

Lampiran Peraturan Direktur Jenderal Perhubungan Udara
Nomor : *SKEP/23/II/2008*
Tanggal : *21 Februari 2008*

Advisory Circular

120-CSEA 004

GUIDANCE FOR AIR OPERATORS IN ESTABLISHING A FLIGHT SAFETY DOCUMENTS SYSTEM

REVISION :
DATE :

**REPUBLIC OF INDONESIA- MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA - INDONESIA**

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR : SKEP~~23~~ / II /2008

TENTANG

ADVISORY CIRCULAR (AC) 120-CSEA 004
PEDOMAN BAGI OPERATOR PESAWAT UDARA DALAM MENYIAPKAN
SISTIM DOKUMEN KESELAMATAN PENERBANGAN

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang : a. bahwa untuk memenuhi Keputusan Menteri Perhubungan Nomor KM 22 Tahun 2002 tentang Persyaratan-persyaratan Sertifikasi dan Operasi Bagi Perusahaan Angkutan Udara yang melakukan Penerbangan Dalam Negeri, Internasional dan Angkutan Udara Niaga Tidak Berjadwa, telah diatur kewajiban operator pesawat udara I;
- b. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a, maka perlu ditetapkan Advisory Circular (AC) 120-CSEA 004 mengenai Pedoman Bagi Operator Pesawat Udara dalam menyiapkan sistim dokumen Keselamatan Penerbangan, dengan Peraturan Direktur Jenderal Perhubungan Udara;
- Mengingat : 1. Undang-undang Nomor 15 Tahun 1992 tentang Penerbangan (Lembaran Negara Tahun 1992 Nomor 53, Tambahan Lembaran Negara Nomor 3481);
2. Peraturan Pemerintah Nomor 3 Tahun 2001 tentang Keamanan dan Keselamatan Penerbangan (Lembaran Negara Tahun 2001 Nomor 9, Tambahan Lembaran Negara Nomor 4075);
3. Peraturan Presiden Nomor 9 Tahun 2005 tentang Kedudukan, Tugas, Fungsi, Kewenangan, Susunan Organisasi dan Tata Kerja Kementerian Negara Republik Indonesia sebagaimana telah diubah terakhir dengan Peraturan Presiden Nomor 94 Tahun 2006;
4. Peraturan Presiden Nomor 10 Tahun 2005 tentang Unit Organisasi dan Tugas Eselon I Kementerian Negara Republik Indonesia sebagaimana telah diubah terakhir dengan Peraturan Presiden Nomor 17 Tahun 2007;
5. Keputusan Menteri Perhubungan Nomor T.11./2/4-U Tahun 1960 tentang Peraturan-Peraturan Keselamatan Penerbangan Sipil (CASR) sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor KM 4 Tahun 2006;

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MEMUTUSKAN :

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG ADVISORY CIRCULAR (AC) 120-CSEA 004 PEDOMAN BAGI OPERATOR PESAWAT UDARA DALAM MENYIAPKAN SISTIM DOKUMEN KESELAMATAN PENERBANGAN.

Pasal 1

Advisory Circular (AC) 120-CSEA 004 mengenai Pedoman Bagi Operator Pesawat Udara dalam menyiapkan sistim dokumen Keselamatan Penerbangan, sebagaimana tercantum dalam Lampiran Peraturan ini.

Pasal 2

Peraturan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di : Jakarta

Pada tanggal : 21 Februari 2008

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

BUDHI M SUYITNO

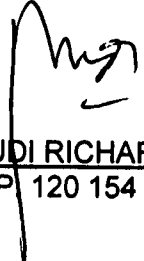
NIP. 120 088 924

SALINAN Peraturan ini disampaikan kepada :

1. Sekretaris Jenderal Departemen Perhubungan;
2. Inspektur Jenderal Departemen Perhubungan;
3. Sekretaris Direktorat Jenderal Perhubungan Udara;
4. Para Direktur di Lingkungan Ditjen Hubud.

Salinan Sesuai dengan aslinya

KEPALA BAGIAN HUKUM
SESDITJEN HUBUD


RUDI RICHARDO
NIP. 120 154 783

6. Peraturan Menteri Perhubungan Nomor KM 43 Tahun 2005 tentang Organisasi dan Tata Kerja Departemen Perhubungan, sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor KM 37 Tahun 2006.

