# Document Change Record

<table>
<thead>
<tr>
<th>Edition</th>
<th>Date</th>
<th>Comments</th>
<th>Section/page affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>1 December 2021</td>
<td>Creation of the document</td>
<td>all</td>
</tr>
</tbody>
</table>
## Contents

FOREWORD ........................................................................................................................................ 3  
DEFINITIONS .................................................................................................................................... 3  
ABBREVIATIONS ........................................................................................................................... 3  
1. Objective of the Handbook ........................................................................................................ 4  
2. Scope ........................................................................................................................................... 4  
3. Legal Framework .......................................................................................................................... 4  
4. Functions and Responsibilities ..................................................................................................... 4  
5. Inspector Qualification Requirements .......................................................................................... 6  
6. Conflict of Interest ....................................................................................................................... 6  
7. Scheduled Inspection .................................................................................................................... 7  
   7.1 Inspection Objects and Scope: .................................................................................................. 7  
   7.2 Inspection Planning .................................................................................................................. 7  
   
   7.2.1 Annual Inspection Plan ...................................................................................................... 7  
   7.2.2 Preparation for Inspection .................................................................................................. 8  
   7.3. Inspection Progress ................................................................................................................. 10  
   
   7.3.1. Opening Meeting ............................................................................................................. 10  
   7.3.2. Inspection .......................................................................................................................... 10  
   7.3.3. Closing Meeting ................................................................................................................. 11  
   7.4. Inspection Outcomes .............................................................................................................. 11  
   
   7.4.1. Text of finding ..................................................................................................................... 11  
   7.4.2. Levels of Findings .............................................................................................................. 11  
   7.4.3. Numbering of Findings ...................................................................................................... 12  
   7.5. Coordination of Corrective Actions ....................................................................................... 12  
   7.6. Follow-Up Inspection .............................................................................................................. 13  
   7.7. Revocation, Suspension and Renewal of Certificate. Restriction of Rights ............................... 13  
8. Unscheduled Inspection .............................................................................................................. 13  
9. External Experts ............................................................................................................................ 13  
10. Imposition of Sanctions .............................................................................................................. 14  
11. Inspection Database and its administering ............................................................................... 14  
12. Annual Report ............................................................................................................................. 14  
13. Data Storage ............................................................................................................................... 15  
15. Annexes ...................................................................................................................................... 16  
   Annex 1 ......................................................................................................................................... 16  
   Annex 2 ......................................................................................................................................... 17  
   Annex 3 ......................................................................................................................................... 18  
   Annex 4 ......................................................................................................................................... 19  
   1
FOREWORD

The Search and Rescue Inspector’s Handbook (hereinafter referred to as the handbook) reflects the procedures used to verify the compliance of a search and rescue service provider (hereinafter referred to as the service provider) with the requirements of the relevant legislative acts.

Also, the main essence of the handbook is to obtain information on the level of existing safety risks, to analyze it, and to carry out additional monitoring or take additional measures, if necessary.

DEFINITIONS

Accident investigation authority. The authority designated by a State as responsible for aircraft accident and incident investigations within the context of this annex.

Audit. A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements and audit criteria are fulfilled.

Competent Authority (CA). The government entity or entities, that have a function to perform Safety oversight of the SAR system in order to ensure that individuals and organizations performing SAR activity comply with safety-related national laws and regulations.

Inspection. An examination of specific activities, products or services of an aviation licence, certificate, approval or authorization holder (or applicant) performed by inspectors to confirm compliance with the requirements for the licence, certificate, approval or authorization already issued (or being issued) by the State.

Inspector. A qualified person authorized by the State to carry out oversight activities for civil aviation.

Rescue Coordination Center (RCC). A unit responsible for promoting efficient organization of search and rescue services and for coordinating the conduct of search and rescue operations within a search and rescue region.

Safety oversight. A function performed by a State to ensure that individuals and organizations performing an aviation activity comply with safety-related national laws and regulations.

ABBREVIATIONS

SAR – Search and Rescue;
RCC - Rescue Coordination Center.
1. Objective of the Handbook
The objective of this handbook is to:

- Establish the sequence of actions necessary for the inspection of the service provider to ensure safety and the implementation of national and international obligations;
- Determine functions and responsibilities of search and rescue inspectors (hereinafter referred to as the inspector) involved in the inspection;
- Ensure scheduling and implementation of the inspection;
- Monitor corrective actions and, in case of failure of the provider, to fulfill its obligations, to limit or revoke the rights provided by the certificate, or to suspend its validity, or to impose on the operator the liability envisaged by the Code of Administrative Offences of the state.

2. Scope
The present handbook is applicable to the Inspectors of the competent authority. Also, the present handbook is applicable to any employee of the competent authority who, due to his/her function, may be involved in the implementation of the actions envisaged by the present handbook.

3. Legal Framework
Applicable national and international standards and procedures:

- Annex 11 (Air Traffic Services);
- Annex 12 (Search and Rescue);
- ICAO Doc 9731 (International Aeronautical and Maritime Search and Rescue Manual- VOL 1, 2, and 3);
- Doc 8335 (Manual of Procedures for Operations Inspection, Certification and Continued Surveillance);
- Doc. 9734 (Safety oversight Manual).

4. Functions and Responsibilities
The Director of the Competent Authority, the supervising Deputy Director, Head of the relevant department and inspectors are involved in the process of implementation of this procedure.

The Director of the Competent Authority:

- Approves the Annual Inspection Plan (Annex 1);
- Reviews and approves the Inspection Report;
- Decides on follow-up actions on the basis of the Inspection Report;
- Decides on the restriction, revocation of the rights provided for by the certificate or the imposition of liability envisaged by the Code of Administrative Offences of the state, and determines the amount of the fine;
- Makes a decision to conduct an unscheduled inspection.
**Supervising Deputy Director:**

- Reviews and accepts the Annual Inspection Plan;
- Accepts the composition of a particular Inspection Team;
- In conjunction with the head of department and Safety Inspector(s), reviews and accepts the outcomes of the inspection and corrective actions submitted by the service provider;
- Participates in the decision-making process to conduct an unscheduled inspection;
- Participates in the decision-making process on the restriction, revocation of the rights provided for by the air operator certificate or the imposition of liability envisaged by the Code of Administrative Offences of the state;
- Monitors the implementation of inspections carried out by the Department according to the Annual Plan;
- In the absence of the supervising Deputy Director, the above-mentioned functions shall be performed by the Director of the Agency.

**Head of Department:**

- Draws up an Annual Inspection Plan;
- Introduces changes to the Inspection Plan, if necessary;
- In conjunction with the supervising Deputy Director, submits the composition of a particular Inspection Team for approval;
- In conjunction with the supervising Deputy Director and Inspector(s), reviews and accepts the Inspection Reports and corrective actions submitted by the service provider;
- Constantly monitors the outcomes of inspections (findings identified during the inspection);
- In the case of non-fulfillment of the obligations by the service provider, the Head of Department (in conjunction with the supervising Deputy Director) makes a proposal regarding the restriction, revocation of the rights provided for by the certificate or the reasonability of initiating the process of decision-making on imposing the liability envisaged by the Code of Administrative Offences of the state;
- Constantly monitors the implementation of the Annual Plan by Inspectors.

