

**Kingdom of Saudi Arabia
General Authority of Civil Aviation**

GACA REGULATION

Section 13 Aircraft Accident And Incident Investigation

FOREWORD

The following regulations governing Aviation Occurrence Investigations are based on Articles 2, 3, 4, 5, and Chapter 8 - Titled Aviation Occurrences, Articles -107 thru 119 of the Civil Aviation Act that has been approved by the Council of Ministers Resolution No. 185 dated 17/07/1426H and issued by the Royal Decree No. M/44 dated 18/07/1426H. (23/08/2005G), and are in accordance with ICAO Annex13 Aircraft Accident and Incident Investigation and its related documents.

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 President, General Authority of Civil Aviation, as a duly delegated representative of the GACA Board of Directors, in accordance with Order No.T-41, dated 30/12/1429H (28/12/2008G).

The General Authority of Civil Aviation is responsible for the preparation and distribution of all regulations in sufficient quantities so that all service providers and aircraft operators based in the Kingdom of Saudi Arabia are able to obtain an authentic copy prior to the effective date of the Regulation.

APPROVED:

President, General Authority of Civil Aviation,
Kingdom of Saudi Arabia,

Eng. Abdullah M. N. Rehaimi,

Effective Date: January, 2009G

CONTENT RULES

1) Organization Structure:

The GACA has established an Aviation Safety Division within the Safety Department (SD) of the Safety and Economic Regulation Sector (S&ER) that is responsible for civil aircraft accident and incident investigation, monitoring the implementation of GACA safety recommendations and for the identification and correction of systemic errors through the implementation of a continuous, predictive, data-based, accident prevention program encompassing all elements of the civil aviation environment.

2) Rules of Constructions:

- a) To avoid any misunderstanding within this regulation, certain words are to be interpreted as having specific meanings when they are used, 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 GACA- S&ER may accept an alternative means of compliance, provided that an acceptable safety assurance from the Authority 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 existing General Authority of Civil Aviation Regulations (GACAR) will be periodically reviewed to reflect the latest updates of International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs); it will be also amended to reflect the latest aviation safety provisions issued by GACA and other regional and international Civil Aviation organizations. A complete revised edition incorporating all amendments will be published every three years from the original effective date of this regulation. The amendment procedure shall be as follows;

1. When the General Authority of Civil Aviation (GACA) receives an amendment to any of the current ICAO Annexes that can affect the provisions of this regulation, it will be forwarded by the Vice President of International Organization Affairs to the Vice President, Safety and Economic Regulation (S&ER) who in turn will provide a copy of this amendment to the concerned department for study and comments taking into account the ICAO deadline for the reply.
2. When any GACA department or stakeholder proposes an amendment to this regulation, it will send a letter with the proposed amendment including a clear justification and argument for such amendment. Following the receipt of an amendment proposal, the S&ER will analyze this proposal and forward its comments and any proposed decision action to the S&ER Vice President.
3. An accepted amendment proposal will be prepared as draft amendment to the GACAR-Section 13 and forwarded to the originator of the amendment proposal and concerned GACA department (s) for further review and comment within a specified timeline.
4. All accepted amendments will be drafted in the form of Notices of Proposed Amendments (NPA) and forwarded to all concerned parties including stakeholders for comment within a two-month reply period. The NPA shall indicate the proposed Amendment's effective date.
5. Following the receipt of NPA replies, the S&ER will analyze the comments received and produce a new draft in consultation with the concerned GACA department. The final draft will be submitted to President of the General Authority of Civil Aviation for formal approval prior to publication.
6. The Amendment's effective date will take into account the comments of all the concerned parties and stakeholders.
7. Any differences between the GACAR Section 13 new amendment and ICAO Annexes Standards and Recommended Practices will be forwarded to ICAO as a Difference and published as it is in the Aeronautical Information Publication (AIP).
8. All concerned parties and stakeholders will be provided a copy of the new amendment and will be requested to update their copy of the GACAR Section 13 accordingly.
9. It is the responsibility of all concerned parties to keep their copy of GACAR-Section 13 and other GACA regulation publication up to date.

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CHAPTER 1 - DEFINITIONS**1.1 Definitions**

When the following terms are used in this regulation, they shall have the following meanings:

Accident:

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

- a) A person is fatally or seriously injured as a result of:
 - 1) being in the aircraft; or
 - 2) direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- b) The aircraft sustains damage or structural failure which:
 - 1) adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - 2) would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories; or for damage limited to propellers, wing tips, antennas, tires, brakes, fairing, small dents or puncture holes in the aircraft skin; 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 qualifications, for the purpose of participating in an investigation conducted by another State.

Adviser:

A person appointed by a state, on the basis of his 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's surface.

Aircraft Operator:

A person, organization or enterprise engaged in or offering to engage in aircraft operation.

Aviation Occurrence:

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

Civil Aircraft:

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

Causes:

Actions, omissions, events, conditions, findings, or a combination thereof, which led to the accident or incident.

Incident:

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

Flight Recorder:

Any type of recorder installed in the aircraft for the purpose of complementing accident/incident investigation

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 findings and, when appropriate, the making of safety recommendations.

Investigator-in-charge:

A person charged by General Manager Safety Department, General Authority of Civil Aviation, on the basis of his qualifications, with the responsibility for the organization, conduct and control of an aviation safety investigation. The designated investigator-in-charge (IIC) organizes, conducts, controls, and manages the field phase of the investigation, at the accident or incident site. The IIC has the responsibility and authority to supervise and coordinate all resources and activities of all personnel, involved in the on-site investigation. The IIC has organizational and management responsibilities throughout later phases of the investigation, up to and including consideration and adoption of a report or findings of probable cause(s).

Maximum mass:

Maximum certificated take-off mass.

Near Mid-Air Collision:

An incident associated with the operation of an aircraft in which a possibility of an occurs as a result of proximity 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

Operator:

A person, organization or enterprise authorizing, engaged in or offering to engage in the operation of an aircraft.

Preliminary Report:

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

Safety recommendations:

A proposal by an accident investigation authority of the State conducting the investigation, based on information derived from the investigation, made with the intention of preventing accidents or incidents.

Serious incident:

An incident involving circumstances indicating that an accident nearly occurred.

Serious Injury:

A serious injury is an injury sustained by a person in an accident which:

- a) Requires hospitalisation 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.

Substantial damage means damage or failure, which:

- a) Adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component.
- b) Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this part.

1.2 Abbreviations

When the following abbreviations are used in this regulation, they shall have the following meanings:

ACAC	Arab Civil Aviation Commission
AMODA	Assistant Minister of Defense and Aviation for Civil Aviation Affairs
ATC	Air Traffic Control
ATS	Air Traffic Services
CVR	Cockpit Voice Recorder
FDR	Flight Data Recorder
ICAO	International Civil Aviation Organization
IIC	Investigator-in-Charge
GACA	General Authority of Civil Aviation
GACAR	GACA Regulation
GM	General Manager
KSA	Kingdom of Saudi Arabia
OEM	Original Equipment Manufacturer
S&ER	Safety and Economic Regulation
SD	Safety Department
VP	Vice President
UTC	Universal Coordinated Time

1.3 Reportable Occurrences

Occurrences that require mandatory immediate notification to the Safety Department are as follows:

1. All Aircraft Accidents;

2. Engine Failures:

- a) Single Engine Aircraft: all failures;
- b) Multi Engine Aircraft;
 - 1) failure of one engine;
 - 2) failures, which are not contained within the power-plant case (i.e. turbine disk burst, chunk failure, serration failure. (Compressor blade and turbine bucket failures are not normally reportable);
 - 3) engine tearaways in which one or more engines are torn away from an aircraft, but not due to contact with an external object (Includes tearaway due to internal damage from foreign object damage.)
 - 4) failure of structural components of a turbine engine excluding compressor and turbine blades and vanes;
- c) For large multiengine aircraft ((more than 5,700 kgs (12,500 lbs) maximum certificated takeoff weight)):
 - 1) 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;
 - 2) in-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
 - 3) sustained loss of the power or thrust produced by two or more engines; and
 - 4) an evacuation of an aircraft in which an emergency egress system is utilized.

3. Fire and Explosion:

Fire, explosion, or heavy smoke occurring in flight, or occurring on the ground, except those resulting from impact including those engine fires which are not contained in the engine, i.e., resulting in fire damage to other aircraft components;

4. Terrain and Obstacle Clearance:

Occurrences which result in danger of collision or actual collision with terrain or obstacles;

5. 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;

6. Takeoff and Landing Problems:

Includes undershooting, overrunning, running off the side of a runways, wheels-up landing, landing at the wrong airport, hard landing, overweight landing, gear collapse, tail strike, dragging a wingtip and abandoning take-off after take-off thrust has been set;

7. Flight Crew Incapacitation:

Inability of any required flight crew member to perform his prescribed flight duties as a result of reduced medical fitness;

8. Decompression:

Decompression resulting in an emergency descent;

9. Collision, Near Collision and Other Air Traffic Incidents:

Near collisions and other hazardous air traffic incidents including faulty procedures or equipment failures;

10. Near Mid-Air Collision:

An incident associated with the operation of an aircraft in which a possibility of an occurs as a result of proximity 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 aircrafts

11. Ground Collision:

Contact made between aircraft, loading bridges, fuel trucks, mobile lounges, service trucks or other equipment including damage caused by jet blast when no contact is made.

