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**AIRCRAFT ACCIDENT OR SERIOUS INCIDENT, INCIDENT COMPLIANCE
REQUIREMENTS OF AIRCRAFT OPERATORS, AERODROME OPERATORS &
AIR NAVIGATION SERVICES PROVIDERS**
(AIC A 01/20 INFORMATION REVISED)

1. Applicability of the AIC

This AIC is applicable to the following persons and organizations:

- 1.1 Holder of an Air Operator Certificate issued by the Director General of Civil Aviation.
- 1.2 Holder of a Foreign Air Operator Certificate issued by the Director General of Civil Aviation.
- 1.3 Holder of a license to operate a flying training school issued by the Director General of Civil Aviation.
- 1.4 Any other person operating an aircraft in Sri Lanka under any other arrangement as approved by the DGCA.
- 1.5 The Statutory Service Provider in respect of provision of Aeronautical Services in Sri Lanka.
- 1.6 Holder of an Aerodrome Operator Certificate issued by the Director General of Civil Aviation.

2. Description of an accident and a serious incident

- 2.1 The definition of an accident and a serious incident is given in **Attachment A**.
- 2.2 A list of examples of serious incidents is given in **Attachment B**. The list contains typical examples which is not exhaustive.

3. Power to investigate into an aircraft accident or a serious incident

- 3.1 Section 55 of the Civil Aviation Act, No. 14 of 2010 requires the Civil Aviation Authority of Sri Lanka to institute an investigation into any aircraft accident or incident occurring within the territory of Sri Lanka or in respect of an aircraft registered in Sri Lanka or an aircraft operated by an Operator of Sri Lanka.

4. Responsibility for forwarding initial notification of an aircraft accident or a serious incident to the Civil Aviation Authority of Sri Lanka

- 4.1 An aircraft operator certified by the Director General of Civil Aviation when an aircraft accident or a serious incident occurred within the territory of Sri Lanka or outside Sri Lanka.
- 4.2 A Foreign Aircraft Operator, when an aircraft accident or a serious incident occurred within the territory of Sri Lanka.
- 4.3 The Pilot in Command, owner, hirer, lessor or the agent of the subject aircraft.
- 4.4 The Aerodrome Operator or Owner when an aircraft accident or a serious incident which has occurred on or adjacent to an aerodrome in Sri Lanka.

- 4.5 The Air Traffic Service Provider when an aircraft accident or a serious incident has occurred in Sri Lankan airspace.
- 4.6 In the event of a flying display/festival or a demonstration flight, the organizer or the handler of the event shall make the notification.

5. Submission of Initial Notification

- 5.1 Initial notification shall be made immediately, preferably by telephone subsequently via email with the minimum of delay and by quickest means which is essential for initiating prompt action for the ensuing investigation.
- 5.2 Information required to be furnished in the initial notification is provided in **Attachment C**.
- 5.3 In addition to the information required by International Standards as given in the above Attachment C, the aircraft operator, owner, hirer, lessor, agent or Pilot in Command as applicable shall furnish information on; Contact details, location and availability of the flight crew, Contact details of the operator’s safety manager and accountable manager and a copy of the complete flight documents.
- 5.4 In case of an accident, the passenger manifest and contact details for each passenger shall be furnished at the earliest possible.

6. Submission of Aircraft Accident and Serious Incident Reporting Form

- 6.1 Subsequent to the submission of the initial notification as per paragraph 5, an aircraft accident or serious incident shall be reported to the CAASL immediately with minimum of delay by completing a **Mandatory Occurrence Reports via Online Occurrence Report System available in CAASL web site, <https://portal.caa.lk/caa-reporting/>**
- 6.2 No other Forms or Formats shall be used for this purpose.

7. Reporting timelines in summary

	Notification	Submission of Mandatory Occurrence Report
Accident	Immediate	Minimum of delay
Serious incident	Immediate	Minimum of delay

8. Preservation of records

- 8.1 A holder of an Air Operator Certificate issued by the Director General of Civil Aviation or an Operator of a Flying Training School or a person operating an aircraft in Sri Lanka shall preserve all records, including all recorded data in any form maintained for the operation and maintenance of the aircraft which is involved in an accident or a serious incident for at least 60 days after the accident or serious incident has taken place, unless otherwise required by the Civil Aviation Authority. Recorded data in any form includes, but not limited to, communication between persons involved in the accident or serious incident; medical or personal information regarding persons involved in the accident or serious incident, cockpit voice recordings, flight data recordings and cockpit airborne image recordings, transcripts from such recordings, log entries, electronic recordings, technical and other relevant data relating to the accident or serious incident.

- 8.2 The Statutory Service Provider for the provision of Aeronautical Services of Sri Lanka shall preserve all records including data recordings in all forms of the air traffic services units and transcripts of such recordings, all logs and other documentary evidences pertinent to an accident or a serious incident for at least 30 days after the accident or serious incident has taken place unless otherwise notified by the Civil Aviation Authority of Sri Lanka.
- 8.3 Aerodrome Operators in Sri Lanka certified by the Director General of Civil Aviation shall preserve all records including all logs and other documentary evidences pertinent to an accident or a serious incident for at least 30 days after the accident or serious incident has taken place unless otherwise notified by the Civil Aviation Authority of Sri Lanka. In respect of easily perishable evidences such as ground impact marks and runway marks and photographic evidences shall be preserved until collected by the Civil Aviation Authority of Sri Lanka. No repair or restoration of damaged property shall be undertaken without the approval of the Civil Aviation Authority of Sri Lanka.

9. Contact details

- 9.1 Contact details for notifying of an aircraft accident or serious incident are as follows:

Mandatory

During working days from 8.30 a.m. to 4.15 p.m. local time

CAASL – Aviation Safety Monitoring Unit +94 112 358 817

24 hours

DGCA	+94 714 163 812
Deputy Director General (FSR)	+94 769 973 464
Deputy Director General (ASR)	+94 772 566 676
Manager/ASM	+94 766 317 403

Email: sl dgca@caa.lk, with a copy to mgrasm@caa.lk and amasm@caa.lk

10. Reporting of Incidents (Mandatory Occurrence Reporting)

- 10.1 Incident other than an aircraft accident or serious incident is required to be notified within 72 hours, to the Civil Aviation Authority of Sri Lanka in terms of the requirements stipulated in Implementing Standard – SLCAIS 006. Incident shall also be reported via **Mandatory Occurrence Report through the Online Occurrence Report System available in CAASL web site, <https://portal.caa.lk/caa-reporting/>**
- 10.2 No other Forms or Formats shall be used for this purpose.
- 10.3 This AIC supersedes the previous AIC “A 01/20” dated 20th JUL 2020 on “AIRCRAFT ACCIDENT OR SERIOUS INCIDENT COMPLIANCE REQUIREMENTS OF AIRCRAFT OPERATORS, AERODROME OPERATORS & AIR NAVIGATION SERVICES PROVIDERS”.

AVM Sagara Kotakadeniya (Retd.)
Director General of Civil Aviation &
Chief Executive Officer

DEFINITIONS

Accident - An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a) A person is fatally or seriously injured as a result of:
- Being in the aircraft, or
 - 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:
- Adversely affects the structural strength, performance or flight characteristics of the aircraft, and
 - Would normally require major repair or replacement of the affected component,

except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or

- c) The aircraft is missing or is completely inaccessible.

Note 1 - For statistical uniformity only, an injury resulting in death within thirty days of the date of the accident is classified, by ICAO, as a fatal injury.

Note 2 - An aircraft is considered to be missing when the official search has been terminated and the wreckage has not been located.

Serious incident - An incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down.

Note 1 - The difference between an accident and a serious incident lies only in the result.

