



MINISTRY OF TRANSPORT AND COMMUNICATIONS
REPUBLIC OF THE UNION OF MYANMAR

AIRCRAFT ACCIDENT INVESTIGATION BUREAU

ACCIDENT INVESTIGATION
POLICY MANUAL

SECTION 0	: MANUAL ADMINISTRATION
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CHAPTER 1	: FOREWORD
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1. This Policy Manual is an internal document of the Aircraft Accident Investigation Bureau (AAIB) of Myanmar. It contains policies relating to the responsibilities and functions of the Aircraft Accident Investigation Bureau (AAIB) for the purpose of guiding the operations and professional development of the AAIB.
2. Except for material which has been approved for public distribution, the contents of this Manual are not intended to be communicated to persons outside the AAIB without the consent of the AAIB.
3. This Manual is not regulatory in nature and is not a binding statement of policy, and is not all inclusive. Deviation from the guidance offered in this Manual may at times be necessary to meet the specific needs of an investigation.
4. The Manual will be revised when necessary. The Investigators of Accidents and AAIB officers are encouraged to contribute ideas for improving the contents of this Manual.



Kyaw Myo
Deputy Minister
Ministry of Transport and Communications



SECTION 0 : MANUAL ADMINISTRATION
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SECTION 0	: MANUAL ADMINISTRATION
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CHAPTER 5	: MANUAL AMENDMENT
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1. The Manual will be updated or revised as and when necessary (e.g. to comply with new ICAO requirements, to address feedback from operational experience and audits, and make corrections and editorial improvement).
2. The revision may be made by Head (AAIB) himself. He may also assign an officer to carry out the revision, in which case he will review and approve the revision eventually proposed by the officer concerned.
3. Upon the completion of the revision, Head (AAIB) or the officer concerned will make notes in the file to:
 - record the completion of the revision exercise; and
 - document the changes to be made to the Manual.
4. A distribution list of the hardcopies or CD copies of the Manual can be found in the file, the technical library of DCA and that of MOTC.
5. For amendment of the hardcopies of the Manual, Head (AAIB) or the officer concerned will prepare an amendment instruction and will arrange for the amendment instruction and the related new/amended pages to be distributed and inserted into the Manual.
6. For CD copies of the Manual, Head (AAIB) or the officer concerned will arrange for an updated CD version to be made and distributed.

SECTION 1	: ORGANISATION OF INVESTIGATION IN MYANMAR
CHAPTER 1	: THE AIRCRAFT ACCIDENT INVESTIGATION BUREAU(AAIB)

1. Aircraft Accident Investigation Bureau (AAIB)

- 1.1 Aircraft accident and incident investigation in Myanmar is carried out by the Aircraft Accident Investigation Bureau (AAIB).
- 1.2 The head of the AAIB is responsible to Union Minister for Transport and Communications for the management of the AAIB.
- 1.3 The AAIB is independent of the regulatory and judicial authorities as well as of the aviation service providers in Myanmar.
- 1.4 The key functions of the AAIB are:
 - To implement the Standards and Recommended Practices contained in Annex 13 to the Convention on International Civil Aviation (Chicago Convention).
 - To conduct independent and objective investigation of accidents and incidents in accordance with the Myanmar law and International best practices. Have unrestricted authority, shall gathering, recording, examining analysing determining recommending and reporting. If possible, visit to the scene of accident, examine wreckage and statement taking from witnesses.
 - To promote aviation safety through the investigation of accidents and incidents and the identification of safety deficiencies so that accidents may be avoided in future.

2. Investigation of accidents and incidents

- 2.1 The AAIB will investigate accidents pursuant to Article 26¹ of the Chicago Convention.
- 2.2 While Article 26 of the Chicago Convention refers to investigation of accident, Annex 13 goes beyond investigation of accidents and prescribes Standards and Recommended Practices for the investigation of incidents as well, in particular serious incidents.
- 2.3 Thus, the AAIB will also investigate serious incidents as recommended by Annex 13 and, where there will be safety lessons to be drawn, incidents that are not classified as serious incidents.

