



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

*A United Nations Specialized Agency*

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# Guidance on usage of EFOD online and offline

# Select CC/EFOD from main menu



## STATE OPTIONS

(Select a State) ▼

State Dashboard



SAAQ



Self-Assessment



CC / EFOD



Access Control



CAP



PQ Findings



E-Supplements



Significant Safety Concerns



USOAP Reports



USOAP Live Charts



MOU



# Select an annex to be updated/exported



Futureland Principle NCMC, Futureland

ICAO CMA Training site - Any data updates are temporary and for practice only !!!

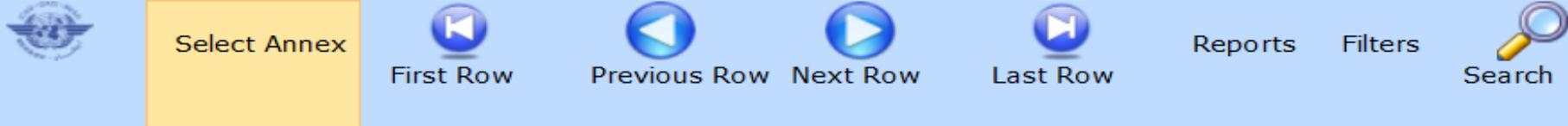
Navigation bar with icons and labels: Select Annex, First Row, Previous Row, Next Row, Last Row, Reports, Filters, Search, Save Row, Validation, Procedure, Offline Mod

- Annex 1 PERSONNEL LICENSING
- Annex 2 RULES OF THE AIR
- Annex 3 METEOROLOGICAL SERVICE FOR INTERNATIONAL AIR NAVIGATION
- Annex 4 AERONAUTICAL CHARTS
- Annex 5 UNITS OF MEASUREMENT TO BE USED IN AIR AND GROUND OPERATIONS
- Annex 6 OPERATION C **FIFTH EDITION - JULY 2010**
- Annex 7 AIRCRAFT NATIONALITY AND REGISTRATION MARKS
- Annex 8 AIRWORTHINESS OF AIRCRAFT
- Annex 9 FACILITATION
- Annex 10 AERONAUTICAL TELECOMMUNICATIONS
- Annex 11 AIR TRAFFIC SERVICES
- Annex 12 SEARCH AND RESCUE
- Annex 13 AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION
- Annex 14 AERODROMES
- Annex 15 AERONAUTICAL INFORMATION SERVICES
- Annex 16 ENVIRONMENTAL PROTECTION
- Annex 18 THE SAFE TRANSPORT OF DANGEROUS GOODS BY AIR
- Annex 19 SAFTEY MANAGEMENT

Disclaimer:  
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y as a reference to facilitate the filing of differences and comp

# Upon selection of an annex you see the following(on the left side)



**Annex 5 UNITS OF MEASUREMENT TO BE USED IN AIR AND GROUND OPERATIONS, FIFTH EDITION - JULY 2010**

**Amendment 17**

**Definition**

**Disclaimer: Annex information displayed on the EFOD System is provided only as a reference to be the definitive source of Annex information.**

- Annex name and it's edition
- Amendment

# Upon selection of an annex you see the following(on the right side)



Practice only !!!

[ Log Out ]

[ Home ]



ation



Procedure



Offline Mode

Adoption Date:

Effective Date:

Applicable Date:

1 of 43

**iling of differences and completion of CC. ICAO publications shall continue**

- Date of adoption
- Date of effectivity
- Date of applicability
- Number of provisions in the annex



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

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# Filing differences online

# Page layout - menu



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[\[Log Out\]](#) [\[Home\]](#)

Select Annex Reports Filters

Annex 5 UNITS OF MEASUREMENT TO BE USED IN AIR AND GROUND OPERATIONS, FIFTH EDITION - JULY 2010

Adoption Date:  
Effective Date:  
Applicable Date:  
1 of 43

Amendment 17  
Definition

**Disclaimer: Annex information displayed on the EFOD System is provided only as a reference to facilitate the filing of differences and completion of CC. ICAO publications shall continue to be the definitive source of Annex information.**

**INTERNATIONAL STANDARDS AND RECOMMENDED PRACTICES**

**CHAPTER 1. DEFINITIONS**

**Menu: Allows you to conduct various functions in order to file a difference**

# Page layout - menu



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- Selection of annex (must be the first step)
- Scrolling menu to move to provisions within the annex

# Page layout - menu



Futureland Principle NCMC, Futureland

ICAO CMA Training site - Any data updates are temporary and for practice only !!!

