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Webinar – AIG Procedures

Exercise: Procedure for identifying and notifying differences

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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.



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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



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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

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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



This is a POLICY



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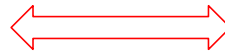
Procedures: Quick Review

✈ 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...



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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.)



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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 identifying and notifying differences to ICAO

✈ To do the exercises, we will use our fictional scenario:

✈ State – Coronaland

✈ Authority – Civil Aviation Authority of Coronaland (CAAC)

✈ The accident investigation unit is not independent, being part of the CAAC

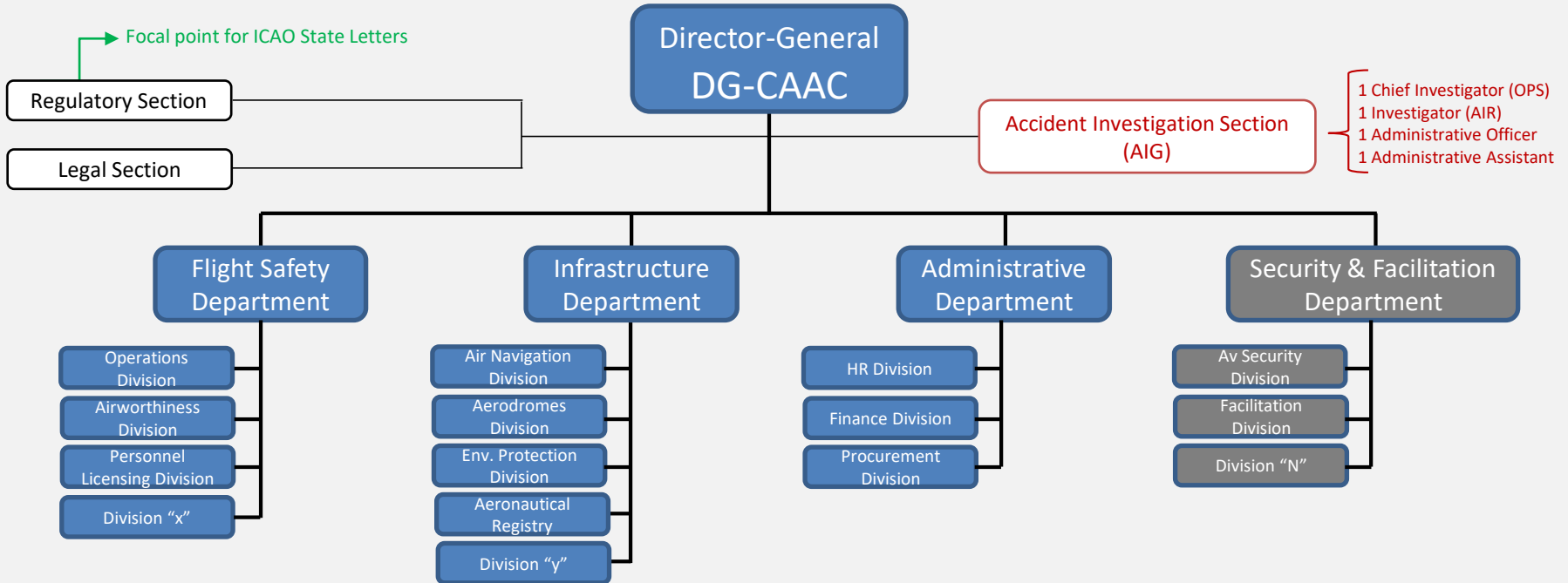


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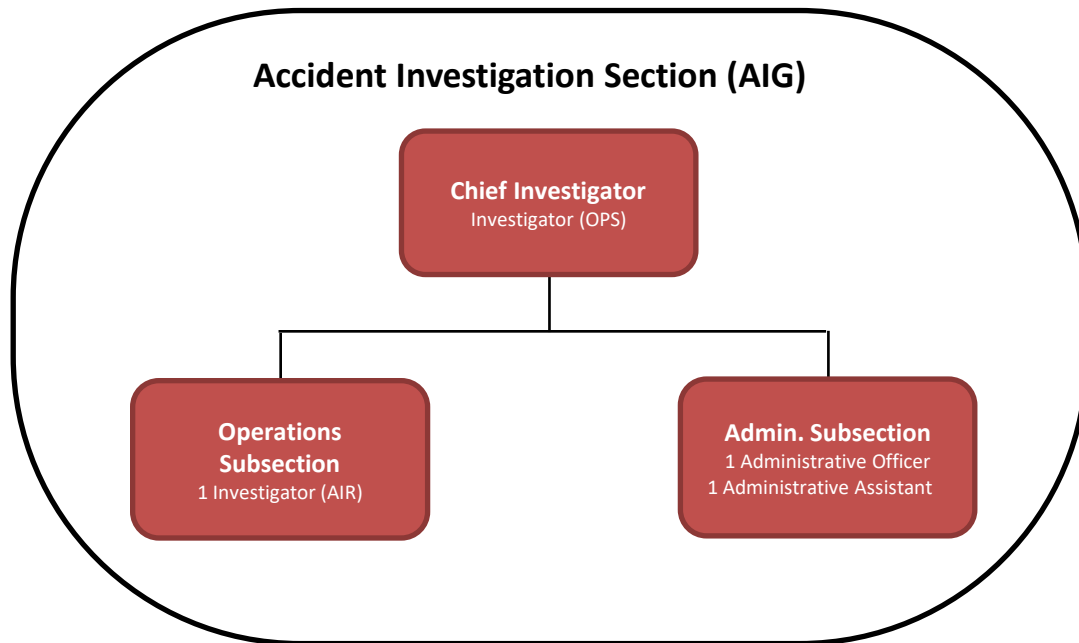
FICTIONAL SCENARIO

Civil Aviation Authority of Coronaland (CAAC)





FICTIONAL SCENARIO





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Let's build it together

Exercise for PQ 6.017

Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?



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Agenda

✈ Procedures: Quick review

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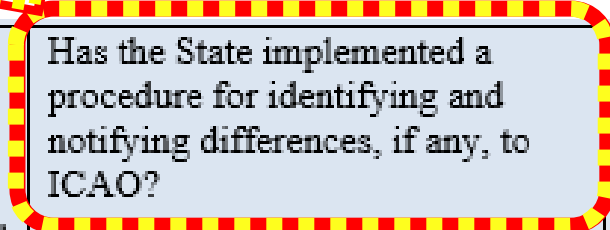
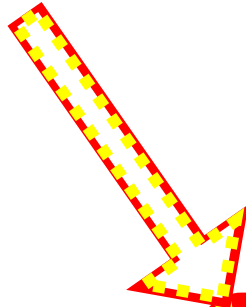


Stage 1 – Gathering relevant information

- ✈ 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



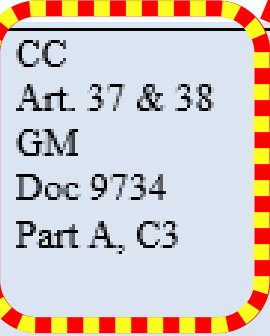
ICAO references



CC Art. 37 & 38 GM Doc 9734 Part A, C3	AIG 6.017 (CE-2) ICAO Results N/S	Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?	Yes	<ol style="list-style-type: none">1) Verify documented evidence of the procedure and effective implementation.2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.3) The development of such procedure is addressed in LEG PQ 1.025.
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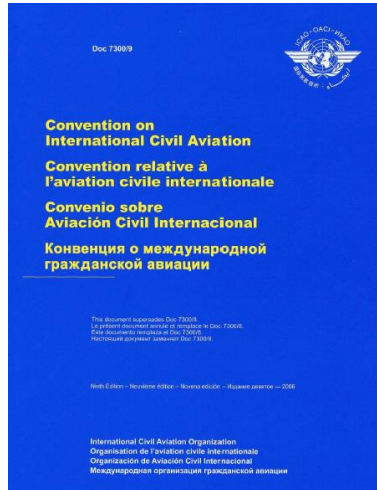
ICAO references

 <p>CC Art. 37 & 38 GM Doc 9734 Part A, C3</p>	<p>AIG 6.017 (CE-2) ICAO Results N/S</p>	<p>Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?</p>	<p>Yes</p>	<p>1) Verify documented evidence of the procedure and effective implementation. 2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13. 3) The development of such procedure is addressed in LEG PQ 1.025.</p>
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Article 37

Adoption of international standards and procedures

DOC 7300 (CHICAGO CONVENTION)

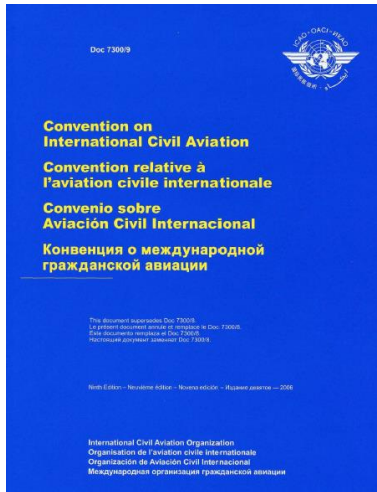


Each contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways and auxiliary services in all matters in which such uniformity will facilitate and improve air navigation.

