

**DEFENSE MINISTRY
COMMAND OF AERONAUTICS**

FLIGHT PROTECTION

ICA 63-25

**PRESERVATION AND REPRODUCTION OF
ATS REVISUALIZATIONS AND COMMUNICATIONS**

2010

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2011

DEFENSE MINISTRY
COMMAND OF AERONAUTICS
AIRSPACE CONTROL DEPARTMENT

ORDINANCE DECEA The N 125 / DGCEA, OF 01 SEPTEMBER 2010.

Approves the edition of the Instruction that
Procedures for the preservation and reproduction of
Review data and ATS communications.

**THE DIRECTOR-GENERAL OF THE DEPARTMENT OF
AIRSPACE**, using the powers conferred by Article 195, section IV, the
Internal Rules of the Air Force Command, approved by Presidential Decree No. 1,049 / GC3, 11
November 2009, and article 10, section IV of the Regulations of DECEA, approved by the
Ordinance No 369 / GC3 of 9 June 2010,

RESOLVES:

Art. 1 To approve the issue of the Aeronautical Command Instruction, ICA-63-25 "Preservation and Reproduction of ATS Revisions and Communications Data".

Art. 2 This Instruction shall enter into force on the date of its publication.

Art. 3 is repealed DECEA Ordinance No 05 / SDOP of 27 April 2004,
published in Bull. Int. DECEA No 77 of 27 April 2004.

(A) Ten Brig Ar RAMON BORGES CARDOSO
Director General of DECEA

(Published in the BCA No 170 of 13 September 2010)

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ICA 63-25 / 2010**1 PRELIMINARY PROVISIONS****1.1 PURPOSE**

The purpose of this Instruction is to establish the procedures to be Adopted by members of SISCEAB, for the preservation and reproduction of ATS oral communications, CPDLC messages, RADAR data Of ADS surveillance.

1.2 SCOPE

This Instruction, which is mandatory, applies to all Providers of Air Navigation Services and those directly or indirectly involved in Aeronautical accident investigation procedures, serious aeronautical incidents, Aeronautical incidents, air traffic incidents and the analysis of ATS Within SISCEAB.

2 CONCEPTIONS

2.1 OPERATIONS AREA

Part of the aerodrome intended for the landing, take-off and taxiing of aircraft,
Excluding the patios.

2.2 COMMUNICATION BETWEEN DRIVER AND PILOT VIA DATA LINK (CPDLC)

The means of communication between controller and pilot by data link for
ATC communications.

2.3 interacted IMAGE

Image of a revision of radar data containing any type of
External interaction by those responsible for revising / collating, such as: rotation
Zoom, measurement vector, extrapolation, etc.

2.4 REAL IMAGE

Radar data re-imaging obtained from the faithful reproduction of the
Which the controller visualized during the provision of Air Traffic Services.

NOTE 1: Part cuts of these images are considered to be real since they
There is any kind of modification by those responsible for the
Revision / collage.

NOTE 2: Media playback of actual captured images from
Keep the original colors.

2.5 INCURSION ON TRACK (RUNWAY Incursion) - RI

Every occurrence in an aerodrome consisting of the incorrect presence of
Aircraft, vehicle or person in the protected area of a surface designated for landing or
For take-off of an aircraft.

NOTE: For IR purposes, the runway itself or the
A track lane, the obstacle free zone in the maneuvering area,
Waiting points and lanes intended for land vehicles.

2.6 REGIONAL ORGANIZATION

Organization of the Aeronautical Command subordinate to DECEA, SISCEAB, with jurisdiction over a particular Region. They are the CINDACTA and the SRPV-SP.

2.7 DANGER

Condition, object or activity with potential to cause injury to persons, Damage to property, loss of staff, or reduced ability to perform Function.

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Referring
to Fig.

2.8 SERVICE PROVIDER OF AIR NAVIGATION

Organization / Unit / Provider of one or more of the services provided By SISCEAB, observing the normative provisions of the DECEA.

2.9 RISK

Possibility of loss or damage, measured in terms of severity and probability. The possibility of an event occurring and its consequences if effectively to occur.

2:10 OPERATIONAL SAFETY

It is the state in which the risks of injury to people or damage to property are reduced And remain at or below acceptable levels, through a continuous process of Hazard identification and risk management.

2:11 RISK SEVERITY

The possible consequences of a hazardous situation Operational, taking as reference the worst possible condition.

