



Investigation procedures manual

6.303 Has the investigation authority developed and issued an investigation procedures manual or equivalent guidance material, containing the policies and procedures to be followed for investigation related tasks?



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



Investigation procedures manual

6.303 Has the investigation authority **developed and issued** an investigation procedures manual or **equivalent guidance material**, containing the **policies and procedures** to be followed for investigation related tasks?

6.303 Has the investigation authority developed and issued an investigation procedures manual or equivalent guidance material, containing the policies and procedures to be followed for investigation related tasks?

Key elements:

1. Developed and issued
2. Equivalent guidance material
3. Policies and procedures

6.303 Has the investigation authority developed and issued an investigation procedures manual or equivalent guidance material, containing the policies and procedures to be followed for investigation related tasks?

Developed and issued

- This PQ doesn't require implementation (i.e. the implementation is the issuance)

6.303 Has the investigation authority developed and issued an investigation procedures manual or equivalent guidance material, containing the policies and procedures to be followed for investigation related tasks?

Key elements:

- There might be another sort of documentation (guidance)
 - Guidance doesn't replace procedures when they are required by PQs
- Some States prefer to have individual procedures instead of a Manual
 - This doesn't preclude the need of policies

6.303 Has the investigation authority developed and issued an investigation procedures manual or equivalent guidance material, containing the policies and procedures to be followed for investigation related tasks?

Key elements:

- Some States prefer to have a policies manual
- Certain processes and procedures require specific policies



ICAO references

RP

A13

5.4.2

GM

Doc 9756

Part I, C3

Part II, 4.7, 4.8, C5 & Apps.

Doc 9962



RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

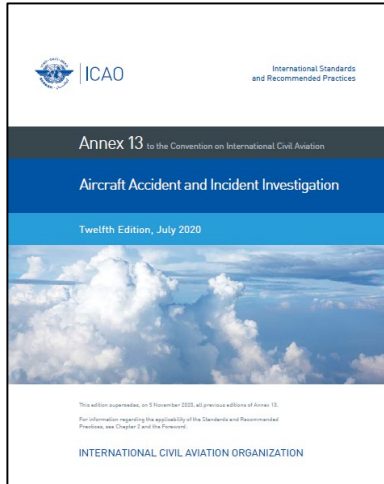
ANNEX 13

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General

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5.4.2 Recommendation.— *The accident investigation authority should develop documented policies and procedures detailing its accident investigation duties. These should include: organization and planning; investigation; and reporting.*



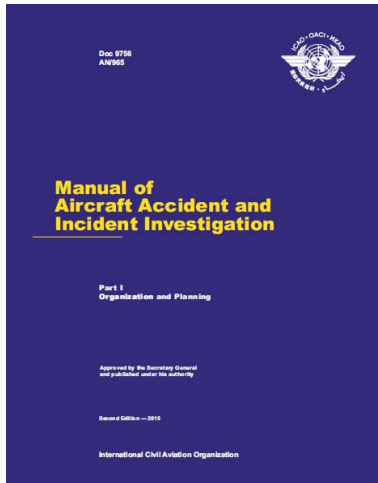


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Stage 1 – Gathering relevant information

DOC 9756 PART I



Chapter 3

PLANNING THE INVESTIGATION

3.1 ACCIDENT INVESTIGATION MANAGEMENT

3.2 THE INVESTIGATION MANAGEMENT SYSTEM

3.3 LIAISON WITH OTHER AUTHORITIES

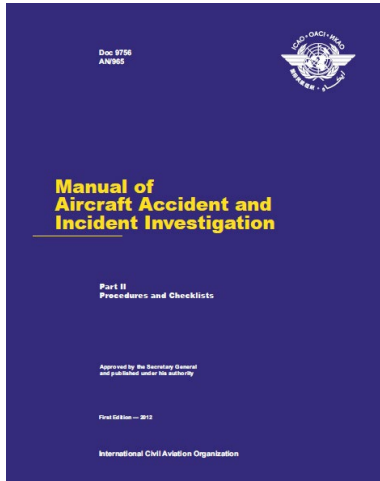
3.4 COOPERATION WITH THE MEDIA

3.5 SECURING OF RECORDS, RECORDINGS AND SAMPLES

3.6 REMOVAL OF DISABLED AIRCRAFT



DOC 9756 PART II



Chapter 4

MAJOR ACCIDENT INVESTIGATIONS

4.7 INVESTIGATION MANAGEMENT SYSTEM (IMS)

4.8 MAJOR ACCIDENT INVESTIGATION GUIDE (MAIG)



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Stage 1 – Gathering relevant information

