



**AIRCRAFT ACCIDENT AND
INCIDENT INVESTIGATION
AND PREVENTION BUREAU**

**ADVISORY CIRCULAR
AIB/AC/002**

NOTIFICATION OF AIRCRAFT ACCIDENTS AND SERIOUS INCIDENTS

SECTION 1 NOTIFICATION OF AIRCRAFT AND SERIOUS INCIDENTS

1. GENERAL

- (1) The AIB has established up-to-date contact information and published in the Ghana AIP to receive notification of aircraft accidents and serious incidents.
- (2) The AIB has a Duty Officer to deal with notification of aircraft accidents and serious incidents during office hours as well as out of office hours.
- (3) As much of the required information as is immediately available should be sent to the AIB by the quickest feasible means (telephone, mobile, email, website etc.) Notification needs not be delayed due to the lack of complete information. However, additional information should be supplied as soon as practicable.
- (4) Reporting aircraft accident or serious incident to the Air Traffic Control or GCAA should not be considered as fulfilling the reporting requirements prescribed in the Accident and Serious Incident Regulations, 2019, LI 2375.

2. WHO SHOULD REPORT AND HOW?

- (1) It is a **regulatory requirement** that when an accident or serious incident occurs in or over Ghana or occurs elsewhere to an aircraft registered in Ghana, **the commander** of the aircraft involved at the time of the accident or serious incident, or if he is killed or incapacitated, **the operator** of the aircraft, should **notify the AIB by the quickest means of communications available**.
- (2) If the accident and serious incident occurs on or adjacent to an aerodrome, then, the aerodrome operator or provider is also required to notify the AIB.
- (3) Accidents occurring in or over Ghana should also be notified to the Police. This applies irrespective of the country in which the operator is based, the country of registry of the aircraft or the country of domicile of the flight crew.
- (4) In practical terms for commercial air transport operators, it is normal for the operator's safety manager/officer or equivalent to be the reporter.
- (5) Individuals who are not involved with operation of aircraft but who may witness/discover an aircraft accident/incident anywhere may be the reporter.

3. AIB REPORTING LINES

(1) The AIB reporting line and e-mail address are:

Mobile: (233) 502 396 070

Fixed Line: (233) 572 00 888

Toll-free: 080 000 6007
080 0007008

USSD: *889*14#

Email: info@aibghana.gov.gh

Website: www.aibghana.gov.gh

- (2) The AIB accident line is contactable 24 hours a day, 7 days a week. Operators should ensure that this number is easily accessible to all staff who might need to report an incident or accident and is included in their emergency planning document.
- (3) During normal working hours the above fixed telephone numbers including the mobile will be answered directly by personnel from the AIB. Outside normal working hours, calls will be answered by the AIB via the **mobile number**.
- (4) Online Report Form can access via <http://aibghana.gov.gh/index.php/online-report-form/> to report an accident or serious incident.
- (5) Operators can download an Accident and Serious Incident **MOA/AIB/Form/001**) at <http://aibghana.gov.gh/wp-content/uploads/2021/03/OCCURRENCE-FORM-AIB.pdf> for reporting.

4.1 WHAT THE AIB NEED TO KNOW - NOTIFICATION

A person reporting an accident or serious incident should provide the following information:

NOTE: Notification should not be delayed if all of the information is not available initially.

- 1) for accidents the identifying abbreviation ACCID, for serious incidents SINCID, for incidents INCID;
- 2) Manufacturer, model, nationality, and registration marks and serial number of the aircraft;
- 3) Name of owner, and operator and hirer, if any, of the aircraft;
- 4) Qualification of the pilot in command, and nationality of the crew and passengers;
- 5) Date and time (local time or UTC) of the accident and incident;
- 6) Last point of departure and point of intended landing of the aircraft;
- 7) Position of the aircraft with reference to some easily defined geographical point and latitude and longitude
- 8) Number of crew and passengers; aboard, killed, and seriously injured; others; killed and seriously injured.
- 9) description of the accident or incident and the extent of damage to the aircraft so far as is known;
- 10) an indication to what extent the investigation will be conducted or is proposed to be delegated by the State of Ghana.
- 11) physical characteristics of the accident or incident area, as well as an indication of access difficulties or special requirements to reach the site;
- 12) identification of the originating authority and means to contact the Investigator-in-Charge (IIC) and the Director of Investigation at any time; and
- 13) presence and description of dangerous goods on board the aircraft.
 - ◆ Regardless of which channel is utilized, such notifications must be sent to the Commissioner in the most expeditious manner possible.