2:12 SYSTEM OF OPERATIONAL SAFETY MANAGEMENT (SGSO)

System presenting objectives, policies, responsibilities and structures Necessary to the operation of the Operational Safety Management, According to the performance targets accepted by DECEA, containing the procedures for the Risk Management.

2:13 AUTOMATIC DEPENDENT SURVEILLANCE (ADS)

A means by which aircraft, aerodrome vehicles and others may Automatically transmit and / or receive data (such as identification, position and Additional, as appropriate) by data link.

3 COMPETENCE

3.1 THE PROVIDER OF AIR NAVIGATION SERVICES (PSNA):

- A) designate those responsible for performing the technical maintenance, reproduction and
The transcription of oral communications ATS of the Mobile and Fixed Services
Aeronautics;
- B) designate those responsible for technical maintenance and printing
Copy of the Pilot / Controller Communications messages
Via Data Link - CPDLC, when available on PSNA;
- C) designate those responsible for carrying out the technical maintenance,
And the printing of a paper copy of the Surveillance data
Automatic Dependent via Satellite - ADS, when available in PSNA;
- D) designate those responsible for carrying out the technical maintenance,
And hard copy of RADAR data;
- (E) establish internal rules to ensure the inviolability of the systems in the
Environments where they are installed and in the playback and playback
Transcription of oral communications ATS of the Mobile and Fixed Services
Aeronáuticos;
- F) establish internal rules to guarantee the inviolability of the systems in the
Environments where they are installed and in
Printing of paper copy of RADAR data;
- (G) establish internal rules to ensure the inviolability of the systems in the
Environments where they are installed and in the print environments of the
Paper copies of ADS and CPDLC data;
- (H) establish internal standards for the maintenance of recording and
Reproduction of oral communications ATS of the Mobile and Fixed Services
Aeronautical and RADAR data revisions as recommended by the
In this Instruction;
- (I) lay down internal standards for the maintenance of recording and
Printing of paper copies of ADS data and CPDLC messages,
As recommended in this Instruction; and

- J) establish internal rules for the archiving of recordings and Transcription of oral communications ATS of the Mobile and Fixed Services Aeronautics, from the RADAR revision, a paper copy of the RADAR data and paper hard copy of ADS data and messages CPDLC as recommended in this Instruction.

4 PROCEDURES FOR THE PRESERVATION OF DATA

4.1 TELECOMMUNICATIONS RECORDING ORAL ATS

4.1.1 The ATS oral telecommunications recording equipment installed in Providers Air Navigation Services are intended for records of communications maintained between ATS bodies and between them and aircraft in flight and in the ground.

4.1.2 Providers of Air Navigation Services should have sufficient resources To record continuously, at least 30 (thirty) days, all the channels under your responsibility.

4.1.3 The original recordings should be kept in the file itself, indoors and For a period of time as specified below.

- A) recordings of normal operating conditions, without recording of Occurrences, for a minimum period of 30 (thirty) days;
- (B) recordings containing information on aeronautical incidents and / or Air traffic incident shall be maintained in the original medium by 90 (Ninety) days. After this period, a copy should be made on tape Magnetic media or electronic media, as the case may be, which shall be Until the formal communication of the conclusion of the investigation by the Investigator of the incident in question; and
- (C) recordings containing information on aeronautical incidents Serious accidents and / or aircraft accidents shall be maintained in the original Until the completion of the work of the Commission for the Investigation of Accidents Aeronautics (CIAA). Upon completion of the investigation, Formally by the Chairman of that Committee, a Copy on magnetic tape or electronic media, as the case may be, and, A certified copy, by the person in charge, of the transcription of the Communications that will be kept on file for a period of 06 (six) years.

4.2 COMMUNICATION PILOT / CONTROLLER VIA DATA LINK - CPDLC**4.2.1** Providers of Air Navigation Services should have sufficient resources

To record continuously for at least 30 (thirty) days all Communication messages Pilot / Controller via Data Link - CPDLC - under your responsibility.

