



Amendment of regulations and national standards

6.015 Has the State implemented procedures for the amendment of its accident and serious incident investigation enabling regulations and national standards?



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Let's build it together

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



Let's build it together

✈ Exercise: Procedure for amendment of regulations and national standards

- ✈ 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

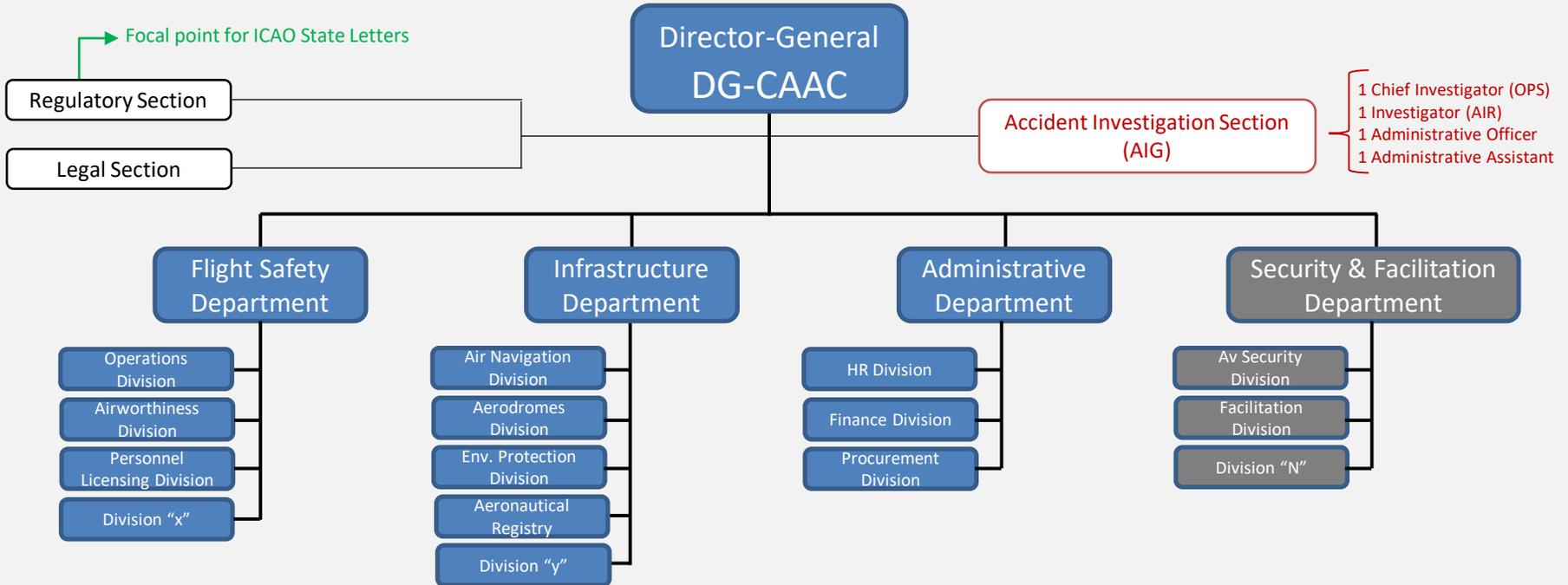


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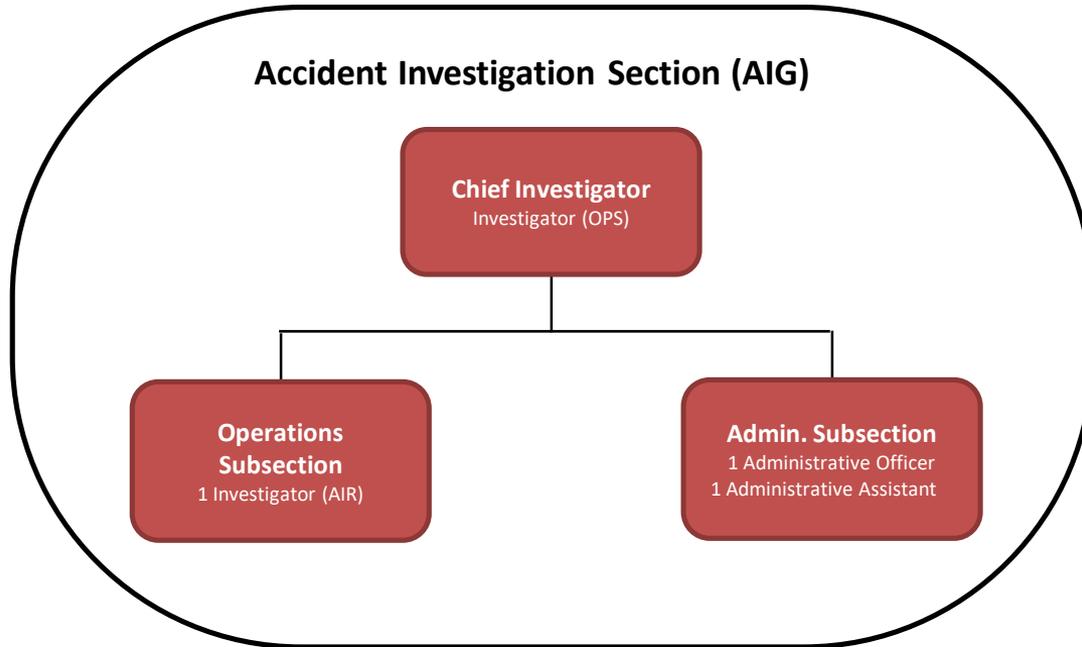
FICTIONAL SCENARIO

Civil Aviation Authority of Coronaland (CAAC)





FICTIONAL SCENARIO





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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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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



This PQ is related to the LEG 1.009

1.009 Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?



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6.015 Has the State **implemented** procedures for the **amendment** of its accident and serious incident investigation enabling **regulations and national standards**?

1.009 Has the State established a process for amending its specific operating regulations or, if necessary, its **primary aviation legislation**, taking into consideration, **among others**, ICAO provisions and their amendments?

Key elements:

1. Implemented
2. Amendment
3. Regulations and national standards
4. Primary aviation legislation
5. Among others

6.015 Has the State **implemented** procedures for the **amendment** of its accident and serious incident investigation enabling **regulations and national standards**?

1. Implemented

- The establishment of the procedure is assessed in LEG, while the implementation is assessed in AIG
- Usually, if the whole national procedure is NS, this AIG PQ will be NS

6.015 Has the State implemented procedures for the amendment of its accident and serious incident investigation enabling regulations and national standards?

2. Amendment

- Amendment here means “change in the legal framework”
- That includes changes in existing legislation, as well as promulgation of new legislation

6.015 Has the State **implemented** procedures for the **amendment** of its accident and serious incident investigation enabling **regulations and national standards**?

1.009 Has the State established a process for amending its specific operating regulations or, if necessary, its **primary aviation legislation**, taking into consideration, **among others**, ICAO provisions and their amendments?

3. Regulations and national standards

4. Primary aviation legislation

- That means the specific operation regulations (CE-2) and any other document carrying a standard (e.g. primary legislation, orders, circulars, etc.)

1.009 Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?

