



**GOVERNMENT OF INDIA  
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**

**AIR SAFETY CIRCULAR 05/2014**

File No. AV.15011/ASC/2/2014-AS

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**Subject: Preservation and Replaying of ANS and Aerodrome related Recording Media for Investigation of Accidents/Incidents/Occurrences.**

**1. Introduction:**

Ground based recorders provide significant information in investigation of accident/incidents/ occurrences. To ensure that relevant information is available for investigation, it is essential that recording media is promptly sealed (wherever feasible) and preserved after the occurrences.

**2. Relevant Recording Media**

For the purpose of this Circular, the recording media refers to the following:

- a) Air Traffic Control (ATC) voice communication/Radar data,
- b) Close Circuit Television (CCTV) footage,
- c) Surface Movement Radar (SMR) data/Advanced Surface Movement Guidance & Control System (ASMGCS) data,
- d) Automatic telecommunication logs,
- e) Airport Operational Control (AOCC) System/Apron Control data,
- f) Hot lines and land lines,
- g) Video recorders installed at airports,
- h) ADS-B and ADS-C data.

**3. Instances Requiring Replay of Recording Media**

The recording media may be required to be replayed in following instances:

- a) Accident
- b) Serious incident

- c) Airprox
- d) Incident
- e) Recording function and quality check
- f) Proficiency check of air traffic controllers.
- g) Search and rescue operations.
- h) ATC violations
- i) RT violations
- j) Any complaint received by DGCA wherein it is prudent to conduct investigation.
- k) Any other event as per the discretion of DGCA

#### **4. Applicability**

All Airport Operators and Air Navigation Service Providers (ANSP) in India where the recording media as indicated in Para 2 of this Circular is available.

#### **5. Guidelines for Sealing, Replay and Preserving of Recording Media**

5.1 The relevant recording media shall be removed or extracted from normal storage and sealed. In case of a memory chip where sealing is not feasible, true copy of recording shall be made and placed in a separate and secure area pending further instructions.

5.2 Records of the sealing/replay/preservation of the media shall be maintained by the airport operator/ANSP indicating the reasons for the same.

5.3 In case of an accident/serious incident, ATS/CNS in-charge/in-charge of the recording facility (wherever applicable) shall handover the same to Safety Investigation Coordinator (SIC) (Refer Air Safety Circular 04 of 2013) for safe custody who in turn shall forward the same to the Director of Air Safety, DGCA Hqrs, Court of Enquiry/Committee of Inquiry/Inquiry Officer appointed by MoCA/AAIB/DGCA or any other officer so authorised. Upon being handed over the recording media, the AAIB/ DGCA shall be responsible for its preservation as per record retention procedure.

5.4 In case of an incident or any other occurrence, as indicated in Para 3 of this Circular, ATS/CNS in-charge/in-charge of the facility shall maintain the data in accordance with the provisions of Para 5.1 of this Circular.

5.5 The readout/transcript of the recorded media shall be prepared by a team of officers authorised by the DGCA who will have access to the recording media.

5.6 Replay of the recording media shall be carried out within 15 days from the date of the occurrence.

5.7 The recording media shall be kept in the custody of incharge of the recording facility/ DGCA/ SIC till finalization of the investigation.

5.8 The recording media shall be released for re-use only after obtaining a written permission from the Director of Air Safety, DGCA Hqrs.

5.9 No person involved in sealing/replay/preserving of the recording media shall give any information pertaining to the recorded data in public without explicit approval of the DGCA.

## 6. Serviceability and Functional Check of Equipment

A daily check of the equipment shall be carried out to ensure serviceability and recording function without interrupting the recording of any active communications. The results of such daily checks shall be recorded in a logbook.

## 7. Time period for Preservation of Records

<i>Recording media</i>	<i>Minimum back up period</i>	<i>Maximum back up in Accident/Incident/ Occurrences</i>
Systems at AOCC	30 days	Three years or as instructed by AAIB/ DGCA, whichever is earlier.
ATC Tape (VHF/HF)	30 days	
Radar Replay	30 days	
CCTV	30 days	
Airline Operations Data	30 days	
Base (AODB) Data	30 days	
Phones and Hotline	30 days	

8. This Circular supersedes all previous instructions issued in this regard including Air Safety Circular 01 of 1984.

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