

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. They provide essential knowledge to personnel who operate and supervise military flying. Accurate records are required for the management of personnel and equipment, and allow analysis and exploitation of occurrence data to improve Air Safety.

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Regulation 2401(1)

Air System Document Set

2401(1) All Aircrew **shall** be familiar with the elements of the Air System Document Set (ADS) 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:
 - a. Certificate of Usage (CofU) for Military Registered Civil Owned Aircraft (MRCOA).
 - b. Release To Service (RTS), Military Permit to Fly (MPTF) or Contractor Flight Limitations Document (CFLD)¹, whichever is relevant to the flight being conducted.
 - c. Aircrew Manuals/Pilot's Notes.
 - d. Flight Reference Cards.
 - e. Operating Data Manuals.

Notes:

- (1) For MRCOA, any restrictions or overarching limitations specified in the CofU have primary over (b), (c) (d) and (e) above.
 - (2) The limitations contained in the RTS, MPTF or CFLD have primacy over (c), (d) and (e) above.
2. Aviation Duty Holders (ADH) and Accountable Manager (Military Flying) (AM(MF)) who wish to authorize temporary alterations to Flight Reference Cards **should** first forward the proposal to ► **Defence Aircrew Publications** ◀ Squadron for confirmation and approval.
 3. Aircrew who observe a deficiency, omission or inaccuracy in the Aircrew Manual, Flight Reference Cards, Flight Test Schedule, Mission Operating Procedure Cards, Flight Test Schedule, Aircrew Landaway Turn-round Schedule or Operating Data Manual **should** raise a MOD Form 765X and submit it in accordance with the instructions for use printed on the Form.

¹ Refer to MAA01 - MAA Regulatory Policy for when a CFLD is permissible.

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2401(1)**

Air System Document Set

4. Alternative methods of recording Flight Reference documentation may be employed where approved through the appropriate Release To Service Authority, eg electronic media.

**Regulation
2401(2)**

Use and Carriage of Documents in the Air System

2401(2) All Air System checks **shall** be completed in accordance with the relevant Aircrew Manual/Pilot's Notes and associated Flight Reference Cards. ADH and AM(MF) **shall** promulgate in orders the appropriate Flight Reference documentation to be carried in all UK Military Air Systems.

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

Use and Carriage of Documents in the Air System

5. Nil.

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Material
2401(2)**

Use and Carriage of Documents in the Air System

6. Nil.

**Regulation
2401(3)**

Flying Logbooks and Recording of Flying Times

2401(3) Accurate and detailed records of flying times **shall** be maintained by personnel who are required to fly regularly in the course of their duties, or as directed by ADH and AM(MF) orders.

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

Flying Logbooks and Recording of Flying Times

7. Aircrew serving in non-Aircrew posts, who are permitted to fly when facilities are available, **should** also maintain flying logbooks. When personnel assume new appointments, they **should** take their flying logbooks with them.

8. Flying carried out by personnel not connected with the actual operation of the Air System **should** be regarded as passenger flying and **should not** be recorded in flying logbooks.

9. Flying logbooks **should** be completed in accordance with promulgated instructions and the guidance below, which **should** be amplified by ADH and AM(MF) orders when deemed necessary.

10. **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.

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Flying Logbooks and Recording of Flying Times

11. Throughout the 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 must 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.

12. Flying logbooks are for official use only. They are a comprehensive record of flying and must 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. Flying logbooks will not normally be carried in the aircraft in which the individual concerned is authorized to fly as a crewmember.

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2401(3)**

13. Hours accrued flying non-UK military Air Systems for purposes other than Defence outputs will not be recorded in a Military Flying Logbook. Where there is any doubt, ADH and AM(MF) will decide.

14. **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 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

15. All flying carried out either by a student Pilot or a qualified Pilot in an Air System 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, in an Air System fitted with dual controls and under the direct supervision of a Pilot qualified on type will be recorded as dual.

16. When a Pilot is the Authorized Aircraft Commander the whole period of the flight will be recorded, where appropriate in the Captain column, in addition to the entry in the First-Pilot's column, the latter only if the Aircraft Commander is a Pilot.

