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# 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?



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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 identifying and notifying differences to ICAO

- ✈ To do the exercises, we will use our fictional scenario:
  - ✈ State – Coronaland
  - ✈ Authority – Civil Aviation Authority of Coronaland (CAAC)
  - ✈ The accident investigation unit is not independent, being part of the CAAC



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# Let's build it together

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



# Stage 1 – Gathering relevant information

✈ Gather all information relevant to the development of the procedure

✈ Since the procedure of our exercise comes out from a PQ, we need to know the content of:

✈ the question of the Protocol USOAP

✈ the ICAO references to that PQ

✈ the Guidance for Review of Evidence



# 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?



## Criteria established by the PQ:

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



**The requirement for the establishment of the procedure is set forth in PQ 1.025 (LEG)**

Ch

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



## Criteria established by the PQ:

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



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## Stage 1 – Gathering relevant information

Criteria established by

PQ 6.017 - Has a procedure for **identifying** and notifying differences, if any, to ICAO?

**The procedure needs to establish an internal process for the identification of differences**



## Criteria established by the PQ:

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



Any identified difference must be notified to ICAO

In addition, significant differences must be published in the AIP

Criteria established by the ICAO

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



# Potential sources of differences

## ✈ Differences may arise from:

- ✈ Changes in national legislation, regulation and procedures, or
- ✈ Changes in the Convention, Annexes and guidance material from ICAO



# Potential sources of differences

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- ✈ Changes in national legislation, regulation and procedures, or
- ✈ Changes in the Convention, Annexes and guidance material from ICAO

**The procedure for identifying and notifying differences must cover both sources**



# Understanding “significant differences” in AIG

✈ For AIG, we will consider significant all differences from:

- a) any of the International Standards;
- b) any of the Recommended Practices\*



# Understanding “significant differences” in AIG

✈ For AIG, we will consider significant all differences from:

- a) any of the International Standards;
- b) any of the Recommended Practices\*

\* In AIG, we may consider all Recommended Practices to be important for the safety of air navigation



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## Stage 1 – Gathering relevant information

# ICAO references

CC

Arts. 37 & 38

GM

Doc 9734

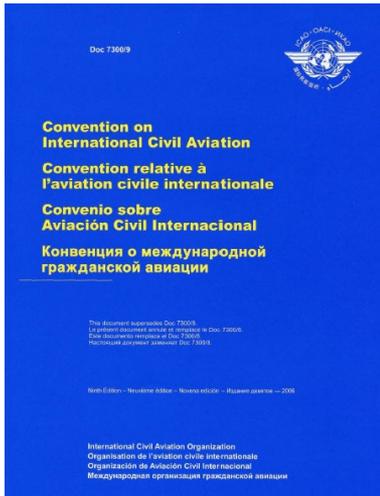
Part A, C3



## Article 37

### *Adoption of international standards and procedures*

## DOC 7300 (CHICAGO CONVENTION)

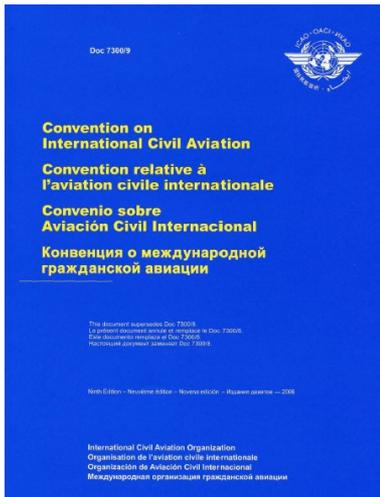


Each contracting State undertakes to collaborate in securing the highest practicable degree of uniformity in regulations, standards, procedures, and organization in relation to aircraft, personnel, airways and auxiliary services in all matters in which such uniformity will facilitate and improve air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

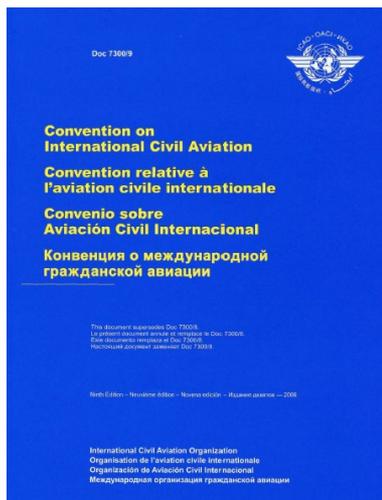
- Communications systems and air navigation aids, including ground marking;
- Characteristics of airports and landing areas;
- Rules of the air and air traffic control practices;
- Licensing of operating and mechanical personnel;
- Airworthiness of aircraft;



## Article 37

### *Adoption of international standards and procedures*

## DOC 7300 (CHICAGO CONVENTION)



...

- 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;

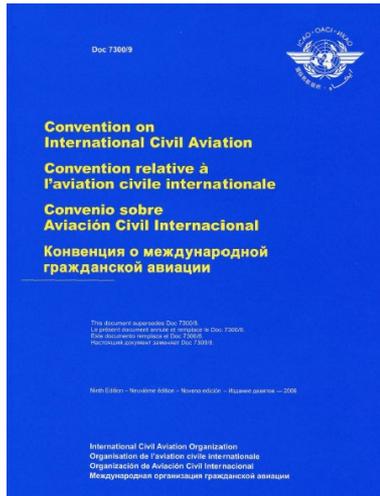
and such other matters concerned with the safety, regularity, and efficiency of air navigation as may from time to time appear appropriate.



## Article 38

### *Departures from international standards and procedures*

## DOC 7300 (CHICAGO CONVENTION)



Any State which finds it impracticable to comply in all respects with any such international standard or procedure, or to bring its own regulations or practices into full accord with any international standard or procedure after amendment of the latter, or which deems it necessary to adopt regulations or practices differing in any particular respect from those established by an international standard, shall give immediate notification to the International Civil Aviation Organization of the differences between its own practice and that established by the international standard.



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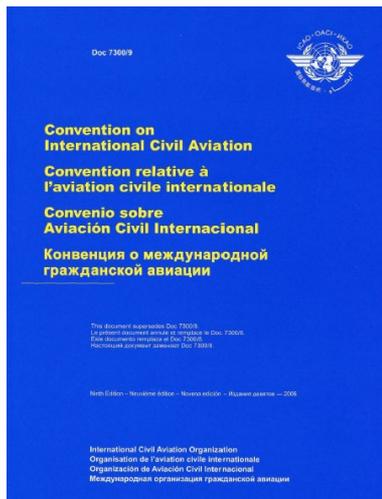
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# Stage 1 – Gathering relevant information

## Article 38

### *Departures from international standards and procedures*

## DOC 7300 (CHICAGO CONVENTION)



In the case of amendments to international standards, any State which does not make the appropriate amendments to its own regulations or practices shall give notice to the Council within sixty days of the adoption of the amendment to the international standard, or indicate the action which it proposes to take. In any such case, the Council shall make immediate notification to all other states of the difference which exists between one or more features of an international standard and the corresponding national practice of that State.



