Name of Operator : Click here to enter text.

| **Information Provided** | | **Remarks / Operations Manual Reference** |
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| **1** | **Introduction** |  |
| 1.1 | The purpose of a flight safety documents system (FSDS) is to ensure consistency in the documentation and application across various departments, and therefore an integrated approach to its development is emphasized. The scope of a FSDS includes any documentation or manuals that pertain to the safe conduct of operations, such as the Operations Manual and Maintenance Control Manual.  An AOC holder must establish and maintain FSDS for the use and guidance of all operations personnel as part of the AOC holder’s safety management system.  [ANR 119 REG18(1)] | Click here to enter text. |
| 1.2 | The FSDS established in accordance with paragraph 1.1 above;  (a) must contain all information necessary for flight and  ground operations;  (b) must comprise at least the AOC holder’s Operations  Manual and the AOC holder’s Maintenance Control Manual; and  (c) must be consistent with applicable aviation safety  subsidiary legislation, manufacturers’ requirements and human factors principles.  [ANR 119 REG18(2)] | Click here to enter text. |
| **2** | **Organisation** |  |
| 2.1 | A FSDS should be organised according to criteria which are essential to provide easy access to information required for flight and ground operations contained in the various operational documents comprising the system, as well as to manage the distribution and revision of operational documents.  [Guidance 119REG18, 2.1 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 2.2 | Information contained in a FSDS should be grouped according to the importance and use of the information, as follows:  (a) time critical information e.g. information that can jeopardise the safety of the operation if not immediately available e.g. Flight Staff Instructions, Internal Notice To AirMan (INTAM).  (b) 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.  (c) frequently used information e.g. Operations Manual, Operator’s Policies, QRH etc.  (d) reference information, e.g. information that is required for the operation but does not fall under (b) or (c) above; and  (e) information that can be grouped based on the phase of operation in which it is used.  [Guidance 119REG18, 2.2 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 2.3 | Time critical information should be placed early and prominently in the flight safety documents system.  [Guidance 119REG18, 2.3 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 2.4 | Time critical information, time sensitive information, and frequently used information should be placed in cards and quick-reference guides.  [Guidance 119REG18, 3.1 of AC119-2-1-(Rev0)] | Click here to enter text. |
| **3** | **Validation** |  |
| 3.1 | The flight safety documents system should be validated before deployment, under realistic conditions. Validation should 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.  [Guidance 119REG18, 3.1 of AC119-2-1-(Rev0)] | Click here to enter text. |
| **4** | **Design** |  |
| 4.1 | A flight safety documents system should maintain consistency in terminology and in the use of standard terms for common items and actions.  [Guidance 119REG18, 4.1 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 4.2 | Operational documents should 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.  [Guidance 119REG18, 4.2 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 4.3 | A flight safety documents system should ensure standardisation 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.  [Guidance 119REG18, 4.3 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 4.4 | A flight safety documents system should include a master index to locate, in a timely manner, information included in more than one operational document.  *Note: The master index must be placed in the front of each document and consist of no more than three levels of indexing. Pages containing abnormal and emergency information must be tabbed for direct access.*  [Guidance 119REG18, 4.4 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 4.5 | A flight safety documents system should comply with the requirements of the operator’s quality system, if applicable.  [Guidance 119REG18, 4.5 of AC119-2-1-(Rev0)] | Click here to enter text. |
| **5** | **Deployment** |  |
| 5.1 | The AOC holder should monitor deployment of the FSDS, 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 operations personnel. This monitoring should include a formal feedback system for obtaining input from operations personnel.  [Guidance 119REG18, 5.1 of AC119-2-1-(Rev0)] | Click here to enter text. |
| **6** | **Amendment** |  |
| 6.1 | The AOC holder 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.  *Note:* Aircraft 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. The AOC holder should ensure that such information meets its specific needs.  [Guidance 119REG18, 6.1 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 6.2 | The AOC holder should develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including:  (a) changes resulting from the installation of new equipment;  (b) changes in response to operating experience;  (c) changes in the AOC holder’s policies and procedures;  (d) changes in the air operator certificate; and  (e) changes for purposes of maintaining cross fleet standardization.  *Note: The AOC holder should ensure that crew coordination philosophy, policies and procedures are specific to its operation.*  [Guidance 119REG18, 6.2 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 6.3 | A flight safety documents system should be reviewed:   1. at least once a year; 2. after major events (mergers, acquisitions, rapid growth, downsizing, etc.); 3. after technology changes (introduction of new equipment); and 4. after changes in safety regulations.   [Guidance 119REG18, 6.3 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 6.4 | The AOC holder 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 FSDS.*  [Guidance 119REG18, 6.4 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 6.5 | New information should be reviewed and validated considering its effects on the entire FSDS.  [Guidance 119REG18, 6.5 of AC119-2-1-(Rev0)] | Click here to enter text. |
| 6.6 | The method of communicating new information should be complemented by a tracking system to ensure currency by operational personnel. The tracking system should include a procedure to verify that operational personnel have the most recent updates.  [Guidance 119REG18, 6.6 of AC119-2-1-(Rev0)] | Click here to enter text. |

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| **Declaration** |
| I declare that the information given in this submission is true in every respect.  Click here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name & Designation Signature & Date (Day / Month / Year) |

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| **For Official Use** |
| Contents checked against Operations manual: **SATISFACTORY / IMPROVEMENT REQUIRED**[[1]](#footnote-1)\*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Principal Operations Inspector (POI) Signature & Date (Day / Month / Year)  **For information**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head (Flight Operations) Signature & Date (Day / Month / Year) |

1. \* Delete as appropriate [↑](#footnote-ref-1)