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Luftfahrt-Bundesamt

Bundesoberbehörde im Geschäftsbereich des Bundesministeriums für Verkehr und digitale Infrastruktur (BMVI)

Passenger Safety Briefing Cards (SBC) and Safety Briefing Videos (SBV)

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Foreword

The following material has been generated to enable operators to create standardized safety briefing cards (SBC) and safety briefing videos (SBV). This standard has been established by an expert working group lead by the German Civil Aviation Authority (LBA).

In addition to this guidance material, the related aircraft manufacturer's documentation and as far as applicable, any supplied component documentation should also be consulted to ensure that safety instructions are consistent between those documentations and the passenger briefing.

We endorse using the symbols presented in Appendix C.2. These symbols have been approved by the Luftfahrt-Bundesamt and may be obtained at blumaks GmbH, Nieschlagstraße 17 in 30449 Hannover/ Germany. www.blumaks.de, info@blumaks.de

Should you wish to use other symbols, these must be equivalent (recognizability/ perceptibility, size, resolution, contrast etc.) in order to comply with the standard established by the Luftfahrt-Bundesamt.

For further information please refer to Kabinensicherheit@lba.de

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A. SAFETY BRIEFING CARDS (SBC)

A.1. General

A.1.1. Purpose

A safety briefing card (SBC) has to be provided at each passenger seat.

The SBC has to contain all information regarding safety features, emergency equipment and emergency procedures onboard the aircraft which are provided for passengers to avoid injuries and to enhance the chance of the passengers to survive any life threatening situation that might occur while onboard the aircraft.

The information given has to be specific for the aircraft type or model and its emergency equipment.

Non-safety related information, such as advertising or promotional information must not be presented on safety briefing cards (SBC).

A.1.2. Material

The material used for SBCs should comply with FAR/CS 25 App. F Part I (a), (1), (i); e.g. Polypropylene or PVC with fire repressing additions.

Laminated materials are not recommended.

A.1.3. Format

One of the following sizes should be preferred: A 4, A 3 folded once into A 4, or A 3 folded twice. The edges of the SBC should be rounded.

A.1.4. Layout

The SBC has to be legible and intelligible.

The information on it should be clearly arranged, multi-coloured, rich in contrast and attractive to catch the passenger's attention.

Layout elements and their functions are:

SBC Logo: the SBC Logo (see **Appendix C.1.**) should be placed in the uppermost right hand corner of each SBC as sign of recognition.

Company Logo: the Company Logo has to be added on the SBC to avoid mix-ups.

Aeroplane Type Designation: the relevant aeroplane type (model) designation has to be indicated on the SBC to ensure correct allocation with the corresponding aeroplane.

Title: the title should be at least bilingual, first using the language of the state where the operator is registered, e.g. in Germany: "Für Ihre Sicherheit" and "For your safety".

For the arrangement of the SBC heading (SBC Logo, Company Logo, Aeroplane Type Designation and Title) refer to **Appendix C.1**.

Symbols: the symbols are abstract, standardized signs symbolizing hazards, warnings, prohibitions, "safe ways of action", stati or situations (See **Appendix C.2.**).

Pictographs: the pictographs are realistic, detailed drawings or photographs or a sequence thereof (e.g. used to show a required action).

Issue: the validity of the card should be identifiable by issue information printed on the card, e.g. date of issue, number or letter code.

Using these layout elements, the following **minimum dimensions** should be observed:

To be readable by normal-sighted persons, the height of the capital letters in the aeroplane type (model) designation and the title in the SBC heading should be at least 7 mm; each field of the SBC heading (see **Appendix C.1.**) should not be less than 15 mm in height and 60 mm in width.

The size of the SBC symbols (see A-1.5. Philosophy of Presentation **and Appendix C.2.**) should not be less than 15 mm by 15 mm or 15 mm in diameter, unless the symbol is used within a pictograph.

For the subtitle below a SBC symbol (see A-1.6. Philosophy of Presentation **and Appendix C.2.**), the letter height should not be less than 2 mm.

The height of the pictographs demonstrating the correct use of the emergency equipment etc. should not be less than 32 mm.

The letter height of any other text should not be less than 2 mm.

A.1.5. Philosophy of Presentation

The information given should be easy to understand by naive persons. Therefore, standardized SBC symbols based upon internationally recognized signs as illustrated in **Appendix C.2.** are to be used.

Colours play an important role with respect to the SBC symbols: they convey a message and each of the colours used has a specific meaning.

The colour specifies the nature of the symbols:

- red symbols are prohibitive or used to mark hazardous situations;
- green symbols are safety instructions ("safe way of action");
- **blue** is to mark a status or a standard situation.

Similar rules apply to the different shapes:

- prohibitive symbols are circular;
- symbols marking hazards are triangular;
- symbols referring to a status or a standard situation are rectangular

Endorsed symbols are depicted in Appendix C.2.

It is recommended to use a subtitle below each symbol with a corresponding text at least in German/ English (additional languages are optional). The presentation should

- be mainly pictorial; drawings, photographs or combinations thereof may be used;
- keep words at a minimum, e. g. for the title, to supplement a specific symbol or to explain a specific drawing; it is recommended to communicate solely by the use of image rather than writing
- use as many different languages for the instructions as necessary to be understood by the majority of the potential passengers of the relevant air carrier
- be logically structured (e.g. also group together details relevant to the same phase of flight or to similar emergency conditions);
- follow an "if then" logic, e.g. using one or more SBC symbols as a header to indicate the relevant situation followed by pictographs showing the subsequent action.
- If the SBC symbols are also used to indicate the subsequent action, it should be made clear which symbols describe the situation and which symbols describe the action (e.g. by means of an arrow)

Essential details of emergency exits, life vests, etc. which are important to understand their function and operation should be depicted in an appropriate manner and size.

Actions which could become necessary to be performed by passengers (e.g. opening of emergency exits) should be illustrated on a person not wearing a uniform.

All information should be illustrated on one single SBC; particular topics may be depicted on a separate SBC (e.g. Child Restraint Devices, life rafts, exit seat briefing cards).

A.1.6. Location

The SBC should be placed within direct view and access of every passenger and should be stowed in a manner that the SBC Logo and the aeroplane type (model) are visible to the passengers when seated.

The Aeroplane Type Designation should be easily visible for cabin crew pre-flight checks. Stowage in a separate card holder is preferred.

A.2. Illustration

A.2.1. Carry-On Baggage

Stowing baggage in approved baggage locations only, such as under the seat in front (provided there is a baggage bar attached to the seat), and in overhead bins should be depicted. A large (heavy) piece of baggage being stowed under the seat in front should be shown. It should also be clear from the card that positioning of personal belongings is not allowed during taxi, take-off and landing at locations where it can have a detrimental effect on emergency evacuations.

Stowing baggage

- in front of an emergency exit
- between seat rows
- behind a bulkhead or partition in front of a seat
- row, if applicable, and
- behind the passenger's lower legs

should be depicted and marked as <u>not</u> permitted (**see Appendix C.5.**). Passengers should be instructed to leave their baggage behind in case of an emergency evacuation.

A.2.2. Restraints

It should be shown how and when to fasten, tighten and unfasten the seat belts and seat harnesses attached to the passenger seats. The person depicted should be seated well back in the passenger seat with no space between the seat back and the (lower) dorsal of the person to minimize the potential of severe injuries in an emergency landing/ditching.

A recommendation to keep the seat belts fastened when seated should be included to minimize injuries caused by turbulences.

The proper restraining of children and infants should be illustrated with and without CRD.

A.2.3. Stowage

It should be shown that tray tables, foot rests, in-seat entertainment equipment, etc. are to be stowed away for taxi, take-off, and landing.

Seat backs should be shown in the upright position and arm rests in their regular (horizontal) position.

A.2.4. Smoking Regulations

It should be clear from the briefing card when, in which areas (e.g. aisles, lavatories, isolated areas) and under what conditions (taxi, take-off, landing, use of oxygen, or at any time) smoking is prohibited.

A.2.5. Portable Electronic Devices

Electronic devices, which, according to national regulations, are not allowed to be used during taxi, takeoff, and landing, or at all times, should be easily identifiable from the card by the relevant symbol (**see Appendix C.2.**).

A.2.6. Oxygen Masks

The location(s) of the oxygen masks should be indicated. It should also be illustrated how to initiate the oxygen flow, if applicable, and how to don and adjust the oxygen mask.

Instructions to help children and handicapped passengers after having successfully donned the own mask should be included.

The process of donning the oxygen masks should be illustrated by a pictorial sequence containing also a clock symbol which starts at 4 sec. and ends at 12 sec. max. (see **Appendix C.2.**).

The reservoir bag of the donned mask should not be shown fully inflated to avoid misconception with regard to its function.

Unless smoking is prohibited at all times, it has to be made clear that cigarettes etc. have to be extinguished once the oxygen masks are presented.

A.2.7. Brace or Safety Positions

Brace or safety positions are subject to continuous research.

In order to obtain results of the latest studies concerning the recommended brace or safety positions please consult the ICAO website and refer to your seat and/or aircraft/system manufacturer.

Protective brace or safety positions for passengers, which take into account the relevant seat orientations (forward-, aft-, herringbone, side-facing etc.), the seat spacing and distance to the object in front as well as airbags and shoulder harnesses, if installed, should be depicted.

The illustrations should include the direction of flight and the brace command the crew is trained to shout in case of a foreseeable emergency landing/ditching.

A.2.8. Emergency Exits (Number and Location)

It should be clearly indicated on an aeroplane drawing (plan view preferred) where every passenger emergency exit is located, by what means its location is indicated (i. e. the exit locator sign above the aisle and, if applicable, the floor proximity emergency escape path markings in the exit area) and by what means the exit is identifiable (i.e. the exit marking sign above the exit and, if applicable, the exit identifiers next to the exit, close to the floor).

The exits should be designated in the same manner as on the actual aircraft and in the operations manual (e.g. 1L, 1R or A, B ...).

It should be indicated that certain exits may not be usable in case of landings on water (ditching). The passengers should be advised to check outside conditions to make sure the door sill is not under the water level.

Note: Refer to the manufacturer's documentation for recommendations regarding the expected flotation characteristics and the subsequent unavailability of exits.

A.2.9. Emergency Lighting

Parts of the interior emergency lighting system essential for evacuations, such as exit signs, exit identifiers and emergency floor path markings should be shown as realistic as possible regarding its light patterns, colours, appearance and location.

A.2.10. Operation of Emergency Exits

Instructions on how to open and operate each exit (LH & RH) including the removal and disposition of a hatch (out of the escape route), if applicable, should be given.

Checking the outside conditions (fire, debris, water level) before opening the exit should also be illustrated or indicated by the appropriate symbol (see **Appendix C.2.**).

It should be obvious from the card whether LH and RH exits are specular in their design and operation, to best prepare passengers mentally for their eventual task in an emergency (stress) situation with reduced visibility.

The best method to evacuate through each type of exit should also be depicted.

The directional movement of the operating handle by which the exit opening is initiated should be shown and should be identical to that one marked on the corresponding exit.

Illustrations regarding "self-help exits" (in general, non-floor level exits) should not show a crew member, but a passenger, opening the exit.

If exit operating placards are attached to the hatch or to exit row seat backs, its pictorial information should be identical to that one on the briefing card.

