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PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR : KP. 365 TAHUN 2012

TENTANG

PETUNJUK PELAKSANAAN PERATURAN KESELAMATAN PENERBANGAN
SIPIL BAGIAN PTS 8081 - 11 (*STAFF INSTRUCTION*) TENTANG AWAK KABIN
DAN RATING TIPE AWAK KABIN
(*FLIGHT ATTENDANT AND AIRCRAFT TYPE RATING*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa dalam Peraturan Menteri Perhubungan Nomor KM 16 Tahun 2010 tentang Peraturan Keselamatan Penerbangan Sipil (PKPS) Bagian 63 (Civil Aviation Safety Regulations (CASR) Part 63) tentang Persyaratan Personil Pesawat Udara Selain Penerbang dan Personil Penunjang Operasi Pesawat Udara (Licensing Flight Crew Members Other Than Pilot, Flight Operation Officers, And Certification of Flight Attendant) telah diatur mengenai Awak Kabin dan Rating Tipe Awak Kabin;
 - b. bahwa untuk melaksanakan hal sebagaimana dimaksud pada huruf a, perlu ditetapkan Petunjuk Pelaksanaan Peraturan Keselamatan Penerbangan Sipil Bagian PTS 8081-11 (Staff Instruction) tentang Awak Kabin dan Rating Tipe Awak Kabin (Flight Attendant and Aircraft Type Rating) dengan Peraturan Direktur Jenderal Perhubungan Udara;
- Mengingat :
1. Undang-Undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
 2. Peraturan Pemerintah Nomor 3 Tahun 2001 tentang Keamanan dan Keselamatan Penerbangan (Lembaran Negara Tahun 2001 nomor 9, Tambahan Lembaran Negara Nomor 4075);

3. Peraturan Presiden Nomor 47 Tahun 2009 tentang Pembentukan dan Organisasi Kementerian Negara;
4. Peraturan Presiden Nomor 24 Tahun 2010 tentang Kedudukan, Tugas dan Fungsi Kementerian Negara serta Susunan Organisasi, Tugas dan Fungsi Eselon 1 Kementerian Negara;
5. Peraturan Menteri Perhubungan Nomor PM 5 Tahun 2012 tentang Perubahan Kelima Atas Keputusan Menteri Perhubungan Nomor KM 22 Tahun 2002 Tentang Persyaratan-Persyaratan Sertifikasi Dan Operasi Bagi Perusahaan Angkutan Udara Yang Melakukan Penerbangan Dalam Negeri, Internasional dan Angkutan Udara Niaga Tidak Berjadwal
6. Peraturan Menteri Perhubungan Nomor KM 60 Tahun 2010 tentang Organisasi dan Tata Kerja Kementerian Perhubungan;

MEMUTUSKAN

Menetapkan : PETUNJUK PELAKSANAAN PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN PTS 8081 - 11 (*STAFF INSTRUCTION*) TENTANG AWAK KABIN DAN RATING TIPE AWAK KABIN (*FLIGHT ATTENDANT AND AIRCRAFT TYPE RATING*)

Pasal 1

Petunjuk Pelaksanaan Peraturan Keselamatan Penerbangan Sipil Bagian PTS 8081 - 11 (*Staff Instruction*) tentang Awak Kabin dan Rating Tipe Awak Kabin (*Flight Attendant and Aircraft Type Rating*), sebagaimana tercantum dalam Lampiran Peraturan ini.

Pasal 2

Direktur Kelaikan Udara dan Pengoperasian Pesawat Udara, mengawasi pelaksanaan Peraturan ini.

Pasal 3

Peraturan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di : Jakarta
Pada tanggal : 12 September 2012

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

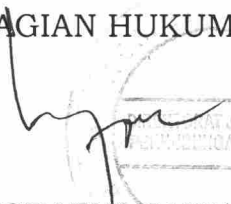
HERRY BAKTI

SALINAN Peraturan ini disampaikan kepada:

1. Sekretaris Jenderal Kementerian Perhubungan;
2. Inspektur Jenderal Kementerian Perhubungan;
3. Sekretaris Direktorat Jenderal Perhubungan Udara;
4. Para Direktur di Lingkungan Direktorat Jenderal Perhubungan Udara.

Salinan sesuai dengan aslinya

KEPALA BAGIAN HUKUM DAN HUMAS


ISRAFULHAYAT



Staff Instruction

Practical Test Standards

PTS 8081-11 FLIGHT ATTENDANT AND AIRCRAFT TYPE RATING

Amendment : 0
Date : 12 September 2012

REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA - INDONESIA

SUMMARY OF AMENDMENTS

Amendment No.	Source/s	Subject/s	Approved
Original	CASR Part 63		

FOREWORD

1. **PURPOSE** : This Staff Instruction provides to use the practical test standards, to evaluate Flight Attendant and type rating applicants. Material in Staff Instruction PTS 8081-11 will be effective 1 October 2012 All previous editions of the Flight Attendant and Aircraft Type Rating Practical Test will be obsolete as of this date.

2. **REFERENCE** : Identify the publication(s) that describe(s) the TASK. Descriptions of TASKs are not included in these standards because this information can be found in the current issue of the listed reference. Publications other than those listed may be used for references if their content conveys substantially the same meaning as the referenced publications. Except where appropriate, (e.g., pertinent CASRs), references listed in this document are NOT meant to supersede or otherwise replace manufacturer or other DGCA-approved or acceptable data, but to serve as general information and study material resources.

3. **REVISION** : The revision of this Guidance will be approved by the Director General of Civil Aviation.

DIRECTOR GENERAL OF CIVIL AVIATION

ttd

HERRY BAKTI

Salinan sesuai dengan aslinya

KEPALA BAGIAN HUKUM DAN HUMAS

ISRAFULHAYAT



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**REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF CIVIL AVIATION
DIRECTORATE OF AIRWORTHINESS CERTIFICATION**

**PRACTICAL TEST STANDARDS 8081-11
FLIGHT ATTENDANT AND AIRCRAFT RATING**

NOTE

Material in Staff Instruction PTS **8081-11** will be effective 1 October 2012. All previous editions of the Flight Attendant and Aircraft Type Rating-Airplane Practical Test will be obsolete as of this date.

FOREWORD

The Flight Attendant Practical Test Standards book has been published by the Directorate General of Civil Aviation (DGCA) to establish the standards for Flight Attendant certification practical test. Examiners, DGCA inspectors or Designated FA Examiners Representative (DFAER), shall conduct practical tests in compliance with these standards. Company Instructors and applicants should find these standards helpful in practical test preparation.

