Directorate General of Civil Aviation of India

eGCA

System Requirements Specifications (Abridged)
Air Safety Directorate

Version: 1.1

Service Code: **ASF 9**

Service Name: **Flight Safety Document System**

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

DOCUMENT CONTROL

Version	***Date of Revision***	***Author/Modified By***	***Reviewed By***	***Reviewed by (DGCA responsible)***	***Description for Change***	***Affected Sections***
1.1.0	***07.03.16***	***Neetu Somani***			***Baseline***	

Approval

DGCA Responsible	***Date***	***Signature***

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ASF 9/1 Document Objective

The objective of this document is to provide functional and business requirements and the inter dependencies between various stakeholders to enable the design and development of eGCA solution.

This document, at a broad level, will provide the services addressed within the directorate, the concerned actors and roles in the service, a synopsis of the process, process flow, and the data elements required to be captured for developing the eGCA solution in compliance with the existing rules and procedures.

ASF 9/1.1 About Air Safety Directorate (ASD)

The Air safety Directorate ensures safety of air travel through preventive measures, such as surveillances and audits, and through reactive measures, such as investigations and recommendations for prevention of incidents and accidents in future.
The main functions of ASD are as under:

A. At HQ Level
   1. Investigation of Civil Registered aircraft Incidents is done by DGCA
   2. Follow-up for implementation of recommendation made in investigation reports for accidents/ incidents.
   3. Analysis of incident database and issue of safety recommendations to industry & directorates.
   4. Accident/Incident Prevention work
   5. Database of accident prevention work, audit.
   6. Approval of flight safety manual, chief of flight safety and flight safety organization.
B. At RO level
   1. To carry out the investigation of incidents/accidents occurring of operators/airlines in their region.
   2. To associate in investigation of incident by PIB.
   3. To carry out the investigation of Ground incidents.
   4. To carry out the investigation of air miss/Air Prox/ATC violations.
   5. Participate in the operational area inspection, Airport security meeting,
   6. Creating Safety committees and Safety teams.
   7. Monitoring of incidents of operators/airlines.
   8. CVR/DFDR monitoring.
   9. ATC Tape monitoring.
   10. To carry out the airport inspections.
   11. To carry out surveillance inspection of airlines/operators e.g., preflight medical

ASF/2 Functional Overview

ASF 9/2.1 Functional Packages

Following functional packages have been identified for going live in the first phase of eGCA

S.No.	Package Name	Description
ASF 1	Safety Management System & SSP	Provide facility to monitor/efficiently execute the requirements laid down by SMS.
ASF 2	Mandatory Occurrence Reporting System (MORS)	Provide facility to encourage the reporting of incidents concerning Air Safety
ASF3	Investigation	Provide facility to conduct and report enquiry details/ reports as a result of investigation carried out for analyzing air incidents/accidents. This is a part of MORS and hence is not mentioned separately
ASF 4	Audit	Provide facility to prepare Audit plans, monitor execution of Audits and record Audit records.
ASF4	Surveillance	Provide facility to prepare surveillance plan and monitor its execution.
ASF 5	Enforcement	Provide facility to the Directorate to process enforcement action
ASF 6	Approval to Flight Safety Organizations	Provide capturing of approvals for a flight safety organization from DGCA
ASF 7	Cabin Safety Division	This service is not a part of Air Safety Directorate.
ASF 8	Voluntary Reporting System	Provide facility to users to voluntarily report incidents.
ASF 9	Flight Safety Document System	Provide facility to manage flight safety documentation system online

This Document deals with the service Of Flight Safety Document System

Each Commercial operator is required to have the Safety Documentation System in place for the use and guidance of operational personnel. The operator has to get the Flight Safety Document System approved by the ASD and this service deals with the automation of this process.

ASF 9/2.2 Actors / Roles

S. No.	System / Application Role	Applicant (All Commercial Operators)	DG	JDG	DDG	D(AS)	AD	Air Safety Officer	Data Entry Operator
1.	Applicant	X							X*
2.	Verifier						X	X	
3.	Approver		X	X	X	X			
4.	Exempting Authority		X	X					
5.	Escalation								

*- Access to limited fields of application, only for uploading documents and data entry.