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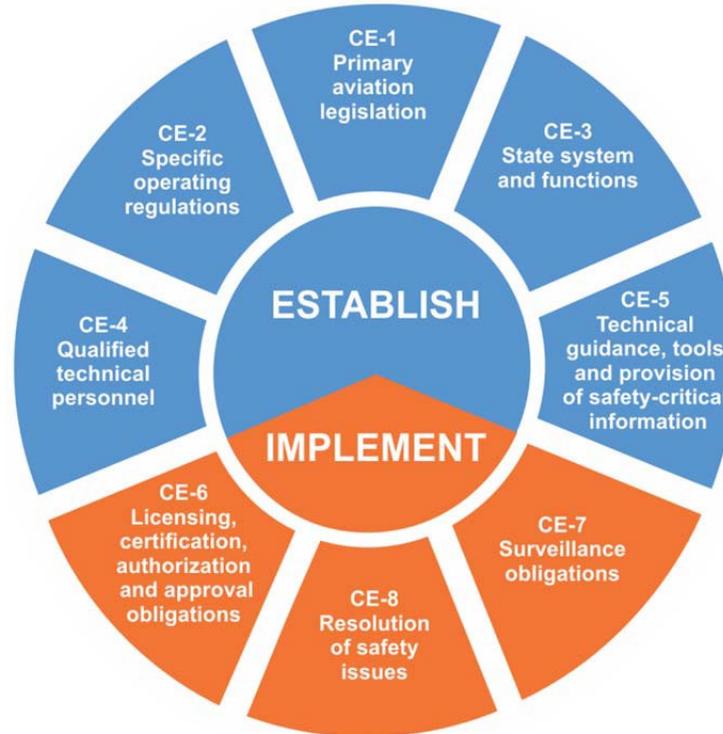
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# Stage 1 – Gathering relevant information

## Chapter 3

### CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

**DOC 9734**  
**(PART A, C3)**

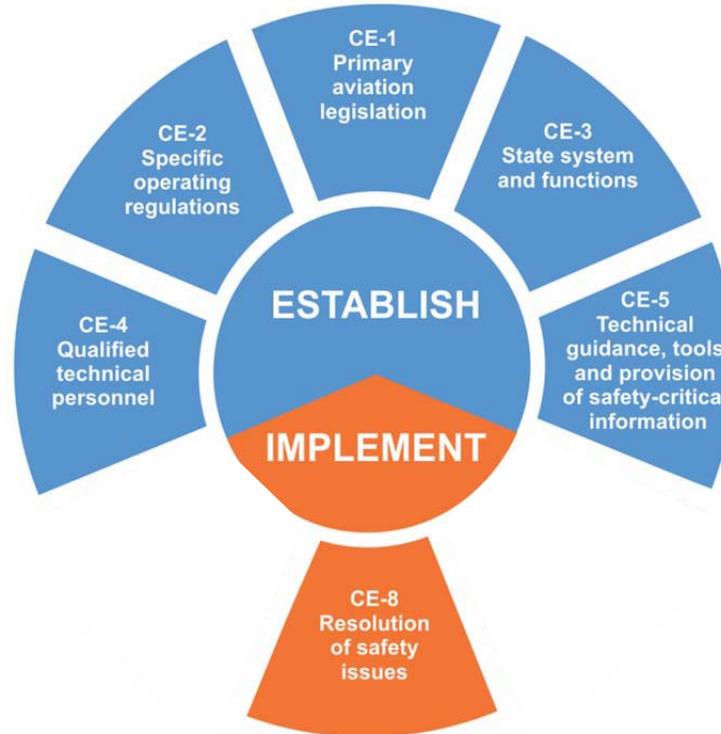
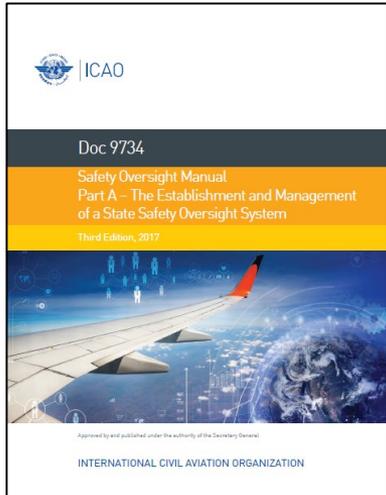




## Chapter 3

### CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

**DOC 9734**  
**(PART A, C3)**





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# Stage 1 – Gathering relevant information

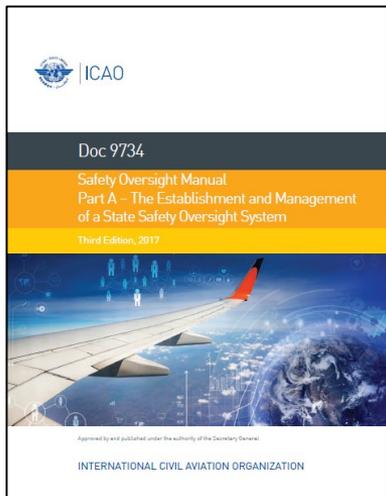
## Chapter 3

### CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

#### DOC 9734 (PART A, C3)

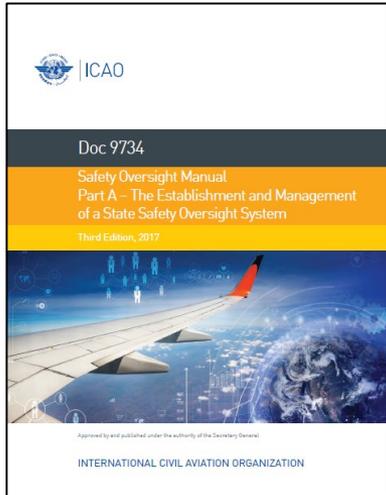
#### 3.2.3 Differences between national regulations and Annex Standards

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.

