Trinidad and Tobago
Civil Aviation Authority

TTCAA Advisory Circular

Subject: FLIGHT SAFETY DOCUMENTS SYSTEM
TTCAA Advisory Circular TAC-042
Date: 06/03/23

PURPOSE

1. The purpose of this TTCAA Advisory Circular (TAC) is to provide guidance on the organization and development of an operator's flight safety documents system as required by TTCAR No. 3:5.

BACKGROUND

2. (1) A flight safety documents system is a set of inter-related documentation established by the operator, compiling and organizing information for flight and ground operations and including, as a minimum the operations manual and the maintenance control manual for an air operator. However, it is not specific only to an air operator, but may be used by any organization that uses inter-related documents in its operation. 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.

(2) 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.

(3) The guidelines in this TAC address the major aspects of an operator's flight safety documents system development process, with the aim of ensuring compliance with ICAO Standards.

ORGANIZATION

3. (1) A flight safety documents system should 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. The system should also be organized to facilitate effective management of the distribution and revision of operational documents.

(2) Information contained in a flight safety documents system should be grouped according to the importance and frequency of 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.

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

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

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.

(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 safety documents system should be defined.

(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) 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.*

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

VALIDATION AND DEPLOYMENT

5. The flight safety documents system should be validated under realistic conditions. The validation process should include representatives from all groups that interact during operations. Once validated, 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 users of the system. This monitoring should include a formal feedback system for obtaining input from users of the system.

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 are able to comply with the regulatory requirements.*

(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.*

(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.

(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.*

(5) New information should be reviewed and validated, taking into consideration its effects on the entire flight safety documents system.

(6) The method of communicating new information should be complemented by a tracking system to ensure that operational personnel are kept current. The tracking system should include a procedure to verify that all users of the documents have the most recent updates.

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