

RA 2401 - Documents and Records

Rationale

Documents pertaining to the operation of Air Systems and associated systems form a fundamental part of the Air System Safety Case. ► Without accurate documentation, personnel who operate military Aircraft and supervise military flying will not have access to essential information and Air Safety will be compromised. Accurate records are to be made and maintained to allow analysis and exploitation of data for the effective management of personnel and equipment in the Defence Air Environment (DAE). ◀

Contents

- 2401(1): Air System Document Set
- 2401(2): Use and Carriage of Documents in the ► Aircraft / Remote Pilot Station ◀
- 2401(3): Flying Logbooks and Recording of Flying Times
- 2401(4): Aviation Duty Holders / Accountable Managers (Military Flying) ► Flying ◀ Orders
- 2401(5): Authorization Record
- 2401(6): Meteorological Records
- 2401(7): Training Records

Regulation

2401(1)

Air System Document Set

- 2401(1) All Aircrew **shall** be familiar with the elements of the Air System Document Set (ADS) ►¹ ◀ relevant to operation of the Air System.

Acceptable Means of Compliance

2401(1)

Air System Document Set

1. Aircrew **should** be fully conversant with the following documents ► (where applicable) ◀:
 - a. ► The relevant flight release and limitations document² for the appropriate DAE Operating Categories³. ◀
 - b. Aircrew Manuals / Pilot Notes.
 - c. Flight Reference Cards.
 - d. Operating Data Manuals.

Note: The limitations contained in the relevant flight release and limitations documents² at (a) above have primacy over (b), (c) and (d).
2. ► ◀
3. ► ◀
4. ► The ADS **should** be maintained in accordance with (iaw) RA 5406⁴, and any deficiencies, omissions or inaccuracies reported. Subsequent amendments **should** be reviewed and Authorized. ◀

Guidance Material

2401(1)

Air System Document Set

5. ► Nil. ◀

¹ ► Refer to RA 1310 – Air System Document Set.

² Refer to RA 1300 – Release to Service; RA 1305 - Military Permit to Fly (In-Service), (Special Case Flying) and (Single Task); RA 5880 – Military Permit to Fly (Development) (MRP Part 21 Subpart P).

³ Refer to RA 1160 – The Defence Air Environment Operating Framework.

⁴ Refer to RA 5406 – Aircrew Publications. ◀

**Regulation
2401(2)**

Use and Carriage of Documents in the ► Aircraft / Remote Pilot Station ◀

2401(2) ► Aviation Duty Holders (ADH) and Accountable Managers (Military Flying) (AM(MF)) **shall** ensure appropriate flight reference documentation is carried in all UK Military Aircraft / Remote Pilot Station within their Area of Responsibility (AoR), and that all appropriate operating checks and procedures are completed. ◀

**Acceptable
Means of
Compliance
2401(2)**

Use and Carriage of Documents in the ► Aircraft / Remote Pilot Station ◀

6. ► All operating checks and procedures **should** be completed iaw extant versions of the Aircrew Manual / Pilot Notes and associated Flight Reference Cards.
7. ADH or AM(MF) **should** detail the minimum flight reference documentation to be carried in Aircraft / Remote Pilot Stations within their AoR. ◀

**Guidance
Material
2401(2)**

Use and Carriage of Documents in the ► Aircraft / Remote Pilot Station ◀

8. Nil.

**Regulation
2401(3)**

Flying Logbooks and Recording of Flying Times

2401(3) Accurate and detailed records of flying times **shall** be maintained by ► operating Aircrew or other personnel ◀ as directed by ADH and AM(MF) orders.

**Acceptable
Means of
Compliance
2401(3)**

Flying Logbooks and Recording of Flying Times

9. ► Continuous flying records **should** be maintained by all Aircrew or other personnel directed to do so during their time in Service or during their employment with a Defence Contractor Flying Organization (DCFO). Flying records (both current and any previously held) **should** be available for inspection on demand eg by a Coroner's Inquest or Service Inquiry. ◀
10. Aircrew serving in non-Aircrew posts, who are permitted to ► operate Aircraft ◀ when facilities are available, **should** also maintain Flying Logbooks. When ► Aircrew ◀ assume new appointments, they **should** take their Flying Logbooks with them.
11. Flying carried out by personnel not connected with the actual operation of the ► Aircraft ◀ **should** be regarded as passenger flying and **should not** be recorded in Flying Logbooks.
12. Flying Logbooks **should** be completed iaw promulgated instructions and ► with reference to ◀ the Guidance Material below, which **should** be amplified by ADH or AM(MF) orders when deemed necessary.
13. ► Flying Logbooks **should not** be carried in the Aircraft in which the individual concerned is Authorized to fly as a crewmember unless the ADH or AM(MF) specifically details in their orders the circumstances and mitigations when this is necessary. ◀
14. **Calculation of Flying Times.** The period of flight for which flying hours are to be recorded **should** be specified by platform type in ADH or AM(MF) orders.