Navigation bar with icons: Select Annex, First Row, Previous Row, Next Row, Last Row, Reports, Filters, Search, Save Row, Validation, Procedure, Offline Mode

Annex 5 UNITS OF MEASUREMENT TO BE USED IN AIR AND GROUND OPERATIONS, FIFT  
Amendment 17  
Definition

**Disclaimer: Annex information displayed on the EFOD System is pro  
to be the definitive source of Annex information.**



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- Graphs & Statistical Breakdowns
- Report on No Difference
- Report on More Exacting or Exceeds
- Report on Different in Character or Other Means of Compliance
- Report on Less Protective or Partially Implemented or Not Implemented
- Report on Not Applicable
- Report on no Information Provided by the State
- Report on entire Annex
- Report on Insufficient Information Provided
- Report on Differences - Standards Only
- Report on Differences - Recommendations Only
- Report on New Provisions
- Report on Modified Provisions under current amendment
- Generate Supplement
- Sources of Annex 19

and comp

PRAC

Reports: Allows you to chose from one of the various types of reports available

# Page layout - menu



Futureland Principle NCMC, Futureland

**ICAO CMA Training site - Any data updates are temporary and for practice only !!!**

Navigation menu with icons and labels: Select Annex, First Row, Previous Row, Next Row, Last Row, Reports, Filters, Search, Save Row, Validation, Procedure, Offline Mode.

Annex 5 UNITS OF MEASUREMENT TO BE USED IN AIR AND GROUND OPERATIONS, FIFTH EDITION  
Amendment 17  
Definition

- Modified Provisions in current amendment
- New Provisions added in current amendment

**Disclaimer: Annex information displayed on the EFOD System is provided only as a reference to facilitate the filing of differences and comp to be the definitive source of Annex information.**



**Filters:** Allows you to view all the modified and new provisions within the annex as a result of an annex amendment.

# Page layout - menu

ICAO CMA Training site - Any data updates are temporary and for practice only !!!

Select Annex | First Row | Previous Row | Next Row | Last Row | Reports | Filters | Search | Save Row | Validation | Procedure | Offline Mode

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definitive source of Annex information.

INTERNATIONAL STANDARDS AND RECOMMENDED PRACTICES

Modified by: Futureland Principle NCMC  
Date Modified: 10/02/2014

age of Annex 5 CC duly completed : 30%

© A) More Exact or Exceeds | © B) Different in character or Other means of

Search term here

AND

Second search term here

AND

Third search term here

SARP (Term within a SARP ie: aircraft)

Reference Number (ie: 1.2.1)

Search

NOTE: Use AND/OR with multiple words.

Examples:

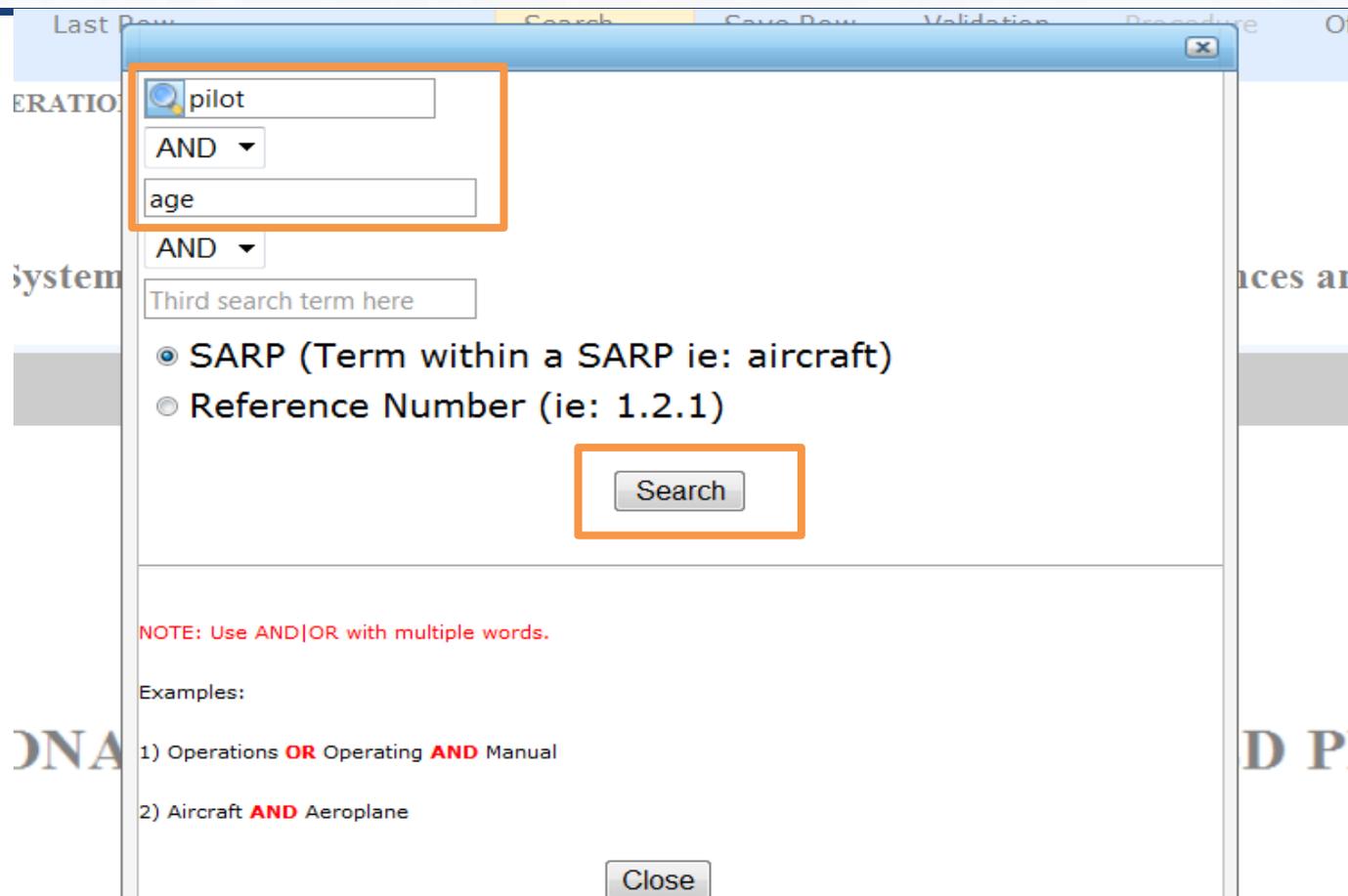
1) Operations **OR** Operating **AND** Manual

