

REPÚBLICA DE CABO VERDE



Civil Aviation Authority

AIRCRAFT ACCIDENT INVESTIGATION MANUAL

M30-001

Issue Nº 1 - 16/09/2009

APPROVAL PAGE

The Agencia de Aviação Civil (AAC) – the Civil Aviation Authority of Cabo Verde, approves this Aircraft Accident Investigation (AIG) Manual for the use and guidance of Aircraft Accident Investigators in the performance of their duties. This is on the basis of the authority and responsibility vested in the AAC by the Minister of Transport to conduct aircraft accident and incident investigations within the territories of Cabo Verde pending the full establishment of an Aircraft Accident Investigation Agency (CPIAA).

It is emphasized that all matters pertaining to an investigator's duties and responsibilities cannot be covered in this manual. Investigators are expected to use good judgement in matters where specific guidance has not been given. Changes in aviation technology, legislation and within the industry will necessitate changes to requirements.

Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director of Flight Safety, Civil Aviation Authority of Cabo Verde:

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Date

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President of the Board

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FOREWORD

In conformity with Article 26 of the Convention on International Civil Aviation, it is incumbent on every State in which an aircraft accident or incident occurs to institute an inquiry into the circumstances of the accident and incident.

The sole objective of an aircraft accident or incident investigation is the prevention of future accidents and incidents and not to apportion blame or liability. The emphasis of an aircraft accident or incident investigation is on remedial actions. An aircraft accident provides evidence of hazards or deficiencies within the aviation system. A well-conducted investigation should therefore identify all immediate and underlying causes of an accident and recommend appropriate safety actions aimed at avoiding the hazards or eliminating the deficiencies. The investigation may also reveal other hazards or deficiencies within the aviation system not directly connected with the causes of the accident.

NOTE: This manual is intended to provide information and guidance to personnel involved in organizing and conducting investigations. This manual is not regulatory in nature, is not a binding statement of policy, and is not all-inclusive. The recommended procedures are not intended to become obligations of the Aircraft Accident Investigation Agency (CPIAA) or to create any rights in any of the parties to an investigation. Deviation from the guidance offered in this manual will at times be necessary to meet the specific needs of an investigation. However, such deviations from the guidance offered in this manual shall be within the sole discretion of the appropriate personnel of the Accident Investigation Agency and shall not be the prerogative of parties to the investigation or other individuals not employed by the Agency.

Until such time that an Aircraft Accident Investigation Agency (CPIAA) is established as an independent entity, the Civil Aviation Authority of Cabo Verde (AAC) is vested the authority and responsibility to conduct investigations involving aircraft accidents and serious incidents in accordance with the International Standards (ICAO Annex 13).

The procedures in this *Aircraft Accident Investigation (AIG) Manual* apply to “Go Team” investigations of civil aircraft accidents. Major aircraft accident investigations could involve many technical specialists, representing as many as a dozen parties and multiple local government agencies.

This manual provides general information to assist the investigator-in-charge (IIC), group chairmen, and others who may participate in civil aircraft accident investigation. It is intended to provide guidance on the process of conducting an investigation, from initial notification to the adoption of the final report, probable cause, and recommendations by the Members of the CPIAA.

Although this publication includes some technical information related to investigative activities in civil aircraft accidents, it is primarily intended to provide guidance of a procedural or administrative nature.

Investigators should refer to Annex 13 of the International Civil Aviation Organization (ICAO) for procedural references and to the ICAO *Manual of Aircraft Accident Investigation* for technical information and examples of investigative techniques. Other sources, can also be used to supplement information in this manual.

The Accident Investigation Agency will be responsible for keeping this manual updated. The “Record of Revisions” on the preceding page should be used to acknowledge receipt of new or amended pages. The manual’s original printing date will be indicated in the lower left corner of the cover page. The effective date of any page change will be indicated by the entry on the revision sheet. All recipients of this manual are encouraged to submit information to be considered for inclusion.

Revisions to this manual will be incorporated within fifteen (15) days of the Issue Date unless otherwise specified.

COMPLETION OF CHECKLISTS

Investigator checklists should be completed in the following manner:

- A. When an item on a checklist is inspected and found satisfactory a tick (\checkmark) should be marked in the box.
- B. When an item on a checklist is inspected and found not satisfactory a cross (x) should be marked in the box.
- C. When an item on a checklist is not applicable, the box should be marked (N/A) “Not Applicable”.

DATE AND TIME FORMAT

The abbreviated date format to be used in all correspondences, records and documents should be DAY/MONTH/YEAR (DD/MM/YY).

eg. 18/09/09 means 18th SEPTEMBER, 2009. All times are in (UTC).

DEFINITIONS:

When the following terms are used for aircraft accident and incident investigation they have the following meanings:

- (1) **Accident:** An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:
- a) a person is fatally or seriously injured as a result of:
 - i) being in the aircraft, or
 - ii) direct contact with any part of the aircraft, including parts which have become detached from the aircraft or
 - iii) direct exposure to jet blast
except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally not available to the passengers and crew; or
 - b) the aircraft sustain damage or structural failure which:
 - i) adversely affected the structural strength, performance or flight characteristics of the aircraft, and
 - ii) would normally require major repair or replacement of the affected component,
except for engines failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tyres brakes, fairing, small dents or puncture holes in the aircraft skin; or
 - c) the aircraft is missing or is completely inaccessible.
- (2) **Accredited representative:** A person designated by a State on the basis of his or her qualification, for the purpose of participating in an investigation conducted by another State.
- (3) **Adviser:** A person appointed by a State, on the basis of his or her qualification, for the purpose of assisting its accredited representative in an investigation.
- (4) **Aircraft:** Any machine that can derive support in the atmosphere from the reaction of the air other than the reaction of the air against the earth's surface.
- (5) **Causes:** Actions, omission, events, conditions, or a combination thereof, which led to the accident or incident.
- (6) **Flight recorder:** Any type of recorder installed in the aircraft for the purpose of complementing accident/ incident investigation.
- (7) **Incident:** An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

- (8) **Investigation:** A process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and, when appropriate, the making of safety recommendations.
- (9) **Investigator-in-charge:** A person charged, on the basis of his or her qualification, with the responsibility for the organization, conduct and control of an investigation.
- (10) **Maximum mass:** Maximum certificated take-off mass.
- (11) **The Minister.** The person, appointed by the Prime Minister, responsible for Civil Aviation matters in The Republic of Cabo Verde.
- (12) **Operator:** A person, organization or enterprise engaged in or offering to engage in aircraft operation.
- (13) **Preliminary Report:** The communication used for the prompt dissemination of data obtained during the early stages of the investigation.
- (14) **Safety recommendation:** A proposal of the accident investigation authority of the State conducting the investigation, based on information derived from the investigation, made with the intention of preventing accidents or incidents.
- (15) **Serious incident:** An incident involving circumstances indicating that an accident nearly occurred.
- (16) **Serious injury:** An injury which is sustained by a person in an accident and which:
 - a) requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received; or
 - b) results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
 - c) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
 - d) involves injury to any internal organ; or
 - e) involves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; or
 - f) involves verified exposure to infectious substances or injuries radiation.
- (17) **State of Design:** The State having jurisdiction over the organization responsible for the type design.
- (18) **State of Manufacture:** The State having jurisdiction over the organization responsible for the final assembly of the aircraft.
- (19) **State of Occurrence:** The State in the territory of which an accident or incident occurs.

- (20) State of the Operator:** The State in which the operator's principle place of business is located or, if there is no such place of business, the operator's permanent residence.
- (21) State of Registry:** The State on whose register the aircraft is entered.
- (22) The Civil Aviation Authority:** Agência de Aviação Civil (AAC)

LIST OF EFFECTIVE PAGES (LEP)

The List of Effective Pages is a listing of all pages in the manual including those which have been revised since the original manual was issued.

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10	Accident Data Report (ADREP)	1 to 2	1	0	16 Sept. '09
11	Accident Prevention Measures	1 to 3	1	0	16 Sept. '09
12	Medical Examinations	1 to 2	1	0	16 Sept. '09

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**CHAPTER 1. AIRCRAFT ACCIDENT INVESTIGATOR QUALIFICATION
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CHAPTER 1. AIRCRAFT ACCIDENT INVESTIGATOR QUALIFICATION, EXPERIENCE AND TRAINING

A. QUALIFICATION, EXPERIENCE AND TRAINING

Aircraft Accident Investigators must be an aeronautical engineer, aircraft maintenance engineer, or a professional Pilot licence holder.

The engineers described above must hold an Aircraft Maintenance Engineer's Licence with Airframe and Power Plant or Avionics or be qualified as aviation safety inspectors with relevant technical experience.

The professional pilot must have not less than 3000 flying hours and type rating on at least two aircraft types (one turbojet and one turboprop engine).

Accident investigators require the continuous development of their knowledge and skill in relation to their responsibilities as investigators. Investigator training program shall be designed to ensure currency in accident investigation techniques.

An Accident investigator training program shall consist of the following:

- (a) PHASE 1 — INITIAL TRAINING
- (b) PHASE 2 — OJT TRAINING
- (c) PHASE 3 — BASIC ACCIDENT INVESTIGATION COURSES
- (d) PHASE 4 — ADVANCED ACCIDENT INVESTIGATION COURSES AND ADDITIONAL TRAINING

B. TRAINING PROGRAM

(1) PHASE 1 - INITIAL TRAINING

The aim of the initial training is to familiarize new investigators with the national legislation and with the procedures and requirements of the accident investigation authority. The following subjects should be included in the initial training or indoctrination:

- (a) Administrative arrangements
 - Applicable legislation;
 - International agreements (including Annex 13 — *Aircraft Accident and Incident Investigation*);
 - Memoranda of understanding with other organizations;
 - Liaison arrangements with local and national authorities;
 - Structure of the national accident investigation authority;
 - Aircraft accident investigation manuals and procedures;
 - Definitions and accident classification;
 - Equipment and tools;
 - Transport arrangements;

- Ethics and conduct; and
- Expenditure control.

(b) Initial response procedures

- On-call procedures;
- Notification of other national authorities and organizations;
- Securing of records, recordings and samples;
- Accident site jurisdiction and security;
- Investigator safety including psychological stress;
- Recovery of human remains;
- Requests for autopsies; and
- Family assistance.

(c) Investigation procedures

- Authority and responsibility;
- Size and scope of the investigation;
- Investigation management;
- Use of specialists;
- Parties to the investigation, accredited representatives, advisers and observers; and
- Release of information to the news media.

(2) PHASE 2– BASIC TRAINING

After completing the initial familiarization training, the aircraft accident investigator who is under training should attend a basic accident investigation course as soon as is practicable, preferably within the first year of training. The basic aircraft accident investigation courses should have a syllabus that includes the following subjects:

- The responsibilities of the States involved, as defined in Annex 13 — Aircraft Accident and Incident Investigation;
- The accident site considerations, such as security, hazards, safety precautions, wreckage
- diagramming, collection of evidence and control of access;
- The investigators' personal equipment and protective clothing;
- The examination and recording of the wreckage and witness marks;
- The range of apparatus available for recording evidence;
- Witness interview techniques;
- The full range of in-flight recorders and ground-based recorders;
- The determination of the time and origin of any aircraft fires;
- Crashworthiness and survival aspects;
- The properties and the modes of failure of materials used in the aircraft structure;
- The design of aircraft systems and likely modes of failure;
- Aerodynamics and aircraft performance;
- The examination of power plants;
- Human performance;
- Aviation medicine and pathology; and
- The methodology of report writing.

(3) ON-THE-JOB TRAINING (OJT)

Following initial training, the new investigator shall be provided on-the-job training by an experienced investigator. During this phase, the new investigator will practice the procedures and tasks covered in the initial training, and gain familiarity with investigation techniques. This training will also familiarize him with the investigation tasks at the accident site, the collection of factual information, the analysis of the factual information and the development of the final report. The conduct of on-the-job training often involves more than one experienced investigator and is not limited to investigations within Cabo Verde.

Following basic training OJT training shall be in the form of attachment to one of the internationally accredited investigation bodies such as AAIB UK, NTSB US, Transport Canada, French Bureau Enquetes-Accidents.

In this regard a memorandum of understanding between these bodies and the Ministry of Transport of Cabo Verde shall be established.

(4) PHASE 3 — ADVANCED ACCIDENT INVESTIGATION COURSES AND ADDITIONAL TRAINING

- (a) As a trained investigator gains experience, he should be enrolled for an advanced accident investigation course where he can update his knowledge of the basic techniques and increase his knowledge in special areas relevant to accident investigations.
- (b) Most topics covered in the basic course will also apply to advanced courses, but the instructors are expected to vary their treatment of these topics to suit the purpose of the course and the experience level of the students. In addition to the review of the topics in the basic course, an advanced course should cover the topics in (c) to (e).
- (c) In general, an advanced course is desirable for preparing an investigator for the responsibilities of group leader or investigator-in-charge of a major investigation. Such a course should aim to give the investigator an understanding of and some competence in the organization of a major accident investigation.
- (d) In addition to the review of the organization of a major investigation, topics that should be discussed include:
 - The provision of family assistance to those involved in an accident;
 - Relations with the media;
 - An introduction to methods for cataloguing a large number of fragments of wreckage;
 - Management of a large accident site for security, safety and protection of the personnel;
 - Preparation of briefings and answers to formal questions for members of government;
 - The methods of undertaking investigations that involve both civil and military aircraft; and

- Liaison with the law enforcement authorities in accidents involving unlawful interference.
- (e) Other specific subjects which should be included in advanced courses include:
- Techniques used to investigate accident damaged systems that involve specialized technologies such as glass cockpit, fly-by-wire systems, GPS, and enhanced ground proximity warning systems (EGPWS);
 - Reconstruction of evidence recorded in damaged solid state recorders;
 - The use of virtual video presentations in large structural reconstructions of wreckage; and
 - The use of computer simulations and programmes for flight simulators to recreate aspects of the aircraft's flight path which are of interest to the investigation.

Additional training should include aircraft type courses on the most common aircraft types used by the national airlines. Preferably, such aircraft type courses should include specialized technology transport category aircraft (i.e. aircraft equipped with a glass cockpit, fly-by-wire systems and aircraft which contain composite materials in their structure).

There is no need for each investigator to attend type courses on all the large aircraft types used in their State. Training on the various aircraft types can be shared equitably among the investigators.

Other additional training can be obtained by attending conferences and seminars conducted by aircraft accident investigation organizations; by reading related material such as the Aircraft Accident Digest circulars and aircraft accident reports issued by other States; and by exposure to major investigations as observers at major investigations on site in other States.

(5) RECURRENT TRAINING

All Investigators (assumed to have the basic training in aircraft accident investigation) shall be provided with refresher training in Aircraft Accident Investigation, at least once in every three years, covering one or more of the following areas:

- 1) Appraisal of accident site
- 2) Disaster response
- 3) Wreckage recovery
- 4) Evidence collection
- 5) interviewing techniques
- 6) Structures and crashworthiness
- 7) Physiology, psychology and ergonomics
- 8) Passenger behaviour/Survivability
- 9) Media management
- 10) Accident pathology
- 11) Court procedures for investigators
- 12) Data recorders and their analysis
- 13) Analytical techniques
- 14) Systematic approach to investigation

- 15) Managing investigations
- 16) Liaising with victims and their families
- 17) Relations with the regulator/interested parties
- 18) Developing recommendations
- 19) Report writing
- 20) Follow-up actions
- 21) The future investigation

(6) TRAINING FILES FOR INVESTIGATORS

To ensure systematic and comprehensive training of investigators, it is necessary to maintain a Training File for each investigator. Training File records including OJT for each investigator shall be maintained, reviewed and updated at regular intervals.

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CHAPTER 2 : INVESTIGATOR JOB FUNCTIONS AND ORGANOGRAM

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B. Duties and Responsibilities of the Operations/Airframe & Power plant/
Avionics Investigators 2

CHAPTER 2 : INVESTIGATOR JOB FUNCTIONS AND ORGANOGRAM

A. JOB FUNCTIONS OF ACCIDENT INVESTIGATORS

- (1) The primary responsibility and duty of an Investigator is to determine the cause of civil aircraft accidents and serious incidents within the territory of Cabo Verde and to provide recommendations in order to prevent future civil accidents.
- (2) The specific duties and responsibilities of all investigators shall include at least the following:
 - a) Conduct effective and efficient investigation of aircraft accidents and serious incidents occurring in the territory of Cabo Verde to determine the causes;
 - b) Gathering, recording and analysing all relevant evidence/information on the accident /incident;
 - c) Produce draft safety recommendations that are well researched and effective in reducing risk within the industry;
 - d) Preparation of final report of an investigation including the causes and recommendations and contributing to the timely publication of reports;
 - e) Liaison with the emergency services undisturbed by political or media issues;
 - f) Preparing and presenting statements and evidence at coroners inquests, fatal accident inquiries and in other legal arenas;
 - g) Sharing knowledge and enhancing international standards of accident and incident investigation.

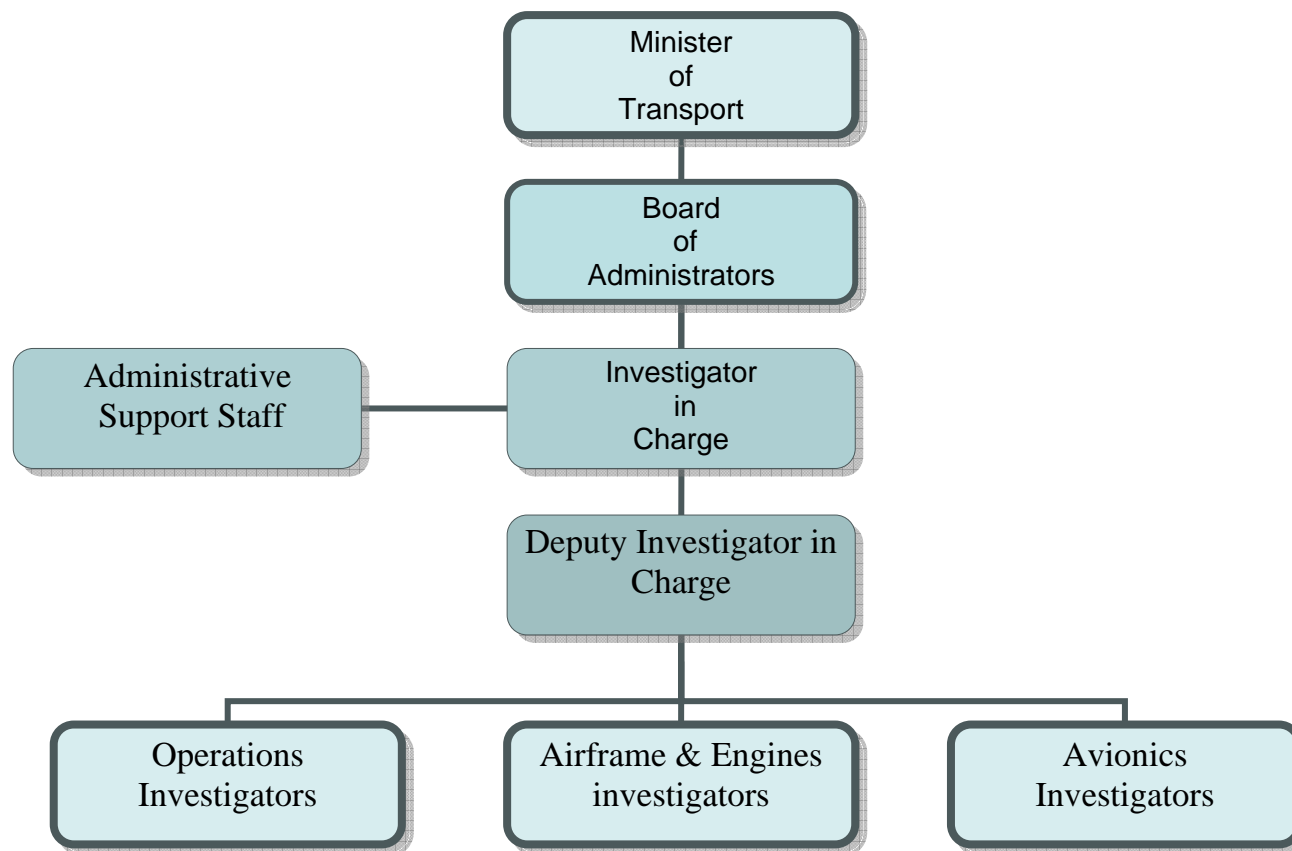
B. DUTIES AND RESPONSIBILITIES OF THE OPERATIONS/AIRFRAME & POWER PLANT/ AVIONICS INVESTIGATORS

In addition to the duties and responsibilities of all the investigators, the following shall also form part of their functions depending on the specialty:

- (1) **Operations Investigator:** This investigator who is an experienced professional pilot, shall examine the flying procedures and techniques, human factors, aircraft performance, survivability, weather, airfields, air traffic control witness statements.
- (2) **Airframe & Engines Investigator:** This investigator shall examine the airworthiness of the aircraft, systems, engines structure, failure and fault analysis, maintenance procedures, records and documentation.
- (3) **Avionics Investigator:** This investigator shall assist the Airframe & Engines investigator in his/her duties and also examine the data recorded on the FDR, CVR and other recorded information.

- (4) **Administrative Support unit:** The functions of this unit are: To answer the multitude of phone calls and to take and distribute telephone/fax messages. This unit will also be needed toward the end of the on-scene phase when field notes will be prepared, photocopied and distributed.

ORGANIZATION STRUCTURE (ORGANOGRAM)



CHAPTER 3: SECONDMENT OF CIVIL AVIATION AUTHORITY (AAC) PERSONNEL

CHAPTER 3: SECONDMENT OF CIVIL AVIATION AUTHORITY (AAC)
PERSONNEL 2

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CHAPTER 3: SECONDMENT OF CIVIL AVIATION AUTHORITY (AAC) PERSONNEL

A. The Civil Aviation Authority's personnel

The Civil Aviation Authority's personnel with expertise in accident investigation shall be seconded to participate in any aircraft accident investigation. Under such situation, seconded personnel must hand over any prevailing assigned duties to another person.

B. Conflict of Interest:

Personnel seconded from the authority to conduct accident/serious incident involving aircraft/operator for which he/she is officially been assigned oversight responsibilities shall not be nominated for any investigation involving such aircraft/operator.

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CHAPTER 4: PRE-INVESTIGATION PREPARATION

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CHAPTER 4: PRE-INVESTIGATION PREPARATION

4. Pre-Investigation Preparation

A. The Go Team

The Go Team is a group of investigators who are on-call for immediate assignment to accident investigations. The Accident Investigation Agency (CPIAA) provides the Investigator-in-Charge (IIC) for the Go Team. This Team comprise experts in various specialty areas with appropriate support, as the needs of the investigation dictate.

A full Go Team may consist of the following specialists: air traffic control, operations, meteorology, human performance, structures, systems, powerplants, maintenance records, survival factors, aircraft performance, cockpit voice recorder (CVR), flight data recorder (FDR), and metallurgy. Additional groups may be formed to interview witnesses, examine the response of aircraft rescue and firefighting (ARFF) personnel, or other duties, as required, to support the investigation. Each of the specialists will be the chairman of an investigative group, depending on the complexity of the accident. Specialists who are in training will be assigned as members of investigative groups, under the supervision of another experienced member of the group, usually a group chairman or IIC.

B. The Go Team Roster

The Go Team roster is a spreadsheet of names and telephone numbers of all personnel assigned current standby duty for accident investigations. The Go Team list also identifies the names and numbers of all CPIAA Members, the Public Affairs (PA) Officer, the Executive and Managing Directors of relevant Government Institutions. A new list is prepared once each week or when necessary after a change of duty officers or the launch of a prior group of Go Team members. The current Go-Team roster should be made available to authorized personnel.

All personnel on call should arrange their personal affairs such that they are able to depart for the scene of an accident with a minimum of delay. Regardless of when they are notified about an accident, Go Team members should be able to arrive at the airport within approximately two (2) hours of being notified. For launches that occur during duty hours, Go Team members who live too far to travel home and return to the airport within this timeframe should bring clothing and other launch essentials to the office.

Go Team members should always ensure that the information listed on the Go Team sheet concerning their phone numbers is correct. In addition, personnel should always ensure that they can be reached when on call. This includes forwarding alternate phone numbers to the Communication Center, IIC, and supervisors in advance of expected travel, and maintaining contact with communication centers at the AAC Headquarters. When changes to Go Team assignments are made, the persons involved shall ensure that the IIC/duty

officer, and the AAC's Communications Center are notified and provided updated phone numbers.

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APPENDIX 4-1: INVESTIGATION FIELD KIT

<p>General</p> <ul style="list-style-type: none"> • Identification papers, • Investigator's official tag, • High-visibility jacket, • Relevant documentation ((regulations, accident investigation manual, checklists, report forms, etc.) • Appropriate aircraft manuals and parts catalogues • Emergency funds 	<p>Survey Equipment</p> <ul style="list-style-type: none"> • Large-scale maps of the accident area • Magnetic compass • Global Positioning System • Laser surveying equipment • Clinometer • Navigational computer, • Protractor and dividers • Measuring tape, at least 20 m long, • a 30-cm-long ruler • Reel of cord, 50 to 300 m long
<p>Marking Equipment</p> <ul style="list-style-type: none"> • Labels, • tie-on tags and adhesive tags • Flag markers and stakes • Writing material, graph paper, • waterproof notebooks and clipboards, Pens, pencils, • grease pencils, • indelible marking crayons and • permanent markers 	<p>Tools and Sampling Materials</p> <ul style="list-style-type: none"> • Tool kit • Waterproof flashlight with spare batteries and bulbs • Small magnet • Multi-purpose knife • Inspection mirror • Magnifying glass (10 x) • Assorted antistatic containers (for electronic components with nonvolatile memory) • Sterile bottles (for aircraft fuel, oil and fluid samples, as well as for pathological fluid and tissue samples) • Siphons • Plastic bags (assorted) and • plastic sheets • Masking tape
<p>Miscellaneous items</p> <ul style="list-style-type: none"> • First-aid kit • Heavy gloves, • Protective overalls and other protective equipment, such as hard hats, goggles and face masks • Protective clothing and equipment to protect against biological hazards • Photographic equipment for colour prints/slides • Video camera • Binoculars with integrated compass • Small tape recorder, • Spare cassettes and batteries • Portable means of on-site communication, e.g. cellular telephone or walkie-talkie, spare batteries 	

Investigators should bring to the accident site those items, which they expect to use. Usually, there is no need for each investigator to bring all the items in the list. List of personal equipment against biological hazards is also enclosed.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AGAINST BIOLOGICAL HAZARDS

The following provides general guidelines on the personal protective equipment to be used by accident investigators at the accident site. The protective equipment may also be required when performing off-site examinations and tests on wreckage parts.

