FORMSChapter 13





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Chapter 13 Forms

This Chapter includes Forms, Reports and Diagrams should be used by Flight and Cabin Crewmembers.

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13.1 Operation Forms

13.1.1 Pilot Report

Nesma Airlines							
نسماللطيران	1						
Captain:	First Officer:	First Officer:					
Flight No./ Date	A/C Reg:	A/C Reg: Route:					
Flight Irregularity	Reasons						
Cancellation	Technical	Late Boarding					
Return	ATC	Catering					
Diversion	Security	Weather					
Emergency	FLT/OPS	Immigration					
Delay	Miscellaneous	Others					
Report Submitted to the (Chief Pilot						
	>						
Signature:							
Action:	Form:	To:					
For Information							
Please Action							
Comments							
Keep Me Informed							
Copy Replay To							
Copy Replay 10							
Action Taken By:	Date:	Signature:					
ACHUII TANCII DY.	Date.	Signature.					

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13.1.2 Journey Log (Voyage Report)

	esm طیر					A/C Ty		- <u> </u>	4	PRII	FORM NT y E-mail	VOYAC	E REP	Dat	e Of Fligh	t:-		Type of Fligh	t:- Char	ter ented
	Secti	or	ŋ					Tin	ne .			. 5	I	uel	S.E.T	D	aty	Cockpit Crew Nam	e	ID.NO
20000000		Т		Т		A.T.D Off		A.T					DEP.	PLANNED	Single	INST	-		-	
FLT NUM.	FRO	M	TO	S.T	.D	Block	S.T.	Don	n D	ay	Night	Total			Engine Taxi	CAPT	-			
						Air Born		Blo					ARR FUEL	ACTUAL BURNOFF	Time	F/0	-		-	
		ď.			7			Т								080	-		-	
					1		1		- E							Di	uty	Cabin Crew Name	ID.NO	POS
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		1		1			1		I	ĮĘ	P5	60			1	INST	-			-
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	N				h		1									C/A	-			-
		+		t	+			+								C/A	-			•
		٦,			-				_			1			_	C/A				-
Sector	PIC	PF	PM		Delay Timel	Delay		Delay I	elay	.00	00:00	00:00				-		ervations		
I	75755	77.742	JI SAIR	Codel	1 me1	Code2	TimeJ	Codes 1	ime3 00	983	al HRS:	2250								
п				-		-		-		2000	Y FLIGHT	MIN .								
ш				1		-		-		LO	G TIME									
IV				v		-		F			sue No:	0.00								
v						-		-		Dated 1/08/2018 Form No. 100										
ANY DE	TAILED	REPO	ORT CO	NCERN	ING FL	IGHT S	HALL B	E WRITT	EN IN SPE	CIAL	FORM	Special Fo	Pil	ot Report ASR			IN(S) TURE	THE AND		

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IATA Delay Code

Nesma Airlines تسماللطيران

Delay Codes starting with

These codes are used to describe technical delay reasons

Delay codes starting with 4

These Codes are used to describe delays caused by Passenger and Baggage handling - 11 Late Check-in, acceptance of passengers after deadline

12 Late Check-in, congestion in check-in area

14 Overbooking booking errors 13 Chack-in error

15 boarding discrepancies and bagging missing checked in-passenger at gare
 16 commercial publicity, passenger convenience, VIP, Press, Ground meals

Catering order, late or incorrect order given to supplies 18 baggage processing sorting etc and missing personal items

Delay Codes starting with 2

These Codes are used to describe delays caused by Cargo (21-26) and mail handling

- 21A Documentation, errors, etc. 22 Late positioning 13 Late acceptance

24 Inadequate packing

26 Late preparation in warehouse 27 Mail Oversales, packing ex-25 overbooking booking errors 28 Mail Late positioning 29 Mail Late acceptance.

Delay Codes starting with 3

 Aircraft documentation late or inaccurate, weight and balance (Load sheet) These Codes are used to describe delays caused by Aircraft and samp handling general declaration Passenger manifest, etc

32 Loading unloading bulky special load, cabin load, lack of loading staff 33 Loading Equipment, Lack of or dreakdown, e.g. container paller loader, 34 Servicing equipment, lack of or breakdown, lack of staff e.g. steps

36 Fuelling, Defteling, fuel supplier 37 Carering, late delivery or loading 35 Aircraft Cleaning

69 Captain request for security check, extraordinary 38 ULD. Containers, pallers, lake of or breakdown. 39 Technical equipment, lack of or breakdown, lack of staff, e.g. pushback

Delay codes starting with

These codes explain weather caused delays

- 71 Departure station

43 Non-scheduled maintenance, special checks and 'or additional works

42 Scheduled maintenance, late release

73 Envolve or alternate 74 De-Icing of sicraft, senoval of ice snow, frost prevention

76 Aircraft ground handling impaired by adverse weather conditions 75 Removal of snow ice water sand from alread nummay

These codes are used for Air Traffic Control (ATC) Restrictions (81-84) AND airport or not emmental authorities caused delays

Delay codes starting with 8

47 Stand by aircraft, lack of planned stand by aircraft for technical reasons

46 Aircraft change for technical reasons

another station

48 Scheduled cabin configuration and adjustment

Delay codes starting with 5

45 AOG (aircraft on ground for rechnical reasons) spares, to be carried to

44 Spares and maintenance equipments, lake of or breakdown

beyond normal maintenance

\$2 ATC restriction due to staff storage or equipment failure en-route \$3 ATC restriction at destination \$1 ATC restriction en route or capacity

84 ATC restriction due to weather destination 36 Immigration, customs, health 85 Mandatory security

31 Damage during flight operations, bird or lightning strike, turbulence, heavy These codes are used to describe damage to sixtest and automased equipment failure

52 Damage during ground operations, collisions (other than during taxiing,

loading offloading damage, contamination, towing, extreme weather

55 Departure control system, check in, weight and balance (load control) computer system error, baggage sorting gate-reader error or problems

56 Cargo preparation documentation system

87 Airport facilities, parking stands, ramp congestion, buildings, gas-88 Restrictions at airport of destination, airport funtiley closed due

obstruction, industrial action, staff shortage, political unrest, noise abatement 39 restrictions at airport of departure, sirport runway closed due obsenction industrial action, staff shortage, political unrest noise abatement, night night curfew, special flights

Delay codes starting with 9

rarfew, special flights, start-up and pushback.

These codes are used for rearrightery reasons or miscellaneous

61 Flight plan, late completion or change of flight documentation

62 Operational requirements, fuel, load alteration

63 Late crew boarding or departure procedures

These codes are assigned to operations and crew caused delays

Delay codes starting with 6

58 Other computer systems

- 91 Passenger or load connection, awaiting load or passengers from another flight, protection of stander passengers onto anew flight 92 Through check-in error, passenger and baggage 95 Crew rotation (entire or coclopit crew) 94 Cabin Crew rotation 93 Aircraft rotation

66 Late cabin crew boarding or departure procedures

68 Cabin Crew error or special request

65 Fight deck crew special request or error

64 Flight deck crew shortage, crew rest

96 Operations control, recouring, diversion, consolidation, aircraft change for Industrial action within own airling reasons other than technical

99 Miscellaneous, not elsewhere specified 98 Industrial action outside own airline

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13.1.3 Dispatch Release Form

لطيران	Airlines نسمال	FLIGHT DISPATCH RELEASE
FLIGHT DATA		
DATE AIRCRAFT TYPE FLIGHT STD ALTERNATE 1	:	TYPE OF OPERATIONS: REGISTRATION: ROUTE: TAKE OFF ALTERNATE: ALTERNATE 2:
AIRCRAFT & FUEL	WEIGHTS	ALL WEIGHTS IN KGS
PAYLOAD ZERO FUEL WEIGHT PAKEOFF FUEL PAKEOFF WEIGHT LANDING WEIGHT LANDING FUEL MEL/CDL	:	TRIP CONT TAXI : FINAL RESERVE: ALTERNATE ADDITIONAL MIN. REQUIRED: EXTRA BLOCK FUEL: PIC FUEL REQ:
SIGNATURE		
DISPATCHER		PILOT IN COMMAND

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13.1.4 Pilot in Command's Discretion Report - Extension of Flying Duty Period

Nesr طیران					PILOT IN	COMM	AND'S DIS	CRETION	REPORT		
	na Airlines	j									
Elight No.					EXTENSION OF FLYING DUTY PERIOD						
Flight No.					Aircraft Type						
Date					Pilot In Co	mmand					
Note: If disc	retion exer	cised for par	rt crew or indivi	iduals,	state name	(s) and o	perational (Capacity b	elow:		
Capacity Name			Cap	acity	Name						
a 11 5		mi 22			1 m1						
Split Duty		Time off		Actu	al Time on		C	redit			
In Flight Reli	ef Rest Ta			Bun	k/Seat		C	redit			
Scheduled (I	(1115/141)	.lts)		Acti	ıal						
Scheduled (I	iainicu)	UTC	HRS/Mnts.	Acti	.u.i			UTC	HRS/Mnts.		
A Planne	d DFP		THOS/WING.	1	Duty Re	porting Ti	me	010	THOS/WHITS.		
B Planne		+		2	ATA	porting II	1110				
C Duty S				3	Actual F	DP					
	iled FDP			4			s per OM-A	,	_		
Belleut	.104 1 151			5	Credit (i		o per our ri	/			
				6			FDP (4+5)				
				7		on used (3					
				<u> </u>	Discretic	n useu (s	0)				
COMMANI	DER'S REP	ORT (CON	TINUE OVERI	LEAF	IF NECES!	SARY)					
Name:			Signed:				Date:				

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13.1.5 Pilot in Command's Discretion Report- Reduction of Rest (ECAR 121.519)

/ Nesma للطير ان	Alriines Lauri		PILOT REPOR		MMAND'S DISC	RETION				
			REDUCT	REDUCTION OF REST						
Flight No.			Aircraft	Aircraft Type						
Date	Date									
			Comma	nd						
			Date		UTC/LOCAL	Hrs/Mnts				
Last Duty St					: / :					
Last Duty Er					: / :					
Rest earned (:				
	arliest next availab	ole duty			: / :					
Actual start of					: /:					
Rest Period 1	educed by					:				
Note: If discr below:	retion exercised for	r part crew o	r individuals,	state na	ame(s) and operati	onal Capacity				
Capacity	Name		Capacity	Nam	e					
PILOT IN C	COMMAND'S RI	EPORT (CO	NTINUE OV	ERLE	AF IF NECESSA	RY)				
N T		1 6								
Name:		Signed:	A EZENI		Date:					
OPERATO	R'S REMARKS /	ACTION TA	AKEN							
Name:		Signed:			Date:					
rame.		Digiteu.			Date.					

Forwarded to ECAA	
Filled	

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13.1.6 Technical Log Form

(Marity)	Means Edition 008800	المالا				AFT T						EPART		
AIC REG. SI	U- D	EP. Duc		19-102	VAV	RV	SM	CA	TI	CATI	LOG TIM	E Has	M	lins
DEP Point	A	RR. Dute:		Feel Us	ed	Engl					Landed			/
ARR Point FLT: No.	-	Revenue		-		Eng2					Airborne	_		-
		Non reve	and a	-		Total					Sector time			
Pilot Name		SARRI LEAG		PM. Delay o	ode		No. I	andin			Time B/F		9	
Co-Pilot Nam			100	PM Delay to			GrA	_	пx	TOGA				
liem No		Defect	- 12	75c Deay o			LEA			ction Tal				
Part of the			MR	ATA	-	ZADD m	ised	ADD	cleare		DRII	Date		
												Eng.	Sig & Auth	30
101		DPR D	MR	ATA		ADD rai	sed	ADD	cleared	No.	□ RII	Deter		
												Eng.	Sig & Auth	, 30
			***								350123560			
	1	OPR O	IMR	ATA	1	DADD is	ised	ADD	cleare	d No.	DRII	Date:	g Sig & At	0
		OPR O)MR	ATA	[DADD 8	ised	ADD	cleare	d No.	ORII	Sa	g Sig & Av	
3 Item No	PINOF		IMR	ATA SN OFF		DADD is	isal	ADD	cleare		ORE	Eng		
Item No				S/N OFF					PN	ON		Eing S/N	Sig & Auth	. 90
Item No	P/N OF			S/N OFF				EXP AI		ON H	□RII YDRAULK: Qtr	Eing S/N	Sig & Auth	. 90
Item No Supplier	P/N OFI		Kgs	S/N OFF	E OEL			EXP AI	PIN	ON H	YDRAULIC ON	Eing S/N	Sig & Auth	, 90
Supplier Receipt	P/N OFI		Кр	S/N OFF ENGIN	E OEL			EXP AI	PIN	ON H	YDRAULIC ON	Eing S/N	Sig & Auth	, 90
Supplier Receipt Density	P/N OFS FURE. Arrival Uplift		Kgs Kgs Ltr	S/N OFF ENGIN Engine Antivial Uplift	E OEL		L	IA OCI	PIN	ON Has C	YDRAULIC Qu	Eing S/N	Sig & Auth	R
Supplier Receipt Density Tesup.	P/N OFI FURE. Arrival Uplish		Kgs Kgs Ltr Kgs	S/N OFF INOIN Engine Arrival Uplift Departure	EOIL 1	2	I L	IDO ANDEL UP	PN C	ON Hes	YDRAULIC: Qu	Eng. S/N	Sig & Auth	x
Receipt Density Temp.	P/N OFS FURE. Arrival Uplift	F manoc Speci	Kgs Kgs Ltr Kgs	S/N OFF INOIN Engine Arrival Uplift Departure	EOIL 1	2	I L	IDO ANDEL UP	PN C	ON Hes	YDRAULIC: Qu	Eng. S/N	Sig & Auth	ж.
Supplier Receipt Density Tessp. Hiereby Certify And Norma Air	P/N OFI FIRE. Arrival Uplift Depart That the Marine	F manoc Speci	Kgs Kgs Ltr Kgs fied Above	S/N OFF INOIN Engine Arrival Uplift Departure	EOIL 1	2	I L	IDO ANDEL UP	PN O	ON H	YDRAULIC: Qu	Eng. S/N TDO	Sig & Auth	. RI
Supplier Receipt Density Tessp. 11torety Certify And Norma Air	PIN OFS PINE. Arrival Uplift Depart That the Marrie Lines Relevant A	manor Speci	Kgs Kgs Ltr Kgs fied Above	S/N OFF Engine Arrival Uplift Departure Has Boen Carrie	EOIL 1	On. 2	I L	EXCAP EL UP H CH LPU	PN O	ON Hes C	YDRAULIC Que	Eng. S/N TDO	Sig & Auth CON PRIOSUR PSI On Regulation	. R
Supplier Receips Density Tessp.	PIN OFS PINE. Arrival Uplift Depart That the Marrie Lines Relevant A	manor Speci	Kgs Kgs Ltr Kgs fied Above	S/N OFF Engine Arrival Uplift Departure Has Boen Carrie	EOIL 1	On. 2	I L	EXCAP EL UP H CH LPU	PN O	ON H	YDRAULIC Qu.	Eng SAN TERR	Sig & Auth CON PRIOSUR PSI On Regulation	. R

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13.1.7 Generic Document Distribution Form

Nesma Airlines نسماللطیران	Operations Department	Generic Document Distribution Form
Document Name		
Date		
Recipient	Position	Signature

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13.2 Security Forms

13.2.1 Disruptive Passenger Incident Report Form

Nesma Airlines ناساماللطیران	Unruly Passenger Warning Form	Security Department
---------------------------------	-------------------------------	---------------------

First Warning: Your behavior may be in violation of law.

Second Warning: You should immediately cease this kind of action to avoid further consequences.

Final Warning: On behave the caption; your behavior is unacceptable, if it continues we will be forced to take further necessary action against you.

This is a formal warning that local low prohibits the following:

- ➤ Threatening; intimidating; or interfering with a crewmember.
- > Smoking on a nonsmoking flight or in the lavatory; and/o r
- > Creating an alcohol-related disturbance.

An incident report will be filed with the local authorities.