ASF 9/3 Business Process Flows and Description

ASF 9/3.1 Process flow synopsis

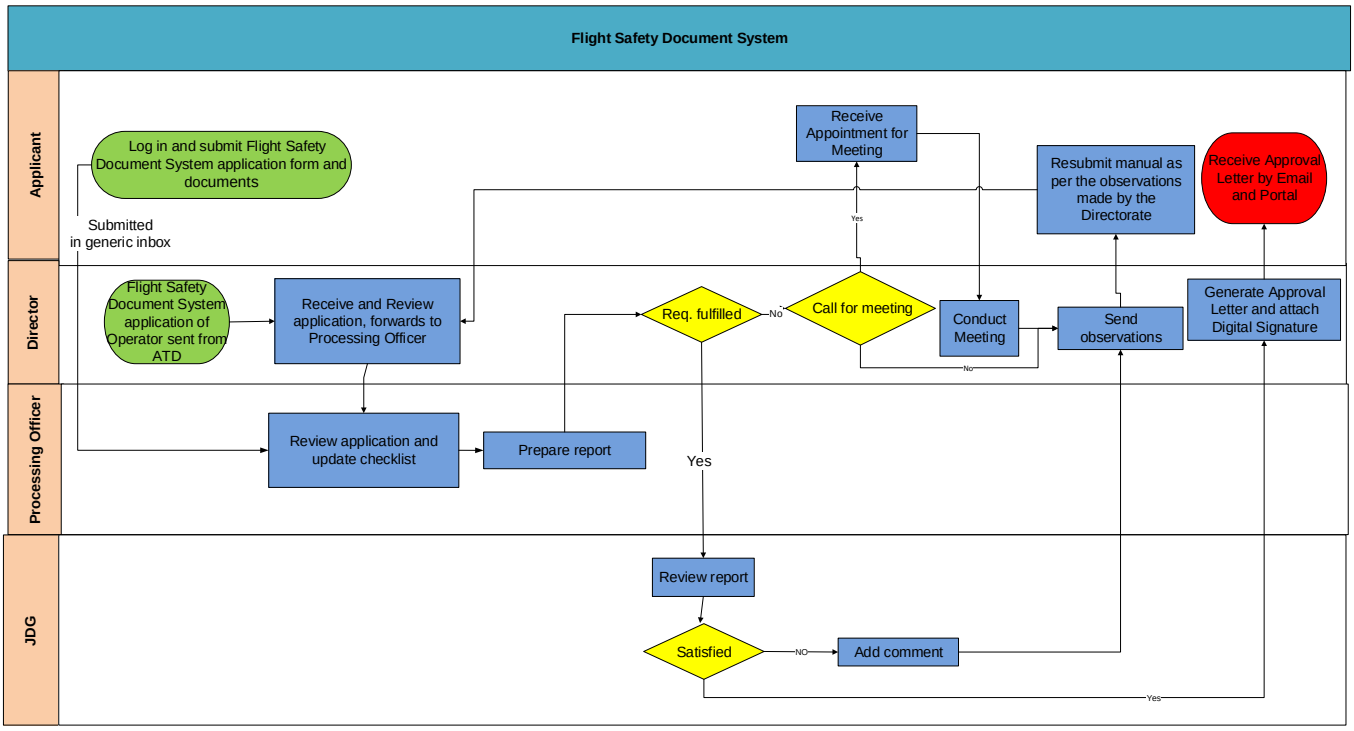
Service – ASF 9 : Flight Safety Document System

Data elements captured – Relevant details and attachments for the purpose of Flight Safety Document System.

Process Flow – Applicant -> Verifier -> Approver -> Exempting Authority (If required) -> Escalation (If required)

Output – Acceptance of Flight Safety Document System of the Applicant or Observations from ASF to Operator

ASF 9/3.2 To Be Process Flow



ASF 9/3.3 Process Flow Description

S. No.	Process Description	Responsibility
ASF 9/3.3.1	Applicant logs into the application and selects the FSDS service. He submits the required details in the form and attaches the mandatory documents. The ATD can also send the FSDS for assessment and approval to D(AS) if it has received from Operator.	Applicant
ASF 9/3.3.2	When the Operator submits the application, it is received in the generic inbox and an acknowledgment number and date/time stamp of the application is generated and displayed to the applicant. An acknowledgement email is sent to the registered email ID of the applicant. The date and time of receipt of manual Generic workbench will be stored for the purpose of calculation of processing time. If the manual is received from AT-1, it is received at the D(AS) workbench and the date and time will be stored for the purpose of calculation of processing time. For the application sent in the generic inbox, the PO will be able to own the application and start the process. If application is not owned by PO	System generated

	within one working day after receipt in generic inbox, a notification will be sent to the D(AS) workbench.	
ASF 9/3.3.3	For the applications sent from AT-1 or if the application is not owned by any PO, the D(AS) does preliminary review of the application, adds his comments and sends it to the PO.	Approver
ASF 9/3.3.4	The application is opened by the Processing Officer (PO), who views and verifies the details in the checklist and provides his comments. If required, he also prepares draft letters for the Operator which is later reviewed by the D(AS) The assessed documents and application is submitted to the D(AS).	Verifier
ASF 9/3.3.5	D(AS) reviews the details and if there are any discrepancies then he may send observations against the submitted FSDS to the Operator. This loop may continue until D(AS) is satisfied with the documents.	Approver
ASF 9/3.3.6	If the application is sent back to the applicant for additional details or modifications, the applicant opens the application and edit/add details and/or attachments and resubmit the application to the D(AS).	Applicant
ASF 9/3.3.7	On successful submission, a message of successful submission will be displayed and sent to the applicant on the portal and registered email id with date – time stamp of submission.	System Generated
ASF 9/3.3.8	The amended / revised / resubmitted manual/ documents are received by the D(AS) and sent to PO for assessment. The date and time of receipt of the re-submitted manual at D(AS) workbench will be stored for the purpose of calculation of processing time.	Approver
ASF 9/3.3.9	The PO assesses the revised manual and adds his comments. It is then submitted to the D(AS) for review.	Verifier
ASF 9/3.3.10	If the discrepancies are still found and the operator is not able to understand the discrepancies, the operator is called for one to one meeting for discussion on the procedures and processes mentioned in the manual and taking necessary action against deficiencies observed during assessment of manual. For this an appointment is granted to the applicant by a letter from D(AS) which may be drafted from the PO's workbench.	Approver
ASF 9/3.3.11	After the face to face meeting, the operator resubmits the revised manual followed by the review of the manual by the ASD.	Applicant
ASF 9/3.3.12	If the manual/ documents are found in order, it is forwarded to the JDG along with the recommendation for approval.	Approver
ASF 9/3.3.13	The JDG may provide his acceptance or send his comments to the D(AS). This loop may continue till JDG is satisfied with the Documents.	Approver

ASF 9/3.3.14	After approval of Manual by the JDG, a letter of approval is issued to the applicant Operator by the D(AS). The letter of Approval shall be issued within 05 working days after approval from JDG otherwise there will system generated alert about the pending approval at the D(AS) workbench. A copy of the same is forwarded to AT-1.	Approver
ASF 9/3.3.15	The applicant receives certificate of Approval on portal inbox and registered email	Applicant
ASF 9/3.3.16	The time from which the manual was received the till the time the manual is approved/Observations sent to the Operator will be considered as processing time for the assessment of the manual. For this purpose, the assessment of the manual should be completed within 30 working days after receipt from AT-1/Operator. Similarly, re-assessment & Final Review of manual should be completed within 30 working days after receipt of revised manual. After the defined period, notification of pending assessment will be sent to D(AS) workbench The time taken at each actor's workbench will be stored in the Database.	System Generated
ASF 9/3.3.17	The applicant receives certificate of Approval on portal inbox and registered email	Applicant
ASF 9/3.3.18	All details (Input, Output of the service and the approved FSDS) are stored in the database.	System Generated

ASD 9/3.5 Business Rules / Validations

	Business Rule	**CAR Reference/Manual/**
ASF 9/3.3.1	Applicant includes Scheduled Operator/Non scheduled Operator/ Operator of Cargo Services	Sec 5 Ser F Part I
ASF 9/3.3.1	Manual is also received in Air Safety through Air Transport Directorate (AT-1) for approval.	Air Safety Procedure Manual, Sep 2015, Annex A
ASF 9/3.3.1	Form for submission of FSDS for approval is based on the following CAR: Information contained in a flight safety documents system should be grouped according to the importance and use of the information, as follows: (i) Time critical information, e.g., information that can jeopardize the safety of the operation if not immediately available;	Sec 5 Ser F Part I, Appendix B AIC 2 of 2013

	Business Rule	CAR Reference/Manual/
	(ii) 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; (iii) Frequently used information; (iv) Reference information, e.g., information that is required for the operation but does not fall under (2) or (3) above; and (v) Information that can be grouped based on the phase of operation in which it is used.	
ASF 9/3.3.2	Process Efficiency Criteria	Air Safety Procedure Manual 2015
ASF 9/3.3.4	Checklist for assessing the manual by the PO	Air Safety Procedure manual, Annex D
ASF 9/3.3.10	If the discrepancies are still found and the operator is not able to understand the discrepancies, the operator is called for one to one meeting for discussion on the procedures and processes mentioned in the manual and taking necessary action against deficiencies observed during assessment of manual(s).	Air Safety Procedure Manual, Sep 2015, Annex A
ASF 9/3.3.12	If all the Manual(s) / documents are found in order, the manual(s) / documents are forwarded to the Competent Authority / concerned JDG along with the recommendation for approval/ acceptance.	Air Safety Procedure Manual, Sep 2015, Annex A
ASF 9/3.3.14	After approval/acceptance of Manual(s), a letter of approval/acceptance is issued to the applicant Operator. A copy of the same is forwarded to AT-1. Accordingly, the data for approved/ accepted manual(s) is updated in Air Safety Section.	Air Safety Procedure Manual, Sep 2015, Annex A
ASF 9/3.3.14	Letter of Approval shall be issued within 05 working days after approval.	Air Safety Procedure Manual
ASF 9/3.3.16	Process Efficiency Criteria The assessment of the manual(s) shall be completed within 30 working days after receipt from AT-1 Re-assessment & Final Review of Manual(s) / Documents shall be completed within 30 working days after receipt of revised manual. Letter of Approval / Acceptance shall be issued within 05 working days after approval.	Air Safety Procedure Manual Annex A
ASF 9/3.3.18	The data for approved/ accepted manual(s) is updated in Air Safety Section.	Air Safety Procedure Manual Sep - 2015

ASF 9/3.4 Interdependencies on Internal /External Stakeholders

Service	Information Received From other Directorate(s) / External Stakeholder(s)		
	Information Received	**External Stakeholder(s)**	**Internal Stakeholder**
ASF 9 - Flight Safety Document System	Application for FSDS	Operator	Air Transport Directorate (AT-1)

ASF 9/3.5 Output to Internal/External Stakeholders

Service	Information Sent To Directorate(s) / External Stakeholder(s)		
	Title / Nature of Output	**Distribution 1**	**Distribution 2**
ASF 9 - Flight Safety Document System	Acceptance Certificate Observation Letter	Applicant Applicant	Air Transport Directorate (AT-1)

ASF 9/3.6 Data Elements

3.6.1 For Applicant for Flight Safety Document System (To be submitted by the Applicant)

S. No.	Data Field	Type	Mandatory	Permissible Characters/Default Value and Remarks
1.	Applicant Type		Yes	Scheduled Operator/Non scheduled Operator/ Operator of Cargo Services
2.	Manual Sections	Label		

2.1	Time critical information	Upload	Yes	Pdf
2.2	Time sensitive information	Upload	Yes	Pdf
2.3	Frequently used information	Upload	Yes	Pdf
2.4	Reference information	Upload	Yes	Pdf
2.5	Information that can be grouped based on the phase of operation in which it is used.	Upload	Yes	Pdf
2.6	Create New Section	button	No	Should allow to add as many headers to the manual as required
2.6.1	Section Head	Text box	Yes if new header created	Any
2.6.2	Content for the section	Upload	Yes if new header created	Doc/Docx/Pdf
3	Upload Any other relevant document	Upload	No	Attachment
3.1	Document Name	Text Box	Yes, if uploaded	Any
3.2	Document Description	Text area	Yes, if uploaded	Any
3.3	Document reference number	Text box	Yes, if uploaded	any

3.6.2 Data elements at PO level

S. No.	Data Field	Type	Mandatory	Permissible Characters/Default Value
1.	Update Checklist	Link	Yes	Link to open and update checklist

2.	View list of non-conformities	Link	No	Link to view non conformities and edit if required
3.	Add Comments	Text area	Yes	Any
4.	Attach Report, if any	Upload/ Text Area	No	Any/Any
5.	Prepare Observation Letter	Text Area	No	Any (As per format)
6.	Prepare Acceptance letter	Text Area	No	Any (As per format)

Checklist used by the PO for reviewing the application submitted by the applicant

S. No.	Data Field			Type	Mandatory	Permissible Characters/Default Value
1.	Organization			Text	Yes	Auto-populate the name of organization from the Login
2.	Location			text	Yes	Auto-populate the location of organization from the Registration details
3.	Creating a Document System			Label		
3.1	Has the AOC holder documented the procedure for preparing Flight Safety Documentation System and its monitoring .	CAR Reference : Para 4 of Ref 1		Dropdown	Yes	Yes/Partial/No
3.2	List of documents identified for Flight Safety Documentation Purposes	CAR Reference Para : Para 2 of Ref 2		Dropdown	Yes	Yes/Partial/No
3.3	Match information to an actual document in the system	CAR Reference Para : Para 2 of Ref 2		Dropdown	Yes	Yes/Partial/No

3.4	Does each manual or Document issued by the operator have	CAR Reference Para : Para 4(a) of Ref 2		Label		
3.4.1.	Similar structure			Dropdown	Yes	Yes/Partial/No
3.4.2	Consistent location of specific types of information			Dropdown	Yes	Yes/Partial/No
3.4.3	Common terminology			Dropdown	Yes	Yes/Partial/No
3.4.4	Information that is relevant			Dropdown	Yes	Yes/Partial/No
3.4.5	Standardization across the fleet			Dropdown	Yes	Yes/Partial/No
3.4.6	Standard meaning for graphics and symbols and use them consistently across documents			Dropdown	Yes	Yes/Partial/No
3.4.7	Consistent use of units of measurement and consistent use of codes			Dropdown	Yes	Yes/Partial/No
3.5	Have flight safety documents system 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 CAR Reference Para : Para 2(e) of Ref 1		Dropdown	Yes	Yes/Partial/No
3.6	Has the flight safety documents system organized according to criteria	CAR Reference Para : Para 2(a) of Ref 1		Label		
3.6.1	which ensure easy access to information required for flight and ground operations			Dropdown	Yes	Yes/Partial/No
3.6.2	which facilitate management of the distribution and revision of operational documents			Dropdown	Yes	Yes/Partial/No
4	Design of documents			Label		

4.1	Integration with Regulations & Manufacturers, Vendors, Human Factor principle	CAR Reference Para : Para 1 (c) of Ref 1		Dropdown	Yes	Yes/Partial/No
4.2	Has the organization used grouping criteria such as importance and users are critical determinants for organizing document system	CAR Reference Para : Para 2 (b) of Ref 1		Dropdown	Yes	Yes/Partial/No
4.3	Has information contained in each of the Operator's document been categorized depending on-	CAR Reference Para : Para 2(b) of Ref 1		Label		
4.3.1	Time Critical information			Dropdown	Yes	Yes/Partial/No
4.3.2	Time sensitive information			Dropdown	Yes	Yes/Partial/No
4.3.3	Frequently used information			Dropdown	Yes	Yes/Partial/No
4.3.4	Reference information			Dropdown	Yes	Yes/Partial/No
4.4	Sequencing the time critical information early.	CAR Reference Para : Para 2 (c) of Ref 1		Dropdown	Yes	Yes/Partial/No
4.5	Development of supplemental cards, guides and checklists for frequently used information	CAR Reference Para : Para 2 (d) of Ref 1		Dropdown	Yes	Yes/Partial/No
4.6	Define significant terms used in operating documents, ensuring consistent meaning across documents. All acronyms or abbreviations should be defined and included within a document's glossary	CAR Reference Para : Para 2 (g) of Ref 1		Dropdown	Yes	Yes/Partial/No
4.7	Display information consistently using standards and conventions familiar to the users. This includes a consistent location of specific types of information, using consistent units of measurement and code	CAR Reference Para : Para 2 (h) of Ref 1		Dropdown	Yes	Yes/Partial/No

