



GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

F. No. AV.15011/02/2010-AS
New Delhi, Dated the 29th December, 2011

AIR SAFETY CIRCULAR 04/2011

Subject: Notification of Occurrences and investigation thereof.

1. Notification of Occurrences

Para 4.2 of CAR Section-5, Series-‘C’, Part-I requires that the notice and information of occurrence as stipulated in the Rules shall be sent as soon as possible by the quickest means available and in any case within 24 hours by the person in command of the aircraft or if he be killed or incapacitated the owner, operator, the hirer or other persons on whose behalf he was in command of the aircraft to the following:

- a) Director General of Civil Aviation (Attn: Director Air Safety, Hqrs.),
- b) The Regional Air Safety Office(s) where the Operator is based and where the location of the occurrence falls and
- c) Information to District Magistrate and the Officer Incharge of the nearest police station.

For the purpose of information “as soon as possible by the quickest means available” would mean that the information should be forwarded by SMS, Fax, Telephone, Mobile to following officers of DGCA immediately and without any loss of time.

- a) Deputy Director General (Air Safety)
- b) Director Air Safety Hqrs.
- c) Director/Officer Incharge of the concerned Regional Office.

The initial intimation should be followed by email/letter indicating further details of occurrence after due verification.

2. Investigation of Incidents

Para 5.7 of the same CAR requires that occurrences which are classified as incident shall be investigated by a Permanent Investigation Board of the airlines under the supervision of Officer of the Regional Air Safety Offices of DGCA to ensure that investigation is carried out in a fair manner without any bias and correct procedures are followed during investigation.

Actual time required for investigation will depend on the complexity of each case. However, to ensure completion of investigation at the earliest, following time limits for investigation of various type of incidents will be adhered to.

- a) An engineering Incident involving violation of maintenance procedures- **10 days.**
- b) An operation incident involving violation of procedures by Operating crew-**10 days**
- c) If operation incident is accompanied with the failure of Aircraft system/component-operation report should be submitted within **10 days** to allow corrective action to be taken immediately. All efforts should be made to submit the Final investigation within **four weeks.**
- d) Investigation of an incident which involves failure of component or system and where the component investigation report is essential to determine the cause of the incident should be completed within **3 months** or as much time as taken by the equipment manufacturer/Overhaul -maintenance shop / Laboratory.
- e) Incident involving Human factor should be completed within four weeks. Cases which involve consultation of external experts/ manufacturer participation – **3months**
- f) Ground incidents involving collision between aircraft and vehicle; aircraft and aircraft should be investigated in **10 days.**
- g) Investigation of Runway incursions- **15 days**
- h) Investigation of Runway excursions-**30 days**
- i) Investigation of ATC incidents-**30 days**

If the investigation is not completed within the stipulated time limit indicated above, on expiry of the same, an extension upto 15 days may be given by the Chief of Flight Safety of the organizations. Any further extension of time limit shall be with the prior approval of DGCA upon being satisfied on the progress made in the investigation, further area of investigation and time required to complete the investigation.

3. Briefing of Board members/Board of Directors of the company

To ensure that the benefits of investigation are fully realized by each organisation, Chief of Flight Safety of concerned organisation will present flight safety data to the governing board members of the organisation during quarterly board meetings or whenever they are held. The flight safety data may include the following.

- a) Details of Accident/Incident, Serious Incident occurred to the aircraft operated by the organisation, Findings recommendations and action taken on the recommendations.
- b) Salient findings during Audit and Surveillance inspection.
- c) Trends observed from the FOQA monitoring.
- d) Any other issue impacting the safety.



(Lalit Gupta)

Deputy Director General
For Director General of Civil Aviation

- o: All Aircraft Operators/ Aerodromes Operators/Airports Authority of India
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