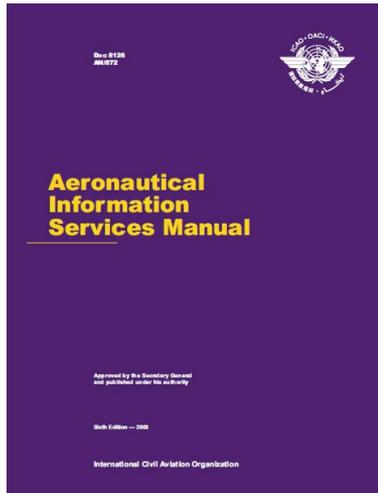
# Not part of ICAO Ref for the PQ, but relevant to the procedure

## Chapter 5

### AERONAUTICAL INFORMATION PUBLICATION (AIP)

#### 5.8 NOTIFICATION OF DIFFERENCES IN THE AIP [4.1.2 and Appendix 1]

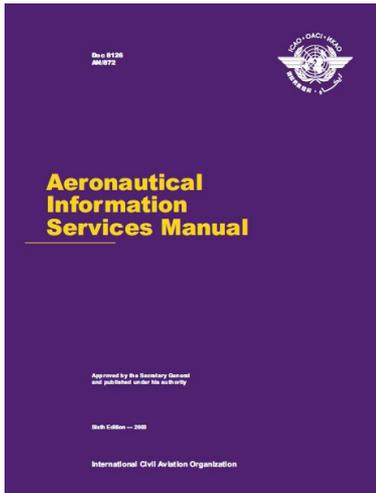
DOC 8126



5.8.1 The primary purpose of reporting differences is to promote safety and efficiency in air navigation by ensuring that governmental and other agencies, including operators, concerned with international civil aviation are made aware of all national rules and practices in so far as they differ from those prescribed in the ICAO Annexes, Procedures for Air Navigation Services and Regional Supplementary Procedures...

# Not part of ICAO Ref for the PQ, but relevant to the procedure

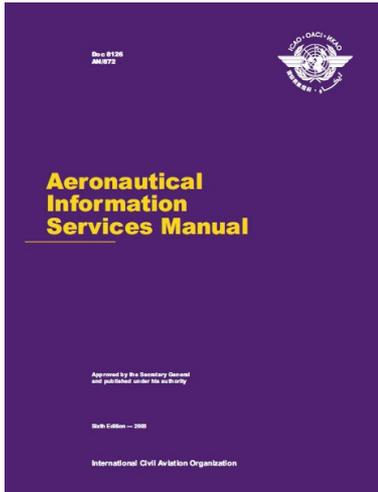
## DOC 8126



5.8.2 Annex 15 requires that a Contracting State record in its AIP any significant differences between its national regulations and practices and the related ICAO provisions. It is intended that any such differences be included in GEN 1.7 of the AIP. This is to ensure that an AIP will provide up-to-date information on the status of implementation of Standards, Recommended Practices and Procedures (SARPs), particularly those concerned with aircraft operations and the provision of facilities and services. Any deviation from SARPs that needs to be taken into account in aircraft operations, as indicated below, constitutes a “significant difference”.

# Not part of ICAO Ref for the PQ, but relevant to the procedure

## DOC 8126

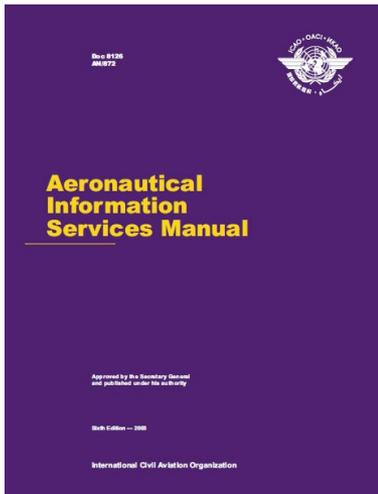


5.8.3 All significant differences notified to ICAO must also be included in the AIP in a form that will enable a user to differentiate easily between the national rules and practices of a State and the related ICAO provisions. They comprise differences from:

- a) any of the International Standards;
- b) Recommended Practices that are important for the safety of air navigation or, in the case of facilitation, for the speedy handling and clearance through customs, immigration, etc. of aircraft and the loads they carry;
- c) Procedures for Air Navigation Services (PANS) that are important for the safety of air navigation; and
- d) Regional Supplementary Procedures (SUPPS) that are important for the safety of air navigation.

# Not part of ICAO Ref for the PQ, but relevant to the procedure

## DOC 8126



5.8.4 It therefore follows that all the provisions in ICAO Annexes that are Standards are significant, and that any differences between the national regulations or practices of a State and the related ICAO Standards are differences which must be notified. This is an obligation which originates from Article 38 of the Convention. In the matter of Recommended Practices, PANS and SUPPS, only those differences that are important for the safety of air navigation or, in the case of facilitation, to the speedy handling and clearance through customs, immigration, etc. of aircraft and their loads are significant. Because of their nature, most of the Recommended Practices in ICAO Annexes contribute to the safety of air navigation.



# Guidance for Review of Evidence

- 1) Verify documented evidence of the procedure and effective implementation.
- 2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.

Note to the auditor:

The development of such procedure is addressed in LEG PQ 1.025.



# Guidance for Review of Evidence

- 1) Verify documented evidence of the procedure and effective implementation.
- 2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.

**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 the procedure and effective implementation.
- 2) Verify the review made and action taken by the State after receipt of the last amendments to Annex 13.

**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 differences (if any)**

PQ 1.025 Has the State **established** procedures for identifying and notifying to ICAO differences between ICAO SARPs and its legislation and practices, if any?

Verify:

- a) The procedures used for the identification and notification of differences, including for specific operating regulations adopted by reference;
- b) That the procedures address each entity responsible for the relevant Annex, including AIG, when an entity separate from the CAA has been established; and
- c) That the procedures include **all applicable steps and timelines, including the necessary coordination between the relevant technical and legal experts** when necessary.

*Note to the auditor:*

*Implementation of this PQ will be verified in all audit areas.*

Note to the auditor:

The development of such procedure is addressed in LEG PQ 1.025.



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# Let's build it together

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



## Stage 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

<b>NUMBER:</b>		<b>TITLE:</b>			
<b>Process:</b>					
<b>Reference:</b>					
<b>Step</b>	<b>WHAT</b> <small>(Detailed description of the task)</small>	<b>WHO</b> <small>(Designated person responsible for the execution)</small>	<b>HOW</b> <small>(Determination of the way the task will be performed and means to be used)</small>	<b>WHEN</b> <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	<b>In COORDINATION with whom</b> <small>(Identify the persons to coordinate the execution of the task with whom applicable)</small>
1					
2					
3					
4					
5					
6					
...					
n					
<b>NOTES</b>					
N1					
N2					
...					
Nn					
<b>ATTACHMENTS</b>					
#	TITLE		DESCRIPTION		
A					
B					
...					
n					