INTRODUCTION

General Information

The Flight Operations Standards of the Directorate of Airworthiness and Aircraft Operation (DAAO) has developed this practical test as the standard that shall be used by qualified DGCA inspectors (FOI) / Cabin Safety Inspector (CSI) and designated examiners when conducting the Flight Attendant Practical Test. Instructors are expected to use this book when preparing applicants for practical tests. Applicants should be familiar with this book and refer to these standards during their training.

Information considered directive in nature is described in this practical test standard (PTS) in terms such as "shall" and "must," indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may," indicating the actions are desirable or permissive, but not mandatory. The DGCA gratefully acknowledges the valuable assistance provided by many individuals and organizations throughout the aviation community who contributed their time and talent in assisting with the revision of these practical test standards.

Practical Test Standard Concept

Civil Aviation Safety Regulations (CASR) part 63 specifies the subject areas in which knowledge and skill must be demonstrated by the applicant before the issuance of an Flight Attendant Certificate. The CASRs provide the flexibility to permit the DGCA to publish practical test standards containing the AREAS OF OPERATION and specific TASKs in which competency shall be demonstrated. The DGCA will revise this book whenever it is determined that changes are needed in the interest of safety. Adherence to provisions of the regulations and the practical test standards is mandatory for the evaluation of Flight Attendant applicants.

Practical Test Standards Description

This test book contains the Practical Test Standard for Flight Attendant. The Flight Attendant Practical Test Standard includes the AREAS OF OPERATION and TASKs for the initial issuance of a Flight Attendant Certificate and Aircraft Type Rating.

AREAS OF OPERATION are phases of the practical test arranged in a logical sequence within the standard. They begin with PRE-FLIGHT SAFETY INSPECTION, NORMAL DUTIES AND PROCEDURES and end with ABNORMAL AND EMERGENCY PROCEDURES. The examiner, however, may conduct the practical test in any sequence that will result in a complete and efficient test.

TASKs are titles of knowledge areas or procedures appropriate to an AREA OF OPERATION.

REFERENCES identify the publication(s) that describe(s) the TASK. Descriptions of TASKs are not included in these standards because this information can be found in the current issue of the listed reference. Publications other than those listed may be used for references if their content conveys substantially the same meaning as the referenced publications. Except where appropriate, (e.g., pertinent CASRs), references listed in this document are NOT meant to supersede or otherwise replace manufacturer or other DGCA-approved or acceptable data, but to serve as general information and study material resources.

OBJECTIVES list the important elements that must be satisfactorily performed to demonstrate competency in a TASK.

NOTE is used to emphasize special considerations required in the AREA OF OPERATION or TASK.

The examiner determines that the applicant meets the TASK Objective through the demonstration of competency in all elements of knowledge and/or skill unless otherwise noted. The Objectives of the TASKs in certain AREAS OF OPERATION, such as passenger safety or duties of a flight attendant in the class of aircraft, include only knowledge elements. Objectives of TASKs in AREAS OF OPERATION that include elements of skill, as well as knowledge, may also include common errors, which the applicant shall be able to describe, recognize, analyze, and correct.

This practical test standard is based on the following references:

CASR part 1 : Definitions and Abbreviations

CASR part 63 : Licensing Flight Crewmember Other Than Pilot, Flight Operations Officer, and Certification of Flight Attendant

CASR part 64 : Certification and Operation of Aircraft

CASR part 91 : General Operating and Flight Rules

CASR part 92 : Safe Transport of Dangerous Goods by Air

MEL : Minimum Equipment List, as appropriate to the aircraft type used as a basis in conducting the practical test

Use of the Practical Test Standard Book

The DGCA requires that all Flight Attendant Practical Tests be conducted in accordance with the Flight Attendant Practical Test Standards and the policies set forth in the INTRODUCTION. Applicants shall be evaluated in ALL TASKs included in each AREA OF OPERATION of the practical test standard unless otherwise noted.

When using the practical test book, the examiner must evaluate the applicant's knowledge and skill in sufficient depth to determine that the standards of performance listed for all TASKs are met. However, when a particular Element is not appropriate to the aircraft, its equipment, or operational capability, etc., that Element, at the discretion of the examiner, may be omitted. It is not intended that the examiner follow the precise order in which AREAS OF OPERATION and TASKs appear in the practical test standards. The examiner may change the sequence or combine TASKs with similar Objectives to conserve time.

In preparation for each practical test, the examiner shall develop a written "plan of action." The "plan of action" shall include all required TASKs in each AREA OF OPERATION. If the Elements in one TASK have already been evaluated in another TASK, they need not be repeated. For example, the "plan of action" need not include evaluating the applicant on pre-flight emergency equipment procedures or method of operating the emergency exit at the end of the practical test if knowledge of that Element was sufficiently demonstrated at the beginning of the test. One or more scenarios may be used in testing the applicant. The "plan of action" should be written in the order that the evaluation will be conducted but maintain the flexibility to be changed due to unexpected situations as they arise. It must be complete enough to ensure that all the selected TASKs are evaluated. Any TASK selected for evaluation during a practical test shall be evaluated in its entirety.

The Objectives of all TASKs must be demonstrated at some time during the practical test. It is of the utmost importance that the examiner accurately evaluates the applicant's ability to perform safely as a Flight Attendant.

One of these areas to evaluate is sound judgment in decision-making. Although these areas may not be shown under each TASK, they are essential to flight safety and shall receive careful evaluation throughout the practical test.

In an automated environment, the examiner must require an applicant to demonstrate adequate knowledge and skill in manual performance of related procedures.

Special Emphasis Areas

Examiners shall place special emphasis upon areas that are most critical to perform duties and flight safety. Among these are:

1. Instruction in emergency assignments and procedures, including coordination among crewmember;
2. Individual instruction in the location, function, and operation of emergency equipment;
3. Instruction in the handling of emergency situation;

8. Other areas deemed appropriate to any phase of the practical test.

Although these areas may not be specifically addressed under each TASK, they are essential to flight safety and will be evaluated during the practical test.

Practical Test Prerequisites

An applicant for a Flight Attendant practical test is required by CASR part 63 to:

1. Be at least 18 years of age;
2. Hold at least a Second-Class Medical Certificate issued under CASR 67, valid within 12 months before the month of the practical test, or other equivalent document acceptable to the Director;
3. Have passed the required Flight Attendant knowledge test within the preceding 24 calendar months prior to completion of the practical test; and
4. Have obtained the applicable experience prescribed for the Flight Attendant Certificate under CASR part 63.105 and must provide documentary evidence of such experience, or
5. Have successfully completed a DGCA-approved Flight Attendant training course, including of flight attendant operational training (10 sector for initial Flight Attendant certification) or received revalidation in accordance with CASR part 63.App.E

To be eligible to take the Flight Attendant Knowledge Test, an applicant is required by CASR part 63 to be at least 18 years of age.

