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# Webinar – AIG Procedures

Exercise: Procedure for completing the final report and/or issue interim statements

**Fernando Camargo**

*Regional Officer, Technical Assistance*

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[fcamargo@icao.int](mailto:fcamargo@icao.int)





# OBJECTIVE

**The purpose of this webinar is to train the participants in the development of procedures to comply with the requirements of the USOAP program and, consequently, to comply with the obligations of the signatory States of the Chicago Convention.**



# DISCLAIMER

It is not the intention of this event to offer a ready-made solution in terms of procedure

**We won't give the fish, but will teach how to fish**



# Agenda

✈ Procedures: Quick review

✈ Let's build it together

✈ Stage 1 - Collection of relevant information

✈ Stage 2 - Meet the criteria

✈ Stage 3 - Defining the framework

✈ Stage 4 - Writing the procedure



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# Procedures: Quick Review

- ✈ A procedure is a plan of action for your team
- ✈ Procedures make everyone's work easier
  - ✈ Everyone will know what needs to be done
- ✈ Procedures need to be validated
  - ✈ To ensure your procedures make sense, you need to see them in action



# Procedures: Quick Review

✈ Procedures and Policies are not the same thing

✈ A policy is a statement of intent, and is implemented as a procedure or protocol



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# Procedures: Quick Review

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The AIG Section will prepare and submit a preliminary ADREP report to ICAO and relevant States within 30 days of an accident



# Procedures: Quick Review

✈ Procedures and Policies are not the same thing

✈ A policy is a statement of intent, and is implemented as a procedure or protocol

The AIG Section will prepare and submit a preliminary ADREP report to ICAO and relevant States within 30 days of an accident



**This is a POLICY**



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# Procedures: Quick Review

✈ Procedures and Policies are not the same thing

✈ A policy is a statement of intent, and is implemented as a procedure or protocol

## POLICY:

The AIG Section will prepare and submit a preliminary ADREP report to ICAO and relevant States within 30 days of an accident



## PROCEDURE :

- Task 1 – The IIC will...
- Task 2 – The Assistant will...
- Task 3 – The IIC will...
- Task n – The Chief will...



# Procedures: Quick Review

## ✈ Elements required in a procedure

- ✈ Procedures should clarify who does what, how they do it, when they do it (or within what timelines) and in coordination with whom (as applicable)

**WHO** does **WHAT**, **HOW**, **WHEN** and in **COORDINATION** with whom

# Procedures: Quick Review

 **WHO** - Individualized person (position) in charge of executing each action / task



"The Head of the Accident Investigation Unit" ✓

"The investigator in charge" ✓



~~"The DGCA will ..."~~



# Procedures: Quick Review

✈ **WHAT** - The procedure must detail each of the actions / tasks that will be carried out during the execution of the procedure

- ✈ The idea is to split the processes into several simple and consecutive actions (not to bring them together)
- ✈ In one procedure we expect to see several actions, each of them with its person in charge



# Procedures: Quick Review

-  **HOW** - The way in which the action / task will be carried out must be detailed enough to allow even an inexperienced person, or newcomer to the organization, to carry it out efficiently
-  The level of detail should be that necessary to guarantee that each time the procedure is performed, the expected result is the same, regardless of the person who performs it



# Procedures: Quick Review

 **WHEN** - It is essential that each action / task within a procedure has a deadline to be performed, to ensure that the procedure is completed in a timely manner

- ✈ Pay attention to the indications of time constraints in the PQs (e.g. immediately, as soon as possible, as soon as practicable, without delay, etc.)



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## Procedures: Quick Review

 **In COORDINATION with whom** - In some situations, it will be necessary to coordinate a specific action / task with a particular person (sometimes in the organization itself or sometimes in another organization)



**"The investigator-in-charge will provide, in coordination with the Head of the Board of Investigation, the invitation to the operator ..."**



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# Agenda

✈ Procedures: Quick review

✈ **Let's build it together**

✈ Stage 1 - Collection of relevant information

✈ Stage 2 - Meet the criteria

✈ Stage 3 - Defining the framework

✈ Stage 4 - Writing the procedure



# Let's build it together

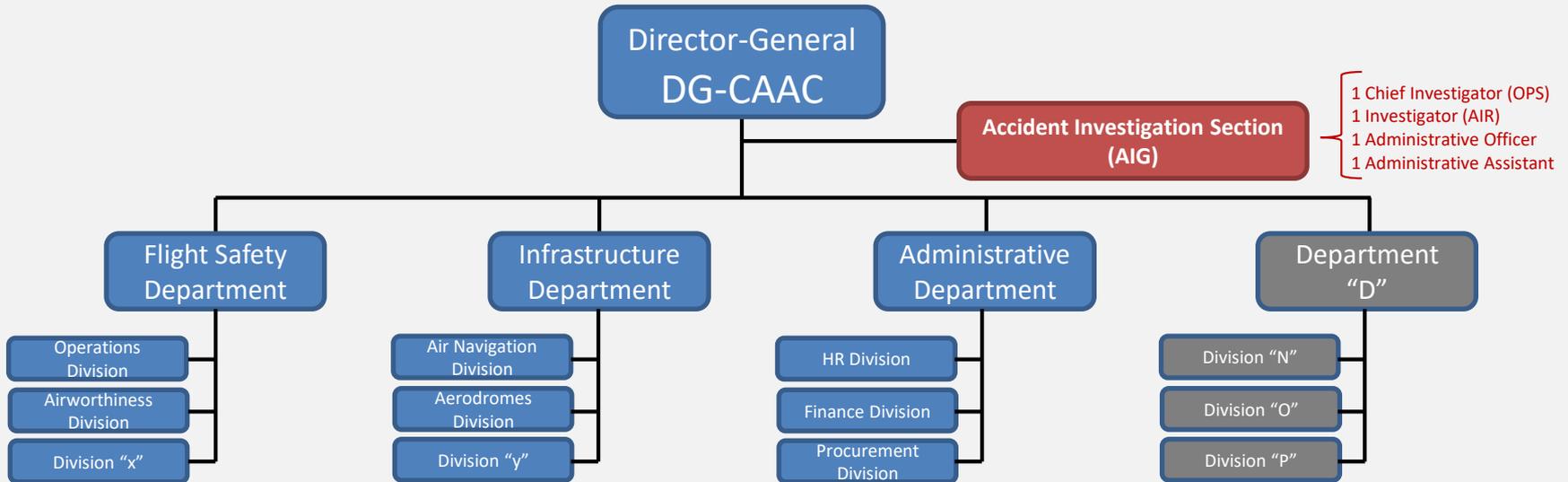
## ✈ Exercise: Procedure for sending preliminary ADREP reports

- ✈ To do the exercises, we will use our fictional scenario:
  - ✈ State – Coronaland
  - ✈ Authority – Civil Aviation Authority of Coronaland (CAAC)
  - ✈ The accident investigation unit is not independent, being part of the CAAC



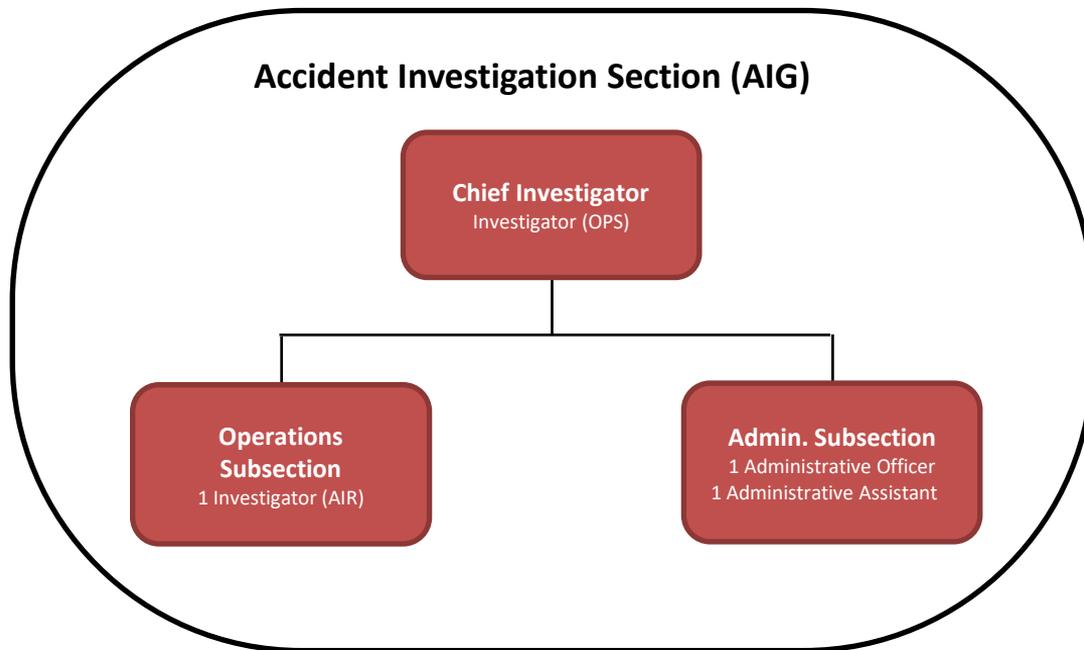
# FICTIONAL SCENARIO

## Civil Aviation Authority of Coronaland (CAAC)





# FICTIONAL SCENARIO





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Fictional Scenario - Coronaland

