



PART-C
AIR NAVIGATION ORDER
ON AIRCRAFT ACCIDENT INVESTIGATION
(SPECIFIC OPERATING REGULATIONS)



CIVIL AVIATION AUTHORITY OF BANGLADESH
HEADQUARTERS KURMITOLA DHAKA-1229
BANGLADESH

COMPENDIUM ON
AIRCRAFT ACCIDENT INVESTIGATION IN BANGLADESH

PART-C
AIR NAVIGATION ORDER

AIRCRAFT ACCIDENT INVESTIGATION GROUP OF BANGLADESH
(AAIG-BD)



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AIR NAVIGATION ORDER (AIRCRAFT ACCIDENT AND INCIDENT INVESTIGATION)

APPROVAL AND UPDATING OF THIS PART

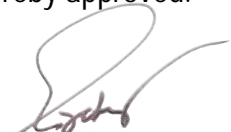
1. Bangladesh, being a Signatory to the Convention on International Civil Aviation and a Member of the International Civil Aviation Organization (ICAO), is obligated to adopt measures to ensure Aircraft Accident Investigation, Prevention and Safety Recommendations are in conformity with International Practices. In accordance with ICAO, the fundamental elements of the Bangladesh are aimed at establishing mandatory requirements consistent with ICAO standards in the area of Accident Prevention and Safety Recommendations.
2. With regard to the 'Power to make Rules for Investigation of Accident', the Civil Aviation Ordinance 1960 specifies the following in Section 7, 'Quote' - 7. (1) The Government may, by notification in the Official Gazette, make Rules providing for the investigation of any accident arising out of or in the course of navigation,
 - a) In or over Bangladesh, of any aircraft; or
 - b) Anywhere, of aircraft registered in Bangladesh.
3. The Government of the Peoples' Republic of Bangladesh has responded to the aforementioned Clause of the Civil Aviation Ordinance 1960 through an Official Gazette vide reference S.R.O-398-L/84, dated 30 September 1984, subsequently amended vide S.R.O-66L/2009, dated 27 April 2009 (The latest amendment of CAR '84 as on the date of approval of this Part, empowering the undersigned as Chairman CAAB to conduct Investigation of Aircraft Accident. This has been documented in Part XIII of Civil Aviation Rules 1984 (CAR '84). Part XIII of CAR '84, which addresses all the relevant issues related to the Investigation of Aircraft Accident. The Part XIII encompasses a total of 22 Rules, starting from Rule 234 ending to 255 on accident investigation.
4. The Government of Bangladesh, has accorded another authority through the same Official Gazette in Rule 3 of CAR '84, that specifies on the 'Responsibility of the Chairman as follows:
 - a) The Chairman shall be responsible with the administration of these rules, and shall exercise such powers and perform such functions conferred on him by these rules.
 - b) The Chairman may by order in writing delegate and direct that any power and/or functions conferred or imposed by these rules on him, as the case may be, be exercised or performed on behalf of the Chairman by:
 1. Any officer or authority subordinate to him, or
 2. Any other person, 'Unquote'.



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5. In order to give effect to the requirements of ICAO Annex 13 and Para 2.1.3 of Doc 9756 towards establishing an independent Aircraft Accident Investigation Authority/Agency, and with a view to ensuring that Aircraft Accident Investigation shall be accomplished independently and free from any conflict of interest, the undersigned as Chairman CAAB, hereby declares through exercising the authority of Rule 3 (2) (a) and (b) of CAR '84 by designating a 7-member specific Group, to be known as 'The Aircraft Accident Investigation Group of Bangladesh' (AAIG-BD), which shall be headed by a highly experienced official, serving in the Authority, to ensure conduct of investigation independently and with full authority.
6. This ANO, prepared and developed in conjunction with the title 'Aircraft Accident Enquiry' placed in Part XIII of CAR '84, is based on ICAO Annex 13 to the convention, the Manual of aircraft accident and incident investigation and ICAO Circular 298 on aircraft accident investigation. This ANO shall supersede all the previous ANOs related to aircraft accident and incident investigation and shall be complied with accordingly.
8. The contents of this ANO will be updated or revised as and when necessary (e.g. to comply with new ICAO requirements, to address feedback from operational experience and audits, and make corrections and editorial improvement).
9. The revision will be made by the Head of AAIG-BD himself. He may assign an officer such as any Member Secretary AAIG-BD, to carry out draft of the revision, in which case he will review and submit the revision for approval by the undersigned.
10. Upon the completion of the revision, Head of AAIG-BD or the Member Secretary AAIG-BD will make notes in the File CAAB/CS/32/AAIG-BD/01/MASTER to:
 - a) Record the completion of the revision exercise; and,
 - b) Document the changes to be made to the ANO.
11. A distribution list of the hardcopies or CD copies of the ANO shall exist with AAIG-BD.
12. A latest updated electronic copy of this ANO shall be hoisted in CAAB website www.caab.gov.bd for consumption of public.
13. This ANO, placed in Part-C of the Compendium on Aircraft Accident Investigation in Bangladesh, is hereby approved.



Air Vice Marshal Ehsanul Gani Choudhury, GUP, ndu, psc
Chairman, CAAB
Date: 30 June 2016



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ANO PART-C
ACCIDENT AND INCIDENT INVESTIGATION

1. APPLICABILITY

- a) This Section prescribes the requirements for establishing regulations for instituting an investigation into the circumstances of aircraft accidents and serious incidents in compliance with the provisions of Annex 13.
- b) Unless otherwise stated, the specifications in this instruction shall apply to activities following accidents, serious incidents and incidents wherever they occur and specifications shall apply when an aircraft is purchased, leased, chartered or interchanged and if Bangladesh discharges, in part, or in whole the functions and obligation of the State of registry.

2. DEFINITIONS

The AAIG-BD shall ensure that it adopts the definitions as listed in Chapter 1 of Annex 13. While doing so, the AAIG-BD shall also ensure that in conformity with the Primary Aviation Legislation as well as the Specific Operating Regulations and through its Air Navigation Orders and Guidance Materials the definitions for "accident", "incident", "serious incident" and "investigator-in-charge" as contained in Annex 13 shall be adopted. In addition, the AAIG-BD shall make necessary amendments to portion of the 'Definitions' relevant to Aircraft Accident and Incident Investigation to remain at par with the up-to-date information on the 'Definitions' provided in ICAO Annex 13. Accordingly, the following definitions have been compiled:

Aircraft Accident Investigation Team (AAIT) shall mean the Team comprising of the Investigator-in-charge together with the other members assigned by the AAIG-BD to conduct investigation on any serious incident or accident.

Accident shall mean - An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a) A person is fatally or seriously injured as a result of:
 1. Being in the aircraft, or
 2. Direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or



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3. 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 available to the passengers and crew; or
- b) The aircraft sustains damage or structural failure which:
1. Adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 2. Would normally require major repair or replacement of the affected component, Except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the Radom); or,
 3. The aircraft is missing or is completely inaccessible.
Note 1. For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified, by ICAO, as a fatal injury.
Note 2. An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.

Accident investigation authority. The authority designated by a State as responsible for aircraft accident and incident investigations within the context of this Annex (Annex 13).

Accredited representative shall mean - A person designated by a State, on the basis of his or her qualifications, for the purpose of participating in an investigation conducted by another State. Where the State has established an accident investigation authority, the designated accredited representative would normally be from that authority.

Adviser shall mean - A person appointed by a State, on the basis of his or her qualifications, for the purpose of assisting its accredited representative in an investigation.

