

AIG REGIONAL COOPERATION MECHANISM (ARCM) OF SOUTH AMERICA

THIRD AIG AUTHORITIES MEETING

(Lima, Peru, 07 to 09 March 2016)

Agenda Item 9: South American ARCM multinational investigator certification

- **ARCM accident and incident multinational investigator certification manual proposal**

(Working paper presented by the ARCM Technical Committee)

Summary

This working paper presents to the Third AIG Authorities Meeting the manual proposal for the South American AIG Regional Cooperation Mechanism (ARCM) multinational investigator certification.

References

- Report of the Second Meeting of AIG Authorities of the SAM Region (AIG-SAM/2), Buenos Aires, Argentina, 09 to 11 June 2015.
- AIG Regulations of the ARCM.
- Annex 13 – Aircraft Accident and Incident Investigation.
- Doc 9946 – Manual on Regional Accident and Incident Investigation Organization (RAIO).
- Cir 298 – Training guidelines for aircraft accident investigators.
- ARCM training programme.
- State training programme.

1. Introduction

1.1. The South American AIG Regional Cooperation Mechanism (ARCM) was established in the Second AIG Authorities Meeting of the SAM Region, held in Buenos Aires, Argentina, to support the States that request in the aspects related to aircraft accident and incident investigation in a regional cooperation environment that allows to improve the effective implementation in the AIG area and to contribute to the reduction of the aircraft accident and incident rate of the SAM Region below the global rate in all aviation segments.

1.2. The ARCM Executive Committee recognizes that for the development of objective and well-conducted investigations and with high impact in their recommendations, the States shall have qualified staff for that.

1.3. However, many States do not have staff exclusively working in accident investigation; in such cases, it is advisable, in a cooperation environment and at the request of the interested State and approval by the State facilitating its staff, to use available ARCM multinational investigators.

1.4. In order to do that, the ARCM must establish and monitor the requirements for its investigators' minimum professional competencies. For the investigators that shall represent the ARCM to be able to fulfil their tasks in a regional environment, it is necessary that their knowledge and aptitude in relation to their responsibilities are in continuous development.

2. Context for the development of a manual proposal for the ARCM accident and incident multinational investigator certification

2.1 The investigation is developed by investigators that have the investigation techniques required to participate in an aircraft accident and incident investigation.

2.2 Likewise, each type of investigation requires different competencies requirements according to the levels and scope. The accident and incident multinational investigator certification means that the ARCM recognizes the investigator's competency.

2.3 Besides the skills, techniques and experience, an accident investigator requires some personal attributes. These attributes include integrity and impartiality in analyzing the facts, the ability to analyze the facts in a logical way, perseverance to search for questions, in difficult situations often, and being sympathetic to a wide range of people that have participated in the traumatic experience of suffering an air accident.

2.4 This manual is targeted to accident and incident investigators of the AIG Authorities of the ARCM member States.

2.5 In this sense, the purpose of this manual is to establish the profiles and competencies requirements for the aircraft accident and incident investigators under the ARCM framework. Moreover, it is necessary to incorporate a tool to ensure the homogeneity in the investigators' competencies.

2.6 Therefore, **Appendix A** of this working paper presents to the Meeting the manual proposal for the ARCM accident and incident multinational investigator certification.

3. Suggested actions

3.1 The AIG Authorities of the Region are invited to:

- a) take note about this working paper and **Appendix A**;
- b) approve the ARCM accident and incident multinational investigator certification manual; and
- c) authorize the start of the ARCM investigator certifications.