2) Aircraft **AND** Aeroplane

Close

Search: Allows you to search by a provision number (by selecting Reference number) or by a word (by selecting SARP).

# Page layout - menu



Search dialog box showing search criteria and options:

- Search term 1: pilot
- Operator: AND
- Search term 2: age
- Operator: AND
- Search term 3: Third search term here
- Search scope options:
  - SARP (Term within a SARP ie: aircraft)
  - Reference Number (ie: 1.2.1)
- Search button
- Close button

NOTE: Use AND|OR with multiple words.

Examples:

- 1) Operations **OR** Operating **AND** Manual
- 2) Aircraft **AND** Aeroplane

If more than 1 words are to be searched (i.e. pilot age) than the “AND” function needs to be used and both words need to be separated as demonstrated above.

Click search when ready

# Filing differences on line



- No Difference  
 C) Less protective or partially implemented or not implemented  
 A) More Exacting or Exceeds  
 Not Applicable  
 B) Different in character or Other means of compliance

Text as provided by State

## State Reference

Regulations on units an measurements. Page 34-38

## Details of Difference (Please describe the difference clearly and concisely)

Futureland applies definition defined by the General Conference on weights and measurements (CGPM) in 1979

## Remarks (Please indicate reasons for the difference and intentions including any planned date for implementation)

In the CGPM the requirements for weights and measurements were established

English text provided as provided by State



Save Row

## Note

Please indicate reasons for the difference and intentions including any planned date for implementation

# Filing differences on line



Percentage of Annex 5 CC duly completed : 30%

Modified by: Futureland Principle NCMC

Date Modified: 10/02/2014



- No Difference
- A) More Exacting or Exceeds
- B) Different in character or Other means of compliance
- C) Less protective or partially implemented or not implemented
- Not Applicable

- Percentage of Annex differences filed to date
- Last modified by (including date)
- Font size of the provision wording
- Type of differences/ no differences

# Filing differences on line



Text as provided by State

## State Reference

Regulations on units an measurements. Page 34-38

## Details of Difference (Please describe the difference clearly and concisely)

Futureland applies definition defined by the General Conference on weights and measurements (CGPM) in 1979

## Remarks (Please indicate reasons for the difference and intentions including any planned date for implementation)

In the CGPM the requirements for weights and measurements were established

English text provided as provided by State



Save Row

## Note

Please indicate reasons for the difference and intentions including any planned date for implementation

- Reference/documents indicating the differences
- Details regarding the differences
- Further remarks/justifications
- Save the provision upon filing the differences

# Filing differences offline



Futureland Principle NCMC, Futureland

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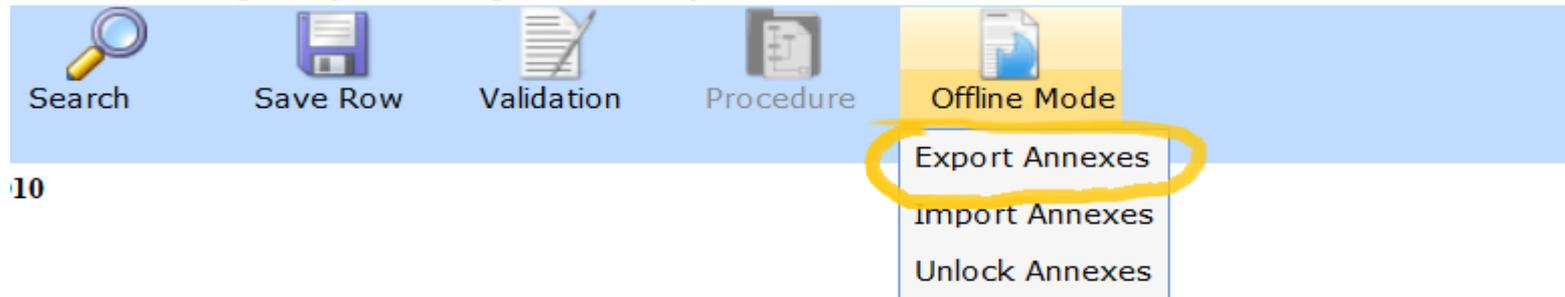


