

ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF INFRASTRUCTURE AND TRANSPORT



POLICY MANUAL

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Air Accident Investigation Unit

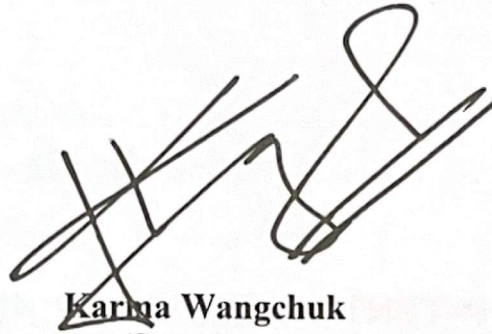
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FOREWARD

This Policy Manual is an internal document of the Air Accident Investigation Unit (AAIU). It contains policies relating to the responsibilities and functions of the AAIU for the purpose of guiding the operations and professional development of the AAIU.

Except for the material which has been approved for public distribution, the contents of this Manual are not intended to be communicated to persons outside the AAIU without the consent of the Head of the AAIU.

The Manual will be revised when necessary.



Karma Wangchuk
(Secretary)
Ministry of Infrastructure and Transport
Royal Government of Bhutan

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CHAPTER 1. ORGANIZATION OF INVESTIGATION IN BHUTAN

1.1. THE AIR ACCIDENT INVESTIGATION UNIT

1.1.1. Air Accident Investigation Unit (AAIU)

- (1) The aircraft accident and incident investigation in Bhutan is conducted by the Air Accident Investigation Unit (AAIU), Ministry of Infrastructure and Transport (MoIT).
- (2) The head of AAIU is responsible to Secretary, MoIT for the management of the AAIU.
- (3) The AAIU is independent of the regulatory and judicial authorities as well as of the aviation service providers in Bhutan.
- (4) The key functions of the AAIU are:
 - To implement the Standards and Recommended Practices contained in Annex 13 to the Convention on International Civil Aviation (Chicago Convention).
 - To conduct independent and objective investigation of accidents and incidents in accordance with the Bhutan's law and international best practices.
 - To promote aviation safety through the investigation of accidents and incidents and the identification of safety deficiencies so that accidents may be avoided in future.
 - To administer a voluntary and non-punitive confidential aviation incident reporting system.
 - To educate the industry and the public on ICAO's philosophy of investigation.
 - To maintain the confidence of the aviation industry and the public in aviation safety through the investigation of accident and incidents.

1.1.2. Investigation of accidents and incidents

- (1) The AAIU will investigate accidents pursuant to Article 26 of the Chicago Convention.
- (2) While Article 26 of the Chicago Convention refers to investigation of accident, Annex 13 goes beyond investigation of accidents and prescribes Standards and Recommended Practices for the investigation of incidents as well, in particular serious incidents.
- (3) Thus, the AAIU will also investigate serious incidents as recommended by Annex 13 and, where there will be safety lessons to be drawn, incidents that are not classified as serious incidents.

Note: There may be instances where it is not clear-cut as to whether an incident should be classified as a serious incident. Even if such incidents are not classified as serious incidents and if they are likely to offer safety lessons, the AAIU will initiate an investigation.

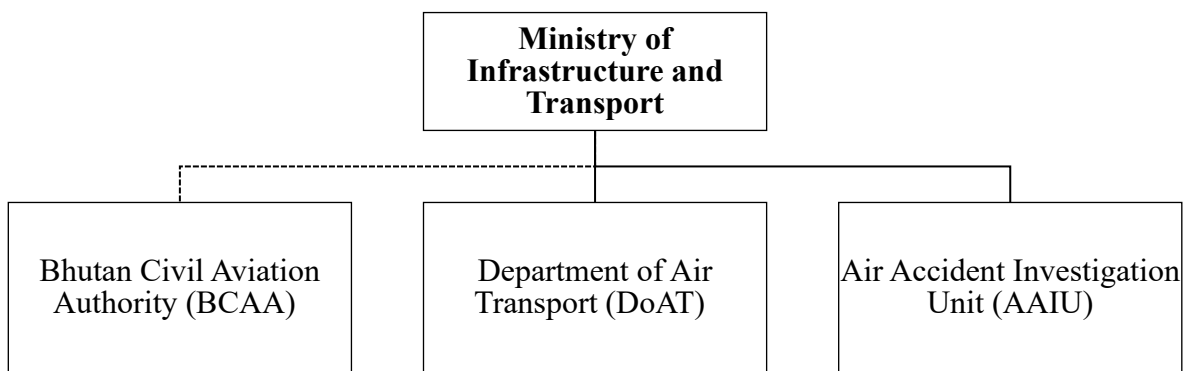
1.2. THE AAIU ORGANIZATION CHART

1.2.1. AAIU Staff and Investigators

- (1) The AAIU has been approved for a full-time staff strength of one investigator and administrative support staff provided by the Ministry. The full-time investigators are appointed by the Royal Civil Service Commission (RCSC). One of them is appointed as the Chief Inspector of Accidents.
- (2) The Chief Inspector of Accidents concurrently heads the AAIU as its Head. The remaining investigators will constitute the Engineering Section, the Operations Section and the Flight Recorder Readout Facility, etc.

