

CHAPTER 4 - AIRWORTHINESS INVESTIGATIVE STANDARDS

BACKGROUND

1. One of the basic tenets of the DND/CAF Airworthiness Program is that airworthiness activities will be conducted by authorized individuals, to an accepted standard. As outlined in Chapter 1, one of the specific tasks assigned to the AIA is to issue airworthiness investigative standards respecting the investigation of aviation-safety-related occurrences and issues that will meet the aviation safety requirements of the *Aeronautics Act*. This chapter of the AIM outlines the AIA's investigative standards.

CERTIFICATION AND AUTHORIZATION

2. In order for the AIA to authorize individuals to conduct the various activities associated with airworthiness investigations, the individuals must be certified as being qualified to conduct the activities. Often the certification follows the successful completion of the appropriate training that may include formal courses, informal field training under the supervision of qualified individuals and/or supervised completion of investigations and associated reports. In the case of some team specialists the certification of their qualification comes from DND/CAF training on a particular aircraft type or a qualification in a special area (arrestor gear or flight test for example). Once certified, individuals become "authorized" to conduct the airworthiness investigations through the AIA tasking message or through the duties associated with their FS positions as outlined in the FS Program (i.e. WFSO and UFSO).

SCOPE

3. The Airworthiness Program has made great effort to separate the responsibilities of the AIA, the TAA and the OAA; however, overlaps remain that are addressed by including appropriate procedures and direction within each authority's detailed program documentation. Also, the establishment of formal agreements to manage the interface between the various authorities is encouraged. In the case of the AIA these agreements include Letters of Understanding, various Memoranda and Service Level Agreements between the AIA and the expert investigative support organizations (AETE, QETE, DRDC, NRC, the OAA and TAA, etc) that establish the specific roles and responsibilities of the relationships associated with airworthiness investigations. As well, the A-GA 135-001/AA-001 (Flight Safety for the Canadian Armed Forces) serves as a detailed procedures and protocol tool for the administration and management of investigation processes within the CoC and to a limited extent within the Airworthiness Program.

4. When the AIA becomes involved with investigations outside of the DND/CAF scope of activities, such as with Transportations Safety Board, other

Militaries (NATO, ASIC, etc) or other Airworthiness Authorities (NTSB (USA), AAIB (UK), etc) the interface is conducted through coordinated investigation protocols. Details on these instances are covered in Chapters 8 and 9 of this manual.

5. Within the DND/CAF Airworthiness Program, there is one “investigator” role and that is fulfilled by the AIA. While both the OAA and TAA staffs gather information, analyse it and make recommendations based on these processes, these activities are done for Operational or Technical Airworthiness assessment purposes and are not airworthiness investigations. For example, technical assessments deal with issues associated with the design, manufacture, maintenance or materiel support of an aeronautical product. Airworthiness investigations are usually conducted as the result of an occurrence and / or to investigate matters of safety involving both an operational and a technical nexus. This manual is concerned only with airworthiness investigations.

GENERAL

6. DND/CAF airworthiness investigations can be conducted by entities ranging from one person to large teams comprised of authorized accident investigators who are assisted by specialists. These specialists can include:
- a. operational specialists for the particular platform or system involved in the occurrence;
 - b. technical specialists for the particular platform or system involved in the occurrence;
 - c. medical experts, usually Flight Surgeon qualified;
 - d. Human Factors (HF) specialists;
 - e. escape system specialists;
 - f. Aviation Life Support Equipment (ALSE) specialists;
 - g. Cockpit Voice Recorder/Flight Data Recorder (CVR/FDR) or other recording medium specialists;
 - h. engineering specialists provided by Quality Engineering Test Establishment (QETE);
 - i. flight test specialists provided by Aerospace Engineering Test Establishment (AETE);
 - j. other experts as required (such as aerodynamics or explosives experts); and

- k. observers.

AIRWORTHINESS INVESTIGATORS

7. Airworthiness investigators receive special training on aircraft occurrence investigation. Proper occurrence investigation requires unique skills that must be developed through a combination of formal training and practical experience. The more complex an occurrence, the more developed the airworthiness investigator's skill sets must be to successfully and efficiently complete the assigned tasks. However, the variation in complexity of aircraft occurrences makes it impractical to expect all investigators to have the same skills and therefore to implement a universal standard for investigators. Accordingly, a hierarchy of standards is utilized for airworthiness investigators, to meet the requirements imposed by the occurrence classification system outlined in Chapter 3 of this manual with the details on the management and training requirements of the various investigator levels being contained in Chapter 5.