If there are questions concerning English language requirements, refer to CASR 63.101, English Language Skill Standards Required by CASR parts 63. English language requirements should be determined to be met prior to beginning the practical test.

Documents Required For the Practical Test

Materials to be supplied by the applicant, as determined by the examiner:

1. Company Operation Manual.
2. Flight Attendant Manual.
3. Operation Training Manual.
4. CASR 63, 121, 135
5. Completed DGCA Form, Application for a Flight Attendant Certificate and/or Rating.
6. Flight Attendant Knowledge Test Report.
7. Flight Attendant Certificate (for additional rating).
8. Statement of Training Accomplishment from Company.
9. Identification-Photo/Signature ID.
10. Notice of Disapproval/Letter of Discontinuance (if applicable).

NOTE:

If the applicant was trained in a DGCA-approved Flight Attendant course, materials used in that course may be substituted for company specific materials supplied by the applicant.

Examiner Responsibility

The examiner conducting the practical test is responsible for determining that the applicant meets the acceptable standards of knowledge and skill of each TASK within the practical test standard. Since there is no formal division between the "oral" and "skill" portions of the practical test, this becomes an ongoing process throughout the test. Oral questioning, to determine the applicant's knowledge of TASKs and related safety factors, should be used judiciously at all times. Examiners shall test to the greatest

If the examiner determines that a TASK is incomplete or the outcome uncertain, the examiner may require the applicant to repeat that TASK, or portions of that TASK. This provision has been made in the interest of fairness and does not mean that instruction, practice, or the repetition of an unsatisfactory TASK is permitted during the certification process. When practical, the remaining TASKs of the practical test phase should be completed before repeating the questionable TASK.

NOTE:

Where appropriate, the applicant should be allowed to use reference material.

Satisfactory Performance

Satisfactory performance to meet the requirements for certification is based on the applicant's ability to:

1. Perform the TASKs specified in the AREAs OF OPERATION within the approved standards, outlined in this test book and the appropriate limitations and procedures;
2. Follow normal, abnormal and emergency procedures as required by the regulations and company procedures;
3. Demonstrate sound judgment, decision-making, and crew resource management skills; and
4. Apply knowledge obtained from the training.

Unsatisfactory Performance

If, in the judgment of the examiner, the applicant does not meet the standards of performance of any TASK performed, the associated AREA OF OPERATION is failed and; therefore, the practical test is failed.

The examiner or applicant may discontinue the test at any time when the failure of an AREA OF OPERATION makes the applicant ineligible for the certificate sought. The test may be continued only with the consent of the applicant. If the test is discontinued, the applicant is entitled to credit for only those AREAs OF OPERATION and their associated TASKs satisfactorily performed. However, during the re-test and at the discretion of the examiner, any TASK may be re-evaluated, including those previously passed.

When a Notice of Disapproval is issued, the examiner shall record the applicant's unsatisfactory performance in terms of the AREA OF OPERATION and specific TASK(s) not meeting the standard appropriate to practical test conducted. The AREA(s) OF OPERATION/TASK(s) not tested and the number of practical test failures shall also be recorded.

Note: A re-test must be done 14 (fourteen) days and not later than 30 (thirty) days after the issuance of the Notice of Disapproval

Letter of Discontinuance

When a practical test is discontinued for reasons other than unsatisfactory performance (i.e. equipment failure or illness), DGCA Form Application for Flight Attendant

issue a Letter of Discontinuance to the applicant. The Letter of Discontinuance should identify the AREAS OF OPERATION and their associated TASKs of the practical test that were successfully completed. The applicant shall be advised that the Letter of Discontinuance shall be presented to the examiner when the practical test is resumed, and made part of the certification file.

Crew Resource Management (CRM)

Various aircraft accident investigation organization throughout the world has found that inadequate operational control and inadequate collaborative decision-making have been contributing factors in air carrier accidents. Effective management of available resources by Flight Attendant is one essential deterrent to such accidents. In exercising Flight Attendant duties and procedures, the Flight Attendant coordinates with flight crewmembers, and other members of a vast team in order to meet the requirements of daily flight operations. Crew Resource Management Training, encourages the Flight Attendant knowledge of the functions of the other participants throughout the operation environment. Two expected benefits to the Flight Attendant are (1) better handling of information that bears on safe flight operations and (2) a better interface with each pilot in command and other crewmember.

Examiners are required to exercise proper CRM competencies in conducting tests, as well as expecting the same from applicants.

Decision Making And Risk Management

The examiner shall evaluate the applicant's ability throughout the practical test to use good decision-making procedures in order to evaluate risks. The examiner shall accomplish this requirement by developing scenarios that incorporate as many TASKs as possible to evaluate the applicant's risk management procedures in making safe decisions. For example, the examiner may develop a scenario that incorporates emergency situation planning. The applicant's ability to utilize all the assets available in making a risk analysis to determine the safest course of action is essential for satisfactory performance. The scenarios should be realistic and within the capabilities of the aircraft used for the practical test.

I. AREA OF OPERATION: PREFLIGHT SAFETY INSPECTION

A. TASK: REGULATORY REQUIREMENTS

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

NOTE: Where appropriate, questions on other AREAS OF OPERATION may be based on the assigned flight.

OBJECTIVE: To determine that the applicant:

1. Is able to explain the regulatory requirements for obtaining a Flight Attendant certificate.
2. Exhibits adequate knowledge of the elements of passenger handling, approved CRM, company policy manuals relating to the duties of a flight attendant, custom and immigration procedures, passenger briefing, passenger cabin preparation and securing.
3. Exhibits adequate knowledge of Aviation Knowledge

B. TASK: PRE-FLIGHT BRIEFING

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant:

1. Is able to explain duties and responsibilities, safety (normal and abnormal situation), crew composition, flight attendant duty time limitation
2. Is able to explain the required flight attendant documents that should be carried while on duty.