4.8	Display information consistently using formatting standards, consistent codes and graphic symbols.	CAR Reference Para : Para 2 (h) of Ref 1		Dropdown	Yes	Yes/Partial/No
4.9	Display information consistently using standards and conventions	CAR Reference Para : Para 2 (h) of Ref 1		Dropdown	Yes	Yes/Partial/No
4.9	Establish standard meanings for graphic symbols	CAR Reference Para : Para 2 (h) of Ref 1		Dropdown	Yes	Yes/Partial/No
4.10	System developed for information gathering, review and disposition system to process information obtained from the government, manufacturers and equipment vendors and other sources.	CAR Reference Para : Para 4.1 of Ref 1		Dropdown	Yes	Yes/Partial/No
5	Introduction of new procedures and information			Label		
5.1	System developed for information gathering, review and disposition system to process information obtained from the government, manufacturers and equipment vendors and other sources.	CAR Reference Para: Para 4.1 of Ref 1		Dropdown	Yes	Yes/Partial/No
5.2	System of processing information resulting from following changes within the operator: CAR Reference Para : Para 4.2 of Ref 1			Dropdown	Yes	Yes/Partial/No
5.2.1	Installation of new equipment			Dropdown	Yes	Yes/Partial/No
5.2.2	Operating experience			Dropdown	Yes	Yes/Partial/No
5.2.3	Policies and procedures			Dropdown	Yes	Yes/Partial/No
5.2.4	Operators certificate			Dropdown	Yes	Yes/Partial/No
5.2.5	Maintaining cross fleet standardization			Dropdown	Yes	Yes/Partial/No

5.3	Developed methods of communicating that cover the implementation of new information (e.g., checklist revisions, Service Bulletin revisions) to include Training, checking, and any others within the organization that might be affected.	CAR Reference Para : Para 4.4 of Ref 1		Dropdown	Yes	Yes/Partial/No
5.4	Establish a formalized feedback loop from flight crews to flight management for obtaining input to cover procedures specific to operation	CAR Reference Para : Para 3 of Ref 1		Dropdown	Yes	Yes/Partial/No
6	Reviewing Process			Label		
6.1	Has the operator nominated a Nodal Officer for compliance of flight safety documentation system.	CAR Reference Para : Para 5 of Ref 2		Dropdown	Yes	Yes/Partial/No
6.2	Does he review the document on a yearly basis	CAR Reference Para : Para 4.3 of Ref 1		Dropdown	Yes	Yes/Partial/No
6.3	Reviews after major events (mergers, acquisitions, rapid growth, downsizing etc.)	CAR Reference Para : Para 4.3 of Ref 1		Dropdown	Yes	Yes/Partial/No
6.4	Reviews after technology changes	CAR Reference Para : Para 4.3 of Ref 1		Dropdown	Yes	Yes/Partial/No
6.5	Reviews after changes in safety regulations	CAR Reference Para : Para 4.3 of Ref 1		Dropdown	Yes	Yes/Partial/No
6.6	Maintain accurate, detailed records of communication for reviewing and validation process considering its effect on entire flight safety documentation system	CAR Reference Para : Para 4.5 of Ref 1		Dropdown	Yes	Yes/Partial/No
7	Revision, Distribution and Tracking			Label		