**Inspection Team:**

- The Flight Safety Inspection Team consists of a Team Leader and Inspector(s).

**The functions/obligations of a Team Leader:**

- Managing a particular inspection process;
- Taking preliminary measures and resolving organizational issues;
- Preparing a particular Inspection Plan and notifying the service provider of the Inspection Plan (Annex 2);
- Preparation of the Inspection Checklist (Annex 3) on the basis of objectives of the inspection;
• Assigning tasks to team members;
• Conducting opening and closing meetings;
• Considering inspection outcomes with team members;
• Drawing up the Inspection Report (Annex 4);
• Participating in the review of corrective measures submitted by the service provider;
• Collecting and storing documents related to the inspection (entering into the database);
• In case of non-fulfillment of the obligation, the Team Leader submits to the Head of Department a proposal regarding the restriction, revocation of the rights provided for by the certificate or the initiation of the process of decision-making on imposing the liability envisaged by the Code of Administrative Offences of the state.

Inspector:
• Performs the tasks assigned by the Team Leader;
• Draws up and coordinates the Inspection Checklist with the Team Leader;
• Performs the inspection;
• Collects inspection-related evidence;
• Draws up and submits to the Team Leader the initial version of the Inspection Report, the completed Inspection Checklist and evidence;
• Participates in the preparation of the Inspection Report;
• Participates in the review of corrective measures submitted by the service provider.

5. Inspector Qualification Requirements
Inspectors who are involved in the inspection process provided for in this handbook, shall comply with the requirement set out in the inspector's qualification requirements approved by the competent authority - at the state level.

6. Conflict of Interest
For the purposes of this procedure, a conflict of interest means any circumstance that may affect the Inspector's ability to make an objective decision, as a result of which the enforcement of the safety requirements may be doubted.

In the event of a conflict of interest, all Inspectors are required to submit a detailed report to the Competent Authority for consideration. The Competent Authority makes the final decision on whether there really is a conflict of interest and whether the Inspector can perform his/her functions in a fair and impartial manner. In order to avoid a conflict of interest, Inspectors are required to strictly and thoroughly follow the policies and guidelines set out in this handbook.
7. Scheduled Inspection

The inspection process consists of five main steps: preparing inspection activities, conducting the inspection, submission/distribution of the report, coordination of corrective actions, and follow-up activity. Each step is divided into sub-steps, which include the actions necessary to implement the above mentioned steps, deadlines, and transition actions.

7.1 Inspection Objects and Scope:

Inspection Objects are as follows:

- Service Providers:
- RCCs and RSCs;
- SAR Units – primary (if applicable);
- Alerting posts (if applicable);

The scope of the Inspection is as follows:

- Enterprise Management System (including Safety, Quality Systems) and associated documentation (If applicable);
- Technical means/infrastructure and their condition;
- Competence/qualification of persons involved in service provider’s activity;
- Operational documentation, processes and procedures;
- Records related to the qualification and ratings of personnel;
- Processes, procedures and records related to the operation;
- Personnel qualification.

7.2 Inspection Planning

The "Inspection Planning" step covers the stages of preparation for the annual inspection as well as for each particular inspection.

7.2.1 Annual Inspection Plan

An Annual Inspection Plan shall be drawn up at the end of each calendar year and shall include actions to be carried out in the subsequent year (Annex 1). The Plan defines the dates of the inspection, the facilities to be inspected and the composition of the Inspection Team.

The Annual Inspection Plan covers the full 24-month cycle of supervision activities taking into account the following aspects:

- The results of the inspections carried out during the previous year;
- The safety risks derived from the analysis of the occurrence reporting scheme (if applicable);
- Ongoing or planned changes (if applicable);
• Recommendations of the Accident investigation authority;
• Adoption of new normative acts.
• planned annual SAR exercises;

It is possible to change both the Annual Plan and the composition of the Inspection Team. The Annual Inspection Plan shall be approved by the Director of the competent authority and sent to the service provider in which the inspection is scheduled.

7.2.2 Preparation for Inspection
Preparations for a particular inspection shall begin at least one month prior to the date of the inspection. Preparation for the inspection is comprised of the following stages: identification of areas that are to be inspected (Scope of Inspection), collection of findings that are to be revised (if any), search and analysis of the documentation, preparation of the Inspection Checklist, drawing up the Agenda and notification, resolving organizational issue. The inspection team members should collect and review the information relevant to their inspection scope and prepare documents, as necessary, for reference and for recording inspection evidence.

<table>
<thead>
<tr>
<th>DETERMINATION</th>
<th>PREPARATION</th>
<th>NOTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setting the date that are to be revised</td>
<td>Collection of findings</td>
<td>Sending the Agenda</td>
</tr>
<tr>
<td>Designation of team members</td>
<td>Search and analysis of documentation</td>
<td></td>
</tr>
<tr>
<td>Identification of the Scope of the inspection</td>
<td>Checklist Preparation</td>
<td></td>
</tr>
</tbody>
</table>

7.2.2.1 Inspection Date
Inspection month or date(if possible) shall be set out in the Annual Inspection Plan. The exceptions are unscheduled inspections, the timing of which depends on the circumstances.

7.2.2.2 Designation of Team Members
The head of the relevant department, by verbal agreement with supervising Deputy Director, makes the decision on the designation of Team Members (unless the composition of the Inspection Team is specified in the Annual Inspector Plan or it is necessary for various reasons to replace the team members specified in the Annual Plan).

While designating the Team Leader, the Head of the Department and the supervising Deputy Director shall take into account the fact that, during an inspection, the functions of team leader should be equally distributed to each Inspector. The Team Leader and team members can be specified in the Annual Inspection Plan.

7.2.2.3 Determination of Scope of Inspection
When identifying the scope of inspection, the Team Leader instructs Team Members to pick up from the database the findings that are to be revised/unclosed findings. In addition, the Team Members shall take into consideration any safety risks identified in the course of the analysis of the occurrence
reporting scheme (if applicable) and seek recommendations given by the accident investigation authority (if applicable). Also, in the course of determination of the scope, team members shall take into account the ongoing, planned or implemented changes, as well as the periods of entry into force of new regulations. Based on this information, the scope of the inspection shall be determined.

### 7.2.2.4 Opened Findings

When collecting the findings that are to be revised, the Team Leader and Team Members analyze the amount of findings with regards to the dates of their closing and the scope of inspection. The Inspection Team enters into the inspection list those findings that should have been addressed with regards to the dates provided in corrective action plan.

### 7.2.2.5 Search of Documentation

An important step of preparation for an inspection is search and analysis of documentation. After identification of scope of inspection, Team Members analyze various national/international standards and/or procedures containing the requirements applicable to a particular inspection area. The Team Leader may also require service provider to submit various internal documentation, if necessary.

