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| **CABIN CREW OPERATIONS MANUAL (CCOM) CONTENT AND COMPLIANCE FORM** |
| **Operator:** | **CCOM Revision No:** |
| **Form completed by *(name of the competent person assigned by the operator)*:**  |
| **References to operator’s CCOM/OM verified by** ***(name of the person verifying the list on behalf of the compliance management system of the operator)*:** |
| **Compliance statement of the operator:**I confirm to be compliant with the terms and conditions of the Basic Regulation (EC) No 2018/1139 on common rules in the field of civil aviation, its implementing rules and applicable amendments concerning technical requirements and administrative procedures concerning cabin safety and cabin crew operations. |
| **Nominated Person Flight Operations:**  | **Signature:** | **Date:** |

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| **When filling in the form, please make sure that CCOM contains information to every regulatory reference under “References to Regulations” column!** |

| **No** | **Suggested CCOM chapter** | **References to Regulations (EC) No 965/2012 and (EU) No 1178/2011 and/or its AMCs** | **Reference to operator’s CCOM/OM** |
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* AMC3 ORO.MLR.100 Part A 0.2
* CAT.GEN.MPA.180
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| 1.4 | Laws, regulations, procedures and operators’ responsibilities | * Appendix 1 to Part-CC 1.2
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* AMC1 ORO.GEN.110(f)(h)
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| 1.6 | Cabin crew responsibilities and operating restrictions  | * Part-CC.GEN.020
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* Appendix 1 to Part-CC 1.3 & 1.6
* MED.A.020 (d)
* AMC3 ORO.MLR.100 Part A 1.5
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| 1.8 | Cabin crew number and composition | * ORO.CC.100
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| 1.15 | Responsibility and authority of commander | * AMC3 ORO.MLR.100 Part A 1.4
* CAT.GEN.MPA.105
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| 1.16 | Procedures for the use of vacant cabin crew seats | * AMC3 ORO.MLR.100 Part A 8.3.13
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| 1.17 | Flight time limitations, duty time limitations, rest requirements | * Appendix 1 to Part-CC1.4
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| 1.20 | Safety on the ramp | * AMC3 ORO.MLR.100 Part A 8.2.2(h)
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| 2.2 | Pre-departure safety equipment checks  | * ORO.GEN.110
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| 2.3 | Passenger embarkation and distribution* Cabin preparation for flight
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* Control of passengers
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| 2.5 | Exit arming/disarming | * AMC1 ORO.GEN.110 (f)(h) paras (a)(1) & (b)(7) & (17)
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| 2.6 | Procedures for securing cabin and galleys* Passenger safety belts and harnesses
* Position of tray tables, seat backs, armrests, headrests and in-flight entertainment (IFE)
* Beds, sleeper seats and footrests
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| 2.7 | Cabin lights – procedures for operating cabin lights, including emergency lighting | * AMC1 ORO.GEN.110 (f) (h) paras (a)(2) & (b)(10)
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| 2.8 | Cabin crew at stations/use of seat harness | * AMC1 ORO.GEN.110(f)(h) para (b)(11)
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| 2.9 | Taxi, take-off, post take-off, pre-landing, landing, post landing* Cabin crew safety duties during each phase
* Cabin crew at station during taxi, take-off and landing
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| 2.10 | Flight crew drinks/meals | * CAT.GEN.MPA.135
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| 2.11 | Admission and supervision of visits to the flight crew compartment | * AMC3 ORO.MLR.100 Part A 8.3.12
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| 2.12 | Preparation for landing | * AMC3 ORO.MLR.100 Part A 8.3.15 (a)
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| 2.13 | Passenger disembarkation* Control of passengers
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| 2.14 | Passenger briefings* Embarkation
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| 2.15 | Transit procedures  | * AMC3 ORO.MLR.100 Part A 8.2.2
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| 2.18 | Endangering safety | * Appendix 1 to Part-CC 4.3
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* Passengers on stretchers
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| 2.20 | Hand-baggage* Stowage
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| 2.21 | Smoking on board | * CAT.OP.MPA.240
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| 2.22 | Injury and death on board | * AMC3 ORO.MLR.100 Part A 11
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| 2.25 | Carriage of weapons | * CAT.GEN.MPA.155
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| 2.26 | General Surveillance* Toilets
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* Cargo areas
 | * AMC1 ORO.GEN.110 (f)(h) para (b)(12)
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| 2.27 | Fire Prevention* Smoking restrictions enforced
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| 2.28 | Passenger restraint* Passenger seats
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| 2.29 | Turbulence* Types of air turbulence
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* Actions to be taken by cabin crew
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 | * Appendix 1 to Part-CC 4.5
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* AMC3 ORO.MLR.100 Part A 8.3.8(c) & 8.3.9
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| 2.30 | Abnormal Procedures* Senior cabin crew member (SCCM) – inability to operate
* Reduction in minimum number of cabin crew
* Inoperative exits
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* Reporting of any deficiency and/or un-serviceability of equipment and/or any incident
 | * AMC3 ORO.MLR.100 Part B 3(a) (h)
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* AMC1 ORO.GEN.110(f)(h) para (b)(18)
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| **3** | **Safety equipment - general** |  |  |
| 3.1 | Illustrations, diagrams, pre-flight serviceability, use and operation of the following: | * AMC3 ORO.MLR.100 Part B 10
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| 3.2 | Lifejackets, infant lifejackets and flotation devices | * CAT.IDE.A.285
* AMC1 & AMC2 CAT.IDE.A.285(a)
* GM1 CAT.IDE.A.285 (a)
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| 3.3 | First aid oxygen | * CAT.IDE.A.230
* GM1 CAT.IDE.A.230
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| 3.4 | Fire extinguishers and protective breathing equipment (PBE) | * CAT.IDE.A.245
* CAT.IDE.A.250

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| 3.5 | Crash axe / crowbars | * CAT.IDE.A.255
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| 3.6 | Torches | * CAT.IDE.A.115
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| 3.7 | Megaphones | * CAT.IDE.270
* AMC1 CAT.IDE.A.270
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| 3.8 | Life rafts and slide rafts, survival packs and contents  | * CAT.IDE.A.285
* AMC1 CAT.IDE.A.285
* AMC1 CAT.IDE.A.285(e)(4)
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| 3.9 | Pyrotechnics | * CAT.IDE.A.305
* GM1 CAT.IDE.A.305
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| 3.10 | First aid kits, emergency medical kits and contents  | * CAT.IDE.A.220
* AMC1 CAT.IDE.A.220
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* AMC1/2/3/4 CAT.IDE.A.225
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| 3.11 | Other portable safety equipment installed/carried such as Emergency Locator Transmitter, fire gloves, etc. | * CAT.IDE.A.280
* AMC 1 CAT.IDE.A.280
* AMC2 CAT.IDE.A.280
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| **4** | **Emergency procedures** |  |  |
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| 4.2 | Notification of emergencies | * AMC3 ORO.MLR.100 Part B 3
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| 4.3 | Crew co-ordination * Cabin crew to cabin crew
* Cabin crew to flight crew
* Flight crew to cabin crew
 | * Appendix 1 to Part-CC 2
* AMC3 ORO.MLR.100 Part B 3
* AMC1 ORO.CC.125(d), para (d)(1)
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| 4.4 | Land evacuation and ditching* Procedures in planned emergencies
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* Individual crew member responsibilities
 | * AMC1 ORO.GEN.110 (f)(h) para (5)
* AMC3 ORO.MLR.100 Part B paras (3)(m) and (11)
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| 4.5 | Rejected take-off | * AMC3 ORO.MLR.100 Part B para (3)
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| 4.6 | Assistance of ABPs* Criteria for selection of ABPs
* Content and method of briefing
* Re-seating of ABPs
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* CAT.OP.MPA.165
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| 4.7 | Brace positions* Crew brace position
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| 4.8 | Initiation of evacuation | * Appendix 1 to Part-CC 1.8
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| 4.9 | Instructions for evacuation  | * AMC1 ORO.CC.125 (d), para (d)
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| 4.10 | Unusable exits | * Appendix 1 to Part-CC 4.6
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| 4.11 | Crowd control* Cabin crew assist spaces
* Passenger management during evacuation
* Exit by-pass, dried up exits, etc.
* Passenger management after evacuation
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* ORO.CC.125 (d)(3)
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| 4.12 | Evacuation of PRM | * Appendix 1 to Part-CC 4.1
* AMC1 ORO.CC.125(d) para (d)(6)
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| 4.13 | Announcements/instructions planned and unplanned emergency evacuation | * AMC1 ORO.CC.125 (d) para (c)(1)
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| 4.14 | Ground based emergency services | * Appendix 1 to Part-CC 8.6
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| 4.15 | Pilot incapacitation* Use of pilot's seat mechanism
* Fastening/unfastening of pilot's seat harness
* Use of pilot's O2 equipment
* Administering first aid
* Use of pilot's check list
 | * AMC3 ORO.MLR.100 Part A 8.3.14 & Part B (3)(a)
* AMC1 ORO.CC.125(c) para (a)
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| 4.16 | Decompression* Time of useful consciousness
* Types of decompression
* Cabin crew actions
* Communication with flight crew and passengers
* Monitoring of passengers
* Action to be taken when aircraft is level
* Check of passengers and cabin secure
* Administering oxygen as appropriate
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| 4.17 | Theory of fire and smoke* Principles of combustion
* Classification of types of fire
 | * Appendix 1 to Part-CC 8.4
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| 4.18 | Possible fire sources and high risk areas | * AMC1 ORO.GEN.110 (f)(h) para (a)(3)
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| 4.19 | General procedures* Immediately locate and identify fire source
* Appropriate techniques for attacking fires
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| 4.20 | Specific Fire Scenarios* Galley equipment, ovens, catering equipment, supplies
* Waste containers, toilets, stowage compartments, baggage, seat, electrical, flight deck, lift
* IFE systems, PEDs and hidden fires
 | * Appendix 1 to Part-CC 8.4
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| 4.21 | Extinguishing agents * Characteristics of agent
* Limitations and restrictions
* Suitable alternative agents & procedures
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| 4.22 | Smoke and Fumes* Protection of crew and passengers
* Smoke removal procedures
* Installation of smoke barriers (if installed)
 | * AMC1 ORO.CC.125(c) para (d)
* AMC1 ORO.CC.125(d) para (e)
 |  |  |  |
| **5** | **Aircraft type specific – systems, equipment and procedures** |  |  |
| 5.1 | Aeroplane description * Type, dimensions, narrow/wide body, single or double deck
 | * AMC3 ORO.MLR.100 Part B 0.1
* ORO.CC.125
* AMC1 ORO.CC.125(c) para (a)
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| 5.2 | Speed, altitude, range | * AMC1 ORO.CC.125(c) para (a)(2)
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| 5.3 | Safety equipment - location of equipment diagram | * AMC3 ORO.MLR.100 Part B 10.1
* ORO.CC.125
* AMC1 ORO.CC.125(c) para (b)
* AMC1 ORO.CC.125(d) para (b)
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| 5.4 | Cabin configuration | * AMC3 ORO.MLR.100 Part B 1.1
* ORO.CC.125
* AMC1 ORO.CC.125(d) para (a)
 |  |  |  |
| 5.5 | Passenger seating capacity* Seats, general presentation, operator specific features, equipment
 | * AMC1 ORO.CC.125 (d) para (a)
 |  |  |  |
| 5.6 | Flight crew number  | * AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 5.7 | Minimum/normal number of required cabin crew | * AMC3 ORO.MLR.100 Part B 1.1
* AMC1 ORO.CC.125(c) para (a)
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| 5.8 | Cabin doors/exits location and sill height | * AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 5.9 | Cargo and unpressurised areas | * AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 5.10 | Flight crew compartment, general, pilot seats & mechanisms, oxygen systems, emergency exits, storage  | * ORO.CC.125