Note: Additional briefing cards containing more detailed instructions regarding the operation of the exit should be prepared and distributed to the person(s) seated adjacent to an exit.

A.2.11. Evacuation Means

In case inflatable evacuation means (slides/ slide rafts) are provided, it should be illustrated how to deploy and inflate the slide/ slide raft, not to sit down at the door sill (small, explaining picture), but to jump onto the slide into the seated position, arms stretched forward, slightly bent, or to enter the slide in another manner recommended for the particular design.

Passengers assisting other evacuees at the bottom of the slides/ slide rafts while others are running away from the aircraft should be also be depicted.

Information that high heeled shoes should be removed and baggage left behind prior to entering the slide/ slide raft should be given. In case of other descent devices, e.g. stairs or ropes, or no descent devices at all, appropriate instructions on how to reach the ground should also be provided.

A.2.12. Escape Routes

The aeroplane drawing specified in paragraph 2.8 should contain the escape routes inside and outside the aeroplane in green colour.

The direction to go after leaving the aeroplane should be indicated as well.

Dangerous areas, e. g. near propellers and engines, should be marked accordingly (see **Appendix C.6.**). Escape routes on the wings, if provided, should be depicted in accordance with the markings provided on the aeroplane.

A.2.13. Life Vests and other Flotation Devices

The stowage location(s) of the life vests should be indicated and also how to remove the vests from the stowage, how to remove them from the package, how to don and how to adjust the vest in a seated position.

It should be made clear that life vests must not be inflated inside the cabin. The inflation of the vest at the right moment (exit specific) should be visualized. If necessary, the activation of the survivor locator light should be depicted as well.

Also, the different methods of handling an adult life vest for children, if applicable, should be illustrated.

If specific infant flotation devices are carried, the donning and method of inflation should also be depicted.

If the aircraft is equipped with different types of vests, the essential differences in donning, adjusting and operating the device should be shown.

If no life vests are (to be) carried, but equivalent flotation devices are available, retrieval instructions and instructions how to use them in water should be provided.

When life rafts are required to be carried, the SBCs should indicate the life raft stowage locations and present information regarding life raft retrieval, preparation for use, inflation, securing to and detaching it from the aircraft.

Launching and securing locations should be indicated.

Boarding and detaching life rafts and/or slide rafts, as applicable, should be illustrated.

A.2.14. Smoke in Cabin

It should be illustrated, how passengers protect themselves from smoke in the cabin and how to reach an emergency exit in smoky conditions by means of floor proximity emergency escape path markings.

B. SAFETY BRIEFING VIDEOS (SBV)

B.1. General

B.1.1. Purpose

According to CAT.OP.MPA.170 (a), given briefings and demonstrations relating to safety should be given in a form that facilitates the application of procedures applicable in the event of an emergency. This presentation is in addition to the SBC described under section "A" above.

The safety briefing video should address as a minimum the subjects listed in section "A", as far as applicable to the type of operation performed with the respective aircraft.

The video information should supplement, but not be contrary to, the information given on the SBC provided. Section "B" therefore contains (additional) guidance specific to video presentations.

Non-safety related information, such as advertising or promotional information, must not be presented in safety briefing videos.

B.1.2. Material

The safety briefing video presentation may be stored on different media, e.g. on film material or video tapes. The presentation may also be stored digitally.

It is recommended to use a video system and video material that provides a high quality of the presentation. The presentation should be rich in contrast and not subject to irritation due to daylight. If used for a longer period of time, the quality of the video material should not deteriorate by frequent use or environmental conditions.

B.1.3. Format

Full screen format should be used. The screen itself should have a sufficient size to animate normal sighted passengers to follow the presentation.

B.1.4. Layout

The safety briefing video presentation has to be easy to understand and should be clearly arranged, multi-coloured, rich in contrast and attractive to catch the passenger's attention throughout the presentation.

