

KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR : KP 278 TAHUN 2017
TENTANG
PETUNJUK TEKNIS
PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 19-04
(*STAFF INSTRUCTION 19-04*)
SISTEM DOKUMEN KESELAMATAN PENERBANGAN
(*FLIGHT SAFETY DOCUMENT SYSTEM (FSDS)*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa pada butir 19.27 huruf (d) dalam Lampiran Peraturan Menteri Perhubungan Republik Indonesia Nomor PM 62 Tahun 2017 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 19 (*Civil Aviation Safety Regulations Part 19*) tentang Sistem Manajemen Keselamatan (*Safety Management System*) telah mengatur bahwa setiap pemegang sertifikat operator pesawat udara AOC 121 dan AOC 135 harus menyusun sistem dokumen keselamatan penerbangan sebagai bagian dari sistem manajemen keselamatan;
 - b. bahwa perlu disusun petunjuk teknis yang digunakan oleh Direktorat Jenderal Perhubungan Udara dalam mengawasi implementasi sistem dokumen keselamatan penerbangan sebagaimana dimaksud pada huruf a;
 - c. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a dan huruf b, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara Tentang Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 19-04 (*Staff Instruction 19-04*) Sistem Dokumen Keselamatan Penerbangan (*Flight Safety Document System (FSDS)*);

- Mengingat :
1. Undang-Undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
 2. Peraturan Presiden Nomor 7 Tahun 2015 tentang Organisasi Kementerian Negara (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 8);
 3. Peraturan Presiden Nomor 40 Tahun 2015 tentang Kementerian Perhubungan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 75);
 4. Peraturan Menteri Perhubungan Nomor PM 189 Tahun 2015 tentang Organisasi dan Tata Kerja Kementerian Perhubungan (Berita Negara Republik Indonesia Tahun 2015 Nomor 1844) sebagaimana telah beberapa kali diubah, terakhir dengan dengan Peraturan Menteri Perhubungan Nomor PM 44 Tahun 2017 tentang Perubahan Kedua atas Peraturan Menteri Perhubungan Nomor PM 189 Tahun 2015 tentang Organisasi dan Tata Kerja Kementerian Perhubungan (Berita Negara Republik Indonesia Tahun 2017 Nomor 816);
 5. Peraturan Menteri Perhubungan Nomor PM 62 Tahun 2017 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 19 (*Civil Aviation Safety Regulations Part 19*) tentang Sistem Manajemen Keselamatan (*Safety Management System*) (Berita Negara Republik Indonesia Tahun 2017 Nomor 1098);

MEMUTUSKAN:

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 19-04 (*STAFF INSTRUCTION 19-04*) SISTEM DOKUMEN KESELAMATAN PENERBANGAN (*FLIGHT SAFETY DOCUMENT SYSTEM (FSDS)*).

Pasal 1

Memberlakukan Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 19-04 (*Staff Instruction 19-04*) Sistem Dokumen Keselamatan Penerbangan (*Flight Safety Document System* (FSDS)) sebagaimana tercantum dalam Lampiran yang merupakan bagian tak terpisahkan dari Peraturan Direktur Jenderal ini.

Pasal 2

Direktur Jenderal Perhubungan Udara melakukan pengawasan terhadap pelaksanaan Peraturan ini.

Pasal 3

Peraturan ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan di Jakarta

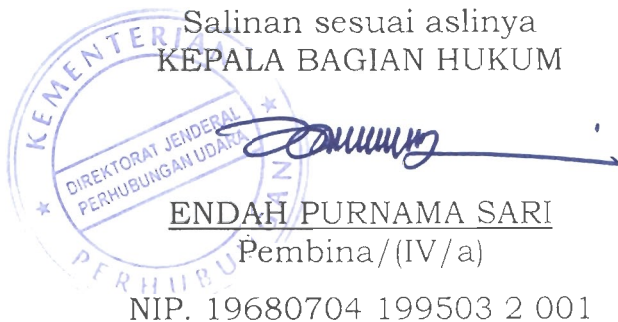
pada tanggal 5 OKTOBER 2017

DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

Dr. Ir. AGUS SANTOSO, M.Sc

Salinan sesuai aslinya
KEPALA BAGIAN HUKUM



ENDAH PURNAMA SARI
Pembina/(IV/a)
NIP. 19680704 199503 2 001

Staff Instruction

SI 19 – 04

Flight Safety Document System (FSDS)

