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# Informs intention to appoint an accredited representative

6.325 Has the State established and implemented procedures to ensure that it informs the State conducting the investigation if it intends to appoint an accredited representative and, if so, provides the associated details?



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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: Informs intention to appoint an accredited representative

✈ 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



# Informs intention to appoint an accredited representative

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## Key elements:

1. Established and implemented
2. Informs the State
3. Intends to appoint an accredited representative
4. Provides the associated details

6.325 Has the State established and implemented procedures to ensure that it informs the State conducting the investigation if it intends to appoint an accredited representative and, if so, provides the associated details?

## Established and implemented

- This PQ requires evidence of implementation
- Evidence = message to the State that sent the notification

6.325 Has the State established and implemented procedures to ensure that it informs the State conducting the investigation if it intends to appoint an accredited representative and, if so, provides the associated details?

## Informs the State

- Letter, email, fax, phone, etc.
- May be connected with PQs 6.327 and 6.329

6.325 Has the State established and implemented procedures to ensure that it informs the State conducting the investigation if it intends to appoint an accredited representative and, if so, provides the associated details?

## Intends to appoint an accredited representative

- The appointment doesn't imply travel
- Should be an experienced investigator (knowledge of Annex 13 provisions)

6.325 Has the State established and implemented procedures to ensure that it informs the State conducting the investigation if it intends to appoint an accredited representative and, if so, provides the associated details?

## Provides the associated details

- Name and contact information
- If travelling:
  - Copy of passport (and visa, if applicable)
  - Travel plans (arrival, flight number, etc.)



# ICAO references

STD

A13

4.6 & 4.10

GM

Doc 9756

Part II, 3.5



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## Stage 1 – Gathering relevant information

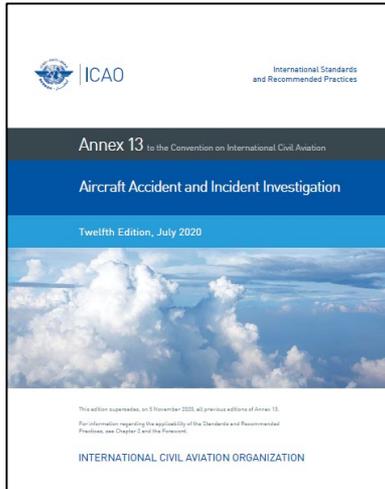
RESPONSIBILITY OF THE STATE OF REGISTRY,  
THE STATE OF THE OPERATOR, THE STATE OF DESIGN  
AND THE STATE OF MANUFACTURE

### ANNEX 13

#### *Information — Participation*

...

4.6 Upon receipt of the notification, the State of Registry, the State of the Operator, the State of Design and the State of Manufacture shall, as soon as possible, provide the State of Occurrence with any relevant information available to them regarding the aircraft and flight crew involved in the accident or incident. Each State shall also inform the State of Occurrence whether it intends to appoint an accredited representative and if such an accredited representative is appointed, the name and contact details; as well as the expected date of arrival if the accredited representative will travel to the State of Occurrence.



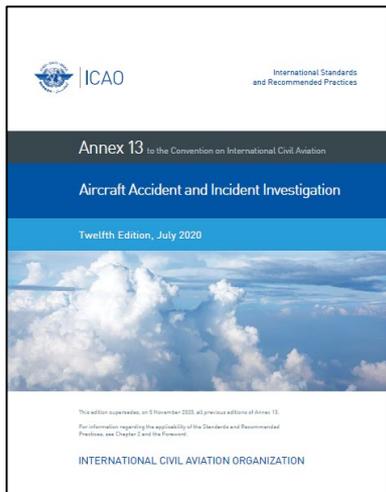


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# Stage 1 – Gathering relevant information

## ANNEX 13



### RESPONSIBILITY OF THE STATE OF REGISTRY, THE STATE OF THE OPERATOR, THE STATE OF DESIGN AND THE STATE OF MANUFACTURE

#### ***Information — Participation***

...

