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Aviation Safety Advisory Circular No. 02/2022

Sub: Compilation of Aviation Safety related Circulars

(issued from April'1993 to August'2022)

1. Introduction

In our continuous endeavour to facilitate AAI personnel, Aviation Safety Directorate has come up with a booklet containing Aviation Safety related circulars issued by Directorate General of Civil Aviation (DGCA), ATM, CNS and Operations directorate of AAI.

The list of circulars is attached as **Annexure -1**, along with their hyperlinks for going through the complete details of circulars on DGCA and AAI websites.

2. Purpose

The purpose of this circular is to provide source of general information and guidance related with Aviation safety matters. It is a collection of issued safety related circulars for the benefit of all AAI personnel.

3. Scope

These circulars are useful for all personnel working at AAI owned Airports/Civil enclaves and Air Navigation Service (ANS) units. The list of circulars is not comprehensive and hence circulars which are not covered in the list should be referred from the appropriate platforms.

4. References

DGCA Circulars, AAI Circulars and AVS Dte Circulars.

5. Organisational Requirements

Implementation of all the safety related circulars/guidelines for ensuring safety at AAI administered air space and AAI owned airports.

Aviation Safety Advisory circulars issued are available in AAI website under the following path.

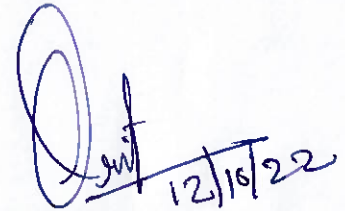
 1

www.aai.aero => Emp Login => Circular & Orders => Department => Aviation Safety
=> search

6. Clarification

Clarifications to this circular may be requested through e-mail to The Executive Director (Aviation Safety) at edas@aii.aero or by post to the following address:

The Executive Director
Directorate of Aviation Safety
Airports Authority Of India
Room A-222, Rajiv Gandhi Bhawan
Safdarjung Airport, New Delhi-110003



(O. S. Ekka)
Executive Director (Aviation Safety)

Encl: Annexure -1,
Distribution: As per standard list.

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Annexure-1

S.No.	Description	Circular NO.	Agency	Date of Issue	Purpose/contains
Aerodrome Operations					
1.	Management of Potential Wildlife Hazards at Licensed Aerodromes https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/151465027&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 1 of 2022	DGCA	12.08.2022	Reduction in hazardous wild life through active and passive methodology Aircraft Safety.
2.	Guidance on Wildlife Hazard Management https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576523&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 6 of 2017	DGCA	04.08.2017 Rev. 19.11.2018	To provide airport operator with the information necessary to develop and implement an effective bird/wildlife control setup for their aerodrome.
3.	Runway Surface Condition Reporting Format using Standard Runway Condition Report (RCR). https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/150624250&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 1 of 2021	DGCA	25.08.2021	Change in runway safety condition code, its procedures for calculation, responsibilities of Aerodrome Operation and reporting to change all concern.
4.	Guidance on Assessment and Measurement of Runway Surface Friction Characteristics at Aerodromes. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/151588174&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 1 of 2019	DGCA	06.08.2019	Guidelines and methodology for Runway friction measurement process, runway level, Rubber removal etc.
5.	Ground handling and apron inspection checklist.	AERO 2 of 2019	DGCA	09.08.2019	Checklist to benchmark safety standard on Air sight to regulate and reduce the ground accidents of the aircraft.

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	https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576513&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2				
6.	Guidance on Establishment of Apron Management Service at an Aerodrome. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576521&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 4 of 2017	DGCA	26.07.2017	This circular lays down the general guidelines for establishment of apron management service at any aerodrome.
7.	Guidance on Application of Human Factors in ARFF, Emergency Planning and Aerodrome Maintenance Planning https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130603669&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 1 of 2017	DGCA	14.06.2017	Guidelines regarding human factors principles in preparation of ARFF, emergency and maintain aerodrome planning for efficient, stress free and healthy performance in air side operations.
8.	MANPOWER REQUIREMENTS FOR AERODROME RESCUE AND FIRE FIGHTING OPERATION https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576515&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 3 of 2017	DGCA	12.07.2017	Guidelines for a minimum Manpower requirement for Aerodrome rescue for firefighting.
9.	Level of Fire protection to be provided Home Directorate General of Civil Aviation Go! (dgca.gov.in)	AERO 2 of 2011	DGCA	23.03.2011	Determination of aerodrome fire protection category based on the flight movement based on CAR Section 4 Series B Part-I.
10.	Guidance on Movement Area Pavement Maintenance Procedures at Aerodromes. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576514&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 2 of 2017	DGCA	05.07.2017	Guidelines regarding FOD preparation program on Aircraft surface moment areas and runway Pavement over laying procedures etc.
11.	Guidance on Frangibility Requirements for Installations in Operational Areas	AERO 5 of 2017	DGCA	26.07.2017	Guidance regarding frangibility requirements for airport equipment or installation

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	https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576522&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2				required for air navigation or aircraft safety purpose.
12.	Guidance on Preparation of Aerodrome Emergency Plan including Disabled Aircraft Removal. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576524&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 7 of 2017	DGCA	26.07.2017	Guidelines for aerodrome operators to establish an aerodrome emergency plan and disabled aircraft removal plan
13.	Guidance on Conducting Aeronautical Studies and Safety Assessment https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576520&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 8 of 2017	DGCA	07.11.2017 Rev. 07.11.2018	Guidance to aerodrome operators and applicants applying for an aerodrome license on the conduct of aeronautical studies.
14.	Process for communicating with the DGCA on the planning, construction and commissioning of changes to airport infrastructure, and major maintenance programme. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576474&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 1 of 2012	DGCA	16.11.2012 Rev. 1 19.12.2012 Rev. 2 27.01.2017	The aircraft safety issues in the context of an infrastructure or major maintenance project through documented evidence.
15.	Operational Safety Competencies for Aerodrome Operators https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130603668&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 1 of 2011	DGCA	08.03.2011	To enable licensees to assess the level of operational safety management competence existing within their respective airport organizations, including any areas that are contracted out, and to ensure that they have the necessary expertise at the appropriate level to formulate and implement systems to adequately manage safety.
16.	Preparation of action plan for addressing noncompliance and inspection observations.	AERO 2 of 2009	DGCA	12.05.2009	Preparation and submission of action plan to address the non-compliance of audits and

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	https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576512&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2				inspection observations and submission of completion reports in given format.
17.	Equipment for aerodrome standardization personnel at licensed aerodromes. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576468&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 3 of 2009	DGCA	01.06.2009	Details of the Equipment which are needed to be maintained at an aerodrome with its standardization cell /unit officials are given.
18.	Guidelines for preparation & maintenance of aerodrome manual https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/151248430&maincircul arsRulesAerodromes/7/3321/viewDynamicRuleContLvl2	AERO 1 of 2006	DGCA	14.09.2006	Details of the contents to be incorporated into the aerodrome manual and provide guidelines to be followed by the aerodrome operator while preparing the aerodrome manual and maintenance.
19.	Guidelines for seeking Design/concept, Execution and Commissioning level approval from DGCA under change management https://aim-india.aai.aero/system/files/icao_library/Ops%20circular%2002%20of%202022.pdf	02 of 2022	AAI	16/08/2022	Preparation of documents for Safety Assessment for Concept, Design, Execution and Commissioning level.
20.	Runway surface condition reporting format using standard runway condition report (RCR) https://aim-india.aai.aero/system/files/icao_library/05-%202021%20Runway%20Surface%20Condition%20Reporting%20Format%20using%20Standard%20Runway%20Condition%20Report%20with%20SOP.pdf	05 of 2021	AAI	01/11/ 2021	Change in runway safety condition code, its procedures for calculation, responsibilities of Aerodrome Operation and reporting to change all concern.
21.	Maintenance of operational area and grading of Runway strip https://aim-india.aai.aero/system/files/icao_library/11-2019%20Maintenance%20of%20Operational%20Area%20%26%20Grading%20of%20runway%20strip.pdf	11 of 2019	AAI	30/09/2019	Guidelines for the graded portion of desired runway strip and beyond the graded portion of runway strip.



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22.	Policy for de- notifying the non- operational runway at AAI airports https://aim-india.aai.aero/system/files/icao_library/2018_06%20Policy%20for%20denotifying%20the%20Non-Operational%20Runways%20at%20AAI%20Airports.pdf	06 of 2018	AAI	07/05/2018	Guidelines for denotification of Runway based on usability factor of disused Runway.
23.	Maintenance and upkeep of Runways and Taxiways strips and Runway end safety area (RESA) and other parts / operational areas at Aerodromes https://aim-india.aai.aero/system/files/icao_library/2011_08%20Maintenance%20of%20RWY%2C%20TWY%2C%20RESA.pdf	08 of 2011	AAI	10/06/2011	Guidelines to maintain and upkeep of Runways and Taxiways strips and Runway end safety area and operational areas at Aerodromes.
24.	Procedure for dealing with temporary hazards on Runway Strips https://aim-india.aai.aero/system/files/icao_library/2011_07%20Procedure%20of%20dealing%20with%20temporary%20hazard%20on%20RWY%20strip.pdf	07 of 2011	AAI	10/06/2011	Guidelines to deal with temporary hazards on Runway Strips.
25.	Procedure for inspecting runways, taxiways, aprons and fencing and sweeping of operational area https://aim-india.aai.aero/system/files/icao_library/2011_05%20Procedure%20for%20Inspecting%20RWY.pdf	05 of 2011	AAI	10/06/2011	Guidelines for inspecting runways, taxiways, aprons and fencing and sweeping of operational area.
26.	Monitoring of Aviation obstruction light (AOL) surrounding the Aerodrome https://aim-india.aai.aero/system/files/icao_library/Operational%20Circular%2003%20of%202021..pdf	03 of 2021	AAI	30/09/2021	To establish a monitoring procedure in coordination with local authorities for ensuring serviceability of obstacles lights installed within the obstacle limitation surface area of the Airport.

Aviation Safety related Circulars (April, 1993 - August, 2022.

27.	Imposition of penalties at Airport premises – Revised guidelines reg. https://aim-india.aai.aero/system/files/icao_library/05-2020%20Imposition%20of%20penalties%20at%20Airports%20%28Revised%29.pdf	05 of 2020	AAI	03/11/2020	The revised penalty guidelines for strict compliance at all Airports.
28.	Wildlife hazard management https://aim-india.aai.aero/system/files/icao_library/Ops%20Circular%2013%20of%202019.pdf	13 of 2019	AAI	02/10/2019	To develop, implement and demonstrate an effective bird/wildlife strike and control programme at the airport.
29.	Maintenance of Airside facilities at Airports https://aim-india.aai.aero/system/files/icao_library/2019_09%20-%20Maintenance%20of%20Airside%20facilities%20at%20Airports.pdf	09 of 2019	AAI	05/08/2019	Guidelines to maintain airside facilities as per regulatory requirement.
30.	Pre-monsoon checks in Operational Area at airports https://aim-india.aai.aero/system/files/icao_library/2019_05%20Pre%20monsoon%20checks.pdf	05 of 2019	AAI	04/04/2019	Guidelines to carry out Pre-monsoon checks to prevent likely damage due inclement weather.
31.	Guidelines for Handling Diversion Planning & Management https://aim-india.aai.aero/system/files/icao_library/2018_04%20Guidelines%20for%20handling%20diversion%2C%20planning%20and%20management.pdf	04 of 2018	AAI	03/04/2018	To provide guidelines for efficient handling of diversion of aircrafts when aircrafts are not able to land at destination airport.
32.	Standard operating procedure (SOP) for airside management at airports https://aim-india.aai.aero/system/files/icao_library/2018_03%20Standard%20Operating%20Procedures.pdf	03 of 2018	AAI	26/03/2018	To streamline the safety standards on the airside and follow the best practices to enhance airside safety at AAI Airports.
33.	Prevention of grass fire at airports	03 Of 2016	AAI	26/02/2016	Guidelines for prevention of grass fire at airports.

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	https://aim-india.aai.aero/system/files/icao_library/2016_03%20Prevention%20of%20Grass%20Fire%20at%20Airports.pdf				
34.	Improvement in R/T transmission and standardized RT call signs at AAI Airports https://aim-india.aai.aero/system/files/icao_library/2015_05%20Improvement%20in%20RT%20transmission.pdf	05 of 2015	AAI	09/07/2015	Guidelines for good quality R/T transmission.
35.	Training to airfield personnel in apron safety regulations, Issue of airfield driving permits and vehicle permit / renewal fee https://aim-india.aai.aero/system/files/icao_library/2015_03%20Guidelines%20for%20issue%20of%20ADP%20%26%20Vehicle%20Permit.pdf	03 of 2015	AAI	30/03/2015	Guidelines for issuing the airside driving permit (ADP) to drive the vehicles at service roads, all apron areas and maneuvering areas.
36.	Constitution of airfield environment management committee to check bird strike hazard near the airfields https://aim-india.aai.aero/system/files/icao_library/2014_02%20Constitution%20of%20Airfield%20Environment%20Management%20Committee.pdf	02 of 2014	AAI	24/02/2014	To find out the ways to check the bird strike hazard
37.	Airport emergency exercises https://aim-india.aai.aero/system/files/icao_library/2012_02%20Airport%20Emergency%20Exercises.pdf	02 of 2012	AAI	13/08/2012	Guidelines for coordinated efforts by all Organizations and agencies functioning at airports, as well as, off airport Organization/agencies such as Municipal Authorities, City Fire Brigade, City Hospitals etc. in case of emergency
38.	Permission for overnight parking for Domestic Scheduled Airlines and registered Non-scheduled Operators with DGCA.	13 of 2011	AAI	13/10/2011	Guidelines for permission for overnight parking for domestic scheduled airlines and registered non-scheduled operators.

