

FAR QUICK REFERENCE GUIDE

Pre-Flight/Boarding/Taxi-Out		
Manual up-to-date	FAR 121.137 Each F/A is responsible for keeping his/her Inflight Manual up-to-date and accessible while on duty.	AA Policy-Preface The F/A Inflight Manual will be assigned to each F/A who will be personally responsible for maintaining the manual during his/her term of employment with AA. The Inflight Manual must be carried on all flights by each F/A working or deadheading and must be easily accessible at all times.
F/A flashlight was available and working properly	FAR 121.549 A working flashlight must be readily available for F/A use.	AA Policy-Sign-in/Preflight F/As must report for duty in uniform with required equipment and documentation. <ul style="list-style-type: none"> • <i>Working Flashlight.</i>
F/A completed pre-flight checks	FAR 121.309 F/As must conduct a preflight inspection to ensure that all required emergency equipment onboard is readily available to crew and passengers.	AA Policy-Sign-in/Preflight F/As must verify the presence of all required emergency equipment on board and notify the Captain immediately if any equipment is missing or inoperative.
FAA minimum crew was onboard the aircraft at all times	FAR 121.391 Passenger boarding cannot begin until FAA minimum crew is on the aircraft. FAR 121.393 F/As must be readily identifiable to customers.	AA Policy-Sign-in/Preflight The FAA required number of F/As must consist of crewmembers currently qualified on the A/C. <ul style="list-style-type: none"> • See also: <i>Staffing Requirements.</i>
F/A provided required Public Announcements (PAs) as written in the Inflight Manual	FAR 121.306 Use of portable electronic devices. FAR 121.311 Use of seatbelts. FAR 121.571 A safety demo must be performed prior to take-off. FAR 121.585 Exit row criteria compliance. FAR 121.589 Stowage of carry-on baggage.	AA-Policy-General Policies/Procedures F/A I/Purser or a language speaker will read all announcements over the Public Address system exactly as they are written. Deliver announcements in a clearly understandable manner, deviations from the standard P.A. text is prohibited. <ul style="list-style-type: none"> • <i>For video equipped A/C, Safety Video must be played completely prior to take-off.</i>

Pre-Flight/Boarding/Taxi-Out		
F/A secured galley and cabin prior to departure	FAR 121.577 F/As must stow all food, beverage and passenger service items during airplane movement on the surface, take-off and landing. FAR 121.585 All galley compartments must be secured.	AA Policy-Departure/Taxi Prior to taxi, takeoff, and landing, F/As must verify compliance . . . <ul style="list-style-type: none"> • <i>Cabin and galley areas secured and all service items collected/stowed.</i>
F/A verified exit row criteria	FAR 121.585 F/As must verify that all persons in an exit row must be able to operate the emergency exit and take the additional actions needed to ensure safe use of the exit in an emergency situation. The FAA requires that an individual briefing be given to all persons seated in the window exit rows.	AA Policy-Boarding F/As must verify that all persons in an exit row must be able to operate the emergency exit and take the additional actions needed to ensure safe use of the exit in an emergency situation. The FAA requires that an individual briefing be given to all persons seated in the window exit rows.
F/A verified correct location for infant restraint device	FAR 121.311 Child restraints must be properly secured to an approved seat. Children may occupy a FAA approved Safety Seat during taxi, take-off, landing, and any time the Fasten Seatbelt Sign is on.	AA Policy-Boarding F/As are responsible for: <ul style="list-style-type: none"> • Verifying an approved label on Child Safety Seat. • Verifying location of Child Safety Seat • Verifying the seat is properly installed and that the A/C seatbelts hold the Child Safety Seat in place and child is secure by asking the parent or guardian if they correctly installed the seat.
F/A informed Gate Agent it was OK to close the entry door	FAR 121.589 A/C entry door may not be closed until verification that all carry-on items are properly stowed.	AA Policy-Departure/Taxi F/As must verify all baggage is stowed, all closets and O/H bins latched, and that window exit row passengers have been briefed and all exit row customers visually meet exit row criteria. Notify Agent that these steps have been completed prior to closing the A/C door.