4.2 FOLLOW UP INFORMATION

Following the initial notification, the AIB is likely to want additional information, including:

1. Contact details, location and availability of the operating crew.
2. Contact details of the operator's safety manager/officer and accountable manager.
3. Passenger Manifest including contact details for each passenger.
4. A copy of the complete flight documents including; navigation logs, load plans, aircraft technical logs, NOTAMS, etc.

4.3 PRESERVATION OF EVIDENCE

Operator emergency planning should take account of the need to preserve critical information and documents.

Following an accident or serious incident it is imperative that an operator swiftly takes all necessary steps to secure the Flight Data Recorder (FDR) and Cockpit Voice Recorder (CVR).

Additionally the operator should impound (preserve from deletion and editing) all records relating to that aircraft and its crew. This should include company electronic records including emails, voicemail and safety databases. The originals should remain protected, but accessible, throughout the course of any investigation which, for the most complex cases, could take several years. These records should only be released from impound with the AIB's agreement.

4.4 PRESERVATION OF WRECKAGE

If the accident or serious incident has taken place in or over Ghana, the wreckage of the aircraft may not be removed or interfered with, nor should any unauthorised person be allowed to have access to it without authority, except as may be necessary for the extrication of persons or animals, removal of any mails, valuables and dangerous goods carried by the aircraft, prevention of destruction by fire, water or other cause, or any danger or obstruction to the public or to air navigation, or to other transport. An authorised person means any person authorised by the Minister responsible for Aviation either generally or specially to have access to any aircraft involved in an accident or a serious incident, and includes military, police officers and officers of Customs and Excise Service.

SECTION 5 AIB RESPONSE

Upon notification of an accident or serious incident occurring within Ghana, the AIBC will liaise with air traffic control, the aircraft and airport operators, police, and emergency services to ensure that evidence associated with the occurrence is secured and to determine AIB response.

SECTION 6 APPENDICES

The following documents have been attached to this AC as appendices:

- (a) List of examples of serious incidents
- (b) Accident and Serious Incidents Occurrence Form

APPENDIX 1

List of examples of Serious Incidents

Below is a non-exhaustive list of typical examples of incidents that are likely to be serious incidents:

- i. Near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate.
- ii. Collisions not classified as accidents.
- iii. Controlled flight into terrain only marginally avoided.
- iv. Aborted take-offs on –
 - (a) a closed or engaged runway;
 - (b) an unassigned runway; or
 - (c) a taxiway (excluding any aborted take-off by a helicopter, which take-off had been authorised by the aerodrome operator and the aerodrome control tower).
- v. Take-offs from –
 - (a) a closed or engaged runway;
 - (b) an unassigned runway; or
 - (c) a taxiway (excluding any take-off by a helicopter that is authorised by the aerodrome operator and the aerodrome control tower).
- vi. Landings or attempted landings on –
 - (a) a closed or engaged runway;
 - (b) an unassigned runway; or
 - (c) a taxiway (excluding any landing or attempted landing by a helicopter, which landing had been authorised by the aerodrome operator and the aerodrome control tower).
- vii. Gross failures to achieve predicted performance during take-off or initial climb.
- viii. 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
- ix. use of extinguishing agents.
- x. Events requiring the emergency use of oxygen by the flight crew.
- xi. Aircraft structural failures or engine disintegrations, including uncontained
- xii. turbine engine failures, not classified as an accident.
- xiii. Multiple malfunctions of one or more aircraft systems seriously affecting the
- xiv. operation of the aircraft.
- xv. Flight crew incapacitation in flight.
- xvi. 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.
- xvii. Take-off or landing incidents. Incidents such as undershooting, overrunning over-running off the side of runways.
- xviii. System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which caused or could have caused difficulties controlling the aircraft.
- xix. Failures of more than one system in a redundancy system mandatory for flight guidance and navigation.
- xx. The unintentional or, as an emergency measure, the intentional release of a slung load or any other load carried external to the aircraft.
- xxi. Runway incursions in which a collision is narrowly avoided.

APPENDIX 2

Accident and Serious Incidents Occurrence Form