



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?



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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: Ensuring the availability of hangars/storage facilities

✈ 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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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



Ensuring the availability of hangars/storage facilities

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Key elements:

1. Established and implemented
2. Arrangements and/or procedures
3. Ensure the availability
4. Protect the evidence
5. Maintain safe custody
6. Period as may be necessary

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?

1. Established and implemented

- As it happens with most of the requirements for procedures in AIG, we have establishment and implementation under CE-5
- There will be a need of evidence of implementation

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?

2. Arrangements and/or procedures

- Arrangements: agreements, MoUs, etc.
 - Usually applied for public entities
 - Usually require internal procedures of each entity involved
- Procedures: As any other procedure, it shall contain all the basic characteristics **(who/what/when/how/coordination)**

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?

3. Ensure the availability

- The use of the area might not be subjected to conditions
- For investigation authorities that have their own areas, this PQ might be considered “not applicable” (depending on the circumstances)

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4. Protect the evidence

- The area must ensure protection against pilfering, deterioration, etc.

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5. Maintain safe custody

- That usually implies some sort of access control
- Custody may be shared with the judicial authorities (in this case, it must be part of the procedure)

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6. Period as may be necessary

- For arrangements/procedures that have expiring date, there has to be clauses to ensure extension, or other means to timely ensure another area



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Stage 1 – Gathering relevant information

ICAO references

STD

A13

3.2

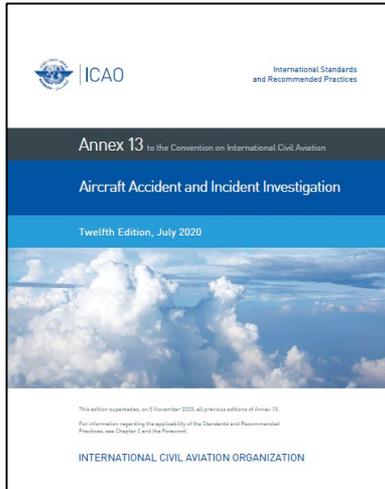


INDEPENDENCE OF INVESTIGATIONS

ANNEX 13

3.2 A State shall establish an accident investigation authority that is independent from State aviation authorities and other entities that could interfere with the conduct or objectivity of an investigation.

Note.— Guidance on the independence of an accident investigation authority is contained in the Manual of Aircraft Accident and Incident Investigation (Doc 9756), Part I — Organization and Planning and the Manual on Accident and Incident Investigation Policies and Procedures (Doc 9962).





Guidance for Review of Evidence

- 1) Verify existing arrangements and/or procedures and evidence of effectiveness.
- 2) Verify arrangements and procedures to ensure protection against fire and unauthorized access.
- 3) Verify the availability of hangars/storage facilities.



Guidance for Review of Evidence

- 1) Verify existing arrangements and/or procedures and evidence of effectiveness.
- 2) Verify arrangements and procedures to ensure protection against fire and unauthorized access.
- 3) Verify the availability of hangars/storage facilities.

Arrangements (e.g. MOU) and/or procedures
As any other procedure, it shall contain all the basic characteristics
(who/what/when/how/coordination)



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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

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:					
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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					
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4					
5					
6					
...					
n					
N1					
N2					
...					
Nn					
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: 07

TITLE: Access and use of storage facilities from the Coronaland City International Airport

Process: Investigation

Reference:

PQ 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?



Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1	Request for the use of the Coronaland City International Airport (CCIA) storage facility				



Stage 2 – Defining the framework

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1	Request for the use of the Coronaland City International Airport (CCIA) storage facility	Investigator-in-charge			



Stage 2 – Defining the framework

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1	Request for the use of the Coronaland City International Airport (CCIA) storage facility	Investigator-in-charge	The investigator-in-charge will fill the Form 18/AIG - Request for storage facilities and send it by e-mail to the Administrative Assistant, with a copy to the Chief Investigator		



Civil Aviation Authority of Coronaland

Accident Investigation Section (AIG)

Form 18/AIG - Request for storage facilities

To: chiefinvestigator@caac.gov.cd

Cc: aig-caac@caac.gov.cd

Subject: Request for technical support

Reference:

- Choose an item. *Fill in the aircraft registration*, dated *date of the occurrence*
- MOU 03/2020 between the CAAC and the CCIA

Attachment

Inventory of parts in the custody of CAAC-AIG

Dear Chief,

As the Investigator-in-charge of the investigation related to the aforementioned occurrence, I request the immediate access to and use of the storage facilities available at the Coronaland City International Airport, in order to store the parts listed in Appendix 1 to this form.

Best regards,

Name of the IIC
Investigator-in-charge



Stage 2 – Defining the framework

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1	Request for the use of the Coronaland City International Airport (CCIA) storage facility	Investigator-in-charge	The investigator-in-charge will fill the Form 18/AIG - Request for storage facilities and send it by e-mail to the Administrative Assistant, with a copy to the Chief Investigator	As soon as possible and before finishing the initial actions at the site of the occurrence	



Stage 2 – Defining the framework

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1	Request for the use of the Coronaland City International Airport (CCIA) storage facility	Investigator-in-charge	The investigator-in-charge will fill the Form 18/AIG - Request for storage facilities and send it by e-mail to the Administrative Assistant, with a copy to the Chief Investigator	As soon as possible and before finishing the initial actions at the site of the occurrence	Administrative Assistant Chief Investigator



Stage 2 – Defining the framework

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2	Prepare an official letter to the CCIA focal point				



Stage 2 – Defining the framework

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2	Prepare an official letter to the CCIA focal point	Administrative Assistant			



Stage 2 – Defining the framework

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2	Prepare an official letter to the CCIA focal point	Administrative Assistant	The Administrative Assistant will prepare a draft official letter to the CCIA focal point appointed in the MOU 03/2020 (between the CAAC and the CCIA), with the Form 18/AIG prepared by the investigator-in-charge as an attachment, and will submit, by e-mail (with a copy to the IIC), this draft for the approval of the Chief Investigator.		



