

Operatör	
Tillståndsnr	Ifylld EASA Form 2 <input type="checkbox"/>

Transportstyrelsen

Ärendenummer	Handläggare
Berörda sektioner/samråd	

Information

Denna checklista är avsedd att vara ett stöd inför ansökan om grundläggande säkerhetsutbildning och utfärdande av kabinbesättningsintyg för kabinbesättningsmedlemmar.

Den kan användas av sökande till fristående kabinorganisation, CCTO (Ref. (EU) 1178/2011, Del-CC), men även för operatörer som är innehavare av AOC (Ref. (EU) 965/2012, ORO.AOC.120) och som vill ansöka om grundläggande säkerhetsutbildning för kabinbesättningsmedlemmar och, om aktuellt, att utfärda kabinbesättningsintyg.

ORO.AOC.120 Approvals to provide cabin crew training and to issue cabin crew attestations ((EU) 965/2012)

Följande punkter omhändertas i Appendix II i blankett "Application for a CCTO or AOC holder to provide initial cabin crew training and/or issuing cabin crew attestations"

a) When intending to provide the training course required in Annex V (Part-CC) to Regulation (EU) No 1178/2011, the operator shall apply for and obtain an approval issued by the competent authority. For this purpose, the applicant shall demonstrate compliance with the requirements for the conduct and content of training course established in CC.TRA.215 and CC.TRA.220 of that Annex and shall provide the competent authority with:

- (1) the date of intended commencement of activity;
- (2) the personal details and qualifications of the instructors as relevant to the training elements to be covered;
- (3) the name(s) and address(es) of the training site(s) at which the training is to be conducted;
- (4) a description of the facilities, training methods, manuals and representative devices to be used; and
- (5) the syllabi and associated programmes for the training course.

(b) If a Member State decides, in accordance with ARA.CC.200 of Annex VI (Part-ARA) to Regulation (EU) No 1178/2011, that operators may be approved to issue cabin crew attestations, the applicant shall, in addition to (a):

- (1) demonstrate to the competent authority that:
 - (i) the organisation has the capability and accountability to perform this task;
 - (ii) the personnel conducting examinations are appropriately qualified and free from conflict of interest; and
- (2) provide the procedures and the specified conditions for:
 - (i) conducting the examination required by CC.TRA.220;
 - (ii) issuing cabin crew attestations; and
 - (iii) supplying the competent authority with all relevant information and documentation related to the attestations it will issue and their holders, for the purpose of record-keeping, oversight and enforcement actions by that authority.

(c) The approvals referred to in (a) and (b) shall be specified in the operations specifications.

TSFS 2013:30 National regulation for Cabin Crew Training Organisation (CCTO) to provide cabin crew training and to issue

<p>A Cabin Crew Training Organisation (CCTO) – Stand-alone organizations are organizations where operations are not carried out within the organization of an operator who performs or intends to carry out traffic with one or more aircraft.</p>	<p>Ref i handbok</p>	<p>TS notering</p>
<p>Management</p> <p>3 § The Cabin Crew Training Organisation shall have a management function which ensures that the requirements of these regulations are met. The management function shall comprise a person responsible for the training activities and who has documented experience as a cabin instructor in basic safety training on at least five course occasions or equivalent experience in cabin training. The person responsible for the training activities must have good knowledge of the applicable regulation.</p>	<p>Ref i handbok</p>	<p>TS notering</p>

<p>Quality system</p> <p>4 § The Cabin Crew Training Organisation shall have a quality system including a reporting system. The quality system shall ensure that training activities meet the requirements of Regulation (EU) No 1178/2011 and TSFS 2013:30.</p> <p>The training organization must have a function that is responsible for the quality system. If the function is combined with the person who has overall responsibility for the organization's operations or with the person responsible for the training activities, an external auditor should be used</p>	<p>Ref i handbok</p>	<p>TS notering</p>
<p>Documentation</p> <p>5 § The Cabin Crew Training Organisation shall prepare, maintain, store and on request be able to present the following documentation:</p> <ol style="list-style-type: none"> 1. A description of the roles and responsibilities of the management function. 2. A list of the training devices used by the organization. 3. A list of the instructors leading the training, as well as their experience and competence. 	<p>Ref i handbok</p>	<p>TS notering</p>