SECTION 1	: ORGANISATION OF INVESTIGATION IN MYANMAR
CHAPTER 1	: THE AAIB STAFF AND INVESTIGATORS
APPENDIX 1	

1. The AAIB has planned for a full-time staff strength of 8 investigators and 9 administrative support staff. The full-time investigators are appointed by the Union Minister for Transport and Communications as Investigator of Accidents. One of them is appointed as the Chief Investigator of Accidents.

2. Currently, the Head of the AAIB is also the Chief Investigator of Accidents. The organization chart of the AAIB is in **Appendix 2**.

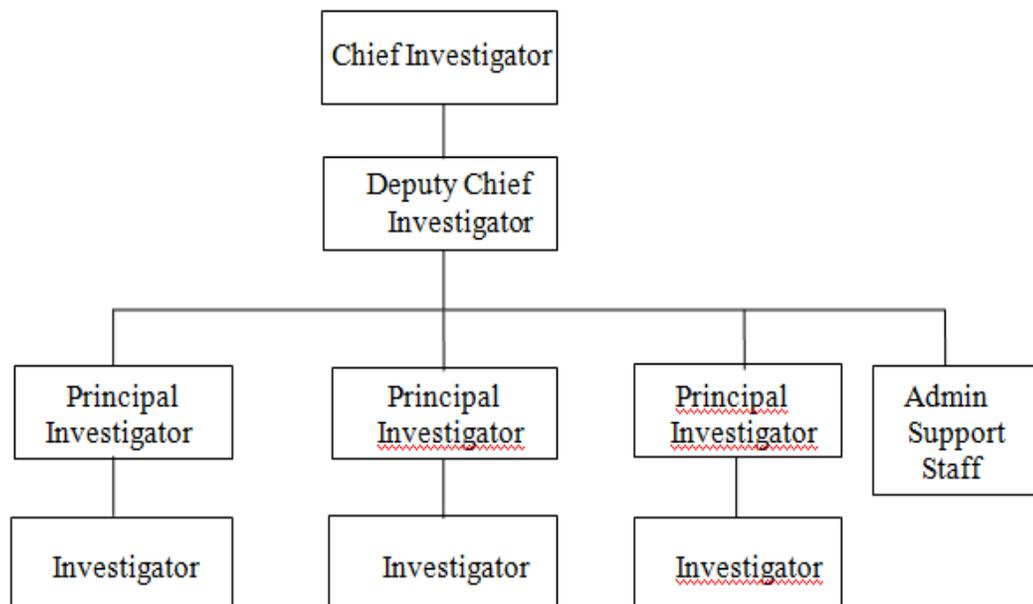
3. The duty statements of the full-time staff are in the file.

4. The AAIB will seek the Ministry of Transport and Communications for any staff strength increase.

5. The full-time investigators are complemented by volunteer specialists who are also appointed by the Union Minister as Investigators of Accidents.

SECTION 1 : ORGANISATION OF INVESTIGATION IN MYANMAR**CHAPTER 1 : THE AAIB ORGANISATION CHART****APPENDIX 2**

Aircraft Accident Investigation Bureau, Myanmar



SECTION 1	: ORGANISATION OF INVESTIGATION IN MYANMAR
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CHAPTER 2	: MISSION OF THE AAIB
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1. The Aircraft Accident Investigation Bureau of Myanmar (AAIB) is the investigation authority in Myanmar responsible to the Ministry of Transport and Communications for the investigation of aircraft accidents and serious incidents to Myanmar and foreign civil aircraft in Myanmar. The AAIB also participates in overseas investigations of accidents and serious incidents involving Myanmar aircraft or aircraft operated by a Myanmar air operator.

2. The mission of the AAIB is to promote aviation safety through the conduct of independent and objective investigations into air accidents and incidents consistent with the Convention on International Civil Aviation (Chicago Convention).

3. The AAIB will conduct the investigations in accordance with Myanmar Aircraft Act and Rules and Annex 13 to the Chicago Convention, which governs how Contracting States of the International Civil Aviation Organisation (ICAO) conduct such investigations. The AAIB will undertake investigations without fear or favour.