7.1	Availability of tracking system for all previous updates which may include list of effective pages, record of revisions and history of revisions.	CAR Reference Para : Para 4(c) of Ref 2		Dropdown	Yes	Yes/Partial/No
7.2	The tracking system should include a procedure to verify that operational personnel have the most recent updates	CAR Reference Para : Para 4(c) of Ref 2		Dropdown	Yes	Yes/Partial/No
7.3	Identification of the other manuals or documents that would be affected by the proposed changes	CAR Reference Para : Para 4(c) of Ref 2		Dropdown	Yes	Yes/Partial/No
7.4	Each operator should maintain a Master Manual Register.	CAR Reference Para : Para 4(d) of Ref 2		Dropdown	Yes	Yes/Partial/No
7.5	In case of electronic documentation system, there should be specific procedural as well as hardware and software safeguard in place to ensure the integrity of the documents and users compliance with the process	CAR Reference Para : Para 6 of Ref 2		Dropdown	Yes	Yes/Partial/No
8	Attach Report If any			Upload	No	Attachment, dc, docx, pdf Should be able to single file
10	Place			textbox	Yes	Any
11	Date			textbox	Yes	Auto-populate the date of submitting the checklist
12	Time			textbox	Yes	Auto-populate the time of submitting the checklist HH:MM in 24 hour format
13	Prepare Observation Letter			Text Area	N	Any (As per format)
14	Prepare Approval letter			Text Area	N	Any (As per format)

15	Prepare Letter for Appointment for meeting			Text Area	N	Any (As per format)
16	Add comments if any			Text Area	N	Any

3.6.3 Data elements at D(AS) level

S. No.	Data Field	Type	Mandatory	Permissible Characters/Default Value and business rules
1	Flight Safety Document System documents submitted by the Operator	Read Only	Yes	Should Open the Documents submitted by the operator
2	View Checklist	link	Yes	Should be able to open the checklist submitted by the Processing Officer and add his comments on any field as reqd.
3	View Report by PO	link	Yes	Should be able to open the report, if any submitted the Processing Officer.
4.	View list of Non – conformity	link	Yes	This is the list of checklist data where the status is marked as No or Partial. Should be able to edit status if required. Will be mandatory to add comments if he changes the status. Should be able to add comments against any field in the checklist.
5	Add comments	Text Area	Y	Any
6	Generate Observation for Operator	Text Area	No	Any (As per format) Should be able to view the draft prepared by the PO and edit as reqd
7	Generate Grant of Appointment Letter for operator	Text Area	No	Any (As per format) Should be able to view the draft prepared by the PO and edit as reqd

6	Generate Approval Letter for Operator	Text Area	No	Any (As per format) Should be able to view the draft prepared by the PO and edit as reqd
7	Attach Digital Signature	Upload	Yes if approval letter is generated	Digital Signature can be uploaded only after the JDG has approved the FSDS.

3.6.4 Data Elements at JDG Level -

JDG will have all facilities available at the D(AS) workbench and additionally the following:

S. No.	Data Field	Type	Mandatory	Permissible Characters/Default Value
1	Grant Approval	checkbox	Yes	Yes/No

3.6.5 Data Elements at Applicant level for re-submission of FSDS after revision in response to an Observation by the ASD –

Applicant will be able to see the application data last submitted by him. He will be able to edit / Amend /resubmit/Delete or add more docs to the application. All sections where changes are made will be flagged by the system.

S. No.	Data Field	Type	Mandatory	Permissible Characters/Defaul t Value	Remarks
1	Observation Letter reference Number	Textbox	Yes	Reference Number format	
2	Manual Sections	Label			
2.1	Time critical information	Read Only	No	Able to view the document previously submitted	
	Upload Revised Document	Upload	No	Pdf	Should be able to upload revised document in pdf format
2.2	Time sensitive information	Read Only	No	Able to view the document previously submitted	

	Upload Revised Document	Upload	No	Pdf	Should be able to upload revised document in pdf format
2.3	Frequently used information	Read Only	No	Able to view the document previously submitted	
	Upload Revised Document	Upload	No	Pdf	Should be able to upload revised document in pdf format
2.4	Reference information	Read Only	No	Able to view the document previously submitted	
	Upload Revised Document	Upload	No	Pdf	Should be able to upload revised document in pdf format
2.5	Information that can be grouped based on the phase of operation in which it is used.	Read Only	No	Able to view the document previously submitted	
	Upload Revised Document	Upload	No	Pdf	Should be able to upload revised document in pdf format
2.6	Other Sections	Label			Shows all the other headers created by the Applicant during his previous submission
2.6.1	Section Head	Text box	No	Any	Should be able to edit the Header
2.6.2	Content for the section	Read Only	No	Able to view the document previously submitted	
	Upload Revised Document	Upload	No	Pdf	Should be able to upload revised document in pdf format
2.6.7	Create New Section	button	No	Should allow to add as many headers to the manual as required	

