

Flying Staff Instruction
**FSI 2016 - 052 New FSI and TFSI file name
conventions and numbering methodology**



DATE: 2016 Aug 28

TO: All personnel

FROM: Polawich Sookjit, Director Flight Operations

SUBJECT: New FSI and TFSI file name conventions, numbering methodology and AOC folder realignment

Purpose

This FSI replaces FSI 2015-080, which has expired. The purpose of this FSI is to detail the filename conventions for FSI and TFSI, clarify numbering methodology and announce realignment of AOC folders for the Approved (Air Maestro) and FTP sites.

Background

When there are a large number of FSIs within the single folder structure, it may require some effort on behalf of a user to search for a particular FSI. This also raises the distinct possibility an FSI could go unnoticed by some users.

The type Chief pilots also requested a separate FSI numbering system to better overview changes in the OMBs in each AOC.

The new system of numbering will create the effect the numbers are not sequential, as some FSIs would not be applicable.

Therefore, in the interest of safety, traceability and auditability, the current all-in-one FSI folder structure is being realigned and file name conventions are being altered to reflect the subject and specific target of the FSI. To accomplish this goal the following is being implemented.

Action to be taken

As approved by the Director of Flight Operations methodologies and changes to Flight Standards' and Training's FSI will be clarified. Specifically, this FSI will:

- a. Clarify the numbering methodology
- b. Identify the target and subject of each FSI
- c. Announce the restructuring of AOC FSI folders

Flight Standards FSI:

FSI filenames will have specific identifiers that are aircraft and non-aircraft specific (i.e., FSI general).

Aircraft types will henceforth be associated with their own series of FSI numbering:

| | |
|--|-----------------------------------|
| Lower 400 series FSIs (starting from 2016-401) | OMF |
| Upper 400 series FSIs (starting from 2016-451) | OMG |
| 500 series FSIs (starting from FSI 2016-501) | S92 |
| 600 series FSIs (starting from FSI 2016-601) | S76 |
| 700 series FSIs (starting from FSI 2016-701) | AW139 |
| 800 series FSIs (starting from FSI 2016-801) | AS332 / EC225 |
| Lower 900 series FSIs (starting from FSI 2016-901) | AS365 / EC155 |
| Upper 900 series FSIs (starting from FSI 2016-951) | Legacy aircraft (Bell 412, EC145) |

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FSI filenames will be amended as follows.

Aircraft-specific FSI:

- a. Filename convention:
 - *FSI-2016-X01-Title*
 - For example: *FSI-2016-501-Cabin_cargo_loading.pdf*
- b. FSI numbering (aircraft-specific only):
 - Each aircraft type FSI will be generated with sequential numbering per type, starting each calendar year at -X01 ('X' indicating its series number as noted in previous page)
- c. Aircraft-specific FSIs will be posted to an FSI subfolder in the AOC's aircraft-type folder; for example:
 - **Library → Document Library → AOC Approved** (folder on the FO approved site)
 - **FSI** (subfolder)
 - **FSI 500 Series** (subfolder)
 - *FSI-2016-501-Cabin_cargo_loading.pdf*
- d. Type Technical Pilots will play a central role in maintaining overview and control of type technical FSIs

Non-aircraft specific (general) FSI:

- a. Filename convention:
 - *FSI-2016-001-Title*
 - For example: *FSI-2016-001-TAS_FTL_amendment.pdf*
- b. FSI numbering (non-aircraft specific only):
 - Each non-aircraft specific general FSI will be generated with sequential numbering across TAS's AOC with the numbering starting each calendar year at -001; for example:
 - *FSI-2016-001-Title.pdf* all the general FSIs applicable to an AOC will be noted in the *AOC_FSI_list.pdf* file that is posted to the FSI general folder whenever an FSI is added or withdrawn from that AOC.
- c. Folder location:
 - Non-aircraft specific FSIs will be posted to the AOC's FSI general folder

OMD Training FSI

Matters that apply to Training and the OMD the FSI will be issued separately as a Training Flying Staff Instruction (TFSI). TFSI will be numbered starting from -001 at the beginning of each calendar year and be individually numbered and prefixed with a 'T' (e.g., 2016-T001). Each AOC will have a separate TFSI list.

TFSI are stored in appendix C of OMD Vol 1. They will be posted on the Approved (Air Maestro) and FTP sites within the OMD subfolder.