Disposable latex gloves Latex gloves should be durable even though they are to be worn under work gloves. All latex gloves should be properly disposed off prior to leaving the accident site.

Work gloves Work gloves should be as durable as practical and provide the hand, wrist and forearm with puncture and abrasion protection. Leather, nitrile and Kevlar gloves are commonly used. All three types should be disinfected or properly disposed off prior to leaving the accident site.

Face masks. Face masks should cover the nose and mouth. Masks come in disposable and reusable configurations and should be disinfected or properly disposed off prior to leaving the accident site.

Protective goggles. Protective goggles should enclose the eyes by sealing around the top, bottom and sides. Common safety glasses are not acceptable. Goggles should be fitted with one-way check valves or vents to prevent fogging and should be disinfected or properly disposed off prior to leaving the accident site.

Disposable protective suits. Protective suits should be durable and liquid-resistant and should fit properly. If possible, they should have elastic-type hoods and elastic pant cuffs. Duct tape can be used to alter the suits and to patch tears. Protective suits should be properly disposed off prior to leaving the accident site.

Disposable shoe covers and protective boots Disposable shoe covers made of polyvinyl chloride (PVC) or butyl rubber are recommended. Leather, rubber or Gortex work boots are also acceptable. Disposable shoe covers and protective boots should be disinfected or properly disposed of prior to leaving the accident site.

Disinfection chemicals Two chemical types are commonly used to disinfect personal protective equipment. Rubbing alcohol of 70 per cent strength is effective and is available in towelettes, as well as in large hand towels. The most effective disinfectant solution is a mixture of common household bleach and water, with one part bleach to ten parts of water. **Never mix alcohol and bleach.**

Biological hazard disposal bags Biological hazard disposal bags must be used for disposal of contaminated personal protective equipment. The bags are red or orange and are labelled "Biological hazard". For transport, the disposed material should be double bagged.

CHAPTER 5: NOTIFICATION AND INITIAL RESPONSE

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CHAPTER 5: NOTIFICATION AND INITIAL RESPONSE

5. NOTIFICATION AND INITIAL RESPONSE

Early notification is essential to initiate and organize the investigation. Initial information concerning the facts and circumstances of the occurrence will often be incomplete and erroneous. For this reason, early factual information transmitted for alerting purposes must be handled with considerable discretion. Parties notified are to be cautioned about the preliminary nature of the data (See Appendices 5-1, 5-2, 5-3, and 5-4 at the end of this chapter).

A. Headquarters Responsibilities and Procedures

(1) Domestic Investigations

Initial notification of an aviation accident will usually be received by the telephone operator on duty or through the AAC emergency number published in the AAC website, or by any other means. The person receiving the information will advise the AAC top management, who will inform all others concerned.

The President of the Board will designate an IIC from the most qualified staff available.

Following a decision to dispatch the Go Team, the President of the Board, or his deputy, will:

- (1) notify the on-call Go Team AIA Staff Member of the preliminary circumstances of the accident;
- (2) obtain the Go Team AIA Member's decision regarding travel; ascertain if he/she will accompany the team, and notify the IIC accordingly;
- (3) notify the other AIA Members (this can be done telephone);
- (5) notify all involved of plans (e.g., travel, arrival, number of personnel, etc.)

(2) International Investigations

The President of the Board, or his deputy, will advise all those concerned of any accidents outside the territories of Cabo Verde involving a Cabo Verde registered, or operated aircraft. Chapter 8 contains policies and procedures for international accidents.

(3) Forwarding of Notification messages

The notification of States concerned, as required by Annex 13, must be done as soon as possible. The IIC is responsible for ensuring that notification to States concerned (See Appendices 5-3, 5-4 and 5-5) is sent by the most expeditious means possible.

A list of contact details of accident investigation authorities is found in Appendix 5-5. This list shall be updated on a monthly basis from the ICAO website: www.icao.int/fsix and any other source that may be available.

The Director of Flight Safety is responsible for maintaining the above list up to date.

(4) Role of the AIA Communications Center

The AIA's Communications Center is established to provide a centralized operation to support all modes of transportation at critical periods during the accident investigative process. Before a Go Team launch, the Communications Center can provide important initial accident information through cellular telephone and logistical support through arrangements for air travel and rental car and hotel accommodations. After the launch, it can assist the IIC with setting up the on-scene command post, configuring cellular telephones, and laptop computers. The IIC is responsible for coordinating with the Communications Center on logistics.

B. Notification and Assignment of Go Team Specialists

Once the initial notification of an accident has been received and the decision to launch Go Team members has been made, the composition of the Go Team must be determined. This decision will be based on the probable scope of the investigation and the magnitude of the tasks but will also include the following factors: the number of injuries/fatalities, type of aircraft, previous accidents of this type, location of the accident, extent of aircraft or ground damage, weather, public interest, and specialist workloads.

Because information about the nature of the accident is often incomplete and frequently erroneous at the time of the launch, there may not be sufficient information with which to make a final decision about the composition of the Go Team. If questions persist about requesting a particular specialty, the specialist should be requested to accompany the Go Team. If his or her expertise is later considered to be unnecessary, he or she should be released by the IIC at that time. Regardless of the circumstances, accidents involving large air transport or "new generation" aircraft will normally be staffed with a large Go Team.

The AIA may determine that some accidents do not require full Go Teams. For example, under most circumstances, a runway collision would require that air traffic control (ATC) and operations specialists participate in the investigations, with possibly a human performance specialist assisting in examining human performance factors. If an accident occurred during potentially restricted visual conditions, icing conditions, or convective activity, the participation of a weather specialist would be required. If evidence in an accident indicates a probable aircraft malfunction, the participation of structures, systems, powerplants, and maintenance records specialists would be required.

For partial Go Team launches, the participating specialists (and maybe even the IIC) might be responsible for multiple areas of the investigation. Such a launch might result in the assignment of an airworthiness group chairman responsible for any of the structures, systems, powerplants, and maintenance records investigative areas. Likewise, an operations group chairman might be assigned to cover any of the operations, air traffic control, meteorology, or human performance areas.

C. Party Notification

(1) Domestic Participants

The AIA typically extends party status to those organizations that can provide the necessary technical assistance to the investigation. The IIC typically confers party status to the operator, aircraft maintenance organizations, and labor

organizations involved because of the accident circumstances. With the assistance of the Communications Center, the IIC should ensure that the appropriate parties are informed of the accident, the location of the command post, and the time and location of the organizational meeting.

By statute, AAC is in charge of investigations until the establishment of CPIAA. The AAC may also assign representatives to support the investigation and determine if immediate regulatory action is necessary to prevent another accident. AAC representatives are not to use their participation to develop information for punitive actions or issuing violations.

Police, firefighters, National Guard, Ministry of Defense (DoD), Red Cross, and other agencies can provide assistance at the scene and attend on scene meetings but are not made parties to the investigation.

(2) International Participants

International standards (Annex 13 to the Convention on International Civil Aviation) provide for the participation of Accredited Representatives and their advisors. With the assistance of the Communications Center, the IIC will ensure that the appropriate state accident investigation authorities, accredit representatives, and technical advisors (usually foreign manufacturers and foreign certification authorities) are informed of the accident, the location of the command post, and the time and place for the organization meeting, and invited to participate in all aspects of the investigation under the control of the IIC (i.e. visit the scene of the accident, examine wreckage, obtain witness information, participate in readout of recorded media, have access to relevant evidence including documents, etc.).

D. Travel Arrangements

Typically, the IIC will have sufficient support from the Communications Center and other personnel for much of the initial coordination effort necessary to make arrangements for the Go Team launch. During off-duty hours, the IIC should expect assistance from the Communications Center, back-up duty officer, other IICs, and management personnel to help with such important items as travel arrangements, hotels, rental cars, and on-site administrative support. Whenever possible, the entire Go Team will travel together to the accident site. It is important that all Go Team members begin the investigative process as soon as possible and with the most current and accurate information. Investigators who travel separately should report to the on-scene command post promptly upon their arrival.

(1) Commercial Aircraft

When the accident has occurred on another location than the AAC headquarters, commercial aircraft will be used to transport the team. The Personnel Administration Department can arrange airline tickets and rental cars through a travel agency. Because return times may vary among the team members, open returns should be requested for travel back. Normally, prepaid or electronic tickets should be requested for team members to pick up at the airport. This will allow everyone to obtain his or her tickets, particularly during off hours, with relative ease. Investigators traveling to the scene via airline jumpseat should obtain an "Access to Cockpit" form and ensure that the carrier understands the urgency of their travel.

(2) Rental Cars

Rental cars should be reserved for Accident Investigation Agency personnel when initial travel arrangements are made. The number of required rental cars may vary, but a good rule of thumb is to initially reserve one car for the IIC, one for the AIA Staff Member, and one for each group chairman. Because additional cars can be rented and returned if they are not needed, reserve more rather than fewer cars if in doubt. In some cases, Buses or Vans will provide greater comfort for personnel and more capacity for parts, equipment, etc.

(3) Hotels

The Chief of Personnel Administration Department or his/her designee will coordinate arrangements for accommodation and meeting rooms for the Go Team. Local law enforcement or military officials can also be used to assist in obtaining hotel accommodations and facilities for the command post. The following factors should be considered when selecting a hotel:

- Proximity to the accident site,
- Availability and adequacy of guest rooms for personnel involved in the investigation,
- Availability of two meeting rooms of sufficient size for (a) a Command Post, and (b) a press briefing room,
- Cost of accommodations and meeting room, and
- Compliance with government hotel/motel requirements.
- Separate from the hotel where staff from other organizations rendering assistance are staying.

If at all possible, major hotel chains are preferable to smaller, individual establishments. When communicating with hotel personnel, the AIA personnel should identify themselves and the purpose of the visit. A sufficient number of rooms to accommodate the entire team should be requested, with people assigned the following priority:

- a) the AIA,
- b) International participants and,
- c) participants from other organizations.

The AIA cannot “guarantee” rooms for other agencies or organizations.

(4) Backup IIC Duties

The backup IIC or another assigned staff member will log the accident information into an accident record book, and will draft the initial notification memo.

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APPENDIX 5-1: STAKEDOWN DUTIES OF FIELD INVESTIGATORS

The following information discusses the initial response of local investigator staff to a major accident before the Go Team's arrival. There are two distinct areas of responsibility, those who go to the scene and those who stay at the office or residence for phone coordination with all involved parties. Both are equally important and must function as a coordinated team.

ON-SCENE

Immediate response is necessary. Investigator Staff at the accident site should have at the office a Bloodborne Pathogen protection kit, jump suit, suitable foot wear, and a packed bag of necessities for an overnight stay. The first person to arrive on-scene should bring a cell phone and, if possible, a video camera. The purpose of the video is twofold: (1) documentation of wreckage in the early stages of response and (2) training.

1. Upon arrival, contact the on-scene commander (or Incident Commander) introduce yourself as the Accident Investigation Agency (AIA) representative pending arrival of the Go Team. Explain that the team is en route and state their Estimated Time of Arrival (ETA). Explain that recovery of the "black boxes" is key to the investigation and brief his team on what to look for and where they are typically located. Whoever initially establishes contact with the on-scene commander/Incident Commander should remain the primary representative. If a change is appropriate, ensure that the on-scene commander/Incident Commander is advised. Maintain contact with the command post and the AIA Communications Center.
2. Immediately after assessing the scene, you should attempt to establish a conference call with AIA Headquarters.
3. Attempt to make no media comments. If media pressure cannot be avoided mention only that the team is en route, their ETA, and the names of the assigned AIA Staff Member, public affairs officer, and IIC.
4. Work with local officials to document any wreckage manipulation for removal of bodies or rescue of survivors. Ensure that body removal is properly documented and photographed. This should be done as a team effort by local officials and the medical examiner. You are not expected to participate in the removal of bodies.
5. Do not initiate your own investigation. Do not contract for any services unless specifically requested or approved by the IIC.
6. Thoroughly photograph the scene with still and video cameras. Often your pictures will be the only ones of the scene prior to body removal and the associated disturbance of wreckage. Make copies available to the IIC as soon as possible, preferably before the Organizational Meeting. Retain your negatives, unless they are specifically requested by the IIC.
7. Communicate frequently with those remaining at the office. This is especially true if you are out of beeper range. The two groups must work together to keep headquarters aware of what is going on at the scene.
8. Put high priority on recovery of the CVR and FDR. Coordinate with those back at the office and headquarters to get the recorders to the lab as soon as possible.

9. In the event of surviving crewmembers, make yourself aware of their location and pass that information to the IIC.
10. Coordinate with the IIC for appropriate safety concerns and procedures. Be prepared to conduct a safety briefing for the IIC and team.
11. Ensure that the designated media area is not too close to wreckage. If on an airport that has a public relations department, coordinate with them.
12. Attempt to meet the Go Team and debrief the AIA Member and IIC on known facts, problems, and actions taken thus far. Introduce them to the Incident Commander and any other pertinent individuals at the scene. A smooth transition of command from the local AIA to the Go Team is imperative. There should be no doubt in the Incident Commander's mind who is representing and leading the AIA at any given time.
13. Make sure that someone from AIA is at the scene until relieved by the Go Team. If this becomes an extended period of time or conditions are intolerable, arrange shifts to share this responsibility. Do not work under extreme conditions too long.
14. Do not commit to being a Group Chairman without coordination with your Director.

FIELD ACTIVITIES

1. If after-hours, decide if duties can be performed at home or if they require use of the office. This will be based on the complexity of the accident, time of day, and number of people available.
2. Document all phone calls in detail.
3. Coordinate with the AIA's Communications Center at Headquarters to make arrangements for hotels, rental cars, command post, computer equipment and telephones.
4. Rental car arrangements may be delegated to you. If so, make sure no one from headquarters duplicates your efforts.
5. Make yourself available for coordination with local authorities and headquarters regarding activities on scene.

ATC TOXICOLOGY TESTS

Either those remaining at the office or those reporting on-scene may be called upon by the IIC or headquarters to assist in coordinating toxicology tests for ATC personnel. This responsibility could include taking custody of samples.

APPENDIX 5-2: SEGREGATION AND SEALING OF DOCUMENTS IN CASE OF AN AIRCRAFT ACCIDENT OR SERIOUS INCIDENT:

The following are the broad outlines of the records which should be segregated and sealed as soon as possible upon occurrence of an accident :

a) Air Traffic Services (ATS):

- i) Log books of all the relevant ATS including Radar Units;
- ii) All messages pertaining to the aircraft (including data like flight progress strips, etc.);
- iii) All messages detailing information passed to the aircraft;
- iv) Log books of all ATS vehicles employed for search and rescue, fire fighting and visits to the site of accident etc.

Note: The vehicle log book should be sealed after relevant entries are made. These entries should be made immediately on return from the operation.

b) Aeronautical Communication Service:

- i) All tapes containing messages exchanged with the aircraft;
- ii) All tapes containing messages exchanged/communicated regarding alerting, search and rescue and fire fighting etc.;
- iii) All messages regarding the aircraft;
- iv) Relevant records/log books of all the Nav aids used just prior to accident;
- v) The diary of Duty Officer of Communication Centre.

c) Rescue and Fire Fighting Services:

- i) The occurrence book of the Fire Fighting unit concerned;
- ii) Log books of the vehicles engaged in the search and rescue and actual fire fighting operations.

Note: These books should be sealed after necessary entries have been made regarding completion of rescue and fire fighting operations.

d) Meteorological Department (Aviation);

- i) All records pertaining to Metars, TAFS, Specis & weather warning which could be of relevance to the aircraft involved;
- ii) All records forming basis of the information regarding Metars and Tafs;
- iii) The special weather observation recorded immediately after the accident;
- iv) Log books of the Duty Officers at different positions.

e) Documents of aircraft:

- i) All documents including log books regarding, maintenance, servicing etc. of aircraft should be segregated and sealed by the Operator and handed over to the Inspector of Accidents or his representative;
- ii) Documents such as aircraft file, flight reports, performance reports and concessions granted if any.

f) Fuel Sample:

The sample of fuel/oil uplifted should be preserved by the fuel vendor. A separate fuel/oil sample should also be collected and sealed by Investigator-in-Charge of Accidents or his/her representative.

APPENDIX 5-3: FORMAT AND CONTENT OF ACCIDENT OR SERIOUS INCIDENT INFORMATION/NOTIFICATION.

- a) for accidents the abbreviation ACCID, for serious incidents INCID;
 - b) manufacturer, model, nationality and registration marks, and serial number of the aircraft;
 - c) name of owner, operator and hirer, if any, of the aircraft;
 - d) name of the pilot-in-command;
 - e) date and time (local time or UTC) of the accident or serious incident;
 - f) last point of departure and point of intended landing of the aircraft;
 - g) location of the accident or incident with reference to some easily defined geographical point, and latitude and longitude;
 - h) number of crew and passengers: aboard, killed and seriously injured; others: killed and seriously injured;
 - i) nature of the accident or serious incident, and the extent of damage to the aircraft so far as it is known;
 - j) an indication to what extent the investigation will be conducted or is proposed to be delegated by the State of Occurrence;
 - k) physical characteristics of the accident or serious incident area; and
 - l) identification of the originating authority,
-
- 1. It may be helpful to provide the elevation of the accident site, if it is known;
 - 2. It is useful to first provide the number of persons aboard (crew, passengers) and then the injuries they sustained.

APPENDIX 5-4: NOTIFICATION — ACCIDENTS AND SERIOUS INCIDENTS

A. Accidents and serious incidents occurring in the territories of Cabo Verde to aircraft registered in another Contracting State. The Notification of the occurrence shall be sent by the President of the Board of AAC, with a minimum of delay and by the most suitable and quickest means available to:

- State of Registry
- State of the Operator, if not Cabo Verde
- State of Design
- State of Manufacture
- ICAO (when aircraft over 2 250 kg)

B. Accidents and serious incidents occurring in the Territories of Cabo Verde to civil aircraft registered in Cabo Verde. The Notification of the occurrence shall be sent by the President of the Board of AAC, with a minimum of delay and by the most suitable and quickest means available to:

- State of the Operator, if not Cabo Verde
- State of Design
- State of Manufacture
- ICAO (notification of accidents is required for aircraft over 2 250 Kg; notification of serious incidents is required for aircraft over 5 700 kg)

NOTE: *The Information/Notification shall be transmitted in the English Language or any ICAO working Languages, as well as any other Language, depending on the State or Organisation to which the information/notification is being sent.*

C. Accidents or Serious Incidents to Cabo Verde registered Civil Aircraft in the Territory of Another Contracting State:

(1) In case a Cabo Verde registered civil aircraft is involved in an accident or serious incident in the territory of another contracting State, and information/ notification of the accident/ serious incident is received from the State of Occurrence, it should be acknowledged to the State of Occurrence.

(a) Upon receipt of the notification and as soon as possible, any relevant information available shall be provided to the State of Occurrence regarding the aircraft and flight crew involved in the accident or serious incident. Intention, if any, shall also be informed whether 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 should be provided to the State of Occurrence. When the State conducting an investigation of an accident to an aircraft of maximum mass of over 2250 kg specifically requests, accredited representative shall be appointed for that accident.

(b) Upon receipt of the notification and with a minimum of delay and by the most suitable and quickest means available, the State of Occurrence shall be provided with details of dangerous goods on board the aircraft.

- (2) In case a Cabo Verde registered civil aircraft is involved in a serious incident in the territory of another contracting State, and that State is not aware of a serious incident, the Authority, as the State of Registry, or the State of the Operator, shall forward a notification of such an incident to the State of Design, the State of Manufacture and the State of Occurrence.

D. Accidents or Serious Incidents to Cabo Verde Registered Civil Aircraft in a Non-Contracting State or Outside the Territory of Any State:

- (1) In case the location of the accident or the serious incident to a Cabo Verde civil registered aircraft cannot definitely be established as being in the territory of any State, the investigation shall be instituted and conducted. However, the investigation in whole or part may be delegated to another State by mutual arrangement and consent.
- (2) When the accident or the serious incident to a Cabo Verde registered civil aircraft has occurred in the territory of a non-Contracting State which does not intend to conduct an investigation in accordance with Annex 13, investigation will be carried out in cooperation with the State of Occurrence but, failing such cooperation, investigation will be carried out with such information as is available.
- (3) As a State of Registry when an investigation is being conducted under the Aircraft Rules into an accident or serious incident to Cabo Verde registered civil aircraft in the territory of Cabo Verde or in a Non-Contracting State or outside the Territory of any State notification shall be forwarded to the State of the Operator, the State of Design, the State of Manufacture and the International Civil Aviation Organization as per Annex 13.
- (4) When any civil aircraft other than a Cabo Verde registered civil aircraft is involved in any accident or serious incident in International waters and the location is nearest to the Cabo Verde Territory, all assistance shall be provided as possible. Similarly in case a Cabo Verde registered civil aircraft is involved in an accident or serious incident in International waters request shall be made to the State nearest to the location to provide assistance as possible.
- (5) In case the State conducting the investigation of an accident or an incident, requests, all the relevant information available, shall be provided to that State. Information pertinent to accident or incident shall be otherwise also provided to the State conducting investigation of accident or incident.

E. Participation by State of Registry, State of Operator, State of Design or the State of Manufacture:

In accordance with ICAO Annex 13, if a request is received from the State of Design or the State of Manufacture that the aircraft, its contents, and any other evidence remain undisturbed pending inspection by an accredited representative of the requesting State, all necessary steps shall be taken to comply with such request, so far as this is reasonably practicable and compatible with the proper conduct of the investigation; provided that the aircraft may be moved to the extent necessary to extricate persons, animals, mail and valuables, to prevent destruction by fire or other causes, or to eliminate any danger or obstruction to air navigation, to other transport or to the

public, and provided that it does not result in undue delay in returning the aircraft to service where this is practicable.

APPENDIX 5-5: ADDRESSES OF ACCIDENT INVESTIGATION AUTHORITIES

As of September 2009

AFGHANISTAN

President of Civil Aviation Operations
Ministry of Civil Aviation and Tourism
Ansari Watt, P.O. Box 165
Kabul
Afghanistan

Tel.: (873) 68 2341450 / 49
Fax: (873) 68 1280784
AFTN: OAKBYAYX
Cable: CIVAVIA Kabul

ANDORRA

National Civil Aviation Administration
Département des Transports et de l'Énergie
Ministère de l'Économie
Carrer Prat de la Creu, 62-64
Andorra la Vella
Andorra

Tel.: (376) 875 700
Fax: (376) 861 519

ALBANIA

Ministry of Public Works and Transport
Directorate General of Civil Aviation
Str Abdi Toptani, 2
Tirana
Albania

Tel.: (355) 42-26232 / 23969
Fax: (355) 42-26232 / 23969
SITA: TIATNXS
AFTN: LATIYFYX
Telex: 2124 ASTRAN AB

ANGOLA

Direcção Nacional de Aviação Civil
Rua Miguel de Melo No. 96, 6º Andar
Caixa Postal 569
Luanda
Angola

Tel.: (244) 9232-49760 (Director General)
(244) 9199-11200 / 9299-87740 (24 hours)
Fax: (244) 2 39 05 29
AFTN: FNLUYAYX
Telex: 4118 DNAC AN
Cable: AERONAUTICA Luanda

ALGERIA

Ministère des transports
Direction de l'Aviation civile et de la météorologie
119, rue Didouche Mourad
Alger
Algérie

Tel.: (213) 2 74 06 81 (standard)
(213) 2 74 76 30 (ligne Directeur directe)
Fax: (213) 2 74 76 14
(213) 2 74 76 24
RSFTA: DAALYAYA
SITA: ALGMTCR
Telex: 66 129

ANTIGUA AND BARBUDA

See Eastern Caribbean States

ARGENTINA

Junta de Investigaciones de Accidentes de Aviación Civil (JIAAC)
Avenida Belgrano 1370 – Piso 11
C1093AAO, Ciudad Autónoma de Buenos Aires
Argentina

Tel.: (54) 11 4382-8890 / 91
E-mail: info@jiaac.gov.ar
Tel./Fax: (54) 11 4317-6704 / 5
(54) 11 4381-6333 (24 hours)

AFTN: SABAYAYX
Website: www.jiaac.gov.ar

ARMENIA

Flight Safety Inspection Department
General Department of Civil Aviation
Airport "Zvartnots"
Yerevan-0042
Armenia

Tel.: (374) 10 593 005
Tel./Fax: (374) 10 283 429 (24 hours)
E-mail: fsid@aviation.am
Fax: (374) 10 285 345
AFTN: UDDUYLYX

ARUBA¹

Department of Civil Aviation
Sabana Berde 73-B
Oranjestad
Aruba

Tel.: (297) 832665 General
(297) 824330 (ext. 258)
(297) 562-4040 (24 hours / 7 days
mobile)
E-mail: dca-aua@setarnet.aw
Fax: (297) 823038
AFTN: TNCAYAYX
Cable: CIVILAIR ARUBA

AUSTRALIA

Australian Transport Safety Bureau (ATSB)
P.O. Box 967, Civic Square
Canberra A.C.T. 2608
Australia

Tel.: (61) 2 6257-4150 (24/7
Notifications)
(61) 2 6274-6464 (International
liaison)
E-mail: atsbasir@atsb.gov.au
(Notifications)

atsbinfo@atsb.gov.au (International
liaison)
Fax: (61) 2 6274-6434 (Notifications)
(61) 2 6274-6474 (International liaison)
Website: <http://www.atsb.gov.au>

AUSTRIA

Federal Office of Transport
Accident Investigation Branch / Dept. Aviation
P.O. Box 207
Lohnergasse 9/4
A-1210 Vienna
Austria

Tel.: (43) 1 27760-7700 (24 hours)
E-mail: fus@bmvit.gv.at
Fax: (43) 1 27760-9299
Telex: 232 322 1155
Cable: 232 322 1155
Website: <http://versa.bmvit.gv.at>

AZERBAIJAN

State Concern of Civil Aviation
Azadlyg, Prospect 11
37000 Baku
Azerbaijan

Tel.: 994 12 93 44 34
Fax: 994 12 98 52 37
SITA: UBBZZJ2
AFTN: UBBUDDXX

BAHAMAS

Accident Investigation Department
Contact: Manager, Flight Standards
Inspectorate
P.O. Box N-975
Nassau-New Providence
Bahamas

Tel.: (242) 377 3445
(242) 376 7909 (24 hours / 7 days)
E-mail: hadderley.fsi@gmail.com
dmajor.fsi@gmail.com
Fax: (242) 377 6060

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4 Ulitsa Aerodonnaya
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BAHRAIN

Assistant Undersecretary for Civil Aviation
Ministry of Transportation
Bahrain International Airport
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Fax: (973) 32 5757
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AFTN: OBBI YAYX
Telex: 9186

BELGIUM

Bureau Enquêtes — Accidents
Service Public Fédéral Mobilité and Transports
Centre Communications Nord — 2ème étage
Rue du Progrès, 80 — Bte 5
1030 Bruxelles
Belgique

BANGLADESH

Civil Aviation Authority
Flight Safety
Kurmitola
Dhaka 1206
Bangladesh

Tel.: (32) 2 277-4423
(32) 476 761-865 (24 hours)
E-mail: luc.blendeman@mobilite.fgov.be
Fax: (32) 2 277-4260
Website: <http://www.mobilite.fgov.be>

Tel.: (880) 2 891122
Fax: (880) 2 893322
AFTN: VGHQYA
Telex: 632210 CCAAB BJ
Cable: CIVILAIR Dhaka

BELIZE

Civil Aviation Department
Belize International Airport
P.O. Box 367
Belize City
Belize

BARBADOS

Technical Director — Aviation
Air Traffic Services Building
Grantley Adams International Airport
Christ Church
Barbados

Tel.: (501) 25 2052 / 2014
Fax: (501) 25 2533
AFTN: MZBZYAYX
Cable: CIVILAIR Belize

Tel.: (246) 428-09309
Fax: (246) 428-2539
AFTN: TBPBYAYX
Cable: CIVILAV BARBADOS

BENIN

Direction de l'Aéronautique Civile
B.P. 305
Cotonou
Benin

BELARUS

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1. Dependent territory
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CHAPTER 6: ON-SCENE ACTIVITIES

6. ON-SCENE ACTIVITIES

A. Preservation of Evidence

(1) In carrying out an occurrence investigation, officers will be required to handle various articles, which may be required as evidence (in the form of exhibits) in various proceedings. These articles may consist of documents or aircraft components or material. You must, therefore:

- Ensure that the integrity of these potential exhibits is preserved.
- As a general rule, handle evidence as little as possible.
- Retain the item as closely as possible in its original condition.
- Make immediate arrangements for appropriate preservation and safe storage.

