

Aviation Investigation Bureau Kingdom of Saudi Arabia



Regulation



FOREWORD

The following Regulation governing Aviation Occurrence Investigation conducted by the Aviation Investigation Bureau of the Kingdom of Saudi Arabia (AIB) is based on Resolution 76-7 dated 05/01/1431H - 22/12/2009G and Resolution T-160 dated 29/05/1433H - 28 March 2012G establishing an independent Investigation Bureau of aviation occurrence investigation under the supervision of the Chairman of the General Authority of Civil Aviation (GACA) Board of Directors and Articles 107 through 119 of the Civil Aviation Act that has been approved by the Council of Ministers Resolution No. 185 dated 17/07/1426H - 22/08/2005G and issued by the Royal Decree No. M/44 dated 18/07/1426H - 23/08/2005G. This Regulation is in accordance with ICAO Annex13 - Aircraft Accident and Incident Investigation, its related documents, and ICAO Annex 19-Safety Management.

The promulgation of this Regulation is based on the authority granted in Article 179 of the Civil Aviation Act and is issued under the authority of the Chairman of the GACA Board of Directors.

This Regulation supersedes the GACA Regulation, Section 13 – Aircraft Accident and Incident Investigation.

In accordance with the Chairman of the GACA Board of Directors' letter number 503/2/256, this Regulation was accepted on 19 Safar 1434H – 01 January 2013. This Regulation will become applicable on 01 Muharram 1435H - 04 November 2013G.

The AIB is responsible for the preparation and distribution of the AIB Regulation in sufficient quantities so that all service providers based and registered in the Kingdom of Saudi Arabia are able to obtain an authentic copy prior to the effective date of the AIB Regulation.

APPROVED:

HH Prince Fahad Bin Abdullah

Chairman of the GACA Board of Directors
Kingdom of Saudi Arabia



CONTENT RULES

Rules of Constructions:

a) To avoid any misunderstanding within this Regulation, certain words are to be interpreted as having specific meanings unless the context requires otherwise:

- (1) Words importing the singular include the plural;
- (2) Words importing the plural include the singular; and
- (3) Words importing the masculine gender include the feminine.

b) In this Regulation, the following protocol is used:

- (1) The words "**shall**" and "**must**" indicate that compliance is compulsory;
- (2) The word "**should**" indicates a recommendation. It does not mean that compliance is optional but rather that, where insurmountable difficulties exist, the AIB may accept an alternative means of compliance, provided that an acceptable safety assurance shows that the safety requirements will not be reduced below that intended by the requirement;
- (3) The word "**can**" or "**may**" is used in a permissive sense to state authority or permission to do the act prescribed, and the words "no person may * * *" or "a person may not * * *" mean that no person is required, authorized, or permitted to do the act prescribed;
- (4) The word "**will**" is used to express the future; and
- (5) The word "**includes**" means "**includes but is not limited to.**"



AMENDMENT PROCEDURE

The AIB Regulation will be periodically reviewed to reflect the latest updates to ICAO Annexes 13 and 19. It may also be amended to reflect the latest aviation safety provisions issued by the GACA and other regional and international Civil Aviation Organizations. A complete revised edition incorporating all amendments will be published every three (3) years from the original effective date of this Regulation. The amendment procedure shall be as follows:

1. When the AIB receives an amendment to ICAO Annexes 13, 19, or safety provisions issued by other Safety Organizations that can affect the provisions of this Regulation, the AIB will prepare a Draft Amendment Proposal (DAP) to the AIB Regulation;
2. The AIB will forward the DAP to the Chairman of the GACA Board of Directors for review and approval;
3. Upon approval of the DAP by the Chairman of the GACA Board of Directors, the AIB will prepare the amendment to the AIB Regulation for distribution;
4. The Amendment effective date will take into account the time required for distribution to all concerned parties;
5. All concerned parties will be provided a copy of the new amendment and will be requested to update their copy of the AIB Regulation accordingly;
6. It is the responsibility of all concerned parties to keep their copy of the AIB Regulation up to date; and
7. Any Difference between the AIB Regulation new amendment and ICAO Annexes 13 and 19 will be forwarded to ICAO as a Difference. The Difference will be indicated on page “v” of this Regulation and the new amendment will be published as it is in the Aeronautical Information Publication.



LIST OF CURRENT DIFFERENCES TO ICAO SARPS

The AIB Regulation is based on ICAO Annexes 13 and 19. The following is a list of differences between the AIB Regulation and the ICAO Standards and Recommended Practices (SARPs) of ICAO Annexes 13 and 19. Differences have been notified to ICAO and are also published in the KSA Aeronautical Information Publication (AIP-GEN 1.7).

ICAO Annex 13 – Aircraft Accident and Incident Investigation – 11th Edition – Amendment 14		
SARP Identifier	Regulation Reference	Differences
		No Differences to Annex 13

ICAO Annex 19 – Safety Management – Edition 1		
SARP Identifier	Regulation Reference	Differences
		No Differences to Annex 19



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CHAPTER 1 – DEFINITIONS

1.1 Definitions

When the following terms are used in this Regulation, they shall have the following meaning:

Accident

An aircraft accident is an aviation 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:
 - 1) being in the aircraft; or
 - 2) being in 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 substantial damage or structural failure; or
- c) The aircraft is missing or is completely inaccessible; or
- d) A forced landing off an airport, irrespective of injuries or damage.

Accredited Representative

A person designated by a State, on the basis of his/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.

Act

Means the Civil Aviation Act implemented by the Royal Decree No. M/44 dated 18 Rajab 1426H/ 23 August 2005G.

Adviser

A person appointed by a State, on the basis of his/her qualifications, for the purpose of assisting its

Accredited Representative in an investigation.

Aircraft

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 surface.

Aviation Occurrence

- a) Any accident or incident associated with the operation of an aircraft; or
- b) Any situation or condition that could, if left unattended, induces an accident or incident.

Bureau

Aviation Investigation Bureau of the Kingdom of Saudi Arabia (AIB).

Causes

Actions, omissions, events, conditions, findings, or a combination thereof, which led to the aviation occurrence. The identification of causes does not imply the assignment of fault or the determination of administrative, civil or criminal liability.

Civil Aircraft

An aircraft registered on a civil registry without regard to its owner or operator.

Collision

An impact between aircraft and another object.

Communication Record

The whole or any part of any record, recording, copy, transcript or substantial summary of any type of communications that take place between any of the following persons: air traffic controllers, aircraft crew members, airport vehicle operators, and persons who relay messages respecting air traffic control or related matters.

Confidential/Voluntary Reporting

A report made in confidence to the AIB by any person that is not related to an aviation occurrence under investigation by the AIB.

Contributing Factors

Actions, omissions, events, conditions, or a combination thereof, which if eliminated, avoided or absent, would have reduced the probability of 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.



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Fatal Injury

Any injury that results in death within 30 days of the aviation occurrence.

Flight Recorder

Any type of recording device installed in an aircraft which could complement an investigation into an aviation occurrence.

Incident

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

Investigation

A process conducted for the purpose of accident prevention which includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes/findings/contributing factors, and when appropriate, the making of safety recommendations.

Investigator-In-Charge (IIC)

A person designated by the Director of Investigations of the AIB, on the basis of the person's qualifications, with the responsibility for the organization, conduct, control and overall management of an aviation occurrence investigation. The IIC has the responsibility and the authority to supervise and coordinate all resources and activities of all personnel involved in the on-site investigation and throughout all the phases of the investigation, up to and including consideration and adoption of the Final Report.

Loss of separation

A situation where the distance separating two or more aircraft is less than the minimum established in the Air Traffic Services Procedures, ATSP 7300.1-1.

Mandatory Reporting

All reportable aviation occurrences, that is; all accidents and incidents shall be reported to the AIB.

Maximum Mass

Maximum certificated take-off mass.

Observer

A person who attends an AIB investigation for training or other valid purposes other than participation.

Operator

A person, organization or enterprise authorizing, engaging or offering to engage in an aircraft operation.

Participant

Subject to any conditions that the AIB may impose, a person may attend as a Participant at an investigation of an aviation occurrence conducted by the AIB, if the person:

- a) is an Accredited Representative or an Adviser to an Accredited Representative, pursuant to an international agreement or convention relating to aviation to which the Kingdom of Saudi Arabia is a party; or
- b) is invited by the AIB to attend as a Participant because, in the opinion of the AIB, the person has a direct interest in the subject-matter of the investigation and will contribute to achieving the AIB's objective.

Preliminary Report

The communication used for prompt dissemination of data obtained during the early stages of the investigation.

Reportable Aviation Occurrences

All aircraft accidents and incidents, as defined in this Regulation, shall be reported to the AIB.

Risk of Collision

An incident associated with the operation of an aircraft in which a possibility of a collision occurs as a result of a separation of less than 500 feet to another aircraft or where a report is received from a pilot or other flight crew member stating that a collision hazard existed between two or more aircraft.

Safety Recommendation

A proposal by an investigation authority based on information derived from an investigation made with the intention of preventing aviation occurrences and which in no case has the purpose of creating a presumption of blame or liability for an aviation occurrence. In addition to safety recommendations arising from aviation occurrence investigations, safety recommendations may result from diverse sources, including safety studies.

Serious Incident

An incident involving circumstances indicating that there was a high probability of an accident.

Note: The list of Serious Incidents is found at Article 1.3 of this Chapter.

Serious Injury

An injury sustained by a person in an accident and which:



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- 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 haemorrhage, nerve, muscle or tendon damage; or
- d) Involves injury to any internal organ; or
- e) Involves second or third degree burns or any burns affecting more than 5 per cent of the body surface; or
- f) Involves verified exposure to infectious substances or injurious radiation.

State of Design

The State having jurisdiction over the organization responsible for the type design.

State of Manufacture

The State having jurisdiction over the organization responsible for the final assembly of the aircraft.

State of Occurrence

The State in the territory of which an accident or incident occurs.

State of the Operator

The State in which the operator's principle place of business is located or if there is no such place of business, the operator's permanent residence.

State of Registry

The State in whose register the aircraft is entered.

State Safety Program

An integrated set of regulations and activities aimed at improving safety.

Note: A framework for the implementation and maintenance of a State Safety Program is contained in ICAO Annex19. Guidance on a State Safety Program is contained in the ICAO Safety Management (SMM) (Doc 9859).

Statement

- a) The whole or any part of an oral, written, or recorded statement relating to an aviation occurrence and given to the AIB, an investigator or any person acting for the AIB or for an investigator;
- b) A statement is privileged and no person, including any person to whom access is provided

under this Regulation, shall knowingly communicate it or permit it to be communicated to any person except as provided by this Regulation or as authorized in writing by the person who made the statement; and

- c) The AIB may make such use of any statement as it considers necessary in the interest of aviation safety.

Substantial damage

Damage or failure which:

- a) Adversely affects the structural strength, performance, or flight characteristics of an aircraft, and would normally require major repair or replacement of the affected component.
- b) except for: engine failure or damage limited to a single engine of a multi-engine aircraft (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 damage to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome).

1.2 Abbreviations

When the following abbreviations are used in this Regulation, they shall have the following meaning:

AIB	Aviation Investigation Bureau of the Kingdom of Saudi Arabia (the Bureau or AIB)
ANS	Air Navigation Services
ATS	Air Traffic Services
FDR	Flight Data Recorder
ICAO	International Civil Aviation Organization
IIC	Investigator-In-Charge
GACA	General Authority of Civil Aviation
KSA	Kingdom of Saudi Arabia
OEM	Original Equipment Manufacturer
SAR	Stand-Alone Recommendation
SD	Safety Department
S&ER	Safety and Economic Regulation
UTC	Universal Coordinated Time



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1.3 Serious Incidents

This article applies to all aircraft.

1. Air Traffic Control Incidents

- a) Loss of separation, risk of collision, and other hazardous air traffic control incidents including faulty procedures or equipment failures; and
- b) All Traffic Collision Avoidance System Resolution Advisories (TCAS RAs)

2. Bird Strike

The indication of a bird strike regardless of residual evidence.

3. Crew Incapacitation

Any crew member whose duties are directly related to the safe operation of an aircraft, who is unable to perform its duties as a result of a physical incapacitation that poses a threat to the safety of any person, property or the environment.

4. Depressurization

Depressurization resulting in an emergency descent.

5. Door/Window/Hatch Total failure or loss.

6. Emergency Oxygen Use

Events requiring the emergency use of oxygen by the flight crew.

7. Engine Failures

- a) Single Engine aircraft/rotorcraft: all failures;
- b) Multi-Engine aircraft/rotorcraft;
 - 1) An engine fails or is shut down as a precautionary measure; or
 - 2) Failures which are not contained within the power-plant case (i.e. turbine disk burst, chunk failure, serration failure); or
 - 3) Failure of structural components of a turbine engine, excluding compressor blades and turbine blades and vanes; or
 - 4) Sustained loss of power or thrust by two or more engines.

8. Evacuation

The evacuation of an aircraft in which an emergency egress system is utilized.

9. External Load Release

The unintentional or as an emergency measure, the intentional release of a slung load or other load carried to the aircraft.

10. Fire and Explosion

Fire, explosion, or smoke occurring on the ground or in flight and within the cockpit, the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents.

11. Flight Control Malfunction, Failure, or Stability Problems

Occurrences of any nature which caused difficulties in controlling the aircraft such as aircraft system failures, malfunctions, weather phenomena, and operation outside the approved flight envelope.

12. Foreign Object Damage

Damage resulting in an engine change or other significant structural damage.

13. Fuel Inadequacy

A fuel quantity requiring the declaration of an emergency by the pilot or a fuel shortage that necessitates a diversion or requires approach and landing priority at the destination, or the aircraft lands with less than the minimum fuel required, or with a fuel imbalance, or the incorrect quantity, or type of fuel is loaded.

14. Ground Collision

Contact made between aircraft and loading bridges, fuel trucks, mobile lounges, service trucks or other equipment including damage caused by jet blast.

15. Lightning Strike

The observation of the phenomenon or indication of resulting damage.

16. Loading

Significant load sheet discrepancy, load insecurity, fumes, container leakage, and aircraft damage caused by cargo or baggage.

17. Loss of Aircraft Parts

Detachment of any aircraft part during taxi, take-off, cruise flight, approach or landing.

18. Other Damage

Damage to property, other than the aircraft, which is estimated to exceed SAR100,000.00 for



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repair (including materials and labour) or fair market value in the event of total loss, whichever is less.

19. Propeller Failure/Malfunction

Failure or malfunction of a propeller blade, hub, or related part, including the separation or over-speeding of a propeller, or the failure of a propeller system.

20. Rotor Failure/Malfunction

Failure or malfunction of a rotor blade, hub, or related part, including the separation, or over-speeding of a rotor or failure of the rotor drive system, or a transmission gearbox malfunction occurs.

21. System Failures

- a) Failures of more than one system in a redundancy system mandatory for flight;
- b) In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments; or
- c) In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic system or mechanical system for movement of the flight control surfaces.

