

RA 2340 - Supernumerary Crew, Supernumerary Support Crew and Passengers

Rationale

On occasion, personnel other than a military registered Air System's Aircrew are required to be employed or carried where there is a justifiable and valid Service or Defence Contractor Flying Organization (DCFO) requirement; the scope of activity varies greatly dependent on the Air System type and the task that is being conducted. Such personnel are not necessarily trained to the same level as Aircrew, nor do they undergo the same medical screening and as such there may be additional Risk to Life (RtL) associated with the activity. To enable RtL to be managed to As Low As Reasonably Practicable (ALARP) and Tolerable, this Regulatory Article (RA) details the regulatory framework to be applied when Supernumerary Crew, Supernumerary Support Crew and Passengers are employed or carried on military registered Air Systems. However, due to the broad nature of the type of employment of these personnel across the Regulated Community, this RA requires Aviation Duty Holders (ADH) and Accountable Managers (Military Flying) (AM(MF)) to provide further detail within their orders and instructions regarding the conduct of this activity in their Areas of Responsibility (AoR).

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Definitions

Definitions Relevant to this RA

1. For the purpose of the authorization of flights on military registered Air Systems, the following definitions apply:

- a. **Aircrew.** Persons authorized to conduct duties concerned with: operating or flying the Air System or; with the management of Passengers or cargo when in flight; and who are also qualified in accordance with (iaw) RA 2101¹.
- b. **Supernumerary Crew.** A Supernumerary Crewmember is an individual, military or civilian, who is employed² on an Air System and authorized to carry out a specific duty (that does not require an Aircrew qualification³) while in flight or ground taxiing. This specific duty is to have an active role in achieving the purpose of the authorized flight and may involve the operation of Air System equipment / systems or authorized Equipment Not Basic to the Air System (ENBAS)⁴ under the supervision of the Air System's Aircrew. See RA 2340(1).
- c. **Supernumerary Support Crew.** A Supernumerary Support Crewmember is an individual, military or civilian, carried on an Air System to conduct specific duties essential to the execution of the Air System's mission or

¹ Refer to RA 2101 – Aircrew Qualifications.

² This RA uses the term 'employed' on Air Systems as opposed to 'carried' to distinguish that Supernumerary Crew have a role on the Air System while Supernumerary Support Crew and Passengers are carried.

³ Guidance for Aircrew who do not also hold a Certificate of Qualification on Type (CQT) is contained in RA 2101(2): Entitlement to Conduct Flying Duties.

⁴ Refer to RA 1340 – Equipment Not Basic to the Air System.

Definitions

task, but not required to carry out those duties while in flight or ground taxiing. The specific duty is not to have an active role in achieving the purpose of the authorized flight but is to contribute to its overall conduct through pre or post flight activity. See RA 2340(2).

d. **Passengers.** All personnel, military or civilian, who are not authorized as the Air System's Aircrew, Supernumerary Crew, or Supernumerary Support Crew for a flight are deemed to be Passengers. See RA2340(3). Due to the broad nature of the method in which Passengers are carried, the following subdivisions are to be used:

(1) **Routine Air Transport Passengers.** Those Passenger flights governed by JSP800 Defence Movement and Transport Regulations. See RA 2340(4).

(2) **Tactical Passengers.** Passenger flights, not governed by JSP800, where Passengers are required to fly on or in support of operations or exercises, to meet essential tasking or as essential elements of training (including, but not limited to, Parachutists). See RA 2340(5).

(3) **Familiarization Flight Passengers⁵.** A flight designed to familiarize Aircrew, who do not hold a CQT for the Air System, with the characteristics of an Air System or its systems. The Passenger is permitted to handle⁶ Air System controls or operate systems and occupy a crew position that routinely⁷ requires a CQT, provided that the Passenger is qualified Aircrew⁸. See RA 2340(6).

(4) **Air Experience Flight Passengers⁹.** A flight designed to give the recipient airborne experience where the Passenger occupies a seat that does not demand an Aircrew occupant. Such flights can include the handling of Air System flying controls by the Passenger but are subject to greater restrictions than Familiarization Flights. See RA 2340(7).

**Regulation
2340(1)****Supernumerary Crew**

2340(1) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the employment of Supernumerary Crew on military registered Air Systems within their AoR.

**Acceptable
Means of
Compliance
2340(1)****Supernumerary Crew****General**

2. An individual, military or civilian, **should** be categorized and authorized as Supernumerary Crew when they are employed on an Air System and authorized to carry out a specific duty (that does not require an Aircrew qualification³) while in flight or ground taxiing, or is undergoing a recognized training course to be qualified to do so. This specific duty **should** have an active role in achieving the purpose of the authorized flight and may involve the operation of Air System equipment / systems or authorized ENBAS under the supervision of the Air System's Aircrew.

3. ADH and AM(MF) **should** publish orders that define the Supernumerary Crew roles within their AoR.

4. Supernumerary Crew **should not** be unnecessarily exposed to hazardous flight profiles.

⁵ For the purposes of this RA, Familiarization Flights also cover those activities often referred to as Passenger demonstration flights for industry or commercial purposes. From this point on in this RA the phrase "Familiarization Flight" will be used.

⁶ For the purposes of this RA, handling is the physical interaction between an individual and any Air System control that alters the Air System's flight path, height or speed.

⁷ As per any applicable orders, instructions and rules such as the Air System Document Set, Release To Service, and any wider ADH or AM(MF) orders.

⁸ Refer to RA 2101 – Aircrew Qualifications para 2. a(1), b, c, d or e.