Edition : 1
Amendment : 0
Date :

REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA – INDONESIA

FOREWORD

1. **PURPOSE** : This Staff Instruction has been prepared to guide and assist all Directorate of Airworthiness and Aircraft Operation personnel, Directorate General of Civil Aviations operators or applicants dealing with the Indonesian Authorities, in properly discharging their responsibilities and efficiently accomplishing their assigned tasks.
2. **REFERENCES** : This Staff Instruction should be used in accordance with the applicable regulations.
3. **CANCELLATION** : -
4. **AMENDMENT** : The amendment of this Staff Instruction is approved by Director General of Civil Aviation.

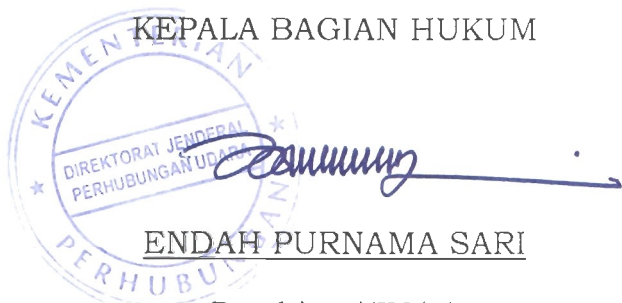
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ACRONYMS AND ABBREVIATIONS

AC	Advisory Circular
AOC	Air Operator Certificate
CASR	Civil Aviation Safety Regulation
CSM	Crew Scheduling Manual
CCM	Cabin Crew Manual
FCOM	Flight Crew Operating Manual
FOM	Flight Operation Manual
FOTM	Flight Operation Training Manual
ICAO	International Civil Aviation Organisation
MCM	Maintenance Control Manual
MEL	Minimum Equipment List
OM A	Operation Manual A
OM B	Operation Manual B
OM C	Operation Manual C
OM D	Operation Manual D
ISARPs	ICAO Standards and Recommended Practices
SOM	Station Operation Manual
SOP	Standard Operating Procedure

CHAPTER 1
POLICY & GENERAL INFORMATION

1. BACKGROUND

- (a) There are ICAO Standards that require that flight safety documents in the form of operations and maintenance manuals providing and procedures to the personnel supporting commercial air transport operations.
- (b) The ICAO Standards specify the minimum contents of those documents and provide that the documents may be in volumes to the overall manuals.
- (c) The ICAO Standards also require that these documents are developed using the “flight safety documents” concept which requires that these documents are:
 - i) Easily accessed and searched by the user through table of content and indexing
 - ii) The contents of the manuals that have policy and procedures shared by more than one technical specialty are integrated (“interfaced”) to ensure that they are consistent and the procedures do not conflict.
- (d) Civil Aviation Safety Regulation require that these standards be met for the operations and maintenance policy/procedure manuals, including but not limited to :
 - i) Operation Manual
 - ii) Weight and Balance Manual
 - iii) Minimum Equipment List
 - iv) Dangerous Good Manual
 - v) Safety Management System Manual
 - vi) Company Maintenance Manual
 - vii) Maintenance Program Manual
 - viii) Approved Aircraft Flight Manual
 - ix) Security Program Manual

2. APPLICABILITY

This Staff Instruction is applicable to AOC Holder under CASR Part 121 and CASR Part 135.

3. RELATED REGULATIONS

The following regulations are directly applicable to the guidance contained in this staff instruction Civil Aviation Safety Regulation Part 121 and Part 135.

4. RELATED PUBLICATION

For further information on this topic, operators and individuals are invited to consult the following publications :

(a) International Civil Aviation Organization (ICAO)

i) Annex 6, Part I, International Commercial Air Transport – Aeroplanes

ii) Document 9376-AN/914, Preparation of Operations Manual

(b) Advisory Circular 120-CSEA 004

CHAPTER 2

CONCEPT OF FLIGHT SAFETY DOCUMENT SYSTEM

1. INTEGRATED SYSTEM

(a) Importance of an integrated system

- i) The guideline 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 systems safety.
- ii) 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.
- iii) Development of a flight safety documents system is a complete process, and changes to each document comprising the system may affect the entire system.
- iv) It is important for operational documents to be consistent with each other and with regulations, manufacturer's requirements and human factors principles.
- v) It is also necessary to ensure consistency across departments as well as consistency in application.