B.1.5. Philosophy of Presentation

The presentation should:

- contain animations or filmed material, drawings, photographs or combinations thereof;
- be loud and clear enough to be well understood throughout the cabin;

- keep spoken words and displayed information in accordance with each other;
- give information at a speed that enables the average passenger to understand it; use as many different languages for the instructions as necessary to be understood by the majority of the potential passengers of the relevant flight; subtitles may be used for this purpose, but not more than two languages at a time;
- be given in a logic order and manner (e.g. group together details relevant to the same phase of flight or to similar emergency conditions);
- distinguish the different subjects clearly from each other;
- attract and maintain passengers' attention without using effects that distract the passenger from the contents, and
- finish with a request to the passengers to look into the briefing card for further important safety information.

Essential details should be presented in an appropriate manner and size to be recognizable by the passengers when seated, taking into account the equipment provided onboard, e. g. full-size movie screens, TV monitors or small video screens installed in seats or under overhead bins, as well as the distance between the screen and the passengers.

B.1.6. Location

Not applicable.

B.2. Presentation Details

B.2.1. Carry-On Baggage

Stowing baggage in approved baggage locations only, such as under the seat in front (provided there is a baggage bar attached to the seat), and in overhead bins should be shown. It should be mentioned that heavier baggage has to be placed under the seat in front (see **Appendix C.5.**).

It should also be clear that positioning of personal belongings is not allowed during taxi, take-off, and landing at locations where it can have a detrimental effect on emergency evacuations.

Stowing baggage

- in front of an emergency exit
- behind a bulkhead or partition in front of a seat row, if applicable, and
- · behind the passenger's lower legs

should be demonstrated as not permitted.

B.2.2. Restraints

It should be shown how and when to fasten, tighten and unfasten the seat belts and seat harnesses attached to the passenger seats (see also **B-2.8**).

A recommendation to keep the seat belts fastened when seated should be included to minimize injuries caused by turbulences.

B.2.3. Stowage

A passenger should be shown stowing tray tables, foot rests, in-seat entertainment equipment, etc. away for taxi, take-off and landing.

Also, it should be demonstrated that seat backs must be placed in the upright position and arm rests in their regular (horizontal) position for taxi, take-off, and landing.

It should be taken into account that these items may vary in form and handling in different classes (e. g. First-, Business- and Economy Class).

B.2.4. Smoking Regulations

If smoking is allowed on board, it should be made clear in which areas (e. g. aisles, lavatories, isolated areas) and under what conditions (taxi, take-off, landing, use of oxygen) smoking is prohibited. If smoking is not allowed at any time anywhere, it should be emphasized that smoking is prohibited at any time and all over the aeroplane.

B.2.5. Portable Electronic Devices

Passengers should be informed about the electronic devices, which, according to national regulations, are not allowed to be used during taxi, take-off, and landing, or at all times.

B.2.6. Oxygen Masks

Passengers should be made aware of where the oxygen masks are located, how to initiate the oxygen flow, if applicable, and how to don and adjust the oxygen mask. It may be helpful to indicate to the passengers that immediate action is required once the oxygen masks are presented.

A passenger should also be shown to assist a child or handicapped passenger after having successfully donned his own mask.

The reservoir bag of the donned mask should not be shown fully inflated to avoid misconception with regard to its function.

Unless smoking is prohibited at all times, it has to be made clear that cigarettes etc. have to be extinguished once the oxygen masks are presented.

B.2.7. Brace or Safety Positions

Passengers should be informed that, in case of a foreseeable emergency landing or ditching, they are required to take the brace or safety positions demonstrated once the corresponding command is given, or whenever it deems necessary. The brace or safety positions recommended for the cabin seating configuration i.e. seat orientations (forward-, aft-, herringbone, side-facing etc.), the seat spacing and distance to the object in front as well as airbags and shoulder harnesses (if installed), should then be presented.

Brace or safety positions are subject to continuous research.