5. Among others

- That means the source of changes is not limited to ICAO



ICAO references

6.015:

CC
Art. 37
GM
Doc 9734
Part A, C3

1.009:

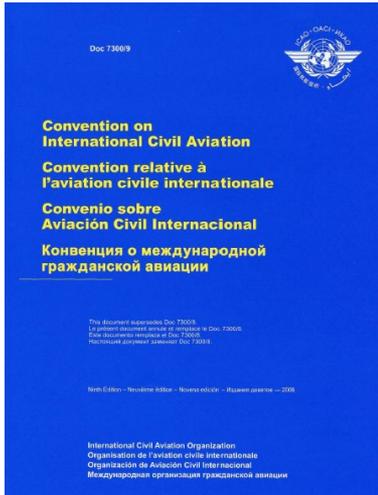
CC
Art. 37
STD
A19
3.2.1.1 & 3.2.2
GM
Doc 9734
Part A, C3



Article 37

Adoption of international standards and procedures

DOC 7300 (CHICAGO CONVENTION)

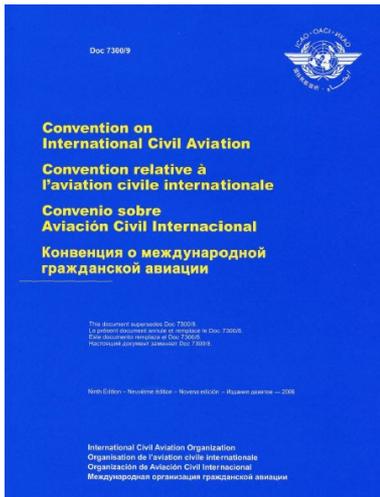


Each contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways and auxiliary services in all matters in which such uniformity will facilitate and improve air navigation.

Article 37

Adoption of international standards and procedures

DOC 7300 (CHICAGO CONVENTION)



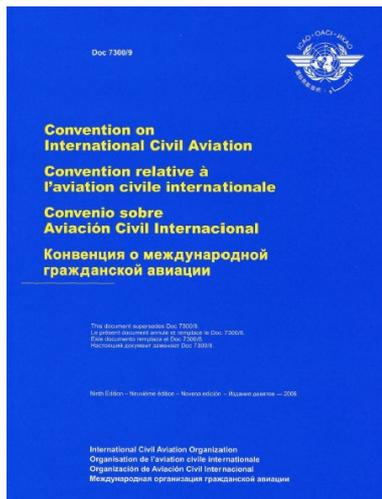
...

To this end the International Civil Aviation Organization shall adopt and amend from time to time, as may be necessary, international standards and recommended practices and procedures dealing with:

- Communications systems and air navigation aids, including ground marking;
- Characteristics of airports and landing areas;
- Rules of the air and air traffic control practices;
- Licensing of operating and mechanical personnel;
- Airworthiness of aircraft;



DOC 7300 (CHICAGO CONVENTION)



Article 37

Adoption of international standards and procedures

...

- f) Registration and identification of aircraft;
- g) Collection and exchange of meteorological information;
- h) Log books;
- i) Aeronautical maps and charts;
- j) Customs and immigration procedures;
- k) Aircraft in distress and investigation of accidents;

and such other matters concerned with the safety, regularity, and efficiency of air navigation as may from time to time appear appropriate.



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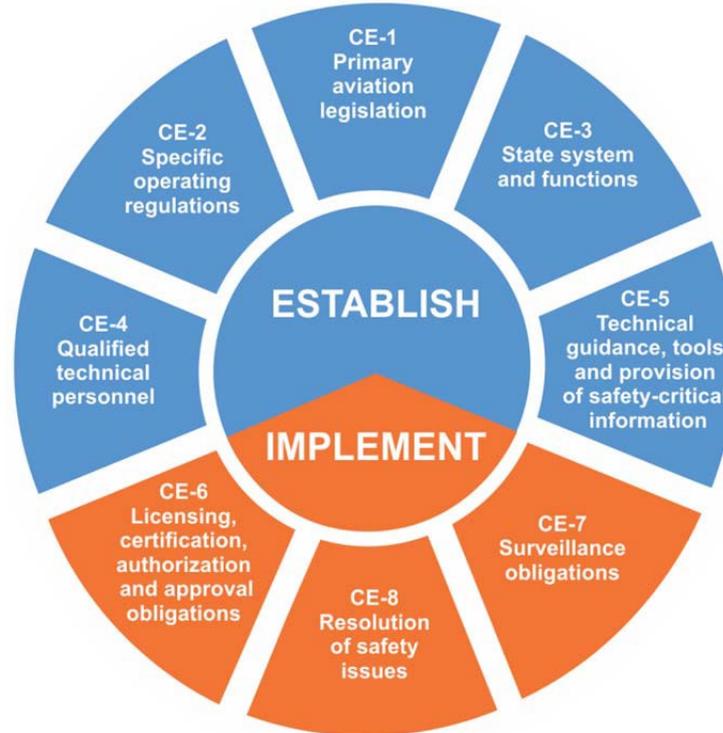
SAFETY

Stage 1 – Gathering relevant information

Chapter 3

CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

DOC 9734
(PART A, C3)





ICAO

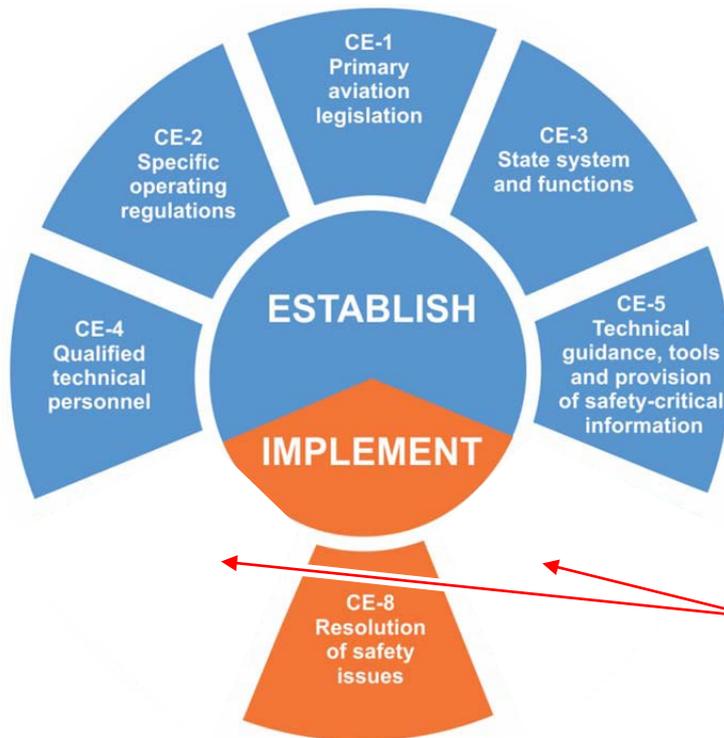
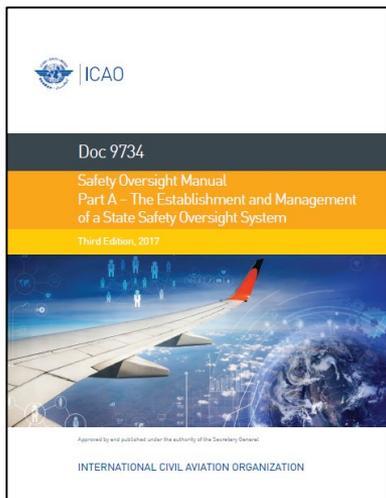
SAFETY

Stage 1 – Gathering relevant information

Chapter 3

CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

DOC 9734
(PART A, C3)



AIG doesn't have CE-6 and CE-7



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Stage 1 – Gathering relevant information

Chapter 3

CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

DOC 9734 (PART A, C3)

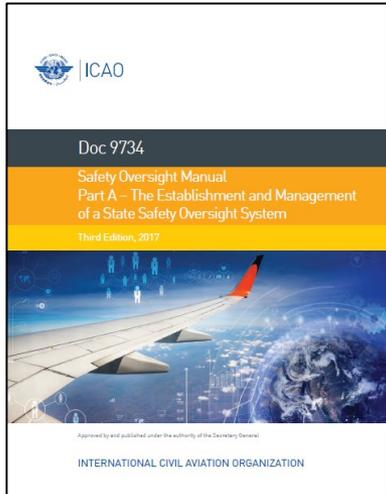


3.2.3 Differences between national regulations and Annex Standards

3.2.3.1 Article 38 of the Convention lays down the conditions under which a State “shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established by the international standard”. Whether such differences result in implementing lower or higher standards than those required by ICAO, the Council of ICAO is obligated to make an immediate notification to all other States of the difference which exists between one or more features of an international Standard and the corresponding regulations and practices of the notifying State.