8. Each occurrence to be investigated will have an assigned Investigator-In-Charge (IIC). The IICs may investigate by themselves or a team of specialists may support them. Regardless, the responsibilities of the IIC are as follows:

- a. conducting, on behalf of the AIA, a thorough and efficient investigation of the occurrence (refer to Chapter 12 for details regarding investigation administration and ethos regarding this aspect);
- b. leading and effectively managing assigned members of the investigation team. In the case of major investigations, this may include exercising operational control over the assigned members of the investigation team and various support elements, employing appropriate procedures, briefings and resource management, thereby allowing these various support elements to be successful and safe in completing their assigned tasks. Further, IICs must ensure appropriate reports and other support documents are produced by all elements in both the field and the post field phases;
- c. effectively conducting site management, site safety, identifying evidence to be shipped for further investigation, liaising with recovery and salvage teams, ensuring awareness of any hazards that are associated with evidence are positively identified and shipped via an appropriate mode of transport (i.e. Transportation of Dangerous Goods);
- d. gathering, preserving and cataloguing evidence along with supporting notes and logs so that investigations can be pursued by other investigators should transfer of the investigation responsibility be necessary. This may involve leading major recovery efforts in

remote areas or under austere conditions, detailed photo and film documentation, innovative survey, preservation and catalogue methods and /or any other state of the art investigation protocols;

- e. identifying effective PMs as quickly as possible and recommending them to the AIA (for onward transmission to the Chain of Command) in a timely manner and keeping the AIA informed of daily progress through Situation Reports (Sitreps);
- f. dealing with Next of Kin (NOK), media and DND/CAF personnel as per AIA guidelines (Chapter 7);
- g. ensuring that the resources expended on the investigation are justified and that the costs are captured and reported IAW the Financial Administration Act (FAA);
- h. completing all required staff work as per AIA guidelines, including thorough, written reports IAW the published timelines; and,
- i. effectively carrying out or managing any tasks associated with the investigation in the field and post field phase as required by the AIA.

9. The IIC may be assisted by a team of one or more trained accident investigator(s). Normally an accident investigator will receive formal training as determined by the AIA (DFS) before being authorized to participate in an occurrence investigation as a team member; however, the AIA reserves the authority to appoint any team members with or without formal training based upon extant circumstances.

AIRWORTHINESS INVESTIGATOR TRAINING

10. Airworthiness Investigator training will be accomplished through formal courses and, for some investigator classifications (IIC 2 & IIC 1), with field training.

11. Formal courses will consist of both in-service courses, such as the FS Course, as well as out-service courses conducted by accredited organizations and educational or other similar institutes (such as TSB (Canada), NTSB or FAA (USA), Cranfield University (UK), the Southern California Safety Institute (SCSI), Embry-Riddle Aeronautical University, etc). Due to the wide variation in out-service courses available, the AIA's staff will usually develop a customized training package for investigators based on the current yet changing requirements within the AIA investigator staff.

12. Field training consists of following an On Job Training Syllabus (OJTS) that is accomplished through field investigation exposure and two other types of

formalized field training that will be conducted for training IIC 2s and IIC 1s. This formalized field training consists of shadow training and Acting-IIC training:

- a. Shadow training is the first step in achieving specified qualifications. In this phase, the trainee monitors a qualified individual as they conduct an investigation from initial planning of the field portion of an investigation to submission of the final report. The IIC will submit comments on the Shadow Trainees performance to the DFS Senior Investigator (SI) for the training files. An example of these comments would include documentation of exposure to team safety briefs, site cordon procedures, donning of Hazmat kits, ejection seat examination procedures, witness interview observations, NOK contact, etc. A trainee normally completes the shadow phase of training prior to conducting the Acting-IIC phase; and
- b. Acting-IIC training occurs when the trainee completes all IIC duties for the applicable classification of occurrence under the supervision of an appropriately qualified IIC. At the completion of the investigation, the supervising IIC submits a written progress report on the trainee to the SI. The SI will use these reports to form the basis for any recommendations for IIC advancement to the Chief Investigator, who will in turn assess progress and make recommendations for IIC certification, when merited, to the AIA.