4.2.2 Records of CPDLC messages should be kept in a proper and secure file, For a period of time as specified below.

- A) under normal operating conditions, with no record of occurrences, for Minimum period of 30 (thirty) days;
- B) those containing information on aeronautical incidents and / or incidents of Be maintained in the original medium for 90 (ninety) days. After this period, a certified copy shall be made printed on Paper that will be kept on file until the formal communication of the Investigation by the investigator of the incident in question; and

- (C) those containing information on serious aeronautical incidents and / or Aeronautical accidents shall be maintained in the original medium until the Conclusion of the work of the Commission for the Investigation of Accidents Aeronautics (CIAA). Upon completion of the reported investigation Formally by the Chairman of that Committee, a Authenticated copy, by the Responsible Party, of the CPDLC Which will be kept on file for a period of 06 (six) years.

4.3 revisualization RADAR

4.3.1 The data revisualization RADAR equipment intended for reproduction RADAR visualization obtained in the operational consoles of the Service Providers of Aerial Navigation that provide RADAR service.

4.3.2 Providers of Air Navigation Services providing services and RADAR Means of reproducing the RADAR visualization shall Minimum period of 30 (thirty) days, the means necessary to obtain the revisualization.

4.3.3 The original recordings should be kept in the file itself, indoors and Insurance, for a period of time as specified below:

- (A) the means for the RADAR revision under normal conditions of Operation, without record of occurrences, for a minimum period of 30 (thirty) days;
- (B) the means for the RADAR review which contain information on the Aeronautical and / or air traffic incidents should be For a period of ninety (90) days. After this period, Made an electronic copy of the images of the RADAR data that will be kept on file until the Conclusion of the investigator's investigation of the incident in question; and
- (C) means for RADAR re-visualization containing information on the Serious incidents and / or aeronautical accidents should be

Maintained in the original medium until the completion of the work of the Investigation of Aeronautical Accidents (CIAA). After the Investigation, formally communicated by the President of the Shall be made electronically on the images and A copy authenticated by the person in charge, printed on paper, RADAR data that will be kept on file by a Term of six (6) years.

4.4 DEPENDENT SURVEILLANCE SATELLITE AUTOMATIC - ADS

4.4.1 Providers of Air Navigation Services, which have the means to Automatic Dependent Surveillance via Satellite - ADS shall preserve, for a period of Minimum of 30 (thirty) days, the necessary means to obtain the revision of the data ADS.

4.4.2 ADS records should be kept in proper and safe custody for a period of Time as specified below.

- A) under normal operating conditions, with no record of occurrences, for A minimum period of 30 (thirty) days;
- (B) ADS records containing information on aeronautical incidents And / or air traffic incident shall be kept in the original environment by A period of ninety (90) days. After this period, a The electronic media of the images that will be kept on file until the Formal communication of the researcher's completion of the research Of the incident in question; and
- (C) ADS records containing information on aeronautical incidents Serious and / or aeronautical accidents shall be maintained in the original Until the completion of the work of the Commission for the Investigation of Accidents Aeronautics (CIAA). Upon completion of the investigation, Formally by the Chairman of that Committee, a The electronic media of the images and a copy authenticated by the Responsible, printed on paper, of the revision of the ADS data that Will be kept on file for a period of six (6) years.

5 OPERATION AND MAINTENANCE OF EQUIPMENT

ATS oral telecommunications recording and reproduction equipment,
Pilot / controller communication via data link - CPDLC, RADAR data
Automatic satellite dependent surveillance - ADS, can only be operated and
Maintained by designated elements (Responsible) by the Ombudsman for Navigation Services
By means of a bulletin of the Regional Organization, or
As the case may be, equivalent document of the Company providing air navigation services.

5.1 COMMUNICATIONS ORAL ATS

5.1.1 Responsible for handling oral telecommunications recording equipment

ATS will be responsible for the following duties:

- (A) maintenance of recording and reproducing equipment of Telecommunications;
- B) verification of the quality of the Ombudsman's telecommunications recordings Of the Air Navigation Services; and
- C) systematic replacement of magnetic tapes, when applicable.

5.1.2 The responsible for the reproduction and the transcript of the oral telecommunications ATS will have the following duties:

- A) systematic verification of the quality of the recording by listening Recorded communications;
- B) reproduction and / or transcription of recording of oral communications ATS; and
- C) survey of possible contacts made in the Ombudsman's frequencies Of the Air Navigation Services by aircraft considered missing, As soon as it is activated by the RCC.

NOTE: If the news of the disappearance of an aircraft is heard, the recording should be Proceeding even if there is no communication between the aircraft and the PSNA And shall cover the period between the probable time of entry of the Airspace in the airspace under the responsibility of the PSNA up to the time scheduled for the Autonomy, according to information provided by the RCC.

5.1.3 Provider of Air Navigation Services shall provide the reproduction and Transcription, where appropriate, of ATS oral telecommunications so that the designated EC (OSCEA / ASCEA) to investigate any occurrence of air traffic.

5.2 COMMUNICATION PILOT / CONTROLLER VIA DATA LINK - CPDLC

5.2.1 The Responsible handling of the registration equipment of CPDLC messages will be The following duties:

- A) verification of the quality of the registration of the CPDLC messages of the Provider Of the Air Navigation Services; and
- B) activation of the maintenance of the message recording equipment CPDLC, when applicable.

5.2.2 The responsibility for hard copy recording paper of CPDLC messages will be The following duties:

- A) systematic verification of the quality of the records by printing Recorded communications; and
- B) survey of possible contacts made via CPDLC messages by Aircraft considered missing, in case of activation by the RCC respective.

5.3 revisualization RADAR DATA

5.3.1 Responsible for handling the recording equipment revisualization data RADAR will be responsible for the following tasks:

- A) maintenance of equipment for recording and revising data RADAR; and
- B) verifying the quality of the RADAR data review of the Provider Of the Air Navigation Services.

5.3.2 The person responsible for reproduction in electronic media and the printed paper copy of the RADAR shall be responsible for the following tasks;

- A) systematic verification of recording quality through observation Randomization of RADAR data review;
- B) reproduction on electronic media and / or hardcopy of the recording Of RADAR data; and
- C) survey of possible RADAR contacts observed in the Provider of Air Navigation Services per aircraft considered

In the event of activation by the RCC.

NOTE: If the news of the disappearance of aircraft, the survey of possible RADAR contacts must be carried out even if there is no Communication between the aircraft and the PSNA and shall cover the period Between the probable time of entry of the aircraft into the airspace under the responsibility of Of the PSNA up to the time scheduled for the end of their autonomy, according to information Provided by the RCC.

5.3.3 The Provider of Air Navigation Services shall provide playback and copying Printed on paper, if appropriate, from the RADAR data review so that the EC (OSCEA / ASCEA) to investigate air traffic events.

5.4 DEPENDENT SURVEILLANCE SATELLITE AUTOMATIC - ADS

5.4.1 Responsible for surveillance equipment Automatic Dependent Satellite - ADS will be responsible for:

- A) verification of the quality of the revision of the Dependent Surveillance Automatic Satellite Service - ADS from the Navigation Service Provider Air; and

- B) activation of the maintenance of the equipment of Dependent Surveillance Automatic Satellite - ADS, when applicable.

5.4.2 The person responsible for copying the electronic media and the printed paper copy of the Revision of Automatic Dependent Surveillance via Satellite - ADS will be in charge of the Following duties:

- A) systematic verification of recording quality through observation
Review of ADS data;
- B) reproduction on electronic media and / or hardcopy of the recording
Of Automatic Satellite Dependent Surveillance (ADS) data; and
- C) survey of possible contacts by Automatic Dependent Surveillance
ADS by aircraft considered missing, in case of
Triggered by the RCC.

5.4.3 The Provider of Air Navigation Services should provide playback media And hard copy, if applicable, of Dependent Surveillance Automatic Satellite System (ADS), so that the designated EC (OSCEA / ASCEA) can investigate Occurrence of air traffic.

6 ORDINATION OF TRANSCRIPTIONS

6.1 COMMUNICATIONS ORAL ATS

6.1.1 Transcripts of the Aeronautical Mobile Service recordings should be made in Forms for each PSNA involved in the occurrence.

6.1.2 The reproductions of the Aeronautical Mobile Service recordings should be copied in Electronic tape or magnetic tape, as the case may be, for each PSNA involved in the occurrence.

6.1.3 Transcripts of Mobile and Fixed Services communications recordings Aeronautics shall use separate numbering and forms and shall not be permitted to Transcription of both Services in the same form.

6.1.4 The form for transcripts of recordings of communications services Mobile and Fixed Aeronautics consists of:

- A) 1st sheet: intended to present objectively the greatest possible number of Transcription, and should be used only as (Annex A); and
- B) other leaves: intended for transcription sequencing (Annex A).

6.1.5 Reproductions and transcripts of Mobile Services communications recordings and Fixed Aeronautics will have the start and end times established as requested By SIPACEA, the CIAA, in cases of accident and serious aircraft incident, or by the

Accredited Element (EC) designated investigator in cases of aeronautical incident and incident of air traffic.

6.1.6 Communications recordings of reproductions of Mobile and Fixed Services Aeronautics will be copied, separately, in electronic media or magnetic tape, As the case may be, in the established period of time.

6.2 COMMUNICATION PILOT / CONTROLLER VIA DATA LINK - CPDLC

6.2.1 Records of CPDLC messages should be printed with data Identification of the system itself, in the pre-established format, and the inclusion of Or the deletion of information or data in the default system form.

6.2.2 The additional information necessary to facilitate the understanding and analysis of CPDLC messages shall be made on documents other than those printed with The identification data of the system itself, when necessary.

6.2.3 Copies of CPDLC messaging records have the start time and end SIPACEA, the CIAA, in cases of accident and Serious incident, or by the EC designated investigator in cases of incidents Aeronautical and air traffic incident.

6.3 revisualization RADAR DATA

6.3.1 revisualization capture of RADAR data should faithfully reproduce the image Which the controller visualized during the provision of Air Traffic Services.

6.3.2 revisualizações RADAR data should be copied in electronic media for Each PSNA involved in the occurrence.

6.3.3 Copies of revisualization of RADAR data, printed on paper, should be Different forms for each PSNA involved in the occurrence.

6.3.4 The copies printed on paper, revisualization of RADAR data should use Number and form for each operating console, Inclusion of more than one console in a single form.

6.3.5 The copies printed on paper, revisualization data RADAR containing Any external interaction, such as measured vector, tag rotation or zoom, etc., but Which do not correspond to what the controller was currently viewing, should be performed, Enclosed with specific sheets and marked "REVISUALIZATION WITH EXTERNAL INTERACTION OF DATA NOT USED DURING PERFORMANCE OF AIR TRAFFIC SERVICES".

6.3.6 The form for printed paper copies of revisualization data RADAR consists of:

- A) 1st sheet: intended to present objectively the greatest possible number of
 Revision data and should be used only as
 (Annex B);
- B) Sequence sheets: intended to sequencing printed copies
 RADAR data review (Annex B); and
- (C) Annex sheets: intended for external interaction which do not correspond to the
 Which the controller was currently viewing (Appendix B).

6.3.7 The revisualizações and printed paper copies of data RADAR will have the time of
 Established as requested by SIPACEA, by the CIAA, in cases of
 Accident and serious aeronautical incident, or by the EC designated investigator in cases of
 Incident and air traffic incident.

6.3.8 The revisualizações RADAR data will be recorded on electronic media
 Continuously in the established period of time.

6.3.9 The copies printed on paper from radar data will have the time intervals between the
 Established sequencing sheets as requested by SIPACEA, the CIAA, in the
 Accident and serious aircraft incident, or by the EC designated investigator in the
 Aeronautical incident and air traffic incident cases.

NOTE: The least practicable time interval between the sequencing sheets
 Will correspond to the time interval between two consecutive scans of the antenna of the
 RADAR considered, or, in synthesis RADAR, for the minimum time of the
 renovation of the image on screen revisualization of RADAR data.

6.4 DEPENDENT SURVEILLANCE SATELLITE AUTOMATIC - ADS

6.4.1 The capture of Automatic Dependent Surveillance Satellite (ADS) should play
 faithfully the image which visualizes the driver during the provision of services
 Air traffic.

6.4.2 Printed hardcopies of Automatic Dependent Surveillance Satellite (ADS)
 should use numbering and separate form for each operating console, not being
 allowed to include more than one island transcription in the same form.

6.4.3 Printed hardcopies of Automatic Dependent Surveillance Satellite (ADS)
 containing any outside interaction, such as a vector measure, spin labels, or
 zoom, but not conforming to the image which visualizes the driver at the time,
 They should be made in the Annex with specific leaves, and bear the inscription
 "Revisualization INTERACTION WITH EXTERNAL DATA NOT USED
 DURING THE PROVISION OF AIR NAVIGATION SERVICES. "

6.4.4 The revisualizações and printed hardcopies Dependent Surveillance
 Automatic Satellite (ADS) will have the start time and end as established
 requested by SIPACEA by CIAA in cases of accidents and serious aircraft incident
 or the EC appointed investigator in the case of aviation incident and incident
 air traffic.

6.4.5 The revisualizações of surveillance data Automatic Dependent Satellite - ADS They will be recorded continuously in electronic media within the time period.

6.4.6 The printed paper copies of the Automatic Dependent Surveillance data via Satellite - ADS will the time intervals between the sheets laid sequencing as requested by SIPACEA by CIAA in cases of accident and incident serious aircraft, or by the investigator in the case of aviation incident and incident air traffic.

7 USE AND HANDLING OF DATA AND PRODUCTS

7.1 Except as provided in this Instruction, related to the activities of the Responsible the maintenance of equipment for preservation and reproduction of data revisualizações and ATS communications, products originated procedures here described when they are part of research processes can only be released to Accredited element (EC) SISCEAB, when one of the following situations:

- a) assigned to investigate ATS occurrences;
- b) designated to attend the accident investigation / aeronautical incident (ICA 63-7); and
- c) assigned to compose CIAA.

7.1.2 Bodies of SEGCEA (ASEGCEA, SIPACEA, SPACEA and ASSIPACEA) may be use of data and products whenever they deem it appropriate and / or necessary for the compliance with the activities assigned to them.

7.1.3 SISCEAB organs may only use the data and / or products are requested through SEGCEA agencies.

7.1.4 Elements of SIPAER when composing CIAA should request the data and / or products through SEGCEA agencies or designated EC (OSCEA / ASCEA) to compose and said CIAA.

7.1.5 Bodies of SIPAER (CENIPA, Seripa) should request the data and / or products, systemically through the SEGCEA organs (ASEGCEA, SIPACEA, and SPACEA ASSIPACEA), as appropriate.

NOTE: All other organs and / or elements not included in the items above, regardless of whether they belong to military organizations or civil, the Air Force Command, or not, if they need the data and / or products described in this statement should request them via the chain of command.

8 COMPLETING THE FORMS

8.1 COMMUNICATIONS TRANSCRIPTION ORAL ATS

Must be followed correspondence between the numbers of fields contained in the cover sheet models (AppendixA) and Annex A and sequencing in the instructions.

01 - Distinctive PSNA, Unity, Regional Organization or Company logo.

02 - PSNA name, Unit, Regional Organization or Company responsible for transcription.

03 - Symbol of PSNA or organ of the Military Air Operations Control (OCOAM).

Ex 01: ACC SBCW

04 - Internal sequential numbering three characters followed by the body of appointment.

Ex : 003 / ACC SBRE

05 - Mark the type of service, whether fixed or mobile.

06 - sheet count.

Note: The cover sheet should be considered as the first.

07 - documents that originated the transcript;

Ex 01.: RELPREV No. 10 / APP / 070610.

Ex 02.: MSG No. 25/2/201110 SIPACEA.

08 - Bodies and / or aircraft involved;

Ex 01.: SBCT APP / PT-ALZ / PT-DHM.

Ex 02.: SBCT APP / TWR SBBI.

09 - tape number, where applicable, in three characters, or brand of equipment recording / playback.

Ex 01.: 027

Ex 02.: Audiosoft

10 - Date of the event expressed in six characters;

Ex .: 15/10/09

11 - Time of occurrence expressed in hh: mm: ss UTC.

Ex .: 12:13:14 UTC

12 - Indicative of ATCO involved.

Ex .: YYYY

13 - Console number, if applicable

Ex 01.: CTR04

Example 02.: ASS06

14 - ATS unit sector

Ex 01.: S01

Ex 02.: FINAL

Ex 03.: SOIL

15 - office, rank or category and element of the war name that made the transcript;

Ex 01.: 2S FULANO

Ex 02.: PTA-so

16 - office, rank or category and name of war the Chief PSNA;

Ex 01.: CAP CTA FULANO

Ex 02.: PTA-so

17 - Internal sequential numbering three characters followed by the body of appointment and date transcription six characters.

Ex.: 003 / ACC SBRE of 01/04/09

18 - sheet number in two characters.

19 - Specify the start time and end of each uninterrupted block messages in format hh: mm: ss UTC.

20 - controller code / operator involved and frequency or telephone the agency channel whose communications are being transcribed placed beside and start of transcription corresponding.

