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SAFETY

Consultation on the draft final report

6.407 Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?



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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: Consultation on the draft final report

- ✈ 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



Consultation on the draft final report

6.407 Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?

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Key elements:

1. Established and implemented
2. Consultation on the draft final report
3. All States which participated
4. Substantiated comments
5. Sixty days from ... transmittal letter

6.407 Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?

Established and implemented

- This PQ requires evidence of implementation

6.407 Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?

Consultation on the draft final report

- Opportunity to position any disagreement with the report

6.407 Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?

All States which participated

ATTENTION HERE

6.407 Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?

All States which participated

ATTENTION HERE

- STD 6.3 establishes the obligation to send the draft to the States below regardless of their participation in the investigation
 - a) the State that instituted the investigation;
 - b) the State of Registry;
 - c) the State of the Operator;
 - d) the State of Design;
 - e) the State of Manufacture

6.407 Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?

Substantiated comments

- The Annex says “significant and substantiated comments”
- There has to be explanations for each comment
- Comments must be technical (not editorial)

6.407 Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?

Sixty days from ... transmittal letter

- Transmittal letter today is more like a reference (might be an email)
- The use of a template turns everything easier
- 60 days counted from the forwarding of the draft
- There is a need to observe the protection against disclosure



ICAO references

STD

A13

6.3

GM

Doc 9756

Part IV, 1.4

Doc 9962

10.5



CHAPTER 6. FINAL REPORT

RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

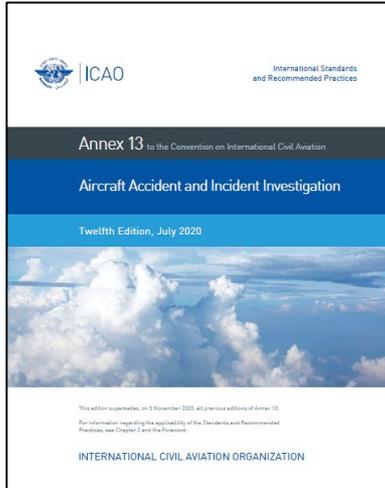
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ANNEX 13

Consultation

6.3 The State conducting the investigation shall send a copy of the draft Final Report to the following States inviting their significant and substantiated comments on the report as soon as possible:

- a) the State that instituted the investigation;
- b) the State of Registry;
- c) the State of the Operator;
- d) the State of Design;
- e) the State of Manufacture; and
- f) any State that participated in the investigation as per Chapter 5.





CHAPTER 6. FINAL REPORT

RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

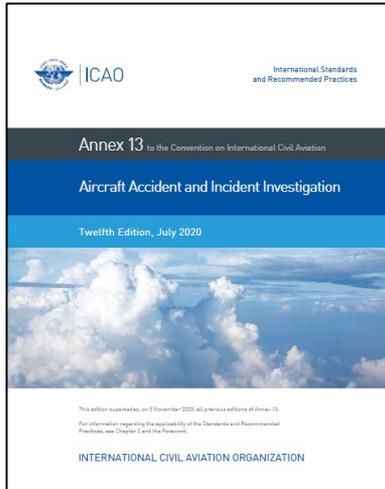
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ANNEX 13

Consultation

...

If the State conducting the investigation receives comments within sixty days of the date of the transmittal letter, it shall either amend the draft Final Report to include the substance of the comments received or, if desired by the State that provided comments, append the comments to the Final Report. If the State conducting the investigation receives no comments within sixty days of the date of the first transmittal letter, it shall issue the Final Report in accordance with 6.4, unless an extension of that period has been agreed by the States concerned.





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Stage 1 – Gathering relevant information

CHAPTER 6. FINAL REPORT

RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

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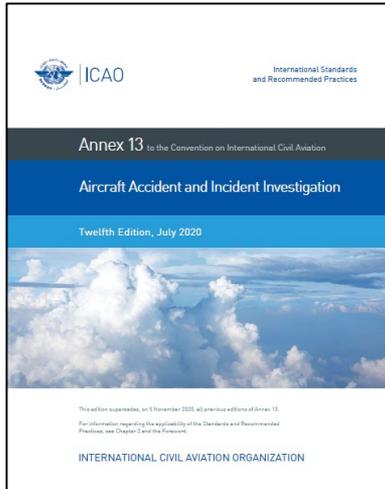
ANNEX 13

Consultation

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Note 1.— Nothing in this Standard is intended to preclude the State conducting the investigation from consulting other States, such as those States which provided relevant information, significant facilities, or experts who participated in the investigation under 5.27.