DOC 9734 (PART A, C3)



3.2.3.2 States are strongly encouraged to use the Electronic Filing of Differences (EFOD) system that is hosted within the USOAP OLF for the filing of differences to ICAO.

3.2.3.3 Significant differences should also be made public in the State's Aeronautical Information Publication (AIP). Information regarding significant differences is found in the Aeronautical Information Services Manual (Doc 8126).



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Stage 1 – Gathering relevant information

DOC 9734 (PART A, C3)



3.2.3.4 It should be noted that, in some instances, the filing of differences with respect to international Standards may mean that a State cannot then continue to do business as usual. Article 40 of the Convention infers that if standards implemented by a State are lower than those required by ICAO, aircraft, air operators or personnel with licences or certificates issued or rendered valid by that State cannot participate in international air navigation, except with the permission of the State or States whose territory is entered. The responsibility to obtain such permission rests with the individual or civil aviation organization whose licence or certificate has been so issued or rendered valid, although a State may also request blanket permission on behalf of its licence or certificate holders.



3.2 State safety policy, objectives and resources

3.2.1 Primary aviation legislation

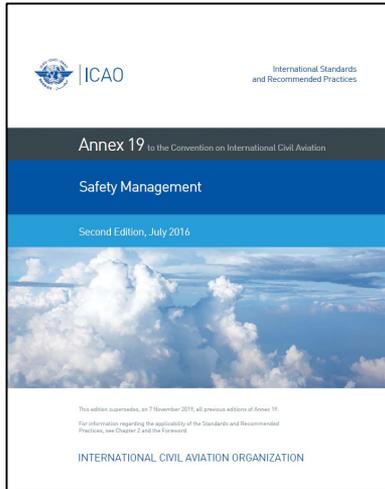
3.2.1.1 States shall establish primary aviation legislation in accordance with **section 1 of Appendix 1**.

3.2.2 Specific operating regulations

3.2.2.1 States shall establish specific operating regulations in accordance with **section 2 of Appendix 1**.

3.2.2.2 States shall periodically review specific operating regulations, guidance material and implementation policies to ensure they remain relevant and appropriate.

ANNEX 19

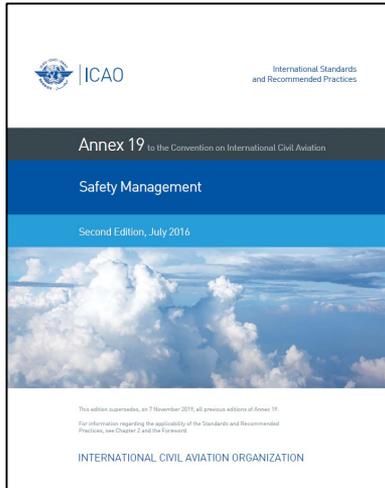




Appendix 1

1. Primary aviation legislation (CE-1)

ANNEX 19



1.1 States shall promulgate a comprehensive and effective aviation law, commensurate with the size and complexity of their aviation activity and consistent with the requirements contained in the Convention on International Civil Aviation, to enable the oversight and management of civil aviation safety and the enforcement of regulations through the relevant authorities or agencies established for that purpose.

Note.— This includes ensuring that the aviation law remains relevant and appropriate to the State.

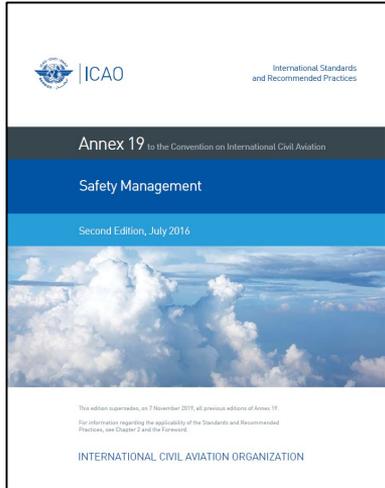
1.2 The aviation law shall provide personnel performing safety oversight functions access to the aircraft, operations, facilities, personnel and associated records, as applicable, of individuals and organizations performing an aviation activity.



Appendix 1

2. Specific operating regulations (CE-2)

ANNEX 19



States shall promulgate regulations to address, at a minimum, national requirements emanating from the primary aviation legislation, for standardized operational procedures, products, services, equipment and infrastructures in conformity with the Annexes to the Convention on International Civil Aviation.

Note.— The term “regulations” is used in a generic sense and includes but is not limited to instructions, rules, edicts, directives, sets of laws, requirements, policies and orders.



Guidance for Review of Evidence

- 1) Verify documented evidence of procedures implemented for the amendment of regulations.
- 2) Verify that amendments are effected in a timely manner as needed when an amendment to Annex 13 is received.
- 3) Verify evidence of the review made and action taken by the State after receipt of the last amendments to Annex 13.
- 4) The development of amendment procedures is addressed in LEG PQ 1.009.



Guidance for Review of Evidence

- 1) Verify documented evidence of procedures implemented for the amendment of regulations.
- 2) Verify that amendments are effected in a timely manner as needed when an amendment to Annex 13 is received.

The auditor will review the evidence of implementation in AIG based on the last amendment of Annex 13

**As any other procedure, it shall contain all the basic characteristics
(who/what/when/how/coordination)**



Guidance for Review of Evidence

- 1) Verify documented evidence of procedures implemented for the amendment of regulations.
- 2) Verify that amendments are effected in a timely manner as needed when an amendment to Annex 13 is received.

Verification of the whole process, since the receipt of the last amendment to Annex 13 (usually by a specific sector within the CAA) till the publication of the amendment



Guidance for Review of Evidence

Verification of the content of the examination of the State Letter (the proposed changes in the Annex) and its impact in the legislation

amendment to Annex 13 is received.

3) Verify evidence of the review made and action taken by the State after receipt of the last amendments to Annex 13.

4) The development of amendment procedures is addressed in LEG PQ 1.009.



Guidance for Review of Evidence

The establishment of the procedure is assessed in LEG, while the implementation is assessed in each area

PQ 1.009 - Has the State established a process for amending its specific operating regulations or, if necessary, its primary aviation legislation, taking into consideration, among others, ICAO provisions and their amendments?

the last amendments to Annex 13.

4) The development of amendment procedures is addressed in LEG PQ 1.009.



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



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



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Stage 2 - Defining the framework

NUMBER: 11

TITLE: Amendment of regulations and national standards

Process: Rulemaking

Reference:

PQ 6.015 - Has the State implemented procedures for the amendment of its accident and serious incident investigation enabling regulations and national standards?



Relation with other processes

- ✈ The procedure is related to the national procedure for the amendment of specific operating regulations or, if necessary, its primary aviation legislation (PQ 1.009)