Ex 01.: YYYY
133.95

Example 02.: BBBB
TF-1

21 - Short name of the body and / or the aircraft call sign.

Ex 01.: GND GL

Example 02: pp.-VLC

Example 03.: TAM 2650

Ex. 04: TWR-CT

22 - TEXT

The text must be reproduced faithfully, is not allowed under any hypothesis, the use of numerals and / or acronyms in the text of the transcript. The terms inadequate to phraseology and language errors should be played, regardless of the influence direct or indirect of the same in the event investigated.

Ex 1: FAB TWO UNO UNO ZERO CLIMB TO THREE ONE ZERO Efe it

Ex 2: PAPA TANGO BRAVO ROMEO ECO REPORT DISTANCE EME ECHO

Ex 3: GOL TWO TWO FIVE ZERO REPORT ON STABILIZED I it
THAT

NOTE: When there is interference or blocking frequency by carrier, phrase or sentence garbled, or any other abnormality, such fact shall be mentioned in the excerpt Transcription recording.

Ex1: TORRE REEF ... (unintelligible) ... RUNWAY.

Ex2: TAM FOUR ... (locked) ... LEVEL ONE ZERO ZERO.

23 - CLOSING

At the end of the last page should appear before the location, date, signature and name of the transcriptionist and Chief PSNA, the following words as the case:

a) when the transcript of the recording play all havidas communications during said period of time:

Ex: **"This transcript is faithful expression of all communications**

established in UTC period to UTC including all errors language and terms unsuitable for standard phraseology ".

b) when the transcript of the recording is edited and play only havidas communications between the said parties (issue):

Ex.: **"This transcript is faithful expression of communications established between the parties cited in UTC period to UTC, including all language errors and inappropriate terms to standard phraseology ".**

8.2 COPIES OF revisualization DATA AND RADAR DATA ADS

8.2.1 will be used the same form for printed paper copies of Automatic Dependent Surveillance Satellite - ADS and the revisualizações data RADAR.

8.2.2 The form must be made of A4 size paper.

Note: The reduced size of attachments relate to the need for illustration.

8.2.3 Each page of the form should contain only a single image.

8.2.4 should be obeyed correspondence between the numbers of constant fields Cover sheet models (Annex B) and sequencing sheets of Annex B to the in the instructions below.

01 - Distinctive PSNA, Unity, Regional Organization or Company logo.

02 - Mark the option corresponding to the type of revisualization obtained (RADAR or ADS).

03 - PSNA name, Unit, Regional Organization or company responsible for transcription.

04 - Symbol of PSNA or organ of the Military Air Operations Control (OCOAM).

Ex 01.: ACC SBCW

05 - Internal sequential numbering three characters and date of express images copy six numeric characters.

Ex .: 001 01/04/10

06 - Total number of real images (Annex A) expressed in two characters.

07 - Total number of interacted images (Annex A) expressed in two characters.

08 - documents that gave rise to revisualization of RADAR / ADS images.

Ex 01.: RICEA 01

Ex 02.: RELPREV 001 / SIPACEA 3/010310

09 - Bodies and / or aircraft involved.

Ex 01.: SBRE ACC / FAB7899 / PTXXX

Ex 02.: SBRE ACC / APP SBSV

10 - Date of the event expressed in six characters.

Ex .: 25/12/09

11 - Time of occurrence expressed in hh: mm: ss UTC.

Ex .: 13:14:27 UTC

12 - Operating Indicative of ATCO involved.

Ex .: YYYY / XXXX

13 - Operating console number where the event occurred.

Ex .: CTR 12

14 - ATS unit sector.

Ex. 1: S14

Ex. 2: North

15 - tape number, where applicable, in three characters and / or file name in which it was saves revisualization.

Ex 01.: 027

Example 02.: TAM2345_ACCRE_200309

16 - Posto, graduation or category and element of the war name that made the collage images in the album.

Ex 01.: 2S FULANO

Ex 02.: PTA-so

17 - Posto, graduation or category and war name responsible for the accuracy and accuracy of the information contained in the album.

Ex .: CAP ESP CTA FULANO

18 - Internal sequential numbering three characters followed by the body of appointment and date revisualization of six characters.

Ex .: 003 / ACC SBRE of 01/04/09

19 - Number of real or interacted image of two characters. The initial numbering of interacted images should follow the numerical sequence immediately after the last actual image.

