

**CIVIL AVIATION AUTHORITY, PAKISTAN**

**Air Navigation Order**

**No. : 91-0011**

**Date : 26<sup>th</sup> Feb., 2007**

**Issue : Two**

**MISCELLANEOUS SAFETY REQUIREMENTS**

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### MISCELLANEOUS SAFETY REQUIREMENTS

#### 1. Authority

- 1.1. The Air Navigation Order (ANO) is issued by the Director General Civil Aviation Authority (CAA) in pursuance of the powers vested under Rule 4 of Civil Aviation Rules 1994 (CARs 94).

#### 2. Scope

- 2.1 This ANO is issued to establish requirement on various safety related matters pertaining to the safety of passengers, crew and the Operational staff of both, the air operators and the ground handling agencies.
- 2.2 Operators/handlers shall provide all the contents stated herein to the flight crew, cabin crew and all ground operations personnel related to any aspects of these safety requirements through Operations Manual, Passenger handling manual, baggage handling manual and/or policies as applicable. All the manuals/policies related to these requirements shall have an approval of FSD, CAA.

#### 3. Effective Date

- 3.1. This ANO shall come into effect immediately.

#### 4. Applicability

- 4.1 The ANO contained herein shall apply to all Operators, handlers, operating crew and Operations personnel of operators and handlers

#### 5. Use of Portable electronic devices

- 5.1 An operator/handler shall not permit any person to use, and take all reasonable measures to ensure that no person does use, on board an aeroplane, a portable electronic device that can adversely affect the performance of the aeroplane's systems and equipment.
- 5.2 Operators/handler shall ensure that passengers are informed of this restriction through written/verbal notices at Check-in and through PA Announcement before leaving the departure lounge.
- 5.3 Use of Mobile phone may be allowed till the doors are open and passengers are boarding but its use shall not be allowed after the doors are closed.
- 5.4 When the aircraft doors are closed, PA Announcement shall be made by cabin crew for switching off the mobile phones and a strict compliance to that has to be ensured. This announcement shall also cover restriction on use of all the portable electronic devices. (Refer to the passenger briefing)

**6. No Smoking on-board an Aircraft**

- 6.1 An operator/handler shall establish procedures and take all reasonable measures to ensure that no person smokes while on board an aircraft on ground or in-flight.
- 6.2 The Pilot-in-command shall ensure that no person (including both, the crew and passengers) is allowed to smoke while on board an aircraft when he/she has the charge of aircraft whether on ground or in-flight.
- 6.3 PA Announcement shall be made by cabin crew for no smoking and a strict compliance to that has to be ensured. This announcement shall be made repeatedly while passengers are boarding, seated before take-off, after take-off and before landing. (Refer to the passenger briefing)

**7. Assisting Means for Emergency Evacuation**

- 7.1 An operator shall establish procedures to ensure that before taxiing, take-off and landing, and when safe and practicable to do so, an assisting means for emergency evacuation that deploys automatically, is armed.
- 7.2 These procedures shall include a PA announcement for arming the doors, with a cross check by another cabin crew and confirmation from all the related cabin crew.

**8. Use of Alcohol and Drugs**

- 8.1 An operator/handler shall not permit any person to enter or be in, and take all reasonable measures to ensure that no person enters or is in, an aeroplane when under the influence of alcohol or drugs to the extent that the safety of the aeroplane or its occupants is likely to be endangered.
- 8.2 The Pilot-in-command of an aircraft shall not commence flight if any of his cockpit flight crew member appears, or is unable to perform his duties because of any injury, sickness, fatigue, or under the effect of alcohol or drugs or suffers from any such incapacitation during flight, he shall land at the nearest airport or aerodrome; and shall have authority commensurate with these responsibilities.
- 8.3 A person shall not act as a member of a flight crew or an aircraft while under the influence of intoxicating liquor or narcotics, or drugs, or medication.
- 8.4 No person shall enter an aircraft while under the influence of intoxicating liquor, or drugs, nor shall any person consume intoxicating liquor in an aircraft registered in Pakistan.
- 8.5 No person shall administer drugs during flight so as to become intoxicated except in the case of a person under qualified medical supervision.
- 8.6 Narcotic drugs, mood changing or hallucinogenic drugs, depressant or stimulant drugs, or marijuana, shall not be carried in an aircraft except as a medicament prescribed for the individual use of a passenger by a qualified medical practitioner, or as part of the approved emergency medical kit approved by the Director-General.
- 8.7 No person shall operate a motor or other vehicle at an aerodrome while under the influence of alcohol liquor or drugs to an extent that his ability to operate the vehicle is impaired.

