

## THIRTEENTH SCHEDULE

(Regulations 67 and 73)

**PASSENGER CARRYING REQUIREMENTS  
FOR AOC HOLDERS AND OPERATORS OF LARGE AIRCRAFT**

**SUBPART A: GENERAL**

- 13.001 Applicability
- 13.005 Definitions
- 13.010 Acronyms
- 13.015 Carriage of Persons Without Compliance With These Passenger Carrying Requirements

**SUBPART B: FLIGHT ATTENDANTS**

- 13.020 Required Flight Attendants
- 13.023 Flight Attendant Privileges
- 13.025 Flight attendants at Duty Stations

**SUBPART C: PASSENGERS**

- 13.030 Denial of Transportation
- 13.035 Prohibition Against Carriage of Weapons
- 13.045 Oxygen for Medical Use by Passengers
- 13.050 Carriage of Persons with Reduced Mobility
- 13.055 Passenger Seat Belts
- 13.060 Exit Row Seating
- 13.065 Passenger Information Signs
- 13.070 Passenger Compliance with Instructions
- 13.075 Required Passenger Briefings
- 13.080 Passenger Briefing: Extended Overwater Operations
- 13.081 Safe Movement of Passengers to and from the Aeroplane

**SUBPART D: SECURING ITEMS OF MASS**

- 13.085 Securing of Items of Mass in Passenger Compartment
- 13.089 Carry-On Baggage Programme
- 13.090 Carry-on Baggage
- 13.095 Carriage of Cargo in Passenger Compartments

**SUBPART E: EMERGENCY PREPAREDNESS**

- 13.100 Accessibility of Emergency Exits and Equipment
- 13.105 Evacuation Capability
- 13.110 Arming of Automatic Emergency Exits
- 13.115 Stops Where Passengers Remain on Board
- 13.120 Passenger Seat Backs
- 13.125 Stowage of Food, Beverage and Passenger Service

**APPENDICES**

- Appendix 1 to 13.060: Exit Row Seating
- Appendix 1 to 13.081: Movement of Passengers to and from the Aeroplane
- Appendix 1 to 13.089: Carry-On Baggage Programme
- Appendix 1 to 13.095: Carriage of Cargo in Passenger Compartments

**SUBPART A: GENERAL****13.001 APPLICABILITY**

This Schedule prescribes the passenger-carrying requirements for AOC holders and other operators of aeroplanes of more than 5700 kg. in addition to the requirements of the Tenth Schedule.

**13.005 DEFINITIONS**

For the purpose of this Schedule, the following definition shall apply —

THIRTEENTH SCHEDULE, *contd.*

"passenger exit seats". Those seats having direct access to an exit, and those seats in a row of seats through which passengers would have to pass to gain access to an exit, from the first seat inboard of the exit to the first aisle inboard of the exit. A passenger seat having "direct access" means a seat from which a passenger can proceed directly to the exit without entering an aisle or passing around an obstruction.

**13.010 ACRONYMS**

The following acronyms are used in this Schedule -

- (1) AOC – Air Operator Certificate;
- (2) PBE – Protective Breathing Equipment;
- (3) PIC – Pilot In Command;
- (4) SIC – Second In Command; and
- (5) SCA – Senior Cabin Attendant.

**13.015 CARRIAGE OF PERSONS WITHOUT COMPLIANCE WITH THESE PASSENGER CARRYING REQUIREMENTS**

- (a) The passenger-carrying requirements of paragraph (b) do not apply when carrying —
  - (1) a crew member not required for the flight;
  - (2) a representative of the Authority on official duty;
  - (3) a person necessary to the safety or security of cargo or animals; or
  - (4) any person authorised by the AOC holder's Operation Manual procedures, as approved by the Authority.
- (b) No person may be carried without compliance to the passenger carrying requirements unless —
  - (1) there is an approved seat with an approved seat belt for that person;
  - (2) that seat is located so that the occupant is not in any position to interfere with the flight crew members performing their duties;
  - (3) there is unobstructed access from their seat to the flight deck or a regular or emergency exit;
  - (4) there is a means for notifying that person when smoking is prohibited and when seat belts shall be fastened; and
  - (5) that person has been orally briefed by a crew member on the use of emergency equipment and exits.