This may include oiling, greasing, wrapping or sealing.

Note: *Investigators collecting parts should not attempt to match fracture surfaces together, because of the damage that can be caused to those surfaces.*

B. Flight Recorders

The term 'Flight Recorders' encompasses three separate and distinct types of airborne recorders: the Flight Data Recorder (FDR), the Cockpit Voice Recorder (CVR) and Quick Access Recorder (QAR).

(1) Recorder Types

(a) FLIGHT DATA RECORDER (FDR)

The FDR, often referred to as the 'flight recorder', or Digital Flight Data Recorder (DFDR), is a system for recording the values of defined basic flight parameters in relation to a time base. The number of parameters recorded varies from aircraft type to aircraft type. The parameters recorded for a particular aircraft can be obtained from the operator. The digital recorders in use in the majority of aircraft have a limited recording cycle of 25 (operating) hours. If they are required for investigation, prompt action is required to ensure their removal from the aircraft. Although FDRs are built to withstand rough handling, including shock, immersion in water and fire, and are internally shielded, they should be handled with care until they are handed over for analysis by specialist. No attempt should be made to open them or apply electrical power to any cables or sockets. Keep them away from any radiation (radar source) or strong magnetic fields.

(b) COCKPIT VOICE RECORDER (CVR)

The CVR is a system for recording cockpit crew conversations (and ambient noise) via a multi-directional microphone, the cockpit intercommunications system, the Public Address system and radio-telephone (R/T) communications.

(c) QUICK ACCESS RECORDER (QAR)

The QAR, or Flight Data Acquisition Unit, is a recorder installed in some aircraft which uses the same information sources as the impact-protected DFDR.

(d) AIR TRAFFIC SERVICE RECORDINGS

Communications with Air Traffic Services are normally recorded and may be made available provided the tapes are requested before they are recycled through the system (after 30 days). If an opportunity to listen to a communications tape is made available, the Investigator should not only listen to any spoken words but also listen to background noise. While background noise is often difficult to discern, different sounds — for example, stall warning, undercarriage warning, horn or fire warning bells — may be heard. Other sources of communications evidence should not be overlooked although some may not be recorded. Other aircraft on the frequency and ground stations monitoring it may be useful. When appropriate, communications on the operator's communication network should also be investigated. Continuous recordings are made of communications on ATS frequencies as well as radar data. These tapes are re-used after a period. This period, usually 15 to 30 days, is to ensure that they are available for any investigations. For Radar tapes ATS needs to be advised as soon as possible, so that relevant tapes can be removed from circulation.

- (i) During the investigation, effective use shall be made of flight recorders. Read out of the Flight Recorders, if installed, should be prepared and the correlation of both the recorders be carried out. Arrangement for readout shall be carried out without any delay. Since there are no facilities in Cabo Verde to read out the flight recorders, facilities made available by other States should be used, giving consideration to the following:

- the capabilities of the read-out facility;
- the timeliness of the read-out; and
- the location of the read-out facility.

If required the Read-outs of flight recorder recordings should be carried out in coordination with the Judicial Authorities. The State of Design/Manufacture and the State of the Operator shall participate in the flight recorder readout and analysis activities.

(2) Disclosure of Records :

Following records shall not be made available for purposes other than accident or incident investigation:

- a) all statements taken from persons by the investigation authorities in the course of their investigation;
- b) all communications between persons having been involved in the operation of the aircraft;
- a) medical or private information regarding persons involved in the accident.
- b) cockpit voice recordings and transcripts from such recordings; and
- c) opinions expressed in the analysis of information, including flight recorders information.

These records shall be included in the final report or its appendices only when pertinent to the analysis of the accident or incident. Parts of the records not relevant to the analysis shall not be disclosed.

C. Collection and Handling of Fluid Samples as Evidence

- (1) Fuel and other fluid samples require special consideration. If there is any likelihood of the fluid samples being required as evidence, they should be obtained in accordance with the following procedures:

- a) If possible, three samples should be taken in the presence of the person giving permission.
- b) Each sample should, if possible, be placed in an identical sample bottle.
- c) The sample bottles should then be security sealed.
- d) Each bottle should be marked with the source, date, time and place of the taking of the sample and should be signed by the officer concerned.
- e) The three sample bottles should then be distributed as follows:
 - One to the owner or, with the owner's permission, an agent, pilot-in-command or the person responsible for the maintenance
 - One for analysis
 - One to be retained as a control.

If it is not possible to comply with the above conditions, try to obtain a sample in the best way the circumstances allow.

D. Release of Wreckage:

There should be no pressure to release all of the on-scene wreckage. Often it is better to arrange for wreckage removal and storage and to retain control of the wreckage in case there is a need to examine it later.

- (1) When on-site investigation has been completed the aircraft wreckage should be handed over to the owner or their representative so that salvage/clean-up operations can commence. It is essential to obtain a receipt for the evidence. You must record the movement of that evidence.

- (2) In case of an occurrence to an aircraft registered in other contracting State, the aircraft, its contents or any parts thereof shall be released by the Chief of Accident Investigation Agency as soon as they are no longer required in the investigation, to any person or persons duly designated by the State of Registry or the State of the Operator, as applicable.
- (3) For this purpose, access to the aircraft, its contents or any parts thereof, shall be facilitated provided that, if the aircraft, its contents, or any parts thereof lie in an area within which it is impracticable to grant such access, removal shall be affected to a point where access can be given.

E. Personal Effects

Record the position of personal effects found at the site of an occurrence. Hand them to police, obtaining a receipt for significant items, when no longer required for the investigation and make a record of this.

F. Command Post/Meeting Room

The number of people expected to participate in the investigation will dictate the size of the meeting room. This will depend on the expected number of groups established, parties designated, and personnel from each party. In general, regardless of how small the team dispatched, the meeting room should accommodate at least 30 people. On major air transport accident investigations, the room should accommodate up to 100 people. Remember to account for the space required by support personnel, furniture, phone lines, fax machines, copiers and the like when considering whether the meeting room will be large enough to accommodate the number of people anticipated.

For large investigations, instruct the hotel personnel to set up the room theater style, with tables and chairs set up in rows. If possible, an aisle should bisect the room, with aisles on either side of the rows of tables and chairs. The hotel should set up a head table at the front of the room to accommodate the IIC, the AIA Staff Member, and his/her assistant, and Accredited Representatives. The hotel should be requested to provide a chalkboard and/or whiteboard. A table should be placed at the rear of the room where reports, documents, and other material to be distributed to the parties can be placed. If possible, a separate room or area should be made available for Public Affairs (PA) use. If this is not possible, a table for PA should be set up in the Command Post and located away from the head table. It is important to note that the Investigative Team is not authorized to pay for any food or beverages for accident investigation participants. If the hotel provides coffee or other amenities, ensure that the Team is not billed for such items.

(1) Press Briefing Room

The hotel containing the Command Post should also have an available room for press briefings. The size of the room depends on the magnitude of the accident and the amount of media present. PA is responsible for the setup of this room, which should include a lectern with a pull-out shelf, if possible; 6 to 10 rows of seats with 8 to 10 seats per row, arranged theater style; and risers behind the

seats for cameras. Two entrances are preferred, one allowing the AIA briefer to enter and exit without having to pass through a phalanx of reporters and camera persons. It is also preferred that the press briefing room not be adjacent to the Command Post.

(2) Telephones and Communications

The AIA Communications Center will make arrangements with the hotel and the local telephone company for the installation, on an emergency basis, of outside telephone lines in the meeting room. For a full Go Team investigation, the IIC should instruct the Communications Center to request 10 outside lines or more, as required; for a partial Go Team launch, the Communications Center should request four outside lines. The telephones are for investigative team members to communicate with their home offices. All calls will be billed to the AIA. Instruct team members that the phones are for official use only.

The IIC should reserve at least one outside line for exclusive use by the PA officer and for incoming media calls. Because this line will likely receive extensive use, it should be placed away from the other lines so that it will not disturb the work of others in the Command Post. In addition, the IIC should reserve one line for his or her exclusive use to receive calls from headquarters; this phone number should not be given to team members. This line will facilitate communications between headquarters and investigative personnel on site. A list of all onsite phone numbers should be sent to the Communications Center for distribution.

All Go Team members have cell phones, which should always be turned on when on scene (team members should ensure that their cell phone batteries are charged and should carry a spare set). In remote locations where cell phone coverage is inadequate or in situations where secure communications are necessary, the IIC can request the AAC coordinator to provide on-site communications support. Also, unique communications requirements should be directed to the Government representative who can access major national resources.

(3) Equipment/Supplies

The Command Post/Meeting Room should be equipped with many of the tools of the modern office, including the following:

- two photocopy machines (with sorters, toner, and paper),
- compatible portable computers, if issued laptop computers are unavailable,
- printers and printer paper,
- facsimile machine,
- a telephone message board and telephone message pads, and
- mailboxes and a table to place mail and materials for each of the parties (the top of a large box can be used for this purpose).

Because it may be unreasonable to ask the hotel to acquire this equipment on short notice, the IIC should be prepared to arrange with local vendors to rent the equipment and the needed supplies. Find potential vendors through recommendations or suggestions of the hotel. If possible, survey several sources to determine prevailing rates and confirm that the rental costs are in

accordance with prevailing rates. The AIA Communications Center can assist with efforts to secure the appropriate equipment and supplies.

The IIC should ensure that the following items are available in the Command Post:

- laptop computer with Accident Data Management System (ADMS) program and supplements (as required) installed
- Pilot/operator accident report form
- Attendance rosters
- Subpoena forms
- Witness Statements
- Wreckage Release forms
- Party Coordinator Signature form,
- Guidance to Party pamphlet
- On-Scene Organizational chart
- AIA telephone directory
- Annex 13 (if appropriate)

(4) Administrative Support

Depending on the size of the team, the scope of the investigation, and the availability of administrative support personnel from the AIA, temporary clerical/secretarial assistance may be hired for the Command Post. The IIC may request on-scene support from the AIA administrative staff. On a major investigation, a Command Post secretarial assistant will be needed to answer the multitude of phone calls and to take and distribute telephone messages. Secretarial services will also usually be needed toward the end of the on-scene phase when field notes will be prepared, photocopied, and distributed. When arranging for secretarial services, be sure to inform the temporary agency that the services will be needed at the AIA Command Post and that the secretarial assistant should expect to work unusual and long hours.

(5) Contracting for Services or Supplies

The IIC will enter into any necessary agreement with vendors and will be responsible for ensuring payment after the Command Post is closed. Where possible, purchases should be made using the government purchase system. When using the government purchase system to acquire goods or services, the terms of agreement with vendors should be documented. The agreement should be attached to the purchase card statement as supporting documentation for the charge. Where purchases cannot be accomplished using the government purchase system, the terms of the agreement should be used to document and provide billing instructions to the vendor. Accordingly, the IIC must fully understand the details of the agreement made to obtain services or supplies and obtain accurate estimates of the charges incurred for those services or supplies. Before leaving the site, arrangements should be made to settle vendor accounts (i.e., the charges are billed and issued to the vendor indicating the services that were provided and the address to which to send their invoice). AIA Orders regarding financial matters must be followed.

If translation services are required, the appropriate Government Department (listed on the Go Team roster) should be contacted for the appropriate

personnel. A memorandum of understanding (MOU) should be developed, if not already developed, and signed by AIA and the Translators.

(6) Support Equipment

Kits containing such things as a video camera and tape, laptop computer, printer, various charging devices, film, administrative supplies, and copies of the investigator's manual. Mailing labels attached to the kits allow them to be mailed quickly to an accident scene upon direction by the IIC. The kits are intended for use with large accident investigations, where a considerable amount of supplies or equipment might be needed. The IIC is responsible for the equipment in the kits and for mailing them back to AIA Headquarters after the on-scene phase of the investigation has been completed. The kits, or at least the electronic equipment, should be secured each evening.

Each kit is equipped with a programmable combination lock that should be set by the IIC prior to departure, if possible.

Additionally, two computer printers can be boxed and sent to the command post.

G. Organizational Meeting

The manner in which the IIC conducts the organizational meeting will establish the tone of the investigation. Therefore, the importance of being organized, articulate, assertive, composed, and understanding cannot be overstated.

As the formal opening of the investigation into an aviation accident, the organizational meeting serves several purposes. It will:

- Provide the opportunity to share preliminary information on the accident;
- Introduce the participants of the investigation to each other and identify those eligible to participate;
- Organize participants into investigative groups;
- Establish rules of conduct for the investigation; and
- Reiterate safety and health considerations for all participants.

All on scene activities should be shut down pending the organizational meeting. If search and recovery operations are still in progress, the IIC should designate an AIA representative to remain at the site during the organizational meeting. The organizational meeting should be held as soon as practicable upon arrival of the Go Team at the accident site according to the time of day and the number of parties that have arrived. For example, if the Go Team members arrived at the site during the night, key personnel from the parties may not arrive until the next morning. Therefore, the meeting should not be held until after the key parties have arrived. If the team has arrived in mid-afternoon and most of the parties will be expected to arrive in late afternoon, the meeting should be in the early evening.

The IIC will prepare an outline of the issues to be covered in the organizational meeting. The IIC will identify himself/herself and, after calling the meeting to order, ask reporters, attorneys, and others not technically qualified or needed for the investigation (e.g., an accountant with the airline) to leave the room. The IIC should then distribute

the attendance roster for each person to sign and make sure that business cards (or equivalent information) have been collected. Photocopying the cards and distributing copies to investigation participants will allow participants to maintain contact with each other after the on-scene phase has been completed. Then, depending on which of the following are present, the IIC will introduce the AIA Representative, his/her assistant, the Government Representative (GR), PA, other representatives and all other AIA employees. Following the introductions, other personnel in the room should identify themselves, their organizations, and their positions within their particular organizations. Potential parties or individuals should understand that, with the exception of the AAC, participation in the investigation is a privilege, not a right. All party-group members are to be employees, not contractors, and are there to contribute to the investigation or otherwise be helpful to the investigation.

After introductions, the IIC should state that the primary purposes of the meeting are to explain operating procedures and to assign specialists to the investigative groups. The facts of the accident will be reviewed and should include the following:

- Operator;
- Aircraft type and registration number;
- Type of flight, origin and intended destination;
- Number of fatalities (or best information presently known);
- Condition and location of crewmembers;
- Extent of aircraft damage; and
- Other information considered relevant (e.g., hazardous material (HAZMAT) and site considerations).

After preliminary information about the accident has been given, the IIC will discuss the information contained in the "IIC's Opening Statement at Organizational Meeting". This statement advises the participants of AIA policies relevant to the investigation.

The opening statement will include the following points:

- AIA authority to conduct the investigation
- Role of the AIA member
- Role of PA and GR;
- Role of parties to the investigation;
- Role of international participants in investigation (accredited representatives and technical advisors)
- Organization of the team into groups of specialists;
- Qualifications of personnel to participate in the investigation;
- Expected participation of participants for the duration of on-site activities and follow-up activities;
- Dissemination of information among investigation participants;
- Public release of information about the investigation;
- Site safety and security;
- Roles of party coordinators, group chairmen, accredited representative and advisors;
- Identification of the appointed AIA chairmen;
- Who will be allowed at the progress meetings;
- CVR and FDR group participation; and
- On site commander

Following the IIC's opening remarks, the AIA representative present should be offered an opportunity to speak to the group. After his/her remarks, the IIC will begin assigning party participants to individual investigative groups in consultation with the group chairmen. The IIC should bring handouts that explain such things as the AIA's authority and investigation process and the role of parties in the investigation. These handouts

should be distributed to the parties after the organizational meeting. The IIC should adjourn the organizational meeting (and all progress meetings) by stating the time of the next meeting.

(1) Identification and Assignment of Personnel

The IIC determines who will be parties to the investigation and should be selective when making these designations. During the party designation process, party coordinators are also identified. A party coordinator is the main spokesperson/representative for a party and is the IIC's main point of contact within a party during the investigation. This individual should have sufficient authority within the party's organization to be able to make decisions without a great deal of consultation with his/her supervisors. Additionally, he or she should be available to the IIC at all times during the investigation. Only party coordinators and participants will be allowed to attend future meetings.

As the investigative groups are formed, the party coordinators will be given the opportunity to propose personnel from their organizations for assignment to one or more of the groups. Only technically qualified individuals with the necessary expertise will be permitted to participate in the investigation. Specialists typically include representatives of the operator, manufacturers of the aircraft, powerplant, and accessories, labor associations, and other parties who can contribute knowledge and expertise. The group chairmen and the IIC will assess the qualifications of proposed group members when assigning them to the working groups. The group should be limited to those personnel having the expertise to contribute to the investigation by studying, evaluating, and documenting a particular discipline. The final decision regarding the assignment of specialists will be made by the IIC in coordination with the respective group chairmen.

For investigations involving international participation, Accredited Representatives may have technical advisors under their supervision. The IIC and Accredited Representatives may assign technical advisors to groups based on their technical qualifications.

For parties that are unfamiliar with AIA procedures, such as small airlines, it is advisable that the IIC fully explain the methods used to conduct the investigation, outline the major tasks that will be expected to be accomplished during the subsequent days onsite, and explain that a progress meeting will be held at the end of each day. It may be necessary for the group chairmen to discuss the areas that their particular group will be focusing on and the type of expertise needed by members of that particular group. The parties must be informed that all participants are expected to be available for the duration of the investigation and that substituting personnel is not allowed except in extreme situations.

Participants will be asked to report to their respective group chairmen after the organizational meeting for further instructions.

(2) Forms and Badges

As the investigative groups are being formed and party personnel are being assigned, the IIC should use an "On-Scene Organizational Chart" to assist in registering the investigative members, their group assignments, and party affiliation. The IIC should also distribute the form "Statement of Party Representatives to AIA Investigation" to each party coordinator and obtain their signatures (see Appendix 6-1 to this Chapter). This form contains pertinent information and explains that, by signing the form, the coordinators are obligating and indicating the organizations they represent and all personnel assigned to the investigative groups that they understand the rules and that they are willing to abide by them. It should be noted that the AAC coordinator, Accredited Representatives and Technical Advisors to Accredited Representatives are not required to sign this form. In subsequent phases of the investigation (CVR and FDR analysis, component testing, etc.), all participants may be required to sign the form or a similar nondisclosure form as a condition of their participation.

The IIC has the option of distributing identification badges to the group chairmen for investigation participants. The badges provide a method of restricting access to the accident site and Command Post to only those individuals approved by the group chairmen or the IIC. Other arrangements may be made with local authorities depending on the level of security desired and the location of the accident site. If identification badges are used, the group chairmen will be responsible for keeping track of their group members' badges.

H. Accident Site Safety Precautions

Aircraft wreckage sites may expose investigators to certain risks, including biohazards, airborne hazards, adverse terrain and adverse climatic conditions. AIA will coordinate with the local Incident Commander (local police, National Guard, or fire and rescue), if present, to determine hazards at the accident site and safety resources available to the investigative staff. Personnel involved in the recovery, examination, and documentation of wreckage may be exposed to physical hazards from such things as hazardous cargo, flammable or toxic materials and vapors, sharp or heavy objects, pressurized equipment, and disease. The IIC and/or a designated AIA officer will be responsible for conducting a risk assessment of the accident site, which will identify possible hazards, and determine the level of risk (high, medium, low) at the work site. An environmental risk assessment can be conducted while en route and a more detailed assessment accomplished following the initial visit to the accident site. The AIA Officer (safety officer) will then develop countermeasures to identified risks and ensure that the appropriate countermeasures are applied at the accident site. The safety officer or the on-scene commander will conduct daily safety briefings with all individuals who are working at the accident site. Throughout the on-scene phase of the investigation, the IIC and the group chairmen will monitor everyone to exercise good judgment, use necessary protective devices and clothing, and use extreme caution when working in and around the wreckage.

It is the job of the Incident Commander to ensure that hazardous material is identified at the accident site, and decisions to either remove the material or reduce the risk of contamination or injury must be made before the investigative team is permitted to

enter the site. Once such actions have been taken, work at the site will be permitted. All team members should be advised to be on the alert for any undeclared hazardous material and, if such material is found, should immediately notify a group chairman or the IIC so that appropriate measures can be taken.

During the IIC's opening statement, the IIC will state that the AIA will not assume responsibility for any personal injuries incurred during the course of an investigation by representatives of organizations participating in the investigation as a party or by an authorized observer nor will AIA provide protective equipment to party participants. AIA investigators shall remind all participants to use extreme care and to provide for their own needs on site. Any safety concerns should be promptly expressed to the group chairmen or the IIC. Parties not properly protected will not be allowed on site.

All AIA personnel traveling to an area with certain known public health risks or suspected diseases will be cleared by their supervisor before departure. The supervisor will ensure that adequate personal protective equipment (PPE) is provided and the employee is medically qualified for the work to be done. The AIA's physician and the health clinic can be excellent sources of information on the risks associated with certain countries or areas. Inoculations can typically be arranged through an individual's personal medical care facility or through government agencies with which the AIA has agreements.

The scene of an aircraft accident may contain bloodborne pathogens. Bloodborne pathogens are viruses, bacteria, and parasites that are present in the blood, tissue, or other body fluids of infected persons. They could include, but are not limited to, hepatitis B and C virus (HBV) and the human immunodeficiency virus (HIV), which causes AIDS. Some of these viruses do not die upon contact with oxygen or when the fluids dry out. Studies, in fact, show that certain climatic conditions may prolong the infectiousness of HIV. Those who work in or around the wreckage must use extreme caution to minimize direct contact with bloodborne viruses. At a minimum, heavy leather work gloves over nonpermeable rubber gloves should be used and in some case will be required when touching the wreckage. Under certain conditions, such as within the wreckage where investigators may come into contact with blood or human remains, full face masks, protective goggles, and disposable overalls and booties shall be worn. Protective biohazard suits should be provided for and used. Each investigator who will be working on-scene should have two packages of biohazard equipment as part of his or her go-team equipment.

I. Observers

The IIC may allow properly designated military personnel, representatives of other agencies, or representatives of foreign governments to be observers to the investigation. Training and familiarization with the AIA's investigative process is the sole purpose of the observer status. Observers should not have any self-interest in the investigation, and they will be permitted access to only those portions of the investigation deemed appropriate by the IIC. Observer status must be coordinated and approved in advance. Although observers will sometimes work with one of the investigative groups, they will be under the overall authority of the IIC and will be given factual information on a "need to know basis." The restrictions concerning public dissemination of accident information apply to all observers.

J. Lines of Authority

The IIC is the senior person on-scene and all investigative activity at the site is under his/her control. The IIC has the overall authority and responsibility to resolve any difficulties that may arise on scene.

Group members will first attempt to resolve problems directly with their respective group chairmen if any difficulties arise among the team members during the on-scene investigation. If a resolution is not reached, the group members should alert their respective party coordinators. Concurrently, the group chairman will notify the IIC. The IIC and the party coordinator will discuss the problem and attempt to resolve it, informing the group member and group chairman of the decision.

If the IIC and party coordinator cannot reach resolution of a problem, they will then discuss it with the Chief of the AIA for final resolution.

K. Group Chairmen Responsibilities

Immediately following the organizational meeting, each group chairman should meet with his/her group members. Since some group members will be unfamiliar with the procedures of AIA accident investigation, several things should be discussed with the group, including the scope of the group's investigation, assignment of duties, and AIA protocol concerning field notes. It should be explained that for all matters related to the accident and the investigation, the team members' primary responsibility is to their working group and respective group chairman—not to their respective organization. They must arrange their personal schedules to conform to the schedule determined by the respective group chairman and commit to staying with the group until released by the IIC and their respective group chairman.

(1) Field Notes

Each group chairman is required to compile field notes documenting the on-site activities of his/her group. Field notes represent the summation of factual material gathered and information obtained by each investigative group participating in the investigation. Each group will have one official set of field notes. The field notes will contain applicable information outlined in a set of checklists, as well as other information collected or documented by the group. At the end of each day of the on-site investigation, each group should discuss its efforts and review the progress of its field notes. This is most conveniently accomplished before the daily progress meeting (see section G.). At the end of the on-scene investigation, every member of each working group must sign the group's field notes. These signatures indicate and clearly convey that each member of the group has read all of the field notes and either agrees with the information included in the notes or has indicated, in writing, specific areas of disagreement and the reasons for that disagreement. If group members do not attach written statements of disagreement to the field notes, it will be assumed that they agree with the content and completeness of the information contained in the field notes.