South American AIG Regional Cooperation Mechanism (ARCM)

**ARCM multinational accident and
incident investigator certification
manual**

**First edition
March 2016**

First edition

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FOREWORD

The South American AIG Regional Cooperation Mechanism (ARCM) was established in the Second AIG Authorities Meeting of the SAM Region, held in Buenos Aires, Argentina, to support the States that request in the aspects related to aircraft accident and incident investigation in a regional cooperation environment that allows to improve the effective implementation in the AIG area and to contribute to the reduction of the aircraft accident and incident rate of the SAM Region below the global rate in all the aviation segments. The main objectives of the ARCM are:

1. to establish, in accordance with the Global aviation safety plan (GASP), a regional environment that allows the cooperation among the States, with trained, independent and impartial professionals that can support the States that request in aircraft accident and incident investigation tasks;
2. to increase cooperation and collaboration among ARCM member States with respect to aircraft accident and incident investigation;
3. to increase cooperation within the ARCM and at international level with respect to the exchange of information on accidents and incidents;
4. to ensure that all aircraft accidents and incidents that occur in the ARCM member States are subject to an investigation that complies with the provisions of Annex 13 to the Convention on International Civil Aviation – *Aircraft accident and incident investigation and with ARCM documentation*;
5. to help ensure that all aircraft accident and incident investigations carried out in ARCM member States are free of any political or other type of interference or pressure;
6. to coordinate so that member States may have adequate resources, including equipment and qualified personnel, for conducting one or all investigations;
7. to foster the use by all member States of a common set of regulations that are consistent with the provisions of Annex 13 – *Aircraft accident and incident investigation*, including regulations for the protection of information obtained through safety data collection and processing systems (SDCPS) as set forth in Attachment E to Annex 13;
8. to foster the use by all member States of common guidelines, investigation procedural handbooks and guides;
9. to promote the use of harmonized AIG regulations for all member States;
10. to promote the implementation of a harmonized AIG training programme for investigators of all member States;
11. to encourage the implementation of a SAM AIG database in order to facilitate, through the risk management process, the effective analysis of information obtained on accidents, serious incidents, incidents and latent conditions, so as to mitigate risks and establish safety performance indicators, targets and the corresponding alerts in the SAM Region in the AIG area;
12. to promote the use of best practices concerning accident prevention; and
13. to cooperate to increase the qualifications and experience of accident investigators in all member States.

The ARCM is represented by an Executive Committee and its Chairman. The Executive Committee recognizes that for the development of objective and well-conducted investigations and with high impact in their recommendations, the States shall have qualified staff. However, many States do not have staff exclusively working in accident investigation; in such cases, it is advisable to use the cooperation resources offered by the ARCM.

For the ARCM to be able to manage cooperation, it is necessary to establish and monitor the minimum requirements for its investigators' professional competencies. In turn, the investigators representing the ARCM should keep their knowledge and abilities in relation to their responsibilities.

The purpose of this manual is to establish the profiles and competencies requirements for the aircraft accident and incident investigators participating in the ARCM. Under this framework, it is necessary to incorporate a tool to ensure the homogeneity in the investigators' competencies.

The ARCM multinational accident and incident investigator certification manual provides a valuable tool to keep a record of ARCM investigators with a homogeneous level of human resources that will verify the appropriate application of the harmonized investigation requirements and offer a quality assurance mechanism to create the necessary trust for the reciprocal recognition of the investigations conducted by the ARCM member States.

CHAPTER 1

ARCM ACCIDENT AND INCIDENT MULTINATIONAL INVESTIGATOR CERTIFICATION PROGRAMME

1.1 This programme focuses on the accident investigators that will participate as support investigators in the accident and serious incident investigations conducted by the AIG Authorities of the ARCM member States.

1.2 The investigation must be carried out by investigators having the technical and non-technical competencies to conduct an accident and serious incident investigation or participate as specialist, advisor or observer.

1.3 Likewise, each type of investigation requires different competencies requirements according to the levels and scope given, as described in Chapter 2.

1.4 The multinational accident investigator certification means that the ARCM recognizes the investigator's competence (depending on the level listed in the certificate's scope) to:

- a) keep the ethical principles, appropriate behaviour, good appearance and professional care, as described in Appendix 3;
- b) clearly communicate orally and in written with the staff at all organizational levels;
- c) support the planning, organization and management of multinational investigation;
- d) understand the scope and complexity of the investigation in accordance with legislation, regulations and other requirements of the State of occurrence that are necessary to conduct the investigation;
- e) have the knowledge of the technical and non-technical methodologies for the aircraft accident investigation;
- f) have the ability to collect, document and preserve the evidence;
- g) have the ability to identify and analyze the relevant evidence in order to determine the causes, latent failures and, as appropriate, make the safety recommendations with high impact in the aviation system;
- h) have the ability to contribute in the making of the final report complying with the requirements of the accident investigation authority of the State conducting the investigation;
- i) participate as member of a multinational investigation team and assist in the investigation management process.