### 7.2.2.6 Drawing up a Checklist

Based on the search and analysis of documentation, the Inspection Team draws up an Inspection Checklist. The main objective of the checklist is to ensure more flexibility in conducting on-site inspections. The Inspection Checklist contains the following:

- Document title and the clause – to be entered in the course of preparation for the inspection;
- Requirement - to be entered in the course of preparation for the inspection;
- Questionnaire - to be entered in the course of preparation for the inspection;
- Finding/evidence - to be entered in the course of the inspection;
- Remarks - to be entered in the course of the inspection.

### 7.2.2.7 Drawing up an Inspection Plan/Agenda

In the process of preparation for the inspection, based on the information contained in the completed checklists and the analysis of the number of deficiencies that are to be revised, the Team Leader determines the number of days and time/hours required for the inspection. Based on the above, the Team Leader draws up an Inspection Plan (Agenda).

### 7.2.2.8 Notification

At least 14 working days prior to commencing the inspection, the Inspection Team Leader sends the Inspection Plan (Agenda) to the service provider by the established means of communication (e-mail, fax, dedicated software and etc.) It is also allowed to send an inspection checklist to service provider along with the agenda.

Where an unscheduled inspection is required, the inspection agenda should be sent to the operator depending on how promptly the inspection should be carried out.
In case of an unscheduled inspection, the inspection agenda is allowed to be sent to the service provider at least one day prior to inspection or to conduct the inspection without sending the Inspection Agenda to the operator.

### 7.3. Inspection Progress

The inspection shall be carried out according to the Inspection agenda. Any scheduled or unscheduled inspection should include an opening meeting, an actual inspection, and a closing meeting.

<table>
<thead>
<tr>
<th>Opening Meeting</th>
<th>Inspection</th>
<th>Closing Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>General overview</td>
<td>Allocation of Inspectors</td>
<td>Team discussions</td>
</tr>
<tr>
<td>Taking into account the request of the service provider, and if necessary, amending the agenda</td>
<td>Review existing findings</td>
<td>Sharing results(initial)</td>
</tr>
<tr>
<td></td>
<td>completing the Checklist</td>
<td></td>
</tr>
</tbody>
</table>

#### 7.3.1. Opening Meeting

An Opening Meeting shall be held at the beginning of the inspection. At the meeting, a brief consideration of inspection objective shall be conducted by the Team Leader together with the management and representatives whose audit is scheduled.

At the opening Meeting, the inspection agenda may be amended by the inspection team, if so requested by the service provider or due to various unforeseen circumstances, in order to avoid delays in rendering services.

#### 7.3.2. Inspection

After the opening meeting, members of the Inspection Team shall be allocated to carry out the inspection jointly or separately. An inspection can be performed using a range of inspection methods. The inspection methods chosen for an inspection depend on the defined audit objectives, scope and criteria, as well as duration and location. The Inspection shall be conducted under the Team Leader's guidance.

The inspection may begin with a review of implemented actions (if any) or by using a Checklist. The Inspector is obliged to enter in the Checklist all findings identified by him/her in relation to the specific requirement(s). Also, based on the current situation, the Inspector may put additional questions not included in the checklist.

The inspector is authorized to observe the process of rendering services directly on the spot and to interview the ordinary employees. The Inspector has the right to request any documentation that he/she may need during the inspection, as well as to inspect those structural units or additional items that are not included in the scope of inspection, if such need arise due to various circumstances.

During the Inspection, information relevant to the inspection objectives, scope and criteria, including information relating to interfaces between functions, activities and processes, should be collected by means of appropriate sampling and should be verified. Only information that is verifiable should be accepted as inspection evidence. The service provider must submit evidence required by the Inspector prior to completion of the inspection. The evidence leading to inspection findings should be recorded.
If, during the collection of evidence, the inspection team becomes aware of any new or changed circumstances or risks, these should be addressed by the team accordingly.

7.3.3. Closing Meeting
Prior to the closing meeting, team members submit the information and evidence to the team leader, after which they jointly sum up findings identified during the inspection.

During the closing meeting, the team leader informs the management of the service provider about the positives and findings identified during the inspection.

7.4. Inspection Outcomes
The outcomes of the inspection shall be reflected in the inspection report (annex 4). The Inspection Report shall be prepared within 30 calendar days, after the completion of the inspection, and sent to the service provider.

The inspection team includes in the report all findings identified. When formulating findings, the team does not take into account opinions of its own members but the situation existing with respect to the applicable requirements.

In addition, failure of the service provider to comply with at least one of the requirements stated herein is considered to be a finding.

In the course of drawing up the inspection report, findings shall be formulated in written form, the level of the finding shall be determined, the findings shall be numbered, and all this shall be reflected in the appropriate form.

7.4.1. Text of Finding
When composing the text of a finding, it is not allowed to express a subjective opinion or give any recommendations for its correction. The text should be as concise as possible and only be tailored to the applicable requirement.

7.4.2. Levels of Findings
All findings are classified by levels according to their severity in accordance with applicable national legislation. In particular:

**Level I finding** is a non-compliance with the requirements of the national legislation, organization's procedures and manuals, terms of the certificate or requirements applicable to services rendered by the service provider that lowers the level of safety or seriously hazards safety.

The level I findings include:
- Failure to gain access to the provider's' facilities during normal operating hours and after two written requests;
- Obtaining or maintaining the validity of the provider's certificate (if applicable) by falsification of submitted documentary evidence;
- Use of the certificate in violation of the requirements envisaged by the legislation;
- The lack of an accountable manager.
**Level II finding** is a non-compliance with the requirements of national legislation, organization's procedures and manuals, terms of the certificate or requirements applicable to services provided by the service provider that could lower the level of safety and possibly hazard safety.

Where a non-compliance is identified during the inspection that is not classified as a Level I or Level II finding, this non-compliance (observation) may be included in the Inspection Report.

**In the case of level 1 finding**, the Director of the Competent Authority shall, based on the Inspector's report, take action to limit or suspend the certificate in whole or in part, depending upon the extent of the level 1 finding, until successful corrective action has been taken by the service provider, or to revoke it on the basis of the Team Leader's written report.

**In the case of level 2 findings:**
- The inspector shall establish or accept a period appropriate to the nature of the finding, during which the service provider shall take corrective actions;
- The Inspector shall assess the corrective action plan and, in case of any comments, submit them to the service provider together with relevant substantiations.

Where the service provider fails to submit a corrective action plan, or to perform the corrective actions within the time period accepted or extended by the Agency, the finding shall be raised to a Level I finding and the Competent Authority shall take action as set up for Level I finding.

The classification of findings by levels is based on the common decision of the Inspection Team members, and the following circumstances shall be taken into account when determining a level:
- Whether a particular non-compliance is directly related to safety;
- What current impact does a particular non-compliance have on safety;
- What are the consequences of failing to correct a particular non-compliance;
- Whether the corrective action of a specific non-compliance required the involvement of the other (other) party; (if so, what action was taken by the service provider; did the operator apply to the other party; if so, the other party’s reply should be presented to the Inspection Team together with a Joint Plan indicating the rectification stages and deadlines);
- Whether the dates provided in the corrective action Plan were violated by the operator during the follow-up inspection.

If a particular non-compliance with the above listed criteria is such as to endanger safety, a decision shall be made in order to limit or revoke the rights provided under the certificate, or to suspend its validity, or to impose on the operator the liability envisaged by the Code of Administrative Offences of the state.

