

Tel: 95 1 533085
Fax: 95 1 533085
AFTN: VYYYYOYX
eMail: aiso@ais.gov.mm

Department of Civil Aviation
Aeronautical Information Services
ATC Operations Building
Yangon International Airport
Mingaladon, Yangon 11021
MYANMAR

AIC

01/13
01 May 2013

The MYANMAR CONFIDENTIAL AVIATION INCIDENT REPORTING PROGRAMME (MCAIR)

1. General

- 1.1 The Myanmar Confidential Aviation Incident Reporting (MCAIR) Programme is a voluntary, non-punitive confidential incident reporting system established by the Myanmar Aircraft Accident Investigation Bureau (MAIB), and supported by the Ministry of Transport Myanmar, in line with the recommendation of Annex 13 to the Chicago Convention. MCAIR provides a channel for the reporting of aviation incidents and safety deficiencies while protecting the reporter's identity.
- 1.2 However, MCAIR does not obviate the need for mandatory reporting of aircraft accidents and incidents to the relevant authorities under the existing law.
- 1.3 While the mandatory reporting of accidents and incidents will often result in investigations and safety recommendations, many incidents that have potential in having to enhance safety go unreported. Thus, many opportunities to learn from the incidents, and to prevent incident and accident, are lost.
- 1.4 The principal aim of MCAIR is to enhance aviation safety through the collection of feedback 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 reporters experience and focuses on systems, human factors, procedures and equipment, rather than individuals.

2. Scope of MCAIR

2.1 Flight Operations

- Departure/enroute/approach/landing
- Aircraft cabin operations
- Air proximity events
- Weight and balance and Performance

2.2 Ground Operations

- Aircraft ground operations
- Movement on the airport
- Fuelling operations
- Airport conditions or services
- Cargo loading

2.3 Air Traffic Management

- ATC operations
- ATC equipment and navigation aids
- Crew and ATC communications

2.4 Maintenance

- Aircraft maintenance
- Record keeping

2.5 Miscellaneous

- Safety-related passenger handling operations

- 2.6 Therefore, flight and crew members, air traffic controllers, licensed aircraft engineers, employees of maintenance, design and manufacturing organizations, airport operators, airport employees, and individuals involved in general aviation can all contribute to safety enhancement through the MCAIR programme by reporting on actual or potential hazards and deficiencies in aviation operations.

3. How to make a MCAIR Report

- 3.1 You can make a MCAIR report by completing a postage paid MCAIR Form and mailing or E-mail it to the MAIB at the following address:-

Deputy Director
Myanmar Aircraft Accident Investigation Bureau (MAIB)
Department of Civil Aviation, Yangon International Airport
Yangon 11021, Myanmar
Tel: +951 533162, Fax: +951 533016, E-mail: myothant502@gmail.com

- 3.2 The MCAIR Form attached to this AIC is available to download from www.dca.gov.mm, or request from MAIB via airmail.
- 3.3 Anonymous reports will not be accepted. Your contact details are needed to enable the MCAIR Deputy Director (MAIB) to obtain amplifying or clarifying information from you when necessary. Without complete information, the range of safety enhancement follow-up options could be limited. Your contact details will also allow the Deputy Director to advise you of before the report is returned to you. (See paragraphs 4.1-4.5 on how a MCAIR report is processed to safeguard confidentiality.)

4. How are the MCAIR Reports processed

- 4.1 The MAIB has paid particular attention to the need to protect the identity of the reports in its processing of MCAIR reports. The processing is in line with international best practices. The Ministry of Transport stands by the aim of the MCAIR programme and MAIB, efforts in protecting the identity of the reports.
- 4.2 The MCAIR report will be read and validated by MAIB office. The MAIB office may contact the reporter to make sure he understands the obtain the necessary additional information and clarification.
- 4.3 When the Deputy Director (MAIB) is satisfied that the information obtained is complete and coherent, he will then De-identify the information and enter the data into the MCAIR Database. Excessive details that could point to the source will also be avoided.
- 4.4 If during the course of addressing the concerns raised in the reports, it becomes necessary to seek the input of a third party, only the de-identified data will be used in the discussing.
- 4.5 After the information is captured in the database, the MCAIR Form will be returned to the reporter, with the date of return annotated.

5. Feedback to the Aviation Community

- 5.1 Relevant de-identified reports and extracts will be shared with the aviation community through periodic publication, so that all can learn from the experiences and the relevant authorities and parties can review their policy and plan for improvements.
- 5.2 However, if the content of MCAIR report suggests a situation or condition that poses an immediate or urgent threat to aviation safety, the report will be handled with priority and referred, after de-identification to the relevant organizations as soon as possible to enable them to take the necessary safety actions.

6. What should not be reported to MCAIR

- Accidents, serious incidents or criminal activities
[Such reports should be made to the appropriate authorities.]
- Incidents or events with no aviation safety content
- Personal problems, personality conflicts and industrial relations issues
- Legal/commercial disputes

Note: The definition of accident and serious incident as defined in Annex.13 to the Chicago Convention can be found in MCAR-AIG which is available to download from www.dca.gov.mm.

7. When do you report

- When you wish others to learn and benefit from the incident but are concerned about protecting your identity
- When there is no other appropriate reporting procedure or channel.
- When you have tried other reporting procedure or channel without the issue having been addressed.

Note: It is possible that an incident reported by you is also reported to the other relevant authorities by a third party. The MCAIR system cannot prevent these other authorities from taking whatever action they deem necessary, taking though your identity will be protected by the MCAIR Programme.

8. Call MAIB

- 8.1 You are welcome to call the MAIB to enquire about the MCAIR programme or to request for a preliminary discussion with the MCAIR programme before making a report. The MAIB office are contactable during office hours from Monday to Friday at the following telephone number: +(951) 533162.

MYANMAR CONFIDENTIAL AVIATION INCIDENT REPORT

Note: This form is not for the reporting of accidents, serious incidents or criminal activities.

Date of Occurrence

Location of Occurrence

Aircraft Type

Aircraft Registration

Aircraft Operator

Flight Number

Occupation (e.g. Pilot, LAME)

Total pilot hours, if applicable

Non-aviation pilot experience (Yr-Mth)

Phase of flight (please tick)

Aircraft Standing Taxiing Take-off En route Manoeuvring Approach Landing

Altitude

Weather Conditions

Visibility Wind Cloud

Please fully describe the occurrence (include your suggestions to prevent occurrences)

(Contd' overleaf)

Your

Date:

Tel:

Leave Message? Yes No

Time of day to call

For official use by MAIB Office

Administered by:

Date of return to report:

(Occurrence description Contd)

First Fold Here

Please send us your report with this prepaid business reply folder.

1. Fold along the dotted lines.
2. Seal along the edges of this prepaid business reply folder with clear tape or blue. (Do Not Staple)
3. Drop your sealed prepaid business reply folder into the nearest post box.

Second Fold Here

BUSINESS REPLY SERVICE
PERMIT NO.

Postage will be paid
by Addressee for
posting in Myanmar
only.

Deputy Director
Myanmar Aircraft Accident Investigation Bureau (MAIB)
Department of Civil Aviation
Yangon International Airport
Yangon 11021, Myanmar
Tel: (951)533162 Fax: (951)533016
eM: myothant502@gmail.com