

B.25. Documents to be Secured

DOCUMENTS TO BE SECURED

Abu Dhabi Aviation must take all necessary steps to ensure that any documents which are their possession and contain any of the following information are secured from unauthorised access until required by the responsible authorities.

Notes:

- 1 Electronic versions of documents must be secured in addition to paper documents.
- 2 No document may be released to any individual without the production of written authority as to his entitlement.
- 3 A signed receipt must be obtained whenever a document is yielded up to any person.

a. Aircraft Life History including:

- (1) Date of manufacture
- (2) Record of modifications
- (3) Total flying hours and cycles

b. Aircraft Maintenance Records including:

- (1) Record of maintenance checks
- (2) Record of deferred defects
- (3) Aircraft seating configuration
- (4) Aircraft Technical Log
- (5) Type and quantity of fuel loaded
- (6) Type and quantity of fluid replenishment
- (7) Details of de-icing and anti-icing completed

c. Aircraft Manuals, (originals if possible) including:

- (1) Flight Manual
- (2) Operations Manual
- (3) Loading/Weight and Balance Manual
- (4) Navigation Documents
- (5) Maps and Charts (en route)
- (6) Airways and Approach Flight Guides/Let Down Plates/ Airfield Charts
- (7) Flight Test Observers' Logs & Records
- (8) Vital Data Cards (T/O & Landing Performance Data in use)
- (9) Check Lists
- (10) Technical Log & Fuel Uplift Vouchers
- (11) In-flight Navigation Logs

d. Flight Documentation including:

- (1)** Copy of ATC Flight Plan
- (2)** Copy of NAV Flight Plan
- (3)** Copy of Pilot Log
- (4)** NOTAMS
- (5)** Crew Met Folder
- (6)** Departure, Destination, intended Route, Planned Alternate Airfields
- (7)** Departure Clearance Details and ATD
- (8)** Route Followed
- (9)** Approach Clearance Details
- (10)** Details of Weather Forecasts and Actual Obtained by Crew
- (11)** Crew Nav Bags & Brief Cases (in cases of fatalities only)
- (12)** Airway bill
- (13)** Escort Manifest
- (14)** Cargo Manifest
- (15)** NOTOC
- (16)** Security certificate for cargo carried