## Accident with Corona Air 1234



# Example of accident investigation





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# Let's build it together

## Exercise for PQ 6.405

*Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*



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# Agenda

✈ Procedures: Quick review

✈ **Let's build it together**

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# Stage 1 – Gathering relevant information

- ✈ Gather all information relevant to the development of the procedure
  - ✈ Since the procedure of our exercise comes out from a PQ, we need to know the content of:
    - ✈ the question of the Protocol USOAP
    - ✈ the ICAO references to that PQ
    - ✈ the Guidance for Review of Evidence

# Stage 1 – Gathering relevant information

## ICAO references

<p>STD A13 6.5 &amp; 6.6 GM Doc 9756 Part IV, 1.5.1 Doc 9962 10.7.1 &amp; 10.7.4</p>	<p>AIG 6.405 (CE-5) ICAO Results Click here to enter text.</p>	<p>Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?</p>	<p>[Choose Yes/No]</p>	<ol style="list-style-type: none"> <li>1) Review procedures.</li> <li>2) Verify if the report is in frame</li> <li>report.</li> <li>3) Verify if target dates are met.</li> <li>4) Verify if there is a monitoring system to ensure that target dates are met.</li> <li>5) Verify if there are indications on possible elements to be included in the interim statements, depending on the progress of the investigation.</li> <li>6) Verify that interim statements are effectively made available when needed.</li> </ol>
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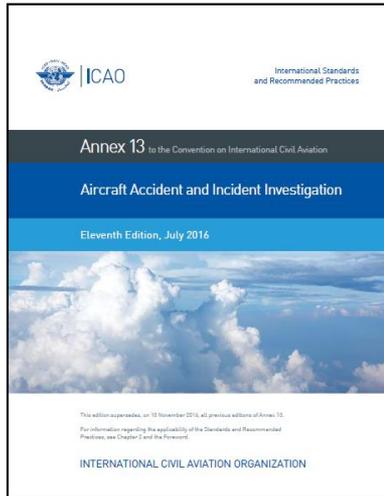
# Stage 1 – Gathering relevant information

## ICAO references

<p>STD A13 6.5 &amp; 6.6 GM Doc 9756 Part IV, 1.5.1 Doc 9962 10.7.1 &amp; 10.7.4</p>	<p>AIG 6.40 ( In Res. Click here to enter text.</p>	<p>as the State, as the State conducting the investigation, ( attached and implemented report is complete possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?</p>	<p>[Choose Yes/No]</p>	<ol style="list-style-type: none"><li>1) Review procedures.</li><li>2) Verify if there is a time frame for the release of the final report.</li><li>3) Verify if target dates are met.</li><li>4) Verify if there is a monitoring system to ensure that target dates are met.</li><li>5) Verify if there are indications on possible elements to be included in the interim statements, depending on the progress of the investigation.</li><li>6) Verify that interim statements are effectively made available when needed.</li></ol>
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# Stage 1 – Gathering relevant information

## ANNEX 13



## PRELIMINARY REPORT

### RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

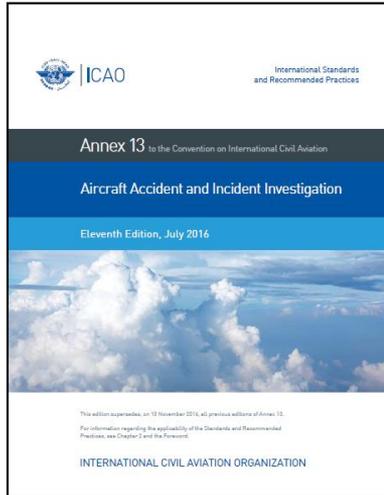
#### ***Release of the Final Report***

6.5 In the interest of accident prevention, the State conducting the investigation of an accident or incident shall make the Final Report publicly available as soon as possible and, if possible, within twelve months.

*Note. — Making a Final Report publicly available can be achieved by posting the Final Report on the Internet, and does not necessarily require a hard-copy publication of the Final Report.*

# Stage 1 – Gathering relevant information

## ANNEX 13



## PRELIMINARY REPORT

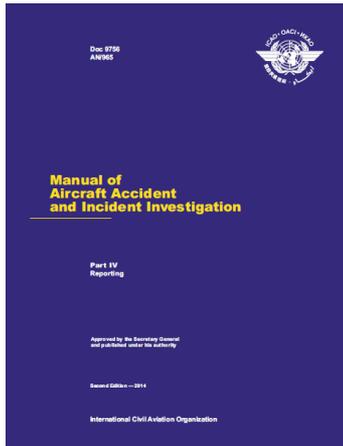
### RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

#### *Release of the Final Report*

6.6 If the report cannot be made publicly available within twelve months, the State conducting the investigation shall make an interim statement publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised.

# Stage 1 – Gathering relevant information

## ICAO REFERENCES DOC 9756, IV



## Chapter 1

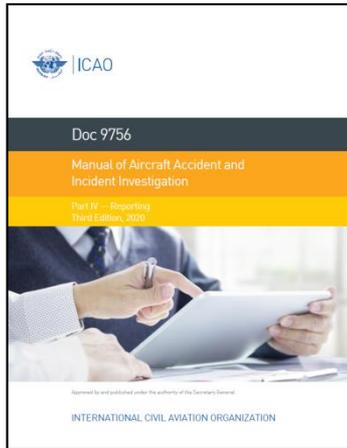
### THE FINAL REPORT

#### 1.5 RELEASE AND DISTRIBUTION OF THE FINAL REPORT

1.5.1 The State conducting the investigation shall release the Final Report in the shortest possible time and, if possible, within twelve months of the date of the occurrence. If the report cannot be released within twelve months, the State conducting the investigation shall release an interim statement or use some other means detailing the progress of the investigation and any safety issues raised.

# Stage 1 – Gathering relevant information

## ICAO REFERENCES DOC 9756, IV



## RECENTLY APPROVED PART IV OF DOC 9756

### SLIGHTLY DIFFERENT:

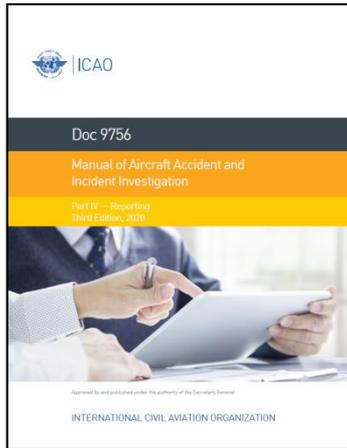
#### 2020 Edition:

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# Stage 1 – Gathering relevant information

## ICAO REFERENCES DOC 9756, IV



## RECENTLY APPROVED PART IV OF DOC 9756

### SLIGHTLY DIFFERENT:

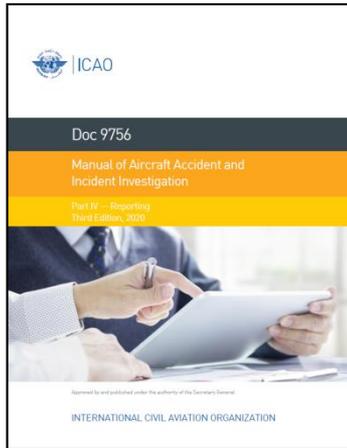
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# Stage 1 – Gathering relevant information

## ICAO REFERENCES DOC 9756, IV



## RECENTLY APPROVED PART IV OF DOC 9756

### SLIGHTLY DIFFERENT:

#### 2020 Edition:

### 1.5 RELEASE AND DISTRIBUTION OF THE FINAL REPORT

1.5.1 The State conducting the investigation shall release the Final Report in the shortest possible time and, if possible, within twelve months of the date of the occurrence. If the report cannot be released within twelve months, the State conducting the investigation shall release an interim statement on each anniversary of the occurrence detailing the progress of the investigation and any safety issues raised.

