NAMIBIA CIVIL AVIATION AUTHORITY
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***Instructions for Use*:**

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED** column if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Enter the letter **"N/A"** in the column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a FINDING answer for transfer to the Safety Issues Resolution Report.
6. For later reference, proceed any notes with the appropriate question number.
7. For further guidance refer to Staff Instruction (SI) ……..

OPERATOR NAME: **AOC NUMBER:**

A/C TYPES: **BASE:**

FSS-GEN-FORM 59/14 - INSPECTION OF FLIGHT RECORDER RECORDS

	COMPANY OPERATIONS MANUAL AND/OR MCM	
1.	Procedures ensure that up-to-date documentation concerning flight data recorder (FDR) parameter allocation, conversion equations, periodic calibration and other serviceability / maintenance information data is available.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
2.	Instructions in the operations manual for the preservation of flight recorder records after an accident or serious incident.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
3.	Procedures for the retention and safe custody of flight recorder records pending their disposition as determined by state investigators.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
	DAILY INSPECTION PROCEDURES	
4.	Prior to the first flight of the day, the built-in test features for the flight recorders and flight data acquisition unit (FDAU), when installed is monitored by manual and/or automatic checks.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
	6 MONTHLY INSPECTION PROCEDURES	
5.	Analysis of the recorded data from the flight recorders to ensure that the recorder operates correctly for the nominal duration of the recording is done.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
6.	Analysis of the FDR is evaluated for recorded data quality to determine if the bit error rate (including those errors introduced by recorder, the acquisition unit, the source of the data on the aeroplane and by tools used to extract the data) is within acceptable limits and to	N/A ☐ OK ☐ Finding ☐ Not Checked ☐

	determine the nature and distribution of the errors;	
7.	Sample data for a complete flight from the FDR examined in engineering units to evaluate the validity of all recorded parameters including parameters from sensors dedicated to the FDR is available.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
8.	The readout facility has the necessary software to accurately convert the recorded values to engineering units and to determine the status of discrete signals	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
9.	A six monthly examination of the recorded signal on the CVR carried out by replay of the CVR recording while installed in the aircraft.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
10.	Where practicable, a sample of in-flight recordings of the CVR shall be examined for evidence that the intelligibility of the signal is acceptable	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
	HANDLING OF RECORDER TEST RESULTS	
11.	Are flight recorder systems considered unserviceable if there is a significant period of poor quality data, unintelligible signals, or if one or more of the mandatory parameters is not recorded correctly?	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
12.	Is a report of the annual inspection made available on request for monitoring purposes?	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
13.	Are test results retained for a period of five years calculated from the date of such check?	
	CALIBRATION OF FDR SYSTEMS	
14.	For parameters which have sensors dedicated only to the FDR and are not checked by other means, recalibration is done at least every five years or in accordance with the sensor manufacturer recommendations.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
15.	Recalibration is determine any discrepancies in the engineering conversion routines for the mandatory parameters and ensure that parameters are being recorded within the calibration tolerances.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐
16.	When the parameters of altitude and airspeed are provided by sensors that are dedicated to the FDR system, there is be a recalibration performed at least every two years or as recommended by the sensor manufacturer.	N/A ☐ OK ☐ Finding ☐ Not Checked ☐

REMARKS & OBSERVATIONS:

AIR INSPECTOR SIGNATURE:

DATE:

FOPS INSPECTOR SIGNATURE:

DATE: