1.0 PURPOSE

This Order is issued to provide guidance and information to CNS inspectors for evaluating recording of voice and surveillance data.

2.0 REFERENCES

2.1 ANS Regulations;
2.2 The Authority Advisory Circular No. CAA-AC-CNS004;
2.3 The CNS Manual of Standards Part II;
2.4 Manual of Operations (MANSOPS) Part II.

3.0 GUIDANCE

3.1 General

3.1.1 Air Navigation services advisory circular requires an applicant to provide equipment capable of recording and retaining voice and surveillance data.

3.1.2 The requirements apply to recording / reproducing equipment and systems, using tape reel to reel, cassette or cartridge magnetic tape media and to computer based equipment systems using floppy disk, DVDs, hard disk or other magnetic storage media.

3.2 Evaluating procedures

3.2.1 CNS inspectors shall evaluate and analyze recording procedures, recording facilities, and recording media management practice that provide a complete, identified, intelligible and accurate record of communication voice/surveillance data as follows:

a) Recording facility –
   (i) Check for the availability of dual systems;
   (ii) Fault indication alarm;
   (iii) Play back option;
   (iv) Check for multi channel systems;
   (v) No break power supply;
(vi) Erasing protection;
(vii) Eraser head.

b) Voice and Data –

(i) Recording quality;
(ii) Recording reliability confidence checks: evidence of successful recording.

c) Recording media –

(i) Tapes, Floppy disc;
(ii) DVDs;
(iii) Hard disc.

d) Voice and data retention –

Procedure for voice and data retention as specified in advisory circular CAA-AC-CNS004.

3.2.2 If the items are found to be acceptable:

a) Mark “Ac” in the Action block of the Activity Checklist;
b) Complete and sign the recommendation block of the activity checklist;
c) Compile a report indicating successful completion of the inspection;

3.2.3 If an item is found unacceptable:

a) Mark the ‘U’ action block of the Activity Checklist;
b) List all the discrepancies noted in the comments field of the activity checklist;
c) Compile a report indicating all discrepancies found and recommendations outlining what will be required to correct the deficiencies;
d) Schedule a follow up evaluation to review and evaluate the corrective action taken.

3.2.4 All generated paper work shall be filed in the appropriate file.

Civil Aviation Authority