

Portable Electronic Devices (PED)

Use in the passenger cabin

The following rules about the use of portable electronic devices are in force:

- 1) It's understood from the PED acronym: Portable Electronic Device. The approved PEDs in any GOWAIR aircraft, are the following:
 - Mobile telephones/smartphones;
 - Electronic tablets, commonly referred to as tablets;
 - Electronic headphones, comúnmente auriculares personales canceladores de ruido exterior; common personal noise cancelling headphones;
 - MP3, MP4 and derivatives, such as digital music players;
 - Small portable games consoles;
 - Portable computers and notebooks
 - Reading tablets commonly referred to as e-readers;
 - Digital personal photo and video cameras (not professional cameras);
 - Compact DVD/CD players;
 - Medical electronic devices are permitted to travel especially if they are needed to maintain physiological functions of a passenger, or AED automated external defibrillator, only if said devices do not affect aircraft systems.

In general, GOWAIR prohibits the onboard use of any PED that may negatively affect the performance of the equipment and systems of the aircraft;

- 2) Its prohibited the use of any type of electronic cigarettes onboard any GOWAIR aircraft;
- 3) All types of PEDs (including any type of electronic cigarette), may not be used during refuelling or defueling. They must remain switched off, including those that have the "flight mode" function.
- 4) Mobile telephones and other PEDs that contain antennas or that emit electromagnetic waves may be used onboard GOWAIR aircrafts always when the doors are open. Within the last examples are included all devices that can emit or receive calls, text messages, photos or any other type of messages by mobile network. In the event of an emergency, said PEDs cannot be used in transmitting mode (T-PEDs) during all flight phases once the passenger cabin doors have been closed:
 - Prolonged departure delays as specified in point 9;
 - During arrival taxi phase.

Any request from the passengers to use PEDs in transmitting mode that does not comply with the previous criteria must be denied;

- 5) The use of PEDs during the flight phases (once the passenger cabin doors have been closed before taxi and until arrival in the destination after performing the planned flight):
 - a) Hand-held electronic devices with "flight mode": hand-held electronic devices such as electronic tablets, reading tablets and smartphones, may be used during flight phases ensuring that the "flight mode" is activated from the closing of the passenger cabin doors before taxi and until the taxi on arrival. Said devices must remain handheld or stowed in the seat pockets during taxi, takeoff and landing phases;
 - b) Hand-held devices without the "flight mode" option (known as transmitting PEDs): these must be completely switched off during all flight phases from the closing of passenger cabin doors until taxi on arrival;
 - c) Large electronic devices with "flight mode" such as laptops and notebooks. These must be switched off and stowed in the overhead compartments or under the seat in front (except in OW exits) during taxi, takeoff and landing phases. They can be used during boarding in any mode and only during the rest of the flight after the seatbelt sign has been switched off, in "flight mode" or in any other mode where mobile connectivity is deactivated;
 - d) Large electronic devices without mobile connectivity. These must be switched off and stowed in overhead storage compartments or under the seat in front (except in OW exits) during taxi, takeoff and landing

phases. They can be used during boarding and only during the rest of the flight after the seatbelt sign has been switched off;

- e) Hand-held electronic devices without mobile connectivity such as DVD/CD players, small electronic games, digital music players. These can be used during any flight phase if they remain in the hand of each passenger or stowed in the seat packets during taxi, takeoff and landing phases;
 - f) Connectivity options bluetooth/WIFI and hand-held devices such as wireless keyboards, wireless headphones, remote control units: these must be completely switched off during all flight phases from the closing of the passenger cabin doors until taxi phase on arrival;
- 6) During low visibility operations (LVO and LVTO), all PEDs must be switched off and stowed even if “flight mode” is available;
 - 7) At any moment during the flight the Captain of the aircraft may order the switching off and stowage of all PEDs even if “flight mode” is available in the event of detecting any possible interference or anomaly with the aircraft systems;
 - 8) The use of non-wireless headphones is permitted.

However in regards to the above, in the passenger Briefing its recommended that the passenger removes them during the safety instructions. Likewise headphones may not be used during critical flight phases (taxi, takeoff and landing) in those seats located in emergency exits;

- 9) In the case of prolonged delays on the apron (in the parking position and with aircraft engines switched off) and with passenger cabin doors closed, the Captain can authorise the use of any type of PED. Before the aircraft moves, the CC must ensure that the policy is followed as described in the previous points and subsequently inform the Captain to proceed the flight;
- 10) The use of PEDs by CC for assisting with their tasks (C-PEDs): GOWAIR crew only use those PEDs designated by the company in order to assist in their duties. This is the express case for using devices for in-flight selling and onboard service, these devices do not have neither a transmitting connection or RF emission (radio frequency) and is used in no T-PED mode. Said devices use a data memory system that is downloaded on arrival to the home base at the end of the day.

This is also the case for the AED, consult MO-A 8.3.0.3.4.

No C-PED internal battery used by GOWAIR can be manipulated. The battery is integrated into the PED and can be substituted with the available spare batteries. If said spare batteries are catalogued as DGs, they must be transported correctly stowed and packaged in accordance with the packaging instructions 965 1B from IATA.