# Stage 1 – Gathering relevant information

## ICAO REFERENCES DOC 9962



## Chapter 10

### WRITING THE FINAL REPORT AND MAKING SAFETY RECOMMENDATIONS

#### 10.7 DISTRIBUTION AND PUBLICATION OF FINAL REPORTS

10.7.1 Lessons learned during the investigation contained in the Final Report are important for improving aviation safety. Wide distribution of the Final Report is essential for the prevention of future occurrences and to inform the general public. Accordingly, the *[Accident Investigation Authority]* should adhere to the requirements of ICAO Annex 13, paragraph 6.5 and should make Final Reports publicly available as soon as possible and, if possible, within twelve months.

# Stage 1 – Gathering relevant information

## ICAO REFERENCES DOC 9962



## Chapter 10

### WRITING THE FINAL REPORT AND MAKING SAFETY RECOMMENDATIONS

#### 10.7 DISTRIBUTION AND PUBLICATION OF FINAL REPORTS

10.7.4 If the Final Report cannot be made publicly available within twelve months, the *[Accident Investigation Authority]* should make an interim statement publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised.

# Stage 1 – Gathering relevant information

## Guidance for Review of Evidence

<p>STD A13 6.5 &amp; 6.6 GM Doc 9756 Part IV, 1.5.1 Doc 9962 10.7.1 &amp; 10.7.4</p>	<p>AIG 6.405 (CE-5) ICAO Results Click here to enter text.</p>	<p>Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?</p>	<p>[Choose Yes/No]</p>	<ol style="list-style-type: none"><li>1) Review procedures.</li><li>2) Verify if there is a time frame for the release of the final report.</li><li>3) Verify if target dates are met.</li><li>4) Verify if there is a monitoring system to ensure that target dates are met.</li><li>5) Verify if there are indications on possible elements to be included in the interim statements, depending on the progress of the investigation.</li><li>6) Verify that interim statements are effectively made available when needed.</li></ol>
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# Guidance for Review of Evidence

STD A13 6	AIG 6.105	Has the State, as the State conducting the investigation	Choose Yes/No	<ol style="list-style-type: none"><li>1) Review procedures.</li><li>2) Verify if there is a time frame for the release of the final report.</li><li>3) Verify if target dates are met.</li><li>4) Verify if there is a monitoring system to ensure that target dates are met.</li><li>5) Verify if there are indications on possible elements to be included in the interim statements, depending on the progress of the investigation.</li><li>6) Verify that interim statements are effectively made available when needed.</li></ol>
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**The auditor will review the procedure to check whether it contains all the basic characteristics of any procedure (who/what/when/how/coordination) and other elements required**

## Stage 1 – Gathering relevant information

# Guidance for Review of Evidence

STD A13 6	AIG 6.105	Has the State, as the State conducting the investigation	[Choose Yes/No]	<ol style="list-style-type: none"><li>1) Review procedures.</li><li>2) Verify if there is a time frame for the release of the final report.</li><li>3) Verify if target dates are met.</li><li>4) Verify if there is a monitoring system to ensure that target dates are met.</li><li>5) Verify if there are indications on possible elements to be included in the interim statements, depending on the progress of the investigation.</li><li>6) Verify that interim statements are effectively made available when needed.</li></ol>
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**The timeframe mentioned here shall consider:**

- receiving partial area reports (in case of groups)
- Sending drafts for comments from other States
- Process for uploading the report file on the webpage
- Issuance of transmittal letters
- Potential needs to issue interim statements

# Guidance for Review of Evidence

STD A13 6	AIG 6.105	Has the State, as the State conducting the investigation	[Choose Yes/No]
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**Whenever a procedure establishes timeframes,  
States must met their targets.**

**The auditor will check the evidence on that.**

- 1) Review procedures.
- 2) Verify if there is a time frame for the release of the final report.
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**The AIG unit shall have a tool to manage the investigation process, ensuring that all targets are met**

**This tool may go from reminders in the google calendar to specific software for the management of the investigation process**

# Example of a control tool

Investigation Control Spreadsheet - Microsoft Excel

**Civil Aviation Authority of Coronaland**  
**Accident Investigation Section**  
**Investigation Control Spreadsheet**

NUMBER	DATE (dd/mm/yyyy)	CLASSIFICAT	TYPE	REGISTRATION	MANUFACTURER	MODEL	MTOW	DAMAGE	INJURY LEVEL	FATALITIES	CATEGORY	DESCRIPTION
1	09/09/2020	Accident	Type A	COR900	3D ROBOTICS	321	Above 2 250 kg	Destroyed	Fatal	1	Abnormal runway contact (ARC)	The aircraft was on the runway under unknown circumstances while on departure from Coronaland Harbour
2	15/09/2020	Serious incident	Type B	N8949D	ACRO	A444	Equal to or below 2 250kg	Substantial	Serious	0	Ground collision (GCOL)	The aircraft was on the runway during taxi and fell into the ditch, breaking the nose and right landing gear, internal damage to the right engine and to its propellers
3	23/02/2020	Serious incident	Type D	COR332	ADAM	AD332	Equal to or below 2 250kg	Minor	None	0	Other	While on approach to Corona Springs Airport, the aircraft was hit by 2 small birds causing minor damages to the landing gear
4	25/02/2020	Accident	Type B	COR551	BETTS	BT788	Above 2 250 kg	Substantial	Serious	0	System/component failure (SCPF) or SCPF-PP	After engine failure, the pilot tried to land on a corn field. The aircraft lost the left wing after the impact.
5	02/03/2020	Incident	N/A	PF591	PARTENAVIA	P260	Equal to or below 2 250kg	None	None	0	Other	The aircraft landed almost without taxi, as the engine stop during the taxi after landing.
6	27/04/2020	Accident	Type C	COR444	VESTLAND	A89	Above 5 700 kg	Destroyed	Fatal	4	Other	After a flight without abnormalities, the aircraft approaching to Coronaland OF Airport dropped beyond the limits provided for in the procedure and hit the ground 600 meters from the runway threshold
7	07/05/2020	Serious incident	Type C	COR993	NRAZ	M265	Equal to or below 2 250kg	Minor	Minor	0	Other	The aircraft was on the runway (RWAC)
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Ready | Occurrences | Investigation | Reports | Sheet3 | 70%

# Example of a control tool

Investigation Control Spreadsheet - Excel

Camargo, Fernando

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles Cells Editing

CS1 =Occurrences!C51

	OCCURRENCE				PRELIMINARY ADREP REPORT				INTERIM STATEMENT				FINAL REPORT						
	NUMBER	DATE (dd/mm/yyyy)	CLASSIFICATION	REGISTRATION	REQUIRED	DATE DUE (dd/mm/yyyy)	SENT	DATE SENT (dd/mm/yyyy)	DATE DUE (dd/mm/yyyy)	PUBLICATION (dd/mm/yyyy)	2nd Anniversary (dd/mm/yyyy)	PUBLICATION (dd/mm/yyyy)	Draft required?	Draft sent for comments in (dd/mm/yyyy)	Comments due by (dd/mm/yyyy)	Changes required in the draft	Final Report Completed by (dd/mm/yyyy)	Transmittal Letter Completed by (dd/mm/yyyy)	PUBLICATION (dd/mm/yyyy)
1																			
2																			
3	1	01/01/2020	Accident	COR900	YES	31/01/2020	YES	31/01/2020	01/01/2021				YES	insert date					
4	2	15/01/2020	Serious incident	N8945D	N/A		N/A		15/01/2021				NO	N/A	N/A	N/A	N/A	N/A	N/A
5	3	23/02/2020	Serious incident	COR332	N/A		N/A		23/02/2021				NO	N/A	N/A	N/A	N/A	N/A	N/A
6	4	25/02/2020	Accident	COR351	YES	26/03/2020	YES		25/02/2021				YES	insert date					
7	5	12/03/2020	Incident	PPBIV	N/A		N/A		13/03/2021				NO	N/A	N/A	N/A	N/A	N/A	N/A
8	6	27/04/2020	Accident	COR444	YES	27/05/2020	YES		28/04/2021				YES	insert date					
9	7	07/05/2020	Serious incident	COR093	N/A		N/A		08/05/2021				NO	N/A	N/A	N/A	N/A	N/A	N/A
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Occurrences Investigation Reports Sheet3

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# Guidance for Review of Evidence

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**The procedure must indicate what sort of information will the interim statement disclose (and what it will not)**