<b>NUMBER:</b>		<b>TITLE:</b>			
<b>Process:</b>					
<b>Reference:</b>					
<b>Step</b>	<b>WHAT</b> <small>(Detailed description of the task)</small>	<b>WHO</b> <small>(Designated person responsible for the execution)</small>	<b>HOW</b> <small>(Determination of the way the task will be performed and means to be used)</small>	<b>WHEN</b> <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	<b>In COORDINATION with whom</b> <small>(Identify the persons to coordinate the execution of the task with whom applicable)</small>
1					
2					
3					
4					
5					
6					
...					
n					
<b>ATTACHMENTS</b>					
#	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: 26**

**TITLE: Identification and notification of differences in AIG**

**Process: Rulemaking**

**Reference: PQ 6.017 - Has the State implemented a procedure for identifying and notifying differences, if any, to ICAO?**



## Relation with other processes

- ✈ The procedure is related to the national procedure for the identification and notification of differences (PQ 1.025)
- ✈ It would be also related to any procedure for the publication of materials and notices in the AIP



# Relation with other processes

In the case of Coronaland:

## NOTES

- |    |  |
|----|--|
| N1 | This procedure is related to the Procedure 07/CAAC – Rulemaking in CAAC    |
| N2 | This procedure is related to the Procedure 12/CAAC-ID – Publication in AIP |
| N3 |  |



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# Amendment in Annexes - Typical process



State's focal point  
for receiving State  
Letters from ICAO



# Amendment in Annexes - Typical process



State's focal point  
for receiving State  
Letters from ICAO



Usually in  
the CAA



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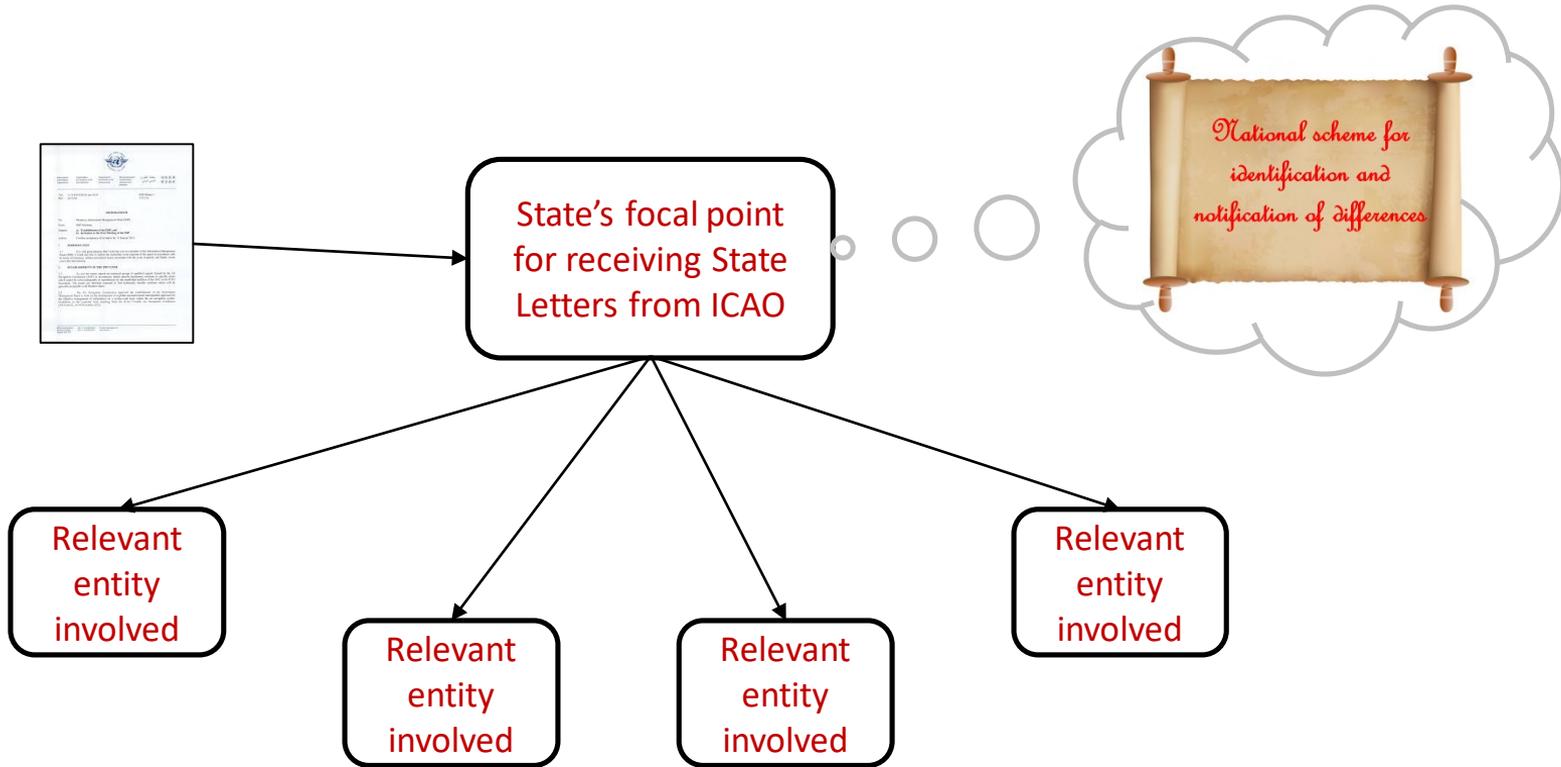
# Amendment in Annexes - Typical process



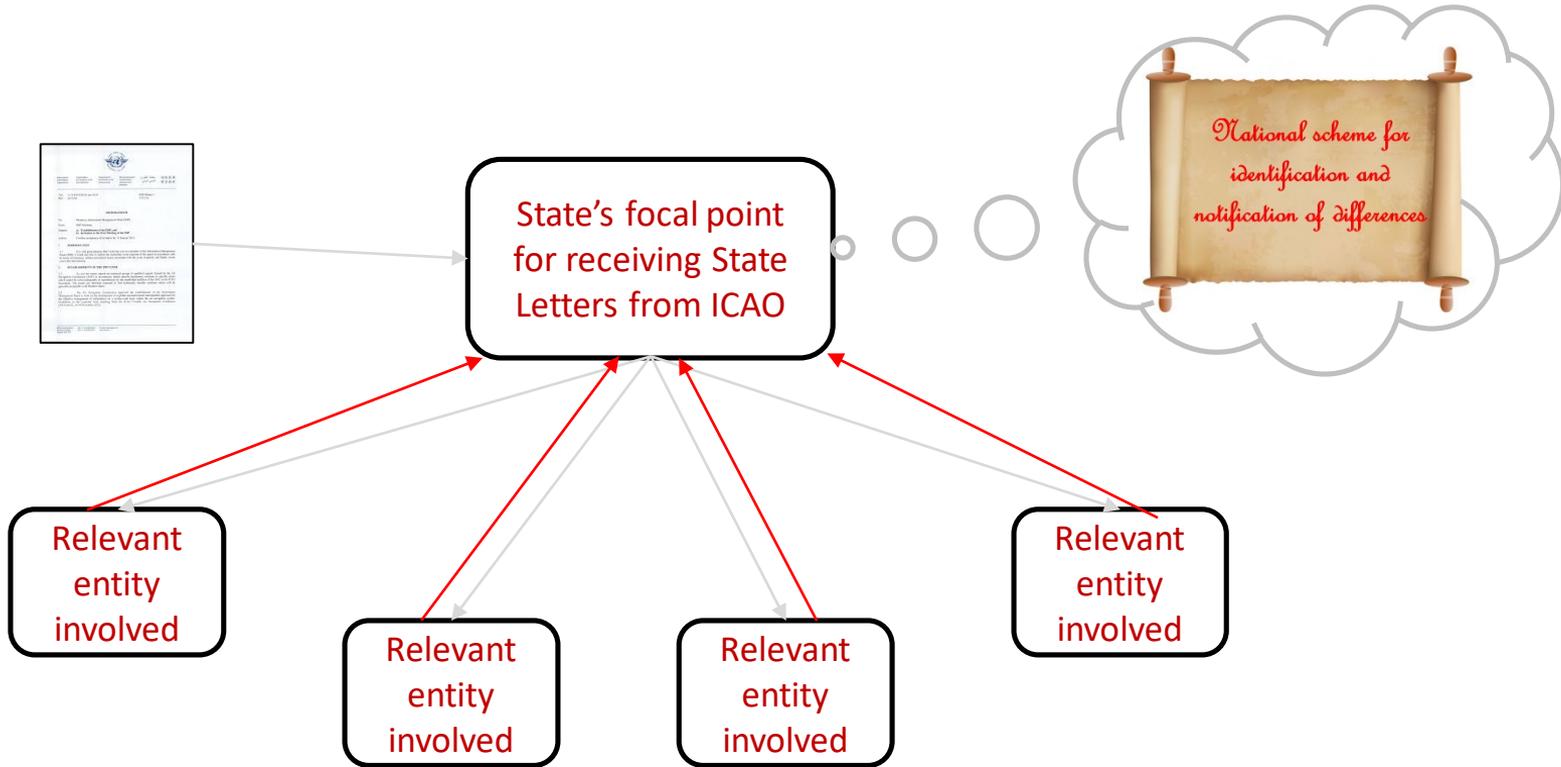
State's focal point  
for receiving State  
Letters from ICAO



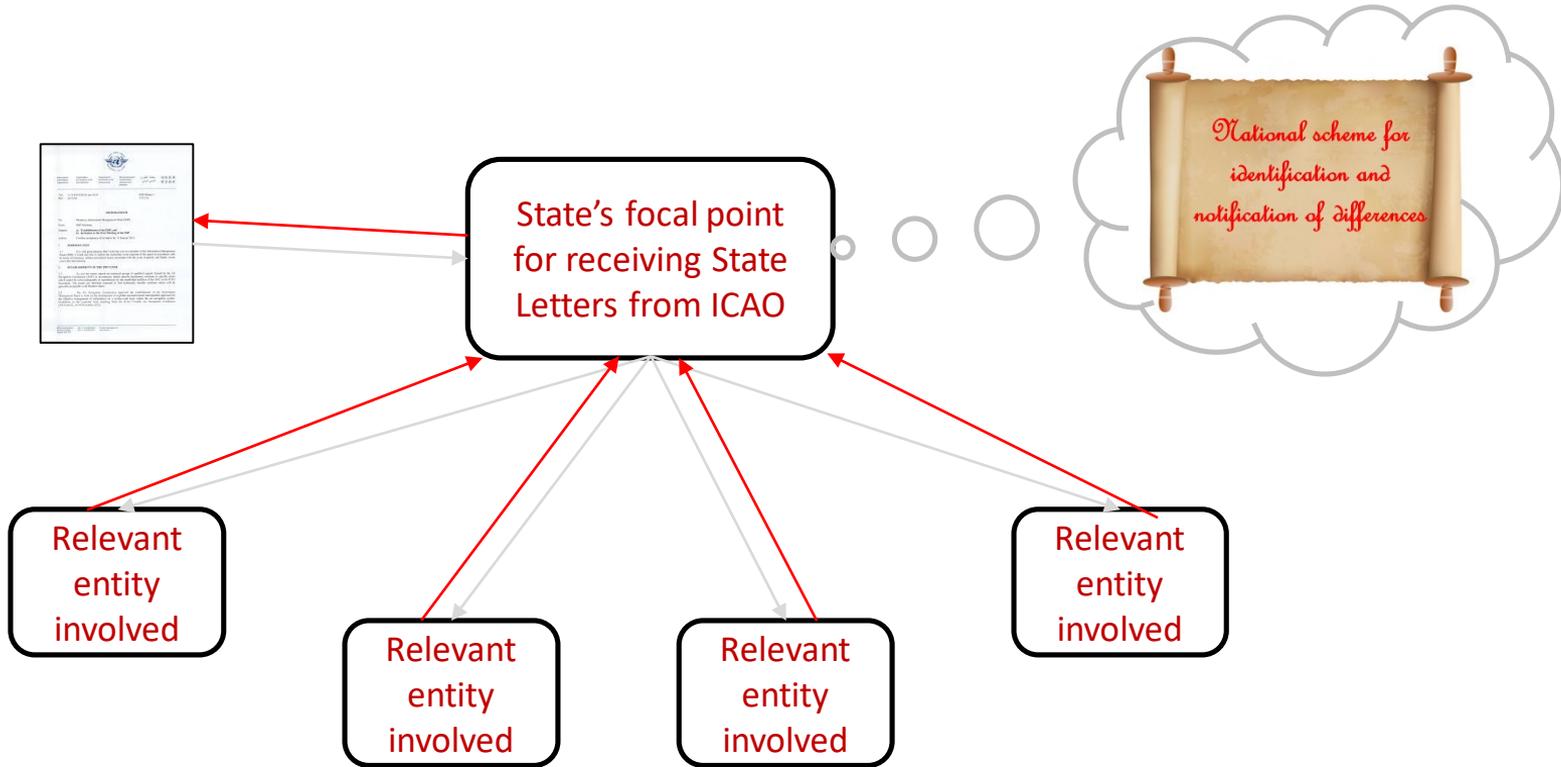
# Amendment in Annexes - Typical process