Note 2.— Comments to be appended to the Final Report are restricted to non-editorial-specific technical aspects of the Final Report upon which no agreement could be reached.





CHAPTER 6. FINAL REPORT

RESPONSIBILITY OF THE STATE CONDUCTING THE INVESTIGATION

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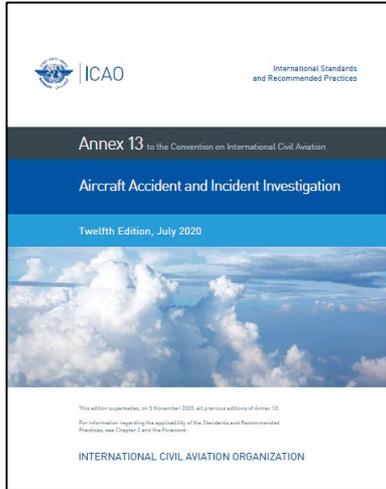
ANNEX 13

Consultation

...

Note 3.— When sending the draft Final Report to recipient States, the State conducting the investigation may consider using the most suitable and quickest means available, such as facsimile, e-mail, courier service or express mail.

Note 4.— Intended safety recommendations are to be included in the draft Final Report.





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Stage 1 – Gathering relevant information

Chapter 1

THE FINAL REPORT

1.4 CONSULTATION ON THE DRAFT FINAL REPORT

DOC 9756 PART IV



1.4.1 In accordance with Annex 13, the State conducting the investigation shall send a copy of the draft Final Report to the State which instituted the investigation and to all States that participated in the investigation, inviting their significant and substantiated comments on the report. The State conducting the investigation should also send copies of the draft Final Report to the operator and the organizations responsible for type design and final assembly of the aircraft, through the State of the Operator, the State of Design and the State of Manufacture, respectively, in order to enable the operator and such organizations to submit comments on the draft Final Report. When sending the draft Final Report to recipient States, the State conducting the investigation should consider using the most appropriate means available, such as facsimile, e-mail, courier service or express mail. When the draft Final Report is sent by electronic means, secure transmission methods should be used, when available.



1.4 CONSULTATION ON THE DRAFT FINAL REPORT

...

1.4.2 States shall not circulate, release or give access to a draft report or any part thereof, any group reports or any other investigation documentation obtained during an investigation of an accident, without the express consent of the State which conducted the investigation, unless such reports or documents have already been published or released by that latter State.

1.4.3 If the State conducting the investigation receives comments within sixty days of the date of the transmittal letter, it shall either amend the draft Final Report to include the substance of the comments received or, if desired by the State that provided the comments, append the comments to the Final Report. Usually, comments to be appended to the Final Report are restricted to non-editorial, specific technical aspects of the Final Report, upon which no agreement could be reached.

1.4.4 If the State conducting the investigation receives no comments within sixty days, it shall issue the Final Report, unless an extension of that period has been agreed by the States concerned.

DOC 9756 PART IV



DOC 9962



Chapter 10

WRITING THE FINAL REPORT AND MAKING SAFETY RECOMMENDATIONS

10.5 CONSULTATION

10.5.1 The *[Accident Investigation Authority]* should follow the consultation provisions of ICAO Annex 13, Chapter 6. A confidential draft Final Report should be forwarded to all States that participated in the investigation requesting their substantive and relevant comments. The States include:

- a) the State that instituted the investigation;
- b) the State of Registry;
- c) the State of the Operator;
- d) the State of Design;
- e) the State of Manufacture; and
- f) any State that participated in the investigation as per Annex 13, Chapter 5.



10.5 CONSULTATION

DOC 9962

...