⁹ For the avoidance of doubt, this type of Passenger flight encompasses the carriage of Passengers of any age, whether military or civilian, Aircrew or non-Aircrew.

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2340(1)**

5. ADH and AM(MF) **should** ensure that Supernumerary Crew are only employed on military registered Air Systems within their AoR where there is a justifiable and valid Service or DCFO¹⁰ requirement.
6. ADH and AM(MF) **should** publish orders or instructions that detail, as a minimum:
 - a. The required Supernumerary Crew qualifications and competence levels within their AoR;
 - b. The approval and authorization process to be followed for Supernumerary Crew to be employed on Air Systems within their AoR;
 - c. When Supernumerary Crew are prohibited from being employed on Air Systems within their AoR (they **should not** be employed during Simulated Instrument Flying (IF) where no Suitably Qualified Experienced Person (SQEP) safety lookout is present)¹¹;
 - d. Restrictions on Supernumerary Crew operating Air System equipment, systems or ENBAS;
 - e. The minimum Aircrew qualifications, experience or currency required to operate with Supernumerary Crew;
 - f. Prohibited flight profiles, training events or manoeuvres for flights involving Supernumerary Crew;
 - g. The safety and survival drill requirements¹² for Supernumerary Crew;
 - h. The wearing and carriage requirements¹² of approved Aircrew Equipment Assemblies (AEA) and safety equipment including the level of survival equipment to be available to, or issued to, Supernumerary Crew according to the likely hazards that might be met in the event of an emergency.
7. To be authorized as Supernumerary Crew, the duty that an individual is performing on an Air System **should** take place while the Air System is in flight or ground taxiing. An individual whose role or duty is associated with activity pre or post-flight **should not** be authorized as Supernumerary Crew.
8. ADH and AM(MF) **should** detail in orders instances where Supernumerary Crew who are also appropriately qualified Aircrew⁸ are permitted to handle Air System flying controls, and any changes to the orders and instructions at para 6. a-e that apply. Other Supernumerary Crew **should not** handle Air System Flying Controls during flight or ground taxi.

Medical Employment Standards for Supernumerary Crew

9. ADH and AM(MF) **should** determine the appropriate medical standard for Supernumerary Crew within their AoR based on the activity that is being conducted.
10. ADH and AM(MF) **should** detail in orders the required medical standard and any anthropometric requirements for Supernumerary Crew to be employed on Air Systems within their AoR.
11. The minimum medical standard for the employment of Supernumerary Crew are:
 - a. **Physiological Flight Categories 1 or 2** (see Annex A for definition). Military and civilian Supernumerary Crew employed on Air Systems classified as Category 1 or 2 iaw Annex A **should** meet the respective medical requirements listed for Category 1 and 2 Passengers at Annex A.
 - b. **Physiological Flight Category 3 and Remotely Piloted Air Systems (RPAS) – Military**. As a minimum, military Supernumerary Crew **should** hold a Joint Medical Employment Standard (JMES) of A4 L2 M4 E2.

¹⁰ As approved under the Contractor Flying Approved Organization Scheme (Refer to RA 2501 – Contractor Flying Approved Organization Scheme).

¹¹ Refer to RA 2307 – Rules of the Air.

¹² Refer to RA 2130 – Safety Equipment, Survival Drills and Training.

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2340(1)**

c. **Physiological Flight Category 3 and RPAS – Civilian.** As a minimum, civilian Supernumerary Crew **should** meet the medical standards for a Driver and Vehicle Licensing Agency (DVLA) Group 1 Licence and complete the Civilian Supernumerary Crew Medical Self Declaration form¹³.

12. If any doubt exists regarding the required JMES for Supernumerary Crew within their AoR, ADH **should** consult with the Command Flight Medical Officer (CFMO)(RAF), SO1 Aviation Medicine (Joint Helicopter Command (JHC)) or respective Command Advisor Aviation Medicine (RN / Army); AM(MF) **should** consult with the CFMO(RAF).

Certificate of Competence

13. Supernumerary Crew **should** hold a Certificate of Competence¹⁴.

14. ADH and AM(MF) **should** define the content of the Certificate of Competence for Supernumerary Crew within their AoR based on the activity that is being conducted.

15. ADH and AM(MF) **should** issue orders detailing the Supernumerary Crew competence levels required for the safe operation of Air Systems within their AoR in terms of experience, qualifications and skill sets for each Air System and role.

16. ADH and AM(MF) **should** issue orders that detail the format and content of the Certificate of Competence for Supernumerary Crew within their AoR.

17. The Certificate of Competence **should** be documented in a formal and auditable record to be determined by the ADH / AM(MF).

**Guidance
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2340(1)**

Supernumerary Crew

General

18. Due to the range of activity that takes place on military registered Air Systems, ADH and AM(MF) orders will provide specific direction to their AoR as to how this RA is to be applied and define the minimum requirements to ensure that the RtL associated with the employment of Supernumerary Crew within their AoR remains ALARP and Tolerable.

Medical Employment Standards for Supernumerary Crew

19. Due to the range of activities in which Supernumerary Crew may be employed, this RA requires ADH and AM(MF) to consider the activities within their AoR in which Supernumerary Crew operate and to ascertain the correct medical and anthropometric requirements.

20. Military and civilian Aircrew holding an appropriate and valid Aircrew JMES may be employed as Supernumerary Crew without additional medical examination, subject to the anthropometric clearance required for the Air System.

21. The Medical Standard required for a DVLA Group 1 Licence is based on a 20% risk of incapacitation of the individual. Where Supernumerary Crew are likely to be employed in safety critical roles on an Air System, ADH / AM(MF) may wish to increase the minimum civilian Medical Employment Standard (MES) to DVLA Group 2 – HGV, which is based on a 2% risk of incapacitation of the individual.

Certificate of Competence

22. The Supernumerary Crew Certificate of Competence will provide auditable evidence that the individual has achieved the level of competency required by ADH / AM(MF) orders to operate / be employed on the Air System.

¹³ This can be found on the MAA websites.

¹⁴ A Certificate of Competence **should** be issued using the same process as for Aircrew; refer to RA 2102 – Aircrew Competence in Role.

**Regulation
2340(2)**

Supernumerary Support Crew

2340(2) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the carriage of Supernumerary Support Crew on military registered Air Systems within their AoR.

**Acceptable
Means of
Compliance
2340(2)**

Supernumerary Support Crew

General

23. An individual, military or civilian, **should** be categorized and authorized as Supernumerary Support Crew when they are carried on an Air System to conduct specific duties essential to the execution of the Air System's mission or task, but are not required to carry out those duties while in flight or ground taxiing, and are not otherwise authorized as a Passenger iaw RA 2340(3). The specific duty **should not** have an active role in achieving the purpose of the authorized flight but **should** contribute to its overall conduct through pre or post flight activity.
24. ADH and AM(MF) **should** publish orders that define the Supernumerary Support Crew roles within their AoR.
25. Supernumerary Support Crew **should not** be unnecessarily exposed to hazardous flight profiles.
26. ADH and AM(MF) **should** ensure that Supernumerary Support Crew are only carried on military registered Air Systems within their AoR where there is a justifiable and valid Service or DCFO¹⁰ requirement.
27. ADH and AM(MF) **should** publish orders or instructions that detail, as a minimum:
- a. The required Supernumerary Support Crew qualifications and competence levels within their AoR;
 - b. The approval and authorization process to be followed for Supernumerary Support Crew to be carried on Air Systems within their AoR;
 - c. When Supernumerary Support Crew are prohibited from being carried on Air Systems within their AoR (they **should not** be carried during Simulated IF where no SQEP safety lookout is present)¹¹;
 - d. The minimum Aircrew qualifications, experience or currency required to carry Supernumerary Support Crew;
 - e. Prohibited flight profiles, training events or manoeuvres for flights involving Supernumerary Support Crew;
 - f. The safety and survival drill requirements¹² for Supernumerary Support Crew;
 - g. The wearing and carriage requirements¹² of approved AEA and safety equipment including the level of survival equipment to be available to, or issued to, Supernumerary Support Crew according to the likely hazards that might be met in the event of an emergency.
28. To be authorized as Supernumerary Support Crew, the duty that an individual is performing on an Air System **should not** take place while the Air System is in flight or ground taxiing. An individual whose role or duty is associated with activity during flight or ground taxiing **should** be authorized as Supernumerary Crew iaw RA 2340(1).
29. Supernumerary Support Crew **should not** handle Air System flying controls during flight or ground taxi.

Approval and Authorization

30. For all Supernumerary Support Crew flights, ADH and AM(MF) **should** appoint approving officers iaw Annex A.
31. Approving officers **should**, in the first instance, assure themselves that the flight is appropriate, before approving the flight iaw Annex A.

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32. Medical approval for the flight **should**:
- Be iaw Annex A and;
 - Take into account the Supernumerary Support Crew's anthropometric fitness for the Air System.
33. The Authorizing Officer or Aircraft Commander **should** seek medical advice from a Military Aviation Medical Examiner (MAME) for any Supernumerary Support Crew whose fitness is in doubt.

Physiological Flight Categories

34. Physiological flight categories for all Supernumerary Support Crew **should** be iaw AP1269A – Assessment of Medical Fitness and Annex A).

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2340(2)**

Supernumerary Support Crew

General

35. Due to the range of activity that takes place on military registered Air Systems, ADH and AM(MF) orders will provide specific direction to their AoR as to how this RA is to be applied and define the minimum requirements to ensure that the RtL associated with the carriage of Supernumerary Support Crew within their AoR remains ALARP and Tolerable.

**Regulation
2340(3)**

Passengers - General

- 2340(3) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the carriage of Passengers on military registered Air Systems within their AoR.

**Acceptable
Means of
Compliance
2340(3)**

Passengers - General

General

36. All personnel, military or civilian, who are not authorized as the Air System's Aircrew, Supernumerary Crew or Supernumerary Support Crew for a flight **should** be categorized and authorized as Passengers. Due to the broad nature of the method in which Passengers are carried, the following sub-categories **should** be used:
- Routine Air Transport Passengers.
 - Tactical Passengers.
 - Familiarization Flight Passengers⁵.
 - Air Experience Flight Passengers⁹.
37. ADH and AM(MF) **should** ensure that Passengers are only carried on Air Systems within their AoR where there is a justifiable and valid Service or DCFO¹⁰ requirement.
38. Passengers **should not** be unnecessarily exposed to hazardous flight profiles.
39. ADH and AM(MF) orders or instructions **should** detail the following:
- The application of RA 2340 (4), (5), (6) and (7) to activity within their AoR;
 - The approval and authorization process to be followed for Passenger flights;
 - Any limitations, based on physiology, to be applied to ensure the safe carriage of passengers on Air Systems within their AoR (ie age, weight, height, anthropometrics etc);
 - Aircrew qualifications and / or experience required to fly Passengers;
 - The prohibited flight profiles, training events or manoeuvres for flights involving Passengers within their AoR (they **should not** be carried during Simulated IF where no SQEP safety lookout is present)¹¹;
 - Safety and survival drill requirements¹² for Passengers;

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2340(3)**

- g. The wearing and carriage requirements¹² of approved AEA and safety equipment, including the level of survival equipment to be available to, or issued to Passengers according to the likely hazards that might be met in the event of an emergency;
- h. Passenger approach, boarding and departure procedures.