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	https://aim-india.aai.aero/system/files/icao_library/2011_13%20Permission%20for%20overnight%20parking%20for%20Domestic%20schedule%20Airlines%20%26%20registered%20Non%20schedule%20Aircrafts.pdf				
39.	Control of Traffic on taxiways leading to apron https://aim-india.aai.aero/system/files/icao_library/2011_09%20Control%20of%20Traffic%20on%20Taxiways%20leading%20to%20Apron.pdf	09 of 2011	AAI	10/06/2011	Guidelines for guiding the aircraft in and out of the apron.
40.	Contingency plan for accidents in terminal building https://aim-india.aai.aero/system/files/icao_library/2001_04%20Contingency%20Plan%20for%20Accidents%20in%20Terminal%20Building.pdf	04 of 2001	AAI	13/11/2001	Action to be taken during contingency like fire, structural failure, equipment failure and bomb explosion.
41.	Dissemination of information regarding closure of any part of movement area https://aim-india.aai.aero/system/files/icao_library/1999_07%20Dissemination%20of%20Information%20reg%20closure%20of%20any%20part%20in%20movement%20area.pdf	07 of 1999	AAI	07/09/1999	Procedure to be followed for dissemination of information regarding closure of any part of movement area.
42.	Calibration of PAPI system at AAI Airports & coordination with FIU https://aim-india.aai.aero/system/files/icao_library/1998_24%20Calibration%20of%20PAPI%20system%20at%20AAI%20Airports%20%26%20coordination%20with%20FIU.pdf	24 of 1998	AAI	01/01/1998	Procedure to be followed for calibration of PAPI system
43.	Safety measures for control of vehicles plying in the operational area at the Airport	20 of 1998	AAI	21/08/1998	Guidelines for vehicles operating in the operational area.

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	https://aim-india.aai.aero/system/files/icao_library/1998_20%20Control%20on%20Vehicles%20plying%20in%20Ops%20Area.pdf				
44.	Procedure for removal of obstruction from the Runway https://aim-india.aai.aero/system/files/icao_library/1998_16%20Procedure%20for%20removal%20of%20obstruction%20on%20RWY.pdf	16 of 1998	AAI	22/07/1998	Procedure to be adopted by Apron control for removal of obstruction from the runway.
45.	Notification of accident to motor vehicles and other equipment of Airports Authority of India https://aim-india.aai.aero/system/files/icao_library/1998_12%20Notification%20of%20accidents%20to%20vehicles.pdf	12 of 1998	AAI	14/07/1998	To bring to the notice of Airport Director any accident of any vehicle of Airports Authority of India.
46.	Investigation / Reporting of incidents/accidents/ unusual occurrences at Airports https://aim-india.aai.aero/system/files/icao_library/1998_02%20Investigation- Incidentreport%20unusual%20occurrences%20at%20Airports.pdf	02 of 1998	AAI	25/05/1998	Airport Directors shall ensure that all incidents are properly investigated at the airport and investigation report sent to the Hqrs. immediately, by the quickest means of communication.
47.	Ground Incident/ Accident reporting and analysis procedures https://aim-india.aai.aero/system/files/icao_library/1997_04%20Ground%20Incident- Accident%20%26%20Analysis%20Procedures.pdf	04 of 1997	AAI	March, 1997	Guidelines for reporting Incident/Accident and analysis at the Airport.
48.	Restrictions on the movement of vehicles on the runway https://aim-india.aai.aero/system/files/icao_library/1993_04%20Restr	04 of 1993	AAI	19/08/1993	Guidelines for restrictions on the movement of vehicles on the runway, person/vehicle to enter or cross an active runway.



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Air Navigation Services					
	ction%20of%20vehicle%20movements%20on%20RWY.pdf				
49.	Dissemination of Safety Critical Information https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576447&maincircul arsRulesAirNavSer/7/3320/viewDynamicRuleContLv2	ANSS 1 of 2018	DGCA	31 August 2018	Guidelines for Dissemination of Safety critical information through Integrated Aeronautical Information Package - {i.e. Aeronautical Information Publication (AIP), including amendments, AIP Supplements, NOTAM, pre-flight information bulletins (PIB), Aeronautical Information Circulars (AIC), checklists and list of valid NOTAMs} and Regulatory documents - Civil aviation regulations, manuals of standards, advisory circulars, etc.
50.	Procedures to follow in case of Air Ground Radio Communication Failure and guidelines for Air Traffic Service provider to apply such procedures in the provision of ATS. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576455&maincircul arsRulesAirNavSer/7/3320/viewDynamicRuleContLv2	ANSS 1 of 2017	DGCA	31.07.2017	Guidelines and procedures to follow in case of Air ground radio communication failure, Aircraft Transponder failure in areas where the functioning of Transponder is mandatory.
51.	Development and implementation of training programme by service provider responsible for air traffic services for its ATS staff including records of trained ATS staff. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576456&maincircul arsRulesAirNavSer/7/3320/viewDynamicRuleContLv2	ANSS 2 of 2017	DGCA	06.09.2017	General information and guidance on training of personnel engaged in the provision of Air Traffic Services and provides guidance on the procedures to be developed by the ANSP for continued competency of Air Traffic Controllers on new equipment and procedures for maintaining an acceptable level of safety including maintenance of record of trained ATS staff.

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52.	Guidelines to CNS service provider for job descriptions and maintenance of training records for its technical staff. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130604720&maincircul arsRulesAirNavSer/7/3320/viewDynamicRuleContLvl2	ANSS 3 of 2017	DGCA	07.09.2017	Guidelines to develop a job description for each of its technical staff which shall describe the job purpose, key responsibilities, and outcome to be achieved by each personnel.
53.	Guidelines for Air Navigation Service Provider for determining the capacity of the ATS system including airport acceptance rate, number of staff required. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576457&maincircul arsRulesAirNavSer/7/3320/viewDynamicRuleContLvl2	ANSS 4 of 2017	DGCA	17.10.2017	Guidelines for Air Navigation Service Provider to determine the capacity considering ATS route structure, navigation accuracy of Aircraft using the airspace and controller work load etc.
54.	Guidelines to Meteorological Service Provider for developing Training programme, job description and maintenance of training records of its technical staff. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576458&maincircul arsRulesAirNavSer/7/3320/viewDynamicRuleContLvl2	ANSS 5 of 2017	DGCA	02.11.2017	Guidance to meteorological service provider on development of training and education in accordance with the guidelines of WMO, to establish procedure for the competency of AMF (Aeronautical Meteorological Forecaster) to provide service and to develop Job description.
55.	Notifications of incidents and investigations thereof- Reportable significant degradation failure of CNS facilities https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2006%20of%202022.pdf	06 of 2022	CNS-OM	July, 2022	Guidelines and instructions for notifications of “Reportable significant degradation /failure of CNS facilities”.
56.	Standard operating procedures (SOP) for checking the efficacy of Installation and Maintenance of lightning, Surge protection and earthing system for CNS/ATM facilities https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2003_2022.pdf	03 of 2022	CNS-OM	Jan, 2022	Guidelines for regular inspection of lightning, surge protection and earthing system of CNS/ATM Automation facilities has been given.



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57.	Continued operation of CNS/ATM equipment/ facilities beyond their tentative life span https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2004%20of%202021.pdf	04 of 2021	CNS-OM	April, 2021	Guidelines to address the issue of ascertaining status of CNS/ATM Automation equipment/facility for continuing safe and reliable operation beyond their stipulated life span.
58.	Advisory for the simultaneous safety assessment of ATIS and associated VHF radios for the commissioning of ATIS facility https://aim-india.aai.aero/system/files/icao_library/CNS%20Technical%20Advisory%20Circular%2001%20of%202022.pdf	01 of 2022 (Advisory Circular)	CNS-OM	March, 2022	Conducting the Safety Assessment of ATIS facility, Safety Assessment of ATIS facility as well as associated VHF Radios shall be carried out simultaneously at Airports.
59.	Cyclone Preparedness and response guidance for operation and maintenance management of CNS/ATM Automation and ancillary system https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2010%20of%202021.pdf	10 of 2021	CNS-OM	Sept, 2021	Guidelines and procedures for protection to CNS/ ATM facilities, personnel and property and to mitigate losses and facilitate subsequent speedy restoration of CNS/ATM facilities.
60.	Maintenance of Radio Navigational- Aids sites and ILS critical/Sensitive Areas https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2009%20of%202021.pdf	09 of 2021	CNS-OM	Sept, 2021	Guidelines for protection of critical and sensitive area are given.
61.	Recommended Pre-commissioning Check list for CNS Equipment/facilities https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2012%20OF%202021.pdf	12 of 2021	CNS-OM	Oct, 2021	Guidelines for pre- commissioning inspection to establish that the equipment meets necessary standards requirements and complies with essential operational and regulatory requirements.
62.	Recommended check list for provision of Instrument Landing System (ILS) Category (Cat) III ground infrastructure and other operational requirements at Airports.	08 of 2021	CNS-OM	Aug, 2021	Ground infrastructure and other operational requirements for ILS Cat- III operations to support low visibility operations at airports.

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	https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2008%20of%202021.pdf				
63.	Recommended Check list for site selection of Radio Navigation Aids at Airport https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular_07%20of%202021.pdf	07 of 2021	CNS-OM	July, 2021	Guidelines pertaining to selection of sites for installation of Radio Navigation facilities, which are essential for the provision of safe and efficient air traffic services.
64.	Recommended Check list for proposing Safety Assessment Documents for CNS Projects at Airports https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2006%20of%202021%20%28Rev%29.pdf	06 of 2021	CNS- OM	Sept, 2021	Provides guidelines into the intricacies of change management in general and safety assessment processes for CNS projects at Airports.
65.	Guidelines to be followed by stations for the purpose of verification and validation of coordinates by CHQ for all Radio Navigational facilities ready for commissioning. https://aim-india.aai.aero/system/files/icao_library/CNS_Circular_05%20of%202021_AIM%20INDIA.pdf	05 of 2021	CNS-OM	May, 2021	Standard checklist to be followed by stations to streamline and expedite offsite verification and validation of surveyed data as a mandatory requirement for commissioning of Radio Navigational Aids at Airports.
66.	Power Supply policy of CNS/ATM Systems https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2003%20of%202021_Power%20Supply%20policy%20for%20CNS_ATM%20Systems_AI.pdf	03 of 2021	CNS-OM	April, 2021	To ensure continuous availability of CNS/ATM systems and provision of un-interrupted and clean AC power supply.
67.	Provision and Periodic Maintenance of Bird Control Devices and Pest Control for CNS/ATM Equipment. https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2012_2020.pdf	12 of 2020	CNS-OM	October, 2020	Guidelines for provision and periodic maintenance of bird control devices and pest control for CNS/ATM Equipment/ installations to achieve continuity and availability of facility.

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68.	Standard Operating Procedure (SOP) to be followed for Inspection/Safety Oversight Audit of CNS /ATM Automation Facilities by DGCA. https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2007_2020.pdf	07 of 2020	CNS-OM	July, 2020	To lay down an Internal Standard Operating Procedure [SOP] to be followed by all concerned within CNS Department so as to have uniform guidelines/response for various inspection/Safety Oversight Audit of CNS/ATM Automation facilities by DGCA.
69.	Intimation of Failure/Degradation of CNS/ATM Facilities not reported through AIS or Incident report etc. https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2004%20OF%202020.pdf	04 of 2020	CNS-OM	May, 2020	To provide appropriate guidance for intimation of any failure or degradation of facility and initiate suitable corrective action.
70.	Guidelines for choice of media for the provision of redundant Communication links for various operational data transportation. https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2003%20of%202020.pdf	03 of 2020	CNS-OM	March, 2020	Provides guidelines for selecting type of telecommunication media, service provider, bandwidth and local lead etc. while establishing redundant links.
71.	Internal Investigation of CNS Incidents/events and implementation of corrective action plan for internal standardization, quality assurance and systematic improvement. https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR_02_2020.pdf	02 of 2020	CNS-OM	Jan, 2020	To provide guidance for internal investigation of CNS incidents and events and if required, develop and implement a corrective action plan for the purpose of internal standardization, quality assurance and systematic improvement in maintenance management
72.	Guidelines for CNS Mast workers https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2011%20of%202019_0.pdf	11 of 2019	CNS-OM	July, 2019	Guidelines for precautionary safety measures to be taken by all personnel while planning and carrying out the installation, adjustment and maintenance of antennas of CNS facilities installed at height so as to ensure utmost

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					safety and avoid any incident/accident, whatsoever, during course of work.
73..	Standard Operating procedure for Internal Performance Monitoring of CNS/ ATM Automation and ancillary Facilities https://aim-india.aai.aero/system/files/icao_library/CNS%20Circular%2007%20of%202019.pdf	07 of 2019	CNS-OM	April, 2019	To lay out a Standard Operating Procedure (SOP) for carrying out internal performance monitoring of CNS/ ATM Automation and ancillary facilities at field stations by Internal Performance Metric Monitoring Section at CNS- OM directorate.
74.	Guidelines for operation and maintenance management of VHF Transmitters, Receivers and associated antennas https://aim-india.aai.aero/system/files/icao_library/CNS%20TECHNICAL%20ADVISORY%20CIRCULAR%2002%20OF%202019_C.pdf	02 of 2019	CNS-OM	July, 2019	Provides guidelines for joint inspection, preventive maintenance schedules, Preventive Pre-monsoon and pre-fog maintenance.
75.	Standard Operating Procedure (SOP] for "Opening" and "Closing" of Watch from CNS point of view. https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2004%20OF%202018.pdf	04 of 2018	CNS-OM	Aug, 2018	Guidelines and instructions for "Opening" and "Closing" of watch from CNS facility operational point of view at all Airports (including Civil Enclaves) where hours of operations are limited.
76.	Standard Operating Procedure (SOP) for CCTV and Access Control Systems at ANS Operational Units https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2004%20OF%202016.pdf	04 of 2016	CNS-OM	July, 2016	General guidelines to prepare a station specific SOP for operation and maintenance of CCTV and Access control Systems at ANS Operational Units along with procedures to be followed for various activities, such as monitoring, backup, replay, etc.
77.	Preservation and replaying of ANS and Aerodrome related Recording Media for investigation of Accident/ Incident/ Occurrences	04 of 2014	CNS-OM	July, 2014	Guidelines for sealing, Replay, preserving of recording media

