



Advisory Circular

Subject: Procedures and Training for the Preservation of Aircraft Recorded Data

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1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It describes an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

1.1 Purpose

- (1) The purpose of this document is to provide air operators, flight crew members and ground personnel with information regarding the training required to disable appropriate circuit breakers for the preservation of recorded data on cockpit voice recorders (CVR) and flight data recorders (FDR) following an accident or an incident

1.2 Applicability

- (1) This document applies to all aircraft mandated by the *Canadian Aviation Regulations* (CARs) to have a CVR and/or FDR unit installed.

1.3 Description of changes

- (1) This document, formerly AC 700-013, Issue 01, has been reissued as AC 700-013, Issue 02. With the exception of minor editorial changes and updated references, the content is unaltered.

2.0 References and requirements

2.1 Reference documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
 - (a) [Aeronautics Act](#) (R.S.C., 1985, c. A-2)
 - (b) Part VI, Subpart 05 of the *Canadian Aviation Regulations* (CARs) — Aircraft Requirements
 - (c) Part VII, Subpart 03 of the CARs — Air Taxi Operations
 - (d) Part VII Subpart 04 of the CARs — Commuter Operations
 - (e) Part VII Subpart 05 of the CARs — Airline Operations
 - (f) Standard 723 of the *Commercial Air Service Standard* (CASS) — Air Taxi – Aeroplanes and Helicopter
 - (g) Standard 724 of the CASS — Commuter Operations - Aeroplanes; and Helicopter; and
 - (h) Standard 725 of the CASS — Airline Operations – Aeroplanes.

2.2 Cancelled documents

- (1) Not applicable.
- (2) By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

2.3 Definitions and abbreviations

- (1) The following **definitions** are used in this document:

- (a) **Crew Member:** Means a crew member assigned to act as pilot or flight engineer of an aircraft during flight time.
- (2) The following **abbreviations** are used in this document:
 - (a) **AC:** Advisory Circular
 - (b) **CASS:** *Commercial Air Service Standards*
 - (c) **CARs:** *Canadian Aviation Regulations*
 - (d) **COM:** Company Operations Manual
 - (e) **CVR:** Cockpit Voice Recorder
 - (f) **FDR:** Flight Data Recorder; and
 - (g) **TSB:** Transportation Safety Board.

3.0 Background

- (1) Loss of critical flight data and information resultant from several incidents where flight crews either disabled the incorrect circuit breaker or neglectfully disrupted the functioning of a CVR circuit breaker led the Transportation Safety Board (TSB) to recommend that steps be taken to ensure that the necessary information and guidance is made available to flight crews to properly safeguard on-board recordings following an occurrence.

4.0 Requirements

- (1) Subsection 605.34(5) of the CARs states that no person shall erase any communications that have been recorded by a cockpit voice recorders.
- (2) Paragraphs 725.135(i), 724.121(i), 723.105(1)(aeroplane) 723.105(j)(helicopter) of the CASS require the inclusion of FDR and CVR procedures in the Company Operations Manual (COM). It is expected that the appropriate steps for disabling of a FDR and/or CVR following an accident or incident will be included in these procedures.
- (3) Clauses 705.124(2)(a)(iv)(C), 704.115(2)(a)(v)(C), and subparagraph 703.98(2)(c)(iii) of the CARs require that an air operator's training program include initial and annual training on emergency procedures. This training should include procedures for disabling the FDR/CVR following an accident or incident, and must be provided to flight crew members and ground personnel.

5.0 Action

- (1) Air operators are requested to review their training programs to ensure all flight crew members and ground personnel receive adequate training with regard to the proper procedures to safeguard on-board recorded data following an occurrence. In order to meet the above stated requirements of the CARs and the CASS, the following training should be provided to the flight crew members and ground personnel during initial and recurrent training sessions:
 - (a) Initial and annual recurrent training that addresses the importance of preserving information held on a CVR and/or FDR
 - (b) Initial and annual recurrent training that addresses the proper procedures for disabling a CVR/FDR following an incident or accident

- (c) Awareness of the consequences of incorrectly disabling a CVR and/or FDR following an incident or accident; and
- (d) The air operator's training program should contain a provision that ensures all flight crew members and ground personnel are trained regarding any specific aircraft differences or procedures concerning the disabling of a CVR and/or FDR.

6.0 Information management

- (1) Not applicable

7.0 Document history

- (1) AC 700-013, **Issue 01**, RDIMS 4697789 (E), 4921875 (F), dated 2010-01-01 – Procedures and Training for the Preservation of Aircraft Recorded Data.

8.0 Contact us

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