*Note 1.— In accordance with 5.18, the State of the Operator, the State of Design and the State of Manufacture have the right to appoint an accredited representative to participate in the investigation.*



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# Stage 1 – Gathering relevant information

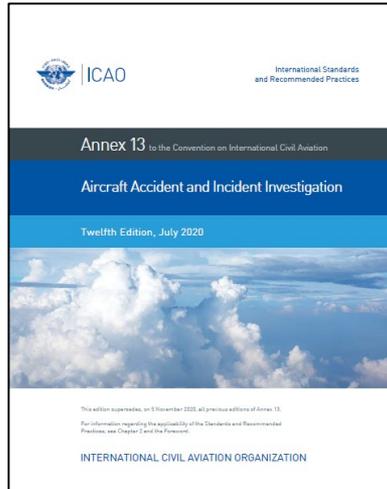
## RESPONSIBILITY OF THE STATE OF REGISTRY, THE STATE OF THE OPERATOR, THE STATE OF DESIGN AND THE STATE OF MANUFACTURE

### ANNEX 13

### *Information — Participation*

...

*Note 2.— In accordance with 5.22, the attention of the State of the Operator, the State of Design and the State of Manufacture is drawn to their obligation to appoint an accredited representative when specifically requested to do so by the State conducting the investigation of an accident to an aircraft over 2 250 kg. Their attention is also drawn to the usefulness of their presence and participation in the investigation.*





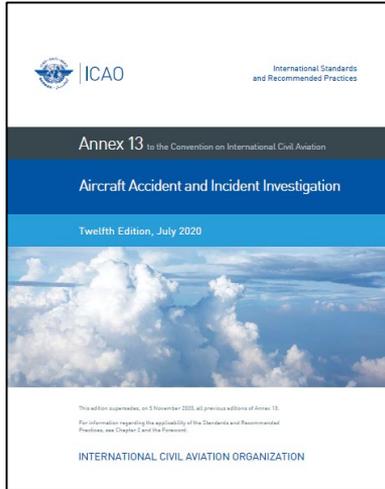
## RESPONSIBILITY OF THE STATE OF THE OPERATOR, THE STATE OF DESIGN AND THE STATE OF MANUFACTURE

### *Information — Participation*

## ANNEX 13

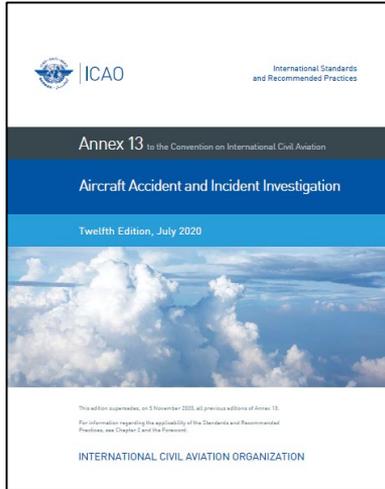
...

4.10 Upon receipt of the notification, the State of the Operator, the State of Design and the State of Manufacture shall, upon request, provide the State of Registry with any relevant information available to them regarding the flight crew and the aircraft involved in the accident or incident. Each State shall also inform the State of Registry whether it intends to appoint an accredited representative, and if such an accredited representative is appointed, the name and contact details; as well as the expected date of arrival if the accredited representative will be present at the investigation.





## ANNEX 13



### RESPONSIBILITY OF THE STATE OF THE OPERATOR, THE STATE OF DESIGN AND THE STATE OF MANUFACTURE

#### ***Information — Participation***

...

*Note 1.— In accordance with 5.18, the State of the Operator, the State of Design and the State of Manufacture have the right to appoint an accredited representative to participate in the investigation.*



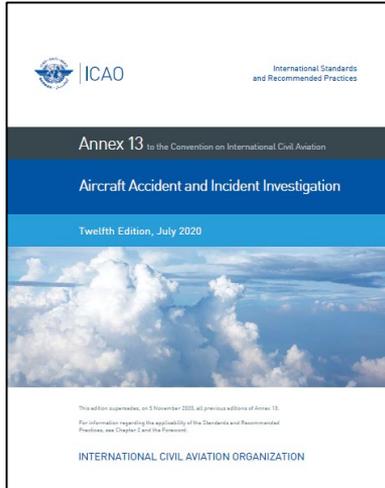
RESPONSIBILITY OF THE STATE OF THE OPERATOR,  
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**Information — Participation**

