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# Processing comments on the draft final report

6.411 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it will either amend the draft final report to include the substance of the comments received or, if desired by the State which provided the comments, append the comments to the final report?



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# Let's build it together

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



# Let's build it together

## ✈ Exercise: Processing comments on the draft final report

- ✈ 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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# Let's build it together

- ✈ 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



# Processing comments on the draft final report

6.411 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it will either amend the draft final report to include the substance of the comments received or, if desired by the State which provided the comments, append the comments to the final report?

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## Key elements:

1. Established and implemented
2. Either amend the draft
3. Or, if desired by the State ... append the comments

6.411 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it will either amend the draft final report to include the substance of the comments received or, if desired by the State which provided the comments, append the comments to the final report?

## Established and implemented

- This PQ requires evidence of implementation



6.411 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it will either amend the draft final report to include the substance of the comments received or, if desired by the State which provided the comments, append the comments to the final report?

## Amend the draft

- Whenever there is an agreement with the comments provided by a State (or organization), the content of the report should be amended

6.411 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it will either amend the draft final report to include the substance of the comments received or, if desired by the State which provided the comments, append the comments to the final report?

Or, if desired by the State ... append the comments

- Note 2 of STD 6.3:

*Note 2.— Comments to be appended to the Final Report are restricted to non-editorial-specific technical aspects of the Final Report upon which no agreement could be reached.*



## ICAO references

STD

A13

6.3

GM

Doc 9756

Part IV, 1.4.3

Doc 9962

10.5.3



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# Stage 1 – Gathering relevant information

## CHAPTER 6. FINAL REPORT

### RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

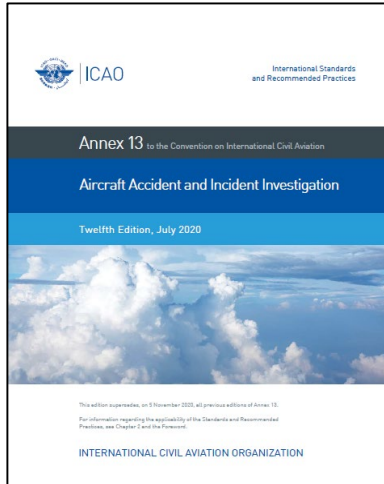
...

## ANNEX 13

### *Consultation*

6.3 The State conducting the investigation shall send a copy of the draft Final Report to the following States inviting their significant and substantiated comments on the report as soon as possible:

- a) the State that instituted the investigation;
- b) the State of Registry;
- c) the State of the Operator;
- d) the State of Design;
- e) the State of Manufacture; and
- f) any State that participated in the investigation as per Chapter 5.





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# Stage 1 – Gathering relevant information

## CHAPTER 6. FINAL REPORT

### RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

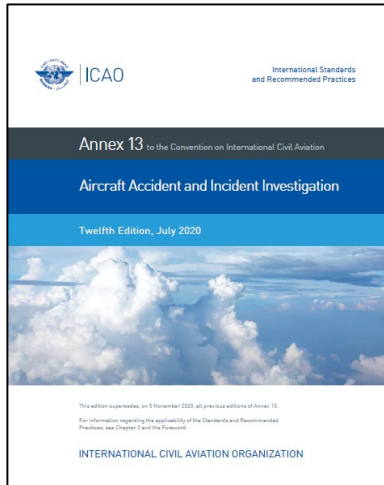
...

## ANNEX 13

### *Consultation*

...

If the State conducting the investigation receives comments within sixty days of the date of the transmittal letter, it shall either amend the draft Final Report to include the substance of the comments received or, if desired by the State that provided comments, append the comments to the Final Report. If the State conducting the investigation receives no comments within sixty days of the date of the first transmittal letter, it shall issue the Final Report in accordance with 6.4, unless an extension of that period has been agreed by the States concerned.





## CHAPTER 6. FINAL REPORT

### RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

...

## ANNEX 13

### *Consultation*

...

Note 1.— Nothing in this Standard is intended to preclude the State conducting the investigation from consulting other States, such as those States which provided relevant information, significant facilities, or experts who participated in the investigation under 5.27.

Note 2.— Comments to be appended to the Final Report are restricted to non-editorial-specific technical aspects of the Final Report upon which no agreement could be reached.





## CHAPTER 6. FINAL REPORT

### RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

...

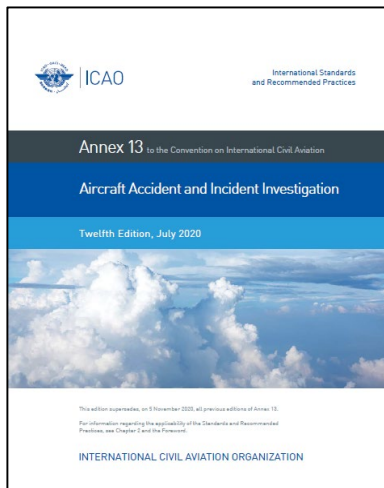
## ANNEX 13

### *Consultation*

...

Note 3.— When sending the draft Final Report to recipient States, the State conducting the investigation may consider using the most suitable and quickest means available, such as facsimile, e-mail, courier service or express mail.

