



Use of Audio Recording Devices

Effective February 13, 2018

Issued under the Authority of:

Chief Flight Instructor – James Berry

Background:

CAE OAA is committed to the highest level of safety. Flight data is critical to our Safety Management System, in order to determine root cause and promote effective risk identification and mitigation. Cockpit voice recorders are a great source of flight data, which is currently prohibited by company policy. This data can prevent future accidents by assisting in the detection of risk and permitting students, instructors, Air Traffic Controllers, and safety professionals to study and analyze radio communication practices.

Abbreviations and Definitions:

“Voice Recorder” - is defined as a device which can record all cockpit voice communication and radio communications by being connected to an unused audio jack.

Policy:

Voice recorders may be used on CAE OAA flights provided:

1. The voice recorder does not require pilot input, and shall not be handled by the flight crew, from the beginning of Engine start checklists to the conclusion of the engine shut down checklist.
2. The voice recorder can be connected to the cockpit intercom system in the same manner as a standard aviation headset by plugging into a ¼ inch audio jack which is planned to be unused during the flight.
3. The voice recorder must not interfere or distract the crew in any way during flight, such as emitting sounds, lights or frequencies which may cause a safety of flight issue.
4. The voice recorder must be secured in the cockpit where it will not constitute a hazard to the safety of flight.
5. Use of a voice recorder on a CAE flight constitutes consent that any recordings made are under the ownership of the Flight Safety Office.
6. Following any mandatory reportable safety occurrence (See CAE OAA Phoenix SMS Briefing for list of mandatory occurrence reports), the recording must be given to the Flight Safety Office, and such data will be retained in accordance with SMS policies. This data will be treated as flight data, and handled in accordance with SMS policies regarding confidentiality and Just Culture to aid in continuous improvement. Any other data recorded must be saved for at least 14 days, and must be surrendered to the Flight Safety Office if requested.
7. Prior to activating the voice recorder, all crewmembers aboard must be briefed on the use of the recording device and consent to its use. Should a crewmember not consent to its use, the recorder is prohibited during the flight.
8. The voice recorder records audio only. No video or picture photography permitted.
9. Any spare batteries for the voice recorder must be carried in a manner which prohibit a potential fire due to shorting across the + to - terminals.

Exceptions and Review:

The above policy applies to all CAE OAA Flight Operations and will be reviewed annually.

Scope:

All CAE OAA Phoenix Aircraft

Attachments:

None