**ANNEX 13**

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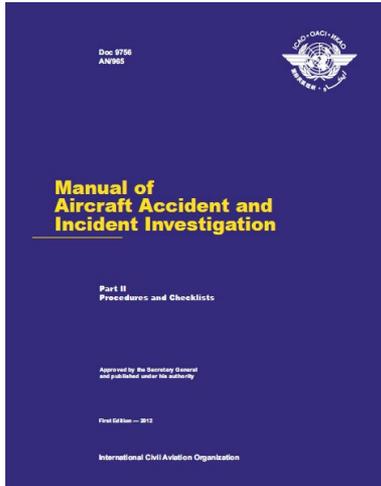
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# Stage 1 – Gathering relevant information

## 3.5 ACCREDITED REPRESENTATIVES

### DOC 9756 PART II



3.5.1 Each accredited representative is the official representative of his State and, as such, is responsible for ensuring the safety interests of his State in the investigation. Accredited representatives are the essential links between the State conducting the investigation and the States that have a direct interest in the occurrence. The State of Registry, the State of the Operator, the State of Design, the State of Manufacture and any other State that, on request, provides information, facilities or experts are usually represented by an accredited representative. Chapter 5 to Annex 13 specifies the conditions under which these States are entitled to appoint an accredited representative, including the accredited representative's obligations and rights of access to, among others, the scene of the accident, the relevant evidence, and all pertinent documents. The essential guide in the conduct of investigations, in which accredited representatives participate, is comprised of a spirit of cooperation, participation, access to all relevant information, mutual trust and consultation.



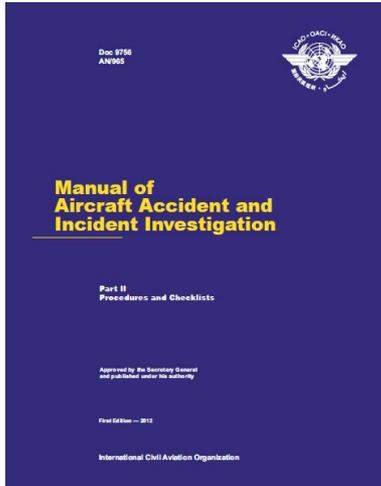
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# Stage 1 – Gathering relevant information

## 3.5 ACCREDITED REPRESENTATIVES

### DOC 9756 PART II

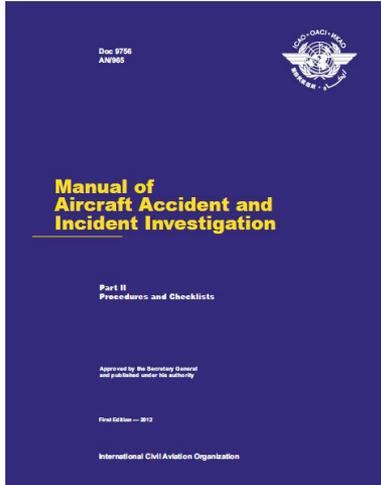


...

3.5.2 Ideally, the accredited representative(s) should arrive at the accident site with the least possible delay. For this purpose, ICAO Annex 9 relating to Facilitation, provides for the temporary entry into a contracting State for the purpose of participation in an accident investigation. In normal circumstances, the accredited representative should be well advised to proceed directly to the accident site and to make contact with the Investigator-in-charge. Upon the arrival of the accredited representative, the State conducting the investigation should have already received a communication indicating the nomination of the accredited representative and the date of his arrival.



## DOC 9756 PART II



...

3.5.2 ... During the investigation, the accredited representative should maintain close contact with the Investigator-in-charge rather than participate in a particular group. In this way, he should have an overall appreciation of all the facts relating to the accident and can be most responsive to the needs of the investigation. He should be considered free to communicate investigation information to his own government authorities; however, he must not divulge information on the progress and the findings of the investigation without the express consent of the Investigator-in-charge, exercising considerable care to ensure the preservation of the confidential nature of any information. To this end, the accredited representative should take appropriate precautions to ensure the proper transmission and handling of sensitive investigative information. In some situations, the accredited representative should be well advised to use the communications facilities that might be available at the nearest diplomatic or consular establishment of his government, since the security of communications by email, facsimile or other public services cannot be guaranteed.



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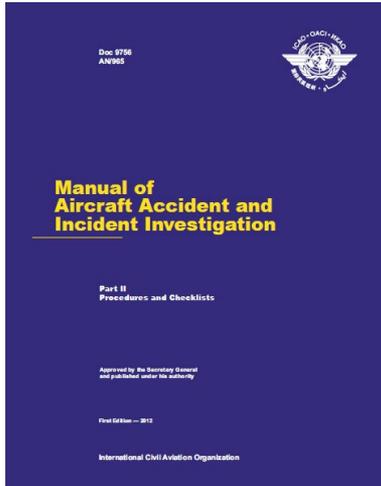
# Stage 1 – Gathering relevant information

## 3.5 ACCREDITED REPRESENTATIVES

### DOC 9756 PART II

...

3.5.3 Upon the arrival of an accredited representative, the Investigator-in-charge should provide him with a thorough update on the investigation and provide copies of all relevant information and pertinent documents. The Investigator-in-charge should also ensure that the investigation personnel, particularly the Group chairpersons are introduced to the accredited representatives and their advisers, and are made aware of their rights and responsibilities.





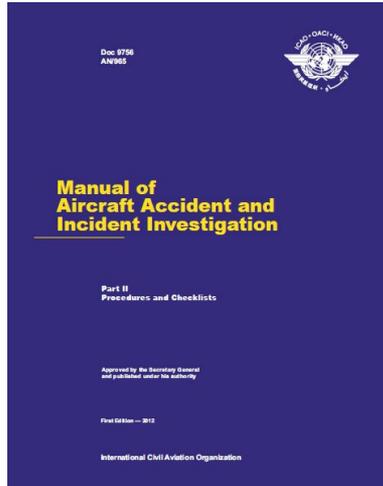
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# Stage 1 – Gathering relevant information

## 3.5 ACCREDITED REPRESENTATIVES

### DOC 9756 PART II



...

3.5.4 On those occasions when the Investigator-in-charge requires documents or information, or requires aircraft component examinations to be carried out in the State of Registry, the State of the Operator, the State of Design, the State of Manufacture, or in any other State, it is the responsibility of the accredited representative to endeavour to comply with the request and to use his authority in his own State to ensure that the request is met in so far as it is compatible with the policies of his government.

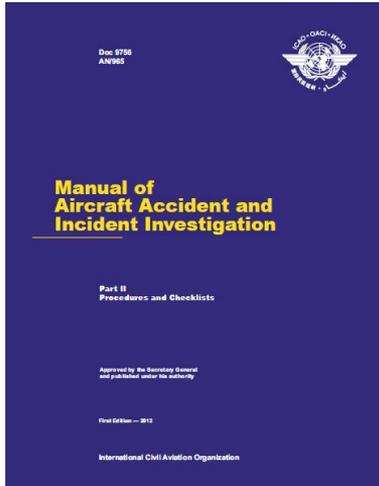


## 3.5 ACCREDITED REPRESENTATIVES

### DOC 9756 PART II

...

3.5.5 During the later stages of the investigation, in which the significance of the established facts are under examination, it is desirable that the accredited representative be kept fully informed and invited to express his views, in particular when conclusions are being developed which bear upon persons, organizations, or activities within his State.





# Guidance for Review of Evidence

- 1) Review procedures.
- 2) Verify that the procedures require the State to appoint an accredited representative when specifically requested to do so by the State conducting an investigation (for an accident to an aircraft of a maximum mass of over 2 250 kg).
- 3) Review evidence to confirm effective implementation, if available, such as copies of relevant correspondence.



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# Let's build it together

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

# NOTIFICATION SCHEME

## TERRITORY OF A CONTRACTING STATE TO AN AIRCRAFT OF ANOTHER CONTRACTING STATE

### State of Occurrence

Forward a notification:

- 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.

