

Government of India
Directorate General of Civil Aviation
AV. 15011/2/2010

Air Safety Circular No. 3 of 2010

Subject: Manning of Cockpit during Non Critical Phases - Standard Procedures.

The Flight Crew Operations Manual (FCOM) and Safety and Emergency Procedures (SEP) Manual of all aircraft/ Operators requires that at all given times the Cockpit has to be manned by minimum crew compliment.

In case one of the crew members has to leave the cockpit during the non critical phases of flight the cabin crew is required to be inside the cockpit and occupy the observer seat. In no case the cabin crew will occupy the seats meant for Cockpit crew.

It is to reiterate that in case one pilot leaves the flight deck, cabin crew shall be in the flight deck and will occupy one of the observer seats. The cabin crew in the flight deck will remain vigilant in case of subtle incapacitation of the flight deck crew or any other situation that requires assistance. The procedure to be followed is as follows:

- Prior to opening the Flight Deck door, the forward galley area should be free of passengers and the curtain between the galley and cabin is closed.
- The absence should be restricted to the minimum time necessary.
- The flight deck door is locked whilst crew member is absent.
- The forward galley area must remain sterile during the absence from the flight deck.
- The crew member returning to the flight deck should follow the entry request procedure.

The pilot remaining in the cockpit shall wear shoulders harness, and headset and maintain high level of alertness, and situational awareness. He should have an unobstructed access to the flight controls.

The cabin crew shall remain in the flight deck till such time the flight deck crew member returns to the flight deck.

The above is for strict compliance.

Sd/-
(Bir Singh Rai)
Director Air Safety
for Director General of Civil Aviation

Dated: 01st June, 2010

To: All Aircraft Operators
Internal distribution as per list.