C. TASK: CABIN AREA PRE-FLIGHT CHECK

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant exhibits adequate knowledge of the elements of:

- a. exits and evacuation devices;
- b. FA stations equipment;
- c. PA and interphone system;
- d. emergency equipment;
- e. lavatory;
- f. galley equipment;
- g. passenger compartment equipment;
- h. emergency lighting system;
- i. security awareness;
- j. use of checklist;

D. TASK: PRE-DEPARTURE

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant exhibits adequate knowledge of the elements of:

- a. boarding process;
- b. passenger carry on baggage securing;
- c. Able Body Passenger qualification determination;
- d. exit seating briefing;
- e. special passenger briefing;
- f. passenger counting refer to passenger manifest;
- g. required document;
- h. crew coordination;

II. AREA OF OPERATION: NORMAL DUTIES AND PROCEDURES

A. TASK: PRE-DEPARTURE

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant can exhibit adequate knowledge and skill of the elements of

1. closing and securing exit / doors;
2. passenger safety briefing;
3. passenger monitoring;

B. TASK: TAXI/TAKE-OFF

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant can exhibit adequate knowledge and skill of the elements of:

1. steril cockpit procedure;
2. surface movement procedures;
3. take-off position;
4. vigilance;
5. passenger information;
6. cabin, galley and lavatory secured;

C. TASK: CRUISE

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant can exhibit adequate knowledge and skill of the elements of:

1. announcement use of seat belt;
2. periodic cabin, flight deck, galley and lavatory check;
3. crew coordination;
4. flight deck security;
5. turbulent air procedures.

D. TASK: APPROACH / LANDING / ARRIVAL

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant exhibits adequate knowledge and skill of the elements of:

1. announcement;
2. cabin preparation;
3. crew coordination;
4. passenger monitoring;
5. flight deck, cabin, galley and lavatory check;

III. AREA OF OPERATION: EMERGENCY DUTIES AND PROCEDURES AND RECOGNIZE AND TAKE APPROPRIATE ACTION IN EMERGENCY SITUATIONS

A. TASK: Emergency or security equipment and procedures:

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant can exhibit adequate knowledge of the elements of:

1. location and operation of all aircraft exits, including normal, alternate and emergency modes of operation;
2. location and use of all emergency equipment on board each aircraft;
3. normal and alternate means of communication and communication procedures for normal, emergency and security situations;
4. alternate duties in the event of the incapacitation of other crew members;
5. passenger emergency briefings and aural commands;
6. armed intervention or unruly passengers;
7. cabin and passenger preparation for emergency landing, ditching and evacuation;
8. medical emergencies on board including administering oxygen.

B. TASK: Emergency assignment, emergency equipment and handling of emergency situation:

REFERENCES: CASR parts 1, 63 subpart E, 121, and 135, Company Operation Manual; Flight Attendant Manual and Operation Training Manual.

OBJECTIVE: To determine that the applicant can exhibit adequate knowledge of the elements of:


1. emergency assignments and procedures, including coordination among crewmembers;
2. the location, function and operation of emergency equipment including:
 - a. equipment used in ditching and evacuation;
 - b. first aid equipment and its proper use;
 - c. portable fire extinguishers, with emphasis on type of extinguisher to be used on different classes of fires;
 - d. emergency exits in the emergency mode with the evacuation slide/raft pack attached (if applicable);
3. handling of the emergency situation including:
 - a. rapid decompression;
 - b. fire in flight or on the surface, and smoke control procedures with emphasis, on electrical equipment and related circuit breakers found in cabin areas including all galleys, services center, lifts, lavatories and movie screens;
 - c. ditching and other evacuation, including the evacuation of persons and their attendants, if any, who may need the assistance of another person to move expeditiously to an exit in the event of an emergency;
 - d. illness, injury or other abnormal situations involving passengers or crewmembers to include familiarization with the emergency medical kit;
 - e. hijacking and other unusual situations.

APPENDIX A : FORMS

1. Flight Attendant Application Form (DAAO Form 63-01FA)


07.02.03

SIPTS 8081-11

 <p style="text-align: center;">MINISTRY OF TRANSPORTATION DIRECTORATE GENERAL OF CIVIL AVIATION DIRECTORATE OF AIRWORTHINESS & AIRCRAFT OPERATION Karya Building, 22/F., Jl. Merdeka Barat No. 8 Jakarta 10110 - Indonesia Phone: (62-21) 3506664, 3506665 Fax: (62-21) 3506663 Website: www.dephub.go.id, email: operasi_dkppu@dephub.go.id</p>				
FLIGHT ATTENDANT APPLICATION FORM				
I. APPLICATION INFORMATION				
<input type="checkbox"/> Initial Flight Attendant <input type="checkbox"/> Additional Rating _____ <input type="checkbox"/> Other _____				
A. Name (First, Middle, Last)		B. I.D. Number	C. Date of Birth	D. Place of Birth
E. Address City, Province, ZIP Code		F. Nationality Specify <input type="checkbox"/> Indonesian <input type="checkbox"/> Other _____		G. Do you read, speak and understand English? <input type="checkbox"/> Yes <input type="checkbox"/> No
I. Do you now hold, or have you ever held a DGCA FAC? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, has FAC ever been suspended or revoked? <input type="checkbox"/> Yes _____ Date _____ <input type="checkbox"/> No		J. FAC No.
				K. Date Issued
L. Do you hold Medical Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		M. Class of Medical Certificate <input type="checkbox"/> Second Class <input type="checkbox"/> Third Class		N. Date Issued
				O. Name of Examiner
P. Have you ever been convicted for violation of any laws pertaining to Narcotic drugs, marijuana, and depressant or stimulant drugs or substances, or motor Vehicle operation involving alcohol related offenses? <input type="checkbox"/> No <input type="checkbox"/> Yes				Q. Date of Final Conviction
II. HAVE YOU FAILED A TEST FOR THIS CERTIFICATE OR RATING WITHIN THE PAST 30 DAYS?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
III. APPLICANT'S CERTIFICATION:			A. Signature	B. Date
<i>I certify that the statements made by me on this application are true.</i>				

INSTRUCTOR'S RECOMMENDATION:			
<i>I have personally instructed the applicant and consider this person ready to take the test</i>			
Date	Instructor's Name & Signature	FAC / LOA no.	FAC / LOA expires
DESIGNATED EXAMINER'S REPORT:			
<input type="checkbox"/> RR (Copy attached) <input type="checkbox"/> Type Rating (Copy attached) <input type="checkbox"/> Others:			
Location of Test (Facility, City, Province)		Duration of test	
		Ground	Training Device
Certificate or Rating for which tested		Type(s) of aircraft used	Registration No.(s)
Date	Examiner's Name & Signature	FAC No.	LoA No.
			LoA expires
Evaluator's record			
	Inspector	Examiner	Name & Signature
Oral	[]	[]	Date
Approved Training Device Check	[]	[]	_____
Aircraft flight check	[]	[]	_____
DGCA INSPECTOR'S REPORT			
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, polices and or necessary requirements with the result indicated below:			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved – Disapproval Notice Issued			
Location of test (Facility, City, Province)		Duration of Test	
		Ground	Training Device
Certificate or Rating for which tested		Type(s) of aircraft used	Registration No.(s)
<input type="checkbox"/> Initial Flight Attendant <input type="checkbox"/> Additional Rating _____ <input type="checkbox"/> Other _____			
Date	Inspector's Name & Signature	DGCA Office	
Attachments:			
<input type="checkbox"/> Company Operation Manual <input type="checkbox"/> Flight Attendant Manual <input type="checkbox"/> Operation Training Manual <input type="checkbox"/> CASR 63, 121, 135 <input type="checkbox"/> Flight Attendant Knowledge Test Report <input type="checkbox"/> Flight Attendant Certificate (For Addition Rating) <input type="checkbox"/> Identification Photo / Signature ID <input type="checkbox"/> Notice of Disapproval (If Applicable) <input type="checkbox"/> Letter of Discontinuance (If Applicable) <input type="checkbox"/> English Proficiency Test Report <input type="checkbox"/> Others:.....			
		Applicant Name and signature _____	
		Date _____	

