

NPA/24/32

Title of Proposal: RA 2340

RA(s) or Manual Chapter(s): RA 2340 - Supernumerary Crew, Supernumerary Support Crew and Passengers

Organizations and / or business sectors affected: All of the Regulated Community (RC).

RFC Serial No: MAA/RFC/2021/151, 2022/192, 2022/192, 2022/217, 2023/133, 2023/177, 2024/030, 2024/068, 2024/089

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N/A	N/A	N/A	Choose an item.

Cross-references to Other Documents or Relevant Sources

Other MRP Amendments: RA 2135 Issue 12

Service Inquiry Recommendations: N/A

AAIB Recommendations: N/A

Other Investigation Recommendations: N/A

Any Other Document: N/A

Feedback Notes for the Regulated Community

The Regulated Community are invited to offer feedback about the proposed amendment in the following areas:

- Air or Flight Safety impact
- Operational impact
- Errors or omissions
- Timescale for implementation
- Cost of implementation

- Amendment to internal processes/orders
- Resourcing the outcome of change
- (Contract amendments because of the change)

The format for feedback is available within a single Excel Template file on both internal and external MAA websites; it is important to use this format to ensure that your responses are considered and answered correctly.

Summary of Proposed Amendment

Objective: Major re-write of this RA

Changes made: Following the re-Issue of RA 2135 - Aircrew and Supernumerary Crew Medical Requirements, there was a need for changes to be made to this RA for coherency. In addition there were several outstanding Requests for Change. As a result, a major re-write was required. The following points were addressed:

The definitions section has been removed as all bar the Supernumerary Support Crew are in MAA 02 Master Glossary. The latter has been added to MAA 02 for review but if not agreed, SSC remain here.

To avoid unnecessary duplication, RA 2340(2) and RA2340(3) have been combined into a single Reg – 2340(2). There are still some specific areas where commonality is not possible. This resulted in some paras referring to only SNC or SSC rather than both.

A small change has been made to para 68 which now requires DHs to “define in orders” rather than just “consider” whether Familiarization Passengers should handle AS controls.

The AMC (para 87) for “Informed” consent has been modified for further clarity with with new GM para 94 to support.

Annex A has been re-formatted and unnecessary duplication removed. SO1 AvMed JAC added asJAC’s PoC for further advice.

Other changes were minor grammatical, capitalizations or simply clarity of wording but did not affect regulatory intent.

Impact Assessment: Negligible

Consultation Period Ends: 19 June 2024

The consultation period for this proposed amendment ends on the stated date. Please send your feedback, using the Response Form, via email to DSA-MAA-MRPEquiries@mod.gov.uk

MAA Approval

Post	Name	Rank	Signature
MAA-OpAssure-Test-DepHd	Redacted	Redacted	Redacted - Original Signed

► This RA has been substantially re-written; for clarity, no change marks are presented – please read the RA in its entirety ◀

RA 2340 - Supernumerary Crew, Supernumerary Support Crew and Passengers

Rationale

On occasion, personnel other than a military registered Air System's Aircrew¹ 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 necessarily 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 Crew¹, Supernumerary Support Crew¹ and Passengers¹ 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).

Contents

2340(1): Supernumerary Crew and Supernumerary Support Crew
2340(2): Withdrawn incorporated into RA 2340(1)
2340(3): Passengers - General
2340(4): Routine Air Transport Passengers
2340(5): Tactical Passengers
2340(6): Familiarization Flight Passengers
2340(7): Air Experience Flight Passengers
2340(8): Carriage of VIP Passengers
2340(9): Carriage of Cadets as Passengers
2340(10): Carriage of Working Dogs

Regulation 2340(1)

Supernumerary Crew and Supernumerary Support Crew

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

Acceptable Means of Compliance 2340(1)

Supernumerary Crew and Supernumerary Support Crew

General

1. ADH and AM(MF) **should** publish orders that define the Supernumerary Crew and Supernumerary Support Crew roles within their AoR.
2. ADH and AM(MF) **should** publish orders that define the Supernumerary Crew medical requirements² within their AoR.
3. ADH and AM(MF) **should** ensure that Supernumerary Crew and Supernumerary Support Crew are only employed³ or carried on military registered Air

¹ Refer to MAA 02 – MAA Master Glossary.

² Refer to RA 2135 – Aircrew and Supernumerary Crew Medical Requirements.

³ This RA uses the term 'employed' as opposed to 'carried' to distinguish that Supernumerary Crew have a role on the Air System while Supernumerary Support Crew and Passengers are carried.

**Acceptable
Means of
Compliance
2340(1)**

Systems within their AoR where there is a justifiable and valid Service or DCFO⁴ requirement.

4. Supernumerary Crew and Supernumerary Support Crew Flight **should** be authorized iaw RA 2306⁵.
5. ADH and AM(MF) **should** publish orders or instructions that detail, as a minimum:
 - a. For both Supernumerary Crew and Supernumerary Support Crew:
 - (1) The required qualifications and Competence levels within their AoR.
 - (2) The approval and authorization process to be employed or carried on Air Systems within their AoR.
 - (3) Any restrictions on operating Air System equipment, Systems or Equipment Not Basic to the Air System (ENBAS)⁶.
 - (4) The minimum Aircrew qualifications, experience or currency required to operate with Supernumerary Crew or Supernumerary Support Crew.
 - (5) Prohibited flight profiles, training events or manoeuvres for flights involving Supernumerary Crew or Supernumerary Support Crew. These **should** include simulated Instrument Flying (IF) where no Suitably Qualified Experienced Person (SQEP) safety lookout is present⁷.
 - (6) The Safety and survival drill requirements⁸.
 - (7) The wearing and carriage requirements⁸ of approved Aircrew Equipment Assemblies (AEA) and Safety equipment including specifying the Survival Equipment (SE) to be available to, or issued to, Supernumerary Crew or Supernumerary Support Crew according to the likely Hazards that might be met in the event of an emergency.
6. ADH and AM(MF) **should** detail in orders instances where Supernumerary Crew who are also appropriately qualified Aircrew⁹ are permitted to handle¹⁰ Air System flying controls, and any changes to the orders and instructions at para 4 that apply. Other Supernumerary Crew or Supernumerary Support Crew **should not** handle Air System Flying Controls.

Medical Employment Standards for Supernumerary Crew

7. Medical Employment Standards for Supernumerary Crew **should** be stipulated by an ADH / AM(MF) in accordance with (iaw) RA 2135².

Certificate of Competence (Supernumerary Crew)

8. Supernumerary Crew **should** hold a valid Certificate of Competence¹¹.
9. ADH and AM(MF) **should** define and detail in orders the format and content of the Certificate of Competence for Supernumerary Crew within their AoR based on the activity that is being conducted.
10. 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.

⁴ As approved under the Contractor Flying Approved Organization Scheme (Refer to RA 1028 – Contractor Flying Approved Organization Scheme).

⁵ Refer to RA 2306 – Authorization of Flights.

⁶ Refer to RA 1340 – Equipment Not Basic to the Air System.

⁷ Refer to RA 2307 – Rules of the Air.

⁸ Refer to RA 2130 – Safety Equipment, Survival Drills and Training.

⁹ Refer to RA 2101 – Aircrew Qualifications.

¹⁰ 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.

¹¹ A Certificate of Competence **should** be issued using the same process as for Aircrew; refer to RA 2102 – Aircrew Competence in Role.

**Acceptable
Means of
Compliance
2340(1)**

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

Approval of Supernumerary Support Crew Flights

12. For all Supernumerary Support Crew flights, ADH and AM(MF) **should** appoint Approving Officers iaw Annex A.

13. Approving Officers **should**, in the first instance, assure themselves that the flight is appropriate, before approving the flight iaw Annex A.

14. Medical Approval for the flight **should**:

- a. Be iaw Annex A and
- b. Take into account the Supernumerary Support Crew's anthropometric fitness for the Air System.

