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SAFETY

Record responses to the safety recommendations it has issued

6.429 Has the State developed and implemented procedures to record responses to the safety recommendations it has issued?



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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: Record responses to the safety recommendations it has issued

✈ 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



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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



Record responses to the safety recommendations it has issued

6.429 Has the State developed and implemented procedures to record responses to the safety recommendations it has issued?

6.429 Has the State developed and implemented procedures to record responses to the safety recommendations it has issued?

Key elements:

1. Developed and implemented
2. Record responses
3. Recommendations ... issued

6.429 Has the State developed and implemented procedures to record responses to the safety recommendations it has issued?

Developed and implemented

- This PQ requires evidence of implementation

6.429 Has the State developed and implemented procedures to record responses to the safety recommendations it has issued?

Record responses

- ...

6.429 Has the State developed and implemented procedures to record responses to the safety recommendations it has issued?

Recommendations ... issued

- ...



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Stage 1 – Gathering relevant information

ICAO references

RP

A13

6.11

GM

Doc 9962

10.8.2.2



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Stage 1 – Gathering relevant information

CHAPTER 6. FINAL REPORT RESPONSIBILITY OF A STATE RECEIVING OR ISSUING SAFETY RECOMMENDATIONS

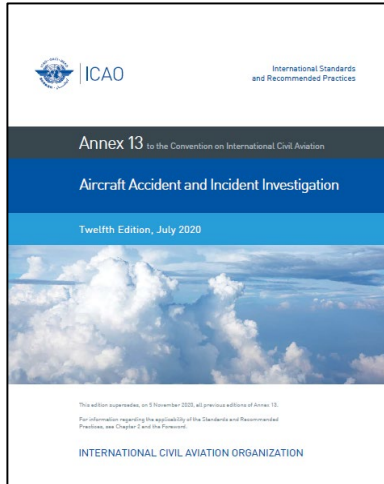
ANNEX 13

...

Action on safety recommendations

...

6.11 A State conducting the investigation or any other State issuing a safety recommendation shall implement procedures to record the responses received under 6.10 to the safety recommendation issued.





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Stage 1 – Gathering relevant information

DOC 9962

Chapter 10

WRITING THE FINAL REPORT AND MAKING SAFETY RECOMMENDATIONS

10.8 SAFETY RECOMMENDATIONS

10.8.2 Follow-up of safety recommendations

10.8.2.2 Records of outgoing and incoming safety recommendation follow-up correspondence with *[Name of State] organizations* and with other States are maintained as part of the accident investigation files at the *[Accident Investigation Authority]*.





Guidance for Review of Evidence

- 1) Review procedures and mechanism established.
- 2) Review correspondence sent/received.



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



NUMBER: 28

TITLE: Control of recommendations issued

Process:

Recommendations

Reference:

PQ 6.429 – Has the State developed and implemented procedures to record responses to the safety recommendations it has issued?



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 | Request of draft transmittal letter | | | | |



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 | Request of draft transmittal letter | Investigator-in-charge | | | |



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 | Request of draft transmittal letter | Investigator-in-charge | <p>The Investigator-in-charge will request the Administrative Assistant the preparation of a transmittal letter to forward any recommendation issued.</p> <p>Note 1: Recommendations issued before the approval of the final report shall be accompanied by an explanation of the context under which the recommendation has been conceived.</p> <p>Note 2: The Investigation Manual contains guidance on the formulation and delivery of safety recommendations.</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 | Request of draft transmittal letter | Investigator-in-charge | <p>The Investigator-in-charge will request the Administrative Assistant the preparation of a transmittal letter to forward any recommendation issued.</p> <p>Note 1: Recommendations issued before the approval of the final report shall be accompanied by an explanation of the context under which the recommendation has been conceived.</p> <p>Note 2: The Investigation Manual contains guidance on the formulation and delivery of safety recommendations.</p> | Within one working day after the approval of the final report or the recommendation (when issued before the final report), as applicable | |



