



Instructions for Use:

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment
4. Enter the letter "**N/A**" in the column, if the line item is not required in this particular situation.
5. For later reference, proceed any notes with the appropriate question number.
6. Resolution Report. Use the remarks column at the end for overall remarks or observations.
7. For non-compliance findings inspectors shall also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Forward findings report to the operator without delay.
8. For further guidance refer to relevant Volume and Chapters in Inspector Handbook.

EXIT SEATING PROGRAMME CHECKLIST			
Activity Tracking Reference	Inspector's Name	Date Programme Submitted	Date Evaluation
Name of Operator/Applicant	Title of Submitted Document	Contact Person and Phone No.	Aircraft Type

Procedures should be submitted as manual sections/training programme sections bulletins, etc, as appropriate to the individual operator. The FOI should check for applicability and manual format and ensure that all applicable publications are revised.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(1) Do operator procedures address when, how, and by whom the screening and/or selection will be accomplished?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(2) Do operator procedures address the following selection criteria?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a) Does a person lack sufficient strength, dexterity or mobility in both arms and hands, and both legs to perform the following functions?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(i) Reach upward, sideways, and downward to the location of emergency exit slide operating mechanisms.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(ii) Grasp and push, pull, turn, or otherwise manipulate	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

those mechanisms.	
(iii) Push, shove, pull, or otherwise open emergency exits.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(iv) Lift out, hold, deposit on nearby seats, or maneuver over the seatbacks to the next row objects the size and weight of over wing exit doors,	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(v) Remove obstructions similar in size and weight of over wing exit doors.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(vi) Reach the emergency exit expeditiously.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(vii) Maintain balance while removing obstructions.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(viii) Exit expeditiously.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(ix) Stabilize an escape slide after deployment.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(x) Assist others in getting off an escape slide.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b) Is the person less than 15 years of age or does the person lack the capacity to perform one or more of the functions listed above without the assistance of an adult companion, parent or other relative?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c) Does the person lack the ability to read and understand instructions related to emergency evacuation provided by air operator in printed or graphic form or the ability to understand oral crew commands in the language used by the operator?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d) Does the person lack a sufficient visual capacity to perform one or more of the above functions without the assistance fo visual aids beyond contact lenses or eyeglasses?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(e) Does the person lack a sufficient aural capacity to hear and understand instructions shouted by crewmembers without the assistance beyond a hearing aid?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(f) Does the person lack the ability to adequately impart information orally to other passengers?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(g) Does the person have either of the following?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(i) A condition or responsibility, such as caring for small children, that would prevent the person from performing one or more of the functions listed above.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(ii) A condition that might cause the person harm if he or she performs one or more of the listed functions listed above.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
SEATING ASSIGNMENTS / VERIFICATION PROCEDURES	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(1) Are exit seats identified for seat assignment procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

(2) "Exit Row Seating" (Operation of Aircraft). Does the certificate holder have a procedure that taxi or pushback will not be allowed until at least one required crewmember has verified that no exit seat is occupied by a person the crewmember determines is likely to be unable to perform the functions listed in Nam. CARs Part 8.9.2.11"Exit Row Seating" (Operation of Aircraft).	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(3) "Exit Row Seating" (Operation of Aircraft). Are verifying crewmembers specifically identified?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(4) "Exit Row Seating" (Operation of Aircraft). Does the certificate holder have procedures to honor a passenger's request to be relocated and the procedures for relocation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(5) Does the procedure reference that a person does not need to disclose his or her reason for the request?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(6) "Exit Row Seating" (Operation of Aircraft). Does the certificate holder have procedures to move a passenger to accommodate a relocated passenger, in the event of full booking of non-exit seats?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
DENIAL OF TRANSPORTATION / RESOLVING DISPUTES	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(1) "Exit Row Seating" (Operation of Aircraft). Does the certificate holder have procedures to deny transportation because of either or both of the following?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a) The passenger refuses to comply with instructions.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b) The only seat that will physically accommodate the person's handicapped is an exit seat.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(2) Does the certificate holder have procedures for resolving disputes, including identification of the employee at the airport to whom complaints should be addressed for resolution?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
PASSENGER BRIEFING PROCEDURES	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(1) Does the passenger briefing reference the following?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a) Passenger information cards.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b) The selection criteria for passengers seating at Exit Rows.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c) The functions to be performed by passengers seating at exit rows	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d) A request for re-seating if any of the following conditions are met.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(i) Cannot meet the selection criteria.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

(ii) has a non-discernible condition that would prevent him or her from performing the listed functions	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AIRCRAFT INFORMATION	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(1) Does the certificate holder have written procedures for making determinations in regard to exit seating available for inspection by the public at all passenger loading gates and ticket counters at each airport where it conducts passenger operations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(2) Is a copy of the information attached	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(3) Is the content complete and the method of inspection identified, such as flyers, signs, and so forth?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
PASSENGER INFORMATION CARDS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(1) Are copies of applicable cards attached?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(2) Are cards appropriate to carrier's aircraft and configuration?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(3) Do procedures address the use and location of cards?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(4) Do the briefing cards contain the following instructions:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a) Locate the emergency exit.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b) Recognize the emergency exit opening mechanism.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c) Comprehend the instructions for opening the emergency exit.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d) Operate the emergency exit.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(e) Assess whether opening the emergency exit will increase the hazards to passengers being exposed.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(f) Follow oral directions and hand signals given by a crewmember.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(g) Stow or secure the emergency exit door so that it will not impede use of the exit.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(h) Assess the condition of the escape slide, activate the slide, and stabilize the slide after deployment to assist others in getting off the slide (where applicable to aircraft type).	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(i) Explain how to pass expeditiously through the emergency exit.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(j) Explain how to assess, select and follow a safe path away from the emergency exit.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(5) Does the briefing card contain the selection criteria listed in Nam CARs?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

(6) Does the briefing card contain a request that a passenger identify himself or herself to allow reseating if he or she meets one of the following criteria?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a) Cannot meet the selection criteria.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b) Has a non-discernible condition that will prevent him or her from performing the applicable functions listed above?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c) May suffer bodily harm as the result of performing one or more of those functions.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(d) Does not wish to perform those functions.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(e) Lacks the ability to read, speak, or understand the language, or the graphic form specified by the operator, or lacks the ability to understand oral crew commands (in every language used by the certificate holder for the card).	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AIRCRAFT FLOOR PLANS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(1) Are the aircraft passenger seating floor plans submitted for each make, model, and series and for each passenger seating configuration used by the certificate holder?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(2) Are exits and exit seats identified?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

List aircraft operated:

Aircraft Make/Model/Series Configurations (same or show each configuration)

CL No:					Tracking No:				
Notes: 1. A "NO" or "NS" response on a checklist must be accompanied by reason or comments: 2. A "NO" response to a safety issue finding in an inspection of an organization must be transferred to a CF report for corrective action where applicable. 3. Proceed all comments with the applicable checklist item number or discrepancy number.									
Discrepancy Label: (Circle the applicable numeric checklist that best describe the discrepancies)									
Policy, Procedures, Instructions, Documentation, Control:									Docu ment Quality
1. Not Specified	2. Unclear	Do not comply with:			7. Do not identify: Who, What, When, Where, How			8. Unreadable	
3. Incomplete	4. Inconsistent	5. GCAR	6. Guidance	9. Illegal					
10. Resource requirements incomplete (personnel, facilities, equipment, technical data)									
1	2	3	4	5	6	7	8	9	10
Comments:									

Recommendations		
Name of Inspector	Signature	Date