Model Advisory Circular

Guidance for Air Operators in Establishing a Flight Safety Document System

Purpose

- The advisory circular is just an example.
- To show a means of demonstrating compliance with internationally recognized standards and recommended practices.

National Regulations

- All Advisory Circulars issued by the National Civil Aviation Administration should be consistent with its national regulatory framework, regulations and standards

Reason for Issue

This advisory circular (AC) is issued to provide Air Operators with guidance on the establishment of an effective flight safety document system for the use and guidance of operational personnel.

Reference Documents

- Developing Operating Documents – A manual of Guidelines.
- NASA/FAA Operating Documents Project
- This manual has been designed to be used as a resource, rather than to be read cover to cover. The manual addresses the design of documents, production, maintenance and electronic documentation.

Reference Documents

- CAP 676 – Guidelines for the Design and Presentation of Emergency and Abnormal Checklists – UK CAA

- This will assist the flight crew to manage and contain abnormal and emergency situations that adversely affect flight safety by providing guidance on human factors best practice through out the design process.

Reference Documents

- CAP 708 Guidance on the Design, Presentation and Use of Electronic Checklists, UK CAA.

- This publication compliments CAP 676

Definitions

- Flight Safety Document System.

- A set of inter-related documentation, established by the operator, compiling and organizing information necessary for flight and ground operations and comprising as minimum the operator's operations manual and the operators maintenance control manual.

Definitions

- Quality Assurance
- All planned and systematic actions necessary to provide adequate confidence that a system, component or facility will perform satisfactorily in service.

Definitions

- Safety Management System

- Systematic approach to managing safety including the necessary organizational structure, accountabilities, policies and procedures.

ICAO Requirements

- ICAO has adopted a standard in Annex 6,

- Operations of Aircraft, Part 1, requiring operators establish a flight safety document system for the use and guidance of operational personnel as part of its accident prevention and flight safety program.

Flight Safety Document System

- It is important for operational documents to be consistent with each other and consistent with regulations, manufacturers requirements and Human Factor Principles.

- Emphasis should be placed on an integrated approach, based on the notion of the operational documents as a complete system.

Organization of Information

- Critical Information which can jeopardize the safety of the operation if not immediately available.

- Time Sensitive Information – Information that can effect the level of safety or delay the operation if not available in a short period.

Organization of Information

- Frequently used information

- Reference Information that is required for the information.

- Grouping of Information based on phase of operation.

Validation

- The flight safety document system should be validated before deployment, under realistic conditions.

Consistency of Terminology

- Flight Safety Document System should maintain consistency of terminology and the use of standard terms for common items and actions.

Verification

- Whenever a section of document is amended, all other documents likely to be affected are identified and that consequential amendments are duly coordinated and agreed to by the responsible department before the amendment is processed.

Glossary of Terms

- All significant terms, acronyms and abbreviations included in the flight document system should be defined.

Applicability

- Air Operators which have yet to establish a flight safety document system should utilize the information contained in the AC in establishing such a system.

- Air Operators who have established such a system should verify that the functionality of the system is in compliance with the concepts outlined in the AC.

Amendment

- Operators should develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources.

Additional Items

- Changes resulting from the installation of new equipment.

- Changes in response to Operating Experience.

- Changes in response to an operators policies and procedures.

- Changes in an Air Operator Certificate.

- Changes for the purpose of maintaining cross fleet standardization.

Review

- Review on a regular basis.
- As part of change management.
- Mergers, acquisition, rapid operation, down sizing.
- Technology changes in safety regulations.
- Operators should develop methods of communicating new information. The specific methods should be responsive to the degree of communication urgency.

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