

GIBRALTAR

DIRECTOR OF CIVIL AVIATION

PROCEDURE – 05

**REPORTING OF ACCIDENTS AND
SERIOUS INCIDENTS TO THE AIR
ACCIDENT INVESTIGATION BRANCH**

DCA Procedure 05 – AAIB Reporting

Contents

	Page
Contents	2
Amendment Record	2
Introduction	3
Accident and Incident Reporting	3
Aircraft Accident Categories	3
AAIB Responses	3
Training	5
Annex A – Definitions of Accident and Serious Incident	6

Amendment Record

Revision	Item	Date
1	Initial Issue	27 February 2009
2	Revision	3 December 2015

DCA Procedure 05 – AAIB Reporting

Introduction

1. The policy paper DCA Policy 05 identified that Gibraltar does not have personnel trained or experienced in aircraft accident investigation. As such the Government of Gibraltar (GoG) has signed a Memorandum of Understanding with the UK Air Accidents Investigation Branch (AAIB), which states that, on request of the GoG, the AAIB will conduct all aircraft accident or serious incident investigations on behalf of the Government.
2. This procedure will set out the procedures to be followed in the event of an accident or serious incident to a civilian aircraft in Gibraltar and will give examples of the types of incident to be reported.

Accident and Incident Reporting

3. **All aircraft accidents and serious incidents involving civil aircraft occurring in Gibraltar must be reported to the AAIB, via the AAIB Duty Coordinator, on the 24hr reporting number +44 1252 512299.** Although not exhaustive, a list of events considered to be serious incidents is included at Annex A.
4. In practice this notification will normally be carried out by ATC after consultation with the RAF Gibraltar Duty Officer. At the same time, ATC should also inform the DCA who will brief the Minister with responsibility for Civil Aviation. The AAIB Duty Coordinator will decide the appropriate AAIB response after, where appropriate and possible, discussion with the Minister with responsibility for Civil Aviation or the DCA as his representative.

Aircraft Accident Categories

5. Aircraft accidents and serious incidents in Gibraltar, for the purposes of investigations, fall into 2 categories:
 - a. Fatal accidents or incidents to General Aviation or Commercial Air Transport occurring in Gibraltar
 - b. Non-fatal accidents or incidents to General Aviation or Commercial Air Transport aircraft occurring in Gibraltar that had they occurred in the UK would be dealt with by the AAIB through correspondence.

AAIB Responses

6. Fatal accidents or incidents to General Aviation or Commercial Air Transport occurring in Gibraltar
 - a. After being informed through the 24hr reporting number +44 1252 512299, the Chief Inspector or AAIB Duty Coordinator will consult with the Minister with responsibility for Civil Aviation and the Minister with responsibility for Civil Aviation will appoint an Investigator in Charge (IiC) and an AAIB Investigation Team. These personnel will deploy to Gibraltar by the fastest possible means.
 - b. The Minister with responsibility for Civil Aviation will appoint a local Accident Investigation Manger (AIM) who, working with other suitably trained personnel in the police and emergency services, will manage the initial accident

DCA Procedure 05 – AAIB Reporting

investigation until the AAIB team arrives in Gibraltar. The AIM may be the DCA, a Senior Police Officer or other person with the necessary knowledge and training to manage the initial actions required in an aircraft accident investigation.