* AMC1 ORO.CC.125(c) para (a)
* AMC1 ORO.CC.125 (d) para (a)
 |  |  |  |
| 5.11 | Flight crew compartment security, general, door components and use | * AMC1 ORO.CC.125(c) para (a)
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| 5.12 | Access to avionics bay | * AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 5.13 | Required and additional cabin crew stationsLocation, direct view, restraint systems, control panels | * ORO.CC.125
* AMC1 ORO.CC.125(c) para (a)
* AMC1 ORO.CC.125 (d) para (a)
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| 5.14 | Aircraft systems relevant to cabin crew duties* Normal lighting/heating
* Emergency lighting system including floor proximity and external
* Circuit breakers
* Evacuation alarms
 | * AMC1 ORO.GEN.110 (f)(h) para (2)
* AMC1 ORO.CC.125(c) para (b)
* AMC1 ORO.CC.135 (c)
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| 5.15 | Stowage areas | * AMC1 ORO.CC.125 (d) para (a)
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| 5.16 | Lavatories – general, doors, systems, calls, signs, smoke detectors | * AMC1 ORO.CC.125 (c) para (a)
* AMC1 ORO.CC.125 (d) para (a)
* AMC1 ORO.CC.135 (c)
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| 5.17 | Galleys – location, appliances (overheat/malfunction), water and waste system and shut-off, sinks, drains, stowage, control panels, calls, signs | * AMC1 ORO.CC.125 (d) para (a)
* AMC1 ORO.CC.135 (c)
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| 5.18 | Crew rest areas – location, systems, controls, smoke detectors, safety and emergency equipment | * AMC1 ORO.CC.125 (d) para (a)
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| 5.19 | Cabin dividers, curtains and partitions | * AMC1 ORO.CC.125 (d) para (a)
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| 5.20 | Lift – location, use and controls | * AMC1 ORO.CC.125 (d) para (a)
 |  |  |  |
| 5.21 | Stowage for containment of waste | * AMC1 ORO.CC.125 (d) para (a)
 |  |  |  |
| 5.22 | Passenger handrails system or alternative means | * AMC1 ORO.CC.125 (d) para (a)
 |  |  |  |
| 5.23 | Least risk bomb location | * AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 5.24 | Drop-out oxygen systems including supplementary systems | * AMC1 ORO.CC.125(c) para (b)
* AMC1 ORO.CC.125 (d) para (b)
 |  |  |  |
| 5.25 | Communication systems* Interphones
* Passenger address
* Crew call system
* Passenger information signs
* Passenger call
 | * AMC1 ORO.CC.125(c) para (b)
* AMC1 ORO.CC.135 (c)
 |  |  |  |
| 5.26 | Audio, video and other in-seat systems | * AMC1 CAT.GEN.MPA.140 (b)(4)
 |  |  |  |
| 5.27 | Exits* Full description of each exit
* Location
* Operation from inside aircraft
* Operation from outside aircraft
* Operation of arming / disarming systems
* Use of slides and slide rafts
* Use of life rafts and slide rafts including equipment attached to and carried in
* Use of door straps
* Use of ropes and any other assist devices
* Non-self supporting slides and use of associated assisting evacuation means
* Failure of power assist systems
* Operation in emergency modes
 | * ORO.CC.125
* AMC1 ORO.CC.125(c) para (a) (b)
* AMC1 ORO.CC.135 (c)
 |  |  |  |
| 5.28 | Cabin crew duties - specific areas of responsibilities* Pre-departure safety equipment and security checks
* Passenger embarkation
* Fuelling with passengers on board, embarking or disembarking
* Passenger safety briefing positions
* Cabin secure
* Arming\disarming of slides
* Passenger disembarkation
 | * AMC3 ORO.MLR.100 Part A 8.3.15/16
* AMC3 ORO.MLR.100 Part B 10.1
* AMC1 ORO.CC.125 (d) para (c)