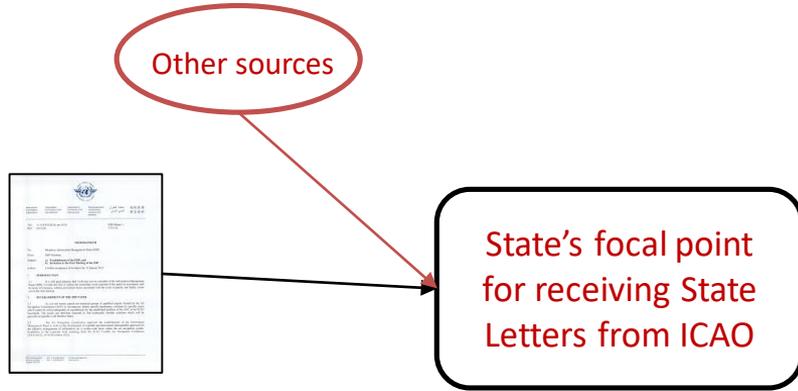


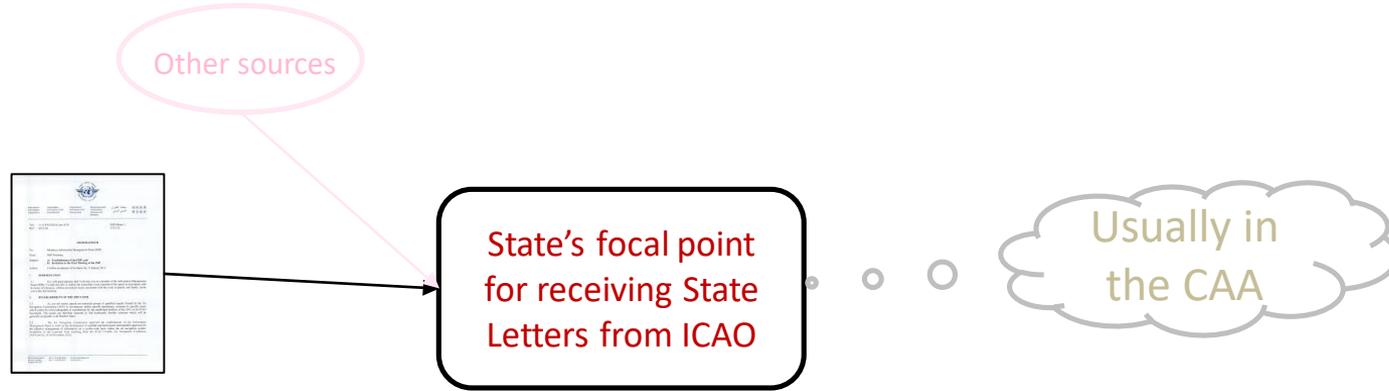
Relation with other processes

In the case of Coronaland:

NOTES

N1	This procedure is related to the Procedure 07/CAAC – Rulemaking in CAAC
N2	
N3	







Amendment in legislation - Typical process



State's focal point for receiving State Letters from ICAO

The procedure requires a Table of Distribution

Relevant entity involved

Relevant entity involved

Relevant entity involved

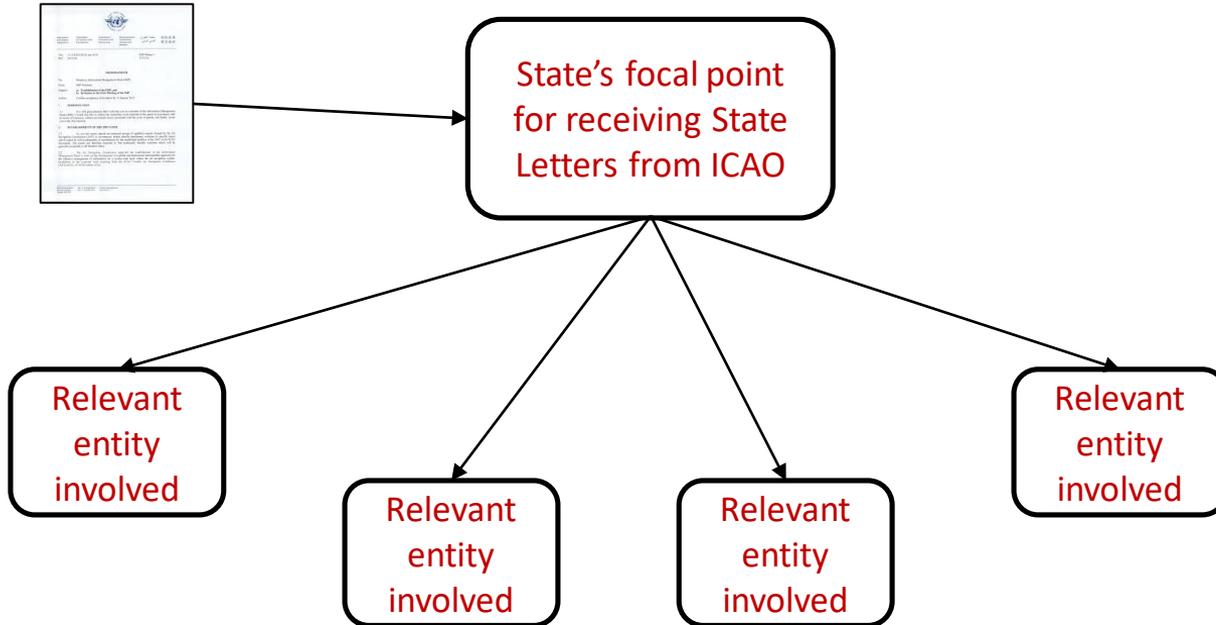
Relevant entity involved



Civil Aviation Authority of Coronaland

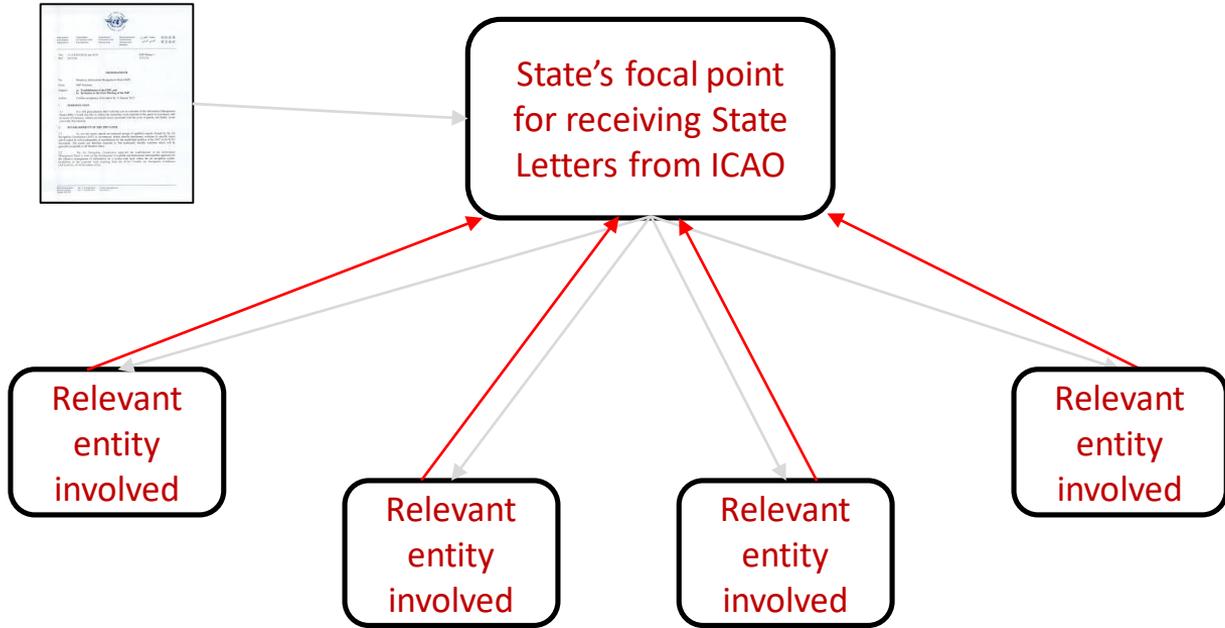
Appendix A – Table of Distribution of ICAO State Letters

