



Immediate initiation of an investigation through the designation of an experienced IIC

6.349 Has the State established and implemented procedures to ensure the immediate initiation of an investigation through the designation of an experienced investigator as investigator-in-charge (IIC) and the appointment of an investigation team, as necessary?



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Let's build it together

- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 - Defining the framework
- ✈ Stage 3 - Writing the procedure



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Let's build it together

- ✈ Exercise: Immediate initiation of an investigation through the designation of an experienced IIC
 - ✈ 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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Let's build it together

- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 - Defining the framework
- ✈ Stage 3 - Writing the procedure



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

Immediate initiation of an investigation through the designation of an experienced IIC

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Key elements:

1. Established and implemented
2. Immediate initiation
3. Experienced investigator
4. Investigation team, as necessary

6.349 Has the State established and implemented procedures to ensure the immediate initiation of an investigation through the designation of an experienced investigator as investigator-in-charge (IIC) and the appointment of an investigation team, as necessary?

Established and implemented

- This PQ requires evidence of implementation
- It is recommended that the State make formal designations of the Investigator-in-charge and the team

6.349 Has the State established and implemented procedures to ensure the immediate initiation of an investigation through the designation of an experienced investigator as investigator-in-charge (IIC) and the appointment of an investigation team, as necessary?

Immediate initiation

- The decision on the institution of an investigation needs to be immediate
- The act of institution should contain the designation of, at least, the IIC

6.349 Has the State established and implemented procedures to ensure the immediate initiation of an investigation through the designation of an experienced investigator as investigator-in-charge (IIC) and the appointment of an investigation team, as necessary?

Experienced investigator

- A challenge for small States
- Need to control experience of the investigators (record of investigations)

6.349 Has the State established and implemented procedures to ensure the immediate initiation of an investigation through the designation of an experienced investigator as investigator-in-charge (IIC) and the appointment of an investigation team, as necessary?

Investigation team, as necessary

- That goes in line with the processes to investigate the various types of accidents (6.343)



ICAO references

STD

A13

5.5

GM

Doc 9756

Part I, C2

Part II, 3.2

Doc 9962

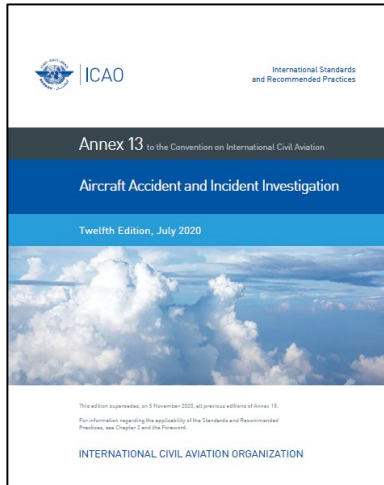
6.1.5

ANNEX 13

RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

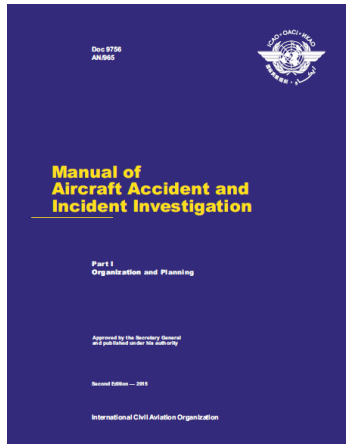
Investigator-in-charge — Designation

5.5 The State conducting the investigation shall designate the investigator-in-charge of the investigation and shall initiate the investigation immediately.



ICAO REFERENCES

DOC 9756, I



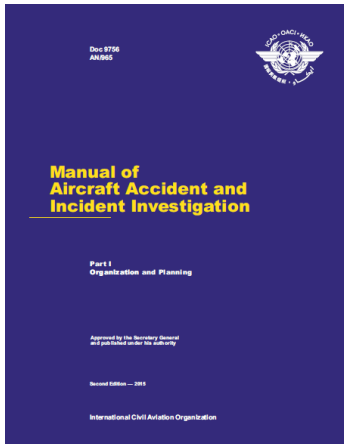
Chapter 2

THE ACCIDENT INVESTIGATION AUTHORITY

- 2.1 Primary legislation and structure
- 2.2 Specific operating regulations
- 2.3 Legislation regarding the conduct of investigations
- 2.4 Funding
- 2.5 Personnel
- 2.6 Equipment
- 2.7 Other investigation readiness issues

ICAO REFERENCES

DOC 9756, I



Chapter 2

THE ACCIDENT INVESTIGATION AUTHORITY

Appendix 1 to Chapter 2 — Investigation field kit

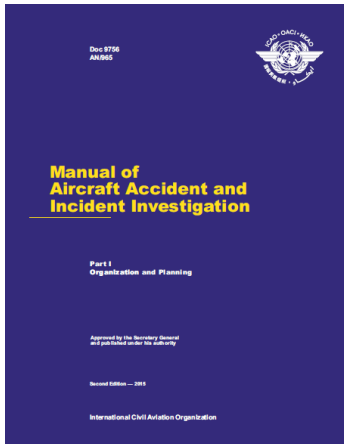
Appendix 2 to Chapter 2 — Principles for a State-to-State investigation authority memorandum of understanding

Appendix 3 to Chapter 2 — ICAO model memorandum of understanding in respect of aircraft accident and serious incident investigation

Appendix 4 to Chapter 2 — Sample MoU with a State investigation authority

ICAO REFERENCES

DOC 9756, I



Chapter 2

THE ACCIDENT INVESTIGATION AUTHORITY

Appendix 5 to Chapter 2 — Sample MoU with a police force

Appendix 6 to Chapter 2 — Sample MoU with a coroner

Appendix 7 to Chapter 2 — Sample MoU with a civil aviation authority

Appendix 8 to Chapter 2 — Checklist on assistance to investigations

Appendix 9 to Chapter 2 — Model delegation agreement in respect of aircraft accident and incident investigation



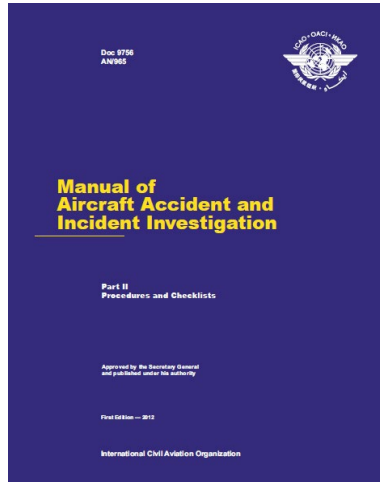
Chapter 3

INVESTIGATION RESPONSIBILITIES

3.2 INVESTIGATOR-IN-CHARGE

DOC 9756 PART II

3.2.1 The Investigator-in-charge is responsible for the day-to-day management and conduct of the investigation. During the pre-field phase, the Investigator-in-charge must determine the human, technical and financial resources needed for the investigation and must establish the investigation team. During the field phase, the Investigator-in-charge is responsible for the conduct and control of the investigation, including defining the scope of factual information to be gathered. During the later phases of the investigation, when the significance of the established facts is under consideration, the Investigator-in-charge must consolidate the group reports, analyse the information, and draft the Final Report.





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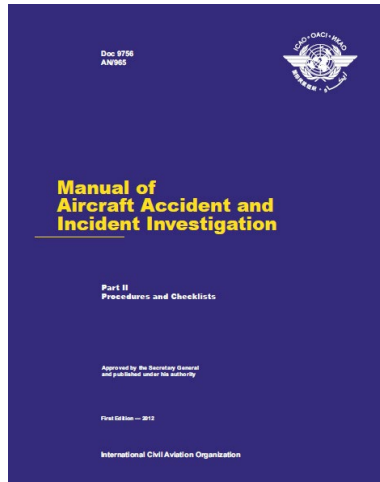
Stage 1 – Gathering relevant information

Chapter 3

INVESTIGATION RESPONSIBILITIES

3.2 INVESTIGATOR-IN-CHARGE

DOC 9756 PART II



3.2.2 The Investigator-in-charge should liaise and coordinate investigation activities with other organizations, agencies and parties; enter into necessary informal agreements to facilitate the coordination; recognize and authorize observer/participant status; act as the investigation spokesperson; and, in the absence of established standards, procedures or instructions, take appropriate action, as necessary.

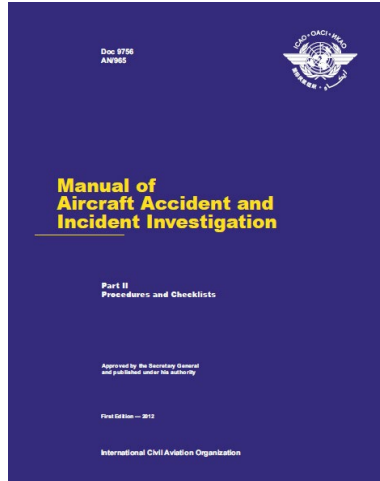


Chapter 3

INVESTIGATION RESPONSIBILITIES

3.2 INVESTIGATOR-IN-CHARGE

DOC 9756 PART II



3.2.3 The Investigator-in-charge should have authority over all the members of the investigation team during the field phase of the investigation while they are away from their usual place of work. As such, the Investigator-in-charge should have the power to take administrative action, which includes authorizing travel expenses and overtime, approving leave, and authorizing the issuance of equipment. The Investigator-in-charge should also have the authority to give out contracts and to engage in other necessary financial commitments.

Chapter 6

INVESTIGATION POLICIES AND PROCEDURES

6.1 GENERAL

DOC 9962



6.1.5 Upon notification of an occurrence that falls under the jurisdiction of the *[Accident Investigation Authority]*, the *[Accident Investigation Authority]* should immediately institute an investigation, appointing an IIC and additional experts as required. The *[Accident Investigation Authority]* should assure that the appointed experts are comprised of aircraft accident investigation specialists who have adequate expertise, training, and experience to ensure a thorough investigation.



DOC 9962



Chapter 6

INVESTIGATION POLICIES AND PROCEDURES

6.1 GENERAL

6.1.5 Upon notification of an aircraft accident or incident that falls under the jurisdiction of the [Accident Investigation Authority], the [Accident Investigation Authority] should immediately institute an investigation and appoint additional experts as required. The [Accident Investigation Authority] should assure that the appointed experts are comprised of aircraft accident investigation specialists who have adequate expertise, training, and experience to ensure a thorough investigation.

POLICY



Guidance for Review of Evidence

- 1) Review procedures issued
- 2) Sample list of assigned investigators and review qualifications and experience.
- 3) In the case of ad hoc investigation commissions, review not only the qualifications and experience of the chairperson and other members of the commission, but also those of the investigators sent to the accident site and/or in charge of investigation groups.



Guidance for Review of Evidence

- 1) Review procedures issued
- 2) Sample list of assigned investigators and review qualifications and experience.
- 3) In the case of ad hoc investigation commissions, review not only the qualifications and experience of the chairperson and other members of the commission, but also those of the investigators sent to the accident site and/or in charge of investigation groups.

Control of qualifications and experience



Guidance for Review of Evidence

- 1) Review procedures issued
- 2) Sample list of assigned investigators and review qualifications and experience.
- 3) In the case of ad hoc investigation commissions, review not only the qualifications and experience of the chairperson and other members of the commission, but also those of the investigators sent to the accident site and/or in charge of investigation groups.

States that don't have an AIG Unit (e.g. CAA assigning inspectors on a needs basis)



Stage 2 – Defining 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					
4					
5					
6					
...					
n					
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



NOTES

- ✈ We have partially addressed this requirement within the procedure for the determination of the extent of the investigation of an accident (PQ 6.343)
 - ✈ In that procedure, we have the designation of the IIC (for accidents only)
- ✈ We need to address the designation of the IIC for incidents and the team for any investigation



NOTES

✈ For educational purposes only, we will make a separate procedure to address the whole content of this PQ (as if we didn't have the procedure for PQ 6.343)



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Stage 2 – Defining the framework

NUMBER: 11A

TITLE: Designation of the Investigator-in-charge and investigation team

Process: Notification

Reference:

PQ 6.349 – Has the State established and implemented procedures to ensure the immediate initiation of an investigation through the designation of an experienced investigator as investigator-in-charge (IIC) and the appointment of an investigation team, as necessary?



