



Provision of relevant information regarding the aircraft and flight crew

6.327 Has the State established and implemented procedures to ensure that it provides the State conducting the investigation with, as applicable, any relevant information regarding the aircraft and flight crew involved in an aircraft accident or serious incident as soon as possible?



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Let's build it together

- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 - Defining the framework
- ✈ Stage 3 - Writing the procedure



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✈ Exercise: Provision of relevant information regarding the aircraft and flight crew

✈ 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



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- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 - Defining the framework
- ✈ Stage 3 - Writing the procedure



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



Provision of relevant information regarding the aircraft and flight crew

6.327 Has the State **established and implemented** procedures to ensure that it **provides the State** conducting the investigation with, as applicable, any **relevant information regarding the aircraft and flight crew** involved in an aircraft accident or serious incident **as soon as possible**?

6.327 Has the State established and implemented procedures to ensure that it provides the State conducting the investigation with, as applicable, any relevant information regarding the aircraft and flight crew involved in an aircraft accident or serious incident as soon as possible?

Key elements:

1. Established and implemented
2. Provides the State
3. Relevant information regarding the aircraft and flight crew
4. As soon as possible

6.327 Has the State established and implemented procedures to ensure that it provides the State conducting the investigation with, as applicable, any relevant information regarding the aircraft and flight crew involved in an aircraft accident or serious incident as soon as possible?

Established and implemented

- This PQ requires evidence of implementation
- Evidence = message to the State that sent the notification

6.327 Has the State established and implemented procedures to ensure that it provides the State conducting the investigation with, as applicable, any relevant information regarding the aircraft and flight crew involved in an aircraft accident or serious incident as soon as possible?

Provides the State

- Letter, email, fax, phone, etc.
- May be connected with PQs 6.325 and 6.329

6.327 Has the State established and implemented procedures to ensure that it provides the State conducting the investigation with, as applicable, any relevant information regarding the aircraft and flight crew involved in an aircraft accident or serious incident as soon as possible?

Relevant information regarding the aircraft and flight crew

- Relevant regarding aircraft includes
 - Maintenance records
 - Condition before flight
- Relevant regarding flight crew includes
 - Qualification/experience/training
 - Rest before flight
 - Medical conditions

6.327 Has the State established and implemented procedures to ensure that it provides the State conducting the investigation with, as applicable, any relevant information regarding the aircraft and flight crew involved in an aircraft accident or serious incident as soon as possible?

As soon as possible

- That means at the first moment where the information can be sent
- It is different from “as soon as practicable”
- A reasonable limit shall be establish to wait for complete information



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Stage 1 – Gathering relevant information

ICAO references

STD

A13

4.6 & 4.10

GM

Doc 9962

5.4.3



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Stage 1 – Gathering relevant information

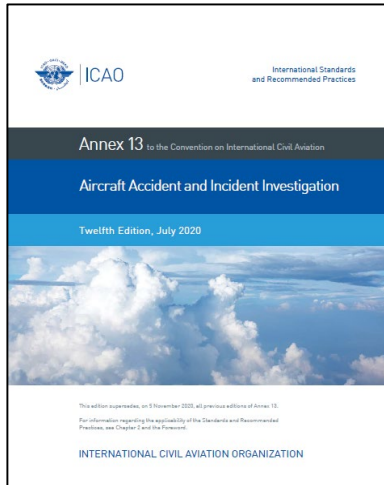
RESPONSIBILITY OF THE STATE OF REGISTRY,
THE STATE OF THE OPERATOR, THE STATE OF DESIGN
AND THE STATE OF MANUFACTURE

Information — Participation

...

4.6 Upon receipt of the notification, the State of Registry, the State of the Operator, the State of Design and the State of Manufacture shall, as soon as possible, provide the State of Occurrence with any relevant information available to them regarding the aircraft and flight crew involved in the accident or incident. Each State shall also inform the State of Occurrence whether it intends to appoint an accredited representative and if such an accredited representative is appointed, the name and contact details; as well as the expected date of arrival if the accredited representative will travel to the State of Occurrence.

ANNEX 13





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Stage 1 – Gathering relevant information

RESPONSIBILITY OF THE STATE OF THE OPERATOR,
THE STATE OF DESIGN AND THE STATE OF MANUFACTURE

Information — Participation

ANNEX 13

...

4.10 Upon receipt of the notification, the State of the Operator, the State of Design and the State of Manufacture shall, upon request, provide the State of Registry with any relevant information available to them regarding the flight crew and the aircraft involved in the accident or incident. Each State shall also inform the State of Registry whether it intends to appoint an accredited representative, and if such an accredited representative is appointed, the name and contact details; as well as the expected date of arrival if the accredited representative will be present at the investigation.





DOC 9962



5.4 RESPONSE TO NOTIFICATIONS

5.4.3 The following specific requirements of ICAO Annex 13, Chapter 4, are policy provisions of the [Accident Investigation Authority]:

- The [Accident Investigation Authority] should provide the State conducting the investigation with, as applicable, any relevant information regarding the flight, crew and aircraft involved in an accident or incident as soon as possible.



DOC 9962



5.4 RESPONSE TO NOTIFICATIONS

5.4.3 The following specific requirements of ICAO Annex 13, Chapter 4, are policy provisions [provided by the State Authority]:

- The [Accident Investigation Authority] should provide the State conducting the investigation with, as applicable, any relevant information regarding the flight, crew and aircraft involved in an accident or incident as soon as possible.

POLICY



Guidance for Review of Evidence

- 1) Review procedures.
- 2) Review evidence to confirm effective implementation, if available.



Stage 2 – Defining 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					
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



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Stage 2 – Defining the framework

NUMBER: 06

TITLE: Provision of relevant information of aircraft and flight crew

Process: Investigation

Reference: PQ 6.327 – Has the State established and implemented procedures to ensure that it provides the State conducting the investigation with, as applicable, any relevant information regarding the aircraft and flight crew involved in an aircraft accident or serious incident as soon as possible?



Relation with other processes

- ✈ The procedure is related to the establishment of procedures and guidance, including a checklist, for the initial response following the receipt of a notification (PQ 6.316)
- ✈ The procedure is related to the procedure to provide:
 - ✈ Appointment of accredited representative (PQ 6.325)
 - ✈ Details on dangerous goods on board (PQ 6.329)



Relation with other processes

In the case of Coronaland:

NOTES

- | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------|
| N1 | This procedure is related to the Procedure 04/CAAC-AIG – Initial response following the receipt of a notification from another State |
| N2 | This procedure is related to the Procedure 05/CAAC-AIG – Informing the intention to appoint accredited representative |
| N3 | This procedure is related to the Procedure 08/CAAC-AIG – Provision of details on dangerous goods on board the aircraft |



Use of complementary supporting documents

ATTACHMENTS

#	TITLE	DESCRIPTION
A	Form 05-AIG - Checklist for initial response after notification received from another State	Checklist to guide the execution of all tasks associated with the initial response after the receipt of a notification from another State
B		
C		
D		
E		



Stage 2 – Defining the framework

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	Gathering information of the aircraft and flight crew				



Stage 2 – Defining the framework

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	Gathering information of the aircraft and flight crew	Accredited representative (when not appointed, the Investigator on duty)			



Stage 2 – Defining the framework

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	Gathering information of the aircraft and flight crew	Accredited representative (when not appointed, the Investigator on duty)	The accredited representative will log into the CAAC database to gather all relevant information regarding the aircraft to feed the Form 06/AIG (Relevant information regarding aircraft) and relevant information regarding the flight crew to feed the Form 07/AIG (Relevant information regarding flight crew).		



Stage 2 – Defining the framework

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	Gathering information of the aircraft and flight crew	Accredited representative (when not appointed, the Investigator on duty)	The accredited representative will log into the CAAC database to gather all relevant information regarding the aircraft to feed the Form 06/AIG (Relevant information regarding aircraft) and relevant information regarding the flight crew to feed the Form 07/AIG (Relevant information regarding flight crew).	As soon as possible and in no longer than 3 hours after the receipt of the notification	



Stage 2 – Defining the framework

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	Gathering information of the aircraft and flight crew	Accredited representative (when not appointed, the Investigator on duty)	The accredited representative will log into the CAAC database to gather all relevant information regarding the aircraft to feed the Form 06/AIG (Relevant information regarding aircraft) and relevant information regarding the flight crew to feed the Form 07/AIG (Relevant information regarding flight crew).	As soon as possible and in no longer than 3 hours after the receipt of the notification	N/A



