



AIRPORTS AUTHORITY OF INDIA

DOCUMENT MANAGEMENT MANUAL

Directorate of Air Traffic Management
Airports Authority of India
Corporate Headquarters
Safdarjung Airport, New Delhi-110003

(ED/ATM/2010/V1.01-MDOC-XXXX)
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LIST OF EFFECTIVE PAGES:

Chapter	Page No.	Date	Chapter	Page No.	Date
Amendment Record	i	3rd Feb, 2010			
List of effective pages	ii	3rd Feb, 2010			
List of effective pages	iii	3rd Feb, 2010			
Contents	iv	3rd Feb, 2010			
Foreword	v	3rd Feb, 2010			
Chapter 1	1.1	3rd Feb, 2010			
Chapter 1	1.2	3rd Feb, 2010			
Chapter 1	1.3	3rd Feb, 2010			
Chapter 1	1.4	3rd Feb, 2010			
Chapter 2	2.1	3rd Feb, 2010			
Chapter 2	2.2	3rd Feb, 2010			
Chapter 2	2.3	3rd Feb, 2010			
Chapter 2	2.4	3rd Feb, 2010			
Chapter 2	2.5	3rd Feb, 2010			
Chapter 2	2.6	3rd Feb, 2010			
Chapter 2	2.7	3rd Feb, 2010			
Chapter 2	2.8	3rd Feb, 2010			
Chapter 2	2.9	3rd Feb, 2010			
Chapter 2	2.10	3rd Feb, 2010			



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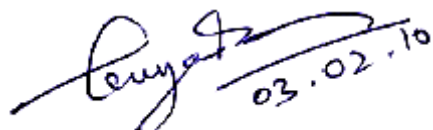
TABLE OF CONTENTS

Chapter	Content	Page No.
Chapter 1	Introduction	1.1
1.1	Title of the document	1.2
1.2	Purpose of chapter	1.2
1.3	Purpose of the document	1.2
1.4	Scope of this manual	1.2
1.5	Responsibility for documentation and publication	1.2
1.6	Authority/responsibility for changes	1.2
1.7	Review	1.3
1.8	Effective date	1.3
1.9	Change history	1.3
1.10	Format	1.3
1.11	Controlling the manual	1.3
1.12	Distribution of the manual	1.3
1.13	Master copy	1.4
1.14	Checking currency of the manual	1.4
1.15	Enquiries	1.4
Chapter 2	Document Management Procedures	2.1
2.1	General procedures:	2.2
2.2	Document Controlling Authority:	2.2
2.3	Document identification:	2.2
2.4	Control of documents in ATM units at Airports/ATC Centres/ATC Units:	2.8
2.5	Control of documents in ATM Directorate at CHQ	2.9
2.6	Cancellation procedures:	2.9
2.7	Transition of existing documentation:	2.10
2.7	Control of external documents	2.10

FOREWORD

Historically, ATM Directorate provides guidance and direction to all five regional offices and all airports under the control of AAI on matters pertaining to Air Traffic Management in the form of DARA Circulars/Air Traffic Management Circulars, manuals, Aeronautical Information Publication, general circulars and routine letters. Regional Headquarters and offices of GM (ATM) have established various documentation frameworks and practices related to operational and non-operational matters in the form of ATC circular, Operational circular and administrative circular. Though these documents have provided directives and instructions/guidance to air traffic controllers on accepted means of compliance with the Indian Civil Aviation Regulations and related Standards but some documents could not be easily located or accessible for reference at the time of requirement in the absence of a standard document management process. In order to overcome this problem, a “Document Management Manual” of ATM Directorate has been developed.

The objective of this document is to control and standardize management of documents in ATM Directorate which will ensure that everyone within the ATM Directorate understands their responsibilities in relation to the development, use and management of documentation as per the standards for Document Management System.



03.02.10

(V.K. YADAVA)

EXECUTIVE DIRECTOR [ATM]



Chapter

1

INTRODUCTION



1.1 TITLE OF THE DOCUMENT:

This document is identified as Document Management Manual-Directorate of Air Traffic Management.

