
SOUTH AMERICAN AIG REGIONAL COOPERATION MECHANISM (ARCM)

**FOURTH MEETING OF AIG AUTHORITIES
(Brasilia, Brazil, 23 to 25 May 2017)**

Agenda item 8: Certification of South America ARCM multinational investigators

**CERTIFICATION PROCESS OF ARCM MULTINATIONAL INVESTIGATOR
CERTIFICATION AND PRESENT STATUS**

(Presented by the ARCM Secretariat)

Summary

This working paper presents to the Fourth AIG Authorities Meeting the Process for multinational investigator certification of the AIG Regional Cooperation Mechanism (ARCM) of the SAM Region.

References

- Report of the Third Meeting of AIG Authorities of the SAM Region (AIG-SAM/3), Lima, Peru, 07 to 09 March 2016.
- 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.

1.1. On the other hand, ICAO is presently developing the Global Aviation Safety Oversight System (GASOS) initiative, designed to empower and strengthen cooperation and efficiency of Regional safety oversight organizations (RSOOs).

1.2. GASOS principal objective is to implement a safety oversight model to face challenges of present regional and national experiences and to respond to future challenges created by the quick expansion of the air transport industry, offering practical and accessible options for safety oversight.

1.3. The GASOS proposal was endorsed by the Global RSOO Forum, held in Ezulwini, Swaziland, from 22 to 24 March 2017.

1.4. As mentioned above, GASOS will be initially focussed on RSOOs and, in the future, this could expand to integrate Regional accidents and incidents investigation organization (RAIOs).

2. **Present situation of the ARCM accident and incident multinational investigator certification**

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

3.2 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.

3.3 Besides the skills, techniques and experience, an accident investigator requires some personal attributes. These attributes include integrity and impartiality in analysing the facts, the ability to analyse 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.

3.4 In this sense, the manual that establishes the profiles and competencies requirements for the aircraft accident and incident investigators under the ARCM framework was approved.

3.5 Presently, only Peru has an accidents and incidents multinational investigator endorsed by the ARCM.

3.6 Therefore, **Appendix A, B and C** of this working paper presents to the Meeting the forms 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 of this working paper and **Appendices A, B and C**; and
- b) request the States to send the necessary documentation for certifying multinational investigators endorsed by the ARCM.

- END -

APPENDIX A
ARCM-RA1 – Multinational investigator registration

Registration application

Part I – Personal data

Title (Mr. Mrs., Eng., etc.)		Gender Female <input type="checkbox"/> Male <input type="checkbox"/>
Personal data		
Surnames		Given names
Nationality		Date of birth
Address <i>Please, check (✓) if you wish this address to be considered as your main registration address.</i>		Zip code
Phone No.	Fax No.	E-mail:
Name you wish to appear in your registration card:		
AIG data		
Country / Organisation		Date of entry
Address: <i>Please, check (✓) if you wish this address to be considered as your main registration address.</i>		Zip code
Phone No.	Fax No.	E-mail:
Investigator category (indicate scope)		
Operational <input type="checkbox"/>	Operations <input type="checkbox"/> Aircraft performance <input type="checkbox"/> Medical aspects/human factors <input type="checkbox"/> Witnesses <input type="checkbox"/> Flight recorders <input type="checkbox"/>	Aerodromes (AGA) <input type="checkbox"/> Meteorology <input type="checkbox"/> Air traffic services <input type="checkbox"/> Airports <input type="checkbox"/> Survival <input type="checkbox"/> Cockpit security <input type="checkbox"/>
Technician <input type="checkbox"/>	Maintenance and records <input type="checkbox"/>	Site survey <input type="checkbox"/>

		Structures <input type="checkbox"/>	Crashworthiness <input type="checkbox"/>
		Driving motor <input type="checkbox"/>	Photography/video <input type="checkbox"/>
Level of certification as ARCM multinational AIG investigator being requested			
Provisional ARCM investigator <input type="checkbox"/>	ARCM investigator <input type="checkbox"/>	ARCM investigator in charge <input type="checkbox"/>	
Higher/technical education			
Year	Title		Course/ Specialty
Institution			Authority granted by title
Year	Title		Course/ Specialty
Institution			Authority granted by title
Training as investigator			
From	To	Name of training organisation	
Title of course or training programme			
Results:		Course certified by:	
From	To	Name of training organisation	
Title of course or training programme			
Results:		Course certified by:	
From	To	Name of training organisation	
Title of course or training programme			
Results:		Course certified by:	
Investigation experience			
Please, describe your investigation experience:			
Number of investigations conducted:		Date of last investigation:	
Number of multinational investigations conducted:		Date of last multinational investigation:	
Work experience			
Please, give a brief description of your general work experience and a detailed description of your experience in your specialty and duration of such experiences.			
From (month/year)	To (month/year)	Name of organisation and department:	