MEMUTUSKAN :

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG ADVISORY CIRCULAR (AC) 120-CSEA 004 PEDOMAN BAGI OPERATOR PESAWAT UDARA DALAM MENYIAPKAN SISTIM DOKUMEN KESELAMATAN PENERBANGAN.

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Pasal 2

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Ditetapkan di : Jakarta

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BUDI M SUYITNO

NIP. 120 088 924

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3. Sekretaris Direktorat Jenderal Perhubungan Udara;
4. Para Direktur di lingkungan Ditjen Hubud.

RrSKEP-ac 120-92/LIS/JAN08

FOREWORD

1. PURPOSE

This advisory circular (AC) is issued to provide air operators with guidance on the establishment of an effective flight safety document system for the use and guidance of operational personnel

2. REFERENCES

This Advisory Circular contains advisory material only and should be used in accordance with the applicable regulations.

3. CANCELLATION

None

4. REVISIONS

Revisions of this Advisory Circular will be approved by the Director General of Civil Aviation.

Uty
DIRECTOR GENERAL OF CIVIL AVIATION,



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The scope of this AC is to provide guidance on the development and organization of a flight safety document system.

5. SCOPE

c. The International Civil Aviation Organization has adopted a new Standard in Annex 6, *Operations of Aircraft, Part I*, requiring that an operator establish a flight safety documents system for the use and guidance of operational personnel as part of its accident prevention and flight safety programme.

b. Analysis of accident information revealed that in three accident reports involving international commercial air transport aircraft and in 1061 incident reports, deficiencies in operational documents were considered contributing factor to the events.

a. The findings of the ICAO Universal Safety Oversight Audit Programme (USOAP) include, among others, deficiencies in compliance with Standards and Recommended Practices (SARPs) regarding operational documents required by Annex 6. These specific findings refer to deficiencies in operations manuals and maintenance control manuals.

4. BACKGROUND

Air operators who have yet to establish a flight safety document system should utilize the information contained in this AC in establishing such a system. Air operators who have established such a system should verify that the functionality of their system is in compliance with the concepts outlined in this AC. DGCA inspectors will be conducting a review of the flight safety document system to ensure that it is effective in providing vital safety information to flight crew in a timely manner.

3. APPLICABILITY

CASR 121 Subpart C Flight Safety Program
CASR 135 Subpart D Flight Safety Program

2. RELATED REGULATIONS

This advisory circular (AC) is issued to provide air operators with guidance on the establishment of an effective flight safety document system for the use and guidance of operational personnel.

1. PURPOSE

6. FLIGHT SAFETY DOCUMENT SYSTEM

- a. It should be understood that the development of a flight safety documents system is a complete process, and that changes to each document comprising the system may affect the entire system. Guidelines applicable to the development of operational documents have been produced by DGCA and are available to air operators. Nevertheless, it may be difficult for operators to make the best use of these guidelines, since they are distributed across a number of publications.
- b. Furthermore, guidelines applicable to operational documents development tends to focus on a single aspect of documents design, for example, formatting and typography. Guidelines rarely cover the entire process of operational documents development.
- c. 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 should be placed on an integrated approach, based on the notion of the operational documents as a complete system.
- d. The guidelines in this AC address the major aspects of an operator's flight safety documents system development process, with the aim of ensuring compliance with CASR 121 Subpart C and CASR 135 Subpart D. The guidelines are based not only upon scientific research, but also upon current best industry practices, with an emphasis on a high degree of operational relevance.

7. ORGANIZATION

- a. 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.
- b. Information contained in a flight safety documents system should be grouped according to the importance and use of the information, as follows:
 - (1) Time critical information, e.g., information that can jeopardize the safety of the operation if not immediately available;

- (2) 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;
 - (3) Frequently used information;
 - (4) Reference information, e.g., information that is required for the operation but does not fall under b) or c) above; and
 - (5) Information that can be grouped based on the phase of operation in which it is used.
- c. Time critical information should be placed early and prominently in the flight safety documents system.
 - d. Time critical information, time sensitive information, and frequently used information should be placed in cards and quick-reference guides.
 - e. 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.
 - f. A flight safety documents system should maintain consistency in terminology and in the use of standard terms for common items and actions.
 - g. 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.
 - h. 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.
 - i. A flight safety document system needs to include a verification mechanism to ensure that, whenever a section of a document is amended, all other documents likely to be affected are identified and that consequential amendments are duly coordinated and agreed to by the responsible departments before the amendment is processed.