarkation).	<ul style="list-style-type: none"> • Disembark all passengers and crew with all cabin baggage in controlled circumstances, giving a security problem as the reason. • Escape slides should only be used in extreme emergencies where steps are not available. • Remove passengers to an area separated from other passengers. • Remove the aircraft to a remote location and quarantine the aircraft. If there is sufficient time before the estimated time of explosion, carry out a search of the aircraft. • Once “ALL CLEAR” has been given by Police, carry out a full search of the aircraft and catering and ensure all baggage is screened again and passengers reconciled to baggage before any re-embarkation is permitted. 	<ul style="list-style-type: none"> • The Captain will be informed of a Red Bomb threat in flight either via Company VHF, HF, ACARS or via ATC. • Follow the QRH checklist if in-flight. • On taxiing, the primary intention must be to taxi the aircraft to some part of the airport away from the terminal building and disembark the aircraft in controlled circumstances if at all possible, with identified items of cabin baggage. • In flight, an emergency should be declared stating the nature of the emergency and the aircraft should be diverted to the nearest appropriate airfield, civil or military, at which it can land safely. • If an immediate landing cannot be made a search should be conducted and, if a suspicious item is found, the procedures to move the item to the Least Risk Bomb Location (LRBL) should be followed. • When an aircraft lands following a RED bomb warning, follow the same procedures for a threat received on taxiing.

Category	Threat Received on Stand	Threat Received Whilst Taxiing or In-flight
AMBER – (i.e. threat of doubtful credibility, but where it is prudent to consider taking additional protective measures e.g. additional security search).	<ul style="list-style-type: none"> • The Network Duty Manager in consultation with the Duty Security Manager will decide what action is necessary. 	<ul style="list-style-type: none"> • The AMBER assessment will not be used for threats to aircraft in flight. • The threat assessors will decide whether it is RED or GREEN threat. • If an AMBER threat is advised to the Captain by another agency, the Captain will refer to the Network Duty Manager and follow advice given.
GREEN – (i.e. a threat assessed as non-credible. No immediate action is required).	<ul style="list-style-type: none"> • No further action required. 	<ul style="list-style-type: none"> • No further action required. • It will not be normal practice to inform the Captain or other staff of such a threat.

ALL**10.1.8.4 Reporting to Authorities**

All threats are reported to the authorities by either ICC or the AOC Security Manager or Ground Operations Manager as appropriate.

ALL**10.1.8.5 Warning Message Discovered on Board**

If a threatening message is discovered in-flight, the Commander is advised to observe the following procedure:

1. Confirm that the cabin crew pre-departure search was carried out (where applicable).
2. Contact ICC for advice.
3. If unable to contact ICC, continue as a Green threat unless further notes are found.
4. Do not take any action until assessed by ICC.
5. Preserve the message and avoid putting unnecessary finger prints on it.

At all times the existence of the bomb threat/warning should be kept on a “need to know basis”.

ALL**10.1.8.6 Locating the Explosive Device**

If the location of the device is not known, the operating crew, in conjunction with ICC, will obtain as much information as possible, in order to determine a “hiding place”.

If it is decided to initiate an in-flight search for the device, the Commander should ascertain how long the aircraft was accessible and unguarded so that the extent of the search may be briefed. The Commander will also need to find out as much as possible about the size and description of the device so that the crew will have at least some idea of what they are looking for, and where it might be.

Information is vital and will affect the urgency and intensity of any in flight search for an explosive device (Refer to [Section 10.1.8.7, “In Flight Search for Explosive Device”](#)).

ALL**10.1.8.7 In Flight Search for Explosive Device**

It is unlikely that a search will be necessary or practical as an immediate landing is always preferable. If a search is conducted the following procedure should be followed:

It is recommended that the crew search the areas of the aircraft with which they are most familiar. Advice should be sought from the Maintenance Operations Control (MOC) who may, because of their extensive knowledge of the aircraft, be able to suggest search areas not immediately apparent.

1. Flight Crew to search the flight deck. One pilot will conduct the search while the other controls the aircraft.
2. Cabin crew to search the cabin.
3. It is essential that the search team be well organised to ensure that the whole cabin area is searched in a logical and methodical manner, with nothing being moved past the search “barrier” without first being inspected. Use the aircraft search procedures detailed in [Section 10.2.5, “Aircraft Security Search Procedures”](#) for the aircraft interior.
4. Before the search begins, the passengers shall be required to identify, and remove, all their cabin baggage from the overhead lockers and floor, and to place it on their laps, open for scrutiny.
5. Begin at the flight deck door, work back through the aircraft cabin, the galleys and the toilets. Particular attention should be given to small spaces between equipment and the inner lining of the aircraft, especially in the galley and toilet areas.
6. Seat rows shall be searched one by one from the aisle to the window seat.

7. As each section of the cabin is searched, passengers must be moved from their seats and all cabin baggage, loose fittings, such as seat cushions, lifejackets and contents of seat pockets etc. removed and examined. After searching the area, all the items removed must be replaced under proper supervision.
8. Searching can be assisted by the use of a torch, if available, to observe under seat areas.
9. If an unusual or unclaimed article is found, it should not be disturbed. Its position should be noted and other articles kept clear of it. The remainder of the aircraft should be searched to ensure that not more than one unidentified item is on board. Only then, should consideration be given to what to do with it/them. Refer to [Section 10.2.5, "Aircraft Security Search Procedures"](#).

Explosive Device – Found

If an actual or suspected explosive device is found on board, the following procedure should be adopted:

1. Do not touch or move the object.
2. Move the passengers away from the object and instruct them to keep their heads below the top of the seat backs.
3. Portable oxygen bottles, bottles of alcohol and first aid kits must all be removed from the vicinity. Fire extinguishers must be readily available.
4. If an immediate landing can be made, the device should be left in place and packed around with items of clothing and any other blast absorbent materials. The device itself must be kept dry but the surrounding material should be wet in order to reduce the risk of fire.

Explosive Device – Moving to “Least Risk Bomb Location” (LRBL)

1. If an immediate landing cannot be made, use expert advice and consider moving the device, especially if its position poses a real threat to the aircraft.
2. It is most unlikely that any anti-handling device will be fitted. Nevertheless, do not open the device but check it can be moved by making sure there is no thread holding it to the aircraft structure. Do not disconnect or cut any wires or electrical connections.
3. Disarm Door 2R.
4. Prepare the LRBL (Door 2R) by making a platform of hard blast attenuating materials, such as cabin baggage, up to the centre of the door ready for the device.
5. Move object to “least risk bomb location” without altering its attitude.
6. Secure object with tape.

7. The device itself should be kept dry but pack around the object with water soaked material. Try to fill the entire area with "blast" absorbing materials such as clothing, furnishings, seat cushion, cabin baggage, etc.

ALL

10.1.8.8 Security Concern Regarding Passengers In-flight

It is possible that, whilst inflight, security concerns are raised regarding passengers on board. This could be due to observations of the Crew or due to concerns raised by other passengers. The priority should be to obtain as much information as possible to enable an assessment, of the threat the passenger may pose to the safety of the aircraft, to be conducted. The following is a list (not exhaustive) of factors to be obtained;

- Can the passenger(s), of concern, be identified?
- Description of the person(s) of concern.
- What behavior has been observed and by whom?
- What speech, by the passenger(s) of concern, has been heard and by whom? What language was this in and, where relevant, who has interpreted this?
- How close, to the passenger(s) of concern, was the person(s) who has observed/heard the behavior or speech?
- What is the current demeanor of the passenger(s)?
- Have any potential prohibited articles been seen in the possession of the passenger(s) of concern?
- Do the passenger(s) of concern appear to be associated with other passengers on the aircraft?

The above information should be communicated to the Aircraft Commander as soon as possible via the inter-phone. Crew should be aware of other passengers overhearing the conversation on the interphone which could cause additional concern. Ensure conversation is not overheard. On no account are the flight crew to open the flight deck door.

The Commander should make an initial assessment of the information and any potential threat to the aircraft identified.

The Commander should, where relevant, communicate any concerns to ICC as soon as possible passing as much detail as possible. The NDM should make an initial threat assessment, based on the information, and any immediate action decided. The on-call Security Manager should be contacted to confirm the threat assessment and to assist in the consideration of the appropriate response.

It should be noted that the threat assessment should determine the threat the passenger(s) of concern potentially pose to the *current* flight. All flights will have departed from airports that have substantial security screening measures in place, in line with their National Aviation Security Programme.

ALL**10.1.9 Hijacking**

It is accepted that the crew may be unable to prevent the forcible seizure of an aircraft. A hijack attempt may occur anywhere at any time. Each set of circumstances will be different.

Hijackers may be politically motivated, in pursuit of a crime, or mentally disturbed. They may be in possession of firearms, explosives, inflammable liquids or replica or simulated weapons or indeed they may be fanatical to the point of being prepared to sacrifice their own life.

easyJet Policy

- Safety of passengers and crew is of primary importance.
- This can best be achieved by complying with demands, by not surrendering and by avoiding conflict on the aircraft.
- Any attempt to resist or overpower hijackers on the aircraft must be recognized as excessively dangerous.
- The flight crew must concentrate on landing the aircraft safely as soon as possible. On no account is the flight crew to open the flight deck door. This may be very stressful, depending on what is happening in the aircraft cabin.

Commander's Authority

The Commander's normal authority and responsibility for the safety and welfare of the passengers, crew and aircraft continues even in the event of unlawful interference. Actions taken should take account of the demands of the hijacker only insofar as they do not jeopardise the safety of passengers and crew.

ALL**10.1.9.1 Hijack Procedures in the Air**

- Set Transponder to 7500.
- As soon as possible, inform ATC including the information that the flight deck is secure.
- Switch on Fasten Seat Belt sign and brief cabin crew by interphone.
- Find somewhere safe to land so that the situation can be resolved on the ground.
- Avoid violent aircraft manoeuvres.
- Cabin crew should make every effort to ensure passengers remain calm and do not resort to action which might jeopardise safety. Alcoholic drinks should not be served and passengers must be told to fasten seat belts.

ALL**10.1.9.2 Hijack Procedures on the Ground**

- After landing, the after landing and shutdown procedures should be completed as per SOPs.

- The Commander should keep the Authorities advised of requirements and attempt to obtain the release of passengers and crew.
- The Commander must expect the Police or other Authorities to take control. The Commander's duty then becomes, as ably as possible, to comply with their instructions consistent with the safety of the passengers and crew. The Authorities will probably want to prevent the aircraft taking off again. They will also be receiving technical advice and assistance from many sources, including easyJet, whereas it should be recognised that the Commander's assessment of the situation is limited by the confines of the aircraft and the constraints subjected to. Therefore, no independent action should be taken unless absolutely necessary.
- During negotiations, make the hijacker do the thinking.
- Pay strict attention to hygiene within the cabin, galleys and toilets. Try to keep doors, galleys and aisles clear of rubbish and equipment. Establish endurance of food, water, sanitary supplies and battery or APU. Transfer to a Ground Power Unit as soon as possible.
- Establish the medical condition of passengers and need for medical supplies. Make sure that both the hijackers and the Authorities are aware of these requirements for the welfare of passengers.

ALL

10.1.10 Disruptive Passengers

ALL

10.1.10.1 easyJet Policy

easyJet aims to protect passengers, crew and ground staff from unruly and drunken passengers and from the effects of crime. easyJet will support crew who take the necessary actions to deal with disruptive passengers in accordance with the policy outlined in this section. Any disruptive behaviour will not be tolerated and easyJet will:

1. Provide training to air crew in conflict management including the recognition of potentially disruptive passengers;
2. Require air crew to take reasonable steps to prevent disruptive behaviour, including denying carriage when appropriate;
3. Require crew to obtain a positive identification of passengers who are acting in a disruptive manner;
4. Encourage the Commander to ask for the police to meet flights after a disruptive passenger incident where appropriate, especially after an incident that threatens the safety of the crew, other passengers or the aircraft;
5. Encourage crew to give witness statements to the police if requested;
6. Support easyJet staff acting as witnesses if offenders are brought to trial.

ALL

10.1.10.2 Classification of Disruptive Passengers

There are four levels of disruptive behaviour as follows:

- Level 1: Disruptive behaviour including non-compliance, irrational and disorderly.
- Level 2: Physically disruptive behaviour including damage to property or aircraft, physical assault of crew or other passengers.
- Level 3: Life threatening behaviour, including threat or actual involvement of any weapon and attempts to open aircraft exits.
- Level 4: Attempted or actual breach of the flight deck door, including violence directed at the door.

ALL

10.1.10.3 Handling of Disruptive Situations

- Crew should attempt to defuse disruptive passenger events using their de-escalations skills from their training.
- Passengers suspected of being drunk and disorderly or under the influence of drugs should be denied travel.
- Crew must stop serving alcohol to any passenger who appears to become drunk or appears likely to do so.
- Crew may remove alcohol from a passenger where it is believed that the retention of it may jeopardise safety. A passenger's own alcohol may also be removed but must be returned when the passenger leaves the aircraft.
- Any passenger found smoking is to be told to stop immediately, ensure that the cigarette butt has been extinguished safely.
- If passengers attempt to video or photograph a disruptive incident they should be politely asked to stop. Any film or photographs remain the property of the passenger; crew cannot confiscate cameras or film but should take the passengers contact information and obtain their permission for the details to be passed to the police.
- Passengers must not be sedated under any circumstances.
- Communicate with the pilots to keep them updated of the situation, and give recommendations on action to be taken i.e. police to meet the aircraft, cancellation of return sectors (Refer to [Section 10.1.10.4 – Offloading Passengers Due to Disruptive Behaviour](#)).
- Communication with pilots to be via the interphone for level 3 and 4 incidents.
- Attempt to obtain a positive ID of the disruptive passenger if safe to do so.

To make a positive ID of a disruptive passenger, crew should attempt to obtain the following:

- Name
- Passport/identity card number
- Date of birth

Crew are not permitted to take photographs of a passenger's Passport or ID due to data protection requirements.

When completing a CSR, include the following:

- What the passenger did.
- What the passenger said (include exact words/tone/threats).
- If any crew member was assaulted (if there are any injuries provide photos).
- Details of police officers and their contact details if the police were called to the aircraft.
- The name of the person who made the positive identification and how they made it.
- Details of any passenger witnesses (the police may take passenger witness statements following an incident which will form the basis of any prosecution by the authorities or security team).

If dealing with a large group of disruptive passengers:

- It might not be possible to identify everybody. Crew should attempt to make a positive identification of as many disruptive passengers as possible; ideally those that are causing the most disruption.

ALL

10.1.10.4 Offloading Passengers Due to Disruptive Behaviour

easyJet can deny carriage or offload any passenger if it is considered that they breach any of the following:

- Obstruct the crew or airport staff in the performance of their duties.
- Fail to comply with any instruction of the crew or airport staff.
- Behave in a disorderly, unpredictable, unsafe or aggressive manner.
- Are drunk in an aircraft or appear to be under the influence of prohibited drugs.
- Smoking (including e cigarettes).
- Use any abusive or insulting words towards the crew or airport staff or behave in any of these ways towards the crew or airport staff.

- Use any threatening words towards the crew or airport staff or behave in a threatening manner.
- Cause harm, injury or threaten to cause harm or injury to crew or airport staff.
- Obscene or lewd words/behaviour towards a crew member or airport staff.
- Tampering with any emergency or safety equipment or deliberately causing damage.
- Making a bomb threat.
- An attempted or unauthorised intrusion into the flight deck, cabin or ramp.
- Endanger the aircraft or any person or property on board or at the airport.

Whenever a passenger has been refused carriage because of their behaviour, ICC is to be informed as soon as possible.

ALL

10.1.10.5 Disruptive Incidents on Board Before Departure

After boarding the aircraft, the decision as to whether or not to carry passenger rests with the Commander on advice from the SCCM.

The Commander has the authority to offload and deny carriage to any passenger if necessary to do so in the interests of safety and security.

ALL

10.1.10.6 Disruptive Incidents After Departure

Cabin Crew Actions:

- For level 3 and 4 incidents the flight deck door must remain locked for the remainder of the flight;
- If necessary request that the seat belt sign is switched on in order to assist in managing all passengers;
- Monitor the disruptive passenger, fellow crew members and other passengers during and after the event.

Pilot Actions:

- Pilots are not to leave the flight deck in-flight to assist with any disruptive incident;
- If necessary request the police to meet the aircraft on arrival;
- For level 3 and 4 incidents the Pilots are to inform ATC and the flight deck door must remained locked for the remainder of the flight;
- As a last resort and if it is considered unsafe to continue to the planned destination, divert the aircraft.

UK-AOC

10.1.10.7 Requesting Police Attendance (UK AOC)

If crew believe that the level of disruptive behaviour has escalated to an unacceptable level and they require police attendance then the police should be requested.

When the police attend, they must be given all necessary information about the incident so that a prosecution of the disruptive passenger can be implemented.

For level 2, 3 or 4 disruptive events the police should always be called. For a level 1 event, it is up to the crew to decide if police attendance is required.

When requesting police attendance in Italian airports – the “Allegato A Form” must be completed and handed to the police officer.

This form is located in the cabin crew forms library on the Connected Portal or in the flight deck library.

If the decision is made to call the Police, where possible, the police should be informed of the following before landing:

- The nature of the incident, where and when it occurred and if it is still ongoing;
- How many passengers are involved and their gender;
- If weapons were or are being used, or threatened;
- If there are any injuries and if an ambulance is required.

10.1.10.7.1 After Landing when Police have been Requested to Attend

Cabin Crew Actions

- Make a PA requesting passengers remain seated.
- Brief the police on the event, giving as much detail as possible.
- Identify disruptive passenger to the police.
- Crew are encouraged to give statements to the police when requested.
- If crew have not been able to obtain a positive ID of the disruptive passenger, the police can be asked to assist.

Sit-ins and Refusal to Leave an Aircraft

- Crew must remain on board to ensure the safety of the aircraft and passengers.
- The Commander is to liaise with the police and handling agent to establish best method of dealing with the situation.
- easyJet ICC must be informed.
- Crew members must not remove passengers by force. Passenger removals should only be effected by the police or other law enforcement agents.

Gathering Information from the Police

The following information should be collected from the police and recorded in the safety report so that the incident can be followed up:

- Collar number/ID number of Police officer(s) in attendance and or the investigating officer(s);
- Crime number or incident number;
- Name and contact details of Police authority.

Witness Statements

Crew members are encouraged to cooperate fully with the police and give statements as requested. Under no circumstance should crew members give the police their home address, personal e-mail, telephone or mobile number but instead should quote the relevant AOC address as appropriate to the registration of the aircraft:

easyJet Airline Co Ltd, Hangar 89, London Luton Airport, Luton, Bedfordshire, LU2 9PF. United Kingdom

Swiss-AOC

10.1.10.7 Requesting Police Attendance (Swiss AOC)

If crew believe that the level of disruptive behaviour has escalated to an unacceptable level and they require police attendance then the police should be requested.

When the police attend, they must be given all necessary information about the incident so that a prosecution of the disruptive passenger can be implemented.

For level 2, 3 or 4 disruptive events the police should always be called. For a level 1 event, it is up to the crew to decide if police attendance is required.

When requesting police attendance in Italian airports – the “Allegato A Form” must be completed and handed to the police officer.

This form is located in the cabin crew forms library on the Connected Portal or in the flight deck library.