2. Flight Attendant Practical Test Form

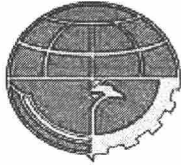
	MINISTRY OF TRANSPORTATION DIRECTORATE GENERAL OF CIVIL AVIATION Directorate of Airworthiness and Aircraft Operations Karya Building, 22/F. Jl. Merdeka Barat No. 8 Phone: (62-21) 3506664, 3506665 Fax: (62-21) 3506663 Jakarta 10110 - Indonesia						
FLIGHT ATTENDANT PRACTICAL TEST FORM	DATE OF CHECK						
	COMPANY						
CHECK FOR: <input type="checkbox"/> 1. CERTIFICATE ISSUE <input type="checkbox"/> 2. ADDITIONAL TYPE RATING - CERTIFICATE NUMBER : <input type="checkbox"/> 3. OTHER	TYPE OF AIRCRAFT						
	ROUTE / LOCATION						
NAME OF APPLICANT	NAME OF INSTRUCTOR AND LOA NUMBER						
GRADING: S = SATISFACTORY U = UNSATISFACTORY							
NO	AREA OF OPERATION	S	U	NO	AREA OF OPERATION	S	U
I. PRE-FLIGHT SAFETY INSPECTION				19	COCKPIT DOOR SECURITY AWARENESS		
A. REGULATORY REQUIREMENT				20	AIR TURBULENCE PROCEDURE		
1	FA CERTIFICATE REGULATION			D. APPROACH / LANDING/ ARRIVAL			
2	AVIATION KNOWLEDGE AND OTHERS			21	CABIN PREPARATION		
B. PRE-FLIGHT BRIEFING				22	CREW COORDINATION		
3	CREW COMPOSITION/DUTIES & FLIGHT INFO			23	PASSENGER MONITORING		
4	REQUIRED FA DOCUMENTS AND EQUIPMENT			24	CABIN, GALLEY, AND LAVATORY SECURING		
C. CABIN AREA PRE-FLIGHT CHECK				25	LANDING STATION AND VIGILANCE		
5	KNOWLEDGE OF:			26	OPENING DOORS FOR ARRIVAL		
	a. EXITS, EVACUATION DEVICES			III. EMERGENCY DUTIES AND PROCEDURES			
	b. FLIGHT ATTENDANT STATION			A. EMERGENCY / SECURITY EQUIPMENT AND PROC.			
	c. EMERGENCY EQUIPMENTS			27	LOCATION AND OPERATION OF EXITS		
	d. LAVATORY			28	COMMUNICATION (NORMAL AND ALTERNATE)		
	e. GALLEY EQUIPMENTS			29	CREW MEMBER INCAPACITATION		
	f. PASSENGER COMPARTMENT EQUIPMENTS			30	PASSENGER EMERGENCY BRIEFING		
	g. EMERGENCY LIGHTING SYSTEM			31	INTERVENTION OF ARMED/ UNRULY PASSENGER		
	h. SECURITY AWARENESS			32	EMERGENCY LANDING PREPARATION		
	i. PRE-FLIGHT EQUIPMENTS CHECK LIST			33	MEDICAL EMERGENCIES ON BOARD		
D. PRE-DEPARTURE				34	DANGEROUS GOODS		
6	KNOWLEDGE OF:			B. EMERGENCY ASSIGNMENT / EQUIPMENT AND HANDLING OF EMERGENCY SITUATION			
	a. BOARDING PROCESS			35	EMERGENCY ASSIGNMENT AND PROCEDURES		
	b. SECURING CARRY-ON BAGGAGE			36	EMERGENCY EQUIPMENTS		
	c. ABP DETERMINATION			37	HANDLING OF EMERGENCY SITUATION		
	d. EXIT SEATING BRIEFING			a	DECOMPRESSION		
	e. SPECIAL PASSENGER BRIEFING			b	SMOKE AND FIRE IN-FLIGHT		
	f. PASSENGER COUNTING			c	EVACUATION		
	g. REQUIRED FLIGHT DOCUMENTS			d	HI-JACKING		
	h. CREW COORDINATION			e	OTHER UNUSUAL SITUATIONS		
II. NORMAL DUTIES AND PROCEDURES				RESULT <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY			
A. PRE-DEPARTURE				REMARK / RECOMMENDATION:			
7	CLOSING AND SECURING EXITS / DOORS						
8	PASSENGER SAFETY BRIEFING						
9	PASSENGER MONITORING			DATE :			
B. TAXI / TAKE-OFF							
10	STERILE COCKPIT PROCEDURES						
11	SURFACE MOVEMENT PROCEDURES			SIGNATURE AND NAME OF INSPECTOR / EXAMINER			
12	PASSENGER INFORMATION SIGNS						
13	CABIN, GALLEY AND LAVATORY SECURING						
14	CREW COORDINATION						
15	TAKE OFF STATION AND VIGILANCE						
C. CRUISE							
16	SAFETY RELATED ANNOUNCEMENT						
17	CREW COORDINATION						
18	PERIODIC CHECKING TO COCKPIT, CABIN, LAVATORY, AND GALLEY						

DAC form XXXXXX

3. Notice of Disapproval

15.04.03

SI PTS 8081-11

	MINISTRY OF TRANSPORTATION DIRECTORATE GENERAL OF CIVIL AVIATION Directorate of Airworthiness & Aircraft Operations Karya Building, 22/F, Jl. Merdeka Barat No. 8 Phone: (62-21) 3506664, 3506665 Fax: (62-21) 3506663 Website: www.dephub.go.id , email: flight_operations_dac@dephub.go.id Jakarta 10110 – Indonesia	
	NOTICE OF DISAPPROVAL OF APPLICATION FOR FLIGHT ATTENDANT	
NOTE: PRESENT THIS FORM UPON APPLICATION FOR RE-EXAMINATION		
Name of Applicant (in full)	:
Address	:
Type of Practical Test Applied	:
On the date shown, you failed the examination indicated below:		
<input type="checkbox"/> KNOWLEDGE		
<input type="checkbox"/> SKILL		
Upon reapplication you will be re-examined on the following:		
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating applied.		
DATE OF EXAMINATION	SIGNATURE OF INSPECTOR/ EXAMINER	SIGNATURE OF OPERATOR INSTRUCTOR

4. Sample of Letter of Discontinuance

Number : Jakarta
Classification :
Attachment : To (candidate's Name)
Subject : Address:

On this date, (.....), due to (reason of discontinuance), the Flight Attendant Practical Test was discontinued.