10.5.3 The letter of transmittal for the draft Final Report should also request each recipient to notify the *[Accident Investigation Authority]* of any interim safety actions taken, or safety actions under way, that can be included in the Final Report. Comments should be received within sixty days, unless a mutually agreed delay is granted. If the comments from another State are accepted, the draft Final Report should be amended. If the *[Accident Investigation Authority]* does not agree with the comments, in part or in whole, then the comments from that State should be appended to the Final Report, unless that State elects not to have their comments appended.





DOC 9962



10.5 CONSULTATION

...

10.5.4 The draft Final Report should also be forwarded to the key parties in *[Name of State]* (airline, *[CAA]*, aircraft manufacturer, etc.) that participated in the investigation in order to obtain their substantive and relevant comments. The same procedures for timing of receipt of comments and handling of the comments as specified in ICAO Annex 13, Chapter 6 should be followed for the parties from *[Name of State]*.

Note.— The [Accident Investigator Authority] should include intended safety recommendations in the draft Final Report, inviting comments from recipients.



Guidance for Review of Evidence

- 1) Review procedures issued.
- 2) Review evidence to confirm effective implementation.
- 3) Verify that the State forwards the draft final report to all accredited representatives.
- 4) Verify that the response time allowed by the State is at least 60 days.



Stage 2 – Defining the framework

- ✈ “Brainstorm” to find out which tasks would be part of the procedure
- ✈ We may use the template we developed to guide us in the process

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

NUMBER:		TITLE:			
Process:					
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					
ATTACHMENTS					
#	TITLE		DESCRIPTION		
A					
B					
...					
n					

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



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Stage 2 – Defining the framework

NUMBER: --

TITLE: Consultation on the draft final report (States)

Process: Reporting

Reference: PQ 6.407 – Has the State established and implemented procedures to ensure the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter?

