



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 Company Operations Manual (COM) and training requirements for the preservation of recorded data on cockpit voice recorders (CVR) and flight data recorders (FDR) following an accident or incident, as well as guidance on the preservation and custody of flight recorders.
- (2) This document also provides information to all operators of the FDR documentation required to be retained for each aircraft that require an FDR to be installed under the regulations.

1.2 Applicability

- (1) This document applies to owners and operators of 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 02, has been reissued as AC 700-013, Issue 03. This issue provides guidance to operators with respect to COM procedures on the preservation of flight recorder records, training requirements, and updated references.
- (2) This issue introduces guidance to operators for the retention of specific FDR documentation to ensure its availability to the Transportation Safety Board (TSB) and other accident investigation authorities.

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 02 of the CARs — Aerial Work
 - (d) Part VII, Subpart 03 of the CARs — Air Taxi Operations
 - (e) Part VII Subpart 04 of the CARs — Commuter Operations
 - (f) Part VII Subpart 05 of the CARs — Airline Operations
 - (g) Standard 625 of the *General Operating and Flight Rules* – Aircraft Equipment and Maintenance
 - (h) Standard 722 of the *Commercial Air Service Standard* (CASS) — Aerial Work
 - (i) Standard 723 of the CASS — Air Taxi – Aeroplanes and Helicopter

- (j) Standard 724 of the CASS — Commuter Operations - Aeroplanes; and Helicopter
- (k) 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
 - (g) **TSB:** Transportation Safety Board

3.0 Background

- (1) Loss of critical flight data and information resulting from several incidents where flight crews either disabled the incorrect circuit breaker or neglectfully disrupted the functioning of a CVR led the TSB to recommend that steps be taken to ensure that the necessary information and guidance is made available to flight crews to properly safeguard and preserve on-board recordings following an occurrence.
- (2) To support the TSB and other accident investigation authorities with accident investigations, aircraft operators are required to maintain sufficient up-to-date documentation for the installed FDR as required by subsection 625.33(11) of Standard 625.

4.0 Requirements

- (1) Subsection 605.34(5) of the CARs states that no person shall erase any communications that have been recorded by cockpit voice recorders.
- (2) Paragraphs 725.135(2)(i), 724.121(2)(i), and subparagraphs 723.105(2)(a)(x)(helicopter), 723.105(2)(a)(ix)(aeroplane), 722.82(2)(a)(ix) of the CASS require the inclusion of FDR and CVR procedures in the COM. It is expected that the appropriate steps for the disabling of an FDR and/or CVR following an accident or incident will be included in these procedures.
- (3) Clauses 705.124(2)(a)(iv)(C) and 704.115(2)(a)(v)(C), and subparagraphs 703.98(2)(c)(iii) and 702.76(2)(d)(iii) of the CARs require that an air operator's training program include initial and annual training on emergency procedures. This training for flight crew members and relevant

ground personnel should include procedures for disabling the FDR/CVR following an accident or incident, as well as measures to ensure the preservation and safeguarding of the recorders.

- (4) In accordance with subsection 625.33(11) of Standard 625, owners and operators of multi-engine turbine powered aeroplanes are required to maintain sufficient up-to-date documentation for each installed FDR listed in the Standard and ensure this documentation is available to accident investigation authorities.

5.0 Action

- (1) Air operators must ensure that their COM includes applicable procedures for FDRs and CVRs, including instructions for company personnel on the preservation and safe custody of recorder data and, if necessary, the recorders themselves, following an accident or incident.
- (2) Air operators should review their training programs to ensure that all flight crew members and ground personnel receive adequate training regarding 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 subjects should be provided to the flight crew members and appropriate ground personnel during initial and recurrent training sessions:
 - (a) The importance of safeguarding and preserving information held on a CVR and/or FDR;
 - (b) 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) Provisions to ensure that specific aircraft differences or procedures concerning the disabling of a CVR and/or FDR are covered.
- (3) Owners and operators of multi-engine turbine powered aeroplanes should ensure that they have in their possession and make available to the TSB and other accident investigation authorities the following up-to-date FDR documentation:
 - (a) Documented list of FDR parameter allocations being recorded;
 - (b) FDR engineering unit conversion equations such as data frame layout documents and engineering conversion documents; and
 - (c) Maintenance documentation that includes FDR correlation check results, calibration test results, and details of other scheduled or unscheduled maintenance performed on the FDR system.

6.0 Information management

- (1) Not applicable.

7.0 Document history

- (1) AC 700-013, **Issue 02**, RDIMS 17159198 (E), 17193238 (F), dated 2021-03-01– Procedures and Training for the Preservation of Aircraft Recorded Data.
- (2) 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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