GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP. SAFDARJUNG AIRPORT, NEW DELHI-03

CIVIL AVIATION REQUIREMENT
SECTION 5 – AIR SAFETY
SERIES 'F' PART VI
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SUBJECT: ESTABLISHMENT OF FLIGHT SAFETY DOCUMENTS SYSTEM

1. INTRODUCTION

1.1 Development of a flight safety documents system is a complete process to manage the documentation of the organization in a systemic way. Changes to each document comprising the system may affect the entire system. Flight Safety Documents 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.

1.2 It is important for operational documents to be consistent with each other, and consistent with regulations, manufacturer requirements and Human Factors principles. It is also necessary to ensure consistency across departments as well as consistency in application. Hence the emphasis should be placed on an integrated approach, based on the notion of the operational documents as a complete system.

2. APPLICABILITY

2.1 This Civil Aviation Requirement is applicable to all operators engaged in scheduled air transport services / Cargo Services/ non-scheduled air transport services.

3. DEFINITION

3.1 **Flight Safety Documents System (FSDS):** A set of interrelated documentation established by the operator, compiling and organizing information necessary for flight and ground operations, and comprising, as a minimum, the operations manual and the operator's maintenance control manual.

4. DEVELOPMENT OF FLIGHT SAFETY DOCUMENTS SYSTEM

4.1 Flight Safety Documents System may comprise as minimum Operations Manual, Flight Manual, flight deck Normal/Abnormal/Emergency procedures Manual/Checklist, Maintenance Manuals, , MEL, SMS manual, Dangerous Goods Manual, MOE, CAME, SOPs, Cabin Crew SEP Manual, Training Manuals, Flight Safety Manual, as applicable.

4.2 A flight safety documents system shall be organized according to criteria which ensure easy access to information required for flight and ground operations contained in the various operational documents comprising the system and which facilitate management of the distribution and revision of operational documents.

4.3 Information contained in a flight safety documents system should be grouped according to the importance and use of the information, as follows:

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 (2) or (3) above; and

v. Information that can be grouped based on the phase of operation in which it is used.

4.4 Time critical information should be placed early and prominently in the flight safety documents system.

4.5 Time critical information, time sensitive information, and frequently used information should be placed in cards and quick-reference guides.

4.6 All Operator shall validate the flight safety documents system before deployment, under realistic conditions. Validation shall involve the critical aspects of the information use, in order to verify its effectiveness. Interactions

among all groups that can occur during operations should also be included in the validation process.

5. IMPLEMENTATION OF FLIGHT SAFETY DOCUMENTS SYSTEM

5.1 All operators shall monitor implementation of the flight safety documents system to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel. Also the operator shall have a system to verify that operational personnel have the most recent updates.

5.2 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. Recipients of the Control Copies
viii. Document owner

5.3 All Operator shall nominate a Nodal officer who through Chief of Flight Safety will be responsible to DGCA to ensure the compliance of Flight Safety Documentation system (FSDS).

5.4 Nodal officer should review the company FSDS:

i. On a regular basis (at least once a year);
ii. After major events (mergers, acquisitions, rapid growth, downsizing etc.)
iii. After technology changes (introduction of new equipment); and
iv. After changes in safety regulations.

6. DOCUMENTATION STANDARDS

6.1 A flight safety documents system should maintain consistency in terminology and in the use of standard terms for common items and actions.

6.2 Operational documents shall 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 safety documents system should be defined.

6.3 A flight safety documents system shall ensure standardization across document types, including writing style, terminology, use of graphics and symbols, and formatting across documents. This includes a consistent location of specific types of information, consistent use of units of

measurement and consistent use of codes.

6.4 Each Manual or Document issued by the operator shall have Similar structure, consistent location of specific types of information, Common terminology, Information that is relevant, Standardization across the fleet, Standard meaning for graphics and symbols and use them consistently across documents, Consistent use of units of measurement and consistent use of codes.

6.5 FSDS includes tracking system for all previous updates which may include list of effective pages, record of revisions and history of revisions etc.

6.6 In case of electronic documentation system, there shall 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. REVIEW AND DISTIBUTION OF DOCUMENTS

7.1 Operators should develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of Operator, State of design, State of Registry, manufacturers and equipment vendors.

Note: Manufacturers provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of operators. Operators should ensure that such information meets their specific needs and those of the local authority.

7.2 Operators should develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including:

i. Changes resulting from the installation of new equipment;

ii. Changes in response to operating experience;

iii. Changes in an operator's policies and procedures;

iv. Changes in an operator certificate; and

v. Changes for purposes of maintaining cross fleet standardization.

Note: Operators should ensure that crew coordination philosophy, policies and procedures are specific to their operation.

7.3 New information should be reviewed and validated considering its effects on the entire flight safety documents system.

7.4 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.

7.5 A flight safety document system needs to include a verification mechanism to ensure that, whenever a section of a 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 departments before the amendment is processed.

7.6 Operators should develop methods of communicating new information. The specific methods should be responsive to the degree of communication urgency.