- For ease of management of task and for areas with reduced internet capability, the OLF allows to export the annex and file differences on a word document. Once done, this information can directly be imported back to the EFOD system.

# Filing differences offline – exporting Annexes



**dates are temporary and for practice only !!!**



**reference to facilitate the filing of differences and completion of CC. ICAO pul**

- Select the option “Export annexes”

# Filing differences offline – exporting Annexes



## Electronic Filing of Difference System Export Tool

[Return to CCIEFOD](#)

### Please Note :

1. This feature is utilized to **download compliance checklist s(CCs)** that can be completed offline.
2. Annexes, **CCs** of which are downloaded will be locked for online editing and marked as "Read Only-**Downloaded**". In order to activate the online editing feature, the NCMC(s) should **upload the downloaded** files into the system or manually activate the online editing feature.
3. The rows and columns of the table in the **downloaded** files should not be merged or deleted. Once the files are reformatted, the **uploading** of those files would not be processed..

\* You have read and understand the above notice.

[Next>](#)

(Page 1 of 3)

- When an annex is exported to be worked upon offline, it becomes “read only” and cannot be edited online.
- Tick in the box to acknowledge this
- Select next to continue

# Filing differences offline – exporting Annexes



[Return to CCIEFOD](#)

## Select the Annexes to export

Export ALL Annexes

- Annex 1 PERSONNEL LICENSING ELEVENTH EDITION - JULY 2011
- Annex 2 RULES OF THE AIR TENTH EDITION - JULY 1990
- Annex 3 METEOROLOGICAL SERVICE FOR INTERNATIONAL AIR NAVIGATION PART I - CORE SARPs SEVENTEENTH EDITION - JULY 2007
- Annex 4 AERONAUTICAL CHARTS ELEVENTH EDITION - JULY 2001
- Annex 5 UNITS OF MEASUREMENT TO BE USED IN AIR AND GROUND OPERATIONS FIFTH EDITION - JULY 1979
- Annex 6 PART 1 OPERATION OF AIRCRAFT PART I INTERNATIONAL COMMERCIAL AIR TRANSPORT - AEROPLANES NINTH EDITION OF PART I - JULY 2010
- Annex 6 PART 2 OPERATION OF AIRCRAFT PART II INTERNATIONAL GENERAL AVIATION - AEROPLANES SEVENTH EDITION OF PART II - JULY 2008
- Annex 6 PART 3 OPERATION OF AIRCRAFT PART III INTERNATIONAL OPERATIONS - HELICOPTERS SEVENTH EDITION OF PART III - JULY 2001
- Annex 7 AIRCRAFT NATIONALITY AND REGISTRATION MARKS SIXTH EDITION - JULY 2012
- Annex 8 AIRWORTHINESS OF AIRCRAFT ELEVENTH EDITION - JULY 2001
- Annex 9 FACILITATION THIRTEENTH EDITION - JULY 2011
- Annex 10 VOLUME 1 AERONAUTICAL TELECOMMUNICATIONS VOLUME I RADIO NAVIGATION AIDS SIXTH EDITION OF VOLUME I - JULY 1996
- Annex 10 VOLUME 2 AERONAUTICAL TELECOMMUNICATIONS VOLUME II COMMUNICATION PROCEDURES INCLUDING THOSE WITH PANS STATUS SIXTH EDITION OF VOLUME II - OCTOBER 2007
- Annex 10 VOLUME 3 AERONAUTICAL TELECOMMUNICATIONS VOLUME III PART I - DIGITAL DATA COMMUNICATION SYSTEMS; PART II - VOICE COMMUNICATION SYSTEMS SECOND EDITION OF VOLUME III - JULY 2001
- Annex 10 VOLUME 4 AERONAUTICAL TELECOMMUNICATIONS VOLUME IV SURVEILLANCE RADAR AND COLLISION AVOIDANCE SYSTEMS FOURTH EDITION OF VOLUME IV - JULY 2001
- Annex 10 VOLUME 5 AERONAUTICAL TELECOMMUNICATIONS VOLUME V AERONAUTICAL RADIO FREQUENCY SPECTRUM UTILIZATION SECOND EDITION OF VOLUME V - JULY 2001
- Annex 11 AIR TRAFFIC SERVICES THIRTEENTH EDITION - JULY 2001 - [Read Only - Exported by : No record of user ,Exported On 17/10/2013]
- Annex 12 SEARCH AND RESCUE EIGHTH EDITION - JULY 2004 - [Read Only - Exported by : No record of user ,Exported On 14/08/2013]
- Annex 13 AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION TENTH EDITION - JULY 2001
- Annex 14 VOLUME 1 AERODROMES VOLUME I AERODROME DESIGN AND OPERATIONS FIFTH EDITION VOLUME I - JULY 2004
- Annex 14 VOLUME 2 AERODROMES VOLUME II HELIPORTS THIRD EDITION VOLUME II - JULY 1995
- Annex 15 AERONAUTICAL INFORMATION SERVICES THIRTEENTH EDITION - JULY 2004
- Annex 16 VOLUME 1 ENVIRONMENTAL PROTECTION VOLUME I AIRCRAFT NOISE SIXTH EDITION OF VOLUME I - JULY 2011 - [Read Only - Exported by : No record of user ,Exported On 17/10/2013]
- Annex 16 VOLUME 2 ENVIRONMENTAL PROTECTION VOLUME II AIRCRAFT ENGINE EMISSIONS THIRD EDITION OF VOLUME II - JULY 1993