Note 4.— Intended safety recommendations are to be included in the draft Final Report.





## DOC 9756 PART IV

### 1.4 CONSULTATION ON THE DRAFT FINAL REPORT

...

1.4.3 If the State conducting the investigation receives comments within sixty days of the date of the transmittal letter, it shall either amend the draft Final Report to include the substance of the comments received or, if desired by the State that provided the comments, append the comments to the Final Report. Usually, comments to be appended to the Final Report are restricted to non-editorial, specific technical aspects of the Final Report, upon which no agreement could be reached.







## 10.5 CONSULTATION

### DOC 9962

...

10.5.3 The letter of transmittal for the draft Final Report should also request each recipient to notify the *[Accident Investigation Authority]* of any interim safety actions taken, or safety actions under way, that can be included in the Final Report. Comments should be received within sixty days, unless a mutually agreed delay is granted. If the comments from another State are accepted, the draft Final Report should be amended. If the *[Accident Investigation Authority]* does not agree with the comments, in part or in whole, then the comments from that State should be appended to the Final Report, unless that State elects not to have their comments appended.





# Guidance for Review of Evidence

- 1) Review procedures issued.
- 2) Ensure that the procedures address in sufficient detail the analysis of comments recorded and the subsequent decision-making process.
- 3) Review evidence to confirm effective implementation.



## 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

<b>NUMBER:</b>		<b>TITLE:</b>			
<b>Process:</b>					
<b>Reference:</b>					
<b>Step</b>	<b>WHAT</b> <small>(Detailed description of the task)</small>	<b>WHO</b> <small>(Designated person responsible for the execution)</small>	<b>HOW</b> <small>(Determination of the way the task will be performed and means to be used)</small>	<b>WHEN</b> <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	<b>In COORDINATION with whom</b> <small>(Identify the persons to coordinate the execution of the task with whom applicable)</small>
1					
2					
3					
4					
5					
6					
...					
n					
<b>NOTES</b>					
N1					
N2					
...					
Nn					
<b>ATTACHMENTS</b>					
#	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					
<b>ATTACHMENTS</b>					
#	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:** --

**TITLE:** Processing comments on the draft final report

**Process:** Reporting

**Reference:**

PQ 6.411 – Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it will either amend the draft final report to include the substance of the comments received or, if desired by the State which provided the comments, append the comments to the final report?



# Relation with other processes

## ✈ The procedure is related to:

- ✈ Completion and publication of the final report and interim statements (PQ 6.405)
- ✈ Consultation with States, air operators, and organizations responsible for the type design and the final assembly of the aircraft on draft final reports (PQ 6.407 and 6.409)
- ✈ Ensuring the inclusion of intended safety recommendations are included in the draft final report (PQ 6.427)



## Relation with other processes

- ✈ We will develop the procedure as “stand alone”, but later we will incorporate it in the procedure *Completion and publication of the final report and interim statements (PQ 6.405)*





# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Assessment of the comments received				



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Assessment of the comments received	Investigator-in-charge			



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Assessment of the comments received	Investigator-in-charge	<p>The Investigator-in-charge will assess the comments provided by States and organizations, registering the results on the Form 19/AIG (Assessment of comments on draft final report)</p> <p>Note 1: The Investigator-in-charge may delegate this task to team members in accordance with their area of expertise.</p> <p>Note 2: When the nature of the comments is too complex, the Investigator-in-charge may request to the Chief Investigator an extension of the time allocated to the assessment.</p> <p>Note 3: Whenever necessary, the Investigator-in-charge may request technical support to assess certain specific comments, for which cases a request for such support will be made to the Chief Investigator, interrupting the counting of time to complete this task.</p> <p>Note 4: Any request for postponement of the conclusion of the assessment must be substantiated and provide an estimated date of conclusion.</p>		



# 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	Assessment of the comments received	Investigator-in-charge	<p>The Investigator-in-charge will assess the comments provided by States and organizations, registering the results on the Form 19/AIG (Assessment of comments on draft final report)</p> <p>Note 1: The Investigator-in-charge may delegate this task to team members in accordance with their area of expertise.</p> <p>Note 2: When the nature of the comments is too complex, the Investigator-in-charge may request to the Chief Investigator an extension of the time allocated to the assessment.</p> <p>Note 3: Whenever necessary, the Investigator-in-charge may request technical support to assess certain specific comments, for which cases a request for such support will be made to the Chief Investigator, interrupting the counting of time to complete this task.</p> <p>Note 4: Any request for postponement of the conclusion of the assessment must be substantiated and provide an estimated date of conclusion.</p>	<p>Within ten business days after the receipt of the comments.</p>	



# Stage 2 – Defining the framework

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>
1	Assessment of the comments received	Investigator-in-charge	<p>The Investigator-in-charge will assess the comments provided by States and organizations, registering the results on the Form 19/AIG (Assessment of comments on draft final report)</p> <p>Note 1: The Investigator-in-charge may delegate this task to team members in accordance with their area of expertise.</p> <p>Note 2: When the nature of the comments is too complex, the Investigator-in-charge may request to the Chief Investigator an extension of the time allocated to the assessment.</p> <p>Note 3: Whenever necessary, the Investigator-in-charge may request technical support to assess certain specific comments, for which cases a request for such support will be made to the Chief Investigator, interrupting the counting of time to complete this task.</p> <p>Note 4: Any request for postponement of the conclusion of the assessment must be substantiated and provide an estimated date of conclusion.</p>	Within ten business days after the receipt of the comments.	Chief Investigator Team member