If you do not refrain from these activities you will be prosecuted local laws provides monetary lines and, in some cases, imprisonment.

Date	flight#
Departure City:	Arrival City:
Passenger Named:	seat#
Address:	
Witness Name:	
Address:	
Phone#:	Passport Number:
Code#:	Nick Name:
Cabin Crew Signature:	
Flight Purser Name:	
Code#:	Nick Name:
Flight Purser Name:	
Captain Name:	
Code# Nick	Captain Name:
Captain Signature:	

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13.2.1.1 Disturbance Unruly Disruptive Passenger Verbal Warning Form

Nesma Airlines نسماللطیران

Disturbance / Unruly / disruptive Passenger Verbal Warning Form

Security Department

عربيسي

إن أسلوب أداؤك مخالف للقانون ، إن لم تستطع السيطرة على تصرفاتك ، سوف نقوم بإخطار السلطات المختصة لمقابلة هذة الرحلة.

ENGLISH

Your behavior appears to be in violation of the law, if you fail to control your actions, police authorities will be notified to meet this flight.

FRANÇAIS

Votre comportement semble être en violation de la loi, si vous ne commandez pas vos actions, les authorizations de police seront annoncée et demandées pour rencontrer ce vol.

GERMAN

Ihr verhalten scheint ein vestoβ gagen das gesetz zu sein, wenn sie es weiterhin nicht schaffen, Ihr verhalten zu kontrollieren, sehen wir uns gezwungen, die polizeibhörde zu verständigen um an bord zu kommen.

ITALIANO

Il tuo comportamento è persequibile a norma di legge .se non modera il tuo comportamento, informiamo la polizia responsible del questo volo.

SPANISH

Vuestra comportamiento parece contra la ley ,si no pudiera controlarlo vamos a informar, la policia para incontrarnos en el airopuerto.

POLISH

Twoje/wasze zachowanie jest niezgodne z prawem. Jesli tego nie uszanujesz, po przylocie beda czekaly sluzby policyjne.

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13.2.2 Aircraft Security Check List

Cockpit (Captain)		Nesma Airlines Aircraft Security Search Checklists ناسمالطیران (Pre-Flight, Transit, after night stop & Maintenance Stop)				Security I	Department				
Cockpit (Captain) Seats including pouches, cushions and underside of seats Entire floor including area formed of rudder pedals and beneath all flight desk seats		Date	THE STATE OF THE PARTY OF THE P	Flight N		Inspection	Inspection	Leaving To	Flight No.	А/С Туре	A/C Registration
Seats including pouches, cushions and underside of seats Ceiting, side and rear walls Ceiting, side and rear sand vents Ceiting, side and	/	/ /				:	:				
Or Seats Horizontal control panel between captain and Ceiling, side and rear walls Copilot seats Longbook and flight manual stowage Life-jacket stowage Crew controom and luggage stowage area Signature:	Cock										
Deptode and flight manual stowage Life-jacket stowage Life-jacket stowage Life-jacket stowage Life-jacket stowage Dowygen mask stowage Life-jacket stowage Crew coatroom and luggage stowage area Signature: S			-	pouche	s, cushions and	l underside		_		d of rudder peo	lals and
Ceiling, side and rear walls Logbook and flight manual stowage	E			rol pane	l hetween can	tain and	2 2		980		
Name: Signature:	X P					50/004405-78240504	☐ Ceiling, sid	le and rear	walls		
Name: Signature:					ual stowage						
Aircraft fuselage exterior / Engines / Holds (Maintenance): Air-Conditioning packs Air-inlets & outlet ducts Wings including flaps, snap-covers to fuel All Access Doors Engine forward inlet outlet vents Nose wheels and it's sachets Engine Aft vent Name: Signature: Forward and Rear Entrance Galleys and Lavatories (Cabin Crew in Charge): Doors Emergency equipment stowage's Escape chute stowage area Removable containers, food boxes and ovens Open and inspect all galley compartments, bar and refrigerator Cabin crew seat, life-jacket stowage and seats back Lavatories compartment and mirror and Emergency Equipment stowage's Containers under sink; and area around it Trolleys and behind Trolleys Galleys and lavatories waste 1L Name: Signature and ID: 3R Name: Signature and ID: Passengers cabin (Cabin Crew in Charge): Overhead bins (Baggage racks) +* Area under seats, between the seat and the wall and Between bulkheads and seats Dags of company materials and equipment Stowage Passenger seats, seats back, seats pockets Walls, ceiling and floor Air Condition and Light Signature and ID: Signature and ID: Purser Name: Purser Signature Pilot in Command Name: Purser Signature Pilot in Command Signature: Pilot in Command Signature: Pilot in Command Signature: Dot in Command Name: Pilot in Command Signature: Dot in Command Signature: Distribution: Purser Signature Stowage Signature Open Signature Stowage Signature Signature Distribution: Purser Signature Stowage Signature Signature Distribution: Signature Signature Signature Signature Signature Distribution: Signature Signat		□ Oxyge	n mask st	owage			□ Crew coatr	room and lu	uggage stow	age area	
Air-Conditioning packs Air- inlets & outlet ducts		Name:					Signature:				
All Access Doors	Aircra	aft fusela	ge exter	ior / E	ngines / Ho	lds (Mainte	nance):				
Forward and Rear Entrance Galleys and Lavatories (Cabin Crew in Charge): Doors	щ	☐ Air-Co	nditionin	g packs	Air- inlets & ou	ıtlet ducts	□ Wings included	uding flaps,	snap-cover	s to fuel	
Forward and Rear Entrance Galleys and Lavatories (Cabin Crew in Charge): Doors	Ž								outlet vents		
Forward and Rear Entrance Galleys and Lavatories (Cabin Crew in Charge): Doors	EN										
Forward and Rear Entrance Galleys and Lavatories (Cabin Crew in Charge): Doors	눌	□ Main	wheels an	d it's sc	ckets		☐ Cargo Holo	ds and item	s contained	within the hol	d
Doors	MAI	Name:					Signature:				
Doors		Forward	d and Re	ar Ent	rance Gallev	s and Lavat	ories (Cabin	Crew in (Charge):		
Open and inspect all galley compartments, bar and refrigerator □ Cabin crew seat, life-jacket stowage and seats back □ Lavatories compartment and mirror and □ Emergency Equipment stowage's □ Containers under sink; and area around it □ Trolleys and behind Trolleys □ Galleys and lavatories waste 1L Name: Signature and ID: 3R Name: Signature and ID: Passengers cabin (Cabin Crew in Charge): □ Overhead bins (Baggage racks) ** □ Bags of company materials and equipment Stowage □ Passenger seats, seats back, seats pockets □ Life jacket stowage 20% and passenger seat cushions 40% IR Name: Signature and ID: 1R Name: Signature and ID: Signature and ID: Purser Name: Purser Signature: Pilot in Command Name: Note: (**) Where an aircraft is in transit, the aircraft security search shall be performed whilst passengers remain on board provided the a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:											
Trolleys and behind Trolleys Galleys and lavatories waste											
Emergency Equipment stowage's Containers under sink; and area around it Trolleys and behind Trolleys Galleys and lavatories waste		refriger	ator	20	165 66						
Trolleys and behind Trolleys Galleys and lavatories waste		☐ Cabin crew seat, life-jacket stowage and seats back			☐ Lavatories compartment and mirror and						
Overhead bins (Baggage racks) ** Overhead bins (Baggage racks) ** Area under seats, between seats, between the seat and the wall and Between bulkheads and seats Bags of company materials and equipment Stowage Passenger seats, seats back, seats pockets Walls, ceiling and floor Air Condition and Light IR Name: Signature and ID: Signature and ID: Purser Name: Purser Signature: Pilot in Command Name: Pilot in Command Signature: Pilot in Command Signature: Note: (**) Where an aircraft is in transit, the aircraft security search shall be performed whilst passengers remain on board provided the a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:	>		V. C-501 \$ 5 5 5 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1		200 CO (100 CO)					round it	
Overhead bins (Baggage racks) ** Overhead bins (Baggage racks) ** Area under seats, between seats, between the seat and the wall and Between bulkheads and seats Bags of company materials and equipment Stowage Passenger seats, seats back, seats pockets Walls, ceiling and floor Air Condition and Light IR Name: Signature and ID: Signature and ID: Purser Name: Purser Signature: Pilot in Command Name: Pilot in Command Signature: Pilot in Command Signature: Note: (**) Where an aircraft is in transit, the aircraft security search shall be performed whilst passengers remain on board provided the a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:	RE	□ Trolley	s and beh	ind Trol	leys		Galleys and lavatories waste				
Overhead bins (Baggage racks) ** Overhead bins (Baggage racks) ** Area under seats, between seats, between the seat and the wall and Between bulkheads and seats Bags of company materials and equipment Stowage Passenger seats, seats back, seats pockets Walls, ceiling and floor Air Condition and Light IR Name: Signature and ID: Signature and ID: Purser Name: Purser Signature: Pilot in Command Name: Pilot in Command Signature: Pilot in Command Signature: Pilot in Command Signature: Pilot in Command Signature: All The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:	Z	1L Name:									
Overhead bins (Baggage racks) ** Overhead bins (Baggage racks) ** Area under seats, between seats, between the seat and the wall and Between bulkheads and seats Bags of company materials and equipment Stowage Passenger seats, seats back, seats pockets Walls, ceiling and floor Air Condition and Light IR Name: Signature and ID: Signature and ID: Purser Name: Purser Signature: Pilot in Command Name: Pilot in Command Signature: Pilot in Command Signature: Pilot in Command Signature: Pilot in Command Signature: All The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:	3R Name:				Signature an	id ID:					
Overhead bins (Baggage racks) ** and the wall and Between bulkheads and seats Bags of company materials and equipment Stowage Life jacket stowage 20% and passenger seat cushions 40% Passenger seats, seats back, seats pockets Walls, ceiling and floor Air Condition and Light IR Name: Signature and ID: IR Name: Signature and ID:											
Stowage Passenger seats, seats back, seats pockets Walls, ceiling and floor Air Condition and Light R Name: Signature and ID: JL Name: Signature and ID: Purser Name: Purser Signature: Pilot in Command Name: Pilot in Command Signature: Pilot in Command Signature: Note: (**) Where an aircraft is in transit, the aircraft security search shall be performed whilst passengers remain on board provided the a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:		□ Overhe	ad bins (B	aggage	racks) **	Ť	Sect. Section 2019 Section Sec				
□ Passenger seats, seats back, seats pockets □ Walls, ceiling and floor Air Condition and Light 1R Name: Signature and ID: 3L Name: Signature and ID: Purser Name: Purser Signature: Pilot in Command Name: Pilot in Command Signature: Note: (**) Where an aircraft is in transit, the aircraft security search shall be performed whilst passengers remain on board provided the a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:		_		materi	als and equipm	nent	☐ Life jacket stowage 20% and passenger seat cushions 40%				
Purser Name: Purser Signature:		77		seats b	ack, seats pock	ets	□ Walls, ceiling and floor Air Condition and Light				
Purser Name: Pilot in Command Name: Pilot in Command Signature: Pilot in Command Signature: Pilot in Command Signature: Note: (**) Where an aircraft is in transit, the aircraft security search shall be performed whilst passengers remain on board provided the a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:		1R Name:		Signature an	d ID:			**			
Pilot in Command Name: Pilot in Command Signature: Note: (**) Where an aircraft is in transit, the aircraft security search shall be performed whilst passengers remain on board provided the a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:		3L Name:			Signature an	d ID:					
Note: {**} Where an aircraft is in transit, the aircraft security search shall be performed whilst passengers remain on board provided the a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:	Purs	er Name:					Purser Signa	iture:			
a) The passengers shall be asked to positively identify their belongings perhaps by placing them on their laps, while the security or search is performed; and b) The passengers are under supervision in order to prevent movement through the aircraft when the search is being performed c) All Crew member must check their own cabin luggage before signing the preflight and transit security search checklist form. Distribution:	Pilot	Pilot in Command Name:		Pilot in Command Signature:							
Issue No.: 11	Distribe	a) The pa or sear b) The pa c) All Crea ution: 1.	ssengers sl ch is perfoi ssengers ai v member	nall be as rmed; an re under must che	sked to positively id supervision in or eck their own car	v identify their b rder to prevent i bin luggage befo ight File. 2. Firs	elongings perhal movement throug ore signing the pl t Copy: Ground S	ps by placing gh the aircra reflight and i	g them on the oft when the s transit securi	eir laps, while the search is being p ty search checkli	e security check erformed st form. oklet.
Issue Date: 11 JAN. 2023 Page 1 / 1 Form No. 712			N. 2023			P	age 1 / 1			Form	No. 712