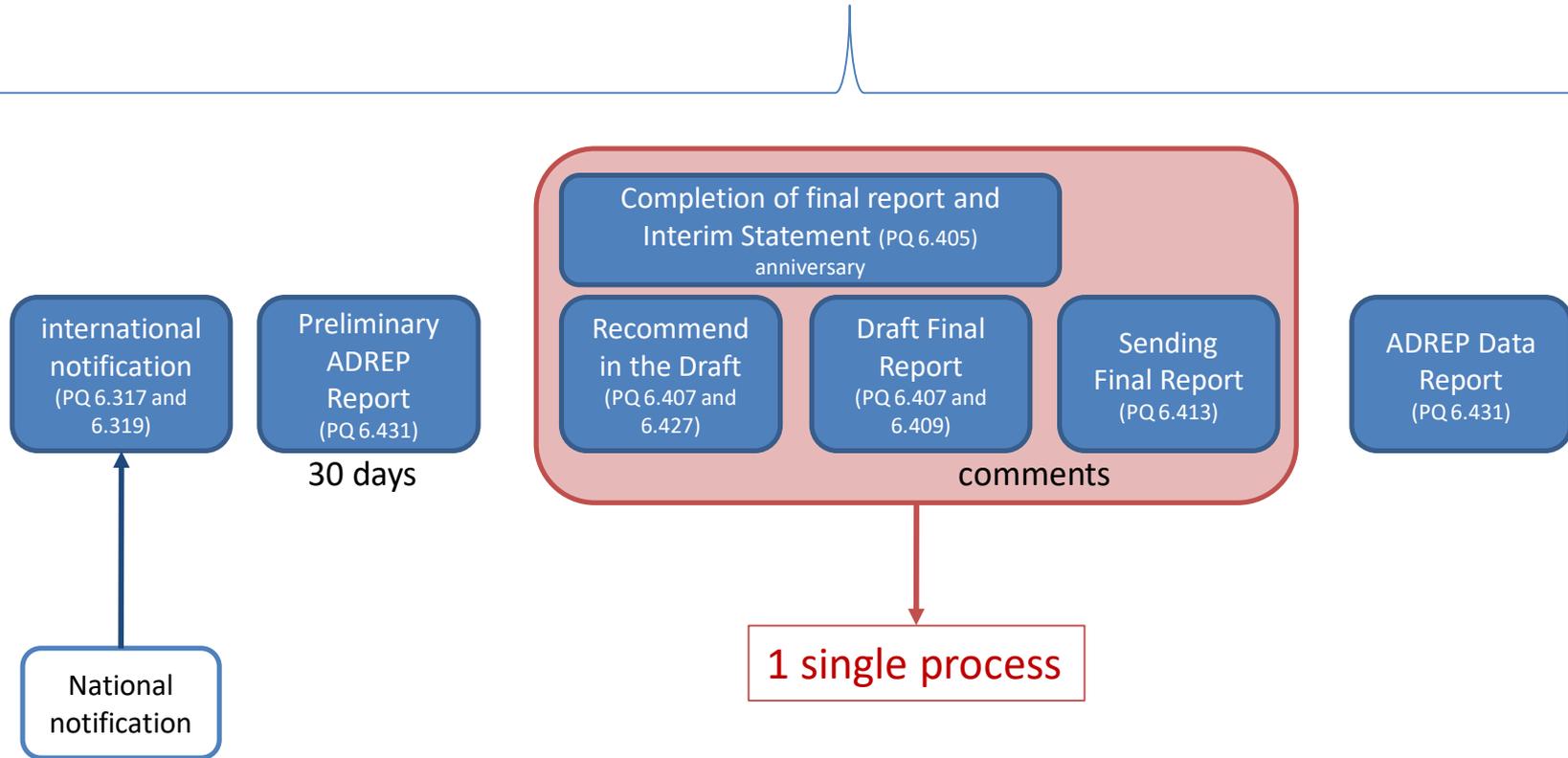


Relation with other processes

✈ The procedure is related to:

- ✈ Completion and publication of the final report and interim statements (PQ 6.405)
- ✈ Consultation with air operators, and organizations responsible for the type design and the final assembly of the aircraft on draft final reports (PQ 6.409)
- ✈ Amendment of draft final reports to include comments received (PQ 6.411)
- ✈ Ensuring the inclusion of intended safety recommendations are included in the draft final report (PQ 6.427)

Send to States and ICAO





Relation with other processes

- ✈ We will develop the procedure as “stand alone”, but later we will incorporate it in the procedure *Completion and publication of the final report and interim statements (PQ 6.405)*



Relation with other processes

In the case of Coronaland:

N1	Consultation with air operators, and organizations responsible for the type design and the final assembly of the aircraft on draft final reports (PQ 6.409)
N2	Amendment of draft final reports to include comments received (PQ 6.411)
N3	Ensuring the inclusion of intended safety recommendations are included in the draft final report (PQ 6.427)
N4	



Stage 2 – Defining the framework

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



Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1	Submit draft to approval	Investigator-in-charge			



Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1	Submit draft to approval	Investigator-in-charge	<p>The Investigator-in-charge will submit a hard copy of the draft final report to the approval of the Chief Investigator.</p> <p>Note 1: The draft will be hand delivery by the Investigator-in-charge to the Chief Investigator.</p> <p>Note 2: The preparation of the draft final report is made under step 11 of the Procedure 19/CAAC-AIG (Completion of the final report and publication of interim statements) for investigations conducted by the Investigator-in-charge only, and step 14 of that same Procedure for investigations conducted by a team.</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)
1	Submit draft to approval	Investigator-in-charge	<p>The Investigator-in-charge will submit a hard copy of the draft final report to the approval of the Chief Investigator.</p> <p>Note 1: The draft will be hand delivery by the Investigator-in-charge to the Chief Investigator.</p> <p>Note 2: The preparation of the draft final report is made under step 11 of the Procedure 19/CAAC-AIG (Completion of the final report and publication of interim statements) for investigations conducted by the Investigator-in-charge only, and step 14 of that same Procedure for investigations conducted by a team.</p>	Immediately after the preparation of the draft final report	



Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
1	Submit draft to approval	Investigator-in-charge	<p>The Investigator-in-charge will submit a hard copy of the draft final report to the approval of the Chief Investigator.</p> <p>Note 1: The draft will be hand delivery by the Investigator-in-charge to the Chief Investigator.</p> <p>Note 2: The preparation of the draft final report is made under step 11 of the Procedure 19/CAAC-AIG (Completion of the final report and publication of interim statements) for investigations conducted by the Investigator-in-charge only, and step 14 of that same Procedure for investigations conducted by a team.</p>	Immediately after the preparation of the draft final report	Chief Investigator



Stage 2 – Defining the framework

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



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	Approval of the draft final report	Chief Investigator			



Stage 2 – Defining the framework

Step	WHAT (Detailed description of the task)	WHO (Designated person responsible for the execution)	HOW (Determination of the way the task will be performed and means to be used)	WHEN (Establish the timeline for the procedure, determining the deadlines for relevant tasks)	In COORDINATION with whom (Identify the persons to coordinate the execution of the task with when applicable)
2	Approval of the draft final report	Chief Investigator	<p>The Chief Investigator will approve the draft final report, by signing in the specific field (next to the IIC signature) the printed document received for approval, hand delivering it back to the Investigator-in-charge.</p> <p>Note: If there is a need to make any changes in the draft, the Chief Investigator will coordinate directly with the Investigator-in-charge for those changes to be made as soon as possible.</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	Approval of the draft final report	Chief Investigator	<p>The Chief Investigator will approve the draft final report, by signing in the specific field (next to the IIC signature) the printed document received for approval, hand delivering it back to the Investigator-in-charge.</p> <p>Note: If there is a need to make any changes in the draft, the Chief Investigator will coordinate directly with the Investigator-in-charge for those changes to be made as soon as possible.</p>	Within four business days after submission	



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	Approval of the draft final report	Chief Investigator	<p>The Chief Investigator will approve the draft final report, by signing in the specific field (next to the IIC signature) the printed document received for approval, hand delivering it back to the Investigator-in-charge.</p> <p>Note: If there is a need to make any changes in the draft, the Chief Investigator will coordinate directly with the Investigator-in-charge for those changes to be made as soon as possible.</p>	Within four business days after submission	Investigator-in-charge



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)
3	Request of transmittal letter				



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)
3	Request of transmittal letter	Investigator-in-charge			



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)
3	Request of transmittal letter	Investigator-in-charge	<p>The Investigator-in-charge will request, providing the relevant information regarding the occurrence, the Administrative Assistant the preparation of the transmittal letter.</p> <p>Note 1: The Form 32/AIG (Transmittal Letter - Consultation on the Draft Final Report) shall be used for this task.</p> <p>Note 2: The Form 32/AIG contains guidance on the States/organizations entitle to provide comments.</p> <p>Note 3: The letter shall contain an express request for each recipient State to acknowledge receipt.</p> <p>Note 4: The request from the Investigator-in-charge will contain a list of all the States that will receive the draft for comments.</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)
3	Request of transmittal letter	Investigator-in-charge	<p>The Investigator-in-charge will request, providing the relevant information regarding the occurrence, the Administrative Assistant the preparation of the transmittal letter.</p> <p>Note 1: The Form 32/AIG (Transmittal Letter - Consultation on the Draft Final Report) shall be used for this task.</p> <p>Note 2: The Form 32/AIG contains guidance on the States/organizations entitle to provide comments.</p> <p>Note 3: The letter shall contain an express request for each recipient State to acknowledge receipt.</p> <p>Note 4: The request from the Investigator-in-charge will contain a list of all the States that will receive the draft for comments.</p>	Within one business day after the approval of the draft	



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	Request of transmittal letter	Investigator-in-charge	<p>The Investigator-in-charge will request, providing the relevant information regarding the occurrence, the Administrative Assistant the preparation of the transmittal letter.</p> <p>Note 1: The Form 32/AIG (Transmittal Letter - Consultation on the Draft Final Report) shall be used for this task.</p> <p>Note 2: The Form 32/AIG contains guidance on the States/organizations entitle to provide comments.</p> <p>Note 3: The letter shall contain an express request for each recipient State to acknowledge receipt.</p> <p>Note 4: The request from the Investigator-in-charge will contain a list of all the States that will receive the draft for comments.</p>	Within one business day after the approval of the draft	Administrative Assistant



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)
4	Preparation of the transmittal letter				



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)
4	Preparation of the transmittal letter	Administrative Assistant			



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)
4	Preparation of the transmittal letter	Administrative Assistant	The Administrative Assistant will prepare and send to the Investigator-in-charge, by email, draft transmittal letter as requested.		