AIRWORTHINESS INVESTIGATOR CATEGORIES

13. Air accident investigators are divided into two categories: Basic Investigator (BI) and IIC. These categories are subdivided into BI 2 and BI 1 and IIC 3, IIC 2 and IIC 1. The AIA is the issuing authority for all investigator categories although, through letters of delegation and for reasons of efficiency and span of control, some of this authority is delegated to various individuals (see Annex A for an example of an AIA Delegation of Authority Letter). Investigators are issued formal identification cards indicating their authorized categories. This may be accomplished through endorsements to an existing identification card as higher categories are obtained. Tables summarizing the roles and requirements of these categories are found at the end of this chapter.

14. Basic Investigator. The qualifications for the two sub-categories of BI are summarized in Table 3. All BI qualifications are valid for a period of five years from the date of issue of the qualification. However, this period can be extended if the individual has been continuously employed in a FS position (UFSO, UFS NCM, WFSO, WFS NCM, 1 Cdn Air Div FS Staff or DFS staff):

- a. BI 2. A BI 2 is qualified to act as an airworthiness investigation team member of Class I to IV investigations and is qualified to conduct Class III & IV investigations. To qualify as a BI 2, the

individual must have successfully completed the Flight Safety Course (FSC). The FSC may be waived for a period of up to 12 months by the AIA. A BI 2 is typically required for a WFSO or a WFS NCM position. A BI 2 qualification is normally required for individuals assigned to Wing FSO, WFS NCM or 1 Cdn Air Div FS Staff positions and for individuals whose duties will entail regular membership on Airworthiness Investigation teams; and

- b. BI 1. A BI 1 is qualified to act as an airworthiness investigation team member of Class I to IV investigations. To qualify as a BI 1, the individual must have successfully completed the FSC and a basic aviation safety investigator course at an accredited or like institution. The FSC can be waived for a period of up to 12 months by the AIA. A BI 1 qualification is normally required for individuals assigned to DFS as Airworthiness Investigators.
15. Investigator-In-Charge. There are three sub categories of IIC: IIC 3, IIC 2 and IIC 1. The qualifications for the categories of IICs are summarized in Table 4. All IIC qualifications are valid for a period of five years from initial certification. However, this period can be extended if the individual has been continuously employed in a flight safety position (WFSO, WFS NSM, 1 Cdn Air Div FS Staff or DFS staff). A brief description of each of these categories is as follows:
- a. IIC 3. An IIC 3 is qualified, certified and authorized to act as the IIC for investigations up to the Class III level. Normally in order to qualify as an IIC 3, the incumbent must be BI 2 qualified. The FSC may be waived for a period of up to 12 months by the AIA. This will only be done in extenuating circumstances and only if the AIA is convinced through recommendation of the 1 Cdn Air Div FSO (Div FSO) that the individual concerned has sufficient experience to competently complete the tasks until formal training can be completed and that no other qualified IIC is available at the time of occurrence. An IIC 3 is normally a WFSO, WFS NCM or 1 Cdn Air Div FS desk officer and is authorized to release, review or amend reports on this level of investigations;
 - b. IIC 2. An IIC 2 is qualified and certified to act as the IIC for investigations up to the Class II level. To qualify as an IIC 2, normally the individual must be BI 1 qualified. The FSC may be waived for a period of up to 12 months by the AIA. In addition, an IIC 2 normally should complete OJTS IIC phase of field training but the AIA may waive this training if he/she is satisfied that the investigator has appropriate field experience. An IIC 2 is normally an individual assigned to DFS as an airworthiness investigator or the Div FSO as per the AIA delegation letter for that position; and

- c. IIC 1. An IIC 1 is qualified and certified to act as the IIC for all airworthiness investigations. To qualify as an IIC 1, the individual should initially have an IIC 2 qualification. The FSC may be waived for a period of up to 12 months by the AIA. Normally the incumbent should have completed an advanced aircraft accident investigation course (or equivalent level specialty course). In addition, an IIC 1 should have completed the IIC OJTS; however, the AIA may waive the shadow and Acting-IIC field training if he/she is satisfied that the investigator has appropriate field experience. A person awarded an IIC 1 category is always an individual assigned to DFS as an airworthiness investigator.

INVESTIGATION TEAM SPECIALISTS

16. Investigation team member specialists often hold qualifications awarded by various professional organizations. It is not the intent of this manual to establish the standards of these professional organizations; however, the personnel that are assigned to fill a position as a member in a specialist capacity of an airworthiness investigation team are usually certified by the Commanding Officer, Head of Department, etc, of the applicable specialist organization as holding the appropriate qualifications. The objective of this section is to outline the general qualifications that must be held by an individual in order to participate in an aircraft occurrence investigation as an “authorized” investigation team specialist. The FS Investigation (FSI) tasking message is the vehicle that the AIA uses to “authorize” investigation team members to conduct airworthiness investigations for each occurrence.

17. Operations Specialists. Operations Specialists are included on airworthiness investigation teams to provide specialist knowledge with respect to the operation of the type of aircraft involved in the occurrence. These individuals are normally from the air operations MOSIDs. In order to act as an Operations Specialist, the individual should currently hold or have held (within the last 12 months, if possible) a qualification, as established by the applicable Standards and Evaluation Team, to operate the aircraft or one of its established crew positions. Ideally, this specialist should be a senior operator such as Formation Lead, Aircraft Captain, A-1 QFI, Instructor Pilot/ACSO/AEC, Standards Officer, Shift Supervisor, Wing Air Traffic Control Officer, etc. In addition, in order to enhance independence and credibility, all efforts must be made to find such specialists that are not directly or indirectly related to the occurrence unit. Although very beneficial, Operations Specialists do not need to have aircraft occurrence investigator training but it is crucial to the investigation that they possess a superior knowledge of their respective field of expertise.

18. Technical Specialists. Technical Specialists are included on airworthiness investigation teams to provide specialist knowledge with respect to the maintenance and/or engineering of the type of aircraft involved in the occurrence. These individuals are normally from the AERE or aircraft technician MOSIDs and

must typically have sufficient rank and staff experience to handle the investigation role and follow-on report writing responsibilities. For some fleets, due to the support and technical arrangements in existence, this individual may be a contractor employee. In order to qualify as a Technical Specialist, the individual must currently hold or have held (within the last 12 months) the appropriate technical qualification to the occurrence circumstances. Although it would be very beneficial, Technical Specialists do not need to have aircraft occurrence investigator training but it is crucial to the investigation that they possess a superior knowledge of their respective field of expertise.

19. Medical Experts. Normally, the investigating medical expert will be the DFS Flight Surgeon. Should the DFS Flight Surgeon not be available, a Flight Surgeon will be appointed from another unit after appropriate consultation with medical authorities. Flight Surgeons are included on airworthiness investigation teams to provide specialist medical knowledge, evaluate the physical, medical and physiological factors that may have had input into the occurrence, and be the team's representative for medical processes such as autopsies and bodily fluids and tissue sampling. They will also be concerned with supplying expertise on survivability including crash dynamics-injury patterns and life support equipment, and the broad spectrum of human factors and human performance aspects of the investigation. As well, the Flight Surgeon is usually the primary contact for NOK interviews. Normally, investigating Flight Surgeons will have achieved post-graduate training in Aerospace Medicine and ideally will have achieved or will be working to achieve post-graduate training in public or occupational health or another health-related field.

20. Human Factors Specialists. The Human Factors Specialist (HFS) member of the investigation team explores and recommends solutions to the many human factors related problems in aviation. The HFS must have a strong working knowledge of the various realms of human factors science. At the site, the primary task of the HFS will be to collect and process all human factors information associated with the occurrence. The HFS can also act as a conduit between DFS and human factors researchers employed both in academia and in government, thus providing the CAF with the benefit of direct access to leading edge human factors research. An HFS should have their basic MOC training and achieved or are working towards achieving a Master's Degree in Human Factors or a related discipline. These specialists must be certified by DRDC prior to becoming an "authorized" specialist airworthiness investigation team member.

21. Crew Systems Specialists. In order to qualify as a Crew Systems Specialist, the individual must have a combination of formal training and experience working with the restraint and ejection seat systems currently used by DND and the CAF. The Flight Test Authority (FTA) will establish these qualifications and beyond the specific crew systems training, will normally include FS training (BI 2 qualification). These specialists must be certified by the FTA prior to becoming an AIA "authorized" specialist airworthiness investigation team member. Crew Systems Specialists are included in airworthiness investigations

to safety, inspect and confirm the crew systems equipment functioned as designed.

22. Aviation Life Support Equipment (ALSE) Specialists. An ALSE Specialist (ALSES) is included on airworthiness investigation teams to inspect ALSE following an occurrence to determine how well the equipment functioned and to suggest improvements, if deemed necessary. The ALSES must possess extensive knowledge and experience in working with ALSE equipment from both a design and evaluation perspective. The ALSES should have their basic MOSID training and extensive operational experience as an Aviation Technician (AVN Tech), preferably working with safety systems. These specialists must be certified by DRDC prior to becoming an AIA “authorized” specialist airworthiness investigation team member.

23. Aeromedical Specialists. Due to the operational intensity associated with many incidents or accidents, the DFS Flight Surgeon will, at times, require assistance from trained medical personnel to achieve his / her goals during an investigation. The CAF possesses such qualified personnel in the form of Aeromedical Technicians (AMT). An Aeromedical Technician Specialist (AMTS) is included on airworthiness investigation teams to assist the investigating Flight Surgeon when/as required. An AMTS should have their MOC basic training and extensive experience as an Aeromedical Technician. These specialists must be certified by DRDC prior to becoming an AIA “authorized” specialist airworthiness investigation team member.

24. Cockpit Voice Recorder/Flight Data Recorder (CVR/FDR) Specialists. In order to qualify as a CVR/FDR Specialist, the individual must have a combination of formal training and experience working with the CVR/FDRs currently used by DND and the CAF and any other medium employed for similar purposes. These qualifications will be established by the National Research Council (NRC) Flight Recorder Playback Centre (FRPC) Manager and will normally include BI 2/3 qualification. CVR/FDR Specialists must be certified by the NRC prior to acting as an AIA “authorized” specialist airworthiness investigation team member.

25. Engineering Specialists. In order to qualify as an Engineering Specialist, the individual must have a combination of formal training and experience in aircraft accident investigations, along with engineering training or other special training or skills to offer expert advice to airworthiness investigations. These qualifications will be established by the Superintendent of QETE and will normally include FS training (BI 2 qualification), specialist courses and other accident investigation training as determined by QETE. Further, an OJT program will be set up for new engineers so that experienced Engineering Specialists can mentor and monitor personnel as they become qualified. Engineering Specialists must be certified by the Superintendent of QETE prior to acting as an AIA “authorized” engineering specialist airworthiness investigation team member.

26. Flight Test Specialists. Flight Test Aircrew, Engineers or Technologists must be certified by the FTA in order to participate in an aircraft occurrence investigation as an AIA “authorized” Flight Test Specialist investigation team member.

27. Other Experts (as required). Sometimes due to the circumstances of an occurrence, special expertise is needed to properly investigate all aspects of the event. These personnel will be added to an investigation team as the circumstances dictate and are added to the team based on their special knowledge areas. Past examples include arrestor gear experts, aerodynamicists and explosive experts. These personnel will not likely have FS or accident investigation training.

BRIEFINGS

28. The IIC, or their designate shall provide briefings on the behaviours expected of investigation team members (information confidentiality, NOK contacts, releasing authority for information, etc) and the hazards and necessary protocols to mitigate them during the investigation (see Chapter 12, Annex A – IIC Checklist). These briefings must be conducted at the appropriate time, particularly for team members that are not FS qualified. During the investigation, similar briefings for all new team members should be part of the team joining protocols.

OBSERVERS

29. Under particular circumstances, observers may be appointed to airworthiness investigation teams. The three general sets of circumstances under which an individual will be granted observer status are listed as follows:

- a. an individual has been designated as an observer by a Minister of the Crown whose department has a direct interest in the investigation. This would normally only happen in the event of a civil-military occurrence;
- b. an individual is an accredited representative pursuant to an international agreement or convention (such as STANAG 3531, ASIC Air Standard 85/2A or ICAO Annex 13); and
- c. an individual is invited to attend as an observer if, in the opinion of the AIA, the person is likely to contribute to achieving the objective of the investigation. An example of this case would be a representative of the Original Equipment Manufacturer (OEM) of the aircraft or engine involved in the occurrence.

30. The AIA will determine the conditions and limitations placed on the activities of observers involved in an investigation by way of a formal letter granting observer status (Annex B), which the IIC should discuss in detail with

the observer. Notwithstanding any of these conditions, observers will not have the right to participate in the formal (recorded) interviews of witnesses and will not have the right to have access to privileged information. However, the IIC has the authority to allow an observer access to these information sources if in the opinion of the IIC such access would further the investigation and no other means to accomplish such furtherance are apparent. Observers will be required to sign the Observer Non-Disclosure Agreement (Annex C), stating that any information, privileged or otherwise, related to the on-going airworthiness investigation will not be discussed or disclosed to any person not assigned to the investigation without prior approval by the AIA. Failure to sign the non-disclosure agreement or unauthorized disclosure of information related to the on-going airworthiness investigation will result in the removal of observer status for the individual concerned.

Investigator Category	Training Required	Duties	Valid Period
Basic Investigator 2	FSC	Investigation Team member for Class I to Class IV investigations	5 years from date of issue Extended if continuously employed in a FS position
Basic Investigator 1	As above plus Basic aviation investigator course	As above plus Commence upgrade for IIC of Class I & II	5 years from date of issue Extended if continuously employed in a FS position

Table 3 - Basic Investigator Requirements and Duties

IIC Category	Training Required	Experience Required	Duties	Valid Period
IIC 3	FSC	A/R	Act as IIC of Class III & IV investigations at Wing/Unit	5 years from date of issue Extended if continuously employed in a FS position
IIC 2	As above plus Basic aviation safety investigator courses (as determined by AIA/DFS) DFS OJTS	Participated in 2 investigations as a B11 Recommended by Senior and Chief Investigators	Act as IIC of a Class II, III or IV investigation	5 years from date of issue Extended if continuously employed in a FS investigator position
IIC 1	As above plus IIC 2 qualified Advance aircraft investigation course (or equivalent) DFS OJTS	Participated in 2 Class I investigations Completed 2 Class II investigations as IIC Recommended by Senior and Chief Investigators	Act as IIC of a Class I, II, III or IV investigation	5 years from date of issue Extended if continuously employed in a FS investigator position

Table 4 – Investigator-in-Charge Requirements and Duties

Annex A
Chapter 4
A-GA-135-003/AG-001

ANNEX A - AIA DELEGATION OF AUTHORITY LETTER – DIVISION FLIGHT SAFETY OFFICER

1150-21 (DFS 2)

April 2014

Distribution List

DELEGATION TO 1 CDN AIR DIV
FSO OF AIA AUTHORITY FOR
INVESTIGATOR CERTIFICATION

References: A. CDS Delegation Order
to Airworthiness Investigative Authority,
18 July 2008

B. A-GA-135-003/AG-001
Airworthiness Investigation Manual
(AIM)

1. IAW the authority delegated to the AIA in Ref A, the person holding the position of 1 Cdn Air Div FSO, in the event of the absence or incapacity of the 1 Cdn Air Div FSO or if the position is vacant, the officer performing the duties and functions of the 1 Cdn Air Div FSO is hereby authorized, IAW Ref B, on my behalf to:

- a. Train Airworthiness (Flight Safety) Investigators to enable them to perform investigative duties;
- b. Issue certificates for completion of Basic Investigator Level 2; and
- c. Issue certificates and identification for Investigator-In-Charge Level 3 (IIC 3) to those Wing and Unit FSOs responsible for release of completed Class III and IV investigations and to personnel responsible for review of

1150-21 (DSV 2)

Le avril 2014

Liste de distribution

DÉLÉGATION À L'OSV DE LA 1 DAC
DE L'AEN POUR LA
CERTIFICATION DES ENQUÊTEURS

Références : a. Ordonnance de
délégation de pouvoirs du CEMD
visant l'AEN, 18 juillet 2008

b. A-GA-135-003/AG-001 Manuel
d'enquête sur la navigabilité (MEN)

1. Conformément à la réf a, par la présente la personne occupant le poste d OSV 1 DAC ou, en cas d'absence ou d'incapacité de l'OSV 1 DAC ou de vacance de son poste, l'officier qui effectue ses tâches est autorisée à effectuer en mon nom, conformément à la réf b:

- a. l'instruction des enquêteurs en matière de navigabilité (sécurité des vols) pour leur permettre d'effectuer des enquêtes;
- b. la délivrance de certificats d'instruction pour la réussite des cours de base d'enquêteur de niveaux 2 (E 2);
- c. la délivrance de certificats d'enquêteur désigné 3 (ED 3) pour des militaires affectés à des postes spécifiques dans des escadres ou des

these released investigations.

unités qui sont chargées de la publication des enquêtes de classes III et IV une fois celles-ci terminées, et pour le personnel chargé de l'examen de ces enquêtes publiées.