AAIG-BD shall mean, Aircraft Accident Investigation Group of Bangladesh, formed under the Legislative Provision outlined in the Bangladesh ordinance 1960 that makes provision for the Ministry of Civil Aviation and Tourism to enact Civil Aviation Authority Rules empowering the Chairman of the Authority through the designation of a specific agency/commission/board or other specific body to conduct aircraft accident and serious incident investigations

Aircraft shall mean - Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.



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Causes shall mean - Actions, omissions, events, conditions, or a combination thereof, which led to the accident or incident. The identification of causes does not imply the assignment of fault or the determination of administrative, civil or criminal liability.

Contributing factors shall mean - Actions, omissions, events, conditions, or a combination thereof, which, if eliminated, avoided or absent, would have reduced the probability of the accident or incident occurring, or mitigated the severity of the consequences of the accident or incident. The identification of contributing factors does not imply the assignment of fault or the determination of administrative, civil or criminal liability.

Flight recorder shall mean - Any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation.

Incident shall mean - An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

Investigation shall mean - 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/or contributing factors and, when appropriate, the making of safety recommendations.

Investigator-in-charge shall mean - A person charged, on the basis of his or her qualifications, with the responsibility for the organization, conduct and control of an investigation. Nothing in the above definition is intended to preclude the functions of an investigator-in-charge being assigned to a commission or other body.

Maximum mass shall mean - Maximum certificated take-off mass.

Operator shall mean - A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Preliminary/Initial Report shall mean - The communication used for the prompt dissemination of data obtained during the early stages of the investigation.

Safety recommendation shall mean - A proposal of an accident investigation authority based on information derived from an investigation, made with the intention of preventing accidents or incidents and which in no case has the purpose of creating a presumption of blame or liability for an accident or incident. In addition to safety recommendations arising from accident and incident investigations, safety recommendations may result from diverse sources, including safety studies.

Serious incident shall mean - An incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an



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unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down.

The incidents listed below are typical examples of incidents that are likely to be serious incidents. The list is not exhaustive and only serves as guidance to the definition of serious incident:

- a) Near collisions requiring an avoidance maneuver to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate;
- b) Collisions not classified as accidents;
- c) Controlled flight into terrain only marginally avoided;
- d) Aborted take-offs on a closed or engaged runway, on a taxiway or unassigned runway;
- e) Take-offs from a closed or engaged runway, from a taxiway or unassigned runway;
- f) Landings or attempted landings on a closed or engaged runway, on a taxiway or unassigned runway;
- g) Gross failures to achieve predicted performance during take-off or initial climb;
- h) Fires and/or smoke in the cockpit, in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents;
- i) Events requiring the emergency use of oxygen by the flight crew;
- j) Aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident;
- k) Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft;
- l) Flight crew incapacitation in flight. Fuel quantity level or distribution situations requiring the declaration of an emergency by the pilot, such as insufficient fuel, fuel exhaustion, fuel starvation, or inability to use all usable fuel on board;
- m) Runway incursions classified with severity A;
- n) Take-off or landing incidents. Incidents such as under-shooting, overrunning or running off the side of runways;



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- o) System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which caused or could have caused difficulties controlling the aircraft;
- p) Failures of more than one system in a redundancy system mandatory for flight guidance and navigation;
- q) The unintentional or, as an emergency measure, the intentional release of a slung load or any other load carried external to the aircraft.

Serious injury shall mean - An injury which is sustained by a person in an accident and which:

- a) Requires hospitalization 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); or
- c) Involves lacerations which cause severe hemorrhage, nerve, muscle/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 injurious radiation.

State of Design shall mean - The State having jurisdiction over the organization responsible for the type design.

State of Manufacture shall mean - The State having jurisdiction over the organization responsible for the final assembly of the aircraft.

State of Occurrence shall mean - The State in the territory of which an accident or incident occurs.

State of the Operator shall mean - The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence.

State of Registry shall mean - The State on whose register the aircraft is entered. In the case of the registration of aircraft of an international operating agency on other than a national basis, the States constituting the agency are jointly and severally bound to assume the obligations which, under the Chicago Convention, attach to a State of Registry.



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State safety programme (SSP) shall mean - An integrated set of regulations and activities aimed at improving safety.

Substantial Damage shall mean damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft which would normally require major repair or replacement of the affected component.

3. INSTITUTING AN INVESTIGATION

Bangladesh shall institute an investigation into the circumstances of aircraft accidents and serious incidents in compliance with the provisions of Annex 13.

4. DESIGNATION OF AIRCRAFT ACCIDENT INVESTIGATION GROUP OF BANGLADESH (AAIG-BD)

Pursuant to the 'Power to make Rules for Investigation of Accident' of the Civil Aviation Ordinance 1960 and consequent to Rule 3 (2) (a) and/or (b) a specific Group shall be designated, to be known as 'The Aircraft Accident Investigation Group', Bangladesh (AAIG-BD), which shall be headed by an adequately experienced official of the Authority or such suitable person, to ensure conduct of investigation into aircraft accident and serious incident independently, through an independent process and with full authority in compliance with provisions of ICAO Annex 13 in conducting the investigation on accident and/or serious incident. The AAIG-BD thus formed, shall be independent from all other aviation organizations of Bangladesh and shall not receive nor seek instructions regarding the conduct of its investigations. The AAIG-BD shall have an exclusive accident investigation entity, empowered to appoint, for each accident and/or serious incident to be investigated, appropriately qualified and suitable Investigation Team to be known as Aircraft Accident Investigation Team (AAIT).

5. NOTIFICATION TO AIRCRAFT ACCIDENT INVESTIGATION AUTHORITY

Notification on aircraft accident or serious incident in the territory of a contracting State to aircraft of own State or other contracting State is the responsibility of the State of occurrence. Hence, any person becomes aware of any aircraft accidents and serious incidents within the territory of Bangladesh shall, by the most suitable and quickest means, provide notification of such aircraft accidents and serious incidents directly to any or the assigned member of the Aircraft Accident Investigation Group of Bangladesh (AAIG-BD) for onward notification and/or investigation action by the AAIG-BD. The AAIG-BD shall formulate a procedure as to how the Notification shall reach to AAIG-BD directly and in the quickest possible time and thereon how the AAIG-BD will proceed for investigation following the receipt of such Notification. Notification to AAIG-BD shall be made in the following cases:



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- a) Accident involving a Bangladesh registered aircraft;
- b) Any aircraft accident that occurs in Bangladesh territory;
- c) The owner of the aircraft, the operator or hirer (if any) shall each be responsible for ensuring that a notification is furnished by the most suitable and quickest means directly and immediately after the accident, serious incidents or incident followed by a written report to the Head of AAIG-BD; and,
- d) Any pilot observing any aircraft accident, serious incidents or incident in Bangladesh shall report the same in the similar way and in details to the Head of AAIG-BD.

6. NOTIFICATION BY THE AIRCRAFT ACCIDENT INVESTIGATION AUTHORITY

- a) In the event of any aircraft accident that occurs in Bangladesh territory, the Head of AAIG-BD shall forward a notification of an accident, serious incident or incident with minimum of delay by the most suitable and quickest means available to the following:
 1. State of registry in case of foreign aircraft;
 2. State of operator in case of foreign operator;
 3. State of design;
 4. State of manufacture; and,
 5. International Civil Aviation Organization, when the aircraft involved is of a maximum mass of over 2250 kg.
- b) When Bangladesh is not the State of occurrence of an accident or serious incident but is the State of registry or the State of operator of the aircraft, the Head of AAIG-BD shall forward notification of the accident or serious incident occurring outside the territory of Bangladesh and/or in a non-contracting State or outside the territory of any contracting State or where the State of occurrence is not aware of the accident or serious incident, to;
 1. All the States involved;
 2. International Civil Aviation organization (ICAO);
 3. The Ministry of Aviation & Tourism, Government of Bangladesh;
 4. Chairman CAA Bangladesh;
 5. The concerned Operator whenever possible.



