

RA 3204 - Air Traffic Management Records

Rationale Documents pertaining to the provision of Air Traffic Management (ATM) are required to provide accurate records of activity. They supply essential knowledge to personnel who operate and supervise ATM. Accurate records are required ► **for the management of personnel and equipment, and** ◀ allow analysis and exploitation of data to improve Air Safety.

Contents

3204(1): Air Traffic Management Records

Regulation 3204(1)

Air Traffic Management Records

3204(1) Heads of Establishment (HoE) and Aviation Duty Holder (ADH)-Facing Organizations **shall** ensure accurate ATM records are maintained.

Acceptable Means of Compliance 3204(1)

Air Traffic Management Records

1. ATM staff **should** maintain a watch log, a movements log and other logs as detailed by Front Line Commands (FLC).
2. ► **Aircraft** ◀ **Movement Log**. RAF Form 68¹ **should** be used for recording ► **Aircraft** ◀ movements.
3. **Other Log Books / Records**. Other log books / records **should** be maintained in accordance with (iaw) FLC requirements or as detailed in Local / Unit Orders.
4. Where written records are maintained, they **should** be retained as follows:
 - a. RAF Forms 68 and 6658² **should** be retained on unit for a period of 6 years after their completion and **should** then ► ◀ be forwarded to the MOD archive. RN Log Books **should** be archived in the Royal Naval Historic Branch at HMS Nelson, Portsmouth.
 - b. **Other Log Books / Records**. Other log books / records **should** be maintained iaw single-Service policy.
 - c. **Radar, Telephone and Audio Recordings**. Radar, telephone and audio recordings **should** be retained iaw DefStan 00-972³.
5. Where electronic records are maintained, they **should** be retained in line with written records as detailed in para 4.
6. **Lower Airspace Radar Services (LARS) Records**. LARS ATS Units **should** collate monthly records as follows:
 - a. The number of Civil and Military ► **Aircraft** ◀ provided with a UK Flight Information Service ([UK FIS](#)) ► ◀⁴ broken down by type of UK FIS.
 - b. The number of occasions they refuse individual ► **Aircraft** ◀ a LARS (on a daily reporting basis).
 - c. The amount of time LARS is unavailable due to, for example, equipment

¹ Royal Navy (RN) Air Traffic Service (ATS) providers **should** use the ► **MODNet** ◀--based RN Station Flypro iaw BRd 767 Naval Aviation Order (NAO) 3204(1) or suitable electronic means.

² Air Traffic Control (ATC) Watch Log.

³ DefStan 00-972: Military Air Traffic Services Equipment Safety and Performance Standards (Aerodrome, Terminal and Naval Air Traffic Services)

⁴ ► **Refer to RA 3224 –UK Flight Information Services.** ◀

**Acceptable
Means of
Compliance
3204(1)**

unserviceabilities or shortage of capacity.

- d. Any further records required and detailed by FLC.
- e. Records **should** be forwarded to:
 - (1) FLCs as defined and required in orders.
 - (2) Civil Aviation Authority Airspace Regulation, Safety and Airspace Regulation Group, on a monthly basis.

**Guidance
Material
3204(1)****Air Traffic Management Records**

- 7. **ATC Watch Log (RAF Form 6658⁵)**. A single ATC Watch Log will be maintained in order to provide a formal record of ATM related events. All entries will be made in ink and in chronological order. No erasures will be made to the log and under no circumstances will pages be removed from the log book.

⁵ This document is used by both RAF and RN providers as well as Aerodromes operating under a military contract.