12. Loss of Aircraft Parts:

Detachment of any aircraft part during taxi, take-off, flight, or landing;

13. Lightning Strike:

The observation of the phenomenon or indication of resulting damage.

14. Bird Strike:

The indication of a bird strike regardless of residual evidence;

- 15. Loading:** Significant load sheet discrepancy, load insecurity, fumes, container leakage, and aircraft damage caused by cargo or baggage;
- 16. Door/Window/Hatch:**
Total failure or loss;
- 17. Fuel Inadequacy:**
The aircraft lands with less than the minimum fuel required, a fuel imbalance, or the incorrect quantity or type of fuel is loaded
- 18. Foreign Object Damage:**
Damage resulting in an engine change or other significant structural damage.
- 19. Propeller Failure/Malfunction:**
An occurrence concerning 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:**
An occurrence concerning 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.
- 21. Unapproved Part:**
A part, component, or material that has not been manufactured in accordance with the approval procedures in GACA Regulation 21.305 or repaired in accordance with GACA Part 43; 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:
- Counterfeit or fraudulently marked parts, components, or materials;
 - 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; and
 - Parts that have been maintained or repaired and returned to service by persons or facilities not authorized under GACA Parts 43 or 145.
- 22. Other Damage:**
- Damage to property, other than the aircraft, estimated to exceed \$100,000 SAR for repair (including materials and labor) or fair market value in the event of total loss, whichever is less;
 - For large multiengine aircraft (more than 5,700 kgs or 12,500 lbs maximum certificated takeoff weight):
- 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;
 - in-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
 - sustained loss of the power or thrust produced by two or more engines; and
 - an evacuation of an aircraft in which an emergency egress system is utilized.
- 23. Missing Aircraft:**
An aircraft is overdue and is believed to have been involved in an accident.

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CHAPTER 2 - APPLICABILITY

2.1 Applicability

Subject to any international agreement or convention these Regulations and Procedures apply to civil registered aircraft aviation occurrences:

- a) In or over the sovereign area or territorial waters of the Kingdom of Saudi Arabia;
- b) In or over any other place when Saudi Arabia is requested to investigate by the appropriate authority in that place;
- c) Where an aircraft is leased, chartered, interchanged, and discharges in part or in whole the functions and obligations of these Regulations regardless of whether or not Saudi Arabia is the State of Registry or registered or certificated for airworthiness or operated by an air carrier under the laws of Saudi Arabia.
- d) Initial notification and later reporting of aircraft incidents and accidents and certain other occurrences in the operation of aircraft, wherever they occur, when they involve civil aircraft of the Kingdom of Saudi Arabia; when they involve certain public aircraft, as specified in this part, wherever they occur; and when they involve foreign civil aircraft where the events occur in the Kingdom of Saudi Arabia, its territories, or its possessions.
- (e) Preservation of aircraft wreckage, mail, cargo, and records involving all civil and certain public aircraft accidents, as specified in this part, in the Kingdom of Saudi Arabia and its territories or possessions.

2.2 Failure to Comply

Any person, who resists or willfully obstructs a representative of the Safety Department of the General Authority of Civil Aviation in the execution of his powers and duties under these Regulations, or who knowingly gives false or misleading evidence at an investigation, or who willfully fails to comply with the provisions of these Regulations, shall be subject to the penalties provided by law.

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CHAPTER 3 - GENERAL**3.1 Safety Department Objective**

- a) The Safety Department of the General Authority of Civil Aviation is responsible for ensuring that civil aviation activities within the Kingdom of Saudi Arabia are conducted in a manner consistent with the highest international safety standards.
- b) To meet this objective, the SD applies and enforces international aviation safety standards. In the event of occurrences or conditions that indicate deficiencies in the aviation system, investigations and safety programs will be conducted in accordance with these Regulations.

3.1.1 Investigations

- a) Investigations will be conducted for all accidents or serious incidents involving the operation of civil registered aircraft in Saudi Arabia, its territorial waters or as provided for in the Standards and Recommended Practices of ICAO Annex 13. Accredited Representatives may be appointed for investigations in other States involving Saudi Arabian aircraft or serious accidents involving Saudi Arabian citizens. In cases of aviation accidents or serious incidents involving foreign civil registered aircraft the whole or any part of the investigation may be delegated to the State of Registry or the State of the Operator as provided by ICAO Annex 13.
- b) Saudi Arabia, as the State of the Operator or State of Registry, shall, on receiving a request from a State conducting an investigation of an accident or serious incident, shall provide that State with all the relevant information available, which may have directly or indirectly influenced the aircraft operation.
- c) If Saudi Arabia has facilities or services of which have been, or would normally have been, used by an aircraft prior to an accident or an incident, and which has information pertinent to the investigation, the SD shall provide such information to the State conducting the investigation.
- d) If an aircraft involved in an accident or a serious incident lands in a State other than the State of Occurrence, and Saudi Arabia is the State of Registry or the State of the Operator, the SD shall, on request from the State conducting the investigation, furnish the latter State with the flight recorder records and, if necessary, the associated flight recorders.

3.1.2 The purpose of an investigation

- a) 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 accident or incident shall be the prevention of accidents and incidents. It is not the purpose of this activity to apportion blame or liability.

- b) 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 during an investigation is expressly inadmissible as evidence and may not be used or referred to in any related judicial proceeding.

3.1.3 Scope of Investigations

- a) Investigations may be categorized into three levels depending on the type of occurrence.
 - 1) field investigations
 - 2) limited investigations
 - 3) pilot/operator notifications
- b) Field investigations involve accidents or serious incidents involving any of the following occurrences:
 - 1) loss of life;
 - 2) multiple crew incapacitation;
 - 3) five or more serious injuries;
 - 4) in-flight fire, explosion or heavy smoke;
 - 5) uncontained engine failure;
 - 6) engine failure (single engine aircraft)
 - 7) multiple engine failures (multi engine aircraft);
 - 8) ditching;
 - 9) collision with terrain or an object on the ground;
 - 10) control failure or malfunction resulting in operation outside the approved flight envelope;
 - 11) undershooting or overshooting a runway
 - 12) a runway excursion during landing or takeoff;
 - 13) off airport forced landing;
 - 14) near mid-air collision; or
 - 15) an in-flight structural failure or separation.

Such an occurrence requires that the SD dispatch an investigator to the scene within two hours of notification to initiate and conduct a full and comprehensive investigation

- c) Limited investigations involve accidents or serious incidents that meet the definition of an accident or serious incident but do not include any of the occurrences listed in subchapter 3.1.3 a). These reportable accidents or serious incidents require that the SD initiate a limited investigation by assigning an investigator to collect information from all those involved in the occurrence. The investigator may be required to travel to the extent that it is necessary to

document factual information, conduct further tests or analysis, or perform other investigative tasks which require a governmental presence or supervision. A limited investigation may be upgraded to a field investigation at any time the seriousness of the occurrence.

- d) Notifications do not require the SD to initiate a field or limited investigation; however, the pilot/operator is required to provide all information identifying and describing the occurrence so that it may be properly entered in the GACA Accident/Incident database.

3.1.4 Authority of SD Representatives

- a) Any SD representative, upon presenting appropriate credentials, is authorized to enter any property where an accident/incident, subject to the SD's jurisdiction, has occurred, or an area in which wreckage from any such accident/incident is located, and to do all things considered necessary for proper investigation.
- b) Further, upon demand of an authorized representative of the SD representative and presentation of credentials, any Government agency, or person having possession or control of any transportation vehicle or component thereof, any facility, equipment, process or controls relevant to the investigation, or any pertinent records or memoranda, including all files, hospital records, and correspondence then or thereafter existing, and kept or required to be kept, shall forthwith permit inspection, photographing, or copying thereof by such authorized representative for the purpose of investigating an accident or incident, or preparing a study, or related to any special investigation pertaining to safety or the prevention of accidents. Authorized SD representatives may question any person having knowledge relevant to an accident/incident, study, or special investigation.
- c) Authorized SD representatives also have exclusive authority to decide the way in which any testing will be conducted, including decisions on the person that will conduct the test, the type of test that will be conducted, and any individual who will witness the test.
- d) Any employee of the SD, upon presenting appropriate credentials, is authorized to examine and test to the extent necessary any civil aircraft (aircraft engine, propeller, appliance, or property aboard such aircraft involved in an accident in air commerce.
- e) Any examination or testing shall be conducted in such a manner so as not to interfere with or obstruct unnecessarily the transportation services provided by the owner or operator of such vehicle, and shall be conducted in such a manner so as to preserve, to the maximum extent feasible, any evidence relating to

the transportation accident, consistent with the needs of the investigation and with the cooperation of such owner or operator.

3.1.5 Safety Programs

- a) Safety inspections will be conducted at all airports;
- b) Operating practices and regulations of all organizations engaged in civil aviation activity in Saudi Arabia will be monitored and evaluated;
- c) Inspections, evaluations and investigations will be conducted by the SD as an independent organization to provide objective and unbiased assessments of conditions and activities.