Position/Function		
Work experience		
Experience related to your specialty, and duration:		
Work experience		
From <i>(month/year)</i>	To <i>(month/year)</i>	Name of organisation and department:
Position/Function		
Work experience		
Experience related to your specialty, and duration:		
From <i>(month/year)</i>	To <i>(month/year)</i>	Name of organisation and department:
Position/Function		
Work experience		
Experience related to your specialty, and duration:		
From <i>(month/year)</i>	To <i>(month/year)</i>	Name of organisation and department:
Position/Function		
Work experience		
Experience related to your specialty, and duration:		

Statement
<p>I apply for registration as ARCM multinational AIG investigator and reaffirm that I understand and agree to the following conditions:</p> <ol style="list-style-type: none"> 1. I will comply with the ARCM multinational AIG investigator code of conduct. 2. The information stated in the application (except for personal data explicitly excluded) will be published in the registry. 3. I will inform the ARCM of any situation that may be considered detrimental to my ability to effectively perform my obligations as multinational investigator. 4. I will not use my multinational AIG investigator accreditation if I no longer belong to an AIG Authority or Civil Aviation Organisation. 5. I will return my multinational AIG investigator accreditation to ARCM upon termination of my powers and functions at the AIG or Civil Aviation Organisation to which I belong. <p>I confirm that the information contained in this application is correct, to the best of my knowledge and belief. I understand and accept that if I provide incorrect information or if I retain any information duly required, I will probably be excluded or withdrawn from the ARCM multinational AIG investigator registry.</p> <p>I also understand that, once registered, I am required to inform the ARCM without delay of any change (in the circumstances I initially stated), which, if it had been stated in my first application, it might have been grounds for the ARCM to refuse my incorporation in the multinational AIG investigator registry.</p> <p style="text-align: center;">Signature:..... Date:.....</p>

Part II – Presentation

Statement by the Authority
<p>We, as AIG Authority belonging to the ARCM, endorse the registration application and confirm that we have verified that the applicant meets the requirements concerning education, training, and work and investigation experience that are part of the criteria for registration as ARCM multinational AIG investigator.</p> <p>Authority/Organisation: <i>(Uppercase, please)</i></p> <p>Address: Zip code:</p> <p>Phone No.: Fax No.:</p> <p>Signature: Date:</p> <p>Name Position: <i>(Uppercase, please)</i></p>

Part III – Application checklist

Please, complete the checklist before submitting your application to ARCM

I have:

- provided my full address and commercial and personal data
- specified the scope of the registration being requested
- included evidence of my technical and academic qualifications
- included copy of my investigator training certificate, showing its approval
- listed sufficient work experience
- listed sufficient investigation experience
- signed and dated the statement
- obtained the respective signature from my AIG

For applicants attaching multinational AIG investigation records, we also need them to:

- complete their registration in the investigation logbook
- include all copies of their multinational AIG investigation logbook
- provide contact information of the investigator in charge of the investigation who provided guidance and direction

This IIC may be required to attest to your competence.

Please, make sure that all information provided is clear, in order to expedite the application assessment process.

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General information

The following information is important. Please, read it carefully before completing the form. In case you need assistance for completing it, the ARCM Technical Committee will always be available to provide assistance.

- All correspondence and other documentation that you send in support of your registration application must be in Spanish, Portuguese, or English, or accompanied by a certified translation from the original.
- Please, make sure you complete all the sections of this form. If any section is not applicable, write “N/A”. If there is not enough space in a section for all the information you wish to provide, make a brief summary in this section and include additional pages with detailed information. You should sign the form once you have checked that all sections have been duly completed.
- Once we receive the completed application, we will acknowledge receipt to your email address. We will let you know if your request has been approved as soon as a decision is made.

PART I – INFORMATION ABOUT YOU***Personal data***

Your name and commercial data will be published in the registry and will be included in the ARCM database. Therefore, under “surname”, make sure you include the name that legally identifies you in your passport. If you wish your personal data to be also included in the registry, please check the corresponding box.

Likewise, let us know how you wish your name to appear on the registration identification card, which will be sent to you once registration has been granted. The registry of multinational AIG investigators is available on our website.

Level of multinational AIG investigator certification for which you are applying

Please, check the box corresponding to the type of certification being requested.

Education

Provide information on your education (school, college, university, etc.). You must attach supporting documents (a photocopy is generally enough), accompanied by the corresponding translation into Spanish if the original language is other than English, Spanish, or Portuguese.

Civil Aviation Authority

Provide information about the AIG to which you belong.

Investigator training

You must have successfully completed the investigator course within a period of three (3) years immediately preceding the application for certification. The Technical Committee may accept a longer period if evidence of relevant recent work experience is provided and it is demonstrated that the applicant meets all the requirements to act as ARCM accident investigator.

Investigation experience

Please, describe your investigation experience. In order to fulfil ARCM provisional investigator functions, you must have been part of an investigation team in your area of expertise in at least 9 investigations conducted by the investigation organisation of your State during the last three (3) years. For the ARCM investigator level, the provisional investigator must have completed at least one full multinational investigation. The investigation activity must include on-site investigation duties, the collection and analysis of factual information, and drafting of the final report. In all multinational investigations, the IIC

must rate the competence of all investigation team members. For the ARCM investigator in charge (IIC) level, the ARCM investigator must complete OJT in multinational investigation as investigator in charge of a multinational investigation under a chief investigator in charge who shall issue a report recommending his qualification.

