



ICAO UNITING AVIATION

NO COUNTRY LEFT BEHIND



Investigation Manual

Content and Structure



General

- A guidance does not replace a training, but supplement it
- The guidance must be fully customized to the concerned State



Content

- Investigation Manual should address :
 - AIA Organisation
 - AIA relations with external entities
 - Investigation processes for the different types of investigations
 - All investigation related tasks
 - Other AIA activities
- Procedures for each task or activity



Structure

- The investigators manual structure, as described in Doc 9962, works well in most of the States.
- You may wish to adapt it to fit to your organization and working habits
- Should address also AIA tasks not directly linked to investigations (training, regulation amendment, safety studies, SSP participation, ...)



Structure from Doc 9962

General

- Administrative and amendment considerations
- Policies
- General
- ICAO and national Legal references



Structure from Doc 9962

Organization

- AIA organization, the AIA within the state
- AIA internal considerations (functions description, administrative aspects, budgetary considerations, travels, ...)



Structure from Doc 9962

Preparation

- training, qualifications, equipment and its use, relations with other organizations, ...)
- State notification system : legal basis for mandatory notifications, 24hrs duty system, means to receive notifications (24 hrs number, website, AIP, ...),



Structure from Doc 9962

Investigation organization

- Notification reception
- Initial actions
- Investigation decisions (type of inv., possible delegations, IIC nomination, investigators/groups nominations, accredited representative nomination, ...)



Structure from Doc 9962

Investigation organization

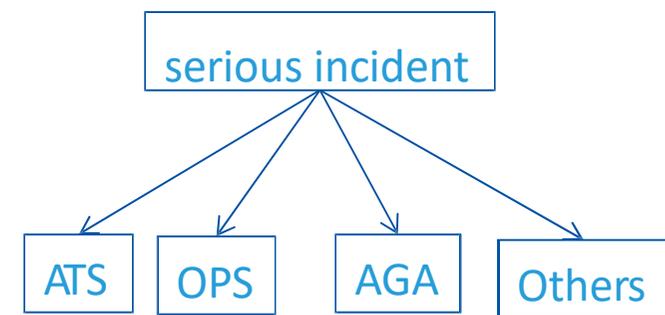
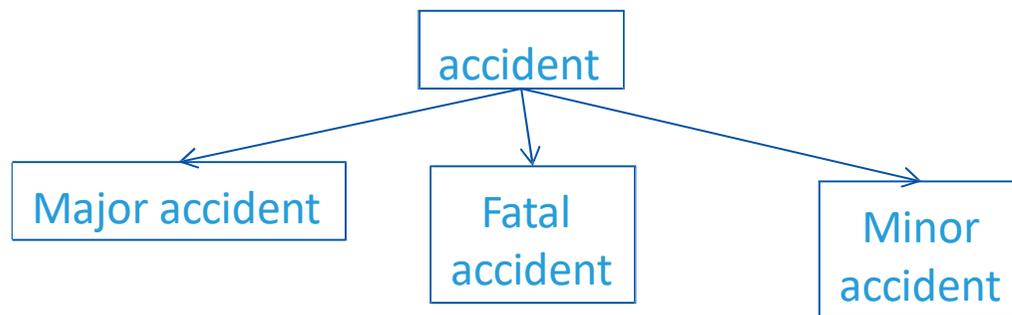
- Investigation process (one per type of event)
- International participation
- Relations with other authorities/organizations
- reporting



Structure : Investigation processes

One process per type of Event

Example





Structure : Investigation process example

- Catastrophic event :
 - Notifications
 - IIC and team members nomination
 - ...
 - On site work
 - ...
 - Investigation working groups mandate and work
 - ...
 - Families assistance, AIA participation
 - ...
 - Reporting
 - Consultation
 - Final report publication
 - Recommendations follow up
 - Etc.



Structure from Doc 9962 Investigation Procedures

- One or several procedures per task
- May be presented in the chronological order of a typical investigation
- May include reference to link with other related procedures
- Content of procedures : refer to next presentation



Structure from Doc 9962

Investigation follow up

- Reports publication
- Safety recommendations follow up system (refer to specific presentation)
- ADREP reporting
- Safety promotion activities, SSP
- ...





- North American Central American and Caribbean (NACC) Office
Mexico City
- South American (SAM) Office
Lima
- ICAO Headquarters
Montreal**
- Western and Central African (WACAF) Office
Dakar
- European and North Atlantic (EUR/NAT) Office
Paris
- Middle East (MID) Office
Cairo
- Eastern and Southern African (ESAF) Office
Nairobi
- Asia and Pacific (APAC) Office
Bangkok

Thank You

