



Carry-On Baggage Program

Manual Number 195

FAA APPROVAL

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Principal Operations Inspector, Phoenix CMO, WP37

THIS MANUAL ASSIGNED TO _____ EMP/CONTROL # _____

Revision 21

09/05/23

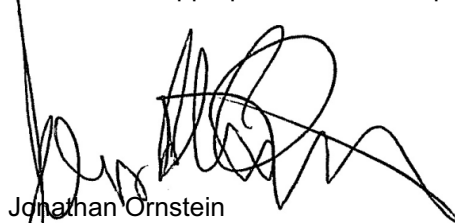
Mesa Airlines, Inc. Safety Policy Statement

The Accountable Executive of Mesa Airlines, Inc. recognizes that an effective Safety Management System (SMS) is vital to the success and longevity of the Company. Therefore the Accountable Executive is committed to implementing and maintaining a fully functional SMS and to the continuous improvement of the level of safety throughout Mesa Airlines, Inc.

- The Accountable Executive of Mesa Airlines, Inc. is committed to establishing and fulfilling specific safety-related objectives and will publish and distribute to all employees those objectives and plans annually.
- These safety objectives will be monitored, measured, and tracked to ensure overall corporate safety objectives are met. All employees and individuals in the Company have the responsibility to perform their duties and activities in the safest practical manner.
- The Mesa Airlines, Inc. Accountable Executive is committed to providing the necessary financial, personnel, and other resources to implement and maintain a fully functional SMS.
- The Mesa Airlines, Inc. Accountable Executive is dedicated to establishing a confidential employee reporting system to report all hazards, accidents, incidents, and safety issues without fear of reprisal.
- Activities involving intentional disregard for FAA regulations, Company policies and procedures, illegal activities, and/or drugs or alcohol may be subject to disciplinary action.
- As a component of the SMS, the Mesa Airlines, Inc. Accountable Executive is committed to establishing, maintaining, and annually exercising an emergency response procedure and plan that provides for the safe transition from normal to emergency operations.
- The Safety Policy in its entirety can be found within the Mesa Airlines, Inc. *Safety Management System Manual* (Manual #550).

The Accountable Executive will convey this expectation to all employees through postings, intranet site, Company newsletter, and any other means to ensure all employees are aware of the Company's SMS, their duties and responsibilities, and our safety policy.

This safety policy will be reviewed annually by the Accountable Executive to ensure it remains relevant and appropriate to the Company.



Jonathan Ornstein
Accountable Executive
CEO, Mesa Airlines, Inc.



Carry-On Baggage Program

Summary of Changes

Changes included with this revision are listed in the table below:

Page	Description
COVER.2	Updated: Safety Policy Statement
1.5	Removed: American reference
1.9	Updated: Bags that cannot be transported as carry-on baggage content
1.10	Added: "If a passenger refuses to comply, the flight attendant will consult with the pilot in command."



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Record of Revisions

After inserting a manual revision, record the revision number and date the revision was inserted, then initial in the "Inserted By" block. If any revision is missing, request it from the Mesa Airlines, Inc. Technical Publications Department.

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0	09/02/09	TECH PUBS
1	10/19/11	TECH PUBS
2	07/19/12	TECH PUBS
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Carry-On Baggage Program

Chapter 1: Carry-On Baggage Program

1.1 General

1.1.1 Carry-on Baggage Program

14 CFR: 121.589

MISC FAA Order 8900.1

- A. The Mesa Airlines, Inc. Carry-On Baggage Program is intended to ensure compliance with FAR 121.589 which prohibits the boarding of carry-on baggage when such items do not comply with the requirements of this approved Carry-On Baggage Program. Mesa Airlines, Inc. policies and procedures will be strictly adhered to by all personnel in order to maintain compliance with FAR 121.589, Operations Specifications A011, and all requirements of this program.
- B. Mesa Airlines, Inc. does not allow the boarding of carry-on baggage unless each passenger's baggage has been scanned to control the size and amount carried onboard in accordance with this approved Carry-On Baggage Program and Operations Specifications A011.
- C. The Carry-On Baggage Program explains the amount, size and weight limitations for carry-on baggage.
- D. Federal Aviation Regulations specify, in part, that each article of baggage carried on board an aircraft must be properly stowed prior to closure of the passenger cabin door, surface movement, takeoff and landing of that aircraft.
- E. Each passenger must comply with instructions given by crewmembers regarding compliance with this program.
- F. This program does not affect or include any article brought to the boarding gate for the purposes of being transported in the cargo compartment.
- G. Carry-on baggage is accounted in the aircraft weight and balance calculations to ensure that the aircraft does not exceed the weight and center of gravity limitations. The program ensures passenger deplaning is not hampered by excessive baggage improperly placed in the cabin. The program also prevents departure delays due to passengers struggling to find space in the cabin for excessive carry-on baggage.
- H. It is the responsibility of the flight attendant(s) on passenger only flights to ensure carry-on baggage is properly stowed for each cabin or cabin area. Specific and clear crew assignments are an important part of safety. (FAA Order 8900.1)
- I. Captains as pilot-in-command (PIC) are ultimately responsible for the safe operation of the aircraft and are the final authority for compliance with the Mesa Airlines, Inc. Carry-on Baggage Program. If necessary, flight crews will assist the flight attendant(s) in dealing with carry-on problems.

Carry-On Baggage Program

- J. This manual is to be distributed to, and maintained by, departments affected by the content herein, including all stations served by Mesa Airlines, Inc. aircraft. This manual must be accessible at all times to those individuals who are affected by the content herein and must not be removed from the station premises or the business location of the manual holder.
- K. The most current revision of this manual can also be found on the Mesa Airlines, Inc. Technical Publications website: <http://mesanet.mesa-air.com/TechPubs/>.
- L. No part of this manual may be removed unless instructed to do so by Mesa Airlines, Inc. Technical Publications for the purpose of updating its content. Should the necessity arise for all or part of this manual to be photocopied for training or reference purposes, the subsequent copies should be clearly marked "FOR REFERENCE ONLY" or "FOR TRAINING PURPOSES ONLY" as these copies will no longer be controlled.
- M. Amendments to this program must be coordinated with the Manager of Airport Operations and Safety Assurance. For changes to sections pertaining to cargo only operations, the Manager of Airport Operations and Safety Assurance will interface with the Manager of Cargo Operations. Amendments to the Carry-On Baggage Program must be authorized by the FAA prior to implementation.
- N. Mesa Airlines, Inc. Carry-On Baggage Program is approved by the FAA (Federal Aviation Administration) in the Mesa Airlines, Inc. Operations Specifications A011. This program will be re-evaluated in accordance with Chapter 1 of the Mesa Airlines, Inc. *Technical Publications Procedures Manual*.

1.2 Definitions

- A. For the purposes of this program, a carry-on bag is any article which meets the criteria for carry-on baggage as described in this program; is presented for carriage by a passenger for transport in the cabin of an aircraft and accepted by personnel on behalf of Mesa Airlines, Inc. for transport in the cabin. This baggage is included in the passenger weight allowance and must be of an approved amount, size, shape and weight that will allow it to be stowed under the passenger seat, in a storage or overhead bin. For cargo only operations on the B-737, passenger and crew member roller board bags will be loaded in the forward bulk cargo compartment.
- B. Any bag or item that is placed at the door or steps of an aircraft and subsequently placed in the aircraft cargo compartment is defined as a plane-side or gate-checked bag.
- C. A sizer is defined as a container, cage or free standing device, usually located at the ticket counter and/or gate, that allows passengers and airline personnel to visually determine if a bag intended for carry-on will properly fit inside an aircraft.
- D. Any bag that is consider to be carry-on baggage must comply with limitations and restrictions identified in the Mesa Airlines, Inc. Hazardous Materials Program.

Carry-On Baggage Program

1.3 Responsibilities and Governance

- A. The Manager of Airport Operations and Safety Assurance is responsible for maintaining and modifying the Mesa Airlines, Inc. Carry-On Baggage Program. Any modification will be evaluated and processed in conjunction with the Senior Vice President of Flight Operations (FAA Director of Operations), Director of Flight Operations (FAA Chief Pilot), Vice President of Safety and Security and the Vice President of Inflight Services to determine the effect that the proposed changes would have on the policies and procedures contained in the manuals of those departments.
- B. Each department head has the responsibility and authority to provide sufficient financial and human resources to ensure the requirements of this manual are adhered to, as well as make key, safety-related decisions for this program in accordance with the Mesa Airlines, Inc. *Safety Management System Manual* (Manual #550).
- C. Oversight
1. The Manager of Airport Operations and Safety Assurance has oversight and monitoring responsibility for all procedures associated with the carry-on baggage process and will interface any revisions to this manual with other Mesa Airlines, Inc. manuals.
 2. The Manager of Airport Operations and Safety Assurance will coordinate with the Manager of Cargo Operations for all items related to Cargo Only operations.
 3. The Senior Vice President of Flight Operations has oversight and monitoring responsibility of flight crew procedures for the Carry-On Baggage Program.
 4. The Vice President of Inflight Services has oversight and monitoring responsibility of flight attendant procedures for the Carry-On Baggage Program.
- D. The quality of the program will be monitored on a daily basis by gate agents and crewmembers. Suggestions and comments will be welcomed and may be forwarded to the Manager of Airport Operations and Safety Assurance via email: Station-Compliance@mesa-air.com. The Manager of Airport Operations and Safety Assurance or designee will review such feedback.
- E. Discrepancies of the program will be reported using the employee's reporting chain of command. The reporting method to be used normally will be the company e-mail system to the supervisor of the employee. Each department head will investigate the reported discrepancies and forward the information to the Manager of Airport Operations and Safety Assurance or designee.

As part of the Mesa Airlines, Inc. Safety Management System (SMS) process, all safety and or security concerns must be reported to the Mesa Airlines, Inc. Vice President of Safety and Security and the Manager of Airport Operations and Safety Assurance at Station-Compliance@mesa-air.com.

- F. Repeated carry-on baggage discrepancies by a particular location may require the Manager of Airport Operations and Safety Assurance or designee to investigate these occurrences further to determine root cause and request necessary corrective actions that mitigate further discrepancies.

1.4 Limits

1.4.1 Passenger Only Limits

- A. For passenger only operations, Mesa Airlines, Inc. permits a maximum of one carry-on item per passenger and one personal item.
1. A personal item is identified as a purse/small backpack, briefcase, computer and case, camera and case, diaper bag or an item of similar size.
 2. A sizer may be utilized to estimate the linear inches of allowable carry-on items.
 3. Any item in excess of one carry-on and one personal item, is not on the exception list or any item that will not fit into the overhead bin or under the seat must be transported in the cargo compartment and accounted for as regular baggage for weight and balance purposes. If the item qualifies as HEAVY per the guidance of the Weight and Balance Program and the approved codeshare procedures for checking HEAVY luggage will be followed.
 4. Aviation Safety Inspectors (ASIs) of the Federal Aviation Administration (FAA), Additional Crewmembers (ACMs or “jumpseaters”) and Check Pilots who occupy the flight deck jumpseat are limited to the same carry-on restrictions as other passengers. When on official duty or when performing en-route inspections, baggage belonging to these individuals which cannot be properly stowed in the cabin (or in the flight deck if performing cockpit observation) will be transported in the cargo compartment and returned to the ASIs, ACMs or Check Pilots upon request at any intermediate stop and/or at the final destination.

NOTE

ASI passengers need only present appropriate accreditation for the transport of baggage and therefore need not be ticketed. Proper accreditation consists of FAA Form 110A. Refer to the Mesa Airlines Inc. *General Operations Manual* for an example of inspector credentials.

5. Carry-on Exemption for Federal Air Marshals (FAM)
FAM are exempted from carry-on baggage limits when traveling on mission status or official business. FAM should identify themselves to ground personnel prior to boarding. Ground personnel should make an effort to notify crewmembers of their seat assignments prior to FAM boarding.
- B. The allowance made herein for carry-on baggage is based on the interior storage volume and weight limitation of Mesa Airlines, Inc. aircraft and the average number of bags normally carried onboard by passengers.