If application is made within less than 30 days, this letter may be used to show the following portion of the practical test which have been completed satisfactorily. After the 30 days period, you might be asked to repeat the entire practical test.

On behalf of Director General of Civil Aviation
Director of Airworthiness and Aircraft Operation

NAME

5. Aircraft Grouping

NO	TYPE OF	SERIE	GROUP
AIRPLANE			
1	B 747	200, 300, 400	B 747
2	A 330	200, 300	A 330
3	B 777	200, 300	B 777
4	B 737	200, 300, 400, 500, 600, 700, 800, 900ER, MAX	B 737
5	A 320	318, 319, 320, 321	A 320
6	CRJ/ Bombardier	1000, 2000	CRJ
7	BAe 146 RJ	100, 200, 300 85, 100	BAe 146 (Capt. Sigit H)
8	DORNIER 328	100 (Turbo Prop), 300 (Turbo Jet)	Do 328
9	DC 9 MD B 717	80, 90	DC 9
10	FOKKER	28, 70, 100	F 28
11	FOKKER 27	500, 600	F 27
12	F 50	-	F 50
13	ATR 42 ATR 72	300, 500 200, 600	ATR 42/72
14	MA 60	-	MA 60
15	DHC 7 D 8	300, 500	(Capt. Sigit H) D 8
16	SD 3	30, 60	SD 3-30
17	NC 212	100, 200	NC 212
18	BBJ		(Capt. Sigit H)
HELICOPTER			
19	AS 330 SA 332		AS 330/332
20	MI 8		M 8
21	CN 235		CN 235
22	LEGACY		(Capt. Sigit H)
23	EMBRIER	190, Lineage	Emb 190

**APPENDIX B : DESCRIPTION OF FLIGHT ATTENDANT PRACTICAL TEST
STANDARD PTS 8081-11**

Content of Description

- 1. OBJECTIVE OF FLIGHT ATTENDANT PRACTICAL TEST.**
- 2. FLIGHT ATTENDANT PRACTICAL TEST AREAS.**
 - I. PREFLIGHT SAFETY INSPECTION**
 - II. NORMAL DUTIES AND PROCEDURES**
 - III. EMERGENCY DUTIES AND PROCEDURES**
- 3. GENERAL FLIGHT ATTENDANT PRACTICAL TEST PRACTICES AND PROCEDURES**
- 4. SPECIFIC FLIGHT ATTENDANT PRACTICAL TEST PRACTICES AND PROCEDURES**

DESCRIPTION OF FLIGHT ATTENDANT PRACTICAL TEST STANDARD

1. OBJECTIVE OF FLIGHT ATTENDANT PRACTICAL TEST.

Flight Attendant Practical Test are conducted to assess the level of competency of flight attendant candidates when performing their duties and responsibilities in the cabin by direct observation and evaluation of operations conducted in-flight. Flight Attendant Practical Test provides the DGCA with information concerning flight attendant training programs, and the performance of the candidate in handling of aircraft emergency equipments and procedures.

2. FLIGHT ATTENDANT PRACTICAL TEST AREAS.

Areas which should be covered during proficiency or competency to be observed may be grouped into three broad categories as follows:

- I. PREFLIGHT SAFETY INSPECTION**, this inspection area applies to the knowledge, ability, and proficiency of the flight attendant, as demonstrated by his/her performance during a series of required preflight safety inspection.
- II. NORMAL DUTIES AND PROCEDURES**, this inspection area applies to flight attendants who perform duties during normal conditions. Inspectors should evaluate such items as crewmember knowledge, ability, and proficiency by directly observing flight attendants performing their respective duties and functions.
- III. EMERGENCY DUTIES AND PROCEDURES**, this inspection area applies to determine that the applicant exhibits adequate knowledge of the elements of emergency assignments and procedures, including coordination among crewmembers as well as handling of the emergency situations.

3. GENERAL FLIGHT ATTENDANT PRACTICAL TEST PRACTICES AND PROCEDURES.

- A. Inspectors should make prior arrangements with the operator, in accordance with established procedures, for occupying cabin seats on revenue flights. Inspectors should board the aircraft before passengers are boarded to allow adequate time to inspect the aircraft's emergency equipment, furnishings, flight attendant manuals, and to discuss duties, responsibilities, and normal and emergency procedures with flight attendants. Inspectors should first introduce themselves to both the captain and lead flight attendant and then inform them that a flight attendant competency check is being conducted.
- B. When the flight has ended, the inspector should thoroughly debrief the applicant flight attendant, other applicable flight attendants, and if possible, the captain, of all pertinent observations and of any deficiencies noted during the inspection.
- C. Inspectors should avoid interfering with the crewmember's assigned duties. They should consider that flight attendants are particularly busy during passenger loading, and should avoid distracting crewmembers during this time. They can, however, make useful observations, such as evaluating the gate agent's or flight attendant's actions concerning carry-on baggage and oversized items.

case, the inspector should observe the flight attendant inspect the equipment and then follow up by inspecting a few pieces of the equipment himself.

4. SPECIFIC FLIGHT ATTENDANT PRACTICAL TEST PRACTICES AND PROCEDURES.

Flight attendant Practical Test Form is divided into the following areas:

I. PREFLIGHT SAFETY INSPECTION

Preflight Safety Inspection should preferably be inspected before passenger boarding. Some specific items or activities that may be evaluated in the Preflight Safety Inspection area are as follows:

A. REGULATORY REQUIREMENT.

1. F/A CERTIFICATE REGULATION

- a. Be at least 18 years of age;
- b. Hold at least a Second-Class Medical Certificate issued under CASR 67, valid within 12 months before the month of the practical test, or other equivalent document acceptable to the Director;
- c. Have passed the required Flight Attendant knowledge test within the preceding 24 calendar months prior to completion of the practical test; and
- d. Have obtained the applicable experience prescribed for the Flight Attendant Certificate under CASR part 63.105 and must provide documentary evidence of such experience, or
- e. Have successfully completed a DGCA-approved Flight Attendant training course, including of flight attendant operational training (10 sectors for initial Flight Attendant certification).