Stage 2 – Defining 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)
1	Designation of the investigator-in-charge				



Stage 2 – Defining 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)
1	Designation of the investigator-in-charge	Chief Investigator			



Stage 2 – Defining 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)
1	Designation of the investigator-in-charge	Chief Investigator	<p>The Chief Investigator will designate the investigator-in-charge through the Form 08/AIG (Designation of the investigator-in-charge), which will be sent through email to the designee with copy to the Administrative Assistant.</p> <p>Note 1: The selection of the IIC will be based on the characteristics of the occurrence, ensuring the IIC has experience commensurate with the complexity of the investigation expected.</p> <p>Note 2: For classes 1 and 2 accidents, only senior investigators could be designate as investigator-in-charge.</p>		



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1	Designation of the investigator-in-charge	Chief Investigator	<p>The Chief Investigator will designate the investigator-in-charge through the Form 08/AIG (Designation of the investigator-in-charge), which will be sent through email to the designee with copy to the Administrative Assistant.</p> <p>Note 1: The selection of the IIC will be based on the characteristics of the occurrence, ensuring the IIC has experience commensurate with the complexity of the investigation expected.</p> <p>Note 2: For classes 1 and 2 accidents, only senior investigators could be designate as investigator-in-charge.</p>	Within 1 hour after becoming aware of the occurrence	



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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2	Proposal of the investigation team				



Stage 2 – Defining the framework

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2	Proposal of the investigation team	Investigator-in-charge			



Stage 2 – Defining the framework

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2	Proposal of the investigation team	Investigator-in-charge	<p>The investigator-in-charge will, based on the characteristics of the occurrence, propose the assignment of other personnel to form the investigation team, sending the proposal by email to the Chief Investigator with copy to the Administrative Assistant.</p> <p>Note 1: For classes 5 and 6 accidents, this step is not applicable.</p> <p>Note 2: When a secondment from other areas of the CAA is necessary, the investigator-in-charge shall prepare the request using Form 12/AIG (Request for Secondment), and follow the Procedure 13/CAAC (Procedure for the secondment to the AIG Section of inspectors to support investigations).</p>		



Stage 2 – Defining 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)
2	Proposal of the investigation team	Investigator-in-charge	<p>The investigator-in-charge will, based on the characteristics of the occurrence, propose the assignment of other personnel to form the investigation team, sending the proposal by email to the Chief Investigator with copy to the Administrative Assistant.</p> <p>Note 1: For classes 5 and 6 accidents, this step is not applicable.</p> <p>Note 2: When a secondment from other areas of the CAA is necessary, the investigator-in-charge shall prepare the request using Form 12/AIG (Request for Secondment), and follow the Procedure 13/CAAC (Procedure for the secondment to the AIG Section of inspectors to support investigations).</p>	Within 1 hour after being designated as IIC	



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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3	Assessment of the proposal of investigation team composition				



Stage 2 – Defining the framework

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3	Assessment of the proposal of investigation team composition	Chief Investigator			



Stage 2 – Defining the framework

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3	Assessment of the proposal of investigation team composition	Chief Investigator	The Chief Investigator will assess and decide on the proposal made by the IIC, informing the decision by email to the IIC with copy to the Administrative Assistant.		



Stage 2 – Defining the framework

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3	Assessment of the proposal of investigation team composition	Chief Investigator	The Chief Investigator will assess and decide on the proposal made by the IIC, informing the decision by email to the IIC with copy to the Administrative Assistant.	Within 30 minutes after the receipt of the proposal from the IIC	



Stage 2 – Defining the framework

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3	Assessment of the proposal of investigation team composition	Chief Investigator	The Chief Investigator will assess and decide on the proposal made by the IIC, informing the decision by email to the IIC with copy to the Administrative Assistant.	Within 30 minutes after the receipt of the proposal from the IIC	Investigator-in-charge Administrative Assistant



Stage 2 – Defining the framework

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4	Preparation of the designation approval of a team member (for AIG Section personnel)				



Stage 2 – Defining the framework

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4	Preparation of the designation approval of a team member (for AIG Section personnel)	Administrative Assistant			



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4	Preparation of the designation approval of a team member (for AIG Section personnel)	Administrative Assistant	<p>The Administrative Assistant will complete Form 09/AIG (Designation of member of an investigation team) with information regarding the AIG Section personnel whose participation in the investigation has been authorized by the Chief Investigator, sending the form by email for the Chief's approval (digital signature), with a copy to the IIC.</p> <p>Note 1: Designations of persons outside the AIG Section will be processed after the receipt of the appropriate Term of Secondment.</p> <p>Note 2: If no team member is necessary or has been approved, this task is not applicable.</p>		



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Stage 2 – Defining the framework

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5	Preparation of a request for secondment				



Stage 2 – Defining the framework

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5	Preparation of a request for secondment	Administrative Assistant			



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5	Preparation of a request for secondment	Administrative Assistant	The Administrative Assistant will complete Form 12/AIG (Request for Secondment) with information regarding the expert whose participation in the investigation has been proposed by the Investigator-in-charge, sending the form by email for the Chief's digital signature, with a copy to the IIC. Note: If no secondment is necessary or has been approved, this task is not applicable.		



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5	Preparation of a request for secondment	Administrative Assistant	<p>The Administrative Assistant will complete Form 12/AIG (Request for Secondment) with information regarding the expert whose participation in the investigation has been proposed by the Investigator-in-charge, sending the form by email for the Chief's digital signature, with a copy to the IIC.</p> <p>Note: If no secondment is necessary or has been approved, this task is not applicable.</p>	Within one business day after the receipt of the decision email from the Chief Investigator	



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5	Preparation of a request for secondment	Administrative Assistant	<p>The Administrative Assistant will complete Form 12/AIG (Request for Secondment) with information regarding the expert whose participation in the investigation has been proposed by the Investigator-in-charge, sending the form by email for the Chief's digital signature, with a copy to the IIC.</p> <p>Note: If no secondment is necessary or has been approved, this task is not applicable.</p>	Within one business day after the receipt of the decision email from the Chief Investigator	Chief Investigator Investigator-in-charge



Stage 2 – Defining 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)
6	Preparation of the designation approval for seconded personnel				



Stage 2 – Defining 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)
6	Preparation of the designation approval for seconded personnel	Administrative Assistant			



Stage 2 – Defining 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)
6	Preparation of the designation approval for seconded personnel	Administrative Assistant	The Administrative Assistant will complete Form 09/AIG (Designation of member of an investigation team) with information regarding seconded personnel, sending the form by email for the Chief Investigator's approval (digital signature), with a copy to the IIC. Note: If no secondment is necessary or has been approved, this task is not applicable.		



Stage 2 – Defining 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)
6	Preparation of the designation approval for seconded personnel	Administrative Assistant	<p>The Administrative Assistant will complete Form 09/AIG (Designation of member of an investigation team) with information regarding seconded personnel, sending the form by email for the Chief Investigator's approval (digital signature), with a copy to the IIC.</p> <p>Note: If no secondment is necessary or has been approved, this task is not applicable.</p>	Within one business day after the receipt of the appropriate Term of Secondment	



Stage 2 – Defining 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)
6	Preparation of the designation approval for seconded personnel	Administrative Assistant	The Administrative Assistant will complete Form 09/AIG (Designation of member of an investigation team) with information regarding seconded personnel, sending the form by email for the Chief Investigator's approval (digital signature), with a copy to the IIC. Note: If no secondment is necessary or has been approved, this task is not applicable.	Within one business day after the receipt of the appropriate Term of Secondment	Chief Investigator Investigator-in-charge



Stage 2 – Defining 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)
7	Designation as a team member				



Stage 2 – Defining 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)
7	Designation as a team member	Chief Investigator			



Stage 2 – Defining 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)
7	Designation as a team member	Chief Investigator	The Chief Investigator will sign (digitally) the Form 09/AIG prepared by the Administrative Assistant, sending the form by email back to the Administrative Assistant for filing purposes, with copies to each team member and the IIC.		



Stage 2 – Defining 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)
7	Designation as a team member	Chief Investigator	The Chief Investigator will sign (digitally) the Form 09/AIG prepared by the Administrative Assistant, sending the form by email back to the Administrative Assistant for filing purposes, with copies to each team member and the IIC.	Within 30 minutes after the receipt of the Form 09/AIG	



Stage 2 – Defining 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)
7	Designation as a team member	Chief Investigator	The Chief Investigator will sign (digitally) the Form 09/AIG prepared by the Administrative Assistant, sending the form by email back to the Administrative Assistant for filing purposes, with copies to each team member and the IIC.	Within 30 minutes after the receipt of the Form 09/AIG	Administrative Assistant Investigator-in-charge Team member(s)



Stage 2 – Defining 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)
8	Creation of a record for the occurrence in the ECCAIRS system				



Stage 2 – Defining 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)
8	Creation of a record for the occurrence in the ECCAIRS system	Investigator-in-charge			



Stage 2 – Defining 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)
8	Creation of a record for the occurrence in the ECCAIRS system	Investigator-in-charge	The Investigator-in-charge will create a record for the occurrence in the ECCAIRS system, informing the Administrative Assistant by email.		



Stage 2 – Defining 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)
8	Creation of a record for the occurrence in the ECCAIRS system	Investigator-in-charge	The Investigator-in-charge will create a record for the occurrence in the ECCAIRS system, informing the Administrative Assistant by email.	Within two business days after being assign as Investigator-in-charge	



Stage 2 – Defining 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)
8	Creation of a record for the occurrence in the ECCAIRS system	Investigator-in-charge	The Investigator-in-charge will create a record for the occurrence in the ECCAIRS system, informing the Administrative Assistant by email.	Within two business days after being assign as Investigator-in-charge	Administrative Assistant



Stage 2 – Defining 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)
9	Creation of folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies)				



Stage 2 – Defining 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)
9	Creation of folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies)	Administrative Assistant			



Stage 2 – Defining 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)
9	Creation of folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies)	Administrative Assistant	The Administrative Assistant will create folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies), informing the Investigator-in-charge by email.		



Stage 2 – Defining 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)
9	Creation of folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies)	Administrative Assistant	The Administrative Assistant will create folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies), informing the Investigator-in-charge by email.	Within two business days after the creation of the designation of the IIC	



Stage 2 – Defining 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)
9	Creation of folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies)	Administrative Assistant	The Administrative Assistant will create folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies), informing the Investigator-in-charge by email.	Within two business days after the creation of the designation of the IIC	Investigator-in-charge



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Let's build it together

- ✈ Stage 1 – Gathering relevant information
- ✈ Stage 2 – Defining the framework
- ✈ Stage 3 – 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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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

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The following procedure is purely fictitious, intended exclusively for educational purposes, and ICAD 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 11A/CAAC-AIG - DESIGNATION OF THE INVESTIGATOR-IN-CHARGE AND INVESTIGATION TEAM

INTRODUCTION

As per Standard 5.5 of Annex 13, Coronaland shall designate the investigator-in-charge of the investigation and shall initiate the investigation immediately.

This procedure aims at complying with such requirement.

PROCEDURE

- 1 The Chief Investigator will, within 1 hour after becoming aware of the occurrence, designate the investigator-in-charge through the Form 08/AIG (Designation of the investigator-in-charge), which will be sent through email to the designee with copy to the Administrative Assistant.
Note 1: The selection of the IIC will be based on the characteristics of the occurrence, ensuring the IIC has experience commensurate with the complexity of the investigation expected.
Note 2: For classes 1 and 2 accidents, only senior investigators could be designate as investigator-in-charge.
- 2 The investigator-in-charge will, based on the characteristics of the occurrence and within 1 hour after being designated as IIC, propose the assignment of other personnel to form the investigation team, sending the proposal by email to the Chief Investigator with copy to the Administrative Assistant.
Note 1: For classes 3 and 6 accidents, this step is not applicable.
Note 2: When a secondment from other areas of the CAA is necessary, the investigator-in-charge shall prepare the request using Form 12/AIG (Request for Secondment), and follow the Procedure 13/CAAC (Procedure for the secondment to the AIG Section of inspectors to support investigations).
- 3 The Chief Investigator will, within 30 minutes after the receipt of the proposal from the IIC, assess and decide on the proposal made by the IIC, informing the decision by email to the IIC with copy to the Administrative Assistant.
- 4 The Administrative Assistant will, within one business day after the receipt of the decision email from the Chief Investigator, complete Form 09/AIG (Designation of member of an investigation team) with the information regarding the AIG Section personnel whose participation in the investigation has been authorized by the Chief Investigator, sending the form by email for the Chief's approval (digital signature), with a copy to the IIC.
Note 1: Designations of persons outside the AIG Section will be processed after the receipt of the appropriate Term of Secondment.
Note 2: If no team member is necessary or has been approved, this task is not applicable.
- 5 The Administrative Assistant will, within one business day after the receipt of the decision email from the Chief Investigator, complete Form 12/AIG (Request for Secondment) with information regarding the expert whose participation in the investigation has been proposed by the Investigator-in-charge, sending the form by email for the Chief's digital signature, with a copy to the IIC.
Note: If no secondment is necessary or has been approved, this task is not applicable.
- 6 The Administrative Assistant will, within one business day after the receipt of the appropriate Term of Secondment, complete Form 09/AIG (Designation of member of an investigation team) with information regarding seconded personnel, sending the form by email for the Chief Investigator's approval (digital signature), with a copy to the IIC.
Note: If no secondment is necessary or has been approved, this task is not applicable.
- 7 The Chief Investigator will, within 30 minutes after the receipt of the Form 09/AIG, sign (digitally) the Form 09/AIG prepared by the Administrative Assistant, sending the form by email back to the Administrative Assistant for filing purposes, with copies to each team member and the IIC.
- 8 The Investigator-in-charge will, within two business days after being assign as Investigator-in-charge, create a record for the occurrence in the ECCAIRS system, informing the Administrative Assistant by email.
- 9 The Administrative Assistant will, within two business days after the creation of the designation of the IIC, create folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies), informing the Investigator-in-charge by email.

DISCLAIMER

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PROCEDURE No 11A/CAAC-AIG - DESIGNATION OF THE INVESTIGATOR-IN-CHARGE AND INVESTIGATION TEAM

INTRODUCTION

As per Standard 5.5 of Annex 13, Coronaland shall designate the investigator-in-charge of the investigation and shall initiate the investigation immediately.

This procedure aims at complying with such requirement.

PROCEDURE

- 1 The Chief Investigator will, within 1 hour after becoming aware of the occurrence, designate the investigator-in-charge through the Form 08/AIG (Designation of the investigator-in-charge), which will be sent through email to the designee with copy to the Administrative Assistant.

Note 1: The selection of the IIC will be based on the characteristics of the occurrence, ensuring the IIC has experience commensurate with the complexity of the investigation expected.

Note 2: For classes 1 and 2 accidents, only senior investigators could be designate as investigator-in-charge.

- 2 The investigator-in-charge will, based on the characteristics of the occurrence and within 1 hour after being designated as IIC, propose the assignment of other personnel to form the investigation team, sending the proposal by email to the Chief Investigator with copy to the Administrative Assistant.

Note 1: For classes 5 and 6 accidents, this step is not applicable.

Note 2: When a secondment from other areas of the CAA is necessary, the investigator-in-charge shall prepare the request using Form 12/AIG (Request for Secondment), and follow the Procedure 13/CAAC (Procedure for the secondment to the AIG Section of inspectors to support investigations).

- 3 The Chief Investigator will, within 30 minutes after the receipt of the proposal from the IIC, assess and decide on the proposal made by the IIC, informing the decision by email to the IIC with copy to the Administrative Assistant.
- 4 The Administrative Assistant will, within one business day after the receipt of the decision email from the Chief Investigator, complete Form 09/AIG (Designation of member of an investigation team) with the information regarding the AIG Section personnel whose participation in the investigation has been authorized by the Chief Investigator, sending the form by email for the Chief's approval (digital signature), with a copy to the IIC.

Note 1: Designations of persons outside the AIG Section will be processed after the receipt of the appropriate Term of Secondment.

Note 2: If no team member is necessary or has been approved, this task is not applicable.

- 5 The Administrative Assistant will, within one business day after the receipt of the decision email from the Chief Investigator, complete Form 12/AIG (Request for Secondment) with information regarding the expert whose participation in the investigation has been proposed by the Investigator-in-charge, sending the form by email for the Chief's digital signature, with a copy to the IIC.

Note: If no secondment is necessary or has been approved, this task is not applicable.

- 6 The Administrative Assistant will, within one business day after the receipt of the appropriate Term of Secondment, complete Form 09/AIG (Designation of member of an investigation team) with information regarding seconded personnel, sending the form by email for the Chief Investigator's approval (digital signature), with a copy to the IIC.

Note: If no secondment is necessary or has been approved, this task is not applicable.

- 7 The Chief Investigator will, within 30 minutes after the receipt of the Form 09/AIG, sign (digitally) the Form 09/AIG prepared by the Administrative Assistant, sending the form by email back to the Administrative Assistant for filing purposes, with copies to each team member and the IIC.
- 8 The Investigator-in-charge will, within two business days after being assign as Investigator-in-charge, create a record for the occurrence in the ECCAIRS system, informing the Administrative Assistant by email.
- 9 The Administrative Assistant will, within two business days after the creation of the designation of the IIC, create folders for the occurrence in the server (soft copies) and the filing cabinet (hard copies), informing the Investigator-in-charge by email.



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Timely recovery and effective read-out of the flight recorders

6.361 Has the State established and implemented procedures to ensure the timely recovery and effective read-out of the flight recorders in compliance with Attachment D to Annex 13?