The IIC will draft a summary of the accident for each group chairman to use in his or her field notes.

At the conclusion of the on-scene investigation, the group chairman will present the group's field notes to the IIC for review and signature. After the IIC's approval, the group chairman should make copies of the field notes for his/her group members and for each party coordinator. The IIC should inform the party coordinators that factual information will be shared with all parties unless it is proprietary in nature or there is other concern for the dissemination of sensitive material. **The group chairman and, therefore, the group members will not be released until the field notes have been approved and distributed.** The IIC should be aware of the group's future plans and provide direction, as required, to obtain information that has not been included in the field notes.

Following the on-scene phase of the investigation, the group chairman may reconvene the group in whole or in part to conduct follow-up work such as witness/crew interviews, maintenance records reviews, flight testing/simulations, or the testing/teardown of powerplants, instruments, and system components. Field notes will also be required to document any such additional investigative work.

(2) Follow-up Activities

Follow-up activities may or may not include the group. The group chairman should ensure that the group discusses in advance the scope of any planned follow-up work. Upon reconvening, the group chairman should meet with the group and, if necessary, other technicians who might be assisting in the activity to review the planned activity and resolve any remaining questions. Group members should be reminded that only the AIA may release information about the investigation. (This does not prevent group members from providing factual information to their organization after it is approved by the group chairman.) The IIC and the group chairmen should receive periodic updates during the follow-up activity.

If the follow-up work involves representatives from an organization that is not a party to the investigation and the IIC authorizes the organization to become a party, the group chairman should have the party's coordinator (or one of the party's representatives) sign the "Statement of Party Representatives" form. Status as a party allows an organization to participate in certain AIA meetings and to receive all public docket material generated during the investigation. This allows the organization access to specific information that it might not otherwise have, as well as information it could use to initiate preventive or corrective action quickly. The IIC may grant limited party status, such that a party will only receive specific factual information and not all factual reports produced during the investigation. If an organization is not a party to the investigation but will only provide assistance necessary for the investigation (e.g., testing facility or specific technical expertise) the form will not be signed. However, the representatives and the organization(s) should be informed about limitations regarding discussion with anyone outside the investigation and/or dissemination of any investigative information. If there are any questions or problems involving these issues, the group chairman should contact the IIC for resolution. The IIC or group chairman and the organization providing assistance need to reach an understanding regarding "ownership" of the work product, subsequent testimony about it, and other conditions or limitations. The AIA can provide draft agreement or contract language.

As with the on-scene investigation, signed field notes of the follow-up work will be required. A closeout meeting should be held to review the field notes and to discuss future activities involving the group's work. It might also be helpful to discuss AIA's process regarding the overall investigation and the preparation of the final report and to seek opinions from the group regarding conclusions or corrective actions related to the group's work.

L. Progress Meetings

On-site Progress meetings are held daily to disseminate information obtained during the day's activities and to discuss plans for subsequent investigative activities. The meetings also provide factual information to the AIA Member, PA officer, and other representatives for dissemination to the media at press briefings and family meetings.

The IIC will schedule progress meetings as he or she sees fit. However, when possible, progress meetings should be scheduled to begin late enough for participants to clean up after spending time on site but early enough for everyone to have dinner afterwards and get sufficient rest for the next day's activities. Generally, 18:00hrs is a good time to start the first progress meeting. Because participants become tired and stressed during the course of the on-scene phase of an investigation, progress meetings should be scheduled earlier as the on-scene work progresses.

The IIC will begin the meeting by calling the group to order and asking any reporters and attorneys representing possible claimants to leave. The IIC will then distribute the attendance roster and ask those who are new to the investigation to stand and identify themselves, their organizations, and their roles in the organizations. For the first few meetings, all attendees must identify themselves at the start of the meeting. Any new persons who are acceptable to the IIC and the group chairmen will be assigned to investigative groups. This must be coordinated before the start of the progress meeting. Each group chairman will then present the prominent facts obtained that day and the investigative activities planned for the next day and also request needed support or establish coordination meetings with other groups. The group chairman should be prepared to respond to any questions about his/her area of responsibility. Questions or discussions on group chairmen's presentations should be limited to factual material only. Analytical questions to the group chairmen on the implications of their findings will not be allowed. The progress meetings should not be used for a discussion of accident causation. Each group chairman's report should take 5 to 10 minutes, unless it is absolutely necessary to relay more facts to the audience.

The IIC should present a brief outline of activities performed by the FDR and CVR groups, as well as other groups, working at AIA headquarters. A telephone or facsimile contact should be made before the progress meeting begins.

The IIC should take notes during the group chairman's presentations. The notes will be beneficial during discussions with the AIA Member before the press conference and at later briefings to headquarters personnel.

After all group chairmen have completed their presentations, each party coordinator and the AIA Member present should be allowed time to make comments and the next evening's progress meeting should be scheduled. The IIC should remind participants not to discuss the investigation in public areas or in places in which their conversations can be overheard. Participants should also be reminded to remove their personal

belongings and notes from the Command Post overnight or at other times when the room is unattended.

M. Initial Notification and Status Reports

While the Go Team is conducting the on-scene phase of the investigation, an official-use-only initial notification memo and subsequent status reports will be distributed to AIA Members, Government Representative, and PA. An initial notification memo is provided by the Chief of AIA, the Deputy Chief of AIA, the standby IIC, or can be delegated to the IIC, and is usually distributed within a day of the launch of the Go Team. The initial notification briefly describes the circumstances of the accident and lists the members of the Go Team and the parties. Status reports on the progress of the investigation are issued to notify the AIA when significant new information is obtained about an accident under investigation. A status report might be issued upon the return of the investigative team from the site but only if new information is obtained following the distribution of the initial notification and subsequent status reports. If the results are potentially significant, status reports will be issued to disseminate the results of teardowns, records examinations, and interviews. During the on-scene phase of the investigation status reports will be written by the IIC for the signature of the Chief of AIA, and either mailed electronically or faxed to AIA headquarters.

N. Press Briefing

Press briefings are normally conducted after the progress meetings when information concerning the facts of the investigation is fresh. Members of the press are not allowed in any progress meeting and should not be allowed in the Command Post. Guidelines for the conduct of press briefings follow.

(1) AIA Personnel Present

The AIA Personnel (a senior official appointed by the Chief) will brief the press after the progress meetings. With the help of the PA officer, it is the IIC's responsibility to prepare the AIA Personnel for the briefing. Before the briefing, the IIC should review the high points of the progress meeting with the AIA Personnel and the PA officer. The IIC should be alert for information that is unconfirmed or unsubstantiated and ensure that the AIA Personnel is aware of any such information and the advisability of not releasing information unless it is confirmed. Any information that might inhibit the AIA's ability to gather other needed factual information (e.g., controversial or spurious witness observations) should not be released. Group chairmen may be requested to provide briefing notes or other assistance for this preparation.

The AIA Personnel, IIC, and PA officer should attempt to anticipate potential press questions that could be expected to follow the release of certain information. Reporters want to know the cause of the accident and are often unfamiliar with AIA procedures regarding the determination of probable cause. A reference to the pilot will often lead to a question about "pilot error." A discussion of alcohol or drug testing could lead reporters to ask if the AIA suspects that the pilots were under the influence of drugs or alcohol at the time. Information about a failed check ride some years before the accident could lead to questions about the competency of the pilots involved in the accident. Similarly, a reference to a mechanical malfunction or Minimum Equipment List

(MEL) item often leads to a question about the quality of the airplane or its maintenance and whether either one caused the accident. In each of these examples, the answer must convey only confirmed factual information and should not contain any speculation as to probable cause.

The IIC should attend the press briefing and be available nearby. The IIC should be aware that reporters may be looking to him/her for body language or facial expressions during the AIA Personnel's briefing and should, therefore, maintain as neutral an expression as possible during the briefing. Assistance to the Personnel should **not** be provided during the briefing unless requested. The IIC should determine in advance what action the Personnel would want if he/she has misstated a fact or omitted information. Other AIA investigators should not interrupt the briefing **under any circumstances** unless specifically directed to by the Personnel.

The IIC should determine the factual information about the investigation that will be released during the evening news media briefing. Simultaneously with the news media release, the families will be provided with the appropriate synoptic information about the investigation.

The family briefings will occur daily, as necessary, at a location separate from the on-scene Command Post. During these briefings, families will also receive an update on the progress of the victim recovery and identification effort, personal effects process, and other areas of family interest. Every effort will be made to minimize the time the IIC spends in support of these efforts. The assistant IIC may be assigned to these efforts.

(2) AIA Personnel Not Present

If no AIA Personnel is present, the IIC or the PA officer may brief the press. The same guidelines for Personnel-conducted briefings apply to IIC briefings. The IIC is discouraged from giving multiple press briefings in a single day.

The IIC should not speculate on the accident cause and should limit the briefing only to a presentation of facts obtained during the day. Rely on tried and true phrases such as, "That is one of the many things we will be looking at;" "It is much too early to tell at this point;" "Right now we are not ruling anything out;" "At this stage we are only gathering evidence;" and "The AIA will consider all potential causes after we have reviewed the evidence." The IIC should be prepared to answer questions following the briefing and be suitably attired to be photographed and videotaped during the briefing.

If material gathered during the day is highly technical, the particular group chairmen should be requested to attend the briefing and be prepared to assist, if necessary. This will not usually be necessary because of the relatively nontechnical nature of the briefings and the preliminary stage of the investigation.

O. Daily Activities of the IIC

As part of the responsibility for oversight of the investigation, the IIC will serve as a liaison between AIA headquarters and the investigative team and between the

Command Post and the accident site. Liaison with headquarters is primarily carried out through the daily briefing; however, the IIC should always be available for additional headquarters inquiries.

(1) Headquarters Briefing

The IIC is expected to brief headquarters personnel on a daily basis. These briefings provide headquarters staff with the opportunity to 1) obtain an update of the recent findings 2) assess the progress of the investigation, 3) communicate relevant technical information to the on-scene team, and 4) provide assistance to the IIC as needed. The daily briefings with headquarters are independent of any briefings between group chairmen and their respective supervisors. The Chief of AIA will provide notice to other Directors to allow for their participation in the briefings. They should be informed of any details reported during after-hours briefings.

The IIC should schedule the briefing for a time that is mutually convenient for the IIC and headquarters personnel. The IIC should allow at least 1 hour for the briefing and ensure that he/she will not be needed at the Command Post or other location during that time. The briefing should be held in a location where there will be no disturbances and where sensitive material may be discussed. A hotel room or an office with complete privacy is recommended.

The IIC will review notes carefully before the briefing and be prepared to discuss in detail each group's activities and findings. If any of the reported findings are unclear, contact the appropriate group chairmen before the briefing for clarification. During the briefing, the IIC should note suggestions or questions from the headquarters staff for which answers must be researched. The IIC will also provide headquarters with a written status report every night.

The IIC may be asked to convey messages or specific requests from headquarters staff to group chairmen. This information should be conveyed to group chairmen at the progress meeting or some other appropriate time.

(2) AIA Staff Meeting

Meetings will be held on-site daily, or as needed, with all AIA staff during the investigation; 7:00 am usually works best. These meetings provide an open forum for AIA staff to raise issues that they may be reluctant to raise during the progress meetings. This can also provide the IIC with an informal setting to provide guidance to the group chairmen or convey messages from headquarters. These meetings should be convened before the progress meetings or first thing in the morning to avoid potential conflicts with the group chairmen's plans. More frequent meetings may be necessary depending on the size of the investigative staff, their need for guidance, and the complexities of the issues. The meetings should be used as a way of preventing small problems from becoming disruptive to the investigation.

(3) Party Coordinator Meeting

The IIC will also meet daily with the party coordinators to explain rules and procedures that coordinators may be unfamiliar with and to review and discuss

issues that may come up during the on-scene phase; 7:30 am usually works best. The potential exists in any investigation for parties to conflict. The IIC should be aware of this potential and be prepared to assist in the resolution of such conflicts. These meetings should be used as a way of determining the parties' level of satisfaction with the investigation and their ability to cooperate with each other and with group chairmen. Guidance and input should be provided to them, as needed, to prevent potential problems from escalating.

(4) IIC Site Visit

The IIC should visit the site regularly to get a good understanding of the nature of the accident; twice a day is preferable. The visits enable the IIC to learn about the progress of the investigation and any particular problems, to observe working conditions of the team, and to provide supervision, as necessary, to ensure that the investigation is making satisfactory progress.

The structures group chairman or another experienced airworthiness investigator will serve as the on-site commander during the on-scene phase. On larger accidents, another IIC will be sent to act as the on-site commander. The on-site commander will maintain regular contact with the IIC during the investigation by cell phone, if possible, to keep the IIC informed of the investigation's progress and any difficulties encountered on scene.

(5) Family Briefings

On routine basis, the IIC shall arrange briefings with the families of the victims of the accident on the progress of the investigation, as well as the accident survivors. Relevant information should be provided during such briefings.

P. Final Progress Meeting

After a several days, the groups will begin to present less information. Some groups will complete their activities and be released by the IIC. When the IIC determines that little new information remains to be obtained from the remaining groups, it is appropriate to end the progress meetings and wrap up the on-site activities. During the final progress meeting, the IIC should update the participants on the status of the investigation, advise them of any proposed follow-up activities, and approve and distribute field notes to the group members with a complete set of notes to the party coordinators.

Q. Release of Wreckage

When the IIC and the group chairmen have determined that parts or all of the wreckage is no longer needed for investigative purposes, the IIC (or a group chairman so designated), will be responsible for preparing and signing Part I of the wreckage release form or letter. The form shall be executed by the AIA representative and signed by someone acknowledging his/her receipt of the wreckage (usually, but not necessarily, the aircraft owner or the owner's representative). A copy of the form shall accompany the released wreckage and the original retained by the AIA.

Part II of the wreckage release form or letter will include a detailed list of any parts or components of the wreckage that will be retained by AIA for further examination. After

the AIA has completed any subsequent examination of retained parts, the AIA designee will sign Part II of the wreckage release form, send the form and the parts to the owner or person responsible for receiving the parts, and have him/her sign the form acknowledging receipt of the parts and return the form to the AIA. In the event that portions of the wreckage are returned at different times or to different individuals, it will be necessary to send copies of Part II of the form for the appropriate signatures.

The signed wreckage release form constitutes transfer of the wreckage from the AIA to the owner or representative. The wreckage release form(s) and any related correspondence will be placed in the AIA public docket for the accident. There should be no pressure to release all of the on-scene wreckage. Often it is better to arrange for wreckage removal and storage and to retain control of the wreckage in case there is a need to examine it later.

R. Materials Laboratory Examinations

In the event that a material failure is suspected or that detailed examinations of a part are desired, group chairmen should enlist the assistance of an appropriate Materials Laboratory. A Foreign laboratory or manufacturer's facility may be used for an examination. When needed, examination or testing of aircraft parts or components will be carried out in a thorough manner.

S. Closing the Command Post

The IIC will read and approve all field notes. Group Chairmen and their groups are not to be released from the site until after the IIC approves their field notes. After the field notes are completed, approved, and distributed, the IIC is responsible for closing the Command Post. Arrangements should be made to return rented supplies and equipment and to settle vendor accounts. The IIC should expect to pay or arrange to pay for such things as telephones, photocopy machines, computers and accessories, meeting room, and supplies. Bills should reflect that all charges have been levied at the prearranged rate and only for the services that had been received and agreed to beforehand. The IIC should settle accounts before leaving the site, where possible, and retain copies of all bills and payment receipts for processing upon return to the office.

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APPENDIX 6-1: STATEMENT OF PARTY REPRESENTATIVES TO AIA INVESTIGATION.

Aircraft Identification:
Registration Number
Make and Model
Location
Date

The undersigned hereby acknowledge that they are participating in the above-referenced aircraft accident field investigation (including any component tests and teardowns or simulator testing) on behalf of the party indicated adjacent to their name, for the purpose of providing technical assistance to the investigation unit.

The undersigned further acknowledge that they have read CV-CAR 13.E.245 and agree to abide by provisions of this regulation.

It is understood that a party representative to an investigation may not be a person who also represents claimants or insurers. The placement of a signature hereon constitutes a representation that participation in this investigation is not on behalf of either claimants or insurers and that, while any information obtained may ultimately be used in litigation, participation is not for the purposes of preparing for litigation.

By placing their signatures here on all participants agree that they will neither assert nor permit to be asserted on their behalf, any privilege in litigation, with respect to information or documents obtained during the course of and as a result of participation in this investigation as described above.

It is understood, however, that this form is not intended to prevent the undersigned from participating in litigation arising out of the accident referred to above or to require disclosure of the undersigned’s communications with counsel.

SIGNATURE	NAME (Print)	PARTY	DATE

APPENDIX 6-2: ON-SCENE ROSTER

IIC _____ ACCREDITED REPRESENTATIVE _____ ACCIDENT # _____

Party:							
Coordinator:							
Operations:							
Human Perf.							
Structures							
Systems							
Powerplants							
Maintenance Rec.							
ATC							
Weather							
Aircraft Perf.							
FDR							
CVR							
Witnesses							
Survival Factors							
Airports							
Other							

OTHER PERSONNEL:

AIA STAFF MEMBER: _____ SPECIAL ASSISTANT: _____

PUBLIC AFFAIRS: _____ OBSERVER : _____ OBSERVER: _____

GOVERNMENT REP. (LIAISON LOGISTICS ASSISTANT) : _____

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CHAPTER 7: POST ON-SCENE ACTIVITIES

7. Post-On-Scene Activities

Following the on-scene phase of an investigation, the IIC will schedule a debrief meeting after the go-team's return to headquarters to discuss a tentative schedule of activities. These items include meetings to discuss the progress of the investigation, due dates of the group chairmen factual and analysis reports, preparation of the final report, and the possibility of a public hearing.

A. Administrative Tasks Upon Return to Headquarters

Once the IIC returns to headquarters, he or she will check to make sure the investigation was entered into the AIA's workload management database, where created. The IIC should write and distribute a status/progress report and update the AIA Personnel on scene in person about the latest investigation activities, as necessary. A basic summary opening paragraph should be composed for use in factual reports and distributed to group chairmen to facilitate consistency in the basic facts recited in all reports. Other tasks to be performed at this stage in the investigation can be found in the "IIC Advisory Checklist."

B. IIC Duties for Work Planning

The purpose of the work planning meetings is to discuss activities that will follow the on-scene phase of investigation (e.g., component teardowns, follow-up interviews, etc.). It also allows all involved staff to agree on realistic schedules to complete required work products.

The IIC shall prepare a memo announcing the meeting, its location, date, and time. The memo should be accompanied by a summary outlining the major issues of the investigation and distributed to each group chairman, his or her supervisor, and the respective Office Directors several days before the meeting.

The IIC should anticipate the investigative activities that each group chairman should pursue and suggest avenues for follow-up investigation, if necessary. By the end of the meeting, the group chairmen should agree to the accident-related issues, the general activities that remain, the type of report to be generated, the recommendation on whether to convene a public hearing, and the deadlines for the factual and analysis reports. Report completion deadlines may need to be negotiated with the group chairmen and their supervisors depending on their workloads and priorities. The Office Directors will resolve any conflicts regarding deadlines.

The IIC will prepare a memo summarizing items of agreement achieved during the meeting, a revised issue outline, and any unresolved issues. All deadlines for report submissions and anticipated milestones should be included. The memo should be distributed to each group chairman, his or her supervisor, and the respective Office Directors.

The IIC will maintain contact with the group chairmen during the course of the investigation and be aware of the progress of their follow-up activities. The group chairmen will notify the IIC if they cannot meet report deadlines and provide a new date for completion of their reports. The IIC will integrate the activities of related investigative groups if it is determined that they are proceeding in similar directions. For

example, if maintenance training becomes an issue, the systems, maintenance records, and structures groups might examine maintenance practices together. Likewise, the human performance and the operations groups may work together in carrying out interviews and records examinations. If two group chairmen are working together, the IIC should ensure that each of them will cover a specific area to avoid overlap among the groups. Identical areas of investigation should not appear in the reports of two separate groups.

The IIC should ensure that he or she is informed of all group activities and group findings. The IIC is responsible for ensuring that the appropriate group chairman will cover all relevant issues. The IIC is also responsible for keeping abreast of potential discrepancies, loopholes and conflicts about the findings of the various group chairmen and either resolve these issues or bring them immediately to the attention of upper management. The IICs should also ensure that the group chairmen's efforts are coordinated and that they are aware of each others' findings.

C. Public Hearing Action Memo

The IIC shall draft an action memo to AIA for the signature of the Chief recommending whether or not to convene a public hearing within 20 days of returning from the accident site. A signature sheet for the signatures of the Government Representative, and PA, shall accompany the memo. The memo should present a logical discussion supporting the hearing recommendation based on previous accidents and subsequent follow-up actions, AIA action on these issues, public interest, local and national media attention, and local government interest. A summary of the major issues and the key findings of the investigation should be included. The memo should also include the views of the AIA Personnel who was on scene and the parties regarding the need for a public hearing. The AIA's administrative practice regarding the conduct of public hearings is to ensure that before opening the accident file to the public, all parties to the investigation are given the opportunity to record in writing whether or not they want a public hearing to be conducted on the accident. Accordingly, the IIC should ask each of the parties to indicate via fax, e-mail, or regular mail whether they believe a public hearing should be conducted for a particular accident.

D. Group Chairman Factual, Studies, and Analysis Reports

The IIC will maintain a list of open action items or issues for the investigation and ensure the completion of each item by coordinating with the group chairmen.

Upon completion of a group's factual documentation, the group chairman will prepare a factual report based on the field notes and subsequent investigation activities, using the standard factual report outline contained in Appendix 7-1 to this chapter. A draft of the factual report should be made available to the group members for comments that can be incorporated into the group chairman's factual report. Incorporation of group member comments is at the discretion of the group chairman. Concurrence of the group members is desired but not required. If a group member is dissatisfied that his/her comments were not included in the factual report, the party should contact the group chairman to discuss the issue. If the party remains concerned, they may write a letter to the IIC detailing their position. This letter will be entered into the public docket for the accident. The group chairman should ensure the objectivity and accuracy of information in the factual report, with input from the IIC and approval and sign-off by the IIC. Draft factual and analysis reports of a group chairman on a major investigation may

be reviewed and approved by the headquarters in the appropriate specialty before they are finalized and provided to the IIC.

Each group chairman will submit a PDF version of his or her final factual report to the IIC. The group chairman will also submit a signed hardcopy of the report directly to the IIC, along with sufficient paper copies to send to each party coordinator plus three copies for internal use. Once the IIC has received most of the factual reports, he or she will e-mail them to the party coordinators and the report writer before the docket is opened. If there will be a public hearing, the IIC will e-mail the CVR report to coordinators **on the morning of the day** that the public docket is opened. As it is expected that most parties will attend the hearing, the IIC will distribute the CVR transcript to the parties on the morning of the hearing. Subsequent factual reports will be sent to the parties in time for their use in the public hearing if one is held. The IIC is responsible for entering preliminary data and factual information into the database and for scanning in the Pilot/Operator Accident Report. In addition, the IIC is responsible for ensuring the accuracy of all material and that no information or material is overlooked.

Group chairmen should be aware of the provisions of the National Law, which establishes procedures for handling a company's "trade secrets" (i.e., confidential or proprietary information). Each page of proprietary information must be stamped that it is so or have another indication by the company that it is proprietary. Further, AIA staff are obligated not to release unmarked material if staff has substantial reason to believe it is a trade secret or confidential commercial information. Unless the needs of the investigation require including the information in the public docket, group chairmen must honor the party's request to withhold disclosure of the information. If it is determined that the material must be made public, the AIA Chief Counsel must be consulted for the implementation of proper procedures. If the material is not necessary to include in the public report, and there is no pending judicial request for it, the material should be returned to the party that submitted it.

Each group chairman shall submit an analysis report based on the information contained in his or her factual report. Group chairmen should begin writing their analysis reports as soon as appropriate and should not wait until the entire factual portion of the investigation is complete. The analysis report should review and evaluate all facts documented by the group regarding their relevance to the accident and should state the principal findings and their relevance to a probable cause of the accident. Analysis reports (and any drafts) are AIA internal products and should be marked "For Official Use Only." They are not to be released to the group members or party coordinators for any reason and are not placed into the public docket. Group chairmen will submit their analysis reports in PDF format to the IIC for use in the production of AIA's final accident report. Appendix 7-1 contains guidance on the format and general content for group chairmen factual and analysis reports.

Before the final report has been placed on notation, the IIC shall submit the group chairmen analysis reports into the AIA's internal section of the docket marked, "For Official Use Only." Organizing the docket in this way will give the AIA staff easy access to the analysis reports when they are considering the final accident report and in their preparation of other documents, such as petitions for reconsideration. The "For Official Use Only" section of the docket might also contain such things as autopsy results or interoffice correspondence concerning the accident.

E. Judicial Requests

Following notification of a judicial request, the IIC should cease discarding any documentation related to the investigation, including paperwork, photographs,

videotapes, audiotapes, electronic files and electronic correspondence. Group chairmen, technicians, AIA staff, and other appropriate staff should then be notified that they should also cease disposing of documentation. The IIC and AIA staff should not attempt to determine which items in their possession are subject to the judicial request. If judicial personnel request material before an investigation is completed, investigative staff should photocopy all items that may be needed in the future to complete the investigation. The IIC should then deliver the originals of all investigation material to judicial personnel, except that material that has been placed in the public report. Be aware that it will be extremely difficult to retrieve items once they have been surrendered, so it is important that investigative staff make copies of whatever they will need. Following the initial delivery of material to judicial personnel, the IIC should make copies, as necessary, of all material that he or she receives for use during the remainder of the investigation and provide the originals to judicial personnel immediately thereafter.

F. The Public Report

All factual information, proposed findings that parties have submitted (that is, submissions), petitions for reconsideration, and AIA's rulings will be placed in the public report, which will be made available to the public. The IIC is responsible for assembling the public report and will retain the original copy of all docket material for one year from the date that the accident report is adopted. If it is unclear whether to place material into the report, the Legal Office of AIA will make a determination. The manner in which material is entered into the docket is the same regardless of the circumstances; however, the timeframe for opening the docket is determined by whether a public hearing is convened on the accident (see below). When the report is opened, the IIC should also update the database record to "Factual" status.

Generally, copies of the following shall be entered into the docket: factual reports, addenda to the factual reports, errata sheets, photographs, and pertinent correspondence from the parties (other than routine requests for information). Photographs are acceptable from either digital cameras or scanned prints, but should meet minimum defined quality standards; until further notice, associated negatives should also be provided whenever they exist. It is AIA policy to retain materials, such as documents and photographs scanned into the docket, for 1 year after the final report is adopted before their disposal.

After the accident report has been adopted and prepared for printing and subsequent recommendation letters have been completed, any material not needed for the public docket or a pending judicial request should be discarded. This will ensure that the public docket will contain all pertinent data and that this material will not subsequently be contradicted by unverified or preliminary data.

It is important to remember that it is a violation of the AIA's regulations to release information that AIA has not already formally released by way of the docket, press releases, or a published report to anyone outside the AIA (other than parties to an investigation when their having the information is critical to the investigation). It is also a violation of the AIA's rules to release "official-use-only" and any other analytical work to **anyone outside the AIA**. Unauthorized release can be prosecuted as a criminal act. Staff should allow Public Inquiries Branch to handle all requests for publicly releasable material; when there is any doubt, consult with the Records Officer or Legal advisors.

(1) No Public Hearing

If AIA has voted not to hold a public hearing and a CVR recording tape has been transcribed, the report can be opened when a majority of the factual reports have been completed and released with the CVR transcript.

When the majority of the factual reports have been completed, the IIC should assemble packages of the factual reports for each of the parties. The IIC should assemble this material in a timely manner and should not succumb to outside or public pressure to gather this material by a date set arbitrarily. The IIC should also make sure that the electronic docket contains the same factual material that has been assembled for the party packages.

To open the public docket, the IIC will prepare a memo to the Chief of AIA, GR, and PA, giving notice that factual material is about to be made available to the public. The memo will include an attached table of contents listing the factual reports and information contained in the docket. Subsequent material that is introduced into the docket does not require such a memo. The IIC, after coordinating with GR, PA, and Public Inquiries, will then select a date for opening the docket.

After the exact date and time for opening the docket have been selected and announced by means of a memo from the IIC to the AIA staff and offices, the IIC will brief the appropriate PA staff on salient information about the accident that is contained in the factual reports. At this time, the IIC should also e-mail a “warning memo” to the parties notifying them that the docket will likely be opened on the date selected by GR, PA, and the Office of Public Inquiries. If the IIC has not already done so, he or she should mail the factual reports and the CVR transcript (if there is one) to the parties so that these documents are received on the morning of the day that the docket is opened. If the docket does not contain CVR information, the parties may receive final factual reports at the time of their completion.

(2) Public Hearing

If a public hearing is held, the docket should be released on the morning that the hearing begins. This will ensure that all reports are made available to the public at the same time as they are distributed to the press at the public hearing. The CVR transcript will be among the reports entered into the docket to coincide with the opening of the hearing.

G. Conducting Public Hearings

Public hearings allow the AIA to gather more facts about an accident and to put on record a substantial amount of information about circumstances relating to the accident. Hearings also allow the public to learn more about AIA's investigation of an accident for which there is substantial interest. For this reason, hearings could be held near the location of the accident, where feasible.

After AIA has voted to convene a public hearing, the first official action is the issuance of the Order of Hearing, which is signed by the Chief of AIA (see Appendix 7-2 A.).

Thereafter, a hearing officer is designated, who is typically the IIC but can be a different designee if circumstances warrant. The hearing officer is formally granted the authority to issue subpoenas (typically issued as “friendly subpoenas” to reimburse nonparty witnesses), swear witnesses into the hearing, and to generate the Notice of Hearing, which announces the hearing’s date, time, and location. These powers are not continuing powers vested in the hearing officer but, rather, are conferred for each hearing.

(1) Preparation

Public hearings require extensive preparation to ensure that all necessary details have been addressed and to ensure the success of the hearing. Inadequate preparation in either administrative matters or technical details can be detrimental to the success of the hearing and create unnecessary work later. A complete preparation guide should be developed and will be available on the intranet.

The IIC/hearing officer is responsible for overseeing all preparations for the hearing, both administrative and technical. Often, many of the administrative details, such as hearing site selection, material preparation, supply, equipment and material acquisition, and transportation can be assigned to a hearing assistant. The hearing officer or the IIC (if the functions have been divided) must address technical details.

(a) Administrative

Administrative items include selecting the hearing date and location, acquiring necessary supplies and equipment, fulfilling AIA documentary requirements, assembling the exhibits from the factual reports and addenda, reproducing exhibits, distributing materials to parties and organizations, and arranging for court reporter services.

The hearing officer will select the date for the hearing with the concurrence of the Chief of AIA by considering workload requirements of the hearing participants, and AIA meeting schedule. These things considered, hearings are typically held 4 to 8 months after the date of the accident, but they may be held at any time during the investigation. Once the hearing date has been established, the hearing officer and the group chairmen must strictly adhere to an agreed upon schedule to ensure that exhibits will be made available to the parties in time to allow their preparation for the hearing.

The hearing will be held at a suitable location (e.g. at a Conference Center at the AIA headquarters). Audio/visual equipment and services should be made available.

It should be determined that the facility can accommodate the needs of the hearing otherwise, another site will need to be selected. If this is the case, the hearing could be held in a large hotel meeting room that should accommodate the hearing participants, media personnel and equipment, and public seating. The size of the room needed will vary according to the public interest in the accident. The room should have a raised platform with a table to accommodate about 8 people, table(s) for AIA technical panel members, tables to accommodate around 10 people for each of the parties to the hearing, a table for the witnesses to give testimony, and a small table for the court reporter.

The requirements for public address and electronic support systems must be provided to the hotel. PA can provide information to the hotel on audio and video electronics needs. The hearing officer should follow up as necessary with the hotel to ensure that the microphones and electronic support equipment will be in place and operational for the hearing. It may be necessary to indicate where microphones will be needed and how the hearing will be conducted to ensure the proper preparation.

If the hearing is held off site, supplies and services for the hearing room, including a fax machine and photocopy machine, will need to be obtained as they would for the Command Post. All financial agreements should be in writing. At the close of the hearing, all bills will be collected. Office supplies will also be necessary.

The hearing officer should contact the GR, PA, and the Chairman of the Board of Inquiry, to determine the sufficient copies of factual reports from the group chairmen and ensure that AIA procedures are followed in their assembly. Public Inquiries assigns the docket number for the hearing. Every factual report and attachment must also be given a distinct exhibit identification number. Each exhibit must be identified with these numbers on the cover sheet (see Appendix M). The hearing officer will resolve any conflicts regarding exhibit numbers. The group chairmen's factual reports are assigned the letter suffix "A" and will be the first exhibit in each group of exhibits. Additional exhibits follow the group chairman's report and are assigned a letter suffix, beginning with "B" and proceeding through the alphabet, until all attachments have been identified. If the number of attachments exceeds the available letters of the alphabet, use double letters, beginning with "AA". Exhibits should only include that information necessary for the interviewer or witness to refer to during the hearing. Therefore, not all factual information in the Public Docket will be identified as an exhibit. Each page of the exhibit will be numbered in the lower right-hand corner.

The first group of exhibits (and the corresponding exhibit identification number "1") is reserved for documents that establish and designate the following:

- Order of Hearing (Exhibit 1A)
- Notice of Designation of Chairman of Board of Inquiry (Exhibit 1B)
- Designation of Hearing Officer (Exhibit 1C)
- Designation of Parties to the Hearing (Exhibit 1D)
- Notice of Hearing (Exhibit 1E)

All of these documents are to be prepared by the IIC/hearing officer for the signature of the official that is noted on each.

Poster-sized charts and photographs (or material that can be presented on audio/visual equipment) enhance the quality of witness testimony during the hearing. Generally, photographs of the overall wreckage documentation, instrument approach charts, and plots of radar tracks of the accident airplane are appropriate. The group chairmen, the hearing officer, and the Board of Inquiry will coordinate exhibit requirements.

Allow sufficient time for reproducing materials and shipping them to the site of the hearing. Do not wait until "last minute" mail is the only alternative. Typically,

sufficient copies of each exhibit are made and prepared for distribution to the parties. Coordinate with GR, and PA, to determine the number of copies of each exhibit they will need.

The IIC/hearing officer should inform all parties of the details of the hearing and the prehearing conference (see section (b)(2)) well before both are held. Party coordinators should be contacted first by telephone then by written confirmation. Because of the importance of their notification, parties should be provided written notice of the hearing and prehearing conference through registered or certified mail so that AIA receives confirmation of their receipt of this information.

The IIC/hearing officer should allow sufficient time (at least 2 weeks) for the parties to receive and review the items critical to the hearing before the prehearing conference. These include exhibits, issue list, areas of questioning, and relevant exhibits for each witness. Provide any exhibits, corrections, amendments to exhibits, or other relevant material not previously forwarded to parties at the pre-hearing conference.

The IIC/hearing officer should contact the Office of Administrative Law Judges to arrange for a court reporter to transcribe the proceedings (AIA maintains a court reporter service on contract for this purpose). After the request has been forwarded to the service, contact the reporter assigned to the hearing to confirm all details. Ensure that the court reporter is aware of the importance of his or her arrival before the hearing starts (to allow time for setup and briefing about expectations).

(b) Technical Matters

The IIC/hearing officer must accomplish the following to coordinate the substantive aspects of a hearing: determine the issues of interest, identify and request witnesses to address the issues, review areas of inquiry with the technical panel, ensure that parties are designated, and notify parties. The Chairman of the Board of Inquiry will approve all major decisions regarding the technical aspects of the hearing. Generally, two or more meetings will be held with the Chairman of the Board of Inquiry to review issues, witnesses, and general staff preparation.

The staff and AAC management, in consultation with the staff and management of other offices with interest in the investigation, will draft the safety issues to be raised in the hearing. An “average” hearing will address about five (5) issues although some hearings have addressed as many as twelve (12).

After the issues have been identified, the IIC/hearing officer should obtain the necessary witness expertise to address the issues at the hearing. Usually, AIA management or the group chairmen involved with the hearing issues will be able to identify witnesses whose testimony is appropriate. The witnesses may be from the parties to the investigation or can be suggested by one or more of the parties. For example, if issues, such as flight crew training and preparation for the accident flight have been identified, individuals responsible for flight crew training at the airline or airframe manufacturer may address these issues. Additionally, according to the desired depth of exploration of the issue at the hearing, witnesses from the AAC with responsibility for approving training in that type aircraft could be identified. Depending on the issues to be covered at the

public hearing, AIA personnel may be called to testify. When these staff members are called, their testimony will be limited to factual findings relating to the accident under investigation.

If a witness with the desired expertise cannot be located or is not available through the parties to the investigation, the IIC/hearing officer should attempt to locate either an individual with the same expertise from a different organization or an individual with similar expertise from the parties. For example, if the chief pilot of the airline is unavailable to address training on that aircraft type, the airline's Director of Training may be available and may be qualified to address the issue.

Once witnesses have been identified, the IIC/hearing officer should arrange either with the witnesses or with their party coordinators for them to appear and testify at the hearing. If necessary, AIA can issue invitational travel orders and fund travel expenses for witnesses who are not members of a party to the investigation to appear at the hearing.

After witnesses and issues have been identified, witnesses will be "assigned" to members of the technical panel. Technical panel members, usually group chairmen assigned to the investigation, are responsible for asking a witness the questions necessary to address a particular issue. The IIC/hearing officer will serve as the head of the technical panel and is responsible for reviewing issues with members of the panel, ensuring that each understands the issues and the witnesses identified to address specific issues. The IIC/hearing officer should also be prepared to question witnesses to balance the workload among the technical panel.

The IIC/hearing officer should meet regularly with technical panel members to ensure that the technical panel is appropriately prepared for the hearing. The technical panel members will be expected to be thoroughly familiar with the relevant exhibits and their relationship to the areas of witness questioning.

Before the hearing, technical panel members should contact the witnesses they have been assigned and review the general areas of inquiry with them. It is neither necessary nor advisable to review specific questions with them. However, witnesses should be advised of the general areas in which they will be questioned to enable them to be well prepared before the hearing.

The IIC/hearing officer is typically responsible for drafting the Chairman of the Board of Inquiry's opening and closing statements for pre-hearing conference and the hearing.

(2) Prehearing Conference

The prehearing conference allows the parties to review plans for the hearing and provides them with a final opportunity to make suggestions on its conduct. Parties may bring legal counsel to the prehearing conference. The prehearing conference is not a fact-finding activity.

The prehearing conference may be held about 1 week before the hearing at the AIA's headquarters. In unusual circumstances, this meeting may be held at the hearing site. Although the meeting should not last all day, the room should be reserved for the entire day.

The IIC/hearing officer will review the items to be distributed with the parties and will allow each party the opportunity to offer comments on the exhibits, hearing objectives, and witnesses and their areas of questioning. The parties will be given the opportunity to suggest additional witnesses or exhibits.

The IIC/hearing officer should describe any administrative procedures that need explanation. The AIA staff member serving as the Chairman of the Board of Inquiry makes the final decisions regarding the conduct of the hearing. The parties should be made aware that questions or concerns not expressed at the prehearing conference will not be entertained at the hearing.

(3) The Public Hearing

The public hearing usually begins with the Chairman of the Board of Inquiry's opening remarks, which are followed by introduction of the Board of Inquiry, the technical panel, and parties and their coordinators. The IIC will make an opening statement summarizing the progress of the investigation. The IIC will not be questioned by the parties to the hearing. Each subsequent witness is called, sworn in, and qualified in the order he or she appears on the witness list. Each witness is then questioned by the member or members of the technical panel identified on the list according to the predetermined areas of inquiry. Other technical panel members should refer their questions for a witness to the AIA panelist assigned to that witness. Other panelists will not typically ask follow-up questions.

Each party spokesperson is then given the opportunity to ask questions, followed by the members of the Board of Inquiry asking any remaining questions. There will normally be only one round of questioning for each witness. After all witnesses have been called, the Chairman of the Board of Inquiry will read the closing comments and adjourn the hearing.

(4) Techniques for Questioning Witnesses

Asking proper questions at a public hearing requires that the investigator: 1) become thoroughly familiar with the relevant exhibits, 2) demonstrate mastery of the subject matter the witness will be questioned about, 3) ask brief questions that require the witness to effectively address the issues, and 4) listen to the answers and ask follow-up questions when warranted.

To prepare for these tasks, the investigator should thoroughly read each appropriate exhibit to gain the requisite familiarity and underline or note sections of the exhibits that could generate comments from the witness. Become familiar with the actual or expected expertise of the witness.

There are two ways to prepare and conduct questioning of a witness: 1) write the questions you wish to ask in advance in the order you expect to ask them, or 2) write the areas of questioning you expect the witness to address. Each method has its advantages and disadvantages. The major advantage of the first method is that you will not overlook any one question. On the other hand, this method may limit your ability to ask follow-up questions in response to a particular answer from the witness. The latter method provides the most flexibility in tailoring questions to the responses of the witness, but it may allow

some questions to be overlooked. Prehearing discussions with the assigned witnesses will allow the panelist to more completely outline the questions needed or testimony desired at the hearing.

Questioning each witness should begin with the qualification process, which entails establishing the identity and business address of the witness (if this has not already been done), the expertise of the witness, and his/her relationship to the issues of the accident. The hearing officer will typically perform this task. The panelist will then direct specific questions about issues relevant to the expertise of that witness.

In addition to the wording of the questions, many factors can affect the quality of the hearing. Tone of voice, mannerisms, attitude, and demeanor of the questioner can be communicated to the witness and affect the nature of his or her answers. Because of the public nature of the hearing, it is of utmost importance to maintain a professional demeanor at all times. Each panelist should strive to be fully prepared, ask questions in an objective manner, and treat the witness with respect.

H. Subpoenas/Sworn Testimony

Title 12 of the Aeronautical Code of September 7, 2009, on Aircraft Accident and Incident Investigation grants authority to issue subpoenas to AIA staff members, Administrative Law Judges, and any officer or employee duly designated. The law authorizes any duly designated member of AIA to hold hearings, sign and issue subpoenas, administer oaths, examine witnesses, and to receive evidence at any place in Cabo Verde.

Subpoenas shall be issued under the signature of the Chief of AIA or his/her delegate and may be served by any person designated by the Chief or delegate. The power of subpoena must be used judiciously. The information or testimony being sought must be advisable and necessary. There are two basic types of subpoenas: one for the appearance of a person to testify and produce records and one for the production of records only.

The procedure for issuing subpoenas is as follows:

(1) Each investigator who is likely to serve as an IIC of accident investigations conducted by AIA or any officer or employee of AIA who is likely to have need for issuing a subpoena should have a supply of blank subpoenas.

(2) When there is a clear need to issue and serve a subpoena, the AIA investigator, officer, or employee should contact the Chief of AIA and indicate the need. If the Chief agrees, any questions should be directed to the Office of the Legal Advisor.

(3) A form to authorize the issuance and service of subpoenas will require only the:

- (a) identification of the accident
- (b) Docket number, if available or applicable
- (c) name and title of the authorized issuing official
- (d) signature of the Chief and date
- (e) Statutory cite for sub. authority under the Act
- (f) Statement of what office is authorized to do (that is, issue subpoena and administer oaths)

(4) When such authorization is executed, the authorized issuing official should fill

out, sign, and serve the subpoena(s).

Although the use of subpoenas is often related to public hearings, there occasionally are situations during the field phase of investigations when sworn testimony (that is, depositions) is required from selected individuals. Such situations include those in which there is conflicting evidence from different sources, reluctant or uncooperative witnesses, or highly controversial and critical information that requires transcribed sworn testimony.

When a situation arises that suggests the need for taking sworn testimony, the IIC shall inform the Chief of AIA of the reasons and plans for taking the testimony and obtain the necessary authority to administer the oath. Generally, the IIC would be the person authorized to administer the oath; however, in some cases, the applicable group chairman or other AIA investigator could be authorized. The IIC would also contact the Office of Administrative Law Judges to request the services of a court reporter.

In most cases for which sworn testimony would be taken during the field phase of the investigation, the specific group chairman and party group members would participate along with the IIC, who would oversee the proceeding. For example, if the testimony involved a pilot or flight operations manager, the Operations Group and the IIC would conduct the proceeding. The procedures would be very similar to those followed during an informal interview. If the proceeding pertained to an aircraft maintenance issue, the Maintenance Records Group or relevant airworthiness group (Structures, Systems, or Powerplants) would take the testimony.

When sworn testimony is taken, the representative may advise the witness, if necessary, when questions are posed; however, the representative may not disrupt the proceeding or address the other members of the group. The senior AIA official present will deal with any conflicts or problems that might arise during the proceeding. The Legal Advisor may be contacted.

I. Technical Review

The Technical Review is normally the final step in the factual phase of the investigation and provides the parties with the opportunity to perform a final review of all factual material obtained during the investigation. It allows the parties to raise any investigation problem areas so the issues can be resolved or at least addressed in the report preparation process. In addition, the Technical Review provides a formal review of the accuracy of information contained in the group chairmen's factual reports.

The Technical Review should be held as soon as possible after completion of the public hearing or fact-gathering. The Technical Review will be held after group chairmen have completed their investigative activities, written their factual reports, and collected the documents that will complete the public docket of AIA's investigation. The IIC shall notify the parties of the date, time, and location of the Technical Review in writing. This correspondence should establish the limits of the party review process, noting that discussions will focus on fact-finding only and that no analysis will be discussed.

Group chairmen and Office managers should be present at the Technical Review. All factual reports should be provided to the party coordinators with sufficient time to allow their thorough review before the date of the Technical Review. The IIC should begin the Technical Review by calling upon each group chairman, as necessary, to discuss the work of his or her group(s) during the investigation. Next, each party coordinator will be asked whether he or she has questions concerning the material presented in the

particular factual report. Finally, party coordinators will be given the opportunity to suggest additional avenues of investigation or to submit additional factual information for inclusion into the public docket to ensure that the information is considered by AIA. If necessary, Office managers should advise the group chairmen on how to address questions or suggestions from the parties. Discussions that are not substantive, such as minor wording and grammatical changes, or that do not deal with factual material should be avoided.

The party coordinators should also be encouraged to submit their analysis, conclusions, and/or recommendations that they believe are justified by the facts of the investigation (see section J.). All formal correspondence between the parties and AIA staff should be retained for possible inclusion in the public docket. After the meeting, the IIC shall write a memo to parties and group chairmen listing agreed upon changes, deletions, or additions to the factual reports.

J. Party Submissions

Although the Technical Review provides parties with the opportunity to offer comments on the factual material, parties should be strongly encouraged to submit their proposed conclusions, recommendations, and probable cause. If a hearing is held, closing comments by the Chairman of the Board of Inquiry will contain instructions on submitting proposed findings and conclusions. The IIC will write each party coordinator before the Technical Review, informing him or her of the opportunity to present party submissions. It should be explained that the submissions should contain their proposed conclusions, probable cause, and recommendations relating to the accident. The coordinators should be given 30 days from the day of the Technical Review to provide submissions and be reminded that they are required to send a copy of their submission to each of the other parties.

Parties should submit one (1) electronic document and enough hardcopies of their submissions (at least one for each AIA staff member, the IIC, the public docket, and one unbound/unstapled copy). Submissions may be addressed to the Chairman but will receive more prompt distribution if sent directly to the IIC.

The IIC should distribute submissions to the AIA staff members as soon as they are received. The party submissions will be considered during development of the final report.

K. Report Planning Meeting

A report planning meeting should be convened to discuss the report outline and to resolve any outstanding issues identified during the work planning meeting. The IIC shall draft a memo announcing the date, time, and location of the meeting and distribute it (along with a list of major areas of discussion), to the group chairmen and report writer, their supervisors, and relevant Office Directors. Coordination between parties is required throughout the report writing process to ensure awareness of all proposed recommendations and review of previous recommendations being used in the draft report. At the conclusion of the meeting, all participants should agree on the major issues to be discussed in the report, recommendation topics, the thrust of the probable cause, and remaining deadlines. The IIC shall draft a memo or email after the meeting that summarizes the major points that were agreed to and distribute it to all participants.

L. Preparation of the Final Report

The format of the final report will follow the outline in Appendix to Annex 13 to the Convention on International Civil Aviation (Appendix 7-4 to this chapter). Sections 1.1 through 1.17 vary little from one accident to another although certain sections will contain more or less material depending on the circumstances of the investigation. Section 1.18, "Additional Information," and the analysis sections will be drafted to reflect the major investigative activities of the groups critical to the issues of the particular investigation. Section 1.19, which is not always used in a report, is reserved to highlight new or effective investigative techniques that may have been applied during an investigation. If this section is used, it should briefly indicate the reason for using the techniques and the benefits derived while presenting the results in the appropriate sections (1.1 to 1.18).

The President of the Board of AAC shall send the final report to:

- State instituting the investigation
- State of Registry
- State of the Operator
- State of Design
- State of Manufacture
- State having interest because of fatalities
- State providing information, significant facilities or experts
- ICAO (aircraft over 5 700 kg)

(1) Drafting the Report

A report writer is generally assigned to write the report soon after the accident. The IIC should provide the report writer with the group chairmen's factual and analysis reports as soon as they become available so that the report writer can begin drafting the final report. The IIC should meet with the report writer to discuss the best method of delivering these reports. All factual material in the draft final report must be supported by material in the docket, and all calculations should be checked for accuracy. Calculations that are culled directly from the group chairmen's factual and analysis reports should be verified by the group chairmen, their supervisors, or the IIC before these reports are given to the report writer. Where possible, the report writer should double check calculations and question the group chairmen or IIC if something does not seem correct. The report writer should check all figures, tables, and photographs for quality of reproduction and, when necessary, will ask the appropriate group chairman or IIC to obtain diagrams, schematics, or photographs that more clearly illustrate a particular concept. Group chairmen should determine whether any figures, tables, or photographs used in their factual or analysis reports require permission for use and obtain permission where necessary. The report writer should ensure that permission from Jeppesen-Sanderson has been obtained if its charts are to be used in the draft final report. If any proprietary information is to be used, the IIC and report writer must coordinate with the Office of the Legal Advisor. This should be done as early as possible in the event the owner of the information objects to its use in the final report.

(2) Report Drafts

The initial drafts of a major report will be circulated to group chairmen before the Chief of AIA and other Directors sign off on the report. During the Initial draft stage, several drafts will likely be distributed, sometimes in various states of completion, before the document is ready to progress to the Directors' draft. At each level of review, reviewers are encouraged to correct any known discrepancies and to suggest textual improvements, which may range from minor changes to substantive revisions. The report writer will evaluate each suggestion and, when necessary, will discuss potential conflicts with the group chairmen or IIC. During this stage, the report writer will internally distribute the report to the group chairmen assigned to the investigation, their supervisors, and other personnel as appropriate. In the early drafting stages, statements of probable cause may not be included.

After comments and corrections from parties' submissions and those who reviewed the Initial draft have been incorporated, the Initial draft becomes the Directors' draft. The report writer then distributes this draft to the Chief of AIA, and Legal Advisor, with a memo soliciting their comments and corrections. The Chief of AIA will then schedule a Directors' Review meeting to discuss the report. After the day, location, and time of the Director's review have been set, the IIC or report writer is responsible for sharing information with the group chairmen, Office Directors, and report writer. Before the Directors' Review meeting, the IIC in coordination with the report writer should identify any dissenting opinions from or between group chairmen and senior staff, keeping in mind that consensus is a goal but not a requirement.

After the accident report has been revised to address issues that may have been identified during the Directors' Review meeting, principal issues of the investigation and the final report are summarized and outlines unresolved areas of staff disagreement. It also contains the names of the organizations receiving safety recommendations and the fax numbers of the respective company officials who will most likely be responsible for initiating the recommended action. Please note that the fax recipient may not necessarily be the person to whom the safety recommendation is addressed. The Notation package should include a proposed AIA meeting agenda that lists the principal issues discussed in the report and notes the pages in the factual and analysis sections where these issues are discussed. The agenda should also note the corresponding conclusion and recommendation numbers. Sufficient copies (about 20) of all photographs used in the report should accompany the Notation package. The AIA staff should receive this package for review at least two (2) weeks before the AIA Meeting. A longer period is often specified by the Chief of AIA if the draft report is unusually long. The IIC should ensure that AIA staff have copies of all party submissions before the Notation package is delivered to them.

(3) Reports and Safety Recommendation Letters

(a) Intended Audience

Reports and recommendation letters should be written so that they are comprehensible to and contain enough explanation to be understood by interested persons who are **not** technical experts.