15. 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

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

**Guidance
Material
2340(1)**

Supernumerary Crew and Supernumerary Support Crew

17. Due to the range of activities in which Supernumerary Crew may be employed, the MES for Supernumerary Crew ought to be set² in relation to the Risk to Air Safety if the individual is unexpectedly incapacitated; and the physiological capability required for the role given the Air System environment. This will need to include all phases of flight and ground taxiing. Evidence will be drawn from the Air System Safety Case (ASSC)¹².

Certificate of Competence

18. 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.

**Regulation
2340(2)**

Supernumerary Support Crew

2340(2) Withdrawn incorporated into RA 2340(1).

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

Supernumerary Support Crew

19. Withdrawn incorporated into RA 2340(1).

**Guidance
Material
2340(2)**

Supernumerary Support Crew

20. Withdrawn incorporated into RA 2340(1).

**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.

¹² Refer to RA 1205 – Air System Safety Cases.

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

Passengers - General

General

21. Passengers **should** be categorized¹³ and authorized using the following sub-categories:
- a. Routine Air Transport Passengers.
 - b. Tactical Passengers.
 - c. Familiarization Flight Passengers.
 - d. Air Experience Flight Passengers¹⁴.
22. 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 DCFO⁴ requirement.
23. ADH and AM(MF) orders or instructions **should** detail the following:
- a. The application of RA 2340 (4), (5), (6) and (7) to activity within their AoR.
 - b. The approval and authorization process to be followed for Passenger flights.
 - c. Any limitations, based on physiology, to be applied to ensure the safe carriage of Passengers on Air Systems within their AoR (eg age, weight, height, anthropometrics etc).
 - d. Aircrew qualifications and / or experience required to fly Passengers.
 - e. Prohibited flight profiles, training events or manoeuvres for flights involving Passengers within their AoR including simulated IF where no SQEP safety lookout is present⁷.
 - f. Safety and survival drill requirements⁸ for Passengers.
 - g. The wearing and carriage requirements⁸ of approved AEA and SE, including specifying the SE 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

24. For all Passenger flights, ADH and AM(MF) **should** appoint Approving Officers iaw Annex A.
25. Approving Officers **should**, in the first instance, assure themselves that the flight is appropriate, before approving the flight iaw Annex A.
26. **Medical Approval.** Medical approval for the flight **should** ensure that the medical assessment and level of aviation medicine training required of all Passengers, whether military or civilian, is iaw AP 1269A and Annex A, noting that Aircrew who hold a valid Aircrew MES may fly as Passengers without additional medical examination. Consideration **should** be given to the relevance of the Passenger's aviation medicine knowledge for the intended flight and take into account their anthropometric fitness¹⁵ for the Aircraft.
27. 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)

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

Authority of the Aircraft Commander

29. 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

¹³ A flow diagram can be found at Annex B to aid categorization of Passengers.

¹⁴ 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.

¹⁵ Refer to RA 2130(5): Seat Anthropometrics; and RA 2135 – Aircrew Medical Requirements.

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

direction and handling of the Air System and the Safety of its Passengers, crew and equipment.

Emergencies, Safety and Survival Equipment, and Briefing

30. Before any flight in military registered Air Systems, Passengers **should** receive a Safety briefing that covers as a minimum¹⁶:

- 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 SE.
- 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. Aircraft approach, boarding and departure procedures.
- l. The use of Portable Electronic Devices.

31. Safety and SE briefings **should** be given by Aircrew with a CQT or Certificate of Competence for the Air System, or suitably qualified SE personnel. Emergency and ditching / ejection briefings **should** only be given by Aircrew with a valid CQT or Certificate of Competence for the Air System.

32. The Aircraft Commander **should** ensure that Passengers do not carry unrestrained articles that might affect the operation of Air System equipment, systems or flying controls¹⁷.

33. 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

34. Passengers **should not** be carried during Display Flying¹⁸.

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

36. ADH / AM(MF) orders **should** detail the approval and authorization process to be followed when Passengers are carried on Flypasts and Role Demonstrations¹⁸.

Boarding Procedures and Supervision for Helicopters

37. ADH / AM(MF) **should** detail in orders, personnel who are authorized to supervise Passengers during helicopter boarding or departure and ensure that all such boardings and departures are supervised by these personnel or a crew member.

