

Template for development of procedures

NUMBER: 55		TITLE: Forwarding Preliminary ADREP Reports			
Process: Reporting					
Reference: PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?					
Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1	Verify if occurrence meets the criteria to issue Preliminary ADREP Report	Investigator-in-charge	Verify if the occurrence is an accident (incidents do not require preliminary reports). Then verify the aircraft MTOW: - if above 2 250 kg, the criteria is met - if equal to or below 2 250 kg, the preliminary report will only be issued when airworthiness, or matters considered to be of interest to other States, are involved Administrative Assistant to be informed (e-mail) and to update the investigation control spreadsheet	Within 2 working days after the receipt of the notification	Administrative Assistant
2	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 folder corresponding to the accident in the AIG secure server, informing the Investigator-in-charge (e-mail)	After step 1 and within 4 working days after the receipt of the notification	Investigator-in-charge
3	Generate a record for the occurrence in ECCAIRS	Administrative Assistant	Insert the information available from the notification into an ECCAIRS record created for that occurrence, informing the Investigator-in-charge (e-mail)	Within 10 working days after the receipt of the notification	Investigator-in-charge
4	Select information for the Preliminary Report	Investigator-in-charge	Using the F-66 (Written Preliminary ADREP Report Form) framework as a guide, identify and select all relevant information to be inserted in the report.	Within 25 working days after the accident	Investigation Team
5	File relevant information for the preliminary report	Investigator-in-charge	Save all information selected in step 4 in the corresponding accident electronic folders: - electronic files to be saved in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server - hard copies to be filed in the "Preliminary Report" tab of the folder corresponding to the accident in the safe room	After step 4 and within 25 working days after the accident	Administrative Assistant

			Notify the Administrative Assistance (e-mail) of availability of information for preparation of the report		
6	Update information in the ECCAIRS record of the accident	Administrative Assistant	Insert all the information selected for the preliminary report into the ECCAIRS corresponding record of the occurrence Notify the Investigator-in-charge (e-mail) when insertion is complete	After step 5 and up to the 27th calendar day after the accident	Investigator-in-charge
7	Generate the Preliminary ADREP Report	Investigator-in-charge	Create the corresponding ECCAIRS data file (e5f format) of the event and inform the Administrative Assistant by e-mail	After step 6 and up to the 28th calendar day after the accident	N/A
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
6A	Draft a written Preliminary ADREP Report	Administrative Assistant	Insert all the information selected for the preliminary report into the F-66 form and save this draft in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server Notify the Investigator-in-charge (e-mail) when draft is prepared	After step 5 and up to the 27th calendar day after the accident	Investigator-in-charge
7A	Generate the Preliminary ADREP Report	Investigator-in-charge	Revise the draft written Preliminary ADREP report, and save the approved report in the same subfolder Notify the Administrative Assistant the report is ready to be sent	After step 6 and up to the 28th calendar day after the accident	Administrative Assistant
8	Prepare Transmittal Letter	Administrative Assistant	Fill the Form 31 (Transmittal Letter e-mail for Forwarding Preliminary ADREP Report) and send to the Investigator-in-charge (e-mail), observing: - Recipients according to STD 7.1 and 7.2 of Annex 13 - E-mail addresses from the States involved shall be taken from ICAO's webpage (https://www.icao.int/safety/AIA/Pages/default.aspx) - All appointed Accredited Representatives to be included in the destination list - Advisors not to be included	Up to the 28th calendar day after the accident	Administrative Assistant
9	Forward Preliminary ADREP Report	Investigator-in-charge	Send the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) to all States involved and to ICAO when applicable Save a copy of the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server Notify the Administrative Assistant to update the Investigation Control Spreadsheet	Up to the 30th calendar day after the accident	Administrative Assistant

10	Update the Investigation Control Spreadsheet	Administrative Assistant	Register in the Investigation Control Spreadsheet the date the report was forwarded, as well as the confirmation of receipt from all the States and ICAO Notify the Investigator-in-charge (e-mail) when done	Within 10 calendar days after the forwarding of the Preliminary ADREP Report	Investigator-in-charge
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NOTES

N1	This procedure is related to the issuance and forwarding of ADREP Accidents (PQ 6.435) and ADREP Incidents Data Reports (PQ 6.437)
N2	Forms F-31 and F-66 are available in the AIG server, at O:\AIG\Documents\InvestigationForms\
N3	Guidance for filling the F-66 template is available at the CAAC Accident Investigation Manual

ATTACHMENTS

#	TITLE	DESCRIPTION
A	Investigation Control Spreadsheet	A tool to help the management of the administrative tasks related to the investigation
B	F-31 – Transmittal Letter e-mail for Forwarding Preliminary ADREP Report	A template to be used for forwarding preliminary ADREP reports to States and to ICAO
C	F-66 – Written Preliminary ADREP Report Form	A template based on the factual information part of the Final Report to be used for the issuance of the preliminary ADREP report in the case ECCAIRS is not available
D		