



# Advisory Circular

CAA-AC-OPS013

Issue 2

November 2013

---

## CARRY-ON BAGGAGE

### 1.0 PURPOSE

This Advisory Circular (AC) provides information about features that the Authority recommends should be included in air operator's carry-on baggage procedures.

This guidance is considered necessary because of changes in passenger travelling habits arising from the increased usage of wheeled luggage and passengers' desire to carry their own baggage to avoid loss and to achieve greater flexibility in transferring between flights.

### 2.0 REFERENCE

2.1 Regulations on Accessibility of emergency exits and equipment and Carry-on baggage of the Civil Aviation (Operation of Aircraft) Regulations.

### 3.0 ELEMENTS OF AN APPROVED CARRY-ON BAGGAGE PROCEDURES

3.1 The Carry-On Baggage Procedures should describe what is included in the term "Carry-On Baggage." It should NOT include approved child restraint devices that are properly used during flight. Child restraint devices are carry-on baggage if they are stowed in the cabin during flight. They also may be checked and transported in a cargo compartment.

3.2 An effective Carry-On Baggage Procedures should be constructed along the following guidelines to:

3.2.1 Provide information about how many items will be accepted as carry-on baggage for each passenger. The maximum dimensions of these items, should be stipulated to ensure proper stowage;

3.2.2 Ensure that the required carry-on baggage procedures do not compromise the approved mass and balance procedures;

3.3 Explain how carry-on baggage will be properly stowed. This part of the procedures depends on the type of aircraft covered, including cabin configuration and other space factors. The stowage procedures should ensure that; -

3.3.1 Carry-on baggage does not obstruct passenger movement to, from, or across the aisle;

3.3.2 Items stowed in overhead bins fit securely and cabin crew can close the bins without using force; and

3.3.3 Passengers are notified that there is a chance of baggage and other articles falling out of overhead bins when the bin doors are opened;

3.4 Describe procedures to verify that each article of baggage is properly stowed in an approved compartment or other specifically approved area before cabin crew close the passenger entry doors on each flight. It is recommended that a specific crewmember, such as the lead cabin crew is tasked, with verifying proper stowage. The description of procedures should include -

3.4.1 Methods to ensure carry-on baggage and cargo do not exceed the approved weight limitations or load limits for the specific place they are stowed, including the restraints used to secure them. It should be emphasized that cabin crew should not place items in overhead bins that exceed bin weight limits and that they should be able to close the bins without using force. They should also make sure that passengers do not overload the bins;

3.4.2 A list of specific items passengers can carry in the cabin and stow outside of specified carry-on baggage compartments. This should be a short list. Specify locations where cabin crew can stow these items, and how they should restrain them to ensure that they will not shift under emergency load conditions. An approved weight limitation for each restraint or “tie-down” area should be specified to ensure that articles do not shift under the specified load conditions;

3.4.3 Procedures for stowing unusual or fragile articles. Passengers may want to carry large or fragile objects that need special stowage. Cabin crew should understand that it is the passenger’s responsibility to ensure that these objects are securely packed to withstand normal handling. If an item cannot be checked or stowed in a manner that ensures the safety of the aircraft and its occupants, or if the passenger believes that the item cannot be packed to withstand normal handling, then the passenger should ship the item by some other means;

3.5 Describe how the operator will ensure that carry-on baggage does not interfere with access to and use of emergency equipment and emergency exits. It is recommended that a required crewmember position be given the responsibility for ensuring that carry-on baggage does not restrict access to emergency equipment and emergency exits.

3.6 Explain how canes or other assist devices will be stowed. These items must be stowed in approved areas, such as under a seat, in approved cargo bins or fitted holders or, if appropriate, along the fuselage wall;

3.7 Describe how passengers will be prevented from bringing on board baggage that, for any reason, cannot be stowed properly. Personnel responsible for this part of the procedures should be specified. The description should include the following elements:

3.7.1 The area of operation, including terminal and scanning point facilities, where employees will determine whether baggage should or should not be allowed on the aircraft;

3.7.2 Scanning facilities and locations, including operations at facilities other than those owned, or ordinarily used, by the operator;

3.7.3 The duties of personnel responsible for the scanning. It is important to make sure these duties are manageable;

3.7.4 How passengers will be prevented from bringing on board baggage that will exceed:

a) The approved weight limits of stowage areas, cargo bins, and “tie-down” areas;

b) The number or size of items specified in the carry-on baggage procedures; or

c) The total space of the approved stowage areas available on an aircraft.

3.8 Establish procedures for informing passengers and travel agents about the specific carry-

on requirements of flights. The operator may accommodate passengers with special baggage problems, provided the baggage can be stowed safely. Information should be provided to passengers about procedures for accommodating special baggage prior to the flight, and about the types of materials that they should not carry in their carry-on baggage, such as hazardous materials;

3.9 Include information about the carry-on baggage procedures in the appropriate parts of the cabin crew members' manual. All of the elements listed above should be covered; especially crewmember responsibility for verifying that baggage is stowed properly and will not hinder the availability and use of emergency equipment and emergency exits. In addition any other pertinent information that the Authority determines should be in the cabin crew members' manual.

3.10 Provide training to appropriate ground personnel and to all crew members regarding the approved carry-on baggage procedures. The training should include at least carry-on baggage limitations; baggage scanning; processing of carry-on baggage that cannot be accommodated in any of the passenger compartments; proper stowing of carry-on baggage, cargo and unusual items in the cabin; crew coordination; applicable passenger information; types of and limitations on stowage provisions; verification that carry-on baggage is stowed so it does not interfere with emergency equipment and exits and how to handle carry-on baggage during an emergency.

A handwritten signature in dark ink, appearing to read "James", is positioned above a horizontal line.

**CIVIL AVIATION AUTHORITY**