**SUBPART B: FLIGHT ATTENDANTS****13.020 REQUIRED FLIGHT ATTENDANTS**

- (a) The AOC holder shall schedule, and the PIC shall ensure that the minimum number of required flight attendants is on board passenger-carrying flights.
- (b) The number of flight attendants may not be less than the minimum prescribed by the Authority in the AOC holders' Operations Specifications or the following, whichever is greater —
  - (1) 1 cabin attendant for a seating capacity of 20 to 50 passengers; and
  - (2) one additional cabin attendant for each additional 50 passenger unit or part thereof.
- (c) When passengers are on board a parked aircraft, the minimum number of flight attendants shall be one-half that required for the flight operation, but never less than one cabin attendant (or another person qualified in the emergency evacuation procedures for the aircraft).

*(Note: Where one-half would result in a fractional number, it is permissible to round down to the next whole number.)*

**13.021 Designation of In-Charge Flight Attendant**

Where the crew includes more than one flight attendant, an air operator shall designate an In-Charge Flight Attendant on each flight.

THIRTEENTH SCHEDULE, *contd.***13.023 FLIGHT ATTENDANT PRIVILEGES**

When qualified in accordance with the Fourteenth Schedule, a flight attendant may perform cabin safety services for hire on passenger carrying aircraft.

**13.025 FLIGHT ATTENDANTS AT DUTY STATIONS**

- (a) During taxi, flight attendants shall remain at their duty stations with safety belts and shoulder harness fastened except to perform duties related to the safety of the aircraft and its occupants.
- (b) During takeoff and landing, flight attendants shall remain at their duty stations with safety belts and shoulder harness fastened.
- (c) During enroute phases of flight, the cabin attendant shall be seated at their duty station with safety belts and shoulder harness fastened whenever the PIC so directs.

*(Note: This does not prevent the PIC from directing the fastening of the seat belt at times other than for takeoff and landing.)*

- (d) During takeoff and landing, flight attendants shall be assigned to duty stations as near as practicable to required floor level exits and shall be uniformly distributed throughout the aircraft to provide the most effective egress of passengers in event of an emergency evacuation.
- (e) When passengers are on board a parked aircraft, flight attendants (or another person qualified in emergency evacuation procedures for the aircraft) will be placed in the following manner -
  - (1) if only one qualified person is required, that person shall be located in accordance with the AOC holder's Operations Manual procedures;
  - (2) if more than one qualified person is required, those persons shall be spaced throughout the cabin to provide the most effective assistance for the evacuation in case of an emergency.

**SUBPART C: PASSENGERS****13.030 DENIAL OF TRANSPORTATION**

An AOC holder may deny transportation of a passenger where that passenger —

- (1) refuses to comply with the instructions regarding exit seating restrictions prescribed by the Authority; or
- (2) has a handicap that can be physically accommodated only by an exit row seat.

**13.035 PROHIBITION AGAINST CARRIAGE OF WEAPONS**

No person may, while on board an aircraft being operated in commercial air transport, carry on or about their person a deadly or dangerous weapon, either concealed or unconcealed.

*(Note: This section does not apply to officials or employees of the State who are authorised to carry weapons or crew members and other persons authorised by the AOC holder to carry arms.)*

**13.040 CARRIAGE OF SPECIAL SITUATION PASSENGERS**

No AOC holder may allow the transportation of special situation passengers except —

- (1) as provided in the AOC holder's Operations Manual procedures; and
- (2) with the knowledge and concurrence of the PIC.

**13.045 OXYGEN FOR MEDICAL USE BY PASSENGERS**

- (a) An AOC holder may allow a passenger to carry and operate equipment for the storage, generation or dispensing of medical oxygen only as prescribed by the Authority.
- (b) No person may smoke, and no crew member may allow any person to smoke within 10 feet of oxygen storage and dispensing equipment carried for the medical use of a passenger.

