



CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY

CHECKLIST

CAA: CL-O-GEN014
June 2017

EMERGENCY EVACUATION AND DITCHING DEMONSTRATION PLAN EVALUATION

Name of Operator:		
Location Address:		
Mailing address:		
Telephone:	Mobile:	
E-mail :		
Date of Inspection:		
Type of Operation:		
Inspector(s):/		

No.	Description	YES	NO	N/C	N/A
	Emergency evacuation and ditching demonstrations plan (PHASE 1)				
1.	Did the applicant submit the demonstration plan at least 30 working days in advance of proposed demonstrations?				
2.	Did the applicant submit the demonstration plan outlining the manner in which the demonstration is to be conducted?				
3.	Did the applicant submit a letter of request which states the following:				
	a. The applicable regulation, [Regulation on Emergency evacuation and ditching demonstration of the Civil Aviation (Air Operator Certification and Administration) Regulations], that requires a full-capacity or partial emergency evacuation and ditching demonstration be conducted;				
	b. The aeroplane type and model and full seating capacity (including crew members) to be demonstrated;				
	c. The number of cabin crew members and their duty assignment positions to be used during the demonstration;				
	d. The proposed date, time, and location of the evacuation demonstration;				
	e. The name and telephone number of the operator's				

	evacuation demonstration co-ordinator (spokesperson);				
	f. Did the applicant submit a demonstration plan with a clear description of how the operator proposes to initiate the demonstration, the signal to be used for the purpose of timing?				
4.	Did the applicant plan include a diagram, representative of the aeroplane to be demonstrated, which includes the following:				
	a. The location and designation of all exits by type and the designated exit pairs;				
	b. The assigned seating location of each required crew member during take-off;				
	c. The interior cabin configuration showing the location of each passenger seat, the galleys, aisles, lavatories, and passenger compartment partitions and bulkheads;				
	d. The location and type of emergency equipment on the aircraft including:				
	i. Fire extinguishers;				
	ii. Portable oxygen bottles/masks;				
	iii. Megaphones;				
	iv. Crash axes;				
	v. Emergency ropes/tapes;				
	vi. Life rafts/slide rafts;				
	vii. Individual floatation devices or life preservers;				
	viii. First aid and medical kits.				
5.	Did the applicant plan include Copies of the appropriate crew member manual pages describing emergency evacuation duties and responsibilities?				
6.	Did the applicant plan include a description of the emergency equipment installed on the aircraft including at least the type and model of each item of equipment, as applicable?				
7.	Did the applicant plan include a copy of the passenger information card which will be used on the aircraft during revenue operations?				
8.	Did the applicant plan include a list of flight and cabin crew members who are or will be qualified to participate in the demonstration?				
9.	Did the plan include the number of cabin crew members, their seating location and Lay Out Passenger Arrangement (LOPA) total seating capacity of forty-four and above in commercial air transport passenger-carrying operations				
10.	Did the plan include a description of how the operator will ensure the demonstration is conducted in the "dark of the night," or in conditions which simulate the "dark of the night."?				
11.	Did the plan include a description of how the operator plans to ensure that the aeroplane is positioned in a location, either indoors or outdoors, which will allow the				

	unobstructed deployment of all emergency evacuation slides or slide rafts, as applicable?				
12.	Did the plan include proof of a successful full capacity emergency evacuation for the aircraft to be operated was demonstrated during the aircraft type certification or during the certification of another air operator? (If seeking for exemption).				
13.	Did the plan include for ditching,				
	a. Type of ditching demonstration;				
	b. Copies of the operator's manual relating to crew members ditching duties and responsibilities;				
	c. A description of applicable emergency equipment used for ditching (such as life rafts, survival gear) including the type and model of the emergency equipment.				
	Emergency evacuation and ditching demonstrations plan (PHASE 2)				
14.	Authority shall in phase two, make a cursory review of the submission to ensure all the required information and documents required in phase one are included.				
15.	Phase two the Authority should respond to the operator's plan in a timely manner. Minor omissions or deficiencies can often be resolved by contacting the operator's evacuation demonstration co-ordinator. If discrepancies can be resolved quickly, the process moves to phase three.				
16.	If the operator's plan has a significant number of required items or documents missing or is obviously incomplete, the entire submission must be returned to the operator with a written explanation of why it is unacceptable. The operator shall be advised that the Authority will take no further action until an acceptable plan is submitted.				
	Emergency evacuation demo and ditching demonstrations plan (PHASE 3)				
17.	During phase three the Authority shall conduct a thorough analysis and evaluation of the operator's plan.				
	a. The inspectors must ensure that the information in or attached to the operator's letter of request is acceptable and consistent with the proposed type of demonstration. During this analysis and review the Flight Operations Inspectors shall ensure the following:				
	b. The operator's emergency evacuation and ditching procedures plus training program has been approved by the Authority;				

	c. Evacuation procedures in the operator's manuals, including individual crew member assignments, are realistic, can be practically accomplished;				
	Emergency evacuation and ditching demonstrations plan (PHASE 4)				
18.	Certain items in the proposal may require on site evaluations. For example, the hangar or ramp area the operator intends to use for the demonstration should be inspected for its adequacy. The inspector should determine that the operator has, or is making provisions for participant safety during the demonstration including the use of safety observers, stands, padding, mats, and any other appropriate safety measures.				
19.	Inspect each item of emergency evacuation and ditching equipment for compliance with appropriate airworthiness and other relevant directives;				
20.	does the plan indicate when ditching start and stop?				
	Emergency evacuation and ditching demonstrations plan (PHASE 5)				
21.	Closure report				
S = Requirements met U = Requirements not met N/C = Not Checked N/A = Not Applicable					

Inspectors Remarks
Inspectors Recommendation
The evaluated emergency evacuation and ditching plan is / Not Recommended for Acceptance and application
Name of Inspector (FOI) Signature
Date
Name of Inspector (AIR) Signature
Date