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	https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2004%20OF%202014.pdf				
78.	Alternate means for provision of information on the operational status of radio navigation aids https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2002%20OF%202013.pdf	02 of 2013	CNS-OM	June, 2013	To provide guidance for providing Operational status of radio navigation aids by alternate means due to non-availability of Remote Status of the facility.
79.	Use of Anti-Static Devices in Handling of Electronic PCB/Modules. https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2006%20OF%202012.pdf	06 of 2012	CNS-OM	Dec, 2012	To reduce the frequency and minimize the effects of ESD (Electrostatic discharge) events specially during handling PCBs/Modules/PWB for shipments.
80.	Provision of Fire Detection and Alarm Systems in CNS Facilities. https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2005%20OF%202012.pdf	05 of 2012	CNS-OM	Nov, 2012	Measures to be taken for fire detection and alarm systems in CNS facilities and provision of Auto dialer at unmanned Nav-Aid facilities.
81.	Pre-monsoon checks of CNS facilities https://aim-india.aai.aero/system/files/icao_library/CNS%20CIRCULAR%2002%20OF%202009.pdf	02 of 2009	CNS-OM	2009	Precautions to be taken to avoid disruptions in operations of CNS facilities before monsoon.
82.	Procedure for breath analyzer examination of Air-traffic control officers for detecting consumption of alcohol https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2007%20of%202019.pdf	07 of 2019	ATM	20/12/2019	Guidance to ATCOs about the procedure to be followed for the breath-analyzer examination for detection of alcohol consumption as well as provisions for enforcement action in case of violation.
83.	Performance monitoring and Safety review of ATS System	05 of 2019	ATM	15/10/2019	To issue instructions and guidelines for the conduct of Performance Monitoring and

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	https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2005%20of%202019.pdf				Safety Review of ATS System, to identify areas of improvement for the ATM System.
84.	Procedures for approving temporary Airspace activities https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2002%20of%202019%20%28Procedures%20for%20Approving%20TAA%29.PDF	02 of 2019	ATM	28/02/2019	To document the procedures to be followed in approving temporary airspace activities and the responsibilities of AAI-ATM officers at CHQ, Regional and local levels.
85.	DGCA Surveillance Audits and time frame for eliminations of deficiencies identified by DGCA Inspectors. https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2007%20of%202018.pdf	07 of 2018	ATM	10/10/2018	To issue the time frame for the elimination of deficiencies identified by ATM/SAR/AIS /FPD/Cartography Inspectors of DGCA.
86.	Requirement and development of SAR trained manpower at rescue coordination centres and sub- Centre https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2006%20of%202018.pdf	06 of 2018	ATM	10/10/2018	To issue formalized procedures and instructions for ensuring deployment of sufficient number of officers who are, trained in Search and Rescue and skilled in coordination and operational functions.
87..	Dissemination of Safety Critical information https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2004%20of%202018.pdf	04 of 2018	ATM	08/10/2018	To sensitize ATCOs and ATS units on the importance of dissemination of Safety Critical information to concerned stakeholders in a timely manner.
88.	Procedure for reporting cross boundary large deviations resulting from coordination errors for the purpose of airspace safety monitoring https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2003%20of%202016.pdf	03 of 2016	ATM	02/02/2016	To emphasize the Safety significance of timely, error free and effective coordination of necessary flight plan and control information between ATC units as per the applicable LoA and to implement a fair and transparent procedure for reporting of large deviations that occur as a result of errors in coordination between ATS Units.

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89..	Voluntary reporting of Communication errors https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2005%20of%202015.pdf	05 of 2015	ATM	30/07/2015	To provide information, guidance and instructions to the air traffic controllers on voluntary reporting of communication errors which do not result into accident/mandatory reportable incidents.
90.	Enhancing operational efficiency through data-based departure clearance https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2003%20of%202015.pdf	03 of 2015	ATM	27/02/2015	To provide guidance and instructions to Controllers at Mumbai, Delhi, Kolkata, Chennai, Bangalore and Hyderabad for maximizing the usage of DCL for enhancing safety and efficiency of aircraft operations.
91.	Data Collection for Airspace Safety Monitoring https://aim-india.aai.aero/sites/default/files/ais_docs/ATMC%2005%202013.pdf	05 of 2013	ATM	06/06/2013	To emphasize the importance of data collection, reporting of occurrences of LHD, LLD & LLE for conducting system performance monitoring by both the RMA & EMA, and also to ensure that occurrence reporting becomes a natural component of the safety culture of Air Traffic Management.
Air Safety/Aviation Safety					
92.	Adverse Weather Operations https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130604755&maincircul arsRulesAirSafety/7/3322/viewDynamicRuleContLvl2	03 of 2017	DGCA	10.10.2017	Guidelines for safe flight operations during adverse weather conditions like bird activity and to maintain runway safe.
93.	Voluntary Reporting System https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130603722&maincircul arsRulesAirSafety/7/3322/viewDynamicRuleContLvl2	Air Safety 02 of 2015	DGCA	27.08.2015	Detailed guidelines on filling of a Voluntary report has been given in this circular. Persons belonging to Civil Aviation sector can contribute to aviation safety enhancement through the voluntary and confidential reporting system.

