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PËR

MIRATIMIN E "GUIDANCE MATERIAL FOR FLIGHT SAFETY DOCUMENTATION SYSTEM"

Në mbështetje të pikës "ë", të nenit 14, të Ligjit Nr.53/2022 "Për organizimin dhe funksionimin e Autoritetit të Aviacionit Civil":

V E N D O S A

1. Miratimin e ACAA-DFS-GM10-FSDS "Guidance Material for Flight Safety Documentation System", Lëshimi 01, Rishikimi 00.

2. Ngarkohet Drejtoria e Standardeve të Fluturimit, të sigurojë shpërndarjen dhe përdorimin e këtij materiali tek operatorët.

3. Ky vendim hyn në fuqi menjëherë.

DREJTOR EKZEKUTIV

Maksim Et'hemaj

REPUBLIC OF ALBANIA

AUTORITETI I AVIACIONIT CIVIL

ALBANIAN CIVIL AVIATION AUTHORITY

GUIDANCE MATERIAL FOR FLIGHT SAFETY DOCUMENTATION SYSTEM

ACAA– DFS–GM10-FSDS

Issue: 01, Revision 00

Date: 02.12.2024

Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority

0.ADMINISTRATION

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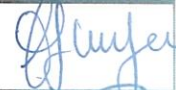
0.1 Record of Amendments

The table below describes the dates and reasons for the different amendments of the current Guidance Material.

A vertical black line on the left-hand side of the page identify the changes with the previous version.

Issue No.	Revision No.	Date	Amended by	Reason
01	00	02.12.2024		Initial Issue

In case of major amendment, a new issue will be released to replace the existing Guidance Material. In that case, all the page will identify with a new issue and the revision will set back to zero. For a minor amendment to some provisions, when only a few pages are modified a vertical black line on the left-hand margin of the page identifying the change of the existing version. Users can focus their attention to the changes identified.

0.2 Approval List

Action	Name and position	Date	Signature
Prepared by:	Mrs. Xhenifer Muco, Head of SFO	22.11.24	
Reviewed by:	Mr. Alket Zani, Director of DFS	22.11.24	
Accepted by:	Mr. Elton Kacagjeli, Specialist SQSC	26.11.24	
	Mrs. Krista Garo, Head of SQSC	26.11.24	
	Mrs. Edlira Kraja, Director of DLS	26.11	
Approved by:	Mr. Maksim Et'hemaj, Executive Director	02.12	

0.3 Revision table

Page #	Issue No.	Revision No.	Date	Edited by

0.4 Distribution List

Control #	Responsible Person	Type of Document
Original	SFO/DFS SSS/DAM	Hard Copy
Original (Electronic)	DFS Staff	Electronic Copy at DRMS

Note: In case of interested party involved in ACAA activities, access rights shall be given on case-by-case basis by the concerned Directorate/ Sector (s).

0.5 Definitions & Acronyms

Term	Definition
Aircraft operating manual	A manual, acceptable to the ACAA, containing normal, abnormal and emergency procedures, checklists, limitations, performance information, details of the aircraft systems and other material relevant to the operation of the aircraft.
Flight manual	A manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy, and instructions and information necessary to the flight crew members for the safe operation of the aircraft.
Flight safety documents system	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.
Human Factors principles	Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.
Maintenance program	A document which describes the specific scheduled maintenance tasks and their frequency of completion and related procedures, such as a reliability programme, necessary for the safe operation of those aircraft to which it applies.
Master minimum equipment list (MMEL)	A list established for a particular aircraft type by the organization responsible for the type design with the approval of the State of Design containing items, one or more of which is permitted to be unserviceable at the commencement of a flight. The MMEL may be associated with special operating conditions, limitations or procedures.
Minimum equipment list (MEL)	A list which provides for the operation of aircraft, subject to specified conditions, with particular equipment inoperative, prepared by an operator in conformity with, or more restrictive than, the MMEL established for the aircraft type.
Operations manual	A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties.
Operator's maintenance control manual	A document which describes the operator's procedures necessary to ensure that all scheduled and unscheduled maintenance is performed on the operator's aircraft on time and in a controlled and satisfactory manner.