Carry-On Baggage Program

1.4.2 Carry-On Size Restrictions (Passenger Only)

- A. Where available and when local airport and/or government regulations permit, sizer units may be located at one or more of the following locations:
 1. Curb-side check-in.
 2. Ticketing and/or check-in counters (if applicable, entrances to rope and stanchion systems).
 3. Jet bridge/boarding doors.
- B. The sizer may be used to enable agents/customers to screen carry-on items.
- C. Carry-on items should easily fit into the sizer, if used, and must be of a size that will ensure proper stowage.
- D. All passengers should be monitored, either visually, or with the assistance of a bag sizer, to ensure compliance with carry-on baggage quantity limitations and size requirements. Any device that measures units in metric or standard can be utilized for the purpose of this program, including pre-measured and marked devices.
- E. Carry-on baggage will not exceed 45 linear inches, which is used as a means to screen carry-on baggage. Guidance for each operation is listed below. To obtain linear inches, add length + width + height.

NOTE

In no case shall a carry-on bag be stowed in the cabin of an aircraft which cannot be done so in accordance with this program.

Table 1-1: Permissible Carry-On Size

Operating As	Size (In Linear Inches)
United Express	45"

1.4.3 Limitations (Cargo Only)

- A. Mesa Airlines, Inc. permits Additional Crew Members (ACM), other airline Jumpseat riders, Supernumeraries, and FAA Aviation Safety Inspectors to bring a maximum of two (2) carry-on items onboard.
- B. The carry-on allowance is one (1) suitcase (roller board), and one (1) personal items
Personal items are identified as a purse/small backpack, briefcase, computer and case, flight crew bag or an item of similar size.

EXCEPTION

Flight crews on duty can carry up to three bags to include one roller bag, a tote or briefcase and a lunch bag. This exception does not include deadheading or non-revenue crew.

- C. Due to the limited space and securing capabilities onboard the aircraft, any item that cannot be secured in the cabin or on the flight deck will be placed in the lower forward bulk cargo compartment.
- D. There are no specific size limitations in place for a suitcase (roller boards) but it is understood that a reasonable suitcase size of 45 linear inches would be acceptable. If a personal item is deemed to be too large by the flight crew, it will be loaded in the lower forward bulk cargo compartment. Monitoring of carry-on baggage size for acceptance on the aircraft can be performed visually. The PIC has the final authority to determine if a carry-on item is deemed too large.
- E. In addition to the items listed above, the following items may be brought onboard and are not counted against the personal item allowance; however, all of these items must be properly stowed prior to closure of the main cabin door.
 - 1. Food for immediate consumption

NOTE

A passenger may hold food in his/her hand for immediate consumption as long as the total combined weight does not exceed 2 lbs., or 10 inches for taxi, takeoff and landing.

- 2. Frequently carried items such as overcoats, jackets, umbrellas, newspapers, magazines or novels are allowed and not considered carry-on baggage.

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1.5 Procedures

1.5.1 Passenger Only Operations

- A. Ticket counters, gate check-in counters and aircraft entry points will be used to monitor all carry-on baggage to determine whether it meets the linear inch requirements and other limitations described within this manual. Carry-on baggage monitoring will be routinely accomplished by gate agents, other codeshare employees assigned to perform above-the-wing duties at the gate for that particular flight, and flight attendants.
- B. Mesa Airlines, Inc. will accept one carry-on item and one personal item per passenger. Personal items include:
1. Purse/small backpack.
 2. Briefcase.
 3. Computer and Case.
 4. Camera and Case.
 5. Diaper Bag.
 6. Item of a similar size or smaller size to those listed above.

EXCEPTION

Flight crews on duty can carry up to three bags to include one roller bag, a tote or briefcase and a lunch bag. This exception does not include deadheading or non-revenue crew.

- C. In addition to the items listed above, the following items may be brought onboard and are not counted against the personal item allowance; however, all of these items must be properly stowed prior to closure of the main cabin door.
1. Food item for immediate consumption.

NOTE

A passenger may hold food in his/her hand for immediate consumption as long as the total combined weight does not exceed 2 lbs., or 10 inches for taxi, takeoff and landing.

2. A duty free item in similar size of the above items or smaller.
3. Frequently carried items such as overcoats, jackets, umbrellas, newspapers, magazines or novels are allowed and not considered carry-on baggage.
4. Assistive devices such as crutches, canes, walkers, nebulizers, and approved portable oxygen concentrators.

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NOTE

Wheelchairs may not be carried onboard as carry-on baggage and must be transported in the cargo compartment. All wheelchairs and mobility aides with batteries must conform to the requirements of the *Hazardous Materials Manual* (Manual #330).

5. Compact folding strollers that comply with carry-on baggage guidelines stated within this manual.
- D. Child Restraint Seats are counted as part of the carry-on allowance unless a ticket has been purchased for the child/infant for the purpose of using the child restraint during flight.
1. Space permitting, an unoccupied passenger seat may be utilized for the restraint seat as a courtesy.
 2. If an empty seat is not available for the child restraint seat, it must be transported in the cargo compartment. In all cases, the restraint seat may be checked to the final destination or transported as a plane-side item which may be returned to the passenger once they've deplaned.
- E. Carry-on bags in excess of the permitted allowance and not listed above must be transported in the cargo compartment as planeside checked baggage, in accordance with the approved codeshare procedures.
- F. Mesa Airlines, Inc. does not transport cargo in the cabin of its aircraft.

EXCEPTION

A courier who has bought a seat for the purposes of carrying critical cargo (fragile human or animal organs) may carry that cargo in the passenger compartment so long as the following guidelines are met:

1. It is placed in an overhead compartment or under a passenger seat that is approved for carry-on baggage.
 2. Its weight and dimensions conforms to the guidelines of this Carry-on Baggage Program.
 3. All AOSSP required screening procedures applicable to carry-on baggage shall be utilized for screening of the cargo. (Passenger must carry the cargo through TSA screening checkpoint.)
- G. The points for controlling carry-on baggage are:
1. Ticket Counter
Agents will scan carry-on bags and advise passengers if they exceed the amount or size allowed for carry-on baggage.
 2. Gate
Boarding agents will scan carry-on bags and advise passengers if they exceed the amount or size allowed for carry-on baggage.