**7.4.3. Numbering of Findings**
Each finding shall be given a unique number. Number of finding could be generated by the database used by CA or by other methods established within CA.

**7.5. Coordination of Corrective Actions**
Once the Inspection Report is sent to the service provider, a corrective action plan shall be developed by the service provider taking into account the causes of non-compliance (Root Cause Analysis) and
submitted to the competent authority. The corrective action plan submitted by the service provider to the competent authority shall be reviewed by the inspection team according to the topics.

When findings are identified, the service provider shall submit to the Agency the corrective action plan that shall fully reflect the non-compliances. Inspectors shall carry out monitoring and follow up actions taking into account the corrective action timeframe indicated in the plan. (Monitoring process is described in subsection 7.2.2.4.).

7.6. Follow-Up Inspection
The follow up inspection includes a subsequent check of the work carried out to correct non-compliances within the timeframe indicated in the corrective action plan. See Sections 7.1, 7.2 and 7.3.

If the service provider is unable to correct the non-compliances within the timeframe provided in the corrective action plan, during the follow up actions, the Head of the Department shall, after agreement with the supervising Deputy Director, Inspection Team Leader and Inspectors, appeal in writing for imposition of sanctions in accordance with chapter 11 of this handbook.

7.7. Revocation, Suspension and Renewal of Certificate. Restriction of Rights
Information on revocation, suspension of the certificate and/or restriction of rights provided under the certificate (if applicable) can be found in state legislative acts.

8. Unscheduled Inspection
Unscheduled inspections may occur by various circumstances, in particular by:

• Any changes to the inspection object that may affect safety and security;

• Notifications of the existence of safety-related and civil aviation security-related deficiencies at the service provider (analysis of SAR operations);

• Any other circumstances known to the Competent Authority that could affect safety and/or security (e.g. voluntary activation of 406 MHz distress beacons – false alerting)

Unscheduled inspections shall be carried out in accordance with the process described in Section 8 of this Procedure, except for informing the inspection object about the inspection, which must be carried out immediately prior to the inspection.

9. External Experts
When determining the scope of inspection, some aspects may be identified which are beyond the scope of competency of the relevant department. In such a case, Inspector(s) from another department may be involved in the inspection process, to assist the Inspection Team in conducting the inspection in a particular area.

In order to involve the Inspector(s) of another department (Another Domain) in the inspection process, the Head of the Department applies in the form of internal correspondence (Internal Note, e-mail) to
the Head of the relevant Department (or entity) with a request to involve the particular inspector in the inspection process.

The supporting Inspector shall follow this handbook and be directly subordinate to the Team Leader.

10. Imposition of Sanctions
Information on imposition of sanctions can be found in state legislative acts.

11. Inspection Database and its administering
The Inspection Database is an e-database developed by the departments (within the competent authority), where the complete information related to the inspection is stored, in particular:

• Inspection outcomes reflected in the Inspection Report;
• corrective action plans submitted by the service providers;
• Results of the follow up inspection.

The person in-charge of administering the inspection database is appointed by the Head of the Department.

The Team Leader is obliged to submit the inspection outcomes, non-compliances and corrective action plans, to the person in-charge of administering the inspection database, who must upload the information into the database.

The person in-charge of administering the inspection database shall monitor its operation and use.

The person in-charge of administering the inspection database is obliged to provide the Inspection Team with a list of findings in order to ensure the verification of status of these findings, during the follow-up inspection.

Only Heads of Departments and Specialists, supervising Deputy Director and the Director of the competent authority shall have access to the database.

12. Annual Report
The person in-charge of administering the inspection database shall draw up an Annual Inspection Report that shall reflect the amount of scheduled and unscheduled inspections, the status (open findings) and the amount of findings identified during the inspection. The person in-charge of administering the inspection database sends the Annual Report to the Head of the Department for reference.

Along with that, the outcomes reflected in the Annual Report should be taken into account when drawing up an inspection plan for the subsequent year.

The Annual Report shall be submitted to the supervising Deputy Director and the Director of the competent authority for reference.
13. Data Storage

During each inspection, the Team Leader creates an inspection folder, both in hard copy and electronic form, which must contain the following information:

• Agenda;
• Notification about the inspection;
• Checklist;
• Evidence presented by the service provider;
• Inspection Report;
• Protocol of Administrative Offence and the Order (if any);
• Corrective actions.

All information and records related to the inspection (hard copies and/or electronic database) shall be kept by the competent authority according to national regulations for 7 (seven) years.
15. Annexes

Annex 1: Annual Inspection Plan

<table>
<thead>
<tr>
<th>Date</th>
<th>Place of Inspection</th>
<th>Scope of Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection № 01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection № 02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection № 03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection № 04</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The Annual Plan can be changed, if necessary.

Approved by: ________________________
Director of the Competent Authority
Name, Surname
Date....../....../.......  

Read and accepted by: ________________________
Name, Surname
Date....../....../.......  

_______________________     _______________________
Name, Surname      Name, Surname
Annex 2: Inspection Plan (Agenda)

**Agenda**

Place of Inspection:

Date:

Inspection Team:

Scope of the Inspection:

<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
<th>Place</th>
<th>Service/Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Inspection is not limited to the above mentioned tasks.*
### Annex 3: Inspection Checklist

<table>
<thead>
<tr>
<th>INSPECTED (AUDITED) ORGANIZATION</th>
<th>Date of Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement</strong></td>
<td><strong>Questions</strong></td>
</tr>
<tr>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>•</td>
<td>•</td>
</tr>
</tbody>
</table>
Annex 4: Audit Report

(Structure of the Report)

Audit Objective
(Indicate the list of the services to be inspected, the compliance of the inspection outcomes with national and international requirements/regulations)

Scope/Subject of Audit
(Indicate the scope/subject of the audit: the object/aviation enterprise that is to be inspected, and the list of items to be inspected);

Inspection Team
(Indicate the composition of the Inspection Team)

Audit Time and Place
(Indicate the place and time of the inspection)

Documents and Criteria
(Indicate documents and criteria used in the course of the inspection, including the list of the national and international regulations applicable to the inspection)

Obstruction of Inspection
(Indicate factors that may obstruct the inspection process, if any)

Inspection Progress
(Describe the progress of the inspection, including the list of persons attended and the Opening and Closing Meetings)

Findings
(Describe the findings identified during the inspection as shown in Forms No1 and No2 stated below)

Conclusion
(Describe briefly the positives and deficiencies identified during the inspection, as well as the timeframe for submitting corrective action plans)
**Form No 1**

(To be used for the Inspection)

<table>
<thead>
<tr>
<th>FINDING No 1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENT</td>
<td></td>
</tr>
<tr>
<td>FINDING</td>
<td></td>
</tr>
</tbody>
</table>

**Form No 2**

(To be used for the Follow-up Inspection)

<table>
<thead>
<tr>
<th>FINDING No 1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement</td>
<td></td>
</tr>
<tr>
<td>Finding</td>
<td></td>
</tr>
</tbody>
</table>

**OPERATOR RESPONSE**

<table>
<thead>
<tr>
<th>Deficiency Rectification Measures</th>
<th>Date</th>
<th>Responsible person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up Outcomes</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>SAR component</td>
<td>Question</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>4</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>5</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>6</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>7</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>8</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>9</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>10</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>11</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>12</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>13</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>14</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>15</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
<tr>
<td>16</td>
<td>VTS, BVT, ATO</td>
<td>3.1.1 &amp; 3.2.1, 3.2.1 &amp; 3.2.2</td>
</tr>
</tbody>
</table>

**Question Bank for the Assessment on the National Search and Rescue System**

**KCC (RCC, ARC or MRCC), MLAs, ATS Units, National rescue centre, Operators**

This questionnaire may also be used for: Conducting a periodic review of an established SAR system; or Guiding the establishment of a SAR system.
Has RCC established close cooperation with ATS units regarding alerting and SAR equipment.

b) maintain adequate supplies of rations, medical stores, and fuel for SAR operations.

a) maintain in readiness the required number of search and rescue units, rescue subcentres and alerting points.