## **9. Carriage of Persons with Reduced Mobility**

- 9.1 A person with reduced mobility (PRM) is understood to mean a person whose mobility is reduced due to physical incapacity (sensory or locomotory), an intellectual deficiency, age, illness, expectant mothers or any other cause of disability when using transport and when the situation needs special attention and the adaptation to a person's need of the service made available to all passengers.
- 9.2 An operator/handler shall establish:
- a) Procedures for the carriage of Persons with Reduced Mobility (PRMs) and shall establish in operations manual,
  - b) The total number of PRMs on each type with reference to able-bodied persons capable of assisting with an emergency evacuation.
  - c) Procedures for expectant mothers and any limitation for carriage.
- 9.3 An operator/handler shall ensure that PRMs are not allocated, nor occupy, seats where their presence could:
- a) Impede the crew in their duties;
  - b) Obstruct access to emergency equipment; or
  - c) Impede the emergency evacuation of the aeroplane.
- 9.4 The pilot-in-command must be notified when PRMs are to be carried on board.

## **10. Passenger Seating**

- 10.1 An operator/handler shall establish procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aeroplane.
- 10.2 An operator/handler shall establish procedures to ensure that:
- a) Those passengers who are allocated seats which permit direct access to emergency exits, appear to be reasonably fit, strong and able to assist the rapid evacuation of the aeroplane in an emergency after an appropriate briefing by the crew:
  - b) In all cases, passengers who, because of their condition, might hinder other passengers during an evacuation or who might impede the crew in carrying out their duties, should not be allocated seats which permit direct access to emergency exits.
  - c) No revenue passenger(s) are allowed to occupy a cabin crewmember jump seat.
- 10.3 The following categories of passengers are among those who should not be allocated to, or directed to seats which permit direct access to emergency exits:
- a) Passengers suffering from obvious physical, or mental, handicap to the extent that they would have difficulty in moving quickly if asked to do so;
  - b) Passengers who are either substantially blind or substantially deaf to the extent that they might not readily assimilate printed or verbal instructions given;
  - c) Passengers who because of age or sickness are so frail that they have difficulty in moving quickly;
  - d) Passengers who are so obese that they would have difficulty in moving quickly or reaching and passing through the adjacent emergency exit;
  - e) Children (whether accompanied or not) and infants;
  - f) Deportees or prisoners in custody; and,

**Note:** "Direct access" means a seat from which a passenger can proceed directly to the exit without entering an aisle or passing around an obstruction.

- 10.4 An operator/handler shall establish procedures for the following contingencies:
- a) Carriage of medical passengers with and without stretcher;
  - b) Birth on-board an aircraft
  - c) Death during the flight; and

**11. Carriage of inadmissible passengers, deportees or persons in custody**

- 11.1 An operator/handler shall establish procedures for the transportation of inadmissible passengers, deportees or persons in custody to ensure the safety of the aeroplane and its occupants.
- 11.2 The pilot-in-command must be notified when the above-mentioned persons are to be carried on board.

**12. Carriage/Stowage of baggage and cargo**

- 12.1 An operator/handler shall establish procedures to ensure that only such hand baggage is taken into the passenger cabin as can be adequately and securely stowed. These procedures must take account of the following:
- a) Each item carried in a cabin must be stowed only in a location that is capable of restraining it;
  - b) Mass limitations placarded on or adjacent to stowages must not be exceeded;
  - c) Under-seat stowages must not be used unless the seat is equipped with a restraint bar and the baggage is of such size that it may adequately be restrained by this equipment;
  - d) Items must not be stowed in toilets or against bulkheads that are incapable of restraining articles against movement forwards, sideways or upwards and unless the bulkheads carry a placard specifying the greatest mass that may be placed there;
  - e) Baggage and cargo placed in lockers must not be of such size that they prevent latched doors from being closed securely;
  - f) Baggage and cargo must not be placed where it can impede access to emergency equipment; and
  - g) Checks must be made before take-off, before landing, and whenever the fasten seat belts signs are illuminated or it is otherwise so ordered to ensure that baggage is stowed where it cannot impede evacuation from the aircraft or cause injury by falling (or other movement) as may be appropriate to the phase of flight.
- 12.2 An operator/handler, crew member, or passenger handling staff personnel shall not allow a passenger(s) to board an aircraft with carry on baggage that exceeds the limits specified in Operations Manual (Passenger handling Manual/Baggage handling manual).
- 12.3 An operator shall establish procedures to ensure that all baggage and cargo on board, which might cause injury or damage, or obstruct aisles and exits if displaced, is placed in stowages designed to prevent movement. These procedures must take account of the following:
- a) That dangerous goods are not permitted except those which fall in the accepted category;

- b) That a mix of the passengers and live animals should not be permitted;
- c) That the weight of the cargo does not exceed the structural loading limit(s) of the cabin floor or seat(s);
- d) That the number/type of restraint devices and their attachment points should be capable of restraining the cargo in accordance with baggage/cargo loading Manuals;
- e) That the location of the cargo should be such that, in the event of an emergency evacuation, it will not hinder egress nor impair the cabin crew's view.