Carry-On Baggage Program

3. Flight Attendant

Will act as the final controlling point for bags which do not meet the amount, size and weight limitations of the Mesa Airlines, Inc. Carry-on Baggage Program. The flight attendant will scan bags for conformity to the Carry-on Baggage Program while performing the following duties:

- a. The flight attendant will refuse all bags that are not allowed in the cabin per the policies and procedures of the Carry-On-Baggage Program as passengers board through the main cabin door. Flight attendants will follow the procedures in the section of this manual titled "Proper Stowage of Unusual or Special Attention Items (Passenger Only)" for gate checked baggage.
- b. The flight attendant will ensure that carry-on bags have been properly stowed and meet the requirements of proper stowage while performing the final cabin check at the end of boarding and prior to closing the main cabin door.

4. Pilot

The pilot-in-command (PIC) is the final authority on aircraft safety, loading and weight and balance.

H. Bags that cannot be transported as carry-on baggage will be tagged with a plane-side type tag and placed in the cargo compartment.

1. A bag with a green plane-side type tag may be transported in the cabin provided it meets the carry-on baggage requirements. Refer to example below.

EXAMPLE

UAX Carry-on tag, also known as green valet tag, is used for standard carry-on bags that are compliant (1 + 1) but may not fit in the cabin due to the size or space of the aircraft-specific overhead bins. These bags will be picked up planeside.

2. A bag with a white bag tag with black printing (ABT bag tag) is a regular checked bag and should not be brought on board the aircraft. The bag should be placed at the end of the jetbridge/boarding ramp for ramp personnel to load in a cargo bin. Refer to example below.

EXAMPLE

Roller boards/carry-on bags that do not meet compliance requirements (1 + 1) must be tagged with a white ABT tag. An ABT tag is associated with a customer's record locator (PNR) and will be delivered to baggage claim. This tag is printed out at the gate and the agent will attach the large white ABT to the non-compliant bags.

1.5.2 Cargo Only Operations

- A. The monitoring of passenger carry-on baggage allowance will be accomplished by assigned flight crewmembers.
- B. The PIC or other delegate flight crewmember will be responsible for ensuring compliance with the Mesa Airlines, Inc. carry-on baggage requirements for cargo only flights. The compliance duties include:
 - 1. Ensuring that occupants (other than ACMs) do not exceed carry-on baggage limitations.
 - 2. Asking occupants if they are carrying dangerous goods in their carry-on items. If so, the crewmember must ensure compliance with the limitations of the Hazardous Materials Program.
 - 3. Deny boarding to any occupant if they refuse to comply with the PIC's requests or instructions relating to carry-on baggage.
 - 4. Ensure that the maximum placard weight limit at each closet or stowage bin is not exceeded.
 - 5. Verify the stowage location of all occupants comply with the limitations outlined in the carry-on baggage program.
 - 6. Brief the occupant(s) with required Supernumerary/Jumpseat Briefing Card items.

1.6 Proper Stowage of Carry-On Baggage

1.6.1 General

- A. For passenger only operations, flight attendants are responsible for ensuring the proper stowage of all items in the cabin.
- B. For cargo only operations, a flight crewmember is responsible for briefing occupants on the proper stowage of carry on baggage items and confirming that they are stowed prior to closing the main cabin door and prior to landing.
- C. All carry-on baggage will be properly stowed in accordance with the requirements of this manual prior to closing all passenger entry doors. Baggage that cannot be stowed in the cabin in accordance with this manual will be placed in the cargo compartment. If a passenger refuses to comply, the flight attendant will consult with the pilot in command.
- D. Carry-on baggage stowed in un-certified receptacles, such as lavatories, is contrary to FAR Sections 121.285 and 121.589. Approved receptacles for carry-on baggage include under the passenger seat, in a storage or overhead bin.
- E. Mesa Airlines, Inc. policies and procedures do not allow an aircraft to pushback, taxi, takeoff or land unless each article of baggage is stowed accordingly:
 - 1. In a suitable closet or cargo stowage compartment that is placarded for its maximum weight and provides proper restraint for all baggage or cargo stowed within.
 - 2. In a manner that does not hinder the possible use of any emergency equipment.

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3. In an overhead bin where each overhead bin door is closed and latched.
 4. Under a seat where it does not obstruct or protrude into an aisle.
 5. Is packaged or covered in a manner to avoid possible injury to passengers or crew.
- F. Carry-on baggage must not obstruct passenger movement to, from or across the main cabin aisle.
- G. Seat back pockets are approved to store and secure small handheld and Portable Electronic Devices (PEDs) while on the ground and during all phases of flight. Total combined weight of items must not exceed 2 lbs.

NOTE

Seat back pockets are not an appropriate storage location for large laptop computers, beverage bottles weighing more than 24 oz. or items with total combined weight exceeding 2 lbs.

1.6.2 Overhead Bins (Passenger Only)

- A. The flight attendant will ensure that each overhead bin is latched securely prior to closure of the passenger boarding door and prior to landing. Overhead bins should close easily without force. The flight attendant will ensure that bins with placarded weight limitations will not be exceeded.

NOTE

Storage areas will most likely reach their volume limits well before reaching weight limits.

- B. Flight attendants will use their best judgment as to the weight of an item. If the item or combination of items appears to exceed the limitations of the stowage area the flight attendant will stow the item(s) elsewhere in the cabin so as not to exceed the limitations of the stowage area, or have the item(s) placed in the cargo compartment.

1.6.3 Under Seat Baggage (Passenger Only)

- A. Baggage should be placed under the seat immediately in front of the seat which the passenger occupies and must not prohibit/inhibit access to the aircraft aisle.
- B. Passengers seated in a bulkhead seat should utilize the overhead storage area for carry-on items. In the event a non-bulkhead seat remains unoccupied for the flight, carry-on may be placed beneath the seat in front of that unoccupied seat.

CAUTION

Carry-on baggage is not permitted to be stowed in any area which may interfere with crew access to emergency equipment or blocks passenger view of No Smoking, Fasten Seat Belt or Exit signage.