# Guidance for Review of Evidence

STD A13 6	AIG 6.105	Has the State, as the State conducting the investigation	[Choose Yes/No]
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**The auditor will check (randomly) investigations that took (or are taking) more than 1 year and will ask for the interim statement**

**Interim statements are usually published in the website, thus the auditor will usually be able to check that before the audit**

- 1) Review procedures.
- 2) Verify if there is a time frame for the release of the final report.
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- 5) Verify if there are indications on possible elements to be included in the interim statements, depending on the progress of the investigation.
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# Agenda

✈ Procedures: Quick review

✈ **Let's build it together**

✈ Stage 1 - Collection of relevant information

✈ **Stage 2 - Meet the criteria**

✈ Stage 3 - Defining the framework

✈ Stage 4 - Writing the procedure

# Stage 2 - Meet the criteria

<p>STD A13 6.5 &amp; 6.6 GM Doc 9756 Part IV, 1.5.1 Doc 9962 10.7.1 &amp; 10.7.4</p>	<p>AIG 6.405 (CE-5) ICAO Results Click here to enter text.</p>	<p>Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?</p>	<p>Choose Yes/No</p>	<ol style="list-style-type: none"> <li>1) Review procedures.</li> <li>2) Verify if the report is in the frame</li> <li>report.</li> <li>3) Verify if target dates are met.</li> <li>4) Verify if there is a monitoring system to ensure that target dates are met.</li> <li>5) Verify if there are indications on possible elements to be included in the interim statements, depending on the progress of the investigation.</li> <li>6) Verify that interim statements are effectively made available when needed.</li> </ol>
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## Stage 2 - Meet the criteria

### Criteria established by the PQ:

*PQ 6.405 - Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*

## Stage 2 - Meet the criteria

### Criteria established by the PQ:

*PQ 6.405 - Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*

# Stage 2 - Meet the criteria

Criteria established by

PQ 6.405 - Has the investigation

**ensure** that the final report

and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?

The procedure needs to **ensure** that the report will be completed and/or interim statements are made available

# Stage 2 - Meet the criteria

That means the need to establish control measures

**The procedure needs to ensure that the report will be completed and/or interim statements are made available**

**ensure**

Criteria established by PQ 6.405 - Has the investigation... ensuring the... dures to... s possible... that the final report... and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?

## Stage 2 - Meet the criteria

### Criteria established by the PQ:

*PQ 6.405 - Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the **final report is completed** as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*

## Stage 2 - Meet the criteria

Different approaches:

- when investigating in groups
- When other States participate (preparation of draft)

*PQ 6.405 - Has the State, as a State conducting the investigation, established and implemented procedures to ensure that the **final report is completed** as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*

## Stage 2 - Meet the criteria

### Criteria established by the PQ:

*PQ 6.405 - Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*

## Stage 2 - Meet the criteria

That means no unnecessary delays

The auditor may check the investigation documentation to verify any delays in the preparation of the report

*PQ 6.405 - Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed **as soon as possible** and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*

## Stage 2 - Meet the criteria

### Criteria established by the PQ:

*PQ 6.405 - Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*

## Stage 2 - Meet the criteria

Interim statements are due every anniversary of the occurrence till the publication of the final report

*A control tool must be in place so the statement is released by the anniversary (the auditor will check the publication date)*

investigation and implemented and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available **within 12 months** an **interim statement** is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?

## Stage 2 - Meet the criteria

### Criteria established by the PQ:

*PQ 6.405 - Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?*

## Stage 2 - Meet the criteria

Progress of the investigation means all the actions taken (tests, examinations, interviews, flight recorder readouts, etc.) and their results, whenever their are not subjected to the protection of Annex 13 STD 5.12

*interim statement*

*investigation and any safety issues raised?*

*progress of the*



ICAO

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# Agenda

✈ Procedures: Quick review

✈ **Let's build it together**

✈ Stage 1 - Collection of relevant information

✈ Stage 2 - Meet the criteria

✈ **Stage 3 - Defining the framework**

✈ Stage 4 - Writing the procedure



| ICAO

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## Stage 3 - Definition of the framework

- ✈ “Brainstorm” to find out which tasks would be part of the procedure
- ✈ We may use the template we developed to guide us in the process

NUMBER:		TITLE:			
Process:					
Reference:					
Step	WHAT <small>(Detailed description of the task)</small>	WHO <small>(Designated person responsible for the execution)</small>	HOW <small>(Determination of the way the task will be performed and means to be used)</small>	WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with whom applicable)</small>
1					
2					
3					
4					
5					
6					
...					
n					
NOTES					
N1					
N2					
...					
Nn					
ATTACHMENTS					
#	TITLE		DESCRIPTION		
A					
B					
...					
n					

NUMBER:		TITLE:			
Process:					
Reference:					
Step	WHAT <small>(Detailed description of the task)</small>	WHO <small>(Designated person responsible for the execution)</small>	HOW <small>(Determination of the way the task will be performed and means to be used)</small>	WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with whom applicable)</small>
1					
2					
3					
4					
5					
6					
...					
n					
N1					
N2					
...					
Nn					
ATTACHMENTS					
#	TITLE		DESCRIPTION		
A					
B					
...					
n					

Note – the template is just a tool, and even after filling its fields we won't have the procedure

# Stage 3 - Definition of the framework

<b>NUMBER:</b> 90	<b>TITLE:</b> Completion of the final report and publication of interim statements
<b>Process:</b>	Reporting
<b>Reference:</b>	PQ 6.405 - Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?

# Relation with other procedures

✈ This procedure is related to the following procedures:

- ✈ Consultation with States, air operators, and organizations responsible for the type design and the final assembly of the aircraft on draft final reports (PQ 6.407, and 6.409)
- ✈ Amendment of draft final reports to include comments received (PQ 6.411)
- ✈ Sending the final report to all States involved and to ICAO as applicable (PQ 6.413, and 6.415)
- ✈ Ensuring the inclusion of intended safety recommendations in the draft final report (PQ 6.427)

# Relation with other processes

NOTES

N1	Consultation with States, air operators, and organizations responsible for the type design and the final assembly of the aircraft on draft final reports (PQ 6.407, and 6.409)
N2	Amendment of draft final reports to include comments received (PQ 6.411)
N3	Sending the final report to all States involved and to ICAO as applicable (PQ 6.413, and 6.415)
N4	Ensuring the inclusion of intended safety recommendations are included in the draft final report (PQ 6.427)

# Use of complementary supporting documents

When a procedure has tasks that allow several alternatives, we can make use of complementary supporting documents (usually guidance documents), making the procedure simpler

# Stage 3 - Definition of the framework

## Use of complementary supporting documents

### ATTACHMENTS

#	TITLE	DESCRIPTION
A	Investigation Control Spreadsheet	A tool to help the management of the administrative tasks related to the investigation
B	Form 78 (Timelines for partial reports to the IIC)	A template to be used for the establishment of deadlines for Team members to send their reports to the IIC
C	Form 79 (Interim Statement Form)	A template to be used for the issuance of Interim Statements
D	Form 36 (Final Report Form)	A template to be used for completing the final report

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Insert the occurrence in the Investigation Control Spreadsheet				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Insert the occurrence in the Investigation Control Spreadsheet				

\* The investigation control spreadsheet mentioned here represents any tool used to assist the accident investigation authority to ensure that certain important milestones in the investigation process are achieved

These tools may be specific proprietary software, commercial project management software, electronic calendars or even a simple spreadsheet

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Insert the occurrence in the Investigation Control Spreadsheet	Administrative Assistant			

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Insert the occurrence in the Investigation Control Spreadsheet	Administrative Assistant	Register the information of the occurrence in the Investigation Control Spreadsheet to be saved in the Investigation Control folder in the AIG secure server, informing the Investigator-in-charge (e-mail)		

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Insert the occurrence in the Investigation Control Spreadsheet	Administrative Assistant	Register the information of the occurrence in the Investigation Control Spreadsheet to be saved in the Investigation Control folder in the AIG secure server, informing the Investigator-in-charge (e-mail)	Within 4 working days after the receipt of the notification	

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
<b>1</b>	Insert the occurrence in the Investigation Control Spreadsheet	Administrative Assistant	Register the information of the occurrence in the Investigation Control Spreadsheet to be saved in the Investigation Control folder in the AIG secure server, informing the Investigator-in-charge (e-mail)	Within 4 working days after the receipt of the notification	Investigator-in-charge