Subject	Distributed to	Focal point	Contact information
Annex 1	<ul style="list-style-type: none"> • Personal Licences Division (FSD) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief Personal Licences • Chief Regulatory Section • Regulatory Counsellor 	c-pel@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 2	<ul style="list-style-type: none"> • Air Navigation Division (ID) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief AN-D • Chief Regulatory Section • Regulatory Counsellor 	c-and@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 3	<ul style="list-style-type: none"> • Air Navigation Division (ID) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief AN-D • Chief Regulatory Section • Regulatory Counsellor 	c-and@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 4	<ul style="list-style-type: none"> • Air Navigation Division (ID) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief AN-D • Chief Regulatory Section • Regulatory Counsellor 	c-and@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 5	<ul style="list-style-type: none"> • Infrastructure Department • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Deputy Director ID • Chief Regulatory Section • Regulatory Counsellor 	dd-id@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 6	<ul style="list-style-type: none"> • Flight Safety Department • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Deputy Director FSD • Chief Regulatory Section • Regulatory Counsellor 	dd-fsd@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 7	<ul style="list-style-type: none"> • Aeronautical Registry (ID) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Aer. Registry Manager • Chief Regulatory Section • Regulatory Counsellor 	aer-reg-man@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn
Annex 8	<ul style="list-style-type: none"> • Airworthiness Division (FSD) • Regulatory Section (DGCA) • Legal Section (DGCA) 	<ul style="list-style-type: none"> • Chief AIR-D • Chief Regulatory Section • Regulatory Counsellor 	c-aird@caac.gov.crn c-regs@caac.gov.crn leg-03@caac.gov.crn



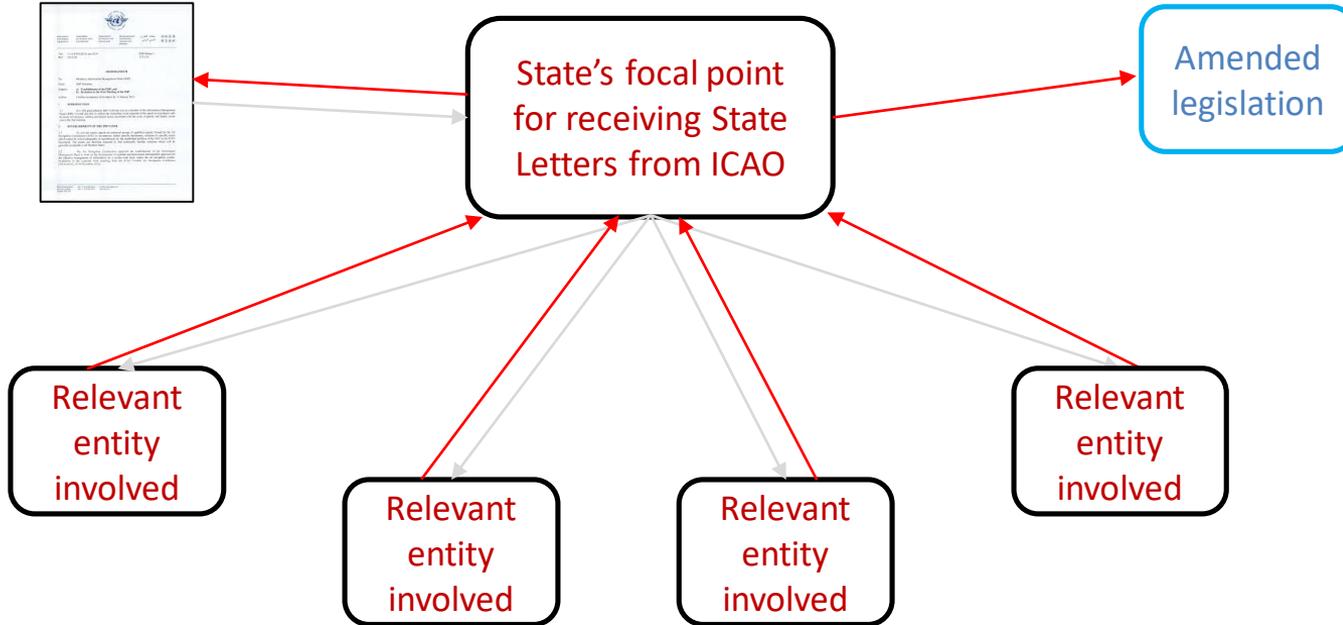


Amendment in legislation - Typical process





Amendment in legislation - Typical process





Two possible ways

✈ Different approaches are possible depending on the civil aviation system in place:

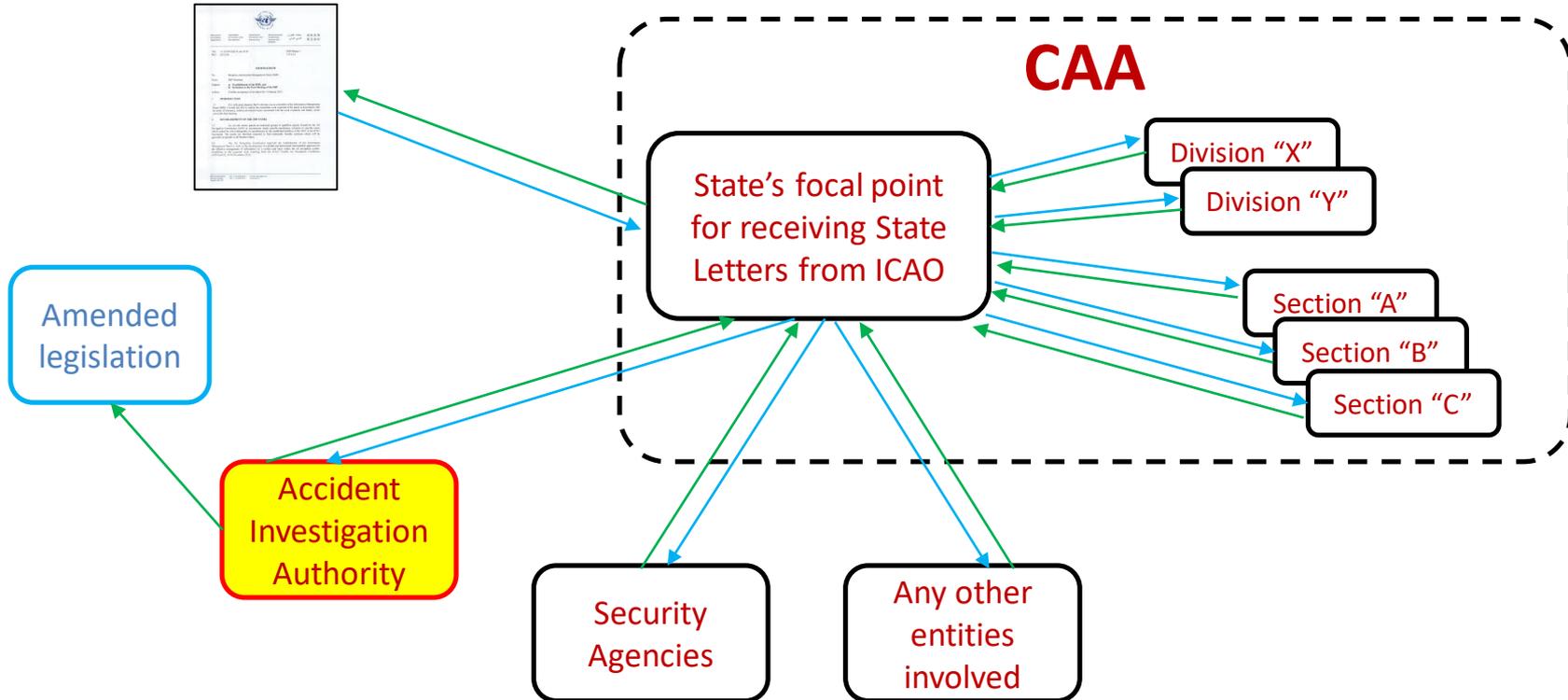
Independent AIA

When the Accident Investigation Authority is independent, there has to be an efficient coordination between the CAA's and the AIA's procedures, considering that it is usually the CAA the focal point for receiving ICAO State Letters