1.2 PURPOSE OF CHAPTER:

This chapter details the procedures for writing, approving, controlling and amending documentation in Document Management Manual.

1.3 PURPOSE OF THE DOCUMENT:

The purpose of this document is to control and standardize document management of ATM Directorate. This will ensure that everyone within the ATM Directorate understands their responsibilities in relation to the development, use and management of documentation.

1.4 SCOPE OF THIS MANUAL:

The procedures and instructions in this manual shall be applied to all those documents which are within the ATM Directorate of Airports Authority of India and directly related to ATM and airside management of an airport.

1.5 RESPONSIBILITY FOR DOCUMENTATION AND PUBLICATION:

Document Management Manual has been prepared by Executive Director (ATM) and is responsible to publish and maintain this Manual.

1.6 AUTHORITY/RESPONSIBILITY FOR CHANGES:

1.6.1 The Executive Director (ATM) is responsible for incorporating amendments to the Document Management Manual.

1.6.2 Holders of hard-copies of Departmental Manual are responsible for ensuring that the Manual is kept up to date. This includes inserting new chapters or chapter amendments in a timely manner and complying with any instructions on amendment advice.

1.6.3 The user of Document Manual will be responsible for verifying the currency of documentation in the Manual.



1.7 REVIEW:

1.7.1 The General Manager (Standards & Procedures) will conduct yearly audit / review of this Manual to ensure accuracy and updating of all its contents and reference data.

1.7.2 Incorporating Changes:

The General Manager (S&P) on behalf of the Executive Director (ATM) will ensure that the

- changes being incorporated are duly approved by the competent authority,
- relevant pages in the Manual are revised

1.8 EFFECTIVE DATE:

1.8.1 Effective date of an instruction is indicated at the foot of the page.

1.8.2 New edition will be indicated by date at the foot of the page.

1.9 CHANGE HISTORY:

This is first edition of the Document Control Manual. Subsequent changes will be indicated on 'Record of Amendments and Corrigenda' page.

1.10 FORMAT

Amendment-documentation being inserted in the manual must contain headers and footers that are consistent with those residing in this document.

1.11 CONTROLLING THE MANUAL

Directorate of Air Traffic Management will control this Manual electronically through AAI web site www.airportsindia.org.in and www.aai.aero

1.12 DISTRIBUTION OF THE MANUAL

Directorate of Air Traffic Management may produce hard copies and control the distribution of these copies, as they deem appropriate.



1.13 MASTER COPY

An electronic and a hard Master Copy of each chapter contained in the Manual will be held and maintained by the ATM Directorate.

1.14 CHECKING CURRENCY OF THE MANUAL

A current copy of the Manual will be published on Airports Authority of India web site: www.airportsindia.org.in and www.aai.aero

1.15 ENQUIRIES

Enquiries / clarifications / suggestions, if any, should be addressed to:

**The Executive Director (ATM),
Airports Authority of India,
Rajiv Gandhi Bhawan,
New Delhi-110003.**

Email: edatmchqnad@aai.aero



Chapter

2

**DOCUMENTATION
MANAGEMENT
PROCEDURES**



CHAPTER-2

DOCUMENTATION MANAGEMENT PROCEDURES

2.1 GENERAL PROCEDURES:

- a) All documents in ATM Units at Airports and ATC Centres/Units shall be controlled.
- b) The Document Controlling Authority shall retain the Master Copy of the document.
- c) A master list of all controlled documents shall be maintained by the Document Controlling Authorities.
- d) In case of a Manual, header shall contain AAI logo, name of the manual, and location of document controlling authority. Footer of the manual shall contain date of issue, page number and document identification number as per convention described in para 2.3.

2.2 DOCUMENT CONTROLLING AUTHORITY:

Controlling Authorities of documents are as appended below:

Location	Controlling Authority
CHQ	ED (ATM)
RHQ	GM (AERO) of respective region
Airports/ATC Centres where GM (ATM) is ATS in-charge	GM (ATM) of respective Airports/ATC Centre
Other Airports	ATM Incharge.