3.1.6 The Right to Participation as an Expert

If a State which has a special interest in an accident by virtue of fatalities or serious injuries to its citizens, the SD 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 scene of the accident;
- 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.

3.1.7 Recommendations

The SD shall be responsible for recommending corrective or remedial actions as a result of investigations, inspections or special studies for the purpose of preventing further adverse occurrences. When recommendations arise from evaluations or investigations, they may be broad in application to allow General Authority of Civil Aviation Departments, or other agencies, to have some discretion in implementing specific remedial actions.

3.2 Request from the State of Registry or State of Operator

If a request is received from the State of Registry or the State of Operator that the aircraft, its contents, and any other evidence remain undisturbed pending inspection by an accredited representative of the requesting State, the SD shall take all necessary steps to comply with such request, so far as this is reasonably practicable and compatible with the proper conduct of the investigation; provided that the aircraft may be moved to the extent necessary to extricate persons, animals, mail and valuables, to prevent destruction by fire or other causes, or to eliminate any danger or obstruction to air navigation, to other transport or to the public.

3.3 Request from State of Design or State of Manufacture

If a request is received from the State of Design, Registry, Operator or Manufacture that the aircraft remain undisturbed pending inspection by an accredited representative of the requesting State, the State of Occurrence shall take all responsible steps to comply with such request, so far as this is reasonably practicable and compatible with the proper conduct of the investigation; and does not result in undue delay in returning the aircraft to service where this is practicable.

3.4 Requests from the State of Registry, the State of the Operator, the State of Design, the State of Manufacture or Other Participating State

The SD shall accept requests from the State of Registry, the State of the Operator, the State of Design and the State of Manufacture or from any other State which has, on request, provided information, facilities or experts to appoint accredited representatives, as appropriate, to participate through Accredited Representatives in an SD investigation.



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CHAPTER 4 - NOTIFICATION

This chapter contains the requirements for notification of aviation accidents or serious incidents within the sovereign area and territorial waters of the Kingdom of Saudi Arabia as well as any similar events involving Saudi Arabian registered civil aircraft occurring outside Saudi Arabian territory

4.1 Mandatory Reporting of an Accident or Serious Incident

- a) It is required that any person aware of an aviation accident or incident shall immediately notify, or cause to be notified, the nearest government aerodrome or the Safety Department of the General Authority of Civil Aviation;
- b) The operator (or delegated representative) of a civil registered aircraft involved in an aviation accident or incident is required to notify immediately by telephone, or the quickest means of communications available, the nearest government aerodrome or SD;
- c) Airport Directors, Air Traffic Control Units, Fire & Rescue Services Units or their representatives or any other persons receiving aviation accident or incident notification or becoming aware of an aviation of an accident or incident, are required to notify the SD immediately by telephone or the quickest means of communication available. They shall also advise the closest meteorological observation personnel to allow them to make an immediate weather observation.

4.1.1 Immediate Notification of Reportable Occurrences

The operator of any civil aircraft, or any public aircraft, or any foreign aircraft shall immediately, and by the most expeditious means available, notify the Safety Department of any Reportable Occurrence. Occurrences that require mandatory notification of the Safety Department are as follows:

1. All Aircraft Accidents;**2. Engine Failures:**

- a) Single Engine Aircraft: all failures;
- b) Multi Engine Aircraft;
 - 1) failure of more than one engine;
 - 2) failures which are not contained within the power-plant case (i.e. turbine disk burst, chunk failure, serration failure. (Compressor blade and turbine bucket failures are not normally reportable);
 - 3) engine tearaways in which one or more engines are torn away from an aircraft, but not due to contact with an external object

(Includes tearaway due to internal damage from foreign object damage.)

- 4) failure of structural components of a turbine engine excluding compressor and turbine blades and vanes;
- d) For large multiengine aircraft (more than 5,700 kgs or 12,500 lbs maximum certificated takeoff weight):
 - 1) 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;
 - 2) in-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
 - 3) sustained loss of the power or thrust produced by two or more engines; and
 - 4) an evacuation of an aircraft in which an emergency egress system is utilized.
3. **Fire and Explosion:** Fire, explosion, or heavy smoke occurring in flight, or occurring on the ground, except those resulting from impact including those engine fires which are not contained in the engine, i.e., resulting in fire damage to other aircraft components;
4. **Terrain and Obstacle Clearance:** Incidents which result in danger of collision or actual collision with terrain or obstacles;
5. **Flight Control Malfunction, Failure or Stability Problems:** Incidents 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;
6. **Takeoff and Landing Problems:** Includes undershooting, overrunning, running off the side of a runway, wheels-up landing, landing at the wrong airport, hard landing, overweight landing, gear collapse, tail strike, dragging a wingtip and abandoning take-off after take-off thrust has been set;
7. **Flight Crew Incapacitation:** Inability of any required flight crew member to perform his prescribed flight duties as a result of reduced medical fitness;
8. **Decompression:** Decompression resulting in an emergency descent;

- 9. Collision, Near Collision and Other Air Traffic Incidents:** Near collisions and other hazardous air traffic incidents including faulty procedures or equipment failures;
- 10. Near Mid-Air Collision:** An incident associated with the operation of an aircraft in which a possibility of collision occurs as a result of proximity of less than 500 feet to another aircraft or where a report is received from a pilot or other flight crewmember stating that a collision hazard existed between two or more aircraft.
- 11. Ground Collision:** Contact made between aircraft, loading bridges, fuel trucks, mobile lounges, service trucks or other equipment including damage caused by jet blast when no contact is made;
- 12. Loss of Aircraft Parts:** Detachment of any aircraft part during taxi, take-off, flight, or landing;
- 13. Lightning Strike:** The observation of the phenomenon or indication of resulting damage;
- 14. Bird Strike:** The indication of a bird strike regardless of residual evidence;
- 15. Loading:** Significant load sheet discrepancy, load insecurity, fumes, container leakage, and aircraft damage caused by cargo or baggage;
- 16. Door/Window/Hatch:** Total failure or loss;
- 17. Fuel Inadequacy:** The aircraft lands with less than the minimum fuel required, a fuel imbalance, or the incorrect quantity or type of fuel is loaded.
- 18. Foreign Object Damage:** Damage resulting in an engine change or other significant structural damage.
- 19. Propeller Failure/Malfunction:** An incident concerning 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:** An incident concerning 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.
- 21. Unapproved Part:** A part, component, or material that has not been manufactured in accordance with the approval procedures in GACA Regulation 21.305 or repaired in accordance with GACA Part 43; 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:
- Counterfeit or fraudulently marked parts, components, or materials;
 - 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; and
 - Parts that have been maintained or repaired and returned to service by persons or facilities not authorized under GACA Parts 43 or 145.
- 22. Other Damage:**
- Damage to property, other than the aircraft, estimated to exceed \$100,000 SAR for repair (including materials and labor) or fair market value in the event of total loss, whichever is less;
 - For large multiengine aircraft (more than 5,700 kgs or 12,500 lbs maximum certificated takeoff weight):
 - 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;
 - in-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
 - sustained loss of the power or thrust produced by two or more engines; and
 - an evacuation of an aircraft in which an emergency egress system is utilized.
- 23. Missing Aircraft:**
An aircraft is overdue and is believed to have been involved in an accident.
- 4.2 Initial Notification Procedures**
- Having information that is incomplete or unverified does not justify delaying the initial notification. Corrected and additional information can be provided at any time it becomes available.
 - The notification shall be prepared in English and/or Arabic, whenever it is possible to do so without causing undue delay
- Note:** A GACA Initial Notification Form 830.5 is located at <http://www.gaca.gov.sa>. The form may be completed electronically and then faxed to +966 2 685-5507.
- 4.2.1 Notification During Official Working Hours**
- Dial one of the following numbers:
+966 2 685-5515 or +966 2 685-5491;
 - Ask for the Aviation Safety Department Duty Manager;

- c) Provide all possible information as outlined in paragraph 4.3.

Note: Working hours are from 07:30 to 14:30 local time, Saturday to Wednesday inclusive. Local time in Saudi Arabia is UTC +3.

4.2.2 Notification During Non-working Hours

- a) Contact the GACA Safety Duty Manager according to the assigned GACA schedules which are circulated weekly. The Safety Duty Manager will coordinate with all concerned departments;
- b) If unable to contact the Safety Duty Manager, contact the GACA Switchboard for assistance in locating the Safety Duty Manager, on one of the following numbers:
+966 2 640-5000, (+966 2 640-1100 or +966 2 640-3888;
- c) Provide information as outlined on paragraph 4.3.

4.2.3 Safety Department Facsimile Numbers

(02) 685-5507 (24 hours)

4.3 Information to be Included in an Immediate Notification:

Those persons making an initial notification of an aviation accident or incident shall immediately contact the SD and provide the following information:

- a) Aircraft make, model, type, flight number (if any), nationality, and registration marking of the aircraft;
- b) Name of registered owner, and name of operator of the aircraft;
- c) Name of the pilot-in-command and pilot certificate number;
- d) Date and time (UTC) of the accident or incident;
- e) Last point of departure and point of intended landing of the aircraft;
- 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 the 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.