Work experience

Give details of your career, that is, a brief description of your general work experience, with duties and responsibilities. You will also need to provide detailed information on your relevant work experience in the aviation industry and in the area of expertise. List this information in chronological order, starting with the most recent experience. You may submit this information in additional pages.

Affidavit

As applicant, you must sign and date this section before submitting the form.

Part II – PRESENTATION

Statement by the Authority

The authorised person of the AIG must sign part II.

APPENDIX B
ARCM-RA2 – Investigation control sheet

CONFIDENTIAL ONCE COMPLETED

See flip side for assistance.

Name:.....

Page.....of..... Investigation No. Accident Serious incident Incident

1. Date (day/month/yr)	2. Duration of investigation (days)		3. Name of owner /operator/lessor of aircraft under investigation • Name • Address • Contact person • Phone/fax	4. Name of pilot-in-command/nationality of the crew /nationality of passengers	5. Role in the investigation • Investigator • IIC	6. Date and time (UTC) of occurrence of the accident, serious incident, or incident	7. Description of the accident, serious incident, or incident, and damage to the aircraft	8. Information about the AIG Authority • Name • Address • Contact person • Position • Signature • Phone/Fax • E-mail	9. Information about the IIC • Name • Address • Contact person • Position • Signature • Phone/Fax • E-mail
	On-site	Off-site							

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Guide for completing the investigation control sheet

Column 1:

Date: Day, month, and year when the investigation was conducted.

Column 2:

Duration: Total time of the investigation.

Time on-site: Time elapsed from the arrival to the site of the occurrence to the end-of-day meeting.

Time off-site: Time used for preparation, planning, analysis of documents, and drafting of report. These activities may be carried out on site or off site, but in both cases they are considered “off-site”.

Column 3:

Name of owner/operator/lessor of the aircraft under investigation: This section must be completed in full to enable the corresponding assessment and verification. In case of missing information, you will be required to provide additional evidence.

Column 4:

Name of the pilot-in-command/nationality of the crew/nationality of passengers: This section must be completed in full to enable the corresponding assessment and verification. In case of missing information, you will be required to provide additional evidence.

Column 5:

Role in the investigation: Please indicate Investigator or IIC.

Column 6

Date and time (UTC) of occurrence of the accident, serious incident, or incident: Indicate date and time of occurrence.

Column 7

Description of the accident, serious incident, or incident, and damage to the aircraft: Brief description of the events.

Column 8

Information about the AIG Authority: Please provide all the information about the AIG authority for which the investigation is being conducted.

Column 9

Information about the investigator in charge: The information required to get in contact with the investigator in charge of the investigation under whose direction you conducted the inspection.

For further details about this document, see “ARCM multinational accident and incident investigator certification”.

It is in your interest to provide clear, readily understandable, easily formatted information. The speed at which we are able to assess and renew your certification will depend on that.

APPENDIX C
ARCM-RA3 – Continuous Professional Development (CPD) Control Sheet

CONFIDENTIAL ONCE COMPLETED

See flip side for assistance.

Name:.....

Page.....of..... Certification No.

1. Date (<i>day/month/year</i>)	2. Duration of CPD (<i>hours</i>)	3. Type of activity <ul style="list-style-type: none"> • Structured • Semi-structured • Non-structured 	4. Details and description of activity and how it meets CPD requirements (<i>attach copy of relevant documents</i>)	5. Data (Tutor/Teacher/Organiser /Manager) <ul style="list-style-type: none"> • Name • Name of contact person • Signature • Position in the organisation • Phone/Fax • E-mail

Guide for completion of Continuous Professional Development (CPD) control sheet

Column 1:

Date: Day, month, and year in which the activity was carried out.

Column 2:

Duration: Total time of the activity, based on that stated in APPENDIX I – CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) to document “Manual for certification as ARCM multinational accident and incident investigator”.

Column 3:

Type of activity: Please classify activity as structured, semi-structured, or non-structured, in accordance with Appendix 1 to document “Manual for certification as ARCM multinational accident and incident investigator”.

Column 4:

Details and description of activity: Indicate the activity carried out, whether seminar, conference, course, etc. CPD assessment entails some level of subjectiveness; in order to assess the value of a given activity, please indicate why, in your opinion, does such activity meet CPD requirements, accompanied by the appropriate supporting documents.

Column 5:

Data: Wherever possible, for purposes of assessment and verification, please provide contact information of a person who can verify your activity in an independent manner.

For further details about Continuous Professional Development (CPD), see APPENDIX I – CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) to document “Manual for certification as ARCM multinational accident and incident investigator”.

It is your responsibility to justify each activity, and provide sufficient supporting documents.

It is in your interest to provide clear, readily understandable, easily formatted information. The speed at which we are able to assess and renew your certification will depend on that.