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Stage 2 – Defining the framework

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1	Prepare the communication to the State				



Stage 2 – Defining the framework

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1	Prepare the communication to the State	Accredited representative (when not appointed, the Investigator on duty)			



Stage 2 – Defining the framework

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	Prepare the communication to the State	Accredited representative (when not appointed, the Investigator on duty)	<p>The accredited representative will prepare the communication email to the State to forward the Forms 06/AIG and 07/AIG.</p> <p>Note: This communication will be a simple e-mail just to forward the information, and the following text may be used:</p> <p><i>“Dear sir/madam,</i></p> <p><i>In compliance with Standards 4.6 and 4.10 of Annex 13, please find attached the Forms 06/AIG and 07/AIG, containing all relevant information regarding the aircraft and flight crew involved in the occurrence”</i></p>		



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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1	Send the communication to the State				



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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1	Send the communication to the State	Accredited representative (when not appointed, the Investigator on duty)	The accredited representative will send the communication email to the State to forward the Forms 06/AIG 07/AIG, with copies to the Chief Investigator and the Administrative Assistant.		



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 – Defining the framework
- ✈ Stage 3 – Writing the procedure**



Writing the procedure

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

DISCLAIMER



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PROCEDURE No 06/CAAC-AIG - PROVISION OF RELEVANT INFORMATION OF AIRCRAFT AND FLIGHT CREW

INTRODUCTION

As per Standards 4.6 and 4.10 of Annex 13, Coronaland shall provide the State conducting the investigation with any relevant information available to them regarding the aircraft and flight crew involved in the accident or incident.

This procedure aims at complying with such requirement.

PROCEDURE

- 1 The accredited representative will, as soon as possible and in no longer than 3 hours after the receipt of the notification, log into the CAAC database to gather all relevant information regarding:
 - The aircraft, to feed the Form 06/AIG (Relevant information regarding aircraft); and
 - The flight crew, to feed the Form 07/AIG (Relevant information regarding flight crew).

Note: When an accredited representative has not been appointed, the Investigator on duty becomes responsible for this task.

- 2 The accredited representative will, as soon as possible and in no longer than 5 hours after the receipt of the notification, prepare the communication email to the State to forward the Forms 06/AIG and 07/AIG.

Note 1: This communication will be a simple e-mail just to forward the information, and the following text may be used:

"Dear sir/ma'am,

In compliance with Standards 4.6 and 4.10 of Annex 13, please find attached the Forms 06/AIG and 07/AIG, containing all relevant information regarding the aircraft and flight crew involved in the occurrence.

Kind regards,

Name
Accredited Representative".

Note 2: When an accredited representative has not been appointed, the Investigator on duty becomes responsible for this task.

- 3 The accredited representative will, immediately after the preparation of the communication and in no longer than 5 hours after the receipt of the notification, send the communication email to the State to forward the Forms 06/AIG 07/AIG, with copies to the Chief Investigator and the Administrative Assistant.

Note: When an accredited representative has not been appointed, the Investigator on duty becomes responsible for this task.

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INTRODUCTION

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In compliance with Standards 4.6 and 4.10 of Annex 13, please find attached the Forms 06/AIG and 07/AIG, containing all relevant information regarding the aircraft and flight crew involved in the occurrence.

Kind regards,

Name
Accredited Representative".

Note 2: When an accredited representative has not been appointed, the Investigator on duty becomes responsible for this task

- 3 The accredited representative will, immediately after the preparation of the communication and in no longer than 5 hours after the receipt of the notification, send the communication email to the State to forward the Forms 06/AIG 07/AIG, with copies to the Chief Investigator and the Administrative Assistant.

Note: When an accredited representative has not been appointed, the Investigator on duty becomes responsible for this task.



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Provision of details of dangerous goods on board

6.329 Has the State, as the State of the Operator, established and implemented procedures to ensure that it provides the State conducting the investigation with the details of dangerous goods on board the aircraft with a minimum of delay and by the most suitable and quickest means available?