

## Template for development of procedures

NUMBER: 18		TITLE: Forwarding ADREP Accident Data Report to ICAO			
Process:	ADREP Reporting				
Reference:	PQ 6.435				
Step	WHAT <small>(Detailed description of the task)</small>	WHO <small>(Designated person responsible for the execution)</small>	HOW <small>(Determination of the way the task will be performed and means to be used)</small>	WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with when applicable)</small>
1	Register the occurrence in ECCAIRS	Administrative Assistant	Insert the information available from the notification into an ECCAIRS register created for that occurrence	In up to 10 working days after the receipt of the notification (after verifying the occurrence meets the criteria for ADREP data report)	Investigator-in-charge
2	Feed ECCAIRS with information coming from the investigation	Investigator-in-charge	Insert the information resulting from the investigation into the corresponding ECCAIRS occurrence record	In up to 15 working days after the publication of the final report	N/A
3	Generate the ADREP data report (and inform the Administrative Assistant)	Investigator-in-charge	Create the corresponding ECCAIRS data file for the event (format: e4f, e5f, or other available in the system for the ADREP report) and inform the Administrative Assistant by e-mail	In up to 3 working days after feeding the occurrence record (task 2)	Administrative Assistant
4	Forward the report to ICAO	Administrative Assistant	By e-mail to ADREP@icao.int	In up to 5 working days after the being informed of the generation of the report (task 3)	Chief Investigator Investigator-in-charge
5	File the forwarding message to and, if available, the confirmation of receipt from ICAO	Administrative Assistant	Generate pdf files of both messages and save in the electronic folder of the occurrence (in the secure server of the Section), and print the messages to save them in the documental folder of the occurrence	In up to 5 working days after the forwarding of the report or immediately after the confirmation of receipt from ICAO (whichever comes first)	N/A
6	Close process	Investigator-in-charge	Complete the checklist of the occurrence, date, sign it, and save in the secure server (scanned copy) and documental folder (original)	In up to 5 working days after the forwarding of the report	Chief Investigator
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NOTES

<b>N1</b>	This procedure is linked with the <b>Procedure No 4 - Processing Received Notifications</b>
<b>N2</b>	
<b>...</b>	
<b>Nn</b>	

<b>ATTACHMENTS</b>	
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<b>#</b>	<b>TITLE</b>	<b>DESCRIPTION</b>
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