- C. Carry-on items that cannot be restrained, packaged properly or properly stowed shall be carried in the cargo compartment.
- D. All Mesa Airlines, Inc. aircraft seats are designed to prevent forward and sideways movement of carry-on baggage.

1.7 Proper Stowage of Unusual or Special Attention Items

14 CFR: 121.311

A. Portable Electronic Devices

Electronic devices which do not radiate signals that may interfere with the communications and/or navigational equipment of the aircraft, may be used during aircraft operations as specified by the flight crew. When restricted for use as indicated by this section, portable electronic devices must be properly stowed. Seat back pockets are approved to stow and secure small handheld and Portable Electronic Devices (PEDs) while on the ground and during all phases of flight. Items must weigh less than two lbs.

B. Lithium-Ion Batteries and E-Cigarettes

1. Batteries not installed in electronic devices and e-cigarettes are not permitted in checked baggage. The rule limits passengers to not more than two spare rechargeable lithium-ion batteries in carry-on baggage. Spare lithium batteries must be individually protected to prevent short circuits (e.g., by placement in original retail packaging, by otherwise insulating terminals by taping over exposed terminals or placing each battery in a separate plastic bag or protective pouch). This applies to batteries that exceed 100 watt hours and less than 160 watt hours. Batteries with more than 160 watt hours are not allowed in either checked or carry-on baggage. More information can be found in the Mesa Airlines, Inc. *Hazardous Materials Manual* (Manual #330). Each installed or spare lithium battery must be of a type proven to meet the requirements of each test in the UN Manual of Tests and Criteria, Part III, Sub-section 38.3.

2. Flight Attendant Procedures for Gate Checked Baggage (Passenger Only)

- a. Ask the customer if the bag contains any batteries, e-cigarettes or electronics.
- b. Allow the passenger to remove the items and keep in the cabin.
- c. Assist in finding a place for the items removed. If batteries were removed be sure to stow them so that you insulate battery terminals by isolating the batteries from contact with other batteries and metal. Wrap them in a plastic bag to avoid contact with other batteries or metal. Do not permit a loose battery to come in contact with metal objects, such as coins, keys or jewelry.

3. Gate Procedures for Gate Checked Baggage (Passenger Only)

- a. Ask the customer if the bag contains any batteries, e-cigarettes or electronics.
- b. If the customer answers "yes," advise the items must be carried with them in the passenger cabin. Ensure all loose batteries are properly packaged.

CAUTION

Carry-On Baggage containing lithium-ion batteries to include e-cigarettes which do not fit in the cabin must never be moved to the cargo compartment.

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4. Flight Crewmember Procedures for bulk cargo compartment baggage (Cargo Only)
 - a. Ask the occupant if the bag contains any batteries, e-cigarettes or electronics.
 - b. Allow the occupant to remove the items and keep in the cabin.
 - c. Assist in finding a place for the items removed. If batteries were removed be sure to stow them so that you insulate battery terminals by isolating the batteries from contact with other batteries and metal. Wrap them in a plastic bag to avoid contact with other batteries or metal. Do not permit a loose battery to come in contact with metal objects, such as coins, keys or jewelry.
5. Refer to the following chart to accurately determine how and where a occupant may store lithium cell batteries.

Table 1-2: Guide to Rules Effective October 13, 2014

Type of Battery/Batteries	In Checked Baggage	In Carry-on Baggage
Lithium Metal Battery, Installed in a Device (up to 2 grams lithium)	Permitted ¹	Recommended ¹
Spare Lithium Metal Battery, Not Installed in a Device (up to 2 grams lithium)	Forbidden	Permitted in carry-on baggage ²
Lithium Metal Battery, Spare or Installed (over 2 grams lithium)	Forbidden	Forbidden
Lithium-Ion Battery, Installed in a Device (up to 100 watt hours)	Permitted ¹	Recommended ¹
Spare Lithium-Ion Battery, Not Installed in a Device (up to 100 watt hours)	Forbidden	Permitted in carry-on baggage ²
“Special Case” Up to 2 Lithium-Ion Batteries, Spare or Installed (between 100 and 160 watt hours)	Spare Batteries: Forbidden Installed in Devices: Permitted ¹	Spare Batteries: Permitted ² Installed in Devices: Permitted ¹

¹Although some devices and installed batteries may be carried in checked baggage, carrying them in carry-on baggage, when practicable, is preferred. In checked baggage, ensure that devices remain switched off, either by built-in switch/trigger locks, by taping the activation switch in the “off” position, or by other appropriate measures.

²Be sure to take protective measures to prevent against short circuits.

³For Cargo Only operations, Checked Baggage refers to any item that is stored in the lower belly cargo compartments.

NOTE

The rule limits passengers to not more than two spare rechargeable lithium-ion batteries in carry-on baggage. This applies to batteries that exceed 100 watt and less than 160 watt hours. Batteries with more than 160 watt hours are not allowed in either checked or carry-on baggage.

C. Onboard Child Restraint Seats (FAR 121.311)

1. If a child has reached his/her second birthday, he/she must occupy a separate seat with a seat belt.
2. All FAA approved Child Restraint Systems (CRS) are acceptable for use aboard Mesa Airlines, Inc. aircraft. Approved restraint systems may be utilized for taxi, takeoff and landing as well as in flight for any child (an individual who has not reached his/her 18th birthday) for whom a separate ticket has been purchased, whom is accompanied by a parent or guardian and is within the weight limits for the CRS (or space permitting, an unoccupied passenger seat may be utilized for the restraint system as a courtesy for children who do not have a seat assignment) when the following conditions are met:

NOTE

If an approved CRS, for which a ticket has been purchased, does not fit in a particular seat on the aircraft, the CRS must be accommodated in another seat in the same class of service. For example:

1. A CRS with a base that is too wide to fit properly in a seat with rigid armrests must be moved to a seat with moveable armrests that must be raised to accommodate the CRS in the same class of service.
 2. An aft-facing CRS that cannot be installed properly because of minimal pitch (distance between seats) between rows must be moved to a bulkhead seat or a seat in a row with additional pitch in the same class of service.
 3. A harness-type CRS (i.e., CARES, Part No. 4082) with an upper strap that is not able to encircle very large first class seats can be moved to another seat that can accommodate the strap in the same class of service.
 4. There are some aft-facing CRS that have a detachable base that may keep the CRS from fitting properly in the seat. The following visual cues will assist to determine if the detachable base is necessary.
 - a) If there is no belt path on the aft-facing CRS, then it must be used with the detachable base on the aircraft.
 - b) If there is a belt path on the aft-facing CRS, and the CRS is properly labeled, then it does not need to be used with the detachable base on the aircraft.
 - c) Federal Motor Vehicle Safety Standards (FMVSS-213) labeling standards do not require labeling on the detachable base.
- a. The adult traveling with the child provides the approved CRS.
 - b. The approved CRS must be verified by ticket counter and gate agents to ensure it meets the requirements of one of the following categories:
 - 1) CRS manufactured between January 1, 1981 and February 25, 1985 must bear the label stating: "This child restraint system conforms to all applicable Federal motor vehicle standards."

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- 2) CRS manufactured on or after February 26, 1985 must bear two labels.
 - a) One label must state: "This restraint system conforms to all applicable Federal motor standards."
 - b) The second label (red lettering) must state "THIS RESTRAINT IS CERTIFIED FOR USE IN MOTOR VEHICLES AND AIRCRAFT."
3. Should the child restraint seat be foreign made, it must either bear a label stating approval by the respective foreign government or a label indicating that the seat was manufactured under the standards of the United Nations (U.N.). The label may be a stamp, decal or other marking which indicates foreign government approval or conformance with the U.N. standards. The following is a sample of the required labeling for a CRS manufactured under the standards of the United Nations (the "E" is consistently used in the label, but the number to the right of the "E" can change to represent the country granting approval).

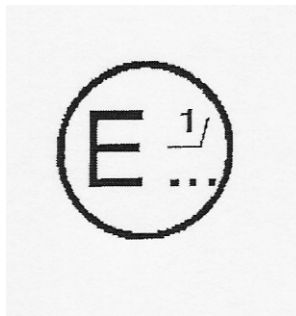


Figure 1-1: CRS United Nations Label

4. The CRS must bear a label or markings showing FAA approval through the TC, STC or TSO process.

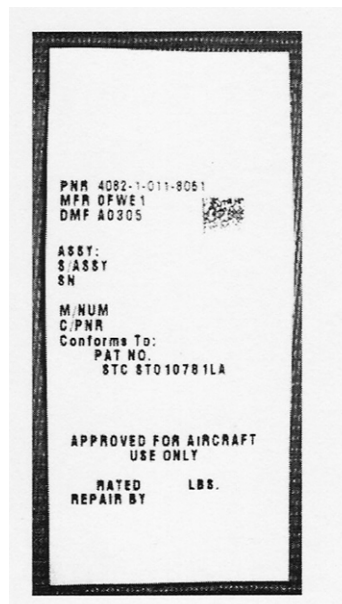


Figure 1-2: CRS FAA Approval through STC

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5. CRSs approved under TSO C-100b must be permanently and legibly marked “TSO C-100b.”
6. The CRS must be clearly marked, showing FAA approval under §21.305(d) and bear the label “FAA Approved in Accordance with 14 CFR 21.305(d).” The following is an example:



Figure 1-3: 14 CFR 21.305(d) FAA Label

7. The restraint system must be properly secured to an approved forward-facing seat or berth.
8. Booster type, vest and harness type child restraint systems (a child restraint device that positions the child on the lap or chest of an adult seated in the passenger seat) are not approved for taxi, takeoff and landing, but they may be used during flight even though certain types bear appropriate labels showing that they meet applicable U.S. and U.N. standards or are approved by a foreign government. When properly installed, CARES type CRS may be used during taxi, takeoff and landing.
9. The owner of the child restraint seat is responsible for ensuring that it is free of any obvious defects and functions properly.
10. The owner must secure the child in accordance with the instructions provided by the manufacturer and ensure that the child does not exceed the weight limit for the restraint system.
11. Using the aircraft seat belt, the owner must secure the child restraint seat to the aircraft seat for taxi, takeoff, landing and any time the seat belt sign is illuminated.
 - a. Restraint systems which are approved but do not fit or cannot be properly secured in the seat, as well as restraint systems which are not approved, may not be used during taxi, takeoff and landing.
 - b. Flight attendant responsibility is limited to verifying with the child's parent or guardian that:
 - 1) The child is properly secured in the restraint system and does not exceed the specific weight limit for the restraint system.
 - 2) The system is secured to the seat properly and the child must remain seated in the restraint system, properly secured, during taxi, takeoff, landing and anytime the seatbelt sign is on.

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- 3) The restraint system is properly secured to an approved forward-facing seat or berth in the passenger seat.

NOTE

Flight attendant must make every effort to accommodate a CRS which meets all of the criteria.

12. To ensure the CRS does not block the egress of any passenger, including the child's parent or guardian, to the aisle used to evacuate the aircraft, the required location for a CRS is a window seat. The approved child restraint seat may be used in any seat on the aircraft other than those listed below:
 - a. Any seat in an emergency exit row
 - b. An aisle seat
 - c. The first row forward or aft of an emergency exit row seat.
13. Since a seat cannot be guaranteed for an un-ticketed infant, any restraint system carried onboard for the infant's use must be stowed in a cargo compartment.
14. CARES (Child Aviation Restraint System)
 - a. CARES is an innovation belt-and-buckle harness safety device that attaches directly to the airplane seatbelt. CARES is the only FAA approved harness type child safety device.
 - b. CARES is designed specifically for aviation use for children age one and older, who weigh between 22 and 44 lbs. This child restraint system is not safe for use in motor vehicles.

- c. CARES must be installed in accordance with the instructions on the label.

Certain aircraft seat models have a recessed tray table cavity with rigid sides into which the tray table fits when closed. If the strap encircling the seat back on CARES is installed underneath the tray table, then this seat back will not allow the tray table to be properly secured during ground movement, takeoff and landing. In this case, the strap must be placed completely over the seat back and stowed tray table during ground movement, takeoff and landing.