1.5 Besides the skills, techniques and experience, an accident investigator requires some personal attributes. These attributes include integrity and impartiality in analyzing the facts, the ability to analyze the facts in a logical way, perseverance to search for questions, in difficult situations often, and being sympathetic to a wide range of people that have participated in the traumatic experience of suffering an air accident.

1.6 This manual is targeted to the accident investigators of the AIG Authorities of the ARCM member States.

1.7 This document provides information and instructions on:

- a) the different certification levels;
- b) the certification process and how to request it;
- c) the requirements for the initial certification;
- d) the requirements to renew the certification including the continuing professional development (DPC) requirements;
- e) the types of investigation necessary for the certification; and
- f) the code of conduct.

1.8 The details of all certified investigators are included in a record available at the ARCM website.

CHAPTER 2

CERTIFICATION LEVELS AND CERTIFICATION REQUIREMENTS

2.1 The ARCM will evaluate the requests based on the demonstration of the competencies needed for the special function the aircraft accident and serious incident investigators will be assigned to. These investigators shall have the ability and knowledge in accordance with the responsibilities to perform as investigator-in-charge (IIC), accredited representative, advisor or expert/specialist. The applicant will be able to show these competencies through a combination of knowledge, work experience, training as investigator and experience in a specific accident investigation area.

2.2 The certification programme will be targeted to accident investigators of the ARCM member States, which will be appointed to participate in the investigations in the ARCM framework using the set of regulations of the referred mechanism.

2.3 Investigators can normally be divided into two categories: the operational category and the technical category. The operational category can be comprised of the following groups: operations, aircraft performance, medical aspects/human factors, witnesses, flight recorders, meteorology, air traffic services/airports, survival, and cabin safety. The technical category can be comprised of the following groups: maintenance and records, facilities, structures, propulsion engines, site mapping, resistance to impact, and photography/video.

2.4 Certification levels

The programme has three (3) certification levels for the ARCM multinational accident investigator:

- a) Provisional ARCM investigator
- b) ARCM investigator
- c) ARCM investigator-in-charge (IIC)

2.5 Summary of each certification level

The characteristics of each level and a summary of the certification requirements are described as follows. Notes are included at the end of each section for a more complete description.

2.5.1 Provisional ARCM investigator

2.5.1.1 At this entry level or training level, the applicant starts the career as ARCM multinational accident investigator. For this level, the ARCM recognizes that the applicant has the personal attributes, education, technical and professional competence but still requires compliance with the requirement of experience in investigations in order to certify for the next level. All the investigators that expect to certify at multinational level must start their career at this level as a first step.

2.5.1.2 This level also includes investigators with experience that have stopped working as ARCM multinational investigators for a period of three (3) years or more.

2.5.1.3 The summary of requirements to certify at this level are the following:

- a) **Education** (See Note 1)

Technical education or third-level education with a major appropriate for the category investigator (operational or technical) category at a minimum.

b) **Work experience in AIG Authority** (See Note 2)

- Five (5) years of work experience in the AIG Authority as accident investigator according to the specific requirements of the performance category; and
- Being active in accident investigation for the State authority in charge of investigations at the time of the application.

c) **Previous qualification**

- Being qualified as investigator or belonging to groups of investigators in the technical or operational categories in their States and being certified for that.

d) **Training as ARCM investigator** (See Note 3)

- Approval of a course oriented to the training of investigators in order to perform in a major accident investigation of great complexity and/or the participation of other States; and
- Approval of the course on knowledge and application of the ARCM AIG regulations.

e) **Experience in investigations**

See Note 4

2.5.2 **ARCM investigator**

2.5.2.1 The provisional ARCM investigator can request this level once the experience requirements have been completed. This level recognizes that the applicant is a competent accident investigator that can effectively contribute in an investigation team. It is considered as the next step in the career of an ARCM multinational accident investigator and most of the investigators here have the condition to upgrade to the level of ARCM investigator in charge.

