



**भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA**

**DIRECTORATE OF AIRSPACE MANAGEMENT
RAJIV GANDHI BHAWAN, NEW DELHI-110003
[File No. ATM-18011(33)/1/2024-ATM-SAR]**

Doc. ID: ASM/SAR/2025/256391-SARS-ATMC

ATMC

AIR TRAFFIC MANAGEMENT CIRCULAR NO. 04 of 2025

ONLINE SEARCH AND RESCUE (SAR) LIBRARY

1 Introduction

- 1.1 ICAO/IMO DOC 9731 IAMSAR Manual Volume I mentions the requirement for maintaining a suitably equipped Search and Rescue (SAR) Library in RCCs and RSCs to enable their staff to perform the required functions. Para 5.3.3 of the said manual highlights the requirement of RCCs and RSCs to maintain a SAR Library containing SAR manuals, Plans and other reference material.
- 1.2 RCC/RSC Personnel are required to refer to ICAO documents, DGCA documents, AAI Corporate documents, etc., along with other local documents such as the RCC/RSC Plan of Operations and SOPs. In general, ATS Personnel performing ATS duties are also required to keep their knowledge on SAR-related matters updated.
- 1.3 Instead of each RCC, RSC and ATS Station maintaining a separate SAR library, it would be prudent to create an online SAR library containing all required documents, which gets updated regularly. Thus, it has been decided to create an online SAR library in the AIM Page of the AAI website. Access

Handwritten signature



to this library will be restricted to AAI employees with an AAI.AERO username and password.

2 Purpose

This ATMC is intended to inform ATS Personnel posted at airports across India, including SAR-trained ATS Personnel deployed in RCCs and RSC, about the availability of an online SAR Library.

3 Scope

3.1 This ATMC applies to all ATS personnel posted at airports across India. ATS-In-Charges and Training-In-Charges are responsible for sensitising ATS Personnel about the contents of this circular.

4 Procedures

4.1 The path to the online SAR library at AAI.AERO site is given below:

<https://aim-india.aai.aero/ais-document>

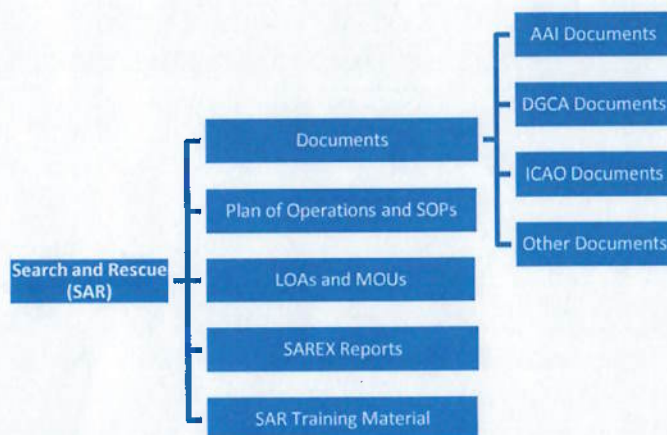
>>Restricted Documents>>Login

>>AAI Documents

>>ATM Directorate

>>Search and Rescue (SAR)

4.2 The various SAR reference materials are made available under different folders as given below:





- 4.3 The responsibility of maintaining the online SAR Library rests with the SAR Section, CHQ. SAR Section, CHQ shall ensure that the documents uploaded in the library are current and relevant. RCCs and RSCs that require uploading their local documents to the library shall forward a soft copy of the document to the SAR Section, CHQ.
- 4.4 AIS Section, CHQ will be the nodal office for uploading or deleting any documents in the library. SAR Section, CHQ, shall coordinate with AIS Section, CHQ, for any change in the contents of the online SAR Library.
- 4.5 The documents made available in the online SAR Library are strictly for reference by AAI personnel only. Hence, redistribution of these documents is not permitted.

5 Queries:

- 5.1 Any queries or further guidance required on the contents of this ATMC should be addressed to:

Executive Director [ASM]
Airports Authority of India
Rajiv Gandhi Bhawan,
Safdarjung Airport, New Delhi-110003.
E-mail: edasm@aai.aero

6 Validity:

This ATMC shall remain valid for one year from the date of publication or until the contents are incorporated in MATS Part I, *whichever is later*.

MOOSA T F
18/11/2025

EXECUTIVE DIRECTOR [ASM]
AIRPORTS AUTHORITY OF INDIA

Dated: 18-11-2025