



## Forwarding notifications – other cases

- 6.319 Has the State established and implemented procedures to ensure the forwarding of accident/incident notifications to the States involved and, when applicable, ICAO in the following situations where it is not the State of Occurrence:
- As State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State?
  - As State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident?



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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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# Let's build it together

## ✈ Exercise: Forwarding notifications – other cases

- ✈ 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



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## Key elements:

1. Established and implemented
2. Forwarding of accident/incident notifications
3. Stt Registry → occurrence  $\left\{ \begin{array}{l} \text{in a non-Contracting State} \\ \text{outside the territory of any State} \end{array} \right.$
4. Stt Registry/Stt Operator → Stt Occurrence not aware - incident

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- As State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State?
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## Established and implemented

- This PQ requires evidence of implementation

6.319 Has the State established and implemented procedures to ensure the forwarding of accident/incident notifications to the States involved and, when applicable, ICAO in the following situations where it is not the State of Occurrence:

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## Forwarding of accident/incident notifications

- Applies to accidents, serious incidents and incidents that will be investigated

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- As State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State?
- As State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident?

As State of Registry → occurrence { in a non-Contracting State  
outside the territory of any State

- State of Registry would be conducting the investigation

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- As State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State?
- As State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident?

Stt Registry/Stt Operator → Stt Occurrence not aware - incident

- This will work as a trigger for the State of Occurrence, so it could act appropriately
- As State of Registry or Operator, you will not conduct the investigation



## ICAO references

STD

A13

4.1 & 4.8

GM

Doc 9756

Part I, 4.3.3

Doc 9962

C5



## ACCIDENTS OR INCIDENTS IN THE TERRITORY OF A CONTRACTING STATE TO AIRCRAFT OF ANOTHER CONTRACTING STATE

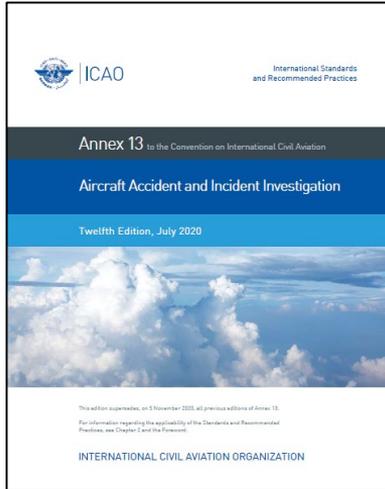
### RESPONSIBILITY OF THE STATE OF OCCURRENCE

## ANNEX 13

### *Forwarding*

4.1 The State of Occurrence shall forward a notification of an accident, a serious incident, or an incident to be investigated within the context of this Annex, with a minimum of delay and by the most suitable and quickest means available, to:

- a) the State of Registry;
- b) the State of the Operator;
- c) the State of Design;
- d) the State of Manufacture; and
- e) the International Civil Aviation Organization, when the aircraft involved is of a maximum mass of over 2 250 kg or is a turbojet-powered aeroplane.





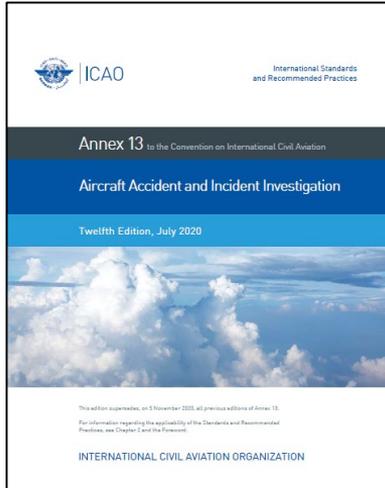
## RESPONSIBILITY OF THE STATE OF OCCURRENCE

### ANNEX 13

However, when the State of Occurrence is not aware of a serious incident, or an incident to be investigated, the State of Registry or the State of the Operator, as appropriate, shall forward a notification of such an incident to the State of Design, the State of Manufacture and the State of Occurrence.

Note 1.— Telephone, facsimile, e-mail or the Aeronautical Fixed Telecommunication Network (AFTN) will in most cases constitute “the most suitable and quickest means available”. More than one means of communication may be appropriate.

Note 2.— Provision for the notification of a distress phase to the State of Registry by the rescue coordination centre is contained in Annex 12 — Search and Rescue.





## ACCIDENTS OR INCIDENTS IN THE TERRITORY OF THE STATE OF REGISTRY, IN A NON-CONTRACTING STATE OR OUTSIDE THE TERRITORY OF ANY STATE

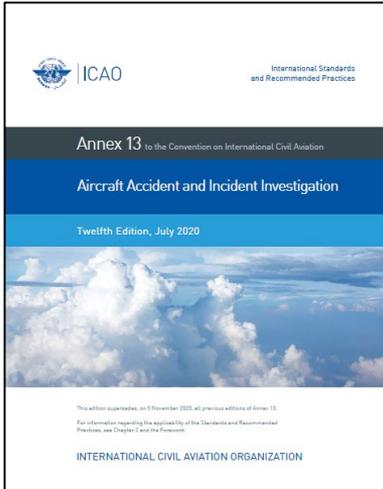
### ANNEX 13

### RESPONSIBILITY OF THE STATE OF REGISTRY

#### Forwarding

4.8 When the State of Registry institutes the investigation of an accident or incident, that State shall forward a notification, in accordance with 4.2 and 4.3 above, with a minimum of delay and by the most suitable and quickest means available, to:

- a) the State of the Operator;
- b) the State of Design;
- c) the State of Manufacture; and
- d) the International Civil Aviation Organization, when the aircraft involved is of a maximum mass of over 2 250 kg or is a turbojet-powered aeroplane.





## ACCIDENTS OR INCIDENTS IN THE TERRITORY OF THE STATE OF REGISTRY, IN A NON-CONTRACTING STATE OR OUTSIDE THE TERRITORY OF ANY STATE

### ANNEX 13

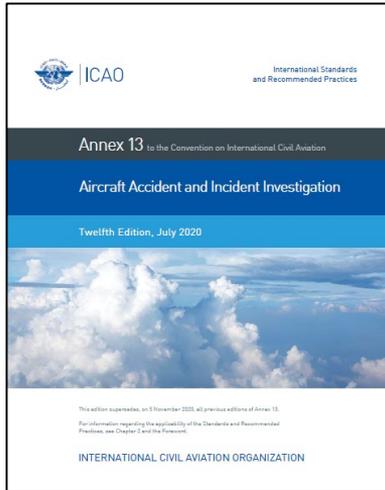
### RESPONSIBILITY OF THE STATE OF REGISTRY

#### Forwarding

...

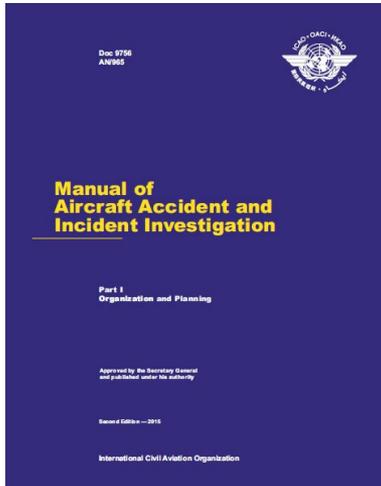
*Note 1.— Telephone, facsimile, e-mail or the Aeronautical Fixed Telecommunication Network (AFTN) will in most cases constitute “the most suitable and quickest means available”. More than one means of communication may be appropriate.*

*Note 2.— Provision for the notification of a distress phase to the State of Registry by the rescue coordination centre is contained in Annex 12 — Search and Rescue.*





## DOC 9756 PART I



4.3.3 When the State of Occurrence is not aware of a serious incident, the State of Registry or the State of the Operator, as appropriate, shall forward a notification of such an incident to the State of Design, the State of Manufacture and the State of Occurrence.



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# Stage 1 – Gathering relevant information

DOC 9962

## Investigation

### Chapter 5. Initial notification and response

5.1 General

5.2 Reporting requirements

5.3 Notification procedures

5.4 Response to notifications

5.5 Delegation of the investigation (in whole or in part)





# Guidance for Review of Evidence

- 1) Review procedures.
- 2) Review evidence to confirm effective implementation.



## 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>					
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					
<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



**NUMBER:** 10

**TITLE:** Forwarding notifications to other States and to ICAO when Coronaland is not the State of Occurrence

**Process:** Notification

**Reference:**

PQ 6.319 – Has the State established and implemented procedures to ensure the forwarding of accident/incident notifications to the States involved and, when applicable, ICAO in the following situations where it is not the State of Occurrence:

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- As State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident?



## Two different situations

- ✈ The procedure is related to two different situations, both not being the State of the Occurrence:
  - ✈ As State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State
  - ✈ As State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident
- ✈ Thus the procedure will have two paths



## Path A: Coronaland instituting an investigation as the State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State

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	Verify the information received by national notification or any other means				



## Path A: Coronaland instituting an investigation as the State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State

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	Verify the information received by national notification or any other means	Investigator on duty			



## Path A: Coronaland instituting an investigation as the State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State

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	Verify the information received by national notification or any other means	Investigator on duty	<p>The investigator on duty will verify the accuracy of the information received regarding the occurrence, by contacting the operator, service providers, other areas of the CAAC and any other source as necessary.</p> <p><i>Note: National notification means the notification received within Coronaland, usually sent by the operator and/or service providers through one of the approved channels established by the CAAC, to comply with the legislation.</i></p>		



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2A	Prepare an international notification				



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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	Prepare an international notification	Investigator on duty			



## Path A: Coronaland instituting an investigation as the State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State

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	Prepare an international notification	Investigator on duty	<p>The investigator on duty will prepare an international notification, using the Form 02/AIG (Template of international notifications).</p> <p><i>Note: International notification means the notification prepared by Coronaland to be sent to the States involved and to ICAO, as per Standards 4.1 and 4.8 of Annex 13.</i></p>		



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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	Send the international notification				



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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)
3A	Send the international notification	Investigator on duty			



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3A	Send the international notification	Investigator on duty	<p>The investigator on duty will send, primarily by email (with copies to the Chief Investigator and the Administrative Assistant), the international notification to the State of the Operator, the State of Design, the State of Manufacture, and ICAO when applicable, using the Form 02/AIG (Template of international notifications).</p> <p>Note 1: The contact information of the accident investigation authorities of the States will be obtained at <a href="https://www.icao.int/safety/AIA/Pages/default.aspx">https://www.icao.int/safety/AIA/Pages/default.aspx</a>.</p> <p>Note 2: Notifications will be sent to ICAO when the aircraft involved is of a maximum mass of over 2 250 kg or is a turbojet-powered aeroplane.</p> <p>Note 3: Notifications to ICAO will be addressed to <a href="mailto:ADREP@icao.int">ADREP@icao.int</a> and <a href="mailto:AIGinbox@icao.int">AIGinbox@icao.int</a>.</p>		



## Path A: Coronaland instituting an investigation as the State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State

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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## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

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	Verify the information received regarding the incident				



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

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	Verify the information received regarding the incident	Investigator on duty			



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

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	Verify the information received regarding the incident	Investigator on duty	The investigator on duty will verify the accuracy of the information received regarding the incident, by contacting the operator, service providers, other areas of the CAAC and any other source as necessary.		



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

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	Verify the information received regarding the incident	Investigator on duty	The investigator on duty will verify the accuracy of the information received regarding the incident, by contacting the operator, service providers, other areas of the CAAC and any other source as necessary.	Within 1 hour after the receipt of a national notification, or becoming aware of the incident by any other means	



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

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	Verify the information received regarding the incident	Investigator on duty	The investigator on duty will verify the accuracy of the information received regarding the incident, by contacting the operator, service providers, other areas of the CAAC and any other source as necessary.	Within 1 hour after the receipt of a national notification, or becoming aware of the incident by any other means	N/A



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

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	Prepare an international notification				



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

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	Prepare an international notification	Investigator on duty			



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2B	Prepare an international notification	Investigator on duty	<p>The investigator on duty will prepare an international notification, using the Form 02/AIG (Template of international notifications).</p> <p><i>Note: International notification means the notification prepared by Coronaland to be sent to the States involved and to ICAO, as per Standards 4.1 and 4.8 of Annex 13.</i></p>		



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2B	Prepare an international notification	Investigator on duty	<p>The investigator on duty will prepare an international notification, using the Form 02/AIG (Template of international notifications).</p> <p><i>Note: International notification means the notification prepared by Coronaland to be sent to the States involved and to ICAO, as per Standards 4.1 and 4.8 of Annex 13.</i></p>	<p>Within 30 minutes after the verification of the accuracy of the information received</p>	



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2B	Prepare an international notification	Investigator on duty	<p>The investigator on duty will prepare an international notification, using the Form 02/AIG (Template of international notifications).</p> <p><i>Note: International notification means the notification prepared by Coronaland to be sent to the States involved and to ICAO, as per Standards 4.1 and 4.8 of Annex 13.</i></p>	Within 30 minutes after the verification of the accuracy of the information received	N/A



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

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	Send the international notification				



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
3B	Send the international notification	Investigator on duty			



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

Step	WHAT <small>(Detailed description of the task)</small>	WHO <small>(Designated person responsible for the execution)</small>	HOW <small>(Determination of the way the task will be performed and means to be used)</small>	WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with when applicable)</small>
3B	Send the international notification	Investigator on duty	<p>The investigator on duty will send, primarily by email (with copies to the Chief Investigator and the Administrative Assistant), the international notification to the State of Design, the State of Manufacture, and the State of the Occurrence, using the Form 02/AIG (Template of international notifications).</p> <p>Note: The contact information of the accident investigation authorities of the States will be obtained at <a href="https://www.icao.int/safety/AIA/Pages/default.aspx">https://www.icao.int/safety/AIA/Pages/default.aspx</a>.</p>		