* AMC1 ORO.CC.200(c) para (c)
* CAT.GEN.MPA.105 (a)
* CAT.OP.MPA.160 (b)
* AMC1 CAT.OP.MPA.160
* CAT.OP.MPA.170 (a)
* CAT.OP.MPA.195
* AMC1 CAT.OP.MPA.195
* CAT.OP.MPA.220
* CAT.OP.MPA.225 (b)
* CAT.OP.MPA.230
 |  |  |  |
| **6**  | **First aid** |  |  |
| 6.1 | Physiology of flight including O2 requirements and hypoxia, Eustachian tubal function & barotraumas | * Appendix 1 to Part-CC 5.2
 |  |  |  |
| 6.2 | Basic first aid * Air sickness
* Gastro-intestinal disturbance
* Hyperventilation
* Burns
* Wounds
* The unconscious
* Fractures and soft tissue injuries
 | * Appendix 1 to Part-CC 5.3
 |  |  |  |
| 6.3 | In-flight medical emergencies and associated first aid * Asthma
* Stress and allergic reactions
* Shock
* Diabetes
* Choking
* Epilepsy
* Childbirth
* Stroke
* Heart attacks
 | * Appendix 1 to Part-CC 5.4
 |  |  |  |
| 6.4 | Use of first aid oxygen, first aid kits and emergency medical kits and their contents | * Appendix 1 to Part-CC 5.5
* CAT.IDE.A.220
* AMC1/2 CAT.IDE.A.220
* CAT.IDE.A.225
* AMC1/2/3/4 CAT.IDE.A.225
* CAT.IDE.A.230
 |  |  |  |
| 6.5 | Other medical equipment (including defibrillators) | * AMC1 CAT.IDE.A.225
 |  |  |  |
| 6.6 | Practical cardio-pulmonary resuscitation | * Appendix 1 to Part-CC 5.6
 |  |  |  |
| 6.7 | Travel health and hygiene* Hygiene on board
* Risk of contact with infectious diseases and means to reduce such risks
* Handling of clinical waste
 | * Appendix 1 to Part-CC 5.7
 |  |  |  |
| 6.8 | Aircraft disinsection | * Appendix 1 to Part-CC 5.7
 |  |  |  |
| 6.9 | Death on board | * Appendix 1 to Part-CC 5.7
 |  |  |  |
| 6.10 | Alertness management, physiological effects of fatigue and sleep physiology | * Appendix 1 to Part-CC 5.7
 |  |  |  |
| 6.11 | Circadian rhythms and time zone changes | * Appendix 1 to Part-CC 5.7
 |  |  |  |
| **7** | **Survival, search and rescue** |  |  |
| 7.1 | Search and rescue procedures | * Appendix 1 to Part-CC 9.1
 |  |  |  |
| 7.2 | Basic principles of survival - protection, location, water and food | * Appendix 1 to Part-CC 9.1
 |  |  |  |
| 7.3 | Water survival | * Appendix 1 to Part-CC 9.1
 |  |  |  |
| 7.4 | Polar survival | * Appendix 1 to Part-CC 9.1
 |  |  |  |
| 7.5 | Desert survival | * Appendix 1 to Part-CC 9.1
 |  |  |  |
| 7.6 | Jungle survival | * Appendix 1 to Part-CC 9.1
 |  |  |  |
| 7.7 | Survival first aid and hygiene | * Appendix 1 to Part-CC 9.1
 |  |  |  |
| **8** | **Dangerous goods** |  |  |
| 8.1 | As required by the Technical Instructions | * Appendix 1 to Part-CC 6
* ORO.GEN.110 (j)
* CAT.GEN.MPA.200
 |  |  |  |
| 8.2 | Dangerous Goods accident and incident reporting | * AMC 1 CAT.GEN.MPA.200(e)
 |  |  |  |
| **9** | **Security including hijacks and bombs** |  |  |
| 9.1 | Awareness of the provisions of Regulation EC 300/2008 | * Appendix 1 to Part-CC 7
* ORO.SEC.100.A
* AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 9.2 | As required by the National Aviation Security programme | * Appendix 1 to Part-CC 7
* ORO.SEC.100.A
* AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 9.3 | Security requirements | * Appendix 1 to Part-CC 7
* ORO.SEC.100.A
* AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 9.4 | Reporting acts of unlawful interference | * Appendix 1 to Part-CC 7
* ORO.SEC.100.A
* AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 9.5 | Aeroplane search procedure check list | * Appendix 1 to Part-CC 7
* ORO.SEC.100.A
* AMC1 ORO.CC.125(c) para (a)
 |  |  |  |
| 9.6 | Flight crew compartment security | * Appendix 1 to Part-CC 7
* ORO.SEC.100.A
* AMC1 ORO.CC.125(c) para (a)
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| **Received by CAA of Latvia Cabin Safety Inspector (name):** |  | **Date :** |  |
| **Remarks:** |
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