Approval and Authorization

- 40. For all Passenger flights, ADH and AM(MF) **should** appoint approving officers iaw Annex A.
- 41. Approving officers **should**, in the first instance, assure themselves that the flight is appropriate, before approving the flight iaw Annex A.
- 42. Medical approval for the flight **should**:
 - a. Be iaw Annex A and;
 - b. Take into account the Passenger's anthropometric fitness for the Air System.
- 43. The Authorizing Officer or Aircraft Commander **should** seek medical advice from a MAME for any Passenger whose fitness is in doubt.

Physiological Flight Categories (Passenger)

- 44. Physiological flight categories for all Passengers **should** be iaw AP1269A – Assessment of Medical Fitness and Annex A.

Authority of the Aircraft Commander

- 45. Passengers **should** be made aware that, regardless of rank, they are subordinate to the Aircraft Commander and crew for the duration of the flight in all matters relating to the direction and handling of the Air System and the safety of its Passengers, crew and equipment.

Emergencies, Safety and Survival Equipment, and Briefing

- 46. Before any flight in military registered Air Systems, Passengers **should** receive a safety briefing that covers as a minimum¹⁵:
 - a. Air System emergencies (including ditching / ejection), safety and survival systems, methods of escape, and likely rescue methods;
 - b. Use of protective clothing, safety and survival equipment;
 - c. Forbidden items that are not to be carried or used in the Air System;
 - d. Baggage handling and stowage;
 - e. Procedures before and after flight;
 - f. Facilities and use of the Air System's emergency systems and pertinent survival drills;
 - g. Use of switches or other controls for comfort, or for the safe operation of the Air System;
 - h. Loose articles and Foreign Object Damage / Debris;
 - i. Any other safety-critical Air System equipment and systems that they might have cause to interact with either intentionally or unintentionally;
 - j. Dangers of interfering with Air System controls;
 - k. Air System approach, boarding and departure procedures.
 - l. The use of Portable Electronic Devices.
- 47. Safety and survival equipment briefings **should** be given by Aircrew with a CQT or Certificate of Competence for the Air System, or suitably qualified survival

¹⁵ Due to the nature of Tactical Passenger flights it may not always be possible for some Tactical Passengers to receive a full pre-flight brief. See RA 2340(5) for details on reduced briefing requirements for some Tactical Passengers.

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equipment personnel. Emergency and ditching / ejection briefings **should** only be given by Aircrew with a valid CQT or Certificate of Competence for the Air System.

48. The Aircraft Commander **should** ensure that Passengers do not carry unrestrained articles that might affect the operation of Air System equipment, systems or flying controls¹⁶.

49. Authorizing Officers, Aircraft Commanders or those responsible for safety briefings **should** deny or withdraw Passenger approval to fly if they are not satisfied that a Passenger has fully understood the safety briefing, or that a Passenger is incapable of carrying out briefed emergency procedures.

Carriage of Passengers During Display Flying, Flypasts and Role Demonstrations

50. Passengers **should not** be carried during Display Flying¹⁷.

51. ADH / AM(MF) orders **should** detail when Passengers may be carried during Flypasts and Role Demonstrations within their AoR.

52. ADH / AM(MF) orders **should** detail the approval and authorization process to be followed when Passengers are carried on Flypasts and Role Demonstrations.

Boarding Procedures and Supervision for Helicopters

53. Passengers **should** board or depart the helicopter under the supervision of a crew member or suitably authorized personnel as detailed within ADH / AM(MF) orders.

54. Boarding procedures for helicopters **should** take into account rotor blade 'sail'.

55. Aircraft Commanders **should not** allow Passengers beneath rotor blades while they are engaging or disengaging.

56. Passengers **should not** be permitted under rotating rotor blades unless authorized by the handling pilot.

57. Passengers travelling in the cabin of a helicopter **should** be supervised by a member of the Air System's Aircrew. In helicopters where the cockpit is integral with the cabin, this supervisory requirement **should** only be relaxed at the discretion of the Authorizing Officer.

58. Passengers **should** be suitably secured at all times when the helicopter is moving, except when authorized by the Aircraft Commander. The Aircraft Commander **should** take the following into account when allowing Passengers to unstrap or move about the helicopter:

- a. The security of cabin doors and hatches;
- b. The availability of dispatcher harnesses and connection to a serviceable intercom system;
- c. Essential mission or training requirements;
- d. Poor weather, especially anticipated turbulence;
- e. The ability of crew members to manage emergencies.

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Material
2340(3)**

Passengers - General

General

59. **Familiarization Flight Passengers**⁵. The Passenger may be permitted to handle⁶ Air System controls or operate systems and occupy a crew position that routinely⁷ requires a CQT, provided that the Passenger is qualified Aircrew⁸.

60. **Air Experience Flight Passengers**⁹. Such flights may include the handling of Air System flying controls by the Passenger and will normally be subject to greater restrictions than Familiarization Flights.

¹⁶ Refer to RA 2309(3): Carriage of Loose Articles and Stores; and RA 2360 – Portable Electronic Devices.

¹⁷ Refer to RA 2335 – Flying Displays, Display Flying, Role Demonstrations and Flypasts.