[Export Docx](#)

(Page 2 of 3)

- Select Annex

# Filing differences offline – exporting Annexes



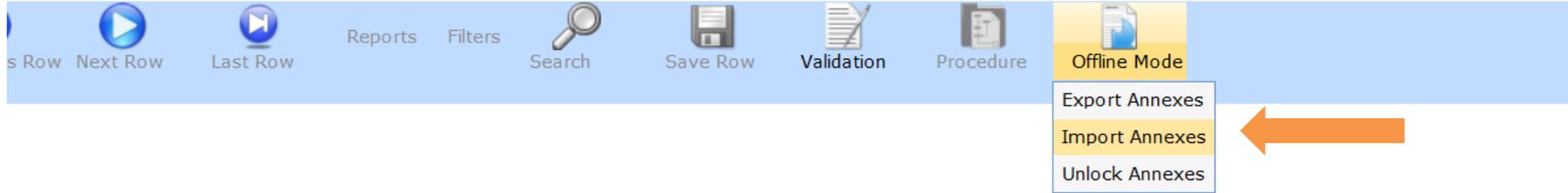
- Option to export all annexes is available but not recommended due to time and internet capacity it requires
- Annexes are highlighted in yellow when they are already exported and therefore are on “read only” mode online
- Select the annex and click on “export Docx” to export it

# Filing differences offline – importing Annexes



ICAO CMA Training site - Any data updates are temporary and for practice only !!!

LI



on the EFOD System is provided only as a reference to facilitate the filing of differences and completion of CC. ICAO publications mation.

- Annexes can be imported back to the system once ready

# Filing differences offline – importing Annexes



- Once imported, the annex adopts the read/write mode and can be modified directly online
- Tick the box shown on next slide and click next when ready

# Filing differences offline – importing Annexes



First Row Previous Row Next Row Last Row Search Save Row Validation Proceed

information displayed source of Annex info

Electronic Filing of Differences System Import Tool

**Please Note :**

This import feature is utilized for the completion of the EFOD/CC system offline, Annexes data which currently resides in the database will be backed up and the newly imported data will be available.

Annexes previously marked with the status of "Read Only - Exported" will be reset and online editing features will be made available.

