MOÇAMBIQUE CIVIL AVIATION IMPLEMENTING TECHNICAL STANDARDS

INSTITUTO DE AVIAÇÃO CIVIL DE MOÇAMBIQUE

Tel: (258) 21-465416

Fax: (258) 21-465415

AFTN: FQHQYSYX

iacm@tvcabo.co.mz

ALAMEDA DO AEROPORTO

Caixa Postal, 227 - Maputo

MOZ CAT

121.04.12 Ed.0

MAY 02, 2014

FSDS Flight safety documents system

A. AUTHORITY

This MOZ CAT is issued by the IACM in pursuance of powers vested in under Article 30 part g) of Decree No. 41/2001 of 11th December.

B. PURPOSE

This MOZ CAT is issued to establish implementing standards; means of compliance and explanations with regard the compliance of the MOZ CAR 121 Subpart 4.

C. SCOPE AND APPLICABILITY

Air transport operators Flight Safety Documents System (FSDS)

D. REFERENCES

- MOZ CAR 121.
- ICAO ANNEX 6.

E. LIST OF EFFECTIVE PAGES

Page	Ed.	Date
1 - 8	0	MAY 02, 2014

F. CONTENT

1. Introduction

1.1 The following material provides guidance on the organization and development of an operator's flight safety documents system. It should be understood that the development of a flight safety documents system is a complete process, and changes to each document comprising the system may 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 on an integrated approach, based on the notion of the operational documents as a complete system.

1.3 The guidelines in this MOZ CAT address the major aspects of an operator's flight safety documents system development process, with the aim of ensuring compliance with the applicable MOZ CAR. The guidelines are based in the content of ICAO Annex 6 and therefore, based not only upon scientific research, but also upon current best industry practices, with an emphasis on a high degree of operational relevance.

2. Organization

2.1 A flight safety documents system should be organized according to a 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.

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

a) time-critical information, e.g., information that can jeopardize the safety of the operation if not immediately available;

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;

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.

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

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

3. Validation

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.

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.

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.

4.3 A flight safety documents system should 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.

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.

4.5 A flight safety documents system should comply with the requirements of the operator's quality system, if applicable.

5. Deployment

Operators should monitor deployment 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. This monitoring should include a formal feedback system for obtaining input from operational personnel.

6. Amendment

6.1 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 the 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 IACM.

6.2 Operators 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 an operator's policies and procedures;
d) changes in an operator certificate; and
e) changes for purposes of maintaining cross fleet standardization.

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

6.3 A flight safety documents system should be reviewed:

a) on a regular basis (at least once a year);
b) after major events (mergers, acquisitions, rapid growth, downsizing, etc.);
c) after technology changes (introduction of new equipment); and
d) after changes in safety regulations.

6.4 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.

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

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.

G. ASSESMENT

For the assessment of operator´s flight safety documents system, guidance material in this MOZ CAT and check list in Appendix A should be used.

H. ENTRY INTO FORCE

The following MOZ CAT will entry into force in 30 days after communicated to the interested parties.

Maputo, May 02, 2014

O PRESINDENTE DO CONSELHO DE ADMINISTRAÇÃO DO IACM

Joao Martins de Abreu

Mozambique Civil Aviation Authority

APPENDIX A

REPUBLICA DE MOÇAMBIQUE INSTITUTO DA AVIAÇÃO CIVIL DE MOÇAMBIQUE Civil Aviation Authority	**FLIGHT SAFETY DOCUMENTS SYSTEM (FSDS)**

Operator´s Name:
Location: Date(s):
Inspector´s name:

ORDER N0	Requirements MOZ-CAR 121.04.12	Item to be checked	Result	Observations
	General			
FSDS. 1	(1)	Flight safety documents system is properly documented.	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 2	(2)	Operational documents are consistent with each other.	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 3	(2)	Operational documents are consistent with regulations.	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 4	(2)	Operational documents are consistent with manufacturer requirements.	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	

FSDS. 5	(2)	Operational documents are consistent with Human Factors principles.	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
	Organization		OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 6	(3) (a) i	Easy Access to the information	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 7	(3) (a) ii	Management of distribution and revision	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 8	(3) (a) ii	Grouping of information	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
	FSDS Validation		OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 9	(3) (b)	Flight safety documents system validated before deployment	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
	FSDS Design		OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 10	(3) (c) i	Flight safety documents consistency in in terminology and terms t	OK ☐ Finding ☐ Recom. ☐	

			N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 11	(3) (c) ii	Flight safety documents standarized	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 12	(3) (c) iii	In compliance with the operator quality system	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
	Deployment		OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 13	(3) (d)	Documentation deployment monitoring.	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 14	(3) (d)	Feedback system for obtaining input from operational personnel.	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
	Amendment		OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 15	(3) (e)	Information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 16		Information gathering, review and distribution system to process information resulting from changes that originate within the operator	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	

FSDS. 17	(3) (f)	FSDS regularly reviewed and when relevant changes take place	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 18	(3) (g)	Methods of communicating new information are established.	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 19	(3) (h)	Tracking system is included to ensure currency and to verify that operational personnel have the most recent updates	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	
FSDS. 20	(1)	Flight safety documents system established and implemented	OK ☐ Finding ☐ Recom. ☐ N/A ☐ Not Ch ☐ Insp. Initials __	

Note A.- All items should be checked initially during certification process and during surveillance, both for establishment and implementation.

Note B.- FSDS 20 to be checked after all others elements have already been address.

Comments/Summary:

Name and signature

Items completed by: Date: