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Webinar – AIG Procedures

Exercise: Procedure for sending preliminary ADREP reports

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OBJECTIVE

The purpose of this webinar is to train the participants in the development of procedures to comply with the requirements of the USOAP program and, consequently, to comply with the obligations of the signatory States of the Chicago Convention.



DISCLAIMER

It is not the intention of this event to offer a ready-made solution in terms of procedure

We won't give the fish, but will teach how to fish



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Agenda

✈ Procedures: Quick review

✈ Let's build it together

✈ Stage 1 - Collection of relevant information

✈ Stage 2 - Meet the criteria

✈ Stage 3 - Defining the framework

✈ Stage 4 - Writing the procedure



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Procedures: Quick Review

- ✈ A procedure is a plan of action for your team
- ✈ Procedures make everyone's work easier
 - ✈ Everyone will know what needs to be done
- ✈ Procedures need to be validated
 - ✈ To ensure your procedures make sense, you need to see them in action



Procedures: Quick Review

✈ Procedures and Policies are not the same thing

✈ A policy is a statement of intent, and is implemented as a procedure or protocol



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Procedures: Quick Review

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The AIG Section will prepare and submit a preliminary ADREP report to ICAO and relevant States within 30 days of an accident



Procedures: Quick Review

✈ Procedures and Policies are not the same thing

✈ A policy is a statement of intent, and is implemented as a procedure or protocol

The AIG Section will prepare and submit a preliminary ADREP report to ICAO and relevant States within 30 days of an accident



This is a POLICY



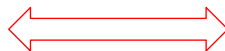
Procedures: Quick Review

✈ Procedures and Policies are not the same thing

✈ A policy is a statement of intent, and is implemented as a procedure or protocol

POLICY:

The AIG Section will prepare and submit a preliminary ADREP report to ICAO and relevant States within 30 days of an accident



PROCEDURE :

- Task 1 – The IIC will...
- Task 2 – The Assistant will...
- Task 3 – The IIC will...
- Task n – The Chief will...



Procedures: Quick Review

✈ Elements required in a procedure

- ✈ Procedures should clarify who does what, how they do it, when they do it (or within what timelines) and in coordination with whom (as applicable)

WHO does **WHAT**, **HOW**, **WHEN** and in **COORDINATION** with whom

Procedures: Quick Review

 **WHO** - Individualized person (position) in charge of executing each action / task



"The Head of the Accident Investigation Unit" ✓

"The investigator in charge" ✓



~~"The DGCA will ..."~~



Procedures: Quick Review

✈ **WHAT** - The procedure must detail each of the actions / tasks that will be carried out during the execution of the procedure

- ✈ The idea is to split the processes into several simple and consecutive actions (not to bring them together)
- ✈ In one procedure we expect to see several actions, each of them with its person in charge




Procedures: Quick Review

-  **HOW** - The way in which the action / task will be carried out must be detailed enough to allow even an inexperienced person, or newcomer to the organization, to carry it out efficiently
-  The level of detail should be that necessary to guarantee that each time the procedure is performed, the expected result is the same, regardless of the person who performs it




Procedures: Quick Review

 **WHEN** - It is essential that each action / task within a procedure has a deadline to be performed, to ensure that the procedure is completed in a timely manner

- ✈ Pay attention to the indications of time constraints in the PQs (e.g. immediately, as soon as possible, as soon as practicable, without delay, etc.)

Procedures: Quick Review

 **In COORDINATION with whom** - In some situations, it will be necessary to coordinate a specific action / task with a particular person (sometimes in the organization itself or sometimes in another organization)



"The investigator-in-charge will provide, in coordination with the Head of the Board of Investigation, the invitation to the operator ..."



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Let's build it together

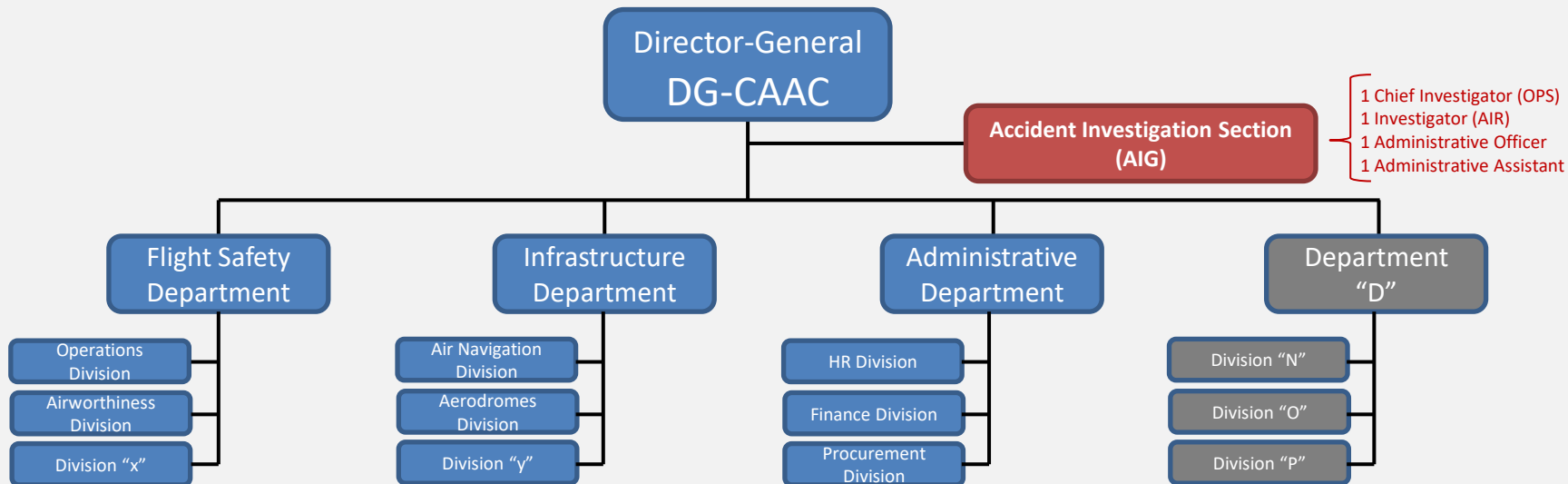
✈ Exercise: Procedure for sending preliminary ADREP reports

- ✈ 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



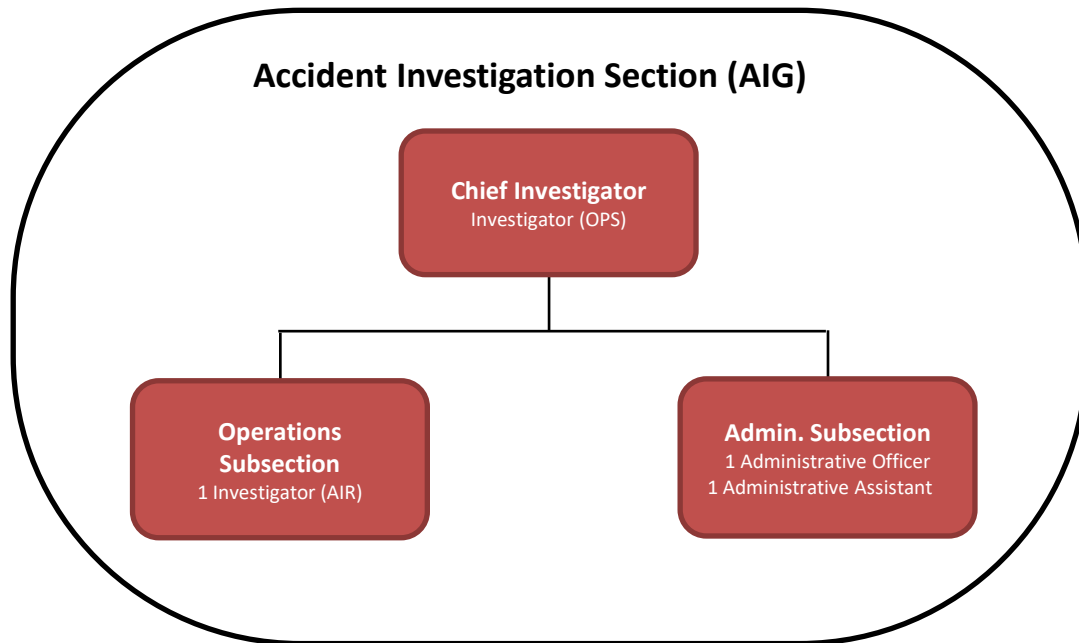
FICTIONAL SCENARIO

Civil Aviation Authority of Coronaland (CAAC)





FICTIONAL SCENARIO





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Fictional Scenario - Coronaland

Accident with Corona Air 1234



Example of accident investigation





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Let's build it together

Exercise for PQ 6.431

Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?



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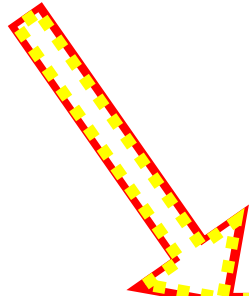


Stage 1 – Gathering relevant information

- ✈ 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



ICAO references



STD A13 7.1 GM Doc 9756 Part IV, 2.4.3 Doc 9962 11.1.1	AIG 6.431 (CE-8) ICAO Results Click here to enter text.	Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?	[Choose Yes/No]	1) Review procedures. 2) Review copies of submitted reports and distribution list.
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ICAO references

STD
A13
7.1
GM
Doc 9756
Part IV, 2.4.3
Doc 9962
11.1.1

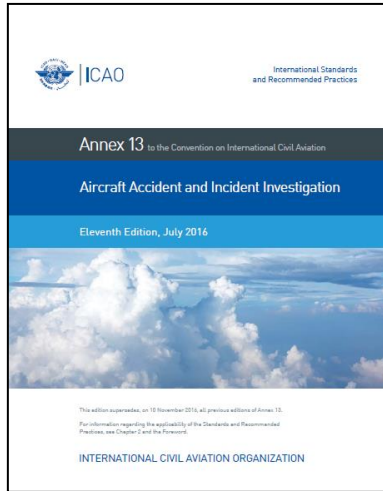
AIG
6.431
(CE-8)
ICAO
Results
Click
here to
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text.

Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?

[Choose
Yes/No]

1) Review procedures.
2) Review copies of submitted reports and distribution list.

ANNEX 13



PRELIMINARY REPORT

RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

Accidents to aircraft over 2 250 kg

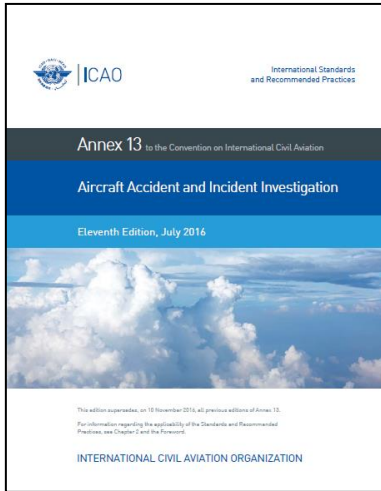
7.1 When the aircraft involved in an accident is of a maximum mass of over 2 250 kg, the State conducting the investigation shall send the Preliminary Report to:

- a) the State of Registry or the State of Occurrence, as appropriate;
- b) the State of the Operator;
- c) the State of Design;
- d) the State of Manufacture;
- e) any State that provided relevant information, significant facilities or experts; and
- f) the International Civil Aviation Organization.

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

ANNEX 13

PRELIMINARY REPORT RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

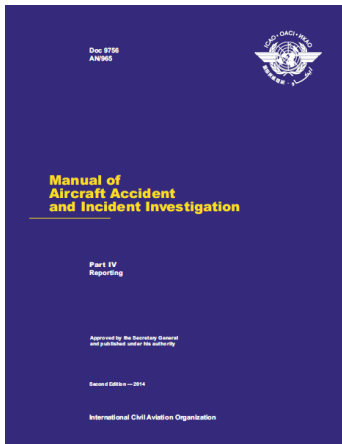


Accidents to aircraft of 2 250 kg or less

7.2 When an aircraft, not covered by 7.1, is involved in an accident and when airworthiness or matters considered to be of interest to other States are involved, the State conducting the investigation shall forward the Preliminary Report to:

- a) the State of Registry or the State of Occurrence, as appropriate;
- b) the State of the Operator;
- c) the State of Design;
- d) the State of Manufacture; and
- e) any State that provided relevant information, significant facilities or experts.

