



Incident & Accident

GUIDELINES

Introduction

This document is intended as a guide to ALPL members. This document contains actions to be considered when involved in an accident or a serious incident, which may warrant an official inquiry or investigation and guidelines in case a member is involved in an oil smell incident.

Local investigative procedures vary throughout the world, however, an investigation should be held in accordance with international standards and recommended practices, as laid down in Annex 13 to the ICAO Convention.

CAUTION: Contrary to Annex 13, results and conclusions of investigations have not always been used exclusively in the interest of flight safety. On occasion the results have been used in a court of law to establish legal blame and liability.

During the immediate aftermath of a serious incident / accident it may be difficult to understand the nature of the investigation, the authorities involved, their mandates and most important, the possible legal ramifications for the aircrew involved. We therefore strongly recommend that you follow these guidelines to prevent possible self-incrimination.

Advice

Avoid making statements or declarations, written or otherwise, to anyone, without first consulting an ALPL representative.

Do not voluntarily hand over your pilot license to an investigative authority.

In IFALPA's and ALPL's opinion, the pilot should not be subjected to any form of interrogation in connection with an investigation into the cause of an accident / incident until he/she has had the opportunity to rest and take food, has received any necessary medical attention and has

In general pilots are expected to co-operate with investigative authorities during the preliminary fact finding stage, which precedes a possible official investigation. Pilots should restrict themselves to supplying only factual information. Do not volunteer information and do not speculate on possible contributing factors in any form, particularly of a flight technical nature. This is also applicable when travelling as a passenger.

The ALPL will make an IFALPA accredited investigator available as an adviser to the accredited representative of the Administration des Enquêtes Techniques (AET); the Luxembourgish accident investigation body. It has to be pointed out, that it is the sole right and responsibility of the AET to accept and designate an observer or not and to let him participate in the official investigation according ICAO Annex 13. Separately, the ALPL is organized to support its members with personal and legal assistance in Luxembourg and word-wide via other IFALPA member associations.

been able to assure him/herself of assistance from his/her association and/or lawyer.

If at all required to make a statement shortly after an occurrence, limit yourself to brief factual information only.

You may insist that no tape recorders will be used. Circumstances will vary considerably and if felt necessary the pilot may make the following declaration: „**Before making a statement or report of any kind, I wish to consult my pilots association representative and/or lawyer.**”

Serious Incident and Accident Guidelines

- ➔ Complete correctly all tasks which operationally and legally fall under your responsibility; e.g. checklists, care of passengers and crew, protection of property and aircraft, secure belongings, safeguarding possible evidence, administration, e.g. Air Safety Report, trip report, damage reports, etc. Refer to your specific operation manual for details.
- ➔ Do NOT erase the Cockpit Voice Recorder (CVR) after an accident / serious incident.
- ➔ Remember to inhibit the CVR immediately in the event of an accident / serious incident to avoid erasure. Only stop the CVR in flight when deemed necessary to secure data.
- ➔ The pilot must, as soon as possible, and without being asked to do so, report every accident / serious incident in which flight safety has been adversely affected to his employer and responsible authorities either directly or through the local representative. Make no attempt to analyze or expand upon the situation and circumstances, supply only factual information necessary to satisfy the reporting requirements. Keep a copy of your report.
- ➔ Contact the ALPL via the 24 hours emergency hotline +352 621 831 095 or IFALPA at +44 1 202 653 110 in case you cannot contact the ALPL emergency hotline, for assistance.
- ➔ Discharge your responsibilities to ensure the safety of passengers and crew. Endeavour to secure the aircraft and its content and ensure that nothing is interfered with or removed by an unauthorized person.
- ➔ If required, get medical assistance for yourself and your crew.
- ➔ Organize rest facilities away from the scene of the accident, e.g.. hotel room close to the airport.
- ➔ Advise other crew members concerned of your proposed actions and inform them of any known inquiries being undertaken. Keep your crew together but separated from passengers.
- ➔ Consider carefully the wisdom to continue or operate subsequent flights. Check your operation manual for operator specific procedures.
- ➔ Preoccupation with the incident and the stress factors involved must not be underestimated. Automatic relief or suspension from duty may be a requirement pending a company investigation. Ask for a medical check if felt appropriate and consider the use of Critical Incident Stress Management (CISM).
- ➔ Until your ALPL representative, a representative of any other pilot organization or your legal counsellor has been consulted, do not make any written or verbal statements, to any person, authority or organization, especially not to the media.
- ➔ Take private notes on events, figures, words spoken, etc. for personal use only. Try to keep these notes confidential. Be aware that local legal procedures may require you to surrender these notes, which in turn may be used against you at a later date.
- ➔ You may request copies of relevant documents (e.g. load sheet) before proceedings commence. It is recommended to use your mobile phone to take photos of relevant documents.