State of Registry, the State of the Operator, the State of Design and the State of Manufacture

- Acknowledge receipt of the notification
- Provide the State of **Occurrence** with any relevant information available to them regarding the aircraft and flight crew involved
- Inform the intention to appoint an accredited representative (provide travel details)
- Appoint an accredited representative **when requested** by the State conducting the investigation (**accident – A/C over 2 250 kg**)
- Provide the State of Occurrence with details of dangerous goods on board the aircraft

# NOTIFICATION SCHEME

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

### State of Registry

Forward a notification:

- 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.

### State of the Operator, the State of Design and the State of Manufacture

- Acknowledge receipt of the notification
- **Upon request**, provide the State of **Registry** with any relevant information available to them regarding the aircraft and flight crew involved
- Inform the intention to appoint an accredited representative (provide travel details)
- Appoint an accredited representative **when requested** by the State conducting the investigation (**accident – A/C over 2 250 kg**)
- Provide the State of Occurrence with details of dangerous goods on board the aircraft

## TERRITORY OF A CONTRACTING STATE TO AN AIRCRAFT OF ANOTHER CONTRACTING STATE

State of Registry, the State of the Operator, the State of Design and the State of Manufacture

- Acknowledge receipt of the notification
- Provide the State of **Occurrence** with any relevant information available to them regarding the aircraft and flight crew involved
- Inform the intention to appoint an accredited representative (provide travel details)
- Appoint an accredited representative **when requested** by the State conducting the investigation (**accident – A/C over 2 250 kg**)

Provide the State of Occurrence with details of dangerous goods on board the aircraft

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

State of the Operator, the State of Design and the State of Manufacture

- Acknowledge receipt of the notification
- **Upon request**, provide the State of **Registry** with any relevant information available to them regarding the aircraft and flight crew involved
- Inform the intention to appoint an accredited representative (provide travel details)
- Appoint an accredited representative **when requested** by the State conducting the investigation (**accident – A/C over 2 250 kg**)

Provide the State of Occurrence with details of dangerous goods on board the aircraft



## 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					

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					
<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: 05**

**TITLE: Informing the intention to appoint accredited representative**

**Process: Investigation**

**Reference: PQ 6.325 – Has the State established and implemented procedures to ensure that it informs the State conducting the investigation if it intends to appoint an accredited representative and, if so, provides the associated details?**



## Relation with other processes

- ✈ The procedure is related to the establishment of procedures and guidance, including a checklist, for the initial response following the receipt of a notification (PQ 6.316)
- ✈ The procedure is related to the procedure to provide:
  - ✈ Information of aircraft and flight crew (PQ 6.327)
  - ✈ Details on dangerous goods on board (PQ 6.329)



# Relation with other processes

In the case of Coronaland:

## NOTES

- |    |  |
|----|--|
| N1 | This procedure is related to the Procedure 04/CAAC–AIG – Initial response following the receipt of a notification from another State |
| N2 | This procedure is related to the Procedure 06/CAAC–AIG – Provision of relevant information of aircraft and flight crew               |
| N3 | This procedure is related to the Procedure 08/CAAC–AIG – Provision of details on dangerous goods on board the aircraft               |



# Use of complementary supporting documents

## ATTACHMENTS

#	TITLE	DESCRIPTION
A	Form 04–AIG – Response to notification received from other States	A template to be used for the response to notifications received from other States
B	Form 05–AIG – Checklist for initial response after notification received from another State	Checklist to guide the execution of all tasks associated with the initial response after the receipt of a notification from another State
C		
D		
E		



# 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)
1	Determine whether an accredited representative will be appointed or not				



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## 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)
1	Determine whether an accredited representative will be appointed or not	Investigator on duty			



# 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)
1	Determine whether an accredited representative will be appointed or not	Investigator on duty	<p>The investigator on duty will coordinate with the Chief Investigator, by phone, whether an accredited representative will be appointed or not.</p> <p>Note: If a decision is made to appoint an AccRep, and unless otherwise determined by the Chief Investigator, the selection of the investigator will follow the investigator-in-charge schedule, controlled by the AIG Section.</p>		