ICAO REFERENCES DOC 9756, IV



2.4.3 In accordance with Annex 13, Chapter 7, 7.1 and 7.2, an ADREP Preliminary Report is required, as follows:

Accidents to aircraft over 2 250 kg

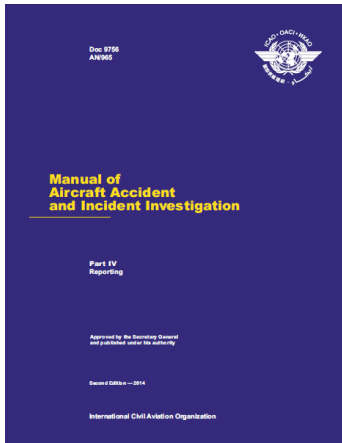
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- b) the State of the Operator;
- c) the State of Design;
- d) the State of Manufacture;
- e) any State which provided relevant information, significant facilities or experts; and
- f) the International Civil Aviation Organization.

...

ICAO REFERENCES DOC 9756, IV



2.4.3 In accordance with Annex 13, Chapter 7, 7.1 and 7.2, an ADREP Preliminary Report is required, as follows:

...

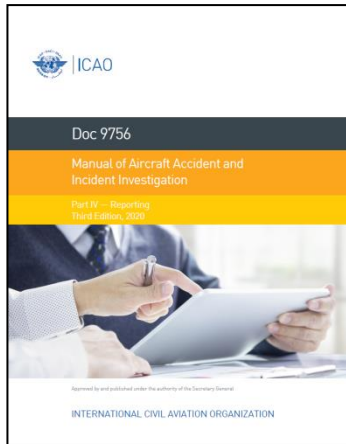
Accidents to aircraft of 2 250 kg or less

7.2 When an aircraft, not covered by 7.1, is involved in an accident and when airworthiness or matters considered to be of interest to other States are involved, the State conducting the investigation shall forward the Preliminary Report to:

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- b) the State of the Operator;
- c) the State of Design;
- d) the State of Manufacture; and
- e) any State that provided relevant information, significant facilities or experts.



ICAO REFERENCES DOC 9756, IV



RECENTLY APPROVED PART IV OF DOC 9756

SAME CONTENT IN DIFFERENT CHAPTER

DOC 9962



Chapter 11

REPORTING TO THE ICAO ACCIDENT/INCIDENT DATA (ADREP) REPORTING SYSTEM

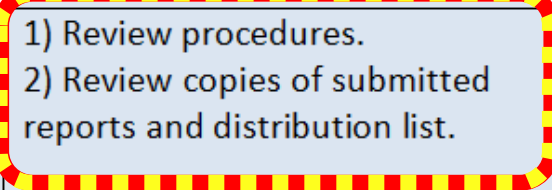
11.1 ADREP PRELIMINARY REPORTS

11.1.1 When the aircraft involved in an accident is of a maximum mass of over 2 250 kg, the [Accident Investigation Authority] will send the Preliminary Report (reference to ICAO Annex 13, Chapter 7, paragraph 7.1) to:

- a) the State of Registry or the State of Occurrence, as appropriate;
- b) the State of the Operator;
- c) the State of Design;
- d) the State of Manufacture;
- e) any State that provided relevant information, significant facilities or experts; and
- f) ICAO.



Guidance for Review of Evidence

STD A13 7.1 GM Doc 9756 Part IV, 2.4.3 Doc 9962 11.1.1	AIG 6.431 (CE-8) ICAO Results Click here to enter text.	Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?	[Choose Yes/No]	 <ul style="list-style-type: none">1) Review procedures.2) Review copies of submitted reports and distribution list.
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Guidance for Review of Evidence

The auditor will review the procedure to check whether it contains all the basic characteristics of any procedure (**who/what/when/how/coordination**) and other elements required

- 1) Review procedures.
- 2) Review copies of submitted reports and distribution list.

STD
A13
7.1
GM
Doc 9
Part I
Doc 9
11.1.1

enter
text. States and ICAO?



Guidance for Review of Evidence

**Verification of content and date of issuance.
Verification of addressees (the recipients must be accurate (in accordance with the list of accident investigation authorities))**

- 1) Review procedures.
- 2) Review copies of submitted reports and distribution list.

STD A13 7.1 GM Doc 9756 Part IV, 2.4.3 Doc 9962 11.1.1	Results Click here to enter text.	preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?		
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Stage 2 - Meet the criteria



STD A13 7.1 GM Doc 9756 Part IV, 2.4.3 Doc 9962 11.1.1	AIG 6.431 (CE-8) ICAO Result Click here to enter text.	Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?	Choose Yes/No	1) Review procedures. 2) Review copies of submitted reports and distribution list.
---	--	---	------------------	---



Criteria established by the PQ:

PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?



Criteria established by the PQ:

PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?



Criteria established by

PQ 6.431 - Has the State developed and implemented procedures conducting the investigation, to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?

The procedure needs to ensure that the report will be timely sent



That means the need to establish control measures

The procedure needs to ensure that the report will be timely sent

Criteria established by

PQ 6.431 - Has the State developed and implemented procedures conducting the investigation, to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?



Criteria established by the PQ:

PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?



Must be sent within thirty days of the date of the accident

*PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends **preliminary ADREP reports**, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?*



Criteria established by the PQ:

*PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an **accident** is of a maximum mass of over 2 250 kg, to all involved States and ICAO?*



Although the Preliminary Report is not compulsory for incidents, States are encouraged to consider using the Preliminary Report for investigations conducted into serious incidents

*PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary PREP reports, when the aircraft involved in an **accident** is of a maximum mass of over 2 250 kg, to all involved States and ICAO?*



Criteria established by the PQ:

*PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum **mass of over 2 250 kg**, to all involved States and ICAO?*



The PQ addresses STD 7.1 only, but it is recommended that the procedure also encompasses STD 7.2 (*for accidents to aircraft of 2 250 kg or less and when airworthiness, or matters considered to be of interest to other States, are involved*)

mass of over 2 250 kg

investigation, and implemented procedures to ensure that it covers preliminary ADREP reports, when the aircraft involved in an accident is of a maximum **mass of over 2 250 kg** to all involved States and ICAO?



Criteria established by the PQ:

PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?



STD 7.1 - Accidents to aircraft over 2 250 kg

- a) the State of Registry or the State of Occurrence, as appropriate
- b) the State of the Operator
- c) the State of Design
- d) the State of Manufacture
- e) any State that provided relevant information, significant facilities or experts
- f) the International Civil Aviation Organization

Cri

PQ

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involved in an accident is of a maximum mass of over 2 250 kg, to all involved

States and ICAO?