Note: As frequent changes diminish the importance of new or modified procedures, it is desirable to minimize changes to the flight safety documents system.

7.7 Operator shall ensure that distribution of information amongst all relevant personnel on continuing basis.

7.8 Operator shall ensure that timely removal of obsolete information from the system.

8. FEEDBACK SYSTEM:

8.1 The operator shall establish a system for obtaining feedback from operational personnel to ensure continuous improvement in company procedure and effective communication within the organization.

9. FLIGHT SAFETY DOCUMENTS SYSTEM MANUAL

9.1 All operators shall develop and maintain a Flight Safety Documents System (FSDS) manual that describe the procedures for establishment of Flight Safety Documents System for use and guidance of the organization. The contents of FSDS Manual shall be as given in Appendix A to this CAR and same shall be accepted by Air Safety Directorate, DGCA Headquarter.

Director General of Civil Aviation

APPENDIX A

Guidance Material for preparation of FSDS manual

GENERAL

The Flight Safety Documents System (FSDS) Manual shall be maintained in a standardized form to ensure uniformity, control, and ease of reference. The manual shall contain, at a minimum, the following parts and chapters as described below.

I. Cover Page

Shall display the manual title, organization name, address & contact details, controlled copy number, issue/revision number, and date of issue, duly approved by the accountable manager or designated official.

II. Foreword

A statement describing the purpose, applicability, and scope of the FSDS Manual.

III. Record of Revision

A consolidated record listing the revision number, affected pages, description of change, date of issue, and approval signature to maintain traceability.

IV. Distribution List

Name and designation of all departments and responsible persons holding a controlled copy of the manual.

V. Table of Contents

Listing of all chapters, paragraphs, and annexes/appendices with corresponding page numbers.

VI. List of Effective Pages

Page-by-page listing reflecting revision status and date of issue.

VII History of Revision

A brief description in regard to each amendment introduced subsequent to the initial issue

VIII. Symbols

Key symbols and graphics or text notations used in operational instructions and procedures.

IX. Measuring Units

List of standardized measurement units adopted.

X. Definitions

List of all definitions of technical and operational terms.

XI. Abbreviations

List of all abbreviations and acronyms of technical and operational terms.

1. Chapter 1 — INTRODUCTION

1.1 Brief Description of FSDS

Overview of the operator's FSDS including system philosophy, document architecture, and control principles.

1.2 Regulation

Reference to relevant CARs, and circulars applicable to FSDS.

1.3 Validation

Method of verification and approval of FSDS content prior to implementation or amendment.

1.4 Control of FSDSM

Procedures for version control, issue authorization, custody, and periodic review of the FSDS Manual.

2. Chapter 2 — DEVELOPEMENT OF FSDS

2.1 Applicable Documents

Listing of internal and external reference documents forming part of the FSDS (Operations Manual, MEL, CAME, Cabin Safety Manual, etc.).

2.2 Classification of Documents/Information

Categorization of documents into time-critical, time-sensitive, frequently used, and reference information.

2.3 Sequencing of Time-Critical Information

Standard layout and order for time critical information for ease of access.

2.4 Access of Information

Distribution method, and medium (hard copy or electronic) through which documents are made available.

3. Chapter 3 — DOCUMENTATION STANDARDS

3.1 Main Design

Specifications of formatting standards, numbering, pagination, and style guide for uniformity.

3.2 Guides, and Checklists

Content and maintenance guidance for quick reference and operational aids.

3.3 Mode/Method of Communication and Tracking

Means for document dissemination, acknowledgments, and implementation.

3.4 Integrity of Electronic Documents

Requirements to safeguard authorized access, authenticity, and backup of electronic documents.

4. Chapter 4 — ROLES AND RESPONSIBILITIES

4.1 Nodal Officer

Responsibilities for FSDS oversight, ensuring document accuracy, and coordinating inter-departmental control.

4.2 Heads of Departments (HODs)

Responsibilities to review, maintain, and update departmental documentation within the FSDS.

4.3 Master Manual Register

Procedure for maintaining a consolidated index of all controlled documents, their version and document owner.

4.4 Feedback Loop

Mechanism for collecting feedback, review of revisions, and monitoring implementation efficiency.

5. Chapter 5 — DOCUMENT MANAGEMENT

5.1 Information Gathering

Process of collecting internal & external updates from regulatory authorities, manufactures/OEM etc.

5.2 Review or Amendment of Documents

Step-wise amendment procedures including responsibilities, approval channels, and record maintenance.

5.3 Coordination between Departments

Coordination between departments for identification of documents affected by the proposed changes and amendments to ensure consistency, streamline updates and inter department identification.

6. Chapter 6 — OBSOLETE DOCUMENT CONTROL

6.1 Shipment of Document

Procedures for dispatch and handling of revised or superseded documents.

6.2 Return or Destruction of Obsolete Documents

Methods for retrieval and controlled disposal of outdated copies including electronic documents to prevent inadvertent use.