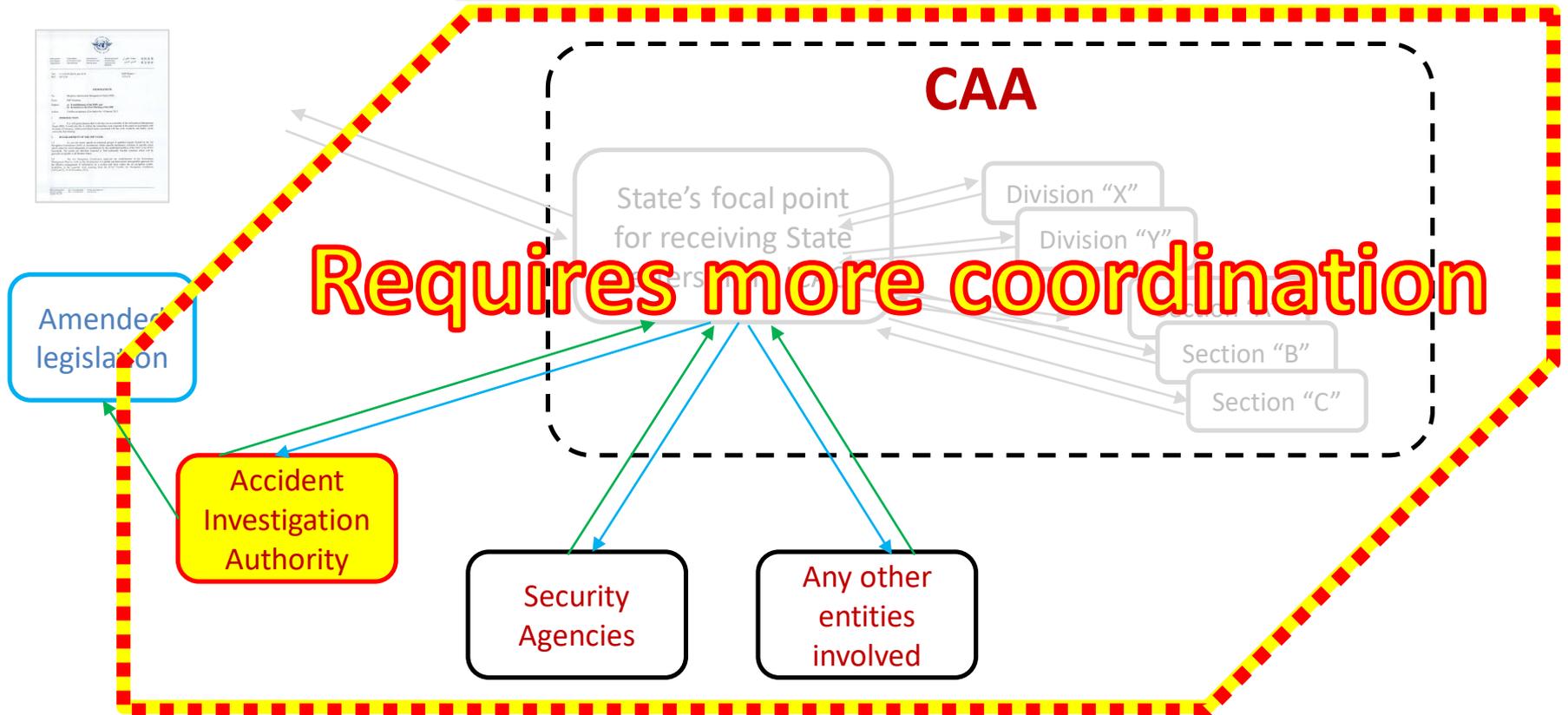
AIG under the CAA

When the AIG is under the CAA, we may have one only procedure for the whole authority that will probably cover the notification of differences in accident investigation legislation

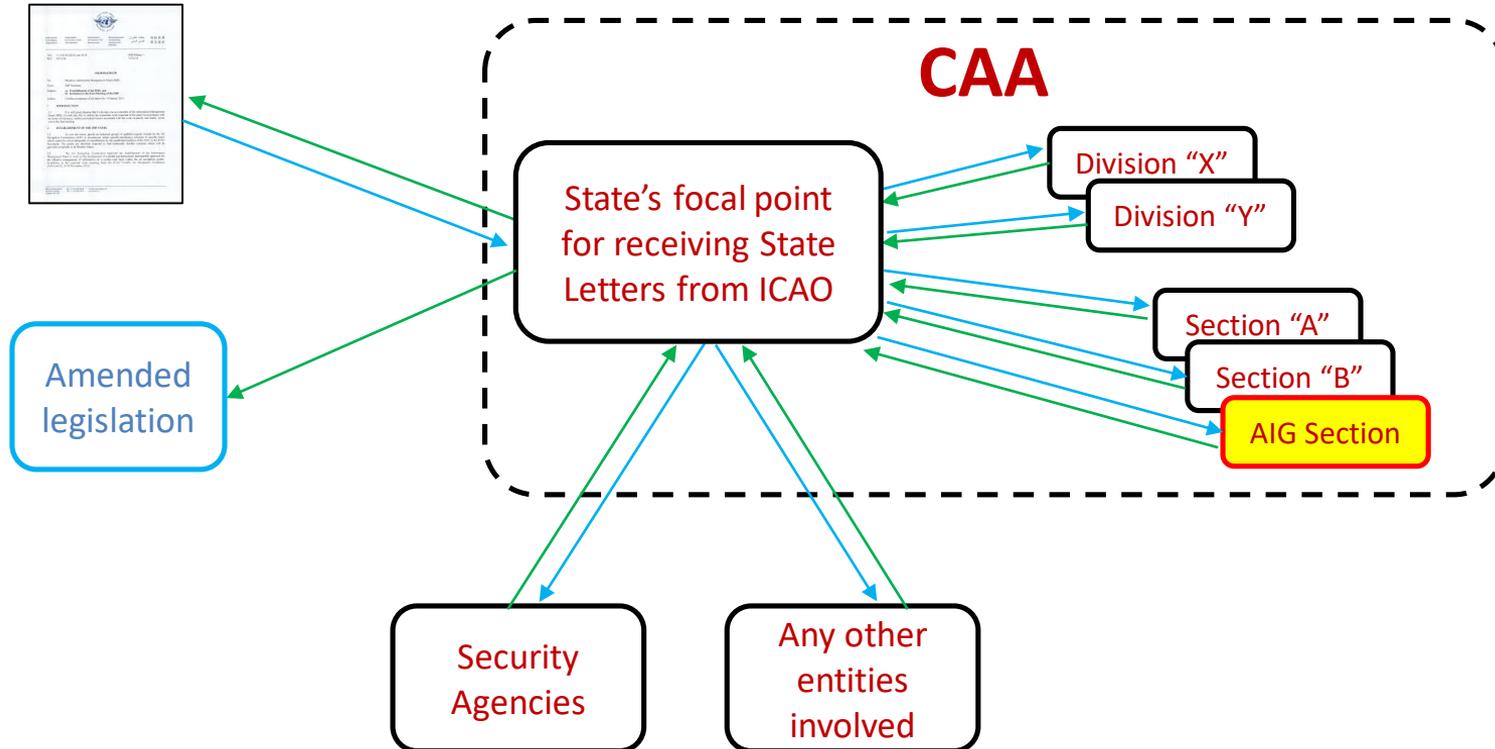
Scheme with Independent AIA



Scheme with Independent IIA



Scheme with AIG under the CAA





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Stage 2 - Defining the framework

Let's build it together

Using the template tool



A procedure with two different paths

✈ As seen, the amendments can arise from different sources:

- ✈ Changes in the Convention, Annexes and guidance material from ICAO (transmitted to the State by an ICAO State Letter), or
- ✈ Changes in the national scenario (e.g., economic crisis, pandemic, changes in the primary legislation, etc.)