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 | Request of draft transmittal letter | Investigator-in-charge | <p>The Investigator-in-charge will request the Administrative Assistant the preparation of a transmittal letter to forward any recommendation issued.</p> <p>Note 1: Recommendations issued before the approval of the final report shall be accompanied by an explanation of the context under which the recommendation has been conceived.</p> <p>Note 2: The Investigation Manual contains guidance on the formulation and delivery of safety recommendations.</p> | Within one working day after the approval of the final report or the recommendation (when issued before the final report), as applicable | Administrative Assistant |



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) |
|------|--|---|--|---|---|
| 2 | Prepare draft transmittal letter to forward the recommendation | | | | |



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) |
|-------------|--|---|--|---|---|
| 2 | Prepare draft transmittal letter to forward the recommendation | Administrative Assistant | | | |



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) |
|------|--|--|---|--|--|
| 2 | Prepare draft transmittal letter to forward the recommendation | Administrative Assistant | <p>The Administrative Assistant will prepare a draft transmittal letter to forward the recommendation, sending it to the Investigator-in-charge by email.</p> <p>Note 1: If more than one recommendation is issued for the same addressee, all of them will be delivered through the same transmittal letter.</p> <p>Note 2: The letter must emphasize the deadline of 60 days for the addressee to provide a feedback to the AIG Section of the CAAC, regarding the actions to be taken in relation with the recommendation.</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> |
|------|--|---|---|---|---|
| 2 | Prepare draft transmittal letter to forward the recommendation | Administrative Assistant | <p>The Administrative Assistant will prepare a draft transmittal letter to forward the recommendation, sending it to the Investigator-in-charge by email.</p> <p>Note 1: If more than one recommendation is issued for the same addressee, all of them will be delivered through the same transmittal letter.</p> <p>Note 2: The letter must emphasize the deadline of 60 days for the addressee to provide a feedback to the AIG Section of the CAAC, regarding the actions to be taken in relation with the recommendation.</p> | Within 2 working days after the approval of the final report or the recommendation (when issued before the final report), as applicable | |



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> |
|------|--|---|---|---|--|
| 2 | Prepare draft transmittal letter to forward the recommendation | Administrative Assistant | <p>The Administrative Assistant will prepare a draft transmittal letter to forward the recommendation, sending it to the Investigator-in-charge by email.</p> <p>Note 1: If more than one recommendation is issued for the same addressee, all of them will be delivered through the same transmittal letter.</p> <p>Note 2: The letter must emphasize the deadline of 60 days for the addressee to provide a feedback to the AIG Section of the CAAC, regarding the actions to be taken in relation with the recommendation.</p> | Within 2 working days after the approval of the final report or the recommendation (when issued before the final report), as applicable | Investigator-in-charge |



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) |
|------|---|---|--|---|---|
| 3 | Approve draft transmittal letter | | | | |



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) |
|------|---|---|--|---|---|
| 3 | Approve draft transmittal letter | Investigator-in-charge | | | |



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) |
|------|---|---|--|---|---|
| 3 | Approve draft transmittal letter | Investigator-in-charge | The Investigator-in-charge will approve the transmittal letter, sending it back to the Administrative Assistant. | | |



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) |
|-------------|---|---|--|---|---|
| 3 | Approve draft transmittal letter | Investigator-in-charge | The Investigator-in-charge will approve the transmittal letter, sending it back to the Administrative Assistant. | Within one working day after the preparation of the draft | |



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) |
|------|---|---|--|---|---|
| 3 | Approve draft transmittal letter | Investigator-in-charge | The Investigator-in-charge will approve the transmittal letter, sending it back to the Administrative Assistant. | Within one working day after the preparation of the draft | Administrative Assistant |



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) |
|------|---|---|--|---|---|
| 4 | Send recommendation | | | | |



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) |
|-------------|---|---|--|---|---|
| 4 | Send recommendation | Administrative Assistant | | | |



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) |
|------|---|---|--|---|---|
| 4 | Send recommendation | Administrative Assistant | The Administrative Assistant will send, mainly by email (with copy to the Investigator-in-charge) the recommendation to the correspondent addressee. | | |



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) |
|------|---|---|--|---|---|
| 4 | Send recommendation | Administrative Assistant | The Administrative Assistant will send, mainly by email (with copy to the Investigator-in-charge) the recommendation to the correspondent addressee. | Within one working day after the approval of the letter | |