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Adjustments on the draft final report				



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Adjustments on the draft final report	Investigator-in-charge			



# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Adjustments on the draft final report	Investigator-in-charge	The Investigator-in-charge will make the necessary adjustment in the text of the draft final report to incorporate the accepted comments and append the unaccepted ones. Note: This task can be delegated to a team member.		





# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Adjustments on the draft final report	Investigator-in-charge	The Investigator-in-charge will make the necessary adjustment in the text of the draft final report to incorporate the accepted comments and append the unaccepted ones. Note: This task can be delegated to a team member.	Within ten business days after the conclusion of the assessment	



# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
2	Adjustments on the draft final report	Investigator-in-charge	The Investigator-in-charge will make the necessary adjustment in the text of the draft final report to incorporate the accepted comments and append the unaccepted ones. Note: This task can be delegated to a team member.	Within ten business days after the conclusion of the assessment	Team member



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Submission of the final version of the draft final report				



# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Submission of the final version of the draft final report	Investigator-in-charge			



# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Submission of the final version of the draft final report	Investigator-in-charge	The Investigator-in-charge will submit to the Chief Investigator for approval, by hard copy, the final version of the draft final report		



# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Submission of the final version of the draft final report	Investigator-in-charge	The Investigator-in-charge will submit to the Chief Investigator for approval, by hard copy, the final version of the draft final report	Within one business day after the adjustments in the content of the draft	



# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Submission of the final version of the draft final report	Investigator-in-charge	The Investigator-in-charge will submit to the Chief Investigator for approval, by hard copy, the final version of the draft final report	Within one business day after the adjustments in the content of the draft	Chief Investigator



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Approval of the final report				





# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Approval of the final report	Chief Investigator			



# Stage 2 – Defining the framework

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Approval of the final report	Chief Investigator	<p>The Chief Investigator will approve the final report, by signing the paper document provided by the Investigator-in-charge.</p> <p>Note: If there is any needs to adjust the content of the version submitted, the Chief Investigator will coordinate directly with the Investigator-in-charge for the necessary changes to be made without delaying the process of approval.</p>		



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Approval of the final report	Chief Investigator	<p>The Chief Investigator will approve the final report, by signing the paper document provided by the Investigator-in-charge.</p> <p>Note: If there is any needs to adjust the content of the version submitted, the Chief Investigator will coordinate directly with the Investigator-in-charge for the necessary changes to be made without delaying the process of approval.</p>	Within three business days after the submission	



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4	Approval of the final report	Chief Investigator	<p>The Chief Investigator will approve the final report, by signing the paper document provided by the Investigator-in-charge.</p> <p>Note: If there is any needs to adjust the content of the version submitted, the Chief Investigator will coordinate directly with the Investigator-in-charge for the necessary changes to be made without delaying the process of approval.</p>	Within three business days after the submission	Investigator-in-charge



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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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# 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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*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*

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**PROCESSING COMMENTS ON THE DRAFT FINAL REPORT**

- 1- The Investigator-in-charge will assess the comments provided by States and organizations within ten business days after the receipt of the comments, registering the results on the Form 19/AIG (Assessment of comments on draft final report).

*Note 1: The Investigator-in-charge may delegate this task to team members in accordance with their area of expertise.*

*Note 2: When the nature of the comments is too complex, the Investigator-in-charge may request to the Chief Investigator an extension of the time allocated to the assessment.*

*Note 3: Whenever necessary, the Investigator-in-charge may request technical support to assess certain specific comments, for which cases a request for such support will be made to the Chief Investigator, interrupting the counting of time to complete this task.*

*Note 4: Any request for postponement of the conclusion of the assessment must be substantiated and provide an estimated date of conclusion.*

- 2- The Investigator-in-charge will make the necessary adjustment in the text of the draft final report, within ten business days after the conclusion of the assessment, to incorporate the accepted comments and append the unaccepted ones.

*Note: This task can be delegated to a team member.*

- 3- The Investigator-in-charge will submit to the Chief Investigator for approval, by hard copy, the final version of the draft final report, within one business day after the adjustments in the content of the draft.

- 4- The Chief Investigator will approve the final report, within three business days after the submission, by signing the paper document provided by the Investigator-in-charge.

*Note: If there is any need to adjust the content of the version submitted, the Chief Investigator will coordinate directly with the Investigator-in-charge for the necessary changes to be made without delaying the process of approval.*

FOR EDUCATIONAL PURPOSES ONLY



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*Note: If there is any needs to adjust the content of the version submitted, the Chief Investigator will coordinate directly with the Investigator-in-charge for the necessary changes to be made without delaying the process of approval.*



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## Final Report and Interim Statement

- 6.405 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised?