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# Sending the final report to ICAO and to all States involved

6.413 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it sends the final report to ICAO, as applicable, and to all States involved, including any State having suffered fatalities or serious injuries to its citizens and any State which provided relevant information, significant facilities or experts?



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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: Sending the final report to ICAO and to all States involved

- ✈ 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



# Sending the final report to ICAO and to all States involved

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## Key elements:

1. Established and implemented
2. Sends the final report
3. ICAO
4. All States involved

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## Established and implemented

- This PQ requires evidence of implementation



6.413 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it sends the final report to ICAO, as applicable, and to all States involved, including any State having suffered fatalities or serious injuries to its citizens and any State which provided relevant information, significant facilities or experts?

## Sends the final report

- With a minimum of delay

6.413 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it sends the final report to ICAO, as applicable, and to all States involved, including any State having suffered fatalities or serious injuries to its citizens and any State which provided relevant information, significant facilities or experts?

## ICAO

- Investigation into an accident or an incident involving an aircraft of a maximum mass of over 5 700 kg

6.413 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that it sends the final report to ICAO, as applicable, and to all States involved, including any State having suffered fatalities or serious injuries to its citizens and any State which provided relevant information, significant facilities or experts?

## All States involved

- 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;
- f) any State that participated in the investigation;
- g) any State having suffered fatalities or serious injuries to its citizens; and
- h) any State that provided relevant information, significant facilities or experts.



## ICAO references

STD

A13

6.4

GM

Doc 9756

Part IV, 1.5.2 & 1.7.1

Doc 9962

10.6



## CHAPTER 6. FINAL REPORT

### RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

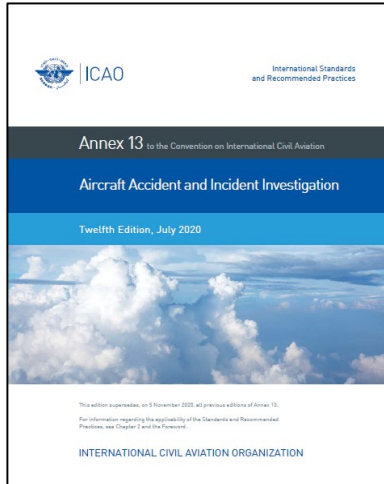
...

## ANNEX 13

### *Recipient States*

6.4 The Final Report of the investigation shall be sent with a minimum of delay by the State conducting the investigation to:

- 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;
- f) any State that participated in the investigation;
- g) any State having suffered fatalities or serious injuries to its citizens; and
- h) any State that provided relevant information, significant facilities or experts.



# Not part of ICAO Ref for the PQ, but relevant to the procedure

## CHAPTER 6. FINAL REPORT

### RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

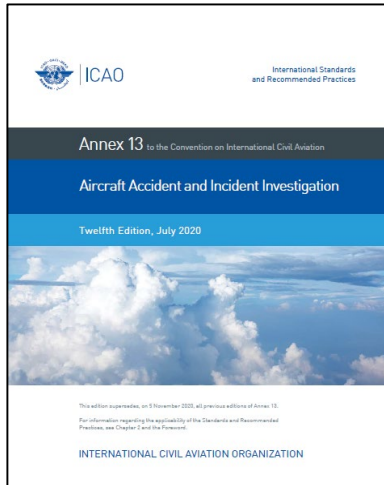
...

## ANNEX 13

### *Release of the Final Report*

...

6.7 When the State that has conducted an investigation into an accident or an incident involving an aircraft of a maximum mass of over 5 700 kg has released a Final Report, that State shall send to the International Civil Aviation Organization a copy of the Final Report.





# Guidance for Review of Evidence

- 1) Review procedures.
- 2) Review evidence to confirm effective implementation and practices.



# NOTES

✈ This procedure will complement the procedure 19/CAAC-AIG - Completion and publication of the final report and interim statements

✈ We will begin on step 28





## 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><br><small>(Detailed description of the task)</small> | <b>WHO</b><br><small>(Designated person responsible for the execution)</small> | <b>HOW</b><br><small>(Determination of the way the task will be performed and means to be used)</small> | <b>WHEN</b><br><small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small> | <b>In COORDINATION with whom</b><br><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> |  |  |   |  |  |
| <b>#</b>           | <b>TITLE</b>   |  | <b>DESCRIPTION</b>  |  |  |
| A                  |  |  |   |  |  |
| B                  |  |  |   |  |  |
| ...                |  |  |   |  |  |
| n                  |  |  |   |  |  |

| <b>NUMBER:</b>     |  | <b>TITLE:</b>  |   |  |  |
|--------------------|--|--|---|--|--|
| <b>Process:</b>    |  |  |   |  |  |
| <b>Reference:</b>  |  |  |   |  |  |
| <b>Step</b>        | <b>WHAT</b><br><small>(Detailed description of the task)</small> | <b>WHO</b><br><small>(Designated person responsible for the execution)</small> | <b>HOW</b><br><small>(Determination of the way the task will be performed and means to be used)</small> | <b>WHEN</b><br><small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small> | <b>In COORDINATION with whom</b><br><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



# Stage 2 – Defining the framework

| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used) | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In<br/>COORDINATION<br/>with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 28   | Preparation of Transmittal Letter                 |   |  |   |   |



# Stage 2 – Defining the framework

| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used) | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 28   | Preparation of Transmittal Letter                 | Administrative Assistant  |  |   |   |



| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used)   | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 28   | Preparation of Transmittal Letter                 | Administrative Assistant  | <p>The Administrative Assistant will prepare a Transmittal Letter to forward the final report to all States involved and to ICAO, as applicable, sending it to the Investigator-in-charge by email.</p> <p>Note1: Form 33/AIG (Transmittal Letter – Forwarding the Final Report) shall be used for this task.</p> <p>Note 2: Both Investigation Manual and Form 33/AIG contains guidance on the recipient of the final report.</p> |   |   |



# Stage 2 – Defining the framework

| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used)   | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 28   | Preparation of Transmittal Letter                 | Administrative Assistant  | <p>The Administrative Assistant will prepare a Transmittal Letter to forward the final report to all States involved and to ICAO, as applicable, sending it to the Investigator-in-charge by email.</p> <p>Note1: Form 33/AIG (Transmittal Letter – Forwarding the Final Report) shall be used for this task.</p> <p>Note 2: Both Investigation Manual and Form 33/AIG contains guidance on the recipient of the final report.</p> | within two working days after the approval of the report  |   |



# Stage 2 – Defining the framework

| <b>Step</b> | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used)  | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|---|---|---|
| 28          | Preparation of Transmittal Letter                 | Administrative Assistant  | The Administrative Assistant will prepare a Transmittal Letter to forward the final report to all States involved and to ICAO, as applicable, sending it to the Investigator-in-charge by email.<br>Note1: Form 33/AIG (Transmittal Letter – Forwarding the Final Report) shall be used for this task.<br>Note 2: Both Investigation Manual and Form 33/AIG contains guidance on the recipient of the final report. | within two working days after the approval of the report  | Investigator-in-charge  |





# Stage 2 – Defining the framework

| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used) | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 29   | Forward final report through Transmittal Letter   |   |  |   |   |



# Stage 2 – Defining the framework

| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used) | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 29   | Forward final report through Transmittal Letter   | Investigator-in-charge  |  |   |   |



# Stage 2 – Defining the framework

| <b>Step</b> | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used)   | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|--|---|---|
| 29          | Forward final report through Transmittal Letter   | Investigator-in-charge  | The Investigator-in-charge will send, through email (with copies to the Chief Investigator and the Administrative Assistant), the Transmittal Letter with the final report to all States involved and to ICAO, as applicable |   |   |



# Stage 2 – Defining the framework

| <b>Step</b> | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used)   | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|--|---|---|
| 29          | Forward final report through Transmittal Letter   | Investigator-in-charge  | The Investigator-in-charge will send, through email (with copies to the Chief Investigator and the Administrative Assistant), the Transmittal Letter with the final report to all States involved and to ICAO, as applicable | within four working days after the approval of the report   |   |