For STD 7.2 - Accidents to aircraft of 2 250 kg or less

- a) the State of Registry or the State of Occurrence, as appropriate
- b) the State of the Operator
- c) the State of Design
- d) the State of Manufacture
- e) any State that provided relevant information, significant facilities or experts
- f) the International Civil Aviation Organization

Cri

PQ

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maximum mass of over 2 250 kg, to all involved

States and ICAO?

Understanding “preliminary ADREP report”

- ✈ One of the primary means of communication for the dissemination of data obtained during the early stages of the investigation
- ✈ Contains additional information that was not known or available at the time of the notification

Understanding “preliminary ADREP report”

- ✈ One of the primary means of communication for the dissemination of data obtained during the early stages of the investigation
- ✈ Contains additional information that was not known or available at the time of the notification

Understanding “preliminary ADREP report”

- ✈ STD 7.1 – all accidents with aircraft of a maximum mass of over 2 250 kg (object o PQ 6.431)
- ✈ STD 7.2 - accidents to aircraft of 2 250 kg or less when airworthiness, or matters considered to be of interest to other States, are involved



Understanding “preliminary ADREP report”

- ✈ STD 7.3 – shall be submitted in one of the working languages of ICAO
- ✈ STD 7.4
 - ✈ Shall be sent by facsimile, e-mail, or airmail within thirty days of the date of the accident
 - ✈ When matters directly affecting safety are involved, it shall be sent as soon as the information is available and by the most suitable and quickest means available



Understanding “preliminary ADREP report”

- ✈ In case of a high profile investigation of a major accident, consider:
 - ✈ Publishing a written Preliminary Report, in addition to the ADREP Preliminary Report
 - ✈ Release investigative information such as media briefings within 30 days of the accident
 - ✈ Making the content of the ADREP Preliminary Report public within 30 days



Understanding “preliminary ADREP report”

✈ In case of a high profile investigation of a major accident, consider:

Publication of Preliminary Reports must be subject to the protection of accident and incident investigation records afforded by Annex 13, 5.12

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Stage 3 - Definition of 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					
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6					
...					
n					
N1					
N2					
...					
Nn					
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



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Stage 3 - Definition of the framework

NUMBER: 55

TITLE: Forwarding Preliminary ADREP Reports

Process: Reporting

Reference: PQ 6.431 - Has the State, as the State conducting the investigation, developed and implemented procedures to ensure that it sends preliminary ADREP reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO?



Relation with other processes

- ✈ The procedure is related to the issuance and forwarding of ADREP Accident Data Reports (PQ 6.435) and ADREP Incident Data Reports (PQ 6.437)



Relation with other processes

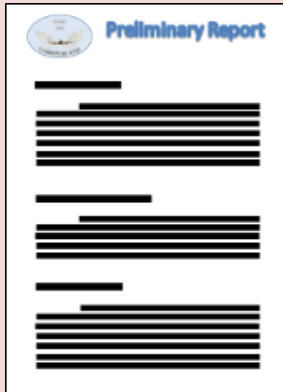
NOTES

- | | |
|----|--|
| N1 | This procedure is related to the issuance and forwarding of ADREP Accidents (PQ 6.435) and ADREP Incidents Data Reports (PQ 6.437) |
| N2 | Forms F-31 and F-66 are available in the AIG server, at O:\AIG\Documents\InvestigationForms\ |
| N3 | Guidance for filling the F-66 template is available at the CAAC Accident Investigation Manual |

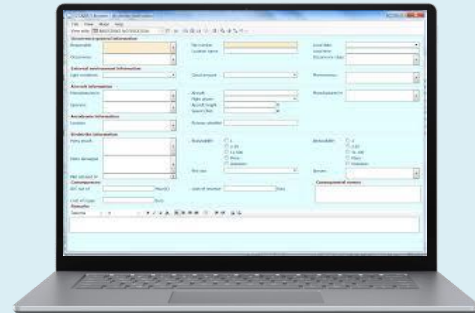
Two possible ways

✈ The Preliminary ADREP Report can be issued from:

From a report template



The data entered in the ECCAIRS





Two possible ways

- ✈ **The Preliminary ADREP Report issued from ECCAIRS:**
 - ✈ States are required to have a ECCAIRS compatible database
 - ✈ The workload of feeding the database with information of the accident is inevitable
 - ✈ Once the information is in the database, generating the report is an easy task (just “press the button”)
 - ✈ Information shared through ECCAIRS’ files are easily absorbed and integrated by the recipient



Two possible ways

✈ The Preliminary ADREP Report issued from a document template:

- ✈ In the initial phase of the investigation, the amount of information may be small and easy to handle
- ✈ A template can be filled almost anywhere, not requiring access to a server where ECCAIRS might be installed
- ✈ It would not require personnel trained in ECCAIRS to prepare the report
- ✈ May be used as an alternate for ECCAIRS in the case of unavailability of that system



Use of complementary supporting documents

When a procedure has tasks that allow several alternatives, we can make use of complementary supporting documents (usually guidance documents), making the procedure simpler



Use of complementary supporting documents

ATTACHMENTS

#	TITLE	DESCRIPTION
A	Investigation Control Spreadsheet	A tool to help the management of the administrative tasks related to the investigation
B	F-31 – Transmittal Letter e-mail for Forwarding Preliminary ADREP Report	A template to be used for forwarding preliminary ADREP reports to States and to ICAO
C	F-66 – Written Preliminary ADREP Report Form	A template based on the factual information part of the Final Report to be used for the issuance of the preliminary ADREP report in the case ECCAIRS is not available
D		



Then...

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	Verify if occurrence meets the criteria to issue Preliminary ADREP Report				



Then...

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	Verify if occurrence meets the criteria to issue Preliminary ADREP Report	Investigator-in-charge			



Then...

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	Verify if occurrence meets the criteria to issue Preliminary ADREP Report	Investigator-in-charge	Verify if the occurrence is an accident (incidents do not require preliminary reports). Then verify the aircraft MTOW: - if above 2 250 kg, the criteria is met - if equal to or below 2 250 kg, the preliminary report will only be issued when airworthiness, or matters considered to be of interest to other States, are involved Administrative Assistant to be informed (e-mail) and to update the investigation control spreadsheet		



Then...

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	Verify if occurrence meets the criteria to issue Preliminary ADREP Report	Investigator-in-charge	Verify if the occurrence is an accident (incidents do not require preliminary reports). Then verify the aircraft MTOW: - if above 2 250 kg, the criteria is met - if equal to or below 2 250 kg, the preliminary report will only be issued when airworthiness, or matters considered to be of interest to other States, are involved Administrative Assistant to be informed (e-mail) and to update the investigation control spreadsheet	Within 2 working days after the receipt of the notification	



Then...

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	Verify if occurrence meets the criteria to issue Preliminary ADREP Report	Investigator-in-charge	Verify if the occurrence is an accident (incidents do not require preliminary reports). Then verify the aircraft MTOW: - if above 2 250 kg, the criteria is met - if equal to or below 2 250 kg, the preliminary report will only be issued when airworthiness, or matters considered to be of interest to other States, are involved Administrative Assistant to be informed (e-mail) and to update the investigation control spreadsheet	Within 2 working days after the receipt of the notification	<div style="border: 2px solid yellow; padding: 10px; text-align: center;"> Administrative Assistant </div>



Then...

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	Insert the occurrence in the Investigation Control Spreadsheet*				



Then...

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	Insert the occurrence in the Investigation Control Spreadsheet*				

* The investigation control spreadsheet mentioned here represents any tool used to assist the accident investigation authority to ensure that certain important milestones in the investigation process are achieved

These tools may be specific proprietary software, commercial project management software, electronic calendars or even a simple spreadsheet



Then...

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	Insert the occurrence in the Investigation Control Spreadsheet	Administrative Assistant			



Then...

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	Insert the occurrence in the Investigation Control Spreadsheet	Administrative Assistant	Register the information of the occurrence in the Investigation Control Spreadsheet to be saved in the folder corresponding to the accident in the AIG secure server, informing the Investigator-in-charge (e-mail)		



Then...

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	Insert the occurrence in the Investigation Control Spreadsheet	Administrative Assistant	Register the information of the occurrence in the Investigation Control Spreadsheet to be saved in the folder corresponding to the accident in the AIG secure server, informing the Investigator-in-charge (e-mail)	After step 1 and within 4 working days after the receipt of the notification	



Then...

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	Insert the occurrence in the Investigation Control Spreadsheet	Administrative Assistant	Register the information of the occurrence in the Investigation Control Spreadsheet to be saved in the folder corresponding to the accident in the AIG secure server, informing the Investigator-in-charge (e-mail)	After step 1 and within 4 working days after the receipt of the notification	Investigator-in-charge



Then...

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	Generate a record for the occurrence in ECCAIRS				



Then...

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	Generate a record for the occurrence in ECCAIRS	Administrative Assistant			



Then...

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	Generate a record for the occurrence in ECCAIRS	Administrative Assistant	Insert the information available from the notification into an ECCAIRS record created for that occurrence, informing the Investigator-in-charge (e-mail)		



Then...

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	Generate a record for the occurrence in ECCAIRS	Administrative Assistant	Insert the information available from the notification into an ECCAIRS record created for that occurrence, informing the Investigator-in-charge (e-mail)	Within 10 working days after the receipt of the notification	



Then...

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	Generate a record for the occurrence in ECCAIRS	Administrative Assistant	Insert the information available from the notification into an ECCAIRS record created for that occurrence, informing the Investigator-in-charge (e-mail)	Within 10 working days after the receipt of the notification	Investigator-in-charge



Then...

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	Select information for the Preliminary Report				



Then...

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	Select information for the Preliminary Report	Investigator-in-charge			



Then...

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	Select information for the Preliminary Report	Investigator-in-charge	Using the F-66 (Written Preliminary ADREP Report Form) framework as a guide, identify and select all relevant information to be inserted in the report.		



Then...

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	Select information for the Preliminary Report	Investigator-in-charge	Using the F-66 (Written Preliminary ADREP Report Form) framework as a guide, identify and select all relevant information to be inserted in the report.	Within 25 calendar days after the accident	



Then...

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	Select information for the Preliminary Report	Investigator-in-charge	Using the F-66 (Written Preliminary ADREP Report Form) framework as a guide, identify and select all relevant information to be inserted in the report.	Within 25 working days after the accident	Investigation Team



Then...

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	File relevant information for the preliminary report				



Then...

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	File relevant information for the preliminary report	Investigator-in-charge			



Then...

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	File relevant information for the preliminary report	Investigator-in-charge	<p>Save all information selected in step 4 in the corresponding accident folders:</p> <ul style="list-style-type: none">- electronic files to be saved in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server- hard copies to be filed in the "Preliminary Report" tab of the folder corresponding to the accident in the safe room <p>Notify the Administrative Assistance (e-mail) of availability of information for preparation of the report</p>		



Then...

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	File relevant information for the preliminary report	Investigator-in-charge	Save all information selected in step 4 in the corresponding accident electronic folders: - electronic files to be saved in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server - hard copies to be filed in the "Preliminary Report" tab of the folder corresponding to the accident in the safe room Notify the Administrative Assistance (e-mail) of availability of information for preparation of the report	After step 4 and up to the 25th calendar day after the accident	



Then...

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	File relevant information for the preliminary report	Investigator-in-charge	Save all information selected in step 4 in the corresponding accident electronic folders: - electronic files to be saved in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server - hard copies to be filed in the "Preliminary Report" tab of the folder corresponding to the accident in the safe room Notify the Administrative Assistance (e-mail) of availability of information for preparation of the report	After step 4 and up to the 25th calendar day after the accident	Administrative Assistant



Then...

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	Update information in the ECCAIRS record of the accident				



Then...

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	Update information in the ECCAIRS record of the accident	Administrative Assistant			



Then...

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	Update information in the ECCAIRS record of the accident	Administrative Assistant	Insert all the information selected for the preliminary report into the ECCAIRS corresponding record of the occurrence Notify the Investigator-in-charge (e-mail) when insertion is complete		



Then...

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	Update information in the ECCAIRS record of the accident	Administrative Assistant	Insert all the information selected for the preliminary report into the ECCAIRS corresponding record of the occurrence Notify the Investigator-in-charge (e-mail) when insertion is complete	After step 6 and up to the 28th calendar day after the accident	



Then...

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	Update information in the ECCAIRS record of the accident	Administrative Assistant	Insert all the information selected for the preliminary report into the ECCAIRS corresponding record of the occurrence Notify the Investigator-in-charge (e-mail) when insertion is complete	After step 6 and up to the 28th calendar day after the accident	Investigator-in-charge



Then...

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	Generate the Preliminary ADREP Report				



Then...