2.3 DOCUMENT IDENTIFICATION:

- 2.3.1 All the documents in ATM units shall have Document Identification Number issued by the concerned Document Controlling Authorities.
- 2.3.2 The document identification shall consist of 3 groups separated by a dash (-) as appended below:

CCCC/ATM/YYYY/NNNNNN – GGGG – XXXX



2.3.3 **Group “CCCC/ATM/YYYY/NNNNNN”:**

Group consists of four subgroups CCCC, ATM, YYYY and NNNNNN separated by a slash (/).

a) **Subgroup “CCCC”:**

This subgroup may comprise of 2 to 4 letters indicating either designation or location of controlling authority. Following conventions will be issued for this subgroup:

Document Controlling Authority	Subgroup CCCC
Documents issued by ED (ATM)	ED
Documents issued by GM(ATM), Northern Region	NR
Documents issued by GM(ATM), North Eastern Region	NER
Documents issued by GM(ATM), Eastern Region	ER
Documents issued by GM(ATM), Southern Region	SR
Documents issued by GM(ATM), Western Region	WR
Documents issued by ATM/AERO Incharge of an Airport e.g. Documents issued by GM (ATM) I.G.I. Airport, New Delhi Documents issued by Incharge ATM at Patna Documents issued by Incharge ATM at Pant Nagar	ZZZZ (ICAO location indicator of the Airport.) VIDP VEPT VIPT



b) Subgroup “ATM”:

This subgroup “ATM” indicates the document is being issued /controlled by ATM Directorate.

c) Subgroup “YYYY”:

This subgroup comprises of four figures indicating the year of issuance of the document e.g. 2010

d) Subgroup “NNNNNN”:

This subgroup comprises of six figures sequence No. which is a unique No. for a year. When the document is a manual it will indicate its version No. e.g. V1.01

Note: In CHQ, various ATM sections will use first four digits of NNNNNN group for their file No e.g. 211501.

2.3.4 Generic Subject Group (GGGG):

It consists of four letters as described below:

MDOC	DOCUMENT MANAGEMENT MANUAL
MATS	MANUAL OF AIR TRAFFIC SERVICES
MADM	AERODROME MANUAL
MAIS	MANUAL OF AERONAUTICAL INFORMATION SERVICES
MSAR	MANUAL OF SEARCH AND RESCUE
MATM	ATM DIRECTORATE MANUAL
ADMN	ADMINISTRATIVE MATTERS
AEMG	AIRPORT EMERGENCIES
AISM	AIS MATTERS/MANAGEMENT
AOPS	AERODROME OPERATIONS AND PROCEDURES
AUTO	AUTOMATION
BOMO	CONTINGENCY PROCEDURES TO DEAL WITH BOMB THREAT AND OTHER COTINGENCY PROCEDURES
EXTR	EXTERNAL DOCUMENTS
FINC	FINANCIAL MATTERS
FORM	FORMS/TEMPLATES



HIJK	CONTINGENCY PROCEDURES TO DEAL WITH UNLAWFUL INTERFERENCE
HRDM	HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
LOGB	LOGBOOK
MISC	MISCELLANEOUS
REGU	REGULATIONS, RULES DGCA DOCUMENTS CARS, CIRCULAR ETC.
PROC	PROCEDURES
SAFE	SAFETY CIRCULARS/DOCUMENTS
SARS	SEARCH AND RESCUE
SECU	SECURITY MATTERS
TRRC	TRAINING, RATING AND COMPETANCY
VVIP	VVIP
GGGG	Any other generic subject which is not abbreviated above
NOTE:	Document Controlling Authority may use any other abbreviation on the subject which is not included in the above list.