The following, regarding an editorial policy, should be considered:

The primary audience of published AIA documents are persons, groups, or organizations who can bring about changes in transportation safety through action on safety recommendations. The Parliament, industry, media, and public, who can influence the actions of the recommendation recipients, are also important audiences. The type of audience and the technical knowledge of the audience vary greatly depending on the document's subject and the safety issues presented. The AIA does not intend its reports and recommendations to be read only by technicians and specialists in the transportation industry. Because AIA documents are of interest to a varied audience, the writers, reviewers, and editors are to produce documents that can be read and understood by an educated lay person. Although the reader may not achieve a full understanding of the technical aspects discussed in a document, the reader should be able to follow the discussion and to fully understand the safety issues presented, the AIA's analysis of these issues, and the recommended action.

(b) Conclusions and Recommendations

Note in particular the guidelines regarding use of the words “concludes” and “believes”:

Conclusions:

- The words “AIA concludes...” should not be used in the text of a report unless they precede a formal conclusion.
- Do not make a conclusion a statement of fact but, rather, a declaration of what we have drawn from the facts.
- Ensure that each point that is analyzed in the report logically leads to a conclusion that summarizes the AIA's view or position on that issue. Even if the issue under discussion turns out not to have been a factor in the accident, construct a conclusion indicating that it was not a factor.

Recommendations:

- The words “the AIA believes...” should not be used in the text of a report unless they precede a formal recommendation.
- Generally, follow a conclusion with a recommendation. Some conclusions do not call for a recommendation. For example, very innocuous conclusions (“the flight crew was properly certified”) or conclusions that rule something out (“windshear was not a factor in the accident”) do not suggest the need for a recommendation.
- However, when conclusions raise an actual or potential safety issue that requires some sort of follow-up, either propose a recommendation to correct or address the problem or document that some sort of corrective action has already been initiated or completed (by the operator, manufacturer, AAC, etc.)

M. AIA Meeting

The AIA Meeting to consider the draft report, probable cause, and recommendations brings to completion most of the work of the investigation. Because the meeting is held in public and because of the importance of the meeting to the investigative process, the necessity of adequate preparation for the meeting cannot be overstated.

No later than a week before the AIA meeting, staff participants will conduct at least two “dry run” rehearsals of their presentations. The IIC and appropriate staff should be prepared to make statements and to use audiovisual equipment and material, as required. Within a day or two of the AIA meeting, the Chief of AIA may hold a debriefing about the meeting. Regional staff may attend via teleconference.

AIA staff should prepare for the meeting by thoroughly reviewing material critical to the key issues of the investigation. It is not necessary to memorize the report or information concerning the finer points of the investigation (e.g., the distance between the takeoff point and main wreckage location). However, good preparation requires anticipating questions that could arise during the meeting and including written notes or other documents to quickly locate key factual material. For example, the IIC should note such information as the flight crew’s total flight hours and their times in type since these questions are often raised during the meeting. If any questions persist during preparation for the meeting, the IIC should locate the person responsible for that area of investigation and review the material with him or her. The IIC should know where key information is in the report for easy reference during the meeting. The IIC should assume that all questions will be directed at him or her and that he or she will be expected to answer them. Likewise, the group chairmen should fully understand all information relevant to their portion of the investigation.

AIA Meeting begins with the Chairman calling the meeting to order. He or she then describes the agenda items (the particular report or AIA items being considered).

The Chief of AIA will be asked to identify the personnel sitting at the staff table. After these actions, the IIC should make an opening statement that summarizes the following facts of the investigation: the launch activities, parties to the investigation, investigative groups, key findings, and major issues.

Graphics may be useful in presenting details of the accident and may include videos of the wreckage scene, poster-sized approach charts, site photos, mechanical parts illustrations, maps, and computer simulations. Assistance with complex graphics could be requested from other areas as soon as the need is identified. Effective opening statements and staff presentations will demonstrate the depth of the investigation and assist the AIA staff and the audience in understanding the issues of the accident.

Answer questions from AIA in a succinct and direct manner. If the IIC does not know the answer and cannot direct the question to someone on the staff, he or she should say so. Staff should avoid sounding defensive in their answers. Facts should be referred to as such, provided that they are addressed in the report. References to staff proposed conclusions or causes of the accident should be stated as such. They do not become final conclusions or causes until after the AIA has voted on them.

The AIA may adopt the report in its entirety, adopt the report with changes discussed during the meeting, or require further investigation or rewriting before approving the report. After considering the accident report, the Members will discuss and vote on the findings, recommendations, and the probable cause(s) of the accident. Dissenting Members may state their disagreements and include a written dissension for incorporation into the final report. Staff should make note of Members’ questions or requests during the AIA Meeting to ensure that they are properly addressed in the final report.

Once the report has been adopted, the IIC should coordinate with the editorial staff to update the narrative and probable cause statement in the database. The IIC must also ensure that the case appears on the “docketed” list so the database status can be updated to “Final” and released to the public.

N. Document Preservation/Archiving

After an accident report has been adopted, the IIC should place original factual and analysis reports in a cardboard box, seal the box, and clearly mark it regarding its contents. The box should be stored at the AIA’s headquarters for two (2) years from the date of the report’s adoption.

O. Petition for Reconsideration

After the AIA Members have adopted an accident report, recommendations, and probable cause, a party or any other persons with a direct interest in the accident investigation can formally petition the AIA to reconsider all or part of the analysis, conclusions, or probable cause. When petitions for reconsideration are received, their receipt must be promptly acknowledged then assigned to staff for research and evaluation of the issues raised. The petition response will normally be written by a staff member who was not initially involved in the investigation (if staffing and workloads permit). However, that person may consult with those who were involved with the original investigation.

To respond to a petition for reconsideration, determine first whether the petition has met the requirements for consideration by the AIA, i.e., whether the petitioner has presented new factual material or has demonstrated that the AIA’s analysis was faulty. If this has been established, draft a formal response to the petition. AIA’s response to a petition consists of three basic elements: a discussion of AIA’s original reasoning, a summary of the arguments and/or evidence provided by the petitioner, and the proposed response to the petition.

Staff specialists should be involved in the response to a petition according to its emphasis and content. The staff member who is writing the response should establish deadlines for reports as needed and incorporate specialists’ reports into the response. The petition response should begin with a brief summation of the accident followed by the relevant initial AIA conclusions, the probable cause, and the areas in which the petitioner has focused the petition. The response should be limited to a point-by-point discussion of the merits of the petitioner’s argument and the quality of the evidence he or she has presented. The response to the petitioner should be designed to bring closure to the issues raised in the petition. AIA’s response should end with a statement indicating whether and to what degree the petition will be granted, i.e., granted in its entirety or in part or denied in its entirety.

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APPENDIX 7-1: SAMPLE GROUP CHAIRMAN FACTUAL/ANALYSIS REPORT OUTLINE

Accident Investigation Agency (AIA) LETTERHEAD
[date]

[group] GROUP CHAIRMAN'S FACTUAL REPORT
[accident number, e.g., DCA-94-MA-001]

A. ACCIDENT

Operator:

Location:

Date:

Time:

Aircraft:

B. [group] GROUP

Chairman: [name]
AIA Address

Member: [name, organization, city, state]

Member: [name, organization, city, state]

C. SUMMARY

[This section shall contain a short summary of the accident, as provided by the IIC.]

D. DETAILS OF THE INVESTIGATION

“Group Activities”: First section should include a summary of the specific group’s activities as they relate to the investigation.

[Include factual documentation from on-scene phase of investigation, as well as any follow-up efforts, testing, etc.]

Report should be prepared in past tense to indicate the facts as they were at the time of the event.

Do not include personal information such as addresses or phone numbers; factual reports will eventually be available on the web and such personal information would be made public.

Do not include any analytical information.

If new information was learned after the factual report was approved, prepare an “Addendum.” If you need to correct mistakes, prepare an “Errata.”

[name, title, and signature of group chairman]

"FOR OFFICIAL USE ONLY"

Accident Investigation Agency (AIA) LETTERHEAD
[date]

[group] GROUP CHAIRMAN'S ANALYSIS REPORT
[accident number]

A. ACCIDENT

Operator:

Location:

Date:

Time:

Aircraft:

B. DETAILS OF THE ANALYSIS

1. [Give full opinion as to what each fact means and what bearing and weight such fact or evidence has to the occurrence.]
2. [Only analyze information that was documented in the factual report; do not introduce new information.]
- 3.

C. FINDINGS

1. [State the principal findings briefly and concisely.]
- 2.
- 3.
- etc.

D. PROBABLE CAUSE(S)

[Give opinion on the relevancy of the findings to a probable cause of the accident or as contributing factors in the accident.]

E. RECOMMENDATIONS

[Mention any proposed recommendations addressing safety deficiencies discovered during the group's investigation. Supporting data for the recommendation should be included in the factual and analysis reports.]

[name, title, and signature of group chairman]

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APPENDIX 7-2: EXHIBIT COVER SHEET AND IDENTIFICATION NUMBERS

A. EXHIBIT 1A

Accident Investigation Agency (AIA) LETTERHEAD
[date]

**In the Matter of the Investigation of
the Accident Involving
(aircraft)
(location)
(date)**

*
*
*
*

DOCKET NO. SA-

ORDER OF HEARING

A public hearing is hereby ordered by the Accident Investigation Agency (AIA) in connection with the above matter at a time and place to be determined by the Hearing Officer who will be hereafter designated.

Dated this _____ day of _____.

FOR THE AIA

Chief

B. EXHIBIT 1B

Accident Investigation Agency (AIA) LETTERHEAD
[date]

**In the Matter of the Investigation of
the Accident Involving
(aircraft)
(location)
(date)**

*
*
*
*

DOCKET NO. SA-

DESIGNATION OF PARTIES TO THE HEARING

The following organizations are designated Parties to the hearing in accordance with the AIA's Procedural Regulations:

Dated this _____ day of _____.

Chairman, Board of Inquiry

C. EXHIBIT 1C

Accident Investigation Agency (AIA) LETTERHEAD
[date]

**In the Matter of the Investigation of
the Accident Involving** *
(aircraft) *
(location) *
(date) *

DOCKET NO. SA-

NOTICE OF HEARING

Notice is hereby given that pursuant to the authority conferred by the Accident Investigation Agency (AIA), I hereby designate that a hearing on the above matter will commence at [time] on [date] in [location].

Dated this _____ day of _____.

FOR THE AIA

Hearing Officer

D. EXHIBIT 1D

Accident Investigation Agency (AIA) LETTERHEAD
[date]

**In the Matter of the Investigation of
the Accident Involving** *
(aircraft) *
(location) *
(date) *

DOCKET NO. SA-

DESIGNATION OF HEARING OFFICER

Pursuant to the authority conferred by the Accident Investigation Agency (AIA), Office of Aviation Safety, is hereby designated Hearing Officer to conduct a public hearing on behalf of the AIA, to be held in the above matter. The said Hearing Officer is authorized to set the time and place of the hearing, to give notice thereof, and to exercise such other powers in connection with the conduct of said proceedings as authorized by the Accident Investigation Agency.

Dated this _____ day of _____.

FOR THE AIA

Chief

E. EXHIBIT 1E

Accident Investigation Agency (AIA) LETTERHEAD
[date]

**In the Matter of the Investigation of
the Accident Involving**
(aircraft)
(location)
(date)

*
*
*
*

DOCKET NO. SA-

NOTICE OF DESIGNATION OF CHAIRMAN OF BOARD OF INQUIRY

Pursuant to the authority conferred by the Accident Investigation Agency (AIA), Staff Member _____ is hereby designated as Chairman, Board of Inquiry, to conduct a public hearing on behalf of the Accident Investigation Agency, in the above matter. The said Chairman of the Board of Inquiry is authorized to exercise such powers in connection with the conduct of said proceedings as authorized by the Accident Investigation Agency.

Dated this _____ day of _____.

FOR THE AIA

Chief

APPENDIX 7-3: PRELIMINARY REPORT ON ACCIDENT

PRELIMINARY REPORT ON ACCIDENT TO (Type)

.....(REGISTRATION AT/ON/NEAR(PLACE) ON

.....(DATE)

1. Aircraft

Type
Model
Nationality
Registration

2. Owner

3. Operator or hirer

4. Date of accident

5. Time (UTC)

6. Last point of departure

7. Point of intended landing

8. Geographical location of site of accident (LAT./LONG)

9. Type of Operation

10. Phase of Operation

11. Type of Accident

12. Injuries to persons:

Injuries

Crew

Passengers

Others

Fatal

Serious

Minor/None

13. Damage to aircraft

14. Brief Description of the accident:

15. Progress of investigation and significant facts established during the investigation, particularly any lack of adequate piloting proficiency or any unwarranted disregard of Safety requirements by the pilot.

16. Precautionary actions taken or under consideration

APPENDIX 7-4: FORMAT OF THE FINAL REPORT

Title. The Final Report begins with a title comprising: name of the operator; manufacturer, model, nationality and registration marks of the aircraft; place and date of the accident or incident.

Synopsis. Following the title is a synopsis describing briefly all relevant information regarding: notification of accident to national and foreign authorities; identification of the accident investigation authority and accredited representation; organization of the investigation; authority releasing the report and date of publication; and concluding with a brief résumé of the circumstances leading to the accident.

Body. The body of the Final Report comprises the following main headings:

1. Factual information
2. Analysis
3. Conclusions
4. Safety recommendations

each heading consisting of a number of sub-headings as outlined in the following:

Appendices: Include as appropriate.

Note:

In preparing a Final Report, using this format, ensure that:

a) All information relevant to an understanding of the factual information, analysis and conclusions is included under each appropriate heading;

b) where information in respect of any of the items in Factual information is not available, or is irrelevant to the circumstances leading to the accident, a note to this effect is included under the appropriate sub-headings.

1. FACTUAL INFORMATION

1.1 *History of the flight.*

A brief narrative giving the following information:

- Flight number, type of operation, last point of departure, time of departure (local time or UTC), point of intended landing.
- Flight preparation, description of the flight and events leading to the accident, including reconstruction of the significant portion of the flight path, if appropriate.
- Location (latitude, longitude, elevation), time of the accident (local time or UTC), whether day or night.

1.2 **Injuries to persons.**

Completion of the following (in numbers):

<i>Injuries</i>	<i>Crew</i>	<i>Passengers</i>	<i>Others</i>
Fatal			
Serious			
Minor/None			

Note. — Fatal injuries include all deaths determined to be a direct result of injuries sustained in the accident. Serious injury is defined in Chapter 1 of the Annex 13.

1.3 **Damage to aircraft.**

Brief statement of the damage sustained by aircraft in the accident (destroyed, substantially damaged, slightly damaged, no damage).

1.4 **Other damage.**

Brief description of damage sustained by objects other than the aircraft.

1.5 **Personnel information:**

a) Pertinent information concerning each of the flight crew members including:

age, validity of licences, ratings, mandatory checks, flying experience (total and on type) and relevant information on duty time.

b) Brief statement of qualifications and experience of other crew members.

c) Pertinent information regarding other personnel, such as air traffic services, maintenance, etc., when relevant.

1.6 **Aircraft information:**

a) Brief statement on airworthiness and maintenance of the aircraft (indication of deficiencies known prior to and during the flight to be included, if having any bearing on the accident).

b) Brief statement on performance, if relevant, and whether the mass and centre of gravity were within the prescribed limits during the phase of operation related to the accident. (If not and if of any bearing on the accident give details.)

c) Type of fuel used.

1.7 **Meteorological information:**

a) Brief statement on the meteorological conditions appropriate to the circumstances including both forecast and actual conditions, and the availability of meteorological information to the crew.

b) Natural light conditions at the time of the accident (sunlight, moonlight, twilight, etc.)

1.8 Aids to navigation.

Pertinent information on navigation aids available, including landing aids such as ILS, MLS, NDB, PAR, VOR, visual ground aids, etc., and their effectiveness at the time.

1.9 Communications.

Pertinent information on aeronautical mobile and fixed service communications and their effectiveness.

1.10 Aerodrome information.

Pertinent information associated with the aerodrome, its facilities and condition, or with the take-off or landing area if other than an aerodrome.

1.11 Flight recorders.

Location of the flight recorder installations in the aircraft, their condition on recovery and pertinent data available there from.

1.12 Wreckage and impact information.

General information on the site of the accident and the distribution pattern of the wreckage; detected material failures or component malfunctions. Details concerning the location and state of the different pieces of the wreckage are not normally required unless it is necessary to indicate a break-up of the aircraft prior to impact. Diagrams, charts and photographs may be included in this section or attached in the Appendices.

1.13 Medical and pathological Information.

Brief description of the results of the investigation undertaken and pertinent data available there from.

Note. — Medical information related to flight crew licenses should be included in 1.5 — Personnel information.

1.14 Fire.

If fire occurred, information on the nature of the occurrence, and of the fire fighting equipment used and its effectiveness.

1.15 Survival aspects.

Brief description of search, evacuation and rescue, location of crew and passengers in relation to injuries sustained, failure of structures such as seats and seatbelt attachments.

1.16 Tests and research.

Brief statements regarding the results of tests and research.

1.17 *Organizational and management information.*

Pertinent information concerning the organizations and their management involved in influencing the operation of the aircraft. The organizations include, for example, the operator; the air traffic services, airway, aerodrome and weather service agencies; and the regulatory authority. The information could include, but not be limited to, organizational structure and functions, resources, economic status, management policies and practices, and regulatory framework.

1.18 *Additional information.*

Relevant information not already included in 1.1 to 1.17.

1.19 *Useful or effective investigation techniques.*

When useful or effective investigation techniques have been used during the investigation, briefly indicate the reason for using these techniques and refer here to the main features as well as describing the results under the appropriate subheadings 1.1 to 1.18.

2. ANALYSIS

Analyse, as appropriate, only the information documented in 1. — Factual information and which is relevant to the determination of conclusions and causes.

3. CONCLUSIONS

List the findings and causes established in the investigation. The list of causes should include both the immediate and the deeper systemic causes.

4. SAFETY RECOMMENDATIONS

As appropriate, briefly state any recommendations made for the purpose of accident prevention and any resultant corrective action.

APPENDICES

Include, as appropriate, any other pertinent information considered necessary for the understanding of the report.

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CHAPTER 8: OTHER INVESTIGATIONS

8. OTHER INVESTIGATIONS

A. International Investigations

The AAC may represent the Republic of Cabo Verde in accident investigations involving overseas interests under the provisions of Annex 13 to the Convention on International Aviation. This will typically occur in one of two situations:

- 1) an overseas manufactured, registered, or operated aircraft is involved in an accident or serious incident in the territory of the Republic of Cabo Verde, or
- 2) a Cabo Verde registered, or operated aircraft is involved in an accident or incident in the territories of another country.

Annex 13 outlines the entitlements and participation of an Accredited Representative. The ICAO *Manual of Aircraft Accident Investigation* outlines the duties and responsibilities of the Accredited Representative. These duties and responsibilities are contained in Appendix 5-1 to this Chapter.

(1) Domestic Accident

If a foreign-manufactured, -designed, -operated, or -registered aircraft is involved in an accident in the territory of Cabo Verde, the state (country) of manufacture, operations, or registry may send an Accredited Representative and advisors to participate in the investigation. The Accredited Representative is the leader of any officials from another country, such as civil aviation officials or airline and manufacturer advisors. Usually, the investigation will have already begun by the time the Accredited Representative arrives. The IIC should provide the Accredited Representative with all information given to party coordinators and thoroughly brief him or her on the progress of the investigation. Annex 13 provides a list of entitlements to be provided to the Accredited Representatives and their advisors.

If necessary, AIA rules and procedures should be explained to the Accredited Representative if he or she is unfamiliar with the AIA's "open" style of conducting investigations and daily release of information to the press. In addition, explain to the advisors and the Accredited Representative, if present, that the protocol of Annex 13 establishes official interactions between their organizations and the AIA through the Accredited Representative. This is true even for situations in which a foreign manufacturer has Cabo Verde-based personnel assisting in the investigation.

ICAO Annex 13 specifies that the draft final report be sent to the participating states for comment and that 60 days be allowed for receiving any comments. This should be considered when planning the final report schedule.

(2) Foreign Accident

AIA personnel sent overseas as technical advisors or an Accredited Representative to assist in foreign investigations are acting as representatives of the Cabo Verde Government. Information on the details of such an Accredited Representative shall be provided to the authorities of the State of

occurrence in a timely manner (See appendix 8-2 to this chapter for a sample letter). Be aware that, in this capacity, AIA investigators are the guests of another country and have been sent to serve as the liaisons between the host country's investigation and the Cabo Verde Government. The Cabo Verde Accredited Representative and his or her advisors should not attempt to direct the investigation or to advise the investigation authority on matters not directly related to the accident.

When working on an overseas investigation, some AIA investigators may have difficulty adjusting to the pace of the investigative activities. Be patient and tolerant of an investigation that may appear to be conducted differently than an AIA investigation. Most countries to which you would be sent are signatories to Annex 13 and have personnel who should be familiar with its provisions. Offer suggestions when asked or when diplomacy would permit. Offer technical assistance, such as flight recorder readouts or metallurgical laboratory analysis, where possible.

Be sensitive to local customs and be aware of customs, expressions, or gestures that could cause offense. As time permits, the Cabo Verde Accredited Representative should contact the Cabo Verde embassy upon arrival in the host country and maintain contact with embassy representatives during the investigation to facilitate interaction with the host government. Embassy personnel are knowledgeable about local customs and practices and can assist AIA personnel overseas.

As in a domestic investigation, communicate regularly with headquarters. However, because communications are sometimes more difficult, there may be no alternative but to telephone when the opportunity presents itself rather than at an arranged time. If possible, establish a time for the call and obtain a private area to make the call. In cases of extreme time zone differences, e-mail exchanges of information between the Cabo Verde Accredited Representative and AIA headquarters may be appropriate.

If the host country requests a report about the results of the team's work, reports should be limited to factual documentation only. The host country may be advised as to appropriate conclusions observed by Cabo Verde representatives but should be encouraged to write the report. If asked for conclusions, seek the advice of technical advisors and AIA management before advising foreign authorities.

If the Cabo Verde Accredited Representative receives a judicial request about a foreign accident, he or she should ask the foreign investigative authority whether the information can be released or whether he or she should wait for the period prescribed in the statute. In the case of sensitive documents or physical evidence, such as a CVR, it may be preferable for the IIC to maintain custody.

ICAO Annex 13 standards require that the country conducting the investigation is to supply participating governments with drafts of the final accident reports for their review and comment. Expect to comment on the draft after it has been received. Responses to the draft reports of major foreign investigations must be carefully coordinated with AIA Office Directors and staff before release since these comments may be included as an appendix to the final report. After the

final report has been released, the AIA Accredited representative will enter the report into the public docket using the database.

The Cabo Verde Accredited Representative should maintain contact with the host country's IIC and be prepared to act as liaison with Cabo Verde Government agencies or industry corporations as the final report or recommendations are being drafted. This will allow the Cabo Verde Accredited Representative to collect information that the IIC or report writer will need during the preparation process. Similarly, the Accredited Representative should forward to Cabo Verde Government agencies or corporations the findings of the agency conducting the investigation when the release of the report has been authorized.

B. Accidents Involving Known or Suspected Criminal Acts

Aircraft accidents in which criminal activity is suspected may involve the participation of law enforcement officials in the investigation. In such cases, law enforcement agencies are not parties to the investigation; however, the AIA should provide the law enforcement agencies with necessary access to evidence. If evidence indicates that a criminal activity was involved, the AIA investigation will be conducted to the extent necessary to determine probable cause, address any safety concerns, and, where appropriate, to furnish requested assistance to law enforcement agencies. In the absence of any such evidence, the AIA investigation will continue in its normal scope.

In any event, the importance of cooperation and communication cannot be overstated. Because the criminal investigation may overlap the AIA's investigation, the IIC should explain AIA's procedures and the criticality of preserving and documenting certain forms of evidence. If any problems are encountered in this type of accident investigation, the AIA's Office of Legal Advisor should be consulted.

C. Underwater Recovery of Wreckage

Locating and recovering aircraft wreckage in the water will require a well coordinated plan. Depending on the circumstances of the accident, locating the wreckage might require that the AIA obtain such things as witness statements, weather data, and radar tracking data for the accident aircraft. Trajectory analyses may also be necessary to aid in locating the wreckage.

To assist in quickly and effectively locating and recovering aircraft wreckage in the water, the AIA could enter into a Memorandum of Agreement (MOA) with other agencies/organizations that have the required capacity in this area. Such MOA should contain the names and contacts for the personnel of the Agency/Organisation.

AIA management should immediately contact the agency/organization personnel to initiate search and recovery planning. They will provide considerable assistance free of charge. For example, they will conduct an initial feasibility and practicality assessment for a potential search and recovery mission. Once they receive the probable coordinates of the accident, they can provide water depth and current information, as well as bottom conditions. They will advise of the best contractors with which to work, and they will provide cost estimates for the mission. The AIA should avoid direct contracting with the various companies that perform such work. The Agency/Organisation personnel will oversee the operation; appropriate AIA and party specialists will also participate.

For aircraft accidents in which a CVR and/or FDR is installed, the recorders will probably have an ultrasonic underwater locator beacon (ULB) installed. The ULB automatically activates when submerged and operates on a frequency of 37.5 kHz. The ULB battery is designed to last about 30 days; consequently, a search for the ULB signal must be initiated immediately. The Agency/Organisation personnel can provide advice and on-scene assistance in locating the recorder ULBs.

Prior to the actual recovery of the aircraft, the respective personnel should be thoroughly briefed on the recommended locations for attaching cables, straps, hooks, etc., to ensure that the structure is properly raised with minimal damage. It is essential to use specialists from the operator or the airframe/engine manufacturer for this task.

Once wreckage is raised to the surface, immediate treatment with the appropriate solvents is necessary to prevent rapid corrosion of parts. Planning for such treatment must be done in advance.

It may be necessary for AIA staff to be on the recovery boat(s) for several hours. Therefore, proper attire should be packed.

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APPENDIX 8-1 - THE ACCREDITED REPRESENTATIVE

(Excerpts from ICAO'S *Manual of Aircraft Accident Investigation*)

The accredited representative is the essential link between the State conducting the investigation and the States which have a direct interest in the accident: State of Registry, State of Manufacture and any other States which are providing information relevant to the accident. Annex 13 specifies the conditions under which these States

are entitled to appoint an accredited representative and their rights of access to information and documents relevant to the inquiry. The essential guide in the conduct of investigations in which accredited representatives participate is one of a full spirit of co-operation, participation, availability of full information, mutual trust and consultation.

The primary function of the accredited representative is to be able to communicate to the appropriate authorities in his State all necessary information concerning the accident and to provide the liaison and legal authority for the acquisition of information that is only obtainable within the jurisdiction of his government. It is therefore a position in which there are responsibilities towards the inquiry as well as rights of information from the inquiry.