THIRTEENTH SCHEDULE, *contd.*

- (c) No crewmember may allow any person to connect or disconnect oxygen dispensing equipment to or from an oxygen cylinder while any other passenger is aboard the aircraft.

**13.050 CARRIAGE OF PERSONS WITH REDUCED MOBILITY**

No person may allow a person of reduced mobility to occupy a seat where their presence could —

- (1) impede the crew in their duties;
- (2) obstruct access to emergency equipment; or
- (3) impede the emergency evacuation of the aircraft.

**13.055 PASSENGER SEAT BELTS**

- (a) Each passenger occupying a seat or berth shall fasten his or her safety belt and keep it fastened while the "Fasten Seat Belt" sign is lighted or, in aircraft not equipped with such a sign, whenever instructed by the PIC.
- (b) No passenger safety belt may be used by more than one occupant during takeoff and landing.
- (c) At each unoccupied seat, the safety belt and shoulder harness, if installed, shall be secured so as not to interfere with crew members in the performance of their duties or with the rapid egress of occupants in an emergency.

*(Note: A child who has not reached his or her second birthday may be held by an adult who is occupying a seat or berth.)*

*(Note: A berth, such as a multiple lounge or divan seat, may be occupied by two persons provided it is equipped with an approved safety belt for each person and is used during en route flight only.)*

**13.060 EXIT ROW SEATING**

No PIC or SCA may allow a passenger to sit in an emergency exit row if the PIC or SCA determine that it is likely that the passenger would be unable to understand and perform the functions necessary to open an exit and to exit rapidly.

*(See Appendix 1 to 13.060 for additional requirements pertaining to exit row seating.)*

**13.065 PASSENGER INFORMATION SIGNS**

The PIC shall turn on required passenger information signs during any movement on the surface, for each takeoff and each landing, and when otherwise considered to be necessary.

**13.070 PASSENGER COMPLIANCE WITH INSTRUCTIONS**

Each passenger on a commercial air transport flight shall comply with instructions given by a crew member in compliance with this section.

**13.075 REQUIRED PASSENGER BRIEFINGS**

- (a) No person may commence a takeoff unless the passengers are briefed prior to takeoff in accordance with the AOC holder's Operation Manual and the Tenth Schedule, Subsection 10.300.
- (b) Immediately before or immediately after turning the seat belt sign off, the PIC or SCA shall ensure that the passengers are briefed to keep their seat belts fastened while seated, even when the seat belt sign is off.

**13.080 PASSENGER BRIEFING: EXTENDED OVERWATER OPERATIONS**

No person may commence extended overwater operations unless all passengers have been orally briefed on the location and operations of life preservers, liferafts and other flotation means, including a demonstration of the method of donning and inflating a life preserver.

THIRTEENTH SCHEDULE, *contd.***13.081 SAFE MOVEMENT OF PASSENGERS TO AND FROM THE AEROPLANE**

An air operator shall establish procedures to ensure that passengers move to and from the aeroplane and embark and disembark safely.

*(See Appendix 1 to 13.081 for specific requirements pertaining to air operator responsibilities for safe movement of passengers to and from the aeroplane and terminal.)*

**SUBPART D: SECURING ITEMS OF MASS****13.085 SECURING OF ITEMS OF MASS IN PASSENGER COMPARTMENT**

- (a) No person may allow the takeoff or landing of an aircraft unless each item of mass in the passenger cabin is properly secured to prevent it from becoming a hazard during taxi, takeoff and landing and during turbulent weather conditions.
- (b) No person may allow an aircraft to move on the surface, takeoff or land unless each passenger serving cart is secured in its stowed position.

**13.089 CARRY-ON BAGGAGE PROGRAMME**

- (a) Every air operator shall establish a carry-on baggage control programme that is approved by the Authority and which shall include information about the size, weight and dimensions of acceptable carry-on baggage.
- (b) No air operator shall permit a person to carry on board an aircraft any carry-on baggage unless that baggage has been accepted in accordance with a carry-on baggage control programme and can be:
  - (1) stowed in a compartment or overhead bin that has approved by the Authority and in accordance with the Approved Maintenance Programme;
  - (2) stowed under a passenger seat; or
  - (3) restrained by a means that has been approved by the Authority.
- (c) No person shall carry on board an aircraft any carry-on baggage unless that baggage has been accepted in accordance with a carry-on baggage control programme.
- (d) All carry-on baggage that is stowed under a passenger seat shall be restrained in a manner that has been approved in accordance with a carry-on baggage control programme.
- (e) All carry-on baggage shall be stowed so that it does not obstruct access to safety equipment, exits or the aisles of the aircraft.

*(See Appendix 1 to 13.090 for additional requirements pertaining to the carry-on baggage programme.)*

**13.090 CARRY-ON BAGGAGE**

- (a) No person may allow the boarding of carry-on baggage unless it can be adequately and securely stowed in accordance with the AOC holder's Operations Manual procedures.
- (b) No person may allow aircraft passenger entry doors to be closed in preparation for taxi or pushback unless at least one required crew member has verified that each article of baggage has been properly stowed in overhead racks with approved restraining devices or doors, or in approved locations aft of the bulkhead.
- (c) No person may allow carry-on baggage to be stowed in a location that would cause that location to be loaded beyond its maximum placard weight limitation.

*(Note: The stowage locations shall be capable of restraining the articles in crash impacts severe enough to induce the ultimate inertia forces specified in the emergency landing conditions under which the aircraft was type-certified.)*

THIRTEENTH SCHEDULE, *contd.***13.095 CARRIAGE OF CARGO IN PASSENGER COMPARTMENTS**

No person may allow the carriage of cargo in the passenger compartment of an aeroplane except as prescribed by the Authority.

*(See Appendix 1 to 13.095 for specific requirements pertaining to carriage of cargo in passenger compartments.)*

**SUBPART E: EMERGENCY PREPAREDNESS****13.100 ACCESSIBILITY OF EMERGENCY EXITS AND EQUIPMENT**

No person may allow carry-on baggage or other items to block access to the emergency exits when the aircraft is moving on the surface, during takeoff or landing, or while passengers remain on board.

**13.105 EVACUATION CAPABILITY**

The PIC, SCA and other person assigned by the AOC holder shall ensure that, when passengers are on board the aircraft prior to movement on the surface, at least one floor-level exit provides for egress of passengers through normal or emergency means.

**13.110 ARMING OF AUTOMATIC EMERGENCY EXITS**

No person may cause an aeroplane carrying passengers to be moved on the surface, takeoff or land unless each automatically deployable emergency evacuation assisting means installed on the aircraft is ready for evacuation.

**13.115 STOPS WHERE PASSENGERS REMAIN ON BOARD**

(a) At stops where passengers remain on board the aircraft, the PIC, the SCA, or both shall ensure that —

- (1) all engines are shut down;
- (2) at least one floor level exit remains open to provide for the deplaning of passengers; and
- (3) there is at least one person immediately available who is qualified in the emergency evacuation of the aircraft and who has been identified to the passengers on board as responsible for the passenger safety.

(b) Where refuelling with passengers on board, the PIC or a designated company representative shall ensure that the AOC holder's Operations Manual procedures are followed.

**13.120 PASSENGER SEAT BACKS**

No PIC or SCA may allow the takeoff or landing of an aircraft unless each passenger seat back is in the upright position.

*(Note: Exceptions may only be made in accordance with procedures in the AOC holder's Operations Manual provided the seat back does not obstruct any passenger's access to the aisle or to any emergency exit.)*

**13.125 STOWAGE OF FOOD, BEVERAGE AND PASSENGER SERVICE**

No PIC or SCA may allow an aircraft to move on the surface, takeoff or land —

- (1) when any food, beverage or tableware furnished by the AOC holder is located at any passenger seat; and
- (2) unless each food and beverage tray and seat back tray table is in the stowed position.