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	Generate the Preliminary ADREP Report	Investigator-in-charge			



Then...

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	Generate the Preliminary ADREP Report	Investigator-in-charge	Create the corresponding ECCAIRS data file (e5f format) of the event and inform the Administrative Assistant by e-mail		



Then...

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	Generate the Preliminary ADREP Report	Investigator-in-charge	Create the corresponding ECCAIRS data file (e5f format) of the event and inform the Administrative Assistant by e-mail	After step 6 and up to the 28th calendar day after the accident	



Then...

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	Generate the Preliminary ADREP Report	Investigator-in-charge	Create the corresponding ECCAIRS data file (e5f format) of the event and inform the Administrative Assistant by e-mail	After step 6 and up to the 28th calendar day after the accident	Administrative Assistant



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
6A	Draft a written Preliminary ADREP Report				



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
6A	Draft a written Preliminary ADREP Report	Administrative Assistant			



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
6A	Draft a written Preliminary ADREP Report	Administrative Assistant	Insert all the information selected for the preliminary report into the F-66 form and save this draft in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server Notify the Investigator-in-charge (e-mail) when draft is prepared		



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
6A	Draft a written Preliminary ADREP Report	Administrative Assistant	Insert all the information selected for the preliminary report into the F-66 form and save this draft in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server Notify the Investigator-in-charge (e-mail) when draft is prepared	After step 5 and up to the 27th calendar day after the accident	



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
6A	Draft a written Preliminary ADREP Report	Administrative Assistant	Insert all the information selected for the preliminary report into the F-66 form and save this draft in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server Notify the Investigator-in-charge (e-mail) when draft is prepared	After step 5 and up to the 27th calendar day after the accident	Investigator-in-charge



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
7A	Generate the Preliminary ADREP Report				



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
7A	Generate the Preliminary ADREP Report	Investigator-in-charge			



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
7A	Generate the Preliminary ADREP Report	Investigator-in-charge	Revise the draft written Preliminary ADREP report, and save the approved report in the same subfolder Notify the Administrative Assistant the report is ready to be sent (e-mail)		



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
7A	Generate the Preliminary ADREP Report	Investigator-in-charge	Revise the draft written Preliminary ADREP report, and save the approved report in the same subfolder Notify the Administrative Assistant the report is ready to be sent	<div style="border: 2px solid cyan; padding: 5px; color: red;"> After step 6A and up to the 28th calendar day after the accident </div>	



Then...

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)
ALTERNATIVE PATH (in case of unavailability of ECCAIRS)					
7A	Generate the Preliminary ADREP Report	Investigator-in-charge	Revise the draft written Preliminary ADREP report, and save the approved report in the same subfolder Notify the Administrative Assistant the report is ready to be sent	After step 6A and up to the 28th calendar day after the accident	Administrative Assistant



Then...

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	Prepare Transmittal Letter				



Then...

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	Prepare Transmittal Letter	Administrative Assistant			



Then...

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	Prepare Transmittal Letter	Administrative Assistant	<p>Fill the Form 31 (Transmittal Letter e-mail for Forwarding Preliminary ADREP Report) and send to the Investigator-in-charge (e-mail), observing:</p> <ul style="list-style-type: none">- Recipients according to STD 7.1 and 7.2 of Annex 13- E-mail addresses from the States involved shall be taken from ICAO's webpage (https://www.icao.int/safety/AIA/Pages/default.aspx)- All appointed Accredited Representatives to be included in the destination list- Advisors not to be included		



Then...

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	Prepare Transmittal Letter	Administrative Assistant	Fill the Form 31 (Transmittal Letter e-mail for Forwarding Preliminary ADREP Report) and send to the Investigator-in-charge (e-mail), observing: <ul style="list-style-type: none"> - Recipients according to STD 7.1 and 7.2 of Annex 13 - E-mail addresses from the States involved shall be taken from ICAO's webpage (https://www.icao.int/safety/AIA/Pages/default.aspx) - All appointed Accredited Representatives to be included in the destination list - Advisors not to be included 	Up to the 28th calendar day after the accident	



Then...

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	Prepare Transmittal Letter	Administrative Assistant	Fill the Form 31 (Transmittal Letter e-mail for Forwarding Preliminary ADREP Report) and send to the Investigator-in-charge (e-mail), observing: <ul style="list-style-type: none">- Recipients according to STD 7.1 and 7.2 of Annex 13- E-mail addresses from the States involved shall be taken from ICAO's webpage (https://www.icao.int/safety/AIA/Pages/default.aspx)- All appointed Accredited Representatives to be included in the destination list- Advisors not to be included	Up to the 28th calendar day after the accident	Investigator-in-charge



Then...

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)
9	Forward Preliminary ADREP Report				



Then...

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)
9	Forward Preliminary ADREP Report	Investigator-in-charge			



Then...

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)
9	Forward Preliminary ADREP Report	Investigator-in-charge	<p>Send the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) to all States involved and to ICAO when applicable</p> <p>Save a copy of the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server</p> <p>Notify the Administrative Assistant to update the Investigation Control Spreadsheet</p>		



Then...

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)
9	Forward Preliminary ADREP Report	Investigator-in-charge	Send the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) to all States involved and to ICAO when applicable Save a copy of the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server Notify the Administrative Assistant to update the Investigation Control Spreadsheet	Up to the 30th calendar day after the accident	



Then...

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)
9	Forward Preliminary ADREP Report	Investigator-in-charge	Send the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) to all States involved and to ICAO when applicable Save a copy of the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server Notify the Administrative Assistant to update the Investigation Control Spreadsheet	Up to the 30th calendar day after the accident	<div style="border: 2px solid yellow; padding: 10px; text-align: center;"> Administrative Assistant </div>



Then...

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)
10	Update the Investigation Control Spreadsheet				



Stage 3 - Definition of the framework

Then...

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)
10	Update the Investigation Control Spreadsheet	Administrative Assistant			



Then...

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)
10	Update the Investigation Control Spreadsheet	Administrative Assistant	Register in the Investigation Control Spreadsheet the date the report was forwarded, as well as the confirmation of receipt from all the States and ICAO Notify the Investigator-in-charge (e-mail) when done		



Then...

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)
10	Update the Investigation Control Spreadsheet	Administrative Assistant	Register in the Investigation Control Spreadsheet the date the report was forwarded, as well as the confirmation of receipt from all the States and ICAO Notify the Investigator-in-charge (e-mail) when done	Within 10 calendar days after the forwarding of the Preliminary ADREP Report	



Then...

