



| ICAO

SAFETY

Protection of investigators against biological and other hazards

6.373 Has the investigation authority established and implemented procedures and guidance material for the protection of investigators against biological hazards and other hazards at the accident site?



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SAFETY

Let's build it together

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



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SAFETY

Let's build it together

✈ Exercise: Protection of investigators against biological and other hazards

✈ 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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SAFETY

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



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6.373 Has the investigation authority established and implemented procedures and guidance material for the protection of investigators against biological hazards and other hazards at the accident site?

6.373 Has the investigation authority established and implemented procedures and guidance material for the protection of investigators against biological hazards and other hazards at the accident site?

Key elements:

1. Established and implemented
2. And guidance material
3. Protection of investigators
4. Biological hazards and other hazards

6.373 Has the investigation authority established and implemented procedures and guidance material for the protection of investigators against biological hazards and other hazards at the accident site?

Established and implemented

- This PQ requires evidence of implementation

6.373 Has the investigation authority established and implemented procedures and guidance material for the protection of investigators against biological hazards and other hazards at the accident site?

And guidance material

- This is not limited to a procedure
- Great part of the work for this PQ will be building the guidance

6.373 Has the investigation authority established and implemented procedures and guidance material for the protection of investigators against biological hazards and other hazards at the accident site?

Protection of investigators

- That protection begins with the equipment available, passes through training and finishes with the implementation of the procedure and guidance

6.373 Has the investigation authority established and implemented procedures and guidance material for the protection of investigators against biological hazards and other hazards at the accident site?

Biological hazards and other hazards

- The guidance contained in the Doc 9756 and the Circular 315 needs to be “customized” to the State conditions



