

SECTION 2. RAMP INSPECTIONS

121. OBJECTIVES OF RAMP INSPECTIONS.

The primary objective of a ramp inspection is to provide inspectors with the opportunity to evaluate an air carrier operation while the crewmembers and aircraft are on the ground. A ramp inspection is an effective method for evaluating an operator's ability to prepare both the aircraft and crew for a flight to be conducted. Also, when a ramp inspection is conducted after the completion of a flight, it is an effective method for determining whether the aircraft and crew were adequately prepared for the flight, as well as for evaluating the operator's postflight and/or turnaround procedures and crewmember and ground personnel compliance with these procedures. Ramp inspections allow inspectors to observe and evaluate the routine methods and procedures used by an operator's personnel during the period immediately before or after a flight, to determine compliance with regulations and safe operating practices.

123. RAMP INSPECTION AREAS. There are five general inspection areas that can be observed and evaluated during ramp inspections. These inspection areas are as follows:

- Crewmember
- Line station operations
- Aircraft
- Servicing and maintenance
- Ramp and gate condition and activity

A. The "crewmember" inspection area refers to the evaluation of crewmember preparation for flight and compliance with postflight procedures. This area includes evaluations of crewmember manuals and any required flight equipment, flightcrew flight planning, flightcrew airman and medical certificates, crewmember disposition of trip paperwork, and other items that relate to crewmember responsibilities.

B. The "line station operations" inspection area refers to the various methods and procedures used by the operator to support the flight, such as distribution of dispatch, flight release, and flight-locating paperwork; distribution of weather reports, PIREP's and other flight planning material; passenger handling; boarding procedures; an carry-on baggage screening.

C. The "aircraft" inspection area refers to the aircraft's general airworthiness, logbook entries, MEL compliance, carryovers, and required items of emergency and cabin safety equipment.

D. The "servicing and maintenance" inspection area applies to any ongoing maintenance and servicing, such as fueling, deicing, or catering. This area is usually evaluated in detail by airworthiness inspectors when performing their ramp inspections. Operations inspectors should, however, observe this area and comment on obvious deficiencies for airworthiness inspector follow-up.

E. The "ramp and gate condition and activity" inspection area refers to taxi and marshalling operations, ramp or parking area surfaces, any apparent contamination or debris, vehicle operations, and the condition and use of support equipment.

125. GENERAL RAMP INSPECTION PRACTICES AND PROCEDURES.

A. Ramp inspections may be conducted before a particular flight, at en route stops, or at the termination of a flight. A ramp inspection may be conducted any time an aircraft is at a gate or a fixed ramp location, provided the inspection is conducted when the crew and ground personnel are performing the necessary preparations for a flight or when they are performing postflight tasks and procedures.

B. The operator does not have to be given advance notice that a ramp inspection is going to be conducted. Inspectors must, however, conduct inspections in a manner that does not unnecessarily delay crewmembers and/or ground personnel in the performance of their duties. The

following areas of conduct should be observed by inspectors during ramp inspection activities:

- (1) Inspectors should not interrupt crew or ground personnel when they are performing a particular phase of their duties.
- (2) When inspection activities require inspectors to interact directly with the crew or ground personnel, the activities should be timed to be accomplished when the crew or ground personnel are waiting to begin another phase of their duties or after they have completed one phase of their duties and before they begin another phase.
- (3) Inspection activities must be timed so that they do not delay or interfere with passenger enplaning or deplaning.
- (4) Inspection activities should not adversely impede aircraft servicing or catering.

C. Because of the wide range of inspection areas involved, ramp inspections are usually limited in scope. There are many preparatory or postflight actions that occur simultaneously and one inspector cannot physically observe all of these actions for a particular flight. As a result, the inspector should vary the areas of emphasis for an inspection. For example, on one ramp inspection the inspector may decide to observe and evaluate the PIC accomplishing flight planning and the operator's methods for providing the flightcrew with appropriate flight planning support. On another ramp inspection, the inspector may decide to observe the SIC accomplish the aircraft exterior preflight and then evaluate the aircraft's interior equipment and furnishings. As an example of a ramp inspection conducted at the termination of a flight, the inspector may decide to inspect the aircraft's interior equipment, furnishings, and aircraft logbooks, and then evaluate the trip paperwork turned in by the crew. In this example, the inspector may not have an opportunity to interact directly with the crew, therefore the "crewmember" inspection area would not be accomplished. Inspectors should vary both the sequence and the emphasis of the inspection areas during a ramp inspection. Inspectors should describe in their reports how the inspection was limited in scope.

