

Advisory Circular

GUIDANCE ON RECORD KEEPING REQUIREMENTS

GENERAL	1
PURPOSE	1
APPLICABILITY	1
RELATED REGULATIONS	1
RELATED ADVISORY CIRCULARS	1
CANCELLATION	1
EFFECTIVE DATE	1
OTHER REFERENCES	1
1 GUIDANCE FOR PARAGRAPHS 99(5) AND 99(6) OF THE MOS-172 — RECORDS	2

GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This AC provides guidance to demonstrate compliance with, and information related to, requirements on record keeping.

APPLICABILITY

This AC is applicable to the Air Navigation Services Provider (ANSP) operating in accordance with the Manual of Standards (172 – Air Traffic Services) 2024 (MOS-172).

RELATED REGULATIONS

This AC relates specifically to paragraphs 99(5) and 99(6) of the MOS-172.

RELATED ADVISORY CIRCULARS

Nil.

CANCELLATION

Nil.

EFFECTIVE DATE

This AC is effective from 24 February 2025.

OTHER REFERENCES

Nil.

1 GUIDANCE FOR PARAGRAPHS 99(5) AND 99(6) OF THE MOS-172 — RECORDS

1.1 As required by paragraph 99(5) of the MOS-172, the ANSP must maintain up-to-date records:

(a) of the licences and competency certificates held by its air traffic service personnel, including:

- (i) air traffic controllers;
- (ii) ramp control service personnel; and
- (iii) high frequency station operators.

(b) to demonstrate the required proficiencies of its air traffic service personnel performing roles necessary for its provision of air traffic services, including but not limited to:

- (i) flow management planners;
- (ii) on-the-job training instructors; and
- (iii) safety officers.

1.2 For purposes of paragraph 99(6) of the MOS-172, the ANSP must ensure that the records include, but are not limited to, the following details (as applicable):

(a) date of completion/qualification/endorsement;

(b) type of training/qualification/endorsement (e.g., initial training, on-the-job training and recurrent training, language proficiency, rating endorsement and qualification); and

(c) level of training/qualification/endorsement (e.g., ICAO language proficiency rating level).

1.3 The records and competency certificates mentioned in paragraph 1.1 include, but are not limited to, the following (as applicable):

(a) language proficiency screening forms;

(b) instruction/evaluation reports;

(c) validation assessment reports;

(d) coaching observation logs;

(e) high frequency checklists;

(f) proficiency check forms; and

(g) radiotelephony monitoring forms.