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CANADA JUMPSEAT GUIDE

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INTRODUCTION



This Canada Jumpseat Guide has been prepared to inform and assist all Canadian and non-Canadian pilots regarding Canadian jumpseat policies and procedures. New regulations, technology and the integration of security and boarding systems and procedures have combined to hamper PIC authority regarding flight deck and cabin access by jumpseaters.

The ability to travel as a non-operating pilot on Canadian aircraft is relatively straight forward and is primarily reliant on inter-company agreements and the Canadian Aviation Regulations.

Fees include an Air Traveler Security charge and Airport Improvement charge.

Access to the cockpit jumpseat is generally restricted to company personnel and authorities, and not to pilots of other airlines. An authorization system is not yet available within Canada, though it is under discussion to implement a platform allowing authorized access to the flight deck.

Proper use of the flight deck jumpseat is a time-honored enhancement to safety and security that must remain under the control of the PIC. We urge all PICs to review and decide upon each jumpseat request and not delegate that authority to any other individual or system. We encourage the PIC to always question gate agents regarding boarding information at show time, and check with the gate agent regarding jumpseat requests prior to departure to protect the jumpseat privilege and ensure that jumpseaters are properly accommodated and no pilot is left behind.

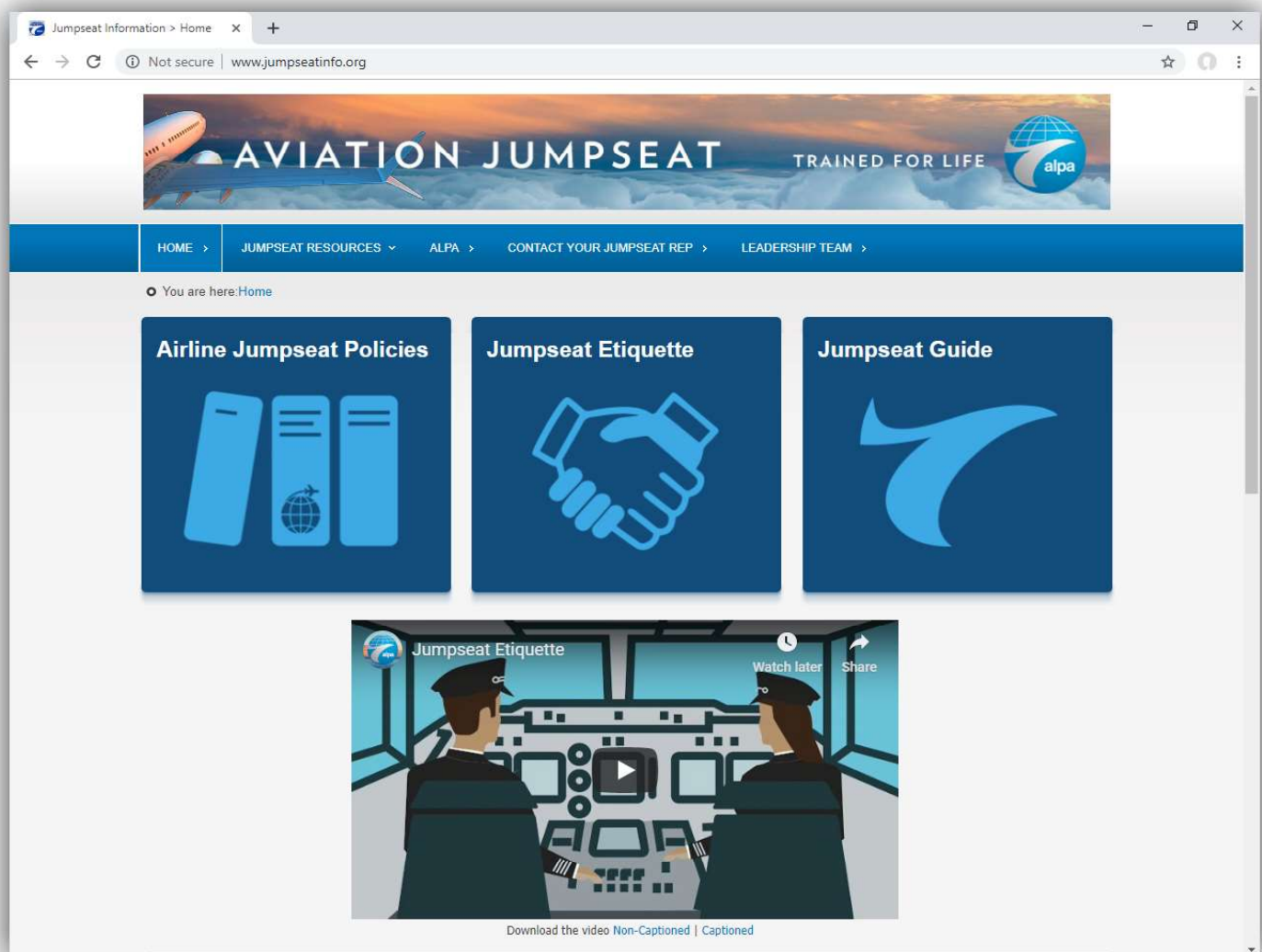
To ensure the proper administration of policies impacting access to the jumpseat, please save this guide in your flight kit for future reference.