**APPENDICES****APPENDIX 1 TO 13.060: EXIT ROW SEATING**

- (a) No cabin attendant may seat a person in a passenger exit seat where that person is under 15 years of age or that it is likely that the person would be unable to perform one or more of the applicable functions listed below -

THIRTEENTH SCHEDULE, *contd.*

- (1) the person lacks sufficient mobility, strength, or dexterity in both arms and hands, and both legs —
  - (i) to reach upward, sideways, and downward to the location of emergency exit and exit-slide operating mechanisms;
  - (ii) to grasp and push, pull, turn, or otherwise manipulate those mechanisms;
  - (iii) to push, shove, pull, or otherwise open emergency exits;
  - (iv) to lift out, hold, deposit on nearby seats, or manoeuvre over the seatbacks to the next row objects the size and weight of over-wing window exit doors;
  - (v) to remove obstructions of size and weight similar over-wing exit doors;
  - (vi) to reach the emergency exit expeditiously;
  - (vii) to maintain balance while removing obstructions;
  - (viii) to exit expeditiously;
  - (ix) to stabilise an escape slide after deployment; or
  - (x) to assist others in getting off an escape slide;
- (2) the person lacks the capacity to perform one or more of the applicable functions listed above without the assistance of an adult companion, parent, or other relative;
- (3) the person lacks the ability to read and understand instructions required by this Schedule and related to emergency evacuation instructions provided by the AOC holder in printed or graphic form or the ability to understand oral crew commands,
- (4) the person lacks sufficient visual capacity to perform one or more of the above functions without the assistance of visual aids beyond contact lenses or eyeglasses;
- (5) the person lacks sufficient aural capacity to hear and understand instructions shouted by flight attendants, without assistance beyond a hearing aid;
- (6) the person lacks the ability adequately to impart information orally to other passengers; or
- (7) the person has a condition or responsibilities, such as caring for small children, that might prevent the person from performing one or more of the functions listed above; or a condition that might cause the person harm if he or she performs one or more of the functions listed above.
- (b) The Cabin Attendants or other persons designated in the AOC holder's Operations Manual shall determine the suitability of a person to occupy an exit seat.
- (c) Where a Cabin Attendant determines that a passenger assigned to an exit seat would be unable to perform the emergency exit functions, or if a passenger requests a non-exit seat, the cabin attendant shall expeditiously relocate the passenger to a non-exit seat.
- (d) In the event of full booking in the non-exit seats, and if necessary to accommodate a passenger being relocated from an exit seat, the cabin attendant shall move a passenger who is willing and able to assume the evacuation functions, to an exit seat.
- (e) Every AOC ticket agent shall, prior to boarding, assign seats consistent with the passenger selection criteria and the emergency exit functions, to the maximum extent feasible.
- (f) Every AOC ticket agent shall make available for inspection by the public at all passenger loading gates and ticket counters at each aerodrome where it conducts passenger operations, written procedures established for making determinations in regard to exit row seating,
- (g) Every Cabin Attendant shall include in their passenger briefings a request that a passenger identify himself or herself to allow reseating if he or she —
  - (1) cannot meet the selection criteria;
  - (2) has a non-discernible condition that will prevent him or her from performing the evacuation functions;
  - (3) may suffer bodily harm as the result of performing one or more of those functions; or
  - (4) does not wish to perform emergency exit functions.
- (h) Every Cabin Attendant shall include in their passenger briefings a reference to the passenger information cards and the functions to be performed in an emergency exit.
- (i) Every passenger shall comply with instructions given by a crewmember or other authorised employee of the AOC holder implementing exit seating restrictions

THIRTEENTH SCHEDULE, *contd.*

- (j) No PIC may allow taxi or pushback unless at least one required crewmember has verified that all exit rows and escape paths are unobstructed and that no exit seat is occupied by a person the crewmember determines is likely to be unable to perform the applicable evacuation functions.

**APPENDIX 1 TO 13.081: MOVEMENT OF PASSENGERS TO AND FROM THE AEROPLANE**

- (a) The procedures for the safe movement of passengers to and from the aeroplane shall include -
- (1) instructions for the parking of aeroplanes, wherever possible, in a location that avoids passenger exposure to hazardous conditions;
  - (2) announcements to embarking/disembarking passengers as warranted to alert them to hazardous conditions or dangers that may be encountered during embarkation/disembarkation and/or enroute to or from the airside exit/entrance points, and advising them to follow any directions provided outside the aeroplane;
  - (3) the provision of clear directions to passengers, and where necessary an escort, in order to ensure that their movements while airside are properly controlled. The responsibility for this shall be clearly defined and the controls shall ensure that -
    - (i) passengers are directed along the correct and safe route between the aeroplane and the airside entrance/exit point, and a sufficient number of personnel are assigned to exercise surveillance and control of passengers and to give prompt attention to stragglers where necessary;
    - (ii) an escort is assigned to control passenger movements when the route to or from the aeroplane is congested by other aircraft or vehicles or when required by the Air Operator Security measures; and
    - (iii) passengers are not exposed to hazards from aircraft operations, fuelling equipment, exposure to jet blasts, engines, rotors or propellers, or to the hazards posed by lighting conditions, obstacles positioned along the route or unsafe surface or stairway conditions;
  - (4) the enforcement of smoking restrictions;
  - (5) instructions to passengers to remove personal entertainment system headsets that decrease awareness of other traffic or limit reception of audible direction or warning signals;
  - (6) the clear assignment of the responsibility for the opening/closing and the locking/unlocking of terminal building doors, to enable embarking/disembarking passengers to access the apron or terminal. Where this responsibility is assigned to persons other than the air operator's personnel or those contracted by the air operator, the crew members are so advised;
  - (7) where conditions so warrant, the postponement of the embarking or disembarking activity until a safe walking zone is prepared; and
  - (8) the reporting of unsatisfactory or hazardous conditions to the responsible authority.
- (b) The procedures shall not preclude the safe embarkation and disembarkation of all passengers.
- (c) The procedures shall be incorporated in training programmes and training will be provided to crew members, ground handling and passenger agent staff, including contract personnel, involved with the transfer of passengers between the terminal building and the aeroplane.
- (d) The training will be adequate to ensure that personnel are fully aware of their responsibilities, are able to perform their assigned duties for the safety of airside passengers and know to whom the air operator personnel report in the application of their responsibilities. Where there is an overlap in the duties/responsibilities assigned to personnel, the training will ensure that the trainees know the relationship of their duties/responsibilities to those of the other personnel involved.

**APPENDIX 1 TO 13.089: CARRY-ON BAGGAGE PROGRAMME**

An air operator's approved carry-on baggage programme shall encompass the areas discussed in the following paragraphs as well as any guidance material provided by the Authority.

- (a) **Compliance with Existing Regulations.** The operator's approved carry-on baggage programme should ensure compliance with all applicable Regulations.
- (b) **Description of Carry-On Baggage.** The operator's programme should include a description of carry-on baggage that discusses the items in the following subparagraphs. The operator's programme should include



THIRTEENTH SCHEDULE, *contd.*

guidance regarding items that are considered carry-on baggage and must be properly stowed. The carry-on baggage control programme must incorporate the following information:

- (1) **Size and Amount of Carry-On Baggage.** The air operator's programme should provide information about-
    - (i) the acceptable size of carry-on baggage, limiting the size of each carry-on to 45 total linear inches with the handles and wheels; and
    - (ii) the programme should also provide information regarding the number of bags that are permitted per passenger [i.e. limits of two bags per passenger and the dimensions and weights must be established].
  - (2) **Weight Assessment of Carry-On Baggage.** The carry on baggage control programme shall be in keeping the load planning parameters and procedures for Weight and Balance approved for the AOC holder by the Authority.
  - (3) **Child Restraint Devices.** The operator's programme should include a discussion of child restraint devices and how they will be handled as part of the air carrier's carry-on baggage programme. Child restraint devices that are not used during the flight are to be stowed either as carry-on baggage or as checked baggage.
- (c) **Proper Stowage of Carry-On Baggage.** Each operator's approved carry-on baggage programme should contain information about the proper stowage of carry-on baggage and cargo in the cabin, including the following:
- (1) depending upon the aircraft being used, the cabin configuration and other factors, the Authority shall approve a carry-on baggage programme that ensures that each piece of baggage fits under the seat in front of the passenger such that no part of the bag protrudes beyond the fully upright seat back or causes obstruction to passenger movement to, from, or across the aisle. Depending upon the aircraft being used, the cabin configuration and other factors, the approval for carry-on baggage programmes for proper stowage of items in overhead bins could be issued if the programme ensures that baggage fits securely in the overhead compartment and the bin doors close without any forced effort. Consideration should be given to minimizing or eliminating the chances of baggage and other articles falling out when the bin doors are opened;
  - (2) the operator's carry-on baggage programme should provide information regarding the procedures for proper stowage of carry-on baggage and cargo in the cabin, as follows -
    - (i) procedures to ensure that all carry-on baggage is stowed in an approved compartment or other specifically approved area;
    - (ii) methods to ensure carry-on baggage and cargo do not exceed the placarded weight limitations or certificated load limits for the stowage areas, where they are stowed, or the restraints used to secure them. This should emphasize that overhead bin weight limits cannot be exceeded and that the bins should be easily closed;
    - (iii) a list of specific items that can be carried in the cabin but outside of specified carry-on baggage compartments. Items that an operator might wish to carry in the cabin outside of approved stowage areas should be extremely limited and should be listed in the operator's approved carry-on baggage programme. The procedures for the stowage of these unusual articles should specify locations where these items can be stowed and the proper method for restraining them. The restraints used should ensure that the article will not shift under emergency load conditions specified for the same or similar restraint or equipment approved by the Authority for use by the operator in the same aircraft; and
    - (iv) procedures for stowage of unusual articles;
  - (3) **Non-Interference of Carry-On Baggage with Emergency Equipment.** Stowage of canes or other assist devices in accordance with existing regulations and in approved areas, such as under a seat, approved cargo bins or fitted holders, if appropriate, along the fuselage wall; and
  - (4) **Verification of Proper Stowage.** Procedures for verifying that each article of baggage is properly stowed before all the passenger entry doors are closed should be addressed in carry-on baggage programmes.
- (d) **Screening.** Each operator's carry-on baggage programme should clearly describe the procedures and personnel that will be used to prevent the boarding of baggage that, for any reason, cannot be properly stowed. The programme shall include the following elements -

THIRTEENTH SCHEDULE, *contd.*

- (1) area of operation, including terminal and scanning point facilities that will be used to determine whether baggage should be restricted from the aircraft;
  - (2) scanning point facilities and locations, including operations at facilities other than those owned, or ordinarily used, by the operator;
  - (3) the duties of personnel who are responsible for scanning should be clearly defined and manageable;
  - (4) procedures to prevent boarding of carry-on baggage that will exceed the placarded weight of the approved stowage areas, cargo bins and "tie-down" areas;
  - (5) procedures to prevent the boarding of carry-on baggage that will exceed the number or size that is specified as a limit in the operator's carry-on baggage programme; and
  - (6) procedures to prevent the boarding of carry-on baggage that will exceed the total space of the approved stowage areas available on an aircraft.
- (e) **Information Provided to Passengers.** Each operator shall also establish procedures for informing travellers and travel agents about the specific carry-on requirements of each flight. Operators should provide information to passengers about their procedures for accommodating special baggage prior to the flight. In addition, passengers should be provided with information about the types of materials that should not be carried in their carry-on baggage, such as hazardous materials.
- (f) **Manuals.** The operator should ensure that the appropriate parts of the crewmembers' manual provide information about the operator's approved carry-on baggage programme. This should include –
- (1) proper methods of stowing carry-on baggage, cargo, and other articles carried in the cabin;
  - (2) handling of items that have been boarded and cannot be properly stowed;
  - (3) crew coordination necessary to ensure items are properly stowed;
  - (4) assignment of crewmember responsibility for verification;
  - (5) assignment of crewmember responsibility for ensuring that carry-on baggage will not hinder the availability and use of emergency equipment; and
  - (6) other pertinent information that the principal operations inspector determines should be in the crewmembers' manual.
- (g) **Training.** Operators should provide training to appropriate ground personnel and to all crewmembers regarding the operator's approved programme. The training should include, but is not limited to: Carry-on baggage limitations; baggage scanning; processing of carry-on baggage that cannot be accommodated in any of the passenger compartments; proper stowing of carry-on baggage; stowing of cargo and unusual items in the cabin; crew coordination; applicable passenger information; types of and limitations on, stowage provisions; verification that carry-on baggage is stowed so it does not interfere with emergency equipment; and the handling of carry-on baggage during an emergency.

