



CHAPTER 9

MANUALS, LOGS AND RECORDS

Note.— The following additional manuals, logs and records are associated with this Annex but are not included in this chapter:

Fuel and oil records — see 2.2.9

Maintenance records — see 6.8

Flight time, flight duty periods and rest periods records — see 2.2.10.3

Flight preparation forms — see 2.3

Operational flight plan — see 2.3.3

Pilot-in-command operational qualification records — see 7.4.3.4.

9.1 FLIGHT MANUAL

Note.— The flight manual contains the information specified in ICAO Annex 8.

The flight manual shall be updated by implementing changes made mandatory by the State of Registry.

9.2 OPERATOR'S MAINTENANCE CONTROL MANUAL

The operator's maintenance control manual provided in accordance with 6.2, which may be issued in separate parts, shall contain the following information:

- a) a description of the procedures required by 6.1.1 including, when applicable:
 - 1) a description of the administrative arrangements between the operator and the approved maintenance organization;
 - 2) a description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization;
- b) names and duties of the person or persons required by 6.1.4;
- c) a reference to the maintenance programme required by 6.3.1;
- d) a description of the methods used for the completion and retention of the operator's maintenance records required by 6.4;
- e) a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by 6.5.1
- f) a description of the procedures for complying with the service information reporting requirements of ICAO Annex 8, Part II, 4.2.3 f) and 4.2.4;



FLIGHT OPERATIONS REQUIREMENTS HELICOPTERS

SEC 2 CHAP 9-2

- g) a description of procedures for assessing continuing airworthiness information and implementing any resulting actions ,as required by 6.5.2;
- h) a description of the procedures for implementing action resulting from mandatory continuing airworthiness information;
- i) a description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- j) a description of helicopter types and models to which the manual applies;
- k) a description of procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified;
- l) a description of the procedures for advising the State of Registry of significant in-service occurrences;
- m) a description of procedures to control the leasing of aircraft and related aeronautical products; and
- n) a description of the maintenance control manual amendment procedures.

9.3 RESERVED

9.4 JOURNEY LOG BOOK

9.4.1 The helicopter journey log book should contain the following items and the corresponding Roman numerals:

I	—	Helicopter nationality and registration.
II	—	Date.
III	—	Names of crew members.
IV	—	Duty assignments of crew members.
V	—	Place of departure.
VI	—	Place of arrival.
VII	—	Time of departure in UTC
VIII	—	Time of arrival in UTC
IX	—	Hours of flight.
X	—	Nature of flight.
XI	—	Incidents, observations, if any.
XII	—	Signature of pilot in command.

9.4.2 Entries in the journey log book should be made currently and in ink or indelible pencil.

9.4.3 Completed journey log books should be retained to provide a continuous record of the last twelve months of operations.



FLIGHT OPERATIONS REQUIREMENTS HELICOPTERS

SEC 2 CHAP 9-3

9.5 RECORDS OF EMERGENCY AND SURVIVAL EQUIPMENT CARRIED

Operators shall at all times have available for immediate communication to rescue coordination centers, lists containing information on the emergency and survival equipment carried on board any of their helicopters engaged in international air navigation. The information shall include, as applicable, the number, colour and type of life rafts and pyrotechnics, details of emergency medical supplies, water supplies and the type and frequencies of the emergency portable radio equipment.

9.6 FLIGHT RECORDER RECORDS

An operator shall ensure, to the extent possible, in the event the helicopter becomes involved in an accident or incident, the preservation of all related flight recorder records, and if necessary the associated flight recorders, and their retention in safe custody pending their disposition as determined in accordance with ICAO Annex 13.

9.7 TIME

9.7.1 Coordinated Universal Time (UTC) shall be used and shall be expressed in hours and minutes and, when required, seconds of the 24-hour day beginning at midnight.

9.7.2 A time check shall be obtained prior to operating a controlled flight and at such other times during the flight as may be necessary.

Note.— Such time check is normally obtained from an air traffic services unit unless other arrangements have been made by the operator or by the appropriate ATS authority.

9.7.3 Wherever time is utilized in the application of data link communications, it shall be accurate to within 1 second of UTC.