

---

## Guidance Material

**GM003EN**

Subject:

## **EU-OPS: Initial Safety Training of Cabin Crew**

---

Málsnúmer / code: FMS09050040

Applicable legislation: Regulation EEC 3922/91 Annex III (EU-OPS)  
with later amendments

---

Target Group: Icelandic operators licensed to provide commercial  
air transport for passengers

---

Version: Entry into effect of this version: 1 June 2009  
Version: original

---

Date of approval / Approved by: 22.5.2009 ICAA – PSP

---

## Introduction

Regulation (EEC) No. 3922/91 Annex III (EU-OPS) came into force on February 1st, 2009. EU-OPS contains several requirements which affect cabin crew but which were not contained in JAR-OPS 1. In particular:

OPS 1.995(c) states that:

*'An operator shall ensure that each cabin crew member has successfully completed initial training in accordance with OPS 1.1005 and holds an attestation of safety training.'*

OPS 1.1005(d) states that:

*'At the discretion of the Authority, the Authority, the operator or the approved training organisation providing the training course, shall deliver an attestation of safety training to a cabin crew member after he/she has completed the initial safety training and successfully passed the check referred to in OPS 1.1025.'*

The purpose of this Guidance Material is to provide advice to operators on complying with the cabin crew initial safety training requirements of EU-OPS.

### Purpose:

In order to meet the requirements of EU-OPS, operators should satisfy themselves that each cabin crew member has successfully completed all elements of initial safety training in accordance with OPS 1.1005. In addition, operators should ensure that each cabin crew member has successfully passed all the checks required by OPS 1.1025, including that for initial safety training.

In exercising its discretion in accordance with OPS 1.1005(d), the ICAA has decided not to deliver attestations to cabin crew. These should therefore be delivered by the operator, except as discussed below.

Training organisations may wish to provide generic initial cabin crew training in its entirety, and to deliver the attestation. Such training organisations will require the approval of the ICAA

Operators will retain the responsibility for maintaining training records for each cabin crew member. The attestation will not replace the need for the production and retention of the initial training record as required by OPS 1.1035. Therefore, the operator shall retain both a copy of the attestation and the initial training record. It should be noted that an attestation would **not** confirm that the cabin crew member has fully met the requirements of Subpart O in order to be competent to perform their duties.

Operators may recruit cabin crew who already hold an attestation of initial training. However, the operator remains responsible for ensuring that this training was carried out in accordance with the procedures and requirements contained in their Training Manual (OM-D.) The operator is not required to issue a further attestation.

Special requirement for implementation:

Operators may issue an attestation according EU OPS 1.1005(d) under the following conditions:

- the cabin crew member(s) is working at February 1st, 2009 as a flight attendant within the operator;
- the cabin crew member has been recruited with the required training according to the requirements or has obtained initial cabin safety training within the company according a approved syllabus.

The attestation shall form part of the training record for each cabin crew member and a sample copy should be included in the operator's Training Manual (OM-D).

EU-OPS does not require cabin crew members to carry their attestation.

The format of the attestation must be acceptable to the ICAA. As a minimum, an attestation should contain the following information:

- Name of operator or training organisation delivering the attestation and the AOC / Organisation Approval number as applicable;
- Cabin crew member name;
- Confirmation of completion of an initial safety training course in accordance with OPS 1.1005;
- Confirmation of successfully passing the associated check referred to in OPS 1.1025;
- Dates of start and end of the course; and
- Date of issue.

The **Appendix** to this Guidance Material shows a format for an attestation recommended by the European Commission. It contains information which operators and training organisations may consider using. Use of the Commission format may benefit operators by anticipating any further requirements for the attestation which may be developed by EASA in the future.

### **Recommendations**

**Operators should satisfy themselves that each cabin crew member has successfully completed all elements of initial safety training required in accordance with OPS 1.1005.**

**Operators should ensure that each cabin crew member has successfully passed the check required by OPS 1.1025.**

**Operators should deliver an attestation to each cabin crew member in accordance with OPS 1.1005.**

**Operators proposing to accept initial training provided wholly by a ICAA approved training organisation or other AOC holder should include in their Operations Manual D (OM-D) criteria for the acceptance of such training.**

The **Appendix** to this Guidance Material shows a format for an attestation recommended by the European Commission. It contains information which operators and training organisations may consider using. Use of the Commission format may benefit operators by anticipating any further requirements for the attestation which may be developed by EASA in the future.