2.5.2.2 The summary of the certification requirements for this level is the following:

a) **Education** (See Note 1)

Same requirements as the provisional ARCM investigator.

b) **Work experience in the AIG Authority** (See Note 2)

Same requirements as the provisional ARCM investigator.

c) **Training as ARCM investigator** (See Note 3)

Same requirements as the provisional ARCM investigator.

d) **Experience in investigations** (See Note 4)

A multinational investigation as provisional ARCM investigator.

2.5.3 **ARCM investigator-in-charge (IIC)**

2.5.3.1 This level is reserved for investigators that have satisfactorily complied with the certification levels as provisional ARCM investigator, ARCM investigator and that complies with requirements of the

higher level and proves to be competente, have experience when dealing with investigations and lead work teams.

2.5.3.2 The summary of the certification requirements for this level is the following:

a) **Education** (See Note 1)

Same requirements as the ARCM investigator.

b) **Work experience in the AIG Authority** (See Note 2)

Same requirements as the ARCM investigator.

c) **Training as ARCM investigator-in-charge (IIC)** (See Note 3)

Same requirements as the ARCM investigator.

d) **Experience in investigations** (See Note 4).

- Having more than five years of experience performing as investigator in charge of the State AIG organization in at least 5 investigations (demonstrable).
- Having participated in at least 2 multinational accident investigations as investigator.
- Having an investigation as ARCM investigator-in-charge in practical on-the-job (OTJ) training.

2.5.4 **Notes**

2.5.4.1 **Note 1: Education**

- For all the levels the applicant or investigator must have completed higher education or technical education appropriate for the type of specialization or qualifications and equivalent experience necessary for the category of investigation to be performed. Besides being required for the specialization area, the investigator must have the State certification, as applicable.

a) In case of a technical investigator, he must prove training in aviation medicine.

2.5.4.2 **Note 2: Work experience**

- For all the levels, in terms of accident investigations, the applicant for multinational investigator must have completed at least five (5) years of work experience in the State AIG Authority, the industry or military organizations, having developed functions as accident investigator, specialist, expert or advisor.
- The five (5) years of experience Item (a) makes reference to must have accumulated in the last ten (10) years.

2.5.4.3 **Note 3: Training as investigator**

- The investigator course must have been successfully completed within a period of three (3) years immediately before the request to obtain the certification. The TC will be able to accept a longer period if there is evidence of relevant recent work experience and if it is possible to demonstrate all the established requirements to perform as ARCM accident investigator are met.

2.5.4.4 Note 4: Experience in investigation

a) *To fulfil the functions of provisional ARCM investigator*

- He must have been part of an investigation team in his area of specialization in at least 9 investigations that have been conducted in his State investigation organization in the last three (3) years.

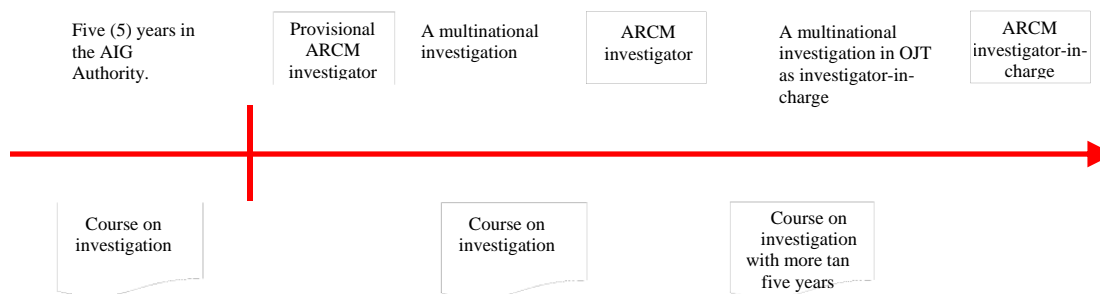
b) *For the ARCM investigator level*

- The provisional investigator must have completed at least one complete multinational investigation. The investigation activity must include the investigation tasks at the site of the accident, collection and analysis of the factual information and the development of the final report.
- The IIC will be required to grade the competence of all members of the investigation team in all multinational investigations.