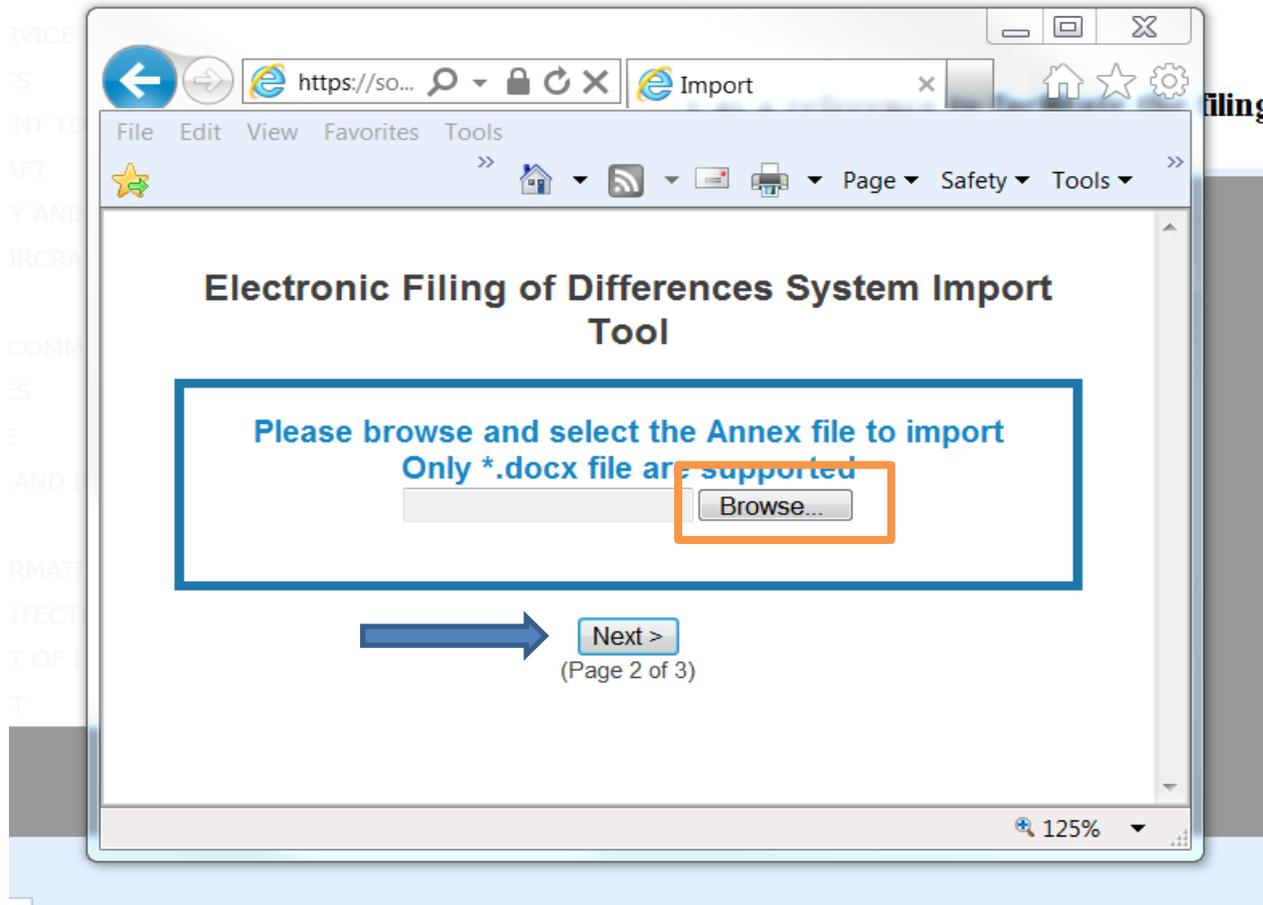
\* You have read and understand the above notice

