



Accident Investigation Authority PROCEDURES





General

- Procedures shall be practical tools guiding concerned staff to perform their missions and tasks.
- procedures shall provide sufficient detail on **WHO** does **WHAT, WHEN, HOW** and in **coordination with WHOM**.



General

- Provide as much **DETAILS** as possible
- Be **PRACTICAL**
- Only specifying the task to be performed, is **NOT** an acceptable procedure :

ex : Notify ~~the~~ states.



WHO

- a) Define, as clearly as possible, the precise entity/person (e.g. AIA department or position concerned) in charge of each task.
- b) Define who has the authority to decide, (scope of investigation, nominations, expenses, etc.)
- c) Define who has the authority to approve the results, reports, etc. and/or to sign letters, reports, investigators qualifications, etc.



WHAT

- Define each step of the process and each (sub)task to be performed.
- b) Indicate the expected results (report, decision, certificate, etc.).
- d) As necessary, establish the link with other tasks and/or procedures.



HOW

- Provide the **methodology**, and necessary **practical details**, as applicable, for each task :
- a) Indicate the sequence of actions
- b) Specify the **tools** to be used, and **how to use them** as applicable.
- c) Refer to applicable **checklists** or **forms** used for the conduct of the activity at the points in the procedure where they are to be used;
- d) Indicate the **elements** or type of documents **to be reviewed and how**.
- e) Describe ways and means to **ensure the traceability** of the activity (including the documents (often copies thereof), to be retained).
- Etc..



WHEN

- If the procedure is part of a process, the step of the process at which the said procedure takes place.
- b) For repetitive action (e.g. continuing surveillance), the periodicity and the maximum interval between two actions.
- c) The timelines or deadline for completion of each step.



In coordination with WHOM

- Particularly important for AIG:
 - National Aviation community
 - National Authorities
 - National stakeholders
 - International Stakeholders
 - Persons/entities concerned by the event
- Partners need to be consulted on the content of the procedure during its development



Case study

- Please prepare the necessary elements for the procedure regarding the following examples :



ICAO

UNITING AVIATION

NO COUNTRY LEFT BEHIND



Case study 1 (investigation process)

Event notification to concerned States



Event notification to concerned States

WHO :

- Who prepare the message?
- Who approves the content (as applicable)
- Who send the message
- Etc.



Event notification to concerned States

WHAT :

- Transmission of official notification message (containing information specified by ICAO) to all concerned States, i.e. :
 - State of the operator;
 - State of Design;
 - Etc.



Event notification to concerned States

HOW :

- Obtain data to be included in the message
(specific to each State) :
 - Coordination with local authorities
 - Etc.
- Use template message (according ICAO A13)
format
 - Indicate where the pre-filled (with AIA contacts for example)
template can be found (electronic folder)
 - Indicate the address of the ICAO webpage to find the foreign AIAs
contacts (<https://www.icao.int/safety/AIA/Pages/default.aspx>)
 - Elaborate on the message approval process



Event notification to concerned States

WHEN :

- As soon as possible
- In any case, within a few hours, after receiving the initial information
- Do not delay the transmission because of missing information



Event notification to concerned States

In coordination with WHOM :

- Local authorities nearby accident site;
- Aircraft operator;
- Etc.



Case study 2 (Organization)

- Accredited Representative Nomination



Accredited Representative Nomination

WHO :

- Who can be nominated?
 - Origin, Qualifications and Experience criteria
 - Predefined list
 - other
- Who choose the Acc Rep?
- Who makes final decision?
- Who sign the nomination document?



Accredited Representative Nomination

WHAT :

- Formal nomination of the State Accredited Representative for the concerned event
- Transmission of the nomination document to the State conducting the investigation
- (copy to the State embassy)
- ...



Accredited Representative Nomination

HOW :

- Criteria
- Template nomination letter/mail/document
- Template explanation document if the document is to be signed by an authority outside AIA
- Transmission mode (mail) with template
- Include in the transmission, if the Acc Rep will travel or not and details



Accredited Representative Nomination

WHEN :

- As soon as possible
- In any case, within XXX hours/day, after receiving the initial information



Accredited Representative Nomination

In coordination with WHOM :

- With the eligible staff
- Depending on the authority(ies) who decide and/or sign



Case study 3 (investigation task)

Autopsies of crew members



Autopsies of crew members

- **WHO :**
- Who (technical investigation side) decides if autopsies should be requested
- Who makes the request (to Whom)
- Who officially decides to perform the autopsy (Justice, ...)
- Who will perform the autopsy
- Who is the « pathologist having knowledge in aircraft accident investigations »
- Who is contacting him/her



Autopsies of crew members

HOW (pathologist having knowledge in aircraft accident investigations)

- Establish a list of such pathologists with their contacts
- Establish preliminary arrangements and/or contracts and/or MOUs with them (or their organization)



Autopsies of crew members

HOW (pathologist having knowledge in aircraft accident investigations)

- How will be selected the pathologist for each case, with criteria
- How to contact quickly the pathologist
- How to ensure the timely coordination between the pathologist performing the autopsy, and the one having knowledge in aircraft accident investigations



Autopsies of crew members

In coordination with WHOM :

- Depends on the State organization)
 - Police, forensic police
 - Justice
 - Health Ministry
- Pathologist having knowledge in aircraft accidents
- Foreign organization
- Etc.





- North American Central American and Caribbean (NACC) Office
Mexico City
- South American (SAM) Office
Lima
- ICAO Headquarters
Montreal**
- Western and Central African (WACAF) Office
Dakar
- European and North Atlantic (EUR/NAT) Office
Paris
- Middle East (MID) Office
Cairo
- Eastern and Southern African (ESAF) Office
Nairobi
- Asia and Pacific (APAC) Office
Bangkok

Thank You