Chapter 5

DOC 9756 PART II

SMALLER INVESTIGATIONS OF INCIDENTS AND ACCIDENTS

5.1 GENERAL

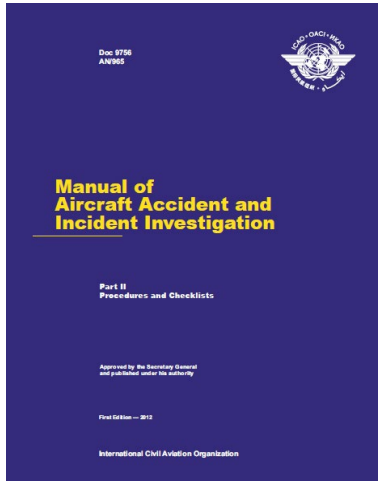
5.2 RESPONDING TO A NOTIFICATION

5.3 SECURING DOCUMENTATION

5.4 FIELD PHASE OF THE INVESTIGATION

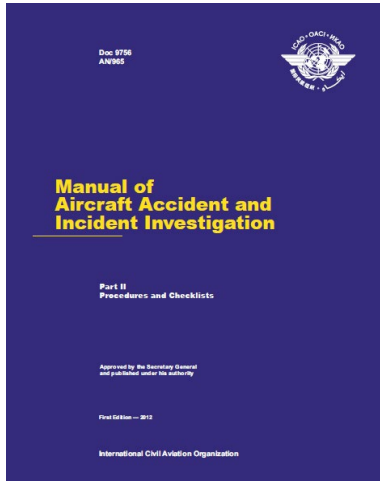
5.5 POST-FIELD PHASE OF THE INVESTIGATION

5.6 INVESTIGATION REPORTING





DOC 9756 PART II



Chapter 5

Appendix 1

SAMPLE INVESTIGATION ORGANIZATION CHARTS

Appendix 2

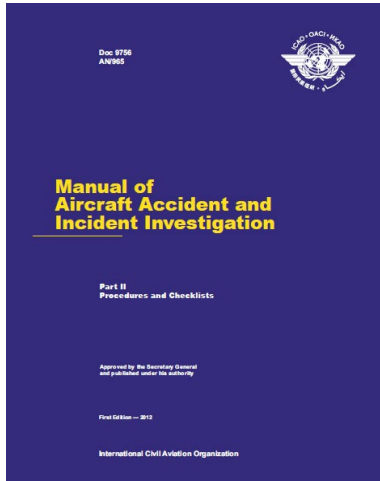
INVESTIGATION MANAGEMENT SYSTEM EVENTS

Appendix 3

INVESTIGATION EVENT TASK-ASSIGNMENT CHART



DOC 9756 PART II



Chapter 5

Appendix 4

INVESTIGATION MANAGEMENT SYSTEM — EVENT FLOW CHART

Appendix 5

INVESTIGATIONS MANAGEMENT SYSTEM — EVENT CHECKLIST

Appendix 6

MAJOR ACCIDENT INVESTIGATION GUIDE



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Stage 1 – Gathering relevant information

Organization

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Chapter 1. Introduction

Chapter 2. Legislative requirements

Chapter 3. Investigation objective and independence



Planning

Chapter 4. Planning and preparation for investigation



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Investigation

Chapter 5. Initial notification and response

Chapter 6. Investigation policies and procedures

Chapter 7. Actions at the accident site

Chapter 8. Organization and management of the investigation

Chapter 9. Tests and component examinations



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Stage 1 – Gathering relevant information

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Reporting

Chapter 10. Writing the Final Report and making safety recommendations

Chapter 11. Reporting to the ICAO Accident/Incident Data (ADREP) Reporting System

Chapter 12. Accident prevention measures





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Appendix A

Model Accident Investigation Authority Act

Appendix B

Model Aircraft Accident and Incident Investigation (AIG) Regulations

Appendix C

Agreements and Memoranda of Understanding (MoUs) with other Organizations



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List of examples of serious incidents (Reference to ICAO Annex 13, Attachment C)

Appendix D

Appendix E

Individual Development Plan

Appendix F

Wreckage and Parts Release Form





Guidance for Review of Evidence

- 1) Review procedures manual or equivalent guidance material issued (e.g. manual, handbook or any other set of controlled documents).
- 2) Ensure that the manual is customized as needed to reflect the system in place.
- 3) Verify that the investigation manual addresses all relevant aspects of the conduct of aircraft accident and serious incident investigations by the State and the participation of the State in aircraft accident and serious incident investigations conducted by other States.
- 4) Verify if there is a process to manage amendments and that investigators are actually using the latest amendments.



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Verification of the content (not the form)



Guidance for Review of Evidence

- 1) Review procedures manual or equivalent guidance material issued (e.g. manual, handbook or any other set of controlled documents).
- 2) Ensure that the manual is customized as needed to reflect the system in place.

**Process of amendments (control of revisions)
Investigators must know the content of the Manual**

the participation of the State in aircraft accident and serious incident investigations conducted by other States.

- 4) Verify if there is a process to manage amendments and that investigators are actually using the latest amendments.



This PQ in fact does not require a procedure

For this PQ, the auditor will verify:

- ✈ The content of the manual (i.e. all the procedures required by the other PQs)
- ✈ If there is a process to manage amendments, and
- ✈ That investigators are actually using the latest amendments



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Forwarding notifications to other States and to ICAO

6.317 Has the State, as State of Occurrence, established and implemented procedures to ensure the forwarding of accident/incident notifications to other States involved and, when applicable, ICAO?