ICAO references

GM

Doc 9756

Part I, 5.4, 5.5 & App. 1, C5

Part II, App. 6, Section 4

Doc 9962

4.5

Cir 315

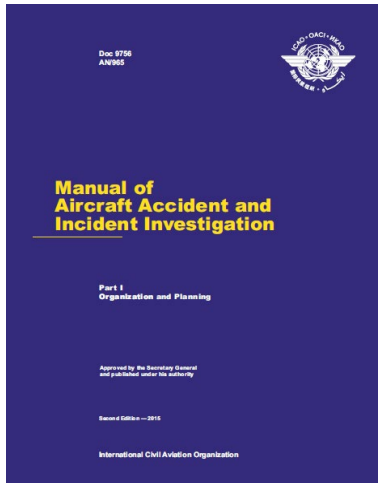


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SAFETY

Stage 1 – Gathering relevant information

DOC 9756 PART I



Chapter 5

ACTIONS AT THE ACCIDENT SITE

5.4 SAFETY AT THE ACCIDENT SITE

5.4.1 General

5.4.2 Urban accident sites

5.4.3 Precautions to be taken against fire

5.4.4 Precautions to be taken with dangerous cargo

5.4.5 Wreckage hazards

5.4.6 Biological hazards

5.4.7 Psychological stress

5.4.8 Helicopter operations

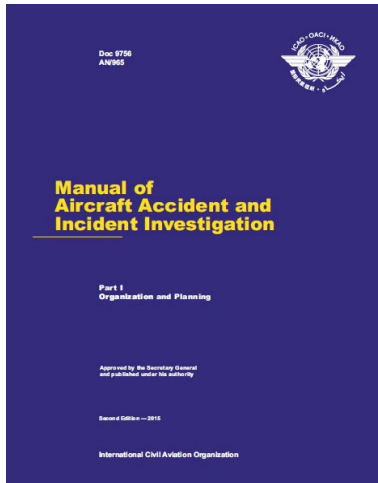


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SAFETY

Stage 1 – Gathering relevant information

DOC 9756 PART I



Chapter 5

ACTIONS AT THE ACCIDENT SITE

5.5 ENVIRONMENTAL AND NATURAL HAZARDS

5.5.1 General

5.5.2 Extreme climate

5.5.3 Mountainous terrain

5.5.4 Deserts, jungles and swamps

5.5.5 Poisonous plants, dangerous animals and insects



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SAFETY

Stage 1 – Gathering relevant information

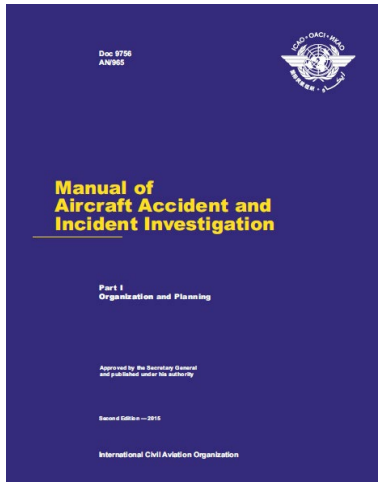
Appendix 1 to Chapter 5

PERSONAL PROTECTIVE EQUIPMENT AGAINST BIOLOGICAL HAZARDS

DOC 9756 PART I

The following provides general guidelines on the personal protective equipment to be used by accident investigators at the accident site. The protective equipment may also be required when performing off-site examinations and tests on wreckage parts.

- *Disposable latex gloves*
- *Work gloves*
- *Face masks*
- *Protective goggles*
- *Disposable protective suits*
- *Disposable shoe covers and protective boots*
- *Disinfection chemicals*
- *Biological hazard disposal bags*



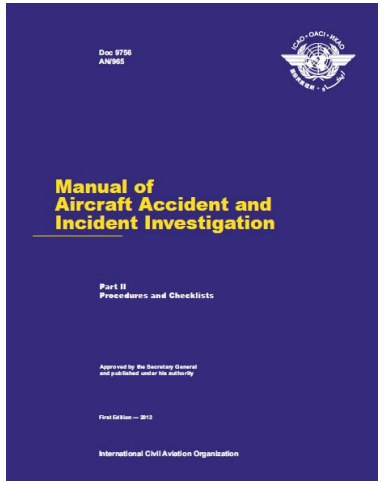


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SAFETY

Stage 1 – Gathering relevant information

DOC 9756 PART II



Appendix 6

MAJOR ACCIDENT INVESTIGATION GUIDE

Section 4

SITE SAFETY COORDINATOR

The Site Safety Coordinator ensures that all activities at the accident site are properly coordinated, with specific emphasis on site security and site safety. The Site Safety Coordinator is responsible to the Investigator-in-charge and coordinates his activities with the whole investigation team.



4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

DOC 9962



4.5.1 ICAO Circular 315, *Hazards at Aircraft Accident Sites*, contains detailed guidance on managing occupational health risks in aircraft accident investigation, including the various categories of hazards associated with accident and incident investigation. The *[Accident Investigation Authority]* should use the generic operational safety planning guide contained in Chapter 4 of Circular 315, as well as the operational safety plan/site assessment tool contained in Appendix A to Chapter 4 of Circular 315, and the personal protective equipment guide contained in Appendix B to Chapter 4 of Circular 315.



4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

DOC 9962



4.5.1 ICAO Circular 315, *Hazards at Aircraft Accident Sites*, contains detailed guidance on managing potential health risks in aircraft accident investigations. The various categories of hazards and incident investigation. [Priority] should use the generic operational training guide contained in Chapter 4 of Circular 315, as well as the operational safety plan/site assessment tool contained in Appendix A to Chapter 4 of Circular 315, and the personal protective equipment guide contained in Appendix B to Chapter 4 of Circular 315.

Guidance



ICAO

SAFETY

Stage 1 – Gathering relevant information

4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

DOC 9962



4.5.2 Investigators should be aware of the potential hazards at an accident site and what precautions to take. For this reason, the *[Accident Investigation Authority]* should designate a staff member (or an appropriate person or persons from another organization) as the “accident site safety and security coordinator” responsible for accident site safety and security matters and overseeing the personal protective equipment and its use. The investigator-in-charge (IIC) or the designated accident site safety and security coordinator should brief the investigation team on all known and potential hazards and should establish appropriate safety practices. The accident site safety and security coordinator should also ensure compliance with the provisions of this manual and other ICAO guidance material regarding the health and safety of investigators during the course of investigations.



4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

DOC 9962



4.5.2 Investigators should be aware of the potential hazards at an accident site and what precautions to take. For this purpose, the [Accident Investigation Authority] should designate a member (or an appropriate person or persons from another organization) as the “accident site safety and security coordinator” to ensure the accident site safety and security matters are managed. The coordinator should ensure that the accident site safety and security manual is available and that the designated accident site safety and security coordinator should brief the investigation team on all known and potential hazards and should establish appropriate safety practices. The accident site safety and security coordinator should also ensure compliance with the provisions of this manual and other ICAO guidance material regarding the health and safety of investigators during the course of investigations.

Guidance



4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

DOC 9962

Note.— If a specific accident site safety and security coordinator is not designated, another investigator, such as the IIC, chairperson of the structures group or another responsible person should assume the duties of ensuring proper site safety and security.





4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

DOC 9962

Note.— If a specific accident site safety coordinator is not designated, another person should be designated as the IIC, chairperson of the investigation team. The responsible person should ensure that proper site safety and security.

Guidance





4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

DOC 9962



4.5.3 The support of fire department and dangerous goods specialists should be enlisted, as necessary, to evaluate known and/or potential hazards, and to brief the investigation team, as appropriate.

4.5.4 Investigators who work among wreckage should be given a valid anti-tetanus serum inoculation and hepatitis immunization, as well as the necessary personal protective equipment against biological hazards, such as blood-borne pathogens. Records of inoculations should be maintained for each investigator.



4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

DOC 9962



4.5.3 The support of fire department and dangerous goods specialists should be enlisted, as appropriate, to evaluate known and/or potential hazards. An investigation team, as appropriate.

4.5.4 Investigator should be given a valid anti-tetanus inoculation and hepatitis immunization, as well as the necessary personal protective equipment against biological hazards, such as blood-borne pathogens. Records of inoculations should be maintained for each investigator.

Guidance



DOC 9962

4.5 HEALTH AND SAFETY AT AN ACCIDENT SITE

4.5.5 It is the policy of the *[Accident Investigation Authority]* to provide all investigators with initial and recurrent training on biological hazard protective equipment and procedures. Records of such training should be maintained for each investigator.

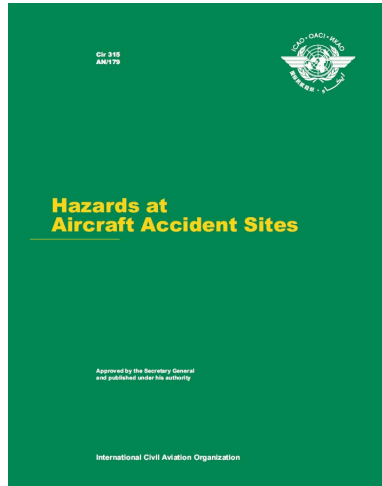




CIRCULAR 315

Hazards at Aircraft Accident Sites

CIR 315



Introduction

Chapter 1. Terminology

Chapter 2. Managing occupational health risks in aircraft accident investigation

Chapter 3. Hazards

Chapter 4. Generic operational safety planning guide

Appendix A — Operational safety plan/site assessment

Appendix B — Personal protective equipment

Chapter 5. Health and safety training



Guidance for Review of Evidence

- 1) Review procedures and guidance material
- 2) Ensure that the guidance material has been customized as needed to reflect the local conditions and the safety equipment available.
- 3) Review evidence to confirm effective implementation.

That means there shall be no “copy and paste”.
Not everything in ICAO guidance is applicable
to all the States



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



NUMBER: 14

TITLE: Protection against hazards on the site of the occurrence

Process: Investigation

Reference:

PQ 6.373 – Has the investigation authority established and implemented procedures and guidance material for the protection of investigators against biological hazards and other hazards at the accident site?



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	Determine the environmental conditions				



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	Determine the environmental conditions	Investigator on duty			



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	Determine the environmental conditions	Investigator on duty	<p>The investigator on duty will verify the environmental conditions that investigators will probably be subjected to on the site.</p> <p>Note 1: The information to be obtained must include, as a minimum, the topography for the events on land), the meteorological conditions, and the native fauna.</p> <p>Note 2: The Geographical Institute of Coronaland (phone 3561-6656), the Regional Police Command for each Region (http://nationalpolice.gov.cd/), the National Guard (phone 3443-2353 or 3447-2221), the Captaincy of Ports in each region (http://portauthority.gov.cd/institutional/), and the local office of the Secretariat for the Environment (http://sec-env.gov.cd/contact/) are the main sources of information.</p>		



Stage 2 – Defining the framework

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	Determine the environmental conditions	Investigator on duty	<p>The investigator on duty will verify the environmental conditions that investigators will probably be subjected to on the site.</p> <p>Note 1: The information to be obtained must include, as a minimum, the topography for the events on land), the meteorological conditions, and the native fauna.</p> <p>Note 2: The Geographical Institute of Coronaland (phone 3561-6656), the Regional Police Command for each Region (http://nationalpolice.gov.cd/), the National Guard (phone 3443-2353 or 3447-2221), the Captaincy of Ports in each region (http://portauthority.gov.cd/institutional/), and the local office of the Secretariat for the Environment (http://sec-env.gov.cd/contact/) are the main sources of information.</p>	<p>Within two hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence</p>	



Stage 2 – Defining the framework

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>
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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	Determine the environmental conditions				



Stage 2 – Defining the framework

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2	Determine the environmental conditions	Investigator on duty			



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	Determine the environmental conditions	Investigator on duty	<p>The investigator on duty will contact the operator, by phone, to check whether there were dangerous goods on board the aircraft.</p> <p>Note 1: A list of national commercial operators shall be maintained up-to-date by the Administrative Assistant, in accordance with the appropriate procedure.</p> <p>Note 2: When there is an accredited representative from the State of the Operator, the information shall be requested through that officer.</p> <p>Note 3: In the case of international operator without accredited representative, the Investigator on duty shall contact the Dangerous Goods Section of the CAAC (phone 3795-2298, 24/7).</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)
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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)
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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)
3	Expert assistance for the safe handling of hazardous materials				



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)
3	Expert assistance for the safe handling of hazardous materials	Investigator on duty			



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)
3	Expert assistance for the safe handling of hazardous materials	Investigator on duty	<p>The investigator on duty will seek for expert assistance for the safe handling of hazardous materials on site, if applicable.</p> <p>Note 1: Whenever possible, the expert will be included in the travel arrangements related to the deployment of the Investigator-in-charge to the site.</p> <p>Note 2: When travel is not possible, coordination through Zoom or phone will be coordinated by the Administrative Assistant (office hours) or the Investigator on duty (out of office hours).</p> <p>Note 3: As a first option, one of the inspectors from the DG Section shall be considered.</p> <p>Note 4: During office hours, this task can be delegated to the Administrative Assistant.</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)
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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)
3	Expert assistance for the safe handling of hazardous materials	Investigator on duty	<p>The investigator on duty will seek for expert assistance for the safe handling of hazardous materials on site, if applicable.</p> <p>Note 1: Whenever possible, the expert will be included in the travel arrangements related to the deployment of the Investigator-in-charge to the site.</p> <p>Note 2: When travel is not possible, coordination through Zoom or phone will be coordinated by the Administrative Assistant (office hours) or the Investigator on duty (out of office hours).</p> <p>Note 3: As a first option, one of the inspectors from the DG Section shall be considered.</p> <p>Note 4: During office hours, this task can be delegated to the Administrative Assistant.</p>	Within two hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence	DG Section 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)
4	Identify any medical facility				



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)
4	Identify any medical facility	Investigator on duty			



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)
4	Identify any medical facility	Investigator on duty	<p>The investigator on duty will seek for any medical facilities near to the site of the occurrence, getting all available contact information to support the actions on site.</p> <p>Note 1: Information to be collected shall include emergency phone numbers, address, level of services available, and regular working hours.</p> <p>Note 2: During office hours, this task can be delegated to the Administrative Assistant.</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)
4	Identify any medical facility	Investigator on duty	<p>The investigator on duty will seek for any medical facilities near to the site of the occurrence, getting all available contact information to support the actions on site.</p> <p>Note 1: Information to be collected shall include emergency phone numbers, address, level of services available, and regular working hours.</p> <p>Note 2: During office hours, this task can be delegated to the Administrative Assistant.</p>	Within three hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence	



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)
4	Identify any medical facility	Investigator on duty	<p>The investigator on duty will seek for any medical facilities near to the site of the occurrence, getting all available contact information to support the actions on site.</p> <p>Note 1: Information to be collected shall include emergency phone numbers, address, level of services available, and regular working hours.</p> <p>Note 2: During office hours, this task can be delegated to the Administrative Assistant.</p>	Within three hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence	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)
5	Briefing to the Investigator-in-charge/investigation team				



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)
5	Briefing to the Investigator-in-charge/investigation team	Investigator on duty			



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)
5	Briefing to the Investigator-in-charge/investigation team	Investigator on duty	<p>The investigator on duty will brief the Investigator-in-charge/investigation team with the all information collected in the previous steps.</p> <p>Note: All contact information collected shall also transmitted by in written to the Investigator-in-charge, with a copy to the Administrative Assistant.</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)
5	Briefing to the Investigator-in-charge/investigation team	Investigator on duty	The investigator on duty will brief the Investigator-in-charge/investigation team with the all information collected in the previous steps. Note: All contact information collected shall also transmitted by in written to the Investigator-in-charge, with a copy to the Administrative Assistant.	Before their departure to the site of the occurrence	



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)
5	Briefing to the Investigator-in-charge/investigation team	Investigator on duty	The investigator on duty will brief the Investigator-in-charge/investigation team with the all information collected in the previous steps. Note: All contact information collected shall also transmitted by in written to the Investigator-in-charge, with a copy to the Administrative Assistant.	Before their departure to the site of the occurrence	Investigator-in-charge Investigation team 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	Additional protective equipment				



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	Additional protective equipment	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	Additional protective equipment	Investigator-in-charge	<p>The Investigator-in-charge will select appropriate additional protective equipment in accordance with the information provided in the briefing.</p> <p>Note 1: Additional equipment means any equipment that is not part of the regular (ready to go) kit.</p> <p>Note 2: This task can be delegated to a team member.</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)
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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	Additional protective equipment	Investigator-in-charge	<p>The Investigator-in-charge will select appropriate additional protective equipment in accordance with the information provided in the briefing.</p> <p>Note 1: Additional equipment means any equipment that is not part of the regular (ready to go) kit.</p> <p>Note 2: This task can be delegated to a team member.</p>	Before leaving for the site of the occurrence	Investigator-in-charge Investigation team



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	Preliminary survey of the site				



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	Preliminary survey of the site	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	Preliminary survey of the site	Investigator-in-charge	<p>The Investigator-in-charge will make a preliminary survey of the site to look for any safety threat not expected.</p> <p>Note 1: This survey will include contacting any authority already on the site and, in particular, the one responsible for the security.</p> <p>Note 2: This task can be delegated to a team member.</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)
7	Preliminary survey of the site	Investigator-in-charge	<p>The Investigator-in-charge will make a preliminary survey of the site to look for any safety threat not expected.</p> <p>Note 1: This survey will include contacting any authority already on the site and, in particular, the one responsible for the security.</p> <p>Note 2: This task can be delegated to a team member.</p>	Immediately after arriving at the site of the occurrence	



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)
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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	Medical support on site				



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	Medical support on site	Investigator-in-charge			



Stage 2 – Defining the framework

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>
8	Medical support on site	Investigator-in-charge	<p>The Investigator-in-charge will ensure that all team members are aware of their responsibilities with respect to their personal safety while working on the site.</p> <p>Note 1: This includes being aware of the existence and location of an adequate first-aid kit is available on site, as well as the location and emergency phone number of the medical facilities near the site.</p> <p>Note 2: The awareness shall be registered in a list to be signed by each member.</p> <p>Note 3: This task can be delegated to a team member.</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)
8	Medical support on site	Investigator-in-charge	<p>The Investigator-in-charge will ensure that all team members are aware of their responsibilities with respect to their personal safety while working on the site.</p> <p>Note 1: This includes being aware of the existence and location of an adequate first-aid kit is available on site, as well as the location and emergency phone number of the medical facilities near the site.</p> <p>Note 2: The awareness shall be registered in a list to be signed by each member.</p> <p>Note 3: This task can be delegated to a team member.</p>	Within 30 minutes after arriving at the site of the occurrence	



Stage 2 – Defining the framework

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>
8	Medical support on site	Investigator-in-charge	<p>The Investigator-in-charge will ensure that all team members are aware of their responsibilities with respect to their personal safety while working on the site.</p> <p>Note 1: This includes being aware of the existence and location of an adequate first-aid kit is available on site, as well as the location and emergency phone number of the medical facilities near the site.</p> <p>Note 2: The awareness shall be registered in a list to be signed by each member.</p> <p>Note 3: This task can be delegated to a team member.</p>	Within 30 minutes after arriving at the site of the occurrence	Investigation team



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	Disposal of contaminated items				



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	Disposal of contaminated items	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)
9	Disposal of contaminated items	Investigator-in-charge	<p>The Investigator-in-charge will coordinate the safety disposal of all disposable and/or contaminated item in the appropriate recipient.</p> <p>Note 1: The recipient with the contaminated items will be brought back to the AIG Section for further sending to the contracted hospital, for the proper disposal.</p> <p>Note 2: All items disposed shall be registered and informed to the Inventory Manager for the equipment storage, for the proper stock control and replacement in the kit.</p> <p>Note 3: This task can be delegated to a team member.</p>		



Stage 2 – Defining the framework

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>
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Stage 2 – Defining the framework

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>
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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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PROCEDURE No 14/CAAC-AIG – PROTECTION AGAINST HAZARDS ON THE SITE OF THE OCCURRENCE

INTRODUCTION

The management of safety risks on the site of an occurrence is an essential activity, which can have a significant impact in the investigation if not observed.

The purpose of this procedure is to support the investigation team with steps to help ensure the safety of each member, thus ensuring the continuity of activities while on site.

PROCEDURE

- 1 The Investigator on duty will verify, within two hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence, the environmental conditions that investigators will probably be subjected to on the site.
Note 1: The information to be obtained must include, as a minimum, the topography (for the events on land), the meteorological conditions, and the native fauna.
Note 2: The Geographical Institute of Coronaland (phone 33561-6556), the Regional Police Command for each Region (<http://nationalpolice.gov.cd/>), the National Guard (phone 3443-2333 or 3447-2221), the Captancy of Ports in each region (<http://portauthority.gov.cd/institutional/>), and the local office of the Secretariat for the Environment (<http://sec-smi.gov.cd/contact/>) are the main sources of information.
- 2 The Investigator on duty will, within three two hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence, contact the operator, by phone, to check whether there were dangerous goods on board the aircraft.
Note 1: A list of national commercial operators shall be maintained up-to-date by the Administrative Assistant, in accordance with the appropriate procedure.
Note 2: When there is an accredited representative from the State of the Operator, the information shall be requested through that officer.
Note 3: In the case of international operator without accredited representative, the Investigator on duty shall contact the Dangerous Goods Section of the CAAC (phone 3795-2298, 24/7).
- 3 The Administrative Assistant will seek, within two hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence, for expert assistance for the safe handling of hazardous materials on site, if applicable.
Note 1: Whenever possible, the expert will be included in the travel arrangements related to the deployment of the Investigator-in-charge to the site.
Note 2: When travel is not possible, coordination through Zoom or phone will be coordinated by the Administrative Assistant (office hours) or the Investigator on duty (out of office hours).
Note 3: As a first option, one of the inspectors from the DG Section shall be considered.
Note 4: During office hours, this task can be delegated to the Administrative Assistant.

- 4 The Investigator on duty will seek, within three hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence, for any medical facilities near to the site of the occurrence, getting all available contact information to support the actions on site.
Note 1: Information to be collected shall include emergency phone numbers, address, level of services available, and regular working hours.
Note 2: During office hours, this task can be delegated to the Administrative Assistant.
- 5 The Investigator on duty will brief the Investigator-in-charge/investigation team, before their departure for the site of the occurrence, with the all information collected in the previous steps.
Note: All contact information collected shall also be transmitted by in written to the Investigator-in-charge, with a copy to the Administrative Assistant.
- 6 The Investigator-in-charge will select, in accordance with the information provided in the briefing, all appropriate additional protective equipment before leaving for the site of the occurrence.
Note 1: Additional equipment means any equipment that is not part of the regular (ready to go) kit.
Note 2: This task can be delegated to a team member.
- 7 The Investigator-in-charge will make a preliminary survey of the site, immediately after arriving at the site of the occurrence, to look for any safety threat not expected.
Note 1: This survey will include contacting any authority already on the site and, in particular, the one responsible for the security.
Note 2: This task can be delegated to a team member.
- 8 The Investigator-in-charge will ensure, within 30 minutes after arriving at the site of the occurrence, that all team members are aware of their responsibilities with respect to their personal safety while working on the site.
Note 1: This includes being aware of the existence and location of an adequate first-aid kit is available on site, as well as the location and emergency phone number of the medical facilities near the site.
Note 2: The awareness shall be registered in a list to be signed by each member.
Note 3: This task can be delegated to a team member.
- 9 The Investigator-in-charge will coordinate, within 30 minutes after arriving back to the AIG Section, the safety disposal of all disposable and/or contaminated item in the appropriate recipient.
Note 1: The recipient with the contaminated items will be brought back to the AIG Section for further sending to the contracted hospital, for the proper disposal.
Note 2: All items disposed shall be registered and informed to the Inventory Manager for the equipment storage, for the proper stock control and replacement in the kit.
Note 3: This task can be delegated to a team member.

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PROCEDURE

- 1 The Investigator on duty will verify, within two hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence, the environmental conditions that investigators will probably be subjected to on the site.**

Note 1: The information to be obtained must include, as a minimum, the topography for the events on land), the meteorological conditions, and the native fauna.

Note 2: The Geographical Institute of Coronaland (phone 3561-6656), the Regional Police Command for each Region (<http://nationalpolice.gov.cd/>), the National Guard (phone 3443-2353 or 3447-2221), the Captaincy of Ports in each region (<http://portauthority.gov.cd/institutional/>), and the local office of the Secretariat for the Environment (<http://sec-env.gov.cd/contact/>) are the main sources of information.

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Note 1: A list of national commercial operators shall be maintained up-to-date by the Administrative Assistant, in accordance with the appropriate procedure.

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Note 1: Whenever possible, the expert will be included in the travel arrangements related to the deployment of the Investigator-in-charge to the site.

Note 2: When travel is not possible, coordination through Zoom or phone will be coordinated by the Administrative Assistant (office hours) or the Investigator on duty (out of office hours).

Note 3: As a first option, one of the inspectors from the DG Section shall be considered.

Note 4: During office hours, this task can be delegated to the Administrative Assistant.

- 4 The investigator on duty will seek, within three hours after becoming aware of the occurrence and before the Investigator-in-charge departs to the site of the occurrence, for any medical facilities near to the site of the occurrence, getting all available contact information to support the actions on site.

Note 1: Information to be collected shall include emergency phone numbers, address, level of services available, and regular working hours.

Note 2: During office hours, this task can be delegated to the Administrative Assistant.

- 5 The Investigator on duty will brief the Investigator-in-charge/investigation team, before their departure for the site of the occurrence, with the all information collected in the previous steps.

Note: All contact information collected shall also transmitted by in written to the Investigator-in-charge, with a copy to the Administrative Assistant.

- 6 The Investigator-in-charge will select, in accordance with the information provided in the briefing, all appropriate additional protective equipment before leaving for the site of the occurrence.

Note 1: Additional equipment means any equipment that is not part of the regular (ready to go) kit.

Note 2: This task can be delegated to a team member.

- 7 The Investigator-in-charge will make a preliminary survey of the site, immediately after arriving at the site of the occurrence, to look for any safety threat not expected.

Note 1: This survey will include contacting any authority already on the site and, in particular, the one responsible for the security.

Note 2: This task can be delegated to a team member.

- 8 The Investigator-in-charge will ensure, within 30 minutes after arriving at the site of the occurrence, that all team members are aware of their responsibilities with respect to their personal safety while working on the site.

Note 1: This includes being aware of the existence and location of an adequate first-aid kit is available on site, as well as the location and emergency phone number of the medical facilities near the site.

Note 2: The awareness shall be registered in a list to be signed by each member.

Note 3: This task can be delegated to a team member.

- 9 The Investigator-in-charge will coordinate, within 30 minutes after arriving back to the AIG Section, the safety disposal of all disposable and/or contaminated item in the appropriate recipient.

Note 1: The recipient with the contaminated items will be brought back to the AIG Section for further sending to the contracted hospital, for the proper disposal.

Note 2: All items disposed shall be registered and informed to the Inventory Manager for the equipment storage, for the proper stock control and replacement in the kit.

Note 3: This task can be delegated to a team member.



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Provision of information to the families and accident survivors

6.381 Has the investigation authority established and implemented procedures to ensure that relevant and timely information on the progress of the investigation will be provided to the families and accident survivors?