# 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)
1	Determine whether an accredited representative will be appointed or not	Investigator on duty	<p>The investigator on duty will coordinate with the Chief Investigator, by phone, whether an accredited representative will be appointed or not.</p> <p>Note: If a decision is made to appoint an AccRep, and unless otherwise determined by the Chief Investigator, the selection of the investigator will follow the investigator-in-charge schedule, controlled by the AIG Section.</p>	Immediately after receiving the notification (and in no longer than 1 hour)	



# 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)
1	Determine whether an accredited representative will be appointed or not	Investigator on duty	<p>The investigator on duty will coordinate with the Chief Investigator, by phone, whether an accredited representative will be appointed or not.</p> <p>Note: If a decision is made to appoint an AccRep, and unless otherwise determined by the Chief Investigator, the selection of the investigator will follow the investigator-in-charge schedule, controlled by the AIG Section.</p>	Immediately after receiving the notification (and in no longer than 1 hour)	Chief Investigator



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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)
2	Prepare the response to the State				



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## 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)
2	Prepare the response to the State	Investigator on duty			



# 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)
2	Prepare the response to the State	Investigator on duty	<p>The investigator on duty will prepare the response to the State using the Form 04–AIG (Response to notification received from other States), acknowledging receipt of the notification and informing whether Coronaland intends to appoint an accredited representative or not, sending through email for the approval of the Chief Investigator.</p> <p>Note 1: If an accredited representative is appointed, his/her personal information, as well as any travel plans will be provided through Form 04–AIG, and copy of passport will be attached to the Form.</p> <p>Note 2: Details of travel not available at this moment will be provided as soon as possible and by the same means applied to send the response of the notification.</p> <p>Note 3: If, for any reason, the contact with the Chief Investigator could not be established, the State shall be informed that Coronaland will not appoint an AccRep at that moment, but may do so later if deemed of interest of the investigation.</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)
2	Prepare the response to the State	Investigator on duty	<p>The investigator on duty will prepare the response to the State using the Form 04–AIG (Response to notification received from other States), acknowledging receipt of the notification and informing whether Coronaland intends to appoint an accredited representative or not, sending through email for the approval of the Chief Investigator.</p> <p>Note 1: If an accredited representative is appointed, his/her personal information, as well as any travel plans will be provided through Form 04–AIG, and copy of passport will be attached to the Form.</p> <p>Note 2: Details of travel not available at this moment will be provided as soon as possible and by the same means applied to send the response of the notification.</p> <p>Note 3: If, for any reason, the contact with the Chief Investigator could not be established, the State shall be informed that Coronaland will not appoint an AccRep at that moment, but may do so later if deemed of interest of the investigation.</p>	Immediately after receiving the directives from the Chief Investigator (and in no longer than 30 minutes)	



# 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)
2	Prepare the response to the State	Investigator on duty	<p>The investigator on duty will prepare the response to the State using the Form 04–AIG (Response to notification received from other States), acknowledging receipt of the notification and informing whether Coronaland intends to appoint an accredited representative or not, sending through email for the approval of the Chief Investigator.</p> <p>Note 1: If an accredited representative is appointed, his/her personal information, as well as any travel plans will be provided through Form 04–AIG, and copy of passport will be attached to the Form.</p> <p>Note 2: Details of travel not available at this moment will be provided as soon as possible and by the same means applied to send the response of the notification.</p> <p>Note 3: If, for any reason, the contact with the Chief Investigator could not be established, the State shall be informed that Coronaland will not appoint an AccRep at that moment, but may do so later if deemed of interest of the investigation.</p>	Immediately after receiving the directives from the Chief Investigator (and in no longer than 30 minutes)	<p>Chief Investigator</p> <p>Appointed accredited representative</p>



## Civil Aviation Authority of Coronaland

Accident Investigation Section (AIG)

### Form 04/AIG - Response to notification received from other States

To:	<i>Name or email of the Representative of the State conducting the investigation</i>
Cc:	<i>email of appointed AccRep; <a href="mailto:aig-caac@caac.gov.cd">aig-caac@caac.gov.cd</a>; <a href="mailto:chiefinvestigator@caac.gov.cd">chiefinvestigator@caac.gov.cd</a>;</i>
Subject:	Response to notification received
References:	a) Notification: <i>complete with details of the notification received</i> b) Recommendations 4.5 and 4.9 of Annex 13
Attachment	<i>Choose an item.</i>