4. The AAIB contributes to aviation safety by independently investigating and analysing the circumstances leading to the occurrences of accidents or incidents and by identifying the safety issues and making safety recommendations to address these safety issues. Our key product is information and knowledge, imparted to individuals, regulators, aerospace industry and aviation service providers to assist in ensuring that unsafe actions or conditions are not repeated or allowed to persist. The emphasis of AAIB's investigations is on learning to improve future safety and not on establishing blame.

5. Accident and incident investigation is one of the elements of the State Safety Programme (SSP) which is an integrated set of regulations and activities of a State aimed at improving safety.

6. Through fulfilling Myanmar's investigation obligations under Article 26 of and Annex 13 to the Chicago Convention, the AAIB contributes towards the maintenance of the confidence of the aviation industry and the public.

SECTION 1	: ORGANISATION OF INVESTIGATION IN MYANMAR
CHAPTER 3	: OBJECTIVE OF AAIB INVESTIGATION

1. In accordance with paragraph 3.1 of Annex 13, **the sole objective of an aircraft accident or incident investigation is to prevent future accidents and incidents. The purpose of an investigation is not to apportion blame or liability.**

2. The emphasis of ICAO's objective statement is on remedial action. Any judicial or administrative proceedings to apportion blame or liability should be separate from any investigation conducted under the provisions of Annex 13.

3. An aircraft accident suggests hazards or deficiencies in the aviation system. The investigation should identify all immediate and underlying systemic causes of an accident. The investigation should also determine the facts, conditions and circumstances pertaining to the survival or non-survival of the occupants of the aircraft.

4. At the end or even in the course of the investigation, appropriate safety actions may be recommended, aiming at avoiding the hazards and eliminating the deficiencies in the aviation system, as well as improving the crashworthiness of the aircraft (thus preventing or minimising injuries to aircraft occupants in future accidents).

SECTION 1	: ORGANISATION OF INVESTIGATION IN MYANMAR
CHAPTER 4	: INVESTIGATION BY OTHER AUTHORITIES IN MYANMAR

1. Investigation by the AAIB for the purposes of fulfilling Myanmar's obligation under Article 26 of the Chicago Convention and Annex 13 to the Chicago Convention does not preclude other competent authorities in Myanmar (e.g. DCA, Police, Coroner) from carrying out their own investigations separately for their own purposes as required and in accordance with the relevant legislation.

2. To the greatest extent possible, the AAIB will coordinate and cooperate with the competent authorities that conduct a parallel investigation. For example, the AAIB may need information derived from the identification of victims by the Police or from the pathological examination of the victims by the Coroner, and the other investigating authorities may need information derived by the AAIB from the flight data recorder data.

3. The AAIB shall recognize the need for coordination between the investigator- in-charge and the judicial authorities. Particular attention shall be given to evidence which requires prompt recording and analysis for the investigation to be successful, such as the examination and identification of victims and read-outs of flight recorder recording.

SECTION 1	: ORGANISATION OF INVESTIGATION IN MYANMAR
CHAPTER 5	: SCOPE OF AAIB INVESTIGATION

1. The AAIB will be involved in a civil aircraft accident or serious incident investigation in the following circumstances:

- (a) where the accident or serious incident occurs in Myanmar (irrespective of the nationality of the aircraft);
- (b) where the accident or serious incident occurs in another Contracting State or non-Contracting State and involves a Myanmar's aircraft or an aircraft operated by a Myanmar's operator, and the State involved is conducting an investigation of the accident or serious incident and Myanmar is participating in the investigation. By providing with all information and elements required through the investigation process and appointment of an accredited representative and advisers if Myanmar having suffered fatalities or serious injuries to it citizens to send an expert;
- (c) where the accident or serious incident occurs in any non-Contracting State and involves a Myanmar's aircraft or an aircraft operated by a Myanmar's operator, and the non-Contracting State involved does not intend to carry out an investigation of the accident or serious incident in accordance with Annex 13 and Myanmar is instituting an investigation;
- (d) where the accident or serious incident involves a Myanmar aircraft or an aircraft operated by a Myanmar operator and the investigation has been delegated to Myanmar by another State by mutual arrangement and consent;
- (e) where the accident or serious incident occurs in a location which cannot be definitely established as being in the territory of any State and involves a Myanmar's aircraft, and therefore Myanmar is instituting an investigation;
- (f) where Myanmar is assisting another State or non-Contracting State in the investigation of an accident or serious incident that does not involve a Myanmar aircraft or an aircraft operated by a Myanmar operator.

2. The appointed head may, with the approval of Union Minister for Transport and Communications delegate the investigation of an accident or serious incident to another State by mutual arrangement and consent. In such a case, the AAIB will facilitate to the best of its ability the investigation carried out by that State.

3. If Myanmar is state of Occurrence, a request is received from the States of Registry, Operator, Design or Manufacture that the aircraft, its contents and any other evidence remain undisturbed pending inspection by an accredited representative undisturbed pending inspection by an accident representative of the requesting State AAIB shall take all necessary steps to comply with such request provided the aircraft to prevent destruction by persons, animals, fire or other causes.

4. When neither the State of registry nor the State of Operator appointed accredited representative neither the State of Design nor the State of Manufacture appointed accredited representative & advisers, Myanmar should invite these States to participate.

SECTION 1	: ORGANISATION OF INVESTIGATION IN MYANMAR
CHAPTER 6	: INVESTIGATION RESOURCES

1. **Investigation resources**

- 1.1 As the air transport industry and the aircraft itself have become more sophisticated, the investigation of a major aircraft accident can be expected to be very complex and may need the investigation team of significant size.
- 1.2 The AAIB will make use of external investigation expertise as and when needed, e.g. metallurgists from the academia and research institutes, human factors consultants, investigators from foreign investigation authorities and, are relieve their regular duties, during the investigation. The AAIB will establish then to avoid possible conflicts of interest is likely, experts from the aviation regulatory authority and service providers.

2. **Support from other agencies**

- 2.1 The AAIB also needs other external agencies to provide engineering and logistics support to its investigation, e.g. Police to secure accident site, aircraft maintenance companies to help remove flight recorders and collect fuel/oil samples, ATC and CNS to provide communication transcripts and radar and meteorological data.

3. **Mandatory and voluntary incident reporting system**

- 3.1 The AAIB shall establish a mandatory incident reporting system to facilitate collection of information on actual or potential safety deficiencies and a voluntary incident reporting system that may not be captured by a mandatory incident reporting system.
- 3.2 It also establishes that its voluntary occurrence reporting system is non-punitive and for ensuring protection to the source of information.
- 3.3 The AAIB have related for guidance to both mandatory and voluntary incident reporting systems in according with Safety Management Manual (Doc.9859)

4. **Credentials**

- 4.1 The investigations personnel of the Aircraft Accident Investigation Bureau(AAIB) shall be issued government credentials, which specify the legislative and regulatory basis for their authorities and responsibilities. The credentials contain the investigator's photographs and provide the legal basis for their work during investigations of accidents and incidents.
- 4.2 Seconded investigators should be given proper credentials and should sign written agreements to comply with Myanmar Laws , regulations, policies and procedures and to demonstrate their independence and objectivity and that there are no conflicts of interest during the period of the secondment.

SECTION 1	: ORGANISATION OF INVESTIGATION IN MYANMAR
CHAPTER 7	: PROCEDURES ESTABLISHED FOR THE INVESTIGATION

1. The AAIB have established to receive the up-to-date contact information of the aircraft accident investigation authorities of other states and made available to the relevant personnel. (Amendments are based on the contact list on ICAO FSIX website)
2. The AAIB have provided to ICAO with current contact information of Myanmar accident investigation authority and renewed it.
3. The AAIB have provided Duty Officer to deal with notification of accident and incident (forward within the state or forwarded by other states) during office hours as well as out of office hours.
4. In the event of an accident or serious incident, all air traffic services communication recording and document associated with the flight are secured and placed in safe keeping. Recording media shall only be released to a designated Accident and Investigation Board. (Ref with CNS Advisory Circular AC.CNS.002, 1st June 2010)

SECTION 2	: COMPLIANCE WITH ANNEX 13 STANDARDS
CHAPTER 1	: IMPLEMENTATION OF ANNEX 13 STANDARDS

1. The specifications in Annex 13 apply to investigation activities in respect of accidents and incidents wherever they occurred. It is the AAIB's policy to adhere, as far as possible in its investigation of accidents and incidents, to all investigation related Standards contained in Annex 13. The AAIB will also endeavour to comply with the Recommended Practices spelt out in Annex 13.
2. Implementation of the Annex 13 Standards and Recommended Practices will be through legislation and/or the AAIB policies and procedures.
3. If any Annex 13 Standard cannot be complied with, the AAIB will highlight it to DCA and arrange for a notification of difference to ICAO.
4. When aircraft is leased, chartered or interchanged Myanmar is State of Operator (is not State of Registry) the specifications in Annex 13 are concerned and if it discharges, in respect of the Annex 13, in part or in whole the functions and obligations of the State of Registry.

SECTION 2	: COMPLIANCE WITH THE ANNEXES
CHAPTER 2	: REVIEW OF AMENDMENTS TO THE ANNEXES

1. **Annex 13**

- 1.1 Department of Civil Aviation (DCA) is the state organization in Myanmar designated to communicate with ICAO on official matters on behalf of Myanmar. As such, the AAIB will receive through DCA the official ICAO communications concerning Annex 13 amendment.
- 1.2 On receipt of any ICAO communications concerning Annex 13 amendment, the appointed head of the AAIB will evaluate the information either by himself or by the AAIB staff assigned by him.
- 1.3 Where necessary, the AAIB will discuss internally with the Ministry of Transport and Communications regarding Myanmar's position on the Annex 13 amendment.
- 1.4 The AAIB will communicate Myanmar's response to any Annex 13 amendment proposal to ICAO through Department of Civil Aviation (DCA).

2. **Notifying ICAO of differences with Annex 13 Standards**

- 2.1 When an amendment to Annex 13 has been adopted by ICAO and there are standards that Myanmar cannot comply with, the AAIB will notify ICAO of the differences between Myanmar's regulations and practices and Annex 13.

3. **Amendment to legislation, policies or procedures**

- 3.1 For Annex 13 amendment that is adopted by ICAO and with which Myanmar can comply, the AAIB will amend the AAIB Policy Manual, AAIB Accident Investigation Handbook or AAIB Investigation Training Manual accordingly or initiate appropriate action for the amendment of Myanmar's aviation legislation.

SECTION 2	: COMPLIANCE WITH THE ANNEXES
CHAPTER 3	: ACCIDENT PREVENTION MEASURES

1. With a view to facilitate the collection of information on actual or potential safety deficiencies, the AAIB shall establish and implement a mandatory incident reporting system.
2. The AAIB shall take appropriate measures for ensuring that regulatory provisions and procedures established for;
 - (a) voluntary occurrence reporting system to be non-punitive and
 - (b) ensuring protection to the sources of the information.
3. The AAIB shall establish an accident and incident database exchange with standard format to facilitate the systematic analysis of information contained in its accident / incident reports and to determine preventive action required.

SECTION 3	: STAFFING AND TRAINING
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CHAPTER 1	: RECRUITMENT OF AAIB INVESTIGATORS
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1. The AAIB investigators is responsible for carrying out accident/incident investigations. The investigation tasks include gathering, recording and analyzing all available information on accidents and incidents, identifying safety issues, making safety recommendations, determining the causes or contributing factors, and completion of investigation reports. The investigators' work scope will also include formulation and implementation of investigation related policies and updating of investigation legislation.
2. The AAIB normally looks for investigators from the pool of people who possess a degree from a recognised university or professional qualifications in an appropriate discipline (e.g. a degree in aeronautical/ mechanical/ electrical/ electronic engineering, a pilot or licensed aircraft maintenance engineer qualification, a licensed air traffic controller) and who have aviation related experience. Preference will be given to those with relevant experience at management or supervisory level and in particular with aircraft accident/incident investigation experience.
3. The desired qualities of an investigator are: inquisitiveness, logical mind, objectivity, dedication, diligence, patience, perseverance, good interpersonal and communications skills, and commitment to excellence.
4. When investigator vacancies need to be filled, a recruitment advertisement will be placed in the local media. The AAIB will review all applications to join AAIB and will shortlist candidates for a first-round interview by an AAIB panel. Selected candidates will undergo a final interview by a Ministry of Transport and Communications panel if necessary.