Pre-Flight/Boarding/Taxi-Out		
All overhead bins and all carry-on items were stowed in approved FAA locations	<p>FAR 121.589 Requires compliance for the stowage of carry-on baggage.</p> <p>FAR 121.285 Carry-on luggage stowage does not restrict access to or use of any required emergency or regular exit, or of the aisle in the passenger compartment.</p>	AA Policy-Departure/Taxi Verify that all carry-on baggage is properly stowed and no emergency equipment in O/H bin is blocked. Close and latch closets and O/H bins. Ensure Bistro Bags are under seats, not in seatbacks or on tray tables.
F/A armed his/her door	FAR 121.570 All doors must be armed prior to aircraft movement on the surface.	AA Policy-Departure/Taxi F/As with door arming responsibilities will visually check assigned door to ensure cabin barrier straps and other items do not obstruct A/C door, and then will arm door. Entry door will be armed as the jetbridge is pulled away from the A/C. F/As responsible for visual cross check must verify that A/C door have been disarmed.
F/A performed safety demo and/or showed safety video (including lifevest demo when necessary) on the ground	FAR 121.571 A safety demo must be performed prior to take-off.	AA Policy-Departure/Taxi Crewmembers qualified on A/C type must conduct a safety demo prior to each takeoff including thru flights where no new customers board. Safety demos maybe done manually or on video prior to take-off as many times as necessary until all customers have seen them.
F/A completed and performed safety compliance checks prior to take-off	<p>FAR 121.306 Use of portable electronic devices.</p> <p>FAR 121.311 Use of seatbelts.</p> <p>FAR 121.576 All galley compartments must be secured.</p> <p>FAR 121.577 Stowage of seatbacks, tray tables, and service items.</p> <p>FAR 121.585 Exit row criteria compliance.</p> <p>FAR 121.589 Stowage of carry-on baggage.</p>	AA Policy-Departure/Taxi F/As must complete the Safety Compliance Checks for their assigned aircraft area prior to take-off. AA is responsible for ensuring compliance with Federal Aviation Regulations prior to taxi, take-off, and landing.

Pre-Flight/Boarding/Taxi-Out		
F/A complied with taxi/movement on the surface rule, by taking his/her jumpseat after all safety related duties were achieved	FAR 121.391 F/As must remain in assigned jumpseats with safety belts and shoulder harnesses fastened except to perform safety-related duties during movement on the surface.	AA Policy-Departure/Taxi F/As must remain in assigned jumpseats with safety belts and shoulder harnesses fastened except to perform safety-related duties during movement on the surface.
F/A was observed in his/her assigned jumpseat during taxi, take-off and landing	FAR 121.391 F/As must remain in assigned jumpseats with safety belts and shoulder harnesses fastened except to perform safety-related duties during movement on the surface.	AA Policy-Departure/Taxi F/As must remain in assigned jumpseats with safety belts and shoulder harnesses fastened except to perform safety-related duties during movement on the surface.

In-Flight/Service		
F/A remained seated until after first chime	N/A	AA Policy-General Policies and Guidelines It is safe for F/A to begin duties after first chime after take-off, 1,500 ft.
F/A performed inflight PA/compliance checks	FAR 121.311 Customers must have their seatbelts fastened any time the Fasten Seatbelt Sign is on. Customers must comply with seatbelt regulations.	AA Policy-Inflight/Prelanding Immediately after the Captain turns on the Fasten Seatbelt Sign, all F/As must perform a Safety Compliance Check in each cabin including all elements listed in <i>Departure/Taxi-Safety Compliance Checks</i> portion of the AA Inflight Manual.
F/As maintained visual access to cabin at all times	N/A FAR 121.311 does not specifically state that a F/A must conduct compliance check throughout the flight, but refers to customers complying with the Fasten Seatbelt Sign.	AA Policy-Inflight/Prelanding While inflight at least one F/A must monitor each cabin of the A/C at all times. F/As will accomplish a walk through every fifteen minutes in each cabin.
F/A stowed serving carts when not in use	FAR 121.576 All service carts must be secured and stowed when not in use.	AA Policy-Inflight/Prelanding When not using carts, F/As should stow the carts in the galley with all doors latched and the brake on. Carts should never be left unattended.

Pre-Flight/Boarding/Taxi-Out		
F/A secured galley and cabin for landing	FAR 121.576 All galley compartments and service carts must be secured. FAR 121.577 Stowage of seatbacks, tray tables, and service items.	AA Policy-Inflight/Prelanding Prior to landing/F/As must: <ul style="list-style-type: none"> • Ensure galley restrain latches • Ensure galley restraints are functioning properly • Ensure cart brakes are operational • Ensure galley components are stowed for all surface movement.

Landing/Taxi-in/Post Flight		
F/A was observed in his/her assigned jumpseat during landing/taxi-in	FAR 121.391 F/As must remain in assigned jumpseats with safety belts and shoulder harnesses fastened except to perform safety-related duties during movement on the surface.	AA Policy-Inflight/Prelanding F/As must remain in assigned jumpseats with safety belts and shoulder harnesses fastened except to perform safety-related duties during movement on the surface.
F/A disarmed assigned door after “prepare for arrival” P.A. was made by the cockpit	N/A There is no specific FAR that states the doors must be unarmed.	AA Policy-Landing/Arrival/Post-Flight <ul style="list-style-type: none"> • Door disarming procedures must be followed as outlined in the AA Inflight Manual to prevent inadvertent slide deployments. • F/As responsible for visual cross check must verify that A/C door has been disarmed by telling disarming F/A “Cross checks completed.”