It is obviously desirable that the accredited representative should be able to arrive at the accident scene with the least possible delay and in this connection Annex 9 to the Convention on International Civil Aviation relating to facilitation provides for the temporary entry into a Contracting State for the purpose of participation in an investigation. In normal circumstances, he would be well advised to proceed direct to the accident site and make contact with the Investigator-in-Charge. Upon his arrival, the State conducting the inquiry should have already received, in accordance with Annex 13, a communication indicating the intention to nominate an accredited representative and stating the probable date of his arrival. During the investigation phase of an inquiry, it is preferable that the accredited representative should be on close contact with the Investigator-in-Charge rather than in a particular group in order that he might have an overall appreciation of all the facts relating to the accident. He should be considered free to communicate any information thus obtained to his own government authorities though he should exercise considerable care to ensure that the confidential nature of any information, which the State conducting the inquiry might wish to preserve, is maintained. To this end, the accredited representative would be well advised to use the communications facilities which might be available at the nearest diplomatic or consular establishment of his government, since the security of communications by telex or Aeronautical Fixed Telecommunications Network (AFTN) and other public services cannot be guaranteed.

On those occasions when the Investigator-in-Charge requires documents, information or aircraft component examinations to be carried out in the State of Registry or Manufacture, it is the responsibility of the accredited representative to endeavor to comply with the requirement and to use his authority in his own State to ensure that the requirements are met in so far as they are compatible with the policy of his government. The more frequent use of flight recorders of complex design necessitating use of particularized readout equipment is an example of one area in which the active co-operation and participation of the State of Registry or Manufacture is necessary through the activities of the accredited representative.

During the later stages of the inquiry in which the significance of the established facts are under examination, it is desirable that the accredited representative is kept fully informed and invited to express his views particularly when conclusions are being developed which bear upon persons, organizations, or activities within his State. It is equally beneficial to coordinate data related to safety recommendations to ensure timely incorporation of intent.

**APPENDIX 8-2 – SAMPLE LETTER OF DESIGNATION OF AN ACCREDITED
REPRESENTATIVE / ADVISORS**

[AAC LETTER HEAD]

Dear Sir,

Designation of an Accredited Representative/Advisor

We acknowledge receipt of your notification on the accident involving aircraft, type
, registration, (Ref.).

The Republic of Cabo Verde has designated Mr./Mrs, whose particulars are
given below, as the accredited representative/advisor to the investigation into the
above mentioned accident/serious incident.

Name:
Profession:
Address:
Tel.:
E-mail:

Mr/Mrs. is scheduled to depart Cabo Verde on[date] on flight
..... and is expected to arrive at[destination airport] at hours.

We solicit the cooperation and support of your administration to be accorded to
Mr./Mrs.

Yours faithfully,

President
Board of AAC

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CHAPTER 9: INCIDENT INVESTIGATION AND REPORTING

A. General

(1) Overview.

- a) The Accident Investigation Agency (AIA) investigates aircraft accidents and serious incidents. However, the Civil Aviation Authority of Cabo Verde (AAC) investigates aircraft incidents and collects and analyzes aircraft incident reports because the reports provide an excellent source of accident prevention information. An active incident reporting system is the foundation of a good safety program. Aircraft incident investigations may result in regulatory changes, issuance of Airworthiness Directives (ADs), revised procedures, standards, policy, etc. Support for such actions depends on facts discovered during the investigation. All relevant facts should be documented.
- b) Some aircraft malfunctions are documented by use of a Service Difficulty Report (SDR), a Mechanical Interruption Summary, a Malfunction or Defect (M or D) report, or another reporting method. However, if an aircraft operational incident is associated with the malfunction or failure, the operational incident must also be documented by the AAC on AAC Form 8020-9. An example of this dual reporting requirement would be an aircraft with a pressurization system valve malfunction that resulted in an emergency descent maneuver. The malfunction would likely result in an SDR or M or D report. The emergency descent incident requires documentation on AAC Form 8020-9.

(2) Incident Responsibilities.

- a) The AAC Directorate of Flight Safety is assigned responsibility for collecting, automating, and analyzing airspace and surface incident reports (near-midair collisions, operational errors, vehicle and pedestrian deviations, and pilot deviations) and responsibility for incident investigation and reporting, including vehicle and pedestrian deviations.
- b) The Air Navigation Department of AAC is responsible for investigating and reporting incidents that only involve air traffic functions, i.e., operational errors or deviations.
- c) The Investigator-In-Charge (IIC) appointed by AAC for investigating incidents has the responsibility to notify the AAC Board of Directors when functions of these offices are involved in the incident.
- d) The degree of participation by other AAC elements in an incident investigation and documentation depends on the extent of their involvement in the incident and on the requirement that all relevant facts be obtained. The IIC may request participation or documentation by other transportation elements when necessary.

- e) The IIC shall determine the extent of investigation necessary for an incident.
- f) When air traffic personnel or facilities are involved, the IIC will give these parties an opportunity to comment and will indicate on the report that this opportunity was given.

(3) Incident Notification.

- a) The AAC will normally receive telephone notification of accidents and incidents. All incidents are notified using Form F10-003.
- b) If an AAC Inspector receives notification of an occurrence from a source other than an air traffic facility or the airport operator, the Inspector shall immediately contact the nearest air traffic facility and provide the information that the air traffic facility needs to complete any additional notification.
- c) If an AAC inspector receives notification of an incident, the inspector should proceed as follows: for reckless flying incidents, complete AAC Form 8020-17, followed by AAC Form 8020-18 after the investigation; for other incidents, only complete AAC Form 8020-9 after the investigation.
- d) In addition to the accidents and incidents described above, the Air Navigation Department of AAC must notify the IIC of all incidents which have a significant impact on aviation safety; have threatened substantial damage to property or aircraft or possible injury to personnel; or are anticipated by the AAC to be of national interest.
- e) Airports will provide notification of vehicle or pedestrian deviations to the AAC. A completed AAC Form 8020-24 will follow the notification within 10 days.

(4) Foreign Air Carrier Incidents.

The IIC for an incident that occurs in a Cabo Verde jurisdictional area and which involves a foreign air carrier shall notify the foreign authority having certificate responsibility for that foreign air carrier. AAC headquarters shall be responsible for informing the appropriate foreign government aviation agency and the foreign air carrier's representative of the incident. AAC Form 8020-9 will be completed and distributed for each foreign air carrier incident.

(5) Report Retention.

For an NMAC or pilot deviation investigation, AAC shall retain two copies of the preliminary and investigative reports and all supporting documents. For vehicle or pedestrian deviations, regional airports offices shall retain two copies of the preliminary and investigative reports and all supporting documents. Note the following information with the reports:

- a) The date of the incident.
- b) The aircraft identification data (for NMAC and pilot deviation investigations if applicable for vehicle or pedestrian deviation investigations).

c)

(6) Records Disposal.

Accident/incident records may be disposed off after two years after follow-up and corrective actions have been completed, provided no petition has been filed for re-opening of the investigation.

B. Investigation of Specific Non-Criminal Incidents

(1) Near Mid-Air Collision (NMAC).

- a) Preliminary reports of all NMACs are to be reported using AAC Form 10-003. The inspector will then conduct the investigation, complete AAC Form 8020-15, and forward it to the AAC Directorate of Flight Safety.
- b) The use of AAC Form 8020-15 is as follows:

- (i) The inspector should document all factors involved in the incident on AAC Form 8020-15. The facts will categorize the case as critical, potential, or no hazard. In critical and potential situations, every effort should be employed to establish the aircraft's identity prior to closing the file.

- **Critical:** a situation in which collision avoidance was due to chance rather than a pilot's act. Less than 100 feet of aircraft separation is considered critical.

- **Potential:** a situation which would probably have resulted in a collision if no action had been taken by either pilot. Less than 500 feet of aircraft separation is usually required in this case.

- **No Hazard:** a situation in which direction and altitude would have made a midair collision improbable regardless of evasive actions.

- (ii) When altimeter error is suspected, a detailed report shall be made on all factors that may have had a bearing on the occurrence, i.e., altimeter type, indicated altitude, airspeed, free air temperature, correction factor, logbook review of altimetry complaints, etc. Consideration shall be given to company operating procedures. Necessary action shall be taken to have the altimeters, transponders, and static systems checked. The inspector shall also request flight recorder tapes for analysis, when appropriate.

- (iii) The investigation shall be coordinated with the air traffic facility or facilities involved. Their findings and recommendations shall be considered in the investigation.

- c) The investigating office shall keep the original of completed AAC Form 8020-15 and distribute one copy each within 90 days of the initial notification of the NMAC to the regional air traffic or responsible facility.

- d) If the NMAC report needs to be reclassified, complete AAC Form 8020-19. If the NMAC report is reclassified as "insufficient evidence to investigate," an indicator will be retained. If the NMAC report is reclassified as "no incident," the related information will be removed from the AAC information system. Keep the original of AAC Form 8020-19 and distribute one copy each as soon as possible to the addresses in paragraph c) above.

2) Hazardous Air Traffic Reports (HATR) and Operational Hazard Reports (OHR)

- a) The investigating office shall distribute copies of the completed AAC Form 8020-15 and any attachments within 90 days of the initial notification of the HATR or OHR to the regional air traffic or responsible facility.
- b) The investigating office shall keep the original of completed AAC Form 8020-15 and other related information in the facility files, except that the package shall be labeled "Near Midair Collision Report (HATR)" or "Near Midair Collision Report (OHR)" as appropriate.

(3) Pilot Deviations.

All preliminary reports of pilot deviations, including reckless flying observed by air traffic are to be reported by air traffic on AAC Form 8020-17 and sent to the AAC Directorate of Flight Safety.

- a) Investigation of reports of pilot deviations, including reckless flying, should be completed and recorded on AAC Form 8020-18 within ninety (90) days of the initial notification date.
- b) For reckless flying incidents reported by the public or others but not observed by air traffic, a verbal report of the reported incident will be made to the AAC or the caller will be asked to call the AAC. For those such incidents and reckless flying incidents reported to the AAC directly, the AAC will complete and file AAC Form 8020-17.
- c) The investigating office shall keep the original of completed AAC Form 8020-17 and distribute one copy each of completed AAC Form 8020-18 with the attached AAC Form 8020-17 within ninety (90) days of the initial notification of the pilot deviation to the regional air traffic or responsible facility.
- d) If a pilot deviation report needs to be reclassified, complete AAC Form 8020-19. If a pilot deviation report is reclassified as "insufficient evidence to investigate" or "no incident," the related information will be removed from the AAC information system. Keep the original of AAC Form 8020-19 and distribute one copy each as soon as possible by mail to the addresses in paragraph 3 above.

(4) Vehicle and Pedestrian Deviations.

All preliminary reports of vehicle or pedestrian deviations are to be reported on AAC Form 8020-24 and sent to the appropriate regional airport(s) and the AAC.

- a) Investigation of reports of vehicle or pedestrian deviations should be completed and recorded on AAC Form 8020-25 within ninety (90) days of the initial notification date. AAC Form 8020-25 will be completed even if the vehicle or pedestrian deviation resulted in an accident.

- b) If a vehicle or pedestrian deviation report needs to be reclassified, complete AAC Form 8020-19. If a vehicle or pedestrian deviation report is reclassified as "insufficient evidence to investigate" or "no incident," the related information will be removed from the AAC information system.

(5) Emergency Evacuations.

- a) Emergency evacuations shall be reported on AAC Form 8020-12 by air traffic facilities. The incident will be investigated and a report prepared on AAC Form 8020-9 by AAC. The investigating inspector should proceed to the scene of the evacuation as soon as possible to obtain the needed information. An emergency evacuation that results in a serious injury or a fatality shall be classified as an aircraft accident.
- b) The narrative section of the report should include at least a brief narrative on the following:
 - (i) The reason for evacuation.
 - (ii) Who initiated the evacuation (e.g., crewmember or passenger).
 - (iii) Which exits (by specific location) were used, which exits were not used, and reason for nonuse.
 - (iv) Whether any exits, slides, or associated components malfunctioned and, if so, what were the malfunctions.
 - (v) Whether any particular exit was used by the majority of the evacuees and, if so, the apparent reason.
 - (vi) The estimated total time it took to evacuate the aircraft.
 - (vii) The nature and extent of any injuries.

(6) Hazardous Materials.

- a) When AAC receives notification from an operator that a hazardous materials incident occurred, the air carrier's representative or the aircraft operator should be advised to also contact any other appropriate Cabo Verde government agency concerning the incident. If circumstances prevent immediate contact between the reporting person and additional governmental entities, the AAC should obtain the following information and relay it to the appropriate agency:
 - (i) Name of the person reporting the incident.
 - (ii) Name and address of the carrier involved.
 - (iii) Telephone number where the reporting person can be contacted.
 - (iv) Date, time, and location of the incident.

(v) The extent of injuries, if any.

(vi) Classification, proper name, and quantity of the hazardous materials involved and whether a continuing danger to health and/or life exists at the scene.

C. Criminal Incidents

(1) Handling of Possible Criminal Incidents.

The following provisions will serve as a guide to AAC personnel who may be involved either directly or indirectly in matters concerning criminal acts against airports, navigational facilities, aircraft, air carriers, passengers, or crewmembers:

- a) Generally, any AAC employee receiving information on criminal acts involving an aircraft should verbally report the information to the AAC Legal Office. It may also be appropriate to notify the pilot-in-command and the aircraft operator. The operator and concerned authorities can then determine the required action, such as flight cancellation, immediate landing, or inspection of baggage, facilities, and aircraft.
- b) In instances of a criminal act, or the discovery of an explosive or incendiary device aboard an aircraft, or an attempt of a criminal act, or receipt of warning of a criminal act, the air carrier, aircraft owner, or operator is expected to notify AAC and the chief law enforcement agency. AAC personnel, after receipt of information on such an incident, shall immediately notify their supporting security element who in turn will notify law enforcement, regardless of whether or not this was done by non-AAC personnel.
- c) AAC personnel should exercise the utmost discretion in carrying out their responsibilities to avoid unfavorable public reaction. Therefore, any information received should be discussed only with the individuals or organizations involved and with law enforcement agencies. When a criminal act has occurred or an explosive or incendiary device is discovered aboard an aircraft, inspectors shall not release such information to the news media. Any information released to the news media should come only from the individuals or organizations involved or the law enforcement agency.

(2) Forcible Seizure or Hijacking of Aircraft.

Resolution of acts of aircraft piracy is the responsibility of Cabo Verde's chief law enforcement agency. For prosecution purposes, the after-the-fact investigation of aircraft piracy, as well as of threats and/or acts of sabotage and other related criminal acts, are the responsibility of the country's chief law enforcement agency. The AAC's fundamental interest in, and responsibility for, safety require that AAC report any hijacking incidents and give appropriate assistance to the law enforcement agency. No AAC Form is filed by air traffic services. However, if the incident involves other safety factors, e.g., emergency evacuation or interference with the flightcrew, AAC or air traffic shall participate and submit AAC Form 8020-9. In such cases, close cooperation is necessary between AAC and the chief law enforcement agency.

D. Aircraft Accident/Incident Report (AAC Form 8020-9).

(1) General.

AAC Form 8020-9 shall be prepared for each aircraft incident except for NMACs and pilot deviations. Examples of incidents to be reported include vehicle or pedestrian deviations, emergency evacuations, and foreign aircraft accidents and incidents.

(2) Preparation of AAC Form 8020-9 for Incidents.

Sections of AAC Form 8020-9 for which information is obtainable and pertinent shall be completed. AAC safety analysis and the demand by the public and industry for copies of incident records require that the form be carefully prepared and include all relevant facts. Use an "X" to indicate selections for a "yes" or "no" condition or when multiple selections are shown. Section 33, Narrative, shall contain an incident summary to provide continuity to the information given in the data sections or attachments. The section on "Conduct of Investigation" is not filled out for incidents.

(3) Distribution of AAC Form 8020-9 for Incidents.

a) Basic Distribution. For incidents involving:

(i) **Holders of an operating certificate:** copy to the operator's certificate-holding office or foreign authority.

(ii) **An ATC facility:** copies to the regional facility involved.

(iii) **The airworthiness of an aircraft, engine, or propeller:** copy to the appropriate foreign authority responsible for aircraft or component certification.

(iv) **Emergency evacuations:** copy to airport operations.

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APPENDIX 9-1: FORM 8020-2 Aircraft/Parts Identification and Release

REPÚBLICA DE CABO VERDE



CIVIL AVIATION AUTHORITY

AIRCRAFT/PARTS IDENTIFICATION AND RELEASE

AAC ACCIDENT OR OFFICE CONTROL No: _____

SECTION 1 -- Aircraft/Part Identification		
N- _____	Make/Model	Serial No.
Part Name	Part No.	Serial No.
Nature of Defect/Difficulty		
Hours of Service	Since Overhaul	Since Last Inspection
Type of Investigation (Check One)		
Accident <input type="checkbox"/> Incident <input type="checkbox"/> Malfunction or Defect <input type="checkbox"/>		
SECTION II -- Owner Release of Aircraft Part		

A. ☒ **Release of Aircraft Part**--The attached aircraft part is released to the AAC for use in an official investigation. I request that: *(Check One)*

1. ☐ Tests be made as necessary even though they may result in damage to the part, and the part returned to me.
2. ☐ You may make necessary tests and dispose of the part.

Owner or Authorized Signature	Date
Address (<i>Number and Street, City, State, Country and Zip Code</i>)	
Owners Phone No. (including Country Code if outside Cabo Verde):	
B. ٢ Receipt for Aircraft Part Returned by AAC	
Owner or Authorized Signature	Date
SECTION III--AAC Receipt/Release of Aircraft Part	
Signature of AAC Inspector	Date
AAC Division	
SECTION IV – Notice	
NOTICE: Notify the AAC Inspector before the attached part is unpackaged, disassembled, tested or inspected.	
Witness of disassembly, test or inspection.	
Signature of AAC Inspector	Date

FUNCTIONS OF THE AIRCRAFT/PART IDENTIFICATION AND RELEASE FORM

1. Section II A provides the owner with a receipt for aircraft part released to the AAC for official investigation;
2. Section II A items 1 and 2 provide instructions to the recipient of a part when an AAC Inspector is to witness disassembly, inspection, or test;
3. Section II B provides the AAC with a receipt when an aircraft part is released to the owner or his or her authorized representative (i.e., insurance company) after the investigation is complete;
4. Section III provides the AAC with a receipt when an aircraft is released to the owner or his authorized representative (i.e., insurance company) after the investigation is complete;
5. Section IV provides a block for the AAC Inspector to certify that he has witnessed unpacking, disassembly, inspection, or test of the part.

INSTRUCTION FOR COMPLETION

Always:

1. Check type of investigation;
2. Complete Section 1 (self-explanatory);
3. Obtain owner or authorized representative's signature, phone number and address under Section II;
4. Complete Section III for "release" of aircraft.

Upon receipt of aircraft/part, in Section II A:

1. Check box for "A. Release of Aircraft Part."
2. Check box indicating owner's requested disposition of aircraft part, Box 1 or 2;
3. When the aircraft part is to be shipped to the manufacturer or repair facility for disassembly, check "NOTICE" block in Section IV at bottom of form

When an aircraft part is released to the owner:

1. Obtain owner's or his authorized representative's signature and address (Section II A);
2. Check box, Section II B, "Receipt for Aircraft Part Returned by AAC" and obtain owner or authorized representative's signature.

After the AAC Inspector has witnessed disassembly, inspection, or test of the aircraft part, he will sign at the bottom of the "hard" copy (Section IV).

ROUTING

Original - given to owner or authorized person

Copy - retained by the issuing AAC Inspector

"Hard Copy" - attached to the aircraft/part

APPENDIX 9-2: FORM 8020-3 Release of Aircraft Wreckage and Receipt of Aircraft Parts

REPÚBLICA DE CABO VERDE



CIVIL AVIATION AUTHORITY

RELEASE OF AIRCRAFT WRECKAGE	Accident Identification: Number:
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PART 1--RELEASE OF AIRCRAFT WRECKAGE

REGISTERED OWNER (name and address)		REGISTRATION NUMBER-- N
		MAKE
MODEL	DATE OF ACCIDENT	LOCATION
<p>The AAC has <input type="checkbox"/> has not <input type="checkbox"/> completed its investigation of the aircraft wreckage described above. All wreckage except that listed on the reverse side is hereby released to the registered owner, or owner's representative, for appropriate disposition. (If no parts are retained, insert NONE.)</p>		
SIGNATURE OF AAC REPRESENTATIVE	TITLE	DATE
<p>(This section may be signed by a person, not the owner or owner's representative, who has knowledge of the disposition of the aircraft wreckage and its parts. Such signature does not place a responsibility for disposition of the wreckage upon that person.)</p>		

I HEREBY ACKNOWLEDGE:

أ Receipt of the above described aircraft wreckage.

ب Removal of the parts, if any, listed on the reverse side of this form.

SIGNATURE

TITLE

DATE

REMARKS:

RECEIPT OF AIRCRAFT PARTS	ACCIDENT IDENTIFICATION NUMBER
---------------------------	--

PART II - RELEASE OF AIRCRAFT PARTS

REGISTRATION NUMBER	MAKE	MODEL
DATE OF ACCIDENT	LOCATION	
<p>The AAC has retained for further examination, those parts, pieces, or components listed below. When the examination is complete, they will be returned to:</p> <p>OWNER OR OWNER'S REPRESENTATIVE -</p> <p>ADDRESS</p>		
<p>PARTS, PIECES, OR COMPONENTS RETAINED:</p>		

SIGNATURE OF AAC REPRESENTATIVE	TITLE	DATE
The registered owner or owner's representative will acknowledge receipt of the materials by signing this form in the spaces designated below.		
SIGNATURE OF OWNER OR OWNER'S REPRESENTATIVE ADDRESS	TITLE	DATE

APPENDIX 9-3: FORM 8020-6, Report of Aircraft Accident

REPÚBLICA DE CABO VERDE



CIVIL AVIATION AUTHORITY

Report of Aircraft Accident

I. Instructions:

General: This form consists of six copies and a cover sheet. The cover sheet should be used for the preparation of a draft report by the specialist or supervisor on duty at the time of the accident. The report shall be typewritten in clear language. If using symbols and/or abbreviations, please include a key.

The draft shall be destroyed at the time the final AAC Form 8020-6 is signed. A final accident report shall be prepared by the appropriate AT field facility (ARTCC, ATCT, TRACON, AFSS, or FSS) as determined by the method in paragraph 67 to be responsible for final data collection.

Entries:

REPORT DATE. The date the report is written or rewritten by the investigator. The report number will be the accident report number as explained in paragraph 68. The name of the reporting facility is listed as done in the example. Facility name (three-letter identifier in parenthesis), then the facility type (ATCT, AFSS, etc.) Example: Airville (ARV) ATCT, Bridgeport (BDR) AFSS.

LOCATION OF ACCIDENT. The physical location where the accident occurred. This could be the distance to the nearest town or airport, the distance from the runway, the location on the airport, etc. Latitude/longitude should not be used as the identifying location.

NATURE OF ACCIDENT. A brief statement of the nature of the accident shall be included, if known. Examples: midair or taxiing collisions; landed with gear up; crashed on final approach. When the information is not known or can only be surmised, enter "unknown."

TYPE OF FLIGHT. State briefly the nature of flight and type of flight plan on which the aircraft was operating. Examples: local VFR, cross-country, no flight plan, and IFR flight plan.

FLIGHTCREW. Enter the name of each flight crewmember, his or her position (examples: pilot, flight engineer, flight attendant), address (city and state only), and the extent of injury. Give extent of injuries as known at the time of report preparation. Do not delay the report for later information.

PASSENGER DATA. Include, if available, names, addresses (city, state, and/or country only), and the extent of injuries. Do not include flightcrew information, which is addressed in a separate entry. Do not delay the report for later information.


WEATHER DATA. Weather data must be written out in plain language. Numbers shall be spelled out. The first section shall identify what the actual conditions were at the scene of the accident. If conditions/reports are not available at the scene, identify and use the nearest reporting station. If available, use pilot reports. Section 2 shall state the last reported weather prior to the accident. Section 3 shall state the first report subsequent to the accident. Some type

of weather report must be included in each section. The statement "Weather not available" or "Not applicable" shall not be used if the date, time, or location of the accident are known. (**NOTE:** Although METAR's was not in effect at the time of this example accident, if the accident occurred today, you would use the METAR's weather.)

AT PERSONNEL INVOLVED. List the names of personnel involved (described in paragraph 75a) in chronological order beginning with the first facility having contact with the aircraft and then in order of involvement. All personnel listed in this section shall also have a personnel statement in the accident package. Indicate the position of operation occupied by each person listed. List the facilities involved and if any of the persons listed were accident witnesses. The operating initials for each controller shall be typed to the right of their name and enclosed in parenthesis. Type an asterisk to the left of the first set of operating initials and type a notation at the bottom of the name block (see Appendix 2).

SIGNATURE OF AT MANAGER. The AT manager or the acting AT manager shall sign this block.

RIS: AT 8020-6

REPÚBLICA DE CABO VERDE  AGÊNCIA DE AVIAÇÃO CIVIL CIVIL AVIATION AUTHORITY			REPORT DATE		REPORT NO.	
REPORT OF AIRCRAFT ACCIDENT			NAME OF REPORTING FACILITY			
1. AIRCRAFT TYPE and IDENTIFICATION		2. DATE/TIME OF ACCIDENT (GMT)		3. LOCATION OF ACCIDENT		
4. NATURE OF ACCIDENT			5. TYPE OF FLIGHT			
	NAME	POSITION	ADDRESS (CITY AND STATE)	UNINJURED	INJURED	FATALITY
7. PASSENGER DATA (If available, list names, addresses, extent of injuries and other information on continuation sheet.)			NUMBER ABOARD AIRCRAFT	NUMBER UNINJURED	NUMBER INJURED	NUMBER FATALITIES

8. AIRCRAFT DAMAGE		9. PROPERTY DAMAGE	
10. OPERATING STATUS OF NAVIGATIONAL AIDS/LIGHTS/COMMUNICATIONS			
CONDITIONS IN ACCIDENT AREA AT TIME OF ACCIDENT			
REPORT JUST PRIOR TO ACCIDENT			DATE/TIME
FIRST REPORT SUBSEQUENT TO ACCIDENT			DATE/TIME
NAME	FACILITY	OPERATING POSITION	CHECK EYEWITNESS IF
13. SIGNATURE OF AAC INVESTIGATOR			

REPÚBLICA DE CABO VERDE



CIVIL AVIATION AUTHORITY

Report of Aircraft Accident (Continuation Sheet)

I. Instructions

A complete summary of the entire flight shall describe all pertinent communications, emergency assistance, and other AT services provided to the aircraft. Each facility having "worked" or having "contact" with the subject aircraft shall submit AAC Form 8020-6-1. These forms shall be placed in Section 2 and in the chronological order of flight.