c) *For the ARCM investigator-in-charge (IIC) level*

- The ARCM investigator must complete the OJT of a multinational investigation as investigator-in-charge of a multinational investigation with a supervisor that will make a report suggesting a qualification.

Figure 2-1 Progression through the levels of the ARCM multinational investigator



CHAPTER 3

HOW TO REQUEST THE CERTIFICATION

3.1 What to do to request the certification documentation

The documentation for the certification request as ARCM multinational investigator is available at the ARCM website.

3.2 How to fill in and send the request form and documentation

3.2.1 In order to apply for the ARCM multinational investigator certification, the request forms (ARCM-RA1, ARCM-RA2 y ARCM-RA3) must be appropriately filled in, including the required additional material and sent to the ARCM TC.

3.2.2 All the supporting documentation can be sent in Spanish, Portuguese or English and can have attached the certified translations of the originals. This is especially important for education qualifications, training courses and inspections/audits.

3.2.3 All the qualifications presented must be supported with documented evidence. An example of acceptable evidence would be a good-quality copy of the original certificates with the institution issuing the certificate, the degree and issuance date as well as the name of the person receiving the certificate. If this information is not available or it is not clear, more evidence may be requested.

3.2.4 The same applies if a copy of a certificate is not available, for example missing or destroyed. Acceptable evidence would be an official letter from the institution issuing the certificate.

3.2.5 An official transcription with the content of the course would mean acceptable evidence if the date and degree are clearly mentioned.

3.2.6 The lack of documented evidence may be reason for a rejected request.

3.3 How long does the process take?

3.3.1 The ARCM takes a maximum of four (4) weeks for the process of evaluating the request. This amount of time may vary depending on the time required to verify the information sent with the request. If all the information needed is presented, the process may accelerate.

3.3.2 The process has the following sections:

a) Administrative verification

All the requests are first verified by the TC in order to ensure all the information needed is included.

b) Technical evaluation

The TC evaluates the information provided by the applicant in relation to the certification requirements and verifies one or all the requirements.

- Subsequently, the TC will decide whether it sends the certification to the Chairman of the ARCM Executive Committee.
- The verification is considered an essential element to give credibility to the certification process. Therefore, the TC will pay special attention when checking and verifying the requests in relation to all the aspects of the certification requirements. The evaluations will be carried out as fast as possible.
- When processing the requests, it is probable that it takes longer if the applicant presents qualifications that are incomplete, not common or if the answers of the institutions involved are not timely obtained.

c) **Certification**

The final decision for the certification as investigator is taken by the ARCM Executive Committee. This decision is independent from the evaluation process detailed above. In order to accelerate the process, the members of the Executive Committee will be reported through the fast-track communication method, with no need to get together in order to issue the certification. The Chairman of the Executive Committee will report to the rest of the members of this Committee through the mentioned method.

d) **Issuance of the certification**

- In case the decision of the ARCM Executive Committee is favourable, the applicant and the AIG Authority will be reported in written, with the certification card attached in the corresponding level.
- The details of the certification will be attached to the record of the ARCM certified accident and incident multinational investigators.

CHAPTER 4

REQUIREMENTS TO RENEW THE CERTIFICATION

4.1 The investigator must renew his certification every three (3) years. The ARCM will send a reminder three months before the expiration of the ARCM multinational accident investigator certification and request that he sends the forms of experience in investigation processes (ARCM-RA3), continuing professional development (ARCM-RA2) and other documents. The documentation sent will be evaluated in relation to the renewal requirements and a decision will be taken for the certification renewal. The ARCM Executive Chairman will report the results.