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61. **Medical Examination.** Aircrew holding a valid Aircrew JMES may fly as Passengers without additional medical examination subject to anthropometric clearance¹⁸ as required. law RA 2135¹⁹, consideration must be given to the relevance of their aviation medicine knowledge for the intended flight. The medical assessment and level of aviation medicine training required of all other Passengers is related to the category and frequency of flight as detailed in AP1269A and at Annex A.

Safety Responsibility for Passengers

62. The specific operational role, mission or task may dictate the level of safety and survival equipment to be provided to Passengers as there will be occasions where the requirement for troops to wear full safety and survival equipment may not be compatible with operational effectiveness. Where ADH / AM(MF) allow levels of safety and survival equipment to be reduced to facilitate a 'train-as-you-fight' approach, this activity must be specifically reflected within the Air System Safety Case law RA 1205²⁰.

Emergencies, Safety and Survival Equipment, and Briefing

63. **Passenger Briefing Cards and Videos.** Passenger Briefing Cards and video presentations may be used as an aid to Passenger briefing.

Carriage of Passengers During Display Flying, Flypasts and Role Demonstrations

64. Display Flying, Flypasts and Role Demonstrations can involve an increase in RtL over normal operating and must be managed appropriately, law RA 2335¹⁷.

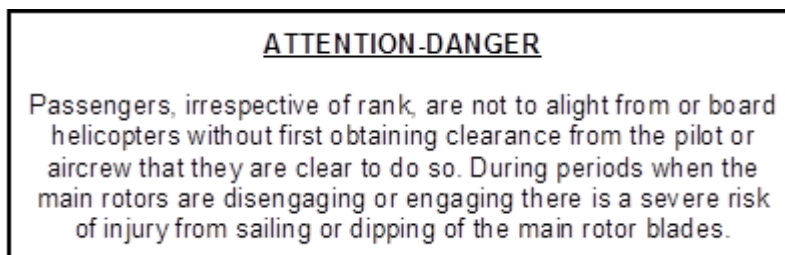
65. To provide assurance of the processes that manage this RtL, this RA prevents the carriage of Passengers during Display Flying unless MAA approval has been granted by following the AAMC / Waiver / Exemption processes described in MAA03²¹.

66. This RA allows ADH and AM(MF) to determine the conditions where Passengers may be carried during Flypasts and Role Demonstrations. Where an ADH and AM(MF) allows the carriage of passengers during Flypasts and Role Demonstrations, this activity must be specifically reflected within the Air System Safety Case law RA 1205²⁰.

Boarding Procedures and Supervision for Helicopters

67. **Helicopter Safety Notice.** A notice will be prominently displayed in all helicopter cabins as follows:

Figure 1. Passenger Notice.



Note:

For Aircraft under-pinned by a civil Type Certificate, it may not be possible to affix the above notice to the Aircraft cabin. In this situation crews will ensure that a briefing card containing the information in the notice above is brought to the attention of all Passengers prior to or immediately after boarding the Aircraft.

68. **Helicopter Blade Sail.** In gusty or turbulent conditions some helicopter main rotors are liable to 'sail', and the effect of this has been known to make them dip low enough to hit the ground or deck. This can occur at any time, but the effect is particularly marked when the rotors are being engaged or disengaged.

¹⁸ Refer to RA 2130(6): Ejection Seat Anthropometrics; and RA 2135 - Aircrew Medical Requirements.

¹⁹ Refer to RA 2135 – Aircrew Medical Requirements.

²⁰ Refer to RA 1205 – Air System Safety Cases.

²¹ Refer to MAA03: Military Aviation Authority Regulatory Processes.

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2340(3)**

Passenger Records

69. The Passenger Briefing Form¹³ is designed to capture the minimum details required to be recorded for Familiarization and Air Experience Flight Passenger flying. Locally produced variants of this form or local processes may be used provided they capture, as a minimum, all the details contained within the Passenger Briefing Form¹³ for each Passenger. While the Passenger Briefing Form¹³ is not mandated for Tactical Passengers, this form may be an appropriate template for Tactical Passenger flights where it is practical to complete.

**Regulation
2340(4)**

Routine Air Transport Passengers

2340(4) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the carriage of Routine Air Transport Passengers on military registered Air Systems within their AoR.

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Compliance
2340(4)**

Routine Air Transport Passengers

General

70. The Authorizing officer and Aircraft Commander **should** be satisfied that:
- a. The requirements of JSP800 are met for Routine Air Transport Passengers;
 - b. The names of Routine Air Transport Passengers have been recorded and retained outwith the Aircraft for the duration of the flight iaw JSP800.

**Guidance
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2340(4)**

Routine Air Transport Passengers

71. This regulation must be read in conjunction with RA 2340(3).

**Regulation
2340(5)**

Tactical Passengers

2340(5) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the carriage of Tactical Passengers on military registered Air Systems within their AoR.

**Acceptable
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Compliance
2340(5)**

Tactical Passengers

General

72. ADH / AM(MF) orders **should** state the restrictions to be applied within their AoR when Tactical Passengers are carried.
73. Tactical Passengers **should not** handle Air System flying controls or operate Air System systems.
74. Tactical Passengers **should not** be carried during:
- a. Practice emergencies;
 - b. ► Air Combat Manoeuvring, Basic Fighter Manoeuvres and Basic Helicopter Manoeuvres ◀ (except for dedicated Special Forces training).
75. ADH / AM(MF) orders **should** detail the approval and authorization process and any applicable restrictions to be applied when Tactical Passengers are carried during:
- a. Test and Evaluation flying;
 - b. Simulated emergencies;
 - c. Post-Maintenance test flights;
 - d. Dedicated Special Forces ► Air Combat Manoeuvring, Basic Fighter Manoeuvres and Basic Helicopter Manoeuvres. ◀

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Compliance
2340(5)**

Passenger Briefing

76. It might not always be possible for Tactical Passengers to receive a pre-flight brief iaw RA 2340(3)²². ADH / AM(MF) **should** stipulate in orders:

- a. The reduced briefing requirements to be applied in such situations;
- b. When the reduced briefing can be applied;
- c. Who is able to conduct such briefings where Aircrew with a CQT for the Air System or suitably qualified survival equipment personnel are not present.