A procedure with two different paths

- ✈ The procedure will deal with each one separately:
 - ✈ Changes transmitted by State Letter – Path A
 - ✈ Changes in the national scenario – Path B



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Stage 2 - Defining the framework

Path A - State Letter



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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)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents				



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)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents	Chief Investigator			



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)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents	Chief Investigator	<p>By assessing the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, using the <i>Form 16/REG-S (Template for the Assessment of Amendments to the legislation)</i> to register the results.</p> <p>Once completed, the <i>Form 16/REG-S</i> shall be delivered to the Administrative Assistant, for preparation of the response IOM.</p> <p>Note 1 - Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.</p> <p>Note 2 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</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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1A	Assess Letters proposed amendments to the ICAO Annexes 13 and 19		By assessing the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, using the <i>Form 16/REG-S (Template for the Assessment of Amendments to the legislation)</i> to register the results. Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.	Within 20 working days after the receipt of the State Letter with the proposal*	

These deadlines must be established in coordination with the national procedure adopted by the State

Within 20 working days after the receipt of the State Letter with the proposal*



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)
1A	Assessment of State Letters with proposals for the amendment of ICAO Annexes or changes in other ICAO documents	Chief Investigator	<p>By assessing the feasibility of complying with the new requirement, and identifying any potential conflicts arising from the implementation of the proposed amendment, using the <i>Form 16/REG-S (Template for the Assessment of Amendments to the legislation)</i> to register the results.</p> <p>Once completed, the <i>Form 16/REG-S</i> shall be delivered to the Administrative Assistant, for preparation of the response IOM.</p> <p>Note 1 - Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.</p> <p>Note 2 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>	Within 20 working days after the receipt of the State Letter with the proposal	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)
2A	Requesting assistance from administrative, legal or technical area (other than 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)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)	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)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.		



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)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 5 working days after the receipt of the State Letter with the proposal	



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)
2A	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 5 working days after the receipt of the State Letter with the proposal	Chief of Regulatory Section



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)
3A	Preparation of the response IOM				



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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)
3A	Preparation of the response IOM	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)
3A	Preparation of the response IOM	Administrative Assistant	By writing the response IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 16/REG-S</i> approved by the 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)
3A	Preparation of the response IOM	Administrative Assistant	By writing the response IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 16/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 16/REG-S</i> approved by the 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)
3A	Preparation of the response IOM	Administrative Assistant	By writing the response IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 16/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	Chief Investigator



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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)
4A	Forwarding the assessment				



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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)
4A	Forwarding the assessment	Administrative Assistant			



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)
4A	Forwarding the assessment	Administrative Assistant	<p>Forward the response IOM with the approved Form 16/REG-S (with the results of the assessment, including any proposals for changes in the legislation, including in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i>, the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.</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)
4A	Forwarding the assessment	Administrative Assistant	<p>Forward the response IOM with the approved <i>Form 16/REG-S</i> (with the results of the assessment, including any proposals for changes in the legislation, including in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i>, the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.</p>	Within 3 working days after receiving the <i>Form 16/REG-S</i> approved by the 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)
4A	Forwarding the assessment	Administrative Assistant	<p>Forward the response IOM with the approved <i>Form 16/REG-S</i> (with the results of the assessment, including any proposals for changes in the legislation, including in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i>, the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.</p>	Within 3 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	Chief of Regulatory Section



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)
4A	Forwarding the assessment	Administrative Assistant	<p>Forward the response IOM with the approved <i>Form 16/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.</p> <p>Note – As per <i>Procedure 07/CAAC (rulemaking in CAAC)</i>, the notification of differences to ICAO, as well as the publication of significant differences in AIP are under the responsibility of the Chief of Regulatory Section.</p>	Within 3 working days after receiving the <i>Form 16/REG-S</i> approved by the Chief Investigator	Chief of Regulatory Section

Being this procedure a part of a broader rulemaking procedure, at this point we would have the steps related the approval of the amendment in the AIG document impacted.



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Stage 2 - Defining the framework

Path B - Other sources



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)
1B	Assessment of the impact in the legislation, including on AIG documents, of any changes in national scenario of Coronaland				



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)
1B	Assessment of the impact in the legislation, including on AIG documents, of any changes in national scenario of Coronaland	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)
1B	Assessment of the impact in the legislation, including on AIG documents, of any changes in national scenario of Coronaland	Chief Investigator	<p>Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation.</p> <p>The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by Changes in the National Scenario)</i>, and delivered to the Administrative Assistance.</p> <p>Note 1 – For the purposes of this procedure, the term "national legislation" refers to any normative document of a non-technical nature originating from a competent authority in Coronaland.</p> <p>Note 2 - For the purposes of this procedure, the term "AIG Document" refers to any document, whether technical or not, approved by a competent authority within the scope of the CAAC to regulate, standardize and / or guide activities related to the investigation of accidents and aviation incidents.</p> <p>Note 3 – Depending on the characteristics of the amendments required in the AIG documents, the Chief Investigator may request technical support (external to the AIG Section), following step 2B.</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)
1B	Assessment of the impact in the legislation, including on AIG documents, of any changes in national scenario of Coronaland	Chief Investigator	<p>Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation.</p> <p>The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by Changes in the National Scenario)</i>, and delivered to the Administrative Assistance.</p> <p>Note 1 – ...</p> <p>Note 2 - ...</p> <p>Note 3 – ...</p> <p>Note 4 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</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)
1B	Assessment of the impact in the legislation, including on AIG documents, of any changes in national scenario of Coronaland	Chief Investigator	<p>Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation.</p> <p>The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by Changes in the National Scenario)</i>, and delivered to the Administrative Assistance.</p> <p>Note 1 – ...</p> <p>Note 2 - ...</p> <p>Note 3 – ...</p> <p>Note 4 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>	Within 25 working days after becoming aware of the fact that gave rise to the need to amend the legislation	



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)
1B	Assessment of the impact in the legislation, including on AIG documents, of any changes in national scenario of Coronaland	Chief Investigator	<p>Through the assessment, in relation to compliance with ICAO requirements, of any compulsory amendments in AIG documents determined by changes in national legislation.</p> <p>The results of this assessment, including the identification of differences to be notified, shall be register in the <i>Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by Changes in the National Scenario)</i>, and delivered to the Administrative Assistance.</p> <p>Note 1 – ...</p> <p>Note 2 - ...</p> <p>Note 3 – ...</p> <p>Note 4 – Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.</p>	Within 25 working days after becoming aware of the fact that gave rise to the need to amend the legislation	Administrative Assistance



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)
2B	Requesting assistance from administrative, legal or technical area (other than 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)
2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator			



Stage 2 - Defining the framework

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2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.		



Stage 2 - Defining the framework

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2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 5 working days after becoming aware of the fact that gave rise to the need to amend the legislation.	



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)
2B	Requesting assistance from administrative, legal or technical area (other than AIG)	Chief Investigator	Requesting the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment. Note 1 - <i>Form 23/AIG (Request for Technical Support)</i> shall be used to detail the support required. Note 2 – If assistance is not required, skip this step.	Within 25 working days after becoming aware of the fact that gave rise to the need to amend the legislation.	Chief of Regulatory Section



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)
3B	Preparation of the IOM for forwarding the assessment				



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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)
3B	Preparation of the IOM for forwarding the assessment	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)
3B	Preparation of the IOM for forwarding the assessment	Administrative Assistant	By writing an IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 17/REG-S</i> approved by the 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)
3B	Preparation of the IOM for forwarding the assessment	Administrative Assistant	By writing an IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 17/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	



Stage 2 - Defining the framework

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3B	Preparation of the IOM for forwarding the assessment	Administrative Assistant	By writing an IOM and getting its approval from the Chief Investigator. Note – The IOM shall have as appendix the <i>Form 17/REG-S</i> approved by the Chief Investigator.	Within 2 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	Chief Investigator



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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)
4B	Forwarding the assessment				



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)
4B	Forwarding the assessment	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)
4B	Forwarding the assessment	Administrative Assistant	Forward an IOM with the approved <i>Form 17/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.		