Said batteries must be contained inside packaging that completely encloses the battery. Said package must be inside a rigid container in order to prevent compression damages and damaged caused by falling. If said conditions cannot be complied with, the batteries cannot be transported. The replacement of the batteries must be not be performed during critical flight phases. The used battery must be deposited in a prepared package.

- 11) GOWAIR must be immediately notified (through a F-SMS-ASR (AIR SAFETY REPORT) or F-SMS-CSR(CABIN SAFETY REPORT)) of any occurrence or event relating to possible PED interference or any abnormal behaviour, overheating or fire produced by the PED (consult MO-A 11);
- 12) Depending on its size and weight, any type of PED can be classified as follows:
 - Handheld: may be easily handled with one hand and have a weight less than 1kg. For example: smartphones, tablets, electronic games ect.
 - Heavy: all those devices with larger dimensions or weights as mentioned in the previous paragraph. For example: laptops.

Note: a PED is considered switched off when the device in question has been deactivated, despite that some functions may remain operative. In those cases it may not be necessary to take away the power source;

- 13) In any flight phase that the Captain considers opportune for safety purposes, he may request that all electronic devices must be switched off. The Captain or the FC when judge necessary: may make an announcement that prohibits or restricts the use of any types of PEDs. For example: passengers that do not heed instructions relating to PEDs or suspicions relating to devices that emit transmissions T-PED, ect;
- 14) PEDs that cannot be accessed during the flight in order to be deactivated, must be switched off. This must be applied to PEDs transported in baggage or transported as part of the cargo (consult MO-A 8.3.0.3.3);
- 15) During boarding and in any phase of flight, the CC:
 - Monitor devices used by the passengers;
 - Ensure that any suspicious devices are switched off;
 - Must be especially aware of any misuse of devices by passengers that may include devices with integrated transmission capabilities;
 - Give the necessary announcements in accordance with the GOWAIR MDV.

Note: For the correct application of the previous points effective coordination between FC and CC is required. The coordination procedures are defined in the MO-B 2.3 in accordance to the different phases of flight;

- 16) Seat belt sign switched on: when the aircraft passes through areas of moderate turbulence, or when the Captain considers necessary, “heavy” PEDs must be switched off and stowed in overhead compartments or under the seats in front. In the event of severe turbulence, all PEDs must be switched off;
- 17) Special requests for “safety” or “security” reasons: the Captain assesses the seriousness of the situation and authorises the use of any types of PEDs (including transmitting T-PRD) during any flight phase;
- 18) The procedures described in the section MO-A 9.1.6 and MO-B 3.1 must be applied in situations where batteries overheat, in particular lithium batteries which may possibly result in a fire, also apply what is described in QRH 26.03A;
- 19) In the event of an abnormal or emergency situation including severe turbulence: the Captain coordinates with the CC to give the announcement to the passengers to prohibit the use of any type of PEDs as well as to switch off and stow heavy PEDs in overhead compartments or under the seats in front, ensuring that procedures can be satisfactorily completed;
- 20) Suspected interferences or anomalies in aircraft systems: at any moment in the flight the Captain can order the switching off of all PEDs in case of suspected or detected interference with the aircraft systems. These interferences can be identified as:
 - False alarms;
 - Noise in the communication systems or in the flight crew headsets;
 - Hidden failures in safety systems with loss of protection.

If during the flight an anomaly is detected in the onboard equipment, the Captain requests that the SCCM performs an inspection of the passenger cabin in order to identify those passengers using PEDs. Once the Captain has been informed, the following actions are performed:

- Request that the passenger switches off the PED and check if the anomaly disappears;
 - Request that the passenger turns back on the PED and check if the anomaly reappears;
 - If this is the case; report the occurrence by completing an ASR form. The following details must be included: description of the PED, make and model, location in the aircraft at the moment of the occurrence, interference symptoms, results of the actions carried out by the crew and any other information considered important for the follow-up and technical investigation of the occurrence;
 - Submit the ASR form to the RS through the F-SMS-ASR (AIR SAFETY RPEORT) in a period of less than 72 hours after the occurrence;
 - Cooperation from the owner of the device will be requested in order to obtain contact information.
- 21) By a means of summary, the following table is provided to clarify the use of PEDs:

Phase (3):	Handheld PEDs:	Heavy PEDs:	WIFI, messaging and call functions
Boarding	√	√	√
Departure delay(1)	√	√	√
Departure taxi(2)	√	X	X
Takeoff (2)	√	X	X
Cruise (2)	√	√	X
10.000 ft announcement (approximately 20 minutes from arrival) (2)	√	X	X
Landing (2)	√	X	X
Arrival taxi	√	X	√

Notes:

- (1): Under consent from the Captain;
 - (2): with “flight mode” activated;
 - (3): more limiting restrictions may be applied according to the national regulations of each country.
- 22) Headphones and seat connections: access to the aisle and emergency exits must not be obstructed during taxi, takeoff and landing. Passengers that occupy seats in emergency exit rows may not use headphones during critical flight phases or during the emergency demonstration in order to ensure that possible notifications by the CC are heard.
- 23) Certified equipment for onboard entertainment: screens. They must be placed in their original positions, during takeoff and landing phases.