22. Take-off and Landing Events

- a) Undershooting, overrunning, or running off the side of runways, wheels-up landing, landing at the wrong airport, hard landing, overweight landing, landing gear collapse, tail strike, dragging a wingtip; or
- b) Aborted take-off after take-off thrust has been set; or
- c) Take-off or aborted take-off from a closed or engaged runway on a taxiway or unassigned runway; or
- d) Landing or attempted landing on a closed or engaged runway, on a taxiway, or unassigned runway; or
- e) Gross failure to achieve predicted performance during take-off or initial climb; or
- f) All runway incursions and excursions.

23. TCAS RAs

All Traffic Collision Avoidance System Resolution Advisories.

24. Terrain and Obstacle Clearance

Controlled flight into terrain (CFIT) only marginally avoided.

25. Unapproved Part

A part, component, or material that has not been manufactured or repaired in accordance with the GACA Regulation, Section 8, does not conform to an approved type design or does not conform to established industry or manufacturers specifications (OEM). Includes, but is not limited to:

- a) Counterfeit or fraudulently marked parts, components or materials; or
- b) Parts shipped directly to users by a manufacturer, supplier, or distributor who does not hold or operate under the authority of a production approval for the part; or
- c) Parts that have been maintained or repaired and returned to service by persons or facilities not authorized under GACA Regulation Section 8.

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CHAPTER 2 – APPLICABILITY

2.1 Applicability

Subject to any international agreement or convention this Regulation applies in respect of aviation occurrences:

- a) In or over the sovereign area or territorial waters of the Kingdom of Saudi Arabia; or
- b) In or over any other place when the Kingdom of Saudi Arabia is requested to investigate by an appropriate authority; or
- c) Where an aircraft is leased, chartered or interchanged and discharges in whole or in part the functions and obligations of this Regulation regardless of whether or not the Kingdom of Saudi Arabia is the State of Registry, or registered, or certificated for airworthiness or operated by an air carrier under the laws of the Kingdom of Saudi Arabia; or
- d) When they involve civil aircraft of the Kingdom of Saudi Arabia, when they involve certain public aircraft wherever they occur and when they involve foreign civil aircraft where the events occur in or over the sovereign area or territorial waters of the Kingdom of Saudi Arabia.

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2.2 Failure to Comply

Any person, who resists or willfully obstructs a representative of the AIB in the execution of his/her powers and duties under this Regulation, or who knowingly gives false or misleading evidence at an investigation, or who willfully fails to comply with the provisions of this Regulation, shall be subject to the penalties provided by law. The same penalties will apply to a person that knowingly mutilates, obliterates, destroys or attempts to do so; or, without authority takes and carries away, removes, conceals or withholds any records or part of, or property related to a civil aircraft involved in an aviation occurrence.

The penalties for the failure to comply with the provisions of this Regulation are contained in Chapter 12 of the Civil Aviation Act.

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CHAPTER 3 – AUTHORITY AND OBLIGATIONS OF THE AIB

3.1 Objective of the AIB

The objective of the AIB is to advance aviation safety of civil aviation activities within the Kingdom of Saudi Arabia. This objective is achieved by conducting independent investigations into aviation occurrences by monitoring the implementation of safety recommendations and by identifying and correcting systemic errors through a continuous/predictive data-based accident prevention program encompassing all elements of the civil aviation environment.

All investigations of aviation occurrences will be conducted in a manner consistent with the highest international safety standards; as such, the Standards and Recommended Practices contained in ICAO Annexes 13 and 19 and, the ICAO related Publications will apply.

3.2 Authority for Investigations

- a) The AIB is the sole entity within the Kingdom of Saudi Arabia authorized to investigate aviation occurrences;
- b) No other Department or Agency shall conduct an investigation into an aviation occurrence unless authorized in writing by the AIB;
- c) The AIB may delegate, in writing, to any Department or Agency the gathering of factual information related to an aviation occurrence;
- d) All aviation occurrence investigations conducted by the AIB have priority over any type of fact gathering/investigation conducted by any other Department or Agency;
- e) For all aviation occurrence investigations conducted by the AIB, a Representative from the Safety Department (SD) of the GACA/S&ER may be assigned by the SD to gather pertinent information aimed at the prevention of future aviation occurrences;
- f) The AIB may authorize other Departments and Agencies to participate in its investigations;
- g) Under no circumstances are aviation occurrence investigations in which a portion of the investigation is so delegated to another Department or Agency considered to be a joint investigation in the sense of sharing responsibility. Those investigations remain strictly the AIB investigations.

- h) When Departments, Agencies, or other parties participate in investigations of the AIB, all the parties involved shall ensure that information which developed about the aviation occurrence is exchanged with all the participants in a timely manner;
- i) When Departments and Agencies participate in investigations of the AIB, they may not participate in the decision of the AIB about the causes of the aviation occurrence; and
- j) Where conflicting interests arise between the AIB and a Department, an Agency or any other party, the requirements and interests of the AIB shall take precedence.
- k) The AIB is the sole entity within the Kingdom of Saudi Arabia authorized to retrieve aircraft recorders for investigation purposes.

3.3 Intermittent Services

The AIB may:

- a) Procure temporary or intermittent services of experts;
- b) Make agreements and other transactions to carry out this Regulation; and
- c) Use the available services, equipment, personnel, and facilities of other GACA Departments or Agencies.

3.4 Annual Report

The AIB shall submit an Annual Report to the Chairman of the GACA Board of Directors by 01 March (G) of each year, encompassing all its related activities during the previous calendar (G) year. The Annual Report shall include, but is not limited to:

- a) A resume of the general activities of the AIB;
- b) A statistical and analytical summary of all aviation occurrences reported to the AIB;
- c) A statistical and analytical summary of the aviation occurrence investigations and safety studies conducted by the AIB;
- d) A survey and summary of all the recommendations made by the AIB with the response to each recommendation; and
- e) A list of on-going investigations and safety studies and, an estimate for their completion date.

3.5 Equipment and Training

The AIB shall provide its personnel with the appropriate equipment required for investigations and, the required training in those subjects necessary for the



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proper performance of their duties.

Work outside normal working hours will be remunerated as per the AIB Policies and Procedures.

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CHAPTER 4 – NOTIFICATION

4.1 Notification Requirements

This chapter contains the requirements for notification of reportable aviation occurrences within the Kingdom of Saudi Arabia as well as any similar events involving Saudi Arabian registered civil aircraft occurring outside the Kingdom of Saudi Arabia.

4.2 Reportable Aviation Occurrences

Aviation occurrences that require notification are: all accidents and incidents as defined in Chapter 1 of this Regulation.

4.3 Responsibility of Notification

When a reportable aviation occurrence takes place, the owner, operator, pilot-in-command, or any crew member of any civil aircraft, or any public aircraft, or any foreign aircraft and; where the reportable occurrence involves an Air Traffic Services Unit, any air traffic controller having direct knowledge of the reportable occurrence shall notify the AIB. Any other person aware of a reportable aviation occurrence shall notify the AIB. In all cases, all reportable aviation occurrences shall be reported immediately to the AIB.

4.4 Notification to the AIB

The AIB can be contacted 24/7 at:

Telephone: +966-12-685-6551

Web Site: www.aib.gov.sa

Email: report@aib.gov.sa

FAX: +966-12-685-4250

The information outlined in Article 4.5 of this Chapter should be provided.

Having information that is incomplete or unverified does not justify delaying the notification. Corrected and additional information can be provided at any time it becomes available or, as specified in Article 4.6 of this Chapter.