17. Other Pilots, when fully qualified on type, will log First Pilot time for that part of the flight spent in charge of the flying controls unless specified otherwise in orders. These are to include the use of the second Pilot column.

18. Non-Pilot Aircrew will record flight time as follows:

- a. Flying time as Aircraft Commander will be entered in the appropriate column.
- b. 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 crew flying section of the logbook.

19. 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 First Pilot time for the full duration of the flight in the following circumstances:

- a. When Pilots are flying together for instrument flying practice.
- b. When Qualified Flying Instructors (QFI) or Qualified Helicopter Instructors (QHI) are flying together for mutual practice.
- c. When qualified test Pilots or qualified safety Pilots are flying on test/trials sorties.
- d. When Pilots are flying together for specialist role mutual practice.

20. Instrument flying time will be recorded as actual or simulated in the appropriate column of the flying logbook. Actual instrument flying conditions exist 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. Only the Pilot flying the aircraft will record the 'actual' instrument flying time, 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 instrument flying is conducted under artificially created conditions demanding that all manoeuvres be carried out solely by reference to instruments. Only the Pilot flying the aircraft under simulated conditions will record this instrument flying time.

21. Simulator practices will be recorded in the relevant section of the appropriate logbook in the same manner as normal flying times.

22. Instructions for the completion of periodic summaries must be provided alongside whatever method of flying record is employed. ADH and AM(MF) will determine the timing of periodic summaries. Aircrew not in flying appointments will not

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be required to complete periodic summaries, unless required to do so to maintain currency.

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

24. The flying logbooks of all Aircrew employed on flying duties will be inspected monthly and certified correct by the appropriate unit/sub unit commander or Flight Operations post-holder (Defence Contractor Flying Organizations).

25. The flying logbooks of non-Aircrew personnel will be inspected as detailed in ADH and AM(MF) orders.

Retention and Disposal of Flying Logbooks

26. 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 logbooks when all official action for which the books may be required is completed.

27. Flying logbooks will be retained until the individual is no longer eligible for employment for flying duties. Flying logbooks will then be disposed of in accordance with 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

28. When Aircrew are deceased, missing, a prisoner of war, or declared to be illegally absent or insane, their logbook(s) will be impounded by the appropriate ADH or AM(MF). It must be scrutinized to ensure that no security risk is likely to arise from its disposal to the originator or his next of kin, either immediately or in the future. After scrutiny, the logbook may be disposed of in one of the following ways:

- a. It may be returned to the originator on application, however if the originator has ceased duties as a result of disciplinary action, the logbook will not be returned.
- b. Unless returned to the originator, it will be security classified and retained by the appropriate authority.

29. The 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 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) Orders

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

**Acceptable
Means of
Compliance
2401(4)**

Aviation Duty Holder/Accountable Manager (Military Flying) Orders

30. ADH/AM(MF) 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).

31. An auditable record of ADH/AM(MF) orders **should** be maintained including details of any provenance for change.

**Guidance
Material
2401(4)**

Aviation Duty Holder/Accountable Manager (Military Flying) Orders

32. ADH/AM(MF) 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

33. Squadron or Independent Flight Commanders, or Flight Operations post-holders (Defence Contractor Flying Organizations) **should** ensure that authorization records are checked for content, accuracy and are certified as correct.

34. Completed authorization records **should** be retained by the unit for 12 months and ADH and AM(MF) **should** establish procedures for the continued retention and storage of these records, in accordance with the guidance contained in JSP441².

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Material
2401(5)**

Authorization Record

35. 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

36. ADH and AM(MF) **should** detail in orders requirements for the retention and disposal of meteorological records by Aircrew.

37. Unit Meteorological Offices **should** retain records in accordance with instructions issued by the UK Meteorological Office.

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Material
2401(6)**

Meteorological Records

38. Nil.

**Regulation
2401(7)**

Training Records

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

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

Training Records

39. 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 or where appropriate, retained for the subsequent appointments.

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Material
2401(7)**

Training Records

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

² Refer to JSP 441 Managing Information in Defence.

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