Figure 1-4: Cares CRS

- 1) Red loop: slides over seat back.
- 2) Black straps: place over child's shoulders, slide buckle and connect ends of seatbelt through the loops at the bottom of black strap.

D. Flexible Canes and Crutches

1. Crutches must be stored lengthwise against the fuselage wall at a window seat, except at emergency exits.
2. Walking canes or the cane of a visually impaired person must be stowed in one of the following ways:
 - a. In an approved stowage compartment.

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- b. On the floor secured between a non-emergency exit window seat and the wall of the aircraft.
 - c. Beneath any two non-emergency exit window seats, if the cane is flat on the floor.
 - d. Under a series of passenger seats in the same row of the aircraft, as long as the cane is “flat on the floor” and does not protrude into the aisle.
- E. Dry Ice Shipments containing 5.5 lbs (2.5 kg) or less may be carried in the cabin of the aircraft as carry-on baggage. Refer to the Mesa Airlines, Inc. *Hazardous Materials Manual* (Manual #330) for more information on items considered hazardous materials.
- F. Seat Baggage
 1. Mesa Airlines, Inc. will allow certain large and/or fragile items to be carried in the passenger cabin if a seat is purchased for the item as long as the item:
 - a. Does not exceed 170 lbs or 77 Kilos.
 - b. Is packaged or covered to avoid injury to passengers.
 - c. Is properly secured by a seat belt and/or a seat belt extender (as necessary).
 - d. Will not be placed in a seat located in a designated emergency exit row, or in a manner that restricts access to, or use of, an emergency exit, emergency equipment, regular exit, or cabin aisle.
 - e. Does not block any passenger's view of the Seat Belt, No Smoking or Exit signs.
 - f. Does not contain dangerous goods. Refer to the Mesa Airlines, Inc. *Hazardous Materials Manual* to determine items that would be classified as dangerous goods.
 - g. Has one or more handles that allow the seat belt or seat belt with extender to go through and secure the baggage to the seat.
 - h. Not restrained to bulkheads.
 2. Flight attendants will ensure that seat baggage is positioned and secured in accordance with criteria above.
 3. Flight attendants are responsible to ensure that seat baggage is properly restrained by the passenger in the aircraft seat using a seat belt and/or a seat belt extender (as necessary).
 4. For the purposes of weight and balance, large and/or fragile items occupying a seat, secured by a seat belt and/or a seat belt extender (as necessary) will be noted on the passenger count form by the flight attendant in the zone count as seat baggage (e.g., 18 passengers in Zone 1 and one seat baggage will be written as “18/1 SB”). The flight crew will add this to the passenger count for the purpose of weight and balance but will use the actual passenger count for the souls onboard.

G. Pets

1. Mesa Airlines, Inc. permits small, warm-blooded, domesticated pets in the aircraft cabin provided the household pet (dog, cat, rabbit, bird, hamster, guinea pig) is at least eight weeks old and the following conditions are met:

NOTE

United Airlines does not permit household birds or rabbits to be transported as pets in the cabin.

- a. Must be in an acceptable carry-on kennel which fits beneath the seat in front of the passenger. Maximum carry-on dimensions of under seat stowage may not be exceeded.
 - b. Must remain in kennel while in passenger terminal and onboard aircraft.
 - c. Passenger must travel on same flight as pet.
 - d. Unaccompanied minors are not allowed to carry a pet onboard.
 - e. On flights operating for a codeshare partner, Mesa will follow the codeshare's cabin pet policy to maintain seamless service. For Mesa Airlines, Inc. flights, the maximum number of pet's allowed in the passenger cabin per flight are:
 - 1) Single-Class Aircraft: 5 pets in the cabin
 - 2) Dual-Class Aircraft: 1 pet in first, 4 pets in economy (5 total pets)
 - f. Passengers traveling with pets in the cabin may not sit in bulkhead or emergency exit row seats.
2. If pet becomes offensive or causes a disturbance in a terminal area it will be placed in the cargo compartment of the aircraft. If the pet becomes offensive during flight, the pet may be removed, at the discretion of the PIC, at the first en route stop and placed in the aircraft cargo compartment. Some aircraft do not allow animals in cargo compartment. Reference the GOM for more information.
 3. Certain types of live aquatic animals (tropical fish, hermit crabs, lobsters, etc.) may be accepted as carry-on baggage provided they meet government requirements, are packed in sturdy, leak-proof, escape-proof and odor-proof containers which will fit under a passenger seat.
 4. Certain types of rare but not dangerous insects (such as specimens of tropical butterflies) in sturdy, escape-proof, containers which will fit under a passenger seat.
 5. Turtles that are carried in escape-proof animal carriers that will fit under a passenger seat and do not omit an unpleasant smell or odor.
 6. Snakes, pot bellied pigs, iguanas and other insects will not be accepted as pets in the cabin.

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NOTE

No more than two service animals may sit in a person's lap for all phases of flight, including ground movement, takeoff and landing, provided that the service animal is no larger than a lap-held child (a child who has not reached his or her second birthday). Should there be any question as to the status of an animal as a qualified service animal, contact the codeshare Complaint Resolution Officer (CRO). Contact with the CRO may be in person if the station's CRO is on duty or via phone.

CAUTION

Under no circumstances will venomous or dangerous animals of any kind be allowed on the aircraft.

H. Approved Portable Oxygen Concentrator (POC)

1. POCs may be stowed underneath a seat or in an approved stowage location. (These units can be operated safely while lying on their side.)
2. POCs may be secured in an adjoining seat in the same row as the passenger when in use provided that it does not restrict any passenger's access to, or use of, any required emergency or regular exit, or the aisle in the passenger compartment.
3. When not in use or when in a carry-on, the POC may be placed in the overhead bin, provided that the passenger turns the unit off, removes the batteries and packages them separately to prevent accidental operation during transport.

NOTE

If the POC contains at least two effective protective features to prevent accidental operation during transport, the batteries do not have to be removed.

