



SAFETY & INVESTIGATION BOARD
HQ CIVIL AVIATION AUTHORITY
JINNAH INTERNATIONAL AIRPORT
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Ref. HQCAA/1901/SIB

Dated: 13th April 2010

**AIRCRAFT ACCIDENTS / INCIDENTS REPORTING & INVESTIGATION
PROCEDURES**

1. It has been observed that Aircraft Initial Occurrence Reports are not initiated by the AOC holders in time on proper format given in CARs, 94, Section 2, Rule 270 (1) & Rule 271 (1). Late and incomplete information causes delay in investigation / corrective actions.
2. It is also observed that investigations conducted by the AOC holders do not conform to ICAO Annexure -13, Chapter 6, Appendix (Format of the Final Report).
3. All AOC holders are therefore to follow above referred rules. These formats are also given on CAA official website www.caapakistan.com.pk under head 'Safety & Investigation Board' (SIB Publications).


(KHAWAJA A MAJEED)
Air Commodore
President SIB

To,

**All General Aviation Companies
All Flying Clubs**

CIVIL AVIATION RULES 1994

Section 2 - NOTIFICATION OF ACCIDENTS AND INCIDENTS

270. Notification of an accident. - (1) In the event that an accident occurs:

(a) to an aircraft registered in Pakistan; or

(b) in Pakistan to an aircraft registered in another State; the pilot-in-command, the operator, the owner, and the hirer (if any) shall each be responsible for ensuring that a notification of the accident is furnished to the Director General by the quickest available means immediately after the accident, and by a written report to the Director General as soon as practicable.

(2) The written report referred to in this rule shall contain the following particulars, except that if they are not all immediately available the report shall so state, and a supplementary report containing those particulars not included in the first report shall be furnished to the Director General at the earliest possible date:

- (a) the type, model, nationality and registration marks of the aircraft;
- (b) the name of the owner, operator, and hirer if any, of the aircraft;
- (c) the name of the pilot-in-command of the aircraft;
- (d) the date and time of the accident;
- (e) the last point of departure and the point of intended landing of the aircraft and the nature of the flight;
- (f) the position of the aircraft with reference to some easily defined geographical point;
- (g) the number of persons aboard the aircraft, the number
- (h) killed or seriously injured and the number of others killed or seriously injured;
- (i) the nature of the accident as far as is known;
- (j) the nature and extent of the damage to the aircraft and/or to other property;
and
- (k) the physical characteristics of the accident area.

271. Notification of an incident.- (1) In the event of the occurrence of an incident involving an aircraft registered in Pakistan, the pilot-in-command, the owner, the operator, and the hirer (if any) shall each be responsible for ensuring that a written notification of the incident is furnished to the Director-General within forty-eight hours of the occurrence.

International Standards
and Recommended Practices



Annex 13
to the Convention on
International Civil Aviation

Aircraft Accident and Incident Investigation

This edition incorporates all amendments adopted by the Council prior to 27 February 2001 and supersedes, on 1 November 2001, all previous editions of Annex 13.

For information regarding the applicability of Standards and Recommended Practices, see Chapter 2 and the Foreword.

Ninth Edition
July 2001

International Civil Aviation Organization

APPENDIX. FORMAT OF THE FINAL REPORT

(See Chapter 6)

PURPOSE

The purpose of this format is to present the Final Report in a convenient and uniform manner.

Detailed guidance on completing each section of the Final Report is found in the *Manual of Aircraft Accident Investigation* (Doc 6920).

FORMAT

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 1.— 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.

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 therefrom.

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 therefrom.

Note.— *Medical information related to flight crew licences 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 seat-belt 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 sub-headings 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.

	CIVIL AVIATION AUTHORITY AIRCRAFT OCCURRENCE INITIAL REPORT	CAAF-001-SBXX-1.0
	SAFETY & INVESTIGATION BOARD	

Initial information on the following format is to be transmitted on telephone / fax to the designated nominees of DG CAA (i.e. President SIB & Director Flight Standards). It must be followed by a written report immediately after the information is passed on following telephone / fax numbers:

PSIB : Tele # 92 21 924 2772 Cell # 0301 – 8223810 Fax # 92 21 460 4305
 DFS : Tele # 92 21 924 2766 Cell # 0301 – 8258517 Fax # 92 21 924 2767

- a) Name, designation & telephone Number of the officer/official reporting the Occurrence :
- b) Name of the Airport from which message originated: :
- c) Aircraft Information: :
 - i) Type, Flt # & Registration marks of the aircraft: :
 - ii) Name of the Owner / Operator (if any) of the aircraft: :
 - iii) Name of the Pilot: :
 - iv) Date & Time of Occurrence / Incident: :
 - v) The last point of departure and the point of intended landing of the aircraft and nature of flight: :
 - vi) The location of the accident / incident with reference to some easily defined geographical point: :
 - vii) Total No. of persons on board: Number of killed (if any): :
 - viii) No. of person seriously injured and where possible name of such persons: :
 - ix) The nature & cause of the incident / accident, as far as known: :
 - x) The nature and extent of damage to aircraft: :

Damage Report (if any)

- xi) Weather condition :
- xii) Summary of the occurrence:

Summary :

Name: _____
 Telephone: _____
 Distributed to:-
 • _____
 • _____

Designation: _____
 Email: _____

MOR Sr. No. _____