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13.2.3 Preliminary Report on Act of Unlawful Interference

	Nesma Airlines نسـماللطيران
(P.1117)	حسست سيران

INFORMATION PROVIDED INTHIS REPORT IS RESTRICTEDAND WILL ONLY BE DISCLOSEDTOAUTHORIZED PERSONS

PRELIMINARY

REPORT ON ACT OF UNLAWFUL INTERFERENCE			
File Number:			
Date of Report: (Day/month/year)			
a. Act of unlawful Seizure of Aircraft.			
b. Attempted Act of unlawful of Aircraft.			
c. Unlawful Act Against The safety of Civil Aviation.			
d. Attempted Unlawful Act Against The Safety of Civil Aviation.			
e. Other Act of Unlawful Interference.			
A. GENERAL INFORMATION 1. State providing the Report: 2. Date of the Occurrence 3. Time of the Occurrence: 4. Duration of the Occurrence: B. PARTICULARS OF AN ACT OF UNLAWFUL INTERFERENCE: 1. Flight information Flight departure date: Clocal time – (Day/month/year) Flight departure time: Clocal time – 24-hour clock Flight identification: Type of aircraft: Operator: Number of passengers: Number of crew: In-flight security guards (if any):	ear) - 24-hour 		

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Number of perpetrator (s):
Type of operation (scheduled, chartered, etc)

Airport of departure	(Name)	(State)
Intended destination	(Name)	(State)
	(Name)	(State)
Diversion(s) (Including final destination)	(Name)	(State)
	(Name)	(State)
	(Name)	(State)
	(Name)	(State)
·	<u> </u>	

2.	Airport buildings or facilities affected:
3.	Brief summary of occurrence (include location of events, dates and times):
4.	Action to ensure the release of passengers and crew, including measures taken to facilitate the continuation of their journey, if applicable.
5.	Action to return the aircraft and its cargo to the persons lawfully entitled to possession, if applicable.

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6.	Did the perpetrator(s) circumvent the security measures in place by use of:
	☐ Force ☐ Other
	Describe briefly:
7.	What new measures and procedures have been taken or are contemplated to preven recurrence of a similar event?
	& Action by the competent authorities to take the perpetrators) into custody or other measures taken to ensure his/her/their presence:

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C.	ANY ADDITIONAL RELEVANT INFORMATION
	Name: Title:
	Department:END -



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13.2.4 Final Report on Act of Unlawful Interference

Nesma Airlines نسماللطيران	INFORMATION PROVIDED INTHIS REPORT IS RESTRICTEDAND WILL ONLY BE DISCLOSEDTOAUTHORIZED PERSONS
File Number:	
Date of Report: (Day/ Month/ Year)	
a) Act of unlawful Seizure of Aircraft.	
h) Attempted A at of unlawful of Aircraft	
b) Attempted Act of unlawful of Aircraft.	
c) Unlawful Act Against The safety of Civil Aviation.	
d) Addressed all Indian full And American The Cofeder of Circle	A saistinus
d) Attempted Unlawful Act Against The Safety of Civil	Aviation.
e) Other Act of Unlawful Interference.	
A. GENERAL INFORMATION	
 State providing the Report: Date of the Occurrence (Day/month/year) 	
3. Time of the Occurrence: (Local time – 24-ho	our clock)
4. Duration of the Occurrence:	*
B. PARTICULARS OF AN ACT OF UNLAWFUL	INTERFERENCE:
1. Flight information Flight departure date:	(Day/month/year)
Flight departure time:	-
Flight identification:	
Type of aircraft:	
Operator:	
Number of passengers:	
Number of crew:	
In-flight security guards (if any):	
Number of perpetrator (s):	
Type of operation (scheduled, chartered, etc).	

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Airport of departure	(Name)	(State)	
Intended destination	(Name)	(State)	
	(Name)	(State)	
Diversion (a) (In also din a	(Name)	(State)	
Diversion(s) (Including final destination)	(Name)	(State)	
illiai destiliation)	(Name)	(State)	
	(Name)	(State)	
2 Aircraft			

		(Name)	(State).	• • • • • • • •	• • • • • • • • •	
		(Name)	(State).			
2.	Aircraft					
	_					
	Registration number:					
	Aircraft type:					
3.		sabotage device/substance was				
	Airport buildings or fa	acilities affected:				
						•••
			• • • • • • • • • • • • • • • • • • • •		• • • • • • • • • • • • • • • • • • • •	•••
TH	HE OCCURRENCE					
1.	Location of the Aircra	ft: 2. Gr	ound faci	lity:		
	On the ground	Oi	n airport			
	During flight	O	ff airport			
3.	Weapons/devices De			Real	Fake	
	weapon no.1.		• • • • • • • • • • • • • • • • • • • •	Ш	Ш	
	Weapon no.2:					
	Weapon no.3:					
	Weapon no.4:		• • • • • • • • • • • • • • • • • • • •			
	Weapon no.5:					
	Explosives:					

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Incendiary:
Other (describe):
4. Communications
4.1. Source of threat:
Written message Telephone call
Other (describe)
4.2. Who received the threat?
Flight crew
Cabin crew
Airline ground staff
Passenger
Other (describe):
4.3. Where there specific demands made? (If yes, please explain) Yes No

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4.	4. Who transmitted the demands to authorities on the ground: The pilot? The perpetrator?	Yes	No
	Other (describe):		
5. (Counter measures:	Yes	No
5.1	Was there any attempt to stop the action of the perpetrator(s)?		
5.2	If so, by what means?		
5.3	Results:		
,	Successful Unsuccessful Unsuccessful		
		Yes	No
5.4	Did the perpetrator(s) enter the cockpit?		
]	If yes, describe:		• • • • • • • • • • • • • • • • • • • •
		• • • • • • • • • • • • • • • • • • • •	
			•••••
		Yes	No
5.5	Were crewmembers in possession of a bomb threat search list	?	
5.6	Were crewmembers familiar with least risk bomb location?		
5.7	Did the perpetrator(s) has (have)?		
7	Technical knowledge of the aircraft's operation?		
]	Familiarity with the design of the aircraft?		
	Knowledge of the airport or essential navigation facilities?		
]			

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نسماللطيران	

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6.	Diversion	of the	aircraft	(Please a	nswer	only if	aircraft	was	diverted	l)
----	-----------	--------	----------	-----------	-------	---------	----------	-----	----------	----

6.1 List airports in chronological order:

Airport	State	Arrival date and Time	Departure date and Time	Landing Permitted Yes No
a.				
b.				
c.				
d.				
e.				

6.2 Was there sufficient fuel to reach all of the destinations ordered? List below

Airport		Yes No
a.		
b.		
c.		
d.		
e.		

If yes, describe:		
•••••	 •••••	• • • • • • • • • • • • • • • • • • • •

6.3 Did the crew have the necessary charts available for the destinations? List below

Airport		Yes No
a.		
b.		
c.		
d.		
e.		

If yes,	describ	e:					

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6.4 Were any of the passengers allowed to leave the aircraft at any of the airports? List airports in chronological order:

Airport			Yes	No
a.				
b.				
c.				$\overline{\Box}$
d.				
e.				
If yes, descri	 ny of the airports to	resolve the occur	rence? I	ist b
	 		ľ	
Airport			Yes	No
a.				
b.				
c.				
d.				
e.				
If yes, descri	 lertaken at any of th	e airports? List be	elow.	
			Yes	No
Airport a.			Yes	No
Airport a. b.			Yes	No
Airport a. b. c.			Yes	No
Airport			Yes	No

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	railic	• • • • • • • • • • • • • • • • • • • •	(male/fem
	Alias:		
	Date of birth:	(DD/MM/YY)	Place of birth:
	Nationality:	••••	
	Airport of embarkation: .		
		Name	State
	How did the perpetrator(s		eraft/building facility?
2.	Name: :		(male/fema
	Alias:		
	Date of birth:		
	Nationality:		
	Airport of embarkation:		
		Name	State
	How did the perpetrator(s) gain access to the airc	eraft/building facility?
3.	Name: :		(male/ferr
	Alian		
			Dlaga of high
	Date of birth:	(DD/WIWI/ 1 1)	Place of offul.
	Nationality:		
	Airport of embarkation:		
	import of embarkation.	Name	State

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E. AIRPORT SECURIT

		Yes	No
1.	Is there an airport security program where the perpetrator(s) boarded the aircraft?		
2.	Does the security program provide for protection of the air side (fences, guards, locked gates, patrols, identification system, etc.)?	, 	
3.	Are the identification cards issued to ground personnel and auxiliary services reviewed regularly?		
4.	Inspection/screening of passengers, crew and cabin baggage:		
	a. Are all passengers and cabin baggage subjected to inspection/screening for all international flights?		
	b. Are all passengers and cabin baggage subjected to inspection/screening for all domestic flights?		
	c. Are all crewmembers subjected to security control?		
	d. Are alt passengers and their cabin baggage which have been subjected to inspection/screening re-screened before boarding the aircraft if they mix or have contact with persons who have not been subjected to inspection/screening?		
5.	Inspection/screening system used: Gate plan (direct access to aircraft) Sterile hold area plan (pre-boarding lounge) Sterile concourse plan		
6.	System of security control in use: Metal detection device: Walk-through Hand-held		
	X-ray unit		

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_		
	Physical inspection Other	
7.	Was the operation of the metal detection devices and x-ray units recently examined using objects?	
8.	Has training regularly been provided to security personnel who operate metal detectors and x-ray units?	
9.	Matching baggage:	
	a. Is reconciliation made of the number of checked-in passengers with the pieces of baggage loaded on the aircraft?	
	b. Does the procedure in a) above include transfer passengers and their interline checked baggage?	
10.	Did the perpetrator(s) circumvent the security measures in place by use of: Force Other, Describe briefly:	
11.	What new measures and procedures have been taken or are contemplated to prevent recurrence of a similar event?	

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F.	TERMINATION	OF THI	E OCCUR	RENCE:

Position of the negotiator (explain if the negotiator had decision-making authority or acted only as an intermediary):		
	••••••	•••••
	• • • • • • • • • • • • • • • • • • • •	
	•••••	
2. Airport/aircraft Number of persons affected:		
Crew	Killed	Injured
Passengers		
Perpetrator(s)		
Others		
3. Circumstances surrounding death or injuries:		
4. Damage to the aircraft/airport facilities (short de time loss and flights affected):	escription to inclu	de cost of damage
	• • • • • • • • • • • • • • • • • • • •	•••••
5. Furnish any additional information relevant to this Occurrence:	o circumvention	of security during



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PART II: INFORMATION CONCERNING THE ACTION TAKEN FOR THE RELEASE OF PASSENGERS AND CREW AND THE RETURN OF THE AIRCRAFT, IF APPLICABLE:

1.	Action taken for the release of passengers and crew:
2.	Action taken to facilitate the continuation of the journey of the passengers and crew as soon as practicable:
3.	Action taken to return the aircraft and its cargo, without delay, to the persons lawfully entitled to possession:
	III: INFORMATION CONCERNING THE MEASURES TAKEN IN RELEATION HE PREPETATOR(S):
1.	Action by the competent authorities to take the perpetrator(s) into custody or other measures taken to ensure his/her/their presence:
2.	Action taken to institute extradition proceedings or to submit the case to the competent authorities for the purpose of prosecution; advice of the results of such proceedings, if available (other provide such information separately as soon as practicable).