(b) Difficulties in achieving an integrated system

- i) Guidelines applicable to the development of operational documents have been produced by government and industry sources and are available to operators.
- ii) Since the availability of this guidance is disjointed across a number of publications, it is difficult to apply the best practices as a whole. Application also varies relative to the individual authors' perceptions of a good product.
- iii) Most organizations fail to apply guidelines across the entire process of operational documents in the development of the flight safety documents system.

2. 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) Grouping of information

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;
- ii) Time sensitive information, e.g. information that can affect the level of safety or delay the operation if not available in a short period of time;
- iii) Short time period;
- iv) Frequently used information;
- v) Reference information, e.g. information that is required for the operation but does not fall under (2) or (3) above; and
- vi) Information that can be grouped based on the phase of operation in which it is used.

3. DESIGN

(a) Terminology & meaning

- i) A flight safety documents system should maintain consistency in terminology and in the use of standard terms for common items and actions.
- ii) 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 safety documents system should be defined.

(b) Formatting & style

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

- i) Writing style, terminology;
- ii) Use of graphics and symbols, and
- iii) Formatting across documents.

- (c) Front end
 - i) Where possible and appropriate, each document should contain a consistent presentation in the front that includes a :
 - A. A record of revisions;
 - B. List of effective pages
 - C. Table of contents, containing the titles of no more than 2 level of headers
 - D. Index, of not more than 3 level of indexing, to the important words and phrases within the manual.
 - E. An explanation of the purpose of the manual, construction, availability, revisions and distribution.
 - ii) If a system of bulletins is the selected method of providing timely manual updates, the bulletins shall be inserted under a tab immediately following the list of effective pages.
- (d) Master index
 - i) A flight safety documents system should include a master index to locate, in a timely manner, information included in more than one operational document.
 - ii) The master index should be available as an attachment in the back of each primary user manual and it should consist of no more than three levels of indexing.
- (e) Conformance with quality system

A flight safety documents system should comply with the requirements of the operator's quality system, if applicable.

4. OPERATOR RESPONSIBILITIES

- (a) Validation
 - i) The flight safety documents system should be validated before deployment, under realistic conditions.
 - ii) 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.
- (b) Deployment
 - i) 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.

- ii) This monitoring should include a formal feedback system for obtaining input from operational personnel.
- (c) Amendment
- i) External Sources Revision
 - A. 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
 - B. 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.
 - ii) Internal Changes

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 –

 - A. Changes resulting from the installation of new equipment;
 - B. Changes in response to operating experience;
 - C. Changes in an operator’s policies and procedures;
 - D. Changes in an operator’s certificate; and
 - E. Changes for purposes of maintaining cross fleet standardization.
- (d) Communication change information
- i) Methods of Communication
 - A. Operators should have standardized methods for communicating new information to their personnel. The specific methods should be responsive to the degree of communication urgency.
 - B. New information should be reviewed and validated considering its effects on the entire flight safety documents system.

- ii) Tracking of Distribution Change Information
 - A. The method of communicating new information should be complemented by a tracking system to ensure currency by operational personnel.
 - B. The tracking system should include a procedure to verify that operational personnel have the most recent updates.

CHAPTER 3

SURVEILLANCE OF FLIGHT SAFETY DOCUMENTATION SYSTEM

1. OBJECTIVE

This chapter provides guidance for surveillance of flight safety documentation system of an AOC under CASR Part 121 and Part 135.

2. SURVEILLANCE ACTIVITY

An operator's flight safety documents system will be reviewed by the DGCA:

- (a) On a regular basis (at least once a year);
- (b) After major events (change of location, change of ownership, change of kind of operation, etc);
- (c) After technology changes (introduction of new equipment); and
- (d) After changes in safety regulations.

3. TASK OUTCOME

- (a) Complete the Task. Completion of surveillance task will result in the surveillance report
- (b) Document the task file of supporting paperwork in the IMSIS database.

4. APPLICABLE FORM

The forms/checklist to conduct FSDS surveillance are provided in DAAO Form 120-96

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ttd

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