

Example Procedure

PROCEDURE No 18 - FORWARDING OF ADREP ACCIDENT DATA REPORTS TO ICAO

Note - This procedure is applicable to accidents with aircraft of mass over 2250 kg, and will be performed after the *Procedure No 4 - Processing Received Notifications*.

Procedure:

- 1) The Administrative Assistant will register the occurrence in ECCAIRS, by inserting the information available from the notification in up to 10 working days after the receipt of the notification, informing the Investigator-in-charge of the registration;
- 2) The Investigator-in-charge will insert all the pertinent information resulting from the investigation into the corresponding ECCAIRS occurrence record in up to 15 working days after the publication of the final report;
- 3) The Investigator-in-charge will generate the ADREP data report by creating the corresponding ECCAIRS data file for the event (format: e4f, e5f, or other available in the system for the ADREP report) in up to 3 working days after feeding the occurrence record (task 2), informing the Administrative Assistant by e-mail when Report has been created;
- 4) The Administrative Assistant will forward the report to ICAO (to the e-mail ADREP@icao.int, with copies to the Chief Investigator and the Investigator-in-charge) in up to 5 working days after the being informed that the Report has been created (task 3);
- 5) The Administrative Assistant will file the forwarding message to and, if available, the confirmation of receipt from ICAO in the electronic folder of the occurrence (pdf format to be saved in the secure server of the Section), as well as in the documental (printed hard copy) 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);
- 6) The Investigator-in-charge will close the investigation process by completing, dating, signing, and saving the checklist of the occurrence in the secure server (soft copy) and documental folder (original) in up to 5 working days after the forwarding of the report, communicating the Chief Investigator (by e-mail) the closure of the process.