Has the State:

i) be cognizant of all parts of the plans of operation that are necessary for the coordination of search and rescue operations, such as weather reports and with those responsible for the care of those who suffered from the accident.

ii) the possible redeployment of equipment that may be located and equipped for SAR operations;

iii) the methods for assisting search and rescue or other aircraft known or believed to be subject to unlawful interference.

iv) the methods for assisting distressed aircraft being searched for their crew and that are no longer in distress;

v) the methods for obtaining essential information relevant to search and rescue operations, including those made available by other States.

vi) the methods for obtaining, from other rescue coordination centres in adjacent regions;

vii) the methods for obtaining information relevant to search and rescue operations from other governmental services, including those of other States;

viii) the means of communication that may be used in search and rescue operations;

ix) the possible redeployment of equipment that may be located and equipped for SAR operations;

x) the means of communication that may be used in search and rescue operations;

xi) the possible redeployment of equipment that may be located and equipped for SAR operations;

xii) the means of communication that may be used in search and rescue operations;

xiii) the possible redeployment of equipment that may be located and equipped for SAR operations;

xiv) the possible redeployment of equipment that may be located and equipped for SAR operations;

xv) the possible redeployment of equipment that may be located and equipped for SAR operations.

Regarding SAR cooperation with neighboring States:

a) adjacent rescue subcentres;

b) associated rescue subcentres;

c) means of communication that may be used in search and rescue operations;

d) actions to be taken jointly with other rescue coordination centres in adjacent regions.

Has the SRUs organized to be:

i) the methods for assisting distressed aircraft being searched for their crew and that are no longer in distress;

ii) the methods for obtaining essential information relevant to search and rescue operations, including those made available by other States.

iii) the methods for obtaining, from other rescue coordination centres in adjacent regions;

iv) the means of communication that may be used in search and rescue operations;

v) the methods for obtaining information relevant to search and rescue operations from other governmental services, including those of other States;

vi) the means of communication that may be used in search and rescue operations;

vii) the possible redeployment of equipment that may be located and equipped for SAR operations;

viii) the means of communication that may be used in search and rescue operations;

ix) the possible redeployment of equipment that may be located and equipped for SAR operations;

x) the means of communication that may be used in search and rescue operations;

xi) the possible redeployment of equipment that may be located and equipped for SAR operations;

xii) the means of communication that may be used in search and rescue operations;

xiii) the possible redeployment of equipment that may be located and equipped for SAR operations;

xiv) the possible redeployment of equipment that may be located and equipped for SAR operations.

Regarding SAR cooperation with neighboring States:

a) adjacent rescue subcentres;

b) associated rescue subcentres;

c) means of communication that may be used in search and rescue operations;

d) actions to be taken jointly with other rescue coordination centres in adjacent regions.

Has the SRUs organized to be:

i) the methods for assisting distressed aircraft being searched for their crew and that are no longer in distress;

ii) the methods for obtaining essential information relevant to search and rescue operations, including those made available by other States.

iii) the methods for obtaining, from other rescue coordination centres in adjacent regions;

iv) the means of communication that may be used in search and rescue operations;

v) the methods for obtaining information relevant to search and rescue operations from other governmental services, including those of other States;

vi) the means of communication that may be used in search and rescue operations;

vii) the possible redeployment of equipment that may be located and equipped for SAR operations;

viii) the means of communication that may be used in search and rescue operations;

ix) the possible redeployment of equipment that may be located and equipped for SAR operations;

x) the means of communication that may be used in search and rescue operations;

xi) the possible redeployment of equipment that may be located and equipped for SAR operations;

xii) the means of communication that may be used in search and rescue operations;

xiii) the possible redeployment of equipment that may be located and equipped for SAR operations.

Regarding SAR cooperation with neighboring States:

a) adjacent rescue subcentres;

b) associated rescue subcentres;

c) means of communication that may be used in search and rescue operations;

d) actions to be taken jointly with other rescue coordination centres in adjacent regions.

Has the SRUs organized to be:

i) the methods for assisting distressed aircraft being searched for their crew and that are no longer in distress;

ii) the methods for obtaining essential information relevant to search and rescue operations, including those made available by other States.

iii) the methods for obtaining, from other rescue coordination centres in adjacent regions;

iv) the means of communication that may be used in search and rescue operations;

v) the methods for obtaining information relevant to search and rescue operations from other governmental services, including those of other States;

vi) the means of communication that may be used in search and rescue operations;

vii) the possible redeployment of equipment that may be located and equipped for SAR operations;

viii) the means of communication that may be used in search and rescue operations;

ix) the possible redeployment of equipment that may be located and equipped for SAR operations;

x) the means of communication that may be used in search and rescue operations;

xi) the possible redeployment of equipment that may be located and equipped for SAR operations;

xii) the means of communication that may be used in search and rescue operations;

xiii) the possible redeployment of equipment that may be located and equipped for SAR operations.

Regarding SAR cooperation with neighboring States:

a) adjacent rescue subcentres;

b) associated rescue subcentres;

c) means of communication that may be used in search and rescue operations;

d) actions to be taken jointly with other rescue coordination centres in adjacent regions.

Has the SRUs organized to be:

i) the methods for assisting distressed aircraft being searched for their crew and that are no longer in distress;

ii) the methods for obtaining essential information relevant to search and rescue operations, including those made available by other States.

iii) the methods for obtaining, from other rescue coordination centres in adjacent regions;

iv) the means of communication that may be used in search and rescue operations;

v) the methods for obtaining information relevant to search and rescue operations from other governmental services, including those of other States;

vi) the means of communication that may be used in search and rescue operations;

vii) the possible redeployment of equipment that may be located and equipped for SAR operations;

viii) the means of communication that may be used in search and rescue operations;

ix) the possible redeployment of equipment that may be located and equipped for SAR operations;

x) the means of communication that may be used in search and rescue operations;

xi) the possible redeployment of equipment that may be located and equipped for SAR operations;

xii) the means of communication that may be used in search and rescue operations;

xiii) the possible redeployment of equipment that may be located and equipped for SAR operations.
<table>
<thead>
<tr>
<th>No.</th>
<th>SAR service category</th>
<th>Reference</th>
<th>Question</th>
<th>Action by assessor</th>
<th>Remarks and improvement areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>SMC SAR service</td>
<td>3.3.2 &amp; 3.3.3</td>
<td>Has the State established procedures for searches, less and marine planes?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for training and continuous training for personnel?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination and collaboration with others?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>SAR service</td>
<td>3.3.2</td>
<td>Has the SAR service established procedures for coordination in search and rescue (SAR) operations?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- SMC: Search and Rescue Management Committee
- SAR: Search and Rescue
- GM: Governmental
- RP: Routine Procedure
- STD: Standard
1. Where is this authority and responsibility described (law, regulation, agreement, etc.)?

2. If no, has the State conducted an assessment of the merits of establishing a JRCC?

3. If yes, does the JRCC have the authority and responsibility to coordinate both aeronautical and maritime SAR operations?

4. If yes, who is the JRCC?

5. Has the State established an Aeronautical and/or Maritime Rescue Coordination Centre (ARCCs and MRCCs)?

6. Where is this authority and responsibility described (law, regulation, agreement, etc.)?

7. If no, has the State conducted an assessment of the merits of establishing ARCCs and MRCCs?

8. If yes, does the jurisdictional overlap between aeronautical and maritime SAR regions (SRRs) coincide?

9. Has the State established an entity, which provides, on a 24-hour basis, search and rescue (SAR) services to ensure that assistance is rendered to persons in need of rescue on the high seas?

10. Is the Government party to the following Conventions:

   - 1. International Convention for the Safety of Life at Sea (SOLAS), 1974?
   - 4. London MOU on SAR?
   - 5. Nairobi MOU on SAR?
   - 6. 1993 MOU on SAR?
   - 7. 1994 MOU on SAR?
   - 8. International Convention for the Safety of Life at Sea (SOLAS), 2001?
   - 10. International Convention for the Safety of Life at Sea (SOLAS), 2008?
   - 12. 1993 MOU on SAR?
   - 13. 1994 MOU on SAR?
   - 14. 1995 MOU on SAR?
   - 15. 1996 MOU on SAR?
   - 16. 1997 MOU on SAR?
   - 17. 1998 MOU on SAR?
   - 18. 1999 MOU on SAR?
   - 19. 2000 MOU on SAR?
   - 20. 2001 MOU on SAR?
   - 21. 2002 MOU on SAR?
   - 22. 2003 MOU on SAR?
   - 23. 2004 MOU on SAR?
   - 24. 2005 MOU on SAR?
   - 25. 2006 MOU on SAR?
   - 26. 2007 MOU on SAR?
   - 27. 2008 MOU on SAR?
   - 28. 2009 MOU on SAR?
   - 29. 2010 MOU on SAR?
   - 30. 2011 MOU on SAR?
   - 31. 2012 MOU on SAR?
   - 32. 2013 MOU on SAR?
   - 33. 2014 MOU on SAR?
   - 34. 2015 MOU on SAR?
   - 35. 2016 MOU on SAR?
   - 36. 2017 MOU on SAR?
   - 37. 2018 MOU on SAR?
   - 38. 2019 MOU on SAR?
   - 39. 2020 MOU on SAR?
   - 40. 2021 MOU on SAR?
   - 41. 2022 MOU on SAR?
   - 42. 2023 MOU on SAR?
   - 43. 2024 MOU on SAR?
   - 44. 2025 MOU on SAR?
   - 45. 2026 MOU on SAR?
   - 46. 2027 MOU on SAR?
   - 47. 2028 MOU on SAR?
   - 48. 2029 MOU on SAR?
   - 49. 2030 MOU on SAR?
   - 50. 2031 MOU on SAR?
   - 51. 2032 MOU on SAR?
   - 52. 2033 MOU on SAR?
   - 53. 2034 MOU on SAR?
   - 54. 2035 MOU on SAR?
   - 55. 2036 MOU on SAR?
   - 56. 2037 MOU on SAR?
   - 57. 2038 MOU on SAR?
   - 58. 2039 MOU on SAR?
   - 59. 2040 MOU on SAR?
   - 60. 2041 MOU on SAR?
   - 61. 2042 MOU on SAR?
   - 62. 2043 MOU on SAR?
   - 63. 2044 MOU on SAR?
   - 64. 2045 MOU on SAR?
   - 65. 2046 MOU on SAR?
   - 66. 2047 MOU on SAR?
   - 67. 2048 MOU on SAR?
   - 68. 2049 MOU on SAR?
   - 69. 2050 MOU on SAR?
   - 70. 2051 MOU on SAR?
   - 71. 2052 MOU on SAR?
   - 72. 2053 MOU on SAR?
   - 73. 2054 MOU on SAR?
   - 74. 2055 MOU on SAR?
   - 75. 2056 MOU on SAR?
   - 76. 2057 MOU on SAR?
   - 77. 2058 MOU on SAR?
   - 78. 2059 MOU on SAR?
   - 79. 2060 MOU on SAR?
   - 80. 2061 MOU on SAR?
   - 81. 2062 MOU on SAR?
   - 82. 2063 MOU on SAR?
   - 83. 2064 MOU on SAR?
   - 84. 2065 MOU on SAR?
   - 85. 2066 MOU on SAR?
   - 86. 2067 MOU on SAR?
   - 87. 2068 MOU on SAR?
   - 88. 2069 MOU on SAR?
   - 89. 2070 MOU on SAR?
   - 90. 2071 MOU on SAR?
   - 91. 2072 MOU on SAR?
   - 92. 2073 MOU on SAR?
   - 93. 2074 MOU on SAR?
   - 94. 2075 MOU on SAR?
   - 95. 2076 MOU on SAR?
   - 96. 2077 MOU on SAR?
   - 97. 2078 MOU on SAR?
   - 98. 2079 MOU on SAR?
   - 99. 2080 MOU on SAR?
   - 100. 2081 MOU on SAR?
   - 101. 2082 MOU on SAR?
   - 102. 2083 MOU on SAR?
   - 103. 2084 MOU on SAR?
   - 104. 2085 MOU on SAR?
   - 105. 2086 MOU on SAR?
   - 106. 2087 MOU on SAR?
   - 107. 2088 MOU on SAR?
   - 108. 2089 MOU on SAR?
   - 109. 2090 MOU on SAR?
   - 110. 2091 MOU on SAR?
   - 111. 2092 MOU on SAR?
   - 112. 2093 MOU on SAR?
   - 113. 2094 MOU on SAR?
   - 114. 2095 MOU on SAR?
   - 115. 2096 MOU on SAR?
   - 116. 2097 MOU on SAR?
   - 117. 2098 MOU on SAR?
   - 118. 2099 MOU on SAR?
   - 119. 2000 MOU on SAR?
   - 120. 2001 MOU on SAR?
   - 121. 2002 MOU on SAR?
   - 122. 2003 MOU on SAR?
   - 123. 2004 MOU on SAR?
   - 124. 2005 MOU on SAR?
   - 125. 2006 MOU on SAR?
   - 126. 2007 MOU on SAR?
   - 127. 2008 MOU on SAR?
   - 128. 2009 MOU on SAR?
   - 129. 2010 MOU on SAR?
   - 130. 2011 MOU on SAR?
   - 131. 2012 MOU on SAR?
   - 132. 2013 MOU on SAR?
   - 133. 2014 MOU on SAR?
   - 134. 2015 MOU on SAR?
   - 135. 2016 MOU on SAR?
   - 136. 2017 MOU on SAR?
   - 137. 2018 MOU on SAR?
   - 138. 2019 MOU on SAR?
   - 139. 2020 MOU on SAR?
   - 140. 2021 MOU on SAR?
   - 141. 2022 MOU on SAR?
   - 142. 2023 MOU on SAR?
Do ships and aircraft that are used for SAR have accurate navigation systems?

Do the RCC and RSC operations manuals include procedures for establishing and maintaining a Safety System (GMDSS)?

Fixed Network (AFN) co-located or readily accessible to the RCC(s) and RSC(s) 24 hours a day?

Is the Aeronautical Fixed Telecommunication Network (AFTN) or Aeronautical Safety Network (ASN) connected to SAR units?  Do facilities that serve as alerting posts for the SAR service provide aeronautical and maritime distress information on a 24-hour basis?

Has the State established procedures for SAR authorities to initiate an alarm and call for assistance in a state of emergency? .1

Do RCC(s) and RSC(s) have reliable internet access?

Does the national communications system provide full coverage of the State and other locations which support the SAR system such as Air Traffic Services units, SAR Centers, alerting posts and other national emergency agencies and facilities?

Do facilities that serve as alerting posts for receiving and responding to aeronautical and maritime distress information operate on a 24-hour basis?

Do RCC(s) and RSC(s) have reliable radio communications capabilities covering the whole State and vicinity?

Does the State ensure that each RCC, and if appropriate, RSC, has written job descriptions for each of its staff?

Does each RCC or RSC have an operations manual which provides procedures and guidance material for handling all foreseeable SAR situations?

Are voluntary SAR resources, including privately owned aircraft and boats, organizations been organized?

Are there arrangements for the rapid use of SAR units and other available resources such as ships and aircraft to assist with a SAR operation in the States SRR(s)? Do SAR units carry IAMSAR Volume III?

Are there established procedures to be followed by RCCs and RSCs in case of accidents?

Does the national communications system provide full coverage of the State and other locations which support the SAR system such as Air Traffic Services units, SAR Centers, alerting posts and other national emergency agencies and facilities?

Does SAR units have special equipment for medical evacuations with trained medical personnel on board or facilities that provide medical care for those involved in the incident?

Are there marine SAR craft available which are equipped to:  provide search and rescue services overwater?

Are there SAR aircraft available which are equipped to:

1. Communicate with other SAR units on scene, including aircraft?

2. Home on distress frequencies?

3. Provide historical tracking data on aircraft and vessels in distress?

4. Account for aerospace and ocean drift?

5. Communicate with other SAR units on scene, including marine units for SAR operations in the States SRR(s)? Do SAR units carry IAMSAR Volume III?

6. Establish international SAR obligations?

7. Arrange air escorts, ships and other assistance for aircraft situations involving potential ditching?

8. Carry out international SAR obligations?

9. Establish mechanisms for the rapid use of SAR units and other available resources such as ships and aircraft to assist with a SAR operation in the States SRR(s)? Do SAR units carry IAMSAR Volume III?