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PART IV: ANY ADDITIONAL RELEV	ANT INFORMATION
•••••	
Name	Title:
Department:	
FND	



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G. AIRPORT SECURIT

	Yes	No
12. Is there an airport security program where the perpetrator(s) boarded the aircraft?		
13. Does the security program provide for protection of the air side (fences, guards, locked gates, patrols, identification system, etc.)?	,	
14. Are the identification cards issued to ground personnel and auxiliary services reviewed regularly?	; 	
15. Inspection/screening of passengers, crew and cabin baggage:		
a. Are all passengers and cabin baggage subjected to inspection/screening for all international flights?		
b. Are all passengers and cabin baggage subjected to inspection/screening for all domestic flights?		
c. Are all crewmembers subjected to security control?		
d. Are alt passengers and their cabin baggage which have been subjected to inspection/screening re-screened before boarding the aircraft if they mix or have contact with persons who have not been subjected to inspection/screening?		
16. Inspection/screening system used: Gate plan (direct access to aircraft)		
Sterile hold area plan (pre-boarding lounge)		
Sterile concourse plan		
17. System of security control in use:		
Metal detection device:		
Walk-through		
Hand-held X-ray unit		
Physical inspection		

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Other		
18. Was the operation of the metal detection devices and x-ray units recently examined using objects?		
19. Has training regularly been provided to security personnel who operate metal detectors and x-ray units?		
20. Matching baggage:		
1. Is reconciliation made of the number of checked-in passengers with the pieces of baggage loaded on the aircraft?		
b. Does the procedure in a) above include transfer passengers and their interline checked baggage?		
21. Did the perpetrator(s) circumvent the security measures in place by use of Force Other, Describe briefly:		
22. What new measures and procedures have been taken or are contemplated to prevent recurrence of a similar event?	ı	

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H.	TERMINATION	OF THE	OCCURRENCE
11.			OCCUMENCE

	Position of the negotiator (explain if the negotiator acted only as an intermediary):	otiator had decision	
2.	Airport/aircraft Number of persons affected:		
Cre	w	Killed	Injured
Pas	sengers		
Per	petrator(s)		
Oth	ners		
3.	Circumstances surrounding death or injuries:		
4.	Damage to the aircraft/airport facilities (short time loss and flights affected):	description to inclu	



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PART II: INFORMATION CONCERNING THE ACTION TAKEN FOR THE RELEASE OF PASSENGERS AND CREW AND THE RETURN OF THE AIRCRAFT, IF APPLICABLE:

Action taken for the release of passengers and crew:
Action taken to facilitate the continuation of the journey of the passengers and crew as soon as practicable:
Action taken to return the aircraft and its cargo, without delay, to the persons lawfully entitled to possession:
III: INFORMATION CONCERNING THE MEASURES TAKEN IN RELEATION HE PREPETATOR(S):
Action by the competent authorities to take the perpetrator(s) into custody or other measures taken to ensure his/her/their presence:
Action taken to institute extradition proceedings or to submit the case to the competent authorities for the purpose of prosecution; advice of the results of such proceedings, if available (other provide such information separately as soon as practicable).

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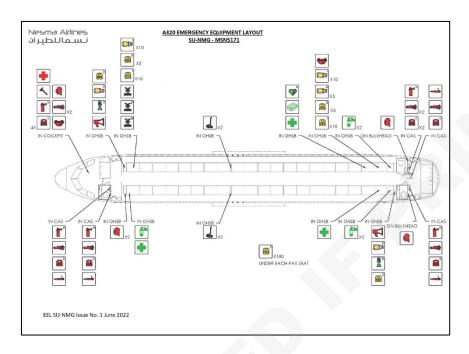
PART IV: ANY ADDITIONAL RELEVANT I	NFORMATION
Name:	Title
Department:	
-END-	



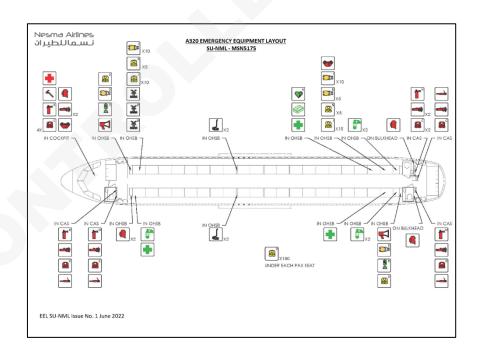
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13.2.5 Emergency Equipment Diagrams

13.2.5.1 SU-NMG



13.2.5.2 SU-NML

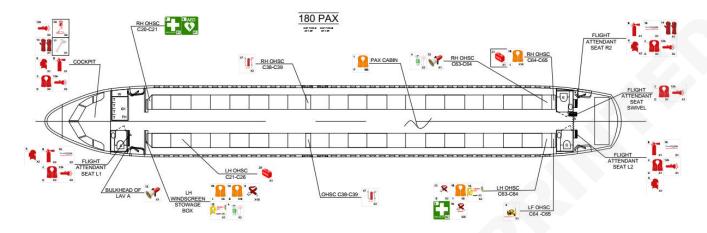


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13.2.5.3 SU-NMR



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13.2.6 Aircraft Incident Report

FILOT IN COM F/O FLIGHT NO REGISTRATIO DATE	······································	TIME STATION OR FLT.RTE CABIN CREW (When applicable) 1- 2- 2- 3- 4- 4- 4- 4- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1-		
METEOROLOG (when applicable	GICAL CONDITION e)			
ATC	FLIGHT PHASE		FLT.COND	
[] Ground [] Tower [] Departure []Center [] Approach [] None	[] Parked [] Take Off [] Climb [] Descent [] Approach [] Landing [] Gear up	[] Taxi [] Initial Climb [] Cruise [] Holding [] Missed App [] Gear Down	[] IFR/IMC [] IFR/VMC	
LIGHT COND	WEATHER FACTO	RS	FLAP POSITION	
[] Dawn [] Daylight []Dusk [] Night	[] Cross Wind [] Turbulence [] Precipitation [] Aircraft Icing	[] Thunderstorm [] Lighting [] Norm [] Other	ALTITUDE/LEVEL	

Forward to Chief Pilot

<u>REMARKS</u>

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13.2.7 Flight Crew Checklist for In-Flight Chemical/Biological Weapons

Nesma Airlines نسماللطيران FLIGHT CREW CHECK LIST FOR IN-FLIGHT CHEMICAL / BIOLOGICAL WEAPONS

Security Department

	SITUATION	
IN CABIN BUT UNACTIVATED	IN CABIN AND ACTIVATED	IN CARGO HOLD
*Don mask and goggles. *Inform ATC and declare emergency. * squawk7700 * Do not change altitude until procedure directs. * turn off recirculation fans. * Decrease cabin temperature. * Attempt to contain / wrap device. * A dvise systems operational control. * Initiate slow descent to appropriate alternate aerodrome. * Quarantine passengers upwind of aircraft until assistance arrives.	*Don mask and goggles. *inform ATC and declare emergency. * squawk7700 * turn off recirculation fans. *Raise cabin elevation to 1000 ft at fastest rate possible. * Decrease cabin temperature. * Execute emergency descent procedure. * Advise systems operational control. * upon landing, evacuate aircraft via upwind side of airplane. * Quarantine passengers upwind of aircraft until assistance arrives.	*Don mask and goggles. *inform ATC and declare emergency. * squawk7700 * turn off recirculation fans. * Accomplish cargo smoke / fire checklist . * Advise systems operational control . * Maintain positive cabin pressure until landing. * Stop aircraft with surface wind at 10/2 O"clock position . * Upon landing , evacuate aircraft via upwind side of airplane . * Quarantine passengers upwind of aircraft until assistance arrives.

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13.3 Safety Forms

Date/.....

13.3.1 Confidential Report

Nesma Airlines نىسىماللطپران	Confidential /Hazard/Human Factor Report	Safety Department
Existing Condition:		
•••••		••••••
••••••		
••••••		
••••••		•••••••••••
••••••	•••••••••••••••••••••••••••••••••••••••	••••••••••
••••••		••••••
••••••		
••••••		••••••
Recommended Corrective	Action	

Please detail the existing condition and any recommended corrective action. Use additional sheets as necessary. Drop in Safety Suggestion box or mail to the safety department office. If you would like an update on any action please provide your name and phone or address. Thank you for your interest in the flight safety.

