

# ICAO Annex 13 at a Glance



ICAO



**The State of Occurrence shall**

- A State shall establish an accident investigation authority that is independent from State aviation authorities and other entities that could interfere with the conduct or objectivity of an investigation.
- Take all reasonable measures to protect the evidence and to maintain safe custody of the aircraft and its contents for such a period as may be necessary for the purposes of an investigation.

**Investigator in-Charge**

The State conducting the investigation shall designate the investigator-in-charge of the investigation and shall initiate the investigation immediately.

**Notification**

The State of Occurrence must promptly notify the State of Registry, Operator, Design, Manufacture, and the International Civil Aviation Organization (for aircraft with a maximum mass of over 2,250 kg or turbojet-powered) of any accident or incident. If the State of Occurrence is unaware of a serious incident, or an incident to be investigated, the State of Registry or Operator must notify the States of Design, Manufacture, and Occurrence.

**All States that are Entitled to Participate**

Upon notification, the State of Registry, Operator, Design, and Manufacture must promptly provide the State of Occurrence with relevant information about the aircraft and flight crew involved in the accident.

The State of the Operator must promptly provide details of any dangerous goods on board the aircraft to the State of Occurrence.

Each State must inform the Investigating State if they will appoint an accredited representative, including their name, contact details, and expected arrival date if traveling to the State of Occurrence.

**Accredited Representatives**

The State of the Operator, Design, Manufacture, and Registry have the right to appoint an accredited representative to participate and advisers to assist the accredited representative in the investigation.

**Acknowledge Receipt of the notification**

The State of Registry, the State of the Operator, the State of Design and the State of Manufacture should acknowledge receipt of the notification of an accident or incident.

**Investigation**

The State of Occurrence must institute an investigation into the accident or incident but can delegate the conduct of the investigation to another State or a regional accident and incident investigation organization (RAIO) by mutual agreement. If the State of Occurrence does not investigate or delegate, the State of Registry, Operator, Design, or Manufacture is entitled to request in writing the State of Occurrence to delegate the conducting of such investigation. If there is no response within 30 days, the requesting State should proceed with the investigation.

If an accident occurs in a non-Contracting State that does not intend to investigate, the State of Registry, or failing that, the State of the Operator, Design, or Manufacture, should endeavour to conduct the investigation in cooperation with the State of Occurrence, but, failing such cooperation, should itself conduct an investigation with such information as is available. If cooperation fails, they should conduct the investigation independently.

**Preliminary Report or Factual Information**

For accidents or incidents that draw heightened public attention, the accident investigation authority should publish a written Preliminary Report **within thirty days** of the accident or incident, containing established factual information and indicating the progress of the investigation.

**Draft Final Report: Consultation**

The State conducting the investigation shall send a draft final Reports to the States entitled to participate in the investigation for comments **within thirty days** from the date of the transmittal correspondence. If the invited State requests more time, the consultation period can be extended to **sixty days**.

The State conducting the investigation should include the comments received from the States participating in the investigation. If comments are not accepted, they should be appended to the Final Report.

**Final Report**

The State conducting the investigation shall make the Final Report publicly available as soon as possible and, if possible, **within twelve months**, by posting the Final Report on the Internet.

The Final Report includes:

- 1. Factual information**  
History of the flight, injuries, damage to aircraft and other properties, personal, aircraft, meteorology and aerodrome information, communication, navigation aids, flight recorders, fire, survival aspects, and others
- 2. Analysis**  
Analysis of the 'factual information' relevant to determining conclusions and causes/contributing factors.
- 3. Conclusions**  
Findings, causes and/or contributing factors, including immediate and deeper systemic causes and/or contributing factors.
- 4. Safety recommendations**  
Recommendations for accident prevention and identifications of safety actions already implemented.

**Interim Statement**

If the report cannot be made publicly available within twelve months, the State conducting the investigation shall release an interim statement annually, **on each anniversary of the occurrence**, detailing the progress of the investigation and any safety issues raised.

**Release of Information – Consent**

If the State conducting the investigation does not release the Final Report or an interim statement promptly, participating States can request written consent to release a statement containing safety issues raised with such information as is available. If consent is granted or no reply is received within 30 days, the requesting State should release such a statement after coordinating with participating States.

**ADREP Data Report**

The State conducting the investigation shall send, as soon as practicable after the investigation, an ADREP Data Report to the ICAO in a format compatible with the ADREP taxonomy and containing:

- Occurrence class (accident, serious incident, incident, etc.)
- Local date
- State/area of occurrence
- Aircraft Manufacturer/model
- Flight phase
- Occurrence category (CFIT, LOC-I, RE, RI, MAC, etc.)
- Event type coding



ICAO