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Determine timelines for sending partial reports from groups, other investigators and/or experts				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Determine timelines for sending partial reports from groups, other investigators and/or experts	Investigator-in-charge			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Determine timelines for sending partial reports from groups, other investigators and/or experts	Investigator-in-charge	<p>Whenever the investigation is conducted by a Team, the IIC shall fill the Form 78 (Timelines for partial reports to the IIC), determining the timelines to be observed by Team members<sup>1</sup> for sending the partial reports regarding the main activities<sup>2</sup> of the investigation</p> <p>Once the Form 78 is filled, the IIC shall sent<sup>3</sup> it to each team member through e-mail</p> <p>Note 1- The timelines apply to all investigator(s) and/or expert(s) responsible for specific activities during the investigation, but do not include Accredited Representatives and their advisors)</p> <p>Note 2- Examples of main activities are: reviewing documents, testing and examining parts, interviewing witnesses, reading flight recorders, etc.)</p> <p>Note 3- The Form shall be amended by the IIC and forwarded to Team members to include any necessary activity not previously included</p>		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Determine timelines for sending partial reports from groups, other investigators and/or experts	Investigator-in-charge	<p>Whenever the investigation is conducted by a Team, the IIC shall fill the Form 78 (Timelines for partial reports to the IIC), determining the timelines to be observed by Team members<sup>1</sup> for sending the partial reports regarding the main activities<sup>2</sup> of the investigation</p> <p>Once the Form 78 is filled, the IIC shall sent<sup>3</sup> it to each team member through e-mail</p> <p>Note 1- The timelines apply to all investigator(s) and/or expert(s) responsible for specific activities during the investigation, but do not include Accredited Representatives and their advisors)</p> <p>Note 2- Examples of main activities are: reviewing documents, testing and examining parts, interviewing witnesses, reading flight recorders, etc.)</p> <p>Note 3- The Form shall be amended by the IIC and forwarded to Team members to include any necessary activity not previously included</p>	<div style="border: 2px solid yellow; border-radius: 15px; padding: 10px;"> <p>Within 10 working days after the receipt of the notification</p> </div>	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Determine timelines for sending partial reports from groups, other investigators and/or experts	Investigator-in-charge	<p>Whenever the investigation is conducted by a Team, the IIC shall fill the Form 78 (Timelines for partial reports to the IIC), determining the timelines to be observed by Team members<sup>1</sup> for sending the partial reports regarding the main activities<sup>2</sup> of the investigation</p> <p>Once the Form 78 is filled, the IIC shall sent<sup>3</sup> it to each team member through e-mail</p> <p>Note 1- The timelines apply to all investigator(s) and/or expert(s) responsible for specific activities during the investigation, but do not include Accredited Representatives and their advisors)</p> <p>Note 2- Examples of main activities are: reviewing documents, testing and examining parts, interviewing witnesses, reading flight recorders, etc.)</p> <p>Note 3- The Form shall be amended by the IIC and forwarded to Team members to include any necessary activity not previously included</p>	Within 10 working days after the receipt of the notification	<div style="border: 2px solid yellow; padding: 10px; text-align: center;"> <p>Team members</p> </div>

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Notify the need to prepare an Interim Statement				

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Notify the need to prepare an Interim Statement	Administrative Assistant			

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Notify the need to prepare an Interim Statement	Administrative Assistant	By sending an email to the IIC, based on the monitoring of the Investigation Control Worksheet, stating the anniversary date of the occurrence for the purposes of preparing the Interim Statement		

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Notify the need to prepare an Interim Statement	Administrative Assistant	By sending an email to the IIC, based on the monitoring of the Investigation Control Worksheet, stating the anniversary date of the occurrence for the purposes of preparing the Interim Statement	30 calendar days before each anniversary of the occurrence while the final report is not published	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Notify the need to prepare an Interim Statement	Administrative Assistant	By sending an email to the IIC, based on the monitoring of the Investigation Control Worksheet, stating the anniversary date of the occurrence for the purposes of preparing the Interim Statement	30 calendar days before each anniversary of the occurrence while the final report is not published	Investigator-in-charge

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Prepare an Interim Statement				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Prepare an Interim Statement	Investigator-in-charge			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Prepare an Interim Statement	Investigator-in-charge	Based on the information available, and supported by any partial reports received so far, the IIC will prepare the Interim Statement, using the Form 79 (Interim Statement Form), and observing all the protections related to the disclosure of information established by STD 5.12 of Annex 13, sending the filled Form 79 to the Administrative Assistant by e-mail, for publication.		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Prepare an Interim Statement	Investigator-in-charge	Based on the information available, and supported by the partial reports received so far, the IC will prepare the Interim Statement, using the Form 79 (Interim Statement Form), and observing all the protections related to the disclosure of information established by STD 5.12 of Annex 13, sending the filled Form 79 to the Administrative Assistant by e-mail, for publication.	Until 10 working days before the anniversary of the occurrence	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Prepare an Interim Statement	Investigator-in-charge	Based on the information available, and supported by the partial reports received so far, the IC will prepare the Interim Statement, using the Form 79 (Interim Statement Form), and observing all the protections related to the disclosure of information established by STD 5.12 of Annex 13, sending the filled Form 79 to the Administrative Assistant by e-mail, for publication.	Until 10 working days before the anniversary of the occurrence	<div style="border: 2px solid yellow; padding: 5px; text-align: center;"> <b>Administrative Assistant</b> </div>

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
5	Publication of Interim Statement				

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
5	Publication of Interim Statement	Administrative Assistant			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
5	Publication of Interim Statement	Administrative Assistant	By sending, by email, the filled Form 79 to the Administrator of the CAAC IT Section website for publication in accordance with the IT Section Procedure XX, with copies to the Chief Investigator and the IIC		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
5	Publication of Interim Statement	Administrative Assistant	By sending, by email, the filled Form 79 to the Administrator of the CAAC IT Section website for publication in accordance with the IT Section Procedure XX, with copies to the Chief Investigator and the IIC	<div style="border: 2px solid yellow; padding: 5px;">             Until 8 working days before the anniversary of the occurrence           </div>	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
5	Publication of Interim Statement	Administrative Assistant	By sending, by email, the filled Form 79 to the Administrator of the CAAC IT Section website for publication in accordance with the IT Section Procedure XX, with copies to the Chief Investigator and the IIC	Until 8 working days before the anniversary of the occurrence	Adm CAAC IT Section website Chief Investigator Investigator-in-charge

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
6	Update the occurrence record in the Occurrence Control Spreadsheet				

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
6	Update the occurrence record in the Occurrence Control Spreadsheet	Administrative Assistant			

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
6	Update the occurrence record in the Occurrence Control Spreadsheet	Administrative Assistant	Inserting the date of publication of the Interim Statement in the record corresponding to the occurrence and informing the IIC by e-mail		

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
6	Update the occurrence record in the Occurrence Control Spreadsheet	Administrative Assistant	Inserting the date of publication of the Interim Statement in the record corresponding to the occurrence and informing the IIC by e-mail	Until 4 working days after the publication of the Interim Statement	

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
6	Update the occurrence record in the Occurrence Control Spreadsheet	Administrative Assistant	Inserting the date of publication of the Interim Statement in the record corresponding to the occurrence and informing the IIC by e-mail	Until 4 working days after the publication of the Interim Statement	Investigator-in-charge

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
7	Sending activity reports				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
7	Sending activity reports	Relevant Team members			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
7	Sending activity reports	Relevant Team members	<p>Any investigator and/or expert responsible for specific activities during the investigation will prepare a report<sup>1</sup> of the activity conducted and send it to the IIC through the CAAC secure FTP</p> <p>Note 1 - the content of any activity report must include:</p> <ul style="list-style-type: none"> <li>- Location and date of the activity</li> <li>- Participating staff</li> <li>- Activity performed and its purpose</li> <li>- Description of the work carried out</li> <li>- Conclusions and / or results (actual or potential)</li> <li>- Safety recommendations (if any)</li> <li>- Derived actions (if applicable)</li> <li>- Total cost of the activity</li> </ul>		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
7	Sending activity reports	Relevant Team members	Any investigator and/or expert responsible for specific activities during the investigation will prepare a report <sup>1</sup> of the activity conducted and send it to the IIC through the CAAC secure FTP  Note 1 - the content of any activity report must include: <ul style="list-style-type: none"> <li>- Location and date of the activity</li> <li>- Participating staff</li> <li>- Activity performed and its purpose</li> <li>- Description of the work carried out</li> <li>- Conclusions and / or results (actual or potential)</li> <li>- Safety recommendations (if any)</li> <li>- Derived actions (if applicable)</li> <li>- Total cost of the activity</li> </ul>	In accordance with the timelines established by the Investigator-in-charge through the Form 78	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
7	Sending activity reports	Relevant Team members	Any investigator and/or expert responsible for specific activities during the investigation will prepare a report <sup>1</sup> of the activity conducted and send it to the IIC through the CAAC secure FTP  Note 1 - the content of any activity report must include: <ul style="list-style-type: none"> <li>- Location and date of the activity</li> <li>- Participating staff</li> <li>- Activity performed and its purpose</li> <li>- Description of the work carried out</li> <li>- Conclusions and / or results (actual or potential)</li> <li>- Safety recommendations (if any)</li> <li>- Derived actions (if applicable)</li> <li>- Total cost of the activity</li> </ul>	In accordance with the timelines established by the Investigator-in-charge through the Form 78	Investigator-in-charge