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)
4B	Forwarding the assessment	Administrative Assistant	Forward an IOM with the approved <i>Form 17/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.	Within 3 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	



Stage 2 - Defining the framework

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4B	Forwarding the assessment	Administrative Assistant	Forward an IOM with the approved <i>Form 17/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.	Within 3 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	Chief of Regulatory Section



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)
4B	Forwarding the assessment	Administrative Assistant	Forward an IOM with the approved <i>Form 17/REG-S</i> (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.	Within 3 working days after receiving the <i>Form 17/REG-S</i> approved by the Chief Investigator	Chief of Regulatory Section

Being this procedure a part of a broader rulemaking procedure, at this point we would have the steps related the approval of the amendment in the AIG document impacted.



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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



DISCLAIMER

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 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.

PROCEDURE No 11/CAAC-ID - AMENDMENT OF REGULATIONS AND NATIONAL STANDARDS

INTRODUCTION

The Regulatory Section of CAAC (REG-S) is responsible for the management of the rulemaking process within the CAAC, done through the *Procedure 07/CAAC (Rulemaking in CAAC)* that establishes the macro process for the development and amendment of regulations and procedures within the CAAC.

This procedure is complementary to Procedure 07/CAAC, working like an extension, having all its steps been developed in coordination with the REG-S.

PROCEDURE PATH A

1A-The Chief Investigator will, within 20 working days after the receipt of the State Letter with the proposal, assess any proposal of amendment of ICAO Annexes or changes in other ICAO documents, by evaluating the feasibility of complying with the new requirement, delivering the results (Form 16/REG-S) to the Administrative Assistant, for preparation of the response IOM.

Note 1: The results of the assessment shall be register in the Form 16/REG-S (Template for the Assessment of Amendments to the legislation).

Note 2: Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.

Note 3: Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.

2A-The Chief Investigator will, within 5 working days after the receipt of the State Letter with the proposal, request the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment.

Note 1: Form 23/AIG (Request for Technical Support) shall be used to detail the support required.

Note 2: If assistance is not required, skip this step.

3A-The Administrative Assistant will, within 2 working days after receiving the Form 16/REG-S approved by the Chief Investigator, prepare the response IOM and get its approval from the Chief Investigator.

Note: The IOM shall have as appendix the Form 16/REG-S approved by the Chief Investigator.

4A-The Administrative Assistant will, within 3 working days after receiving the Form 16/REG-S approved by the Chief Investigator, forward the response IOM with the approved Form 16/REG-S (with the results of the assessment, including any proposals for changes in AIG documents) to the Chief of Regulatory Section.

Note: The Administrative Assistant shall monitor the information on the Investigation Control Spreadsheet to be aware of all the necessary administrative actions related to the occurrence.

PROCEDURE PATH B

1B-The Chief Investigator will, within 25 working days after becoming aware of the fact that gave rise to the need to amend the legislation (including in AIG documents), conduct an assessment of the impact of such changes in relation to the compliance with ICAO requirements, delivering the results (Form 17/REG-S) to the Administrative Assistant, for preparation of a forwarding IOM.

Note 1: The results of this assessment shall be register in the Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by Changes in the National Scenario).

Note 2: Depending on the characteristics of the amendments required in the AIG documents, the Chief Investigator may request technical support (external to the AIG Section), following step 2B.

Note 3: Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.

2B-The Chief Investigator will, within 5 working days after becoming aware of the fact that gave rise to the need to amend the legislation, request the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment.

Note 1: Form 23/AIG (Request for Technical Support) shall be used to detail the support required.

Note 2: If assistance is not required, skip this step.

3B-The Administrative Assistant will, within 2 working days after receiving the Form 17/REG-S approved by the Chief Investigator, prepare a forwarding IOM and get its approval from the Chief Investigator.

Note: The IOM shall have as appendix the Form 17/REG-S approved by the Chief Investigator.

4B-The Administrative Assistant will, within 3 working days after receiving the Form 17/REG-S approved by the Chief Investigator, forward an IOM with the approved Form 17/REG-S (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.

DISCLAIMER

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 adopting to the characteristics of the civil aviation system in place.

PROCEDURE No 11/CAAC-ID - AMENDMENT OF REGULATIONS AND NATIONAL STANDARDS

INTRODUCTION

The Regulatory Section of CAAC (REG-S) is responsible for the management of the rulemaking process within the CAAC, done through the *Procedure 07/CAAC (Rulemaking in CAAC)* that establishes the macro process for the development and amendment of regulations and procedures within the CAAC.

This procedure is complementary to Procedure 07/CAAC, working like an extension, having all its steps been developed in coordination with the REG-S.

PROCEDURE PATH A

1A-The Chief Investigator will, within 20 working days after the receipt of the State Letter with the proposal, assess any proposal of amendment of ICAO Annexes or changes in other ICAO documents, by evaluating the feasibility of complying with the new requirement, delivering the results (Form 16/REG-5) to the Administrative Assistant, for preparation of the response IOM.

Note 1: The results of the assessment shall be register in the Form 16/REG-5 (Template for the Assessment of Amendments to the legislation).

Note 2: Depending on the characteristics of the amendment, the Chief Investigator may require technical support (external to the AIG Section), following step 2A.

Note 3: Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of proposed amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.

2A-The Chief Investigator will, within 5 working days after the receipt of the State Letter with the proposal, request the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment.

Note 1: Form 23/AIG (Request for Technical Support) shall be used to detail the support required.

Note 2: If assistance is not required, skip this step.

3A-The Administrative Assistant will, within 2 working days after receiving the Form 16/REG-S approved by the Chief Investigator, prepare the response IOM and get its approval from the Chief Investigator.

Note: The IOM shall have as appendix the Form 16/REG-S approved by the Chief Investigator.

4A-The Administrative Assistant will, within 3 working days after receiving the Form 16/REG-S approved by the Chief Investigator, forward the response IOM with the approved Form 16/REG-S (with the results of the assessment, including any proposals for changes in AIG documents) to the Chief of Regulatory Section.

Note: The Administrative Assistant shall monitor the information on the Investigation Control Spreadsheet to be aware of all the necessary administrative actions related to the occurrence.

PROCEDURE PATH B

1B- The Chief Investigator will, within 25 working days after becoming aware of the fact that gave rise to the need to amend the legislation (including in AIG documents), conduct an assessment of the impact of such changes in relation to the compliance with ICAO requirements, delivering the results (Form 17/REG-5) to the Administrative Assistant, for preparation of a forwarding IOM.

Note 1: The results of this assessment shall be register in the Form 17-REG-5 (Template for the Assessment of Changes in Technical Documents Imposed by Changes in the National Scenario).

Note 2: Depending on the characteristics of the amendments required in the AIG documents, the Chief Investigator may request technical support (external to the AIG Section), following step 2B.

Note 3: Whenever required by the Regulatory Section, a representative of the AIG Section (designated by the Chief Investigator) will participate in any coordination meeting related to the evaluation of compulsory amendments (under the terms of Procedure 07 / CAAC). In such cases, the results of any assessment to be made by the AIG Section (including those related to Annexes 13 and 19) will be subject to the deliberations of those meetings.

2B- The Chief Investigator will, within 5 working days after becoming aware of the fact that gave rise to the need to amend the legislation, request the Chief of Regulatory Section (by e-mail) to coordinate support from the necessary areas, proposing a timetable for completing the assessment.

Note 1: Form 23/AIG (Request for Technical Support) shall be used to detail the support required.

Note 2: If assistance is not required, skip this step.

3B- The Administrative Assistant will, within 2 working days after receiving the Form 17/REG-S approved by the Chief Investigator, prepare a forwarding IOM and get its approval from the Chief Investigator.

Note: The IOM shall have as appendix the Form 17/REG-S approved by the Chief Investigator.

4B- The Administrative Assistant will, within 3 working days after receiving the Form 17/REG-S approved by the Chief Investigator, forward an IOM with the approved Form 17/REG-S (with the results of the assessment, including any differences identified and proposals for changes in AIG documents) to the Chief of Regulatory Section.



ICAO

SAFETY



Identifying and notifying differences, if any, to ICAO

6.017 Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?