The notification shall be prepared in English/Arabic whenever it is possible to do so without causing undue delay.

4.5 Information to be Included in a Notification

- a) Aircraft make, model, type, flight number (if any), nationality, and registration markings of the aircraft;
- b) Name of registered owner, and name of the operator of the aircraft;

- c) Certificate number of the pilot-in-command;
- d) Date and time (Local time or UTC) of the accident or incident;
- e) Last point of departure and point of intended landing;
- f) Vertical and horizontal position of the aircraft with reference to some easily defined geographical point at the time of the event;
- g) Total number of persons aboard, number killed, number seriously injured and number of minor injuries;
- h) Type of accident or incident;
- i) Prevailing weather conditions at the accident or incident site;
- j) Extent of damage to the aircraft, so far as is known;
- k) Damage to objects or structures on the ground, if any; and
- l) A description of any explosives, radioactive materials, or other dangerous articles carried on board the aircraft.

4.6 Information to be provided to the AIB following the Notification

- a) In addition to the notification, a written report detailing the aviation occurrence shall be submitted to the AIB within seven (7) calendar days of the aviation occurrence. This report is required for all reportable aviation occurrences even when a notification has already been made; and
- b) Each crewmember, if physically able at the time of the notification is submitted, shall attach a statement setting forth the facts, conditions, and circumstances relating to the reportable aviation occurrence. If the crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

4.7 Notification of an Aviation Occurrence involving Civil and Military Aircraft

- a) For an aviation occurrence involving civil and military aircraft, the military commander having first knowledge should notify the appropriate military service in accordance with applicable Service Directives. The military Headquarters shall immediately relay pertinent information to the AIB; and



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- b) The AIB shall immediately notify the appropriate military Services Headquarters when it has first knowledge of an aviation occurrence involving civil and military aircraft.

4.8 AIB Notification to States and ICAO

The AIB shall forward a notification of an accident or serious incident with a minimum of delay and by the most suitable and quickest means available to the involved States and to ICAO when the aircraft involved is of a maximum mass of over 2 250 kg or is a turbojet-powered aircraft.

4.9 AIB Notification to Higher Authority

The AIB is the sole entity that has the responsibility to notify the Chairman of the GACA Board of Directors or other higher authority in the Kingdom of Saudi Arabia with information regarding an aviation occurrence.

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CHAPTER 5 – INVESTIGATION

5.1 Responsibility of the AIB

The AIB is the investigation authority that has been established under the direct supervision of the Chairman of the Board of Directors of GACA to be responsible for the investigation of all aviation occurrences involving civil registered aircraft within the sovereign area and territorial waters of the Kingdom of Saudi Arabia. Except as provided for by ICAO Annex 13 or in those cases where the Chairman of the GACA Board of Directors or other higher authority assigns or delegates an outside organization or individuals to conduct an investigation, this Regulation will apply.

5.2 The Purpose of an Investigation

The purpose of an investigation is to determine the facts, conditions, and circumstances in order to arrive at findings that will identify causal factors. The sole objective of the investigation of an aviation occurrence shall be the prevention of aviation occurrences. It is not the purpose of this activity to apportion blame or liability.

Any judicial or administrative proceedings to apportion blame or liability will not be conducted under the provisions of this Regulation. Further, any report issued under this Regulation or any evidence collected by the AIB during an investigation is expressly inadmissible as evidence and may not be used or referred to in any related judicial proceedings.

For any investigation conducted under this Regulation, the AIB will have unrestricted access to all evidence without delay and will not be impeded by administrative or judicial investigations or proceedings.

The AIB will develop documented policies and procedures detailing its investigation duties. These will include: organization, planning, investigation, reporting, and prevention.

5.3 AIB Authority to Order an Investigation

- a) Upon receipt of a notification of an aviation occurrence, the AIB on behalf of the Chairman of the GACA Board of Directors is authorized to order an immediate investigation;
- b) Any member of the AIB receiving a notification or becoming aware of an aviation occurrence shall act as an investigator until an IIC is appointed;
- c) The Director of Investigations of the AIB shall

appoint an IIC and all other required investigators;

- d) The AIB will, upon receiving a notification from a foreign authority, permit the full participation of its named Accredited Representative and Advisers.

5.4 Civil and Military Aviation Occurrences

- a) The responsibility for the conduct of an investigation involving both civil and military aircraft rests entirely with the AIB. However, the military component involved shall participate fully in the investigation and be provided with all relevant data and information.
- b) When a military aviation occurrence involves a civil air traffic control, airways facilities or civil airports, the AIB shall be a full participant in the military investigation.
- c) In a military aircraft accident investigation in which a mutual interest exists, the AIB may request to participate as an Observer. The AIB Observer in such investigations shall be cognizant at all times that his role is that of an Observer, not a participant. The AIB Observer shall not divulge any information derived from the investigation without obtaining prior clearance from the senior military member of the Military Investigation Board. In requesting such clearance, the AIB Observer shall identify clearly the information he desires to transmit and the intended recipients. He shall ascertain also what security classification should be placed on the information transmitted.

5.5 Criminal Act

If during an AIB investigation, circumstances reasonably indicate that the aviation occurrence may have been caused by an intentional criminal act, the AIB shall relinquish the investigative priority to the proper authorities. The relinquishment of investigative priority by the AIB shall not otherwise affect the authority of the AIB to continue its investigation. The AIB and the authorities investigating the criminal act shall ensure that the appropriate information is exchanged in a timely manner.

5.6 Participation of the AIB in Foreign Investigations

- a) In the event of an aviation occurrence in a foreign territory involving a Saudi Arabian registered aircraft, a Saudi Arabian certificated Operator or fatalities to Saudi Arabian citizens, the AIB will coordinate with the State having



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jurisdiction over the investigation and designate an Accredited Representative or Expert with appropriate Advisers to participate in the investigation. This Accredited Representative will meet the AIB specified requirements of a qualified IIC;

- b) An Accredited Representative may, at his discretion, select Advisers to participate with him in the course of a foreign investigation. The Accredited Representative may or may not travel to the scene of an investigation or to any follow-up activities. If he does not travel, his Advisers will still be granted access to the investigation as though he was present;
- c) The AIB may disclose records and information only when authorized to do so by the State conducting the investigation; and
- d) Nothing in this Regulation shall restraint the AIB from referring to foreign aviation occurrence information in making safety recommendations.

5.7 Authority of an AIB Investigator

For the purpose of conducting an investigation under this Regulation, an AIB Investigator, upon presenting his credentials, shall be allowed free and direct access to material and persons involved, without hindrance by organizational hierarchy and shall have the power:

- a) To enter any aircraft, place or property the entry of which the investigator believes on reasonable grounds is requisite for the purposes of the investigation;
- b) To inspect any aircraft, place, or property, including any equipment, stock, cargo, baggage, records, documents, freight, or other goods or any part thereof found therein, the inspection of which the investigator believes on reasonable grounds, is requisite for the purposes of the investigation, and to make copies of or take extracts from any such records or documents;
- c) To seize, detain, remove, preserve, protect and to test to destruction if necessary, any aircraft, equipment, stock, cargo, baggage, records, documents, freight, or other goods or any part thereof that the investigator believes on reasonable grounds is involved in, or relates to, any aviation occurrence that is being investigated under this Regulation;
- d) To protect the site of any aviation occurrence that is being investigated under this Regulation

and for that purpose, to preclude or limit access to property at the site for a reasonable period of time;

- e) To compel persons to attend and give evidence and to compel persons to produce records, documents, or other evidence;
- f) To require a physician or other health practitioner to provide information concerning any of his patients that the investigator believes on reasonable grounds is relevant to the investigation;
- g) To require such medical examinations of aircraft crew members as the investigator believes on reasonable grounds are requisite for the purposes of the investigation with the provision that no medical examination shall be made that involves surgery, perforation of skin or external tissue, or the entry into the body of any drug or other foreign substance except for the purposes of obtaining blood samples;
- h) To require the performance of such autopsies on deceased aircraft flight and cabin crew members and passengers and such other medical examinations of human remains as the investigator believes on reasonable grounds are requisite for the purposes of the investigation;
- i) To take custody of all aircraft recorders and to ensure all recovered data is analysed without delay;
- j) To have unrestricted and unhampered access to and physical control over all relevant material/evidence, including Air Traffic Service (ATS) forms, records, tapes, and recordings;
- k) To perform detailed examination of all relevant materials/evidence without delay; and
- l) To take full and detailed statements from all witnesses or any person, prior to those witnesses or persons being made available for interviews from any other person, group, or organization and to record the interviews by any means (tape, video, etc...).