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7. CONDUCT OF INVESTIGATION IN COMPLIANCE WITH ANNEX-13

'The Aircraft Accident Investigation Group' of Bangladesh (AAIG-BD) shall ensure conduct of investigation into aircraft accident and serious incident independently, designating an AAIT comprising of adequately qualified aircraft accident investigators through issuance of a 'Memorandum' to conduct investigation with an independent process and full authority in compliance with provisions of ICAO Annex 13 in conducting the investigation.

8. OBJECTIVE OF INVESTIGATION

The AAIG-BD shall ensure that the sole objective of the investigation of an accident or serious incident or incident shall be the prevention of accidents, serious incidents and incidents and that it is not the purpose of the investigation to apportion blame or liability.

9. AMENDMENT OF REGULATIONS ON ACCIDENT INVESTIGATION

The Head of AAIG-BD shall ensure that amendments of this ANO is effected in a timely manner whenever amendments to ICAO Annexes 13 is received. Immediately after the completion of the amendment action, the amended document shall be uplifted in the AAIG-BD part of CAAB website www.caab.gov.bd with a view to aiming that the information be disseminated to all concerned persons and agencies, as applicable, and this should be accomplished within a minimum possible time. The concerned persons and agencies are the operators, any prospective operators, service providers and all applicable aviation personnel, agencies organizations etc. usually associated with accident of aircraft. The Head of AAIG-BD shall remain responsible to implement this. The companies/agencies/individuals receiving the information are required to update their documents reflecting the latest information displayed in the website and/or disseminated.

10. IDENTIFYING AND NOTIFYING DIFFERENCES OF REGULATIONS

Should the Head of AAIG-BD intends to develop and implement a policy other than or different from those in the Annex 13, the Head of AAIG-BD shall ensure that such difference(s) are incorporated in the ANO with the prior approval from Chairman CAAB. The Head of AAIG-BD also shall ensure that such differences are properly documented and notified to ICAO on a timely manner.



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11. POWERS OF THE INVESTIGATORS

- a) The Head of AAIG-BD shall ensure that, for the purpose of investigation, any member of the AAIG-BD as well as any member of the aircraft accident investigation team (AAIT) including the Investigator in Charge (IIC) shall have unhampered access to and control over the scene of the accident and the wreckage without delay. In case of some particular situation wherein the circumstances reveal for the requirement of any judicial investigations associated with accident investigation, the AAIG-BD shall ensure to comply with the requirement of Annex 13.
- b) The Head of AAIG-BD shall ensure that it will grant the accident investigation authority/IIC unhampered access to and control over all relevant material/evidence, including flight recorders and air traffic service (ATS) records.
- c) The Head of AAIG-BD shall ensure that it will enable the any member of the AAIG-BD, any member of the designated AAIT and/or the designated IIC to carry out detailed examination of relevant material/evidence without delay.
- d) Other powers of the members of the AAIG-BD, especially when acting as a member of AAIT as well as those of the AAIT are as follows:
 1. Unhampered access to the wreckage and control over all relevant materials/evidence, including flight records and ATS record and shall have unrestricted control over it to ensure that a detailed examination can be made without delay by authorized personnel participating in the investigation;
 2. Summon any person or witness;
 3. Take evidence on oath or affirmation;
 4. Require the production of documents or any part, or component or an aircraft relevant to the investigations;
 5. Require all or any flight crew members of the aircraft involved in the accident or incident to undergo medical examination promptly after the occurrence by a physician, preferably experienced in Aircraft accident investigation. These examinations should be expeditious.
 6. Where an investigator has required the production of a document or a part or component of an aircraft relevant to the investigation, he may retain the document, part or component of the aircraft, as the case may be, for such period as it is necessary for the purpose of the investigation and may take copies of, or take extracts from, the documents so produced or retained.



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7. A summon shall be in writing under the hand of the investigator and shall specify the time and place for taking of evidence and the documents and the part or components of an aircraft (if any) required to be produced.
8. A summon may be served either personally on the person to be served or by prepaid registered letter addressed to the person at his last known place of abode or business.
9. Carry out detailed examination of relevant material/evidence without delay.

12. TASKS OF THE INVESTIGATORS

- a) The Head of AAIG-BD shall ensure that the designated investigators shall have independence in the conduct of the investigation and unrestricted authority over its conduct, consistent with the provisions of ANO 13. Any member of the AAIG-BD and any member of the AAIT designated by the AAIG-BD as investigator shall have the task of taking statements from witnesses.
- b) Other tasks of the members of the AAIG-BD, when acting as a member of AAIT as well as those of the AAIT are as follows:
 1. The gathering, recording and analysis of all available information on that accident or incident;
 2. If appropriate, the issuance of safety recommendations;
 3. If possible, determination of cause;
 4. The completion of final report;
 5. The scene of the accident shall be visited, the wreckage examined and statements taken from witness.
 6. Any judicial or administrative proceeding to apportion blame or liabilities shall be separated from any investigation conducted.
 7. Effectiveness shall be made of Flight Recorder in the investigation of an accident or incident. Operator of the aircraft on which accident or incident has occurred shall arrange for read out of the Flight Recorder without delay. In the event that the operator does not have adequate facilities to read out the Flight Recorder, the operator may use the facilities made available to it by other state, giving consideration to the capabilities of the read-out facilities, the timelines of read-out and the location of read-out facilities.



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8. The investigators appointed by the Head of AAIG-BD and conducting the investigation into a fatal accident shall arrange for complete autopsy examination of fatally injured flight crews and, subject to the particular circumstances, of fatally injured passengers and cabin attendants, by a pathologist, preferably experienced in an Aircraft accident investigation. These examinations shall be expeditions and complete.
9. The investigators conducting the investigation shall recognize the need of coordination between the investigator-in-charge/chief investigator and the judicial authorities. Particular attention shall be given to evidence which requires prompt recording and analyzing for the investigation to be successful, such as the examination and identification of victims and read-out of Flight Recorder recordings.
10. If in the course of investigation it becomes known or it is suspected that an act of unlawful interference was involved, the investigator in-charge/chief investigator shall have to initiate action to ensure that the concerned aviation security authorities of CAAB are informed.
11. If it appears to the investigator that the investigation may result in framing charge against any person for an offence or in the cancellation of any license or certificate issued or of a rating or other endorsement endorsed in a license or certificate issued, the investigators shall give that person or holder of that license or certificate an opportunity of making any statement or given any evidence and calling witness on his behalf.

13. NON-DISCLOSURE OF RECORDS

The AAIG-BD shall ensure that the investigators conducting the investigation of an accident or incident shall not make the CVR records available for purposes other than accident or incident investigation, unless the AAIG-BD determines that their disclosure outweighs the adverse domestic and international impact such action may have on that or any future investigation. The mechanism for AAIG-BD to share the CVR readout information to anybody else other than the investigators shall be based on the understanding and through some documentation of commitment that other than the specified persons or agents, nobody will have access to the records. Some cases like personnel or institutions capable of having special arrangement to conduct additional research or special investigation to find out the core reason for something very significant and contributing to investigation may be allowed to give access to the reports. However, such access should be under mutual agreement with the Head of AAIG-BD that the person or the agency shall not, under any circumstances, disclose any information to any other person or agency. In all circumstances, the Head of AAIG-BD shall ensure that, to reinforce confidentiality, those involved in the disclosure, are invited to sign a non-disclosure agreement.