<p>4. A documentation of the quality and the reporting system that describes how the organization monitors and ensures that the training activities meet the applicable requirements.</p> <p>The documentation must be compiled in the training organization's manual and be available to its staff. The manual shall at least include descriptions of</p> <ol style="list-style-type: none"> 1. training programs and syllabus. 2. the practical exercises and how to carry them out; and 3. The theory teaching and its content. 	<p>Ref i handbok</p>	<p>TS notering</p>
<p>6 § A Cabin Crew Training</p> <p>Organisation shall document the theory and practice teaching for the student and the student's result of examination.</p> <p>Description of training documentation must be stated in the training manual. The training documentation must be stored with the organization for five years after completion of training. Backups of the documentation must be stored securely.</p>	<p>Ref i handbok</p>	<p>TS notering</p>

CC.GEN.005 Scope

This Part establishes the requirements for the issue of cabin crew attestations and the conditions for their validity and use by their holders

CC.GEN.015 Application for a cabin crew attestation

The application for a cabin crew attestation shall be made in a form and manner established by the competent authority. –

<https://transportstyrelsen.se/sv/luftfart/Certifikat-och-utbildning/for-utbildningsorganisationer-inom-flygutbildning/utbildningsorganisation-for-kabinbesattning-ccto/>

CC.GEN.020 Minimum age

The applicant for a cabin crew attestation shall be at least 18 years of age.	Ref i handbok	TS notering
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CC.GEN.025 Privileges and conditions

(a) The privileges of holders of a cabin crew attestation are to act as cabin crew members in commercial air transport operation of aircraft referred to in Article 4(1)(b) and (c) of Regulation (EC) No 216/2008. (b) Cabin crew members may exercise the privileges specified in (a) only if they:	Ref i handbok	TS notering
(1) hold a valid cabin crew attestation as specified in CC.CCA.105; and	Ref i handbok	TS notering
(2) comply with CC.GEN.030, CC.TRA.225 and the applicable requirements of Part-MED.	Ref i handbok	TS notering

CC.GEN.030 Documents and record-keeping

<p>To show compliance with the applicable requirements as specified in CC.GEN.025(b), each holder shall keep, and provide upon request, the cabin crew attestation, the list and the training and checking records of his/her aircraft type or variant qualification(s), unless the operator employing his/her services keeps such records and can make them readily available upon request by a competent authority or by the holder.</p>	Ref i handbok	TS notering
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CC.CCA.100 Issue of the cabin crew attestation

<p>(a) Cabin crew attestations shall only be issued to applicants who have passed the examination following completion of the initial training course in accordance with this Part.</p>	Ref i handbok	TS notering
<p>(b) Cabin crew attestations shall be issued:</p> <p>(1) by the competent authority; and/or</p> <p>(2) by an organisation approved to do so by the competent authority.</p>	Ref i handbok	TS notering

CC.CCA.105 Validity of the cabin crew attestation

<p>The cabin crew attestation shall be issued with unlimited duration and shall remain valid unless:</p> <p>(a) it is suspended or revoked by the competent authority; or</p>	<p>Ref i handbok</p>	<p>TS notering</p>
<p>(b) its holder has not exercised the associated privileges during the preceding 60 months on at least one aircraft type.</p>	<p>Ref i handbok</p>	<p>TS notering</p>

CC.CCA.110 Suspension and revocation of the cabin crew attestation

<p>(a) If holders do not comply with this Part, their cabin crew attestation may be suspended or revoked by the competent authority.</p>	<p>Ref i handbok</p>	<p>TS notering</p>
<p>(b) In case of suspension or revocation of their cabin crew attestation by the competent authority, holders shall:</p> <p>(1) be informed in writing of this decision, and of their right of appeal in accordance with national law;</p> <p>(2) not exercise the privileges granted by their cabin crew attestation;</p> <p>(3) inform, without undue delay, the operator(s) employing their services; and</p> <p>(4) return their attestation in accordance with the applicable procedure established by the competent authority.</p>	<p>Ref i handbok</p>	<p>TS notering</p>

CC.TRA.215 Provision of training

Training required in this Part shall be:

(a) provided by training organisations or commercial air transport operators approved to do so by the competent authority;

(b) performed by personnel suitably experienced and qualified for the training elements to be covered; and	Ref i handbok	TS notering
(c) conducted according to a training programme and syllabus documented in the organisation's approval.	Ref i handbok	TS notering

CC.TRA.220 Initial training course and examination

(a) Applicants for a cabin crew attestation shall complete an initial training course to familiarise themselves with the aviation environment and to acquire sufficient general knowledge and basic proficiency required to perform the duties and discharge the responsibilities related to the safety of passengers and flight during normal, abnormal and emergency operations.	Ref i handbok	TS notering
(b) The programme of the initial training course shall cover at least the elements specified in Appendix 1 to this Part. It shall include theoretical and practical training.	Ref i handbok	TS notering
(c) Applicants for a cabin crew attestation shall undergo an examination covering all elements of the training programme specified in (b), except CRM training, to demonstrate that they have attained the level of knowledge and proficiency required in (a).	Ref i handbok	TS notering

CC.TRA.225 Aircraft type or variant qualification(s)

(a) Holders of a valid cabin crew attestation shall only operate on an aircraft if they are qualified in accordance with the applicable requirements of Part-ORO.	Ref i handbok	TS notering
(b) To be qualified for an aircraft type or a variant, the holder: (1) shall comply with the applicable training, checking and validity requirements, covering as relevant to the aircraft to be operated: (i) aircraft-type specific training, operator conversion training and familiarisation; (ii) differences training; (iii) recurrent training; and	Ref i handbok	TS notering
(2) shall have operated within the preceding 6 months on the aircraft type, or shall have completed the relevant refresher training and checking before operating again on that aircraft type.	Ref i handbok	TS notering

Appendix I to Part-CC

INITIAL TRAINING COURSE AND EXAMINATION

TRAINING PROGRAMME

1. General theoretical knowledge of aviation and aviation regulations covering all elements relevant to the duties and responsibilities required from cabin crew: 1.1. aviation terminology, theory of flight, passenger distribution, areas of operation, meteorology and effects of aircraft surface contamination;	Ref i handbok	TS notering
1.2. aviation regulations relevant to cabin crew and the role of the competent authority;	Ref i handbok	TS notering
1.3. duties and responsibilities of cabin crew during operations and the need to respond promptly and effectively to emergency situations;	Ref i handbok	TS notering
1.4. continuing competence and fitness to operate as a cabin crew member, including as regards flight and duty time limitations and rest requirements;	Ref i handbok	TS notering
1.5. the importance of ensuring that relevant documents and manuals are kept up-to-date, with amendments provided by the operator as applicable;	Ref i handbok	TS notering

Compliance checklist (CCL) för grundläggande säkerhetsutbildning och utfärdande av kabinbesättningsintyg

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1.6. the importance of cabin crew performing their duties in accordance with the operations manual of the operator;	Ref i handbok	TS notering
1.7. the importance of the cabin crew's pre-flight briefing and the provision of necessary safety information with regards to their specific duties; and	Ref i handbok	TS notering
1.8. the importance of identifying when cabin crew members have the authority and responsibility to initiate an evacuation and other emergency procedures.	Ref i handbok	TS notering
2. Communication: During training, emphasis shall be placed on the importance of effective communication between cabin crew and flight crew, including communication techniques, common language and terminology.	Ref i handbok	TS notering
3. Introductory course on human factors (HF) in aviation and crew resource management (CRM). This course shall be conducted by at least one cabin crew CRM instructor. The training elements shall be covered in depth and shall include at least the following:	Ref i handbok	TS notering

Compliance checklist (CCL) för grundläggande säkerhetsutbildning och utfärdande av kabinbesättningsintyg

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3.1. General: human factors in aviation, general instructions on CRM principles and objectives, human performance and limitations;	Ref i handbok	TS notering
3.2. Relevant to the individual cabin crew member: personality awareness, human error and reliability, attitudes and behaviours, self-assessment; stress and stress management; fatigue and vigilance; assertiveness; situation awareness, information acquisition and processing.	Ref i handbok	TS notering
4. Passenger handling and cabin surveillance: 4.1. the importance of correct seat allocation with reference to aeroplane mass and balance, special categories of passengers and the necessity of seating able-bodied passengers adjacent to unsupervised exits;	Ref i handbok	TS notering
4.2. rules covering the safe stowage of cabin baggage and cabin service items and the risk of it becoming a hazard to occupants of the passenger compartment or otherwise obstruction or damaging emergency equipment or exits;	Ref i handbok	TS notering

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4.3. advice on the recognition and management of passengers who are, or become, intoxicated with alcohol or are under the influence of drugs or are aggressive;	Ref i handbok	TS notering
4.4. precautions to be taken when live animals are carried in the passenger compartment;	Ref i handbok	TS notering
4.5. duties to be undertaken in the event of turbulence, including securing the passenger compartment; and	Ref i handbok	TS notering
4.6. methods used to motivate passengers and the crowd control necessary to expedite an emergency evacuation.	Ref i handbok	TS notering
5. Aero-medical aspects and first-aid: 5.1. general instruction on aero-medical aspects and survival;	Ref i handbok	TS notering
5.2. the physiological effects of flying with particular emphasis on hypoxia, oxygen requirements, Eustachian tubal function and barotraumas;	Ref i handbok	TS notering

<p>5.3. basic first-aid, including care of:</p> <ul style="list-style-type: none"> (a) air sickness; (b) gastro-intestinal disturbances; (c) hyperventilation; (d) burns; (e) wounds; (f) the unconscious; and (g) fractures and soft tissue injuries; 	Ref i handbok	TS notering
<p>5.4. in-flight medical emergencies and associated first-aid covering at least:</p> <ul style="list-style-type: none"> (a) asthma; (b) stress and allergic reactions; (c) shock; (d) diabetes; (e) choking; (f) epilepsy; (g) childbirth; (h) stroke; and (i) heart attack; 	Ref i handbok	TS notering
<p>5.5. the use of appropriate equipment including first-aid oxygen, first-aid kits and emergency medical kits and their contents;</p>	Ref i handbok	TS notering

Compliance checklist (CCL) för grundläggande säkerhetsutbildning och utfärdande av kabinbesättningsintyg

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5.6. practical cardio-pulmonary resuscitation training by each cabin crew member using a specifically designed dummy and taking account of the characteristics of an aircraft environment; and	Ref i handbok	TS notering
5.7. travel health and hygiene, including: (a) hygiene on board; (b) risk of contact with infectious diseases and means to reduce such risks; (c) handling of clinical waste; (d) aircraft disinfection; (e) handling of death on board; and (f) alertness management, physiological effects of fatigue, sleep physiology, circadian rhythm and time zone changes.	Ref i handbok	TS notering
6. Dangerous goods in accordance with the applicable ICAO Technical Instructions.	Ref i handbok	TS notering
7. General security aspects in aviation, including awareness of the provisions laid down in Regulation (EC) No 300/2008.	Ref i handbok	TS notering

Compliance checklist (CCL) för grundläggande säkerhetsutbildning och utfärdande av kabinbesättningsintyg

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8. Fire and smoke training: 8.1. emphasis on the responsibility of cabin crew to deal promptly with emergencies involving fire and smoke and, in particular, emphasis on the importance of identifying the actual source of the fire;	Ref i handbok	TS notering
8.2. the importance of informing the flight crew immediately, as well as the specific actions necessary for coordination and assistance, when fire or smoke is discovered;	Ref i handbok	TS notering
8.3. the necessity for frequent checking of potential fire-risk areas including toilets, and the associated smoke detectors;	Ref i handbok	TS notering
8.4. the classification of fires and the appropriate type of extinguishing agents and procedures for particular fire situations;	Ref i handbok	TS notering
8.5. the techniques of application of extinguishing agents, the consequences of misapplication, and of use in a confined space including practical training in fire-fighting and in the donning and use of smoke protection equipment used in aviation; and	Ref i handbok	TS notering
8.6. the general procedures of ground-based emergency services at aerodromes.	Ref i handbok	TS notering

Compliance checklist (CCL) för grundläggande säkerhetsutbildning och utfärdande av kabinbesättningsintyg

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9. Survival training: 9.1. principles of survival in hostile environments (e.g. polar, desert, jungle, sea); and	Ref i handbok	TS notering
9.2. water survival training which shall include the actual donning and use of personal flotation equipment in water and the use of slide-rafts or similar equipment, as well as actual practice in water.	Ref i handbok	TS notering
(2) shall have operated within the preceding 6 months on the aircraft type, or shall have completed the relevant refresher training and checking before operating again on that aircraft type.	Ref i handbok	TS notering

The training programme of the initial course shall include at least the following:

(a) Holders of a valid cabin crew attestation shall only operate on an aircraft if they are qualified in accordance with the applicable requirements of Part-ORO.	Ref i handbok	TS notering
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Appendix II to ANNEX VI Part-ARA

STANDARD EASA FORMAT FOR CABIN CREW ATTESTATIONS

Cabin crew attestations issued in accordance with Part-CC in a Member State shall conform to the following specifications:

1. KABINBESÄTTNINGSINTYG
Utfärdat i överensstämmelse med Del-CC

2. Referensnummer:
3. Utfärdande stat:
4. Innehavarens fullständiga namn:
5. Födelsedatum och födelseort:
6. Nationalitet:
7. Innehavarens namnteckning:
8. Behörig myndighet:
9. Utfärdande organ: Officiellt sigill, officiell stämpel eller logotyp
10. Utfärdande tjänstemans namnteckning:
11. Utfärdandedatum:
12. Innehavaren får endast utöva befogenheter som kabinbesättningsmedlem på luftfartyg vid kommersiella lufttransporter om han/hon uppfyller kraven i Del-CC om upprätthållet hälsotillstånd och giltiga typkvalifikationer för luftfartyg.

Easa blankett 142 version 1

Note: Swedish Transport Agency will provide EASA Form 142 to delegated organisations

(a) The cabin crew attestation shall include all items specified in EASA Form 142 in accordance with items 1 - 12 as listed and described below.	Ref i handbok	TS notering
(b) Size shall be either 105mm × 74mm (one-eighth A4) or 85mm × 54mm, and the material used shall prevent or readily show any alterations or erasures.	Ref i handbok	TS notering
(c) The document shall be printed in English and such other languages as the competent authority deems appropriate.	Ref i handbok	TS notering

Compliance checklist (CCL) för grundläggande säkerhetsutbildning och utfärdande av kabinbesättningsintyg

(d) The document shall be issued by the competent authority or by an organisation approved to issue cabin crew attestations. In that latter case reference to the approval by the competent authority of the Member State shall be stated.	Ref i handbok	TS notering
(e) The cabin crew attestation is recognised in all Member States and it is not necessary to exchange the document when working in another Member State.	Ref i handbok	TS notering
<p><u>Item 1:</u> The title "CABIN CREW ATTESTATION" and the reference to Part-CC.</p> <p><u>Item 2:</u> Attestation reference number shall commence with the UN country code of the Member State followed by at least the two last numbers of the year of issue and an individual reference/number according to a code established by the competent authority (e.g. BE-08-xxxx).</p> <p><u>Item 3:</u> The Member State where the attestation is issued.</p> <p><u>Item 4:</u> The full name (surname and first name) stated in the official identity document of the holder.</p> <p><u>Items 5 and 6:</u> Date and place of birth as well as nationality as stated in the official identity document of the holder.</p> <p><u>Item 7:</u> The signature of the holder.</p> <p><u>Item 8:</u> Identification details of the competent authority of the Member State where the attestation is issued shall be entered and shall provide the full name of the competent authority, postal address, and official seal, stamp or logo as applicable.</p> <p><u>Item 9:</u> If the competent authority is the issuing body, the term "competent authority" and official seal, stamp or logo shall be entered. In this case only, the competent authority may determine if its official seal, stamp or logo shall also be entered under Item 8. In the case of an approved organisation, identification details shall be entered and shall at least provide the full name of the organisation, postal address and if applicable, the logo and:</p> <p>(a) in the case of a commercial air transport operator, the air operator certificate (AOC) number and detailed reference to the approvals by the competent authority to provide cabin crew training and to issue attestations; or</p> <p>(b) in the case of an approved training organisation, the reference number of the relevant approval by the competent authority.</p> <p><u>Item 10:</u> The signature of the officer acting on behalf of the issuing body.</p> <p><u>Item 11:</u> Standard date format shall be used: i.e. day/month/year in full (e.g. 22/02/2008).</p> <p><u>Item 12:</u> The same sentence in English and its full and precise translation into such other languages as the competent authority deems appropriate.</p>	Ref i handbok	TS notering

Compliance checklist (CCL) för grundläggande säkerhetsutbildning och utfärdande av kabinbesättningsintyg

Transportstyrelsen	
(a) Before issuing an approval to a training organisation or a commercial air transport operator to provide cabin crew	TS notering
(2) the training devices used by the organisation realistically represent the passenger compartment environment of the	TS notering
(3) the trainers and instructors conducting the training sessions are suitably experienced and qualified in the training	TS notering
	TS notering
	TS notering
(3) require the organisation to provide information and documentation related to the cabin crew attestations it issues and	TS notering

(a) When intending to provide the training course required in Annex V (Part-CC) to Regulation (EU) No 1178/2011, the	TS notering
	TS notering