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

39. Aircraft Commanders **should not** permit Passengers to be under rotating rotor blades unless authorized by the handling pilot.

¹⁶ 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.

¹⁷ Refer to RA 2309(3): Carriage of Loose Articles and Stores; and RA 2360 – Portable Electronic Devices.

¹⁸ Refer to RA 2335 – Flying Displays, Display Flying, Role Demonstrations and Flypasts.

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

40. The helicopter's Aircrew **should** supervise Passengers travelling in the cabin of the Aircraft. In helicopters where the cockpit is integral with the cabin, this supervisory requirement **should** only be relaxed at the discretion of the Authorizing Officer.
41. 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:
- The security of cabin doors and hatches.
 - The availability of dispatcher harnesses and connection to a serviceable intercom system.
 - Essential mission or training requirements.
 - Poor weather, especially anticipated turbulence.
 - The ability of crew members to manage emergencies.

**Guidance
Material
2340(3)**

Passengers - General

Safety Responsibility for Passengers

42. The specific operational role, mission or task may dictate the level of Safety and SE to be provided to Passengers as there will be occasions where the requirement for troops to wear full Safety and SE may not be compatible with operational effectiveness. Where ADH / AM(MF) allow levels of Safety and SE to be reduced to facilitate a 'train-as-you-fight' approach, this activity must be specifically reflected within the ASSC¹².

Emergencies, Safety and Survival Equipment, and Briefing

43. **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

44. Display Flying, Flypasts and Role Demonstrations can involve an increase in RtL over normal operating and must be managed appropriately, iaw RA 2335¹⁸.

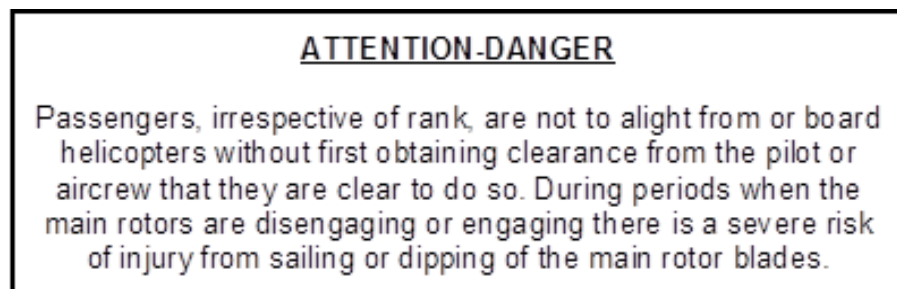
45. To provide Assurance of the processes that manage this RtL, this RA prevents the carriage of Passengers during Display Flying unless MAA Approval has been granted by following the AAMC / Waiver / Exemption processes described in MAA03¹⁹.

46. 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 ASSC¹².

Boarding Procedures and Supervision for Helicopters

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

Figure 1. Passenger Notice.



Note: In situations where the above notice cannot be displayed, 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.

¹⁹ Refer to MAA03: Military Aviation Authority Regulatory Processes.

**Guidance
Material
2340(3)**

48. **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.

49. **Dis-embarkment / Embarkment of Passengers on Unusual Terrain.** Safe Passenger departure or approach routes may be affected by the Aircraft's positioning on unusual terrain. In particular, when positioned on sloping ground, there may be significant increase to RtL as a result of reduced main rotor clearance. This must be considered for inclusion in Passenger briefing iaw para 30 (k).

Passenger Records

50. The Passenger Briefing Form²⁰ 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 Form for each Passenger. While the Passenger Briefing Form 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 Aircraft within their AoR.

**Acceptable
Means of
Compliance
2340(4)**

Routine Air Transport Passengers

General

51. 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
Material
2340(4)**

Routine Air Transport Passengers

52. 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 Aircraft within their AoR.

**Acceptable
Means of
Compliance
2340(5)**

Tactical Passengers

General

53. ADH / AM(MF) orders **should** state the restrictions to be applied within their AoR when Tactical Passengers are carried.
54. Tactical Passengers **should not** handle Aircraft flying controls or operate Aircraft systems.
55. 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.