10. Organize national SAR exercises?

11. Review job descriptions and confirm rational application

12. Review mechanism established to ensure effective implementation

13. Review documented evidence

14. Review mechanism established to ensure effective implementation

15. Review documented evidence

16. Review documented evidence

17. Review documented evidence

18. Review documented evidence

19. Review documented evidence

20. Review documented evidence

21. Review documented evidence

22. Review documented evidence

23. Review documented evidence

24. Review documented evidence

25. Review documented evidence

26. Review documented evidence

27. Review documented evidence

28. Review documented evidence

29. Review documented evidence

30. Review documented evidence

31. Review documented evidence

32. Review documented evidence

33. Review documented evidence

34. Review documented evidence

35. Review documented evidence

36. Review documented evidence

37. Review documented evidence

38. Review documented evidence

39. Review documented evidence

40. Review documented evidence

41. Review documented evidence

42. Review documented evidence

43. Review documented evidence

44. Review documented evidence

45. Review documented evidence

46. Review documented evidence

47. Review documented evidence

48. Review documented evidence

49. Review documented evidence

50. Review documented evidence

51. Review documented evidence

52. Review documented evidence

53. Review documented evidence

54. Review documented evidence

55. Review documented evidence

56. Review documented evidence

57. Review documented evidence

58. Review documented evidence

59. Review documented evidence

60. Review documented evidence

61. Review documented evidence

62. Review documented evidence

63. Review documented evidence

64. Review documented evidence

65. Review documented evidence

66. Review documented evidence

67. Review documented evidence

68. Review documented evidence

69. Review documented evidence

70. Review documented evidence

71. Review documented evidence

72. Review documented evidence

73. Review documented evidence

74. Review documented evidence

75. Review documented evidence

76. Review documented evidence

77. Review documented evidence

78. Review documented evidence

79. Review documented evidence

80. Review documented evidence

81. Review documented evidence

82. Review documented evidence

83. Review documented evidence

84. Review documented evidence

85. Review documented evidence

86. Review documented evidence

87. Review documented evidence

88. Review documented evidence

89. Review documented evidence

90. Review documented evidence

91. Review documented evidence

92. Review documented evidence

93. Review documented evidence

94. Review documented evidence

95. Review documented evidence

96. Review documented evidence

97. Review documented evidence

98. Review documented evidence

99. Review documented evidence

100. Review documented evidence

101. Review documented evidence

102. Review documented evidence

103. Review documented evidence

104. Review documented evidence

105. Review documented evidence

106. Review documented evidence

107. Review documented evidence

108. Review documented evidence

109. Review documented evidence

110. Review documented evidence

111. Review documented evidence

112. Review documented evidence

113. Review documented evidence

114. Review documented evidence

115. Review documented evidence

116. Review documented evidence

117. Review documented evidence

118. Review documented evidence

119. Review documented evidence

120. Review documented evidence

121. Review documented evidence

122. Review documented evidence

123. Review documented evidence

124. Review documented evidence

125. Review documented evidence

126. Review documented evidence

127. Review documented evidence

128. Review documented evidence

129. Review documented evidence

130. Review documented evidence

131. Review documented evidence

132. Review documented evidence

133. Review documented evidence

134. Review documented evidence

135. Review documented evidence

136. Review documented evidence

137. Review documented evidence

138. Review documented evidence

139. Review documented evidence

140. Review documented evidence

141. Review documented evidence

142. Review documented evidence

143. Review documented evidence

144. Review documented evidence

145. Review documented evidence

146. Review documented evidence

147. Review documented evidence

148. Review documented evidence

149. Review documented evidence

150. Review documented evidence

151. Review documented evidence

152. Review documented evidence

153. Review documented evidence

154. Review documented evidence

155. Review documented evidence

156. Review documented evidence

157. Review documented evidence

158. Review documented evidence

159. Review documented evidence

160. Review documented evidence

161. Review documented evidence

162. Review documented evidence

163. Review documented evidence

164. Review documented evidence

165. Review documented evidence

166. Review documented evidence

167. Review documented evidence

168. Review documented evidence

169. Review documented evidence

170. Review documented evidence

171. Review documented evidence

172. Review documented evidence

173. Review documented evidence

174. Review documented evidence

175. Review documented evidence

176. Review documented evidence

177. Review documented evidence

178. Review documented evidence

179. Review documented evidence

180. Review documented evidence

181. Review documented evidence

182. Review documented evidence

183. Review documented evidence

184. Review documented evidence

185. Review documented evidence

186. Review documented evidence

187. Review documented evidence

188. Review documented evidence

189. Review documented evidence

190. Review documented evidence

191. Review documented evidence

192. Review documented evidence

193. Review documented evidence

194. Review documented evidence

195. Review documented evidence

196. Review documented evidence

197. Review documented evidence

198. Review documented evidence

199. Review documented evidence

200. Review documented evidence
### Pre-arranged procedures for cross-border SAR responses

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established a national SAR committee</td>
<td>Yes</td>
</tr>
<tr>
<td>Have SAR providers in each of the States and each of the SAR regions, which includes a system with time frame for elimination of deficiencies which have been identified by inspecton and remedial action planned/taken</td>
<td>Yes</td>
</tr>
<tr>
<td>Does each RCC have an established management plan for dealing with the purpose of searching for, and the rescue of, survivors of aviation and maritime accidents and incidents?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the State have a SAR point of contact for coordination of SAR operations through the Cospas-Sarsat system?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have formal procedures been developed for providing medical assistance and receive all personnel evacuated due to medical emergencies?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have SAR case records satisfied legal requirements?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are debriefings of SAR operations conducted and are any lessons learned integrated with national disaster plans?</td>
<td>Yes</td>
</tr>
<tr>
<td>Has the State designated as SAR units elements of public or private services not form part of the SAR organization to cooperate fully with the latter in SAR operations?</td>
<td>Yes</td>
</tr>
<tr>
<td>Does the State maintain a statistical database on SAR events which assist with improvement of the State SAR system?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Established a National SAR Committee

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish a national SAR committee with the authority to adequately carry out the responsibilities of SAR management</td>
<td>Yes</td>
</tr>
<tr>
<td>Establish an administrative legal frame of conduct for SAR (MRSC) - implementing an effective and efficient management system and performance improvement section (which should be read in conjunction with these questions), that can be used to assess whether an administration is either compliant at all and to internally evaluate their implementation status of the EUR SAR Plan. Using the cells (Status) for each of the 41 elements, please indicate implementation status with either 0 (not implemented), or 0.5 (50% implemented - note - other partial implementation may be indicated such as 0.1 = 10%) or 1 (fully implemented)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Performance Indicators

<table>
<thead>
<tr>
<th>Performance Indicators</th>
<th>Satisfactory/Non-Compliant</th>
<th>Action by central authority</th>
<th>Remarks and improvement areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>X</td>
<td>SARPA</td>
<td></td>
</tr>
</tbody>
</table>

### Action by central authorities for non-compliance

- Review mechanism established to ensure effective implementation
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review mechanism established to ensure effective implementation
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
- Review documented evidence
Conducted SAR promotional programs.
Provided sufficient RCC staffing.
Established a reliable distress beacon registration system.
Planned and prepared for the implementation of next generation beacons.

Following is a bank of indicators based on the EUR SAR Plan's performance improvement section (which should be read in conjunction with these questions), that can be used to assess whether an administration is either compliant or not and to internally evaluate their implementation status of the EUR SAR Plan. Using the cells (Status) for each of the 41 elements, please indicate implementation status with either 0 (not implemented), or 0.5 (50% implemented - note - other partial implementation may be indicated such as 0.1 = 10%) or 1 (fully implemented).

Following is a bank of indicators based on the EUR SAR Plan's performance improvement section (which should be read in conjunction with these questions), that can be used to assess whether an administration is either compliant or not and to internally evaluate their implementation status of the EUR SAR Plan. Using the cells (Status) for each of the 41 elements, please indicate implementation status with either 0 (not implemented), or 0.5 (50% implemented - note - other partial implementation may be indicated such as 0.1 = 10%) or 1 (fully implemented).

Following is a bank of indicators based on the EUR SAR Plan's performance improvement section (which should be read in conjunction with these questions), that can be used to assess whether an administration is either compliant or not and to internally evaluate their implementation status of the EUR SAR Plan. Using the cells (Status) for each of the 41 elements, please indicate implementation status with either 0 (not implemented), or 0.5 (50% implemented - note - other partial implementation may be indicated such as 0.1 = 10%) or 1 (fully implemented).

Following is a bank of indicators based on the EUR SAR Plan's performance improvement section (which should be read in conjunction with these questions), that can be used to assess whether an administration is either compliant or not and to internally evaluate their implementation status of the EUR SAR Plan. Using the cells (Status) for each of the 41 elements, please indicate implementation status with either 0 (not implemented), or 0.5 (50% implemented - note - other partial implementation may be indicated such as 0.1 = 10%) or 1 (fully implemented).

Following is a bank of indicators based on the EUR SAR Plan's performance improvement section (which should be read in conjunction with these questions), that can be used to assess whether an administration is either compliant or not and to internally evaluate their implementation status of the EUR SAR Plan. Using the cells (Status) for each of the 41 elements, please indicate implementation status with either 0 (not implemented), or 0.5 (50% implemented - note - other partial implementation may be indicated such as 0.1 = 10%) or 1 (fully implemented).

Following is a bank of indicators based on the EUR SAR Plan's performance improvement section (which should be read in conjunction with these questions), that can be used to assess whether an administration is either compliant or not and to internally evaluate their implementation status of the EUR SAR Plan. Using the cells (Status) for each of the 41 elements, please indicate implementation status with either 0 (not implemented), or 0.5 (50% implemented - note - other partial implementation may be indicated such as 0.1 = 10%) or 1 (fully implemented).

Established additional oceanic SAR capability as far as practicable to ensure a timely and adequate SAR response.
Established additional SRU capabilities (crews, availability, military assets, communication, authority, etc.)
Established sufficient SAR capabilities (crews, availability, military assets, communication, authority, etc.)
Established additional SRU capabilities (crews, availability, military assets, communication, authority, etc.)
Established an operational plan for the SAREX to test and evaluate coordination procedures, data exchange, authorities, etc.
Established an operational plan for the SAREX to test and evaluate coordination procedures, data exchange, authorities, etc.
Established an operational plan for the SAREX to test and evaluate coordination procedures, data exchange, authorities, etc.
Established an operational plan for the SAREX to test and evaluate coordination procedures, data exchange, authorities, etc.
Established an operational plan for the SAREX to test and evaluate coordination procedures, data exchange, authorities, etc.
Established an operational plan for the SAREX to test and evaluate coordination procedures, data exchange, authorities, etc.
Established an operational plan for the SAREX to test and evaluate coordination procedures, data exchange, authorities, etc.