# Stage 2 – Defining the framework

| <b>Step</b> | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used)   | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|-------------|---|---|--|---|---|
| 29          | Forward final report through Transmittal Letter   | Investigator-in-charge  | The Investigator-in-charge will send, through email (with copies to the Chief Investigator and the Administrative Assistant), the Transmittal Letter with the final report to all States involved and to ICAO, as applicable | within four working days after the approval of the report   | Chief Investigator<br>Administrative Assistant  |



# Stage 2 – Defining the framework

| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used) | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 30   | Publication of final report                       |   |  |   |   |



# Stage 2 – Defining the framework

| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used) | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 30   | Publication of final report                       | Administrative Assistant  |  |   |   |



# Stage 2 – Defining the framework

| Step | WHAT<br>(Detailed description of the task) | WHO<br>(Designated person responsible for the execution) | HOW<br>(Determination of the way the task will be performed and means to be used)  | WHEN<br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In<br>COORDINATION<br>with whom<br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|--|--|--|--|--|
| 30   | Publication of final report                | Administrative Assistant                                 | The Administrative Assistant will arrange for the publication of the final report, by sending, through email (with copies to the Chief Investigator and the Investigator-in-charge), the electronic file of the report to the Administrator of the CAAC IT Section website, in accordance with the IT Section Procedure XX |  |  |





# Stage 2 – Defining the framework

| Step | <b>WHAT</b><br>(Detailed description of the task) | <b>WHO</b><br>(Designated person responsible for the execution) | <b>HOW</b><br>(Determination of the way the task will be performed and means to be used)   | <b>WHEN</b><br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | <b>In COORDINATION with whom</b><br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|---|---|--|---|---|
| 30   | Publication of final report                       | Administrative Assistant  | The Administrative Assistant will arrange for the publication of the final report, by sending, through email (with copies to the Chief Investigator and the Investigator-in-charge), the electronic file of the report to the Administrator of the CAAC IT Section website, in accordance with the IT Section Procedure XX | within 2 working days after the forwarding of the final report to the States                            |   |



# Stage 2 – Defining the framework

| Step | WHAT<br>(Detailed description of the task) | WHO<br>(Designated person responsible for the execution) | HOW<br>(Determination of the way the task will be performed and means to be used)  | WHEN<br>(Establish the timeline for the procedure, determining the deadlines for relevant tasks) | In COORDINATION with whom<br>(Identify the persons to coordinate the execution of the task with when applicable) |
|------|--|--|--|--|--|
| 30   | Publication of final report                | Administrative Assistant                                 | The Administrative Assistant will arrange for the publication of the final report, by sending, through email (with copies to the Chief Investigator and the Investigator-in-charge), the electronic file of the report to the Administrator of the CAAC IT Section website, in accordance with the IT Section Procedure XX | within 2 working days after the forwarding of the final report to the States                     | Chief Investigator<br>Investigator-in-charge<br>Adm CAAC IT Section  |



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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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**SENDING THE FINAL REPORT TO THE STATES INVOLVED AND TO ICAO AS APPLICABLE**

- 1- The Administrative Assistant will prepare a Transmittal Letter to forward the final report to all States involved and to ICAO, as applicable, sending it to the Investigator-in-charge by email within two working days after the approval of the report.

*Note 1: Form 33/AIG (Transmittal Letter – Forwarding the Final Report) shall be used for this task.*

*Note 2: Both Investigation Manual and Form 33/AIG contains guidance on the recipient of the final report.*

- 2- The Investigator-in-charge will send, through email (with copies to the Chief Investigator and the Administrative Assistant), the Transmittal Letter with the final report to all States involved and to ICAO, as applicable, within four working days after the approval of the report.
- 3- The Administrative Assistant will arrange for the publication of the final report, by sending, through email (with copies to the Chief Investigator and the Investigator-in-charge), the electronic file of the report to the Administrator of the CAAC IT Section website, within 2 working days after the forwarding of the final report to the States, in accordance with the IT Section Procedure XX.