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14. NON DISCLOSURE OF INFORMATION GATHERED

- a) The AAIG-BD shall ensure that the investigators conducting the investigation of an accident or incident shall not make the CVR records and CVR recordings available for purposes other than accident or incident investigation, unless the Head of AAIG-BD determines that their disclosure outweighs the adverse domestic and international impact such action may have on that or any future investigation. The CVR records and CVR recordings 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.
- b) Other points of non-disclosure by the members of the AAIG-BD, especially when performing the duties of an investigator, as well as those of the AAIT are as follows:
 1. All statements taken from persons by the investigators in the course of their investigation;
 2. All communication between persons having been involved in the operation of the aircraft;
 3. Medical or private information regarding persons involved in the accident or incident;
 4. Cockpit voice recordings and transcripts from such recordings;
 5. Recordings and transcriptions of recordings from air traffic control units; and,
 6. Opinion expressed in the analysis of information including flight recorder information.

15. REOPENING OF THE INVESTIGATION

If after the investigation has been closed, new and significant evidence become available, the Head of AAIG-BD shall re-open the investigation.

16. INFORMATION ON ACCIDENTS AND INCIDENTS

- a) The AAIG-BD shall ensure that on request from the State conducting the investigation of an accident or incident, it will provide that State with all the relevant information available to it.
- b) The AAIG-BD shall ensure to provide facilities or services of which have been, or would normally have been, used by an aircraft prior to an accident or incident, and which has information pertinent to the investigation shall provide such information to the State conducting the investigation.



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- c) The AAIG-BD shall ensure that Bangladesh as the State of registry and/or the State of operator, on request from other State conducting the investigation, shall provide pertinent information on any organization whose activities may have directly or indirectly influenced the operation of aircraft.

17. RIGHTS OF PERSON WHO MAY BE CHARGED

If it appears to the investigator that the investigation may result in framing a charge against any person for an offence or in the cancellation of any license or certificate or of a rating or other endorsed in a license or certificate or of rating or other endorsed in a license or certificate, the AAIG-BD shall ensure that the investigator shall give that person or the holder of that license or certificate, an opportunity of making any statement or giving any evidence and calling witness on his behalf.

18. PARTICIPATION OF ACCREDITED REPRESENTATIVES FROM OTHER STATES

- a) Where an accident/incident occurs to a Bangladesh registered aircraft in a foreign State, upon receipt of notification from the State of occurrence, the Head of AAIG-BD shall provide pertinent information to organization whose activities may have directly or indirectly influenced the operation of aircraft;
- b) The Head of AAIG-BD shall ensure that Bangladesh as the State conducting the investigation will safeguard the participation of accredited representatives from other States involved in the aircraft accident;
- c) Where an accident/incident occurs to a Bangladesh registered aircraft in a foreign state, the Head of AAIG-BD may appoint an accredited representative to participate in the investigation if conducted by the State of occurrence;
- d) The Head of AAIG-BD may appoint one or more advisers, proposed by the operator to assist the accredited representative;
- e) The Head of AAIG-BD entitled to appoint an accredited representative shall also be entitled to appoint one or more advisers to assist the accredited representative in the investigation;
- f) Advisers assisting accredited representatives shall be permitted, under the accredited representative's supervision, to participate in the investigation to the extent necessary to enable accredited representatives to make their participation effective;



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g) Participation in the investigation of accidental Bangladesh registered aircraft in a foreign State shall confer entitlement to participate in all aspects of the investigation, under the control of the investigator-in-charge/chief investigator or equivalent of the State of occurrence in particular to:

1. Visit the scene of the accident/incident;
2. Examine the wreckage;
3. Obtain written information and suggest areas of questioning;
4. Have full access to all relevant evidence as soon as possible;
5. Receive copies of all pertinent documents;
6. Participate in read-outs of recorded media;
7. Participate in off-scene investigative activities such as components examinations, technical briefings, tests and simulations;
8. Participate in investigation progress meeting including deliberations related to analysis, findings, causes and safety recommendations; and,
9. Make submissions in respect of the various elements of the investigation.

19. FUNCTIONS OF THE ACCREDITED REPRESENTATIVES AND ADVISERS

- a) The Head of AAIG-BD shall ensure that the Accredited Representatives and Advisers:
1. Shall provide the State conducting the investigation with all relevant information available to them;
 2. Shall not divulge information on the process and the findings of the investigation without the express consent of the State conducting the investigation.
- b) The Head of AAIG-BD shall on request from the State of occurrence conducting the investigation furnish that authority with all relevant information;
- c) The State of registry for foreign registered aircraft, the State of operator, Bangladesh registered aircraft in foreign state, the State of design, and the State of manufacture shall acknowledge the receipt of notification of an accident or serious incident;



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- d) If Bangladesh is the State of registration, the Head of AAIG-BD shall ensure to provide the State of occurrence with any relevant information available regarding the aircraft and flight crews involved in the accident or serious incident, along with name (s) and contact detail of the accredited representative as well as their expected date of arrival to the State of occurrence;
- e) Upon receipt of notification, the Head of AAIG-BD shall ensure that Bangladesh will within minimum delay and by the most suitable and quickest means available, provide the State of occurrence with details of dangerous goods on board the aircraft (if any);
- f) When an accident or serious incident to a Bangladesh registered aircraft has occurred in the territory of a non-contracting State which does not intend to conduct an investigation and/or conduct an investigation in co-operation with the non-contracting State of occurrence but failing such co-operation, shall itself conduct an investigation with such information as is available.

20. ORGANIZATIONAL STRUCTURE OF AAIG-BD

- a) Chairman CAAB, under the provisions of Bangladesh Ordinance 1960 as well those of Rule 3 of CAR '84, shall delegate the responsibility for the execution of Part XIII of CAR '84 that deals with Aircraft Accident Enquiry, to the Head of Aircraft Accident Investigation Group of Bangladesh (AAIG-BD);
- b) The Head of AAIG-BD shall select a group of experienced persons to form the Aircraft Accident Investigation Group of Bangladesh (AAIG-BD). Together with the selected personnel, so proposed by the Head of AAIG-BD, the Head of AAIG-BD will administer, regulate and control the accomplishment of an independent accident investigation, should an aircraft serious incident or accident occur inside the territory of Bangladesh.

21. RECRUITMENT, GUIDANCE MATERIAL AND JOB DESCRIPTION OF INVESTIGATORS

- a) The Head of AAIG-BD will establish the organizational structure for the investigation of aircraft accidents and serious incidents and define the job descriptions of each of the AAIG-BD panel, each of the permanent investigators as well as those of all other investigators or members in the case of ad-hoc investigation groups.
- b) The Head of AAIG-BD shall establish minimum qualifications and experience requirements for aircraft accident investigators, such as, the required qualifications for the recruitment of investigators (in the case of full-time investigators) or for the designation of investigators (in the case of 'occasional investigators'). Such requirements should include:



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1. Knowledge and practical experience in civil aviation (as pilot, engineer, air traffic controller or other areas of expertise); and,
 2. In the case of occasional investigators, investigation courses and practical experience in investigations.
- c) The Head of AAIG-BD shall make the provision to call on the best technical expertise from any source to be a part of the Aircraft Accident Investigation Team (AAIT) to conduct the investigation;
- d) The Head of AAIG-BD shall make the provision to have the AAIG-BD's own appropriately qualified personnel identified and charged with aircraft accident and serious incident investigation duties. A list with qualifications of designated investigators (full-time and part time/seconded investigators), having sufficient practical experience, and not only theoretical knowledge acquired in courses or seminars shall be prepared by the Head of AAIG-BD. The concerned investigators shall be imparted with appropriate training as applicable.
- e) The Head of AAIG-BD shall establish methodology to identify staff needs wherein the actual number of aircraft accident investigators employed or available and number of investigations conducted under the Bangladesh's responsibility, process to establish and fill the required posts initially and on an on-going basis, ability of Bangladesh to accomplish all required activities including the 'development of regulations, procedures and other guidance materials', 'Training', and 'reporting and analyses of safety deficiencies' be reviewed.
- f) In case Bangladesh of its own falls in dearth of appropriately qualified personnel, or not in possession of sufficient number of such qualified investigators, the AAIG-BD shall make arrangements i.e. Memoranda of Understanding (MoUs) with other States or with regional organizations to obtain the necessary personnel in an expeditious manner in the event of an accident.
1. Form a panel of investigators appropriate for performing investigation;
 2. Arrange to train the proposed investigators as appropriate;
 3. Detail appropriately qualified Investigators forming the Aircraft Accident Investigation Team (AAIT) to conduct investigation following an accident/serious incident etc.;
 4. Develop and provide the necessary guidance material for use by the Aircraft Accident Investigation Team (AAIT);
 5. Make the provision to ensure that the AAIG-BD has sufficient personnel to meet the obligation for Bangladesh and other States related to aircraft accident investigations.



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22. CREDENTIALS FOR THE ACCIDENT INVESTIGATORS

The AAIG-BD shall ensure that all members of the AAIG-BD as well as the Investigators are issued with appropriately made Credentials. These investigators shall encompass the full time and part time investigators. The credentials shall contain the following:

1. Reference to empowering the legislation/regulation wherein reference may be made as of the ANO;
2. Method to control currency of credentials wherein the date of Issue and the date of expiry shall be mentioned and each time the credential is renewed, statement on the larger may be kept for appropriate control numbering and recording;
3. Salient Instruction on the access control and assignment as applicable; and,
4. A printed Photo of investigator.

23. TRAINING FOR ACCIDENT INVESTIGATORS

- a) The AAIG-BD shall ensure that all members of the AAIG-BD as well as the Investigators who will be involved in conducting Aircraft Accident Investigations shall undergo appropriate training programs for efficient conduct of investigation. The training programme shall include Initial, OJT, Recurrent and specialized training, including timetables, as applicable. The AAIG-BD shall develop appropriate Guidance on the construction, information material and Training Programme and associated Syllabus for the Initial, OJT, Recurrent and specialized training which shall include Basic and Advance Investigation Training Courses.
- b) The AAIG-BD shall also ensure that the Training Programme so developed shall have the detailed information on the prioritization and effective implementation on the type of training i.e., Initial, OJT, Recurrent and specialized training to be provided to the investigators during an established period.
- c) With a view to achieving the implementation of the type and frequency of training being provided (initial, recurrent and specialized), the AAIG-BD shall ensure that the training provided is sufficient for the investigators to acquire and maintain the required level of knowledge, skills, competence and qualifications in accordance with their assigned duties and responsibilities.



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- d) The AAIG-BD shall ensure that it establishes a system through written instruction and procedure for the establishment and maintenance of training records for its technical personnel, such as the AAIG-BD Team members as well as the Investigators, including records on the OJT received by all such personnel. The AAIG-BD shall also ensure that all training records are systematically retained.
- e) The AAIG-BD shall ensure that it provides investigators with initial and recurrent training related to safety at the accident site. In this regard the Training Programme, so developed by the AAIG-BD, shall contain what all Safety Equipment and Safety Measures shall be used or taken by the investigators, or what physical or material protection shall be provided to the investigators with a view to ensuring that no personal injury or any contaminated infections etc. may affect the investigators under any circumstances. Such Training shall be given to all personnel designated to carry out investigation tasks.
- f) The AAIG-BD shall develop and implement guidelines to ensure that its investigators have their investigation field kits and essential personal items packed and ready to proceed without delay to the accident site. Such Guidance material shall reveal enlisted items (field kits and essential personal items) which shall be momentarily available and easily packed. Suitable transportation facility shall be made readily available including sufficient financial resources to facilitate fast movement by the AAIG-BD Team or the assigned Investigators.

24. AVAILABILITY OF AIRCRAFT ACCIDENT INVESTIGATORS

- a) The AAIG-BD may make arrangements to use experts seconded from CAA Bangladesh or other Organizations in Bangladesh, such as Air Operators, Bangladesh Army, Air Force, Navy personnel or any other Bangladesh Government Agencies, as investigators. Whenever such arrangements will be made by the AAIG-BD, it shall ensure to establish procedure for implementation of the same by coordinating with Chairman CAAB or the CEOs of the other Organization(s) with a view to ensuring that the investigators are relieved from their regular duties in the CAAB or other Organization during the process of investigation. Such experts, so utilized for the investigation purposes, shall be remained under the working disposal of the AAIT until their functions on the investigation are over. The AAIG-BD, while making arrangements for such secondment of experts for the investigation shall be required to establish arrangements for adequate funds for the day to day functioning by the engaged investigators.



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- b) Whenever the AAIG-BD makes use of the experts seconded by CAAB or other organizations in Bangladesh as investigators, it shall ensure to establish and implement measures to avoid possible conflicts of interest. In this regard, the AAIG-BD shall establish plans and policies addressing the coordination and responsibilities of various Government agencies to be involved as investigator(s) to ensure systematic conduct of an investigation and shall ensure selection of investigators to avoid possible conflicts of interest in a manner that any person from the CAAB or other organization shall not have any interest in conjunction with the accident.

25. DOCUMENTATION, EQUIPMENT AND TRANSPORTATION

- a) The AAIG-BD shall have adequate manpower and a separate accommodation dedicated for the AAIG-BD as well as the AAIT including adequate facility for storing equipment to be used by investigators during accident investigations. The storing facility shall have investigator field kits to be provided to aircraft accident and incident investigators, including the essential personal items and required equipment for their safety protection. In addition, the AAIG-BD shall have sufficiently spaced office accommodation, office equipment and utensils, up-to-date documentation system, procedures and guidance materials for the investigators to assist investigators to effectively accomplish their functions and responsibilities.
- b) The AAIG-BD shall develop and issue an investigation procedures and guidance manual that shall contain the policies and procedures to be followed for conducting investigation related tasks. The Manual should be a controlled document or a set of controlled documents which will have the options and process to manage amendments so that the investigators are able to actually use the latest amendments of the Manual/Documents for the purpose of investigation.
- c) The AAIG-BD shall develop and implement guidelines to ensure that its investigators have their investigation equipment to enable the conduct of investigation. These equipment shall include tools, survey equipment, marking equipment, etc. To ensure this the AAIG-BD shall have a list of the collective and individual equipment available and keeps this list up-to-date. The AAIG-BD shall also ensure that the relevant personnel is aware of and has ready access to these equipment.
- d) The AAIG-BD shall develop and implement guidelines to ensure that its investigators are provided with all necessary means of communication and transportation to enable the conduct of investigations. The AAIG-BD shall also ensure that the relevant personnel is aware of and has the required information regarding the contact details for the availability of such transportation facility.



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- e) The AAIG-BD shall develop and implement guidelines to ensure that its investigators are provided with all necessary protective equipment to address biological hazards and other hazards at accident sites. The AAIG-BD shall also ensure that a list of such protection item is available and the relevant personnel is aware of and has the required information regarding such protection items.

26. AIRCRAFT ACCIDENT INVESTIGATION AND SAFETY RECOMMENDATIONS

- a) The AAIG-BD shall establish the policy to ensure that aircraft accident and incident investigations falling under its responsibility to conduct, including major accident investigations, are carried out in an efficient manner. To this effect, the AAIG-BD shall have a policy to determine if the different types of occurrences (e.g. serious incidents or accidents, fatal or non-fatal accidents, public transport or general aviation) and serious incidents, have been addressed. The AAIG-BD will establish documented policy, on how it will deal with the various types of occurrences such as serious incidents or accidents, fatal or non-fatal accidents, public transport or general aviation. Additionally, depending upon the type of accident the AAIG-BD may like to delegate the responsibility to another State upon receipt of advice from Chairman CAAB as well as the Ministry of Civil Aviation and Tourism. In this case, in coordination with Chairman CAAB and the Ministry of Civil Aviation and Tourism, the AAIG-BD will specify the type and scope of investigation to be launched.
- b) The AAIG-BD shall establish and implement the following to help determine the extent of an accident investigation depending on the circumstances of the accident and the safety lessons it expects to draw from the investigation. For this purposes, all investigations shall be reviewed in order to ascertain the scope and depth of the investigation, and whether or not the investigators will be deployed on site:
1. A process for investigating the various types of accidents;
 2. Guidance material to help determine the extent of an accident investigation depending on the circumstances of the accident;
 3. The safety lessons it expects to draw from the investigation.
- c) Following an occurrence, the AAIG-BD shall ascertain through an established process and Guidance Material to help determine which types of incidents, such as the air traffic service related incidents, the Pilot error related incident, the aircraft mechanical failure related, adverse weather being involved or any combined factor etc., will be investigated by the AAIG-BD, in conformance with Annex 13. The process should entail whether the occurrence will fall under the category of a serious incident or accident.



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27. UNLAWFUL INTERFERENCE

The AAIG-BD shall establish and implement procedures to ensure that it informs the aviation security authorities immediately if an act of unlawful interference was involved or is suspected. While performing this, the AAIG-BD shall ensure that copies of relevant correspondence evidences on the perceived act of unlawful interference are systematically recorded and evidences kept.

28. APPOINTMENT OF INVESTIGATION TEAM (AAIT)

- a) Soon after an aircraft occurrence or just prior to the same, if indications are available for any serious incident or accident to take place, the AAIG-BD shall ensure to take immediate initiative to conduct an investigation through the designation of an investigator-in-charge (IIC) and the appointment of an investigation team, to be known as Aircraft Accident Investigation Team (AAIT), as necessary. The AAIG-BD shall issue a 'Memorandum' to this effect designating the name of the IIC and the AAIT with the 'Terms and Reference' of the AAIT, as applicable, to conduct investigation, be it a serious incident or accident.
- b) While forming the AAIT, the AAIG-BD shall ensure that at least one experienced investigator is assigned to each investigation to provide the required level of experience during an investigation. To this effect, the AAIG-BD shall publish a list of experienced investigators and provide them with appropriate credentials for the appointment of IIC for the investigation.
- c) The AAIG-BD shall ensure that it develops and implement through Guidance material for the protection of investigators against biological hazards and other hazards at the accident site. In this regard, in order to safeguard the investigators, the AAIG-BD shall cater for the adversity of terrain, environmental conditions, wreckage, and hazardous materials such as chemical, explosive, biological and radioactive items those have considerable potential to cause serious physical injury. Hazardous materials (Hazmats) jeopardize the health and safety of all personnel at the occurrence site and are found in various forms such as toxic, flammable corrosive, radioactive, biological and other substances.

29. NOTIFICATION ON SERIOUS INCIDENT AND ACCIDENT

- a) The AAIG-BD shall forward accident or incident initial notifications to other States and Agencies as applicable and as per the Guidance Material issued. Hence, the AAIG-BD will have in place to ensure that correct and up-to-date contact information of aircraft accident investigation authorities of other States is made available to, and used by the Head of AAIG-BD for forwarding accident or incident initial notifications. The contact information so stored by the AAIG-BD must have accuracy and should be made available to the members of AAIG-BD. Timely amendments shall be made of the contact information based on the contact list published on the ICAO public website.



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- b) The AAIG-BD shall ensure that it provides ICAO and other international Agencies, as applicable, with accurate, comprehensive and up-to-date contact information of its own establishment. The contact details of the Head, the Member Secretary and other members of the AAIG-BD Team shall be kept up-to-date at all times for this purpose and the AAIG-BD shall ensure by confirming with the ICAO public website the availability of the most current and up-to-date contact list of AAIG-BD Team.
- c) The AAIG-BD shall establish and implement a process to deal with notifications of accidents and incidents (forwarded within the State or forwarded by other States) during office hours as well as out of office hours. To this effect, the AAIG-BD will ensure to establish the process to report occurrences on a 24-hour basis and in order to ensure this, at least one member from the AAIG-BD will be appointed as Duty Officer who will remain alert and operational on 24 hour basis. The AAIG-BD will device methods through allocation process to ensure that the duty officer's contact number is made available to all concerned persons and organizations.
- d) The AAIG-BD shall ensure that in case Bangladesh is the State of Occurrence of a serious incident or accident, it will forward the information of an accident/serious incident notifications to other States involved and, when applicable, ICAO. To this effect, the AIG-BG shall have a written Procedure Document highlighting the following points:
1. Established Procedures, guidelines, checklists;
 2. The Notifications documents are authenticated;
 3. The documents on Notification have been filed Systematically and Records Maintained;
 4. The Notification shall be in compliance with the requirements of the relevant ICAO referenced documents.
- e) The AAIG-BD shall ensure that the forwarding of accident/serious incident notifications to the States involved and, when applicable, ICAO in the following situations where Bangladesh is not the State of Occurrence:
1. Bangladesh as a State of Registry, in the case of an occurrence in a non-Contracting State or outside the territory of any State; and,
 2. Bangladesh as State of Registry or State of the Operator, when the State of Occurrence is not aware of a serious incident.
- f) However, the AAIG-BD shall ensure that such records on Notification shall be kept by the AAIG-BD in a systematically and sequential manner.



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- g) The AAIG-BD shall ensure that in all cases of serious incident or accident the initial notifications of aircraft accidents and serious incidents shall be forwarded in a timely manner to the States and Organizations concerned as well as ICAO, when applicable. The AAIG-BD shall also ensure that it will not unnecessarily delay the forwarding of initial notifications while waiting to compile additional information and that the copies of recent notifications and date of dispatch shall be sequentially recorded and such Records are maintained.
- h) The AAIG-BD shall ensure that the format and content of the notification are clear and concise, prepared in preferably in English in a Format developed by the AAIG-BD, taking into account the language of the recipient(s). The AAIG-BD shall also ensure that the Format on Notification contains all the available and relevant information required as per the guidance provided in ICAO Annex 13.

30. APPOINTMENT OF ACCREDITED REPRESENTATIVE

- a) The AAIG-BD shall provide provision while drafting the Memorandum for investigation for the assigned AAIT to appoint an accredited representative if it intends to do so. The AAIG-BD will also make the provision within an established procedure to implement that it informs any other State conducting the investigation if it intends to appoint an accredited representative and, if so, will provide the associated details to the State. While performing so, the AAIG-BD shall ensure that copies of relevant correspondence on the appointment of accredited representatives are systematically maintained and recorded.
- b) The AAIG-BD shall ensure to issue instructions in the Memorandum providing the entitlement for Investigator-in-charge (IIC), in all aspects of the investigations to be conducted, the engagement of an accredited representatives from other States to participate in the investigation. The accredited representatives shall remain under full control of the AAIT. In such cases the accredited representatives must be entitled to the following:
1. Visit the scene of the accident;
 2. Examine the wreckage;
 3. Obtain witness information and suggest areas of questioning;
 4. Have full access to all relevant evidence as soon as possible;
 5. Receive copies of all pertinent documents;
 6. Participate in read-outs of recorded media;



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7. Participate in off scene investigative activities such as component examinations, technical briefings, tests and simulations;
 8. Participate in investigation progress meetings including deliberations related to analyses, findings, causes and safety recommendations; and,
 9. Make submissions of the various elements of the investigation.
- c) The AAIG-BD shall ensure that the delegated AAIT, while conducting the investigation, shall allow advisers and assisting accredited representatives to participate in an investigation to the extent necessary to make the representatives' participation effective.
 - d) The AAIG-BD shall ensure that the delegated AAIT, while conducting the investigation, may invite to participate in the investigation representatives from the following:
 1. The air operator, when neither the State of Registry nor the State of the Operator appoints an accredited representative;
 2. The organizations responsible for the type design and the final assembly of the aircraft, when neither the State of Design nor the State of Manufacture appoints accredited representatives.
 - e) The AAIG-BD shall establish and implement procedures to ensure that it appoints an accredited representative, in particular when specifically requested to do so by the State conducting an investigation (for an accident to an aircraft of a maximum mass of over 2 250 kg). The AAIG-BD shall ensure that records of such appointments are systematically maintained and stored.
 - f) The AAIG-BD shall establish and implement procedures to ensure that it appoints advisers proposed, as applicable, by the operator or by the organizations responsible for the type design and the final assembly of the aircraft. The AAIG-BD shall ensure that records of such appointments are systematically maintained and stored.
 - g) In case any or more citizens of Bangladesh suffer fatalities or serious injuries due to aircraft accident taking place in another State, the AAIG-BD shall ensure that it has established and implemented procedures to send an expert to the State of Occurrence. Such procedures issued should address where the expert will come from, by whom he/she will be accompanied, with what mandate and guidance, etc. The AAIG-BD shall ensure that records of such appointments are systematically maintained and stored.



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31. INFORMATION REGARDING AIRCRAFT, FLIGHT CREW AND PASSENGERS

- a) The AAIG-BD shall ensure to provide any State conducting an investigation any relevant information regarding the aircraft and flight crew involved in the aircraft accident or serious incident as soon as possible. While performing so, the AAIG-BD shall ensure that copies of relevant correspondence on the information provided are systematically maintained and recorded.
- b) The AAIG-BD shall ensure to develop guidance material in order to establish and implement that, when needed, autopsy examinations are carried out for Flight Crew, Passengers and/or any other persons involved with the accident. In the event of a fatal accident, the AAIG-BD shall ensure that arrangements have been made for complete autopsy examination of fatally injured flight crew and subject to the particular circumstances, of fatally injured passengers and cabin attendants, by a pathologist, preferably experienced in accident investigation. The examinations shall be expeditious and complete.
- c) The AAIG-BD shall establish and implement guidance material to ensure that, when needed, expeditious medical examination of the flight crew, cabin attendants, passengers and involved aviation personnel is conducted by a physician, preferably experienced in accident investigation. The AAIG-BD shall also ensure that such examinations should be expeditious and may also determine whether the level of physical and psychological fitness of flight crew and other personnel directly involved in the occurrence is sufficient for them to contribute to the investigation.
- d) The AAIG-BD shall establish and implement procedures to ensure that relevant and timely information on the progress of the investigation will be provided to the families and accident survivors.

32. INFORMATION ON DANGEROUS GOODS

The AAIG-BD shall ensure that Bangladesh, as the State of the Operator, it (AAIG-BD) will provide any State conducting an investigation with the information containing the details of dangerous goods on board the aircraft with a minimum of delay and by the most suitable and quickest means available. The AAIG-BD will also ensure that all these information are kept in Record in a systematic way.



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33. AIRCRAFT AND EVIDENCE OF WRECKAGE

- a) The AAIG-BD shall ensure that the AAIT shall be provided with appropriate Guidance Material in order to ensure that the preservation of all evidences of a transitory nature of the wreckage shall be kept and recorded in the investigation report taken through photography or other appropriate means. To this effect the Guidance Material should provide instructions to AAIT that all such evidences shall be preserved for onward hand over to the AAIG-BD for long-term preservation and keeping records.
- b) The AAIG-BD shall ensure by providing appropriate instructions to all concerned in reference to the Primary Aviation Legislation and by developing appropriate procedures with a view to ensuring the protection of the aircraft or wreckage as well as the accident site against access by unauthorized persons, pilfering or deterioration.
- c) The AAIG-BD shall establish and implement guidance material to ensure that, when needed, examination or testing of aircraft parts or components will be carried out in a thorough manner, if required through supervising examinations and tests.

34. COMMUNICATIONS, RECORDINGS AND DOCUMENTS

Coherent with the Primary Civil Aviation Legislation of Bangladesh the AAIG-BD shall establish and implement to ensure that in the event of an accident or serious incident, all air traffic services (ATS) communication recordings and documents associated with the flight are secured and placed in safe keeping either by the AAIG-BD Team itself or the assigned AAIT. To this effect the Guidance Material should provide instructions to AAIT that all such evidences shall be preserved for onward hand over to the AAIG-BD for long-term preservation and keeping records.

35. COORDINATION OF ACTIVITIES

- a) The AAIG-BD shall establish and implement means to ensure that distinct separation shall be established between the following two entities in conducting investigation. These two entities are:
 1. Investigations shall be conducted under Annex 13 at the accident site by the investigators;
 2. Investigations shall be conducted on judicial matters by the judicial authority.



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- b) The AAIG-BD shall ensure that effective implementation of Legislation/Regulations and/or formal arrangements, such as the Memorandums of Understanding (MOUs) have been established regarding coordination of activities related to securing and custody of evidences, identification of victims, flight recorder read-outs, examinations, tests, etc.
- c) The AAIG-BD shall ensure that it entitles the participation of experts of States which have special interest in an accident by virtue of fatalities or serious injuries to its citizens in accordance with Annex 13. In this regard the AAIG-BD shall ensure that States which have special interest in an accident by virtue of fatalities or serious injuries to its citizens should be entitled to:
1. Visit the scene of the accident;
 2. Have access to the relevant factual information which is approved for public release;
 3. Participate in the identification of the victims;
 4. Assist in questioning surviving passengers who are citizens of the State; and,
 5. Receive a copy of the final report of the investigation.
- d) The AAIG-BD shall ensure that whenever Bangladesh participates in an aircraft accident or serious incident investigation conducted by another State, shall establish and implement procedures to ensure that it provides the State conducting the investigation with all the information and elements required throughout the investigation process. The information and elements required in the procedure shall contain at least the following:
1. In all cases, all relevant information requested by that State;
 2. In all cases, information on an aircraft which prior to the occurrence of an accident or incident has used or normally would use the State's facilities or services;
 3. As State of Registry or State of the Operator, flight recorder records or the associated flight recorders when an aircraft involved in an accident or serious incident lands in a State other than the State of Occurrence; and,
 4. As State of Registry or State of the Operator, information on organizations whose activities may have directly or indirectly influenced the operation of the aircraft.



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36. FLIGHT RECORDERS AND COCKPIT VOICE RECORDER

- a) The AAIG-BD shall establish and implement procedures to ensure the timely recovery and read-out of the flight recorders following an aircraft serious incident and accident. The procedure shall include the following:
1. The process for the recovery and handling of recorders, including damaged recorders and recorders recovered from water;
 2. That the recovery and/or read-out are not impeded or delayed for administrative reasons, e.g. senior management or IIC may feel that it is necessary for the IIC to be present at all investigative activities and therefore delay recorder read-out until on-site documentation is complete;
 3. Any Judicial reasons i.e. apprehensions about chain of custody or the need to delay readout until judicial authorities determine their role and plan;
 4. That any financial reasons e.g. inability of staff to initiate readout without high level travel or funding approval.
- b) The AAIG-BD shall also ensure that for underwater recovery it establishes and implements a clear plan for initiating, funding, and overseeing underwater recovery and how these aspects will be conducted.
- c) The AAIG-BD shall establish and implement procedures to ensure that it complies with Attachment D to Annex 13 regarding the choice of the read out facility and the participation of the State of Design/Manufacture and the State of the Operator in the flight recorder read out and analysis activities. The AAIG-BD shall also ensure that the procedures cover not only the choice of the read out facility, but also the mode of participation of the State of Design/Manufacture and the State of the Operator in the flight recorder read out and analysis activities.

37. INVESTIGATION AND VOLUNTARY REPORTING

- a) The AAIG-BD shall establish the requirement that all final reports from aircraft accidents and serious incidents investigations be completed and made publicly available. To implement the system the final report, so made, shall be hoisted in the public website and distributed to all concerned organizations and agencies as applicable.
- b) The AAIG-BD shall establish the requirement that the final reports will be made in different formats depending on the types of occurrences. However, the final report shall comply with the provisions contained in the Appendix to Annex 13. The AAIG-BD shall develop a standard procedure to depict the contents of the final report in its own format that will be made available to public.



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- c) The AAIG-BD shall establish and implement procedures to ensure that the final report is completed as soon as possible and that, if the report is not made available within 12 months, an interim statement is made publicly available on each anniversary of the occurrence, detailing the progress of the investigation and any safety issues raised. The AAIG-BD shall advise through the Memorandum issued to the AAIT to complete the final report within 12 months and will continue to monitor the progress on the investigation with a view to ensuring that the AAIT meets the target date or in case of valid cause, the AAIT makes available the interim report to the AAIG-BD.
- d) The AAIG-BD shall establish and implement procedures to ensure that the consultation on the draft final report with all States which participated in the investigation, inviting their substantiated comments on the report within sixty days from the date of the transmittal letter. The AAIG-BD shall also ensure that it forwards the draft final report to all accredited representatives and that the response time allowed by the AAIG-BD is at least 60 days.
- e) The AAIG-BD shall establish procedures for forwarding the ADREP report to ICAO and for the completion and release of the final report, including the preparation of safety recommendations. The AAIG-BD shall also implement procedures to ensure that a copy of the draft final report is sent for comments to the following:
1. To the air operator involved;
 2. The State of Design;
 3. The State of Manufacture to the organizations responsible for the type design and the final assembly of the aircraft; and,
 4. The associated States will be informed of the transmission of the draft final report to the operator/the organization responsible for the type design and the final assembly of the aircraft.
- f) The AAIG-BD shall systematically keep copies of all these correspondences in record.
- g) The AAIG-BD shall establish and implement procedures to ensure that it will either amend the draft final report to include the substance of the comments received or, if desired by the State which provided the comments, append the comments to the final report.
- h) The AAIG-BD shall establish and implement procedures to ensure that it sends the final report to all States involved, including any State having suffered fatalities or serious injuries to its citizens and any State which provided relevant information, significant facilities or experts.



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- i) The AAIG-BD shall establish and implement procedures to ensure that it sends the final report to ICAO for all investigated accidents and incidents when the aircraft is of a mass of over 5 700 kg.
- j) The AAIG-BD shall establish and implement procedures to prevent from circulation, publication, or giving unauthorized access to a draft report or any part thereof, or any documents obtained during an investigation without the express consent of the State which conducted the investigation, unless such reports or documents have already been published or released by that latter State.
- k) The AAIG-BD shall establish and implement procedures to ensure that it sends preliminary reports, when the aircraft involved in an accident is of a maximum mass of over 2 250 kg, to all involved States and ICAO. The AAIG-BD shall store and maintain copies of such disseminated reports and distribution list.
- l) The AAIG-BD shall ensure that all preliminary reports are submitted in English. The AAIG-BD shall also ensure copies of submitted preliminary reports are documented and stored.
- m) The AAIG-BD shall establish and implement procedures to ensure that it sends accident data reports involving aircraft of a maximum mass of over 2 250 kg to ICAO, as soon as practicable after the investigation. The AAIG-BD shall systemically document the copies of dispatched accident data reports and dispatch dates.
- n) The AAIG-BD shall develop and implement procedures to ensure that it sends incident data reports to ICAO for investigations into incidents to aircraft of a maximum mass of over 5 700 kg. The AAIG-BD shall systemically document the copies of dispatched accident data reports and dispatch dates.
- o) The requirement and procedures are in existence within the regulatory requirements of CAAB. However, the AAIG-BD will share the data on yearly basis to identify any potential safety deficiency.
- p) The AAIG-BD shall establish and implement through the necessary procedures and guidance to the industry a voluntary incident reporting system, managed at the State level, to facilitate the collection of information that may not be captured by a mandatory incident reporting system. The AAIG-BD shall systemically document the copies of receipt reports with dates and coordinate with different agencies towards minimizing actual or potential safety deficiencies.
- q) The AAIG-BD shall develop and implement procedures to ensure that its voluntary incident reporting system is non-punitive and that the sources of the information are protected. In this regard the AAIG-BD shall ensure that its self-managed voluntary occurrence reporting system is in place.



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- r) The AAIG-BD shall establish an accident and incident database to facilitate the effective analysis of information on actual or potential safety deficiencies and to determine any preventive actions required. The AAIG-BD shall review the database information on a regular basis to keep track on the actual or potential safety deficiencies with a view to determining any preventive actions required.
- s) The AAIG-BD shall ensure that the database created is in a standardized format to facilitate data exchange. The AAIG-BD shall develop such format for storing data and keeping records. The format so designed and developed should be compatible with ADREP/European Co-ordination Centre for Aviation Incident Reporting Systems (ECCAIRS).
- t) The AAIG-BD shall ensure that Bangladesh as a State authority responsible for the implementation of the SSP shall have access to the accident and incident database maintained by the AAIG-BD to support their safety responsibilities. The AAIG-BD shall also ensure that the information contained about the accident/incident reports in the database will be analyzed on a regular basis to determine any required preventive actions. To achieve the above, the AAIG-BD shall engage through an agreement in the form of 'MOU' with ASRTM of CAAB for exchange of information and data.

38. SAFETY RECOMMENDATIONS

- a) The AAIG-BD shall establish and implement guidelines regarding the development and issuance of safety recommendations to the appropriate authorities, including those in other States, at any stage of an accident or incident investigation. The AAIG-BD will note that such safety recommendations may result from diverse sources, including safety studies. The AAIG-BD will keep appropriate documentation of the safety recommendations thus disseminated to all agencies.
- b) The AAIG-BD shall establish and implement procedures to ensure that it addresses, when appropriate, any safety recommendations arising from its investigations to accident investigation authorities in other State(s) concerned and, when ICAO documents are involved, to ICAO.
- c) The AAIG-BD shall establish and implement procedures to ensure the following:
 - 1. Monitor the progress of any action taken in response to these safety recommendations; and,
 - 2. That it informs the proposing State within 90 days of the preventive action taken or under consideration or the reasons why no action will be taken.
- d) The AAIG-BD will keep appropriate documentation of the safety recommendations thus disseminated to all agencies.

END