1.2.2. Organisation chart

(a) The organization structure of aviation system of Bhutan and AAIU is as follows:



Legend: Policy directives from the Ministry.

Fig. 1. Overall aviation system in Bhutan

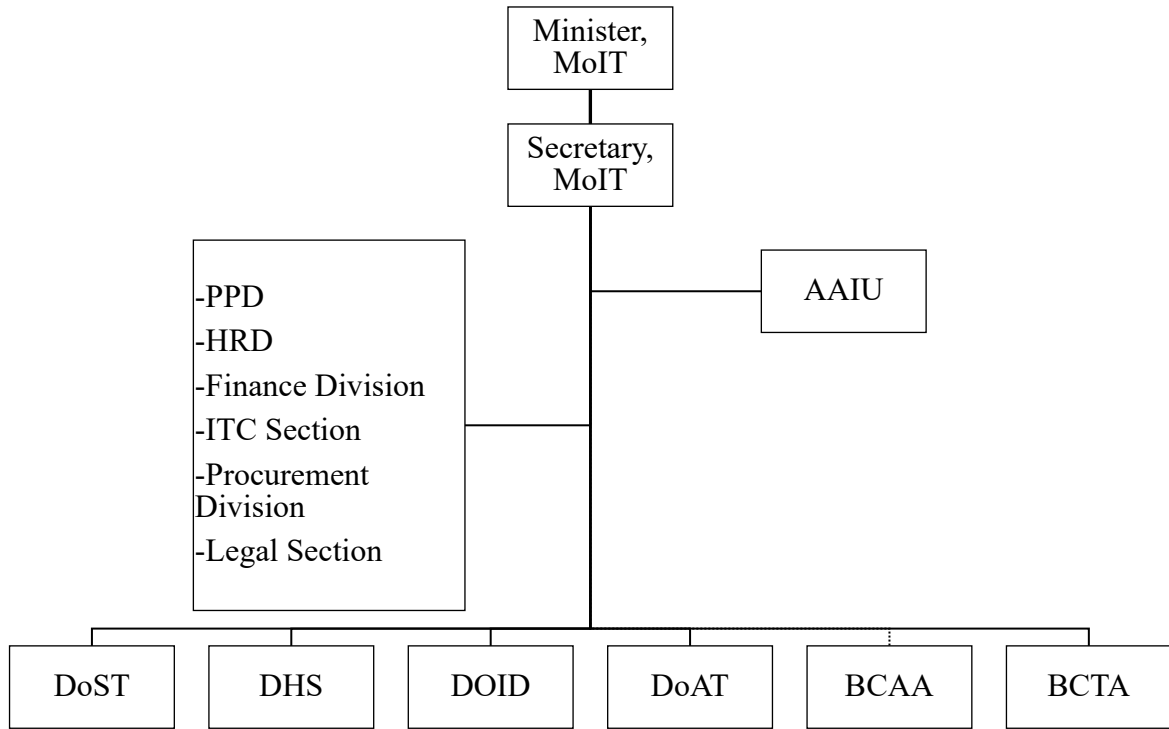


Fig 2. Organizational structure of AAIU

1.3. MISSION OF AAIU

- (1) The Air Accident Investigation Unit is the investigation authority in Bhutan responsible to the Secretary, MoIT for the investigation of air accidents and serious incidents to Bhutan and foreign civil aircraft in Bhutan. The AAIU also participates in overseas investigations of accidents and serious incidents involving Bhutan's aircraft or aircraft operated by a Bhutan's air operator.
- (2) The mission of the AAIU is to promote aviation safety through the conduct of independent and objective investigations into air accidents and incidents consistent with the Convention on International Civil Aviation (Chicago Convention).
- (3) The AAIU will conduct the investigations in accordance with the Bhutan Air Navigation – Investigation of Accidents and Incidents Regulation and Annex 13 to the Chicago Convention, which governs how Contracting States of the International Civil Aviation Organisation (ICAO) conduct such investigations.
- (4) The AAIU contributes to aviation safety by independently investigating and analysing the circumstances leading to the occurrences of accidents or incidents and by identifying the safety issues and making safety recommendations to address these safety issues. Our key product is information and knowledge, imparted to individuals, regulators, aerospace industry and aviation service providers to assist in ensuring that unsafe actions or conditions are not repeated or allowed to persist. The emphasis of AAIU's investigations is on learning to improve future safety and not on establishing blame.
- (5) Accident and incident investigation is one of the elements of the State safety programme (SSP) which is an integrated set of regulations and activities of a State aimed at improving safety.
- (6) Through fulfilling Bhutan's investigation obligations under Article 26 and Annex 13 to the Chicago Convention, the AAIU contributes towards the maintenance of the confidence of the aviation industry and the public.

1.4. OBJECTIVE OF AAIU INVESTIGATION

- (1) In accordance with paragraph 3.1 of Annex 13, **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.** This objective of ICAO has been reiterated in paragraph 4 of the **Bhutan Air Navigation – Investigation of Accidents and Incidents Regulation.**
- (2) The emphasis of ICAO’s objective statement is on remedial action. Any investigation conducted under the provisions of Annex 13 should be separate from any judicial or administrative proceedings to apportion blame or liability.
- (3) An aircraft accident suggests hazards or deficiencies in the aviation system. The investigation should identify all immediate and underlying systemic causes of an accident. The investigation should also determine the facts, conditions and circumstances pertaining to the survival or non-survival of the occupants of the aircraft.
- (4) At the end or even in the course of the investigation, appropriate safety actions may be recommended, aiming at avoiding the hazards and eliminating the deficiencies in the aviation system, as well as improving the crashworthiness of the aircraft (thus preventing or minimising injuries to aircraft occupants in future accidents).

1.5. INVESTIGATION BY OTHER AUTHORITIES IN BHUTAN

- (1) Investigation by the AAIU for the purposes of fulfilling Bhutan's obligation under Article 26 of the Chicago Convention and Annex 13 to the Chicago Convention does not preclude other competent authorities in Bhutan (e.g., BCAA, State Police, State Coroner, judicial authorities) from carrying out their own investigations separately for their own purposes as required and in accordance with the relevant legislation.
- (2) To the greatest extent possible, the AAIU will coordinate and cooperate with the competent authorities that conduct a parallel investigation. For example, the AAIU may need information derived from the identification of victims by the Police or from the pathological examination of the victims by the Coroner, and the other investigating authorities may need information derived by the AAIU from the flight data recorder data.

1.6. SCOPE OF AAIU INVESTIGATION

- (1) The AAIU will be involved in a civil aircraft accident or serious incident investigation in the following circumstances:
 - (a) where the accident or serious incident occurs in Bhutan (irrespective of the nationality of the aircraft);
 - (b) where the accident or serious incident occurs in another Contracting State or non-Contracting State and involves a Bhutan's aircraft or an aircraft operated by a Bhutan's operator, and the State involved is conducting an investigation of the accident or serious incident and Bhutan is participating in the investigation;
 - (c) where the accident or serious incident occurs in a non-Contracting State and involves a Bhutan's aircraft or an aircraft operated by a Bhutan's operator, and the non-Contracting State involved does not intend to carry out an investigation of the accident or serious incident in accordance with Annex 13 and Bhutan is instituting an investigation;
 - (d) where the accident or serious incident involves a Bhutan's aircraft or an aircraft operated by a Bhutan's operator and the investigation has been delegated to Bhutan by another State by mutual arrangement and consent;
 - (e) where the accident or serious incident involves a Bhutan's aircraft and occurs in a location which cannot be definitely established as being in the territory of any State and Bhutan is instituting an investigation;
 - (f) where Bhutan is assisting another State or non-Contracting State in the investigation of an accident or serious incident that does not involve a Bhutan aircraft or an aircraft operated by a Bhutan's operator.
- (2) The Chief Inspector may, when he expects to draw air safety lessons from it, also cause an investigation to be carried out into an incident, other than a serious incident, which occurs:
 - (a) in Bhutan; or
 - (b) outside Bhutan involving a Bhutan's aircraft or an aircraft operated by a Bhutan's operator.
- (3) The Chief Inspector may, with the approval of the Minister, delegate the investigation of an accident or serious incident to another State by mutual arrangement and consent. In such a case, the AAIU will facilitate to the best of its ability the investigation carried out by that State.

1.7. INVESTIGATION PROCEDURES

1.7.1. Investigation resources

- (1) As the air transport industry and the aircraft itself have become more sophisticated, the investigation of a major aircraft accident can be expected to be very complex and may need an AAIU investigation team of significant size.
- (2) The AAIU will also make use of other external investigation expertise as and when needed, e.g. metallurgists from the academia and research institutes, human factors consultants, investigators from foreign investigation authorities and, where no conflict of interest is likely, experts from the aviation regulatory authority and service providers.

1.7.2. Support from other agencies

- (1) The AAIU also needs other external agencies to provide engineering and logistics support to its investigation, e.g. Police to secure accident site, aircraft maintenance companies to help remove flight recorders and collect fuel/oil samples, ATC to provide communication transcripts and radar and meteorological data.

1.8. APPOINTMENT OF AAIU INVESTIGATORS

- (1) For the purpose of carrying out investigations into accidents and incidents, specialists are appointed as AAIU investigators by the Minister in exercise of his power conferred by paragraph 10 of the Bhutan Air Navigation – Investigation of Accidents and Incidents Regulation. One of the AAIU investigators is appointed as Chief Inspector of Accidents.
- (2) The group of the AAIU investigators is constituted by the full-time investigator staff of the Air Accident Investigation Unit of Bhutan.

CHAPTER 2. COMPLIANCE WITH ICAO SARPs**2.1. IMPLEMENTATION OF ANNEX 13 STANDARDS**

- (1) The specifications in Annex 13 apply to investigation activities in respect of accidents and incidents wherever they occurred. It is the AAIU's policy to adhere, as far as possible in its investigation of accidents and incidents, to all investigation related Standards contained in Annex 13. The AAIU will also endeavor to comply with the Recommended Practices spelt out in Annex 13.
- (2) Implementation of the Annex 13 Standards and Recommended Practices will be through legislation and/or AAIU policies and procedures.
- (3) If any Annex 13 Standard cannot be complied with, the AAIU will highlight it to BCAA and arrange for a notification of difference to ICAO.
- (4) ICAO does not require differences between Annex 13 Recommended Practices and our investigation legislation/policies/practices to be notified to ICAO. Nevertheless, the AAIU will inform ICAO if it deems that other States' awareness of such differences is important for the conduct of accident or incident investigation.

2.2. REVIEW OF AMENDMENTS TO ANNEXES

2.2.1. Annex 13

- (1) Bhutan Civil Aviation Authority (BCAA) is the agency in Bhutan designated to communicate with ICAO on official matters on behalf of Bhutan. As such, the AAIU will receive through BCAA the official ICAO communications concerning Annex 13 amendment.
- (2) On receipt of any ICAO communications concerning Annex 13 amendment, Head of the AAIU will evaluate the information either by himself or by an AAIU staff assigned by him.
- (3) Where necessary, the AAIU will discuss with the BCAA regarding Bhutan's position on the Annex 13 amendment.
- (4) The AAIU will communicate Bhutan's response to any ICAO Annex 13 amendment proposal directly to ICAO or through BCAA.

2.2.2. Notifying ICAO of differences with Annex 13 Standards

- (1) When an amendment to Annex 13 has been adopted by ICAO and there are standards that Bhutan cannot comply with, the AAIU will arrange with BCAA to notify ICAO of the differences between Bhutan's regulations and practices and Annex 13.

2.2.3. Other Annexes

- (1) While the AAIU is not the agency responsible for reviewing the Annex amendment proposals in respect of the Annexes other than Annex 13, it may be asked for its view by other agencies regarding these amendment proposals.

2.2.4. Amendment to legislation, policies or procedures

- (1) For Annex 13 amendment that is adopted by ICAO and with which Bhutan can comply, the AAIU will amend the AAIU Policy Manual and relevant documents accordingly or initiate appropriate action for the amendment of the Bhutan Air Navigation – Investigation of Accidents and Incidents Regulation.
- (2) For amendment to the **Bhutan Air Navigation – Investigation of Accidents and Incidents Regulation**, the AAIU will draft the necessary legislation amendment and seek the concurrence of the BCAA and Legal Section, MoIT before proposing the amendment to the **Policy and Planning Coordination Meeting** (Chaired by the Minister), Ministry of Infrastructure and Transport (MoIT) for approval.
- (3) The AAIU will draft any amendments to the Policy Manual, Training Manual, Accident Investigation Handbook and other manuals before submitting it to the Secretary, MoIT for approval.

CHAPTER 3. STAFFING AND TRAINING**3.1. RECRUITMENT OF AAIU INVESTIGATORS**

- (1) AAIU investigators are responsible for carrying out accident/incident investigations. The investigation tasks include gathering, recording and analysing all available information on accidents and incidents, identifying safety issues, making safety recommendations, determining the causes or contributing factors, and completion of investigation reports. The investigators' work scope will also include formulation and implementation of investigation related policies, administration of a confidential aviation incident reporting system and updating of investigation legislation.
- (2) The AAIU normally looks for investigators from the pool of people who possess a degree from a recognized university or professional qualifications in an appropriate discipline (e.g. a degree in aeronautical/mechanical/electrical/electronic engineering, a pilot or licensed aircraft maintenance engineer qualification) and who have aviation related experience. Preference will be given to those with relevant experience at management or supervisory level and in particular with aircraft accident/incident investigation experience.
- (3) The desired qualities of an investigator are: inquisitiveness, logical mind, objectivity, dedication, diligence, patience, perseverance, good interpersonal and communications skills, good leadership and supervisory skills, teamwork, and commitment to excellence.

3.2. PART-TIME INVESTIGATORS

- (1) As the air transport industry and the aircraft itself have become more sophisticated, the investigation of a major aircraft accident can be expected to be complex and may need an AAIU investigation team of significant size.
- (2) The part-time investigators may be drawn from other specialised government agencies and external organisations like the military, universities, research agencies and institutes and specialised service providers.

3.3. IMMUNIZATION FOR INVESTIGATORS

- (1) As there are always potential biological hazards at an accident site, all investigators should be appropriately immunised.
- (2) All investigators, full-time or part-time, will be asked to immunise themselves against the following:
 - Tetanus
 - Hepatitis A
 - Hepatitis B
 - Influenza
- (3) The AAIU will reimburse the investigators for the immunisation expenses where the immunisation is carried out at designated hospitals or clinics.

3.4. INVESTIGATOR CREDENTIAL CARD

3.4.1. Issuance of Credential Cards

- (1) The Secretary, MoIT shall issue each AAIU investigators with credential card to perform official duties as per Section 117 of Civil Aviation Act of Bhutan.
- (2) The investigator credential cards will be issued upon fulfilling the following requirements:
 - Complete the initial indoctrination training as per the AAIU training manual;
 - Complete the on-the-job training as per the AAIU training manual;
 - Attend basic accident investigation courses as per the AAIU training manual.
- (3) There are two categories of credential cards:
 - Investigator Credential Card issued to trained and qualified permanent investigator; and
 - Credential Card issued to accredited representative, adviser, observer, expert, and seconded expert.
- (4) If an investigator loses the credential card, the investigator must report the loss or theft within 24 hours to Head, AAIU.
- (5) Replacement of lost or stolen credential card requires issuance of a new credential number.
- (6) Credential card will be reissued when any of the following circumstances exist:
 - Mutilation or excessive wear of the credential;
 - Change in holder's personal appearance;
 - Lost or stolen credentials; or
 - Expiry.

3.4.2. Surrender of Credential Cards

- (1) Every investigator must surrender his/her credential card to the AAIU under following conditions:
 - Termination of employment or contract (in case of outsourced/seconded employee);
 - Reassignment to a position which does not require an Investigator's credential;
 - Issuance of revised credential;
 - Removal from further participation in the investigation;
 - Investigator not meeting training/proficiency requirement;
 - Damage beyond recognition.

3.4.3. Contents of Credential Card

- (1) The investigator credential card shall contain the following details:
 - Identification number

- Name and title
- Photograph of investigator
- Date of issue and expiry
- Empowering law/regulation
- Signature of issuing authority (Secretary, MoIT) and card holder

(2) The validity of the investigator credential card for permanent employees of AAIU would be for a period not exceeding five years. In the case of contractual/seconded employees, the period of validity shall be limited to the period of the contract but not exceeding two years.

(3) The template for the permanent investigator credential card is as follows:

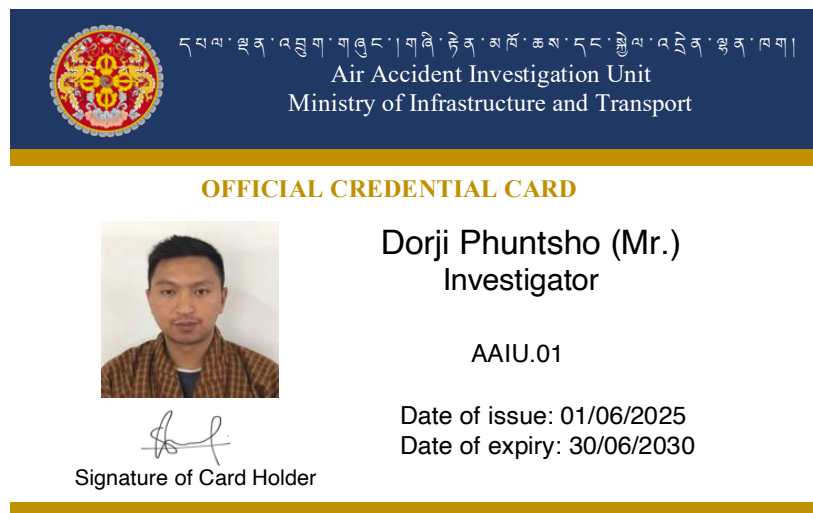


Fig 3. Front side

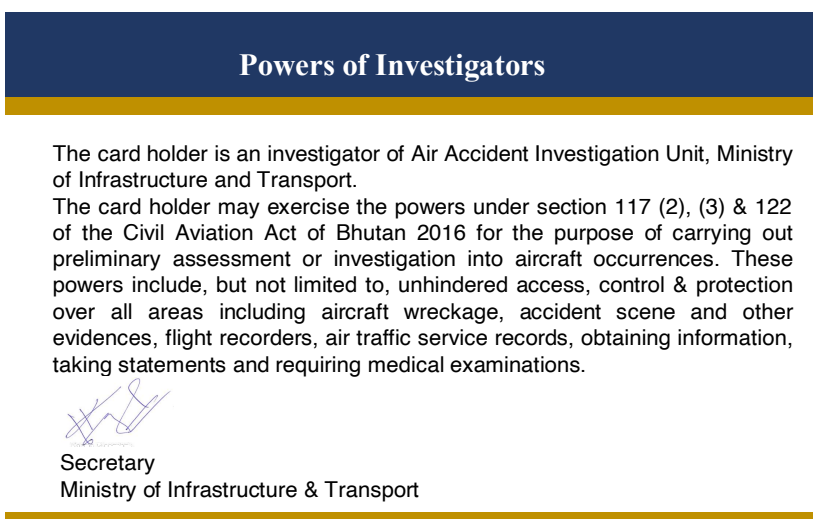


Fig 4. Back side

(4) The template used for the credential of accredited representative, adviser, expert, seconded expert and observer is as follows:

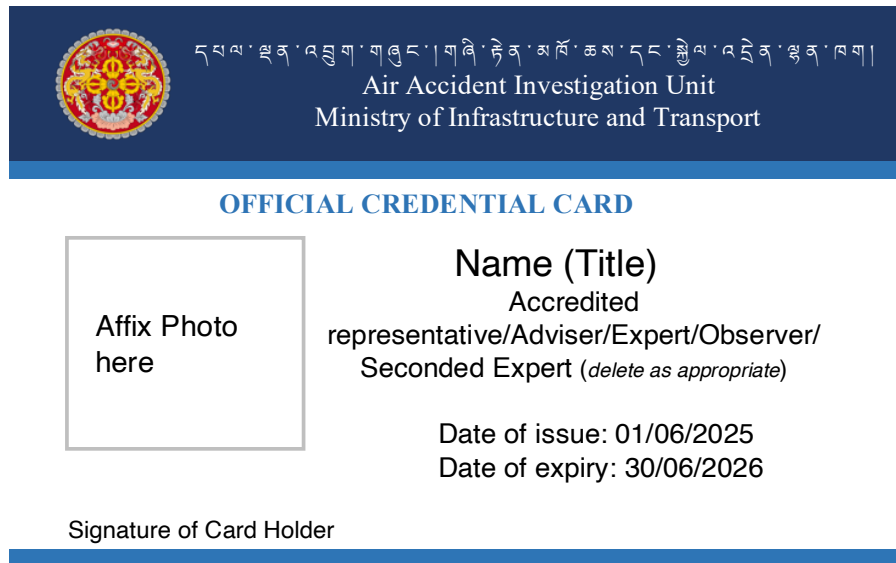


Fig 5. Front side

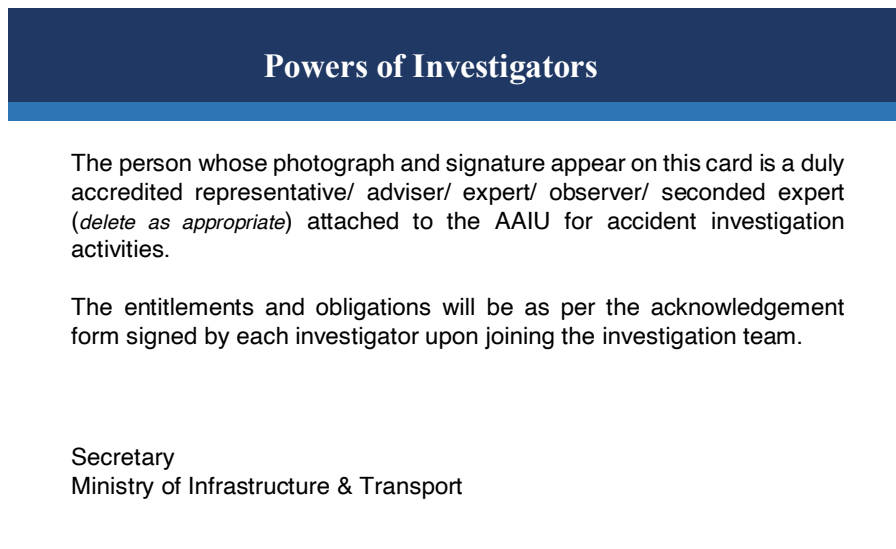


Fig 6. Back side

CHAPTER 4. AAIU OPERATIONS**4.1. INVESTIGATION OF ACCIDENTS AND INCIDENTS**

- (1) One of the key functions of the AAIU is the investigation of accidents and incidents.
- (2) The AAIU has developed an Accident Investigation Handbook which provides guidelines for our investigators in their investigation of accidents and incidents, including incidents that do not fall into the serious incident category. The Handbook is not intended to be an encyclopaedic reference for the investigators. Further reference material is included in the Handbook.

4.2. RELEASE OF INVESTIGATION REPORTS

- (1) Chief Inspector shall cause the Final Report of an investigation into an accident or incident to be made public.
- (2) The Final Report shall be made public –
 - (a) after the Final Report has been sent to the States and various parties concerned;
 - (b) as soon as possible; and
 - (c) in such manner as Chief Inspector thinks fit.
- (3) The Final Report that has been released will be made downloadable from the Ministry's website.

4.3. MAKING SAFETY RECOMMENDATIONS

- (1) The Chief Inspector or the investigator-in-charge may make safety recommendations at any stage during the course of an investigation. They do not need to wait till the completion of an investigation to make any safety recommendations.
- (2) In addition, the AAIU may also make safety recommendations to a person or authority in Bhutan arising from safety information that it has gathered from other sources (e.g. foreign investigation reports, news and articles).
- (3) The AAIU may also make safety recommendations arising from safety studies or other fact-finding and analysis exercises.
- (4) If safety recommendations are addressed to an organization in another State, they should also be transmitted to that State's investigation authority.
- (5) A safety recommendation shall in no case create a presumption of liability for an accident or incident.
- (6) The AAIU does not have the power to enforce safety recommendations. However, in respect of the safety recommendations issued to a person or authority in Bhutan arising from an investigation conducted by the AAIU, or issued to a person or authority in Bhutan by a foreign investigation authority and made known to the AAIU, the AAIU has the power to require and will require such persons or authorities in Bhutan to:
 - take those recommendation into consideration and, where appropriate, act upon them;
 - provide the AAIU with the full details of the measures, if any, that they have taken or propose to take to implement the recommendations (including the schedule of implementation); or
 - provide a full explanation as to why no measures will be taken to implement the recommendations.
- (7) For safety recommendations issued to a person or authority in Bhutan by a foreign investigation authority and made known to the AAIU, the AAIU shall notify the foreign investigation authority of the preventive action taken or under consideration or the reasons why no action will be taken.
- (8) A Recommendations Status Review Panel, to be chaired by Secretary, MoIT, will review and decide on the closure status of the recommendations made by the AAIU.

4.4. RECOMMENDATIONS STATUS REVIEW PANEL

- (1) A Recommendations Status Review Panel will review and decide on the closure status of the recommendations made by the AAIU.
- (2) The Panel will be chaired by Secretary, MoIT and include all AAIU investigators as members.
- (3) The Chief Inspector will also arrange for the relevant investigators, the closure of whose safety recommendations will be discussed by the Panel, to participate in the Panel's review sessions.

4.5. DISSEMINATION OF SAFETY INFORMATION

4.5.1. Introduction

- (1) ICAO's stated sole objective of investigation is the prevention of accidents and incidents. Safety recommendations to address safety deficiencies are important products of an investigation exercise. The recommendations will prompt the relevant organisations to take the necessary safety enhancement action.
- (2) ICAO considers it equally important that the investigation reports be widely circulated, so that as many as possible can benefit from the safety lessons learnt.
- (3) It cannot be over emphasised that States should take the time and trouble to review other States' investigation reports and any other available accident investigation and prevention related information, with a view to reflecting on the accidents and incidents and drawing lessons from them to ensure there will be no similar occurrences in their States or involving their operators.

4.5.2. Information received by the AAIU

- (1) In this respect, the AAIU takes on a role of reviewing foreign accident investigation and prevention related information with a view to disseminating to the relevant organisations in Bhutan and highlighting the lessons that can be learnt and, where applicable, making specific recommendations.
- (2) The AAIU has to maintain contacts with many of the investigation authorities in the advanced aviation nations. Through this network of accident investigation professionals, the AAIU receives useful accident investigation and prevention related information.

4.5.3. Sharing of information

- (1) AAIU will share the information with some or all of the following groups of people and organisations (depending on the nature of the issues raised) in the hope that they can take note of the lessons learnt and, where applicable, initiate safety improvement action:
 - BCAA
 - Other government agencies, e.g. Meteorological Services Agency
 - Aerodrome operators
 - Air operators
 - Aircraft maintenance companies

Note: Such information is often shared with the AAIU as a part of investigator training.

- (2) In addition, the AAIU will also share information on accident-related law suits with the BCAA.

4.6. REVIEW OF AAIU ACCIDENT AND INCIDENT DATABASES

4.6.1. Accident and incident databases

- (1) The AAIU will maintain accident and incident databases for the following:
 - Accidents and significant incidents in Bhutan involving both Bhutan's and foreign aircraft;
 - Accidents and significant incidents elsewhere involving Bhutan's aircraft or aircraft operated by Bhutan's operators (whether or not Bhutan has participated in the investigations conducted by the foreign authorities).

4.6.2. Review of accident and incident databases

- (1) The AAIU will review the accident and incident databases at least once a year.
- (2) The objectives of the review include the following:
 - To determine any preventive actions required;
 - To identify additional types of incidents to be included in the monitoring;
 - To decide if certain types of incidents need not be monitored further;
 - To identify areas where more depth may be needed in the monitoring of incidents.
- (3) In reviewing the accident and incident database, the following will also be taken into consideration:
 - Safety recommendations issued by the AAIU and the closure actions taken by the parties concerned;
 - Reports from the voluntary, confidential and non-punitive incident reporting programme;
 - Accident and incident reports and safety recommendations issued by foreign authorities;
 - Safety recommendations from other sources (including safety studies);
 - Any other relevant aviation safety information that AAIU is aware of.

4.6.3. Sharing of information

- (1) If safety matters considered to be of interest to other States or to the industry are identified in the review of the accident and incident databases, the AAIU will forward the information to the States or share the information with the industry as soon as possible.

4.7. DIALOGUE WITH INDUSTRY

- (1) The AAIU will maintain constant dialogue with the industry, such as the Bhutan's aerodrome operators, Bhutan's carriers, foreign carriers that operate in Bhutan, and the aviation maintenance, repair and overhaul companies.
- (2) The AAIU aims to achieve the following through the dialogue sessions with the various companies in the industry:
 - To ensure the companies are aware of AAIU's set-up, contact numbers, roles and functions;
 - To get to know the key personnel in the companies who will likely be involved in an AAIU investigation (e.g. the Bhutan's carriers' quality assurance and safety officials, the local representatives of the foreign airlines), which would facilitate better coordination during the investigation;
 - To gain an idea of the companies' operational and staffing profiles and of their crisis management plans;
 - To ensure the companies are aware of Bhutan's investigation legislation, to highlight the key features in the legislation and to provide an update on the legislation changes, if any;
 - To explain the AAIU coordination and investigation procedures detailed in the airport operators' emergency plans and to highlight the roles that the companies can play;
 - To promote the voluntary, confidential and non-punitive incident reporting programme;
 - To encourage sharing of safety information;
 - To obtain feedback from the companies regarding coordination and investigation procedures.

CHAPTER 5. INVESTIGATION CONDUCTED BY ANOTHER STATE**5.1. BHUTAN'S PARTICIPATION AS STATE OF REGISTRY, STATE OF THE OPERATOR, STATE OF MANUFACTURE OR STATE OF DESIGN IN AN INVESTIGATION CONDUCTED BY ANOTHER STATE**

- (1) Where an accident or incident has occurred outside Bhutan and involve Bhutan as the State of Registry, State of the Operator, State of Manufacture or State of Design, the AAIU will assist and support the investigation authority of the State conducting the investigation as necessary.
- (2) In particular, if a Bhutan's aircraft or an aircraft operated by a Bhutan's operator is involved in an accident or a serious incident and has landed outside the State of Occurrence, the AAIU will, 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) Bhutan will be entitled to appoint an accredited representative and advisers to participate in the investigation.

5.2. PROVISION OF INFORMATION, FACILITIES OR EXPERTS

(1) Paragraphs 5.14, 5.15 and 5.17 of Annex 13 state that:

“5.14 Any State shall, on request from the State conducting the investigation of an accident or an incident, provide that State with all the relevant information available to it.”

“5.15 Any State, the 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, shall provide such information to the States conducting the investigation.”

“5.17 The State of Registry and the State of the Operator, on request from the State conducting the investigation, shall provide pertinent information on any organisation whose activities may have directly or indirectly influenced the operation of the aircraft.”

(2) The AAIU will assist the investigation authority of the State conducting the investigation in gathering the information sought by the latter.

(3) It is noted that if Bhutan provides, on requests, information, facilities or experts to the State conducting the investigation, Bhutan will be entitled to appoint an accredited representative to participate in the investigation.

(4) In this respect, the Bhutan Air Navigation – Investigation of Accidents and Incidents Regulation empowers the AAIU to appoint an accredited representative and one or more advisers to assist the accredited representative.

5.3. FOREIGN ACCIDENTS INVOLVING FATALITIES OR SERIOUS INJURIES TO BHUTAN CITIZENS

(1) Paragraph 5.27 of Annex 13 states that:

“A State which has a special interest in an accident by virtue of fatalities or serious injuries to its citizens shall, upon making a request to do so, be permitted by the State conducting the investigation to appoint an expert who shall be entitled to:

- visit the scene of the accident;
- have access to the relevant factual information which is approved for public release by the State conducting investigation;
- information on the progress of the investigation;
- participate in the identification of the victims who are Bhutanese citizens;
- assist in questioning surviving passengers who are Bhutanese citizens; and
- receive a copy of the Final Report.”

(2) Where Bhutan is not the State of Registry, the State of the Operator, the State of Design or the State of Manufacture, and its citizens have suffered fatalities or serious injuries in a foreign accident, the AAIU may appoint an expert to participate in the foreign investigation. The AAIU will approach the investigation authority of the State conducting the investigation if there is a need for such an expert to be appointed.

CHAPTER 6. REFERENCES**6.1. REFERENCE MATERIAL**

Listed below are useful materials that all AAIU investigators should familiarise themselves with:

- ICAO Annex 13, 13th Edition, July 2024;
- ICAO Manual of Aircraft Accident and Incident Investigation (Doc 9756);
- ICAO Manual on Accident and Incident Investigation Policies and Procedures (Doc 9962);
- ICAO Safety Management Manual (Doc 9859);
- ICAO Manual on Assistance to Aircraft Accident Victims and Their Families (Doc 9973);
- ICAO Manual on Aircraft Accident and Incident Investigation Training (Doc 10206).