



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

Air Safety Circular No. 2 of 2013

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Subject: Flight Safety Documentation System

Para 4 of CAR Section 5 Series “F”, Part I requires that all operators shall establish an effective Flight Safety Documentation System for use and guidance of operational personnel. “The procedure for preparing Flight Safety Documentation System its monitoring and adherence shall be incorporated in the Flight Safety Manual”. The guidance material for preparation of Flight Safety Documentation System is given in Appendix “B” to the CAR. To further illustrate the procedure, following guidance has been provided:

1. Flight Safety Documentation system is a set of inter-related documentation established by the operator, compiling and organizing information necessary for flight and ground operations. The operator who is developing a new document system or reorganizing an existing system should review the entire document system as well as the complete operating documents process. That process includes not only the planning and organization for the document system, but the design, review, production, maintenance and distribution of manuals and publications. Each part of the process will affect the entire system.
2. Flight Safety Documentation System may comprise of the Operations Manual, Flight Manual, flight deck Normal/Abnormal/Emergency procedures Manual/Checklist, Maintenance Manuals, Procedures Manual, MEL, DDGP Manual, MOE, CAME,SOPs, Cabin Crew SEP Manual, Training Manuals, Flight Safety Manual, Dispatch manual, Emergency, Security manual etc,
3. These Manuals may have different authors, be under different responsibilities, use different terminology, have different format, have different structure or not

be compatible or consistent with each other and hence will lead to inconsistencies, ambiguities or different interpretations in the implementation, unless concerted efforts are made by the operator through a central documents system to maintain compatibility and consistency.

4. Requirements for the Flight Safety Documents System:

Each operator shall ensure that a Flight Safety Documents System (FSDS) is established with the following features:

a. System Principles:

Each Manual or Document issued by the operator shall have:

- i. Similar structure
- ii. Consistent location of specific types of information.
- iii. Common terminology
- iv. Information that is relevant
- v. Standardization across the fleet.
- vi. Standard meaning for graphics and symbols and use them consistently across documents
- vii. Consistent use of units of measurement and consistent use of codes.

b. Information:

The two critical organizing criteria for the information is its importance and users of information. In developing document system information need is highly affected by the time constraint during the operation. There are distinct levels of time constraints that can be used to classify information importance. Information contained in each of the Operator's document shall be categorized depending on:

- i. Time critical information, e.g., information that can jeopardize the safety of the operation if not immediately available
- ii. Time sensitive information, e.g., information that can affect the level of Safety or delay the operation if not available in a short time period
- iii. Frequently used information
- iv. Reference information, e.g., information that is required for the operation but does not fall under (ii) or (iii) above; and
- v. Information that can be grouped based on the phase of operation in which it is used.

c. System Mechanism:

Operator shall ensure that appropriate mechanism is established to ensure the following:

- i. Collating new information affecting operating documents on a continuing basis. The new information may be pertaining to changes in regulations or introduction of new regulation, manufacturer or equipment vendor released information etc.
- ii. Distribution of information amongst all relevant personnel on continuing basis.
- iii. Coordination of information amongst all concerned.
- iv. Identification of the other manuals or documents that would be affected by the proposed changes. Coordination for requisite changes to such manuals with the concerned departments before effecting the consequential amendments.
- v. Timely removal of obsolete information from the system.
- vi. Presence of easy and unambiguous document referencing system.
- vii. Operational documents include a glossary of terms, acronyms and their standard definition, updated on a regular basis to ensure access to the most recent terminology. All significant terms, acronyms and abbreviations included in the flight documents system should be defined.
- viii. Easy updating of the manuals/ documents in circulation.
- ix. Availability of tracking system for all previous updates which may include list of effective pages, record of revisions and history of revisions etc. The tracking system should include a procedure to verify that operational personnel have the most recent updates.
- x. Indexing of individual documents and documentation system.
- xi. Include a formal feedback system for obtaining input from operational personnel.

d. Master Manual Register

Each operator shall maintain a Master Manual Register containing at least the following information about the Manual/Document.

- i. Reference Number
- ii. Title
- iii. Year of Edition
- iv. Volume Number
- v. Purpose of the Manual
- vi. Date of Last Revision
- vii. List of recipients
- viii. Official/Section responsible for revision

5. Each AOC holder shall nominate a Nodal officer who will be responsible to DGCA to ensure the compliance of Flight Safety Documentation system (FSDS). He should review FSDS at least once a year and also after major events e.g. mergers, acquisitions, rapid growth, downsizing etc.; after technology changes e.g. introduction of new equipment; after changes in safety regulations.
6. In case of electronic documentation system, there should be specific procedural as well as hardware and software safeguard in place to ensure the integrity of the documents and users compliance with the process
7. The prospective applicant for AOC shall submit details of its Flight Safety Documents System to the DGCA at the time of application for the AOC.



(Lalit Gupta)

Deputy Director General

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