

REPUBLIC OF RWANDA



Ministry of Infrastructure

Enhanced Aviation Mandatory Reporting Standards for Aviation Accidents and Incidents

MININFRA-STD-AIG004

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01. Purpose of Enhanced Aviation Mandatory Reporting Standards for Aviation Accidents and Serious Incidents

This standard is issued to provide guidance and information to air operators, aerodrome operators, air navigation service providers, aircraft maintenance organizations and any other persons on Mandatory Reporting of aviation incidents and accidents.

02. Definitions

Definition of Serious incident. An incident involving circumstances indicating that 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.

There is a high probability of an accident if there were few or no safety defences remaining to prevent the incident from progressing to an accident. To determine this, an event risk-based analysis that takes into account the most credible scenario had the incident escalated and the effectiveness of the remaining defences between the incident and the potential accident can be performed as follows:

a) Consider whether there is a credible scenario by which this incident could have escalated into an accident.

b) Assess the remaining defences between the incident and the potential accident as:

- Effective, if several defences remained and needed to coincidentally fail; and
- limited, if few or no defenses remained, or when the accident was only avoided due to providence.

Consider both the number and robustness of the remaining defences between the incident and the potential accident. Ignore defences that already failed, and consider only those which worked and any subsequent defences still in place.

The most credible scenario refers to the realistic assessment of injury and/or damage resulting from the potential accident.

Defences include crew, their training and procedures, ATC, alerts (within and outside the aircraft), aircraft systems and redundancies, structural design of the aircraft and aerodrome infrastructure.

03. Background

The Mandatory Reporting Standards for Aviation Accidents and Incidents is issued by the Minister responsible for transport and contains standards, acceptable procedures and information required during reporting of aircraft accident and incident.

Article 54 of law **N°20/2018 of law 29/04/2018** establishing regulations governing civil aviation empowers the Minister responsible for transport, through Aviation Accident Investigation Division (AAID), to conduct investigation for civil registered aircraft accidents and incidents.

Article 56 of law **N°20/2018 of law 29/04/2018** establishing regulations governing civil aviation and Part 19 Subpart C -Aircraft accident and incident Investigation requires the operator, owner, Pilot-in command, any crew member of the aircraft and any person providing air traffic services that have direct knowledge of the accidents or incidents to report to the Aviation Accident and Incident Investigation Division (AAID) under the Ministry of Infrastructure if they result directly from the operation of an aircraft.

The provisions in Chapter 8 of ICAO Annex 13 require the States to establish mandatory reporting system of incidents to facilitate the collection of information on actual or potential safety deficiencies. Further to that, Part 30 Safety Management Systems require that aviation service providers develop and maintain a formal process for effectively collecting, recording, acting on and generating feedback about hazards in operations, based on a combination of reactive, proactive and predictive methods of safety data collection.

04. Objective

As stated in Regulation 19.065, the objective of mandatory reporting standards for Aviation Accidents and Incidents is to contribute to the improvement of flight safety by ensuring that relevant information on safety are reported, the cause is identified and disseminated.

The sole objective of occurrence reporting is the prevention of accidents and incidents and not to attribute blame or liability.

05. Reporting Timeline

Air operators of civil, state, or foreign aircraft in Rwanda, aircraft maintenance organizations, air navigation service providers, aerodrome operators and any other person identified in Regulation 19.060, shall notify the AAID immediately through the most expeditious means (i.e. telephone call or email) and submit a written notification within 48 hours following the occurrence of accident or incident.

Notification to AAID is by:

Tel: (+250) 788438204

E-mail: AAID@mininfra.gov.rw

or

By completion of a digital Incident and Accident notification form number MINIFRA-Form-AIG005 available on this link below:
http://www.mininfra.gov.rw/fileadmin/user_upload/infos/Acc_and_Inc_Notification_form.pdf

06. Data required for Notification

- Date and Time of Incident (UTC): hr/ mm/dd
- Pilot Name and Co-pilot Name
- Flight Number
- Last Departure Point
- Planned Destination
- Title of the Occurrence
- Aircraft Registration
- Aircraft Model and serial number
- Area of Occurrence
- Narrative of occurrence
- Potential hazard (if any)

07. List of Examples of Serious Incidents

The incidents listed are considered as examples of serious incidents. However, the list is not exhaustive and depending on the context, items on the list may not be classified as serious incidents if effective defences remained between the incident and the credible scenario.

The list of reportable incidents below is a typical example of serious incidents to be reported to AAID. The list is not exhaustive and only serves as guidance to the definition of serious incidents to report.

- 1) Near collision requiring an avoidance manoeuvre to avoid 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-off on a closed or engaged runway, on a taxiway or un assigned runway.

- 5) Take-off from a closed or engaged runway, on a taxiway or unassigned runway.
- 6) Landings or attempted landings on a closed or engaged runway, on a taxiway or, unassigned runway or 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 smoke in the passenger compartment, in cargo compartment or engine fires, even though such fires were extinguished by the use of extinguished agents.
- 11) Events requiring the emergency use of oxygen by the flight crew.
- 12) Aircraft structural failures or engine disintegrations, including uncontained turbine failures not classified as an accident.
- 13) Multiple malfunctions of one or more 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 requiring the declaration of an emergency by the Pilot.
- 16) Runway incursion classified with severity A. The manual on the prevention of runway incursions (ICAO Doc 9870) contains information on the severity classifications.
- 17) Take-off or landing incidents such as under shooting, over running or running off on the side of the runway.
- 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.

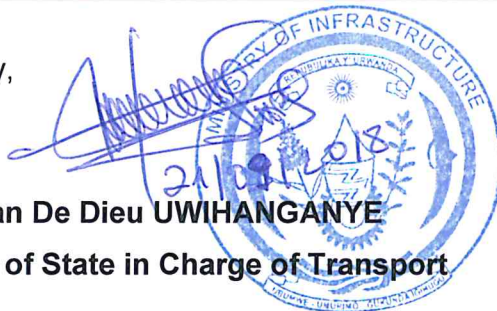
- 20) The unintentional or, as an emergency measure, the intentional release of a slung load or any other load carried external to the aircraft.

08. Significance of Reporting Accidents and Incidents

Law Number N°20/2018 of law 29/04/2018 contain the requirements for certain responsible persons (i.e. operators and crew members) to report the occurrence of accidents and incidents to the AAID. The level of information supply needs to be enhanced to ensure that AAID is in the best position to regulate aviation safety in a manner which fulfils the main objective of the law. The AAID uses notification reports to initiate independent 'no-blame' safety investigations where they are required. The notifications are recognised as primary sources of information that the regulator and investigator both need to act on for the effective functioning of the safety system.

The AAID also uses the information to conduct research and trend analysis that might identify hazards and risks and makes the results available to highlight safety issues. Reflecting the AAID's systemic approach to investigation and research, the safety issues usually require responses from the industry such as making changes to flight procedures, maintenance practices, training syllabus, reporting protocols etc..

Sincerely,



Eng. Jean De Dieu UWIHANGANYE
Minister of State in Charge of Transport