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) |
|------|---|---|--|---|---|
| 4 | Send recommendation | Administrative Assistant | The Administrative Assistant will send, mainly by email (with copy to the Investigator-in-charge) the recommendation to the correspondent addressee. | Within one working day after the approval of the letter | Investigator-in-charge |



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) |
|------|--|---|--|---|---|
| 5 | Register recommendation in the Investigation Control Spreadsheet | | | | |



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) |
|------|--|--|---|--|--|
| 5 | Register recommendation in the Investigation Control Spreadsheet | Administrative Assistant | | | |



| 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) |
|------|--|--|--|--|--|
| 5 | Register recommendation in the Investigation Control Spreadsheet | Administrative Assistant | The Administrative Assistant will register the recommendation in the Investigation Control Spreadsheet, informing the Investigator-in-charge by email. | | |



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> |
|-------------|--|--|--|--|--|
| 5 | Register recommendation in the Investigation Control Spreadsheet | Administrative Assistant | The Administrative Assistant will register the recommendation in the Investigation Control Spreadsheet, informing the Investigator-in-charge by email. | Within one working day after the delivery of the letter | |



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) |
|------|--|---|--|---|---|
| 5 | Register recommendation in the Investigation Control Spreadsheet | Administrative Assistant | The Administrative Assistant will register the recommendation in the Investigation Control Spreadsheet, informing the Investigator-in-charge by email. | Within one working day after the delivery of the letter | Investigator-in-charge |



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) |
|------|--|---|--|---|---|
| 6 | Assessment of the feedback received from addressee | | | | |



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) |
|------|--|--|---|--|--|
| 6 | Assessment of the feedback received from addressee | Investigator-in-charge | | | |



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) |
|------|--|--|--|--|--|
| 6 | Assessment of the feedback received from addressee | Investigator-in-charge | <p>The Investigator-in-charge will assess the feedback provided by the addressee to the recommendation issued, informing the Administrative Assistant and team members (as applicable) by email.</p> <p>Note 1: The Investigator-in-charge may request the support of other investigators and/or experts in the assessment.</p> <p>Note 2: When the assessment identifies the need to change the recommendation, the Investigator-in-charge will take the necessary actions to coordinate the changes aiming at eliminating/mitigating any risk, informing the Administrative Assistant for the appropriate register in the Spreadsheet.</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> |
|------|---|---|--|---|---|
| 6 | Assessment of the feedback received from addressee | Investigator-in-charge | <p>The Investigator-in-charge will assess the feedback provided by the addressee to the recommendation issued, informing the Administrative Assistant and team members (as applicable) by email.</p> <p>Note 1: The Investigator-in-charge may request the support of other investigators and/or experts in the assessment.</p> <p>Note 2: When the assessment identifies the need to change the recommendation, the Investigator-in-charge will take the necessary actions to coordinate the changes aiming at eliminating/mitigating any risk, informing the Administrative Assistant for the appropriate register in the Spreadsheet.</p> | Within 5 working days from the receipt of the feedback | |



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> |
|------|---|---|--|---|--|
| 6 | Assessment of the feedback received from addressee | Investigator-in-charge | <p>The Investigator-in-charge will assess the feedback provided by the addressee to the recommendation issued, informing the Administrative Assistant and team members (as applicable) by email.</p> <p>Note 1: The Investigator-in-charge may request the support of other investigators and/or experts in the assessment.</p> <p>Note 2: When the assessment identifies the need to change the recommendation, the Investigator-in-charge will take the necessary actions to coordinate the changes aiming at eliminating/mitigating any risk, informing the Administrative Assistant for the appropriate register in the Spreadsheet.</p> | Within 5 working days from the receipt of the feedback | Administrative Assistant Team members |



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) |
|------|--|---|--|---|---|
| 7 | Register feedback in the Investigation Control Spreadsheet | | | | |



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) |
|-------------|--|---|--|---|---|
| 7 | Register feedback in the Investigation Control Spreadsheet | Administrative Assistant | | | |



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) |
|-------------|--|---|---|---|---|
| 7 | Register feedback in the Investigation Control Spreadsheet | Administrative Assistant | The Administrative Assistant will register the feedback and the result of the correspondent assessment in the Investigation Control Spreadsheet, informing the Investigator-in-charge by email. | | |



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) |
|-------------|--|---|---|---|---|
| 7 | Register feedback in the Investigation Control Spreadsheet | Administrative Assistant | The Administrative Assistant will register the feedback and the result of the correspondent assessment in the Investigation Control Spreadsheet, informing the Investigator-in-charge by email. | Within 5 working days after the conclusion of the assessment | |



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) |
|-------------|--|---|---|---|---|
| 7 | Register feedback in the Investigation Control Spreadsheet | Administrative Assistant | The Administrative Assistant will register the feedback and the result of the correspondent assessment in the Investigation Control Spreadsheet, informing the Investigator-in-charge by email. | Within 5 working days after the conclusion of the assessment | Investigator-in-charge |



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) |
|------|---|---|--|---|---|
| 8 | Follow up on the implementation | | | | |



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) |
|------|---|---|--|---|---|
| 8 | Follow up on the implementation | Investigator-in-charge | | | |



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) |
|-------------|---|---|--|---|---|
| 8 | Follow up on the implementation | Investigator-in-charge | The Investigator-in-charge will monitor the status of implementation of the recommendation, taking the necessary actions when any delay or difficulties are identified, informing the Administrative Assistant by email for the correspondent register in the Spreadsheet. | | |



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Stage 2 – Defining the framework

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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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PROCEDURE No 28/CAAC-AIG – CONTROL OF SAFETY RECOMMENDATIONS ISSUED

- 1- The Investigator-in-charge will request the Administrative Assistant, within one working day after the approval of the final report or the recommendation (when issued before the final report) as applicable, the preparation of a transmittal letter to forward any recommendation issued.
Note 1: Recommendations issued before the approval of the final report shall be accompanied by an explanation of the context under which the recommendation has been conceived.
Note 2: The Investigation Manual contains guidance on the formulation and delivery of safety recommendations.
- 2- The Administrative Assistant will prepare, within 2 working days after the approval of the final report or the recommendation (when issued before the final report) as applicable, a draft transmittal letter to forward the recommendation, sending it to the Investigator-in-charge by email.
Note 1: If more than one recommendation is issued for the same addressee, all of them will be delivered through the same transmittal letter.
Note 2: The letter must emphasize the deadline of 60 days for the addressee to provide a feedback to the AIG Section of the CAAC, regarding the actions to be taken in relation with the recommendation.
- 3- The Investigator-in-charge will approve the transmittal letter, sending it back to the Administrative Assistant within one working day after the preparation of the draft.
- 4- The Administrative Assistant will send, mainly by email (with copy to the Investigator-in-charge), the recommendation to the correspondent addressee within one working day after the approval of the letter.
- 5- The Administrative Assistant will register the recommendation in the Investigation Control Spreadsheet within one working day after the delivery of the letter, informing the Investigator-in-charge by email.
- 6- The Investigator-in-charge will assess the feedback provided by the addressee to the recommendation issued within 5 working days from the receipt of the feedback, informing the Administrative Assistant and team members (as applicable) by email.
Note 1: The Investigator-in-charge may request the support of other investigators and/or experts in the assessment.
Note 2: When the assessment identifies the need to change the recommendation, the Investigator-in-charge will take the necessary actions to coordinate the changes aiming at eliminating/mitigating any risk, informing the Administrative Assistant for the appropriate register in the Spreadsheet.
- 7- The Administrative Assistant will register the feedback and the result of the correspondent assessment in the Investigation Control Spreadsheet within 5 working days after the conclusion of the assessment, informing the Investigator-in-charge by email.

- 8- The Investigator-in-charge will monitor the status of implementation of the recommendation, taking the necessary actions when any delay or difficulties are identified within 1 week after each milestone related to the implementation of the recommendation, informing the Administrative Assistant by email for the correspondent register in the Spreadsheet.

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SAFETY



Sending ADREP preliminary reports, ADREP accident data reports and ADREP incident data reports

6.431 Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends ADREP preliminary reports, ADREP accident data reports and ADREP incident data reports to all involved States and, when applicable, to ICAO?