Next>

125%

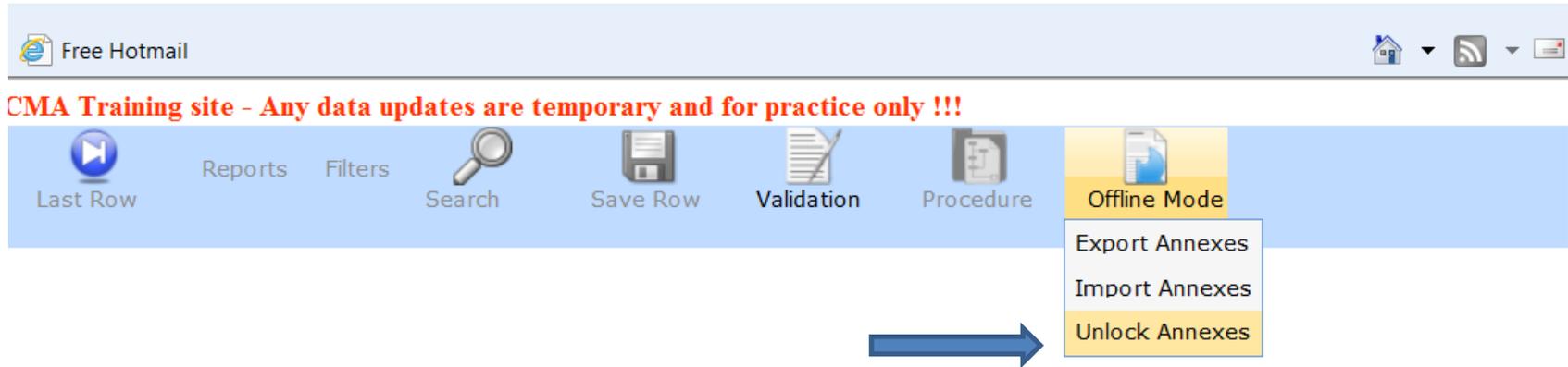
filing of differ

# Filing differences offline – importing Annexes



- Select the docx file to be imported and click next

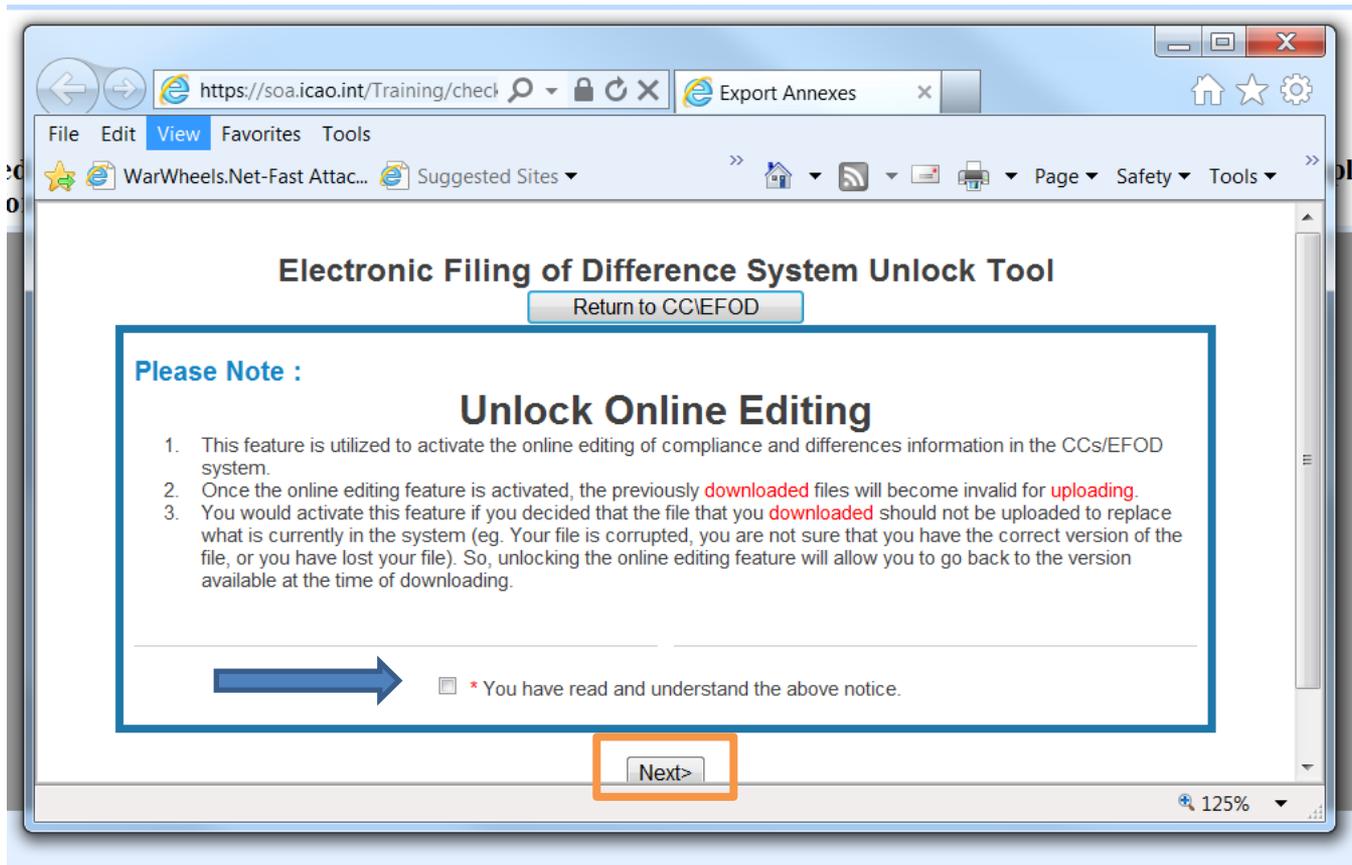
# Filing differences offline – unlock Annexes



system is provided only as a reference to facilitate the filing of differences and completion of CC. ICAO put

- Select the “unlock annex” option from the scroll down menu

# Filing differences offline – unlock Annexes



- After reading the note on unlocking and editing, tick in the box and click “next”