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)
4	Preparation of the transmittal letter	Administrative Assistant	The Administrative Assistant will prepare and send to the Investigator-in-charge, by email, draft transmittal letter as requested.	Within one business day after the letter request	



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)
4	Preparation of the transmittal letter	Administrative Assistant	The Administrative Assistant will prepare and send to the Investigator-in-charge, by email, draft transmittal letter as requested.	Within one business day after the letter request	Investigator-in-charge



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)
5	Sending the draft to the States				



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)
5	Sending the draft to the States	Investigator-in-charge			



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)
5	Sending the draft to the States	Investigator-in-charge	<p>The Investigator-in-charge will send the transmittal letter to the appropriate States by email, with the draft as an encrypted file attached.</p> <p>Note: The password to open the file will be delivered by phone directly to the representative from the recipient organization.</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)
5	Sending the draft to the States	Investigator-in-charge	<p>The Investigator-in-charge will send the transmittal letter to the appropriate States by email, with the draft as an encrypted file attached.</p> <p>Note: The password to open the file will be delivered by phone directly to the representative from the recipient organization.</p>	Within two business days after the approval of the draft	



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)
5	Sending the draft to the States	Investigator-in-charge	The Investigator-in-charge will send the transmittal letter to the appropriate States by email, with the draft as an encrypted file attached. Note: The password to open the file will be delivered by phone directly to the representative from the recipient organization.	Within two business days after the approval of the draft	Investigator-in-charge



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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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CONSULTATION ON THE DRAFT FINAL REPORT - States

- 1- The Investigator-in-charge will submit a hard copy of the draft final report to the approval of the Chief Investigator, immediately after the preparation of the draft final report.

Note 1: The draft will be hand delivery by the Investigator-in-charge to the Chief Investigator.

Note 2: The preparation of the draft final report is made under step 11 of the Procedure 19/CAAC-AIG (Completion of the final report and publication of interim statements) for investigations conducted by the Investigator-in-charge only, and step 14 of that same Procedure for investigations conducted by a team.

- 2- The Chief Investigator will approve the draft final report, by signing in the specific field (next to the IIC signature) the printed document received for approval, hand delivering it back to the Investigator-in-charge within four business days after submission.

Note: If there is a need for changes to the draft received for approval, the chief investigator will coordinate directly with the Investigator-in-charge, either in person or by phone, determining the appropriate time for the document to be resubmitted by the IIC for approval.

- 3- The Investigator-in-charge will request the Administrative Assistant, within one business day after the approval of the draft and providing the relevant information regarding the occurrence, the preparation of the transmittal letter.

Note 1: The Form 32/AIG (Transmittal Letter - Consultation on the Draft Final Report) shall be used for this task.

Note 2: The Form 32/AIG contains guidance on the States/organizations enable to provide comments

Note 3: The letter shall contain an express request for each State to acknowledge receipt.

Note 4: The request from the Investigator-in-charge will contain a list of all the States that will receive the draft for comments.

- 4- The Administrative Assistant will prepare and send to the Investigator-in-charge, by email, a draft transmittal letter as requested, within one business day after the letter request.

- 5- The Investigator-in-charge will send, within two business days after the approval of the draft, the transmittal letter by email to the appropriate States, with the draft as an encrypted file attached.

Note: The password to open the file will be delivered by phone directly to the representative from the recipient organization.

FOR EDUCATIONAL PURPOSES ONLY

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Copy of the draft final report is sent for comments to the operator and to the organizations of type design/final assembly

- 6.409 Has the State, as the State conducting the investigation, established and implemented procedures to ensure that a copy of the draft final report is sent for comments:
- a) through the State of the Operator to the air operator; and
 - b) through the State of Design and State of Manufacture to the organizations responsible for the type design and the final assembly of the aircraft?