Oil Smell Incident Guidelines

- During Flight apply operator procedures according to the company specific operations manual. These should contain information with respect to Identification of oil smell, use of oxygen masks, emergency declaration, landing at nearest suitable airport, etc.
- On Ground make entry in the aircraft technical log book and keep a copy for your own records (e.g. take a photo with your mobile).
- Contact the ALPL at the 24 hours emergency hotline +352 621 831 095, for assistance.
- Consult a doctor / hospital, as symptoms may, but need not, appear immediately. They may also take days and weeks to develop or even be completely absent. Among them you may find: Abdominal cramps, muscle weakness, flu-like symptoms, gait and balance disorders, tingling sensation/ numbness. Long-term effects of neurotoxicity may include: Fatigue, memory disorders, lack of concentration and impairment of speech. Therefore, a comprehensive documentation is required.
- Take 3 tubes (3 ml each) of EDTA blood. EDTA (ethylenediamine tetraacetic acid) prevents blood from clotting and does not influence later analysis. Keep this blood in the freezer at home for later testing. If you don't have a freezer available e.g. in a hotel put it at least in a refrigerator.
- Take the first 3 urines. Same as the EDTA blood, keep it in the freezer or at least in a refrigerator.
- Make as soon as possible an appointment with the University of Göttingen in Germany. The University has a 24 hours hotline, staffed with English speaking specialists, for fume events. The hotline can be reached at +49 151 121 909 04.
- Pack your worn shirt hermetically, so it can be tested later for TCP exposure.
- Report to the Administration des Enquêtes Techniques (AET) your disorder. According to EU Regulation 996/2010, each crew member is responsible for reporting such events.
- Document on an ongoing basis your symptoms. If symptoms should develop as time passes, they should be recorded in a journal and if they are visible (e.g. rash, tremor, etc.) recorded with a camera.
- Submit a report to the Caisse Nationale Santé (CNS) to ensure that any subsequent claims can be generated.
- Document your experiences for the ALPL Flight Safety Committee. To improve the knowledge and the necessary support the Flight Safety Committee asks to be given brief reports of experiences. These may be made anonymously, but if possible they should name the examining physician.

Oil Smell Incident Checklist

- Make an entry in the aircraft's technical log book and keep a copy, e.g. by taking a picture with your mobile phone.
- Consult a doctor or hospital.
- Take 3 tubes (3 ml each) of EDTA blood and store in a freezer or refrigerator.
- Take the first 3 urines and store in a freezer or refrigerator.
- Contact the ALPL at the 24 hours emergency hotline +352 621 831 095.
- Consider an appointment with the University of Göttingen in Germany tel. +49 151 121 909 04.
- Pack your worn shirt hermetically.
- Report to the Administration des Enquêtes Techniques (AET).
- Document your symptoms on an ongoing basis.
- Submit a report to the Caisse Nationale Santé (CNS).
- Document your experiences.
- Remember, the ALPL will provide support either directly or worldwide via other IFALPA member associations – we are on your side!

Accident / Serious Incident Checklist

- Complete your tasks as per applicable operations manual.
- Follow aircraft type specific procedures to secure and prevent erasure of CVR recordings.
- Keep your crew together and obtain medical assistance as required for crewmembers and passengers.
- Inform your employer and local authorities.
- Confirm how you could be reached, e.g. mobile or local phone number and contact the ALPL emergency hotline at +352 621 831 095.
- Take confidential written notes of the events. These are for your personal use only - do not hand these notes to anyone else!
- Take pictures with your mobile phone of all relevant documents e.g. operational flight plan, aircraft technical logbook, load sheet etc.
- Avoid making any statements towards authorities until you have consulted your pilot organization or lawyer. If questioning by authorities is unavoidable provide only brief, accurate, factual verbal statements. Do not provide or sign any written statements until you have consulted your lawyer.
- Do not make any statements to the media or in the public, this includes posting on social media such as Facebook, Twitter etc.
- Consider application of CISM.