# Amendment in Annexes - Typical process

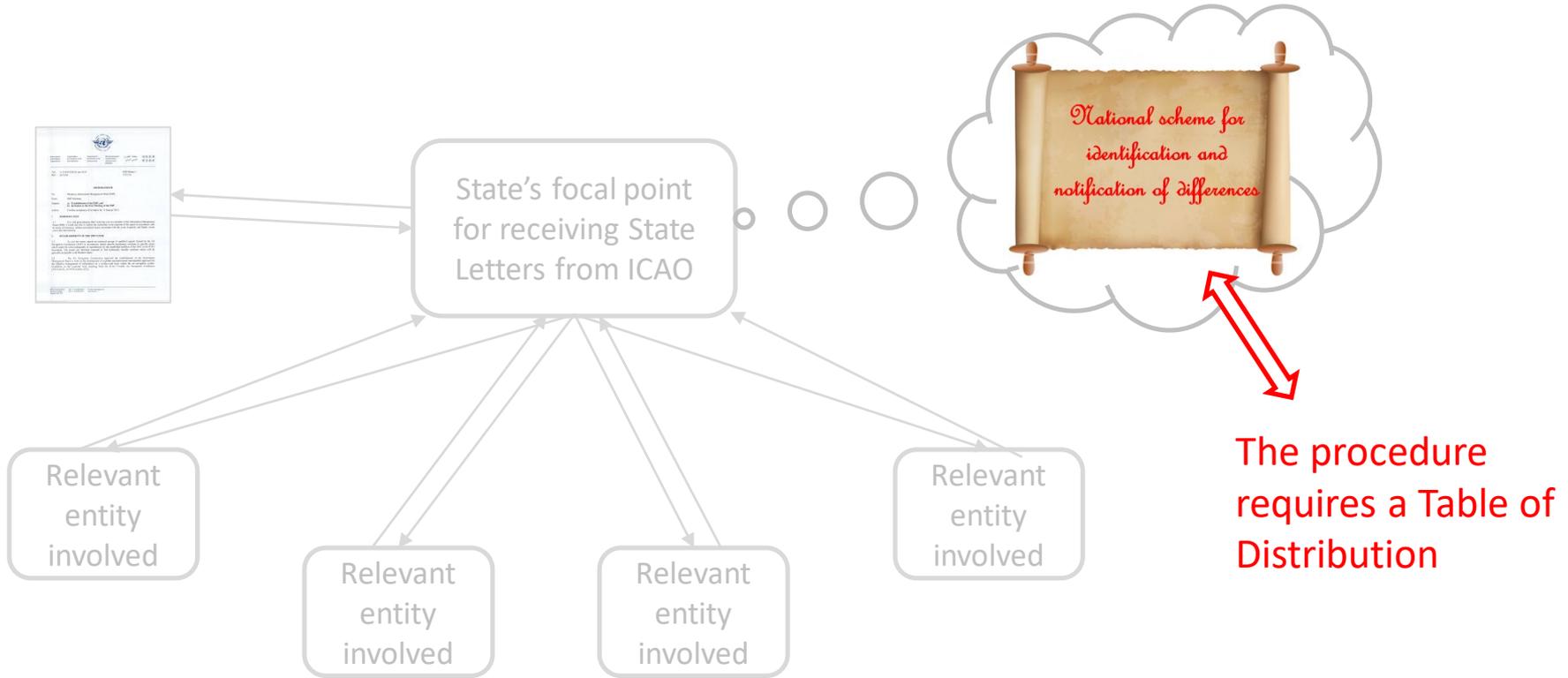


# Amendment in Annexes - Typical process





# Amendment in Annexes - Typical process





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



## Two possible ways

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

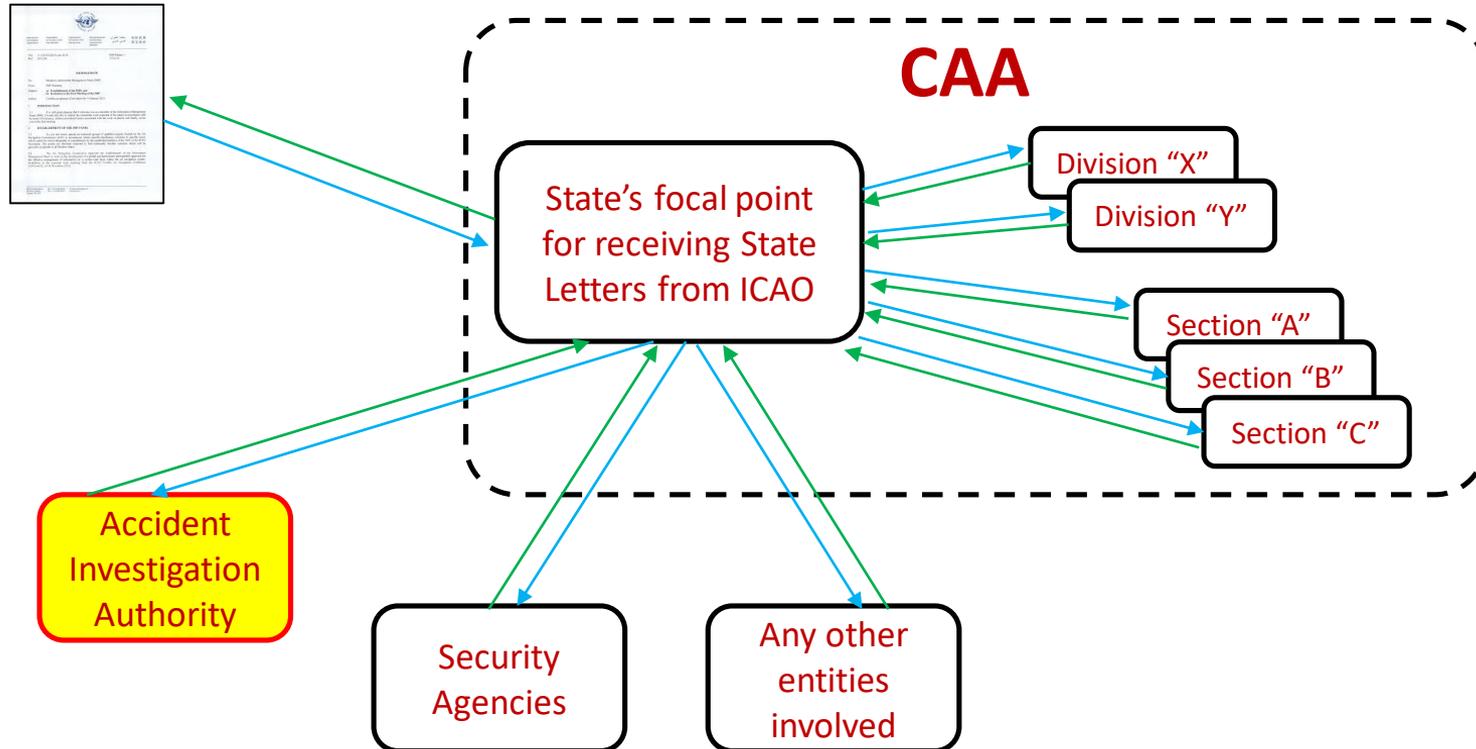
### Independent AIA

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

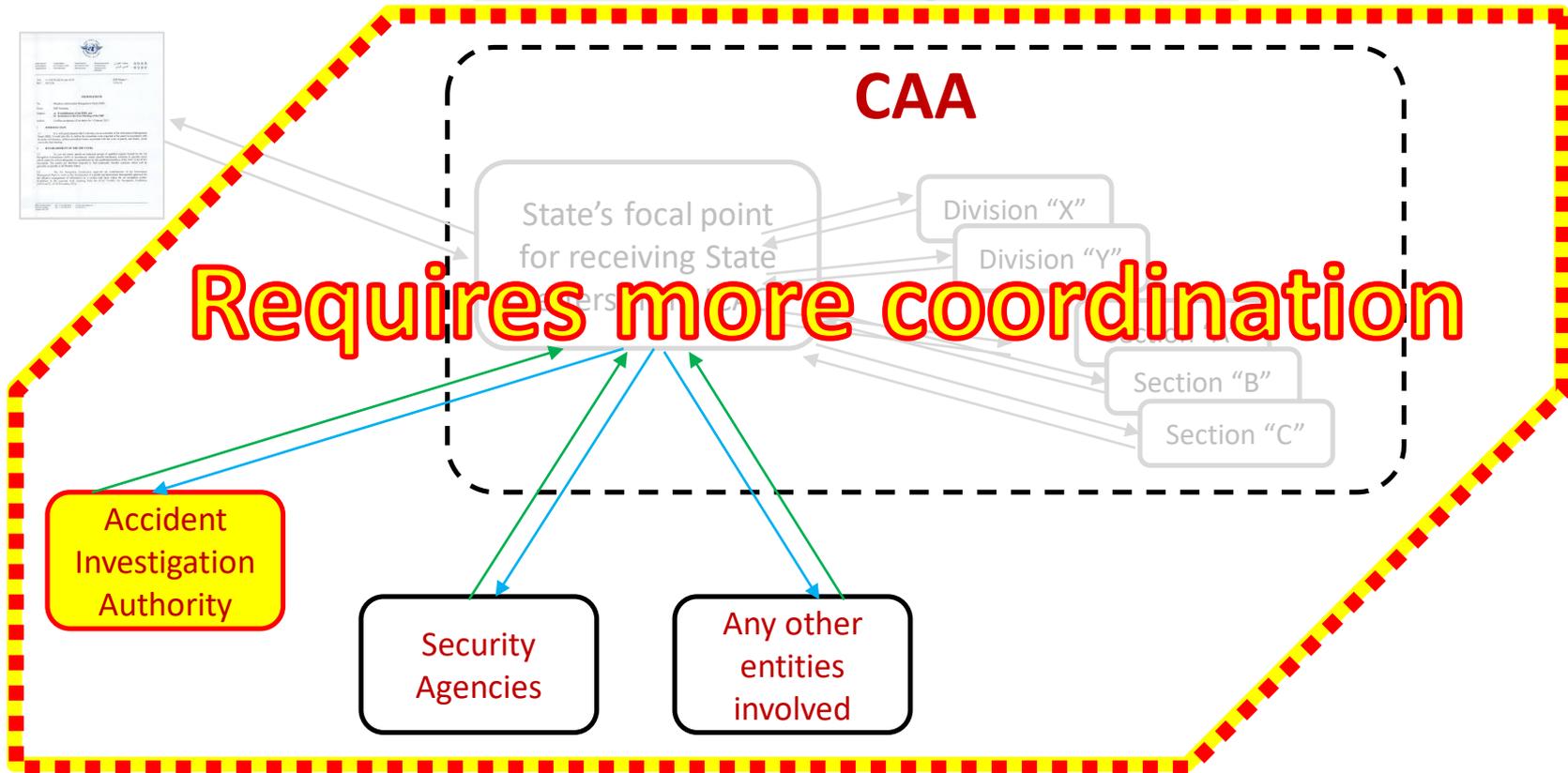
### AIG under the CAA

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

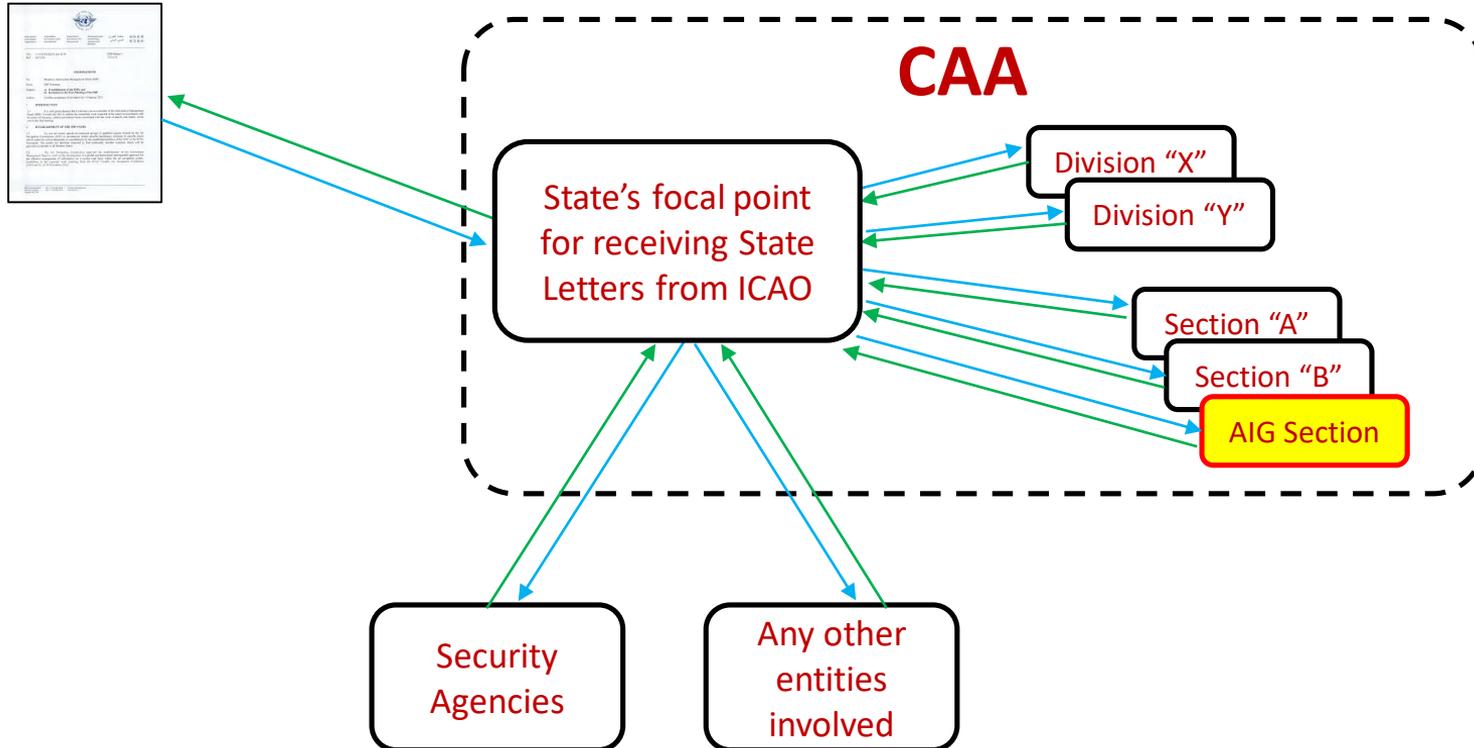
## Scheme with Independent AIA



## Scheme with Independent AIA



## Scheme with AIG under the CAA





# Use of complementary supporting documents

## ATTACHMENTS

#	TITLE	DESCRIPTION
A	Procedure 07/CAAC – Rulemaking in CAAC	Establishes the procedure for the rulemaking process in the CAAC, including the Table of Distribution of ICAO State Letters
B	Procedure 12/CAAC-ID – Publication in AIP	Establishes the procedure for the publication of materials and notices in the AIP
C	Form 23/AIG - Request for Technical Support	A template to be used for the request of technical support to the AIG Section
D	Form 16/REG-S - Template for the Assessment of Amendment Proposals from ICAO	A template to be used for the assessment of any proposal of amendment of ICAO Annexes and changes of other ICAO documents
E	Form 17/REG-S - Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications	A template to be used for the assessment of any changes made in documents (legislation, regulation, procedures and/or guidance) of technical areas (AIG included) due to modifications in the national legislation of Coronaland



# A procedure with two different paths

- ✈ As seen, the differences can arise from two sources:
  - ✈ Changes in national legislation, regulation and procedures, or
  - ✈ Changes in the Convention, Annexes and guidance material from ICAO
- ✈ The procedure will deal with each one separately



ICAO

SAFETY

## Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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

<b>Step</b>	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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 Amendment Proposals from ICAO)</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)
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 Amendment Proposals from ICAO)</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>	<p>Within 20 working days after the receipt of the State Letter with the proposal*</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)
1A	Assess Letters proposed amendments to the ICAO Annexes, a change to the ICAO...		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 Amendment Proposals from ICAO)</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\*



# 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	<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 Amendment Proposals from ICAO)</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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3A	Preparation of the response IOM				



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4A	Forwarding the assessment				



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4A	Forwarding the assessment	Administrative Assistant			



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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>		



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4A	Forwarding the assessment	Administrative Assistant	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.  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.	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.



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1B	Assessment of the impact, on AIG documents, of any changes in national legislation				



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1B	Assessment of the impact, on AIG documents, of any changes in national legislation	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, on AIG documents, of any changes in national legislation	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 National Legislation Modifications)</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, on AIG documents, of any changes in national legislation	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 National Legislation Modifications)</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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1B	Assessment of the impact, on AIG documents, of any changes in national legislation	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 National Legislation Modifications)</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>	<p>Within 25 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG documents</p>	



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1B	Assessment of the impact, on AIG documents, of any changes in national legislation	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 National Legislation Modifications)</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, or receiving any national legislation imposing the need to change AIG documents	Administrative Assistance



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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.		



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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 5 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG document.	



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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 5 working days after becoming aware of, or receiving any national legislation imposing the need to change AIG document.	Chief of Regulatory Section



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3B	Preparation of the IOM for forwarding the assessment				



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (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	Chief Investigator



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4B	Forwarding the assessment				



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4B	Forwarding the assessment	Administrative Assistant			



Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
4B	Forwarding the assessment	Administrative Assistant	<p>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.</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	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
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# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
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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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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**



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**PROCEDURE No 26 - IDENTIFICATION AND NOTIFICATION OF DIFFERENCES IN AIG**

**INTRODUCTION**

Although it has as a general principle the search for the uniformity and conformity of our standards in relation to the requirements issued by the ICAO, it is recognized that in some situations this will not be possible, giving rise to differences between the requirements adopted in Coronaland and those accepted internationally.

