



RWANDA

CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR  
RCAA-AC-CNS007C

## RECORDING OF VOICE/ SURVEILLANCE DATA

---

### 1.0 Purpose

1.1 The purpose of this advisory circular is to give guidance to CNS Service Provider on how to record voice and data in order to provide information for safety, accident and incident investigation. Consequently, the availability, integrity, legibility and security of the recording procedures, recording facilities, and recording media management practice, shall be assured.

1.2 This advisory circular establishes standards and practices for the above; it applies to all voice and data loggers used at designated airspace and aerodromes.

---

## **2.0 References**

2.1 Rwanda Civil Aviation Technical Standards (RCATS) - Aeronautical Telecommunication Services, Vol I, Chapter 1, 1.24.

## **3.0 Standards and Practices**

Recording facilities shall be provided on all voice communication channels and surveillance systems data. Standalone replay equipment shall be provided at every ATS center.

### **3.1 Recording of Surveillance Data**

3.1.1 Surveillance data from Primary and Secondary radar equipment provided shall be recorded automatically and continuously in the hard disc of computer. It is required that back-up of the recorded data files be taken every day for retention.

3.1.2 The surveillance data from primary and secondary radar equipment used as an aid to air traffic services shall be automatically recorded for use in accident and incident investigations, search and rescue, air traffic control and surveillance systems evaluation and training.

3.1.3 Automatic recording shall be retained for a period of at least thirty days. When the recordings are pertinent to accident and/or incident investigations, they shall be retained for longer periods until no longer required.

### **3.2 Retention of Surveillance Data Recordings**

The recorded DVDs shall be labeled properly with date of recording and details of the recorded files and shall be preserved under safe custody of a designated responsible personnel. The recorded DVDs may be erased after thirty days unless there has been an incident/accident within that period and if required for incident and accident investigation.

### **3.3 Recording of Communication facilities**

3.3.1 Each station shall be provided with multi-channel voice recording systems for recording of channels.

3.3.2 The channels to be recorded shall include:-

- a) operational voice communications on all ATS channels;
- b) all important telephones and intercoms.

---

c) Synchronized time. (UTC)

### **3.4 Voice recording and retention**

3.4.1 Voice recording facilities shall provide a chronological record of all voice communications for each operational position of an ATS service.

3.4.2 All recordings shall incorporate time injection or stamping which will provide for the re-establishment of the real time of events.

3.4.3 Status monitoring of all recording facilities shall be undertaken at all times that the ATS unit is operative.

3.4.4 All recording media shall be clearly labeled or indexed unambiguously in accordance with standard practice. Labels shall include start and end times and the subject recording(s)/position(s).

3.4.5 Recordings shall be retained in safe storage for at least 30 days. When the recording is pertinent to accident or incident investigations they shall be retained for longer periods until they are no longer required.

3.4.6 The quantity of removable recording media on site shall be sufficient to cover the rotation period before re-use with contingency provided for a loss of media through impounding for investigations or unforeseen damage arising from equipment fault or normal wear.

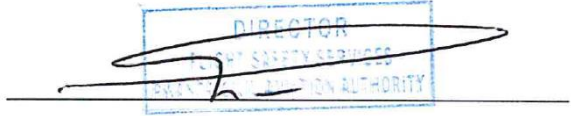
3.4.7 Recording media that is designated for disposal shall be erased before disposal, or otherwise treated as classified waste. Magnetic storage media is to be bulk erased before disposal.

3.4.8 On receipt of notice of an accident or incident from the appropriate authority, recorded media pertinent to investigation shall immediately be removed from the recording facilities, regardless of the available recording time remaining, and placed, after sealing in safe custody of the designated officer. The removal of the media shall ensure that there is no loss of recording during the process. All such media shall be clearly labeled.

3.4.9 Recording media may only be released to a designated accident/incident investigation unit.

3.4.10 All media placed in the custody must be retained until a formal release request is received from the designated authority. The actual release of the media shall be by means of person-to-person handover.

---

A blue rectangular official stamp is positioned over a handwritten signature in black ink. The stamp contains the text "DIRECTOR", "FLIGHT SAFETY SERVICES", and "RWANDA CIVIL AVIATION AUTHORITY". A horizontal line is drawn across the bottom of the signature.

Director Flight Safety Services  
Rwanda Civil Aviation Authority