FOR EDUCATIONAL PURPOSES ONLY

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*Note 1: Form 33/AIG (Transmittal Letter – Forwarding the Final Report) shall be used for this task.*

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- 2- The Investigator-in-charge will send, through email (with copies to the Chief Investigator and the Administrative Assistant), the Transmittal Letter with the final report to all States involved and to ICAO, as applicable, within four working days after the approval of the report.
- 3- The Administrative Assistant will arrange for the publication of the final report, by sending, through email (with copies to the Chief Investigator and the Investigator-in-charge), the electronic file of the report to the Administrator of the CAAC IT Section website, within 2 working days after the forwarding of the final report to the States, in accordance with the IT Section Procedure XX.



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# Resulting procedure

✈ After the development of all these related procedures, we can build one only process, as follows



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**PROCEDURE No 19/CAAC-AIG - COMPLETION AND PUBLICATION OF THE FINAL REPORT AND INTERIM STATEMENTS**

**Create record in the Investigation Control Spreadsheet**

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

*Note:* The Investigation Control Spreadsheet shall be saved in the Investigation Control folder in the AIG secure server.

**Establishing the Team reporting schedule**

- 2- The Investigator-in-charge will send, within 10 working days after the receipt of the notification, the timelines for group leaders, other investigators and/or experts to observe when sending partial reports.

*Note 1:* This step is applicable to Team investigations only.

*Note 2:* The Form 78 (Timelines for partial reports to the IIC) shall be used by the IIC to inform Team members of the timelines.

*Note 3:* The timelines apply to all investigator(s) and/or expert(s) responsible for specific activities during the investigation, but do not include Accredited Representatives and their advisors).

*Note 4:* Examples of main activities are reviewing documents, testing and examining parts, interviewing witnesses, reading flight recorders, etc.,

*Note 5:* Whenever necessary, the Form shall be amended by the IIC and forwarded to the Team members to include any necessary activity not previously included.

- 3- Any investigator and/or expert responsible for any specific activities during the investigation will prepare a report of the activity conducted and send it to the IIC through the CAAC secure FTP, in compliance with the timelines established by the Investigator-in-charge through the Form 78 (step 2 above).

*Note 1:* This step is applicable to Team investigations only.

*Note 2:* the content of any activity report must include:

- Location and date of the activity;
- Participating staff;
- Activity performed and its purpose;
- Description of the work carried out;
- Conclusions and /or results (actual or potential);
- Safety recommendations (if any);
- Derived actions (if applicable);
- Total cost of the activity.

established in the Form 78, and/or expert(s) who have the deadline established

calendar days before each e-mail, about the need

in Control Spreadsheet to be

the information available, before the anniversary of publication.

and it is available in the AIG

related to the disclosure of

the anniversary of the high email, the filled Form 78 through the IT Section Procedure

publication of the Interim report, inserting the date of occurrence, notifying the

ring the investigation will begin and send it to the IIC led by the Investigator-in-

tion and until 8 working days after the receipt of the draft final report, reminding the

activity will be considered activity.

all relevant information (what happens last),

conducted, when the

the final report, and it is available in the

this draft, sending the draft final report

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notes.

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10 calendar days after the receipt to incorporate all

investigator for approval.

the approval of the Chief

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9/CAAC-AIG (Completion of the investigation by a team.

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investigator will coordinate sending the appropriate time

the business day after the 5<sup>th</sup> the occurrence, the

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approval of the draft, the encrypted file attached, relative from the recipient

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the confirmation of transmittal Letter for 9/ or the organizations file.

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the business day after the 5<sup>th</sup> the occurrence, the

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days after the submission, (next to the IIC signature) re Assistant and informing

Investigator will coordinate without delaying the process

**AO AS APPLICABLE**

the final report to all States large by email within two

for this task. receipt of the final report.

Chief Investigator and the all States involved and to art.

port, by sending, through the electronic file of the 5 days after the forwarding re XX.



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## **Monitor the progress of received safety recommendations, and inform the proposing State within 90 days**

- 6.425 Has the State, as the State receiving safety recommendations from other States, established and implemented procedures:
- a) to monitor the progress of any action taken in response to these safety recommendations, and
  - b) to ensure that it informs the proposing State within 90 days of the preventive action taken or under consideration or the reasons why no action will be taken?