2.3.5 **Specific Subject Group (XXXX):**

It shall consist of four letter of specific subject on which the document is issued. Some of the subjects have been abbreviated as appended below:

ACCP	AREA CONTROL POSITION
ACCR	AREA CONTROL RADAR POSITION
ACID	ACCIDENTS
ADLI	AERODROME LICENSING
ADCN	ADC No.
ADSC	ADS/CPDLC
ADSP	ADS/CPDLC POSITION
AIPS	AIP/AIP SUPPLEMENTS/AMENDMENTS
AOPM	AERODROME OPERATING MINIMA
APRN	APRON CONTROL/MANAGEMENT
APPP	APPROACH POSITION
APPR	APPROACH RADAR POSITION
AROP	ARO POSITION



ASPI	AIR SPACE ISSUES
ATCL	ATCO LICENSING
ATFM	AIR TRAFFIC FLOW MANAGEMENT
ATMC	ATM CIRCULAR
BALN	BALLOONS
BCAS	BCAS
BOMB	BOMB THREAT
CART	CARTOGRAPHY
CLDP	CLEARANCE DELIVERY POSITION
CNSS	CNS SERVICES
CORD	COORDINATION PROCEDURES
DEPP	DATA ENTRY POSTION
DGCA	CORRESPONDENCES WITH DGCA
DOCC	DOCUMENT CONTROL
FAMI	FAMILIARISATION
FDPS	FLIGHT DATA PROCESSING SYSTEM
FICN	FIC No.
FICP	FIC POSITION
FIRE	FIRE
FLYC	FLYING CLUBS
FPLS	FLIGHT PLANNING
HIJK	UNLAWFUL INTERFERENCE (HIJACKING)
IALP	IAL PROCEDURES
ICAO	ICAO DOCUMENTS
IMCC	IMCC
INCD	INCIDENTS
HAJO	HAJ OPERATION
HELI	HILICOPER OPERATIONS
METS	METEROLOGICAL SERVICES
NOCS	NOC
NOTM	NOTAM



NSFR	NON SCHEDULE FLIGHT FORCED TO LAND
OCCP	OCC POSITION
POST	POSTING
PRT-1	PART1
PRT-2	PART2
PROF	PROFICIENCY CHECKS
RADR	RADAR SERVICES
RDPS	RADAR DATA PROCESSING SYSTEM
RATG	RATING
RNFC	RNFC
SECT	SECTORISATION
SECU	SECURITY ISSUES
SIMU	SIMULATOR
SLOT	SLOT ALLOCATION/SCHEDULING
SMGC	ASMGCS
SMCP	SMC POSITION
SOPA	JOINT SOP FOR HANDLING OF VVIP FLIGHT
TLIS	TEMPORARY LOCAL INSTRUCTIONS
TRNG	TRAINING
TRANS	TRANSFER
TWRP	TOWER POSITION
VVIP	VVIP OPERATIONS
WAHR	WATCH HOURS
XXXX	When specific categorisation required as generic group is self explanatory about the specific subject.

NOTE: Document Controlling Authority may use any other abbreviation on the subject which is not included in the above list.



2.3.6 EXAMPLES

- a) Documents Issued by ATM, CHQ
ED/ATM/2010/210911- PROC – ADSC
ED/ATM/2010/V1.01 – MATS – PRT1
- b) Documents Issued by ATM, RHQ
NR/ATM/2010/123456- PROC – ADSC
- c) Documents Issued by stations (ATM)
VIDP/ATM/2010/V1.01-MATS-PRT2
VIDP/ATM/2010/123456-PROC-ADSC
VIPT/ATM/2010/000001-LOGB-TWRP
VEPT/ATM/2010/000005-LOGB-TWRP

2.4 CONTROL OF DOCUMENTS IN ATM UNITS AT AIRPORTS/ATC CENTRES/ATS UNITS:

2.4.1 All documents (except Manuals issued by CHQ/RHQ) making entry into ATM Units at Airports/ATC Centres/ATS Units shall bear Documentation Identification issued by the concerned Document Controlling Authority at that Airport.

2.4.2 Any document issued by CHQ/RHQ (except Manuals) which are required to be distributed to ATM units shall be reissued preferably in the form of circular, after giving local document identification No. The document identification No. of source document of CHQ/RHQ (mother document) shall be suffixed after locally issued document identification number e.g.

