

Gibraltar Director of Civil Aviation

Reporting of Accidents and Serious Incidents to the Air Accident Investigation Branch

Procedure 05

Contents

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| Revision History | 1 |
| Introduction | 2 |
| Accident and Incident Reporting | 2 |
| Aircraft Accident Categories | 2 |
| AAIB Responses..... | 2 |
| Training | 3 |
| Annex A to DCA Procedure 05 dated 03 December 2015 | 4 |
| Definitions of Accident and Serious Incident..... | 4 |

Revision History

| Version | Item | Date |
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| 1 | Initial Issue | 27 February 2009 |
| 2 | Revision | 3 December 2015 |
| 3 | Complete Review | 06 December 2022 |
| 4 | Reference change in Annex A to Direction 03 7(a), (b) and (c) Issue of AARF Enclosures reference deleted | 01 October 2023 |
| 5 | No Change | 01 October 2024 |

Introduction

1. DCA Policy 05 identified that Gibraltar does not have personnel trained or experienced in aircraft accident investigation. As such the Government of Gibraltar has signed a Memorandum of Understanding with the UK Air Accidents Investigation Branch (AAIB), which states that, on request of the Government of Gibraltar, the AAIB will conduct all aircraft accident or serious incident investigations on behalf of the Government.
2. This Procedure set out the actions 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 Gibraltar Air Traffic Control (ATC) after consultation with the Royal Air Force (RAF) Gibraltar Duty Officer. At the same time, ATC shall also inform the Director of Civil Aviation (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 (the Minister) or the DCA as the representative of the Minister.

Aircraft Accident Categories

5. Aircraft accidents and serious incidents in Gibraltar, for the purposes of investigations, fall into 2 categories:
 - a. Fatal accidents or serious 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 serious 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 and the Minister will appoint and gazette the name of the Investigator in Charge (IIC) and an AAIB Investigation Team. These personnel will deploy to Gibraltar by the fastest possible means.
 - b. The Duty RAF Officer who, working with other suitably trained personnel in the police and emergency services, will act as the Post-Crash Management Incident Officer (PCMIO) until the AAIB team arrives in Gibraltar.

- 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 PCMIO 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 PCMIO can take advantage of their expertise.
 - e. On arrival at the accident site the AAIB liC will lead the Investigation. The PCMIO 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 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 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/she will inform the person reporting the event to complete an Aircraft Accident Report Form (AARF).
 - b. The appropriate AARF will be issued by AAIB to the individual when AAIB is contacted in accordance with (a) above.
 - c. 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.
 - d. A copy of the completed AAIB accident or incident report will be sent to the Minister 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 the 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.

Annex A to DCA Procedure 05 dated 03 December 2015

Definitions of Accident and Serious Incident

1. The term “accident” is defined in retained Regulation (EU) No 996/2010 as follows:

“Accident” means 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 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:
 - being in the aircraft, or
 - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
 - 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:
 - adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - 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 radome); or
 - c) the aircraft is missing or is completely inaccessible.
2. The term “serious injury” is defined in the retained Regulation (EU) No 996/2010 as follows:
 - 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 or tendon damage; or
 - d) involves injury to any internal organ; or

- e) involves second or third degree burns, or any burns affecting more than 5 per cent of the body surface; or
 - f) involves verified exposure to infectious substances or injurious radiation;
3. The term “serious incident” is defined in DCA Direction 03 as follows:
- “serious incident” means 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 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;
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.
- 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.