5.8 Preservation of Evidence

5.8.1 Protection and Custody of Evidence

At the direction of the AIB, the appropriate Government Department or Agency available at the site of an aviation occurrence shall take all reasonable measures to protect the evidence and to maintain safe custody of the aircraft and its contents for such a period as may be necessary for the purposes of an



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investigation. Protection of evidence shall include the preservation by photographic or other means of any evidence which might be removed, affected, lost, or destroyed. Safe custody shall include protection against further damage, access by unauthorized persons, pilfering and deterioration. The protection of evidence does not prevent any person from taking necessary measures to ensure the safety of any person, property, or the environment.

5.8.2 Custody of the Aviation Occurrence Site

- a) The AIB is responsible for taking and maintaining custody of the aviation occurrence site for investigation purposes in regard to all civil registered aircraft, regardless of nationality that occurs in or over the sovereign area or territorial waters of the Kingdom of Saudi Arabia;
- b) Taking custody of an aviation occurrence site does not end the responsibility of the local authority having the jurisdiction over the area and the activities involved from fulfilling their responsibilities and providing uninterrupted site security. The local authority shall coordinate with the AIB IIC for specific security requirements until the on-site investigation is completed and the disposition of the aircraft has been concluded;
- c) The movement or recovery of evidence, including aircraft recorders, shall be performed only by personnel authorized by the AIB.

5.9 Responsibilities of the Airport Authority

For aviation occurrences at or near an airport, the airport authority shall:

- a) Preserve to the extent possible any aircraft wreckage, cargo, mail, and all records aboard the aircraft by providing appropriate security personnel;
- b) Not disturb any aircraft wreckage, mail, or cargo except to the extent necessary to:
 - 1) Remove persons injured or trapped;
 - 2) Protect the wreckage from further damage; or
 - 3) Protect the public from injury.
- c) Make sketches, descriptive notes, and take photographs of the accident location including original position and condition of the wreckage and any significant impact marks if it was necessary to disturb or move aircraft wreckage, mail, cargo, and records; and

- d) Coordinate with the Civil Defence for the implementation of the Emergency Plan for aviation occurrences outside the airport boundaries.

5.10 Responsibilities of Fire Rescue Services (FRS)

The main responsibility of the Fire Rescue Services (FRS) is to assure the safety of persons and property. The FRS shall be present at the site of an aviation occurrence from the initial response until released by the AIB IIC. The presence of at least one (1) FRS manned unit will be required throughout the whole presence of the AIB personnel at the aviation occurrence site.

The FRS shall prepare a report describing their response to the aviation occurrence. They shall preserve the FRS communication tapes for review and analysis by the AIB.

5.11 Responsibilities of Air Traffic Services (ATS)

Any Air Traffic Services Unit that was involved in control or communication with an aircraft shall as soon as possible after becoming aware of an aviation occurrence:

- a) Remove and preserve all recordings and documents relating thereto and provide them only to the AIB IIC or his representative;
- b) Provide a recording play back capability and access to ATS personnel for interviews by the AIB IIC or his representative; and
- c) Upon demand by the AIB IIC, ATS shall provide a suitable recorded copy of all pertinent recordings to include a synchronized voice/radar tracking recording, together with a certified verbatim transcript, as well as copies of statements from the controllers involved and copies of all related documentation.

5.12 Responsibilities of Weather Observation Stations

- a) When weather observation station personnel become aware of an aviation occurrence, they shall make a special observation as close to the time of the occurrence as possible. They shall also contact the Central Forecast Office to retain all forecast and analysis documentation as well as defense satellite weather photographs taken during the 24 hours preceding the aviation occurrence;
- b) The Central Forecast Office will ensure that copies of all documentation provided to the flight crew involved by a Forecast Office in the



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Kingdom of Saudi Arabia are retained. If there is weather watch radar in the vicinity of the aviation occurrence, the weather observation personnel involved should instruct the radar station to make special radar observations. These observations should commence immediately and continue for a period of two hours at a minimum of ten minutes interval. Photographed radar displays from these observations shall be retained; and

- c) All documents and records pertaining to the weather for the 24 hours preceding the aviation occurrence, and observations taken thereafter shall be retained and provided to the AIB IIC or his representative.

5.13 Responsibilities of the Operator

The operator of an aircraft involved in an aviation occurrence, after accomplishing the required notification detailed in Chapter 4 of this Regulation, is responsible to:

- a) Coordinate with the airport authorities/Civil Defence at or near the aviation occurrence site to preserve to the extent possible any aircraft wreckage, cargo, and mail aboard the aircraft, all records and equipment pertaining to the operation and maintenance of the aircraft, including flight recorders, until the AIB IIC takes custody thereof or a release is granted in accordance with Article 5.21 of this Regulation;
- b) Prior to the AIB IIC or his authorized representative taking custody of the aircraft wreckage, mail, or cargo; such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary to:
 - 1) Remove persons injured or trapped;
 - 2) Protect the wreckage from further damage; and
 - 3) Protect the public from injury.
- c) Take the necessary precautions when it is necessary to move aircraft wreckage, mail, or cargo and make sketches and take descriptive notes. Photographs shall be taken, if possible, of the original positions and condition of the wreckage and, of any significant impact marks;
- d) Retain all records and reports, including all internal documents and memoranda dealing with the aircraft and crews involved in the aviation occurrence and release them to the AIB IIC or his representative;

- e) Provide the AIB IIC or his representative, free and direct access to facilities, buildings or offices as well as records, documents or personnel that are deemed to be required by the AIB; and
- f) Provide completed reports as specified in Article 4.6 of this Regulation.

5.14 Access to Site, Aircraft Wreckage, Records and Examinations

Only the persons authorized in writing by the AIB IIC or his representative shall have access to the aviation occurrence site, aircraft wreckage, records, mail, cargo, examinations, and testing.

5.15 Participation in AIB Investigations

5.15.1 The Right to Participation as an Expert

If a State which has a special interest in an aviation occurrence by virtue of fatalities or serious injuries to its citizens, the AIB IIC upon receiving a request shall allow the State with a special interest to appoint an expert who shall be entitled to:

- a) Visit the site of the aviation occurrence;
- b) Have access to the relevant factual information;
- c) Participate in the identification of the victims;
- d) Assist in questioning surviving passengers who are citizens of the expert's State; and
- e) Receive a copy of the Final Report.

5.15.2 Participants in the Investigation

- a) Participants shall be limited to those persons or representatives of government agencies, companies, and associations whose employees, functions, activities, or products were involved in the aviation occurrence and who can provide suitable qualified technical assistance in the investigation;
- b) The GACA/S&ER may participate in an investigation conducted by the AIB;
- c) An Accredited Representative or an Adviser to an Accredited Representative, pursuant to an international agreement or convention relating to aviation to which, the Kingdom of Saudi Arabia is a party may participate in investigations;
- d) Participants in the investigation shall be responsible to the AIB IIC or his representative and shall act in accordance with their directives. Participants may lose their Participant status if they do not comply with their assigned duties or instructions, or if they conduct themselves in a



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manner prejudicial to the investigation; and

- e) No person or lawyer who represents any media, claimants, insurers, nor consultants will be allowed to participate into or observe any portion of an investigation conducted by the AIB.

5.15.3 Participant Entitlements

Participants in the AIB investigation are entitled to participate in all aspects of the investigation as determined by and under the control of the AIB IIC or his representative, in particular to:

- a) Visit the site of the aviation occurrence;
- b) Examine the wreckage;
- c) Obtain witness information and suggest areas of questioning;
- d) Have access to all relevant evidence;
- e) Receive copies of all pertinent documents;
- f) Participate in read-outs of recorders;
- g) Participate in off-site investigation activities such as component examinations, technical briefings, tests and simulations;
- h) Participate in investigation progress meetings including deliberations related to analysis, findings, causes and safety recommendations; and
- i) Make submissions in respect of the various elements of the investigation.

Note 1: Participation of States that provide facilities or experts may be limited to the extent those matters relate to each aspect of the investigation (ICAO Annex 13, Articles 5.23 and 5.27).

Note 2: The AIB IIC has the authority to restrict the access and participation of any Participant.

5.15.4 Observers

For training or other valid purposes, Observers representing a State, a registered owner/operator or a military organization may attend an investigation conducted by the AIB. The conditions set in Articles 5.15.2(d) and 5.15.2(e) of this Chapter will apply.

Note 1: The AIB IIC has the authority to restrict the access of any Observer.

5.15.5 Obligations of Accredited Representatives and their Advisers

Accredited Representatives and their Advisers:

- a) Shall provide the AIB IIC or his representative

with all relevant information available to them; and

- b) Shall not divulge any information on the progress and the findings of the investigation without the express consent of the AIB IIC.

5.15.6 Presence at Tests

Where a person is invited to be present at a test, that person may be represented by a person having technical knowledge and expertise in the subject-matter of the test; and record or cause to be recorded the condition of the object being tested prior to, during, and after the test. Persons mentioned at Article 5.15.2 (e) of this Regulation shall not participate to tests.

5.16 Non-disclosure of Records

Records used or retained for the purpose of an aviation occurrence investigation shall not be disclosed. Their disclosure could have a negative effect on the progress of the investigation or future investigations, both locally and internationally. The following records shall not be disclosed:

- a) Statements taken during the investigation;
- b) Communications, verbal, or written, between personnel involved in aircraft operations;
- c) Communications between persons having been involved in the operation of the aircraft;
- d) Recordings and transcripts of recordings from air traffic control units;
- e) Cockpit Voice Recorders (CVR) recordings or transcripts of the same;
- f) Cockpit image recordings and any part of transcript from such recordings;
- g) Opinions formed during the analysis portion of the investigation including Flight Data Recording (FDR) analysis or copies of the same;
- h) Medical information or personal information regarding personnel involved in the aviation occurrence; and
- i) The names of the persons involved in the aviation occurrence.

Note 1: Only portions of these records which are pertinent to the analysis may be included in the Draft/Final Report. Portions of the records not relevant to the analysis shall not be disclosed.

Note 2: A communication record obtained under this Regulation shall not be used against any person in any



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legal or disciplinary proceedings.

Note. 3: *Information contained in the records listed above which may include information given voluntarily by persons interviewed during the investigation of an aviation occurrence, could be utilized inappropriately for subsequent disciplinary, civil, administrative and criminal proceedings. If such information is distributed, it may, in the future, no longer be openly disclosed to investigators. Lack of access to such information would impede the investigation process and seriously affect aviation safety.*

5.17 Right of Representation

Any person interviewed by an authorized representative of the AIB during an investigation will be accorded the right to be accompanied by an adviser. This adviser will be approved by the AIB representative conducting the interview. If a disagreement exists, the AIB IIC shall hold the final decision in the matter. At no time will a person or lawyer who represents any media, claimants, insurers, or consultants be allowed to attend an interview.

5.18 Autopsies and Toxicological Examinations

- a) The AIB IIC may order an autopsy or seek other tests of such persons as may be necessary to the investigation provided that to the extent consistent with the needs of the investigation, the provisions of laws protecting religious beliefs with respect to autopsies shall be observed.
- b) The AIB IIC is authorized to obtain a copy of the report of an autopsy performed by officials on any person who dies as a result of having been involved in an aviation occurrence within the jurisdiction of the AIB.
- c) It is the responsibility of the AIB IIC or his representative to provide a toxicological sample kit to the involved medical personnel (i.e. pathologist or coroner). Once obtained, the AIB IIC or his representative should ensure that the samples are shipped as directed using the instructions contained in the kit, to the named laboratory and by the most expeditious means possible. The AIB will bear the costs of such tests.

5.19 Medical Examinations

When appropriate, the AIB IIC or his representative should arrange for medical examination of the crew, passengers, and other involved aviation personnel by a qualified medical representative experienced in aviation occurrence investigation. These examinations

should be conducted and completed in an expeditious manner.

5.20 Flight Recorder Read-Out and Analysis

5.20.1 Authority of the AIB

The AIB is the sole entity authorized to retrieve flight recorders from aircraft for the purpose of aviation occurrence investigations. The GACA/S&ER or any other party shall not retrieve flight recorders from an aircraft involved into an aviation occurrence being investigated by the AIB.

5.20.2 Initial response

It is essential that the flight recorders be read out as early as possible after an aviation occurrence. Early identification of problem areas can affect the investigation at the aviation occurrence site where evidence is sometimes transient. Early identification of problem areas may also result in urgent safety recommendations necessary to prevent a similar occurrence.

The AIB IIC shall make timely arrangements to read out the flight recorders at a suitable readout facility.

5.20.3 Choice of Facility

The AIB may request assistance from any State that can best serve the investigation. The manufacturer's standard replay equipment and playback software, which is typically used by operators and maintenance facilities, is not considered adequate for investigation purposes.

Facilities for the read-out of flight recorders should have the following capabilities:

- a) The ability to disassemble and read out recorders that have substantial damage;
- b) The ability to play back the original recording/memory module without the need for the use of a manufacturer's copy device or the recorder housing that was involved in the aviation occurrence;
- c) The ability to manually analyze the raw binary waveform from digital tape flight data recorders;
- d) The ability to enhance and filter voice recordings digitally by means of suitable software; and
- e) The capability to graphically analyze data, to derive additional parameters not explicitly recorded, to validate the data by cross-checking, and other analytical methods to determine data accuracy and limitations.



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5.20.4 Participation by Other States.

The State of Manufacture or Design has airworthiness responsibilities and the expertise normally required to read and analyze flight recorder information. Since flight recorder information can often reveal airworthiness problems, the State of Manufacture or Design should have a representative present when the flight recorder read-out and analysis are being conducted.

The State of the Operator has regulatory responsibilities regarding the flight operation and can provide insights into operational issues which may be specific to the operator. Since flight recorder information can reveal operational problems, the State of the Operator should have a representative present when the flight recorder read-out and analysis are being conducted.

5.20.5 Recommended Procedures

The flight data recorder and the cockpit voice recorder should be read out by the same facility because they contain complementary data which can help validate each recording and aid in determining timing and synchronization.

Flight recorders should not be opened or powered up and original recordings should not be copied, particularly not by high-speed devices, prior to the read-out because of possible damage caused to the recordings.

The facility at which the flight recorders are read out for another State should be given an opportunity to comment on the Draft Final Report in order to ensure that the characteristics of the flight recorder analysis have been taken into account.

The facility at which the flight recorders are read out may require the expertise of the aircraft manufacturer and operator in order to verify the calibration data and validate the recorded information.

When conducting the investigation, the AIB may leave the original recordings or a copy of them, with the read-out facility until the investigation is completed in order to facilitate the timely resolution of additional requests or clarifications, providing that the facility has adequate security procedures to safeguard the recordings.

5.21 Release from Custody

Subject to the provisions of this Regulation, the AIB IIC is the sole person authorized to release custody of the aircraft, its contents or any parts thereof or any record, which are no longer required in the

investigation. The release shall be done in writing to any person or persons duly designated. For this purpose, the AIB shall facilitate access to the aircraft, its contents, or any parts thereof.

5.22 Transportation

- a) The AIB must arrange for appropriate lodging and transportation for the investigation team in the area of the accident site. All parties to the investigation shall coordinate their transportation plans or requests with the AIB IIC.
- b) Upon presenting his credentials as an AIB Investigator/Representative to the desk/gate representative of any domestic scheduled operator and requesting transportation to an accident or serious incident site that operator will be obligated to fulfill his request by providing free of charge transportation irrespective of prior seating arrangements that have already been made on board the aircraft. If the cabin is fully occupied, the AIB Investigator/Representative will occupy the cockpit jump seat. If more than one Investigator/Representative is traveling and the cockpit and cabin are fully occupied, an equal number of ticketed passengers will be deplaned to allow the seating of the additional AIB Investigators /Representatives.
- c) During the return travel from an investigation site, the operator will be required to provide free of charge transportation to any AIB Investigator /Representative to include access to unoccupied cockpit jump seat(s). Revenue passengers will not be deplaned to allow the boarding of AIB Investigators/Representatives during the return travel.
- d) Although the operator is required to provide transportation under the conditions stated above in Article 5.22 b) and c), the final determination as to which seats will be occupied by the AIB Investigators/Representatives is at the discretion of the Captain of the aircraft.

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CHAPTER 6 – REPORTING

6.1 Release of Information

- a) Release of information during the investigation, particularly at the aviation occurrence site, shall be limited to factual information and shall be made only by the Manager of Communications of the AIB or its Media Representative. For this purpose, the Manager of Communications of the AIB or its Media Representative shall coordinate all information to be released with the AIB IIC.
- b) The Manager of Communications of the AIB or its Media Representative, in coordination with the AIB IIC, will ensure that relevant and timely information on the progress of the investigation will be provided to the families and accident survivors until the Final Report has been completed and approved;
- c) All information concerning the aviation occurrence obtained by any personnel participating in the investigation shall be passed to the AIB IIC through appropriate organizational channels. Upon approval by the AIB IIC, Participants to the investigation may relay to their respective organizations information which is necessary for purposes of prevention or remedial action. Under no circumstances shall aviation occurrence information be released to anyone not participating in the investigation, or discussed with any unauthorized persons; and
- d) Information concerning an aviation occurrence involving both civil and military aircraft should be exchanged among the military service and the other parties involved, promptly and completely.

Note 1: A preliminary report will be sent within 30 days from the date of the occurrence to all parties involved after appropriate notification and disclosure has been given to the Chairman of the GACA Board of Directors.

6.2 Release of the Preliminary Report

- a) If an aircraft involved in an aviation occurrence is of a maximum mass of over 2 250 kg, the AIB shall send a Preliminary Report to:
 - 1) the State of Registry or the State of Occurrence, as appropriate;
 - 2) the State of the Operator;
 - 3) the State of Design;
 - 4) the State of Manufacture;

- 5) any State that provided relevant information, significant facilities or experts; and
 - 6) ICAO.
- b) When an aircraft involved in an aviation occurrence has a maximum mass of less than 2,250 kg and, when airworthiness or other matters are considered to be of interest to the other States involved, the AIB shall forward a Preliminary Report to:
 - 1) the State of Registry or the State of Occurrence, as appropriate;
 - 2) the State of the Operator;
 - 3) the State of Design;
 - 4) the State of Manufacture; and
 - 5) any State that provided relevant information, significant facilities or experts.
 - c) The Preliminary Report shall be submitted to the appropriate States and to the International Civil Aviation Organization in Arabic or English as is most appropriate for the States Involved.
 - d) The AIB shall send the Preliminary Report by facsimile, email, or airmail within thirty (30) days of the date of the aviation occurrence unless the Accident/Incident Data Report (ADREP) or the European Coordination Centre for Accident and Incident Reporting Systems (ECCAIRS) has already been sent by that time. When matters directly affecting safety are involved, it shall be sent as soon as the information is available and by the most expeditious means available.

6.3 Stand-Alone Recommendation (SAR)

Any safety deficiency that becomes known during the course of the investigation for which prompt preventative action is required, shall be disclosed immediately through a Stand-Alone Recommendation (SAR) to all concerned parties including appropriate authorities in other States and ICAO whenever any ICAO documents are involved. This action shall be coordinated through the AIB IIC.

6.4 Inquiries

Responses to inquiries regarding aviation occurrence investigations received from any source will be coordinated with the AIB IIC prior to release.

6.5 The AIB Aviation Investigation Report

- a) Upon completion of all phases of the investigation and receipt of all Group Reports,



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the AIB IIC will be responsible for preparing the report in the format defined by ICAO Annex 13 and in accordance with the report standards found in the ICAO Publication – Reporting Part IV (Doc 9756). The AIB IIC may adapt the format of the report to the circumstances of a particular aviation occurrence. The report will be processed in two drafts; the Draft Final Report and the Final Report. The Final Report will be completed in English with a summary in Arabic. During the entire report writing and review phases, specified individuals within the AIB will review the report for accuracy, completeness, logical construction and analysis, appropriate findings and recommendations.

- b) The AIB shall send a copy of the Draft Final Report to all the States that participated in the investigation, inviting their significant and substantiated comments. The Draft Final Report shall be sent for comments to the:
- 1) State that instituted the investigation;
 - 2) State of Registry;
 - 3) State of the Operator;
 - 4) State of Design;
 - 5) State of Manufacture; and
 - 6) Any State that participated in the investigation.
- c) The AIB should send, through the States mentioned in Article 6.5, b) above, a copy of the Draft Final Report, addressed to the operator, to the organizations responsible for the type design and the final assembly of the aircraft and/or the engine manufacturer, to enable them to submit comments on the Draft Final Report.
- d) No State, nor other Participants to the AIB investigation shall circulate, publish, or give access to a Draft Final Report or any part thereof, or any documents obtained during an investigation of an aviation occurrence, without g) the express written consent of the AIB IIC who conducted the investigation, unless such reports or documents have already been published or h) released by the AIB.
- e) If comments are received within sixty (60) days of the date of the transmittal letter, the AIB IIC should either amend the Draft Final Report to include the substance of the comments received or if desired by the State that provided comments, append the comments to the Final

Report. If the AIB receives no comments within 60 days of the date of the transmittal letter related to the presentation of the Draft Final Report, it shall issue the Final Report in accordance with this Regulation, unless an extension of that period has been agreed upon with the States concerned.

- f) The Final Report will be prepared by the AIB IIC and submitted to the Director of Investigations (DOI) and to the Director General (DG) of the AIB for review. The DG of the AIB will submit the Final Report to the Chairman of the GACA Board of Directors for review and approval.

Note: *The Final Report should be made publicly available within one (1) year from the date of the aviation occurrence unless factors beyond the control of the AIB preclude meeting this deadline. If the one year deadline cannot be achieved, a Transitional Report shall be issued detailing the progress, identifying any outstanding safety issues along with an estimate of the additional time required to complete the Final Report.*

6.6 Release of the Final Report

Upon approval by the Chairman of the GACA Board of Directors, the Final Report with all the required changes, if applicable, will be returned to the Director General (DG) of the AIB for final editing, reproduction and official release. A copy of the Final Report shall be provided to:

- a) The State that instituted the investigation;
- b) The State of Registry;
- c) The State of the Operator;
- d) The State of Design;
- e) The State of Manufacture;
- f) Any State having suffered fatalities or serious injuries to its citizens;
- g) Any State that provided relevant information, significant facilities or experts;
- h) Any State that participated in the investigation; and
- i) ICAO.

6.7 Request for Reconsideration or Modification

Following the release of the Final Report, requests for reconsideration or modification of the AIB findings by States or other Participants to an AIB investigation,



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will be entertained only, if based on the submission of evidence not previously known or available such as; statements of prospective witnesses, authenticated documents on the discovery of pertinent new evidence or by a showing that the findings as to the facts, conditions and circumstances of the aviation occurrence are substantially in error. An explanation shall be provided indicating why such substantiation was not available prior to the AIB determination of the findings. Such requests shall be made in writing. Requests which are repetitious or based on positions previously advanced will not be entertained.

If the AIB conducted the investigation but did not originally institute it, the AIB shall first obtain the consent of the State which first instituted the investigation before re-opening the investigation.

6.8 Occurrences Investigated by other Departments or Agencies

When the AIB does not conduct an investigation of an aviation occurrence, the AIB may demand the Departments, Agencies, or the operator to provide information and documentation, relative to the aviation occurrence. The information shall be provided in a format that is consistent with the report outlined in ICAO Annex 13 or any other format agreeable to the AIB. The Department, Agency or the operator may not arbitrarily delay investigating an event or providing the results of an investigation to the AIB. Any delays must be justified and appropriately documented.

6.9 Request to Withhold Information

Any person may make written objection to the public disclosure of information contained in any report, document or information obtained by the AIB by stating the grounds for such objection. The AIB on its own initiative, or whenever such objection is made, may order such information withheld from disclosure when, in its judgment, disclosure would not be in the interest of accident and incident prevention or, does harm to an individual or organization, while not contributing to the advancement of the investigation or to aviation safety.

6.10 Confidential/Voluntary Reporting

The AIB shall establish a Confidential Reporting Section within its organization that shall have exclusive authority to receive and examine in confidence any verbal or written report.

Where a Confidential Report is made to the AIB, other than a report concerning a reportable aviation occurrence, no person shall release the identity of the person making the report or any other information that

could reasonably be expected to reveal the person identity, unless the person making the report authorizes its release in writing.

Any person may make Confidential Reports regarding any aviation related subjects. Accordingly, Confidential Reporting shall be non-punitive and will afford protection to the sources of the information, except in the following cases:

- a) The action was deliberate; and
- b) The action involved a criminal offence.

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CHAPTER 7 – DATA REPORTING

7.1 Release of the ICAO Data Report

When the aircraft involved in an aviation occurrence has a maximum mass of over 2,250 kg;

- a) The AIB shall send, as soon as practicable after the investigation, a completed ADREP / ECCAIRs Report to the International Civil Aviation Organization.
- b) The AIB should, upon request, provide other States with pertinent information additional to that made available in the Accident/Incident Data Report (ADREP)/ECCAIRs.

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7.2 Accident and Incident Database

All accidents and incidents reported under the requirements of this Regulation shall be electronically stored as a standardized descriptive database. The data retrieval will display frequencies over time to identify adverse trends. The database will include the following information:

- a) Type, nationality, registration marks of the aircraft and flight number for scheduled flights;
- b) Position of the aircraft with reference to some easily defined geographical point;
- c) Airport, if applicable;
- d) Name of the operator of the aircraft;
- e) Date and time of the occurrence;
- f) Number of persons aboard, number killed, and number seriously injured;
- g) Description of the occurrence;
- h) Name of the IIC;
- i) The extent of damage to the aircraft;
- j) Classification of the occurrence;
- k) Category;
- l) Sub-category;
- m) Written summary; and
- n) Contributing factors

7.3 Data Sharing

The AIB is authorized to share aviation occurrence data with ICAO member States and regional and international flight safety organizations for the sole purpose of improving aviation safety. Additional guidance is also included in Annex 19, Safety Management.



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CHAPTER 8 – PREVENTION

8.1 Safety Reports

- a) The AIB shall provide periodic analytical reports to the Chairman of the GACA Board of Directors.

The reports shall:

- 1) Advocate meaningful responses to reduce the likelihood of aviation occurrences similar to those investigated by the AIB; and
 - 2) Propose corrective action to make air transportation as safe and free from risk of injury, including action to minimize personal injuries that occur in aircraft accidents.
- b) Studies, Investigations, and Other Reports. The AIB will also:
- 1) Carry out special studies and investigations about aviation safety;
 - 2) Evaluate the adequacy of safeguards in the transportation of hazardous material by air and the performance of other Government agencies responsible for the safe transportation of hazardous material; and
 - 3) Make safety recommendations resulting from studies or investigations.

8.2 Safety Recommendations

The AIB shall be responsible for recommending corrective or remedial actions as a result of investigations or safety studies for the purpose of preventing further aviation occurrences. The recommendations should be broad in application to allow the addressees of the recommendations to have some discretion in implementing specific remedial actions.

At any stage of the investigation of an aviation occurrence, the AIB shall recommend in a dated transmittal correspondence to the appropriate authorities, including those in other States, any preventive action (SAR) that it considers necessary to be taken promptly to enhance aviation safety.

It is the policy of the AIB that safety-related information provided in confidentiality and not in the context of particular aviation occurrence investigations will not be disclosed. Reference to such information for the purpose of safety recommendations will be undertaken with consideration for its confidentiality.

When making safety recommendations, the AIB may refer to voice or recorded data from any recorder.

8.3 Responding to Safety Recommendations

So that action may be taken on any recommendation issued by the AIB and to receive timely feedback regarding the implementation of any recommendation, the following will apply:

- a) The addressee of a safety recommendation shall give a formal written response to each safety recommendation no later than 90 days after receiving the safety recommendation;
- b) The written response shall indicate what action was taken to adopt the safety recommendation or part of it;
- c) If the safety recommendation was refused, the addressee shall explain the reasons for its refusal to implement the safety recommendation; and
- d) The AIB shall make available to the public all responses to all safety recommendations through the AIB Web Site.

8.4 Safety Recommendations from Other States

When the AIB receives safety recommendations as the result of a foreign investigation, the Director General (DG) of the AIB shall inform the proposing State of the preventive action taken or under consideration, or the reasons why no action will be taken.

8.5 Participation

The AIB shall participate in all appropriate non-governmental organizations that have as their primary function, the advancement of aviation safety through active exchanges of safety-related information.

8.6 State Safety Program (SSP)

The SSP is mainly the responsibility of the regulatory authority (GACA/S&ER) within the Kingdom of Saudi Arabia. The participation of the AIB to the SSP will be to provide the GACA/S&ER with the required safety data in accordance with ICAO Annex 19.

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