Thank you for your assistance in protecting our jumpseat privileges. See you on the line!

Canadian Jumpseat Committee
July 2019

ALPA ASO AVIATION JUMPSEAT WEBSITE

ALPA maintains <http://jumpseatinfo.org> and the Jumpseat tab on the ALPA smartphone app to assist jumpseating pilots. Here you will find participating Canadian Airlines along with our US counterparts' airline-specific policies and procedures as well as general jumpseat information and other useful resources.



THE CAPTAIN'S ROLE

We encourage all pilots to extend the use of their jumpseats to eligible flight deck crewmembers as a professional courtesy and as a resource to enhance the safety and security of flight. ALPA does not support denying jumpseat privileges as a means of punishing, coercing, or retaliating against other pilot groups or individuals.

In Canada, jumpseat authorization and admission to the flight deck is governed by Canadian Aviation Regulations (CARs), Canadian Air Transport Security Authority (CATSA) security directives, and company policies. The captain is, and shall always be, the final authority over matters relating to admission to the flight deck.

The current regulation restricting who has access to the actual cockpit jumpseat is located in [CARs 705.27](#). At the present time, other airline pilots do NOT have access to the actual cockpit jumpseat.

As a critical link in the security chain, captains have the responsibility to verify each jumpseater's identity and authority to occupy a flight deck jumpseat. When a jumpseat request is made, whether for a seat in the cabin or in the flight deck, the PIC is responsible for performing the following procedures:

1. Verifying company ID by means of face/name match
2. Verifying Pilot flight and medical certificates
3. Briefing the jumpseater on any relevant items. If a jumpseat rider is to remain on the flight deck, the captain should ensure that he or she is properly briefed on safety, security, communication, and evacuation procedures. Security procedures, as they are very fluid, should always be briefed verbally. Other procedures may be done verbally or by means of a printed, aircraft-specific briefing card in

accordance with applicable government regulations and company procedures.

A fraudulent jumpseat rider is an individual who attempts to gain access to the aircraft by intentional deception, such as through the use of counterfeit IDs, inadequate or nonexistent medical certificates, or after dismissal by an employer; these acts constitute fraudulent representation. Off-line jumpseat



rider abuse includes, but is not limited to, individuals who occupy a jumpseat at their company's request (or on a ticket) and for reasons other than commuting to or from work or on personal travel.

In addition to denying access to the jumpseat, you should immediately report suspected or known instances of jumpseat fraud to your MEC Security chair or coordinator, as appropriate. You should report jumpseat abuse to the MEC Jumpseat chair as soon as practical.

JUMPSEATING, SAFETY, AND SECURITY

While exercising the privileges of CAR 705.27 as a jumpseater, whether you are seated in the flight deck or in the cabin, you are considered an aviation professional and should conduct yourself accordingly. Keep your eyes and ears open if you are sitting on the flight deck; an additional non-operational pilot can be a valuable safety asset. Wear a headset and observe sterile cockpit rules, but speak up when necessary.

Jumpseaters may also serve as a security asset by helping with flight deck door openings and, in an extreme case, protecting the flight crew from an assault on the flight deck. Don't forget to turn off your cell phone as soon as you enter the cockpit. Remember, 10,000 feet and below is a sterile cockpit environment (in some cases, above 10,000 feet also), and reading, talking, and other non-pertinent activities are prohibited when jumpseating. Your best behavior ensures maintaining jumpseat agreements in the future.

International Jumpseating

Foreign Pilots Jumpseating on Canadian Airlines

Depending on specific company policies, a reciprocal jumpseat agreement may have to be in place in order for a foreign pilot to utilize the jumpseat privilege.

Please be prepared to present the pilot's valid company identification, provided by the employer, with one of the following:

- (1) a valid passport;
- (2) a valid airline transport pilot licence and a valid medical certificate;
- (3) a valid commercial pilot licence and a valid medical certificate; or
- (4) a valid multi-crew pilot licence and a valid medical certificate.

Canadian Pilots Jumpseating on Foreign Airlines

Likewise, depending on the specific company policy, a reciprocal jumpseat agreement may have to be in place in order for a Canadian pilot to utilize the jumpseat privilege.

Please ensure that you have your documents on you for international travel as well as proof of employment and your pilot documents.



Current CATSA Security Restrictions

Sections 131/287/441, 165/321/452.23, 166/322/452.24 and 167/323/452.25 of the Canadian Aviation Security Regulations stipulate that all jumpseating pilots must pass through passenger screening portals.



JUMPSEAT ETIQUETTE AND COURTESY

Jumpseating is a privilege and not a right! Please observe the following etiquette guidelines and restrictions while exercising jumpseat privileges:

- Dress code is uniform, business, or business casual, or as stipulated in the reciprocal jumpseat agreement.
- Jumpseating is not the same as non-revving. You are viewed as an aviation professional and should conduct yourself accordingly.
- Jumpseat availability is usually first come/first served; however, most airlines give their own pilots, and in some cases pilots of subsidiaries, a higher priority. Most, but not all, airlines allow multiple jumpseat riders when unoccupied cabin seats are available.
- Check-in procedures vary by airport and airline. Allow sufficient time to check in at either the ticket counter or gate—or in some cases both. You may review each airline's policies and procedures at <http://jumpseatinfo.org>.
- Jumpseating requires professional conduct at all times. Be courteous to agents when requesting the jumpseat. Always ask the captain's permission and offer thanks for the ride, even if given a seat assignment and occupying a cabin seat; never let an agent rush you past the cockpit without asking the captain's permission. Regulations and company procedures require that the captain authorize you and know you are on board. Identify yourself as a jumpseater to the flight attendants when boarding. If in the cabin, protocol requires nonrevenue passengers and jumpseaters to board last and also deplane last.
- Leave your bags on the jet bridge (or otherwise out of the way) while you are introducing yourself.
- Limit your carry-on bags to a minimum when jumpseating. This benefits you because you are most likely one of the last to board—when overhead space is quite limited.

- Employees and other nonrevenue passengers will have priority over jumpseaters who may be offered a cabin seat.
- Jumpseaters generally have the lowest priority of anyone. You may be asked to deplane at the last minute. Airlines will not delay flights for jumpseaters. If a jumpseater causes delays on other airlines, this could jeopardize reciprocal agreements.
- Be considerate of revenue passengers and provide any assistance, if necessary. Use your best judgment, especially if you stowed your bags farther aft than your seat.
- Be polite and courteous to gate agents. Remember that they do not get the same benefits of riding on other carriers, but never, ever let them talk you into taking the jumpseat or becoming a jumpseater on a flight for which you are ticketed no matter how nicely they ask or what type of favor you may think you are doing them. They may even offer you vouchers, but this practice has resulted in lost reciprocal jumpseat agreements. The jumpseat belongs to the captain, not the gate agent. It is not just another seat!