Dear Sir/Madam,

I confirm receipt of the aforementioned notification, on account of which I inform you that the Civil Aviation Authority of Coronaland has decided *Choose an item.*

Best regards,

---

Capt. John Doe  
Chief Investigator



# 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)
3	Approval of the response to the State				



# 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)
3	Approval of the response to the State	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)
3	Approval of the response to the State	Chief Investigator	<p>The Chief Investigator will approve (digital signature) the Form 04 prepared by the investigator on duty and send it back to that officer by email, with copy to the appointed accredited representative if applicable.</p> <p>Note: If there is any needs of correction, the Chief Investigator will coordinate the changes directly with the investigator on duty, by the quickest means available, in order to have the document approved ASAP.</p>		



# 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)
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# 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)
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# 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)
3	Send response to the State				



# 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)
3	Send response to the State	Investigator on duty			



# 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)
3	Send response to the State	Investigator on duty	<p>The investigator on duty will send the Form 04–AIG by email to the State, with copies to the Chief Investigator, the appointed AccRep and the Administrative Assistant.</p> <p>Note: If the recipient State had sent the notification by other means and doesn't have an email available, the investigator on duty will send the Form 04–AIG (or its content) by the same means used for the notification.</p>		



# Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
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# 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)
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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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*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 05/CAAC-AIG - INFORMING THE INTENTION TO APPOINT ACCREDITED REPRESENTATIVE**

**INTRODUCTION**

As per Standards 4.6 and 4.10 of Annex 13, Coronaland shall inform the State conducting the investigation whether we intend to appoint an accredited representative, and if such an accredited representative is appointed, the name and contact details; as well as the expected date of arrival if the accredited representative will be present at the investigation.

This procedure aims at complying with such requirement.

**PROCEDURE**

- 1 The investigator on duty will, immediately after receiving the notification (and in no longer than 1 hour), coordinate with the Chief Investigator, by phone, whether an accredited representative will be appointed or not.

*Note:* If a decision is made to appoint an accredited representative, and unless otherwise determined by the Chief Investigator, the selection of the investigator will follow the investigator-in-charge schedule, controlled by the AIG Section.

- 2 The investigator on duty will, immediately after receiving the directives from the Chief Investigator (and in no longer than 30 minutes), prepare the response to the State using the Form 04-AIG (Response to notification received from other States), acknowledging receipt of the notification and informing whether Coronaland intends to appoint an accredited representative or not.

*Note 1:* If an accredited representative is appointed, his/her personal information, as well as any travel plans will be provided through Form 04-AIG, and copy of passport will be attached to the Form.

*Note 2:* Details of travel not available at this moment will be provided as soon as possible and by the same means applied to send the response of the notification.

*Note 3:* If, for any reason, the contact with the Chief Investigator could not be established, the State shall be informed that Coronaland will not appoint an accredited representative at that moment, but may do so later if deemed of interest of the investigation.

*Note 4:* The Form 04-AIG shall be prepared by the investigator on duty in close coordination with the appointed accredited representative when applicable.

- 3 The Chief Investigator will, immediately and in no longer than 30 minutes after receiving the Form 04-AIG prepared by the investigator on duty, approve (by digital signature) the Form 04 prepared by the investigator on duty and send it back to that officer by email, with copy to the appointed accredited representative if applicable.

*Note:* If there is any needs of correction, the Chief Investigator will coordinate the changes directly with the investigator on duty, by the quickest means available, in order to have the document approved ASAP.

- 4 The investigator on duty will, immediately and in no longer than 30 minutes after receiving the approved Form 04-AIG from the Chief Investigator, send the response to the State by email, with copies to the Chief Investigator, the appointed accredited representative and the Administrative Assistant.

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## **Provision of relevant information regarding the aircraft and flight crew**

6.327 Has the State established and implemented procedures to ensure that it provides the State conducting the investigation with, as applicable, any relevant information regarding the aircraft and flight crew involved in an aircraft accident or serious incident as soon as possible?