²⁰ The Passenger Briefing form can be found on the MAA website.

**Acceptable
Means of
Compliance
2340(5)**

56. ADH / AM(MF) orders **should** detail the approval and authorization process and any applicable restrictions to be applied when Tactical Passengers are carried during:
- Test and Evaluation flying.
 - Simulated emergencies.
 - Post-Maintenance test flights.
 - Dedicated Special Forces Air Combat Manoeuvring, Basic Fighter Manoeuvres and Basic Helicopter Manoeuvres.

Passenger Briefing

57. It might not always be possible for Tactical Passengers to receive a pre-flight brief iaw RA 2340(4)²¹. ADH / AM(MF) **should** stipulate in orders:
- The reduced briefing requirements to be applied in such situations.
 - When the reduced briefing can be applied.
 - Who is able to conduct such briefings where Aircrew with a CQT for the Aircraft or suitably qualified SE personnel are not present.
58. The dispensation for reduced briefings **should not** apply to the carriage of Cadet Forces.
59. The Aircraft Commander **should** ensure that Tactical Passenger briefing arrangements are in place prior to the sortie.

Approval and Authorization

60. The Aircraft Commander **should** be satisfied that as far as practicable, Tactical Passengers:
- Have received and understood the minimum briefing requirements stipulated by ADH / AM(MF) orders or instructions.
 - Are confirmed medically fit for the flight being undertaken iaw Annex A and their anthropometrics are within limits.
 - 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

61. **Passenger Manifest.** The names of all Tactical Passengers **should** be recorded and retained outwith the Aircraft for the duration of the flight by either:
- The flight Authorization record or on a suitable Passenger manifest²². or
 - 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.
62. 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

63. This Regulation must be read in conjunction with RA 2340(3).

Passenger Records

64. While the Passenger Briefing Form²⁰ 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

²¹ Such situations might include where Passengers are collected from ships, field locations or other remote areas.

²² The Passenger manifest form can be found on the MAA website.

**Guidance
Material
2340(5)**

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.

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

Familiarization Flight Passengers

General

65. Familiarization Flight Passengers **should** be Aircrew¹.
66. 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.
67. 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.
68. 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.
69. 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.
70. ADH / AM(MF) **should** define in orders 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 / events:
- a. Test and Evaluation testing.
 - b. When other Passengers or non-essential personnel are being carried.
 - c. Simulated emergencies.
 - d. Weaponry.
 - 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.

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

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

- k. Hovering in confined areas.
- l. Flight in Instrument Meteorological Conditions (IMC).
- m. Take-off and landing.

Approval and Authorization

71. The Authorizing Officer **should** confirm and indicate via signature on the Passenger Briefing Form²⁰ that the requirements listed within the form have been completed for Familiarization Flight Passengers.

72. The Aircraft Commander **should** be satisfied that the Authorizing Officer has signed the Passenger Briefing Form²⁰ for Familiarization Flight Passengers.

Passenger Records

73. Familiarization Flight Passenger details **should** be recorded in the flight Authorization record or a suitable Passenger manifest. Where a Passenger manifest form is used, this **should** be retained with the flight Authorization record. A Passenger Briefing Form²⁰ **should** be completed before flight for all Familiarization Flight Passengers and retained with the flight Authorization record.

**Guidance
Material
2340(6)**

Familiarization Flight Passengers

74. 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

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

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

77. Air Experience Flight Passengers **should** only handle Air System flying controls in Air Systems fitted with dual controls and be supervised from a control position by an appropriately qualified Aircrew Instructor.

78. 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.

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

- a. Test and Evaluation testing.
- a. When other Passengers or non-essential personnel are being carried.
- b. Weaponry.
- c. Simulated emergencies.

Acceptable Means of Compliance 2340(7)

- d. Air Combat Manoeuvring, Basic Fighter Manoeuvres and Basic Helicopter Manoeuvres²⁴.
- 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.
- l. Take-off and landing.