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
8	Request partial reports				

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
8	Request partial reports	Investigator-in-charge			

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
8	Request partial reports	Investigator-in-charge	The IIC will send an email (with a copy for the Chief Investigator) to any investigator(s) and/or expert(s) who have not yet sent the relevant partial report related to any activity listed on Form 78, reminding the deadline established for sending it		

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
8	Request partial reports	Investigator-in-charge	The IIC will send an email (with a copy for the Chief Investigator) to any investigator(s) and/or expert(s) who have not yet sent the relevant partial report related to any activity listed on Form 78, reminding the deadline established for sending it	Until 5 working days before the deadline established in the Form 78 issued by the IIC for the activity report to be sent	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
8	Request partial reports	Investigator-in-charge	The IIC will send an email (with a copy for the Chief Investigator) to any investigator(s) and/or expert(s) who have not yet sent the relevant partial report related to any activity listed on Form 78, reminding the deadline established for sending it	Until 5 working days before the deadline established in the Form 78 issued by the IIC for the activity report to be sent	<b>Chief Investigator</b> <b>Relevant Team members</b>

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
9	Sending closing reports				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
9	Sending closing reports	Relevant Team members			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
9	Sending closing reports	Relevant Team members	<p>All investigator(s) and/or expert(s) responsible for any specific activities during the investigation will prepare a closing report<sup>1</sup> related to his/her participation in the investigation and send it to the IIC through the CAAC secure FTP</p> <p>Note 1 - the content of the closing report must include:</p> <ul style="list-style-type: none"> <li>- A list of all activities conducted under your responsibility</li> <li>- Analysis of the evidence</li> <li>- Conclusions and / or results (actual or potential)</li> <li>- Safety recommendations (if any)</li> <li>- Total cost of the investigation portion under your responsibility</li> </ul>		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
9	Sending closing reports	Relevant Team members	All investigator(s) and/or expert(s) responsible for any specific activities during the investigation will prepare a closing report <sup>1</sup> related to his/her participation in the investigation and send it to the IIC through the CAAC secure FTP  Note 1 - the content of the closing report must include: <ul style="list-style-type: none"> <li>- A list of all activities conducted under your responsibility</li> <li>- Analysis of the evidence</li> <li>- Conclusions and / or results (actual or potential)</li> <li>- Safety recommendations (if any)</li> <li>- Total cost of the investigation portion under your responsibility</li> </ul>	In accordance with the timelines established by the Investigator-in-charge through the Form 78	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
9	Sending closing reports	Relevant Team members	<p>All investigator(s) and/or expert(s) responsible for any specific activities during the investigation will prepare a closing report<sup>1</sup> related to his/her participation in the investigation and send it to the IIC through the CAAC secure FTP</p> <p>Note 1 - the content of the closing report must include:</p> <ul style="list-style-type: none"> <li>- A list of all activities conducted under your responsibility</li> <li>- Analysis of the evidence</li> <li>- Conclusions and / or results (actual or potential)</li> <li>- Safety recommendations (if any)</li> <li>- Total cost of the investigation portion under your responsibility</li> </ul>	In accordance with the timelines established by the Investigator-in-charge through the Form 78	Investigator-in-charge

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
10	Request closing reports				

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
10	Request closing reports	Investigator-in-charge			

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
10	Request closing reports	Investigator-in-charge	The IIC will send an email to each member of the Team who has not yet sent the closing report (with a copy to the Chief Investigator) reminding the deadline established for sending it		

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
10	Request closing reports	Investigator-in-charge	The IIC will send an email to each member of the Team who has not yet sent the closing report (with a copy to the Chief Investigator) reminding the deadline established for sending it	After the last technical activity of the investigation and until 8 working days before the deadline established in the Form 78 issued by the IIC for the closing reports to be sent	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
10	Request closing reports	Investigator-in-charge	The IIC will send an email to each member of the Team who has not yet sent the closing report (with a copy to the Chief Investigator) reminding the deadline established for sending it	After the last technical activity of the investigation and until 8 working days before the deadline established in the Form 78 issued by the IIC for the closing reports to be sent	Chief Investigator Team members

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
11	Preparation of the draft final report				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
11	Preparation of the draft final report	Investigator-in-charge			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
11	Preparation of the draft final report	Investigator-in-charge	<p>By compiling all relevant information available<sup>1</sup>, including information received through partial and closing reports, into the Form 36 (Final Report Form)</p> <p>Note 1- Any safety recommendations shall be already included in this draft</p> <p>Note 2: The Form 36 (Final Report Form) shall be used to prepare the draft final report, and it is available in the AIG server, at O:\AIG\Documents\InvestigationForms\</p> <p>Note 3: In investigations conducted by the IIC only, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments after this step, following the <b>CAAC-AIG Procedure 37*</b></p>		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
11	Preparation of the draft final report	Investigator-in-charge	<p>By compiling all relevant information available<sup>1</sup>, including information received through partial and closing reports, into the Form 36 (Final Report Form)</p> <p>Note 1- Any safety recommendations shall be already included in this draft</p> <p>Note 2: The Form 36 (Final Report Form) shall be used to prepare the draft final report, and it is available in the AIG server, at G:\AIG\Documents\investigation\forms\</p> <p>Note 3: In investigations conducted by the IIC only, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments after this step, following the <b>CAAC-AIG Procedure 37*</b></p>		

Note 3: In investigations conducted by the IIC only, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments after this step, following the **CAAC-AIG Procedure 37\***

\* Due to the time limitations for this webinar, we chose to omit the steps for sending the final draft report to other States and organizations for their comments, indicating the use of another procedure to cover it. The ideal would be to have these steps included in this same procedure

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
11	Preparation of the draft final report	Investigator-in-charge	<p>By compiling all relevant information available<sup>1</sup>, including information received through partial and closing reports, into the Form 36 (Final Report Form)</p> <p>Note 1- Any safety recommendations shall be already included in this draft</p> <p>Note 2: The Form 36 (Final Report Form) shall be used to prepare the draft final report, and it is available in the AIG server, at O:\AIG\Documents\InvestigationForms\</p> <p>Note 3: In investigations conducted by the IIC only, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments after this step, following the CAAC-AIG Procedure 37</p>	<p>When the investigation is conducted by a Team, within 30 calendar days after receiving the last activity or closing report (what happens last)</p> <p>Otherwise, within 20 working days after the last technical investigation activity conducted<sup>1</sup>.</p> <p>Note 1- In the case of activities conducted by third parties (e.g. fuel/lubricant tests) the activity will be considered as conducted after the receipt of the report from the entity responsible for the activity</p>	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
11	Preparation of the draft final report	Investigator-in-charge	<p>By compiling all relevant information available<sup>1</sup>, including information received through partial and closing reports, into the Form 36 (Final Report Form)</p> <p>Note 1- Any safety recommendations shall be already included in this draft</p> <p>Note 2: The Form 36 (Final Report Form) shall be used to prepare the draft final report, and it is available in the AIG server, at O:\AIG\Documents\InvestigationForms\</p> <p>Note 3: In investigations conducted by the IIC only, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments after this step, following the CAAC-AIG Procedure 37</p>	<p>When the investigation is conducted by a Team, within 30 calendar days after receiving the last partial or closing report (what happens last)</p> <p>Otherwise, within 20 working days after the last technical investigation activity conducted<sup>1</sup>.</p> <p>Note 1- In the case of activities conducted by third parties (e.g. fuel/lubricant tests) the activity will be considered as conducted after the receipt of the report from the entity responsible for the activity</p>	<p>Team members</p>

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
12	Submission of the draft final report for review and comments by Team members				

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
12	Submission of the draft final report for review and comments by Team members	Investigator-in-charge			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
12	Submission of the draft final report for review and comments by Team members	Investigator-in-charge	By submitting this preliminary version of the draft final report to the Team members for comments, using CAAC secure FTP		

