



**System Requirements Specifications (Abridged)
Surveillance And Enforcement Division
Resolution of Safety Concerns
(Board for Aviation Safety) – SED3**

Version: 1.0

SED 3.2-BOARD FOR AVIATION SAFETY(BFAS) SURVEILLANCE MEETING

Project Name:	eGCA
Customer Name:	Directorate General of Civil Aviation
Location:	New Delhi



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All revisions made to this document are listed here in sequential order

SRS Revision History					
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SED3.1	SED 3.2-BOARD FOR AVIATION SAFETY(BFAS) SURVEILLANCE MEETING
ADMINISTRATOR	DIRECTOR – SURVEILLANCE AND ENFORCEMENT DIVISION
MODULE PARTICIPANTS	ALL JDGs,DDG(R&I) AND HEAD OF THE CONCERNED DIRECTORATE

1. SYNOPSIS

BOARD FOR AVIATION SAFETY (BFAS) SURVEILLANCE MEETING FOR RESOLUTION OF SAFETY CONCERNS.

INPUT

Board for aviation safety(BFAS) surveillance meeting for resolution of safety concerns consists of the following distinct phases of activities:

1. Submission of monthly report to SED :

Directorate/Office submits following relevant data for scheduled BFAS surveillance meeting :

- 1.1. Level1, Level2 (serious) findings.
- 1.2. Cases (cases with immediate threat to safety oversight) details.
- 1.3. Action taken report (as per minutes of previous BFAS meeting)

2. BFAS surveillance meeting :

- 2.1. Meeting invitation for BFAS surveillance meeting.
- 2.2. Discussions on reported finding, cases, action taken, decision and enforcement action.
- 2.3. BFAS Meeting minutes.

PROCESS

All Directorate/Office submits Level1, Level2 (serious) findings, cases (cases with immediate threats to safety oversight), action Taken Report on Previous month's minutes of meeting of BFAS to Respective Directorates at Head quarter. All Directorates Consolidates the Finding reports and prepare/sort specific (critical) finding's detail, action Taken report data (as per previous BFAS meeting Minutes) and sent to SED for BFAS meeting. Administrator (SED) convene monthly surveillance meeting for discussion on consolidated data of BFAS meeting.

After discussion, decisions are documented (which includes the decisions and action taken /to be taken and directorate/individual responsible), approved and conveyed to directorates for enforcements.

All concerned directorates then send enforcement action taken report as per minutes of previous meeting.

OUTPUT

- 1. Decisions of the BFAS on Cases are minuted and conveyed to the participants and concerned directorates for taking effective enforcements.
- 2. Minutes of BFAS meetings also conveyed to all Directorates.



2. REFERENCES

RULE	Rule 133B of the Aircraft Rules 1937
AIC	5 OF 2009
ADVISORY CIRCULAR	AAC No 2 of 2011, Enforcement Circular No. 1/2009
PROCEDURE MANUAL	Surveillance Procedure Manual : Chapter 2,Chapter 3,Chapter 4,Chapter 7,Chapter 8,Appendix "C" Appendix "D", "Appendix "E", Appendix "F", Appendix "G"
OTHERS	GM : Ramp Inspection Manual CAP8500 ASP-2015 : Page 8,Page 9,Circular Of Regulatory Audit : ASP-2015,Appendix1,Page 154,Regulatory Audit Procedure:ASP-2015,Annexure-A,Page 156. Paragraph 4.2.2.2 of ICAO Annex 6 (Operation of Aircraft, Part I – International Commercial Air Transport – Aeroplanes)

3. BUSINESS RULES

ID No.	REFERENCE CAR / AIC / PR. MANUAL	BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	REMARKS
SED1.1 / BR 1	<p>GM : MANUAL OF REGULATORY AUDIT http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf</p> <p>OTHERS : Circular Of Regulatory Audit: ASP-2015, Appendix1, Page 154. Regulatory Audit Procedure: ASP-2015, Annexure-A, Page 156.</p>	<p>Surveillance Activity: Regulatory Audit Program: Besides the surveillance, regulatory audits will be carried out during the year with an aim to ascertain the internal control of any organization in its activities and to ensure compliance of regulatory requirements.</p>	
SED1.1 / BR 2	<p>SPM : Surveillance Procedure Manual, Chapter 3</p> <p>AIC : Aeronautical Information Circular 05/2009</p> <p>OTHERS : Paragraph 4.2.2.2 of ICAO Annex 6 (Operation of Aircraft, Part I – International Commercial Air Transport – Aeroplanes)</p>	<p>Surveillance Activity :Surveillance Of Foreign Aircraft(SOFA): States performs a well establish programmed surveillance of operations in their territory by a foreign operator and takes appropriate action when necessary to preserve safety. Designated airlines of foreign countries who have been issued the operating authorization / permit by DGCA are subjected to surveillance by inspectors of DGCA in accordance with the procedures established. The surveillance of foreign airlines shall be limited only to ramp inspection including documentation reviews.</p>	Please Refer SRS for SED 2 for detailed information about SOFA inspection.
SED1.1 / BR 3	<p>SPM : Surveillance Procedure Manual, Chapter 7</p> <p>Others : ASP-2015,Page 8</p>	<p>Surveillance Activity :Quality Assessment Checks : In order to ensure that surveillance inspections are carried out as per ASP and proper procedures are followed for classification of findings as Level I or Level II, surveillance records are maintained properly and closure actions on Deficiency Reporting Form are taken after due compliance on all actions required, it is necessary that Quality Assessment of surveillance activity of various Directorates are carried out by DGCA nominated inspectors. The officers</p>	