4.2 The certification renewal includes the following requirements:

- Continuing professional development (DPC)
- Experience in investigations
- Complaint statements
- Compliance with the ARCM investigator code of conduct

4.2.1 Continuing professional development (DPC)

4.2.1.1 For all the levels, the investigator must have completed at least thirty (30) hours of appropriate CPD within a period of three years before the certification renewal.

4.2.1.2 The investigator will be required to provide evidence about compliance of this requirement.

Note. Appendix 1 includes guidance material about this.

4.2.2 Experience in investigations

The investigator must record and present his experience of the last three (3) years in ARCM investigations (See ARCM-RA3 form at the ARCM website).

a) For the provisional ARCM investigator level

Having participated in investigation processes of his State as member of an investigation team or as investigator-in-charge.

b) For the ARCM investigator level

The investigator must complete at least one (1) accident investigation as multinational investigator.

c) For the ARCM investigator-in-charge level

The investigator must complete at least one (1) acceptable investigation, performing as investigator-in-charge of a multinational investigation.

4.2.3 Complaint statement

In case there is a complaint statement about an ARCM multinational accident investigator's conduct, the ARCM Technical Committee will conduct the corresponding investigations in order to determine its origin and veracity and put it at the ARCM Executive Committee disposal for evaluation and following decision.

It is important that the ARCM knows about any complaint since this is part of the certification renewal process.

All the requests for complaints will be investigated. In case there is a complaint against the investigator's conduct and this was not stated by him, consequences would be more serious and may result in the suspension or withdrawal of the certification.

4.2.4 **Compliance with the code of conduct**

The investigator is required to make a statement that will always act in compliance with the code of conduct (See Appendix 3).

CHAPTER 5

REQUEST TO UPGRADE

5.1 The investigator can request to upgrade the level at any time. When the initial certification is issued, the experience in multinational investigations and competences required to upgrade will be reported to the investigator. To request to upgrade, the investigator must fill in the ARCM-RA1 form with any required additional information attached.

5.2 A successful request to upgrade will not necessarily imply a change in the date of certification renewal.

CHAPTER 6

ADDITIONAL INFORMATION

6.1 Certification period

6.1.1 When the applicant gets the certification, this will last for three (3) complete calendar years, and may be renewed for a similar period on the condition that it meets the requirements mentioned in this document.

6.1.2 The certification may be suspended if there is evidence of any failure to comply with the code of conduct and the procedures established in the ARCM regulations.

6.2 Certification cards, certificate and record

6.2.1 Once the certification has been approved, the Chairman of the ARCM Executive Committee will issue the corresponding document and the Technical Committee will deliver a certification card with ARCM-RA4 format to the investigator. All the cards are valid for a period of three years as of the issuance.

6.2.2 The certification card shall be shown at the beginning of an ARCM multinational investigation activity and when necessary. Although the card is issued to the investigator, it belongs to the ARCM and it must be returned upon request.

6.2.3 The ARCM certificate has the intention of demonstrating formal recognition of the certification in a specific level. It must not be used as proof of certification.

6.2.4 The record of all the ARCM multinational investigators is published in the ARCM website.

6.3 Appeals and complaints

The investigator has the right to appeal any decision on the certification taken by the ARCM, as well as any complaint filed about his performance as ARCM investigator.

6.4 Conditions to keep the certification

6.4.1 The ARCM has the right to withdraw the certification as ARCM multinational investigator when there is evidence of noncompliance of the certification criteria. In most cases, the certification withdrawal will be preceded by an offer for an alternative level for a period of time long enough to gather the requirements and go back again to the previous level.

6.4.2 If during the certification period the ARCM multinational investigator stops belonging to his AIG Authority, the certification will automatically become invalid and the investigator will not be able to enjoy its privileges.

6.4.3 Likewise, the ARCM reserves the right to take any action against the certification if the code of conduct is not being followed. The options available are suspension or, under serious circumstances, the certification withdrawal.

6.5 Confidentiality

The ARCM will deal with the information received in a way that the certification is strictly confidential.

