



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

File No. AV.15011/2/2013-AS

Dated 30th May 2013

Air Safety Circular No. 4 of 2013

Subject: Role of Aerodrome operator in preservation of Evidence following an Accident/Incident

1. Introduction:

The Aerodrome operator, local fire department and the police are the first authorities to arrive at an aircraft accident site. It is therefore important to enlist the cooperation of these authorities in order to ensure security and control of accident sites, initial documentation of the evidences and cooperation during investigations. It is essential that vital evidence is not lost through interference with the aircraft wreckage in the early phases of an investigation. Also the fire department and the police authorities should be aware of what is expected from them in the event of an aircraft accident.

2. Nomination of Safety Investigation Coordinator:

To ensure that initial action is carried out at the accident site in coordinated manner and the evidences are not destroyed, the airport operators shall nominate a post holder at each airport called "Safety Investigation Coordinator (SIC)".

He will be the single point of contact in case of an aircraft accident/Incident.

Name, designation and contact details of Safety Investigation Coordinator shall be intimated to DGCA within seven days of issue of this circular and also put on the website of the airport operator. The details shall be updated as and when there is change in the personnel.

3. Action by SIC:

SIC shall initiate immediate actions required to facilitate investigation, till the arrival of Investigator nominated by the DGCA/AAIB, while the search and rescue operations are still under-way. The actions would include:

3.1 Securing of the Recording Devices:

To ensure immediate sealing of the ATC/RADAR/Video recording devices pertinent to the accident/incident in accordance with Air Safety Circular 3 of 2013.

3.2 Photography/Videography:

Recording of all immediate actions while the rescue operations are underway. The initial actions will include video recording of the fire fighting operation; rescue operation; wreckage; steps in removing, opening or cutting apart components; photograph of damage to any electric pole/cables or other like structure due to aircraft impact before they are restored, etc.

3.3 Coordination with the Police and District Authorities:

SIC shall coordinate with the police authorities and district authorities to ensure compliance of Air Safety Circular 06 of 2010 and guarding of the wreckage so as to;

- a) Protect the public from the hazards in the wreckage.
- b) Prevent disturbance of the wreckage (including bodies and contents of the aircraft.
- c) Protect property.
- d) Permitting only authorized persons in coordination with the Investigator.
- e) Protect and preserve any ground marks of the aircraft.
- f) Record the names and addresses of all the eye witnesses and others who may have firsthand knowledge of the accident and supply such a list to the Investigator on his arrival for the purpose of investigation and facilitate production of such witnesses before him.
- g) Stop the movement of ambulances and fire vehicles along the wreckage trail,
once the survivors have been rescued and the fire risk has been eliminated as far as practicable.
- h) Liaise with the local population, particularly with regard to locating outlying pieces of wreckage.

3.4 Recording of the evidences:

- a) Whilst rescuing the injured crew members [Pilot and the Copilot(s)], their identification and location in or around the aircraft must be carefully observed and recorded.
- b) In the event of Pilot and / or the Copilot(s) being found dead, the necessary photographs must be taken in situ prior to the removal. The removal action should be such as to cause minimum of disturbance to the aircraft wreckage/parts and any such disturbance should be fully recorded.
- c) The location of the passengers alive or dead should be recorded immediately during rescue/removal operation. However, removal of the injured to the nearest hospital must not be delayed for want of formalities with regard to the recording as stated above.
- d) Any movement of the controls/cutting of wires, cables, component parts etc. must be made note of for submission to the investigator.

3.5 Medical Examination:

In the event of an accident at Airport or in its vicinity, samples of blood, urine etc. should be taken at the Airport medical centre. In cases where medical centers are not available at the airports or when the condition of crew members requires immediate hospitalization, SIC shall ensure that the samples of blood, urine etc. are taken at the nearest hospital. These checks should be expeditiously carried out without any loss of time. The sample should be suitably preserved and handed over to the Investigator Accidents for detailed laboratory examination.

3.6 Training and Awareness:

SIC shall interact with the fire and rescue personnel and police authority to brief them about their role in preservation and documentation of the wreckage on routine basis and also during the practice of airport emergency exercises.

A checklist for the initial onsite actions at accident/incident site is attached at Appendix A for ready reference.

Sd/-
(Lalit Gupta)
Deputy Director General
For Director General of Civil Aviation

To:

- (1) All Aircraft Operators/ Aerodromes Operators/Airports Authority of India
- (2) Internal distribution as per list.

Appendix-A

CHECK LIST FOR THE ACTIONS IMMEDIATELY FOLLOWING THE MISHAP:

SNO	ACTION	STATUS/DETAILS
1	Fire fighting (Video)	
2	Rescue operations (Video)	
3	Photos and video of : Steps in removing, opening or cutting apart components	
4	Photos of ground marks made by the aircraft	
5	Photos of damage to <ul style="list-style-type: none">- structure- electric cables- Poles- Trees	
6.	In situ Photographs of the Dead Crew	
6	Securing of Radar, ATC (Recordings) and other recording media pertinent to accident	
7	Weather (forecast and actual conditions)	
8	Coordination with the Police and District Authorities	
9.	Record of Eye witness	
10	Recording of Evidences	
11	Medical Examination of the Crew	