- l) A description of any explosives, radioactive materials, or other dangerous articles carried on board the aircraft

4.4 Information Required to be Provided After the Notification

- a) In addition to the immediate notification, a written report of all accidents meeting the definition contained in this document, must be submitted on a completed GACA Pilot/Operator Accident/Incident Report Form 6120 and filed with the GACA Safety Department within 10 days of the accident, within 7 days for an aircraft that has been reported missing, or for a reportable incident when requested by an authorized representative of the GACA.. A report of an incident for which immediate notification is required shall be filed only as requested by the SD. This form is required for all accidents whether or not an immediate notification has already been made.
- b) Crewmember statement. Each crewmember, if physically able at the time the report is submitted, shall attach a statement setting forth the facts, conditions, and circumstances relating to the accident or incident as they appear to him. If the crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

Note: The GACA form 830.5 is available on the GACA website at www.GACA.gov.sa. The form may be completed on the screen, printed and then faxed to (02) 685-5507

4.5 Crewmember Statements

Each crewmember, if physically able at the time the report is submitted, shall attach a statement setting forth the facts, conditions, and circumstances relating to the accident or incident as they appear to him. If the crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

4.6 Notification of Higher Authority

The SD is the only department within GACA that has the responsibility to notify the GACA Board of Directors or other higher authority in Saudi Arabia, through the President of General Authority of Civil Aviation, with information regarding an aviation accident or incident.

4.7 Notification to Other States

In the case of an aviation accident or serious incident involving a foreign registered aircraft in Saudi Arabia, or for domestically registered aircraft as applicable in a) through d) below, the SD is responsible with a minimum of delay and by the most expeditious means available to notify:

- a) The State of Registry;
- b) The State of Operator,
- c) The State of Design;
- d) The State of Manufacture; and
- e) The International Civil Aviation Organization.

4.7.1 Information Required

The SD shall provide in plain language but will not delay due to lack of complete information as much as possible of the available information to include the following:

- a) For accidents the identifying abbreviation ACCID, for serious incidents INCID;
- b) Manufacturer, model, nationality and registration marks, and serial number of the aircraft;
- c) Name of owner, operator and hirer, if any, of the aircraft;
- d) Name of the pilot-in-command and the nationality of the crew and passengers;
- e) Date and time (local time or UTC) of the accident or serious incident;
- f) Last point of departure and point of intended landing of the aircraft;
- g) Position of the aircraft with reference to some easily defined geographical point and latitude and longitude;
- h) Number of crew and passengers; aboard, killed and seriously injured; others, killed and seriously injured;
- i) Nature of the accident or serious incident and the extent of damage to the aircraft so far as is known;
- j) An indication to what extent the investigation will be conducted or is proposed to be delegated by the State of Occurrence;
- k) Physical characteristics of the accident or serious incident area including access difficulties or special requirements that must be met to be able to access the accident site;
- l) Identification of the originating authority and a means of 24-hour contact with the IIC and the SD.
- m) Presence and description of any dangerous goods on board the aircraft.
- n) The written notification shall be in English.

4.7.2 State of Registry Instituting an Investigation

When Saudi Arabia is the State of Registry and institutes the investigation of an accident or serious incident, the SD shall forward a notification, in accordance with 4.7.1 and 4.3 above, with a minimum of delay and by the most expeditious means available, to:

- a) The State of the Operator;
- b) The State of Design;
- c) The State of Manufacture;
- d) The International Civil Aviation Organization, when the aircraft involved is of a maximum mass of over 2 250 kg or 5,000 lbs.
- e) The State of Occurrence when the State's authority is not aware of an accident or serious incident;
- f) A non-Contracting State is involved; and
- g) The International Civil; Aviation organization when an accident or serious incident occurs outside the territory of any State.

4.7.3 Providing Additional Information or Follow-up Information

As soon as it is possible to do so, the SD shall provide the details omitted or not available in the initial notification as well as other recently acquired relevant information.

Note: Refer to ICAO Annex 13 for detailed forwarding information.

4.7.4 When participating in but not conducting the investigation

The GACA SD will ensure that it provides the State conducting the investigation all the information and elements required throughout the investigation process

- a) (In all cases) all relevant information requested by that State
- b) (In all cases) information on an aircraft which prior to the occurrence of an accident or incident has used or normally would use the Saudi Arabia's facilities or services
- c) (As State of Registry or State of the Operator) flight recorder records or the associated flight recorders when an aircraft involved in an accident or serious incident lands in a State other than the State of Occurrence
- d) (As State of Registry or State of the Operator) information on organizations whose activities may have directly or indirectly influenced the operation of the aircraft

Note: Refer to ICAO Annex 13 for detailed forwarding information.

4.8 Notification Received from other States

When information is received concerning an aviation occurrence in another State to a Saudi Arabian aircraft or when Saudi Arabian citizens suffered fatalities while on a foreign carrier, the SD will notify the State of occurrence:

- a) For a Saudi Arabian aircraft; the name of the accredited representative and, if attending the

investigation, the date of arrival;

- b) When Saudi Arabian citizens are involved; the name of the co-ordinating expert and, if attending the investigation, the date of arrival and the basis on which attendance is requested.

4.8.1 Notification as the State of the Operator

Upon receipt of the notification as the State of the Operator, the SD shall, with a minimum of delay and by the most expeditious means available, provide the State of Occurrence with details of dangerous goods on board the aircraft.

4.8.2 Providing Information to the State of Registry

Upon receipt of notification, as the State of the Operator, the SD shall, upon request, provide the State of Registry with any relevant information available to them regarding the flight crew and the aircraft involved in the accident or serious incident. The SD shall also inform the State of Registry whether it intends to appoint an accredited representative, and if such an accredited representative is appointed the name and contact details; as well as the expected date of arrival if the accredited representative will be present at the investigation.

4.8.3 Providing Notification to the State of Registry of Dangerous Goods

Upon receipt of notification, as the State of the Operator, the SD shall, with a minimum of delay and by the most suitable and quickest means available, provide the State of Registry with details of dangerous goods on board the aircraft.

4.8.4 Responding to Notification from the State of Registry when a location can't be established

Upon receipt of notification, as the State of Registry, and when the location of the accident or the serious incident cannot definitely be established as being in the territory of any State, the SD shall institute and conduct any necessary investigation of the accident or serious incident. However, it may delegate the whole or any part of the investigation to another State by mutual arrangement and consent.

4.8.5 Responding to a Request from the State of Registry in International Water

Upon receipt of a request from a State of Registry and being the nearest to the scene of an accident in international waters, Saudi Arabia shall provide such assistance as they are able.

4.8.6 Providing Notification to a non Contracting States

Upon receipt of a request from a State of Registry and if the State of Registry is a non Contracting State which does not intend to conduct an investigation in accordance with Annex 13, Saudi Arabia as the State of the Operator should endeavour to institute and conduct an

investigation. However, such a State may delegate the whole or any part of the investigation to another State by mutual arrangement and consent.

Note: For aviation occurrences outside Saudi Arabia, the embassy or consulate of Saudi Arabia shall be notified in addition to any requirement imposed by another State's regulations.

4.9 Notification of Accident between Civil and Military Aircraft

- a) For an accident 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 by telephone to the SD;
- b) The SD shall immediately notify the appropriate military services headquarters when it has first knowledge of an accident involving civil and military aircraft.

4.10 Acknowledgement of Receipt of Accident or Incident Notification

When Saudi Arabia is the State of Registry other State of the Operator and the SD is the recipient of notification regarding an accident or serious incident, the SD shall confirm with the notifying party that notification has been received by the most expeditious means possible.

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CHAPTER 5 - INVESTIGATION

5.1. Responsibility

5.1.1 Civilian and Military- Civilian Accidents

- a) The Safety Department is the investigative authority that has been established under the direct supervision of the Board of Directors of the General Authority of Civil Aviation to be responsible for the investigation of aviation accidents and serious incidents involving civil registered aircraft within the sovereign area and territorial waters of Saudi Arabia, except as provided for by ICAO Annex 13, in those cases where the GACA Board of Directors or other higher authority assigns or delegates an outside organization or individuals to conduct an investigation, these regulations will be used.
- b) The Safety Department shall have and maintain complete independence from the GACA in the conduct of all investigations, having full authority to operate independently concerning all actions arising from an investigation. Specifically, the Safety Department IIC shall have full access to the scene as well as the access needed in identifying, collecting and analyzing all evidence concerning an accident or incident, including photographs, witness statements and all interviews; the IIC has the authority to make findings and arrive at a probable cause determination including conducting tests, measurements, computer analysis and appointing technical and scientific experts as advisors and utilizing commercial facilities, such as metallurgical laboratories or manufacturer's facilities for such analysis to aid in probable cause determination. The IIC may issue safety recommendations at any time during the investigation whenever an immediate hazard is identified. The Safety Department GM is the final authority in writing, editing and approving the Final Report, including all Findings and Recommendations.

5.1.2 Saudi Arabian Military Forces

- a) All Saudi Military Forces are responsible for the investigation of aviation occurrences involving only their military aircraft within the sovereign area and territorial waters of Saudi Arabia. And has the right to request assistance, participation or the delegation of responsibilities from other government agencies or any involved commercial vendors
- b) The Saudi Military Forces have the right to participate in the investigation of foreign military aircraft accidents and incidents occurring within the sovereign area and territorial waters of Saudi Arabia or as determined by international

agreement. And has the responsibility of investigating accidents or incidents involving Saudi military aircraft occurring in foreign or international territory. And has the right to request assistance, participation or the delegation of responsibilities from other government agencies or any involved commercial vendors.

- c) The Saudi Military Forces will include investigators from the GACA Safety Department in investigations involving accidents or incidents of Saudi military aircraft or personnel occurring in foreign or international territory.
- d) When a military aviation occurrence involves civil air traffic control services, airways facilities or airports, the GACA SD must be a party to the investigation.

5.2 Authority to Order an Investigation

5.2.1 Safety Department Authority

- a) On receipt of notification of an aviation occurrence, Safety Department on behalf of the GACA Board of Directors is authorized to order an immediate investigation.
- b) Any member of the SD receiving a notification or becoming aware of an aviation occurrence shall act as an investigator until an IIC is appointed.
- c) The General Manager Safety Department shall appoint an IIC and all other required investigation groups, which also includes the designation of any other parties to the investigation as may be deemed necessary.
- d) The SD will, upon receiving notification from a foreign authority, permit the full participation of their named Accredited Representative.
- e) Under no circumstances are aviation investigations in which a portion of the investigation is so delegated to another GACA department considered to be joint investigations in the sense of sharing responsibility. These investigations remain strictly SD investigations.

5.2.2 Employment of Other Investigation Agencies

In the exercise of the functions authorized by these regulations, the SD is authorized to employ the services of other GACA Departments or the services of organizations or individuals including public or private agencies of Saudi Arabia. The SD is also authorized to employ by contract or otherwise, the services of organizations or individuals of other governments which are expert in investigation of aviation occurrences and may deputize them to act on behalf of the government of Saudi Arabia with the authority to act as though they were officials of Saudi Arabia.

5.2.3 Participation of GACA SD in Investigations in Foreign Territories

In the event of an aviation occurrence in a foreign territory involving Saudi Arabian registered aircraft, Saudi Arabian certificated Operators or fatalities to Saudi Arabian citizens, the SD will coordinate with the State having jurisdiction and designate an Accredited Representative, with appropriate advisers, to participate in the investigation. A Saudi Arabian Accredited Representative will meet the GACA specified requirements as a qualified IIC.

5.2.4 Appointment of Advisors to the Accredited Representative

As the State of Registry and/or Operator, the SD shall appoint one or more advisers, proposed by the Operator, to assist the Saudi Arabian Accredited Representative.

5.2.5 Participation of Advisors to the Accredited Representative

Any Accredited Representative may, at his discretion, select and name Advisors to participate with him in the course of an 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 Advisors will still be granted access to the investigation as though he was present. The Accredited Representative retains the responsibility for conduct of the Advisor(s) whether or not he is present.

5.2.6 Authority of the GACA SD IIC

For the purpose of conducting an investigation under these regulations, the SD IIC, 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 mentioned in paragraph (a) above, 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 and protect and to test to destruction if necessary, any aircraft, equipment, stock, cargo, baggage, records, documents, freight or other goods or any part thereof mentioned in paragraph (b) that the investigator believes on reasonable grounds is involved in, or relates to, any aviation occurrence that is being investigated under these regulations;

- d) To protect the site of any aviation occurrence that is being investigated under these regulations 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 purpose 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 flight recorders and to ensure all recovered data is analyzed 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.
- l) To take full and detailed statements from all witnesses prior to those witnesses being made available for interviews from any other person, group or organization

5.3 Preservation of Aircraft Wreckage, Mail, Cargo, and Records

5.3.1 Protection of Evidence, Custody and Removal of Aircraft

At the direction of the SD, the appropriate government agency available at site of an accident or serious incident 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 purpose of an investigation. Protection of evidence shall include the preservation, by photographic or other means of any evidence which might be removed, effected lost or destroyed. Safe custody shall include protection against further damage, access by unauthorized persons, pilfering and deterioration.

5.3.2 Taking Custody of the Aircraft Accident or Incident Site

- a) The GACA Safety Department is responsible for taking and maintaining custody of the aircraft or incident 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 Saudi Arabia.
- b) The custody of accidents sites involving military aircraft exclusively is the responsibility of the affiliated branch of the military service.
- c) Accident or incident sites involving military and civil aircraft, is the responsibility of the GACA Safety Department. The investigation; however, will be conducted with the participation of the involved military branch of service and as such will be granted access to the site for that purpose at the sole discretion of the GACA Safety Department
- d) The IIC conducting the investigation shall arrange for the read-out of the flight recorders without delay.

Note 1: Taking custody of an accident or incident site does end the responsibility of the local authority, with jurisdiction over the area and activities involved, from fulfilling their official responsibilities and providing uninterrupted site security. The local authority shall coordinate with the GACA Safety Department for specific security requirements until the on-site investigation is completed and the disposition of the aircraft has been concluded IAW the Civil Defense Department's Emergency Plan for aircraft accidents and incidents occurring outside the airport boundaries.

Note 2: The movement or recovery of evidence, including flight recorders, shall be performed only by personnel authorized by the GACA Safety Department.

5.3.3 Utilization of Foreign Recorder Read Out Facilities:

In the event that an adequate facility to read out the flight recorders is not available locally, the IIC should use the facilities that are available in other States, giving consideration to the following:

- a) The capabilities of the read-out facility;
- b) The timeliness of the read-out; and
- c) The location of the read-out facility

5.3.4 Responsibilities of the Airport Authority

For aviation occurrences at or near an airport, the airport authority, after accomplishing the required notification and prior to the arrival of the SD IIC shall:

- a) Preserve to the extent possible any aircraft wreckage, cargo, mail and all records aboard the aircraft by providing appropriate security personnel

prior to the time that the SD IIC takes custody of the aircraft wreckage, mail and cargo;

- b) Not disturb any aircraft wreckage, mail or cargo except to the extent necessary:
 - 1) to remove persons injured or trapped, or
 - 2) to protect the aircraft or cargo from further damage, or
 - 3) to 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.
- d) Facilitate the investigative process, for example in expediting the movement of equipment and investigative parties to and from the accident site.
- e) Coordinate with the Civil Defence Department for the implementation of the Emergency Plan for accidents or incidents occurring outside the airport boundaries.

5.3.5 Responsibilities of Fire Rescue Services

The Fire Rescue Services at the airport shall prepare a report describing the response to the aviation occurrence. They shall preserve the fire services communication tapes for review and analysis by the investigation authority upon arrival at the accident scene.

5.3.6 Responsibilities of Air Navigation Services

Any Air Navigation Services unit that was involved in control or communication with an aircraft, at any time during a flight preceding an aviation occurrence, shall as soon as possible after becoming aware of an occurrence:

- a) Remove and preserve all recordings and documents relating thereto and provide on demand to General Manager Safety Department, the investigator-in-charge or his representative;
- b) Provide a recording play back capability and access to ANS personnel for interviews by the SD IIC;
- c) In the case where an investigator does not visit the ANS unit and upon demand by the SD IIC, ANS shall provide a suitable recorded copy of all pertinent recordings together with a certified, verbatim transcript, as well as copies of statements from the controllers involved and copies of all related documentation.

Note: The full scope of ANS responsibilities is contained in Air Navigation Services, Air Traffic Services Procedures, document 7300.1-1.

5.3.7 Responsibilities of Weather Observation Station

- 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 Satellite weather photographs taken during the 24 hours preceding the accident.

- b) When advised by a the SD IIC, the Central Forecast Office will ensure that copies of all documentation provided to the flight crew involved, by a forecast office in Saudi Arabia, are retained. If there is weather watch radar in the vicinity of the accident, 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.
- c) All documents and records pertaining to the weather for the 24 hours preceding the occurrence, and observations taken thereafter as a result of this occurrence, shall be retained and provided to the SD IIC on demand.

5.3.8 Responsibilities of the Aircraft Pilot/Operator

The operator of an aircraft involved in an aviation occurrence, after accomplishing the required notification detailed in paragraphs 4.1 to 4.3, is responsible to:

- a) Coordinate with the airport authorities at or near the aviation occurrence site to preserve to the extent possible any aircraft wreckage, cargo and mail aboard the aircraft and all records, including flight data recorder and voice recorder records and equipment pertaining to the operation and maintenance of the aircraft and to the airmen until the SD IIC takes custody thereof or a release is granted in accordance with paragraph 5.5;
- b) Prior to the time the SD or its authorized representative takes custody of aircraft wreckage, mail, or cargo, such wreckage, mail, or cargo may not be disturbed or moved except to the extent necessary:
 - 1) to remove persons injured or trapped;
 - 2) to protect the wreckage from further damage; or
 - 3) to protect the public from injury.
- c) Where it is necessary to move aircraft wreckage, mail or cargo, sketches, descriptive notes, and photographs shall be made, if possible, of the original positions and condition of the wreckage and any significant impact marks.
- d) Retain all records and reports, including all internal documents and memoranda dealing with aircraft and

airmen involved in the accident or incident until authorised by the SD IIC to the contrary;

- e) Provide the SD 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 SD official.
- f) Provide a completed aircraft/incident pilot/operator accident report form to GACA within 10 days after the occurrence or a reportable accident or incident.