Incident - An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

SERIOUS INCIDENTS

(The below incidents listed are typical examples of incidents that are likely to be serious incidents which are required to be notified to CAASL immediately by the quickest means as specified in this AIC. The list is not exhaustive and only serves as guidance to the definition of serious incident.)

1. Near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate.
2. Collisions not classified as accidents.
3. Controlled flight into terrain only marginally avoided.
4. Aborted take-offs on a closed or engaged runway, on a taxiway (excluding authorized operations by helicopters) or unassigned runway.
5. Take-offs from a closed or engaged runway, from a taxiway (excluding authorized operations by helicopters) or unassigned runway.
6. Landings or attempted landings on a closed or engaged runway, on a taxiway (excluding authorized operations by helicopters), on an unassigned runway or on unintended landing locations such as roadways.
7. Retraction of a landing gear leg or wheels-up landing not classified as an accident.
8. Dragging during landing of a wing tip, an engine pod or any other part of the aircraft, when not classified as an accident.
9. Gross failures to achieve predicted performance during take-off or initial climb.
10. Fires and/or smoke in the cockpit, in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents.
11. Events requiring the emergency use of oxygen by the flight crew.
12. Aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident.
13. Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft.

14. Flight crew incapacitation in flight.
 - a) for single pilot operations (including remote pilot);
 - b) for multi-pilot operations for which flight safety was compromised because of a significant increase in workload for the remaining crew.
15. Fuel quantity level or distribution situations requiring the declaration of an emergency by the pilot, such as insufficient fuel, fuel exhaustion, fuel starvation, or inability to use all usable fuel on board.
16. Runway incursions classified with severity A. (The Manual on the Prevention of Runway Incursions (Doc 9870) contains information on the severity classifications).
17. Take-off or landing incidents. Incidents such as under-shooting, overrunning or running off the side of runways.
18. System failures (including loss of power or thrust), weather phenomena, operations outside the approved flight envelope or other occurrences which caused or could have caused difficulties controlling the aircraft.
19. Failures of more than one system in a redundancy system mandatory for flight guidance and navigation.
20. The unintentional or, as an emergency measure, the intentional release of a slung load or any other load carried external to the aircraft.
21. Bomb on board aircraft on ground or inflight.
22. Biological/Chemical threats on ground or inflight.
23. Hijacking in flight or on ground.
24. Any other incident on ground or in air or in and around an operational airport where safety is impaired, which requires further investigations by CAASL as per the evaluation of the Accountable Manager of the Organization.

Information need to be provided in the Initial Notification

Note: Non- availability of any of the above information shall not in any way be a cause for a delay in forwarding the initial notification to the Civil Aviation Authority.

However, what information is missing should be mentioned in the initial notification. Any such missing information found later should be furnished to the Authority as soon as such information becomes available.

- a) In the case of an accident, the identifying abbreviation "ACCID", for a serious incidents "SINCID", for incidents "INCID";
- b) The manufacturer, model, nationality, registration marks and the serial number of the aircraft;
- c) Name of owner, operator and hirer, if any, of the aircraft;
- d) Name and qualification of the pilot-in-command and the nationality of crew members and of passengers;
- e) Date and time (local time or UTC) of the accident or serious incident;
- f) Last point of departure and the point of intended landing of the aircraft;
- g) Position of the aircraft with reference to some easily defined geographical point and the latitude and longitude;
- h) Number of crew and passengers aboard, killed and seriously injured others, killed and seriously injured;
- i) Description of the accident or incident and the extent of damage to the aircraft, so far as is known;
- j) Physical characteristics of the accident, or serious incident area, as well an indication of access difficulties or any special requirements to reach the site;
- k) Identification of the person sending the notice and where the accident or serious incident occurred outside Sri Lanka, the means by which the investigator-in-charge and the accident investigation authority of the State of Occurrence, may be contacted at any time; and
- l) Presence and description of dangerous goods on board the aircraft.