77. The dispensation for reduced briefings **should not** apply to the carriage of Cadet Forces.

78. The Aircraft Commander **should** ensure that Tactical Passenger briefing arrangements are in place prior to the sortie.

Approval and Authorization

79. The Aircraft Commander **should** be satisfied that as far as practicable, Tactical Passengers:

- a. Have received and understood the minimum briefing requirements stipulated by ADH / AM(MF) orders or instructions;
- b. Are confirmed medically fit for the flight being undertaken iaw Annex A and their anthropometrics are within limits;
- c. Who are carried as Aeromedical patients, are reviewed in advance by medical staff and deemed fit to either travel unassisted or assisted by additional Aeromedical escorts.

Passenger Records

80. **Passenger Manifest.** The names of all Tactical Passengers **should** be recorded and retained outwith the Aircraft for the duration of the flight by either:

- a. The flight authorization record or on a suitable Passenger manifest¹³, or;
- b. When Passengers are carrying out a recognized military task or essential training and it is impractical to record their details, the parent authority of the Passengers or the tasking authority for such movements **should** retain a list of those personnel until the flight is complete and all personnel have been accounted for.

81. The Aircraft Commander **should** ensure that a suitable method of recording Passenger details is in place prior to flight.

**Guidance
Material
2340(5)**

Tactical Passengers

82. This regulation must be read in conjunction with RA 2340(3).

Passenger Records

83. While the Passenger Briefing Form¹³ is not mandated for Tactical Passengers, this form may be an appropriate template for Tactical Passenger flights where it is practical to complete before flight (ie the Passengers are collocated where the flight is commencing) to provide auditable evidence of pre-flight briefings and medical self-certification.

**Regulation
2340(6)**

Familiarization Flight Passengers

2340(6) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the carriage of Familiarization Flight Passengers on military registered Air Systems within their AoR.

²² Such situations might include where Passengers are collected from ships, field locations or other remote areas.

**Acceptable
Means of
Compliance
2340(6)**

Familiarization Flight Passengers

General

84. Familiarization Flight Passengers **should** be Aircrew¹.
85. ADH / AM(MF) orders **should** state the restrictions to be applied within their AoR when Familiarization Flight Passengers are carried. As a minimum, these orders **should** include:
- a. The minimum flying qualifications, experience and skill sets required for Familiarization Passengers;
 - b. The training packages required for Familiarization Flight Passengers.
86. Familiarization Flights that include the handling of Air System flying controls by the Passenger **should** be carried out in an Air System fitted with dual controls and supervised from a control position by an appropriately qualified Aircrew Instructor.
87. Handling of an Air System's flying controls by a Familiarization Flight Passenger **should** only be undertaken when the characteristics of an Air System and / or its systems cannot be adequately demonstrated in a Flight Simulator Training Device. ADH / AM(MF) orders **should** state when it is more appropriate for the characteristics of an Air System and / or its systems to be demonstrated in flight.
88. Familiarization Flight Passengers **should not** handle Air System flying controls, operate Air System systems, or occupy a CQT crew position during any of the following profiles / events²³:
- a. Operational tasks;
 - b. Practice emergencies;
 - c. Post-Maintenance test flights;
89. If ADH / AM(MF) orders allows Familiarization Flight Passengers to be carried, consideration **should** be given as to whether it is appropriate for Familiarization Flight Passengers to handle Air System flying controls, operate Air System systems, or occupy a CQT crew position during the following profiles / events²³:
- a. Test and Evaluation test points;
 - b. When other Passengers or non-essential personnel are being carried;
 - c. Weaponry;
 - d. Simulated emergencies;
 - e. ► Air Combat Manoeuvring, Basic Fighter Manoeuvres and Basic Helicopter Manoeuvres; ◀
 - f. Low Flying;
 - g. Mountain flying;
 - h. Air Drop - personnel or stores;
 - i. Night flying;
 - j. Formation flying;
 - k. Hovering in confined areas;
 - l. Flight in Instrument Meteorological Conditions (IMC);
 - m. Take-off and landing.

Approval and Authorization

90. The Authorizing Officer **should** confirm and indicate via signature on the Passenger Briefing Form¹³ that the requirements listed within the form have been completed for Familiarization Flight Passengers.

²³ This list is not exhaustive and ADH / AM(MF) **should** provide additional detail as necessary.

**Acceptable
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Compliance
2340(6)**

91. The Aircraft Commander **should** be satisfied that the Authorizing Officer has signed the Passenger Briefing Form¹³ for Familiarization Flight Passengers.

Passenger Records

92. The flight authorization record **should** be used, or a suitable Passenger manifest¹³ (to be retained with the flight authorization record).

93. A Passenger Briefing Form¹³ **should** be completed before flight for all Familiarization Flight Passengers, which **should** be retained with the flight authorization record.

**Guidance
Material
2340(6)**

Familiarization Flight Passengers

94. This regulation must be read in conjunction with RA 2340(3).

**Regulation
2340(7)**

Air Experience Flight Passengers

2340(7) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the carriage of Air Experience Flight Passengers on military registered Air Systems within their AoR.