D. Inspectors should use the ramp inspection job aid when conducting ramp inspections. This job aid contains a listing of items ("reminders") that should be observed

and evaluated by the inspector during the inspection. The job aid also includes applicable PTRS comment codes to facilitate the writing of the inspection report. There may be items evaluated during a ramp inspection that are not listed on the job aid. In such cases, the PTRS comment code entitled "other" should be used for the appropriate inspection area. The job aid can be used to help describe how the inspection was limited in scope. The job aid can also be used to make notes during the inspection which can be transcribed later to the PTRS Data Sheet.

127. SPECIFIC RAMP INSPECTION PRACTICES AND PROCEDURES.

A. *Crewmember Inspection Area.* When an inspector makes direct contact with a crewmember, the inspector should provide an official but courteous introduction, offer appropriate identification for the crewmember to inspect, and inform the crewmember that a ramp inspection is being conducted. If the direct contact is with a flight crewmember, the inspector should request to see the crewmember's airman and medical certificates. The inspector should review the certificates to see that they meet the appropriate requirements for both the duty position and for the aircraft for the flight to be conducted or that was just terminated. When the direct contact is with flight crewmembers or flight attendants, the inspector should also request to examine the crewmember's professional equipment. Crewmember professional equipment includes any equipment that crewmembers are required to have according to regulation or operator policies, either on their person or that which will be available during the flight. Examples of professional equipment include aeronautical charts, appropriate operator manuals, and operable flashlights. Inspectors should determine whether the charts and manuals carried by crewmembers are current. The following is a list of other items and activities that, depending on the scope of the ramp inspection, should be observed and evaluated:

- Flightcrew flight-planning activities, such as review of weather, flight plans, anticipated takeoff weight and performance data, flight control requirements (dispatch, flight release, flight-locating, ATC flight plans)
- Flightcrew aircraft preflight activities, such as exterior walkaround, logbook reviews, and cockpit setup procedures, including stowage of flightcrew baggage and professional equipment
- Flight attendant inspection of cabin emergency equipment and cabin setup procedures, including

stowage of flight attendant baggage and professional equipment

- Flightcrew and flight attendant postflight logbook entries and proper use of MEL's and placards
- Completed trip paperwork and the appropriate disposition of such paperwork

B. *Line Station Operations Area.* This area of a ramp inspection usually involves a facility (or designated area of a facility) including related ground personnel, and is commonly referred to as "line station operations." Line station operations include a designated location where crewmembers go to review and pick up required flight paperwork or to deposit flight reports, to send or receive communications with the operator's flight control system, and to join up with other crewmembers assigned to the flight. Line station operations also includes gates and ramp areas where passengers and cargo are enplaned and deplaned. The following is a list of items and activities that, depending on the scope of the inspection, should be observed and evaluated in this inspection area:

- Preflight and postflight trip paperwork, such as load manifests, flight plans, weather reports and forecasts, NOTAM's, dispatch or flight release messages and operator bulletins
- Methods used by the operator to comply with MEL and CDL requirements, particularly the preflight information provided to the crew
- Adequacy of facility with respect to crewmember and ground personnel use for completing preflight and postflight responsibilities, including work areas and administrative support (such as forms, charts, and copy machines when required by company procedures)
- Usability and currency of operator manuals and aircraft performance information maintained at the line station operations area for crew and ground personnel use
- Company communication capabilities and procedures

- Passenger enplaning and deplaning including public protection procedures and carry-on baggage screening
- Cargo and baggage loading and stowage procedures and unloading procedures

C. *Aircraft Inspection Area.* Ramp inspections must include at least an examination of the aircraft's registration, airworthiness certificate, and maintenance logbook. Inspectors should plan their ramp inspection activities so that any inspection of the aircraft's interior equipment and furnishings would be conducted either before passengers are enplaned or after they are deplaned. The following is a list of items that should be observed in this inspection area:

- Aircraft registration and airworthiness certificates
- Aircraft and cabin logbooks (or equivalent) (open discrepancies, carryover items, and cabin equipment items needing repair or replacement)
- Appropriate placarding
- Fire extinguishers (correct types, numbers and locations; properly serviced, safetied, tagged, and stowed)
- Portable oxygen bottles (correct numbers and locations; properly serviced, tagged, and stowed; condition of mask, tubing, and connectors)
- Protective breathing equipment (properly located, stowed, and sealed)
- First aid kits and emergency medical kits (correct numbers and locations; properly sealed, tagged, and stowed)
- Megaphones (correct numbers and locations; in operable condition, and properly stowed)
- Crash ax (properly located and stowed)
- Passenger briefing cards (one at each seat position; appropriate to aircraft; required information including emergency exit operation, slides, oxygen use, seatbelt use, brace positions, flotation devices; appropriate pictorials for extended overwater operations, including

ditching exits, life preserver, and life or slideraft inflight location)

- Passenger seats (not blocking emergency exits; TSO label on flotation cushions; cushion intact; latching mechanism on tray tables; armrests have self-contained and removable ashtrays; seatbelts properly installed, operational, and not frayed or twisted)
- Passenger oxygen service units (closed and latched with no extended red service indicators or pins)
- Flight attendant stations (operable seat retraction and restraint systems; properly secured; harnesses not frayed or twisted; seat cushions intact; headrests in correct position; PA system and interphone)
- Galleys (latching mechanisms - primary and secondary; tiedowns; condition of restraints; padding; proper fit of cover and lining of trash receptacles; hot liquid restraint systems; accessibility and identification of circuit breakers and water shut-off valves; non-skid floor; girt bar corroded or blocked by debris; clean stationary cart tiedowns (mushrooms); galley carts in good condition and properly stowed; lower lobe galley emergency cabin floor exits passable and not blocked by carpeting, if applicable)
- Galley personnel lift, if applicable (no movement up or down with doors open; safety interlock system; proper operation of activation switches)
- Lavatories (smoke alarms; no-smoking placards; ashtrays; proper fit of cover and lining of trash receptacles; automatic fire extinguisher systems)
- Stowage compartments (weight restriction placards; restraints and latching mechanisms; compliance with stowage requirements; accessibility to emergency equipment; carry-on baggage provisions)
- Required placards and signs (seatbelt, flotation equipment placards at seats; emergency/safety equipment placards;

weight restriction placards; no-smoking/seatbelt signs; no-smoking placards; exit signs and placards, including door opening instructions)

- Emergency lighting system (operation independent of main system; floor proximity escape path system; controllability from cockpit)
- Exits (general condition; door seals; girt bars and brackets; handle mechanisms; signs; placards; slide or slideraft connections and pressure indications; lights and switches)
- Main landing gear viewing ports, if applicable (cleanliness and usability)

D. *Servicing and Maintenance Inspection Area.* The servicing and maintenance of the aircraft may be observed at any time during the ramp inspection. The following is a list of some areas that may be observed and evaluated in this inspection area:

- Fueling procedures (ground wires in place; fuel slip properly completed; fueler trained in the operator's specific procedures)
- Routine maintenance (qualifications of mechanics, repairmen or service agents; appropriate log-book entries)
- Deicing procedures (compliance with company procedures; proper glycol/water ratios and temperatures; avoidance of engine/APU inlets; removal of all snow and ice; trailing and leading edges free of snow and ice and covered completely with deicing fluid)
- Correct procedures used by service contractors (caterers; cleaners; lavatory and water servicing personnel; correct use of switches and controls)
- Vehicle operation near aircraft (general condition and proper servicing of vehicles and equipment)

E. *Ramp and Gate Condition and Activity Inspection Area.* During ramp inspections, inspectors should observe and evaluate the ramp and gate surface condition as well as any support activities being conducted during an inspection. Inspectors should observe vehicular operations on the ramp and around gate areas and other aircraft operations during marshalling, taxiing, or towing

operations. Inspectors should report any condition that appears to be unsafe or could potentially be unsafe. The following is a list of some items that should be observed and evaluated in this inspection area:

- Ramp, apron, and taxiway surfaces (general condition; cracks; holes; uneven surfaces)
- Contamination debris (FOD; fuel, oil, or hydraulic spills; snow and ice accumulations; taxi lines; gate markings; signs; signals)

- Construction (appropriate barriers; signs; markings; flags)
- Vehicular operations (conducted safely around aircraft and gate areas by qualified personnel)

129. RAMP INSPECTION JOB AID. Figure 6.2.2.1 is the Ramp Inspection Job Aid which is available on the district office Job Aid Disk.

130. - 140. RESERVED.