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)
10	Update the Investigation Control Spreadsheet	Administrative Assistant	Register in the Investigation Control Spreadsheet the date the report was forwarded, as well as the confirmation of receipt from all the States and ICAO Notify the Investigator-in-charge (e-mail) when done	Within 10 calendar days after the forwarding of the Preliminary ADREP Report	Investigator-in-charge



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Agenda

✈ Procedures: Quick review

✈ **Let's build it together**

✈ Stage 1 - Collection of relevant information

✈ Stage 2 - Meet the criteria

✈ Stage 3 - Defining the framework

✈ **Stage 4 - Writing the procedure**



Writing the procedure

✈ After this “brainstorm” and with the template completed, we will probably be able to write the procedure

DISCLAIMER



DISCLAIMER

The following procedure is purely fictitious, intended exclusively for educational purposes, and ICAO is not responsible for the adoption of its text without due care for adapting to the characteristics of the civil aviation system in place

DISCLAIMER

The following procedure is purely fictitious, intended exclusively for educational purposes, and ICAO is not responsible for the adoption of its text without due care for adapting to the characteristics of the civil aviation system in place.

PROCEDURE No 55 - FORWARDING OF PRELIMINARY ADREP REPORTS

1. The Investigator in charge will verify, within 2 working days after the receipt of the notification, if occurrence meets the criteria for the issuance of a Preliminary ADREP Report and will inform the Administrative Assistant by e-mail.

Note: Preliminary ADREP Reports shall be issued in:

- all accidents to aircraft over 2 250 kg (STDs 7.1 of Annex 13); and
- those accidents to aircraft of 2 250 kg or less when aircrafts or matters considered to be of interest to other States are involved (STDs 7.2 of Annex 13).

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

Note: Investigation Control Spreadsheets are to be saved in the folder corresponding to the accident in the AIG secure server.

3. The Administrative Assistant will, within 10 working days after the receipt of the notification, generate a record for the occurrence in ECCAIRS by inserting the information available from the notification into an ECCAIRS record created for that occurrence, and will inform by e-mail the Investigator in charge when done.

4. The Investigator in charge will select information for the Preliminary Report until the 25th calendar day after the accident, using the F 66 (Written Preliminary ADREP Report Form) framework as a guide to identify and select all relevant information to be inserted in the report, and in consultation with other members of the investigation team.

Note 1: The form F-66 is available in the AIG server, at O:\AIG\Documents\InvestigationForm.rtf

Note 2: Whenever the report is issued through ECCAIRS, there will be no need to fill the form F-66, but just to select/gather all relevant documents related to the fields of the Form to further feed the System.

5. The Investigator in charge will save, until the 25th calendar day after the accident, all information selected in step 4 in the corresponding accident electronic folders, informing the Administrative Assistant by e-mail of the availability of the documentation.

Note: Electronic files shall be saved in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server, while hard copies shall be filed in the "Preliminary Report" tab of the folder corresponding to the accident in the safe room.

6. The Administrative Assistant will, until the 27th calendar day after the accident, insert all the information selected for the preliminary report into the ECCAIRS corresponding record of the occurrence, notifying the Investigator in charge by e-mail when insertion is complete.

7. The Investigator in charge will generate the Preliminary ADREP Report by creating the corresponding ECCAIRS data file (eSf format) of the event and will inform the Administrative Assistant by e-mail until the 28th calendar day after the accident.

Note: The electronic ECCAIRS file of the report shall be saved adopting the name draft-PIRep_[R]_[aircraft registration]_[date of accident].eSf, where [R] represents the number of the occurrence in accordance with the Investigation Control Spreadsheet, and [date of accident] shall be the date of the occurrence in a format dd-mm-yyyy (e.g. draft-PIRep_Accid23_N204C_31-01-2020.eSf).

ALTERNATIVE PATH:

In case of unavailability of the ECCAIRS, the Preliminary ADREP Report shall be issued through the use of the Form 66, and steps 6 and 7 of this procedure shall be replaced by 6A and 7A, as follows:

- 6A. The Administrative Assistant will, until the 27th calendar day after the accident, insert all the information selected for the preliminary report into the F 66 form and save this draft in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server, notifying the Investigator in charge by e-mail when the draft report is ready for revision.

Note: The electronic file of the report shall be saved adopting the name draft-PIRep_[R]_[aircraft registration]_[date of accident].docx, where [R] represents the number of the occurrence in accordance with the Investigation Control Spreadsheet, and [date of accident] shall be the date of the occurrence in a format dd-mm-yyyy (e.g. draft-PIRep_Accid23_N204C_31-01-2020.docx).

- 7A. The Investigator in charge will, until the 28th calendar day after the accident, revise the draft written Preliminary ADREP report, and save the approved report in the same subfolder (removing the word "draft" to the name of the electronic file), notifying the Administrative Assistant by e-mail that the report is ready to be sent.

8. The Administrative Assistant will prepare the Transmittal Letter by filling the Form 31 (Transmittal Letter e-mail for Forwarding Preliminary ADREP Report) and will send it to the Investigator in charge by e-mail until the 28th calendar day after the accident.

Note 1: Recipients shall be selected according to STD 7.1 and 7.2 of Annex 13

Note 2: E-mail addresses from the States involved shall be taken from ICAO's webpage (<https://www.icao.int/info/NA/PAges/defau.t.aspx>)

Note 3: All appointed Accredited Representatives shall be included in the destination list

Note 4: Address not to be included, unless otherwise specified by the relevant representative of the State concerned

9. The Investigator in charge will, until the 30th calendar day after the accident, send the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) to all States involved and to ICAO (when applicable, saving a copy of the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server, and notifying the Administrative Assistant to update the Investigation Control Spreadsheet.

10. The Administrative Assistant will, within 10 calendar days after the forwarding of the Preliminary ADREP Report, register in the Investigation Control Spreadsheet the date the report was forwarded, as well as the confirmation of receipt from all the States and ICAO when available, notifying the Investigator in charge when the Spreadsheet is up to date.

PROCEDURE No 55 - FORWARDING PRELIMINARY ADREP REPORTS

1. The Investigator-in-charge will verify, within to 2 working days after the receipt of the notification, if occurrence meets the criteria for the issuance of a Preliminary ADREP Report and will inform the Administrative Assistant by e-mail.