2. IAW Ref B, the 1 Cdn Air Div FSO is to keep records of all personnel certified as BI 2 and IIC 3. A copy of this list is to be provided annually to DFS 2-7 by 30 June.

2. Conformément à la réf b, l'OSV 1 DAC doit dresser la liste de tout le personnel qui a été certifié comme E 2 ou ED 3. Une copie de cette liste doit être fournie annuellement au DFS 2-7 au plus tard le 30 juin.

3. The 1 Cdn Air Div FSO is certified and authorized as an IIC 2.

3. L'OSV 1 DAC est certifié et autorisé à titre d'ED 2.

L'autorité chargée des enquêtes sur la navigabilité,

S. Charpentier

Colonel

Airworthiness Investigative Authority

Distribution List

Liste de distribution

Action

Action

1 Cdn Air Div FSO

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Information

Information

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Comd 1 Cdn Air Div

Cmdt 1 DAC

Comd 2 Cdn Air Div

Cmdt 2 DAC

DGAEPM

DGGPEA

Annex B
Chapter 4
A-GA-135-003/AG-001

ANNEX B – AIA LETTER GRANTING OBSERVER STATUS

DATE

DATE

OCCURRENCE FILE NO

NUMÉRO DE DOSSIER DE L'ÉVÉNEMENT

AIA GRANTING OF OBSERVER STATUS

OCTROI DU STATUT D'OBSERVATEUR DES ENQUÊTES SUR LA NAVIGABILITÉ

Dear

Cher (e)

1. The Airworthiness Investigative Authority (AIA) is empowered to investigate military aircraft occurrences. The objective of a flight safety investigation is to advance aircraft transportation safety by identifying safety deficiencies and making recommendations designed to eliminate or reduce such deficiencies

1. Le Autorité des enquêtes sur la navigabilité (AEN) a le pouvoir d'enquêter sur les accidents d'aéronefs militaires. L'objectif d'une enquête de la sécurité des vols est d'améliorer la sécurité des transports par aéronef en identifiant les lacunes sur le plan de la sécurité et en formulant des recommandations dans le but de corriger ou d'éliminer de telles lacunes.

2. During the course of an occurrence investigation, the AIA may authorise a person to attend as an observer when the person is designated an observer by the CDS, is designated an observer by a Minister responsible for a department having a direct interest in the investigation, or, in the opinion of the AIA, the person has a direct interest in the subject matter of the investigation and will contribute to achieving the AIA's objective (*CTA/ISB Act*, Section 23 (2)).

2. Au cours d'une enquête d'accident, la AEN peut autoriser une personne à assister à l'enquête, à titre d'observateur, lorsque cette personne est désignée observateur par le CEMD, par le ministre responsable d'un ministère directement intéressé par l'enquête, ou lorsque, selon la AEN, cette personne a un intérêt direct dans l'enquête et qu'elle est susceptible de contribuer à la réalisation de la mission de la AEN (*Loi sur le BCEATST*, article 23 (2)).

3. By this letter, you are granted the status of an observer to this occurrence and may, under the supervision of a flight safety investigator:

3. Cette lettre vous confère le statut d'observateur pour cet événement et vous pouvez, sous la supervision d'un enquêteur de la DSV :

- | | | | |
|-----|--|-----|---|
| a. | attend at the occurrence site; | a. | vous présenter sur le lieu de l'événement; |
| b. | examine the aircraft, its component parts and contents; | b. | examiner l'aéronef, ses pièces et son contenu; |
| c. | unless otherwise prohibited by law, examine relevant documents as defined in Subsection 19 (16) of the <i>Act</i> , and relevant evidence pertaining to: | c. | à moins que la loi ne l'interdise, examiner les documents pertinents tels qu'indiqués au paragraphe 19 (16) de la <i>Loi</i> , et la preuve pertinente touchant : |
| (1) | the transportation activity during which the occurrence took place; | (1) | l'activité de transport au cours duquel l'événement s'est produit; |
| (2) | the operating crew members involved in the operation of the aircraft; | (2) | les membres du personnel navigant affectés à l'exploitation de l'aéronef; |
| (3) | the aircraft, its component parts and contents; and | (3) | l'aéronef, ses pièces et son contenu; et |
| d. | attend laboratory tests or analyses (<i>CTA/ISB Act</i> , Section 14). | d. | assister aux essais ou aux analyses en laboratoire (<i>Loi sur le BCEATST</i> , article 14). |
| 4. | Your attendance as an observer is subject to the following conditions: | 4. | Votre présence à titre d'observateur est sujette aux conditions suivantes: |
| a. | You shall limit your activities at the occurrence site to those outlined by the Investigator-In-Charge; | a. | Vous devez limiter vos activités sur le lieu de l'événement à celles décrites par le chef-enquêteur. |
| b. | You shall ensure that your activities do not restrict or otherwise interfere with AIA-assigned investigators in the performance of their duties; | b. | Vous devez vous assurer que vos activités ne limitent pas ni n'entravent d'une quelconque façon le travail des enquêteurs nommés par la DSV; et |

