

**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 55 - FORWARDING OF PRELIMINARY ADREP REPORTS**

- 1- The Investigator-in-charge will verify, within to 2 working days after the receipt of the notification, if occurrence meets the criteria for the issuance of a Preliminary ADREP Report and will inform the Administrative Assistant by e-mail.

*Note: Preliminary ADREP Reports shall be issued in:*

- all accidents to aircraft over 2 250 kg (STDs 7.1 of Annex 13); and
- those accidents to aircraft of 2 250 kg or less when airworthiness or matters considered to be of interest to other States are involved (STDs 7.2 of Annex 13).

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

*Note: Investigation Control Spreadsheets are to be saved in the folder corresponding to the accident in the AIG secure server.*

- 3- The Administrative Assistant will, within 10 working days after the receipt of the notification, generate a record for the occurrence in ECCAIRS by inserting the information available from the notification into an ECCAIRS record created for that occurrence, and will inform by e-mail the Investigator-in-charge when done.

- 4- The Investigator-in-charge will select information for the Preliminary Report until the 25th calendar day after the accident, using the F-66 (Written Preliminary ADREP Report Form) framework as a guide to identify and select all relevant information to be inserted in the report, and in consultation with other members of the investigation team.

*Note 1: The form F-66 is available in the AIG server, at O:\AIG\Documents\InvestigationForms\*

*Note 2: Whenever the report is issued through ECCAIRS, there will be no need to fill the form F-66, but just to select/gather all relevant documents related to the fields of the Form to further feed the System.*

- 5- The Investigator-in-charge will, after step 4 and until the 25th calendar day after the accident, save all information selected in step 4 in the corresponding accident electronic folders, informing the Administrative Assistant by e-mail of the availability of the documentation.

*Note: Electronic files shall be saved in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server, while hard copies shall be filed in the "Preliminary Report" tab of the folder corresponding to the accident in the safe room.*

- 6- The Administrative Assistant will, after step 5 and until the 27th calendar day after the accident, insert all the information selected for the preliminary report into the ECCAIRS corresponding record of the occurrence, notifying the Investigator-in-charge by e-mail when insertion is complete.

- 7- The Investigator-in-charge will, after step 6 and until the 28th calendar day after the accident, generate the Preliminary ADREP Report by creating the corresponding ECCAIRS data file (e5f format) of the event and will inform the Administrative Assistant by e-mail.

*Note: The electronic ECCAIRS file of the report shall be saved adopting the name `draft-PRep_{#}_{aircraft registration}_{date of accident}.e5f`, where [#] represents the number of the occurrence in accordance with the Investigation Control Spreadsheet, and [date of accident] shall be the date of the occurrence in a format dd-mm-yyyy (e.g. `draft-PRep_Accid23_N204C_31-01-2020.e5f`).*

## **ALTERNATIVE PATH:**

In case of unavailability of the ECCAIRS, the Preliminary ADREP Report shall be issued through the use of the Form-66, and steps 6 and 7 of this procedure shall be replaced by 6A and 7A, as follows:

6A- The Administrative Assistant will, after step 5 and until the 27th calendar day after the accident, 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, notifying the Investigator-in-charge by e-mail when the draft report is ready for revision.

*Note: The electronic file of the report shall be saved adopting the name draft-PRep\_[#]\_[aircraft registration]\_[date of accident].docx, where [#] represents the number of the occurrence in accordance with the Investigation Control Spreadsheet, and [date of accident] shall be the date of the occurrence in a format dd-mm-yyyy (e.g. draft-PRep\_Accid23\_N204C\_31-01-2020.docx).*

7A- The Investigator-in-charge will, after step 6A and until the 28th calendar day after the accident, revise the draft written Preliminary ADREP report, and save the approved report in the same subfolder (removing the word "draft" to the name of the electronic file), notifying the Administrative Assistant by e-mail that the report is ready to be sent.

8- The Administrative Assistant will prepare the Transmittal Letter by filling the Form 31 (Transmittal Letter e-mail for Forwarding Preliminary ADREP Report) and will send it to the Investigator-in-charge by e-mail until the 28th calendar day after the accident.

*Note 1: Recipients shall be selected according to STD 7.1 and 7.2 of Annex 13*

*Note 2: E-mail addresses from the States involved shall be taken from ICAO's webpage (<https://www.icao.int/safety/AIA/Pages/default.aspx>)*

*Note 3: All appointed Accredited Representatives shall be included in the destination list*

*Note 4: Advisors not to be included, unless otherwise specified by the relevant representative of the State concerned*

9- The Investigator-in-charge will, until the 30th calendar day after the accident, send the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) to all States involved and to ICAO when applicable, saving 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, and notifying the Administrative Assistant to update the Investigation Control Spreadsheet.

10- The Administrative Assistant will, within 10 calendar days after the forwarding of the Preliminary ADREP Report, 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 when available, notifying the Investigator-in-charge when the Spreadsheet is up-to-date.