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
12	Submission of the draft final report for review and comments by Team members	Investigator-in-charge	By submitting this preliminary version of the draft final report to the Team members for comments, using CAAC secure FTP	Immediately after step 11, or the next working day if step 11 is completed on a non-working day	

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
<b>12</b>	Submission of the draft final report for review and comments by Team members	Investigator-in-charge	By submitting this preliminary version of the draft final report to the Team members for comments, using CAAC secure FTP	Immediately after step 7, or the next working day if step 7 is completed on a non-working day	Team members

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
13	Revision and comments on the preliminary version of the final report				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
13	Revision and comments on the preliminary version of the final report	Team members			

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
13	Revision and comments on the preliminary version of the final report	Team members	Each Team member will conduct a revision of the whole content of the preliminary version of the draft final report (including editorial notes) and send it back to the IIC using CAAC secure FTP		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
13	Revision and comments on the preliminary version of the final report	Team members	Each Team member will conduct a revision of the whole content of the preliminary version of the draft final report (including editorial notes) and send it back to the IIC using CAAC secure FTP	<div style="border: 2px solid yellow; padding: 5px;">             Within 10 calendar days after receiving the automatic message of the secure FTP           </div>	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
13	Revision and comments on the preliminary version of the final report	Team members	Each Team member will conduct a revision of the whole content of the preliminary version of the draft final report (including editorial notes) and send it back to the IIC using CAAC secure FTP	Within 10 calendar days after receiving the automatic message of the secure FTP	Investigator-in-charge

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
14	Consolidation of the draft of the final report				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
14	Consolidation of the draft of the final report	Investigator-in-charge			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
14	Consolidation of the draft of the final report	Investigator-in-charge	By amending the content of the draft to incorporate all pertinent comments from the Team members.  Note - After this step, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments, following the CAAC-AIG Procedure 37		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
14	Consolidation of the draft of the final report	Investigator-in-charge	By amending the content of the draft to incorporate all pertinent comments from the Team members.  Note - After this step, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments, following the CAAC-AIG Procedure 37	<div style="border: 2px solid yellow; padding: 5px;">             Within 10 calendar days after receiving the automatic message of the secure FTP           </div>	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
14	Consolidation of the draft of the final report	Investigator-in-charge	By amending the content of the draft to incorporate all pertinent comments from the Team members.  Note - After this step, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments, following the CAAC-AIG Procedure 37	Within 10 calendar days after receiving the automatic message of the secure FTP	<div style="border: 2px solid yellow; padding: 10px; text-align: center;"> <p>Chief Investigator Administrative Assistant</p> </div>

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
15	Submission of the final report for approval*				

\* Due to the time limitations for this webinar, we chose to omit the steps for sending the final draft report to other States and organizations for their comments, which are considered to have already been carried out at the beginning of this step 15. The ideal would be to have all these steps included in this same procedure

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
15	Submission of the final report for approval	Investigator-in-charge			

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
15	Submission of the final report for approval	Investigator-in-charge	By forwarding a hard copy of the final report (by internal memorandum) to the Chief Investigator for approval		

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
15	Submission of the final report for approval	Investigator-in-charge	By forwarding a hard copy of the final report (by internal memorandum) to the Chief Investigator for approval	When the investigation is conducted by a Team, within 2 days after step 14 Otherwise, within 2 days after step 11	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
15	Submission of the final report for approval	Investigator-in-charge	By forwarding a hard copy of the final report (by internal memorandum) to the Chief Investigator for approval	When the investigation is conducted by a Team, within 2 days after step 14 Otherwise, within 2 days after step 11	<b>Chief Investigator</b> <b>Administrative Assistant</b>

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Approval of the final report				

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Approval of the final report	Chief Investigator			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Approval of the final report	Chief Investigator	<p>Signing, in the specific field (next to the IIC signature), the final report (hard copy) received for approval, forwarding the signed document (via internal memo) to the Administrative Assistant for publication, informing the IIC by email</p> <p>Note 1: If there is a need for changes to the final report received for approval, the chief investigator will forward the change instructions to the IIC by email, determining the appropriate time for the document to be resubmitted by the IIC for approval</p> <p>Note 2: Upon receiving instruction to change the text of the final report, the IIC will arrange for the requested changes and forward a new report via an internal memorandum for approval by the Chief Investigator</p>		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Approval of the final report	Chief Investigator	Signing, in the specific field (next to the IIC signature), the final report (hard copy) received for approval, forwarding the signed document (via internal memo) to the Administrative Assistant for publication, informing the IIC by email  Note 1: If there is a need for changes to the final report received for approval, the chief investigator will forward the change instructions to the IIC by email, determining the appropriate time for the document to be resubmitted by the IIC for approval  Note 2: Upon receiving instruction to change the text of the final report, the IIC will arrange for the requested changes and forward a new report via an internal memorandum for approval by the Chief Investigator	<div style="border: 2px solid yellow; border-radius: 15px; padding: 10px;"> <p>Within 3 working days after receiving the final report for approval</p> </div>	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Approval of the final report	Chief Investigator	Signing, in the specific field (next to the IIC signature), the final report (hard copy) received for approval, forwarding the signed document (via internal memo) to the Administrative Assistant for publication, informing the IIC by email  Note 1: If there is a need for changes to the final report received for approval, the chief investigator will forward the change instructions to the IIC by email, determining the appropriate time for the document to be resubmitted by the IIC for approval  Note 2: Upon receiving instruction to change the text of the final report, the IIC will arrange for the requested changes and forward a new report via an internal memorandum for approval by the Chief Investigator	Within 3 working days after receiving the final report for approval	<div style="border: 2px solid yellow; border-radius: 15px; padding: 10px; text-align: center;"> <p>Investigator in Charge Administrative Assistant</p> </div>

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Publication of the final report				

# Stage 3 - Definition of the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Publication of the final report	Administrative Assistant			

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Publication of the final report	Administrative Assistant	<p>By sending, by email, the electronic file of the final report to the Administrator of the CAAC IT Section website for publication in accordance with the IT Section Procedure XX, with copies to the Chief Investigator and the IIC</p> <p>Note - The final report must be sent to all states involved and to ICAO, applying the CAAC-AIG Procedure 38</p>		

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Publication of the final report	Administrative Assistant	By sending, by email, the electronic file of the final report to the Administrator of the CAAC IT Section website for publication in accordance with the IT Section Procedure XX, with copies to the Chief Investigator and the IIC  Note - The final report must be sent to all states involved and to ICAO, applying the CAAC-AIG Procedure 38	<div style="border: 2px solid yellow; padding: 5px;">             Within 2 working days after the approval           </div>	

# Stage 3 - Definition of the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
16	Publication of the final report	Administrative Assistant	By sending, by email, the electronic file of the final report to the Administrator of the CAAC IT Section website for publication in accordance with the IT Section Procedure XX, with copies to the Chief Investigator and the IIC  Note - The final report must be sent to all states involved and to ICAO, applying the CAAC-AIG Procedure 38	Within 2 working days after the approval	<div style="border: 2px solid yellow; padding: 10px; text-align: center;">             Chief Investigator              Investigator-in-charge           </div>



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# Agenda

✈ Procedures: Quick review

✈ **Let's build it together**

✈ Stage 1 - Collection of relevant information

✈ Stage 2 - Meet the criteria

✈ Stage 3 - Defining the framework

✈ **Stage 4 - Writing the procedure**



# Writing the procedure

✈ After this “brainstorm” and with the template completed, we will probably be able to write the procedure

## ***DISCLAIMER 1***



**DISCLAIMER**

***The following procedure is purely fictitious, intended exclusively for educational purposes, and ICAO is not responsible for the adoption of its text without due care for adapting to the characteristics of the civil aviation system in place***

## **DISCLAIMER 2**



**DISCLAIMER**

*The procedure is just an example and, due to the time limitation of the webinar, **it does not include all the steps** required to cover all the actions required by the PQ criteria*

**DISCLAIMER**

*The following procedure is purely fictitious, intended exclusively for educational purposes, and ICAO is not responsible for the adoption of its text without due care for adapting to the characteristics of the civil aviation system in place.*

**PROCEDURE No 90 - COMPLETION OF THE FINAL REPORT AND PUBLICATION OF INTERIM STATEMENTS**

- 1- The Administrative Assistant will, within 4 working days after the receipt of the notification, register the information of the occurrence in the Investigation Control Spreadsheet, and will inform the Investigator-in-charge by e-mail when the Spreadsheet is ready.