4. A passenger using a POC during flight (to include taxi, takeoff and landing) may not occupy a seat in an emergency exit row.
- I. Large musical instruments that do not fit in an overhead bin may be stowed in a coat closet as long as they do not exceed the maximum floor weight, or stored in accordance with the policies for seat baggage, located within this section. Instruments that are too large to fit in a seat may be placed on the floor of a window seat, as long as they are secured with a seat belt and do not restrict access to any exit or aisle, and must not obstruct any passenger's view of "Seat Belt," "No Smoking" and "Exit" signs. The weight of the instrument occupying a seat, including the case or covering, must not exceed 170 pounds and the instrument must be contained in a case or covered to avoid injury to other passengers.

1.8 Communicating Carry-On Baggage Policy to Passengers and Employees

- A. Passengers/Supernumeraries will be informed of the policies and procedures of the Carry-On Baggage Program by any of the following methods:
 - 1. Ticket counter/gate signage.
 - 2. Boarding announcements.
 - 3. Signs at scanning points.
 - 4. On the codeshare's website and at points of online ticket purchase and check-in.
 - 5. Pilot-in-command (Cargo Only Operations)
- B. Mesa Airlines, Inc. employees, crewmembers and gate employees are trained on the Carry-On Baggage Program procedures and policies including:
 - 1. Carry-on baggage limitations.
 - 2. Scanning.
 - 3. Processing of carry-on baggage not boarded.
 - 4. Proper stowage of carry-on baggage.
 - 5. Crew coordination.
 - 6. Information given to passengers.
 - 7. Type and limitations of stowage provisions including cargo and unusual items.
 - 8. Handling of carry-on baggage during an emergency.
- C. Interface

The Mesa Airlines, Inc. Carry-On Baggage Program is included in the Mesa Airlines, Inc. *Flight Attendant Manual*.

END



Carry-On Baggage Program

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Carry-On Baggage Program

Appendix A: Aircraft Storage by Type

A.1 CRJ 900 (79 Seats)

A. Overhead Storage

Above each aircraft passenger seat is an overhead storage compartment. Overhead bin weight limitations range from 15-52 lbs. This area may be used up to a maximum weight as placard on each compartment.

B. With this configuration, crew carry-on baggage may be placed in the overhead bins of row 15 and 16 only.

1. The maximum weight for the wardrobe closet is 250 lbs. on the floor and 120 lbs. on the rod in the coat closet.
2. The compartment is used for first class passenger personal items and coat storage.

A.2 CRJ 900 (76 Seats)

A.2.1 Cabin Configuration A (Aircraft N326MS – N329MS)

A. Overhead Storage

Above each aircraft passenger seat is an overhead storage compartment. Overhead bin weight limitations range from 21-52 lbs. This area may be used up to a maximum weight as placard on each compartment.

B. With this configuration, crew carry-on baggage may be placed in the overhead bins of row 15 and 16 only.

1. The maximum weight for the wardrobe closet is 50 lbs. on the floor and 50 lbs. total combined on the rod and shelf in the coat closet.
2. The compartment is used for first class passenger personal items and coat storage.

A.2.2 Cabin Configuration B (Aircraft N243LR – N249LR)

A. Overhead Storage

Above each aircraft passenger seat is an overhead storage compartment. Overhead bin weight limitations range from 10-70 lbs. This area may be used up to a maximum

B. With this configuration, crew carry-on baggage may be placed in the overhead bins of row 15 and 16 only.

1. The maximum weight for the wardrobe closet is 250 lbs. on the floor and 120 lbs. on the rod in the coat closet.
2. The compartment is used for first class passenger personal items and coat storage.

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A.2.3 Cabin Configuration D (Aircraft N241LR, N242LR, N943LR – N948LR, N950LR and N951LR)

A. Overhead Storage

Above each aircraft passenger seat is an overhead storage compartment with the exception of rows 1 and 3 on aircraft left. Overhead bin weight limitations range from 15-52 lbs.

NOTE

Crew carry-on bags may be placed in the overhead bins of rows 15 and 16 only.

A.2.4 Cabin Configuration E (Aircraft N952LR, N953LR, N954LR, N955LR, N957LR, N958LR and N959LR)

A. Overhead Storage

Above each aircraft passenger seat is an overhead storage compartment. Overhead bin weight limitations range from 10-70 lbs. This area may be used up to a maximum weight as placard on each compartment.

NOTE

Bins R16 and L17 are reserved for emergency equipment only.

NOTE

Crew carry-on bags may be placed in the overhead bins of rows 15 and 16 only.

B. Wardrobes

The compartment is used for first class passenger personal items and coat storage.

1. The compartment is used for first class passenger personal items and coat storage.

The maximum weight for the wardrobe closet is 250 lbs. on the floor and 120 lbs. on the rod in the coat closet.

A.2.5 Aircraft N326MS and N329MS

Tail numbers 326MS and 329MS have two smaller wardrobes with a maximum weight of 50 lbs. each. The maximum weight for the galley 2 floor is 100 lbs.

NOTE

Crew carry-on bags may be placed in the overhead bins of rows 15 and 16 only.

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A.3 E-175

A. Overhead Storage (with First Class)

Overhead bins are provided above most passenger seats on both sides of the cabin. Overhead bin weight limitations range from 20-120 lbs. Each bin is placarded with maximum allowable weight within the bin.

B. Wardrobe

1. On all E-175 aircraft, one wardrobe closet is located in the forward right area of the aircraft in front of row 1. The maximum weight for the coat rod is 25 lbs. and the floor is 40 lbs.
2. On E-175 LL aircraft, there is a second wardrobe closet located in the rear right area of the aircraft, behind row 22. The maximum weights for the rear wardrobe closet are: 23 lbs. for the top shelf; 60 lbs. for the coat rod; and 80 lbs. for the floor.

NOTE

Max shelf load is 40 lbs. for stowed passenger baggage.

NOTE

Crew carry-on bags may be placed in the overhead bins of rows 21 and 22 only.

A.4 B-737 (Cargo Only)

- A. Crew roller boards will be loaded in the lower bulk cargo compartment in the designated netted area.
- B. Crewmember carry-on personal items may be stowed on the flight deck in the Captain and First Office stowage areas located adjacent to the crewmember seats.
- C. ACMs, Jumpseat Riders, and FAAASIs may stow a personal item on the flight deck behind the Captain's seat as long as it does not impede the egress of an occupant to an emergency exit.

END



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