**Acceptable
Means of
Compliance
2340(7)**

Air Experience Flight Passengers

General

95. ADH / AM(MF) orders **should** state the restrictions to be applied within their AoR when Air Experience Flight Passengers are carried.

96. Air Experience Flight Passengers **should** only occupy a seat that does not demand an Aircrew occupant⁷.

97. Air Experience Flight Passengers **should** only handle Air System flying controls in Air Systems fitted with dual controls.

98. The following profiles / events²³ **should not** be undertaken during flights with Air Experience Flight Passengers:

- a. Operational tasks;
- b. Practice emergencies;
- c. Post-Maintenance test flights;

99. Air Experience Flight Passengers **should not** handle Air System flying controls or operate Air System systems during the following profiles / events²³:

- a. Test and Evaluation test points;
- a. When other Passengers or non-essential personnel are being carried;
- b. Weaponry;
- c. Simulated emergencies;
- d. ► Air Combat Manoeuvring, Basic Fighter Manoeuvres and Basic Helicopter Manoeuvres; ◀
- e. Low flying;
- f. Mountain flying;
- g. Air Drop - personnel or stores;
- h. Night flying;
- i. Formation flying;
- j. Hovering in confined areas;
- k. Flight in IMC;

**Acceptable
Means of
Compliance
2340(7)**

- i. Take-off and landing.

Approval and Authorization

100. The Authorizing Officer **should** confirm and indicate via signature on the Passenger Briefing Form¹³ that the requirements, as listed within the form, have been completed for Air Experience Flight Passengers.

101. The Aircraft Commander **should** be satisfied that the Authorizing Officer has signed the Passenger Briefing Form¹³ for Air Experience Flight Passengers.

Passenger Records

102. The flight authorization record **should** be used, or a suitable Passenger manifest¹³, (to be retained with the flight authorization record).

103. A Passenger Briefing Form¹³ **should** be completed before flight for all Air Experience Flight Passengers, which **should** be retained with the flight authorization record.

**Guidance
Material
2340(7)**

Air Experience Flight Passengers

104. This regulation must be read in conjunction with RA 2340(3).

**Regulation
2340(8)**

Carriage of VIP Passengers

2340(8) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the carriage of VIP Passengers on military registered Air Systems within their AoR.

**Acceptable
Means of
Compliance
2340(8)**

Carriage of VIP Passengers

105. The approval of the Head of Royal Travel **should** be obtained before a Royal Flight is carried out in military registered Air Systems.

106. ADH and AM(MF) **should** take Societal Concern into account when approving the carriage of VIPs as Passengers in military registered Air Systems and:

- a. **Should** provide guidance on persons deemed to hold VIP status²⁴;
- b. **Should** define the specific experience level and qualifications required by Aircraft Commanders (and other crew as applicable) before they can be considered for flying VIPs.

**Guidance
Material
2340(8)**

Carriage of VIP Passengers

107. The Head of Royal Travel is contactable via the Royal Household switchboard.

**Regulation
2340(9)**

Carriage of Cadets as Passengers

2340(9) ADH and AM(MF) **shall** publish orders that detail the requirements regarding the carriage of Cadet Forces as Passengers on military registered Air Systems within their AoR.

**Acceptable
Means of
Compliance
2340(9)**

Carriage of Cadets as Passengers

108. Members of Cadet Forces **should** only fly as Passengers in military registered Air Systems provided that:

- a. The cadets are conducting authorized activities;

²⁴ Further tri-service guidance on VIP status is in Appendix 44 to J741, Queen's Regulations for the Royal Air Force.

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Compliance
2340(9)**

- b. The flight does not extend beyond the UK territorial boundaries or the territorial boundaries of a military airfield / unit abroad unless approved by the appropriate Commander;
- c. Flights in single-engine Aircraft do not proceed over water unless within range of a suitable forced landing area;
- d. Each cadet has a certificate giving:
 - (1) The written consent of their parent or guardian and;
 - (2) For cadets still at school the written permission of the Head of School for any flying activity arranged by the school which takes place during school time.

109. The safety and duty of care arrangements for the carriage of cadets undertaken outside the Cadet HQ's AoR **should**:

- a. Be reflected in the orders of the relevant ADH or AM(MF);
- b. Include proof of membership of the respective Cadet Force organization and proof of parental / guardian permission to fly;
- c. Include requirements for the briefing of cadets at least as stringent as those for other Passengers;
 - (1) The dispensation for reduced Tactical Passenger briefings at RA 2340(5) **should not** be used for the carriage of cadets.

110. Arrangements for the flying of Cadet Forces with Volunteer Gliding Squadrons, Air Experience Flights²⁵ or the Air Cadet Pilot Scheme **should** be in accordance with the detailed Cadet Force management arrangements specified by Cadet HQ and the relevant ADH or AM(MF) orders.

Passenger Records

111. A Passenger Briefing Form¹³, or equivalent local variant / process, **should** be completed for the carriage of cadets, unless the flight is classified as a Routine Air Transport flight.

Medical Standards for Cadets Carried as Air Experience Flight Passengers

112. Cadets carried as Air Experience Flight Passengers **should** meet the medical standards defined in Annex A.

**Guidance
Material
2340(9)**

Carriage of Cadets as Passengers

113. This regulation must be read in conjunction with RA 2340(3).

114. For the purposes of this RA, Cadet Forces are defined as

- a. The MOD-Sponsored Cadet Forces listed in JSP 814²⁶;
- b. The MOD-Recognized Youth Organizations listed in JSP 814 who have been formally recognized by the MOD through a RAF General Administrative Instruction or equivalent single-Service document.