Name and Phone No.(optional)		
•••••		
	FLIGHT SAFETY ONLY	
Revd by		
File No		

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Assigned to

Dep:



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13.3.2 Air Safety Report Form

Nesma Airlines نـسـماللطيران		Air Safety Report			Safety and Quality Department	
Basic Reference:				L		
Occurrence NR:						
1. Type of event → ASR	AIRMIS	SS /ATC	BIRDSTRICK W	Jake Tu	urbulence TCAS RA	
2. Captain Staff No.		Co – Pilot	Staff No.		Other Crew Staff No.	
3. Date of Occurrence	4. Time	(Local UTC)	5. Flight Number	6. Ro	oute 7. SQUAWK	
dd mm yy /	Da	y / Night	8	Fre	./	
8. A/C Type:	9. Regis	stration	10. Passenger / Crew	11.Fu	uel Quantity	
12. Altitude	-	ed / MACH	14. A/C Weight	15. T	ech Log Ref.	
FL / FL	NR		KG		Tech Log Page Nr /Item Nr	
16. Flight phase Towing → Parking → Push-back →	- Taxi Oı	ıt → T	ake – off → Initial Cli	imb (Be	elow 1500 ft)	
17. Airport + Stand			18. GEO			
19. MET IMC VMC		20. WX actual Wind		21	Rain / Snow / Icing / Fog / Turbulence / Hail / Standing Water / Windsheer	
22. Runway		23. Runway State Dry / Wet / Ice / Slush		A	4.Configuration a pilot / A thrust / Gear / Flap / Slat / poilers	
25.Summary (concise description of						
26.Event and cause (Detailed description of the event and its immediate cause)						
27. Actions and results (Action taken. Their results and any subsequent events)						
28.Other Information (And suggest	tion for p	reventive action))			
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لطيران	سمال	ن

Air Safety Report

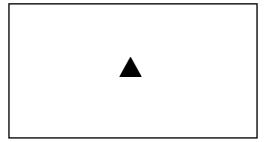
Safety and Quality Department

29. Station's Engineer's / Station Manager's Report

AIRMISS- ATC INCIDENT – TCAS RA – WAKE TURBULENCE – BIRD STRIKE

30. AIRMISS* / ATC Incident (*Delete as applicable) and / or TCASRA

Mark passage of the aircraft relative to you. In plan on the left and in elevation on the right assuming you are the center of each diagram. Indicate appropriate scale.





Severity of Risk
Avoiding Action Taken
Reported to ATC
ATC instructions issued
Frequency in use
Heading
Cleared altitude

Yes / No
unit
DEG
DEG

Minimum Vertica
Separation
Minimum Horizonta
Separation
TCAS Aler
Type of RA
RA followed

M/NM RA/TA/Non	
Yes / No (vertica	ıl
T Necessary / Useful	٠,

WAS TCAS Alert

Nuisance

Describe overleaf: Other A/C type, Markings, color, Lighting, call sign. etc.

31	Wake Turbulence

33. MORE

Heading	Turning Left / Right / No
Position on Glideslope	High / Low / On
Position on extended centerline	Left / Right / On
Chang in attitude	PitchRollYAWDEG
Was there buffet?	Yes/No Stick Shake? Yes/No
What made	you suspect wake turbulence?

22 D: 1	G4 •1
32.Bird	Strike

			Type	of Birds
NR Seen	1	2-10	11-100	More
NR Struck	1	2-10	11-100	More
Time	Dawn	Day	Dusk	Night
Describe impact points and damage overleaf				

Describe any vertical acceleration?

Filling Instructions
Immediate fix to and SITA...... (Dispatch)
Original must be sent to operations safety Manager, Nesma
Airlines, Cairo, Egypt.

Flight Dispatch

Give details of preceding A/C (Type, callsign, etc.)

Airlines, Cairo, Egypt.

Dispatch to copy

Contact Numbers

Chief Pilot Fleets

Were you aware of other aircraft before incident? Yes / N

Signature:

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Rank

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13.3.3 Cabin Crew Safety Report

Nesma Airlines نسمالطیران		ir Safety	Report	Safety Department
y,e	Repo	orter		
□ Purser □ CABIN CREW(CC) □ Off-Duty CC	1	□Trainee □ Extra CC □ Other		
	Flight information	at the time o	of event	
Flight Segment	Flight origin			
r light oogillone	Departure time	T	ime since taked	off
Cabin Activity (check all that apply)	□ boarding □ beverage service □ cart service □ deplaning	01	meal service tray service safety related do Other	uties, specify
	1			
Flight Phase	Weather Clear		INSIDE CABIN	Lighting
□ pre departure □ taxi □ takeoff □ climb □ cruise □ descent	clear rain turbulence thunderstorms Cloudy		Bright Medium Dark	
□ approach □ landing □ gate arrival □ Other			OUTSIDE CAI	
	Event Char	racteristics		
Reporter's location in aircr Reporter's activity at time of Was a passenger directly Yes □ No	of event	Was fire/	smoke involved	in the event?
Did this event result in an i	njury?	Was ther this even		during or as a result of
Yes No		□ Yes	□ No	
To passenger?				
Yes No				
To crew?				
Yes No				
Issue No.02 Dated 15/10/ 2010	1/2			Form No.: 304

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1	Nesma Airlines
(Passon)	نسماللطيران

Cabin Crew Air Safety Report

Safety Department

	Describe Ever	nt /Situation	
CHAIN OF EVENT - How the problem aros - How it was discovered - Contributing factors - Corrective actions	se? 1?	- Perceptions, jud	NCE CONSIDERATIONS dgments, decisions tions g the quality of human
- Corrective actions		performance	
		.,	
aring in mind the topics sho		which you feel and are re	levant to the event Includ
at you believe really cause	a.		
eporter Name:	I.D No. :	Date:	/ /
eporter Signature:			

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Dated 15/10/ 2010 2/2 Form No.: 304

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13.3.4 Voluntary Safety Report

Nesma Airlines نـسـماللطيران	Voluntai Rep	•	Safety and Quality Department	
The information supplied in this form will only be used to enhance safety. You may to not provide your name. if you do provide your name. upon receipt of this form your name & position will be removed discarded. Under no circumstances will your identify be disclosed to any person in the airport or to any other organization, agency or person without your express permission.				
When you have completed your part the company safety committee. It malocations.		=		
Name (Optional):				
Position (Optional):				
(Name and position, if provided,	to be discarded by	the safety Manag	ger before processing this form	
-			further)	
	PART	· A		
TO BE COMPLETE	ED BY THE PERS	ON IDENTIFYIN	G THE HAZARD	
			Please fully describe the Hazard.	
Date of Occurrence:			Time:	
Location of Hazard:				
Description:				
Suggestions of Corrective Actions:				
	•••••			
In your opinion, what is the likelihood of a similar occurrence happening again?				
Rare 1		3 4	Likely 5	
What do you consider could be	What do you consider could be the worst possible consequence if this occurrence did happen again?			
Minor				
Dama	αn	3 4	tastrophic 5	
1	<u> </u>	J 4	J	
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Nesma Airlines نسماللطیران	Voluntary	Safety	Report	Safety and Depar	-
	PAR	ТВ			
TO BE COM	MPLETED BY TH	IE SAFE	TY DEPART	MENT	
_	The reporture:		 Name:	l and entered into the Date:	
Rare			_	Likely	
1	2	3	4	5	
Minor Da	Rate the worst $-c$	ase consec	quences	Catagtrophia	
	mage 2	3	4	Catastrophic 5	
Resources Required:					
Responsibility for Action.					
Referred to	for further action			•••••	
Signature:					
Forwarded to the safety committee for review					
Signed:	v. Date:				
Appropriate feedback given to the staff.	Date				
Signed:	Date:				
Suggestions for corrective actions:	<i>Dutt</i>	•••••			
Suggestions for corrective actions.					
	•••••		•••••	••••••	
			•••••	•••••	
	•••••			• • • • • • • • • • • • • • • • • • • •	

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13.4 Miscellaneous Forms

13.4.1 Amendment/Question/Suggestion Form

To: Director – Flight Operations Nesma Airlines Flight Operations Department

> 5 El Madina St., El Nozha El Gedida, Cairo, Egypt. TELEFAX: + (202) 26217597

Email: sherif.elmessiri@nesmaairlines.com

Name:	Staff No.:	
Section:		
Date:		

The purpose of this form is to report any discrepancy that the Holder of this manual may come across with while reading and understanding the Operations Policy Manual. Should you find any part(s) of the Manual that would necessitate a change, kindly fill in the form below, and submit it to the Director – Flight Operations?