Ex .: If the last real image is the number **20** , the first image will be interacted to number **21** .

20 - ATCO Indicative responsible for console operation in that time.

Ex .: YYYY

21 - Specify the time as shown in the ATS display at the time of operation, expressed in hh: mm: ss UTC.

Ex .: 13:14:15

22 - Space collage of real or interacted image as the attachment used.

23 - CLOSING

At the end of the last page should appear before the location, date, signature and name responsible for revisualization and collage of images, and the Chief PSNA, the following phrases, as appropriate:

- a) when the sequence of images faithfully reproduce the display provided, that is, the actual images:

Ex: **"In this sequence of images, each was selected from among the period of hh: mm: ss UTC to hh: mm: ss and is the UTC faithful expression of the displayed time during the provision of Air Traffic Service "**

- b) when the sequence of images suffer external interaction by the responsible for revisualization and / or gluing, or the images interacted:

Ex: **"In this sequence of images, each was selected from among the period of hh: mm: ss UTC to hh: mm: ss UTC and presents external interaction regarded the ATS display used exclusively for completion of the studies during the investigation. "**

9 FINAL PROVISIONS

9.1 This Statement replaces CIRTRAF 100-7 "Guidelines for Preservation and RADAR data playback and Telecommunications Oral ATS ", 05 August 2004, approved by Order DECEA n the 05 / SDOP of 27 April 2004, published in DECEA the Internal Bulletin n the 77 of April 27, 2004.

9.2 Cases not provided for in this Instruction shall be resolved by the Honorable Director General of DECEA through the chain of command.

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Appendix A - Form for recording transcription of oral communications ATS

COMMUNICATIONS RECORDING TRANSCRIPT ORAL ATS

02

ORGANIZATION

	ORGAN	N The DA TGC	
03			04
05	KIND OF SERVICE	TOTAL SHEETS	06
	MOBILE		
	FIXED		
07	REFERENCE	RELATED PARTIES	NUMBER OF TAPE 08
			09
10	DATE EVENT TIME occurrence. UTC INDICAT. OF ATCO'S		12
			11
13	CONSOLE	SECTOR	14
	RESPONSIBLE TGC	PSNA CHIEF	
15			16

Continued Appendix A - Form for Recording Transcription of Oral communications ATS

17

18

RECORDING TRANSCRIPT OF COMMUNICATION ORAL ATS
 No. IN
 HOUR OPR / QRG ACFT /
 UTC: ORGAN TEXT

LEAF

19

22

20

21

23

"This transcript ...
Recife, xx xxxx xxxxxxxx.

SO-so BCT DA SILVA
RESPONSIBLE FOR TRANSCRIPT

CAP QOE CTA FULANO OF SA
APP SBXX CHIEF

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**Appendix B - Form for real images collage album and interacted of
revisualization RADAR**

01

Revisualization IMAGES ALBUM

02	RADAR		ADS	
03		ORGANIZATION		
04	ORGAN		N the ALBUM	05
	TOTAL REAL IMAGES			06
07	TOTAL IMAGES interacted			
08	REFERENCE		ARTS INVOLVED	09
	DATE OCCURRENCE	TIME UTC	INDICAT. OF ATCO'S	
	10	11	12	
	CONSOLE	13	SECTOR	14
			NUMBER OF TAPE	
16	RESPONSIBLE		15	17
	BY revisualization		PSNA CHIEF	

Continued Appendix B - Form for real images collage album and interacted of revisualization RADAR

REAL IMAGES COLLAGE FORM

ATCO INDICATIVE:

TIME UTC:

20

21

22

"In this sequence of images, each ..."
Recife, xx xxxx xxxxxxxx.

23

SO-so BCT DA SILVA
RESPONSIBLE FOR TRANSCRIPT

CAP QOE CTA FULANO OF SA
APP SBXX CHIEF

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**Continued Appendix B - Form for real images collage album and
interacted of revisualization RADAR**

Interacted IMAGES COLLAGE FORM

18

19

**IMAGES ALBUM Number of
ATCO INDICATIVE:**

**IMAGE: the
TIME UTC:**

21

20

22

"In this sequence of images, each ..."

23

Recife, xx xxxx xxxxxxxx.

SO-so BCT DA SILVA
RESPONSIBLE FOR TRANSCRIPT

CAP QOE CTA FULANO OF SA
APP SBXX CHIEF