



# Appointment of advisers proposed by the operator and organizations responsible for the type design and the final assembly

6.395 Has the State, as a State participating in an aircraft accident or serious incident investigation, established and implemented procedures to ensure that it appoints advisers proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft?



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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: Appointment of advisers proposed by the operator and organizations responsible for the type design and the final assembly
  - ✈ 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
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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



# Appointment of advisers proposed by the operator and organizations responsible for the type design and the final assembly

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## Key elements:

1. Established and implemented
2. Appoints advisers proposed
3. By the operator
4. By the organizations of type design and final assembly

6.395 Has the State, as a State participating in an aircraft accident or serious incident investigation, established and implemented procedures to ensure that it appoints advisers proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft?

## Established and implemented

- This PQ requires evidence of implementation

6.395 Has the State, as a State participating in an aircraft accident or serious incident investigation, established and implemented procedures to ensure that it appoints advisers proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft?

## Appoints advisers proposed

Established and implemented

Appoints advisers proposed

By the operator

By the organizations of type design and final assembly

6.395 Has the State, as a State participating in an aircraft accident or serious incident investigation, established and implemented procedures to ensure that it appoints advisers proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft?

## By the operator

Established and implemented

Appoints advisers proposed

By the operator

By the organizations of type design and final assembly

6.395 Has the State, as a State participating in an aircraft accident or serious incident investigation, established and implemented procedures to ensure that it appoints advisers proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft?

By the organizations of type design and final assembly

Established and implemented

Appoints advisers proposed

By the operator

By the organizations of type design and final assembly



## ICAO references

STD

A13

5.19 & 5.20

GM

Doc 9962

5.4



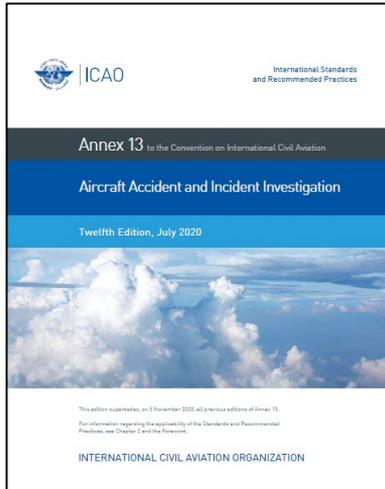
## PARTICIPATION OF THE STATE OF REGISTRY, THE STATE OF THE OPERATOR, THE STATE OF DESIGN AND THE STATE OF MANUFACTURE

### ANNEX 13

### *Rights*

...

5.19 The State of Registry or the State of the Operator shall appoint one or more advisers, proposed by the operator, to assist its accredited representative.



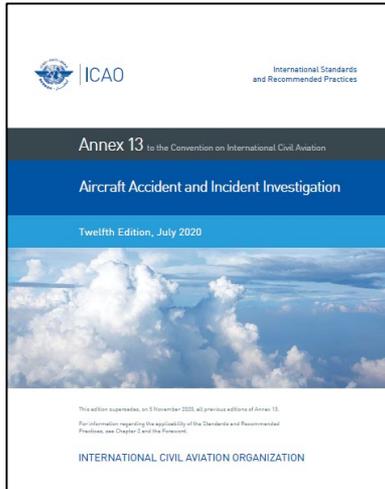


## PARTICIPATION OF THE STATE OF REGISTRY, THE STATE OF THE OPERATOR, THE STATE OF DESIGN AND THE STATE OF MANUFACTURE

### ANNEX 13

### *Rights*

5.20 The State of Design and the State of Manufacture shall be entitled to appoint one or more advisers, proposed by the organizations responsible for the type design and the final assembly of the aircraft, to assist their accredited representatives.





## 5.4 RESPONSE TO NOTIFICATIONS

### DOC 9962



5.4.1 Upon receipt of an initial notification from another State about an accident or incident that occurred outside of [Name of State] involving [Name of State] interests ([Name of State]-Registered, -Operated, -Designed, or -Manufactured), the [Accident Investigation Authority] should respond indicating its intentions to participate in the investigation and the expected travel arrangements of its accredited representative and advisers. If travel to the accident site in the other State is not expected, the other State should be so advised.

## 5.4 RESPONSE TO NOTIFICATIONS

### DOC 9962



5.4.1 Upon receipt of an initial notification from another State about an accident or incident that occurred outside of [Name of State] involving [Name of State]-Registered, -Operated, -Owned, -Leased, -Maintained, -Manufactured), the [Accident Investigator] should respond indicating its intentions to provide assistance in the investigation and the expected travel arrangements for its accredited representative and advisers. If travel to the accident site in the other State is not expected, the other State should be so advised.