If you have any questions, suggestions, comments, and/or complaints, please contact your MEC Jumpseat chair/coordinator. Be prepared with detailed information such as the date, time, gate, and name of the gate agent to expedite the process. If you are unsure how to contact your MEC Jumpseat chair/coordinator, visit <http://jumpseatinfo.org> and select "Contact your jumpseat rep" from the links at the top. Completion of the form will generate an e-mail to your MEC.

Always conduct yourself professionally while jumpseating. It is one of the most valuable career privileges we have earned!

APPENDIX A - 705.27 ADMISSION TO FLIGHT DECK

- (1) Where a Department of Transport air carrier inspector presents an official identity card to the pilot-in-command of an aircraft, the pilot-in-command shall give the inspector free and uninterrupted access to the flight deck of the aircraft.
- (2) An air operator and the pilot-in-command shall make available for the use of the air carrier inspector the observer seat most suitable to perform the inspector's duties, as determined by the inspector.
- (3) No person shall be admitted to the flight deck of an aeroplane other than
 - (a) flight crew member;
 - (b) a crew member performing their duties;
 - (c) an inspector referred to in subsection (1);
 - (d) in accordance with the procedures specified in the company operations manual,
 - (i) an employee of the air operator who is not a crew member performing their duties, and
 - (ii) a pilot, flight engineer or flight attendant employed by a wholly owned subsidiary or a code share partner of the air operator; and
 - (e) a person who has expertise related to the aeroplane, its equipment or its crew members and who is required to be in the flight deck to provide a service to the air operator.
- (4) The air operator shall verify
 - (a) In the case of a person referred to in paragraph (3) (d) or (e), the identity of the person by means of a personal photo identification issued by the air operator, its wholly owned subsidiary, its code share partner or a foreign government or a restricted area pass as defined in the Canadian Aviation Security Regulations; and
 - (b) In the case of a person referred to in paragraph (3)(d),
 - the fact that
 - (i) the person is currently employed by the air operator, or by a wholly owned subsidiary or code share partner of the air operator, and
 - (ii) no seat is available for the person in the passenger compartment.
- (5) No person referred to in paragraph (3)(d), except an employee of the air operator who is undergoing the aircraft cockpit familiarization required for the performance of their duties, shall be admitted to the flight deck if a seat is available in the passenger compartment.

APPENDIX B - EXEMPTION FROM SUBPARAGRAPHS 705.27(3)(D)(II) AND 705.27(4)(B)(I) OF THE CANADIAN AVIATION REGULATIONS

Pursuant to subsection 5.9(2) of the Aeronautics Act and after taking into account that the exemption is in the public interest and is not likely to adversely affect aviation safety, I hereby exempt Canadian air operators conducting operations under Subpart 705 of the Canadian Aviation Regulations (CARs) and the pilots-in-command at their employ from the requirements set out in subparagraphs 705.27(3)(d)(ii) and 705.27(4)(b)(i) of the CARs, specifically pertaining to a pilot, subject to the following conditions.

INTERPRETATION

"Non-operational pilot" means a pilot commuting to or from a flight assignment or travelling for personal reasons. (pilote non-opérationnel)

PURPOSE

The purpose of this exemption is to allow Canadian air operators conducting operations pursuant to Subpart 705 of the CARs to offer an observer seat in the flight deck on a domestic flight to a non-operational pilot who is:

- (a) employed by the offering air operator;
- (b) employed by a Canadian air operator operating under Subparts 2, 3, 4 or 5 of Part VII of the CARs;
- (c) employed by a foreign air operator operating under Subpart 1 of Part VII of the CARs that is a code share partner who has entered into a valid code-share agreement, which is currently in force, with the offering air operator; or
- (d) employed by a foreign air operator operating under Subpart 1 of Part VII of the CARs that is a wholly owned subsidiary of the offering air operator.