6.6 Revisions

The revision of this document will be made by the TC and approved by the Executive Committee of the ARCM States, in a plenary meeting or through the fast-track communication method.

ATTACHMENT 1**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

- a. The CPD is a scheme to encourage the multinational investigator to continuously update his professional knowledge, technical and non-technical, personal abilities and competencies with the purpose of optimizing the performance. The CPD concept and its added value is well-known in all specialties.
- b. When renewing the certificate, the investigator must demonstrate that he has completed thirty (30) hours of CPD in the last three years in areas related to safety and accident investigation.
- c. Due to the fact that there are many subjects that strengthen the competence of the multinational investigator, they have been put into groups according to three main objectives:
 1. To strengthen the methodology and procedures to conduct the technical investigation of the events that occurred according to the State AIG regulations in accordance with the provisions of ICAO Annex 13 and new procedures or directives issued by the organization.
 2. To strengthen and update the different sources where information can be taken from and the interrelation between them according to the area of knowledge, and adapting themselves in order to join interdisciplinary work teams.
 3. To strengthen and update the investigation staff on the appropriate tools to make a logical analysis of the facts and evidence in order to arrive at demonstrable conclusions.
- d. It is also acceptable that there is not a unique learning method that can be applied to all the multinational investigators. Therefore, it will be accepted that the CPD is acquired informally (own study and readings) as well as formally (class training). It is acceptable that some forms of acquiring CPD are more effective than others, so a “deliberation” system is applied where some activities are more prudent than others. The activities are divided into three (3) categories:
 1. Unstructured: where three (3) hours are accepted as one CPD hour. It includes distance learning and open studies that are not examined and there are no grades, the reading of professional and technical magazines, books and other publications, relevant aspects of on-the-job training, where the objectives have been planned and identified.
 2. Half-structured: where two (2) hours are accepted as one CPD hour. It includes non-interactive readings, meetings, conferences, informal meetings of social nature professional organizations, investigation, elaboration and presentation of conferences/courses, articles publication, open education and distance learning involving evaluation and grades.

Note.- In order to pass the unstructured and half-structured activities, the investigators shall present works in relation to the aforementioned work to the Technical Committee and Executive Committee for approval.
 3. Structured: where every hour is accepted as one CPD hour. Examples of this category would be interactive and participatory courses and seminars, formal meetings of professional organizations with formal presentations and the participation in the development of regulatory requirements.
 4. Regarding all the aforementioned categories, the unstructured one will not be able to be higher than fifteen (15) hours of the acceptable CPD.

5. It is the responsibility of the investigator to provide enough evidence of each activity. This implies that records and verification of the activities must be made and kept. The CPD form (ARCM-RA2) has been developed for that purpose.

ATTACHMENT 2

DEFINITIONS

Certification

Formal evaluation and confirmation issued by the competent authority regarding aviation safety, or at the behalf of such authority, that a person has the necessary competencies to fulfil the functions assigned at the level the competent authority considers acceptable.

TC

ARCM Technical Committee

It assigns the AIG specialists and, if required, other specialists in areas related to accident and incident investigation, such as specialists in safety, ADREP/ECCAIRS system, risk management analysis, etc., requested by the Chairman to the Executive Committee and assigned by their corresponding States. In order to fulfil the assigned AIG functions, the appointed specialists will be able to work at the ARCM headquarters, at their own States or in other ARCM States, as agreed by the Chairman of the Executive Committee, the Executive Committee and the ARCM States.

ARCM multinational investigation team

A team comprised of ARCM multinational aircraft accident investigators, assigned by the Chairman of the Executive Committee at the request of the ARCM Technical Committee in order to get involved in a multinational investigation process. Its intervention will be subject to the request of an ARCM member State and the approval by the Executive Committee.

ARCM multinational investigator

A person legally competent to act as accident investigator in one of the ARCM States, assigned by his State in order to get involved in multinational investigation processes and that has demonstrated the competencies required and is in the records of the ARCM multinational accident and incident investigators.

ATTACHMENT 3

CODE OF ETHICS AND CONDUCT

It is a condition for the certification that the multinational investigator is committed to act and be governed by the following code of ethics and conduct.