2. AVIATION KNOWLEDGE AND OTHERS

a. Regulatory Aspects

The applicant shall be able to identify the role of international and national aviation regulatory bodies identify the importance of applicable regulations and be able to describe and apply legislation relating to crew members in general and flight attendant particular.

b. Aviation Terminology and Terms of Reference

The applicant shall be able to define aviation term common in air transport operation, identify relevant term of reference common in aircraft operation and be able to apply them in the appropriate context.

c. Theory of Flight and Flight operations

The applicant shall be able to identify and describe the basic components of an aircraft, their use, operation and effect of those components on flight and cabin conditions, the theory of flight and the basic environment relating to aircraft operations

The applicant shall be able to identify and describe the most common physiological effects of flight in pressurized and non pressurized aircraft, their likely causes and the means of controlling and minimizing subsequent effects.

- e. Others : FA Duty Period Limitation and Rest Requirement.

B. PREFLIGHT BRIEFING

3. CREW COMPOSITION, DUTIES AND FLIGHT INFORMATION

- a. The applicant shall recognize the importance of, and be able to carry out in accordance with approved standard company operating procedures, the safety related function required of them.
- b. The applicant shall be able to effectively apply procedures designed to ensure the safety of passengers during boarding, taxiing, inflight and disembarkation.

4. REQUIRED F/A DOCUMENT AND EQUIPMENT

The applicant shall exhibit:

- a. Flight Attendant Certificate (FAC)
- b. Identity Card
- c. PASSPORT (if applicable)
- d. Serviceable personal Flash Light

C. CABIN AREA PREFLIGHT CHECK

5. KNOWLEDGE OF:

a. EXITS & EVACUATION DEVICES

The applicant shall be able to determine the exits and evacuation devices and preflight check.

b. FLIGHT ATTENDANT STATION

The applicant shall be able to determine that the seat is retractable, seat belt and shoulder harness are serviceable, and the station is equipped with flash light and crew life vest.

The applicant must show how to use of both the Public Address System and the means of communicating with other crewmembers.

c. EMERGENCY EQUIPMENT

The applicant shall be able to check and verify the availability of all safety and emergency equipment required on board the aircraft,

d. LAVATORY

The applicant shall be able to check lavatories (smoke alarm, no-smoking placards, ashtrays; proper fit of cover and lining of trash receptacles; automatic fire extinguisher system, Lavatory attendant call button, return to seat sign, water shut off valve)

e. GALLEY EQUIPMENTS

The applicant shall be able to describe galley equipment, latching mechanisms, 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.

f. PASSENGER COMPARTMENT EQUIPMENTS

The applicant shall be able to identify and describe Stowage Compartments, Passenger Service Unit, Safety Instruction Card, Briefing Card, and Passengers seat.

g. EMERGENCY LIGHTING SYSTEM

The applicant shall be able to identify the serviceability of emergency lighting system.

h. SECURITY AWARENESS

The applicant shall perform:

- Cabin security check prior to passenger boarding.
- Identifying any person onboard the aircraft.

i. PRE-FLIGHT EQUIPMENT CHECK LIST

The applicant shall be able to describe how to fill up/ to use the emergency equipment checklist related their duties.

D. PRE-DEPARTURE

6. KNOWLEDGE OF:

a. BOARDING PROCESS

The applicant shall be at their stations and remain alert and vigilant at all times, check boarding cards for all passengers entering the airplane, ensure suitable passengers are sitting in Exit rows, and relocate if necessary, ensure the number of passengers in any row does not exceed the number of oxygen masks installed, assist passengers with baggage and any other needs as required.

b. SECURING CARRY ON BAGGAGE

The applicant shall ensure that all hand baggage stowed correctly in overhead lockers or under seats equipped with a restraint bar. Ensure that emergency equipment must not be hit or block by passengers baggage.

c. Able Bodied Passenger (ABP) DETERMINATION

The applicant is able to determine ABP according to the following criteria:

The applicant shall present with an Exit Row Briefing Card to brief these passengers, how and when to open the emergency exit in an emergency condition accordingly in the primary language in which emergency commands are given by the crew.

- e. SPECIAL PASSENGERS BRIEFING,
The applicant shall brief passenger required special attention such as: passenger with disabilities, minor, passenger with limited view, etc.
- f. PASSENGERS COUNTING,
The applicant is able to ensure that the total of passenger on board matches with the Passenger Manifest.
- g. REQUIRED FLIGHT DOCUMENTS
The applicant acknowledges type of required flight documents such as: Passengers manifest, Cargo Manifest, General Declaration, Flight Attendant Certificate, etc.
- h. CREW COORDINATION,
The applicant acknowledges role and function of his/herself and others crewmember.

II. NORMAL DUTIES AND PROCEDURES

A. PRE-DEPARTURE

- 7. CLOSING AND SECURING EXITS/ DOORS
The applicant is able to close, secure and arm the exits/ doors.
- 8. PASSENGER SAFETY BRIEFING
The applicant shall perform a Safety Demonstration to prepare passengers for an emergency. The demo positions vary depending on the aircraft and seat configuration, and are based on minimum crew. The sequence of the Safety Demonstration might be as follows:
 - a. Seatbelts, Hold the buckle head high and in clear view of the passenger, with the buckle facing forward. Demonstrate how to fasten, adjust and unfasten the belt.
 - b. Exits, demonstrate the nearest available exits to passengers.
 - c. Lighting for interior emergency exit markings. Point out the interior exit markings.
 - d. Oxygen (if applicable), hold the mask and tubing horizontally, head high and in clear view of the passengers. Applicant shall demonstrate the mask dropping from the PSU panel.
 - e. Life vest, demonstrate the location and how to don the Life Vest, to secure, and to inflate it.
 - f. Safety card, demonstrate the Safety Card and show it both sides front and back.
- 9. PASSENGER MONITORING,
The applicant shall monitor passengers for any movement to avoid unnecessary evacuation.

The applicant shall acknowledge the definition of Sterile Cockpit procedures and the "critical phases of flight".

11. SURFACE MOVEMENT PROCEDURES

The applicant shall take their assigned seat with seat belt and shoulder harness fastened and/or perform only safety related duties regarding to surface movement of the aircraft.

12. PASSENGER INFORMATION SIGNS

The applicant shall monitor and take an appropriate action in correspond to certain passenger information signs.