In order to obtain results of the latest studies concerning the recommended brace or safety positions please consult the ICAO website and refer to your seat and/or aircraft/system manufacturer.

Note: The brace or safety positions demonstration should be shown at the end of the overall presentation before the attention of the passengers is drawn to the SBC provided at their seat.

B.2.8. Emergency Exits and Evacuation

An aeroplane drawing similar to the one used in the SBC (without denominating the exits) should be used to inform the passengers how to evacuate the aeroplane.

The drawing should contain all passenger emergency exits, slides/ slide rafts and evacuation routes inside and outside the aeroplane.

The passengers should be made aware of dangerous areas, i. e. areas near engines and propellers.

The passengers should be instructed to leave behind all carry-on baggage in case of an emergency evacuation, jump onto the slide, if available, and assist other passengers from outside the aircraft, e.g. at the bottom of the slide, if possible, and run away to a safe distance from the aeroplane because of a possible fire.

The most effective manner for passengers to evacuate the respective aeroplane should be demonstrated.

B.2.9. Emergency Exit Markings / Emergency Lighting

It should be made clear by what means the passengers will be directed to the emergency exits, i.e. the exit locator signs above the aisle and, if applicable, the floor proximity emergency escape path marking, and by what means the exit itself is identifiable, i.e. the exit marking sign above the exit and, if applicable, the exit identifier next to the exit, close to the floor.

Parts of the interior emergency lighting system essential for evacuation, such as exit signs, exit identifiers and the other floor proximity emergency escape path markings should be shown as realistic as possible regarding its light patterns, colours, appearance and location.

B.2.10. Operation of Emergency Exits

The video should contain the information that the "self-help exits", if provided, have to be operated by passengers. It should be demonstrated how these exits are to be operated including the visual check of the outside conditions before opening the exit.

B.2.11. Evacuation Means

See B-2.8.

B.2.12. Escape Routes

See B-2.8.

B.2.13. Life Vests and other Flotation Devices

The passengers should be informed where their life vest is located, that the vest is to be removed from the stowage and extracted from the package. Donning and adjusting the vest is to be demonstrated in the seated position of a passenger.

Emphasis should be placed on not to inflate the life vest inside the cabin. Passengers should be instructed to activate the inflation handles just prior to leaving the aeroplane, standing in the open door. In case of over-wing exits, life vests must only be inflated outside the aeroplane on the wings.

The oral inflation back-up system and the activation of the survivor locator light, if applicable, should also be demonstrated.

If the aircraft is equipped with different types of vests, the essential differences in donning, adjusting and/or operating the device should be shown.

If no life vests are (to be) carried, but flotation seat cushions are available, retrieval instructions and instructions how to use them in water should be provided.

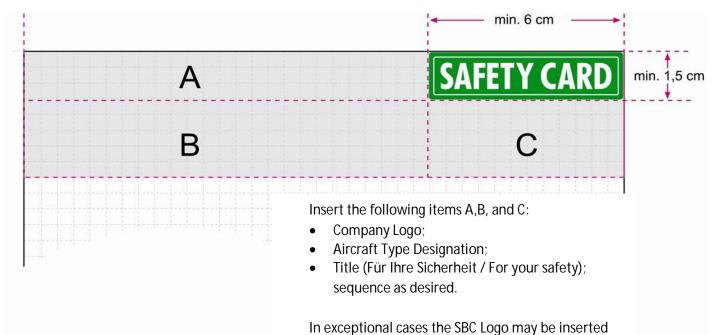
When life rafts are required to be carried, passengers should be made aware of their availability. For further details, a reference to the passenger briefing card should be given.

B.2.14. Smoke in Cabin

If illustrated on the SBC, this topic can be omitted in the video presentation.