If the decision is made to call the Police, where possible, the police should be informed of the following before landing:

- The nature of the incident, where and when it occurred and if it is still ongoing;
- How many passengers are involved and their gender;
- If weapons were or are being used, or threatened;
- If there are any injuries and if an ambulance is required.

Swiss Regulations

The Swiss regulations are fully applicable in the following cases:

- When incidents take place on board a Swiss registered aircraft in-flight independent of the nationality of the unruly passenger (article 97 of the Air Law Act);
- When incidents occur while aircraft are over-flying Swiss territory (article 3 of the Penal Law);
- When the unruly passenger or their victim is a Swiss citizen and the offence is threatened with imprisonment (article 5 and 6 of the Penal Law, article 91 of the Air Law Act);
- When incidents are covered by provisions of the Tokyo or Montreal Conventions.

According to article 11 of the ordinance concerning the rights and duties of the Commander of an aircraft (RS 748.225.1), any failure to obey the lawful commands is an infringement and will be prosecuted according to article 91 of the Air Law Act.

10.1.10.7.1 After Landing when Police have been Requested to Attend

Cabin Crew Actions

- Make a PA requesting passengers remain seated.
- Brief the police on the event, giving as much detail as possible.
- Identify disruptive passenger to the police.
- Crew are encouraged to give statements to the police when requested.
- If crew have not been able to obtain a positive ID of the disruptive passenger, the police can be asked to assist.

Sit-ins and Refusal to Leave an Aircraft

- Crew must remain on board to ensure the safety of the aircraft and passengers.
- The Commander is to liaise with the police and handling agent to establish best method of dealing with the situation.
- easyJet ICC must be informed.
- Crew members must not remove passengers by force. Passenger removals should only be effected by the police or other law enforcement agents.

Gathering Information from the Police

The following information should be collected from the police and recorded in the safety report so that the incident can be followed up:

- Collar number/ID number of Police officer(s) in attendance and or the investigating officer(s);

- Crime number or incident number;
- Name and contact details of Police authority.

Witness Statements

Crew members are encouraged to cooperate fully with the police and give statements as requested. Under no circumstance should crew members give the police their home address, personal e-mail, telephone or mobile number but instead should quote the relevant AOC address as appropriate to the registration of the aircraft:

easyJet Switzerland SA, Route de l'Aeroport 5, CH-1215 Geneva 15, Switzerland

Austrian-AOC

10.1.10.7 Requesting Police Attendance (Austrian AOC)

If crew believe that the level of disruptive behaviour has escalated to an unacceptable level and they require police attendance then the police should be requested.

When the police attend, they must be given all necessary information about the incident so that a prosecution of the disruptive passenger can be implemented.

For level 2, 3 or 4 disruptive events the police should always be called. For a level 1 event, it is up to the crew to decide if police attendance is required.

When requesting police attendance in Italian airports – the “Allegato A Form” must be completed and handed to the police officer.

This form is located in the cabin crew forms library on the Connected Portal or in the flight deck library.

If the decision is made to call the Police, where possible, the police should be informed of the following before landing:

- The nature of the incident, where and when it occurred and if it is still ongoing;
- How many passengers are involved and their gender;
- If weapons were or are being used, or threatened;
- If there are any injuries and if an ambulance is required.

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Cabin Crew Actions

- Make a PA requesting passengers remain seated.
- Brief the police on the event, giving as much detail as possible.
- Identify disruptive passenger to the police.
- Crew are encouraged to give statements to the police when requested.

- If crew have not been able to obtain a positive ID of the disruptive passenger, the police can be asked to assist.

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- Crew must remain on board to ensure the safety of the aircraft and passengers.
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- Crime number or incident number;
- Name and contact details of Police authority.

Witness Statements

Crew members are encouraged to cooperate fully with the police and give statements as requested. Under no circumstance should crew members give the police their home address, personal e-mail, telephone or mobile number but instead should quote the relevant AOC address as appropriate to the registration of the aircraft:

easyJet Europe Airline, GmbH, Wagramer Strasse 19, 11.Stock. 1220 Vienna Austria

ALL

10.1.10.8 Refusal of Travel (Including Onward/Return Sectors)

easyJet's Conditions of Carriage allows for refusal of travel on the return or onward sector of a particular booking following a disruptive incident, providing easyJet policy has been adhered to. The decision to refuse onward travel or return travel will be made by ICC under advice from the crew.

ALL

10.1.10.9 The Law and Actions Taken by the Authorities

- The national law of the relevant country, to which the aircraft is registered, and the arrival airport applies.
- The decision as to whether or not to prosecute an offender lies with the local police or prosecuting agent.

- Action can only be taken where there is sufficient evidence that a criminal offence has been committed.

ALL

10.1.10.10 Post Incident Support

Court Appearances

easyJet staff will be provided the necessary support if they are required to give evidence in court. Time spent by staff making statements to the police and attending court will be deemed as duty time. Staff will therefore be entitled to full pay and appropriate allowances when acting as a witness. Should a staff member receive a request to attend court, they should contact the security team and their line manager to ensure that support can be arranged.

Compensation

Where staff or crew members on duty have been assaulted or injured by an offender, it may be possible in some jurisdictions for them to claim financial compensation whether from the passenger or under a local scheme. easyJet will support and assist staff in obtaining such compensation where it is appropriate.

Follow up of an Incident

The following is an outline, but not exhaustive list of support that is offered by the Security Support Team (Security Team, HR and Managements Team):

- An explanation of police procedures and rationale, as far as possible, for police action.
- If requested, the Security Support Team can attend police stations with staff when called upon for statements, identity parades or other investigative procedures.
- Advice as to what to expect at a court appearance. If requested and possible the Security Support Team will take the staff member(s) to visit the court before the trial, to see the lay out and to ensure they have a better understanding of what to expect on the day.
- Engagement with the Legal Department and/or HR on behalf of staff to ensure that the best possible advice is available.
- Crew are reminded that there is an Employee Assistance Program (EAP), if they need further support. Details can be found on crew portal or through base management teams.
- The Security Team will also consider whether the behaviour of the disruptive passenger(s) meets the criteria for sanctions imposed by easyJet e.g. No fly. Refer to The Disruptive Passenger Process Document (Staff) located at <http://inside/teams/safetyandsecurity/security/Documents/Forms/AllItems.aspx>

UK-AOC

10.1.10.11 Disruptive Passenger Incident on Swiss AOC Aircraft (UK AOC)

Reserved

Swiss-AOC

10.1.10.11 Disruptive Passenger Incident on Swiss AOC Aircraft (Swiss AOC)

The following process will be followed when a Disruptive Passenger Incident occurs on a Swiss AOC Aircraft:

Crew Member Actions

The crew member will issue a verbal warning towards the Disruptive Passenger. If the passenger is not complying:

- The Crew member will issue a warning notice using the “Warning to Unruly Passenger Event Form” (waUPE Form).

If the passenger is still not complying:

- The Crew member will raise a CSR and file out the UPE Form. Cases except for smoking, no waUPE form is issued as it is treated directly as an “Unruly Passenger Event” (UPE) case.
- Report will be filed and entered in Safety Management System;

SafetyNet Investigators

Report will be filed as a MOR (Mandatory Occurrence Report);

Security Team

Will be informed of a disruptive passenger case through the reporting system;

If complying, submit the case to the Swiss FOCA the Security Department for prosecution.

Swiss FOCA Actions

Will be informed of a disruptive passenger case through SafetyNet Investigators and the easyJet Security Team.

Decide if the case can be prosecuted.

If complying:

Issue a fine towards the disruptive passenger.

Disruptive Passenger Reporting to Swiss Authority

According to Article 11 of the Ordinance concerning the Rights and Duties of the Commander of an aircraft (SR 748.225.1), any failure to obey the lawful commands is an infringement and will be prosecuted according to Article 91 of the Air Law Act (Swiss).

Pertaining to the service on board, the crew shall take a responsible approach with regard to serving alcohol.

The crew member shall follow company procedures as defined in the OM-A [Chapter 10](#) manual regarding “Disruptive Passengers” and as well based on the received training on this topic. It is important to let the passenger know, that there is a risk of being fined and/or imprisoned.

When the commander considers the incident serious enough to warrant a response of the police authorities, the operations centre should be informed and police authorities attendance requested. In States who did not ratify the Tokyo and/or Montreal Convention (the entire easyJet network is fully covered by both treaties), the local police authorities may not have jurisdiction.

After analysis of each related case, when found necessary, easyJet will then activate the prosecution process if all the correct documentation has been received.

Warning To Unruly Passenger Event Form (WaUPE Form)

This form is to be used when a passenger has been found disruptive or after having given a warning to a passenger.

A Warning to Unruly Passenger Event Form is being made available in English and in eight other languages (Arabic, French, German, Italian, Portuguese, Spanish, Swedish, Turkish). They are made available as a pad on board each easyJet Switzerland's aircraft. One copy will be retained, the second one handed over to the concerned passenger. Below you will find the text in English version as a sample.

“You have failed to comply with the instructions of the crew members. In addition, your behaviour may be in violation with the law. Your immediate cooperation is required if you wish to avoid removal from this aircraft on arrival and prosecution.

The international aviation regulations prohibit for example the following:

- Smoking in the lavatories and in the cabin (according to air carrier's policy);
- Interference with crew members or other passengers;
- Creating any disturbance endangering flight safety;
- Drinking any alcohol beverage unless served by a crew member.

If you do not refrain from such unruly behaviour, you will be met by the police authorities on arrival.”

Procedure for the “Warning to Unruly Passenger Event Form (waUPE)”:

- One sheet is given to the disruptive passenger with the box found on page 2 at the bottom right filled in, except for the crew member's name (leave blank).

- The second sheet has to be filled in and attached with the ASR/CSR and faxed together with the page 2 only of the “waUPE” form, with the box found at the bottom right fully filled in.
- Once you are about to use the last 4 sheets of the pad, please advise the Cabin Crew Manager to load the specific aircraft with a new pad on “Warning to Unruly Passenger Event Form (waUPE)”.

Austrian-AOC

10.1.10.11 Disruptive Passenger Incident on Swiss AOC Aircraft (Austrian AOC)

Reserved

ALL

10.1.11 Misuse of Lasers – Illumination of Aircraft

The targeting of aircraft and ATS installations by lasers poses a threat to aircraft safety and security through the physiological impact upon pilots and ATS personnel. This can include distraction, glare, temporary flash blindness, afterimage, and possibly eye injury. Current expert opinion is that, except over short distances, lasers pose minimal threat of permanent or long-term personal injury. At critical stages of flight, however, distractions caused to aircrew or ATS personnel by lasers could threaten aircraft safety.

Whilst the majority of incidents appear to be the result of opportunists, the number of reported events is increasing significantly, and reports of aircraft being subjected to illumination from multiple coordinated lasers have been received.

Laser attacks are illegal and represent a serious safety risk. Perpetrators of laser attacks against aircraft now face criminal charges.

ALL

10.1.11.1 The Effects of Exposure to Laser Beams

Laser attacks cause distraction and possibly impaired vision which is a hazard to flight safety. Refer to [Section 6.18, Laser Attacks](#).

ALL

10.1.11.2 Factors Affecting Lasers in Aviation

Weather

Clouds inhibit laser beams.

Time of Day

Eyes adapt to the darkness separately, and it may take time up to 30 minutes. When the adapted eye is hit by light, it loses its adaptation, and in turn, it takes several seconds for the eye to adapt to bright light. During this adaptation phase vision is distracted. This why the problems with lasers occur mainly during the hours of darkness.

Power of the Laser

The more powerful the laser is, the more distraction and damage it can cause.

Colour of the Laser Beam

The retina is most sensitive to green light wavelength.

The Distance and Relative Angle of the Laser and Aircraft

The closer the laser is from the aircraft the more powerful it is and the lower the relative angle of the beam the more dangerous it is (a laser beam from straight ahead is the worst case).

The Exposure Time

The longer the exposure time is, the more dangerous it is. Fortunately, aircraft speed and the fact that most of the lasers are handheld laser pointers will reduce exposure time.

ALL

10.1.11.3 Recommended Actions in the Event of Laser Illumination

- Look away from the laser beam and shield your eyes if possible.
WARNING: DO NOT try to find the light source by staring at the laser.
- Consider feasibility of engaging autopilot.
- Determine if other crew members are also exposed. If not, consider handing over the control of the aircraft to the non-exposed Crew member.
- Shield eyes and consider feasibility of lowering/raising sun blinds to reduce the effect of the laser.
- Turn up the cockpit lights to minimize any further illumination effects.
- Avoid rubbing the eyes to reduce the potential for corneal abrasion.
- If possible, note location of laser source relative to aircraft postilion (e.g. laser encountered at 6 nm final, laser from 45° right).
- Consider the option of a ‘Go around’.
- Inform ATC.
- After landing, Crew may be required to file a legal complaint to the police.
- Fill in an Air Safety Report (ASR).
- If any visual symptoms persist after landing, get an ophthalmological examination.(Refer to: DocuNet – Guidance Material – Security – Laser Exposure Self-assessment).

ALL

10.2 PREVENTATIVE SECURITY MEASURES

ALL

10.2.1 Protection of Aircraft not in Service

General

The level of protection given to an aircraft not in service is to be such that:

1. Unauthorised people are prevented from boarding the aircraft.
2. Easy and uninterrupted access to the exterior of the aircraft is denied.

Measures

The measures necessary to achieve acceptable security will vary according to the circumstances in which the aircraft is parked. The following minimum measures should be in place:

Parked within the Critical Part of UK, EU Member State, EFTA State (Norway, Iceland and Liechtenstein) and Switzerland Airports:

- Closure of the external aircraft doors or
- Removal of the access aids (doors left open but not accessible from the ground without the aids) or
- Parked in a hangar that is locked or otherwise protected from unauthorized access.

Parked at UK, EU Member State, EFTA State (Norway, Iceland and Liechtenstein) and Switzerland Airports, outside the Critical Part:

- Closing the external aircraft doors and
- Removing jet bridges/steps/access aids.

Parked at any other airports

- Closing the external aircraft doors and
- Removing jetbridges/steps and access aids.
- Seal accessible doors and hatches (where available, see **Note** below).
- Deploy aircraft guards (provided in Egypt, Turkey and Tunisia).

Note: Seal Packs are placed at specific airports, to be used in the event of an unplanned stop. Currently they are available at the following airports:

- **Egypt – Hurghada** (HRG), **Marsa Alam** (RMF), **Sharm el-Sheik** (SSH), **Sphinx** (SPX) (Egyptair Handling Agent)
- **Jordan – Aqaba** (AQJ) (Royal Jordanian)

- **Morocco – Marrakesh (RAK), Essaouira (ESU) & Agadir (AGA), Rabat (RBA)** (Swissport Handling Agent)
- **Tunisia – Djerba (DJE), Enfidha (NBE), (KARS)**
- **Turkey – Izmir (ADB), Bodrum (BJV), Dalaman (DLM), Antalya (AYT) & Istanbul (IST)** (SISTEM Security)

The packs are stored either with the ground handling agents or security company listed for each location. Each pack contains:

- Sealing instructions identifying the doors, panels and hatches to be sealed, and seal log.
- Sufficient seals.

The Commander is responsible for supervising the sealing of the aircraft. Once complete, the seal log shall remain with the ground handling agent or, where applicable, the security provider guarding the aircraft. It shall be used to check the integrity of the seals on return to the aircraft.

In addition to the normal search procedures detailed in [Section 10.2.5, Aircraft Security Search Procedures](#), any panels/hatches with broken seals must be searched.

ALL

10.2.2 Arriving at an Aircraft

The aircraft shall also be searched as described in [Section 10.2.5, Aircraft Security Search Procedures](#).

ALL

10.2.3 Controlling Access to Aircraft in Service

Purpose

The purpose of controlling access to aircraft is to maintain the security integrity of the aircraft which has been searched.

Timing

Access control is to be enforced from the time a search begins and is to continue until doors are closed prior to departure.

Access Controllers

Access control to easyJet aircraft is normally exercised by cabin crew as part of their normal duties. It shall be accomplished by flight crew if it cannot be carried out by cabin crew.

Authorised People

After an aircraft security search has commenced, only people in the categories listed below are to be allowed access to it. Furthermore, possession of an appropriate pass or identity document does not, in itself, justify access. There must also be a legitimate reason for the access. Examples of legitimate access may include:

- easyJet staff, employees of agents, ground handlers and third parties contracted to easyJet.
- Operating crew.
- Passengers (holding a valid boarding card).
- Members of the Police, Customs and Immigration authorities.
- Government Inspectors on duty.

Any persons seeking to gain access must be challenged promptly and their passes checked. Only persons with an operational need to be there shall be permitted on board during a security search.

Receipt of In-flight Supplies

Items loaded onto an aircraft for crew or passenger consumption (e.g., toiletries, food, bottled water) are classed as in-flight supplies and, in accordance with security regulations, they are subject to specific screening and protection measures prior to loading.

Due to these security measures, ad hoc requests for the uplift of in-flight supplies are not permitted in airports where easyJet does not have contracted and regulated suppliers.

Cabin Crew shall refer to the Cabin Standards Manual for the current list of countries where uplifts are not permitted.

The cabin crew are responsible to ensure that all supplies delivered to the aircraft are genuine in-flight supplies and have not been tampered with.

Trolleys, canisters and supplies shall be checked for any obvious signs of interference (broken seals, tape or damaged packages).

If any tampering or unauthorised interference is detected or suspected, the items, can either be rejected and off loaded from the aircraft, or thoroughly searched by hand, to ensure the contents are genuine and are not showing signs of unauthorised interference.

Controlling Access to Aircraft During Turnarounds

Overall responsibility rests with the aircraft Commander, and actual activity is shared between the cabin crew and the Ground Handling Partner. It is important that all individuals are made aware of their responsibilities and are diligent in carrying them out.

The cabin crew are responsible for controlling access to the aircraft cabin during turnaround. The following procedures must be adopted:

- Other than passengers, every person wishing to enter the aircraft cabin must be actively challenged, the validity of their ID checked and a valid reason for entering the aircraft established. This is done by:
 - Stopping the person and asking to see the ID and request that the ID be visible at all times.
 - Checking that the ID belongs to the individual by comparing the photograph on the ID with the individual's face. In the event that an ID does not have a photo (e.g. visitor passes), crew shall verify the ID against another form of government issued photo ID (e.g. passport, driving licence or national identity card).
 - Ensuring that, when displayed on the ID, the expiry date has not expired.
 - Asking why the individual needs access to the aircraft cabin. Valid reasons include:
 - ◆ Servicing the aircraft i.e. engineers, re-fuellers, cleaners, caterers.
 - ◆ Auditing by Operations Compliance Team (may need to access lockers, compartments etc. to conduct audit).
 - ◆ Suppliers, ground handling, customer service, technical library.
 - ◆ Operating crew.
 - ◆ Carrying out a statutory duty i.e. Customs, Police, Immigration, Port Health Authority, EU and Government Inspectors.
 - ◆ easyJet crew managers and line trainers conducting appropriate standards assurance checks and support.

Note 1: Some airport IDs do not display an expiry date, or it is not displayed in full (e.g., day/month/year), in these cases the airport has an electronic access control system that checks the pass is in date, therefore the expiry date check is not possible or required.

Note 2: Once authorised to be on board the aircraft, the person must remain accompanied by a cabin crew member.