0.6 Abbreviations and Acronyms

Abbreviation or Acronym	Meaning
ICAO	International Civil Aviation Organization
ACAA	Albanian Civil Aviation Authority
AOC	Air Operator Certificate
OMA	Operations Manual, Part A
OMB	Operations Manual, Part B
OMC	Operations Manual, Part C
OMD	Operations Manual, Part D
MEL	Minimum Equipment List
SOP	Standard Operating Procedures

1. INTRODUCTION

1.1 Background

There are ICAO Standards and Minister Order No. 80, dated 30.06.2023, "For the approval of the regulation on technical requirements and administrative procedures for air operations" provisions, that require flight safety documents in the form of operations and maintenance manuals providing policy and procedures to the personnel supporting commercial air transport operations and operators of large and turbine powered aircraft. They specify the minimum contents of those documents and provide that the documents may be in volumes to the overall manuals. It is also required that these documents are developed using the "flight safety documents" concept which requires that these documents are
(1) Easily accessed and searched by the user through table of contenting and indexing
(2) The contents of the manuals that have policy and procedures shared by more than one technical specialty integrated ("interfaced") to ensure that they are consistent and the procedures do not conflict.

1.2 Purpose

The guidelines in this section address the major aspects of an operator's flight safety documents system development process, with the aim of ensuring compliance with the elements of safety systems. Development of a flight safety documents system is a complete process, and changes to each document comprising the system may affect the entire system.

1.3 Applicability

All aircraft operators conducting operations under Albanian Minister Order No. 80, dated 30.06.2023, "For the approval of the regulation on technical requirements and administrative procedures for air operations".

2.IMPORTANCE OF AN INTEGRATED SYSTEM

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.

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 and which facilitate management of the distribution and revision of operational documents.

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) Short time period;

(d) Frequently used information;

(e) Reference information, e.g., information that is required for the operation but does not fall under or (c) above; and

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

2.1 Design, Formatting and Style, Front End

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

(b) 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.

A flight safety documents system should ensure standardization across document types, including:

(1) Writing style, terminology,

(2) Use of graphics and symbols, and

(3) Formatting across documents.

This standardization includes a consistent location of specific types of information, consistent use of units of measurement and consistent use of codes.

Where possible and appropriate, each document should contain a consistent presentation in the front that includes a:

(1) A record of revisions;

(2) Listing of effective pages;

(3) Table of contents, containing the titles of no more than 2 levels of headers

(4) Index, of not more than 3 levels indexing, to the important words and phrases within the manual.

(5) An explanation of the manual purpose, construction, availability, revisions and distribution.

The table of contents and index shall have separate tables to enable the user to have immediate access to

these portions of the document.

A flight safety documents system should include a master index to locate, in a timely manner, information included in more than one operational document. The master index should be available as an attachment in the back of each primary user manual and it should not be more than three levels of indexing. Pages containing abnormal and emergency information must be tabbed for direct access.

2.2. Operator Responsibilities

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.

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.

The operator's information gathering, review, distribution and revision control system should be adequate to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to the:

(1) State of the Operator
(2) State of Design
(3) State of Registry
(4) Manufacturers and equipment vendors.

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 operator's system should be capable of responding to this information in a timely manner and in coordination with the Flight Standards Directorate.

The operator's information gathering, review, distribution and revision control system should be adequate to process information resulting from changes that originate within the operator, including:

(1) Changes resulting from the installation of new equipment;
(2) Changes in response to operating experience;
(3) Changes in an operator's policies and procedures;
(4) Changes in an operator certificate; and
(5) Changes for purposes of maintaining cross fleet standardization.

Operators should ensure that crew coordination philosophy, policies and procedures are specific to their operation. Operators should have standardized methods for communicating new information to their personnel.

The specific methods should be responsive to the degree of communication urgency.

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

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

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

An operator's flight safety documents system will be reviewed when:
   (1) On a regular basis (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 directives.