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

Step	WHAT <small>(Detailed description of the task)</small>	WHO <small>(Designated person responsible for the execution)</small>	HOW <small>(Determination of the way the task will be performed and means to be used)</small>	WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with when applicable)</small>
3B	Send the international notification	Investigator on duty	<p>The investigator on duty will send, primarily by email (with copies to the Chief Investigator and the Administrative Assistant), the international notification to the State of Design, the State of Manufacture, and the State of the Occurrence, using the Form 02/AIG (Template of international notifications).</p> <p>Note: The contact information of the accident investigation authorities of the States will be obtained at <a href="https://www.icao.int/safety/AIA/Pages/default.aspx">https://www.icao.int/safety/AIA/Pages/default.aspx</a>.</p>	<p>Within 30 minutes after the preparation of the international notification</p>	



## Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident

Step	WHAT <small>(Detailed description of the task)</small>	WHO <small>(Designated person responsible for the execution)</small>	HOW <small>(Determination of the way the task will be performed and means to be used)</small>	WHEN <small>(Establish the timeline for the procedure, determining the deadlines for relevant tasks)</small>	In COORDINATION with whom <small>(Identify the persons to coordinate the execution of the task with when applicable)</small>
3B	Send the international notification	Investigator on duty	<p>The investigator on duty will send, primarily by email (with copies to the Chief Investigator and the Administrative Assistant), the international notification to the State of Design, the State of Manufacture, and the State of the Occurrence, using the Form 02/AIG (Template of international notifications).</p> <p>Note: The contact information of the accident investigation authorities of the States will be obtained at <a href="https://www.icao.int/safety/AIA/Pages/default.aspx">https://www.icao.int/safety/AIA/Pages/default.aspx</a>.</p>	Within 30 minutes after the preparation of the international notification	<p>Chief Investigator Administrative Assistant</p>



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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 05/CAAC-AIG - INFORMING THE INTENTION TO APPOINT ACCREDITED REPRESENTATIVE**

**INTRODUCTION**

As per Standards 4.1 and 4.8 of Annex 13, Coronaland shall forward accident/incident notifications to the States involved and, when applicable, ICAO in certain situations where it is not the State of Occurrence.

This procedure aims at complying with such requirement.

For the purposes of this procedure, the following definitions are adopted:

- *National notification*: Means the notification received within Coronaland, usually sent by the operator and/or service providers through one of the approved channels established by the CAAC, to comply with the legislation.
- *International notification*: Means the notification prepared by Coronaland to be sent to the States involved and to ICAO, as per Standards 4.1 and 4.8 of Annex 13.

**PROCEDURE**

**Path A: Coronaland instituting an investigation as the State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State**

1A-The investigator on duty will, within 1 hour after the receipt of a national notification, or becoming aware of the occurrence by any other means, verify the accuracy of the information received, by contacting the operator, service providers, other areas of the CAAC and any other source as necessary.

2A-The investigator on duty will, within 30 minutes after the verification of the accuracy of the information received, prepare an international notification, using the Form 02/AIG (Template of international notifications).

3A-The Chief Investigator will send, within 30 minutes after the preparation of the international notification, primarily by email (with copies to the Chief Investigator and the Administrative Assistant), the international notification to the State of the Operator, the State of Design, the State of Manufacture, and ICAO when applicable, using the Form 02/AIG.

*Note 1: The contact information of the accident investigation authorities of the States will be obtained at <https://www.icao.int/safety/AIA/Pages/default.aspx>.*

*Note 2: Notifications will be sent to ICAO when the aircraft involved is of a maximum mass of over 2 250 kg or is a turbojet-powered aeroplane.*

*Note 3: Notifications to ICAO will be addressed to [ADREP@icao.int](mailto:ADREP@icao.int) and [AIGinbox@icao.int](mailto:AIGinbox@icao.int).*

**Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident**

1B-The investigator on duty will, within 1 hour after the receipt of a national notification, or becoming aware of the incident by any other means, verify the accuracy of the information received, by contacting the operator, service providers, other areas of the CAAC and any other source as necessary.

2B-The investigator on duty will, within 30 minutes after the verification of the accuracy of the information received, prepare an international notification, using the Form 02/AIG (Template of international notifications).

3B-The Chief Investigator will send, within 30 minutes after the preparation of the international notification, primarily by email (with copies to the Chief Investigator and the Administrative Assistant), the international notification to the State of Design, the State of Manufacture, and the State of the Occurrence, using the Form 02/AIG.

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**Path B: Coronaland as the State of Registry or State of the Operator, when the State of Occurrence is not aware of an incident**

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## Determining the extent of an accident investigation

6.343 Has the State established and implemented policies, procedures and guidelines to help determine the extent of an accident investigation (including the scope of the investigation and whether or not investigators will be deployed on site), depending on the circumstances of the accident and the safety lessons that it expects to draw from the investigation?