- The cabin crew must deny access to anyone without a valid ID or without legitimate reason for access. In these circumstances or if there is doubt over the legitimacy of their ID, even if it is explained as a test by the Police or Authorities, it must be reported as a matter of urgency to the Aircraft Commander.
- Ground staff must be kept under observation at all times whilst on-board the aircraft.
- Once a passenger has disembarked the aircraft, they should not be permitted to return on board to collect any items left behind unless escorted by the cabin crew.

The Aircraft Commander must report any suspicious circumstances to airport security initially and inform ICC by telephone. An ASR should be completed.

Any unauthorised person found on board or attempting to board an aircraft must be reported to and where possible asked to remain until airport security have arrived.

If there are any doubts about the integrity of the aircraft or the baggage, the Commander should consider whether another search is necessary.

The Ground Handling Partner is responsible for controlling access to the vicinity of the aircraft on the ramp and to the screened hold baggage. The detailed procedures are described in the Ground Handling Manual.

Passenger Boarding

The cabin crew, where directed, or if they have doubts about whether passengers may have incorrectly boarded the aircraft will check each passenger's boarding card to ensure they are on the correct flight.

On routes where a boarding card check is applicable (as advised by NTC), if the passenger is unable to locate their boarding card, liaise with the responsible ground crew member to confirm their validity to travel by checking their identification against the passenger list before allowing them access to the cabin.

If a passenger has boarded the incorrect aircraft the cabin crew must inform the handling agents and submit a CSR.

ALL

10.2.4 Leaving an Aircraft

Crew must not leave an aircraft open and unattended at any time.

After the last flight of a flight duty period:

- Crew will secure and close the aircraft; or

- Crew must hand over responsibility for the aircraft to an authorised person before leaving the aircraft.

ALL

10.2.5 Aircraft Security Search Procedures

The purpose of the security search is to ensure that there are no unauthorised persons or prohibited articles on board.

Searches must be completed by suitably trained and qualified easyJet or contracted Staff.

ALL

10.2.5.1 When to Complete the Aircraft Security Search Procedures

An aircraft security search, although not always required, is normally completed by the outbound operating crew.

If during a turnaround the inbound and the outbound operating crew is the same, where applicable both inbound and outbound duties will be carried out by the same operating crew.

The security search may not start until the aircraft has reached its final parking position.

During passenger disembarkation, crew are permitted to commence the security search once an area has been vacated. Passengers will not be permitted to pass through or re-enter this area.

If an aircraft has been positioned by pilots with no cabin crew on-board, the cabin crew then joining to operate the subsequent sector must treat it as a cold aircraft for security purposes.

The requirement to conduct a search is dependent on the current departure location and the departure airport of the previous sector.

The following tables detail the requirements:

Departing from an EU Member State Airport, Switzerland, Norway or Iceland:

Previous Departure Location (i.e. where the aircraft arrived from)		
EU Member States Switzerland Norway Iceland	The EU Recognised 3 rd Countries below: UK Jersey Isle of Man Montenegro Serbia (BEG only) Israel (TLV only)	All Other Locations
Search if cold aircraft	Search if cold aircraft	Search prior to all departures

Departing from a UK Airport, Jersey or Isle of Man:

Previous Departure Location (i.e. where the aircraft arrived from)		
UK Jersey Isle of Man	EU Member States Switzerland Norway Iceland Gibraltar	All Other Locations
Search if cold aircraft	Search prior to all departures	Search prior to all departures

Departing from all other locations: A security search must be completed (note: search not required during turnarounds in TLV).

In addition, a security search must be completed:

- On all cold aircraft
- On all flights departing to TLV
- An aircraft arrived (i.e. completed the sector) in or departs from a part other than a critical part of the airport
- An aircraft was accessible in a part other than the critical part and then moved into a critical part of the airport
- Whenever the crew have reason to believe that security may have been compromised (including 100% life jackets)

Aircraft Holds

There are different requirements for when the aircraft holds must be searched, refer to [GHM, Section D.5.2, Hold Security Search](#).

ALL**10.2.5.2 Diverted Flights**

On occasions, an aircraft will divert and then continue to the destination. In some instances, passengers may be offloaded or may choose to disembark the aircraft at the diversion point.

If any passengers are offloaded or disembark reconciliation of cabin baggage and searching of the cabin may be required.

Note: In addition, hold baggage reconciliation must be completed (Refer to Section 10.2.7.2, "Diversions").

The requirement to conduct any searching of the cabin is dependent on the previous departure location and the divert location.

The following tables detail the requirements:

Diverted into an EU Member State, Switzerland, Norway or Iceland:

Previous Departure Location (i.e. where the aircraft arrived from)		
EU Member States Switzerland Norway Iceland	The EU Recognised 3rd Countries below: UK Jersey Isle of Man Montenegro Serbia (BEG only) Israel (TLV only)	All Other Locations
3 row procedure	3 row procedure	If one or more passengers disembark conduct 'full reconciliation process'.

Diverted into the UK, Jersey, Isle of Man or Gibraltar:

Previous Departure Location (i.e. where the aircraft arrived from)		
UK Jersey Isle of Man	EU Member States Switzerland Norway Iceland Gibraltar	All Other Locations
3 row procedure	Full aircraft security search unless divert was an emergency or an unscheduled technical stop and no-one disembarks. If one passenger wants to disembark, all must disembark.	Full aircraft security search unless divert was an emergency or an unscheduled technical stop and no-one disembarks. If one passenger wants to disembark, all must disembark.

Diverted into a location other than an EU Member State, Switzerland, Norway, Iceland, UK, Jersey, Isle of Man or Gibraltar:

Previous Departure Location (i.e. where the aircraft arrived from)		
UK Jersey Isle of Man	EU Member States Switzerland Norway Iceland Montenegro Serbia (BEG) Gibraltar	All Other Locations
3 row procedure	3 row procedure	If one or more passengers disembark conduct 'full reconciliation process'.

ALL

10.2.5.2.1 3 Row Procedure

1. Reconcile OFFLOADING passenger(s) with their belongings/baggage and ensure they are offloaded.
2. Check no articles are left in the overhead lockers and seat pockets, by the disembarking passenger(s), 3 rows in front and 3 rows behind on each side where the offloading passenger was seated. All articles in these areas must be reconciled with remaining passengers.
3. Offload any unclaimed belongings/baggage.
4. Check all toilet areas.

Note: Other passengers can remain onboard during the procedure provided they are moved away from the area being checked. In the event of multiple passenger offloads consideration should be given to completing the full reconciliation process. [Section 10.2.5.2.2, "Full Reconciliation Process"](#)

ALL

10.2.5.2.2 Full Reconciliation Process

1. Reconcile ALL remaining passengers with belongings/baggage.
2. Check no articles are left in ALL overhead lockers and seat pockets by the disembarking passenger(s).
3. Offload any unclaimed belongings/baggage.
4. Check all toilet areas.

Note: Other passengers can remain onboard during the procedure as long as they are moved away from the area being checked.

ALL

10.2.5.3 Search Procedure – Offloads Prior to Departure

In the event that a passenger is offloaded, for any reason, after entering the aircraft and before departure, the easyJet 3 row procedure must be followed. Refer to [Section 10.2.5.2.1, “3 Row Procedure”](#) for 3 row procedure.

In addition hold baggage reconciliation must be completed. Refer to [Section 10.2.7.1, “Failed to Join \(FTJ\) Passengers and OFF Loads \(Prior to Departure\)”](#).

ALL

10.2.5.4 Conducting an Aircraft Security Search

Crew members should take due care when conducting an Aircraft Security Search. Guidance for manual handling can be found in [CSPM 2.10.5.1](#).

Flight Deck

The Flight Crew is responsible for searching the Flight Deck. The following areas should be searched:

Specific Area	Search Requirement
FLIGHT DECK (if Left Unattended)	
Panel 1	<ul style="list-style-type: none"> • Standby compass area; • Under panel areas; • Cockpit air vents;
Stowages	<ul style="list-style-type: none"> • ALL stowage areas including those for stowing: <ul style="list-style-type: none"> – QRH and Manual; – Escape rope; – Torch; – Ground lock; – Spare bulb and ACARS paper; – Smoke hood; – Disks.
Seats	<ul style="list-style-type: none"> • Under both pilot seats and lifejackets pockets; • Under and behind jump seat (including life jacket stowage).
Panel 2	<ul style="list-style-type: none"> • Under aft section of the centre console; • Circuit breaker panel and coat area; • Rain repellent area; • Fire extinguisher area.
Waste Bin	<ul style="list-style-type: none"> • Remove waste bin and check waste bin stowage area.

Note: When operating a sector with no cabin crew present, Flight Crew should check a number of passenger life jackets chosen at random. This must be 24 life jackets for an A319 /A320 and 30 life jackets for the A321.

Cabin

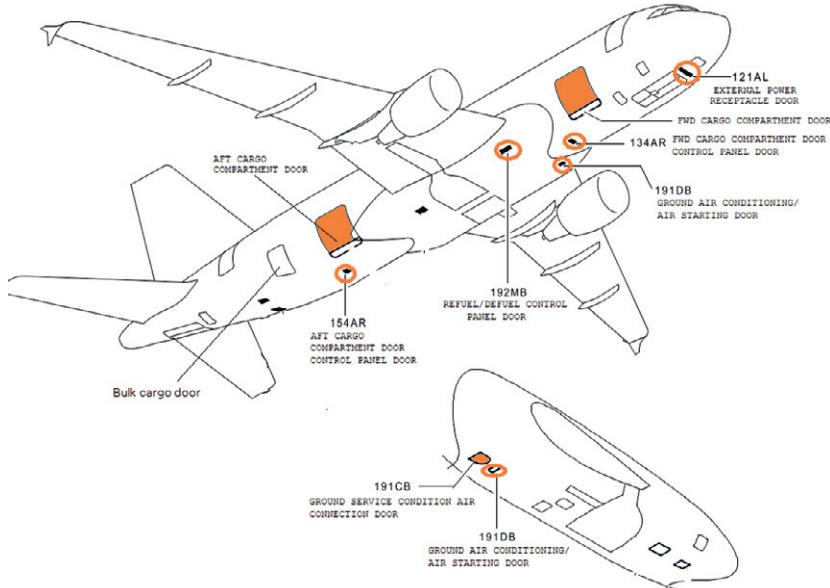
Refer to [Section 2.3.2.3, “Conducting a Cabin Security Search”](#).

Aircraft Exterior Panels/Hatches and Wheel Wells

A pilot is responsible for checking:

- Wheel wells that are accessible from the ground without the use of stairs or other aids i.e. Airbus A320 Family – front wheel well only.
- The aircraft service panels and hatches, if accessible without the use of tools, keys, stairs or other aids, where a prohibited article could be reasonably concealed. This is restricted to those “routinely” used for providing aircraft ground handling services. These have been defined as;

Aircraft Service Panels and Hatches – Aircraft Security Search Requirements							
“aircraft service panels and hatches means – aircraft external access points and compartments that have external handles or external clip-down panels and are routinely used for providing aircraft ground handling services (if accessible without the use of tools, keys, stairs or other aids, without breaking seals, and where a prohibited article could be reasonably concealed)							
Operator	Aircraft Type Operated	Service Panel or Hatch	Manufacturer Reference	Type of Operation	Who (entity) is Responsible for Opening this Panel or Hatch	Who (entity) is Responsible for the Security Search of this Panel or Hatch	Overall Security Search Responsibility
easyJet UK, Switzerland and Austria AOCs	Airbus A320 Family	External Power receptacle door	121AL	Commercial Flight	Ground Handler	Pilot	Commander
		FWD Cargo compartment door	825AR			Ground Handler	
		FWD Cargo compartment door control panel	134AR			Pilot	
		AFT cargo compartment door	826AR			Ground Handler	
		AFT cargo compartment door control panel	154AR		Pilot	Pilot	
		Refuel/Defuel control panel door	192MB	Ferry Flight	Fueller	Pilot	
		External Power receptacle door	121AL		Ground Handler	Pilot	
		FWD cargo compartment door	825AR		Pilot	Pilot	
		FWD Cargo compartment door control panel	134AR		Pilot	Pilot	
		AFT cargo compartment door	826AR		Fueller	Commander	
		AFT cargo compartment door control panel	154AR				
		Refuel/Defuel control panel door	192MB				
		Ground air conditioning/air starting door	191DB	Hot weather operation and/or APU INOP Only	Ground Handler	Pilot	Commander



Note: Other service panels and hatches only need to be opened when security of the aircraft has been compromised.

Refer to [Section 10.2.6, “Additional Security Measures \(ASMs\)”](#).

Aircraft Holds

Suitably qualified Ground Handling Agents are responsible for conducting a search of the aircraft holds.

All aircraft holds must be searched to ensure that all items from the previous sector have been offloaded and there are no prohibited articles concealed.

In relation to the security search of the exterior panels, hatches and holds the search should be sufficient to locate assembled explosive or incendiary devices.

Any items contained within the holds must be examined, if accessible without the use of tools, keys or other aids without breaking seals and where a prohibited article could reasonably be concealed.

Suspicious Items/Articles on Board

As part of the search process it is important to reconcile passengers with left/lost belongings. Should any items be discovered during the search crew need to determine if the item is a suspicious device. In order to determine if the items are suspicious crew should look for:

- Any obvious signs of tampering to the article.
- Any wires protruding out of the device that are not part of the manufacture of the item.
- Any peculiar smells associated to the item.
- Tightly taped or wrapped items in order to conceal the article.
- Is the article hidden, or has someone tried to place it in an unusual place to obscure it from view.
- Is the article out of place in its location.
- Is there some reason that you feel the item is a threat to the aircraft.

The H.O.T acronym can assist crew with making an assessment:

H – Hidden

O – Obviously suspicious

T – Typical of the environment

On Determining the Item is not Lost Property and is a Suspicious Article

- Inform the Commander of the aircraft.
- Clear the area, to a safe distance, this may include ground handlers, engineers and caterers on the ramp if they are working on the aircraft.
- Cordon off the aircraft so no one can access the aircraft.
- Confirm the details of the item to the threat assessment team in easyJet via the Commander who will inform ICC.

ALL

10.2.5.5 Aircraft Security Search Certificate

On completion of an aircraft search, if required:

- Cabin crew must confirm, to the Commander, that all areas of the cabin have been searched and found clear.
- The responsible ground crew member must confirm, to the Commander, that the search of the holds has been completed and report any items found.

The Commander must complete and sign the security search certificate (located within the Loading Form and Certificate (LFC)) prior to every departure. Where a security search is required, this must only be signed after receiving verbal confirmation that the areas have been searched.

The LFC will be provided on arrival by the Ground Handling Agent and must be completed, signed and returned to the Ground Handling Agent prior to departure.

The certificate will include the following information upon it and be held for 24 hours or the length of the flight, whichever is the longer:

- Flight number.
- Destination.
- Origin of the previous flight.
- Date and time when the security search was completed if applicable.
- The name and signature of the person responsible for the performance of the aircraft security search.

ALL

10.2.5.6 Flights Operating from Jordan (Additional Requirement for Security Search Checklist)

In accordance with the Jordanian National Civil Aviation Security Programme (NCASP) crew are required to complete an Aircraft Security Search Checklist following the completion of the aircraft security search.

Hard copies of the Aircraft Security Search Checklist are retained by our Ground Handling Partner at Aqaba (AQJ). On arrival of the aircraft, the responsible ground crew member should deliver a copy of the checklist to the crew.

The Crew will conduct their normal aircraft security search procedures and on completion of the search the Aircraft Commander and the Cabin Manager will both sign the checklist.

The completed form must be handed to the responsible ground crew member and retained with the flight records at the airport.

Copies of the Aircraft Security Search Checklist are available for download via the Web Connected Portal.

ALL

10.2.5.7 Prohibited Articles

Prohibited articles are items which may pose a danger to the aircraft and/or occupants and may not be carried in the cabin and/or hold. Some of these items and substances may *also* be classified as dangerous goods as detailed in the Dangerous Goods chapter or ICAO Dangerous Good technical instructions.

The following lists apply to the UK and EU Member States (Including Switzerland, Norway and Iceland). Non-EU/non-UK lists may vary slightly depending on the country.

PASSENGERS AND CABIN BAGGAGE (Reference Attachment 4-C EU 2015-1998 (Adopted by UK))

Passengers are not permitted to carry the following articles into security restricted areas and on board an aircraft:

1. Guns, firearms and other devices that discharge projectiles
 - Devices capable, or appearing capable, of being used to cause serious injury by discharging a projectile, including:
 - Firearms of all types, such as pistols, revolvers, rifles, shotguns,
 - Toy guns, replicas and imitation firearms capable of being mistaken for real weapons,
 - Component parts of firearms, excluding telescopic sights, – compressed air and CO₂ guns, such as pistols, pellet guns, rifles and ball bearing guns,
 - Signal flare pistols and starter pistols,
 - Bows, cross bows and arrows,
 - Harpoon guns and spear guns,
 - Slingshots and catapults;
2. Stunning devices – devices designed specifically to stun or immobilise, including:
 - Devices for shocking, such as stun guns, tasers and stun batons,
 - Animal stunners and animal killers,
 - Disabling and incapacitating chemicals, gases and sprays, such as mace, pepper sprays, capsicum sprays, tear gas, acid sprays and animal repellent sprays;

3. Objects with a sharp point or sharp edge

- Objects with a sharp point or sharp edge capable of being used to cause serious injury, including:
- Items designed for chopping, such as axes, hatchets and cleavers,
- Ice axes and ice picks,
- Razor blades,
- Box cutters,
- Knives with blades of more than 6 cm,
- Scissors with blades of more than 6 cm as measured from the fulcrum,
- Martial arts equipment with a sharp point or sharp edge,
- Swords and sabres;

4. Workmen's tools

- Tools capable of being used either to cause serious injury or to threaten the safety of aircraft, including:
- Crowbars,
- Drills and drill bits, including cordless portable power drills,
- Tools with a blade or a shaft of more than 6 cm capable of use as a weapon, such as screwdrivers and chisels,
- Saws, including cordless portable power saws,
- Blowtorches,
- Bolt guns and nail guns;

5. Blunt instruments

- Objects capable of being used to cause serious injury when used to hit, including:
- Baseball and softball bats,
- Clubs and batons, such as billy clubs, blackjack and night sticks,
- Martial arts equipment;

6. Explosives and incendiary substances and devices – explosives and incendiary substances and devices capable, or appearing capable, of being used to cause serious injury or to pose a threat to the safety of aircraft, including:

- Ammunition,
- Blasting caps,
- Detonators and fuses,
- Replica or imitation explosive devices,
- Mines, grenades and other explosive military stores,

- Fireworks and other pyrotechnics,
- Smoke-generating canisters and smoke-generating cartridges,
- Dynamite, gunpowder and plastic explosives,
- Passengers are not permitted to carry the following articles into security restricted areas and on board an aircraft:
- Guns, firearms and other devices that discharge projectiles – devices capable, or appearing capable, of being used to cause serious injury by discharging a projectile,
- Stunning devices – devices designed specifically to stun or immobilise,
- Objects with a sharp point or sharp edge – capable of being used to cause serious injury,
- Workmen's tools – capable of being used either to cause serious injury or to threaten the safety of aircraft,
- Blunt instrument – capable of being used to cause serious injury when used to hit,
- Explosives and incendiary substances and devices – capable, or appearing capable, of being used to cause serious injury or to pose a threat to the safety of aircraft,

HOLD BAGGAGE (Reference Attachment 5-B EU 2015-1998 (Adopted by UK))

Passengers are not permitted to carry the following articles in their hold baggage:

- Explosives and incendiary substances and devices – explosives and incendiary substances and devices capable of being used to cause serious injury or to pose a threat to the safety of aircraft, including:
- Ammunition,
- Blasting caps,
- Detonators and fuses,
- Mines, grenades and other explosive military stores,
- Fireworks and other pyrotechnics,
- Smoke-generating canisters and smoke-generating cartridges,
- Dynamite, gunpowder and plastic explosives.