Article 37

Adoption of international standards and procedures

DOC 7300 (CHICAGO CONVENTION)



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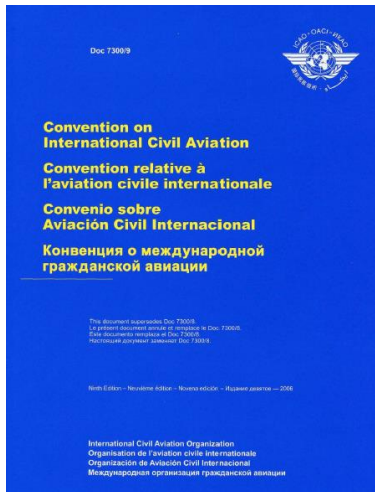
To this end the International Civil Aviation Organization shall adopt and amend from time to time, as may be necessary, international standards and recommended practices and procedures dealing with:

- Communications systems and air navigation aids, including ground marking;
- Characteristics of airports and landing areas;
- Rules of the air and air traffic control practices;
- Licensing of operating and mechanical personnel;
- Airworthiness of aircraft;

Article 37

Adoption of international standards and procedures

DOC 7300 (CHICAGO CONVENTION)



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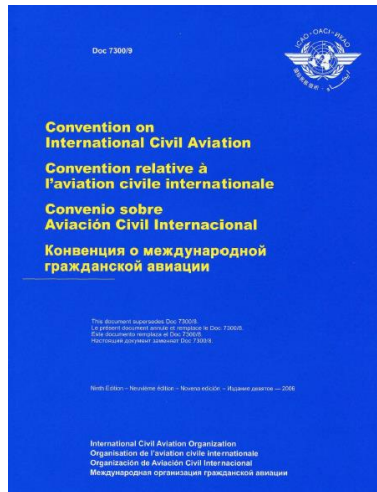
- f) Registration and identification of aircraft;
- g) Collection and exchange of meteorological information;
- h) Log books;
- i) Aeronautical maps and charts;
- j) Customs and immigration procedures;
- k) Aircraft in distress and investigation of accidents;

and such other matters concerned with the safety, regularity, and efficiency of air navigation as may from time to time appear appropriate.

Article 38

Departures from international standards and procedures

DOC 7300 (CHICAGO CONVENTION)

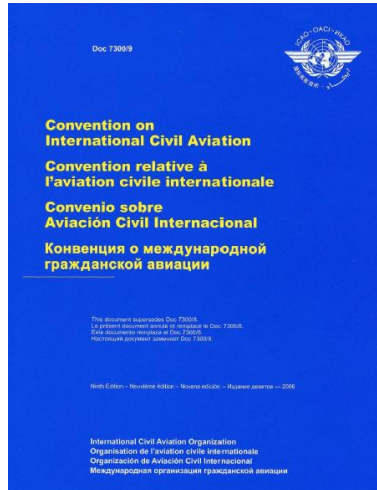


Any State which finds it impracticable to comply in all respects with any such international standard or procedure, or to bring its own regulations or practices into full accord with any international standard or procedure after amendment of the latter, or which deems it necessary to adopt regulations or practices differing in any particular respect from those established by an international standard, shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established by the international standard.

Article 38

Departures from international standards and procedures

DOC 7300 (CHICAGO CONVENTION)



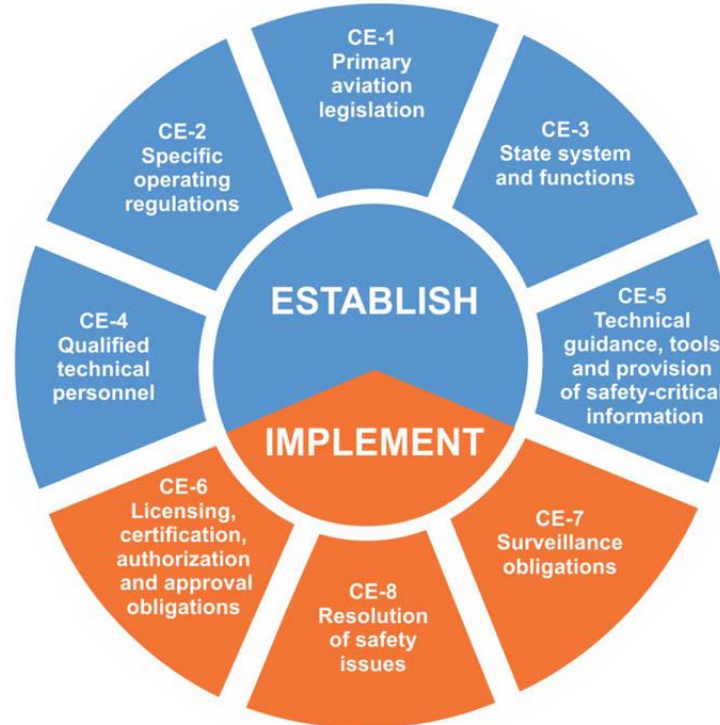
In the case of amendments to international standards, any State which does not make the appropriate amendments to its own regulations or practices shall give notice to the Council within sixty days of the adoption of the amendment to the international standard, or indicate the action which it proposes to take. In any such case, the Council shall make immediate notification to all other states of the difference which exists between one or more features of an international standard and the corresponding national practice of that State.



Chapter 3

CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

DOC 9734
(PART A, C3)

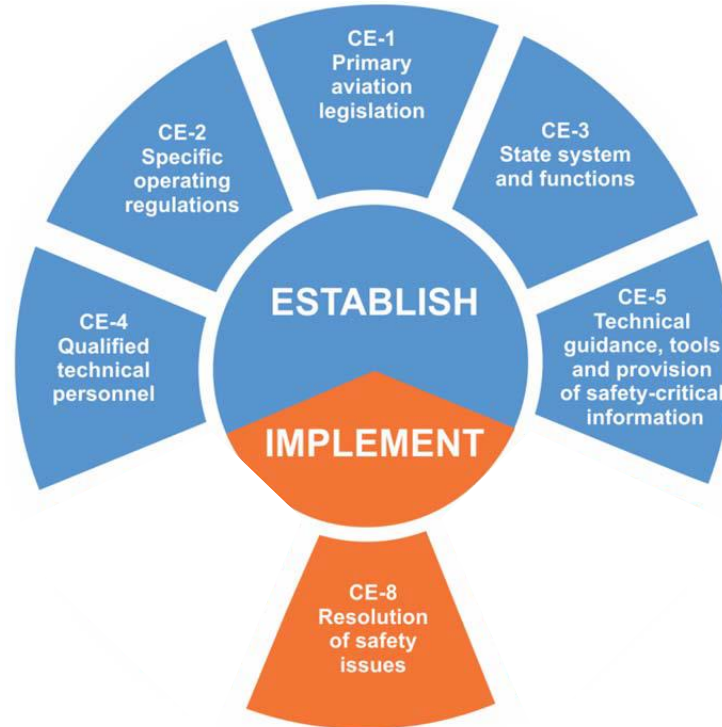




Chapter 3

CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

DOC 9734
(PART A, C3)





Chapter 3

CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

DOC 9734 (PART A, C3)



3.2.3 Differences between national regulations and Annex Standards

3.2.3.1 Article 38 of the Convention lays down the conditions under which a State “shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established by the international standard”. Whether such differences result in implementing lower or higher standards than those required by ICAO, the Council of ICAO is obligated to make an immediate notification to all other States of the difference which exists between one or more features of an international Standard and the corresponding regulations and practices of the notifying State.



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Stage 1 – Gathering relevant information

DOC 9734 (PART A, C3)



3.2.3.2 States are strongly encouraged to use the Electronic Filing of Differences (EFOD) system that is hosted within the USOAP OLF for the filing of differences to ICAO.

3.2.3.3 Significant differences should also be made public in the State's Aeronautical Information Publication (AIP). Information regarding significant differences is found in the Aeronautical Information Services Manual (Doc 8126).



DOC 9734 (PART A, C3)



3.2.3.4 It should be noted that, in some instances, the filing of differences with respect to international Standards may mean that a State cannot then continue to do business as usual. Article 40 of the Convention infers that if standards implemented by a State are lower than those required by ICAO, aircraft, air operators or personnel with licences or certificates issued or rendered valid by that State cannot participate in international air navigation, except with the permission of the State or States whose territory is entered. The responsibility to obtain such permission rests with the individual or civil aviation organization whose licence or certificate has been so issued or rendered valid, although a State may also request blanket permission on behalf of its licence or certificate holders.

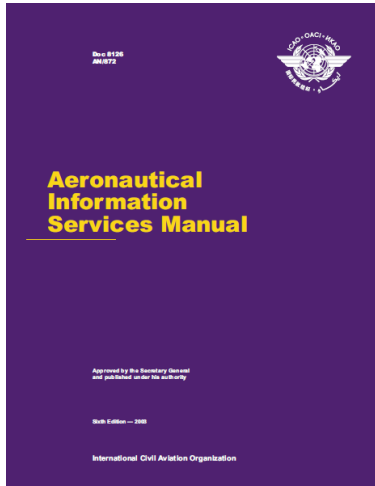
Not part of ICAO Ref for the PQ, but relevant to the procedure

Chapter 5

AERONAUTICAL INFORMATION PUBLICATION (AIP)

5.8 NOTIFICATION OF DIFFERENCES IN THE AIP [4.1.2 and Appendix 1]

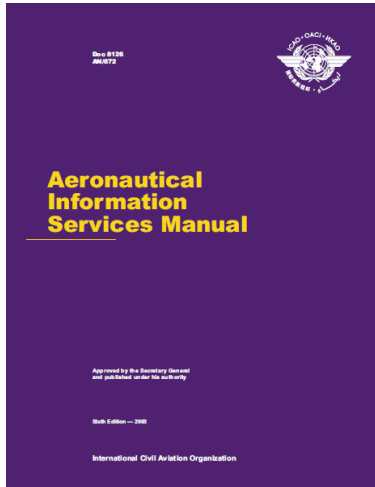
DOC 8126



5.8.1 The primary purpose of reporting differences is to promote safety and efficiency in air navigation by ensuring that governmental and other agencies, including operators, concerned with international civil aviation are made aware of all national rules and practices in so far as they differ from those prescribed in the ICAO Annexes, Procedures for Air Navigation Services and Regional Supplementary Procedures...

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

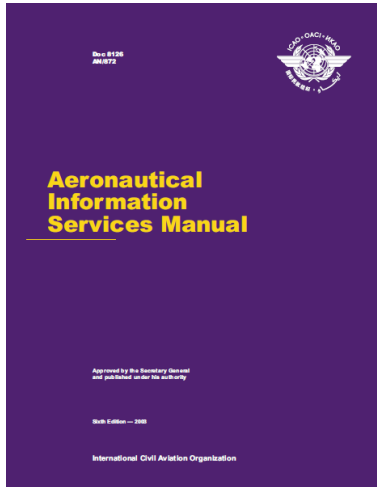
DOC 8126



5.8.2 Annex 15 requires that a Contracting State record in its AIP any significant differences between its national regulations and practices and the related ICAO provisions. It is intended that any such differences be included in GEN 1.7 of the AIP. This is to ensure that an AIP will provide up-to-date information on the status of implementation of Standards, Recommended Practices and Procedures (SARPs), particularly those concerned with aircraft operations and the provision of facilities and services. Any deviation from SARPs that needs to be taken into account in aircraft operations, as indicated below, constitutes a “significant difference”.

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

DOC 8126

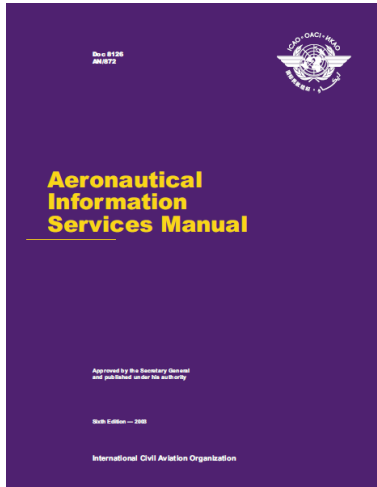


5.8.3 All significant differences notified to ICAO must also be included in the AIP in a form that will enable a user to differentiate easily between the national rules and practices of a State and the related ICAO provisions. They comprise differences from:

- a) any of the International Standards;
- b) Recommended Practices that are important for the safety of air navigation or, in the case of facilitation, for the speedy handling and clearance through customs, immigration, etc. of aircraft and the loads they carry;
- c) Procedures for Air Navigation Services (PANS) that are important for the safety of air navigation; and d) Regional Supplementary Procedures (SUPPS) that are important for the safety of air navigation.

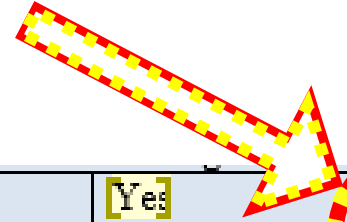
Not part of ICAO Ref for the PQ, but relevant to the procedure

DOC 8126



5.8.4 It therefore follows that all the provisions in ICAO Annexes that are Standards are significant, and that any differences between the national regulations or practices of a State and the related ICAO Standards are differences which must be notified. This is an obligation which originates from Article 38 of the Convention. In the matter of Recommended Practices, PANS and SUPPS, only those differences that are important for the safety of air navigation or, in the case of facilitation, to the speedy handling and clearance through customs, immigration, etc. of aircraft and their loads are significant. Because of their nature, most of the Recommended Practices in ICAO Annexes contribute to the safety of air navigation.

Guidance for Review of Evidence



1) Verify documented evidence of the procedure and effective implementation.

2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.

3) The development of such procedure is addressed in LEG PQ 1.025.

CC Art. 37 & 38 GM Doc 9734 Part A, C3	AIG 6.017 (CE-2) ICAO Results N/S	Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?	Yes	
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Guidance for Review of Evidence

The auditor will review the evidence of implementation in AIG based on the last amendment of Annex 13

As any other procedure, it shall contain all the basic characteristics

(**who/what/when/how/coordination**)

- 1) Verify documented evidence of the procedure and effective implementation.
- 2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.
- 3) The development of such procedure is addressed in LEG PQ 1.025.



Guidance for Review of Evidence

Verification of the whole process, since the receipt of the last amendment to Annex 13 (usually by a specific sector within the CAA) till the publication of the differences (if any)

- 1) Verify documented evidence of the procedure and effective implementation.
- 2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.
- 3) The development of such procedure is addressed in LEG PQ 1.025.



PQ 1.025 Has the State **established** procedures for identifying and notifying to ICAO differences between ICAO SARPs and its legislation and practices, if any?

Verify:

- a) the procedures used for the identification and notification of differences, including for specific operating regulations adopted by reference;
- b) that the procedures address each entity responsible for the relevant Annex, **including AIG**, when an entity separate from the CAA has been established; and
- c) that the procedures include **all applicable steps and timelines, including the necessary coordination between the relevant technical and legal experts** when necessary.

of Evidence

- 1) Verify documented evidence of the procedure and effective implementation.
- 2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.
- 3) The development of such procedure is addressed in LEG PQ 1.025.



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✈ Procedures: Quick review

✈ **Let's build it together**

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Stage 2 - Meet the criteria



CC Art. 37 & 38 GM Doc 9734 Part A, C3	AIG 6.017 (CE-2) ICAO Results N/S	Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?	Yes	<ol style="list-style-type: none">1) Verify documented evidence of the procedure and effective implementation.2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.3) The development of such procedure is addressed in LEG PQ 1.025.
--	--	---	-----	---



Criteria established by the PQ:

*PQ 6.017 - Has the State **implemented** a procedure for identifying and notifying differences, if any, to ICAO?*



The requirement for the establishment of the procedure is set forth in PQ 1.025 (LEG)

Cr

PQ 6.017 - Has the State **implemented** a procedure for identifying and notifying differences, if any, to ICAO?



Criteria established by the PQ:

*PQ 6.017 - Has the State implemented a procedure for **identifying** and notifying differences, if any, to ICAO?*



Criteria established by

PQ 6.017 - Has the procedure for **identifying** and notifying differences, if any, to ICAO?

The procedure needs to establish an internal process for the identification of differences



Criteria established by the PQ:

*PQ 6.017 - Has the State implemented a procedure for identifying and **notifying** differences, if any, to ICAO?*



Any identified difference must be notified to ICAO

In addition, significant differences must be published in the AIP

Criteria established by the ICAO

PQ 6.017 - Has the State implemented a procedure for identifying and **notifying** differences, if any, to ICAO?



Potential sources of differences

✈ Differences may arise from:

- ✈ Changes in national legislation, regulation and procedures, or
- ✈ Changes in the Convention, Annexes and guidance material from ICAO



Potential sources of differences

✈ Differences may arise from:

- ✈ Changes in national legislation, regulation and procedures, or
- ✈ Changes in the Convention, Annexes and guidance material from ICAO

The procedure for identifying and notifying differences must cover both sources

Understanding “significant differences” in AIG

✈ For AIG, we will consider significant all differences from:

- a) any of the International Standards;
- b) any of the Recommended Practices*



Understanding “significant differences” in AIG

✈ For AIG, we will consider significant all differences from:

- a) any of the International Standards;
- b) any of the Recommended Practices*

* In AIG, we may consider all Recommended Practices to be important for the safety of air navigation



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✈ Stage 4 - Writing the procedure



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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					
2					
3					
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5					
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: 26

TITLE: Identification and notification of differences in AIG

Process: rulemaking

Reference: PQ 6.017 - Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?



Relation with other processes

- ✈ The procedure is related to the national procedure for the identification and notification of differences (PQ 1.025)
- ✈ It would be also related to any procedure for the publication of materials and notices in the AIP



Relation with other processes

In the case of Coronaland:

NOTES

- | | |
|----|--|
| N1 | This procedure is related to the Procedure 07/CAAC – rulemaking in CAAC |
| N2 | This procedure is related to the Procedure 12/CAAC-ID – Publication in AIP |
| N3 | |



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Amendment in Annexes - Typical process



State's focal point
for receiving State
Letters from ICAO



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Amendment in Annexes - Typical process



State's focal point
for receiving State
Letters from ICAO



Usually in
the CAA



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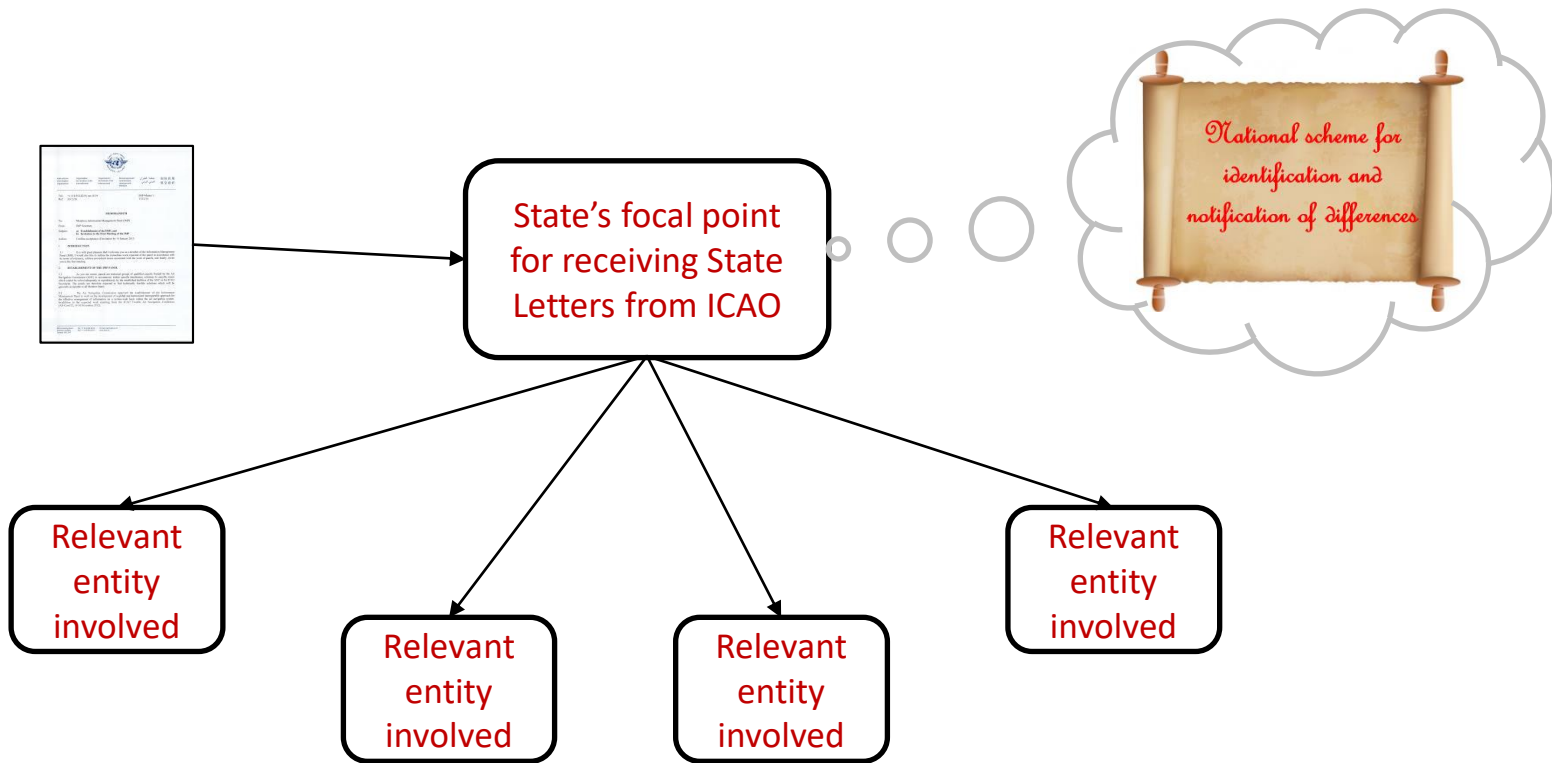
Amendment in Annexes - Typical process



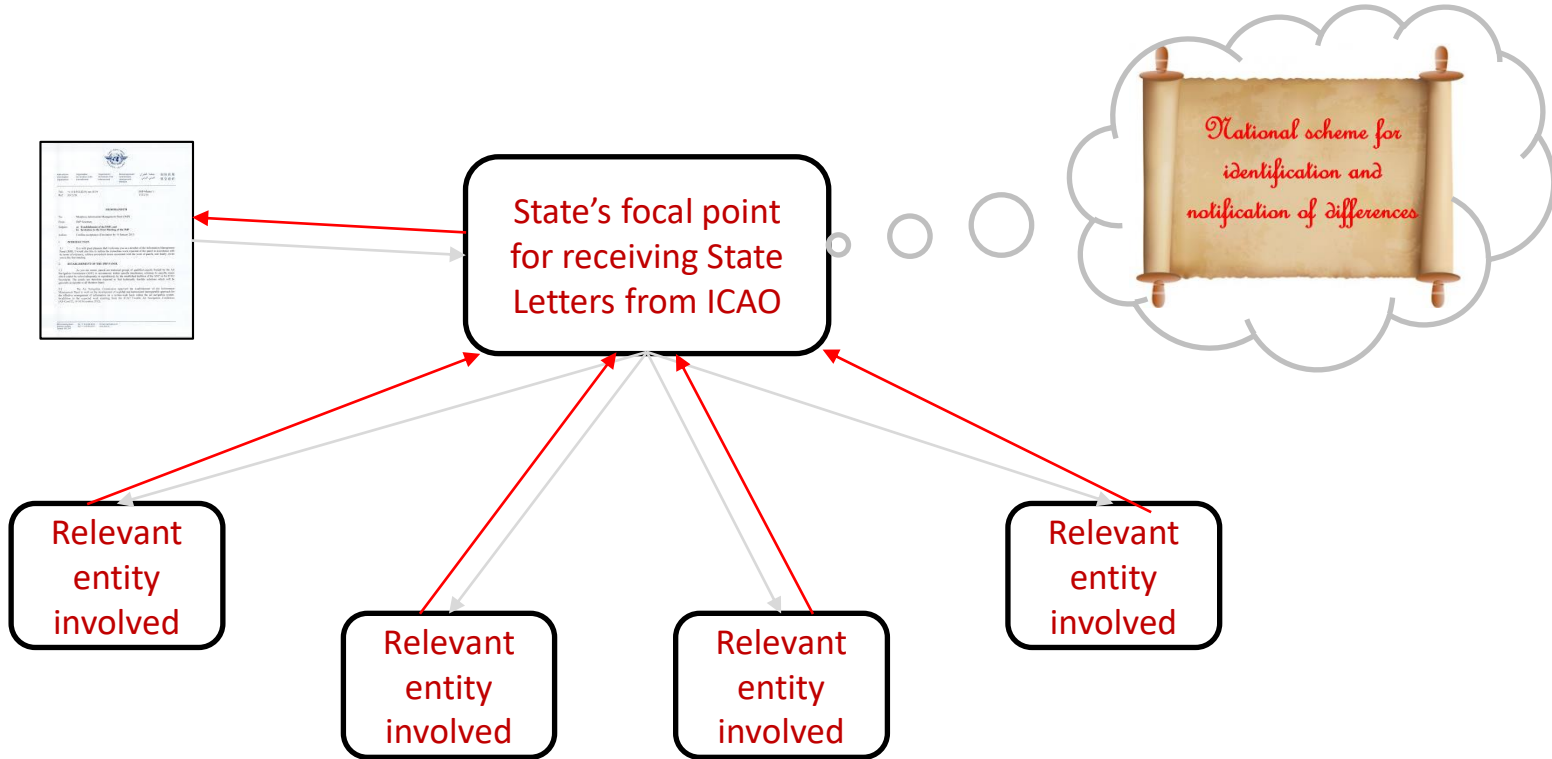
State's focal point
for receiving State
Letters from ICAO



Amendment in Annexes - Typical process

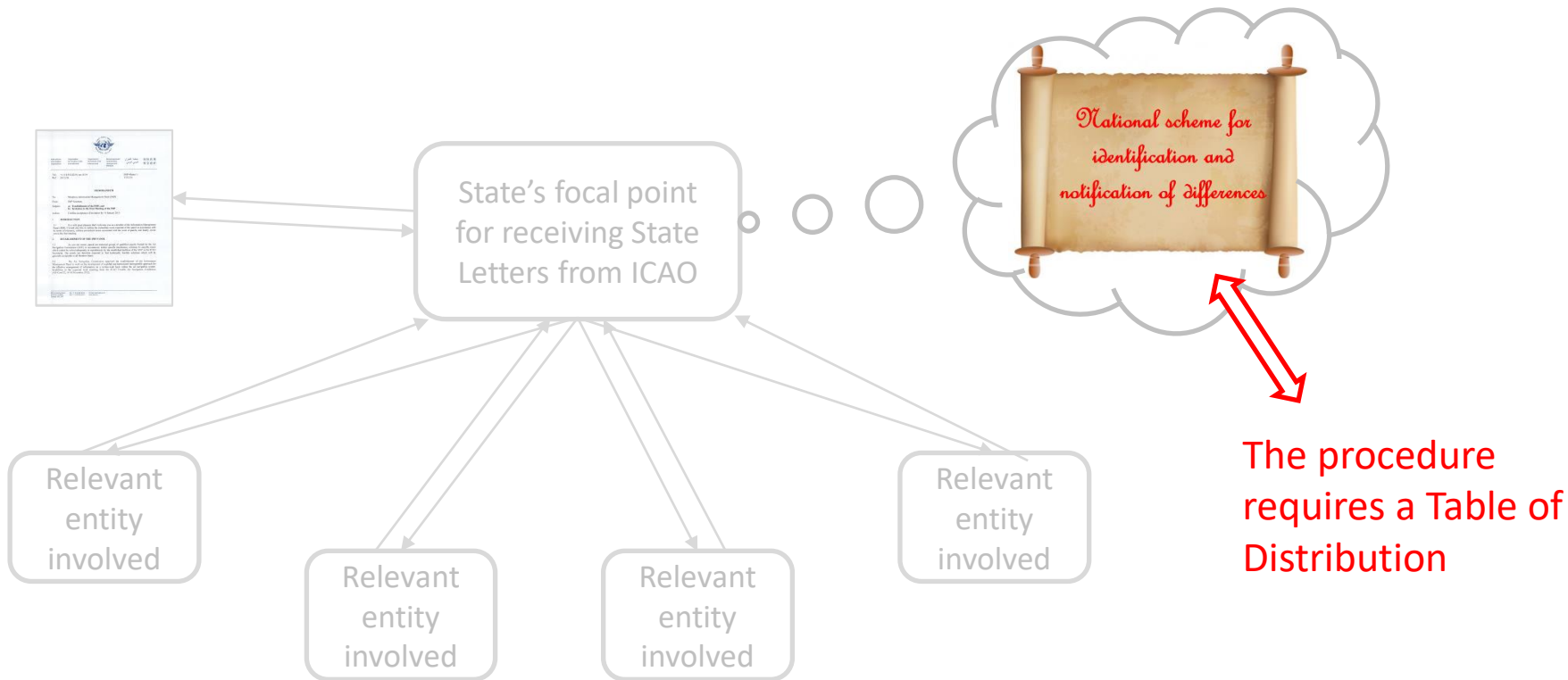


Amendment in Annexes - Typical process





Amendment in Annexes - Typical process





Civil Aviation Authority of Coronaland

Appendix A – Table of Distribution of ICAO State Letters

Subject	Distributed to	Focal point	Contact information
Annex 1	<ul style="list-style-type: none"> • Personal Licences Division (FSD) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief Personal Licences • Chief Regulatory Section • Regulatory Counsellor 	c-pel@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 2	<ul style="list-style-type: none"> • Air Navigation Division (ID) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief AN-D • Chief Regulatory Section • Regulatory Counsellor 	c-and@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 3	<ul style="list-style-type: none"> • Air Navigation Division (ID) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief AN-D • Chief Regulatory Section • Regulatory Counsellor 	c-and@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 4	<ul style="list-style-type: none"> • Air Navigation Division (ID) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief AN-D • Chief Regulatory Section • Regulatory Counsellor 	c-and@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 5	<ul style="list-style-type: none"> • Infrastructure Department • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Deputy Director ID • Chief Regulatory Section • Regulatory Counsellor 	dd-id@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 6	<ul style="list-style-type: none"> • Flight Safety Department • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Deputy Director FSD • Chief Regulatory Section • Regulatory Counsellor 	dd-fsd@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 7	<ul style="list-style-type: none"> • Aeronautical Registry (ID) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Aer. Registry Manager • Chief Regulatory Section • Regulatory Counsellor 	aer-reg-man@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 8	<ul style="list-style-type: none"> • Airworthiness Division (FSD) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief AIR-D • Chief Regulatory Section • Regulatory Counsellor 	c-aird@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn



Two possible ways

✈ Different approaches are possible depending on the civil aviation system in place:

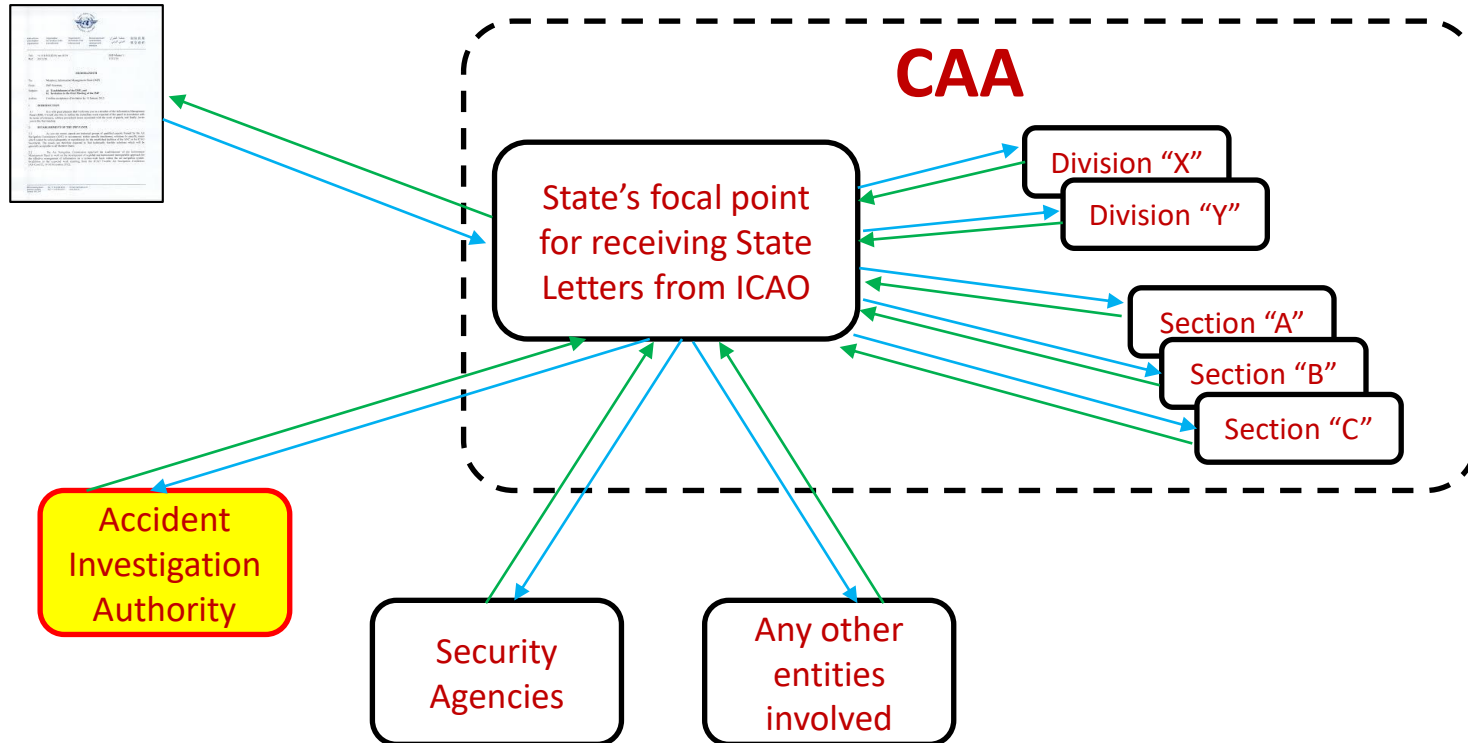
Independent AIA

When the Accident Investigation Authority is independent, there has to be an efficient coordination between the CAA's and the AIA's procedures, considering that it is usually the CAA the focal point for receiving ICAO State Letters

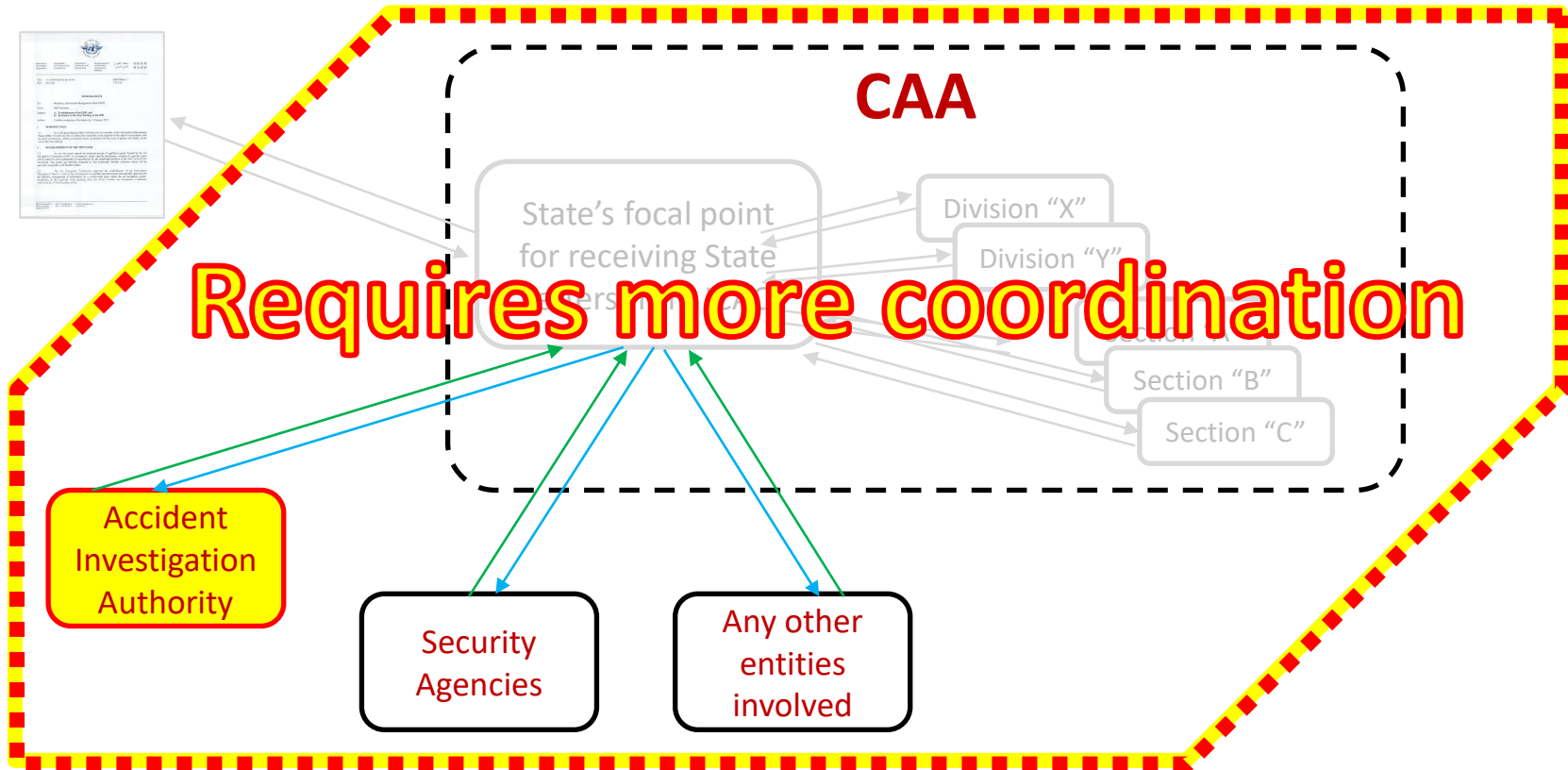
AIG under the CAA

When the AIG is under the CAA, we may have one only procedure for the whole authority that will already cover differences in accident investigation legislation

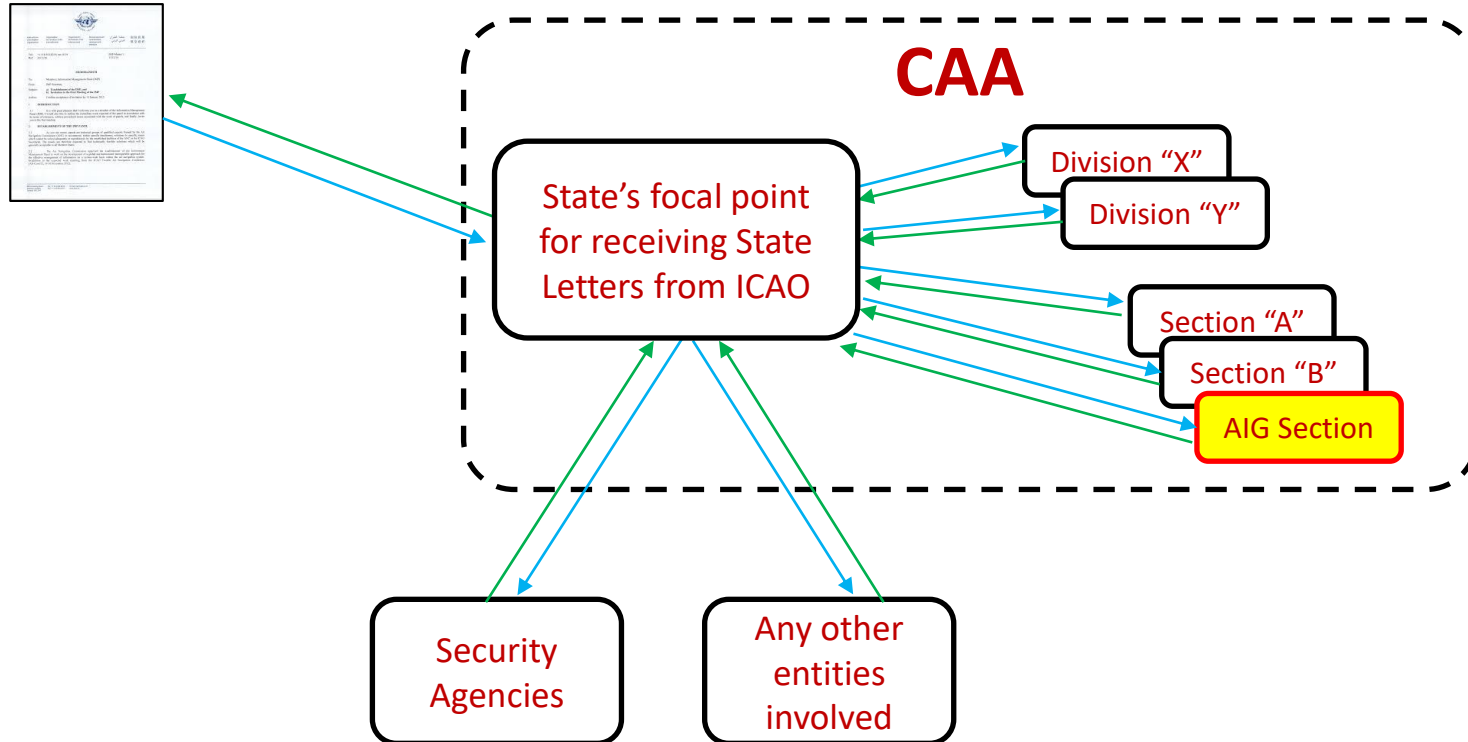
Scheme with Independent AIA



Scheme with Independent AIA



Scheme with AIG under the CAA





Use of complementary supporting documents

ATTACHMENTS

#	TITLE	DESCRIPTION
A	Procedure 07/CAAC – rulemaking in CAAC	Establishes the procedure for the rulemaking process in the CAAC, including the Table of Distribution of ICAO State Letters
B	Procedure 12/CAAC-ID – Publication in AIP	Establishes the procedure for the publication of materials and notices in the AIP
C	Form 23/AIG - Request for Technical Support	A template to be used for the request of technical support to the AIG Section
D	Form 16/REG-S - Template for the Assessment of Amendment Proposals from ICAO	A template to be used for the assessment of any proposal of amendment of ICAO Annexes and changes of other ICAO documents
E	Form 17/REG-S - Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications	A template to be used for the assessment of any changes made in documents (legislation, regulation, procedures and/or guidance) of technical areas (AIG included) due to modifications in the national legislation of Coronaland



A procedure with two different paths

- ✈ As seen, the differences can arise from two sources:
 - ✈ Changes in national legislation, regulation and procedures, or
 - ✈ Changes in the Convention, Annexes and guidance material from ICAO
- ✈ The procedure will deal with each one separately



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents				



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents	Chief Investigator			



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents	Chief Investigator	<p>By assessing the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, using the <i>Form 16/REG-S (Template for the Assessment of Amendment Proposals from ICAO)</i> to register the results.</p> <p>Once completed, the <i>Form 16/REG-S</i> shall be delivered to the Administrative Assistant, for preparation of the response IOM.</p> <p>Note 1 - Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.</p> <p>Note 2 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>		



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents	Chief Investigator	<p>By assessing the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, using the <i>Form 16/REG-S (Template for the Assessment of Amendment Proposals from ICAO)</i> to register the results.</p> <p>Once completed, the <i>Form 16/REG-S</i> shall be delivered to the Administrative Assistant, for preparation of the response IOM.</p> <p>Note 1 - Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.</p> <p>Note 2 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>	<p>Within 20 working days after the receipt of the State Letter with the proposal*</p>	



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1A	Assess Letters proposed amendments to ICAO Annexes 13 and 19, a change to ICAO...		By assessing the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, using the <i>Form 16/REG-S (Template for the Assessment of Amendment Proposals from ICAO)</i> to register the results. Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.	Within 20 working days after the receipt of the State Letter with the proposal*	

These deadlines must be established in coordination with the national procedure adopted by the State

Within 20 working days after the receipt of the State Letter with the proposal*



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents	Chief Investigator	<p>By assessing the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, using the <i>Form 16/REG-S (Template for the Assessment of Amendment Proposals from ICAO)</i> to register the results.</p> <p>Once completed, the <i>Form 16/REG-S</i> shall be delivered to the Administrative Assistant, for preparation of the response IOM.</p> <p>Note 1 - Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.</p> <p>Note 2 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>	Within 20 working days after the receipt of the State Letter with the proposal	Administrative Assistant



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)				



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator			



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.		



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 5 working days after the receipt of the State Letter with the proposal	



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 5 working days after the receipt of the State Letter with the proposal	Chief of Regulatory Section



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3A	Preparation of the response IOM				



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Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3A	Preparation of the response IOM	Administrative Assistant			



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3A	Preparation of the response IOM	Administrative Assistant	By writing the response IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 16/REG-S</i> approved by the Chief Investigator.		



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3A	Preparation of the response IOM	Administrative Assistant	By writing the response IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 16/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3A	Preparation of the response IOM	Administrative Assistant	By writing the response IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 16/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	Chief Investigator



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
4A	Forwarding the assessment				



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Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
4A	Forwarding the assessment	Administrative Assistant			



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
4A	Forwarding the assessment	Administrative Assistant	<p>Forward the response IOM with the approved <i>Form 16/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i>, the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.</p>		



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
4A	Forwarding the assessment	Administrative Assistant	<p>Forward the response IOM with the approved <i>Form 16/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i>, the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.</p>	Within 3 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
4A	Forwarding the assessment	Administrative Assistant	Forward the response IOM with the approved <i>Form 16/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section. Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i> , the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.	Within 3 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	Chief of Regulatory Section



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)
4A	Forwarding the assessment	Administrative Assistant	<p>Forward the response IOM with the approved <i>Form 16/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i>, the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.</p>	Within 3 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	Chief of Regulatory Section

Being this procedure a part of a broader rulemaking procedure, at this point we would have the steps related the approval of the amendment in the AIG document impacted.



Stage 3 - Definition of the framework

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1B	Assessment of the impact, on AIG documents, of any changes in national legislation				



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Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1B	Assessment of the impact, on AIG documents, of any changes in national legislation	Chief Investigator			



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1B	Assessment of the impact, on AIG documents, of any changes in national legislation	Chief Investigator	<p>Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation.</p> <p>The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications)</i>, and delivered to the Administrative Assistance.</p> <p>Note 1 – For the purposes of this procedure, the term "national legislation" refers to any normative document of a non-technical nature originating from a competent authority in Coronaland.</p> <p>Note 2 - For the purposes of this procedure, the term "AIG Document" refers to any document, whether technical or not, approved by a competent authority within the scope of the CAAC to regulate, standardize and / or guide activities related to the investigation of accidents and aviation incidents.</p> <p>Note 3 – Depending on the characteristics of the amendments required in the AIG documents, the Chief Investigator may request technical support (external to the AIG Section), following step 2B.</p>		



Stage 3 - Definition of the framework

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1B	Assessment of the impact, on AIG documents, of any changes in national legislation	Chief Investigator	<p>Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation.</p> <p>The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications)</i>, and delivered to the Administrative Assistance.</p> <p>Note 1 – ...</p> <p>Note 2 - ...</p> <p>Note 3 – ...</p> <p>Note 4 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>		



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1B	Assessment of the impact, on AIG documents, of any changes in national legislation	Chief Investigator	<p>Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation.</p> <p>The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications)</i>, and delivered to the Administrative Assistance.</p> <p>Note 1 – ...</p> <p>Note 2 - ...</p> <p>Note 3 – ...</p> <p>Note 4 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>	<p>Within 25 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG documents</p>	



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1B	Assessment of the impact, on AIG documents, of any changes in national legislation	Chief Investigator	<p>Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation.</p> <p>The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications)</i>, and delivered to the Administrative Assistance.</p> <p>Note 1 – ...</p> <p>Note 2 - ...</p> <p>Note 3 – ...</p> <p>Note 4 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>	Within 25 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG documents	<p style="text-align: center;">Administrative Assistance</p>



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2B	Requesting assistance from administrative, legal or technical area (other than AIG)				



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator			



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.		



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 5 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG document.	



Stage 3 - Definition of the framework

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2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 5 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG document.	Chief of Regulatory Section



Stage 3 - Definition of the framework

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3B	Preparation of the IOM for forwarding the assessment				



Stage 3 - Definition of the framework

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3B	Preparation of the IOM for forwarding the assessment	Administrative Assistant			



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3B	Preparation of the IOM for forwarding the assessment	Administrative Assistant	By writing an IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 17/REG-S</i> approved by the Chief Investigator.		



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3B	Preparation of the IOM for forwarding the assessment	Administrative Assistant	By writing an IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 17/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	



Stage 3 - Definition of the framework

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3B	Preparation of the IOM for forwarding the assessment	Administrative Assistant	By writing an IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 17/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	Chief Investigator



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
4B	Forwarding the assessment				



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
4B	Forwarding the assessment	Administrative Assistant			



Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
4B	Forwarding the assessment	Administrative Assistant	<p>Forward an IOM with the approved <i>Form 17/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i>, the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.</p>		



Stage 3 - Definition of the framework

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Stage 3 - Definition of the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
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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)
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Being this procedure a part of a broader rulemaking procedure, at this point we would have the steps related the approval of the amendment in the AIG document impacted.



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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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Writing the procedure

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

DISCLAIMER



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PROCEDURE No 26 - IDENTIFICATION AND NOTIFICATION OF DIFFERENCES IN AIG

INTRODUCTION

Although it has as a general principle the search for the uniformity and conformity of our standards in relation to the requirements issued by the ICAO, it is recognized that in some situations this will not be possible, giving rise to differences between the requirements adopted in Coronaland and those accepted internationally.

Basically, these differences can arise from:

- The impossibility of implementing an amendment to any ICAO document; or
- The need to promote changes to AIG documents by legal imposition that make them non-compliant with ICAO requirements.

The present procedure covers both situations in Parts A and B.

The Regulatory Section of CAAC (REG-S) is responsible for the management of the rulemaking process within the CAAC, done through the *Procedure 07/CAAC (Rulemaking in CAAC)* that establishes the macro process for the development and amendment of regulations and procedures within the CAAC.

This procedure is complementary to Procedure 07/CAAC, working like an extension, having all its steps been developed in coordination with the REG-S.

Note 1: For the purposes of this procedure, the expressions below are used according to the meanings mentioned after them:

- **AIG Document** - refers to any document, whether technical or not, approved by a competent authority within the scope of the CAAC to regulate, standardize and / or guide activities related to the investigation of accidents and aviation incidents.
- **National legislation** - refers to any normative document of a non-technical nature originating from a competent authority in Coronaland.

PROCEDURE PART A

1A-The Chief Investigator will, within 20 working days after the receipt of the State Letter with the proposal, assess any proposal of amendment of ICAO Annexes or changes in other ICAO documents, by evaluating the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, delivering the results (Form 16/REG-S) to the Administrative Assistant, for preparation of the response IOM.

Note 1: The results of the assessment shall be register in the Form 16/REG-S (Template for the Assessment of Amendment Proposals from ICAO).

Note 2: Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.

Note 3: Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.

2A-The Chief Investigator will, within 5 working days after the receipt of the State Letter with the proposal, request the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment.

Note 1: Form 23/AIG (Request for Technical Support) shall be used to detail the support required.

Note 2: If assistance is not required, skip this step.

3A-The Administrative Assistant will, within 2 working days after receiving the Form 16/REG-S approved by the Chief Investigator, prepare the response IOM and get its approval from the Chief Investigator.

Note: The IOM shall have as appendix the Form 16/REG-S approved by the Chief Investigator.

4A-The Administrative Assistant will, within 3 working days after receiving the Form 16/REG-S approved by the Chief Investigator, forward the response IOM with the approved Form 16/REG-S (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.

Note: The Administrative Assistant shall monitor the information on the Investigation Control Spreadsheet to be aware of all the necessary administrative actions related to the occurrence.

PROCEDURE PART B

18-The Chief Investigator will, within 25 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG documents, conduct an assessment of the impact of such changes in relation to the compliance with ICAO requirements, delivering the results (Form 17/REG-S) to the Administrative Assistant, for preparation of a forwarding IOM.

Note 1: The results of this assessment, including the identification of differences to be notified, shall be register in the Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications).

Note 2: Depending on the characteristics of the amendments required in the AIG documents, the Chief Investigator may request technical support (external to the AIG Section), following step 2B.

Note 3: Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate (in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.

2B-The Chief Investigator will, within 5 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG document, request the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment.

Note 1: Form 23/AIG (Request for Technical Support) shall be used to detail the support required.

Note 2: If assistance is not required, skip this step.

3B-The Administrative Assistant will, within 2 working days after receiving the Form 17/REG-S approved by the Chief Investigator, prepare a forwarding IOM and get its approval from the Chief Investigator.

Note: The IOM shall have as appendix the Form 17/REG-S approved by the Chief Investigator.

4B-The Administrative Assistant will, within 3 working days after receiving the Form 17/REG-S approved by the Chief Investigator, forward an IOM with the approved Form 17/REG-S (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.

Note: As per Procedure 07/CAAC (Rulemaking in CAAC), the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.

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Basically, these differences can arise from:

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Note 1: The results of the assessment shall be register in the Form 16/REG-S (Template for the Assessment of Amendment Proposals from ICAO).

Note 2: Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.

Note 3: Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.

2A-The Chief Investigator will, within 5 working days after the receipt of the State Letter with the proposal, request the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment.

Note 1: Form 23/AIG (Request for Technical Support) shall be used to detail the support required.

Note 2: If assistance is not required, skip this step.

3A-The Administrative Assistant will, within 2 working days after receiving the Form 16/REG-S approved by the Chief Investigator, prepare the response IOM and get its approval from the Chief Investigator.

Note: The IOM shall have as appendix the Form 16/REG-S approved by the Chief Investigator.

4A-The Administrative Assistant will, within 3 working days after receiving the Form 16/REG-S approved by the Chief Investigator, forward the response IOM with the approved Form 16/REG-S (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.

Note: The Administrative Assistant shall monitor the information on the Investigation Control Spreadsheet to be aware of all the necessary administrative actions related to the occurrence.

PROCEDURE PART B

1B- The Chief Investigator will, within 25 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG documents, conduct an assessment of the impact of such changes in relation to the compliance with ICAO requirements, delivering the results (*Form 17/REG-S*) to the Administrative Assistant, for preparation of a forwarding IOM.

Note 1: The results of this assessment, including the identification of differences to be notified, shall be register in the Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications).

Note 2: Depending on the characteristics of the amendments required in the AIG documents, the Chief Investigator may request technical support (external to the AIG Section), following step 2B.

Note 3: Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.

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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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North American
Central American
and Caribbean
(NACC) Office
Mexico City

South American
(SAM) Office
Lima

ICAO
Headquarters
Montréal

Western and
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