APPROVED

TSOLMON.J
DIRECTOR AND GENERAL INVESTIGATOR
AIRCRAFT ACCIDENT AND INCIDENT
INVESTIGATIONS BUREAU

PROCEDURE FOR QUALITY CONTROL SYSTEM

Document reference	**AAIIB - 25 - 32**		
Date of approval:	year-	month-	day-
Reviewed by:	Name and Position	Date	Signature
Prepared by:	Name and Position	Date	Signature

Record of Amandments

Amendment No	Description of Amendment	Section affected	Name and position	Date	Signature

Distribution list

№	Document	Distrubuted to (Unit/Organization)
1		
2		
3		

QUALITY CONTROL SYSTEM PROCEDURE

Aircraft Accident and Incident Investigation Bureau (AAIIB), Mongolia

Purpose
To ensure that all aircraft accident and incident investigation activities, reports, and safety recommendations are conducted, documented, and finalized in accordance with:

- ICAO Annex 13
- ICAO Doc 9756 (USOAP)
- ICAO Doc 9859 (SMS principles – safety data use)
- National legislation and AAIIB procedures

2. Scope

This procedure applies to:

- All investigations (accident, serious incident, incident)
- All investigation reports (preliminary, interim, final)
- Safety recommendations
- Investigation records and evidence
- Data analysis and ADREP reporting

3. Definitions

- Quality Control (QC): Process to verify correctness and compliance
- Review: Technical and procedural checking before approval
- Approval: Final authorization by Head of AAIIB
- Non-conformity: Deviation from Annex 13 or internal procedures

4. Responsibilities

Head of AAIIB

- Final approval of reports
- Ensures independence and compliance

Investigator-in-Charge (IIC)

- Ensures investigation quality
- Submits draft report for review

Senior Investigator / Reviewer

- Conducts independent technical review
- Checks compliance with Annex 13

Quality Focal Point (if assigned)

- Maintains QC records
- Tracks corrective actions

5. Quality Control Process

Step 1: Draft Preparation
IIC prepares draft report
Includes:

Factual information
Analysis
Conclusions
Safety recommendations

Step 2: Internal Technical Review

Reviewer checks:

✓ Compliance with Annex 13
✓ Accuracy of facts and data
✓ Logical consistency of analysis
✓ Evidence supporting findings
✓ Clarity of safety recommendations

Step 3: Quality Check (QC)

Quality check includes:

- Format and structure compliance
- Language clarity (English/Mongolian)
- Consistency with procedures
- Cross-check with evidence files
- Data consistency (ADREP / database)

Step 4: Revision

- IIC addresses all comments
- Updated draft submitted again if needed

Step 5: Approval

- Final report submitted to Head of AAIIB
- Official approval issued

Step 6: Record and Archive

- All versions stored:
- Draft
- Reviewed version
- Final report
- QC records maintained:
- Review checklist
- Comments log
- Approval record

6. Safety Recommendation Quality Control

Before issuance, ensure:

✓ Clearly written
✓ Addressed to correct organization
✓ Based on evidence
✓ Actionable and measurable

7. Monitoring and Continuous Improvement

- Periodic internal review (annual)
- Lessons learned from investigations
- Feedback from:
- Operators
- ICAO
- Audit findings
- Update procedures if needed

8. Records

The following records shall be maintained:

- Review checklist
- Reviewer comments
- Approved reports
- Safety recommendation tracking
- Audit evidence files

Retention period: Minimum 5 years (or per national regulation)

9. Compliance Statement

This Quality Control System ensures that:

- Investigations are conducted objectively and independently
- Reports are accurate and consistent
- Safety recommendations are effective
- The State complies with ICAO Annex 13 requirements