**Guidance
Material
2401(3)**

Flying Logbooks and Recording of Flying Times

15. Throughout the MAA Regulatory Publications (MRP) 2000 series reference is frequently made to 'Flying Logbooks'. This term may be interpreted to mean 'flying record' where an alternative means of media is used. Where alternative methods to the hard copy Flying Logbook are used, they **▶ will ◀** be: readily reproducible in hard copy; afforded protection from retrospective fraudulent entry (eg protected archive); and will be subject to the same level of supervisory scrutiny as traditional formats.
16. Flying Logbooks are for official use only. They are a comprehensive record of flying and **▶ will ◀** be completed meticulously in order to provide an accurate record of all flights undertaken. Individuals will remain responsible for the accuracy of all entries in their Flying Logbooks. **▶ ◀**
17. Hours accrued flying non-UK military **▶ Aircraft ◀** for purposes other than Defence outputs, **▶ eg civilian recreational flying, ◀** will not be recorded in a military Flying Logbook. Where there is any doubt, **▶ the ◀** ADH or AM(MF) will decide.
18. **Calculation of Flying Times.** Flying times will normally be calculated from the time of take-off to the time of landing. When undertaking circuits and landings, the flying times will **▶ normally ◀** be reckoned as the time from the initial take-off to the final landing. For the purposes of recording night flying, 'night' is defined as the time between the end of evening civil twilight and the beginning of morning civil twilight.

Compilation of Flying Logbooks

19. All flying carried out either by a student pilot or a qualified pilot **▶ operating an Aircraft ◀** fitted with dual controls and under the instruction / direct supervision of a Qualified Aircrew Instructor (Qualified AI) will be recorded as 'Dual'. Pilots flying with an Instrument Rating Examiner (IRE) / Instrument Rating Instructor (IRI) when undertaking an Instrument Rating Test will record the flying hours as 'Dual' unless the IRE / IRI does not occupy a pilot's seat during the sortie. In addition, any flying carried out by a qualified Test Pilot, but not qualified on type, **▶ operating an Aircraft ◀** fitted with dual controls and under the direct supervision of a pilot qualified on type will be recorded as 'Dual'.
20. When a pilot is the **▶ ◀** Aircraft Commander the whole period of the flight will be recorded, where appropriate in the 'Captain' column, in addition to the entry in the '1st Pilot' column. **▶ ◀**
21. Other pilots, when fully qualified on type, will log '1st Pilot' time for that part of the flight spent in charge of the flying controls unless specified **▶ below or in ADH or AM(MF) ◀** orders. **▶ The '2nd Pilot' column in the Flying Logbook will be used where present and as appropriate.**
22. **If two pilots in the following categories fly together in an Aircraft fitted with dual controls, on which they are both qualified, they will both log '1st Pilot' time for the full duration of the flight in the following circumstances:**
- When pilots are flying together for Instrument Flying (IF) practice.
 - When Qualified Flying Instructors (QFI), Qualified Helicopter Instructors (QHI) or Qualified Gliding Instructors (QGI) are flying together for mutual instructional practice.
 - When qualified Test Pilots or qualified safety pilots are flying on test / trials sorties.
23. **Non-pilot Aircrew will record flight time as follows:**
- Flying time as Aircraft Commander will be entered in the appropriate column.
 - Flying as a member of a crew, or when detailed to screen, check or examine an Aircrew member carrying out such duties, will be recorded in the appropriate 'Crew' flying section of the Flying Logbook.
24. **Live Aircraft IF. ◀** IF time will be recorded as actual or simulated in the appropriate column of the Flying Logbook. Actual IF **▶ is recorded ◀** when the Aircraft cannot be controlled by reference to external visual cues and all manoeuvres are carried out solely by reference to the Aircraft instruments. **▶ Actual IF is recorded by**

Guidance Material 2401(3)

the handling Pilot only, ◀ except when a QHI / QFI / IRE / IRI is giving instruction or examining in actual conditions. In such a case the QHI / QFI / IRE / IRI and pupil will both record the time. Simulated IF is conducted under artificially created conditions demanding that all manoeuvres be carried out solely by reference to instruments.

▶ Simulated IF is recorded by the handling Pilot only. ◀

25. Simulator practices will be recorded in the relevant section of the appropriate Flying Logbook in the same manner as normal flying times ▶ unless specified otherwise in orders. ◀

26. Instructions for the completion of periodic summaries ▶ will ◀ be provided alongside whatever method of flying record is employed. ADH or AM(MF) will determine the timing of periodic summaries. Aircrew not in flying appointments will not be required to complete periodic summaries, unless required to do so to maintain currency.