115. Further guidance on the recognition of Cadet Forces can be found in JSP 814 and 2017DIN05-019 - Support to Non MOD-Sponsored Cadet Units and Organizations.

**Regulation
2340(10)**

Carriage of Working Dogs

2340(10) ADH and AM(MF) **shall** detail the requirements regarding the carriage of Working Dogs on military registered Air Systems within their AoR.

²⁵ This refers to specific Air Experience Units, not the type of Passenger flight.

²⁶ JSP 814 – Policy and Regulations for MOD - Sponsored Cadet Forces.

**Acceptable
Means of
Compliance
2340(10)****Carriage of Working Dogs**

116. In addition to the requirements of JSP800 for the movement of animals:

- a. All dogs **should** be muzzled, restrained on a leash, and accompanied by a dog handler, while inside or in the vicinity of the Aircraft;
- b. Dog handlers **should** occupy a rear seat in the Aircraft, with the animal restrained between their legs;
- c. Aircraft Commanders **should** ensure that dog handlers are aware of the safe procedures for boarding and departing the Aircraft.

**Guidance
Material
2340(10)****Carriage of Working Dogs**

117. Nil.

ANNEX A - PASSENGER AND SUPERNUMERARY SUPPORT CREW APPROVALS

Physiological Flight Categories	1 (See Note 1)	2	3 (See Note 2)
Definition	Cabin altitude exceeding 18,000 ft; and / or rates of ascent / descent greater than 10,000 ft / min; and / or acceleration forces exceeding +4.5 g or -1 g.	All flights in ejection seat Aircraft but of lesser severity than Category 1 flights. Due to the enhanced protection afforded by its AEA, Category 2 limits for Typhoon are extended to include cabin altitudes of up to 20,000 ft with no greater than 15 mins above 18,000 ft, and acceleration forces not exceeding +7 g or -1 g.	Flight conditions less severe than Category 2 and flights in normal Passenger carrying Air Systems.
Approval for Flight: Civilian Personnel (See Note 3)	Commanding Officers, of at least OF4 rank, who have been formally empowered to approve the carriage of civilian personnel within their AoR by ADH orders or instructions; or, Flight Operations post holders, who have been formally empowered to approve the carriage of civilian personnel within their AoR by AM(MF) ²⁷ orders or instructions.	Commanding Officers, of at least OF4 rank, who have been formally empowered to approve the carriage of civilian personnel within their AoR by ADH orders or instructions; or, Flight Operations post holders, who have been formally empowered to approve the carriage of civilian personnel within their AoR by AM(MF) ²⁷ orders or instructions.	
Approval for Flight: Service Personnel ²⁸ (See Note 3)	Commanding Officers, of at least OF4 rank, who have been formally empowered to approve the carriage of Service personnel within their AoR by ADH orders or instructions; or, Flight Operations post holders, who have been formally empowered to approve the carriage of Service personnel within their AoR by AM(MF) ²⁷ orders or instructions.	Commanding Officers, of at least OF3 rank, who have been formally empowered to approve the carriage of Service personnel within their AoR by ADH orders or instructions; or, Flight Operations post holders, who have been formally empowered to approve the carriage of Service personnel within their AoR by AM(MF) ²⁷ orders or instructions.	
Medical Approval : Civilian and Service Personnel ²⁸ (See Note 4)	Occasional / Frequent Examination/Anthropometry iaw AP1269A Lflt 3-03 Annex C. All individuals should hold a minimum JMES of A4 L2 M4 E2, MFD or meet this equivalent standard if civilian. Further advice on fitness and JMES can be sought from CFMO (RAF) Hd AvMed RN or CA AvMed (Army).	Occasional / Frequent Examination / Anthropometry iaw AP1269A Lflt 3-03 Annex C. All individuals should hold a minimum JMES of A4 L2 M4 E2, MFD or meet this equivalent standard if civilian. Further advice on fitness and JMES can be sought from CFMO (RAF) Hd AvMed RN or CA AvMed (Army).	Medical examination is not normally required. Familiarization Flight, Supernumerary Support Crew and Air Experience Flight Passengers self-certify using the Passenger Briefing Form ¹³ . Cadets carried as Air Experience Flight Passengers should meet the medical standard defined in AP1269A, Leaflet 3-03, Annex F. If the Aircraft Commander has any doubts regarding a Passenger's fitness to fly, a MAME should be contacted.

²⁷ Refer to RA 1024 – Accountable Manager (Military Flying).²⁸ Regular and Reserve.

Notes:

1. The Passenger or Supernumerary Support Crew **should** have had the appropriate elementary practical instruction on hypoxia and the use of oxygen equipment.
2. Approval to fly and medical administration prior to flight for Routine Air Transport Passenger flights is governed by JSP800.
3. This responsibility may be delegated to an individual deemed to be suitably qualified and experienced to approve flight for passengers and Supernumerary Support Crew. Where this responsibility is delegated:
 - a. It **should** be done in writing;
 - b. An auditable record of the delegation **should** be retained with the flight authorization record;
 - c. ADH / AM(MF) orders or instructions **should** detail the process within their AoR for delegating authority to approve flight for passengers.
4. A Passenger who undertakes no more than one flight in a four-month period is classed as undertaking an 'occasional' flight whereas Passengers who exceed this frequency are classed as undertaking 'frequent' flights. However, in the case of Service personnel flying as Passengers to undertake an operational task, the series of flights required to complete the task might be considered a single 'occasional' flight. Such personnel undertaking more than one operational task of this nature in a four-month period are considered to be undertaking 'frequent' flying.