2.6.7.1	Section Head	Text box	Yes if new header created	Any	
2.6.7.2	Content for the section	Upload	Yes if new header created	Doc/Docx/Pdf	
3	Upload Any other relevant document	Upload	No	Attachment	Should be able to view the docs submitted in this section and add or delete a document in pdf format
3.1	Document Name	Text Box	Yes, if uploaded	Any	Add/Edit name
3.2	Document Description	Text area	Yes, if uploaded	Any	Add/edit decryption
3.3	Document reference number	Text box	Yes, if uploaded	any	Add reference number if a new document has been added

ASF 9/4 Appendix

ASF 9/4.1 Sample Output

4.1.1 Sample Output of Acceptance Letter

GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT

भारत सरकार
नागर विमानन विभाग
महानिदेशक नागर विमानन का कार्यालय
सफदरजंग एयरपोर्ट के सामने
नई दिल्ली - ११० ००३

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F. No. : AV-<Header No./S.No/Year (YYYY)-AS(15)
Date: <Autopopulate Date of attaching Digital signature>

To,

The Accountable Manager,
M/s Organisation Name.
Jeevan Bharti Tower I, 10th Floor,
124 Connaught Circus,
New Delhi-110001

Subject: Flight Safety Documentation System Manual (FSDSM) of M/s Organisation Name Ltd.

Dear Sir,

This is to convey the acceptance of Flight Safety Documentation System Manual (FSDSM) of M/s Organisation Name. This is subject to satisfactory outcome of the onsite visit. You are advised to implement the same in all the manuals covered under FSDS of your organization.

You are also advised to keep the manual updated and incorporate all the latest amendments w.r.t. Rules, CAR, Circulars etc. issued from time to time in future under intimation to this office.

Yours Sincerely

<Name of Approver>
<Designation of Approver>
for Director General of Civil Aviation

Copy To:
1. Chief of Flight Safety, M/s Organisation Name.
2. Air Transport Directorate

4.1.2 Sample Output letter of Observation

GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT

सत्यमेव जयते

भारत सरकार
नागर विमानन विभाग
महानिदेशक नागर विमानन का कार्यालय
सफदरजंग एयरपोर्ट के सामने
नई दिल्ली - ११० ००३

OFFICE OF THE
DIRECTOR GENERAL OF CIVIL AVIATION
OPP. SAFDARJUNGAIRPORT, NEW DELHI – 110 003
TELEPHONE: +91-011-24620272
+91-011-24620273
FAX: +91-011-24633140

Ref No: <Autogenerate Reference No as per series>
Date: <Autogenerate Date>

To,
The Accountable Manager
M/s <Autopopulate Organisation name>.
GITE, 3rd Floor, 3, Khader Nawaz Khan Road,
Chennai-600006

Subject: Approval of Flight Safety Manual of M/s <Autopopulate Organisation name>..

Dear Sir,

Reference may please be made to your Flight Safety Manual submitted for approval. The subject manual has been scrutinized and following deficiencies were observed:

Place holder to add Observations
1. .
2.

The manual needs to be reviewed in view of the above observations and the applicable regulatory requirements.

Yours Sincerely

(A X Joseph)
Deputy Director Air Safety
For Director General of Civil Aviation

ASF 9/4.2 Reference Documents

S. No	Document Name
1.	RFP
2.	ANNEXURES TO THE RFP
3.	AIR SAFETY PROCEDURE MANUAL, Sep 2015
4.	CAR Section 5, Series F, Part 1
5.	AIC 2 of 2013

ASF 9/4.3 Abbreviations/Acronyms

Abbreviation / Acronym	Expanded Form
D(AS)	Director – Air Safety Directorate
PO	Processing Officer
FSDS	Flight Safety Documentation System

ASF 9/4.4 Review History

Date	Reviewed by	Section Number	Review Feedback	Compliance Action taken