SECTION 3	: STAFFING AND TRAINING
CHAPTER 2	: PART-TIME MOTC INVESTIGATORS

1. As the air transport industry and the aircraft itself have become more sophisticated, the investigation of a major aircraft accident can be expected to be complex and may need an AAIB investigation team of significant size.
2. However, in view of the relatively small number of accidents and serious incidents that the AAIB may be called upon to investigate every year, the AAIB's policy is to supplement the relatively small core of full-time AAIB investigators with part-time investigators, rather than have a big standing staff.
3. The part-time investigators may be drawn from other specialised government agencies and external organisations like the Air Force, universities, research agencies and institutes and specialised service providers. The Head of the AAIB will recommend suitable candidates to the Minister for Transport and Communications for appointment as Investigators of Accidents to enable them to exercise the powers of investigators.
4. The AAIB will provide investigation related training to these part-time investigators. The cost of training these investigators will be borne by the AAIB and not by their parent agencies or organizations.

SECTION 3	: STAFFING AND TRAINING
CHAPTER 3	: IMMUNISATION FOR INVESTIGATORS

1. As there are always potential biological hazards at an accident site, all investigators should be appropriately immunised.
2. All investigators, full-time or part-time, will be asked to immunise themselves against the following:
 - Tetanus
 - Hepatitis A
 - Hepatitis B
 - Influenza
3. The AAIB will arrange following occupational health and safety for investigators.
 - (a) Malaria - use of Mosquito repellent, coin, and net
 - (b) Diarrhoea d/s - water and food sanitation
 - (c) Pneumonia - bad weather prevention
 - (d) Prevent from poisoning producing animals such as snake, spider etc..

SECTION 3	: STAFFING AND TRAINING
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CHAPTER 4	: TRAINING OF INVESTIGATORS
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1. The AAIB objective is to train its investigators to acquire the following abilities and knowledge:

- An understanding of aircraft operations and the relevant technical areas of aviation.
- Knowledge of aircraft accident investigation techniques.
- The ability to manage the various aspects of an investigation
- The ability to appreciate the depth of investigation that is necessary in order to fulfil the investigation obligation and requirements.
- The ability to obtain and manage the relevant technical assistance and resources required to support the investigation.
- The ability to collect, document and preserve evidence.
- The ability to identify and analyse pertinent evidence in order to determine the causes and make safety recommendation.
- The ability to write reports in a succinct, clear, unambiguous and well organised manner.
- Safety precaution

2. Training of the investigators may take the following forms:

- In-house indoctrination training
- On-the-job training
- Formal courses
- Participation in crash exercises
- Attachment to overseas investigation
- Attendance of safety and investigation conferences, seminars, workshops, etc.
- Reading material (including investigation reports)
- In-house discussions

3. The training provided to the investigators will commensurate with their responsibilities as a member of an accident team, group leader, investigator-in-charge, accredited representative, advisor or expert/specialist.

4. The AAIB uses ICAO Circular 298 “Training Guidelines for Aircraft Accident Investigators” as a reference in planning for the training.

SECTION 4	: AAIB OPERATIONS
CHAPTER 1	: INVESTIGATION OF ACCIDENTS AND INCIDENTS

1. One of the key functions of the AAIB is the investigation of accidents and incidents.
2. The AAIB has drawn up a Accident Investigation Handbook which provides guidelines for our investigators in their investigation of accidents and incidents. The Manual is not intended to be an encyclopaedic reference for the investigators.
3. Ministry of Transport and Communications shall establish process for funding of investigation of accidents and serious incidents and supplementary fund when required.
 - Sufficient funds
 - Provisions for supplementary budgets when required (eg. Major Accident)
4. Any expenses incurred by reason of anything done by the investigator-in-charge or the persons specified investigation of accidents and any incidents in exercise of any rights or powers refer to Myanmar Aircraft Act and Myanmar Aircraft Rules, for the purposes of the investigation shall be borne by the owner or operator of aircraft and be recoverable from either or both of them.
5. The AAIB will arrange following communication and transportation means to enable the conduct of investigation.
 - (a) Fax, phone, email and walkie-talkie;
 - (b) Department's vehicles, Train Tickets, Air Tickets.
6. No person is allowed to disclose or make available to any person any of following records for any purpose other than an investigation,
 - (a) Statements taken from persons by the investigation authorities in the course of the investigation;
 - (b) Communications between persons having been involved in the operation of the aircraft;
 - (c) Medical or private information regarding persons involved in the accident or incident;
 - (d) Recordings and transcripts of recordings from air traffic control units;
 - (e) Analysis of and opinions about information, including flight recorder information, made by the accident investigation authority and accredited representatives in relation to the accident or incident, and
 - (f) The draft Final Report of an accident or incident investigation.
7. If, after the investigation has been closed, new and significant evidence becomes available, the State which conducted the investigation shall re-open it. However, when the State which conducted the investigation didn't institute it, that State first obtain the consent of the State which instituted the investigation.

SECTION 4	: AAIB OPERATIONS
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CHAPTER 2	: RELEASE OF INVESTIGATION REPORTS
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1. The appointed head shall cause the Final Report of an investigation into an accident or incident to be made public.
2. The Final Report shall be made public –
 - (a) after the Final Report has been sent to the States and various parties concerned;
 - (b) as soon as possible; and
 - (c) in such manner as the appointed head thinks fit.
3. The Final Report that has been released will be made downloadable from the MOTC/ AAIB website. However, titles of older reports that may cease to be downloadable owing to server memory constraint will still be listed on the MOTC/ AAIB website. Interested readers may contact the AAIB to request for a copy of these reports.

SECTION 4	: AAIB OPERATIONS
CHAPTER 3	: MAKING SAFETY RECOMMENDATIONS

1. The appointed head or the investigator-in-charge may make safety recommendations at any stage during the course of an investigation. They do not need to wait till the completion of an investigation to make any recommendations.
2. In addition to safety recommendations arising from accident and incident investigations, safety recommendations may result from diverse sources, including safety studies.
3. Thus, the AAIB may also make safety recommendations to a person or authority in Myanmar arising from safety information that it has gathered from other sources (e.g. safety recommendations from diverse sources, safety studies, fact-finding and analysis exercises, foreign investigation reports, news and articles).
4. If safety recommendations are addressed to an organisation in another State, they shall also be transmitted to that State's investigation authority.
5. A safety recommendation shall in no case create a presumption of blame or liability for an accident or incident.
6. The AAIB does not have the power to enforce safety recommendations. However, in respect of the safety recommendations issued to a person or authority in Myanmar arising from an investigation conducted by the AAIB, or issued to a person or authority in Myanmar by a foreign investigation authority and made known to the AAIB, the AAIB has the power to require and will require such persons or authorities in Myanmar to:
 - take those recommendation into consideration and, where appropriate, act upon them;
 - provide the appointed head of the AAIB with the full details of the measures, if any, that they have taken or propose to take to implement the recommendations (including the schedule of implementation); or
 - provide a full explanation as to why no measures will be taken to implement the recommendations.
7. The AAIB will monitor the progress of the action taken in response to the safety recommendations issued by the AAIB and review and decide on the closure status of the recommendations.
8. For safety recommendations issued to a person or authority in Myanmar by a foreign investigation authority and made known to the AAIB, the AAIB will also monitor the progress of the action taken in response to the safety recommendations. The AAIB will inform the foreign investigation authority, within 90 days of the date of the transmittal correspondence, of the preventive action taken or under consideration or the reasons why no action will be taken.