POLICY



# Guidance for Review of Evidence

- 1) Review procedures issued
- 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>					
<b>#</b>	<b>TITLE</b>		<b>DESCRIPTION</b>		
A					
B					
...					
n					

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

Note – the template is just a tool, and even after filling its fields we won't have the procedure



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## Stage 2 – Defining the framework

**NUMBER:** 17

**TITLE:** Appointment of advisors from the Operator **and the organizations responsible for the type design and the final assembly of the aircraft**

**Process:** Notification

**Reference:** PQ 6.395 – Has the State, as a State participating in an aircraft accident or serious incident investigation, established and implemented procedures to ensure that it appoints advisors proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft?



# NOTES

- ✈ The requirement includes advisors from “the organizations responsible for the type design and the final assembly of the aircraft”
  - ✈ Although the great majority of the States in the world do not have organizations responsible for the type design and the final assembly of the aircraft, there is no specific recommendation for the auditor on how to address it for those States
  - ✈ Thus, it is recommended that the procedure covers those organizations as well

# NOTES

✈ The requirement includes advisors from “the organizations responsible for the type design and the assembly of the aircraft”

✈ Although the great majority of States in the world do not have organizations responsible for type design and the final assembly of the aircraft, there is no specific recommendation for them to address it for those States

✈ The Annex is recommended that the procedure covers those organizations as well

**BETTER SAFE THAN SORRY**



# Relation with other processes

## ✈ The procedure is related to:

- ✈ Initial response following the receipt of a notification from another State (PQ 6.316)
- ✈ Appointment of accredited representative (PQ 6.325)
- ✈ Provision of information of aircraft and flight crew (PQ 6.327)
- ✈ Provision of details on dangerous goods (PQ 6.329)



# Relation with other processes

In the case of Coronaland:

## NOTES

N1	04/CAAC-AIG - Initial response following the receipt of a notification from another State
N2	05/CAAC-AIG - Informing the intention to appoint accredited representative
N3	06/CAAC-AIG - Provision of relevant information of aircraft and flight crew
N4	08/CAAC-AIG - Provision of details on dangerous goods on board the aircraft



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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)
1	Contact the operator				



# 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	Contact the operator	Accredited Representative			



# 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	Contact the operator	Accredited Representative	<p>The accredited representative will contact the operator, mainly by phone (alternatively by email), to consult whether it is willing to propose advisors to support the investigation.</p> <p>Note 1: The nomination from the operator of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.</p> <p>Note 2: The operator shall provide, at a minimum, the full name, area of expertise/position within the operator, and any relevant information related to travelling when applicable (e.g. copies of passport, visa, vaccine certificates, etc.).</p> <p>Note 3: If an Accredited Representative has not been appointed to the investigation, the Investigator on duty will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 4: This step is only applicable for aircrafts operated by national operators of Coronaland.</p>		



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
1	Contact the operator	Accredited Representative	<p>The accredited representative will contact the operator, mainly by phone (alternatively by email), to consult whether it is willing to propose advisors to support the investigation.</p> <p>Note 1: The nomination from the operator of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.</p> <p>Note 2: The operator shall provide, at a minimum, the full name, area of expertise/position within the operator, and any relevant information related to travelling when applicable (e.g. copies of passport, visa, vaccine certificates, etc.).</p> <p>Note 3: If an Accredited Representative has not been appointed to the investigation, the Investigator on duty will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 4: This step is only applicable for aircrafts operated by national operators of Coronaland.</p>	Immediately after receiving the notification (and in no longer than 1 hour)	



# 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	Contact the operator	Accredited Representative	<p>The accredited representative will contact the operator, mainly by phone (alternatively by email), to consult whether it is willing to propose advisors to support the investigation.</p> <p>Note 1: The nomination from the operator of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.</p> <p>Note 2: The operator shall provide, at a minimum, the full name, area of expertise/position within the operator, and any relevant information related to travelling when applicable (e.g. copies of passport, visa, vaccine certificates, etc.).</p> <p>Note 3: If an Accredited Representative has not been appointed to the investigation, the Investigator on duty will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 4: This step is only applicable for aircrafts operated by national operators of Coronaland.</p>	Immediately after receiving the notification (and in no longer than 1 hour)	Chief Investigator Investigator on duty Operator



# 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	Contact the organizations responsible for the type design and the final assembly of the aircraft				



# 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	Contact the organizations responsible for the type design and the final assembly of the aircraft	Accredited Representative			