		assigned with Quality Assessment must use the check list.	
SED1.1/BR4	<p>SPM: Surveillance Procedure Manual, Chapter 7</p> <p>Others : ASP-2015,Page 8</p>	<p>Surveillance Activity: Cross Regional Checks :</p> <p>The Cross Regional Checks are intended to ensure uniformity and standardization of surveillance procedures followed by various Directorates / Regions. Further, such checks will also enhance streamlining of surveillance procedures adopted in various Directorates / Regions.</p>	
SED1.1/BR5	<p>SPM: Surveillance Procedure Manual, Chapter 8</p>	<p>Surveillance Activity: Night Surveillance Checks :</p> <p>In order to enhance safety of operation and to maintain higher standard of continued oversight of operators, all Directorates / Regional offices are required to carry out night surveillance inspections in their regions, sub-regions ensuring that the activities carried out by various operators / organizations during the night are meeting the desired level of standards.</p>	
SED1.1/BR6	<p>Others : ASP-2015,Page 9</p> <p>GM: Ramp Inspection Guidance Manual – CAP8500</p>	<p>Surveillance Activity :Ramp Inspection :</p> <p>Ramp Inspection are planned product inspections carried out to inspect aircraft at ramp during schedule operation to verify the compliance of laid down regulation during operation of schedule airlines. At least one ramp inspection per type of aircraft per operator shall be carried out quarterly. This inspection may be carried out by DAW jointly with FSD representatives. In case, only an airworthiness representative is inspecting the aircraft, then only items related to airworthiness shall be checked and remaining may be crossed. The ramp checks may be carried out at Base /Transit stations. The newly recruited officers may also form part of the Ramp Inspections as a part of their OJT Trainings.</p>	
SED1.1/BR7	<p>Others : ASP -2015,Page 8</p>	<p>Surveillance Activity :Spot Checks :</p> <p>Spot checks are unplanned checks and will be carried out to verify the effectivly of internal audit system of any organisation</p>	

		<p>and ensuring the continued compliance of previous DGCA audit / surveillance findings. The spot checks shall not form the part of ASP, however the details and discrepancy reported during this course will be reviewed in monthly surveillance meetings.</p> <p>Head of the DGCA regional office shall convene meeting at least once in three months or when desirable with the Accountable Manager of respective organization if there are any discrepancies observed during spot checks and to review its affectivity.</p>	
SED1.1/BR8	<p>OTHERS : GM : MANUAL OF REGULATORY AUDIT, Checklists –Airworthiness, Annexure 1, MANUAL OF REGULATORY AUDIT, Checklists –Operations Checklists, Annexure II http://dgca.nic.in/manuals/Manual%20of%20Reg%20Audits.pdf</p>	Checklist For Regulatory Audits	
SED1.1/BR9	<p>SPM: Surveillance Procedure Manual : Appendix "D"</p>	Checklist For Surveillance Of Foreign Aircraft(SOFA)	
SED1.1/BR10	<p>SPM: Surveillance Procedure Manual : Appendix "E"</p>	Checklist For Quality Assessment Checks	
SED1.1/BR11	<p>SPM: Surveillance Procedure Manual : Appendix "F"</p>	Checklist For Cross Regional Checks	
SED1.1/BR12	<p>SPM: Surveillance Procedure Manual : Appendix "G"</p>	Checklist For Night Surveillance Checks	
SED1.1/BR13	<p>SPM: Surveillance Procedure Manual : Appendix "D" GM: Ramp Inspection Manual : Appendix 5</p>	Checklist for Ramp Inspection	

	OTHERS :		
SED1.1/BR14	AC: AAC No 2 of 2011: Categorization of Surveillance/ Audit findings.	Finding Categories Description : Level 1 and Level 2	
SED1.1/BR15	AC: Enforcement Circular No. 1/2009 : Procedure of resolution of deficiencies observed during surveillance	Procedure of resolution of deficiencies observed during surveillance.	
SED1.1/BR16	SPM: Surveillance procedure manual , deficiency reporting form appendix 'C' CA-2001	Deficiency Reporting Form : Observations made during surveillance shall be recorded against each item of audit check list .The completed deficiency reporting form should then the forwarded to the concerned operator/organization for necessary corrective action (Appendix 'C').	
SED1.1/BR17	SPM: Surveillance procedure manual, Chapter 4	All JDGs, DDG (R & I) and the head of the concerned directorate whose finding is under review will constitute the Board.	
SED1.1/BR18	SPM: Surveillance procedure manual, Chapter 4	SED will arrange to convene the meeting of BFAS every month to review level I findings.	
SED1.1/BR19	SPM: Surveillance procedure manual, Chapter 4	All directorates are required to forward level I findings along with the details to SED whenever they receive from their respective directorates / Regional units. In addition to above the Board will also review the following :- ➤ Cases where significant non compliance occurs with the applicable requirement which lowers the safety standards and hazards seriously the flight safety. ➤ Cases of violations to the Aircraft Rules and CARs and other DGCA Directives requiring enforcement actions. ➤ Repetitive findings which could lower the safety standards and could possibly hazard the flight safety.	



		<ul style="list-style-type: none"> ➤ Other deficiencies if not rectified within the stipulated time period. ➤ Cases put up under Appeals. ➤ Review of recommendations of Courts of Inquiry and similar safety recommendation. ➤ Important incidents to all aircraft and ➤ Other Important safety issues. 	
SED1.1/BR20	SPM: Surveillance procedure manual, Chapter 4	In the process of ensuring Enforcement the following principles are adhered to :- <ol style="list-style-type: none"> 1. Natural justice and accountability 2. Impartial and unbiased consideration 3. Proportionality and standardization of enforcement actions. 	

*All other References/Business rules with respect to audit/surveillance activity performed by each directorate/office and which are not mentioned in SPM



4. APPLICATION / DATA ELEMENTS

ID	REFERENCE AR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
SED3.2.1		SUBMISSION OF MONTHLY REPORT TO SED		
SED3.2.1 – DE1		SUBMISSION OF LEVEL1,LEVEL2(SERIOUS) FINDINGS, CASES DETAILS, ACTION TAKEN REPORT DATA (AS PER MINUTES OF BFAS MEETING)	DATE,CASE NO.,CASE TYPE,CASE DETAILS,ACTION TO BE TAKEN,STATUS OF FINDING,ATTACHMENTS, DATE OF INITIATION OF ENFORCEMENT ACTION(AS PER BFAS MEETING),DATE OF ACTION TAKEN,NAME OF ORGANIZATION/OPEARATOR,ORGANIZATION/OPERATOR DETAIL,DATE OF LAST BFAS,BRIEF DESCRIPTION OF DECISION/ENFORCEMENT ACTION,BRIEF DESCRIPTION OF ENFORCEMENT ACTION TAKEN,REMARKS	Please refer SRS section 10.1.1 for more details.
SED3.2.2		BFAS SURVEILLANCE MEETING		
SED3.2.2 –DE1		MEETING INVITATION FOR BFAS SURVEILLANCE MEETING	DIRECTORATE/OFFICE NAME, NAME OF THE OFFICER, EMAIL OF THE OFFICER, CONTACT NO. OF THE OFFICER,BFAS SURVEILLANCE MEETING DATE,REMARKS	
SED3.2.2-DE2		CONVEYING DECISION/ENFORCEMENT ACTION ON CASES TO RESPECTIVE DIRECTORATES	DATE, BFAS MEETING DATE, BFAS MEETING REFERENCE NO., NAME OF DIRECTORATE, CASES NO., CASE TYPE, CASE DETAILS, ACTIONS TO BE TAKEN, BRIEF DESCRIPTION OF DECISION/ENFORCEMENT ACTION, STATUS OF FINDING, COMMENTS	



ID	REFERENCE AR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
SED3.2.2 –DE3		CONVEYING BFAS MINUTES OF MEETING TO ALL PARTICIPANTS	DIRECTORATE, NAME OF THE OFFICER, EMAIL OF THE OFFICER, CONTACT NO. OF THE OFFICER, ACTION TO BE TAKEN, DATE,BFAS MEETING DATE, BFAS MEETING REFERENCE NO., UPLOAD MINUTES, REMARKS	

5. PROCESS

PROCESS	<p>Specific Admin/User of DGCA login to the eGCA portal, access the section of Surveillance and Enforcement Division, generates the monthly reports data and submits performance, planned and unplanned audit/surveillance reports. Reviewer reviews and consolidates the reports to make them available for monthly surveillance meeting.</p> <p>Specific admin/user convene monthly surveillance meeting. After discussion SED prepares minutes of the meeting, which includes the decisions, action taken /to be taken and directorate/individual responsible. Decisions are documented and conveyed to directorates for enforcements.</p> <p>A record is maintained for Minutes of previous monthly surveillance meetings for any further reference along with database maintenance of all findings detected during surveillance inspections.</p>
REVIWER/VERIFIER	Administrator/Specific Admin/User of SED.
APPROVER	Administrator/Specific Admin/User of SED.



6. INTERDEPENDENCIES

SERVICE	INFORMATION RECEIVED FROM OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S)		
	INFORMATION RECEIVED	EXTERNAL STAKEHOLDER(S)	INTERNAL STAKEHOLDER
SED3.2. BOARD FOR AVIATION SAFETY (BFAS) SURVEILLANCE MEETING	Level1, Level2 (serious) findings.		All directorate/office
	Cases (cases with immediate threat to safety oversight) details.		All directorate/office
	Action taken report (as per minutes of previous BFAS meeting)		All directorate/office

7. OUTPUT

<p>Decisions of the BFAS on cases are minuted and conveyed to the participants. Minutes of BFAS meetings also conveyed to all Directorates</p>	<p>Post submission of meeting minutes, an email will be sent to specific admin/user of the respective directorate, administrator of Surveillance meeting, intimating about the decisions, action taken /to be taken and directorate/individual responsible for the same.</p>
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8. SPECIFIC SOFTWARE FEATURES

FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
SED3.2/ SF 1	<p>eGCA application will provide a provision to auto generate report with respect to Level1, Level2 (serious) findings, cases details (cases with immediate threats to safety oversight), action taken report (as per minutes of BFAS meeting) for each Directorate/Office. This system driven data will be submitted to reviewer by DGCA user of respective directorate at headquarter to make the data available for BFAS surveillance meeting.</p>	
SED3.2/ SF 2	<p>For each directorate, there will be a provision to send consolidated report for serious findings to Administrator (SED) to make them available for BFAS surveillance meeting.</p>	SED3.2.1 – DE1
SED3.2/ SF 3	<p>Meeting invitation for BFAS surveillance meeting : There will be provision to send BFAS surveillance meeting invitation to all directorate/office.</p>	SED3.2.2 – DE1
SED3.2/SF 4	<p>Provision to convey minutes of monthly surveillance meeting : There will be provision to convey minutes of BFAS surveillance meeting to respective directorate. Proceeds to be followed :</p> <ol style="list-style-type: none"> 1.Meeting discussions, 2. Decisions are documented (which includes the decisions and action taken /to be taken and directorate/individual responsible), 3. Decision are approved and conveyed to directorates for enforcements. 	SED3.2.2 – DE2 , SED3.2.2 – DE3
SED3.2/SF 5	<p>Post submission of meeting minutes an email will be sent to specific admin/user of the respective directorate/office, administrator of Surveillance meeting, intimating about the decisions, action taken /to be taken and directorate/individual responsible for the same.</p>	
SED3.2/SF 6	<p>Inappropriately filled fields to provide pop up immediately. If there is any duplication of record or any mandatory field is not entered then appropriate error message with respect to each field should be displayed on click of submit button.</p>	



FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
SED3.2/SF 7	All Generic field level validations and GUI layout features has to be incorporated accordingly.	
SED3.2/SF 8	Depending upon the digital file type used, there may be some restrictions in size and document type for uploading the attachment. Supported types are: .pdf, .jpg,.png. Size is limited to 5 MB.	
SED3.2/SF 9	There will be a provision for intimation/communication regarding summary of surveillance activity to respective users by maintaining the database of all findings detected during surveillance inspections.	



9. GENERAL COMMENTS

COMMENT ID	GENERAL COMMENTS
GC 1	
GC 2	

10. APPENDIX

10.1. DATA ELEMENT FIELD LEVEL VALIDATION

10.1.1. DATA ELEMENT : SUBMISSION OF LEVEL1,LEVEL2(SERIOUS) FINDINGS, CASES DETAILS, ACTION TAKEN REPORT (AS PER MINUTES OF BFAS MEETING)

. *eGCA application will provide a provision to auto generate report with respect to Level1, Level2(serious) findings, cases details(cases with immediate threats to safety oversight),action taken report (as per minutes of BFAS meeting) for each Directorate/Office. This system driven data will be submitted to reviewer by DGCA user of respective directorate at headquarter to make the data available for BFAS surveillance meeting. Please refer SRS section

*All fields will be captured in sequential flow manner. Next section data entry will be enable only after all mandatory data has been entered in previous section.

*Name of Directorate will get auto populated by system as per login credentials of the respective admin/user of the Directorate

S. No.	DATA FIELD	Type	Mandatory	Permissible Characters/Default Value	Remarks
1.	DATE	Date Picker	Y	UTC date	Date on which data entry is being done by user. By default system date should get populated here.
2.	CASES NO.	Non editable Text box	No	A sequence has to be maintained with BFAS/MMM/YYYY/MM/<SEQUENCE NO.> format	System driven value of case number used as a reference for each BFAS meeting.
3.	CASE TYPE	Dropdown	Y	Level 1 findings, level 2 (serious)findings, Case where significant non compliance occurs with applicable requirements, Case with violation to the aircraft rules, Case with violation to the CARs, Case with violation to the	Master driven list values fetched from available data in database. If "other" is selected then a text box should appear to enter the data.

				other DGCA directives, Case with repetitive finding, Case with review of recommendations of courts of inquiry, Case put up under Appeals, Other deficiencies if not rectified within the stipulated time period, Other Important safety issues, Others	
4.	CASE DETAILS	Free Text box	Y	Details about the case selected.	Details about the case selected.
5.	ACTIONS TO BE TAKEN	Dropdown	Y	1. Natural justice and accountability 2. Impartial and unbiased consideration 3. Proportionality and standardization of enforcement actions. 4. cases under consideration	It is proposed action on which final enforcement action should be decided in BFAS meeting.
6.	STATUS OF FINDING	Free Text Box	Y	OPEN,CLOSED	System driven value. By Default "OPEN" will be populated here. Status should be changed as "CLOSED" after successful resolution of findings updated by specific admin/user of data entry operator.
7.	ATTACHMENTS	Document Uploader	N	NA	To browse and upload supporting documents/checklist for the audit/surveillance checks.
8.	ACTION TAKEN REPORT FROM THE ORGANIZATION/ OPERATOR RECEIVED	Check Box	Y	Yes, No	By Default system driven value should be NO. If action taken report is submitted then user has to check the check box "YES" to make data entry for action being taken.

9.	ACTION TAKEN BY ORGANISATION/OPERATOR				Data entry should be enabled only If action taken report has been submitted by the concerning auditee.
10.	DATE OF INITIATION OF ENFORCEMENT ACTION(AS PER BFAS MEETING)	Date Picker	Y	UTC Date	Should be auto Populated By the system as date of BFAS meeting on which this case first discussed.
11.	DATE OF ACTION TAKEN	Date Picker	Y	Date	By Default System Date should be Populated Here. User can change this with the date of action taken.
12.	NAME OF ORGANIZATION/ OPEARATOR/	FREE TEXT BOX	Y	Name of the operator/organizati on selected.	Fetches from Master Data.
13.	FIND	Button	Y	To Find and select operator/organizati on	To Find and select Operator/Approved Firms/Licensing Institutes.
14.	ORGANIZATION/ OPERATOR DETAIL	SUB SECTION NAME	Y		It should display details of the selected organization like Address, email, Contact Person, Contact No. Of contact Person in view only mode.
15.	DATE OF LAST BFAS	Date	Y	UTC Date	System driven value. This is the date of BFAS meeting in which this case was last discussed.
16.	BRIEF DESCRIPTION OF DECISION/ENFORCEMENT ACTION	Non Editable Free Text Box	Y		Detail of Decision/Enforcement action for reported case as per BFAS meeting in which this case was last discussed.
17.	BRIEF DESCRIPTION OF ENFORCEMENT ACTION TAKEN	Free Text Box	Y		Description Of Enforcement action taken by auditee
18.	REMARKS	Text box	Y		Remarks (if any), entered by data entry operator.
19.	SAVE	Button	Y	NA	1. Current entry gets saved in database as a new record.



					2. If Enforcement Action Section data is enabled then Status of Finding Should get Updated as "Closed" after clicking on Save/Submit Button.
20.	VIEW	Button	Y	NA	To view A specific record already present in database. Some fields of a record displayed in view mode could be edited by the user who have done the data entry.
21.	ADD NEW	Button	N		To add a new record
22.	SUBMIT	Button	Y		By clicking submit button all directorate will get success message for submitting their respective Data for BFAS meeting to SED. An email will be sent to administrator of SED and specific admin/user of directorate who have submitted the BFAS meeting data.

10.1.2. DATA ELEMENT : MEETING INVITATION FOR BFAS SURVEILLANCE MEETING

*All fields will be captured in sequential flow manner. Next section data entry will be enable only after all mandatory data has been entered in previous section.

S.N.	DATA FIELD	TYPE	MANDATORY	PERMISSIBLE CHARACTERS/ DEFAULT VALUE	REMARKS
MEETING INVITATION FOR BFAS SURVEILLANCE MEETING					
	SELECT TO ENABLE	Check box	Y	Tick Mark	Respective admin/User should have an option to select all or individual record according to his/her choice from all the records displayed in the list.
	DIRECTORATE NAME	Grid list	Y	List of all Directorate in row wise manner.	List should be populated through master data. This grid should display following fields populated from master data available in database.
	NAME OF THE OFFICER	Non editable grid value	Y	Var Char	It should display the name of the officer of the selected Directorate .Name in non-editable/view only mode. The value should be fetched from master data only in case the particular Directorate is Selected.
	EMAIL OF THE OFFICER	Non editable grid value	Y	Alphanumeric, Special character	It should display the email of the officer of the selected Directorate in non-editable/view only mode. The value should be fetched from master data only in case the particular Directorate is selected.
	CONTACT NO. OF THE OFFICER	Non editable grid value	Y	Numeric	It should display the email of the officer of the selected Directorate in non-editable/view only mode. The value should be fetched from



					master data only in case the particular Directorate is Selected.
	ACTION TO BE TAKEN	Colum in grid to have a button for action to be taken	Y	A button to convey invitation for BFAS surveillance meeting.	It should contain a button for inviting respective directorate for BFAS surveillance meeting.
	INVITE FOR BFAS SURVEILLANCE MEETING	Button	Y		This button will get enabled only if at least a single record is selected from the list. By clicking this button form fields of "INVITATION FOR BFAS SURVEILLANCE MEETING" will get enabled for data entry.
INVITATION FOR BFAS SURVEILLANCE MEETING					
	DATE	Date	Y	Date Picker(UTC date)	Date on which data entry is being done by SED. By default system date should get populated here.
	DATE OF BFAS SURVEILLANCE MEETING	Date	Y	Date Picker(UTC date)	Date on which BFAS surveillance meeting is planned.
	REMARKS	Free Text Box	Y		Remarks by SED for respective participant of BFAS meeting.
	SUBMIT	Button	Y	NA	By clicking submit button a success message will be generated for invitation of BFAS surveillance meeting to respective Directorate. An email will be sent to respective Directorate.

10.1.3. DATA ELEMENT: FOR CONVEYING DECISION/ENFORCEMENT ACTION ON CASES TO RESPECTIVE DIRECTORATES.

S. No.	Data Field	Type	Mandatory	Permissible Characters/Default Value	Remarks
1.	DATE	Date Picker	Y	UTC Date	Date on which data entry is being done by user. By default system date should get populated here. This date should be greater or equal to BF AS meeting Date
2.	BFAS MEETING DATE	Date Picker	Y	UTC Date	Date on which BFAS meeting was conducted.
3.	BFAS MEETING REFERENCE NO.	Non editable text box	Y	A sequence has to be maintained with BFAS/MMM/YYYY/MM format	System driven value of BFAS meeting reference, used as a reference for each BFAS meeting.
4.	NAME OF DIRECTORATE	Dropdown	Y	List Of All Directorates	Directorate List. Value fetched from master data already available in database.
5.	CASES NO.	Dropdown	Y	On which the Board decides on the Enforcement actions to be taken.	Sequence Driven Value. Fetched From Form Data Entry Done by Respective Directorate. Please refer SRS section 10.1.3. for more details.
6.	CASE TYPE	Non Editable Text Box	Y	Level 1 findings, level 2 (serious)findings, Case where significant non compliance occurs with applicable requirements, Case with violation to the aircraft rules, Case with violation to the CARs, Case with violation to the other DGCA directives, Case with repetitive	Fetched from saved data in database with respect to CASE NO. selected.

				finding, Case with review of recommendations of courts of inquiry, Case put up under Appeals, Other deficiencies if not rectified within the stipulated time period, Other Important safety issues, Others	
7.	CASE DETAILS	Non Editable Text box	Y	Details about the case selected.	Fetches from saved data in database with respect to CASE NO. selected.
8.	ACTIONS TO BE TAKEN	Non Editable Free Text Box	Y	<ol style="list-style-type: none"> 1. Natural justice and accountability 2. Impartial and unbiased consideration 3. Proportionality and standardization of enforcement actions. 4. cases under consideration 	It is proposed action on which final enforcement action should be decided in BFAS meeting. Fetches From form data entry done by respective Directorate based on Case No. Please refer SRS section 10.1.1 for more details.
9.	BRIEF DESCRIPTION OF DECISION/ENFORCEMENT ACTION	Free Text Box	Y		Detail of Decision/Enforcement action as per BFAS meeting output.
10.	STATUS OF FINDING	Non Editable Free Text Box	Y	OPEN,CLOSE	System Driven Value. Populated Value Will be Fetches From Form Data Entry Done by Respective Directorate based on Case No. Please refer SRS section 10.1.1.1 for more details.
11.	COMMENTS	Text box	N		Remarks(If any)
12.	SAVE	Button	Y	NA	Current entry gets saved in database as a new record. Please refer "Button Functionality" in SRS section 4. . (Functionality/Features of Form Navigation Buttons)



13.	VIEW	Button	Y	NA	To VIEW A specific record already present in database. Some fields of a record displayed in view mode could be edited by the user who have done the data entry.
14.	ADD NEW	Button	N		To add a new record
15.	SUBMIT	Button	Y		By clicking submit button SED will get success message for submitting Decision/Enforcement Action Data of BFAS meeting to Respective Directorate. An email will be sent to respective officer of Directorate.



10.1.4. DATA ELEMENT : FIELD DESCRIPTIONS AT SED FOR CONVEYING BFAS MINUTES OF MEETING TO ALL PARTICIPANTS

*All fields will be captured in sequential flow manner. Next section data entry will be enable only after all mandatory data has been entered in previous section.

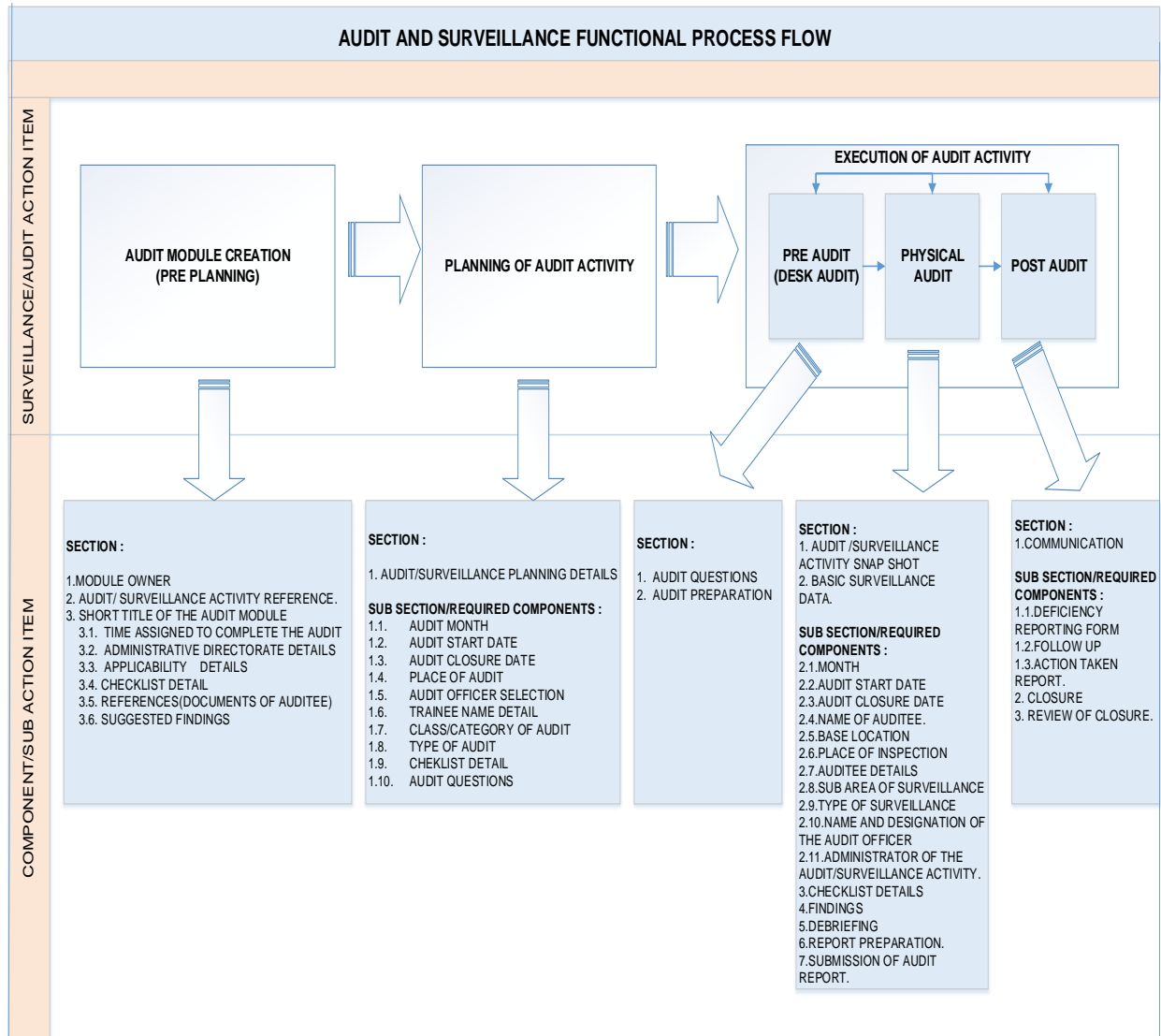
S.N.	COMPONENT NAME	COMPONENT TYPE	MANDATORY	PERMISSIBLE CHARACTERS/ DEFAULT VALUE	REMARKS
BFAS MEETING MINUTES					
	SELECT TO ENABLE	Check box	Y	Tick Mark	Respective admin/User should have an option to select all or individual record according to his/her choice from all the records displayed in the list.
	DIRECTORATE	Grid list	Y	List of all directorate at headquarter in row wise manner.	List should be populated through master data.
	NAME OF THE OFFICER	Non editable grid value	Y	char	It should display the name of the officer of the selected Directorate Name in non-editable/view only mode, fetched from master only in case the particular Directorate/Office is Selected.
	EMAIL OF THE OFFICER	Non editable grid value	Y	ALPHANUMERIC,SPECIAL CHARACTER	It should display the email of the officer of the selected Directorate/Office Name in non-editable/view only mode, fetched from master only in case the particular Directorate/Office is Selected.
	CONTACT NO. OF THE OFFICER	Non editable grid value	Y	NUMERIC	It should display the email of the officer of the selected Directorate/Office Name in non-editable/view only mode, fetched from



					master only in case the particular Directorate/Office is Selected.
	ACTION TO BE TAKEN	Colum in grid to have a button for action to be taken	Y	A button to "UPLOAD MINUTES OF BFAS MEETING"	It should contain a button for conveying respective directorate/offices about BFAS Meeting Of Minutes.
	UPLOAD MINUTES OF BFAS MEETING	Button	Y		This button will get enabled only if at least a single record is selected from the list. By clicking this button form fields of "BFAS MEETING MINUTES" will get enabled for data entry.
BFAS MEETING MINUTES FORM					
	DATE	Date	Y	Date Picker, UTC date	Date on which data entry Is being done By SED.
	BFAS MEETING DATE	Date Picker	Y	UTC Date	Date on which BFAS meeting was conducted.
	BFAS MEETING REFERENCE NO.	Non editable text box	Y	A sequence has to be maintained with BFAS/MMM/YYYY/M M format	System driven value of BFAS meeting reference, used as a reference for each BFAS meeting.
	UPLOAD MINUTES	Uploader	Y	User can Upload minutes of meeting document Here.	System will generate minutes of BFAS meeting in PDF format and will upload the same.
	REMARKS	Free Text Box	Y		Remarks By SED for Respective Participant Of BFAS meeting.
	SUBMIT	Button	Y	NA	By clicking submit button a success message will be generated for submission of BFAS minutes of meeting for respective Directorate. An email will be sent to respective Directorate.

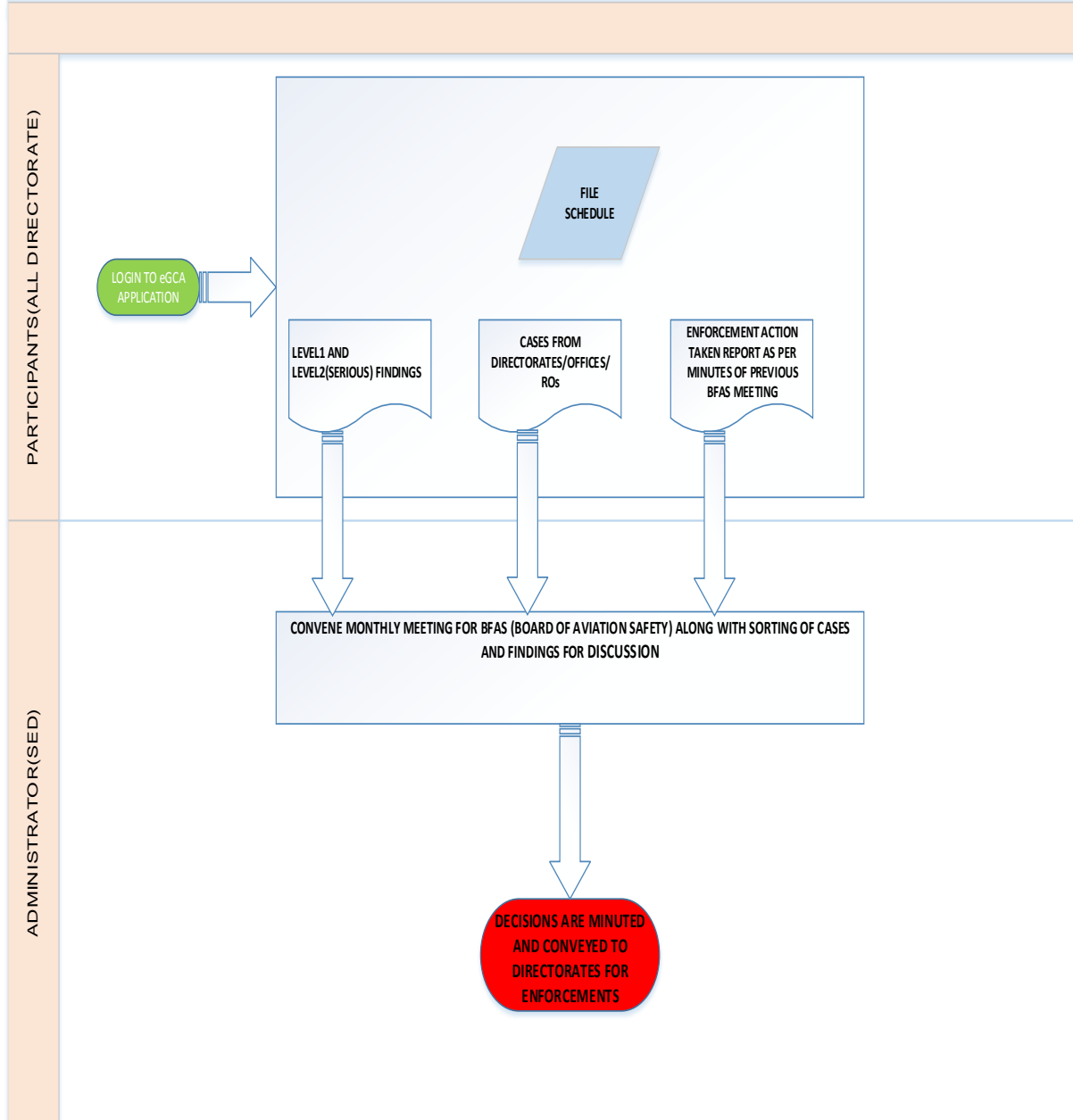
10.2.FUNCTIONAL OVERVIEW

Audit – Plan->execute->communicate -> assess->close->Analyze ->Focus->Enforce



10.3.PROCESS FLOW DIAGRAM

BOARD FOR AVIATION SAFETY (BFAS) SURVEILLANCE MEETING FOR RESOLUTION OF SAFETY CONCERNS:PROCESS FLOW





11. REVIEW HISTORY

DATE	REVIEWED BY	SECTION NUMBER	REVIEW FEEDBACK	ACTION TAKEN