Basically, these differences can arise from:

- The impossibility of implementing an amendment to any ICAO document; or
- The need to promote changes to AIG documents by legal imposition that make them non-compliant with ICAO requirements.

The present procedure covers both situations in Parts A and B.

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.

*Note 1: For the purposes of this procedure, the expressions below are used according to the meanings mentioned after them:*

- **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.
- **National legislation** - refers to any normative document of a non-technical nature originating from a competent authority in Coronaland.

**PROCEDURE PART 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, and identifying any potential conflicts arising from the implementation of the proposed amendment, 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 Amendment Proposals from ICAO).*

*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 differences identified and 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 PART B**

1B-The Chief Investigator will, within 25 working days after becoming aware of, or receiving any national legislation imposing the need to change 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, including the identification of differences to be notified, shall be register in the Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications).*

*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.*

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*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.

*Note: As per Procedure 07/CAAC (Rulemaking in CAAC), 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.*

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## **PROCEDURE No 26 - IDENTIFICATION AND NOTIFICATION OF DIFFERENCES IN AIG**

### **INTRODUCTION**

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Basically, these differences can arise from:

- The impossibility of implementing an amendment to any ICAO document; or
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## **PROCEDURE PART A**

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*Note 1: The results of the assessment shall be register in the Form 16/REG-S (Template for the Assessment of Amendment Proposals from ICAO).*

*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 differences identified and 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 PART B**

1B- The Chief Investigator will, within 25 working days after becoming aware of, or receiving any national legislation imposing the need to change 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, including the identification of differences to be notified, shall be register in the Form 17-REG-S (Template for the Assessment of Changes in Technical Documents Imposed by National Legislation Modifications).*

*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.*

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

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*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.

*Note: As per Procedure 07/CAAC (Rulemaking in CAAC), 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.*



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## Ensuring the availability of hangars/storage facilities

6.211 Has the State established and implemented arrangements and/or procedures to ensure the availability of hangars/storage facilities when needed in order to protect the evidence and maintain safe custody of the aircraft for such a period as may be necessary for the purposes of the investigation?