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>
2	Contact the organizations responsible for the type design and the final assembly of the aircraft	Accredited Representative	<p>The accredited representative will contact the organizations responsible for the type design and the final assembly of the aircraft, mainly by phone (alternatively by email), to consult whether they are willing to propose advisors to support the investigation.</p> <p>Note 1: The nomination from the organization of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.</p> <p>Note 2: The organization shall provide, at a minimum, the full name, area of expertise/position within the organization, and any relevant information related to travelling when applicable (e.g. copies of passport, visa, vaccine certificates, etc.).</p> <p>Note 3: If an Accredited Representative has not been appointed to the investigation, the Investigator on duty will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 4: This step is only applicable for aircrafts designed and/or assembled in Coronaland.</p>		



# Stage 2 – Defining the framework

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>
2	Contact the organizations responsible for the type design and the final assembly of the aircraft	Accredited Representative	<p>The accredited representative will contact the organizations responsible for the type design and the final assembly of the aircraft, mainly by phone (alternatively by email), to consult whether they are willing to propose advisors to support the investigation.</p> <p>Note 1: The nomination from the organization of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.</p> <p>Note 2: The organization shall provide, at a minimum, the full name, area of expertise/position within the organization, and any relevant information related to travelling when applicable (e.g. copies of passport, visa, vaccine certificates, etc.).</p> <p>Note 3: If an Accredited Representative has not been appointed to the investigation, the Investigator on duty will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 4: This step is only applicable for aircrafts designed and/or assembled in Coronaland.</p>	Immediately after receiving the notification (and in no longer than 1 hour)	



# Stage 2 – Defining the framework

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>
2	Contact the organizations responsible for the type design and the final assembly of the aircraft	Accredited Representative	<p>The accredited representative will contact the organizations responsible for the type design and the final assembly of the aircraft, mainly by phone (alternatively by email), to consult whether they are willing to propose advisors to support the investigation.</p> <p>Note 1: The nomination from the organization of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.</p> <p>Note 2: The organization shall provide, at a minimum, the full name, area of expertise/position within the organization, and any relevant information related to travelling when applicable (e.g. copies of passport, visa, vaccine certificates, etc.).</p> <p>Note 3: If an Accredited Representative has not been appointed to the investigation, the Investigator on duty will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 4: This step is only applicable for aircrafts designed and/or assembled in Coronaland.</p>	Immediately after receiving the notification (and in no longer than 1 hour)	<p>Chief Investigator</p> <p>Investigator on duty</p> <p>Operator</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)
3	Deliver the information of advisors to the State conducting the investigation				



# 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	Deliver the information of advisors to the State conducting the investigation	Accredited Representative			



<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	Deliver the information of advisors to the State conducting the investigation	Accredited Representative	<p>The accredited representative will send an email to forward information regarding advisors proposed by the operator and/or the organizations responsible for the type design and the final assembly of the aircraft, or to inform that no advisor has been proposed.</p> <p>Note 1: If an Accredited Representative has not been appointed to the investigation, the Administrative Assistant will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 2: If no feedback is provided by the operator and/or the organizations responsible for the type design and the final assembly of the aircraft, it will considered that they are not willing to propose advisors at this moment.</p>		



# Stage 2 – Defining the framework

Step	<b>WHAT</b> (Detailed description of the task)	<b>WHO</b> (Designated person responsible for the execution)	<b>HOW</b> (Determination of the way the task will be performed and means to be used)	<b>WHEN</b> (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	<b>In COORDINATION with whom</b> (Identify the persons to coordinate the execution of the task with when applicable)
3	Deliver the information of advisors to the State conducting the investigation	Accredited Representative	<p>The accredited representative will send an email to forward information regarding advisors proposed by the operator and/or the organizations responsible for the type design and the final assembly of the aircraft, or to inform that no advisor has been proposed.</p> <p>Note 1: If an Accredited Representative has not been appointed to the investigation, the Administrative Assistant will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 2: If no feedback is provided by the operator and/or the organizations responsible for the type design and the final assembly of the aircraft, it will considered that they are not willing to propose advisors at this moment.</p>	In no longer than three hours after the receipt of the notification	



# Stage 2 – Defining the framework

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>
3	Deliver the information of advisors to the State conducting the investigation	Accredited Representative	<p>The accredited representative will send an email to forward information regarding advisors proposed by the operator and/or the organizations responsible for the type design and the final assembly of the aircraft, or to inform that no advisor has been proposed.</p> <p>Note 1: If an Accredited Representative has not been appointed to the investigation, the Administrative Assistant will become responsible for the task, unless another person is designated by the Chief Investigator.</p> <p>Note 2: If no feedback is provided by the operator and/or the organizations responsible for the type design and the final assembly of the aircraft, it will considered that they are not willing to propose advisors at this moment.</p>	In no longer than three hours after the receipt of the notification	<p>Chief Investigator</p> <p>Administrative Assistant</p> <p>Operator</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)
4	Filing of processed documents				



# Stage 2 – Defining the framework

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



# 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)
4	Filing of processed documents	Administrative Assistant	The Administrative Assistant will file, in the folders (hard and soft) corresponding to the occurrence, all the documents processed throughout this procedure, informing the accredited representative (when appointed).		