ALL

10.2.5.8 Carriage of Prohibited Articles by Passengers in the SRA or on-board Aircraft

Passengers shall not be permitted to carry into the security restricted areas (SRAs) or on board an aircraft prohibited articles listed in Attachment 4-C in the Commission Implementing Regulation (EU) 2015/1998 – Passenger and Cabin Baggage List of Prohibited Articles *unless*:

1. The appropriate authority has given consent that the article may be carried; and
2. easyJet has been informed a minimum 24 hours in advance about the passenger and the article that the passenger is carrying prior to passengers boarding the aircraft; and
3. The applicable safety rules are complied with;

In addition, easyJet will ensure that:

1. An appropriate risk assessment has been carried out as regards the nature of the item and a place of secure stowage is located for the entire journey.

Note: The flight deck may only be used for stowage of a prohibited item, if no other alternative option is available and with the Commanders consent.

1. This has been forwarded to the ASECM (Aviation Security Manager) or SECM (Security Manager) for approval prior to the flight.
2. The Commander is informed about the article and consent of the ASECM or SECM and is happy to carry the item.
3. The relevant airport authorities outbound and inbound are informed appropriately.

ALL

10.2.6 Additional Security Measures (ASMs)

Airlines may be required/requested, by the National Authorities, to implement additional security measures for flights to that country, or transiting through its airspace, departing from specified countries or airports in those countries. The airline is responsible for arranging these measures. These will be delivered by the airport security provider, a local private security company, government authorities e.g. Police, Military or a combination of these. This will be subject to local direction.

At present, within the easyJet network, additional security measures are in place for the following;

- ASM -			
TO an EU Member State, EFTA State (Norway, Iceland, Liechtenstein) or Switzerland			
DEPARTING from	HB	AC	G1, G2
Egypt	P		
Jordan			
Turkey	P		

- ASM -			
TO the UK			
DEPARTING from	HB	AC	G1, G2
Egypt	P		
Jordan			
Morocco			P
Tunisia	P		
Turkey			

- ASM -			
TO Israel or Jordan (Israeli O/FLT requirements)			
DEPARTING from	HB	AC	G1, G2
France		P	
Germany			P
Italy	P		P
Switzerland		P	

KEYs:	
P	Additional measures in place for the departing flight.
G1	Additional Screening of Passengers and their Cabin Baggage at the Boarding Gate;
G2	Selection of Passengers for Enhanced Security Measures;
AC	Protection of the Aircraft;
HB	Protection of Screened Hold Baggage.

The specific additional measures will vary depending on the location and the route but may include some or a combination of the following:

- **G-1 – Additional Screening of Passengers and their Cabin Baggage at the Boarding Gate** – This will be the random selection of a specified minimum percentage of passengers. They and their cabin baggage will be subjected to hand-search and in specified locations to **Explosive Trace Detection (ETD)**. This involves the taking and testing of samples from the passenger, their personal possessions, including any larger electronics, and their cabin bags. The test will detect minute traces of explosives. In the event of a “positive alarm” the screeners will follow a process to resolve this. This may include re-testing the items, further searching of the passenger and their belongings, questioning about any potential contact with explosives e.g. Military Personnel, careful examination/x-ray of any items of concern etc. The screeners will ensure that the passenger is not in possession of any explosives. Where appropriate the screeners may seek the assistance of the local authorities e.g. Police. It should be noted that there will be occasional “false positives” or “false alarms” where an explosives detector indicates that it has detected explosives when in fact none are present. There are many commonly encountered substances producing false alarms, such as fuel, skin lotions, hair gels, perfumes, etc. For this reason passengers who have given positive alarms, but have been screened and shown not to be in possession of any explosives, should not normally be refused travel. If refusal is being considered the on-call Security Manager must be consulted via the ICC.
- **G-2 – Selection of Passengers for Enhanced Security Measures** – This will involve the targeted questioning and behavioural observation of passengers at the check-in desk. Those selected, and their cabin baggage, will be subjected to enhanced security measures at Central Search e.g. Hand-search/ETD. In addition their hold baggage may be subjected to enhanced screening.
- **AC – Protection of the Aircraft** – Guards will be placed around the aircraft, whilst on stand, to ensure that only authorised persons (other than passengers), with an operational need, approach the aircraft. In some locations those person may be subjected to hand-searches.
- **HB – Protection of Screened Hold Baggage** – Guards will be placed in the baggage make-up area to observe the screened luggage and where specified the luggage will be escorted to the aircraft until loaded.

ALL

10.2.7 Hold Baggage Security

ALL

10.2.7.1 Failed to Join (FTJ) Passengers and OFF Loads (Prior to Departure)

In the event that a passenger fails to join the aircraft, or is offloaded for any reason, after entering the aircraft, the passenger's hold baggage must be located and off loaded accordingly.

In addition an off-loading passenger must be reconciled with the passenger's own cabin baggage and the easyJet 3 row procedure followed. Refer to [Section 10.2.5.3, "Search Procedure – Offloads Prior to Departure"](#).

ALL

10.2.7.2 Diversions

If passengers are offloaded, following a diversion, in circumstances which the passengers have caused or could have seen foreseen e.g. medical issue or disruptive behaviour etc. the hold baggage, belonging to those passengers, must be removed from the aircraft. In addition reconciliation of cabin baggage and search of the aircraft cabin will need to be considered. Refer to [Section 10.2.5.2, "Diverted Flights"](#).

In some instances, passengers, other than those offloaded as above, may wish to voluntarily disembark the aircraft, at the diversion point, and continue their journey at their own accord from that point. The hold baggage, belonging to those passengers, should be removed from the aircraft, however, there may be occasions when the removal of their hold luggage is not practicable e.g. at an airport where no handling services are available. In these circumstances ICC must be contacted to seek a decision prior to departing with any now unaccompanied hold baggage still on board. In addition reconciliation of cabin baggage and search of the aircraft cabin will need to be considered. Refer to [Section 10.2.5.2, "Diverted Flights"](#).

The Security Manager/NDM can make an operational decision not to off-load the hold baggage in certain circumstances. The Security Manager/NDM will review the circumstances that have led to the hold baggage becoming unaccompanied. In particular to establish whether the passenger(s) in any way caused or could have foreseen the circumstances that has caused the baggage to become unaccompanied.

ALL

10.2.7.3 Pooled Baggage

Each item of baggage belonging to the person who fails to travel should be identified and removed from the aircraft. Where it cannot be readily established which actual bag within the "pool" belongs to the passenger who is not travelling, those members of the "Pool" who are travelling should physically identify their baggage and the remaining bags in the "Pool" removed.

ALL

10.2.7.4 Family Group

Where a person who fails to travel is part of a family group (interpreted as Mother, Father, Son, Daughter, Husband, Wife, etc.) and baggage has been checked-in under the name of one of the family, the specific bag of the person not travelling must be off-loaded. Where elements of each family member's belongings are spread throughout the baggage (as opposed to each member having a specific bag) the Commander, in consultation with the Handling Agent, may elect to leave baggage on board the aircraft, if satisfied as to the circumstances behind the family member not flying. In such circumstances the details must be recorded on the hold baggage manifest.

ALL

10.2.7.5 Crew Baggage

Members of crew are responsible for the security of their personal baggage and must never leave it unattended once it has been security screened. Where crew baggage is not subjected to screening at an aerodrome, crew members must ensure that their baggage has not been interfered with in any way prior to boarding.

No member of crew should ever, under any circumstances, accept a package, parcel or envelope from anybody other than authorised personnel.

On certain routes crew members may be able to check in hold baggage for night stopped duties. Refer to the Night Stop guides for further information.

ALL

10.3 POLICY FOR THE CARRIAGE OF UNACCOMPANIED BAGGAGE AND RUSH TAGGED BAGGAGE

ALL

It is easyJet policy to carry rush tagged baggage on easyJet aircraft provided that the appropriate security checks have been completed.

Rush tagged baggage must be fully security checked to the level required for unaccompanied baggage and tagged prior to loading in the aircraft hold. It is the duty of the Appointed Person to ensure that all appropriate security measures have been completed to achieve the necessary standard.

ALL

10.4 CARRIAGE OF FIREARMS BY POLICE AND PROTECTION OFFICERS

ALL

10.4.1 Introduction

On occasions a police officer, law enforcement officer or the military may wish to carry a firearm, either on their person or on our aircraft. The carrying of firearms regulations may vary depending on the location, the AOC of the aircraft involved and the circumstances relating to the carriage. This may affect when they can be carried and how they are to be stored on the aircraft.

ALL

10.4.2 General Conditions

Where a police officer, law enforcement officer or the military (other than Italian exemptions below) wish to carry a firearm on an easyJet aircraft or an aircraft which is wet leased to easyJet, they must be referred to the Security Team for prior authorisation.

UK-AOC

10.4.2.1 UK AOC Aircraft (UK AOC)

On UK AOC aircraft, where the domestic legislation allows for the officer to carry a weapon on official police business, the unloaded firearm and its ammunition are to be placed in a lockable box in the hold.

Exemptions

The above does not apply to:

- UK Armed Police Protection Officers on domestic flight.
Refer to Section 10.4.2.6, “UK Armed Police Protection Officers on UK Domestic Flight (UK AOC)”
- For domestic flights in Italy.
Refer to Section 10.4.2.4, “Carriage of Firearms on Italian Domestic Flights by Police Officers”

Swiss-AOC

10.4.2.1 Swiss AOC Aircraft (Swiss AOC)

The carriage of firearms in the passenger cabin of a Swiss AOC aircraft is prohibited.

The unloaded firearm and its ammunition are to be placed in a lockable box in the hold.

Exemptions

The above does not apply to:

- Swiss In-Flight Security Officers (IFSOs or TIGERs)
Refer to [Section 10.4.2.5, “Swiss In-flight Security Officers \(IFSOs or TIGERs\) \(Swiss AOC\)”](#).
- Foreign in-flight security officers commissioned by a state for official and pre-announced visit through Switzerland and entering/exiting the country with same firearm (official permission given by FEDPOL and the easyJet Security Team).
- State Bodyguards/Armed Police Protection Officers (Swiss AOC Aircraft only)
Refer to [Section 10.4.2.7, “State Bodyguards/Armed Police Protection Officers \(Swiss AOC\)”](#)

Austrian-AOC

10.4.2.1 Austrian AOC Aircraft (Austrian AOC)

On Austrian registered aircraft, where the domestic legislation allows for the officer to carry a weapon on official police business, the unloaded firearm and its ammunition are to be placed in a lockable box in the hold.

Exemptions

The above does not apply to:

- Austrian State Bodyguards/Armed Police Protection Officers when protecting a ‘Diplomat’.
Refer to [Section 10.4.2.7, “State Bodyguards/Armed Police Protection Officers \(Austrian AOC\)”](#)
- For domestic flights in Italy.
Refer to [Section 10.4.2.4, “Carriage of Firearms on Italian Domestic Flights by Police Officers”](#)
- Air Marshals of the competent authority of the state in which an aircraft is registered may board the aircraft with loaded service weapons.

ALL

10.4.2.2 All Aircraft

When checking the firearm in the hold, Police officers must surrender firearms at check-in and be processed as per normal procedure.

Unless one of the listed exemptions applies, a firearm is not permitted to be carried on the person of the officer in the cabin.

If the weapon is being stored in the Flight Deck, the weapon MUST be unloaded and placed within the secure lockable container PRIOR to boarding the aircraft. The secure lockable container must be kept in the Flight Deck and the key to the container and ammunition must be kept with the Officer. The weapon MUST be reloaded after disembarkation of the aircraft.

At all times the Captain must be notified in writing before a flight when there is a firearm on board. This notification must include whether the weapon will be secured in a locked container in the Flight Deck or carried on the authorised person.

The Aircraft Commander has the authority to refuse to allow the officer to carry a weapon in the cabin during the flight.

In all cases, police officers carrying firearms and ammunition will, in addition to informing easyJet, also advise the airport operator and the police at the airport of their presence.

ALL

10.4.2.3

Wet-leased Aircraft

The carriage of firearms, on wet-leased aircraft, will be in accordance with the policy of the wet-lease aircraft operator. Where notified, easyJet will liaise with the wet-lease operator to reach a final decision.

ALL

10.4.2.4

Carriage of Firearms on Italian Domestic Flights by Police Officers

Police officers on Italian domestic flights (own country) are permitted by legislation to carry firearms and ammunition in the cabin. This permission applies only to officers of recognised Italian police forces (listed below).

It is easyJet policy that the carriage of loaded firearms is prohibited in the aircraft cabin and therefore must be unloaded.

The Security Team DO NOT need to be notified about the carriage of firearms by Italian law.

Italian Police must notify Ground Crew that they wish to carry a firearm on board. It is for the aircraft commander to decide where the firearm is stored. If the Italian police notify the crew after boarding has commenced, the officer's details are to be recorded and an ASR submitted with the officer's details included in the report. If the Ground Crew have been advised there is a police officer with a firearm, the aircraft commander is to be notified as soon as possible.

Ground Crew are permitted to verify any passenger's identity against the boarding card.

UK-AOC

10.4.2.4.1 Italian Process (UK AOC)

Reserved

Swiss-AOC

10.4.2.4.1 Italian Process (Swiss AOC)

Reserved

Austrian-AOC

10.4.2.4.1 Italian Process (Austrian AOC)

An Italian police officer must report to the Polizia di Stato Airport Police Office and advise them of the airline and flight number. The Polizia do Stato verify that the officer is entitled to travel with their firearm and inform the Ground Handling Partner of the intended travel.

Italian Police Forces Authorised to Carry Firearms

- Arma dei Carabinieri.
- Capitanerie di Porto.
- Guardia di Finanza.
- Polizia di Stato.
- Polizia Penitenziaria.

UK-AOC

10.4.2.5 Swiss In-flight Security Officers (IFSOs or TIGERs) (UK AOC)

Reserved

Swiss-AOC

10.4.2.5 Swiss In-flight Security Officers (IFSOs or TIGERs) (Swiss AOC)

The legal basis, concerning the deployment of in-flight security officers (TIGERs), is laid down in the ordinance on aviation (LFV article 122, SR748.01).

According to article 122e LFV, the Swiss FOCA supervises the deployment of TIGERS, which depends on the risk and threat analysis carried out by Federal Police Department (FEDPOL).

FEDPOL deploys TIGERs on relevant flights in accordance with the tactical and operational procedures.

Procedure With Tigers on Board

- The crew will be notified prior it's flight about TIGERs being on board.
- Specific procedures may be published by NTC or the Security Manager contacting the operating crew directly.

- The TIGERs, based on their tactical decision, have various options at their disposal if a verbal briefing of the operating crew is required (pre-boarding or during a turnaround). When conducted, the TIGER's briefing shall take place prior to the passenger boarding.
- The TIGERs will always be armed with firearm loaded and are authorised as such on board the aircraft.

Austrian-AOC

10.4.2.5 Swiss In-flight Security Officers (IFSOs or TIGERs) (Austrian AOC)

Reserved

UK-AOC

10.4.2.6 UK Armed Police Protection Officers on UK Domestic Flight (UK AOC)

Armed Police Protection Officers have dispensation to carry weapons on their person on UK registered aircraft on domestic flights.

If the weapon is being stored in the flight deck, the weapon MUST be unloaded and placed within a secure lockable container PRIOR to boarding the aircraft. The secure lockable container must be kept in the flight deck and the key to the container and ammunition must be kept with the Police Protection Officer.

The weapon must only be reloaded AFTER disembarkation of the aircraft.

Swiss-AOC

10.4.2.6 UK Armed Police Protection Officers on UK Domestic Flight (Swiss AOC)

Reserved

Austrian-AOC

10.4.2.6 UK Armed Police Protection Officers on UK Domestic Flight (Austrian AOC)

Reserved

UK-AOC

10.4.2.7 State Bodyguards/Armed Police Protection Officers (UK AOC)

Reserved

Swiss-AOC

10.4.2.7 State Bodyguards/Armed Police Protection Officers (Swiss AOC)

Bodyguards and Law Enforcement Officers escorting Presidents, Heads of State, high-ranking Government Officials or other persons meriting personal protection are NOT authorised to carry firearms (loaded or unloaded) in the passenger cabin of aircraft operating under Swiss AOC.

The unloaded firearm and its ammunition are to be placed in a lockable box either in the cargo hold or on the flight deck, if acceptable to the Commander.

If the weapon is being stored in the Flight Deck, the weapon MUST be unloaded and placed within the secure lockable container PRIOR to boarding the aircraft. The secure lockable container must be kept in the Flight Deck and the key to the container and ammunition must be kept with the Protection Officer. The weapon MUST be reloaded after disembarkation of the aircraft.

Austrian-AOC

10.4.2.7 State Bodyguards/Armed Police Protection Officers (Austrian AOC)

Austrian State Bodyguards/Armed Police Protection Officers have dispensation to carry firearms on Austrian AOC aircraft when protecting a 'diplomat'.

This exceptional case has to be approved by a competent officer of the Federal Office of constitution protection and Counter-terrorism ("BVT") or the local office of constitution protection and counter-terrorism ("LVT").

The state bodyguard has to store the ammunition separate from the firearm during the flight. Both firearm and ammunition remain in the custody of the bodyguard (in the cabin).

ALL

10.4.3 Notification of Airport Authorities and Police

In all cases, police officers carrying firearms and ammunition will, in addition to informing easyJet, also advise the airport operator and the police at the airport of their presence.

ALL

10.4.4 Foreign Protection Officers

Protection officers accompanying foreign heads of state or state officials holding recognised office in a foreign country are permitted to carry firearms and ammunition provided written permission is obtained from the easyJet Security Manager. When such permission is granted, the weapon is to be unloaded and any associated ammunition stowed in the aircraft hold or in a location which is inaccessible to passengers on the aircraft.

ALL

10.4.5 Incapacitant Sprays (e.g. CS or PAVA) and Electroshock Weapons (e.g. Taser) Carried by Police Officers

Incapacitant Sprays (e.g. CS) and Electroshock Weapons (e.g. Taser) may not be carried on board or in the hold during flight (subject to the exemption detailed below). However, for the purposes of security on the ground, when responding to a Commanders request for police attendance, Police Officers may board the aircraft with incapacitant spray or an electroshock weapon. If an incapacitant spray is used in the aircraft special cleaning procedures must be followed before the aircraft returns to service.

Exemption

Electroshock weapons (e.g. Tasers) may be carried on UK AOC aircraft by UK Police Officers under the following conditions;

- easyJet approve the carriage in advance (as per normal procedures for Firearms)
- The weapon will be carried in an appropriate container in a manner that will prevent accidental activation and carried as the checked baggage of the Police Officer (Hold).
- The Aircraft Commander is informed, before the flight begins, of the location of the electroshock weapon.
- The flight is entirely within the UK airspace.

ALL

10.5 FILMING SECURITY PROCEDURES

Filming for professional reasons should only be permitted with written permission of the Security Manager. An application from the relevant company needs to be made at least 24 hours in advance of their intended flight, stating the reasons for filming.

Aviation security processes for public diffusion (TV or internet) are strictly not permitted.

Passengers filming for their own personal reason must also be reminded (if required) that filming of any part of the security processes is not accepted by easyJet. Security processes include:

- Check in process and check in areas.
- Baggage reconciliation process.
- Flight deck door opening procedures and filming of the flight deck door.

Anyone acting strangely or refusing to turn a camera off should be reported to the police and ICC at the earliest opportunity.

Where passengers film an incident, at the first convenient moment, take the passengers details and thank them for their cooperation and inform them that the police may want to view the video. This is excellent evidence to support any prosecution.

ALL

10.6 TRAINING

ALL

10.6.1

Training will be aimed at enabling easyJet personnel to act in the most appropriate manner to prevent acts of unlawful interference such as sabotage or hijack or to minimise the consequences of such interference, and to deal with unruly and disruptive behaviour.

This training is in accordance with the relevant regulation and covers the procedures detailed in this chapter.

All pilots and cabin crew are required to undergo security training once all background and referencing checks are completed satisfactory.

Recurrent security training of crew is to take place annually and will review general security matters and procedures, the threat, instances of hijacks and sabotage and incidents of disruptive behaviour and any other appropriate training that will enhance security awareness.

Records of all training are to be kept by the Nominated Person Crew Training which will detail the types of training undertaken by the individual.

Crew security training records, will be held in a secure location by the appropriate department and held for the period of time a person is employed by easyJet and for 6 months after they have left the company.

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11 CHANGE REVISION SUMMARY

Page Number	Description of Change
11-8	Additional note added to clarify a LOAD15 report is reportable to the duty pilot.

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11 HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES AND USING THE CVR

ALL

11.1 INTRODUCTION

This section details procedures that should be followed by the Flight and Cabin Crew in the event of an Accident or Serious Incident or any safety occurrence. Additionally, this section provides a reference for other operational staff including ICC, MOC and Flight Operations Managers.

ALL

11.1.1 Legal Obligation

Any person involved who has knowledge of the occurrence of an accident or serious incident shall notify without delay the competent safety investigation authority of the State of Occurrence thereof. Aircraft operators, maintenance organisations, licensed or approved engineers shall report to the National Aviation Authority any reportable occurrence of which they have knowledge.

In order to fulfil the legal obligations above, Flight and Cabin Crew and other relevant operational staff shall follow the procedures in the subsequent sub-sections which describe the method for handling, notifying and reporting all types of safety occurrence. It is easyJet's primary concern in the interests of safety to ensure the full, free and uninhibited reporting of all incidents that affect flight safety. It is therefore the responsibility of every easyJet employee to report any circumstances affecting safety and to cooperate fully throughout any investigation.

ALL

11.1.2 Crew Support

When crew are involved in an accident, serious incident or reportable occurrence, it can be a difficult experience for those involved. Immediately following such an incident, the Commander shall follow the '['Accident Handling and Notifying Procedures'](#) detailed in the following sections. Following an accident or serious incident, the operating crew should remain in contact with Flight Operations Management via the Duty Pilot and not perform any further flying duties until specifically authorised to do so.

Independent, confidential, professional counselling and support is available to any crew member through easyJet's Employee Assistance Program. Crew should follow the EAP link on the home page of Inside. Note that this service is also available 24/7 for family, personal or financial crises.

ALL

11.1.3 Definitions

ALL

11.1.3.1 Accident

An 'accident' means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- A person is fatally or seriously injured as a result of:
 - Being in the aircraft, or,
 - Direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or,
 - Direct exposure to jet blast.

Except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or

- The aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike, (including holes in the radome); or
- The aircraft is missing or is completely inaccessible.

Fatal Injury

'Fatal injury' means an injury which is sustained by a person in an accident and which results in their death within 30 days of the date of the accident.

Serious Injury

'Serious injury' means an injury which is sustained by a person in an accident and which involves one of the following:

1. Hospitalisation for more than 48 hours, commencing within 7 days from the date the injury was received;
2. A fracture of any bone (except simple fractures of fingers, toes, or nose);

3. Lacerations which cause severe haemorrhage, nerve, muscle or tendon damage;
4. Injury to any internal organ;
5. Second or third degree burns, or any burns affecting more than 5% of the body surface;
6. Verified exposure to infectious substances or harmful radiation.

ALL

11.1.3.2 Serious Incident

'Serious incident' means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down.

List of Examples of Serious Incidents

The incidents listed are typical examples of incidents that are likely to be serious incidents. The list is not exhaustive and only serves as guidance with respect to the definition of 'serious incident':

- A near collision requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate,
- Controlled flight into terrain only marginally avoided,
- Aborted take-offs on a closed or engaged runway, on a taxiway, excluding authorised operations by helicopters, or from an unassigned runway,
- Take-offs from a closed or engaged runway, from a taxiway, excluding authorised operations by helicopters, or from an unassigned runway,
- Landings or attempted landings on a closed or engaged runway, on a taxiway, excluding authorised operations by helicopters, or from an unassigned runway,
- Gross failures to achieve predicted performance during take-off or initial climb,
- Fires and smoke in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents,
- Events requiring the emergency use of oxygen by the flight crew,
- Aircraft structural failure or engine disintegration, including uncontained turbine engine failures, not classified as an accident,
- Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft,

- Flight crew incapacitation in flight,
- Fuel quantity requiring the declaration of an emergency by the pilot,
- Runway incursions classified with severity A according to the Manual on the Prevention of Runway Incursions (ICAO Doc 9870) which contains information on the severity classifications,
- Take-off or landing incidents. Incidents such as undershooting, overrunning or running off the side of runways,
- System failures, weather phenomena, operation outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft,
- Failure of more than one system in a redundancy system mandatory for flight guidance and navigation.

Reference: REGULATION (EU) No 996/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 20 October 2010 on the investigation and prevention of accidents and incidents in civil aviation and repealing Directive 94/56/EC.

ALL

11.1.3.3 Reportable Occurrence

A reportable occurrence in relation to an aircraft means:

1. Any event relating to such an aircraft or any defect in or malfunctioning of such an aircraft or any part or equipment of such an aircraft, being an incident, malfunctioning or defect endangering, or when not corrected would endanger the aircraft, its occupants or any other person; and
2. Any defect in or malfunctioning of any facility on the ground used or intended to be used for purposes of or in connection with the operation of such an aircraft, being defect or malfunctioning endangering or which if not corrected would endanger such an aircraft or its occupants.

The overriding criterion to determine whether an occurrence is reportable is if it 'endangered (or if not corrected), would have endangered the aircraft, occupants, or other persons.'

ALL

11.1.3.4 Definitions in the Context of Air Safety Occurrences

Airprox

Airprox means any situation in which, in the opinion of the pilot or ATC personnel, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved may have been compromised.

Air Traffic Incident

Air Traffic Incident means any incident in which aircraft appear to have less separation than the pilot expected, although there was no risk of collision.

Hard Landing

A hard landing is a landing in which the impact is so severe that the Commander considers an engineering check of structural integrity on the aircraft is necessary before the next departure.

Wake Turbulence

Wake Turbulence means any significant air disturbance caused by a preceding aircraft. Wake Turbulence events must be reported by completing an ASR and the Wake Turbulence Report section in SafetyNet.

ALL

11.2 FORMS

easyJet uses an electronic safety reporting and investigation tool called SafetyNet. Safety reports can be filed by all personnel using a web-based interface accessed via the Connected Crew Portal, or portable device applications where available. Mandatory occurrence reporting to the required National Aviation Authority is achieved using the SafetyNet electronic report format. Additional safety report forms such as Birdstrike, Airprox etc. are incorporated within the electronic reporting format when required. Instructions for reporting via SafetyNet are contained later in this manual. Refer to [Section 11.6 – Safety Reporting Procedure](#).

In the event that the electronic safety reporting system is unavailable for an extended period of time; printable copies of report forms (ASR/CSR) are available via the Connected Crew Portal (Documents > Pilot Forms Library).

ALL

11.3 ACCIDENT HANDLING AND NOTIFYING PROCEDURES

REGULATION (EU) No 996/2010, requires the Commander/Operator of an aircraft involved in an Accident or Serious Incident to notify the Safety Investigation Authority by the quickest means of communication available. This is normally done by easyJet on the Commander's behalf via the Duty Pilot. The Duty Pilot can be contacted via the Integrated Control Centre (ICC). The Commander should follow this notification up with a safety report into SafetyNet using the ASR system as soon as is reasonably possible. Immediately after an accident on land, or a ditching, and following the evacuation of the passengers to either a sheltered location upwind of the aircraft, or into the life raft, the Commander should ensure that the following items are carried out:

- Subject to safety and the prevailing situation the aircraft should be left in a safe condition with fuel off and aircraft batteries disconnected and equipment such as first aid kits, survival packs and fire extinguishers removed.
- A headcount should be made to account for all persons on board at the time of the Accident. In the event of a person, or persons being uncounted for, action should be taken to recover them or locate their whereabouts.

- The needs of any injured person should be administered to as far as is possible such persons should be made as comfortable as is practicable.
- The bodies of any victims should be decently set apart and covered.
- If appropriate, activate the distress beacon and establish feasibility of using aircraft radio equipment. Prepare pyrotechnics for immediate use. Select, mark and prepare a rescue helicopter landing site. If a site is not available, lay out appropriate search and rescue signals.
- If people, dwellings, or communications facilities are very close to the scene of the Accident, consider sending for assistance, having regard to the local situation, distress messages transmitted and received, and the local Search and Rescue facilities.
- If rescue is likely to be delayed for reasons of distance, or failing daylight, prepare suitable shelters, distribute necessary rations of food and water. If necessary, ascertain the availability of fresh water in the immediate vicinity of the Accident.

As soon as possible, the commander shall:

1. Contact Integrated Control Centre immediately by telephone.
2. Contact the Duty Pilot.
3. Only when advised to do so by Flight Operations/Engineering/Safety and Risk management arrange the removal (before aircraft flies again) and secure retention of the CVR, FDR and FDAU PCMCIA card to assist with incident investigation and analysis. Refer to [Section 11.7.1 – Preservation of Recordings](#).
4. Following an accident or serious incident, the operating crew should remain in contact with Flight Operations Management and not perform any further flying duties until specifically authorised to do so.
5. Complete an Air Safety Report in SafetyNet as soon as possible.
Refer to [Section 11.6 – Safety Reporting Procedure](#).
6. Flight Operations Management will forward the ASR to the Safety Investigation Authority and the National Aviation Authority within 72 hours of the time when the accident occurred.

ALL

11.4 SERIOUS INCIDENT HANDLING AND NOTIFYING PROCEDURES

The commander shall:

1. Contact Integrated Control Centre (ICC) to advise of incident.
2. Contact the Duty Pilot and await advice from Flight Operations management, in respect of further flying duties.

3. Operating crew should remain in contact with the Flight Operations Management (Duty Pilot) and not perform any further flying duties until specifically authorised to do so.
4. Only if advised to do so by Flight Operations/Engineering/Safety and Risk management arrange the removal (before aircraft flies again) and secure retention of the CVR, FDR and FDAU PCMCIA card to assist with incident investigation and analysis.
Refer to [Section 11.7.1 – Preservation of Recordings](#).
5. Ensure all aircraft defects, including the removal of any equipment, are properly recorded in the Technical Log.
6. Complete an Air Safety Report in SafetyNet as soon as possible.
Refer to [Section 11.6 – Safety Reporting Procedure](#).
7. Flight Operations Management will forward the ASR to the Safety Investigation Authority and the National Aviation Authority within 72 hours of the time when the accident occurred.

ALL

11.5 REPORTABLE OCCURRENCE HANDLING AND NOTIFYING PROCEDURES

The reporter shall:

1. Complete an Air Safety Report in SafetyNet as soon as possible (no later than 72 hours after the occurrence).
Refer to [Section 11.6 – Safety Reporting Procedure](#).
2. easyJet will forward the ASR to the National Aviation Authority within 72 hours when appropriate or required.

ALL

11.5.1 Verbal Notification to Air Traffic Service Units

The following occurrences must be reported as soon as possible by the operating flight crew to the appropriate ATS unit via radio communication:

- TCAS RA.
- Airprox.
- Bird Strikes.
- Dangerous Goods Incidents.
- Windshear.
- Wake Turbulence encounter.
- Altitude deviation/Level Bust.

- Any other hazardous situation where the Commander deems it necessary to notify the ATS unit.

This verbal notification does not replace the requirement for the Commander to submit an ASR.

ALL

11.5.2 Occurrences Reportable to the Duty Pilot

On occasions flight crew may experience a significant event outside of the norm.

In this situation, it is a requirement for the Commander to contact the Duty Pilot before operating the next sector.

Examples of the occasions where the Commander must contact the Duty Pilot include:

- After an Accident or Serious Incident.
- A MAYDAY or PAN call (except for passenger medical events).
- A significant exceedance of an aircraft limitation or flight outside of the normal envelope.

Note: A LOAD15 report is considered a reportable event.

- High speed RTO.
- Any contaminated air event.
- Crew or PAX injuries.
- Pilot incapacitation.
- Any other situation where the Commander feels easyJet should be informed immediately.

The Network Duty Manager will contact the Duty Pilot if an event occurs that is likely to be classified as a significant flight operational, safety or security issue.

The Duty Pilot will issue relevant guidance to the Network Duty Manager and decide whether a relevant Postholder needs to be contacted and if specific actions should be initiated to secure flight data (CVR/FDR/TCAS).

In certain circumstances ICC will request further guidance on an issue from the Duty Pilot. The Duty Pilot will determine whether the crew involved in the issue need to be contacted by the Duty Pilot and whether or not consideration should be given to the crew's capability to continue with their duty.

Note: De-rostering of a crew is primarily to facilitate investigation it does not imply blame.

In certain circumstances the crew will be asked if they consider themselves to be fit to continue with their duty.

Mayday Call – Follow up Actions

When the Duty Pilot has been alerted to the fact that a Mayday call has been made by the crew of an easyJet aircraft, the Duty Pilot will carry out the following actions:

Contact ICC and ensure that the following is actioned:

- AIB informed where appropriate, and if necessary National Authority AAIB informed.
- Relevant Nominated Persons, Head of Safety and Security Manager informed as appropriate.
- PR informed if appropriate.

Additionally the Duty Pilot will:

- Contact the Commander of the associated flight.
- If deemed necessary request the Commander to stop the CVR by pulling the associated circuit breaker.
- Request the Commander to submit an ASR (CSR) as appropriate.
- Inform the relevant Base Captain if appropriate.

ALL

11.6 SAFETY REPORTING PROCEDURE

ALL

11.6.1 easyJet Air Safety Report Scheme

The purpose of such reporting scheme is to improve the safety and reliability of aircraft and their operation and, thereby, to avoid Accident and Serious Incidents.

Event should be reported electronically via SafetyNet.

All safety occurrence reports will be handled by the Safety Data Team (delegated and located within easyJet UK), which will:

- Assign a provisional Event Risk Classification (ERC) score to all reports based upon the reporter's declared event descriptor. The reporter must therefore use the event descriptor that describes the most serious or hazardous aspect of the occurrence.
- Assign all reports to the nominated Investigators for safety investigation and actions.
- Forward the Air Safety Report to the National Aviation Authority when applicable.

ALL

11.6.2 ASR Reporting Procedure

1. Open SafetyNet from the Connected Portal or use the mobile device SafetyNet APP.
2. Carefully select the most appropriate Event Descriptor as this information will be used for initial ERC classification.
3. Complete fields with as much information that you consider relevant or useful in the definition and subsequent investigation of the occurrence.
4. Complete title with a one line description of event.
5. Avoiding the use of unnecessary abbreviations and acronyms detail the event, its causes, any actions taken at the time and their results. The narrative should be factual. Avoid emotive language; this information can be passed to other parties such as the National Aviation Authority, Safety Investigation Authority and ATC during investigations.
6. Check that the crew members details have been correctly populated from AIMS.
7. Record any other relevant information, including suggestions for preventive actions.
8. In the event of a birdstrike provide as much information as possible, so that an accurate assessment of the possible damage can be made. It is important to record any changes in engine parameters or any smell in the cabin, as these may indicate passage through the hot section. Inform the ATC unit you are working at the time. A birdstrike will also require extra fields to be completed. These fields replace the need to file a separate Birdstrike form.
9. In the case of Disruptive Passengers, indicate the suspected cause of the disruption and whether a Disruptive Passenger Report has been completed.
10. If the ASR is associated with an entry in the Aircraft Technical Log defect section, it is desirable to report the Technical log page/ref number. In this case, ensure that the ASR tick box has also been completed in the Tech Log.
11. An Airprox will also require extra fields to be completed. These fields replace the need to file an additional Airprox Form.
12. Flight hours do not have to be precise but are useful to provide a view of overall experience.
13. Crews are to ensure that Safety Occurrences are filed as soon as possible.

ALL

11.6.3 Red Flag Occurrence

The red flag process exists to highlight and escalate a safety report/concern that requires prompt attention to mitigate any ongoing threat of harm to easyJet's operation, assets or people.

A red flag is raised by selecting the tick box in SafetyNet. ICC must be contacted prior to submitting a red flag report.

ALL

11.6.4 Reporting to the National Aviation Authority

All reporting concerning operational matters such as:

- Accidents.
- Serious Incidents.
- Incidents.
- Flight Duty and Time Limit Violations.
- Safety Summaries.
- Reportable occurrence as per COMMISSION IMPLEMENTING REGULATION (EU) 2015/1018 of 29 June 2015.

Refer to [Section 11.9 – List of Reportable Occurrences](#).

- Other relevant matters shall be directly addressed to the Safety Risk Management Department of the appropriate National Aviation Authority. This will be done automatically within SafetyNet or manually as required by the easyJet Safety Data Team.

ALL

11.6.5 Safety Investigation

The primary aim of safety event investigations is not to apportion blame, but rather to determine the root causes of incidents and to minimise the chance of a reoccurrence.

For every accident or serious incident, there will likely be hundreds of minor occurrences, many of which have the potential to become an accident.

It must be appreciated that where there is clear evidence of serious negligence or incompetence, easyJet has a duty to take any action that may be necessary to ensure the future safety of its aircraft and their occupants.

A lead investigator will be appointed to take overall responsibility for investigating a safety event. They may open a sub investigation where particularly detailed investigation is required in a different subject matter expert area, e.g. Engineering or ATC.

Scope of Investigation	Definition
Close on Receipt (COR) – Auto	Assumes that incidents are fully understood without further fact finding. Such incidents are responded to as a set or trend and are monitored statistically. The report will not be read by an investigator and automatic feedback will be provided to the reporter.
Read and Close	Like with Close on Receipt, Read and Close assumes that events are fully understood without further fact finding. but the report must be read before accepted as such. Such incidents are responded to as a set or trend and are monitored statistically.
Verification	Represents a slight escalation from Close on Receipt. The incident is tentatively treated as belonging to a class that requires no special preventative action (like Close on Receipt incidents) but which requires classification or verification of the basic facts before being accepted as such.
Exploratory	Close on Receipt and Verification both operate on the assumption that the incident, though unwanted, is nothing new. Exploratory is for incidents that appear to signify a change in risks or in the state of risk controls and is for incidents that need 'a closer look' to describe and explain them.
Complex	Complex Investigations are urgent responses to incidents that appear to signify that nontrivial risks are uncontrolled in part of the business.

All safety occurrence reports will be assessed. The scope of investigation will be based on Event Risk Classification (ERC) Score and investigation criteria as detailed below. The Safety Performance team is responsible for the investigation process.

The lead investigator derives their authority from the Safety Performance team. The Safety Investigation team own the responsibility to ensure integrity through monitoring of investigations and investigating directly if justified. The criteria for the monitoring include the goals of the just culture process.

Investigations judged likely to result in conflict of interest will be led directly by a Senior Investigator from the Safety Performance team.

ALL

11.7 PRESERVATION, PRODUCTION PROTECTION AND USE OF FLIGHT RECORDER RECORDINGS

ALL

11.7.1 Preservation of Recordings

Following an accident or serious incident, the Commander should stop the CVR by pulling the associated circuit breaker after landing, this will prevent the recording being overwritten.

The circuit breaker must not be reset until such time as the CVR has been successfully downloaded and preserved or it has been confirmed that the CVR recording is not required by the Duty Pilot, a Flight Operations Safety Captain or a member of the Safety Risk Team.

The FDR will stop recording automatically after the second engine is shutdown and requires no flight crew action.

Following an accident, a serious incident or an occurrence identified by the investigating authority, the operator of an aircraft shall preserve the original recorded data for a period of 60 days or until otherwise directed by the investigating authority.

If the serious incident involved the use of flight deck oxygen due to a fumes or smell event, contact the Duty Pilot for advice as to whether the associated circuit breaker needs to be pulled and FDR needs to be secured before further operation of the aircraft is permitted.

ALL

11.7.2 Production of Recordings

Flight data recordings will be made available to the Safety Investigation Authority on request. This will initially be actioned by the Duty Pilot via Maintenance Operations Control (MOC). Subsequently, the Safety Risk Management team within the Operations Risk Group will coordinate the Production, Protection and Use of Flight Recorder Recordings for safety investigation.

ALL

11.7.3 Protection of Recordings

Flight data recordings that are retained for safety investigation analysis shall be protected by quarantine of the recording unit(s) and or suitable protection of the downloaded data files. The associated procedures are detailed in the easyJet Technical Procedures Manual (eTPM).

ALL

11.7.4 Use of Recordings

The flight data recorder recordings may not be used for purposes other than for the investigation of an accident or serious incident subject to mandatory reporting except when such records are:

- Used by the operator for airworthiness or maintenance purposes only; or
- De-identified; or
- Disclosed under secure procedures.

ALL

11.8 USE OF CVR RECORDINGS

The cockpit voice recorder recordings may not be used for purposes other than for the investigation of an accident or serious incident subject to mandatory reporting except with the consent of all crew members concerned.

ALL

11.9 LIST OF REPORTABLE OCCURRENCES

EASA reference: ORO.GEN.160

This section gives guidance on events for which an Air Safety Report must be filed.

The list is based upon the COMMISSION IMPLEMENTING REGULATION (EU) 2015/1018 of 29 June 2015 laying down a list classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/2014 of the European Parliament and of the Council. These occurrences will be reported by the operator. The list has been completed with additional company reportable occurrences (marked with company report).

This Directive shall apply to occurrences which endanger or which, if not corrected, would endanger an aircraft, its occupants or any other person.

Note 1: Although this lists the majority of reportable occurrences, it cannot be completely comprehensive. Any other occurrences, which are judged by those involved to meet the criteria, should also be reported.

Note 2: This list does not include accidents. In addition to other requirements covering the notification of accidents, they should also be reported.

Note 3: Occurrences to be reported are those where the safety of operation was or could have been endangered or which could have led to an unsafe condition. If in the view of the reporter an occurrence did not endanger the safety of the operation but if repeated in different but likely circumstances would create a hazard, then a report should be made. What is judged to be reportable on one class of product, part or appliance may not be so,

on another and the absence or presence of a single factor, human or technical, can transform an occurrence into an accident or serious incident.

Aircraft Flight Operations

- Avoidance manoeuvres:
 - Risk of collision with another aircraft, terrain or other object or an unsafe situation when avoidance action would have been appropriate;
 - An avoidance manoeuvre required to avoid a collision with another aircraft, terrain or other object;
 - An avoidance manoeuvre to avoid other unsafe situations;
 - When a TCAS Resolution Advisory occurs.
- Take-off or landing incidents, including precautionary or forced landings. Incidents such as under-shooting:
 - Overrunning or running off the side of runways. (take-offs, rejected takeoffs, landings);
 - Attempted landings on a closed, occupied or incorrect runway;
 - Runway incursions.
- Inability to achieve predicted performance during take-off or initial climb.
- Critically low fuel quantity or inability to transfer fuel or use total quantity of usable fuel.
- Loss of control (including partial or temporary) regardless of cause.
- Occurrences close to or above V1 resulting from or producing a hazardous or potentially hazardous situation (e.g. rejected take-off, tail strike, engine power loss, etc.).
- Go around producing a hazardous or potentially hazardous situation.
- Unintentional significant deviation from airspeed, intended track or altitude (more than 300 ft) regardless of cause.
- Descent below decision height/altitude or minimum descent height/altitude without the required visual reference.
- Loss of position awareness relative to actual position or to other aircraft.
- PBN – Technical defects and exceedances of technical limitations including:
 - Significant navigation errors attributed to incorrect data or data base coding error;
 - Unexpected deviations in lateral/vertical flight path not caused by pilot input or erroneous operation of equipment;
 - Significant misleading information without failure warning;
 - Total loss or multiple navigation equipment failure;

- Loss of integrity (e.g. RAIM) function whereas integrity was predicted to be available during pre-flight planning.
- LVO (Reportable event during LVO):
 - Significant deviations from the flight path not caused by flight crew input;
 - Misleading information without flight deck alerts;
 - Loss of airborne navigation equipment functions necessary for the operation.
 - Loss of functions or facilities at the aerodrome necessary for the operation, including aerodrome operating procedures, ATC operation, navigation facilities, visual aids and electrical power supply;
 - Loss of other functions related to external infrastructure necessary for the operation; and
 - Any other event causing the approach or landing to be abandoned if occurring repeatedly.
- Breakdown in communication between flight crew or between flight crew and other parties (cabin crew, ATC, engineering).
- Hard landing – a landing deemed to require a Hard Landing Inspection.
- When a serious loss of braking occurs.
- Exceedance of fuel imbalance limits.
- Incorrect setting of an SSR code or of an altimeter subscale.
- Incorrect programming of, or erroneous entries into, equipment used for navigation or performance calculations, or use of incorrect data.
- Incorrect receipt or interpretation of radio-telephony messages.
- Fuel system malfunctions or defects, which had an effect on fuel supply and/or distribution.
- Aircraft unintentionally departing from a paved surface.
- Collision between an aircraft and any other aircraft, vehicle or other ground object.
- Inadvertent and/or incorrect operation of any controls.
- Inability to achieve the intended aircraft configuration for any flight phase (e.g. landing gear and gear doors, flaps, stabilizers, slats etc.).
- A hazard or potential hazard which arises as a consequence of any deliberate simulation of failure conditions for training, system checks or training purposes.
- Abnormal vibration (above advisory level).

- Operation of any primary warning system associated with manoeuvring the aircraft e.g. configuration warning, stall warning (stick shaker), over-speed warning, etc. unless:
 - The crew conclusively established that the indication was false and provided that the false warning did not result in difficulty or hazard arising from the crew response to the warning; or
 - Operated for training or test purposes.
- When a GPWS Alert is triggered.
- When a ROW/ROPS Alert is triggered.
- When any de-icing and/or anti-icing event impacts, or may have impacted, safe operation.

Emergencies

- Fire, explosion, smoke or toxic or noxious fumes, even though fires were extinguished.
- The use of any non-standard procedure by the flight or cabin crew to deal with an emergency when:
 - Inadequacy of any procedures designed to be used in an emergency, including when being used for maintenance, training or test purposes.
 - An event leading to an emergency evacuation.
 - Depressurization.
- The use of any emergency equipment or prescribed emergency procedures in order to deal with a situation.
- An event leading to the declaration of an emergency ('MAYDAY' or 'PAN').
- Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for maintenance, training or test purposes.
- Events requiring any use of emergency oxygen by any crew member.

Injury and Crew Incapacitation

- Incapacitation of any member of the flight crew, including that which occurs prior to departure if it is considered that it could have resulted in incapacitation after take-off.
- Incapacitation of any member of the cabin crew which renders them unable to perform essential emergency duties.
- Occurrences, which have or could, have led to significant injury to passengers or crew but which are not considered reportable as an accident.

Meteorology

- A lightning strike which resulted in damage to the aircraft or loss or malfunction of any essential service.

- A hail strike which resulted in damage to the aircraft or loss or malfunction of any essential service.
- Severe turbulence encounter, an encounter resulting in injury to occupants or deemed to require a 'turbulence check' of the aircraft.
- A windshear encounter.
- Icing encounter resulting in handling difficulties, damage to the aircraft or loss or malfunction of any essential service.
- Volcanic ash encounter.

Security

- Unlawful interference with the aircraft including a bomb threat or hijack.
- Difficulty in controlling intoxicated, violent or unruly passengers.
- Discovery of a stowaway.

Other Occurrences

- Repetitive instances of a specific type of occurrence which in isolation would not be considered 'reportable' but which due to the frequency with which they arise, form a potential hazard.
- A bird strike which resulted in damage to the aircraft or loss or malfunction of any Wake-turbulence encounters.
- Any other occurrence of any type considered to have endangered or which might have endangered the aircraft or its occupants on board the aircraft or on the ground.

Other easyJet Reportable Events

- When a rejected take-off is executed.
- When a diversion to an airport other than the planned destination is flown.
- When a go-around is flown.
- High Pitch Attitude during landing phase and/or Pitch Callout.
- When landing below CNR for reasons other than Diversion, Go Around, ATC delay.
- When a birdstrike without damage occurs (statistical data).
- When there is incorrect loading of fuel.
- When a dangerous goods accident/incident occurs.
- Significant error on the loadsheet.
- When a SAFA/SACA/SANA ramp inspection is performed on a company aircraft (include a photograph of the inspection report with the ASR).
- When deficiencies occur in any operating procedures or manuals.
- When a Flight Management Navigation Data Base error/discrepancy is detected.

- Loss of RVSM capability.
- When operating standards are degraded due to deficient ground support of ground facilities.
- When toilet smoke detectors are activated or vandalised.
- Suspected or confirmed PED interference.
- Passengers failing to follow Company policy on PED usage.
- Any drone impact to the aircraft, regardless of damage, or any drone sighting during operation.

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12 THE RULES OF THE AIR

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12.1 INTRODUCTION

The ICAO Rules of the Air, Annex 2 are published in the Route manual.

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13 LEASING

UK-AOC

13.0 INTRODUCTION (UK AOC)

This Operations Manual Part A Section 13 details the Regulatory requirements and Company Policy arrangements for easyJet with regard to Aircraft Leasing.

13.0.1 Definitions

CofA: Certificate of Airworthiness.

Damp Lease: A wet leased aircraft that includes cockpit crew but not cabin attendants.

Dry Lease: A lease where the aircraft is provided without crew.

Dry Lease Agreement: An agreement between undertakings pursuant to which the aircraft is operated under the air operator certificate (AOC) of the lessee.

Lease: Aircraft leasing is the rental, rather than purchase, of aircraft by an air carrier (i.e. commercial air transport operator) or a non-airline entity.

Lessee: The term lessee means the party to which the aircraft is leased.

Lessor: The term lessor means the party from which the aircraft is leased.

Long Term Lease: A lease longer than 30 consecutive days.

Third Country Operator (TCO):

- EU27 – an Operator from a European Union country who holds an Air Operator Certificate and Operating License granted by its competent authority, or;
- EFTA4 – an Operator from Norway, Iceland, Liechtenstein, or Switzerland only, who holds an Air Operator Certificate and Operating License granted by its competent authority, or;
- An Operator from a non-EASA Member State holding an Air Operator Certificate (AOC) and Operating License granted by its competent authority.

Third Country Registered Aircraft:

- EU27 – an aircraft registered in a country from the EU27, or;
- EFTA4 – an aircraft registered in Norway, Iceland, Liechtenstein, or Switzerland only, or;
- Non-EASA Member State – an aircraft registered in a State other than in the EU27 or the EFTA4 regions.

Short Term Lease: A lease no more than 30 days.

State of Operator (SoO): The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

State of Registry (SoR): The State on whose register the aircraft is entered.

Wet Lease: A lease where the aircraft is provided with crew.

Wet Lease Agreement: An agreement between air carriers pursuant to which the aircraft is operated under the AOC of the lessor.

WhiteList Operator: An Operator (from an EFTA4 or EASA Member State) that has been assessed by easyJet following a full audit process by demonstrating safety equivalence with relevant UK aviation regulations as required, in order to be listed. easyJet will maintain an adequate level of oversight during the lease or ready to lease in period.

13.0.2

Roles, Responsibilities and Accountabilities

easyJet is responsible for the oversight of all contracted activities, and all safety related activities, including all leasing agreements. easyJet must ensure that these activities are embedded within their management system.

The following responsibilities are contracted services on behalf of the AOC.

The requirement to wet lease an aircraft originates for the following reasons:

Long term lease:

- Commercial opportunity driven by Strategy or Network Planning or a fleet capacity requirement. The Head of Fleet Procurement is responsible for sourcing and contracting the wet lessor and gaining the relevant approval from the CEO, COO/AMB member, or the PLC board.
- The Fleet Procurement team will initiate which wet lessor to approach, taking into account any existing contractual agreements in place.
- The Head of Fleet Procurement will discuss the basic terms of the lease agreement with the wet lessor to establish if they are a viable commercial option. They are responsible for organising the lease agreement and the signatures.

Short term lease:

- AOG or other unpredicted factor necessitating short term additional capacity.

- OPD will initiate which wet lessor to approach based on airlines that are on easyJet's WhiteList:
 - The Head of Network Control is responsible for this up to three days prior to operation.
 - The Head of Operational Planning is responsible for this when four days or longer prior to operation.

The Head of Compliance Monitoring/Compliance Monitoring department is responsible for:

1. Verifying if the wet lessor is on easyJet's WhiteList and whether lease approval is held from the competent authority.
2. Initiating pre-visit questionnaires, assessing the questionnaire responses, and deciding when an onsite audit is required.
3. Conducting the onsite audit of the wet lessor and writing the audit report.
4. Assessing the audit conclusions and deciding if the wet lessor is viable to use and should be accepted to easyJet's WhiteList. This decision must be made in conjunction with the Nominated Person Flight Operations.
5. Controlling the easyJet WhiteList and notifying the competent authority of any additions or removals.
6. Ensuring all required supporting documentation is received (inc. TCO Certificate) and checked for validity to cover the intended lease period. Such approval is then confirmed with the easyJet legal department prior to the initiation of service.
7. Requesting lease approval from the competent authority if this is not already held.
8. Storage of all relevant approvals and leasing documentation.

The Head of Operational Planning is responsible for the lease agreements and the operational interface document.

When wet leasing is planned four days or longer prior to operation, the Fleet Operations Manager will:

1. Ensure the Wet Lease-In (WLI) online form is submitted to the UKCAA.
2. Request the ANO 2016 Article 250 Permit from the UKCAA Foreign Carrier Permits team is submitted.
3. Ensure that passengers are notified where there is a change to the air carrier.

The Head of Network Control is responsible for ensuring that when wet leasing is planned up to three days prior to operation, the Network Duty Manager will complete points 1 to 3 above.

The Accountable Manager is accountable for the leasing operations and agreement approval.

The Nominated Person Flight Operations is responsible for leasing applications and ensuring that OM-A Section 13 (Leasing) is up-to-date and notified to the competent authority.

The Group Flight Ops Safety Manager is responsible to the NPFO for safety oversight during any leasing arrangement.

Swiss-AOC

13.0 INTRODUCTION (SWISS AOC)

For details on easyJet Switzerland leasing processes refer to OMM 10.2.

13.0.1 Definitions

The types of leases and their definitions are detailed within [OM-A 0.1.4](#).

Austrian-AOC

13.0 INTRODUCTION (AUSTRIAN AOC)

This Operations Manual Part A Section 13 details the Regulatory requirements and Company Policy arrangements for easyJet Europe Airline GmbH with regard to Aircraft Leasing.

13.0.1 Definitions

The types of leases and their definitions are detailed within [OM-A 0.1.4](#).

Community Operator: An operator certificated under Commission Regulation (EU) No 965/2012 by one of the EASA Member States.

Third Country Operator: Non-European aircraft operator conducting commercial air transport flights into the EU.

WhiteList Operator: An operator that has been assessed by easyJet following a full audit process to satisfy that equivalent safety standards with regard to continuing airworthiness and air operations have been met and will be maintained.

13.0.2 Roles, Responsibilities and Accountabilities

EasyJet Europe Airline GmbH as certified Operator is responsible for the oversight of all contracted activities, and all safety related activities, including all leasing agreements and approval of competent authority (ARO.OPS.110).

EasyJet Europe must ensure that these activities are embedded within the operators management system.

Based on the company business model EasyJet Europe will subcontract certain leasing activities to easyJet Airline Company Limited (EACL) that acts as a Group Service Provider.

The NPFO is responsible for the Lease Agreement.

13.0.2.1 Non-operational Lease Requirements

Longer term capacity due exceptional or seasonal needs:

- The Head of Fleet Procurement is responsible for sourcing and contracting the wet lessor and gaining the relevant approval from the CEO, COO/AMB member, or the PLC board.
- The Fleet Procurement team will initiate which wet lessor to approach, taking into account any existing contractual agreements in place.
- The Head of Fleet Procurement will discuss the basic terms of the lease agreement with the wet lessor to establish if they are a viable commercial option. They are responsible for organising the lease agreement and the signatures.

Short term to cover unforeseen operational difficulties:

- OPD will initiate which wet lessor to approach based on airlines that are on easyJet's WhiteList:
 - The Head of Network Control is responsible for this up to three days prior to operation.
 - The Head of Operational Planning is responsible for this four days or longer prior to operation.

13.0.2.2 Operational Lease Requirements

The Accountable Manager is accountable for:

- The leasing operations and agreement approval and;
- The delivery of the agreed contracted airline capacity to the standards and terms of the agreement with EACL inclusive of financial, safety and brand metrics.

The Accountable Manager delegates day-to-day operational management responsibility of the Operation to the Nominated Persons [OM A 1.2.1](#).

The Nominated Person Flight Operations is responsible for:

- Leasing applications and ensuring that OM-A Section 13 (Leasing) is up-to-date and notified to the competent authority.
- Requesting lease approval from the competent authority if this is not already held.
- Lease agreements and the operational interface document.

The following responsibilities are contracted services on behalf of the AOC:

1. Head of Compliance is responsible for auditing and compliance of the leasing policy and procedures;
2. Head of Compliance is responsible for managing the “WhiteList” Process, including ensuring that the required audits are carried out and maintaining the validity of all associated documentation;
3. The Flight Ops Safety Manager is responsible to the NPFO for safety oversight during any leasing arrangement;
4. Head of Operational Planning is responsible for the day-to-day lease operational interface;
5. Head of Operational Planning is responsible for ensuring passengers are notified of the operator when leasing is planned more than three days before operation;
6. Head of Network Control is responsible for ensuring passengers are notified of the operator when leasing is planned within three days of operation.