Note: Preliminary ADREP Reports shall be issued in:

- all accidents to aircraft over 2 250 kg (STDs 7.1 of Annex 13); and
- those accidents to aircraft of 2 250 kg or less when airworthiness or matters considered to be of interest to other States are involved (STDs 7.2 of Annex 13).

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

Note: Investigation Control Spreadsheets are to be saved in the folder corresponding to the accident in the AIG secure server.

PROCEDURE No 55 - FORWARDING PRELIMINARY ADREP REPORTS

Cont.

3. The Administrative Assistant will, within 10 working days after the receipt of the notification, generate a record for the occurrence in ECCAIRS by inserting the information available from the notification into an ECCAIRS record created for that occurrence, and will inform by e-mail the Investigator-in-charge when done.
4. The Investigator-in-charge will select information for the Preliminary Report until the 25th calendar day after the accident, using the F-66 (Written Preliminary ADREP Report Form) framework as a guide to identify and select all relevant information to be inserted in the report, and in consultation with other members of the investigation team.

Note 1: The form F-66 is available in the AIG server, at O:\AIG\Documents\InvestigationForms

Note 2: Whenever the report is issued through ECCAIRS, there will be no need to fill the form F-66, but just to select/gather all relevant documents related to the fields of the Form to further feed the System.

PROCEDURE No 55 - FORWARDING PRELIMINARY ADREP REPORTS

Cont.

5. The Investigator-in-charge will, after step 4 and until the 25th calendar day after the accident, save all information selected in step 4 in the corresponding accident electronic folders, informing the Administrative Assistant by e-mail of the availability of the documentation.

Note: Electronic files shall be saved in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server, while hard copies shall be filed in the "Preliminary Report" tab of the folder corresponding to the accident in the safe room.

6. The Administrative Assistant will, after step 5 and until the 27th calendar day after the accident, insert all the information selected for the preliminary report into the ECCAIRS corresponding record of the occurrence, notifying the Investigator-in-charge by e-mail when insertion is complete.

PROCEDURE No 55 - FORWARDING PRELIMINARY ADREP REPORTS

Cont.

7. The Investigator-in-charge will generate the Preliminary ADREP Report by creating the corresponding ECCAIRS data file (e5f format) of the event and will inform the Administrative Assistant by e-mail until the 28th calendar day after the accident.

Note: The electronic ECCAIRS file of the report shall be saved adopting the name [draft-PRep_\[#\]_\[aircraft registration\]_\[date of accident\].e5f](#), where [\[#\]](#) represents the number of the occurrence in accordance with the Investigation Control Spreadsheet, and [\[date of accident\]](#) shall be the date of the occurrence in a format dd-mm-yyyy (e.g. [draft-PRep_Accid23_N204C_31-01-2020.e5f](#)).

PROCEDURE No 55 - FORWARDING PRELIMINARY ADREP REPORTS

Cont.

ALTERNATIVE PATH:

In case of unavailability of the ECCAIRS, the Preliminary ADREP Report shall be issued through the use of the Form-66, and steps 6 and 7 of this procedure shall be replaced by 6A and 7A, as follows:

6A- The Administrative Assistant will, until the 27th calendar day after the accident, insert all the information selected for the preliminary report into the F-66 form and save this draft in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server, notifying the Investigator-in-charge by e-mail when the draft report is ready for revision.

Note: The electronic file of the report shall be saved adopting the name [draft-PRep_\[#\]_\[aircraft registration\]_\[date of accident\].docx](#), where [#] represents the number of the occurrence in accordance with the Investigation Control Spreadsheet, and [date of accident] shall be the date of the occurrence in a format dd-mm-yyyy (e.g. [draft-PRep_Accid23_N204C_31-01-2020.docx](#)).

7A- The Investigator-in-charge will, until the 28th calendar day after the accident, revise the draft written Preliminary ADREP report, and save the approved report in the same subfolder (removing the word "draft" to the name of the electronic file), notifying the Administrative Assistant by e-mail that the report is ready to be sent.

PROCEDURE No 55 - FORWARDING PRELIMINARY ADREP REPORTS

Cont.

8. The Administrative Assistant will prepare the Transmittal Letter by filling the Form 31 (Transmittal Letter e-mail for Forwarding Preliminary ADREP Report) and will send it to the Investigator-in-charge by e-mail until the 28th calendar day after the accident.

Note 1: Recipients shall be selected according to STD 7.1 and 7.2 of Annex 13

Note 2: E-mail addresses from the States involved shall be taken from ICAO's webpage (<https://www.icao.int/safety/AIA/Pages/default.aspx>)

Note 3: All appointed Accredited Representatives shall be included in the destination list

Note 4: Advisors not to be included, unless otherwise specified by the relevant representative of the State concerned

9. The Investigator-in-charge will, until the 30th calendar day after the accident, send the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) to all States involved and to ICAO when applicable, saving a copy of the Transmittal Letter e-mail (with the Preliminary ADREP Report as an attachment) in the "Preliminary Report" subfolder of the folder corresponding to the accident in the AIG secure server, and notifying the Administrative Assistant to update the Investigation Control Spreadsheet.

PROCEDURE No 55 - FORWARDING PRELIMINARY ADREP REPORTS

Cont.

10. The Administrative Assistant will, within 10 calendar days after the forwarding of the Preliminary ADREP Report, register in the Investigation Control Spreadsheet the date the report was forwarded, as well as the confirmation of receipt from all the States and ICAO when available, notifying the Investigator-in-charge when the Spreadsheet is up-to-date.



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This presentation will be available at the ICAO Secure Portal, in the group:

NACC_AIG_REF

Those who have not yet joined this group, it is highly recommended that they do so



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Agenda

✈ Procedures: Quick review

✈ Let's build it together

✈ Stage 1 - Collection of relevant information

✈ Stage 2 - Meet the criteria

✈ Stage 3 - Defining the framework

✈ Stage 4 - Writing the procedure



OBJECTIVE

The purpose of this webinar is to train the participants in the development of procedures to comply with the requirements of the USOAP program and, consequently, to comply with the obligations of the signatory States of the Chicago Convention.



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and Caribbean
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Central African
(WACAF) Office
Dakar

European and
North Atlantic
(EUR/NAT) Office
Paris

Middle East
(MID) Office
Cairo

Eastern and
Southern African
(ESAF) Office
Nairobi

Asia and Pacific
(APAC) Sub-office
Beijing

Asia and Pacific
(APAC) Office
Bangkok



THANK YOU