At the beginning of the chronology, type the UTC date of the aircraft accident, then two lines below the date center the statement **"All times below are Coordinated Universal Time unless otherwise specified."**

Use the continuation sheets to list any information for which insufficient space is provided on the first page of the form. Items continued from page 1 shall be numbered, captioned, and marked "continued" to correspond with the continued item. For example: "8. Aircraft Damage, Continued."


This page does not have a signature block at the bottom. At the end of the written report, type an underscore line completely across the page and directly under this type, "No more follows" (paragraph 74b(11)). Example:


“


No More Follows”


Sample completed forms separately list the accounts of four fictitious airports which each handled a leg of a plane's journey. The journey ended when the plane crashed.


NOTE: A blank 8020-6-1 "Continuation Form" for use by AAC Inspectors follows at the end.

<p>REPÚBLICA DE CABO VERDE</p>  <p>CIVIL AVIATION AUTHORITY</p>	<p>REPORT DATE</p> <p>February 10, 1995</p>	<p>REPORT NO.</p> <p>ARV-ATCT-004</p>
<p>REPORT OF AIRCRAFT ACCIDENT</p> <p>(Continuation Sheet)</p>	<p>NAME OF REPORTING FACILITY</p> <p>Flyway (FLY) FSS</p>	
<p>14. CHRONOLOGICAL SUMMARY OF FLIGHT</p> <p>February 9, 1995</p> <p>ALL TIMES BELOW ARE COORDINATED UNIVERSAL TIME</p> <p>UNLESS OTHERWISE SPECIFIED</p> <p>1610 - The pilot of N1234A called the Flyway FSS by telephone, obtained a preflight pilot brief for an IFR</p> <p>flight from Flyway, OK, via V999 to Airville, AR, and filed an IFR flight plan.</p> <p>1628 - The pilot of N1234A called the Flyway FSS by radio requesting airport advisory service and IFR clearance was issued by the Fort Worth ARTCC Flyway V999 Airville, maintain 7,000.</p> <p>1630 - N1234A departed Flyway airport and the pilot established radio contact with Fort Worth ARTCC.</p> <hr/> <p>No More Follows</p>		

<p>REPÚBLICA DE CABO VERDE</p> <p> AGÊNCIA DE AVIAÇÃO CIVIL</p> <p>CIVIL AVIATION AUTHORITY</p>		<p>REPORT DATE</p> <p>February 10, 1995</p>	<p>REPORT NO.</p> <p>ARV-ATCT-004</p>
<p>REPORT OF AIRCRAFT ACCIDENT</p> <p>(Continuation Sheet)</p>		<p>NAME OF REPORTING FACILITY</p> <p>Fort Worth ARTCC (ZFW)</p>	
<p>14. CHRONOLOGICAL SUMMARY OF FLIGHT</p> <p>February 9, 1995</p> <p>ALL TIMES BELOW ARE COORDINATED UNIVERSAL TIME</p> <p>UNLESS OTHERWISE SPECIFIED</p> <p>1628 - The pilot of N1234A called the Flyway FSS by radio requesting airport advisory service and IFR clearance</p> <p>was issued by the Fort Worth ARTCC, Flyway V999 Airville, maintain 7,000.</p> <p>1630 - N1234A departed Flyway airport and the pilot established radio contact with Fort Worth ARTCC.</p> <p>1631 - N1234A climbed to 7,000 feet and proceeded to fly V999 level at 7,000 feet without incident or comment</p> <p>from the pilot.</p> <p>1755 - N1234A was handed off from Fort Worth ARTCC to the Memphis ARTCC.</p> <hr/> <p>No More Follows</p>			

<p>REPÚBLICA DE CABO VERDE</p> <p> AGÊNCIA DE AVIAÇÃO CIVIL</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>REPORT DATE</p> <p>February 10, 1995</p>	<p>REPORT NO.</p> <p>ARV-ATCT-004</p>
<p>REPORT OF AIRCRAFT ACCIDENT</p> <p>(Continuation Sheet)</p>	<p>NAME OF REPORTING FACILITY</p> <p>Airville (ARV) ATCT</p>	
<p>14. CHRONOLOGICAL SUMMARY OF FLIGHT</p> <p>February 9, 1995</p> <p>ALL TIMES BELOW ARE COORDINATED UNIVERSAL TIME</p> <p>UNLESS OTHERWISE SPECIFIED</p> <p>1820 - N1234A was handed off from the Memphis ARTCC to the Airville Approach Control and was vectored for an ILS approach. A clearance to descend to 3,000 was issued.</p> <p>1821 - N1234A reported leaving 7,000.</p> <p>1827 - N1234A was cleared for ILS approach to runway 4.</p> <p>1829 - N1234A reported over the outer marker. N1234A was then cleared to land and given the weather. N1234A</p> <p>acknowledged the information. No further communications were received.</p> <p>1832 - N1234A crashed 1,500 feet from the approach end of runway 4 after striking a utility power pole.</p> <p>6. Flight Crew, Continued: Pilot, minor injury</p> <p>7. Passenger Data, Continued: Mary Carmichael, Airville, AR., serious; John Jones, Airville, AR., broken leg, face lacerations; Betty Jones, Airville, AR., none.</p> <hr/> <p>No More Follows</p>		

<p style="text-align: center;">Cabo Verde  AAC <small>AGÊNCIA DE AVIAÇÃO CIVIL</small> CIVIL AVIATION AUTHORITY</p>	<p>REPORT DATE</p> <p style="text-align: center;">February 10, 1995</p>	<p>REPORT NO.</p> <p style="text-align: center;">ARV-ATCT-004</p>
<p style="text-align: center;">REPORT OF AIRCRAFT ACCIDENT</p> <p style="text-align: center;">(Continuation Sheet)</p>	<p style="text-align: center;">NAME OF REPORTING FACILITY</p> <p style="text-align: center;">Memphis ARTCC (ZME)</p>	
<p>14. CHRONOLOGICAL SUMMARY OF FLIGHT</p> <p>February 9, 1995</p> <p style="text-align: center;">ALL TIMES BELOW ARE COORDINATED UNIVERSAL TIME</p> <p style="text-align: center;">UNLESS OTHERWISE SPECIFIED</p> <p style="text-align: center;">1755 - N1234A was handed off from Fort Worth ARTCC to the Memphis ARTCC.</p> <p style="text-align: center;">1756 - N1234A proceeded to fly V999 level at 7,000 feet without incident or comment from the pilot.</p> <p>1820 - N1234A was handed off from the Memphis ARTCC to the Airville Approach Control.</p> <hr/> <p style="text-align: right;">No More</p> <p style="text-align: center;">Follows</p>		

<p>REPÚBLICA DE CABO VERDE</p> <p> AGÊNCIA DE AVIAÇÃO CIVIL</p> <p>CIVIL AVIATION AUTHORITY</p>	<p>REPORT DATE</p>	<p>REPORT NO.</p>
<p>REPORT OF AIRCRAFT ACCIDENT</p> <p>(Continuation Sheet)</p>	<p>NAME OF REPORTING FACILITY</p>	
<p>14. CHRONOLOGICAL SUMMARY OF FLIGHT</p>		

APPENDIX 9-4: FORM 8020-9, Passenger Statement

REPÚBLICA DE CABO VERDE



CIVIL AVIATION AUTHORITY

PASSENGER STATEMENT

The Instituto da Aeronautica Civil of the Republic of Cabo Verde (AAC) is charged by the Cabo Verde Parliament with the investigation of accidents and incidents involving aircraft. The AAC issues reports and makes recommendations to other Cabo Verde government agencies and to private industry to prevent future accidents and to prevent unnecessary injuries caused by such accidents.

We would appreciate very much your assistance in giving us the benefit of your personal observations and comments regarding this accident, so that we may better evaluate the facts, conditions, and circumstances surrounding this accident. Your observations also could assist us greatly in our evaluation of the cause of injuries as well as the adequacy of equipment and procedures affecting your survival and escape.

In addition to completing the following specific information, please feel free to comment on any aspect, before, during, or after the accident, that you believe may have had a bearing on the cause of the accident or on subsequent events.

Name _____

Age: _____ Height: _____ Weight: _____

Address: _____

Occupation: _____

Daytime Telephone: _____

Evening Telephone: _____

Injuries:

If you sustained injuries and were treated, provide name and address of doctor or treatment facility:

Are you handicapped through vision, missing limbs, spinal problems, or any other condition which may affect your movements?

If yes, please specify:

Seat Location: If you do not recall your seat number, please specify your position as on the left or right, aisle or window location, number of rows from the front or back, near a specific door or any other method which will assist in locating your position.

A. MY OBSERVATIONS BEFORE THE ACCIDENT

Describe your observations before the accident happened such as the weather conditions, the lighting conditions, whether or not your seatbelt was fastened, your outside observations, or any other factors you believe are important.

B. MY OBSERVATIONS DURING THE ACCIDENT

Describe the accident circumstances considering such things as any unusual occurrences during the accident, the presence of fire or smoke, the direction in which you were thrown, the severity of the impact, or any other factors you believe are important.

C. MY OBSERVATIONS AFTER THE ACCIDENT

Describe your method of escape and any difficulties encountered with your seat, seatbelt, debris, etc.; the reaction and behavior of other passengers; your observations of any outside rescue attempts; any occurrence which seemed unusual to you; or any other factors you believe are important.

D. OTHER GENERAL OBSERVATIONS

You may use this space to comment on any other aspect of the accident or you may sketch the general accident scene as you observed it, your escape method, or the location of fire, etc.

SIGNED: _____

(Passenger's signature)

DATE: _____

APPENDIX 9-5: FORM 8020-10, Witness Statement

REPÚBLICA DE CABO VERDE



CIVIL AVIATION AUTHORITY

STATEMENT OF WITNESS

The purpose of this statement is intended solely for use in determining the facts, conditions and circumstances, and the probable cause of the subject accident.

Date: _____

1. _____ Place _____ of
accident: _____ Date: _____ Hour: _____

2. _____ Type _____ of
vehicle: _____

3. Identification/Registration Number of vehicle: _____

4. What is your name: _____ Age: _____

5. _____
Address: _____

6. _____ Occupation: _____ By _____ whom
employed: _____

7. Where were you at the time of the
accident? _____

8. Tell in your own words what you saw or heard before and at the time the accident occurred.

(Signature) _____

(Please use reverse side of sheet for diagram and additional statement)

APPENDIX 9-6: FORM 8020-25, Investigation of Vehicle or Pedestrian Deviation Report

REPÚBLICA DE CABO VERDE



CIVIL AVIATION AUTHORITY

INVESTIGATION OF VEHICLE OR PEDESTRIAN DEVIATION REPORT	Incident Report Number
The Airports Division Office will complete this form after receiving AAC Form 8020-24 vehicle or pedestrian deviation (V/PP) report from air traffic control. Complete and distribute according to the instructions on page 2.	
1. Date, Time, and Location of Deviation A. Local Date _____ B. Local Time _____ C. Airport ID at Surface Incident Location	2. Type of Deviation (<i>Select one</i>): A. <input type="checkbox"/> Vehicle (excludes bicycles; includes aircraft being repositioned) B. <input type="checkbox"/> Pedestrian (includes bicycles) 3. Airport Authorized by the AAC? A. <input type="checkbox"/> Yes, <i>Specify</i> : _____ B. <input type="checkbox"/> No
4. Deviator Was (<i>Mark one</i>): A. <input type="checkbox"/> Not Authorized to be on the Airfield (<i>Skip to Item 8</i>). B. <input type="checkbox"/> Authorized to be on the Airfield, but not on the Movement Area C. <input type="checkbox"/> Authorized to be on the Movement Area D. <input type="checkbox"/> Unknown (<i>Skip to Line 10</i>)	5. Airport Offers Driver Training Program (<i>Mark one</i>): A. <input type="checkbox"/> Yes B. <input type="checkbox"/> No Driver Completed Training Program A. <input type="checkbox"/> Yes, When _____ B. <input type="checkbox"/> No C. <input type="checkbox"/> Unknown
6. Airport Training or Procedures Contributed to V/PP (<i>Mark all that apply</i>): A. <input type="checkbox"/> Driver Training Program	7. The Driver or Pedestrian Had Inadequate Knowledge or Experience With (<i>Mark all that apply</i>):

<p>B. <input type="checkbox"/> Driver Familiarization</p> <p>C. <input type="checkbox"/> Airport Operational Procedures</p>	<p>A. <input type="checkbox"/> English Language</p> <p>B. <input type="checkbox"/> Airport Layout</p> <p>C. <input type="checkbox"/> Signs, Markings, Signals, or Lighting (<i>Specify</i>): _____</p> <p>D. <input type="checkbox"/> ATC Movement Area Procedures</p> <p>E. <input type="checkbox"/> ATC Terminology or Phraseology</p> <p>F. <input type="checkbox"/> Unknown</p> <p>G. <input type="checkbox"/> Other (<i>Specify</i>): _____ _____</p> <p>H. <input type="checkbox"/> None of the Above, Driver or Pedestrian Knowledge or Experience Not a Factor</p>
<p>8. Facilities, Construction, or Conditions That Contributed to V/PD (<i>Mark all that apply</i>):</p> <p>A. <input type="checkbox"/> Unlocked or Open Gates</p> <p>B. <input type="checkbox"/> Inadequate Fence, <i>Specify</i>: _____</p> <p>C. <input type="checkbox"/> Signs, Markings, Signals, or Lighting (<i>Specify</i>): _____</p> <p>D. <input type="checkbox"/> Conditions Outside Movement Area, <i>Specify</i>: (e.g., weather, construction) _____ _____</p> <p>E. <input type="checkbox"/> Movement Area Conditions, <i>Specify</i>: (e.g., weather, construction) _____</p> <p>F. <input type="checkbox"/> Unknown</p> <p>G. <input type="checkbox"/> Other, <i>Specify</i>: _____</p> <p>H. <input type="checkbox"/> None of the Above, Facilities, Construction, or Conditions Not a Factor</p>	<p>9. Investigation Indicates Driver or Pedestrian (<i>Mark all that apply</i>):</p> <p>A. <input type="checkbox"/> Was Unable to Locate Route</p> <p>B. <input type="checkbox"/> Was Disoriented or Lost</p> <p>C. <input type="checkbox"/> Did Not Observe Markings, Signals, or Lighting</p> <p>D. <input type="checkbox"/> Did Not Follow Movement Area Procedures</p> <p>E. <input type="checkbox"/> Did Not Follow Route Assigned by ATC</p> <p>F. <input type="checkbox"/> Did Not Follow Other ATC Instructions, <i>Specify</i>: _____</p> <p>G. <input type="checkbox"/> Took Inadvertent or Unplanned Actions</p> <p>H. <input type="checkbox"/> Forgot to Request Clearance</p> <p>I. <input type="checkbox"/> Believed He/She Was Cleared</p> <p>J. <input type="checkbox"/> Was Distracted, <i>Specify</i>: _____</p> <p>K. <input type="checkbox"/> Details Not Known to the Inspector</p> <p>L. <input type="checkbox"/> Other, <i>Specify</i>: _____</p> <p>M. <input type="checkbox"/> None of the Above</p>

10. Corrections and Additions to AAC Form 8020-24 (*Specify item number and new information*):

11. Description of V/PD and Comments With Recommendations, *if any*:

12. Attachment(s):

A. ☐ AAC Form 8020-24 (REQUIRED)

B. ☐ Other(s), *Specify*: _____

13. Action(s) Taken or Planed (*Mark all that apply*):

A. ☐ No Regulatory Violations by Airport

B. ☐ Letter of Investigation, *Specify Date*: _____

C. ☐ Enforcement Action by AAC

D. ☐ Procedural Changes

E. ☐ Capital Development

F. ☐ Other, *Specify*: _____

G. ☐ None

14. Investigating AAC Division:

Routing Symbol/Information _____

16. Report Distributed To:

A. AAC Division _____

(*Only if 7A on Form 8020-24 is checked*).

B. Other(s), *Specify*: _____

15. Inspector Completing Form:

A. Name _____

B. Signature _____

C. Date: _____ (dd/mm/yy)

D. Phone No. _____

INSTRUCTIONS

Within 30 calendar days of the receipt of AAC Form 8020-24, Preliminary Vehicle or Pedestrian Deviation Report, indicating the occurrence of a V/PD at an airport, AAC Form 8020-25 will be completed. This form must be assigned the same incident report number as the corresponding AAC Form 8020-24. Instructions on distribution of AAC Form 8020-25 are in AAC Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.

The inspector completing AAC Form 8020-25 will attempt to ensure that all information reported on Form 8020-24 is complete. If any information on Form 8020-24 is incomplete or inaccurate, the inspector will provide additions or corrections to that information, if it becomes known, in Item 10.

Complete all items. If the categories given are inadequate, complete "Other, Specify." Sign and date the form (Item 15) before distribution.

CHAPTER 10: ACCIDENT DATA REPORT (ADREP)

CHAPTER 10: ACCIDENT DATA REPORT (ADREP).....	2
A. REPORTING OF ACCIDENTS TO ICAO.....	2
B. ACCIDENT/INCIDENT DATA REPORT	2
C. ADDITIONAL INFORMATION.....	2

CHAPTER 10: ACCIDENT DATA REPORT (ADREP)

A. REPORTING OF ACCIDENTS TO ICAO

- 1) In accordance with Annex 13 – Aircraft Accident and Incident Investigation, States are required to report to ICAO information on all aircraft accidents, which involve aircraft of a maximum certificated take-off mass of over 2,250 kgs. The Chief of Aircraft Accident Investigation Agency (AIA) or his/her Designee, shall compile the data as given below and send the same to ICAO as per the requirements. Some factual and circumstantial information related to an accident is normally available within the first weeks of the investigation. All endeavours should be made to send the Preliminary Report within 30 days of the accident.
- 2) Accident Data Report (ADREP) in the format should also be compiled once the investigation has been completed and final report approved. This data report should provide accurate and complete information including factors, causes and safety recommendations.

B. ACCIDENT/INCIDENT DATA REPORT

When the aircraft involved in an accident is of a maximum mass of over 2250 kg, Accident Data Report shall be sent, as soon as practicable after the investigation, to the International Civil Aviation Organization (ICAO).

C. ADDITIONAL INFORMATION

Pertinent information additional to that made available in the Accident/Incident Data Report should be provided to other States upon request.

(1) INCIDENTS TO AIRCRAFT OVER 5 700 KG

However, if it is found that an incident is significant enough to warrant an investigation, then the incident data report should be sent. In this regard when the aircraft involved in an incident is of a maximum mass of over 5,700 kg and the investigation has revealed matters which might be of interest to other States, Incident Data Report shall be sent, as soon as practicable after the investigation, to the International Civil Aviation Organization.

REPÚBLICA DE CABO VERDE



Civil Aviation Authority

PRELIMINARY REPORT

(Preliminary information only, pending completion of the final report)

Distribution: *State of Registry*

State of Operator

State of Occurrence

State of Design

State of Manufacture

ICAO

General *This report will only be used for accidents. It will be submitted in one of the working languages of ICAO. All codes shall be entered in capitals as should the plain text entries. It is highly desirable that all entries be typewritten. All entries are to be completed. If no other instruction is given, there may be only one entry for each identifier.*

When the word "code" is found under an entry, the compiler is requested to refer to the appropriate appendix of the ADREP Manual to find the code to be entered. The plain text for the code is also then to be entered in the space provided.

Entry of figures and letters

For 0 (Zero) enter thus: Ø

For Å enter thus: Aa

For 1 (One) enter thus: 1

For Ä enter thus: AE

For 7 (Seven) enter thus: 7

For Ö enter thus: OE

For Ü enter thus: UE

For identifiers marked with ● special coding instructions are applicable.

00 - OCCURRENCE IDENTIFICATION

FILING INFORMATION

State Reporting	<u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	_____
Stats File number	<u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	

WHERE

State/area of occurrence <input style="width: 100px;" type="text"/>		
0004 ●	Code	Plain text
Location	N() Near	<input style="width: 100px;" type="text"/>
0005	Local spelling using Roman Letters	
WHEN		

Date of Occurrence	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Local Time of Occurrence	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	

AIRCRAFT

Manufacturer	<input style="width: 60px;" type="text"/>	<input style="width: 200px;" type="text"/>
Model	<input style="width: 40px;" type="text"/>	<input style="width: 180px;" type="text"/>
Registration	<input style="width: 100px;" type="text"/>	
State Of Registry	<input style="width: 60px;" type="text"/>	<input style="width: 200px;" type="text"/>
Operators Name	<input style="width: 60px;" type="text"/>	<input style="width: 200px;" type="text"/>

01 – HISTORY OF FLIGHT

AIRLINE OPERATION (AIR TRANSPORT OPERATIONS)

Type of Operation		
1 () Passenger	2 () Cargo	3 () Passenger / Cargo
4 () Ferry / Positioning	5 () Training / Checking	6 () Other
7 () Unknown		
0102 S () Scheduled	N () Non Scheduled	Z () Unknown
0103 D () Domestic	I () International	Z () Unknown

GENERAL AVIATION

07 – METEOROLOGICAL INFORMATION

General Weather in the area of occurrence

0705

1 () Visual meteorological conditions 2 () Instrument meteorological conditions Z () Unknown

Light conditions

0706

1 () Dawn 2 () Daylight 3 () Dusk / Twilight

SEQUENCE OF EVENTS

EVENTS

PHASES

1

1

Code

Plain text

2

2

NARRATIVE

This shall not exceed 200 words and will be presented in the following order:

1. *Brief description of the occurrence including emergency circumstances and significant information;*
2. *Additional remarks, including precise information on items which have been coded "OTHER";*
3. *Safety recommendations and corrective action taken or under consideration.*

Note. — Please print or type.

CHAPTER 11: ACCIDENT PREVENTION MEASURES

CHAPTER 11: ACCIDENT PREVENTION MEASURES 2

 A. INCIDENT REPORTING SYSTEMS 2

 B. DATABASE SYSTEMS 2

 C. ANALYSIS OF DATA — PREVENTIVE ACTIONS 2

 D. EXCHANGE OF SAFETY INFORMATION 3

CHAPTER 11: ACCIDENT PREVENTION MEASURES

A. INCIDENT REPORTING SYSTEMS

As per the requirements of Annex 13 to the Convention on International Civil Aviation, a mandatory incident reporting system is to be established. At present all the scheduled Airlines report incidents to Civil Aviation Authority (AAC). In order to facilitate collection of information on actual or potential safety deficiencies the incident information and its investigation reports are analysed at AAC.

Airlines have also been encouraged to establish a Confidential Voluntary Incident Reporting System (CVIRS). This data is submitted to COSCAP-BAG (Co-operative Operational Safety and Continued Airworthiness Programme for Banjul Accord Group of States) Headquarters in Abuja, Federal Republic of Nigeria. This is a Sub-regional Group in West Africa comprising seven States (Cape Verde, Gambia, Ghana, Guinea, Liberia, Nigeria, and Sierra Leone) providing safety oversight services to the member states. The data on receipt from the Airlines, Organisations, and individuals, are perused to facilitate the collection of information that may not be captured by a mandatory incident reporting system. The confidential voluntary incident reporting system is non-punitive and affords protection to the sources of the information.

B. DATABASE SYSTEMS

Based on the above information an accident and incident database to facilitate the effective analysis of information obtained has been established, including that from its incident reporting systems. The accident data base at present is in the summary form and is available on the AAC Intranet.

The data base system is being transferred to the standardized formats to facilitate data exchange.

C. ANALYSIS OF DATA — PREVENTIVE ACTIONS

- The information contained in accident/incident reports and the incident database is analysed to determine any preventive actions required.
- In the analysis of the information contained in the database, if safety matters considered to be of interest to other States are identified, such safety information is shared with the Manufacturers so that same can be further forwarded to other States as soon as possible.
- In addition to safety recommendations arising from accident and incident investigations, safety recommendations may result from diverse sources, including safety audits, surveillance etc. and such safety recommendations are addressed to concerned organizations.

D. EXCHANGE OF SAFETY INFORMATION

The Safety information available in the form of CV-CARs, AICs, Safety Circulars, accident summaries and major accident reports which have been accepted by the Government are available on the AAC Intranet and it is desired to be available on the AAC website from where it can be used or down loaded for free by the users of the aviation system.

Sharing networks should be established to facilitate the free exchange of information on actual and potential safety deficiencies among all users of the aviation system.

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CHAPTER 12: MEDICAL EXAMINATIONS

CHAPTER 12: MEDICAL EXAMINATIONS..... 1

A. ROLE OF THE AAC AVIATION MEDICAL DEPARTMENT..... 1

CHAPTER 12: MEDICAL EXAMINATIONS

A. ROLE OF THE AAC AVIATION MEDICAL DEPARTMENT.

- 1) Purpose. The AAC Aviation Medical Department shall conduct medical investigations of fatal and nonfatal aircraft accidents to determine the

relationship of medical, toxicological and other human factors to accident cause, and/or aircraft design, and to crash injury and survival. Investigative findings will be applied toward improving aviation safety through regulatory and educational activities.

- 2) Scope. Medical investigations of aircraft accidents shall be related to clearly defined goals and objectives. Autopsy and toxicological information shall be obtained in fatal accidents and compiled with information in airmen's medical records to identify possible contributions of medical conditions and toxic agents to accidents. Investigation projects shall be undertaken for nonfatal and fatal accidents to test specific hypotheses relating human factors to accident cause and aircraft design to crash injury and survival. Medical examination of passengers and involved aviation personnel shall be conducted by a physician in an expeditious manner.

- 3) Notification. After a report of a fatal aircraft accident, the AAC shall immediately notify its Aviation Medical Department, which shall coordinate with the IIC in arranging for autopsies, obtaining toxicological specimens, and acquiring information in conjunction with accident investigation projects.

- 4) Responsibilities. The AAC Aviation Medical Department (AMD) shall:
 - a) Develop all policies and coordinate all functions of the AMD in aircraft accident investigations;
 - b) Identify requirements in the medical investigation of aircraft accidents;
 - c) Participate in air carrier aircraft accident and incident investigations as requested or required; and
 - d) Review autopsy and toxicological reports and the medical certification status of pilot fatalities; complete and provide copies of the accident worksheets, (Aircraft Accident Medical Information) and autopsy and toxicological reports to the IIC.

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