5.4 Access to Aircraft Wreckage, Mail, Cargo and Records

Only General Manager Safety Department, the SD IIC or persons authorized by the IIC who are participating in a particular investigation, examination or testing, shall be permitted access to aircraft wreckage, records, mail, or cargo which is in SD custody.

5.5 Organization of the Investigation

The organization, conduct, and control of all investigations into occurrences involving civil registered aircraft within the jurisdiction of Saudi Arabia shall be the sole responsibility of the SD. Under no circumstances shall investigations conducted by the SD be considered joint investigations in the sense of sharing responsibility. However, in the case of an occurrence involving civil aircraft of Saudi Arabian registry occurring in a foreign State, where the foreign State is not bound by the provisions of Annex 13 and does not intend to conduct an investigation, Saudi Arabia should conduct of the investigation shall be in accordance with any agreement entered into between Saudi Arabia and the foreign State or failing to make such an agreement, should conduct an investigation based on the evidence that is available.

5.5.1 Size and Scope of the Investigation

Once the initial notification of an accident has been received by the SD, it is imperative that certain decisions are made expeditiously and that the investigation is begun without delay. At the outset, it is essential that a preliminary assessment be made as to the magnitude of the task and the probable scope of the investigation. This assessment involves the marshalling of an investigation team sufficient in size and expertise to cope with the task at hand. Generally speaking, there is a direct proportionality between the size of the aircraft and the size of investigation team. However, there are complex accidents involving small aircraft and relatively simple accidents involving large aircraft. Consequently, the determination of the initial team composition often involves a decision which must be made without delay. Some of the factors affecting the decision to initiate a major group investigation include the following:

- a) Accident Type: Recurring accidents with air carrier operators, particularly with significant accident prevention potential.

- b) Aircraft Type: Involving a type in common uses in Saudi Arabia and internationally; or a type recently introduced into service in Saudi Arabia.
- c) Aircraft Damage: Minimal damage but with a potential for severe or catastrophic damage.
- d) Ground Damage: The impact on the community and potential for a disaster.
- e) Aircraft Accident Injuries: The reason for the injuries if obscure and the potential for more severe injury.
- f) Public Interest: The impact on the community, the importance of the aircraft's occupants, and the impact in the international community.

5.5.2 Appointment of Investigator in Charge

If the size and scope of the aviation occurrence dictates, the GM of the SD shall appoint, in writing, an investigator-in-charge. The IIC will be from the SD unless the Board of Directors of GACA assigns an outside organization or individual in accordance with paragraph 5.1.

5.5.3 Authority of the Investigator-In-Charge

- a) The designated IIC is authorized to organize, conduct, and control the investigation. He shall assume responsibility for the supervision and coordination of all resources and of the activities of all personnel involved in the investigation. The IIC may, on behalf of General Manager Safety Department, designate parties to participate in the investigation. Parties to the investigation may include persons, government agencies, companies and associations whose employees, functions, activities, or products were involved in the accident and who can provide suitably qualified personnel who will actively assist in the investigation. The IIC's authority, so long as it is limited to an accident or incident investigation, takes precedent over any other any competing judicial authorities seeking access to evidence or witnesses.
- b) If, in the course of an investigation it becomes known, or it is suspected, that an act of unlawful interference was involved, the IIC shall immediately initiate action to ensure that the aviation security authorities are informed. If it becomes established that the accident or incident was the result of a criminal act, jurisdiction shall be given to the proper criminal authorities; however, the SD will remain available in advisory role as long as requested by the proper authorities.

5.5.4 Group Organization

- a) A group system will be used when investigating complex accidents. The initial information regarding an accident is fragmentary and can lead

to false assumptions. Early information might indicate that an air carrier aircraft crashed while on an approach to landing in relatively good weather conditions. One might reach a premature conclusion that the investigative areas would involve the airworthiness of the aircraft and that minimal operational coverage was involved (e.g. no ATC or Weather Group). Subsequently, it might be found that a mid-air collision was involved and that the ATC and Weather Groups were vital to the investigation. Similarly, a premature decision might be reached upon receipt of the initial notification that a separate Witness Group was not warranted due to the location of the accident. Later developments might dictate the formation of such a group since valuable witness information was not being documented.

- b) If there is any doubt regarding the necessity to form a particular investigative group on a team investigation, it is usually best to form the group. The group can be disbanded at an early date and returned to headquarters but the non-availability of a group can delay an investigation and, adversely affect the collection of vital, time-critical information. The final determination as to team composition rests with the GM of the SD.

5.5.5 Group Chairmen

Group chairmen will normally be selected from the SD. The groups typically include structures, systems, power-plants, records & documents, human factors, operations and flight recorders. These groups could be modified in any way to suit the circumstances and scope of any occurrence.

5.5.6 Group Members

- a) For the investigation of major aircraft accidents the investigation team will be composed of specialists available within the Ministry of Defense and Aviation, GACA or outside agencies or individuals as required.
- b) If neither the State of Registry, nor the State of the Operator appoints an accredited representative, the SD IIC should invite the operator to participate, subject to the procedures specified in these Regulations.
- c) The State of Design and the State of Manufacture may appoint additional advisers, proposed by the organizations responsible for the type design and the final assembly of the aircraft, to assist their accredited representatives.
- d) Should neither the State of Design nor the State of Manufacture appoint an accredited representative, the SD should invite the organizations responsible for the type design and the final assembly of the aircraft to participate, subject to the procedures

specified in these Regulations.

- e) If an accident investigation involves an aircraft with a maximum mass of over 2 250 kgs (5,000 lbs), the IIC should specifically request participation by the State of Registry, the State of the Operator, the State of Design or the State of Manufacture, as applicable and shall request each to appoint an accredited representative.
- f) Any State, which on request provides the information, facilities or experts to the SD, is entitled to appoint an accredited representative to participate in the investigation.
- g) Any State that has a special interest in an accident by virtue of fatalities or serious injuries to its citizens
- h) A State entitled to appoint an accredited representative shall also be entitled to appoint one or more advisers to assist the accredited representative in the investigation.
- i) Advisers assisting Accredited Representatives are entitled, under the accredited representatives' supervision, to participate in the investigation to the extent necessary to enable the Accredited Representatives to participate effectively.
- j) No one participating in the investigation may divulge any information without the consent of the IIC.

5.5.7 Civil and Military Occurrences

The SD shall provide for participation of appropriate military authorities in the investigation of occurrence involving both civil and military aircraft. The responsibility for an investigation involving both civil and military aircraft rests entirely with the SD. However, the military component involved shall participate fully in the investigation and be provided with all relevant data and information.

5.5.8 Military Investigations, with SD Participation

In a military aircraft accident investigation in which a mutual interest exists, the SD may request to participate as an observer. The SD observer in such investigations shall be cognizant at all times that his role is that of an observer. He shall not divulge any information derived from the investigation without obtaining prior clearance from the senior military member of the investigation board. In requesting such clearance, the 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.

5.5.9 Parties to the Investigation

- a) The investigator-in-charge designates all parties to participating in an investigation. Parties shall be

limited to those persons, government agencies, companies, and associations whose employees, functions, activities, or products were involved in the accident or incident and who can provide suitable qualified technical personnel actively to assist in the investigation. Other than the GACA, no other entity is afforded the right to participate in SD investigations.

- b) Participants in the investigation (i.e., party representatives, party coordinators, and/or the larger party organization) shall be responsive to the direction of SD representatives and may lose party status if they do not comply with their assigned duties and activity proscriptions or instructions, or if they conduct themselves in a manner prejudicial to the investigation.
- c) No party to the investigation shall be represented in any aspect of the SD investigation by any person who also represents claimants or insurers. No party representative may occupy a legal position. Failure to comply with these provisions may result in sanctions, including loss of status as a party.
- d) This regulation provides for the appropriate participation of the GACA Inspectors in SD investigations, and by other departments, agencies, or instrumentalities. The those entities that meet the requirements of paragraph (a)(1) of this section will be parties to the investigation with the same rights and privileges and subject to the same limitations as other parties, provided however that representatives of the GACA need not sign the "Statement of Party Representatives to a GACA Investigation" (see paragraph (b) of this section).
- e) In addition to compliance with the provisions of paragraph (a), and to assist in ensuring complete understanding of the requirements and limitations of party status, all party representatives in aviation investigations shall sign "Statement of Party Representatives to SD Investigation" immediately upon attaining party representative status. Failure timely to sign that statement may result in sanctions, including loss of status as a party.

5.5.10 Participation in an Investigation:

Participation in the investigation confers entitlement to participate in all aspects of the investigation, under the control of the IIC, in particular to:

- a) Visit the scene of the accident;
- b) Examine the wreckage;
- c) Obtain witness information and suggest areas of questioning;
- d) Have full access to all relevant evidence as soon as possible;
- e) Receive copies of all pertinent documents;

- f) Participate in read-outs of recorded media;
- g) Participate in off-scene investigative 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: participation of States that provide facilities or experts may be limited to the extent those matters relate to each aspect of the investigation.

5.6 Conduct of the Investigation

In all cases of aircraft aviation occurrence investigation, whether the investigation is conducted by the SD or as directed by Board of Directors, this regulation shall be followed.

5.6.1 Initial Response

When initially notified of an aviation occurrence, the SD staff shall request and record as much of the prescribed information as possible. The staff member shall continue to act as investigator of the occurrence until an IIC is assigned.

5.6.2 Notification of the SD General Manager

The investigator shall inform the General Manager of the Safety Department of any information about an aviation occurrence and his further action following the receipt of the initial notification and/or as may be directed by the GM.

5.6.3 Weather Observation and Flight Inspection

If the circumstances indicate, the SD IIC shall ensure a special weather observation is taken and a flight inspection is conducted on the navigation and approach aids involved.

5.6.4 Attendance at the Scene

The nearest investigator shall proceed to the scene of the occurrence and evaluate it to determine the size and scope if this was not initially determined. Immediately upon arrival at the scene, the accident area shall be identified fully and checked for security. Prior to the arrival of the IIC, the investigator shall photograph the scene, coordinate for the preservation of evidence, collect witness statements, and collect copies of the air traffic services and fire rescue services recording tapes and statements as appropriate.

5.7 On-Scene Organization:

5.7.1 Liaison and Base of Operations

- a) The first investigator to arrive shall establish initial liaison with local authorities at the scene to advise them of the SD's presence and jurisdictional

control of the accident investigation. The investigator shall establish a base of operations near the scene where he can be reliably found most of the time and one which will be known to the local authorities.

- b) As soon as possible the investigator should provide the SD headquarters with a telephone number or contact point. When not active with other duties, he will check back at the base frequently to maintain communication.
- c) In remote areas, the Civil Defense Department should establishment of a communication center providing the most secure and reliable communications equipment possible for the investigation group.

5.7.2 Transportation and Accommodation

- a) The SD must arrange for appropriate lodging and transportation for the team in the area of the crash scene. All parties to the investigation shall coordinate their transportation plans or requests with the SD IIC.
- b) Upon presenting his credentials as a SD IIC to the gate representative of any domestic scheduled operator and stating that he is requesting transportation to an accident or serious incident site, that operator will be obliged to fulfill, his request by providing gratis transportation irrespective prior seating arrangements that already been made on board the aircraft. If the cabin is fully occupied, the IIC will occupy the cockpit jump seat(s). If more that one investigator 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 investigators.
- c) During return travel from an investigation site, the operator is required to provide gratis space available seating which includes access to unoccupied cockpit jump seat(s). Revenue passengers will not be deplaned to allow the boarding of investigators during return travel.
- d) Although the operator is required to provide transportation under the conditions stated, the final determination as to which the seats will be occupied by investigators is at the discretion of the Captain.

5.7.3 Witnesses and Records

The first investigator to arrive on the scene should initiate preliminary investigative efforts directed at obtaining witness names and interviewing the witnesses, photographing the wreckage, and collecting pertinent data that might be available in the early hours of the investigation. He should also retrieve all recorders; arrange a meeting place and accommodations for

investigators as well as briefing all participants, representatives or parties on the SD's procedures.

5.7.4 Non-disclosure of Records

Records other than for the purposes of accident and incident investigation will not be disclosed except when the disclosure of this information could have a deleterious effect on the progress of the investigation or future investigation, locally or internationally including

- a) All personnel statements taken during the investigation
- b) All communications between personnel involved in aircraft operations
- c) Medical information or personal information regarding personnel involved in the accident or incident
- d) Cockpit Voice Recorders (CVR) or transcripts of the same
- e) Opinions formed during the analysis portion of the investigation including Flight Data Recording (FDR) or copies of the same
- f) Statements taken from persons by the investigation authorities in the course of the investigation
- g) Communications between persons having been involved in the operation of the aircraft
- h) Medical or private information regarding persons involved in the accident or incident
- i) Recordings and transcriptions of recordings from air traffic control units.
- j) Any record not relevant to the analysis of the accident or incident

Note.1: These records shall be included in the final report or its appendices only when pertinent to the analysis of the accident or incident. Parts of the records not relevant to the analysis shall not be disclosed.

Note.2: Information contained in the records listed above, which includes information given voluntarily by persons interviewed during the investigation of an accident or incident, 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 flight safety.

5.7.5 Right of Representation

Any person interviewed by an authorized representative of the SD during an investigation shall be accorded the right to be accompanied, represented or advised by an attorney or non-attorney selected by the respondent.

5.7.6 Obligations or Accredited Representatives and their Advisors:

Accredited representatives and their advisers:

- a) Shall provide the IIC or Group Chairman as applicable, with all relevant information available to them; and
- b) Shall not divulge information on the progress and the findings of the investigation without the express consent of the IIC.

5.7.7 Hazards at the Site

The SD IIC as well as each group chairman shall brief all non-GACA personnel on all known hazards and established safety practices. The SD IIC shall insure that protective measures against any bio-hazards are available for all parties. The SD IIC should request a copy of the cargo manifest from the carrier of any dangerous goods. When appropriate, or in the case of doubt, the SD IIC should consult the manufacturers of the material involved regarding exposure hazards and protective measures by reference to the applicable Material Safety Data Sheet.

5.7.8 Use of Heavy Equipment

Although GACA personnel maintain overall guidance, the actual operation of the equipment and the supervision of assisting personnel should be done by the equipment operators. Nobody should approach, handle, or examine completely or partially lifted wreckage without clearance from the SD IIC and the equipment operator.

5.7.9 Autopsies and Toxicological Examinations

- a) The IIC is authorized to obtain, with or without reimbursement, a copy of the report of autopsy performed by officials on any person who dies as a result of having been involved in an aircraft accident within the jurisdiction of the SD. The 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 accident investigation, the provisions of laws protecting religious beliefs with respect to autopsies shall be observed.
- b) It is the responsibility of the IIC to provide a toxicological sample kit to the involved medical personnel (i.e. pathologist or coroner). Once obtained, the IIC should ensure that the samples are shipped as directed using the instructions contained in the kit to the named laboratory by the most expeditious means possible.

5.7.10 Medical Examinations

When appropriate, the IIC conducting the investigation should arrange for medical examination of the crew, passengers and other involved aviation personnel, by a GACA Flight Surgeon experienced in accident

investigation. These examinations should be complete and conducted in an expeditious manner.

5.7.11 Human Factors Group Chairmen

The IIC will coordinate for the autopsies and toxicological examinations of persons involved in an accident or incident; however, in major accidents in which a Human Factors Group Chairman has been appointed, the Group Chairman is responsible for coordinating with the IIC for all examinations of personnel or human remains

5.8 Release from Custody

Subject to the provisions of these Regulations, the SD shall release custody of the aircraft, its contents or any parts thereof which are no longer required in the investigation, to any person or persons duly designated by the State of Registry or the State of Operator, as applicable. For this purpose the SD shall facilitate access to the aircraft, its contents or any parts thereof, provided that, if the aircraft, its contents, or any parts thereof, lie in an area within which the SD finds impracticable to grant such access, the SD shall effect removal to a point where access can be given.

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CHAPTER 6 - REPORTING**6.1 Release of Information**

- a) Release of information during the investigation, particularly at the accident scene, shall be limited to factual developments and shall be made only by the GACA Media and Public Relations Department through the President of GACA in accordance with the GACA Media and Public Relations Pre-Accident Communications Plan.
- b) All information concerning the accident obtained by any personnel participating in the investigation shall be passed to the IIC through appropriate organizational channels. Upon approval of the IIC, parties to the investigation may relay to their respective organizations information which is necessary for purposes of prevention or remedial action. Under no circumstances shall accident information be released by anyone participating in the investigation, or discussed with any unauthorized persons.
- c) Information concerning an accident involving both civil and military should be exchanged among the military service and the other parties involved, promptly and completely.
- d) The GACA Media and Public Relations Department in coordination with the SD 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.

Note 1: A preliminary report will be sent to all parties involved after appropriate notification and disclosure has been given to the higher authorities.

Note 2: A preliminary report will be sent to ICAO within thirty days of the date of the accident /Incident

6.2 Release of Aircraft Wreckage, Mail, Cargo and Records

Aircraft wreckage, records, mail, and cargo in the custody of the SD will be released when it is determined that the SD has no further need of such wreckage, mail, cargo, or records.

6.3 Accident Cause Factors

Any causal factor that becomes known during the course of the investigation, for which prompt preventative action is required by a civil organization or military service, shall be disclosed immediately to all concerned parties including appropriate authorities in other States, and ICAO whenever any ICAO documents are involved, so that any appropriate safety recommendations may be received and implemented by the concerned organization without delay, with the direct coordination of the IIC.

6.4 Military Information

The military coordinator of the SD investigation group shall make recommendations to the IIC concerning any release of information on the accident and the investigation. Responses to inquiries received from any source, by either military authorities or the SD will be coordinated with the IIC prior to release.

6.5 Involved Parties

During any accident investigation conducted under these regulations any person, government agency, company or association whose employees, functions, activities, or products were involved in the accident, may submit to the SD recommendations as to the proper conclusions to be drawn from the evidence produced, prior to the determination of findings related to cause.

6.6 Group Reports

Each civilian or military person participating in a SD investigation group will assist the group chairman in preparation of the group report and will indicate his concurrence or non concurrence with the report in writing to the group chairman.

6.7 Release of Preliminary Reports

- a) If an aircraft involved in an accident is of a maximum mass of over 2 250 kgs (5,000 lbs), the SD 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) the International Civil Aviation Organization.
- b) When an aircraft is involved in an accident has a maximum mass of less than 2,250 kgs (5,000 lbs) and when airworthiness or matters are considered to be of interest to other States are involved, the SD 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 appropriate States and to the International Civil Aviation Organization in Arabic or English as is most appropriate for the States Involved.

- d) The SD shall send the Preliminary Report by facsimile, e mail, or airmail within thirty days of the date of the accident unless the Accident/Incident Data Report 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.

6.8 Release of the ICAO Accident Data Report:

When the aircraft involved in an accident has a maximum mass of over 2,250 kgs (5,000 lbs):

- a) The SD shall send, as soon as practicable after the investigation, a completed Accident Data Report to the International Civil Aviation Organization.
- b) The SD should, upon request, provide other States with pertinent information additional to that made available in the Accident/Incident Data Report.
- c) When the aircraft involved in an incident has a maximum mass of over 5,700 kg (12,500 lbs), that SD shall send, as soon as is practicable after the investigation, a completed the Incident Data Report to the International Civil Aviation Organization.

6.9 Preparation of the Accident/Incident Report

- a) Upon completion of all phases of the investigation and receipt of all group reports, the IIC will be responsible for preparing the report in the format defined by ICAO Annex 13 but may adapt the format to the circumstances of a particular accident or incident. The report will be processed in two drafts, initial and final. The report will be completed in Arabic or English with an abstract in the opposite language. During the entire report writing and review phases individuals, will review the report for accuracy, completeness, logical construction and analysis, proper findings and appropriate recommendations.
- b) Upon the completion of the initial draft, it will be distributed to all group chairmen for their review and comments. Their review will be concentrated on substantive matters in the report rather than editorial matters. Their comments will be returned to the IIC within five working days from the date of distribution. In addition, each group chairmen will include in their comments recommendations which they believe would prevent another similar occurrence or any other recommendations for the improvement of Safety Department; these recommendations must include substantiation data.
- c) The SD shall send a copy of the draft Final Report to the State that requested the investigation, if applicable, and to all States that participated in the investigation, inviting their significant and substantiated comments on the report as soon as possible. The draft Final Report of the investigation shall be sent for comments to:
 - 1) the State of Registry;
 - 2) the State of the Operator;
 - 3) the State of Design; and
 - 4) the State of Manufacture.

- 1) the State of Registry;
- 2) the State of the Operator;
- 3) the State of Design; and
- 4) the State of Manufacture.

If comments are received within 60 days of the date of the transmittal letter, it shall 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 State conducting the investigation receives no comments within 60 days of the date of the first transmittal letter, it shall issue the Final Report in accordance with this Regulation, unless an extension of that period has been agreed upon by the States concerned.

- d) The SD should send, through the State of the Operator, a copy of the draft Final Report to the operator to enable the operator to submit comments on the draft Final Report and also send, through the State of Design and the State of Manufacture, a copy of the draft Final Report to the organizations responsible for the type design and the final assembly of the aircraft to enable them to submit comments on the draft Final Report.
- e) The IIC shall incorporate data submitted by the parties or group chairman into the final report or at his discretion shall attach the data as an appendix to the final report.
- f) The final draft will be prepared by the IIC and submitted by General Manager Safety Department for approval by the President of General Authority of Civil Aviation. The President of General Authority of Civil Aviation, if required, will submit the final draft to Board of Directors for further review and approval of the recommendations.
- g) No State or party to Saudi Arabian investigation shall circulate, publish or give access to a draft report or any part thereof, or any documents obtained during an investigation of an accident or incident, without the express consent of the IIC who conducted the investigation, unless such reports or documents have already been published or released by the SD.

Note: The Final Report shall be released within one year unless factors beyond the control of the investigative authority preclude meeting this deadline. If the one year (12-month) 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.

6.10 Accident Report Release

- a) Upon approval by the higher authority, the final

draft with all required changes will be returned to General Manager of the Safety Department for final editing, reproduction and official release. The report will set forth the facts, the conditions and circumstances relating to the accident, the findings, and appropriate recommendations to prevent recurrence. So that action may be taken on recommendations aimed at preventing reoccurrence and to receive feedback regarding the implementation of any recommendations or explanations as to why the recommendations were not implemented, a copy of the report shall be provided as soon as possible to:

- 1) the State that instituted the investigation;
 - 2) the State of Registry;
 - 3) the State of the Operator;
 - 4) the State of Design;
 - 5) the State of Manufacture;
 - 6) any State having suffered fatalities or serious injuries to its citizens; and
 - 7) any State that provided relevant information, significant facilities or experts.
 - 8) ICAO and ACAC in the case of investigations involving aircraft over 5,700 kgs (12,500 lbs).
 - 9) exceptions allowing flight safety organizations to receive copies of a report on permission may be granted by the President of GACA.
- b) When the SD receives safety recommendations as the result of a foreign investigation, the SD GM shall inform the proposing State of the preventive action taken or under consideration, or the reasons why no action will be taken.

6.11 Request for Reconsideration or Modification

- a) Requests for reconsideration or modification of the SD's findings, by parties to an investigation, will be entertained only if based on the discovery of pertinent new evidence or by a showing that the findings as to the facts, conditions and circumstances of the accident are substantially in error. Such requests shall be made in writing. Requests which are repetitious or based on positions previously advanced will not be entertained. Reconsideration requests should be based on statements of prospective witnesses, authenticated documents and an explanation of why such substantiation was not available prior to the SD's determination of findings. Requests based on the claim of erroneous findings shall be based on the submission of evidence not previously known or available that can be reasonable assumed to have an effect on the report's findings.

- b) However, if Saudi Arabia conducted the investigation but did not originally institute it, Saudi Arabia shall first obtain the consent of the State which first instituted the investigation before re-opening it.

6.12 Occurrences Investigated by an Operator

When the SD does not conduct a formal investigation of an aviation occurrence, the operator will be required to provide information and documentation, relative to the occurrence, on demand by a SD representative. The information shall be provided in a format that is consistent with report outline in ICAO Annex 13. The operator may not arbitrarily delay investigating an event or providing the results of an investigation to the SD. Any delays must be justified and appropriately documented by pertinent technical data (i.e. laboratory analysis).

6.13 Request to Withhold Information:

- a) Any person may make written objection to the public disclosure of information contained in any report or document filed, or information obtained by the SD, stating the grounds for such objection. The SD on its own initiative, or whenever such objection is made, may order such information withheld from disclosure when, in its judgment, disclosure thereof would not be in the interest of accident prevention or does harm to an individual or organization while not contributing to the advancement of the investigation.
- b) It is the policy of the SD that commercial, safety-related information provided to it voluntarily and not in the context of particular accident/incident investigations will not be disclosed. Reference to such information for the purposes of safety recommendations will be undertaken with consideration for the confidential nature of the underlying database(s).

6.14 Voluntary Incident Aviation Reporting

All operators and airmen may make confidential and voluntary aviation safety reports. Accordingly, although a finding of a violation may be made, neither a civil penalty nor certificate suspension will be imposed if:

- a) The violation was inadvertent and not deliberate;
- b) The violation did not involve a criminal offense, or accident, or action under which discloses a lack of qualification or competency, which is wholly excluded from this policy;
- c) The person proves that, within 10 days after the violation, he or she completed and delivered or mailed a written report of the incident or occurrence to the GACA SD.

Note: Paragraph 6.13 does not apply to air traffic controllers. Provisions concerning air traffic controllers involved in incidents are addressed in Air Navigation Services, Air Traffic Services

Procedures, document 7300.1-1.

6.15 Accident and Incident Database

All accidents and incidents reported under the requirements of this Regulation are electronically stored as a standardized descriptive database. The data retrieval can display frequencies over time to identify adverse trends. The database includes 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 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 investigator
- i) The extent of damage to the aircraft;
- j) Classification of the occurrence;
- k) Category
- l) Sub-category
- m) Written summary
- n) Contributing factors

6.16 Data Sharing

The SD is authorized to share accident and incident data with ICAO member States and regional and international flight safety organizations for the sole purpose of improving safety.

6.17 Analytical Reports

- a) The SD shall periodically provide the Assistant Minister of Defense and Aviation for Civil Aviation Affairs and other interested persons periodic analytical. The report shall:
 - 1) advocate meaningful responses to reduce the likelihood of aviation accidents similar to those investigated by the SD; and
 - 2) propose corrective action to make air transportation of individuals as safe and free from risk of injury as possible, including action to minimize personal injuries that occur in aircraft accidents.
- b) Studies, Investigations, and Other Reports. The SD also shall:
 - 1) carry out special studies and investigations about aviation safety, including avoiding personal injury;

- 2) examine techniques and methods of accident investigation and periodically publish recommended procedures for accident investigations;
 - 3) prescribe requirements for persons reporting accidents and aviation incidents that may be investigated by the SD; or involve public use aircraft (except aircraft of the armed forces and the intelligence agencies);
 - 4) evaluate the adequacy of safeguards and his transportation of hazardous material by air and the performance of other Government agencies responsible for the safe transportation of that material.
 - 5) safety recommendations resulting from studies or investigations that are made to an organization in another State shall also be forwarded to the organization's State Civil Authority.
- c) The SD 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.

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