and

c. You shall ensure that the information you gain as a result of your observer status is not disclosed to any unauthorised person.

c. Vous devez vous assurer que les renseignements obtenus grâce à votre statut d'observateur ne seront divulgués à aucune personne non autorisée.

5. Failure to comply with any of the above responsibilities could result in the immediate revocation of your observer status. (*CTA/ISB Act, Section 23(3)*).

5. Le défaut de vous conformer aux responsabilités susmentionnées pourrait entraîner la révocation immédiate de votre statut d'observateur. (*Loi sur le BCEATST, article 23(3)*).

6. You should also understand that the privileges of an observer will be exercised at your own risk.

6. Vous reconnaissez également que vous exercerez les privilèges d'observateur à vos propres risques.

7. Please sign and return to the Investigator-in-Charge this original letter, indicating your understanding and acceptance of the above-mentioned conditions and responsibilities.

7. Bien vouloir signer et retourner une copie de cette lettre au enquêteur-chef, en indiquant que vous avez compris les conditions et les responsabilités susmentionnées et que vous les acceptez.

Sincerely,

Veillez agréer mes salutations distinguées,

S. Charpentier

S. Charpentier

Colonel

Colonel

Airworthiness Investigative Authority

Autorité des enquêtes sur la navigabilité

I understand and accept the conditions outlined above with respect to my attendance as an observer at the subject investigation.

Je comprends et j'accepte les conditions énumérées ci-dessus relativement à ma présence à titre d'observateur dans le cadre de l'enquête.

I also understand that the privileges

Je comprends également que

of an observer will be exercised at my own risk, and I hereby agree to indemnify and save harmless the Department of National Defence for any damage or injuries I may suffer as a result of my attending the investigation as an observer.

j'exercerai mes privilèges d'observateur à mes propres risques et j'exonère, par les présentes, le ministère de la Défense nationale de toute responsabilité pour tout dommage ou toute blessure que je pourrais subir en raison de ma présence à titre d'observateur durant l'enquête.

Signature _____

Signature _____

Date _____

Date _____

Annex C
Chapter 4
A-GA-135-003/AG-001

ANNEX C - OBSERVER NON-DISCLOSURE AGREEMENT

Observer Non-Disclosure Agreement

The undersigned observer to the Flight Safety Investigation concerning the occurrence

(near or at place)

(on or about date)

hereby acknowledges and understands that Flight Safety Investigations are subject to the privileges and protections as provided for in the *Canadian Transportation Accident Investigation and Safety Board Act*, the *Canadian Aeronautics Act* and the *Flight Safety Manual for the Canadian Forces*. Flight Safety Investigations are intended for the sole use of the designated Airworthiness Investigative Authority, to advance flight safety. The undersigned agrees that any disagreements or disputes arising from the interpretation or application of the above-noted Acts and/or Manual, and/or any other applicable statute or regulations, shall be construed and adjudicated solely in accordance with the laws of Canada, and that the undersigned attorns exclusively to the jurisdiction of a Canadian court or tribunal of competent jurisdiction.

Therefore, as a condition of being allowed access to a Flight Safety Investigation, the undersigned hereby undertakes not to distribute, release, publish or discuss, or permit, advise or counsel others to distribute, release, publish or discuss, the contents of the Flight Safety Investigation and any related or associated reports, documents or findings to, or with, any person, body, organization, or any other entity, in any manner whatsoever, without the express prior written consent of the Airworthiness Investigative Authority.

(Observer's type-written name)

(Witness' type-written name)