13. CABIN, GALLEY AND LAVATORY SECURING,

The applicant shall ensure the following :

a. Cabin

- Exit Row Seating briefing completed
- No Smoking being observed
- Seatbelts fastened
- Seatbacks upright
- Tray tables up and locked
- Arm rests down
- Infant life vest distributed, child restraint system secured (if available)
- Carry on baggage stowed
- Over head compartments closed and properly latched
- Video/ movie screen closed and latched (if available)
- Window shades opened
- Foot rest stowed (if available)
- Curtain(s) opened and secured
- All food/ beverage items removed from cabin and cockpit
- All electronic devices are switched off.
- Adjusting interior cabin lighting

b. Galley(s)

- Secure, be sure the floor are clean and dry
- Close oven doors firmly and turn the switches of the ovens and water boilers off
- Clean and stow coffee/tea pots
- All in-flight service items must be put away, secured and locked
- Trolley must be secured and locked.

c. Lavatories vacant, doors closed and locked

- Lavatory compartment doors are secured
- Toilet bowl cover is closed.

14. CREW COORDINATION

The applicant shall report to senior flight attendant of the completion of all cabin preparation for take-off.

15. TAKE-OFF STATION AND VIGILANCE:

The applicant shall fasten seat belt and shoulder harness during take-off and landing and perform the one minute silent review that includes:

- Emergency Exit operation.
- Evacuation procedures.
- Ditching procedures (when applicable)

- Task allocation for ABPs.
- Use of Emergency equipments.
- Evacuation techniques.
- Crowd controls.

C. CRUISE

16. SAFETY RELATED ANNOUNCEMENT

The applicant shall perform safety related announcement.

17. CREW COORDINATION

The applicant shall acknowledge role and function of his/herself and others crewmember.

18. PERIODIC CHECKING TO COCKPIT, CABIN, GALLEY AND LAVATORY

The applicant shall check periodically to Cockpit, Cabin, Galley and Lavatory.

19. COCKPIT DOOR SECURITY AWARENESS

The applicant shall acknowledge cockpit door security awareness (Cockpit Key/ Entering Code)

20. AIR TURBULENCE PROCEDURE

The applicant shall acknowledge air turbulence procedure and action taken during turbulence.

D. APPROACH/ LANDING/ ARRIVAL

21. CABIN PREPARATION

The applicant shall perform before landing preparation.

22. CREW COORDINATION

The applicant shall report to senior flight attendant of the completion of all cabin preparation for landing.

23. PASSENGER MONITORING

The applicant shall monitor passengers for any movement to avoid unnecessary evacuation.

24. CABIN, GALLEY AND LAVATORY SECURING

The applicant shall ensure the following :

a. Cockpit

All food/beverage items removed from cockpit

- Seatbelts fastened
- Seatbacks upright
- Tray tables up and locked
- Arm rests down
- Infant seats properly secured (if available)
- Carry-on baggage stowed
- Over head compartments closed and properly latched
- Video/movie screen closed and latched (if available)
- Window shades up
- Head phones removed
- Foot rest stowed(if available)
- Curtain(s) opened and secured
- All food/beverage items removed from cabin and cockpit
- Adjusting interior cabin lighting

c. Galley(s)

- Secure, be sure the floor are clean and dry,
- Close oven doors firmly and turn the switches of the ovens and water boilers off
- Clean and stow coffee/tea pots
- All in-flight service items must be put away, secure and locked
- Trolley must be secure and locked

d. Lavatories vacant, doors closed and locked

- Lavatory compartment doors are secured
- Toilet bowl cover is closed.

25. LANDING STATION and VIGILANCE

The applicant shall fasten seat belt and shoulder harness during landing and perform one minute silent review that includes:

- Emergency Exit operation.
- Evacuation procedures.
- Ditching procedures (when applicable).
- Expected Commands
- Shouted commands.
- Task allocation for ABPs.
- Use of Emergency equipments.
- Evacuation techniques.
- Crowd controls.

26. OPENING DOORS FOR ARRIVAL

The applicant is able to disarm and open the door.

III. EMERGENCY DUTIES AND PROCEDURES

The applicant must always bear in mind that an emergency can occur without prior warning, These emergencies are sudden and unexpected leaving minimum time to react. To achieve a successful outcome in an emergency, each crew member must be knowledgeable of emergency duties and procedures.

The applicant shall explain and exhibit:

- Total exits in the aircraft (cabin and cockpit).
- Type of exits.
- Description of each exit.
- How to open exits in an emergency.

28. Communication (normal and alternate).

The applicant shall explain and exhibit type of communication or signal between crewmember in normal mode, emergency and its alternate.

29. Crew member incapacitation.

The applicant shall explain and exhibit :

- Procedures for pilot incapacitation.
- Procedures for flight attendant incapacitation.

30. Passenger Emergency briefing:

The applicant shall explain his/ her action during the senior Flight Attendant's passenger briefing in preparation for emergency landing.

31. Intervention of armed/ unruly passenger.

The applicant shall explain the definition of armed/ unruly passenger and how to use restraint device to secure unruly passenger when needed.

32. Emergency landing preparation

The applicant shall explain and exhibit sequences and procedures how to prepare cabin and passenger.

33. Medical Emergencies.

The applicant shall explain and exhibit how to give immediate and temporary care to victim (passenger of an accident or sudden illness) while waiting for qualified medical personnel.

34. Dangerous Goods

The applicant shall be able to identify the hazard presented by dangerous goods and apply appropriate emergency response procedures.

B. EMERGENCY ASSIGNMENT / EQUIPMENT AND HANDLING OF EMERGENCY SITUATION

35. Emergency assignment and procedures.

The applicant shall explain and exhibit procedures and sequences to be done by flight attendant from each assigned station.

36. Emergency equipment.

The applicant shall explain and exhibit:

- Type and location of emergency equipment on board
- How to operate

37. Handling of emergency situation.

a. Decompression

The applicant shall explain and exhibit:

- Definition and cause of decompression.
- Type of decompression, signs and effects.
- Immediate action.
- Post decompression procedure.

- Classes of fire.
- Cabin, galley, lavatory fire fighting procedures.
- Flight attendant duties as fire fighter, communicator, and back up.

c. Evacuation.

The applicant shall be able to:

- Determine the condition that requires an evacuation initiation
- Explain the sequences in emergency evacuation procedure and post evacuation procedure.

d. Hijacking.

The applicant shall explain and exhibit:

- Basic categories of hijackers.
- Guidelines to deal with hijackers.
- Post flight procedures.

e. Other unusual situations.

The applicant shall explain:

Unusual condition that may develop into an emergency situation, guidelines of effective and efficient action when unusual condition appears is needed such as flat tire, cracked window, unusual noise, unusual smell, unusual vibration.