27. Assessments of flying ability will be entered in the relevant flying record.

28. ▶ ADH or AM(MF) orders will specify the periodicity for inspection of Flying Logbooks of all Aircrew employed on flying duties. Monthly Flying Logbook inspection and certification as correct by the appropriate unit / sub-unit commander or Flight Operations post-holder⁵ (DCFO) is recommended, but where appropriate ADH or AM(MF) may consider reducing this to quarterly as a minimum. ◀

29. The Flying Logbooks of non-Aircrew personnel will be inspected as detailed in ADH and AM(MF) orders.

Retention and Disposal of Flying Logbooks

30. Flying Logbooks for military personnel are official documents and as such are the property of HM Government. Personnel ceasing to be employed on flying duties will, however, be allowed to retain their Flying Logbooks when all official action for which the books may be required is completed.

31. Flying Logbooks will be retained until the individual is no longer eligible for employment for flying duties. Flying Logbooks will then be disposed of iaw the directions below. At a coroner's inquest into a fatal accident the Flying Logbooks of the personnel concerned must be produced for inspection if required.

Security and Disposal

32. When Aircrew are deceased, missing, a prisoner of war, or declared to be illegally absent or insane, their ▶ Flying ◀ Logbook(s) will be impounded by the appropriate ADH or AM(MF). It ▶ will ◀ be scrutinized to ensure that no security risk is likely to arise from its disposal to the originator or ▶ their ◀ next of kin, either immediately or in the future. ▶ Flying Logbooks may be retained by the appropriate ADH or AM(MF) pending resolution of all appeal or legal proceedings. ◀ After scrutiny, the ▶ Flying ◀ Logbook may be disposed of in one of the following ways:

a. It may be returned to the originator ▶ or their next of kin ◀ on application.
▶ ◀

b. Unless returned to the originator ▶ or their next of kin, ◀ it will be security classified and retained by the appropriate authority.

33. The ▶ Flying ◀ Logbook(s) of deceased personnel may be forwarded to the next of kin after scrutiny, provided that they contain no information of Secret or higher category, nor contain entries that might cause pain to the next of kin. Under no circumstances may ▶ Flying ◀ Logbooks be forwarded to next of kin without permission of the appropriate command chain (normally not less than 2-star level).

Regulation 2401(4)

Aviation Duty Holder / Accountable Manager (Military Flying) ▶ Flying ◀ Orders

2401(4) ADH and AM(MF) shall issue Flying Orders.

⁵ ▶ Refer to RA 1024 – Accountable Manager (Military Flying). ◀

Acceptable Means of Compliance 2401(4)

Aviation Duty Holder / Accountable Manager (Military Flying)

► Flying ◀ Orders

34. ADH or AM(MF) ►flying◀ orders **should** detail specific activity required to enable compliance with the MRP, and any further orders and instructions deemed necessary by the ADH or AM(MF).

35. An auditable record of ADH or AM(MF) ►flying◀ orders **should** be maintained including details of any provenance for change.

Guidance Material 2401(4)

Aviation Duty Holder / Accountable Manager (Military Flying)

► Flying ◀ Orders

36. ADH or AM(MF) ►flying◀ orders may also contain aviation-related material not directly relevant to the MRP, for the sake of providing a single source document for Aircrew.

Regulation 2401(5)

Authorization Record

2401(5) ADH and AM(MF) **shall** ensure that accurate and detailed records of flight authorizations are maintained.

Acceptable Means of Compliance 2401(5)

Authorization Record

37. Squadron or independent Flight Commanders, or Flight Operations post-holders⁵ (DCFO) **should** ensure that authorization records are checked for content, accuracy and are certified as correct.

38. Completed authorization records **should** be retained by the unit for 12 months and ►the◀ ADH or AM(MF) **should** establish procedures for the continued retention and storage of these records, iaw the guidance contained in JSP441⁶.

Guidance Material 2401(5)

Authorization Record

39. Nil.

Regulation 2401(6)

Meteorological Records

2401(6) All relevant meteorological data **shall** be archived to assist in post incident investigation.

Acceptable Means of Compliance 2401(6)

Meteorological Records

40. ADH and AM(MF) **should** detail in orders requirements for the retention and disposal of meteorological records ►◀.

41. Unit Meteorological Offices **should** retain records iaw instructions issued by the UK Meteorological Office.

Guidance Material 2401(6)

Meteorological Records

42. Nil.

Regulation 2401(7)

Training Records

2401(7) ADH and AM(MF) **shall** maintain training records for all Aircrew.

⁶ Refer to JSP 441 - Managing Information in Defence.

**Acceptable
Means of
Compliance
2401(7)****Training Records**

43. Training records **should** be maintained by the supervisory chain that record all relevant training currencies and qualifications as required by the MRP 2000 series Regulatory Articles. An auditable record, normally referred to as the 'training folder', **should** be kept at least for the period of the current Aircrew flying appointment and where appropriate, retained for the subsequent appointments.

**Guidance
Material
2401(7)****Training Records**

44. Where alternative methods to hard copy training records are used, they **▶ will ◀** be readily reproducible in hard copy and afforded protection from retrospective fraudulent entry (eg protected archive).