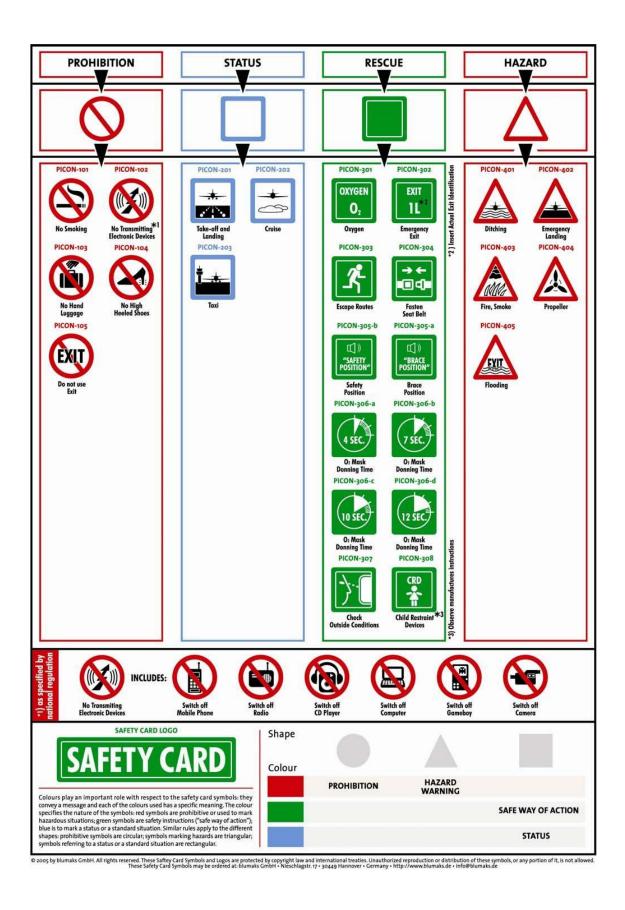
C. Appendix

C.1. Safety Briefing Card (SBC) Heading



in one of the fields A, B or C.





C.3. Translation of subtitles below Safety Briefing Card (SBC) Symbols

Picon	English	German	French
101	No Smoking	Nicht rauchen	Ne pas fumer
102	No Transmitting Electronic Devices	Keine elektronischen Geräte mit Sendefunktion	Pas d'appareil électronique de transmission
103	No Hand Luggage	Kein Handgepäck	Pas de baggage à main
104	No High Heeled Shoes	Keine hochhackigen Schuhe	Pas de chaussures talons hauts
105	Do not use Exit	Ausgang nicht benutzen	Ne pas utiliser la sortie
201	Take-off and Landing	Start und Landung	Décollage et atterrissage
202	Cruise	Reiseflug	Pendant le vol
203	Тахі	Rollen	Roulement au sol
301	Oxygen	Sauerstoff	Oxygène
302	Emergency Exit	Notausgang	Sortie de secours
303	Escape Routes	Fluchtwege	Voie de secours
304	Fasten Seat Belt	Anschnallen	Attacher la ceinture
305a – 305b	Safety Position / Brace Position	Schutzhaltung	Position de sécurité
306a – 306d	O2 Mask Donning Time	Zeit zum Aufsetzen Sauerstoffmaske	Temps disponible pour mettre le masque á oxygène
307	Check Outside Conditions	Aussensituation überprüfen	Contrôlez la situation à l´extérieur
308	Child Restraint Devices	Kinder- Rückhaltesysteme	Sièges d'enfant Sièges d'enfant
401	Ditching	Wasserung	Amerrissage
402	Emergency Landing	Notlandung	Atterrissage forcé
403	Fire, Smoke	Feuer, Rauch	Feu, fumée
404	Propeller	Propeller	Hélice
405	Flooding	Wassereinbruch	Irruption d'eau

C.4. Recommended Brace or Safety Positions

Brace or Safety Positions are subject to continuous research.

In order to obtain results of the latest studies concerning the recommended Brace or Safety Positions please consult the ICAO website and refer to your seat and/or aircraft/system manufacturer.