**APPENDIX 1 TO 13.095: CARRIAGE OF CARGO IN PASSENGER COMPARTMENTS**

- (a) Cargo may be carried anywhere in the passenger compartment if it is carried in an approved cargo bin that meets the following requirements –
- (1) the bin must withstand the load factors and emergency landing conditions applicable to the passenger seats of the aeroplane in which the bin is installed, multiplied by a factor of 1.15, using the combined weight of the bin and the maximum weight of cargo that may be carried in the bin;
  - (2) the maximum weight of cargo that the bin is approved to carry and any instructions necessary to insure proper weight distribution within the bin must be conspicuously marked on the bin;
  - (3) the bin may not impose any load on the floor or other structure of the aeroplane that exceeds the load limitations of that structure;
  - (4) the bin must be attached to the seat tracks or to the floor structure of the aeroplane, and its attachment must withstand the load factors and emergency landing conditions applicable to the passenger seats of the aeroplane in which the bin is installed, multiplied by either the factor 1.15 or the seat attachment factor specified for the aeroplane, whichever is greater, using the combined weight of the bin and the maximum weight of cargo that may be carried in the bin;
  - (5) the bin may not be installed in a position that restricts access to or use of any required emergency exit, or of the aisle in the passenger compartment;
  - (6) the bin must be fully enclosed and made of material that is at least flame resistant;

THIRTEENTH SCHEDULE, *contd.*

- (7) suitable safeguards must be provided within the bin to prevent the cargo from shifting under emergency landing conditions; and
  - (8) the bin may not be installed in a position that obscures any passenger's view of the "seat belt" sign, "no smoking" sign, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided.
- (b) Cargo, including carry-on baggage, may be carried anywhere in the passenger compartment of a small (Group B) aeroplane if it is carried in an approved cargo rack, bin, or compartment installed in or on the aeroplane, if it is secured by an approved means, or if it is carried in accordance with each of the following —
- (1) for cargo, it is properly secured by a safety belt or other tie-down having enough strength to eliminate the possibility of shifting under all normally anticipated flight and ground conditions, or for carry-on baggage, it is restrained so as to prevent its movement during air turbulence;
  - (2) it is packaged or covered to avoid possible injury to occupants;
  - (3) it does not impose any load on seats or in the floor structure that exceeds the load limitation for those components;
  - (4) it is not located in a position that obstructs the access to, or use of, any required emergency or regular exit, or the use of the aisle between the crew and the passenger compartment, or is located in a position that obscures any passenger's view of the "seat belt" sign, "no smoking" sign or placard, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passengers is provided;
  - (5) it is not carried directly above seated occupants.
  - (6) it is stowed in compliance with these restrictions during takeoff and landing.
  - (7) for cargo-only operations, if the cargo is loaded so that at least one emergency or regular exit is available to provide all occupants of the aeroplane a means of unobstructed exit from the aeroplane if an emergency occurs.