# Filing differences offline – unlock Annexes



Return to CCIEFOD

## Select the Annexes to export

Export ALL Annexes

Annex 1 PERSONNEL LICENSING ELEVENTH EDITION - JULY 2011  
Annex 2 RULES OF THE AIR TENTH EDITION - JULY 1990  
Annex 3 METEOROLOGICAL SERVICE FOR INTERNATIONAL AIR NAVIGATION PART I - CORE SARPs SEVENTEENTH EDITION - JULY 2007  
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Annex 6 PART 2 OPERATION OF AIRCRAFT PART II INTERNATIONAL GENERAL AVIATION - AEROPLANES SEVENTH EDITION OF PART II - JULY 2008  
Annex 6 PART 3 OPERATION OF AIRCRAFT PART III INTERNATIONAL OPERATIONS - HELICOPTERS SEVENTH EDITION OF PART III - JULY 2001  
Annex 7 AIRCRAFT NATIONALITY AND REGISTRATION MARKS SIXTH EDITION - JULY 2012  
Annex 8 AIRWORTHINESS OF AIRCRAFT ELEVENTH EDITION - JULY 2001  
Annex 9 FACILITATION THIRTEENTH EDITION - JULY 2011  
Annex 10 VOLUME 1 AERONAUTICAL TELECOMMUNICATIONS VOLUME I RADIO NAVIGATION AIDS SIXTH EDITION OF VOLUME I - JULY 1996  
Annex 10 VOLUME 2 AERONAUTICAL TELECOMMUNICATIONS VOLUME II COMMUNICATION PROCEDURES INCLUDING THOSE WITH PANS STATUS SIXTH EDITION OF VOLUME II - OCTO  
Annex 10 VOLUME 3 AERONAUTICAL TELECOMMUNICATIONS VOLUME III PART I - DIGITAL DATA COMMUNICATION SYSTEMS; PART II - VOICE COMMUNICATION SYSTEMS SECOND EDIT  
Annex 10 VOLUME 4 AERONAUTICAL TELECOMMUNICATIONS VOLUME IV SURVEILLANCE RADAR AND COLLISION AVOIDANCE SYSTEMS FOURTH EDITION OF VOLUME IV - JULY 2002  
Annex 10 VOLUME 5 AERONAUTICAL TELECOMMUNICATIONS VOLUME V AERONAUTICAL RADIO FREQUENCY SPECTRUM UTILIZATION SECOND EDITION OF VOLUME V - JULY 2001  
Annex 11 AIR TRAFFIC SERVICES THIRTEENTH EDITION - JULY 2001 - [Read Only - Exported by : No record of user ,Exported On 17/10/2013]  
Annex 12 SEARCH AND RESCUE EIGHTH EDITION - JULY 2004 - [Read Only - Exported by : No record of user ,Exported On 14/08/2013]  
Annex 13 AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION TENTH EDITION - JULY 2001  
Annex 14 VOLUME 1 AERODROMES VOLUME I AERODROME DESIGN AND OPERATIONS FIFTH EDITION VOLUME I - JULY 2004  
Annex 14 VOLUME 2 AERODROMES VOLUME II HELIPORTS THIRD EDITION VOLUME II - JULY 1995  
Annex 15 AERONAUTICAL INFORMATION SERVICES THIRTEENTH EDITION - JULY 2004  
Annex 16 VOLUME 1 ENVIRONMENTAL PROTECTION VOLUME I AIRCRAFT NOISE SIXTH EDITION OF VOLUME I - JULY 2011 - [Read Only - Exported by : No record of user ,Exported On 30/08/2  
Annex 16 VOLUME 2 ENVIRONMENTAL PROTECTION VOLUME II AIRCRAFT ENGINE EMISSIONS THIRD EDITION OF VOLUME II - JULY 1993

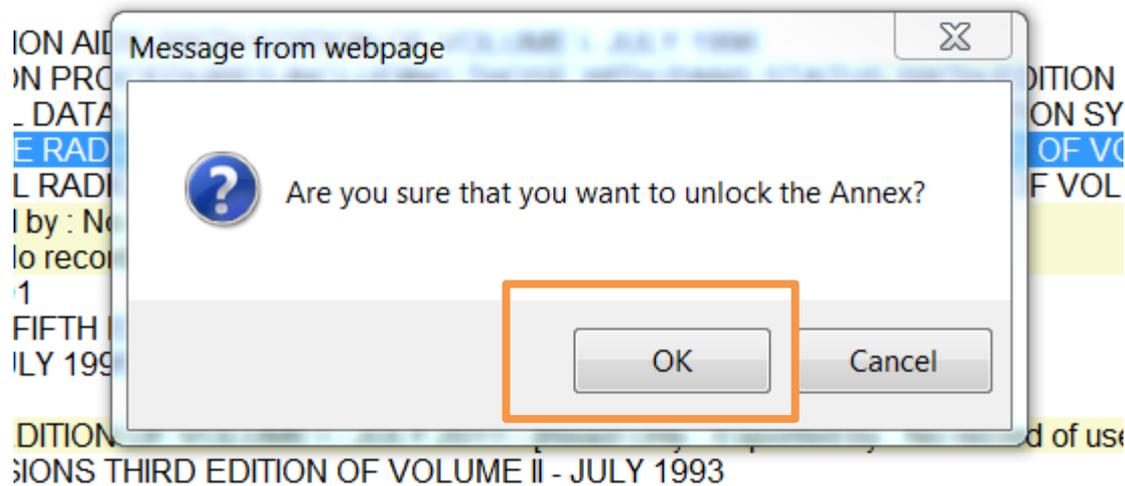


Override

(Page 2 of 3)

- Select the annex to be unlocked then click “Override”

# Filing differences offline – unlock Annexes



Override

- Click “OK” to carry on
- The annex will become unlocked and ready to be edited on line