- c. The appointed AAIB liC and the AAIB Investigation Team will not be contactable while they are in transit to the accident site; it will therefore be essential that the locally appointed Accident Investigation Manager establish and maintain communications with the AAIB Duty Coordinator throughout the initial phase of the investigation in order that appropriate advice can be given, if required.
 - d. It should be noted that Accredited Representatives and their advisors from Foreign States who, under the provisions of ICAO Annex 13, have a right to participate in the investigation may arrive at the accident site before the AAIB team. Their experience and expertise should not be ignored and, when appropriate and after consultation with the AAIB Duty Coordinator, the AIM should take advantage of their expertise.
 - e. On arrival at the accident site the AAIB liC will take the lead in the Investigation from the AIM. The AIM and his team may be requested to continue to participate in the investigation as Advisors.
 - f. The AAIB will retain responsibility for the investigation throughout the process up to and including the publication of the report. The Minister with responsibility for Civil Aviation will be consulted and provided with a copy of the draft of the report. Copies of the final report, which will be published by the AAIB, will be provided to the interested parties, including the DCA and the Minister with responsibility for Civil Aviation prior to publication.
7. Non-fatal accidents or incidents to General Aviation or Commercial Air Transport aircraft occurring in Gibraltar that had they occurred in the UK would be dealt with by the AAIB through correspondence.
- a. After being informed of the accident/incident through the 24hr reporting number +44 1252 512299, if the AAIB Duty Coordinator decides the event does not warrant a full on-site investigation then he will inform the person reporting the event to issue an Aircraft Accident Report Form (AARF).
 - b. Separate Aircraft Accident Report Forms are available for General Aviation and Commercial Air Transport aircraft, copies of which are attached at Enclosures 1 and 2. The forms are held by Gibraltar ATC and on instruction from the AAIB, the aircraft commander concerned with the incident will be given a copy of the form to fill in.
 - c. The letter accompanying the form explains to the pilot that he is required to complete the form and return it to the AAIB where an Inspector of Air Accidents will write an appropriate report. Any follow-up enquiries will be conducted by the AAIB by telephone or e-mail. In unusual circumstances the DCA may be called upon to represent the AAIB to collect additional evidence to support the investigation.

DCA Procedure 05 – AAIB Reporting

- d. A copy of the completed report will be sent to the Minister with responsibility for Civil Aviation before it is published, by the AAIB, in one of its monthly Bulletins.

Training

8. The AAIB has an obligation to provide support to the Overseas Territories, including Gibraltar, and has committed to provide initial and refresher training to key locally based personnel such that they can manage a major aircraft accident scene for up to the first 48 hours pending the arrival of the AAIB liC and his investigation team. The DCA will coordinate and facilitate the provision of training to Gibraltar personnel. The training will describe the actions to be taken to preserve evidence, the emergency services response, health and safety considerations and the occasions when evidence can be moved.

DCA Procedure 05 – AAIB Reporting

Annex A to
DCA Procedure 05
dated 03 December 2015

Definitions of Accident and Serious Incident

1. The term “accident” is defined in the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 2009 as follows:

Accident. An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which:

- (a) a person suffers a fatal or serious injury as a result of:
 - i. being in or upon the aircraft,
 - ii. direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
 - iii. direct exposure to jet blast,

except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew;

- (b) the aircraft sustains damage or structural failure which:
 - (i) adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - (ii) would normally require major repair or replacement of the affected component,

except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents or puncture holes in the aircraft skin; or

- (c) the aircraft is missing or is completely inaccessible;

2. The term “serious incident” is defined in the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 2009 as follows:

Serious incident. An incident involving circumstances indicating that an accident nearly occurred.

3. The incidents listed below are typical examples of serious incidents. The list is not exhaustive and only serves as a guide to the definition of “serious incident” above.

DCA Procedure 05 – AAIB Reporting

- a. A near collision requiring an avoidance manoeuvre or when an avoiding manoeuvre would have been appropriate to avoid a collision or an unsafe situation.
- b. Controlled flight into terrain (CFIT) only marginally avoided.
- c. An aborted take-off on a closed or engaged runway or a take-off from such runway with marginal separation from obstacle(s).
- d. A landing or attempted landing on a closed or engaged runway.
- e. Gross failure to achieve predicted performance during take-off or initial climb.
- f. All fires and smoke in the passenger compartment or in cargo compartments, or engine fires, even though such fires are extinguished with extinguishing agents.
- g. Any events which required the emergency use of oxygen by the flight crew.
- h. Aircraft structural failure or engine disintegration which is not classified as an accident.
- i. Multiple malfunctions of one or more aircraft systems that seriously affect the operation of the aircraft.
- j. Any case of flight crew incapacitation in flight.
- k. Any fuel state which would require the declaration of an emergency by the pilot.
- l. Take-off or landing incidents, such as undershooting, overrunning or running off the side of runways.
- m. System failures, weather phenomena, operation outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft.
- n. Failure of more than one system in a redundancy system which is mandatory for flight guidance and navigation.