

## 4.12 FLIGHT DECK ACCESS

Reference: 14 CFR 121.587

This section describes Republic Airlines policy and procedures for inflight access to the flight deck and emergency pushbutton operation of the cockpit door.

### 4.12.1 GENERAL

- A. The Captain is responsible for ensuring the cockpit door is closed and locked at all times when the aircraft is in operation.
  - This requirement does not apply when it is necessary for authorized persons to enter or leave the flight deck, provided the FAA approved procedures regarding the opening, closing and locking of the cockpit door are followed.
- B. If there is any doubt as to the status of the cabin, do not open the cockpit door.

### 4.12.2 NORMAL PROCEDURES FOR OPENING THE COCKPIT DOOR

#### 4.12.2.1 Access To The Flight Deck

The following persons are authorized access to the flight deck:

- Crewmembers assigned to the flight.
- Authorized flight deck jumpseat occupants.
- Federal Air Marshals, when operationally airborne and threat requirements dictate the need for access to the flight deck.

**NOTE**

The authorized flight deck jumpseat occupants must have been assigned to the flight deck jumpseat prior to departure.

#### 4.12.2.2 Identity Verification

- A. Before granting access to the flight deck, the authorized person's identification must be verified by audio and visual means.
- B. A flight deck crewmember will communicate with the person requesting access to the flight deck by confirming the correct code word is given as briefed during the preflight crew briefing.
  - If the person requesting access to the flight deck is doing so under duress, they will **NOT** give the correct code word when challenged.
- C. A flight deck occupant will visually identify the person requesting access to the flight deck by observing them through the peep hole in the cockpit door.
  - The ballistic-resistant peep hole field of view minimizes any hiding threat.

**4.14.2 FORM 110B - BOTTOM**

EVALUATOR  
PHOTO  
HERE

NAME OF EVALUATOR

XXXXXXXXXXXX

Signature of Bearer

S&A Form 110B

This evaluator is authorized under the provisions of 10 USC Section 2640 to perform cockpit evaluations on any air carrier that is contracted with the Department of Defense. In the performance of official duties under these provisions, free and uninterrupted access must be provided to the pilot's compartment, airports, restricted areas, facilities, aircraft, and ramps governed by USC and Federal Regulations.

BY DIRECTION OF THE AMC/ A3

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Chief, DOD Commercial Airlift Division

DOD No. XX

SAMPLE

**4.15 JUMPSEAT POLICIES**

**4.15.1 JUMPSEAT AVAILABILITY**

- A. Republic Airlines will allow as many jumpseat riders as there are open seats in the cabin.
  - Space Available jumpseat riders are last in the standby travel priority.
- B. Flight Attendants are not permitted to ride in the flight deck jumpseat unless one of the flight crewmembers are required to leave the flight deck.
- C. Due to current security restrictions, dispatchers or pilots from other airlines are NOT authorized to occupy the flight deck jumpseat unless they are in the CASS system or verified through a codeshare reservation system.
  - Pilots that are unable to be verified in CASS or through a reservations system will be provided a seat in the cabin or FA jumpseat, if available.
  - Dispatchers that are unable to be verified in CASS or through a reservations system will be provided a seat in the cabin, if available.
- D. The flight will not be delayed by taking a last minute jumpseat rider.

**4.15.2 FLIGHT DECK JUMPSEAT PERMISSION**

- A. The Captain will confirm the jumpseat rider's cockpit access authorization in accordance with paragraph 4.17.1.3 of this manual.
- B. The Captain will then grant permission for the jumpseat rider to enter the flight deck.

<b>NOTE</b>	It is the Captain's responsibility to check the jumpseat rider's Company ID and jumpseat privileges.
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