VIDP/ATM/2010/00001-PROC-ADSC

CHQ Reference: ED/ATM/2010/310101-PROC-ADSC

RHQ Reference: NR/ATM/2010/310101-PROC-ADSC

2.4.3 All documents on same subject/issue shall be clubbed together.

2.4.4 For the continuity of subject to the readers, reference of previous documents (Identification) if any, on the subject under consideration shall be suffixed after current document identification number e.g.



VIDP/ATM/2010/000002-PROC-ADSC

Reference: VIDP/ATM/2010/000001-PROC-ADSC

- 2.4.5 Hard copies of documents other than manual shall be placed in Folders for the generic subjects mentioned in Para 2.3.4. Each folder may be divided into sections containing specific subjects e.g. AERODROME OPERATIONS AND PROCEDURES (AOPS) folder may be divided into sections like Aerodrome Licensing (ADLI), Watch Hours (WAHR), allotment of parking stands etc.

2.5 CONTROL OF DOCUMENTS IN ATM DIRECTORATE AT CHQ:

- 2.5.1 All documents issued by ATM Directorate at CHQ on subjects which may be directly affecting Air traffic Management and Airside Operations shall be controlled by ATM Directorate in CHQ. If the document is in the form of a manual, Document Identification No. shall be obtained from S & P section.
- 2.5.2 Each section of ATM Directorate will maintain a checklist of such issued documents. Copy of checklist along with one copy of each document issued shall be submitted to S&P Section on last working day of the month.
- 2.5.3 S&P section will maintain a consolidated master checklist of such documents.
- 2.5.4 Any cancellation of a document shall be promptly intimated to S&P section. The Checklist shall also be amended.
- 2.5.5 At the end of the year, all concerned sections shall submit an Annual Checklist of current documents to S & P Section which will consolidate the check list/documents and submit the same to ED (ATM) in the 2nd week of the subsequent year.
- 2.5.6 ED (ATM) may direct and provide guidance to concerned section of ATM Directorate for either inclusion in Manuals/AIPs etc or cancel them.

2.6 CANCELLATION PROCEDURES:

- 2.6.1 A document which has been revised and supersedes the previous document shall contain information about cancellation of previous document e.g.

Cancel: VIDP/ATM/2010/000001 – PROC – ADSC



- 2.6.2 All documents which have been issued by CHQ in a year and directly related with ATM and Airside Operations procedures and are essential for the provision of safe and efficient air traffic services shall be incorporated in MATS-1 or any other concerned Manual by 31st January of subsequent year. A check list shall be issued for those documents which could not be cancelled due to any reason.
- 2.6.3 All documents which have been issued by RHQ/ATS Incharges in the year and directly related with ATM procedures and are essential for the provision of safe and efficient air traffic services at that ATC centre/airport shall be incorporated in MATS-2 or any other concerned Manual by 31st January of subsequent year. A check list shall be issued for those documents which could not be cancelled due to any reason.
- 2.6.4 All controlled documents (except Manuals) of ATM Dte which have been issued after 20.02.2010 will have a validity period of two years unless either revised/updated/cancelled or included in AIP/Manuals etc.
- 2.6.5 All documents which have been cancelled or obsolete shall be removed from ATM Units.

2.7 TRANSITION OF EXISTING DOCUMENTATION:

Existing documents will remain in effect until these are either cancelled or superseded by another documents meeting the requirements as specified in this manual. Documentation controlling Authorities shall form a transition team which will review the existing documents with a view to either cancel or update them to meet requirements specified in this "Document Control Manual" **by 31 December, 2010.**

2.8 CONTROL OF EXTERNAL DOCUMENTS

- 2.8.1 These are documents that have not been issued by Airports Authority of India but used in ATM Units e.g. Documents issued by DGCA, ICAO etc. The control process of external document is much simpler, because the editing and updating is done by external agencies.
- 2.8.2 The Document Controlling Authority is responsible for ensuring that all external documents which are used in ATM Units, are kept up-to-date.
- 2.8.3 To ensure that documents are kept current, the Document Controlling Authority may contact with the originator of the document to confirm for any change.