FIGURE 6.2.1
AIR CARRIER RAMP INSPECTION JOB AID

PTRS ACTIVITY: 1622 DATE:		AIR CARRIER	FLT NO.	A/C REG NO.		MAKE	MOD/SERIES	
PIC NAME:		CERT #	BASE	FROM	TO	RESULTS	HB REF VI.2.2.	
U = UNACCEPTABLE; P = POTENTIAL; I = INFORMATION; E = EXCEEDS								
CREWMEMBERS		COMPANY DIRECTIVES			631	F/A STATION		825
KNOWLEDGE	101	* MEL Procedures		607		* Retracts	--	
QUAL/CURRENCY	105	* Adequacy of			501	* Condition	--	
CERT/RATINGS	109	Facility			753	* P/A & Interphone	--	
MANUAL AVAILABILITY	209	* Ground Comm			751	GALLEYS	825	
MANUAL CURRENCY	103	* Flight Comm				* Latch Mechanisms	--	
REQ. EQUIPMENT	--	* Gate Agent				* Restraints/Tie-	--	
CREW COMPLEMENT	601	Procedures			--	downs/Covers	--	
PREFLIGHT	721	* Pax Handling			637	* Debris/Corrosion	--	
* Flight Plan	763	* Protection of				LAVATORIES	825	
* Weather Review	757	The Public			635	* Smoke Alarm	--	
* NOTAMS	759	* Cargo/ Baggage				* Signs/Lights	--	
* Fuel Reqmts	--	Loading/Stowage			767	* Extinguisher	--	
* T/O Data	--	* Security			619	STOWAGE AREAS	825	
* Disp/Flt Rel	767	Other Remarks			733	* Latch Mechanisms	--	
* A/C Preflight	--	AIRCRAFT/EQUIPMENT				* Access to Equip.	--	
* Logbook Review	--	REQ. CERT/PLACARDS			809	EMERGENCY LIGHTING	833	
* Cockpit Setup	--	LOGBOOKS			804	* Operable	--	
* Crew Baggage	--	* Open Items			--	* Floor Systems	--	
* F/A Inspection	--	* Carryovers			--	EXITS	852	
* Of Cabin Equip.	--	* Cabin Items			--	* Control/Seals	--	
* Cabin Setup	--	MEGAPHONES			825	* Girt Bar and	--	
* Pax Boarding	637	FIRE EXTINGUISHERS			826	Brackets	--	
* Carry-on Baggage	627	* Correct Type			--	* Signs/Symbols	--	
* Handicapped Pax	--	* Number			--	* Rafts/Lanyards	--	
* Pushback/Pwrback	--	* Serviced			--	MLG VIEWING PORTS	--	
POSTFLIGHT	--	* Location			--	OTHER REMARKS	889	
* Coordination	--	PORT. O2 BOTTLES			835	SERVICING AND MAINTENANCE		
With Ground Crew	--	* Number			--	FUELING	808	
* MEL's/CDL's	607	* Serviced			--	ROUTINE MAINT.	813	
* Placards	--	* Location			--	DEICING	812	
* Trip Papers	--	* Masks/Hoses			--	CONTRACT SERVICES	--	
* Fuel Remaining	--	PBE			835	GROUND SVC EQUIP.	816	
* Post Flight Log	--	* Properly Stowed			--	RAMP/GATE CONDS & ACTIVITY		
Book Entries	--	* Sealed			--	CONDS OF RAMP OR		
* F/A Remaining On	--	PAX BRIEFING CARDS			825	GATE AREAS	515	
Board With PAX	--	* At Each Seat			--	DEBRIS OR SPILLS	523	
Other Remarks	199	* Req. Info.			--	CONSTRUCTION	521	
LINE STATION OPERATIONS		PAX SEATS			825	OBSTRUCTIONS	519	
TRIP PAPERS	--	* Emergency Exits			--	VEHICLE OPS	517	
* Load Manifests	613	* Condition			--	MARKINGS	525	
* Flight Plans	763	* Ash Trays			--	LIGHTING	505	
* Weather Reports	757	* Seatbelts/Trays			--	SNOW/ICE CONTROL	507	
* Fuel Slips	--	PAX O2 SVC UNIT			835	OTHER REMARKS	599	
* Disp/ Flt Rel	765	* Operational			--			
		* Service Pins			--			

[PAGES 6-143 THROUGH 6-148 RESERVED]