**Operators who intend to continue to perform cabin crew initial safety training after July 16th 2009 must apply to ICAA with new revision with appropriate amendment of Operation Manual and their OPS-SPEC will be amended accordingly.**

## EU OPS – Subpart O

## Attestation of cabin crew initial safety training

1. Reference number: IS-xxx-1000	2. <b>ATTESTATION OF CABIN CREW INITIAL SAFETY TRAINING</b>
3. Competent Authority:	
4. Pursuant to Regulation (EC) No 3922/91 of the European Parliament and of the Council for the time being in force, attests that:	
5. Full name:	
6. Nationality:	
7. Date and place of birth:	
8. - has completed an initial safety training course in accordance with Annex III - OPS 1.1005, and - has successfully passed the associated check in accordance with Annex III – OPS 1.1025.	
9. Dates of start and end of the course:	
10. Number of hours of training:	
11. Issuing body:	
12. Signature of issuing officer:	
13. Date of issue:	
14. This attestation shall not be considered as showing compliance with the other cabin crew training requirements.	

Instructions:

- a) The document shall include at least the boxes and related information as in the example above and in accordance with the instructions hereunder.
- b) Size shall be not less than one eight A4.
- c) The document may be printed in the English or the official language of the Member State concerned, except that if the official language of the Member State concerned is used, a second English copy shall be attached for any attestation holder that works outside the Member State to ensure understanding for the purpose of mutual recognition.
- d) The document may be issued by the competent Authority or by any operator or training organisation holding the relevant approval except that in all cases reference of the competent Authority of the Member State shall be stated.
- e) The attestation of cabin crew initial safety training is recognised in all Member States and it is not necessary to exchange the document when working in another Member State.
- f) The attestation once issued is required to be kept by the holder in good condition.

\* \* \*

Block 1: Attestation reference number shall commence with the EU country code followed by at least the 2 last numbers of the year of issue and an individual reference/number acceptable to the competent Authority (e.g. IS-08-xxxx).

Block 2: The title "*Attestation of cabin crew initial safety training*" shall be entered or its full and precise translation in the official language of the issuing Member State.

Block 3: (a) Where the Authority itself issues the attestation, the seal or stamp of that Authority as the competent Authority of the Member State where the attestation was issued shall be entered.

(b) Where the Authority delegates through an approval procedure to another issuing body (see Block 11) the responsibility of issuing the attestation, clear reference to that Authority as the competent Authority of the Member State where the attestation was issued shall be entered. Details to be entered shall be at least the acronym, full name and mail address.

Block 4: The same sentence or its full and precise translation shall be entered as in the example above.

Block 5: The full name (surname and first name) stated in the official identity document of the holder shall be entered.

Block 6 and 7: Nationality and date and place of birth stated in the official identity document of the holder shall be entered.

Block 7: Standard date format shall be used: i.e. day/month/year in full (e.g. 12/12/2009).

Block 8: The same sentence or its full and precise translation shall be entered as written in the example above.

Block 9: Standard date format shall be used: i.e. day/month/year in full (e.g. 12/12/2009).

Block 10: The total number of hours of training undergone by the holder shall be entered.

Block 11: Identification details of the issuing Authority / issuing body as relevant shall be entered and shall at least provide the full name of the organisation, mail address, official seal, stamp or logo, as applicable, and

- in the case of an operator, the AOC number and detailed reference to the authorisation/approval by the competent Authority to provide cabin crew training and to issue attestations, and
- in the case of an approved training organisation, the reference number of the relevant approval by the competent Authority.

Block 12: This block shall show the signature of the officer acting on behalf of the issuing body.

Block 13: Standard date format shall be used: i.e. day/month/year in full (e.g. 12/12/2009).

Block 14: The same sentence or its full and precise translation shall be entered as written in the example above.