Approval and Authorization

80. The Authorizing Officer **should** confirm and indicate via signature on the Passenger Briefing Form²⁰ that the requirements, as listed within the form, have been completed for Air Experience Flight Passengers.
81. The Aircraft Commander **should** be satisfied that the Authorizing Officer has signed the Passenger Briefing Form for Air Experience Flight Passengers.

Passenger Records

82. Air Experience Flight Passenger details **should** be recorded in the flight Authorization record.
83. A Passenger Briefing Form²⁰ **should** be completed before flight for all Air Experience Flight Passengers and retained with the flight Authorization record.

Guidance Material 2340(7)

Air Experience Flight Passengers

84. 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

85. The Approval of the Head of Royal Travel **should** be obtained before a Royal Flight is carried out in military registered Air Systems.
86. ADH and AM(MF) **should** take Societal Concern into account when approving the carriage of VIPs as Passengers in military registered Air Systems and **should**:
- a. Provide guidance on persons deemed to hold VIP status²⁵ and
 - b. Define the specific experience level and qualifications required by Aircraft Commanders and other crew where applicable, before they can be considered for flying VIPs.

Guidance Material 2340(8)

Carriage of VIP Passengers

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

²⁴ Refer to RA 2327 – Air Combat Manoeuvring, Basic Fighter Manoeuvres and Basic Helicopter Manoeuvres.

²⁵ Refer to JSP 800 Volume 2 – Passenger Travel Policy, Chapter 2.

**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

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

- a. The cadets are conducting authorized activities.
- 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 Commander²⁶.
- 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 informed consent (see para 96) 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.

89. 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.

90. Arrangements for the flying of Cadet Forces with Volunteer Gliding Squadrons, Air Experience Flights²⁷ or the Air Cadet Pilot Scheme **should** be iaw the detailed Cadet Force management arrangements specified by Cadet HQ and the relevant ADH orders.

Passenger Records

91. A Passenger Briefing Form²⁰, 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

92. 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

93. This Regulation must be read in conjunction with RA 2340(3).

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

- a. The MOD-Sponsored Cadet Forces listed in JSP 814²⁶.

²⁶ Refer to JSP 814 – Policy and Regulation for Ministry of Defence Sponsored Cadet Forces.

²⁷ This refers to specific Air Experience Units, not to the type of Passenger flight.

**Guidance
Material
2340(9)**

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

95. Further guidance on the recognition of Cadet Forces can be found in JSP 814²⁶ and 2017DIN05-019 - Support to Non MOD-Sponsored Cadet Units and Organizations.

96. Units responsible for cadet flying will need to engage with parents or guardians prior to the flight; in giving informed consent, the parent or guardian will need to highlight any behavioural traits, medical or other bespoke needs that could be relevant after having been made aware of the activities and flight profiles the cadet will be exposed to.

**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 Aircraft within their AoR.

**Acceptable
Means of
Compliance
2340(10)**

Carriage of Working Dogs

97. When working dogs are carried by air, the requirements of JSP800²⁸ **should** be met. In addition, for the movement of working dogs by Rotary Wing Aircraft:

- 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

98. Nil.

²⁸ Refer to – JSP 800, Volume 3 – Part 2 – Leaflet 15.

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.
Medical Approval: Civilian and Service²⁹ Personnel	Examination / Anthropometry iaw AP1269A Lflt 3-03 Annex C. All individuals should hold a minimum MES of A4 L2 M4 E2, MFD or meet this equivalent standard if civilian. Further advice on fitness and MES can be sought from CFMO (RAF), Hd AvMed RN (Navy), CA AvMed (Army) or SO1 AvMed (JAC).		Medical examination is not normally required. Familiarization Flight, Supernumerary Support Crew and Air Experience Flight Passengers self-certify using the Passenger Briefing Form ²⁰ . Cadets carried as Air Experience Flight Passengers with Volunteer Gliding Squadrons 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.
Approval for Flight: Civilian and Service²⁹ 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) ³⁰ orders or instructions.		

²⁹ Regular and Reserve.³⁰ Refer to RA 1028 – Contractor Flying Approved Organization Scheme.

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.

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Annex B – Passenger Categorization