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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3	Approve the official letter with the request for the use of the CCIA storage facility and forward it to the Airport focal point as per the MOU 03/2020 between the CAAC and the CCIA				



Stage 2 – Defining the framework

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Stage 2 – Defining the framework

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3	Approve the official letter with the request for the use of the CCIA storage facility and forward it to the Airport focal point as per the MOU 03/2020 between the CAAC and the CCIA	Chief Investigator	<p>The Chief Investigator will approve and forward, by e-mail (with a copy to the IIC), the official letter to the CCIA focal point appointed in the MOU 03/2020 (between the CAAC and the CCIA), with the Form 18/AIG prepared by the investigator-in-charge as an attachment.</p> <p>Note: If the draft requires corrections, either the Chief Investigator or the IIC will determine, as soon as possible, the necessary actions to the Administrative Assistant, either by phone or by e-mail, that will deliver the corrected version immediately back to the Chief Investigator also by e-mail (with a copy to the IIC).</p>	<p>Within 12 hours from the receipt of the draft official letter</p>	



Stage 2 – Defining the framework

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3	Approve the official letter with the request for the use of the CCIA storage facility and forward it to the Airport focal point as per the MOU 03/2020 between the CAAC and the CCIA	Chief Investigator	<p>The Chief Investigator will approve and forward, by e-mail (with a copy to the IIC), the official letter to the CCIA focal point appointed in the MOU 03/2020 (between the CAAC and the CCIA), with the Form 18/AIG prepared by the investigator-in-charge as an attachment.</p> <p>Note: If the draft requires corrections, either the Chief Investigator or the IIC will determine, as soon as possible, the necessary actions to the Administrative Assistant, either by phone or by e-mail, that will deliver the corrected version immediately back to the Chief Investigator also by e-mail (with a copy to the IIC).</p>	Within 12 hours from the receipt of the draft official letter	<p>Investigator-in-charge</p> <p>CCIA focal point</p>



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4	Process the response from the CCIA				



Stage 2 – Defining the framework

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4	Process the response from the CCIA	Administrative Assistant			



Stage 2 – Defining the framework

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4	Process the response from the CCIA	Administrative Assistant	<p>The Administrative Assistant will forward the response from the CCIA by e-mail to the IIC (with a copy to the Chief Investigator), and will archive that document in the occurrence file (both soft and hard copy)</p> <p>Note: If the IIC is in an area with no access to internet, the Administrative Assistant will transmit the response to the IIC by phone.</p>		



Stage 2 – Defining the framework

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4	Process the response from the CCIA	Administrative Assistant	<p>The Administrative Assistant will forward the response from the CCIA by e-mail to the IIC (with a copy to the Chief Investigator), and will archive that document in the occurrence file (both soft and hard copy)</p> <p>Note: If the IIC is in an area with no access to internet, the Administrative Assistant will transmit the response to the IIC by phone.</p>	As soon as possible and no later than 4 hours after the receipt of the response	



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



Writing the procedure

✈ After this “brainstorm” and with the template completed, we will probably be able to write the procedure

DISCLAIMER



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The following procedure is purely fictitious, intended exclusively for educational purposes, and ICAO is not responsible for the adoption of its text without due care for adapting to the characteristics of the civil aviation system in place

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PROCEDURE No 07/CAAC-AIG - ACCESS AND USE OF STORAGE FACILITIES FROM THE CORONALAND CITY INTERNATIONAL AIRPORT

INTRODUCTION

As part of the investigation process, the preservation of evidence for use along the investigation requires the availability of spaces to securely store the relevant parts of the aircraft. In Coronaland, the lack of areas or store facilities within the CAAC led to the celebration of a Memorandum of Understanding (MOU) with the Coronaland City International Airport (CCIA).

The MOU 03/2020 between the CAAC and the CCIA provides for the use of the Coronaland City International Airport (CCIA) storage facility in support of accident and incident investigations.

This procedure is complementary to that MOU.

PROCEDURE

- 1 The investigator-in-charge will, as soon as possible and before finishing the initial actions at the site of the occurrence, fill the Form 18/AIG (Request for storage facilities) and send it, by e-mail, to the Administrative Assistant, with a copy to the Chief Investigator.
- 2 The Administrative Assistant will, within 12 hours from the receipt of the request from the IIC, prepare a draft official letter to the CCIA focal point appointed in the MOU 03/2020, with the, and will submit, by e-mail (with a copy to the IIC), this draft for the approval of the Chief Investigator.
Note: The Form 18/AIG prepared by the Investigator-in-charge shall be attached to the official letter.
- 3 The Chief Investigator will, within 12 hours from the receipt of the draft official letter, approve and forward, by e-mail (with a copy to the IIC), the official letter to the CCIA focal point.
Note: If the draft requires corrections, either the Chief Investigator or the IIC will determine, as soon as possible, the necessary actions to the Administrative Assistant, either by phone or by e-mail, that will deliver the corrected version immediately back to the Chief Investigator also by e-mail (with a copy to the IIC).
- 4 The Administrative Assistant will, as soon as possible and no later than 4 hours after the receipt of the response, forward the response from the CCIA by e-mail to the IIC (with a copy to the Chief Investigator), and will archive that document in the occurrence file (both soft and hard copy).
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Note: If the IIC is in an area with no access to internet, the Administrative Assistant will transmit the response to the IIC by phone.



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Investigation procedures manual

6.303 Has the investigation authority developed and issued an investigation procedures manual or equivalent guidance material, containing the policies and procedures to be followed for investigation related tasks?