

Template for development of procedures

NUMBER: 26	TITLE: Identification and notification of differences in AIG				
Process:	Rulemaking				
Reference:	PQ 6.017 - Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?				
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 when applicable)</small>
<p>The Procedure 07/CAAC – Rulemaking in CAAC establishes the macro process for dealing with ICAO State Letters within Coronaland. The present procedure is complementary to Procedure 07/CAAC, working like an extension, having all its steps been developed in coordination with the Regulatory Section (responsible for the management of the whole process at a national level)</p>					
PROCEDURE PART A					
1A	<p>Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents</p>	<p>Chief Investigator</p>	<p>By assessing the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, using the <i>Form 16/REG-S (Template for the Assessment of Amendment Proposals from ICAO)</i> to register the results.</p> <p>Once completed, the <i>Form 16/REG-S</i> shall be delivered to the Administrative Assistant, for preparation of the response IOM.</p> <p>Note 1 - Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.</p> <p>Note 2 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>	<p>Within 20 working days after the receipt of the State Letter with the proposal[*]</p>	<p>Administrative Assistant</p>

2A	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 5 working days after the receipt of the State Letter with the proposal	Chief of Regulatory Section (DGCA)
3A	Preparation of the response IOM	Administrative Assistant	By writing the response IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 16/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	Chief Investigator
4A	Forwarding the assessment	Administrative Assistant	Forward the response IOM with the approved <i>Form 16/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG legislation) to the Chief of Regulatory Section. Note – As per <i>Procedure 07/CAAC (Rulemaking in CAAC)</i> , the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.	Within 3 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	Chief of Regulatory Section (DGCA)
PROCEDURE PART B					
1B	Assessment of the impact, on AIG documents, of any changes in national legislation	Chief Investigator	Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation. The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications)</i> , and delivered to the Administrative Assistance. Note 1 – For the purposes of this procedure, the term "national legislation" refers to any normative document of a non-technical nature originating from a competent authority in Coronaland.	Within 25 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG legislation, regulation and/or procedures	Administrative Assistance

			<p>Note 2 - For the purposes of this procedure, the term "AIG Document" refers to any document, whether technical or not, approved by a competent authority within the scope of the CAAC to regulate, standardize and / or guide activities related to the investigation of accidents and aviation incidents.</p> <p>Note 3 – Depending on the characteristics of the amendments required in the AIG documents, the Chief Investigator may request technical support (external to the AIG Section), following step 2B.</p> <p>Note 4 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>		
2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	<p>Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment.</p> <p>Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required.</p> <p>Note 2 – If assistance is not required, skip this step.</p>	Within 5 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG document.	Chief of Regulatory Section (DGCA)
3B	Preparation of the IOM for forwarding the assessment	Administrative Assistant	<p>By writing an IOM and getting its approval from the Chief Investigator.</p> <p>Note – The IOM shall have as appendix the <i>Form 17/REG-S</i> approved by the Chief Investigator.</p>	Within 2 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	Chief Investigator
4B	Forwarding the assessment	Administrative Assistant	<p>Forward an IOM with the approved <i>Form 17/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (Rulemaking in CAAC)</i>, the notification of</p>	Within 3 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	Chief of Regulatory Section (DGCA)

differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.

5 If this procedure is part of a rulemaking procedure, at this point we would have the steps related the approval of the amendment in the AIG document impacted.

NOTES

N1 This procedure is related to the Procedure 07/CAAC – Rulemaking in CAAC

N2 This procedure is related to the Procedure 12/CAAC-ID – Publication in AIP

ATTACHMENTS

#	TITLE	DESCRIPTION
A	Procedure 07/CAAC – Rulemaking in CAAC	Establishes the procedure for the rulemaking process in the CAAC, including the Table of Distribution of ICAO State Letters
B	Procedure 12/CAAC-ID – Publication in AIP	Establishes the procedure for the publication of materials and notices in the AIP
C	Form 23/AIG - Request for Technical Support	A template to be used for the request of technical support to the AIG Section
D	Form 16/REG-S - Template for the Assessment of Amendment Proposals from ICAO	A template to be used for the assessment of any proposal of amendment of ICAO Annexes and changes of other ICAO documents
E	Form 17/REG-S - Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications	A template to be used for the assessment of any changes made in documents (legislation, regulation, procedures and/or guidance) of technical areas (AIG included) due to modifications in the national legislation of Coronaland