The purpose of this exemption is to allow pilots-in-command to grant admission to the non-operational pilot for whom the transport has been pre-approved by the offering air operator, notwithstanding the availability of a seat in the passenger compartment.

This exemption does not allow Canadian air operators to offer

an observer seat to a pilot employed by a foreign air operator operating under Subpart 1 of Part VII of the CARs that is not a code share partner with the offering air operator.

APPLICATION

This exemption applies to a Canadian air operator conducting operations in Canada pursuant to Subpart 705 of the CARs and pilots-in-command at its employ who offer an observer seat in the flight deck on a domestic flight to a non-operational pilot.

CONDITIONS

This exemption is subject to the following conditions:

- (1) The air operator shall establish a process to advise the pilot-in-command that a request from a non-operational pilot to occupy the observer seat in the flight deck has been approved and that the pilot-in-command may grant admission to the flight deck to that non-operational pilot for the purposes of occupying the observer seat.
- (2) The air operator shall include, in its Company Operations Manual, procedures for its personnel pertaining to the use of flight deck observer seats by non-operational pilots, including the following procedures:
 - (a) verification of the pilot's employment status;
 - (b) approval of the pilot by the air operator; and
 - (c) notification by the air operator to the pilot-in-command of the approval.
- (3) The air operator shall comply with the procedures set out in its Company Operations Manual pertaining to the use of observer seats by non-operational pilots.
- (4) The air operator and pilot-in-command shall not grant admission to the flight deck observer seat on international or trans-border flights.
- (5) Based on the information provided to the air operator by the non-operational pilot making the request for admission, the air operator shall verify and confirm that the non-operational

pilot is currently employed by an air operator.

- (6) The air operator shall maintain a record of non-operational pilots using the flight deck observer seat by recording at least the pilot's name, the date of the flight, and the flight numbers.
- (7) The air operator shall comply with the provisions of the Identity Screening Regulations pertaining to boarding gate.
- (8) The air operator shall advise the pilot-in-command that the specified pilot has been approved to occupy the flight deck observer seat.
- (9) The pilot-in-command shall not grant admission to the flight deck observer seat to the non-operational pilot unless:
 - (a) the pilot-in-command has been advised by the air operator that the request of the non-operational pilot has been approved by the offering air operator; and
 - (b) the pilot-in-command has verified the identity of the non-operational pilot by examining and comparing:
 - (i) in the case of a Canadian non-operational pilot, the pilot's Restricted Area Identity Card (RAIC) with one of the following:
 - (01) a valid passport;
 - (02) a valid aviation document booklet which has not expired and includes a valid airline transport pilot licence and a valid Category 1 medical certificate;
 - (03) a valid aviation document booklet which has not expired and includes a valid commercial pilot licence and a valid Category 1 medical certificate;
 - (04) a valid aviation document booklet which has not expired and includes a valid multi-crew pilot licence and a valid Category 1 medical certificate; or
 - (05) a valid company identification provided by the employer;

or

- (ii) in the case of a foreign non-operational pilot, the pilot's valid company identification provided

by the employer with one of the following:

- (01) a valid passport;
 - (02) a valid airline transport pilot licence and a valid medical certificate;
 - (03) a valid commercial pilot licence and a valid medical certificate; or
 - (04) a valid multi-crew pilot licence and a valid medical certificate.
- (10) The pilot-in-command may deny admission to the flight deck for any security or safety of flight concern that he or she considers valid at that time.

VALIDITY

This exemption is in effect until the earliest of the following:

- (a) September 1, 2020 at 23:59 (EDT);
- (b) the date on which any condition set out in this exemption is breached; or
- (c) the date on which this exemption is cancelled in writing by the Minister where she is of the opinion it is no longer in the public interest or is likely to adversely affect aviation safety.