The multinational accident investigator shall:

1. Act in a reliable and impartial way in relation to the ARCM, AIG Authority of the investigator, AIG Authority responsible for the investigation and any other organization involved in an investigation that has been conducted by the multinational investigator or by staff under his authority or supervision;
2. inform the ARCM about any relation or conflict of interests with the investigation process before accepting any function as multinational investigator;
3. not accept any type of influence, gift, commission, discount, or any other type of profit from the service provider that is going to be investigated, his representatives or interests parties;
4. not comment on nor disseminate information about the findings or their parts, or any other information collected during the investigation to people external to the multinational investigation process, unless it is established in the State AIG regulations or ARCM regulations provided that it is authorized by the competent authority;
5. not act in a way that can damage the reputation or interests established in the ARCM AIG regulations;
6. not act in a way that can damage the ARCM credibility, interests or reputation;
7. in case any violation to this code of conduct is reported, he shall cooperate in any formal investigation proceeding.

ATTACHMENT 4

ARCM MULTINATIONAL INVESTIGATOR CERTIFICATION CARD



ACCIDENT INVESTIGATOR

DANIEL BARAFANI – ARG

AIG. 0001

Valid until 11.03.17



This document identifies the holder as aircraft accident and incident investigator of the South American AIG Regional Cooperation Mechanism (ARCM) and its use is personal and non-transferrable.

The ARCM States are requested to provide this document's bearer with the necessary facilities.

In case of emergency or if you are not the holder of this document, please call the South American Regional Office in Lima, Peru, to the following phone numbers.

(511) 6118686 Ext. 108/112/139

Chairman of the ARCM Executive Committee

Information about the holder

DANIEL BARAFANI

DNI: 123456789 ARG

GS. O RH +

NAC: 01.01.1900

ATTACHMENT 5

APPOINTMENT OF THE MULTINATIONAL INVESTIGATION TEAM

1. At the request of a member State or other State, of a multinational investigation team, investigator-in-charge IIC, investigator, specialist or expert, to conduct or participate in an accident or serious incident investigation or part of it, the Technical Committee shall propose the team or multinational investigator according to the characteristics of the accident, taking into account what is described in Section 3, which shall be approved by the ARCM Executive Committee.

2. The ARCM multinational investigation team will be set up by a group of multinational investigators, whose amount will be determined by the magnitude and complexity of the investigation, unless otherwise stated in an agreement signed by the States. One of them will be appointed as investigator-in-charge of the investigation (IIC). The other members of the team can have any qualifications, whether he is provisional ARCM investigator, ARCM investigator or ARCM investigator-in-charge.

3. The ARCM Technical Committee shall avoid that the multinational investigation teams are composed of the same investigators, as well as the appointment of investigators as specialists and experts, with the aim of allowing the participation of all the investigators of the States recorded in the ARCM.

Note.- The Technical Committee will have a record of the participation of the multinational investigators in order to keep a fair and transparent policy considering the availability and sequence of the record established. For this, the Technical Committee must publish at the ARCM webpage the record and monitoring of the participation of the multinational investigators in the investigation processes. This information will only be public for the States.

4. This appendix establishes the minimum requirements for the appointment of the investigators staff of the ARCM AIG authorities; they can be appointed as part of a multinational investigation team:

a) To comply with what is established in the “ARCM multinational investigator certification” document, which can be found at the ARCM webpage:

www.arcm-sam.org

b) To be part of the ARCM multinational investigators records that is published at the ARCM webpage.

c) Not to receive any objection from any ARCM State.

5. The AIG Authority of an ARCM member State can request an investigator as observer for the multinational investigation team. The AIG Authority requesting the inclusion will cover the costs that the participation of its additional investigator in the investigation implies.

6. The additional investigators of a State signing the Agreement will be appointed by the States that request

7. Requirements

Every member of a multinational investigation team must be registered as an ARCM multinational investigator; therefore he must have approved the ARCM investigator course and meet all the requested requirements for the ARCM accident investigator certification.