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94.	Airport Rescue and Fire Fighting Services personnel training and Drill requirement https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130603732&maincircul arsRulesAirSafety/7/3322/viewDynamicRuleContLvl2	05 of 2013	DGCA	30.05.2013	Guidelines for airport-based firefighting units to respond to aircraft emergencies that may occur on the airport.
95.	Reporting of Wildlife (Bird/Animal) Strike – Latest “Wildlife Bird/Animal) Strike” Reporting Form. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130603743&maincircul arsRulesAirSafety/7/3322/viewDynamicRuleContLvl2	02 of 2011	DGCA	04.10.2011	Guidelines for reporting Wildlife (Bird/ Animal) strike incidents, Confirmed strikes, unconfirmed strikes. For it DGCA has developed a new form for reporting.
96.	Incident reporting of Report https://www.aai.aero/sites/default/files/filefield_paths/A SAC-2-of-2021.pdf	02 of 2021	Aviation Safety	02/03/2021	Incident report
97.	Stake holders meeting on Safety Assessment for a project/System/ Change https://www.aai.aero/en/system/files/employee_corner/ AVSAC%2002%20of%202020.pdf	02 of 2020	Aviation Safety	17/07/2020	Safety Assessment
98.	Aviation Safety Advisory Circulars are current as on date. https://www.aai.aero/en/system/files/employee_corner/ AVSAC%2001%20of%202020.pdf	01 of 2020	Aviation Safety	15/07/2020	Advisory Circulars are current as on date.
99.	Corporate Safety Management System Manual (C-SMSM) – Version 3 / Issue 3	02 of 2015	Aviation Safety	14/10/2019	New Corporate Safety Management System Manual

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	https://www.aai.aero/en/system/files/employee_corner/signedAVSAD2_2015%28C-SMSmanual%28V3_I3%29-edited-29Dec.pdf				
100	Safety Performance indicators and Targets of AAI https://www.aai.aero/en/system/files/employee_corner/Aviation-safety-circular012015_-240915.pdf	01 of 2015	Aviation Safety	14/10/2019	SPI
101	HAZLOG Template https://www.aai.aero/en/system/files/employee_corner/AVS_AD3_2014%28HAZLOG-template%29210714.pdf	03 of 2014	Aviation Safety	14/10/2019	HAZLOG Template
102	GUIDELINES FOR COMPLETING SCARS FORM https://www.aai.aero/en/system/files/employee_corner/Guidance-for-completing-SCARS-form.pdf	02 of 2014	Aviation Safety	14/10/2019	GUIDELINES FOR COMPLETING SCARS FORM
103	GUIDELINES FOR SAFETY ASSESSMENT OF NEW PROJECTS AND CHANGE https://www.aai.aero/en/system/files/employee_corner/Guidelines-for-Safety-assessment-of-new-projects-changes.pdf	01 of 2014	Aviation Safety	14/10/2019	New Project Safety Assessment
ATCO Licensing					
104.	Risk Management Approach for the Extensions in view of COVID-19.	01 of 2020	DGCA	09/06/2020	The risk assessment shall take into consideration the nature and complexity of duties, experience, type of rating, type of ATS station, weather conditions etc. Based on the



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	https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130641088&maincircul arsRulesATCOLicensing/7/3323/viewDynamicRuleContLvl2				assessed risk, ANSP shall provide additional mitigations measures to ensure that risk remains within the acceptable limits as per the acceptable program.
105.	Guidelines to implement the CAR Section 9 Series L Part VIII for issuing certificate and authorization to personnel of Air Traffic Services-Aeronautical Station Operator. https://www.dgca.gov.in/digigov-portal/?dynamicPage=dynamicPdf/130576534&maincircul arsRulesATCOLicensing/7/3323/viewDynamicRuleContLvl2	03 of 2019	DGCA	29/05/2019	To provide guidelines to ANSP to implement CAR Section 9 Series L Part VIII for issuing certificate and authorization to personnel of Air Traffic Services- Aeronautical Station Operator.