### **13. Accessibility of Emergency Equipment**

- 13.1 The pilot-in-command shall ensure that relevant emergency equipment remains easily accessible for immediate use.

### **14. Securing of Passenger Cabin and Galley(s)**

- 14.1 An operator shall establish procedures to ensure that before taxiing, take-off and landing all exits and escape paths are unobstructed.
- 14.2 The pilot-in-command shall ensure that before take-off and landing, and whenever deemed necessary in the interest of safety, all equipment and baggage is properly secured.

### **15. Passenger briefing**

- 15.1 An operator shall ensure that:
  - a) Passengers are given a verbal briefing about safety matters in English and Urdu. Parts or all of the briefing may be provided by an audio-visual presentation.
  - b) Passengers are provided with a safety-briefing card on which picture type instructions indicate the operation of emergency equipment and exits likely to be used by passengers.
  - c) Upon Boarding, the Passengers are briefed for:
    - i) Over- weight/over-sized hand baggage, use of mobile phones and for no smoking
    - ii) Baggage properly stowed in hat racks and under the seat in front if allowed.
  - d) Upon closing the doors:
    - i) Passengers are briefed for switching-off the mobile phones, no smoking on-board and that the persons seated by an emergency exit may be called-on to assist with the opening of that exit in an emergency and if the person is unable or unwilling to do so, he/she must inform the cabin crew immediately.
    - ii) Ensure that:
      - All passengers are seated
      - Able-bodied passengers are seated at exit seats and briefed.
      - All Exit seat regulations are followed.
      - Passengers with infant are seated on seats where extra oxygen masks are available.
  - e) Before Take Off:
    - i) Passengers are briefed on prohibition for use of certain portable electronic devices such as mobile phones, transceivers, CB radios and remote control devices including toys.
    - ii) The briefing shall also include security of carry-on baggage, prohibition of smoking, keeping the window shutters open, fastening seat belt, bringing seat back to an upright position, folding the meal table and time frame for the use of

- other devices such as Lap top computers, MP3 players, CD players, camcorders and digital cameras.
- iii) Safety Demonstration on safety belts and/or safety harness, use of oxygen equipment, location of emergency exits and when required the use and location of life jackets, is given to the passengers as has been covered in the relevant part of this safety circular.
  - iv) All doors are closed, armed, cross-checked and confirmed to the PIC
  - f) After take-off passengers are reminded of the following :
    - i) No Smoking regulations; and
    - ii) Use of safety belts and/or safety harnesses.
  - g) Before landing passengers are reminded of the following if applicable:
    - i) Smoking regulations;
    - ii) Use of safety belts and/or safety harnesses;
    - iii) Back of the seat to be in the upright position and tray table stowed;
    - iv) Re-stowage of hand baggage; and
    - v) Restrictions on the use of portable electronic devices.
  - h) After landing passengers are reminded of the following:
    - i) Smoking regulations; and
    - ii) Use of safety belts and/or safety harnesses.
  - i) In an emergency during flight, passengers are instructed in such emergency action as may be appropriate to the circumstances.

## **16. Requirements related to Operations Personnel**

- 16.1 An operator/handler shall establish procedures and policies to ensure that all personnel assigned to, or directly involved in, ground and flight operations at all locations are:
- a) Adequate for the kind of operation being undertaken;
  - b) Properly instructed and duly trained on their particular duties;
  - c) Able to perform given duties and have demonstrated their abilities in their particular duties;
  - d) Aware of their responsibilities and the relationship of such duties to the operation as a whole;
  - e) Provided with required rest, extreme weather protection and required equipment for performing the given duties;
  - f) Provided with approved written guidance material and regulations concerning to their responsibilities and assigned tasks.
  - g) Not asked/ subjected to prepare and/or sign any document for which they are not trained, qualified and authorized.
- 16.2 Operator/handler shall establish written:
- a) Policy on duty time, extended duty time and compensation for extended duty time, clear day off in a week and sickness for all the operations related personnel.
  - b) Duty roster which shall ensure that the personnel are not overworked and they are given due rest in accordance with the approved policy.
  - c) The duties and responsibilities of the supervisors and the staff .
  - d) Records of all the above aspects for atleast one year.

**17. Compliance**

- 17.1 All Operators, handlers, flight crew, cabin crew, passenger handling staff and all ground operations personnel shall comply with all the contents of this ANO.
- 17.2 Enforcement action in accordance with Rule 341 of CARs 94 may be initiated upon non-compliance to the requirements stated in this ANO.

**18. Cancellation**

- 18.1 ANO 91-0011 Issue-1 stands cancelled

Date 26<sup>th</sup> February 2007



**FAROOQ REHMATULLAH**  
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