



CANADA
JUMPSEAT COUNCIL



Issued:
NOV 2022

CANADA JUMPSEAT GUIDE

NOVEMBER 2022

CONTENTS

Introduction	3
ALPA ASO Aviation Jumpseat Website.....	4
The Captain's Role	5
Jumpseating, Safety, and Security	6
Jumpseat Etiquette and Courtesy	7
Appendix A - 705.27 Admission to Flight Deck.....	8
Appendix B - Admission to Flight Deck - Table 1	9



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, authorities and to authorized pilots of other airlines. Please check with your committee as to which airlines cockpit access is allowed for your company.

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.

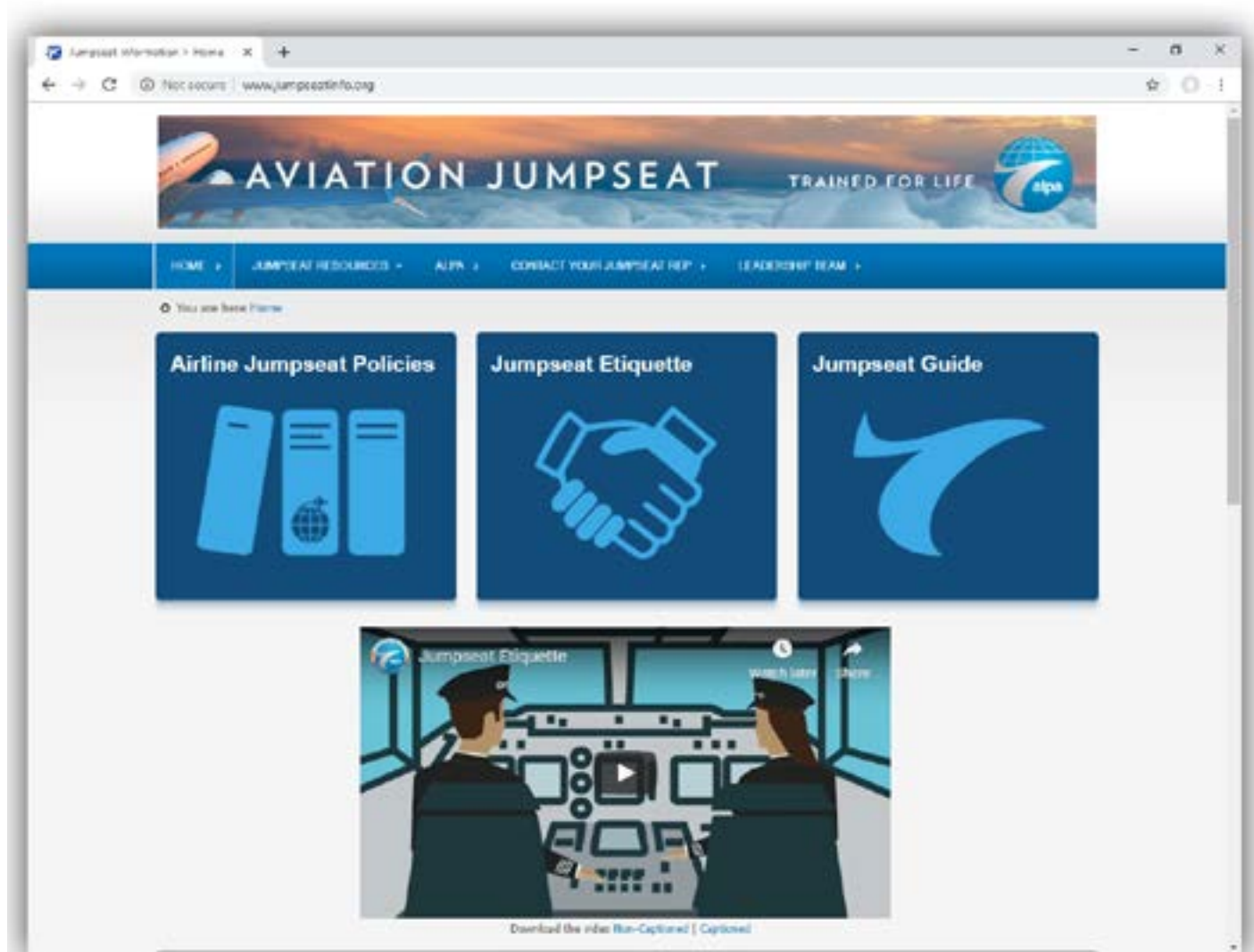
To ensure the proper administration of policies impacting access to the Jumpseat, please save this guide in your flight kit for future reference.

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

Canadian Jumpseat Committee
November 2022

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 regulations restricting who has access to the actual cockpit Jumpseat is in [CARs 705.27](#). At the present time, other airline pilots do have access to the actual cockpit Jumpseat, as per [CARs 705.27 Table 1](#) or referenced in Appendix B below.

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. Verify RAIC or if a foreign pilot then a valid piece of photo identification issued by the employer
4. 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 CARs 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 proof of employment as well as your pilot documents on you and readily available for inspection, as requested by the airline representatives and PIC.



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 on the [ALPA App](#)
- 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 nonrevs 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) An air operator shall ensure that only the following persons are admitted to the flight deck of an aircraft:
 - (a) a crew member;
 - (b) an inspector referred to in subsection (1); and
 - (c) a person authorized by the air operator under subsection (4).
- (4) An air operator shall not authorize a person referred to in column I of the table to this section to access the flight deck of an aircraft operating in domestic service unless the access would not have an adverse effect on aviation safety and the air operator has verified
 - (a) that the person is a person referred to in column I of the table and is employed by an employer referred to in column II of the table; and
 - (b) the identity of the person by examining the document referred to in column III of the table and one of the documents referred to in column IV of the table.
- (5) An air operator that authorizes access to the flight deck of an aircraft shall keep a record of the following information for two years after the day on which access is authorized:
 - (a) the name of the authorized person;
 - (b) the name of their employer; and
 - (c) the date of the flight and flight number.
- (6) Before each flight, an air operator shall notify the pilot-in-command of the identity of the persons who the operator has authorized to access the flight deck of an aircraft.
- (7) Before admitting a person authorized under subsection (4) to the flight deck of an aircraft, the pilot-in-command shall verify the identity of the person by means of the documents referred to in paragraph 4(b).
- (8) A person authorized under subsection (4) who is admitted to the flight deck of an aircraft may only occupy an observer seat.
- (9) The pilot-in-command may refuse access to the flight deck of an aircraft if they are of the opinion that there would be an adverse effect on aviation safety.
- (10) The air operator shall set out, in its company operations manual, procedures respecting
 - (a) the granting of authorization to access the flight deck;
 - (b) the verification required under subsection (4); and
 - (c) the notice to be provided to the pilot-in-command under subsection (6).

APPENDIX B - ADMISSION TO FLIGHT DECK - TABLE 1

	Column I	Column II	Column III	Column IV
Item	Person	Employer	Mandatory ID Documents	Other Identification Documents
1	Canadian pilot travelling for positioning or personal reasons	Canadian air operator	Valid restricted area identity card	One of the following valid documents: (a) Passport; (b) Airline transport, commercial or multi-crew pilot licence with a valid medical certificate; or (c) Photo identification issued by the employer
2	Foreign pilot travelling for positioning or for personal reasons	Foreign wholly owned subsidiary or code share partner of the air operator	Valid piece of photo identification issued by the employer	One of the following valid documents: (a) Passport; (b) Airline transport, commercial or multi-crew pilot licence with a valid Category 1 medical certificate; or (c) Piece of photo identification issued by the foreign government
3	Flight attendant, flight engineer or a person who has expertise related to the aircraft, its equipment or its crew members and who is required to be on the flight deck to provide a service to the air operator	(a) Canadian air operator; (b) Foreign wholly owned subsidiary or code share partner of the air operator; or (c) Person providing a service to the air operator	Valid piece of photo identification issued by the employer	One of the following valid documents: (a) Passport; (b) Restricted area identity card; (c) Flight engineer licence with a valid Category 1 or 2 medical certificate; or (d) Piece of photo identification issued by the foreign state, if the employer is a foreign wholly owned subsidiary or code share partner
4	Air operator employee	Air operator that authorized the access to the flight deck	Valid piece of photo identification issued by the employer	One of the following valid documents: (a) Passport; or (b) Restricted area identity card