13.0.3 WhiteList Process

The WhiteList pre-assessment process has been adopted for potential Aircraft, Crew, Maintenance and Insurance providers (ACMIs) and other Operators (Lessors) using a minimum criteria in order to satisfy the operator that an equivalent level of safety and airworthiness is applied.

UK-AOC

13.1 ANY LEASE-IN (UK AOC)

Any lease-in agreement requires prior approval of the relevant competent authority.

If easyJet intends to lease-in an aircraft, they should provide the competent authority with the following information:

1. The aircraft type, registration markings and serial number, as soon as available;
2. The name and address of the registered owner;
3. A copy of the valid certificate of airworthiness;
4. A copy of the lease agreement or description of the lease provisions, except financial arrangements; and
5. Duration of the lease.

In case of wet lease-in, a copy of the AOC and the areas of operation.

The information mentioned above should be accompanied by a statement signed by the lessee that the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations.

Aircraft shall not be leased-in from an operator that is subject to a ban pursuant to UK Reg (EC) No. 2111/2005.

Table 13.1(1) Table of Approvals, Permits, Certificates, Validations or Exemptions Required for Leasing Agreements

Type of Lease	Lessee	Lessor	UK CAA Prior Lease Approval Required	UK CAA Notification Required	UK CAA Prior Part T Approval Required	UK CAA Part TCO Certificate	UK CAA 250 Permit Required	UK CAA Article 250 Permit Required	Third Country Pilot Licence Validation or Exemption
Dry Lease IN/OUT	easyJet does not currently dry lease-in or out to any operator.	Section 13.3							
		UK Operator	UK SI 41/2009, Reg 17(2)(c)						
		EU27	Air Ops Regs ORO.AOC.110(c)			✓	✓		Section 13.2.3
			Air Ops Regs ORO.AOC.110(c)						
			And UK Reg (EC) No. 1008/2008 Article 13(3)				✓		Section 13.2.4
Wet Lease IN	UK Operator	EFTA4							
		Non-EASA Member State	easyJet do not currently wet lease-in from Non EU27/EFTA4 Third Country Operators.		Section 13.2.5				
	UK Operator								
	EASA Member State								
Wet Lease OUT	UK Operator				Air Ops Regs ORO.AOC.110(f)				Section 13.2.7 – Point 3
	Non-EASA Member State								Section 13.2.7 – Point 3

Swiss-AOC**13.1 ANY LEASE-IN (SWISS AOC)**

Refer to OMM.

Austrian-AOC**13.1 ANY LEASE-IN (AUSTRIAN AOC)**

Any lease-in agreement requires prior approval of the relevant competent authority.

The operator intending to lease-in an aircraft should provide the competent authority with the following information:

1. The aircraft type, registration markings and serial number, as soon as available;
2. The name and address of the registered owner;
3. A copy of the valid certificate of airworthiness;
4. A copy of the lease agreement or description of the lease provisions, except financial arrangements; and
5. Duration of the lease.

In case of wet lease-in, a copy of the AOC and the areas of operation.

The information mentioned above should be accompanied by a statement signed by the lessee that the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations.

Aircraft shall not be leased-in from an operator that is subject to a ban pursuant to Regulation (EC) No. 2111/2005.

UK-AOC**13.2 WET LEASING (UK AOC)****13.2.1 Wet Leasing-in an Operator**

easyJet remains accountable for the safety of its operations when using Wet Leasing-In (WLI) services and that it must therefore oversee WLI aircraft as part of its own Safety Management System (SMS) to assure the safety of such operations.

13.2.2 Wet Leasing-in from a UK Operator

Prior approval is required from the UKCAA in order to wet lease in from a UK Operator. The competent authority will be provided with the following information:

- A valid written lease agreement in place between the air carriers;
- Details of the circumstances which led to the lease;

- The aircraft type, registration markings and serial number, as soon as available;
- The name and address of the registered owner;
- A copy of the valid certificate of airworthiness;
- A copy of the lease agreement or description of the lease provisions, except financial arrangements; and duration of the lease;
- The routes to be flown;
- In the case of a wet lease-in, the name of the operator of the leased aircraft; and
- The operator's full contact details.

This documentation must be accompanied by a statement signed by the UK air carrier that the parties to the lease agreement fully understand their respective responsibilities under the applicable regulations.

13.2.3 **Wet Leasing-in from an EU27 Operator**

easyJet shall demonstrate to the competent authority all of the following in order to obtain approval from the UKCAA to wet lease from a Third Country Operator:

1. The third country operator holds a valid AOC issued in accordance with Annex 6 to the Convention on International Civil Aviation;
2. The safety standards of the third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by UK Reg (EU) No. 1321/2014 and UK Reg (EU) No. 965/2012. This is demonstrated by using the approved "WhiteList" Process;
3. The aircraft has a standard CofA issued in accordance with Annex 8 to the Convention on International Civil Aviation;
4. Signed Lease Agreement submitted to the aircraft.leasing@caa.co.uk;
5. Submit the Stage 3 Notification Wet Lease-In (WLI) online form and declaration confirming valid documentation for the leasing period;
6. The Third Country Operator holds a TCO Certificate issued by the UKCAA;
7. ANO article 250 permit issued by UKCAA;
8. The Lessor's pilots will be required to hold third country pilot licence validations in accordance with Article 4 of UK Reg (EU) No. 2020/723 or have been granted an Article 71(3) Exemption under UK Reg (EU) No. 2018/1139.

13.2.4 Wet Leasing-in from an EFTA4 Operator

In addition to 13.2.3, the following criteria must be met in order to wet lease-in from an EFTA4 operator:

1. Article 13(3) Approval for aircraft registered in a EFTA4 or non-EASA Member under UK Reg (EC) No. 1008/2008. To obtain this approval, one of the following criteria is fulfilled:
 - a. Exceptional needs – which has approval duration of up to seven months, with the possibility of an extension for a further seven months. No further extensions are then permitted, or
 - b. Seasonal capacity needs – which cannot reasonably be satisfied with aircraft registered in the UK for which the approval can be renewed, or
 - c. Operational difficulties – which it is either not possible or reasonable to cover with aircraft registered in the UK for which the approval will be limited to the duration strictly necessary for overcoming the difficulties.
2. The safety standards of the third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by UK Reg (EU) No. 1321/2014 and UK Reg (EU) No. 965/2012. This requires an equivalent level of safety assurance in accordance with AMC1 ORO.AOC.110(c) requirements.

13.2.5 Wet Leasing-in from any Other Third Country Operator (Non EU27/EFTA4)

easyJet do not currently wet lease-in from Non EU27/EFTA4 Third Country Operators.

Prior to entering into a wet lease-in agreement with a Non EU27/EFTA4 TCO, easyJet will establish detailed processes and procedures to ensure compliance with the applicable requirements. Any lease agreement will require prior approval by the UKCAA. Applications to be submitted to foreigncarrierpermits@caa.co.uk.

13.2.6 Wet Leasing-in from an EASA Member State or EFTA4 Operator – WhiteList Process

The WhiteList pre-assessment process has been adopted for potential Aircraft, Crew, Maintenance and Insurance providers (ACMIs) and other Operators (Lessors) using a minimum criteria in order to satisfy the operator that an equivalent level of safety is applied.

The WhiteList processes are documented by the Compliance Monitoring department.

13.2.7 Wet Leasing-out a UK Registered Aircraft to any Operator

An approval is not required to wet lease-out a UK registered aircraft to any operator however, the following requirements apply:

1. Before the aircraft is wet leased-out, the operator must notify the UKCAA's Inspecting officer (Leasing) via e-mail to aircraft.leasing@caa.co.uk and inform easyJet's assigned FOI inspector.
2. The AOC must cover the areas of operation required.
3. Pilots would need to obtain a validation or exemption from the state of the lessee for non-UK Operators.

When notifying the competent authority, the operator intending to wet lease-out an aircraft should provide the competent authority with the following information:

1. The aircraft type, registration markings and serial number;
2. The name and address of the lessee;
3. A copy of the lease agreement or description of the lease provisions, except financial arrangements; and
4. The duration of the lease agreement.

13.2.8 Flight Number/Call Sign and Traffic Rights

Under a Wet Lease arrangement, the Lessee's airline designator codes and traffic rights are to be used. Therefore, when Wet Leasing-In an aircraft, the Operator's flight number/call sign (designator code) and traffic rights should be used.

Swiss-AOC

13.2 WET LEASING (SWISS AOC)

Refer to OMM.

Austrian-AOC

13.2 WET LEASING (AUSTRIAN AOC)

13.2.1 Wet Leasing-in a Community Operator

Prior approval is required from AustroControl in order to wet lease in from a Community Operator.

AustroControl will be provided with the following information:

1. Type of wet lease-in (short or long term);
2. Evidence of completion of the approved "WhiteList" process for Community Operators;
3. Copies of the operating license and the Air Operator's Certificate (AOC), provided the lessor is not a domestic lessor;

-
4. Copy of the (initial draft) rental agreement.

In the event of an unforeseen need for a wet lease-in (e.g. due to a technical Aircraft on Ground (AOG)) an application for a permit must be submitted to ACG within seven working days if the (Community) Operator is not an easyJet approved WhiteList Operator.

13.2.2 Wet Leasing-in from a Third Country Operator

Any wet lease in from a Third Country Operator requires prior approval from AustroControl.

To obtain this approval, the following points must be satisfied:

1. Proof must be provided that the lessor has a valid Air Operator Certificate (AOC) issued in accordance with ICAO Annex 6;
2. Proof that the safety standards of the third country operator with regard to continuing airworthiness and air operations are equivalent to the applicable requirements established by Regulation (EU) No. 1321/2014. This is demonstrated by using the approved "WhiteList" Process;
3. Evidence must be provided that the aircraft has a standard CofA issued in accordance with ICAO Annex 8;
4. Justification must be given that all security requirements are met that correspond to those of the Community or national Community legislation.

The operator must ensure one of the following criteria is fulfilled:

- Exceptional needs – which has approval duration of up to seven months, with the possibility of an extension for a further seven months. No further extensions are then permitted, or
- Seasonal capacity needs – which cannot reasonably be satisfied with aircraft registered or Community – for which the approval can be renewed, or
- Operational difficulties – which it is either not possible or reasonable to cover with aircraft registered or Community – for which the approval will be limited to the duration strictly necessary for overcoming the difficulties. AustroControl limits this period to a maximum of 90 days.

Pilots would need to obtain a validation or exemption from AustroControl for any non-EU Operators.

13.2.3 Wet Leasing-out

An approval is not required to wet lease-out an Austrian registered aircraft to any operator however, the following requirements apply:

1. Before the aircraft is wet leased-out, the operator must notify AustroControl and;
2. The AOC must cover the areas of operation required.

When notifying the competent authority, the following information should be supplied;

1. The aircraft type, registration markings and serial number;
2. The name and address of the lessee;
3. A copy of the lease agreement or description of the lease provisions, except financial arrangements; and
4. The duration of the lease agreement.

Pilots would need to obtain a validation or exemption from the state of the lessee for non-EU Operators.

13.2.4 Flight Number/Call Sign and Traffic Rights

Under a Wet Lease arrangement, the Lessee's airline designator codes and traffic rights are to be used. Therefore, when Wet Leasing-In an aircraft, the Operator's flight number/call sign (designator code) and traffic rights should be used.

UK-AOC

13.3 DRY LEASING (UK AOC)

easyJet does not currently dry lease-in or out to any operator.

Prior to entering into a lease agreement, easyJet will establish detailed processes and procedures to ensure compliance with the applicable requirements. Any lease agreement will require prior approval by the UKCAA.

Swiss-AOC

13.3 DRY LEASING (SWISS AOC)

Refer to OMM.

Austrian-AOC

13.3 DRY LEASING (AUSTRIAN AOC)

13.3.1 Dry Leasing-in a Community Registered Aircraft

Any lease-in agreement requires prior approval of the relevant competent authority. For details on Dry Leasing refer to Fleet Operations Leasing Manual.

13.3.2 Dry Leasing-in a Third Country Registered Aircraft

Any dry lease-in agreement from a Third Country Operator requires prior approval of the relevant competent authority.

In addition, the operator will also need to demonstrate to the competent authority that:

1. An operational need has been identified that cannot be satisfied through leasing an aircraft registered in the EU;

2. The duration of the dry lease-in does not exceed seven months in any 12 consecutive month period;
3. Compliance with the applicable requirements of regulation (EC) No 1321/2014 is ensured; and
4. The aircraft is equipped in accordance with the EU regulations for Air Operations.

13.3.3 Dry Leasing-out a Third Country Registered Aircraft

The operator intending to dry lease-out one of its aircraft shall apply for prior approval by the competent authority. The application shall be accompanied by copies of the intended lease agreement or description of the lease provisions, except financial arrangements, and all other relevant documentation.

The Lessee's pilots will be required to hold third country pilot license validations.

UK-AOC

13.4 DAMP LEASING (UK AOC)

easyJet do not currently conduct any form of damp leasing.

Prior to entering into a damp lease agreement, easyJet will establish detailed processes and procedures to ensure compliance with the applicable requirements. Any lease agreement will require prior approval by the UKCAA.

Swiss-AOC

13.4 DAMP LEASING (SWISS AOC)

easyJet do not currently conduct any form of damp leasing.

Austrian-AOC

13.4 DAMP LEASING (AUSTRIAN AOC)

easyJet do not currently conduct any form of damp leasing.

Prior to entering into a damp lease agreement, easyJet will establish detailed processes and procedures to ensure compliance with the applicable requirements. Any lease agreement will require prior approval by the AustroControl.

UK-AOC

13.5 NOTIFYING PASSENGERS OF THE OPERATING AIR CARRIER (UK AOC)

easyJet is required to inform its passengers of the identity of the operating air carrier or carriers. This will allow the consumer to make an informed choice, to understand which operator is contracted to perform the flight, and to help them access their statutory rights.

Swiss-AOC

13.5 NOTIFYING PASSENGERS OF THE OPERATING AIR CARRIER (SWISS AOC)

easyJet is required to inform its passengers of the identity of the operating air carrier or carriers. This will allow the consumer to make an informed choice, to understand which operator is contracted to perform the flight, and to help them access their statutory rights.

Austrian-AOC

13.5 NOTIFYING PASSENGERS OF THE OPERATING AIR CARRIER (AUSTRIAN AOC)

easyJet is required to inform its passengers of the identity of the operating air carrier or carriers. This will allow the consumer to make an informed choice, to understand which operator is contracted to perform the flight, and to help them access their statutory rights.

UK-AOC

13.6 CODE SHARING AGREEMENTS (UK AOC)

easyJet does not have code share agreements with other operators.

Prior to entering into a code share agreement, easyJet will establish detailed processes and procedures to ensure compliance with the applicable requirements. Any code share agreement will require prior approval by the UKCAA.

Swiss-AOC

13.6 CODE SHARING AGREEMENTS (SWISS AOC)

Refer to OMM.

Austrian-AOC

13.6 CODE SHARING AGREEMENTS (AUSTRIAN AOC)

easyJet does not have code share agreements with other operators.

Prior to entering into a code share agreement, easyJet will establish detailed processes and procedures to ensure compliance with the applicable requirements. Any code share agreement will require prior approval by AustroControl.

APPENDICES

A Fatigue Reporting Form Policy..... A-1

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APPENDIX CHANGE REVISION SUMMARY

Page Number	Description of Change
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APPENDIX A – FATIGUE REPORTING FORM POLICY

UK-AOC

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Swiss-AOC

This Appendix contains the easyJet Fatigue Reporting Form Policy Manual.

easyJet

Fatigue Report Form (FRF)

Policy



Austrian-AOC

Reserved.

A.1 INTRODUCTION

UK-AOC

Reserved.

Swiss-AOC

Fatigue is a physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness and/or physical activity that could impair a crew member's alertness and ability to safely operate an aircraft or perform safety related duties.

Traditionally roster related fatigue has been controlled by prescriptive rules but these provide only a limited and static protection that does not take account of the dynamic complexities of fatigue generation. A Fatigue Risk Management System (FRMS) provides a more comprehensive approach employing tools and processes that are specifically designed to detect, classify, analyse, prioritise, mitigate and/or control fatigue risk. As it relies on operationally based data FRMS allows flexible, specific and timely responses to constantly changing operational needs.

A fatigue reporting process is a key component of easyJet's FRMS and enables differentiation between roster and non roster related factors so that each can be addressed appropriately and with a view to preventing future occurrences. The reporting process is primarily intended to provide information to assist mitigation against fatigue generated by roster design, construction, implementation and associated policies. However, when reporting reveals or relates to non roster related factors, processes and guidelines have been formulated within the company just culture provisions so that crew members can be provided with appropriate support, information and mitigation options. FRMS will facilitate any education or training in respect of personal fatigue management.

Austrian-AOC

Reserved.

A.2 FATIGUE REPORT FORM POLICY STATEMENT

UK-AOC

Reserved.

Swiss-AOC

This policy document is applicable to both EZY and EZS operations.

The fatigue reporting process exists to facilitate reporting of all fatigue related safety incidents in order to continue developing our learning and thereby ensure the company can operate within an appropriately risk controlled environment. The prime purpose of the Fatigue Report Form (FRF), like all channels for reporting safety concerns, is to ensure flight safety is continuously improved through a non punitive culture. Crew who report through the FRF can expect that they will not be

punished for actions, omissions, or decisions that are considered reasonable given their experience and training, but are accountable for negligence, wilful violations, misuses of the fatigue reporting system and destructive acts. In this context the responsibilities placed upon them include:

- Crew members shall exercise due care to obtain adequate rest and sleep whilst on days off or rest periods such that they are fit to perform rostered duties;
- Crew members shall take all reasonable action to mitigate influences outside easyJet that may lead to them being unfit for duty;
- Crew members are responsible for recognising and reporting fatigue;
- Crew members must not perform duties on an aircraft if flight safety would be compromised due to the effects of fatigue.

As throughout this document the term “crew member” is inclusive of both flight deck and cabin crew.

Austrian-AOC

Reserved.

A.3 THE FATIGUE REPORT FORM

UK-AOC

Reserved.

Swiss-AOC

The FRF was developed with the following objectives:

1. *To provide a formal method for capturing data on fatigue*

The FRF should enable crew to report fatigue-related incidents and errors and should also capture information on precursors including fatigue-related behaviours, instances of fatigue and any concerns relating to fatigue.

2. *To enable an additional layer of fatigue risk management*

The FRF must be supported by a system for managing and responding to reports if it is to enhance the degree to which the company is protected from fatigue risk.

3. *To enable data mining and trend analysis*

The FRF should facilitate the collection of information on contextual factors that contribute to fatigue, for example workload and personal circumstances. All data should be entered into a central database which can then be mined to reveal relevant trends thereby enabling the company to determine where company safety resources should be directed.

4. To provide a forum for employees to suggest corrective actions

The input and local knowledge of operational staff are recognised as being essential for the development of effective controls. Consequently, the fatigue reporting process should include space for crew to suggest corrective actions.

Austrian-AOC

Reserved.

A.4 PURPOSE OF THE FATIGUE REPORT FORM

UK-AOC

Reserved.

Swiss-AOC

While recognising the importance of personal context, the prime purpose of FRMS investigating an FRF is to determine the probable cause of the fatigue occurrence so that lessons can be learnt which may help to reduce the risk of fatigue arising from any aspect of roster planning and implementation. The FRMS focus is consequently on those fatigue elements that the company can reasonably be expected to control taking into account a crew member's personal responsibility to manage their rest periods appropriately.

However where other elements outside the company's control are identified the FRF policy establishes the process by which crew members can be given the support and knowledge necessary for them to effectively assume their personal responsibility for the management of fatigue.

This is in keeping with the corporate safety policy statement that:

"Both easyJet and its employees have a shared responsibility to avoid fatigue related performance impairment."

To further encourage observance of this shared responsibility an FRF may still be submitted pre or post duty where a crew member has not claimed fatigue but has nevertheless identified precursors that they wish to bring to the attention of FRMS.

Austrian-AOC

Reserved.

A.5 REPORTING UNFIT FOR DUTY

UK-AOC

Reserved.

Austrian-AOC

Reserved.

Swiss-AOC

A.5.1

Prior to Duty

Should a crew member feel they are unfit to fly and/or their alertness is impaired to a level which could compromise the safety of the flight, they have a responsibility, irrespective of the causal factors, to report as such to the Crewing department.

Crewing staff should not query or challenge the crew member's decision to claim fatigue or otherwise be unfit to operate.

Therefore following a crew member declaring themselves unfit to fly, the ICC Crewing officer will;

1. Annotate the crew members' roster in AIMS as FTGD (when the crew member cites fatigue due to roster related factors), UNFT (when the crew member is unfit to fly due to fatigue and cites non roster related factors), SICK or with any other absence related code as appropriate and agreed with the crew member. Awaiting Management Authorisation (AMA) may be utilised where the reason for absence is not clearly defined by the crew member.
2. Remind the crew member that they are required to submit an FRF within 48 hours of absence where fatigue, whether roster or non roster related, is being claimed.

A.5.2

During Duty

If reporting fatigued during duty the crew member can be offloaded if they or the Captain of the flight consider their performance may compromise the safe operation of the flight. If a Captain decides to stand down a crew member due to fatigue when the crew member themselves are not claiming fatigue the Captain is required to complete an FRF evidencing the factors that led them to make that decision. A crew member does not have to fill in an FRF unless they personally are claiming fatigue. If a crew member is offloaded due to fatigue Crewing will annotate the roster with the code FTGO – Fatigue Offload.

In cases where a crew member has made the decision away from home base that they are unfit to fly as a result of fatigue, or has been declared as such by the Captain, they will be relieved of their duties and unless declared fit to fly by a doctor or suitably qualified alternative the crewmember will be provided with a room by the Company in which to rest; This rest is not optional and should cover at least the minimum rest period demanded by the company FTL scheme.

A.5.3

Assessing Fitness to Fly

The ability to predict future state of fitness becomes more difficult the further away an individual is from the critical point in time. It is for this reason crew are expected to discharge their personal responsibilities and ensure that they have attempted to gain adequate rest before assessing whether they are in a fit state to operate.

Fatigue should not be claimed for more than one duty day in advance and it should be noted that the use of the FTGD code for two or more consecutive days is subject to automatic referral.

A.5.4 Post Duty

While it should be recognised that the performance of any duty is liable to be tiring to some extent a crew member may still complete an FRF if they feel a duty may potentially be fatiguing. It is not necessary to have been absent due to fatigue in order for a request to be made for a specific roster to be analysed in order to identify the presence of fatigue precursors. Any resulting assessment will not count towards cumulative referral totals.

A.5.5 Failure to Comply

Every incidence of absence due to a claim of roster or non roster related fatigue has to be associated with a specific FRF.

On a weekly basis the FRMS Safety Officer will use AIMS to identify any crew members who have experienced an absence due to claiming roster or non roster related fatigue (FTGD, FTGO and UNFT) and who have not subsequently submitted an FRF. If by ten days after the event an FRF has still not been received the matter will be reported to the Line Manager as a failure to comply and, in the case of FTGD or FTGO, the roster code will automatically be changed to "No Show" (NSO) and regarded as an unauthorised absence. If the Line Manager subsequently identifies through investigation that extenuating circumstances have prevented the crew member from submitting an FRF, they may recommend that the FRMS Safety Team investigate the sequence of duties and the FTGD and FTGO code may be reinstated at the FRMS Safety Manager's discretion. However the event may not be subject to full FRMS analysis if it is deemed to have been self-assessed by the crew member as of low priority.

A.6 FRF ASSESSMENT

UK-AOC

Reserved.

Swiss-AOC

Fatigue reports are investigated and graded for roster related fatigue potential by FRMS based on evidence accumulated from the report, fatigue metrics obtained from the operated or published roster and any other information available to the investigator.

It should be emphasised that the FRF process is primarily designed to allow the company to analyse, assess, review and modify as appropriate its crew planning and implementation rulesets, policies, procedures and systems thereby discharging its obligations within the corporate FRMS policy. In performing this function it is evident that the actions, omissions, or experiences of crew members beyond the company's ability to manage may be identified and, within the just culture policy, these are subject to being

referred for further review as it is acknowledged they could represent a potential threat to flight safety as well as being a matter of crew welfare or system abuse.

Where roster related factors are being cited in respect of a fatigued absence but, on investigation, there is no persuasive supporting evidence provided by the reporter and no compelling roster related precursors then a **zero roster related fatigue potential score (FRMS grade 0)** will be recorded. Such a finding will count towards both referral criteria defined below. Operational factors unrelated to roster construction characteristics, such as hotel, weather or passenger issues, may be graded as a zero although these may be discounted in respect of referral criteria.

Findings indicating **low roster related fatigue potential (FRMS grades 1 and 2)** will be monitored by the FRMS Safety Officer and repeated¹ zero or low roster related fatigue potential findings are subject to possible referral. A low roster related fatigue potential assessment within the first three months of a crew member performing operational duties will automatically be referred to line management in order to ensure the crew member has an adequate understanding of the FRF process and their personal responsibilities to report for duty fit and adequately rested. When referring to line management the confidentiality of non roster related FRF content will be respected by FRMS within the terms of the company just culture policy. Referrals will only evidence against published roster factors. Line managers may refer crew members back to FRMS where further education or appropriate support is required.

Findings indicating **medium roster related fatigue potential (FRMS grades 3 and 4)** will be investigated and monitored through the safety database for contributory/causal factors. No investigation synopsis will be completed; however trends will be reported through the FSAG. All medium roster related fatigue potential investigations will be reviewed by the FRMS Safety Manager on a monthly basis. Repeated² medium and low roster related potential findings are subject to possible referral. When referring to line management the confidentiality of non roster related FRF content will be respected by FRMS within the terms of the company just culture policy. Referrals will only evidence against published roster factors. Line managers may refer crew members back to FRMS where further education or appropriate support is required.

Investigation findings indicating **high roster related fatigue potential (FRMS grade 5)** will be reviewed by the FRMS Safety Manager. An investigation synopsis and any applicable actions will be recorded and used in the generation of fatigue analyses and trending reports. The findings may also be forwarded to the appropriate operational departmental manager for review.

Findings of especial significance from an individual or operational perspective may require telephone interview by a Flight Crew Liaison Officer (FCLO) or the FRMS Safety Manager to discuss the contributory factors in more detail and, if

-
1. Following more than 1 occasion within 6 consecutive months.
 2. Following more than 3 occasions within 12 consecutive months.

appropriate, specialist medical assessment for long term fatigue risk. Subsequent escalation to the occupational health supplier, medical specialists or an Aviation Medical Examiner will be at the discretion of two FRMS Managers in liaison with the appropriate line manager.

Additionally all FRFs with an associated ERC score of 21 or greater will be peer reviewed by the Head of FRMS and ERC scores of 2 to 20 will be reviewed by the FRMS Safety Manager.

Every crew member submitting an FRF will have their report acknowledged together with an indication of how their report will consequently be used as part of the FRMS database. All crew members who have submitted an FRF may contact FRMS for more detailed feedback.

Copies of non confidential reports, or reports respecting the confidentiality of non roster content, will be made available to line managers at their request.

It is essential that crew members have confidence in the impartiality and objectivity of the FRF process. Analysis and investigation of reports are performed using scientifically validated and independent assessment principles and software. Nevertheless it is understood that crew members may be reluctant to report comprehensively if they perceive, despite the non punitive nature of the process, they may be disadvantaged or discriminated against as a result of submitting a FRF. If this is the case the crew member should contact a member of the FRMS Safety Team who, respecting confidentiality, will investigate accordingly using independent resource as required. The company whistle blowing process is also available in such circumstances. Crew members should however appreciate that requesting confidentiality severely restricts the ability of FRMS to investigate roster construction issues and is consequently a factor that makes providing individual feedback more difficult in such cases.

Austrian-AOC

Reserved.

A.7 FRMS INTERVIEW

UK-AOC

Reserved.

Swiss-AOC

FRMS Officers may proactively contact a crew member with the approval of an FRMS Manager. This will normally only take place when the submitted FRF contains insufficient or contradictory information thereby hindering the assessment of potential fatigue risk, the impact on flight safety or the requirement for further referral.

The purpose of such contact is to;

1. Clarify the content of the specific FRF and the associated fatigue precursors.

2. Place this in the context of fatigue history to evaluate whether onward referral is required.
3. Assess the nature of that referral.
4. Assess if other mitigating actions are required.
5. Ensure the crew member understands the purpose and policies behind the FRF process.
6. Ensure the crew member understands their personal responsibility to make optimum and effective use of their rostered rest periods.
7. Give the crew member notice if any further findings could result in referral.
8. Assist and support the crew member as required and requested.

Each FRMS interview will be tracked within FRMS and the assigned FRMS Officer will detail the results of their investigation and any recommended further actions. This is to ensure that there is an audit trail in respect of an individual's fatigue and absence history.

Austrian-AOC

Reserved.

A.8

REFERRAL OF FATIGUE INVESTIGATION FINDINGS

UK-AOC

Reserved.

Swiss-AOC

Within the context of FRF policy any referral beyond the FRMS department may occur only after two FRMS Managers or, by exception, their nominated deputies have reviewed the fatigue investigation findings and agreed on the most appropriate course of action and point of referral. Findings that may require further investigation include:

- Issues of crew welfare or well-being caused by factors such as:
 - Long term illness/fatigue;
 - Absence generated by external factors, unrelated to the roster. It is acknowledged through the use of UNFT that isolated domestic or external factors, or a similar discrete event, may result in an inability to operate due to insufficient rest being achieved.
- Suspected procedural violation such as:
 - Planning of lifestyle activities that may reasonably be expected to interfere with ability to report fit for work;
 - International or extended domestic commute that interferes with ability to report fit for work;
 - Failure to submit a FRF in support of any absence due to claimed fatigue;

- Reporting unfit or unable to operate due to factors unrelated to fatigue while claiming fatigue related absence;
- The presence of fatigue related absence patterns that, in conjunction with FRF assessment analyses, indicate potential abuse of the reporting process e.g. repeated absences around leave, over weekends, or prior to and after days off.

Subject to the company Just Culture policy information marked as confidential may be disclosed where there is evidence to suggest a risk to flight safety or procedural violation.

Austrian-AOC

Reserved.

A.9 REFERRAL TO FLIGHT CREW LIAISON OFFICERS

UK-AOC

Reserved.

Swiss-AOC

Referral to an FCLO will normally only take place where there is deemed to be a potentially significant threat to flight safety. FCLOs are bound by confidentiality in the same manner as FRMS.

On referral to an FCLO the FTGD or FTGO code is retained on the roster. The purpose of such referral is to:

1. Identify if a threat to flight safety exists.
2. Identify the nature of that threat and whether it relates to roster or non roster related factors.
3. Recommend further referral or mitigating actions as appropriate or provide information to facilitate such recommendation by FRMS. These may include education and support to address issues of crew welfare or well-being.

Each referral to an FCLO will be tracked within FRMS and the relevant FCLO will detail the results of their investigation and any recommended further actions attaching additional information as appropriate. This is to ensure that there is an audit trail in respect of an individual's fatigue and absence history.

Austrian-AOC

Reserved.

A.10 REFERRAL TO LINE MANAGEMENT

UK-AOC

Reserved.

Swiss-AOC

Any referral to line management of FRFs marked as confidential will normally contain only the roster related analysis derived from published information. To protect confidentiality, all referrals will take place in accordance with the company Just Culture policy which allows for full disclosure under the circumstances defined as follows:

"The Just Culture process includes the criteria for identification of crew to line management process, where individuals are identified to provide consolidation training or welfare support and to manage those that infringe the terms of the safety policy."

Consequently there may be instances where full disclosure is required for crew welfare support and/or retraining.

On referral to line management the FTGD code is replaced by AMA (Awaiting Management Authorisation).

The purpose of such referral is to enable line management to:

1. Identify any non roster related fatigue factors, or issues of crew welfare or well-being, that have led to an absence.
2. Assist and provide support as appropriate where such domestic and external factors are present.
3. Ensure the crew member understands the purpose and policies behind the FRF process.
4. Ensure the crew member understands their personal responsibility to make optimum and effective use of their rostered rest periods.
5. To confirm whether the use of the fatigue related absence codes FTGD/O are appropriate or alternatively what other absence code is applicable. It should be noted that non roster related causal factors which become apparent as a result of referral may result in codes other than FTGD/FTGO being utilised.

Each referral to line management will be tracked within FRMS and the responsible Line Manager will detail the results of their investigation, any recommendation for a change of absence code and what further mitigating actions are proposed to prevent a recurrence. This is to ensure that there is an audit trail in respect of an individual's fatigue and absence history as well as positive and documented line management evidence for the recommended use of fatigue related codes.

Line management should only investigate roster related fatigue events (FTGD and FTGO) at the request, or with the sanction of, FRMS. This ensures the objectivity and consistency of the referral process as well as reinforcing its non punitive nature.

None of the above precludes Line Management requesting a fatigue investigation of a specific roster sequence by FRMS who will report back to them the summarised findings. Only non-confidential information will be used for the investigation (i.e. roster related information). Similarly, where not already provided, FRMS will on request provide line management with non confidential FRF feedback on any FTGD/O or UNFT code placed on a roster.

FTGD must never be used by line management as a means of sanctioning an absence other than one related to roster related fatigue.

Austrian-AOC

Reserved.

A.11 REFERRAL TO MEDICAL SPECIALISTS

UK-AOC

Reserved.

Swiss-AOC

In cases where work related stress or matters of general well-being or welfare are cited or where there is evidence of, or a claim of, an underlying or persistent health issue or sleep related disorder generating fatigue a crew member may be referred to a medical specialist. The purpose of such referral is to:

1. Identify any physical or psychological factors that are contributing to fatigued absence or which are the primary cause of absence.
2. Identify any other personal factors that are contributing to fatigued absence.
3. Identify how the roster may be interacting with the above to generate fatigue.
4. Establish if trends exist associated with previous referrals or specialist experience.
5. Identify appropriate mitigating strategies.

Within the scope of the FRF policy referrals may only be made with the approval of the Head of FRMS or, in their absence, the nominated deputy. These referrals should be supported and initiated by the crew member's line manager using the standard published process. Once the results of the referral are available further remedial action may be recommended by FRMS or line management as appropriate.

Austrian-AOC

Reserved.

A.12 ALLOCATION OF THE “UNFIT TO FLY” (UNFT) CODE

UK-AOC

Reserved.

Swiss-AOC

The UNFT code is available for use by the crew member and line management to denote absences where the crew member is unfit to fly due to fatigue but where roster related fatigue or sickness is not deemed appropriate. UNFT should not be used where a more explicit absence code, such as Dependency Leave (DLV), Compassionate Leave (CLV), or Unpaid Leave (ULV) is appropriate.

Use of the UNFT code by the crew member requires them to submit an FRF to the FRMS department. This should be completed within 48 hours of the UNFT code being placed on the roster. Such FRFs will not be subject to FRMS investigation but will be used only for analysis and trending purposes. Line management are responsible for investigating UNFT absence.

FRMS will not allocate the UNFT code. Should a crew member claim FTGD but cite only non roster related factors the code will be changed to AMA so that line management can clarify the factors behind the absence and ensure the crew member understands the FRF policy processes.

UNFT forms part of the company sickness absence management process which fully acknowledges individual context.

Austrian-AOC

Reserved.

A.13

CODE ADJUSTMENT

UK-AOC

Reserved.

Swiss-AOC

Assignment of the FTGD/FTGO code remains exclusively at the discretion of FRMS and consequently reflects FRMS mandate over management of the specific absence. Assignment of other roster codes, such as UNFT or SICK, reflects that management of the absence is outside FRMS where the crew member can be supported more appropriately at local base level.

When an absence related to a claim of Roster Related Fatigue (FTGD) is referred to line management the code is changed to Awaiting Management Authorisation (AMA) to reflect the change in investigative process and to facilitate FRMS tracking. An “FRMS Referral Form” is issued to the responsible Line Manager. Following consultation with the crew member line management should recommend use of an appropriate code. The unfit to fly code UNFT may be used when non roster related factors are considered to be the cause of a fatigue related absence. The responsible Line Manager will complete the “FRMS Referral Form” and include any recommendation for a change of code together with the associated rationale. There is no time limit to the review of FTGD or FTGD/O codes should new evidence related to applicability be presented.

Only FTGD/O codes will qualify towards the referral benchmarks based on repeated zero, low or medium roster related fatigue potential assessments.

The five general criteria for use of the FTGD code are as follows:

1. Absence is caused by roster related factors which lead the crew member to work too hard or rest too little.
2. The crew member has taken all reasonable steps to mitigate the associated risk.
3. There are no significant non roster related factors.
4. The absence does not require management outside FRMS.
5. Use of the FTGD code does not compromise the integrity of either the FRF or absence management policies.

Recurring social or domestic problems or underlying physical, emotional or psychological issues which result in the crew member being unfit to fly are not within the FRMS remit or ability to ameliorate effectively and require the attention of line management and healthcare professionals. These are matters of crew welfare and wellbeing. The roster should be annotated accordingly to reflect this fact and the associated absence management ownership e.g. as compassionate leave, dependency leave, sickness or as otherwise appropriate.

The use of FTGD/O and UNFT codes exists unqualified for a single duty period only. If circumstances render a crew member unfit for a longer period of time the use of such codes will be reviewed taking into account all relevant factors and advice together with the need to ensure extended time away from work is appropriately monitored and administered within the company absence management policy and process thereby balancing the needs of the company and the individual.

Austrian-AOC

Reserved.

A.14 INDIVIDUAL FRF FEEDBACK

UK-AOC

Reserved.

Swiss-AOC

All crew members will have their FRFs acknowledged as received.

If related to a FTGD or FTGO claim all crew members will receive an indication of how their report will consequently be used as part of the FRMS database.

All crew members will be offered the opportunity for more detailed FRMS feedback in respect of their fatigue reports.

Austrian-AOC

Reserved.

A.15 GENERAL FRF FEEDBACK

UK-AOC

Reserved.

Swiss-AOC

The primary source of general feedback to crew on FRF investigations will be through the easyJet Flight Safety Bulletins and the FRMS intranet site.

A summary of the FRMS SAG presentation will be distributed to crew management monthly.

Austrian-AOC

Reserved.