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<u>Description</u>			
For Internal use on			
Date received:		Received by:	
Issue No. 2 Dated	Nov. 2011		Form No. 104

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13.4.2 CFIT Form

CFIT Checklist

Evaluate the Risk and Take Action

Part I: CFIT Risk Assessment

Section 1 – Destination CFIT Risk Factors	Value	Score
Airport and Approach Control Capabilities:		
ATC approach radar with MSAWS	0	
ATC minimum radar vectoring charts.	0	
ATC radar only		0
ATC radar coverage limited by terrain masking	15	5
No radar coverage available (out of service/not installed)	30	0

Expected Approach:

Airport located in or near mountainous terrain	-20	
ILS	0	
VOR/DME	-15	
Nonprecision approach with the approach slope from the FAF to The airport TD shallower than 2 3/4 degrees	-20	
NDB	-30	
Visual night "black-hole" approach	-30	

Runway Lighting:

Complete approach lighting system	0	
Limited lighting system	-30	

Controller/Pilot Language Skills:

Controllers and pilots speak different primary languages	-20	
Controllers' spoken English or ICAO phraseology poor	-20	
Pilots' spoken English poor	-20	

Departure:

No published departure procedure	-10	

Destination CFIT Risk Factors Total (**X**)

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Section 2 - Risk Multiplier

Your Company's Type of Operation (select only one value):

Value Score

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Scheduled	1.0	
Nonscheduled	1.2	
Corporate	1.3	
Charter	1.5	
Business owner/pilot	2.0	
Regional	2.0	
Freight	2.5	
Domestic	1.0	
International	3.0	

Departure/Arrival Airport (select single highest applicable value):

Australia/New Zealand	1.0	
United States/Canada	1.0	
Western Europe	1.3	
Middle East	1.1	
Southeast Asia	3.0	
Euro-Asia (Eastern Europe and Commonwealth of Independent States)	3.0	
South America/Caribbean	5.0	
Africa	8.0	

Weather/Night Conditions (select only one value):

Night — no moon	2.0	
IMC	3.0	
Night and IMC	5.0	

Crew (select only one value):

Single-pilot flight crew	1.5	
Flight crew duty day at maximum and ending with a night nonprecision approach	1.2	
Flight crew crosses five or more time zones	1.2	
Third day of multiple time-zone crossings	1.2	

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Part II: CFIT Risk-reduction Factors

Section 1 – Company Culture

Corporate/company management:

Value Score

Places safety before schedule	20	
CEO signs off on flight operations manual	20	
Maintains a centralized safety function	20	
Fosters reporting of all CFIT incidents without threat of discipline	20	
Fosters communication of hazards to others	15	
Requires standards for IFR currency and CRM training	15	
Places no negative connotation on a diversion or missed approach	20	

115-130 points Tops in company culture 105-115 points Good, but not the best

Company Culture Total ()

80-105 points Improvement needed Less than 80 points High CFIT risk

Section 2 – Flight Standards Specific procedures are written for:

Value Score

Reviewing approach or departure procedures charts	10
Reviewing significant terrain along intended approach or departure course	20
Maximizing the use of ATC radar monitoring	10
Ensuring pilot(s) understand that ATC is using radar or radar coverage exists	20
Altitude changes.	10
Ensuring checklist is complete before initiation of approach	10
Abbreviated checklist for missed approach.	10
Briefing and observing MSA circles on approach charts as part of plate review	10
Checking crossing altitudes at IAF positions	10
Checking crossing altitudes at FAF and glideslope centering	10

Independent verification by PM of minimum altitude during

Ste	p-down DME (VOR/DME or LOC/DME) approach	20	

Requiring approach/departure procedure charts with terrain

In color, shaded contour formats	20	
Radio-altitude setting and light-aural (below MDA) for backup on	10	
approach		
Independent charts for both pilots, with adequate lighting and holders	10	
Use of 500-foot altitude call and other enhanced procedures for NPA	10	

Ensuring a sterile (free from distraction) cockpit, especially during

		IMC/night approach or departure	10	
--	--	---------------------------------	----	--

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Crew rest, duty times and other considerations especially

For multiple-time-zone operation	20	
Periodic third-party or independent audit of procedures	10	

Route and familiarization checks for new pilots

Domestic	10	
International	20	
Airport familiarization aids, such as audiovisual aids	10	

First officer to fly night or IMC approaches and the captain to

Monitor the approach	20		
----------------------	----	--	--

Jump-seat pilot (or engineer or mechanic) to help monitor terrain clearance

And the approach in IMC or night conditions	20	
Insisting that you fly the way that you train	25	

300-335 points Tops in CFIT flight standards 270-300 points Good, but not the best

Flight Standards Total ()

*

200-270 points Improvement needed Less than 200 High CFIT risk

Section 3 – Hazard Awareness and Training

Value Score

Your company's pilots are reviewed annually about the following:

Flight standards operating procedures.	20	
Reasons for and examples of how the procedures can detect a CFIT "trap"	30	
Recent and past CFIT incidents/accidents	50	
Audiovisual aids to illustrate CFIT traps	50	
Minimum altitude definitions for MORA, MOCA, MSA, MEA, etc	15	
You have a trained flight safety officer who rides the jump seat occasionally	25	
You have flight safety periodicals that describe and analyze CFIT incidents	10	
You have an incident/exceedance review and reporting program	20	

Your organization investigates every instance in which minimum

Terrain clearance has been compromised.	20	
You annually practice recoveries from terrain with GPWS in the simulator	40	
You train the way that you fly	25	

285-315 points Tops in CFIT training 250-285 points Good, but not the best

Hazard Awareness and Training Total ()

* 19

190-250 points Improvement needed Less than 190 High CFIT risk

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Section 4 – Aircraft Equipment

Aircraft includes:	Value Score			
Radio altimeter with cockpit display of full 2,500-foot range — captain only	. 20			
Radio altimeter with cockpit display of full 2,500-foot range — copilot				
First-generation GPWS	. 20			
Second-generation GPWS or better	. 30			
GPWS with all approved modifications, data tables and service				
Bulletins to reduce false warnings.	10			
Navigation display and FMS	. 10			
Limited number of automated altitude callouts	. 10			
Radio-altitude automated callouts for nonprecision				
Approach (not heard on ILS approach) and procedure	10			
Preselected radio altitudes to provide automated callouts that				
Would not be heard during normal nonprecision approach	10			
Barometric altitudes and radio altitudes to give automated				
"Decision" or "minimums" callouts	10			
An automated excessive "bank angle" callout	10			
Auto flight/vertical speed mode	-10			
Auto flight/vertical speed mode with no GPWS	-20			
GPS or other long-range navigation equipment to supplement NDB-only approach Terrain-navigation display Ground-mapping radar	15 . 20 . 10			
175-195 points Excellent equipment to minimize CFIT risk 155-175 points Good, but not the best * 115-155 points Improvement needed Less than 115 High CFIT risk Aircraft Equipment To	otal (***)			
Company Culture Flight Standards Haza	rd Awareness			
and Training				
Aircraft Equipment CFIT Risk-reduction Factors To	otal (🗱)			
* If any section in Part II scores less than "Good," a thorough review				
is warranted of that aspect of the company's operation.				
Part III: Your CFIT Risk				
Part I CFIT Risk Factors Total **Part II CFIT Risk-reduction Factors**				
Total				
CFIT Risk Score < ♥				
	n Dout II a			
A negative CFIT Risk Score indicates a significant threat; review the sections i determine what changes and improvements can be made to reduce CFIT risk.	ıı rarı II and			

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