# 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)
4	Filing of processed documents	Administrative Assistant	The Administrative Assistant will file, in the folders (hard and soft) corresponding to the occurrence, all the documents processed throughout this procedure, informing the accredited representative (when appointed).	In up to three business days after sending the information to the State	



# Stage 2 – Defining the framework

<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 when applicable)</small>
4	Filing of processed documents	Administrative Assistant	The Administrative Assistant will file, in the folders (hard and soft) corresponding to the occurrence, all the documents processed throughout this procedure, informing the accredited representative (when appointed).	In up to three business days after sending the information to the State	Accredited Representative



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# Let's build it together

- ✈ 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 17/CAAC-AIG – APPOINTMENT OF ADVISORS FROM THE OPERATOR AND THE ORGANIZATIONS RESPONSIBLE FOR THE TYPE DESIGN AND THE FINAL ASSEMBLY OF THE AIRCRAFT**

**INTRODUCTION**

As per Standards 5.19 and 5.20 of Annex 13, States are required to appoint advisers proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft.

The purpose of this procedure is to comply with the aforementioned requirements.

**PROCEDURE**

- 1 The accredited representative will, immediately after receiving the notification and in no longer than 1 hour, contact the operator, mainly by phone (alternatively by email), to consult whether it is willing to propose advisors to support the investigation.

*Note 1: The nomination from the operator of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.*

*Note 2: The operator shall provide, at a minimum, the full name, area of expertise/position within the operator, and any relevant information related to travelling when applicable (e.g. copies of passport, visa, vaccine certificates, etc.).*

*Note 3: If an Accredited Representative has not been appointed to the investigation, the Investigator on duty will become responsible for the task, unless another person is designated by the Chief Investigator.*

*Note 4: This step is only applicable for aircrafts operated by national operators of Coronaland.*

- 2 The accredited representative will, immediately after receiving the notification and in no longer than 1 hour, contact the organizations responsible for the type design and the final assembly of the aircraft, mainly by phone (alternatively by email), to consult whether it is willing to propose advisors to support the investigation.

*Note 1: The nomination from the organization of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.*

*Note 2: The organization shall provide, at a minimum, the full name, area of expertise/position within the organization, and any relevant information related to travelling when applicable (e.g. copies of passport, visa, vaccine certificates, etc.).*

*Note 3: If an Accredited Representative has not been appointed to the investigation, the Investigator on duty will become responsible for the task, unless another person is designated by the Chief Investigator.*

*Note 4: This step is only applicable for aircrafts designed and/or assembled in Coronaland.*

- 3 The accredited representative will send, in no longer than three hours after the receipt of the notification, an email to forward information regarding advisors proposed by the operator and/or the organizations responsible for the type design and the final assembly of the aircraft, or to inform that no advisor has been proposed.

*Note 1: If an Accredited Representative has not been appointed to the investigation, the Administrative Assistant will become responsible for the task, unless another person is designated by the Chief Investigator.*

*Note 2: If no feedback is provided by the operator and/or the organizations responsible for the type design and the final assembly of the aircraft, it will be considered that they are not willing to propose advisors at this moment.*

- 4 The Administrative Assistant will file, in the folders (hard and soft) corresponding to the occurrence, all the documents processed throughout this procedure, informing the accredited representative (when appointed), in up to three business days after sending the information to the State.

**DISCLAIMER**

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

**PROCEDURE No 17/CAAC-AIG – APPOINTMENT OF ADVISORS FROM THE OPERATOR  
AND THE ORGANIZATIONS RESPONSIBLE FOR THE TYPE DESIGN AND THE FINAL  
ASSEMBLY OF THE AIRCRAFT**

**INTRODUCTION**

As per Standards 5.19 and 5.20 of Annex 13, States are required to appoint advisers proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft.

The purpose of this procedure is to comply with the aforementioned requirements.

## PROCEDURE

- 1 The accredited representative will, immediately after receiving the notification and in no longer than 1 hour, contact the operator, mainly by phone (alternatively by email), to consult whether it is willing to propose advisors to support the investigation.

*Note 1: The nomination from the operator of any advisor shall be made through email to the AIG Section, regardless of the means used to contact the operator.*

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## **Sending an expert to the State of Occurrence as a State having suffered fatalities or serious injuries to its citizens**

6.397 Has the State, as a State having suffered fatalities or serious injuries to its citizens, established and implemented procedures to send an expert to the State of Occurrence?