

## RA 1225 - Air Safety Documentation Audit Trail

### Rationale

The retention of Air Safety<sup>1</sup> ► *related* ◀ documentation<sup>2</sup> ◀ is vital to record the evidence supporting Air Safety decision making. The lack of such information when required may ► *undermine the Air System Safety Case (ASSC) and / or* ◀ possibly hinder any investigation as a result of an Accident or Incident, ► *therefore having an adverse impact on Air Safety* ◀. Procedures need to be put in place to ensure that such information is preserved for audit and tracking.

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#### Regulation 1225(1)

#### Air Safety Documentation Audit Trail

1225(1) ► Aviation Duty Holders (ADH), Accountable Managers (Military Flying) (AM(MF)), Accountable Managers<sup>3</sup> (AM), and Heads of ADH-Facing Organizations<sup>4</sup> **shall ensure that** ◀ all significant Air Safety related documents ► **are** ◀ tracked and preserved in an auditable manner; ► **and that** ◀ significant documentation relating to Air Systems ► **is** ◀ retained for a minimum of 5 years beyond the Out of Service Date<sup>5</sup> ◀.

#### Acceptable Means of Compliance 1225(1)

#### Air Safety Documentation Audit Trail

1. Procedures **should** be applied to ensure an audit trail of significant Air Safety documentation is maintained correctly.
2. ► In addition to the use of security classifications / handling instructions, as defined in the New Government Security Classification System<sup>6</sup> and in JSP 440<sup>7</sup>, significant Air Safety related documentation **should** also be identified as "Air Safety Information". ◀
3. Appropriate DLoD documentation ► **should** ◀ form part of the audit trail and **should** be identified and retained accordingly.
4. Before destruction of a significant Air Safety document, a thorough review **should** be carried out by suitably competent ► **authorized** ◀ personnel.

#### Guidance Material 1225(1)

#### Air Safety Documentation Audit Trail

5. ► Paragraph 2 will not be applied retrospectively for documentation created prior to 27 Aug 2015.
6. Electronically held documentation is legally permissible (eg scanned documentation, electronically signed documentation, electronically created documentation, etc). Wherever reasonably practicable, original versions will be retained. ◀
7. ► ◀
8. Guidance on document policy, procedures and retention can be found at JSP 441<sup>8</sup>.

<sup>1</sup> ► Refer to ◀ MAA02 – Military Aviation Authority Master Glossary.

<sup>2</sup> ► This includes appropriate documentation from all applicable Defence Lines of Development (DLoD), as defined in MAA02, including Airworthiness Data. Training records of personnel making Air Safety decisions could be included, dependant on whether the documentation is deemed to be of a significant Air Safety nature.

<sup>3</sup> Those AMs within: ADH-Facing Organizations; Maintenance Approved Organizations; Air Traffic Equipment Approved Organizations; or Design Approved Organizations.

<sup>4</sup> 'Heads of ADH-Facing Organizations' includes Type Airworthiness Authorities, Type Airworthiness Managers, Commodity Chief Engineers, Heads of Establishment, Military Continuing Airworthiness Managers, etc.

<sup>5</sup> This is 5 years beyond the de-registration from the UK Military Aircraft Register of the last Air System of type.

<sup>6</sup> Refer to ◀ DMC00687 13/14 – The New Government Security Classification System Handbook.

<sup>7</sup> Refer to JSP 440 – The Defence Manual of Security, Resilience and Business Continuity.

<sup>8</sup> Refer to JSP 441 – Managing Information in Defence.

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