*Note: The Investigation Control Spreadsheet shall be saved in the Investigation Control folder in the AIG secure server.*

- 2- The Investigator-in-charge will send, within 10 working days after the receipt of the notification, the timelines for groups leaders, other investigators and/or experts to observe when sending partial reports.

*Note 1: This step is applicable to Team investigations only.*

*Note 2: The Form 78 (Timelines for partial reports to the IIC) shall be used by the IIC to inform Team members of the timelines.*

*Note 3: The timelines apply to all investigator(s) and/or expert(s) responsible for specific activities during the investigation, but do not include Accredited Representatives and their advisors).*

*Note 4: Examples of main activities are reviewing documents, testing and examining parts, interviewing witnesses, reading flight recorders, etc.).*

*Note 5: Whenever necessary, the Form shall be amended by the IIC and forwarded to the Team members to include any necessary activity not previously included.*

- 3- The Administrative Assistant will notify the Investigator-in-charge, 30 calendar days before each anniversary of the occurrence while the final report is not published, through e-mail, about the need to prepare an Interim Statement.

*Note: The Administrative Assistant shall monitor the information on the Investigation Control Spreadsheet to be aware of all the necessary administrative actions related to the occurrence.*

- 4- The Investigator-in-charge will prepare the Interim Statement based on the information available, and supported by any partial reports received so far, until 10 working days before the anniversary of the occurrence, sending it to the Administrative Assistant by e-mail, for publication.

*Note 1: The Form 79 (Interim Statement Form) shall be used to fill the statement, and it is available in the AIG server, at O:\AIG\Documents\InvestigationForms\*

*Note 2: The content of the Interim Statement shall observe all the protections related to the disclosure of information established by STD 5.12 of Annex 13.*

- 5- The Administrative Assistant will arrange, until 8 working days before the anniversary of the occurrence, for the publication of the Interim Statement by sending, through email, the filled Form 79 to the Administrator of the CAAC IT Section website in accordance with the IT Section Procedure XX, with copies to the Chief Investigator and the IIC.
- 6- The Administrative Assistant will, until 4 working days after the publication of the Interim Statement, update the occurrence record in the Occurrence Control Spreadsheet, inserting the date of publication of the Statement in the record corresponding to the occurrence, notifying the Investigator-in-charge by e-mail when update is complete.

- 7- Any investigator and/or expert responsible for any specific activities during the investigation will prepare a report of the activity conducted and send it to the IIC through the CAAC secure FTP, in compliance with the timelines established by the Investigator-in-charge through the Form 78 (step 2 above).

*Note 1: This step is applicable to Team investigations only.*

*Note 2: the content of any activity report must include:*

- *Location and date of the activity;*
- *Participating staff;*
- *Activity performed and its purpose;*
- *Description of the work carried out;*
- *Conclusions and / or results (actual or potential);*
- *Safety recommendations (if any);*
- *Derived actions (if applicable);*
- *Total cost of the activity.*

- 8- The Investigator-in-charge will, until 5 working days before the deadline established in the Form 78, send an email (with a copy for the Chief Investigator) to any investigator(s) and/or expert(s) who have not yet sent the report related to any activity listed on Form 78, reminding the deadline established for the report to be sent.

*Note: This step is applicable to Team investigations only.*

- 9- Any investigator and/or expert responsible for any specific activities during the investigation will prepare a closing report related to his/her participation in the investigation and send it to the IIC through the CAAC secure FTP, in compliance with the timelines established by the Investigator-in-charge through the Form 78 (step 2 above).

*Note 1: This step is applicable to Team investigations only.*

*Note 2: the content of the closing report must include:*

- *A list of all activities conducted under your responsibility;*
- *Analysis of the evidence;*
- *Conclusions and / or results (actual or potential);*
- *Safety recommendations (if any);*
- *Total cost of the investigation portion under your responsibility.*

- 10- The Investigator-in-charge will, after the last technical activity of the investigation and until 8 working days before the deadline established in the Form 78, send an email (with a copy to the Chief Investigator) to each member of the Team who has not yet sent the closing report, reminding the deadline established for the report to be sent.

*Note: This step is applicable to Team investigations only.*

11- The Investigator-in-charge will prepare the draft final report by compiling all relevant information available, including information received through partial and closing reports:

- Within 30 calendar days after receiving the last activity or closing report (what happens last), when the investigation is conducted by a Team; or
- Within 20 working days after the last technical investigation activity conducted, when the investigation is conducted by the IIC only.

*Note 1: In the case of activities conducted by third parties (e.g. fuel/lubricant tests), the activity will be considered as conducted after the receipt of the report from the entity responsible for the activity.*

*Note 2: The Form 36 (Final Report Form) shall be used to prepare the draft final report, and it is available in the AIG server, at O:\AIG\Documents\InvestigationForms\.*

*Note 3: Any safety recommendations shall be already included in this draft.*

*Note 4: In investigations conducted by the IIC only, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments after this step, following the CAAC-AIG Procedure 37\*.*

*\* Due to the time limitations for this webinar, we chose to omit the steps for sending the final draft report to other States and organizations for their comments, indicating the use of another procedure to cover it. The ideal would be to have these steps included in this same procedure*

12- The Investigator-in-charge will, immediately after step 11, or the next working day if step 11 is completed on a non-working day, submit the draft final report to the Team members for review and comments, using CAAC secure FTP.

*Note: This step is applicable to Team investigations only.*

13- Each Team member will conduct a revision of the whole content of the preliminary version of the draft final report (including editorial notes) and send it back to the IIC using CAAC secure FTP, within 10 calendar days after receiving the automatic message of the secure FTP.

*Note 1: This step is applicable to Team investigations only.*

*Note 2: The comments shall not be limited to technical issues, but may include editorial notes.*

*Note 3: Comments shall include any safety recommendations considered that are not yet in the draft.*

14- The Investigator-in-charge will, within 10 calendar days after receiving the automatic message of the secure FTP, consolidate the draft final report by amending the its content to incorporate all pertinent comments from the Team members.

*Note 1: This step is applicable to Team investigations only.*

*Note 2: After this step, the draft final report will be ready to be forwarded to the States and organizations that participated in the investigation for their comments, following the CAAC-AIG Procedure 37.*

15- The Investigator-in-charge will submit the final report to the Chief Investigator for approval\*, by forwarding a hard copy of the report by internal memorandum, within 2 days after step 14 (a Team), or within 2 days after step 11 (for investigations conducted by the IIC only).

*\* Due to the time limitations for this webinar, we chose to omit the steps for sending the final draft report to other States and organizations for their comments, which are considered to have already been carried out at the beginning of this step 15. The ideal would be to have all these steps included in this same procedure*

16- The Chief Investigator will approve the final report by signing in the specific field (next to the IIC signature) the printed document received for approval, within 3 working days after receiving the document, forwarding it, once signed (via internal memorandum) , to the Administrative Assistant for publication and informing the IIC by e-mail.

*Note 1: If there is a need for changes to the final report received for approval, the chief investigator will forward the change instructions to the IIC by email, determining the appropriate time for the document to be resubmitted by the IIC for approval.*

*Note 2: Upon receiving instruction to change the text of the final report, the IIC will arrange for the requested changes and forward a new report via an internal memorandum for approval by the Chief Investigator.*

17- The Administrative Assistant will arrange for the publication of the final report within 2 working days after the approval by sending, through email (with copies to the Chief Investigator and the IIC), the electronic file of the report to the Administrator of the CAAC IT Section website, in accordance with the IT Section Procedure XX.

*Note: The final report must be sent to all States involved and to ICAO, applying the CAAC-AIG Procedure 38.*



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# Agenda

✈ Procedures: Quick review

✈ Let's build it together

✈ Stage 1 - Collection of relevant information

✈ Stage 2 - Meet the criteria

✈ Stage 3 - Defining the framework

✈ Stage 4 - Writing the procedure



# OBJECTIVE

**The purpose of this webinar is to train the participants in the development of procedures to comply with the requirements of the USOAP program and, consequently, to comply with the obligations of the signatory States of the Chicago Convention.**



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North American  
Central American  
and Caribbean  
(NACC) Office  
Mexico City

South American  
(SAM) Office  
Lima

ICAO  
Headquarters  
Montréal

Western and  
Central African  
(WACAF) Office  
Dakar

European and  
North Atlantic  
(EUR/NAT) Office  
Paris

Middle East  
(MID) Office  
Cairo

Eastern and  
Southern African  
(ESAF) Office  
Nairobi

Asia and Pacific  
(APAC) Sub-office  
Beijing

Asia and Pacific  
(APAC) Office  
Bangkok



THANK YOU