SECTION 4 : AAIB OPERATIONS
CHAPTER 4 : FACILITATE DATABASE EXCHANGE

1. The AAIB have established an accident and incident database known as European Co-ordination Center for Accident and Incident Reporting Systems (ECCAIRS) for facilitating the effective analysis of information obtained including that from its ACCID and INCID reporting system.
2. Database system created in a standardized format to facilitate data exchange.
3. The AAIB have analyzed the information contained in its accidents/ incidents reports and the database to determine any preventive actions required.
4. If the AAIB analysis the information contained and database, identifies safety matters considered to other states, forward such information to then as soon as possible.
5. In addition to safety recommendations arising from investigation, it may result from diverse sources, including safety studies if safety recommendations are addressed to an organization in Myanmar.
6. The AAIB should promote the establishment of safety information sharing networks among all users of the aviation system and should facilities free exchange of information on actual and potential safety deficiencies.

SECTION 4	: AAIB OPERATIONS
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CHAPTER 5	: CONFIDENTIAL AVIATION INCIDENT REPORTING PROGRAMME
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1. ICAO requires¹ each State to establish a voluntary non-punitive incident reporting system that affords protection to the sources of the information. The purpose of such a system is to complement the mandatory incident reporting system in the gathering of safety information.

2. The AAIB supports ICAO's vision for States to have a voluntary non-punitive incident reporting system. While the mandatory reporting of accidents and incidents will often result in investigations and safety recommendations, many incidents that have potential in helping to enhance safety go unreported. Very often, the parties involved in such incidents did not make a report for fear of punitive action by the authorities. Thus, many opportunities to learn from the incidents, and to prevent incidents, are lost.

3. The AAIB has developed and is maintaining a voluntary, non-punitive confidential incident reporting system called the State Confidential Aviation Incident Reporting (MCAIR) programme. MCAIR provides a channel for the reporting of aviation incidents and safety deficiencies while protecting the reporter's identity. However, a MCAIR report must not be anonymous or contain unverifiable information. A reporter must provide contact details to the MCAIR Programme Manager.

4. The principal aim of MCAIR is to enhance aviation safety through the collection of information on incidents that would otherwise not be reported through other channels or that may appear minor, but which nevertheless can allow others to learn from the reporter's experience and even lead to changes in procedures or design. However, MCAIR does not obviate the need for mandatory reporting of aircraft accidents and incidents to the relevant authorities under the existing law.

5. MCAIR focuses on systems, human factors, procedures and equipment, rather than on individuals. The areas covered by MCAIR include: departure/en route/ approach/ landing operations, ATC operations, ATC equipment and navigation aids, crew and ATC communications, aircraft cabin operations, aircraft ground operations, movement on the airport, near midair collisions, aircraft maintenance and

¹ Annex 19 paragraph 5.1.2 states that "Each State shall establish a voluntary incident reporting system to facilitate collection of information on actual or potential safety deficiencies that may not be captured by the mandatory incident reporting system" and paragraph 5.3.1 states that "A voluntary incident reporting system shall be non-punitive and afford protection to the sources of the information."

record keeping, and safety-related passenger and cargo operations, fueling operations, airport conditions or services.

6. MCAIR will be a means for flight and cabin crew members, air traffic controllers, licensed aircraft engineers, employees of approved maintenance organisations, employees of approved design and manufacturing organisations, airport operators, airport employees, and individuals involved in general aviation to contribute to safety enhancement through their reporting on actual or potential discrepancies and deficiencies that involve safety of aviation operations.

SECTION 5	: REFERENCES
CHAPTER 1	: REFERENCE MATERIAL

Listed below are useful materials that all AAIB investigators should familiarize themselves with:

- ICAO Annex 13, 11th Edition, July 2016, Amendment 15 (applicable November 2016)
- ICAO Convention on International Civil Aviation (Doc 7300)
- ICAO Manual of Aircraft Accident and Incident Investigation (Doc 9756)
- ICAO Manual of Aircraft Accident Investigation (Doc 6920, which will be progressively replaced by Doc 9756)
- ICAO Accident Prevention Manual (Doc 9422)
- ICAO Accident/Incident Reporting Manual (ADREP Manual)
- ICAO Safety Management Manual (Doc 9859)
- ICAO Manual on Assistance to Aircraft Accident Victims and their Families (Doc 9973)
- ICAO Training Guidelines for Aircraft Accident Investigators (Circular No. 298)
- ICAO Hazards at Aircraft Accident Sites (Cir 314-AN/179)