

APPROVED.

AIRCRAFT ACCIDENT AND INCIDENT
INVESTIGATION BUREAU
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**PROCEDURE FOR THE MANAGEMENT AND USE OF UNIFORMS, TOOLS, AND
EQUIPMENT BY INSPECTORS AND INVESTIGATION TEAMS**

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PROCEDURE FOR THE MANAGEMENT AND USE OF UNIFORMS, TOOLS, AND EQUIPMENT BY INSPECTORS AND INVESTIGATION TEAMS

1. GENERAL PROVISIONS

1. General

1.1 A staff member appointed by the Director of the Aircraft Accident and Incident Investigation Bureau shall be responsible for organizing the preparation, ensuring readiness, and managing the issuance and receipt of uniforms, tools, and equipment for inspectors and investigation teams.

1.2 Designated logistics staff and inspectors shall comply with this procedure.

2. Preparation

2.1 The staff member responsible for uniforms, tools, and equipment for inspectors and investigation teams shall ensure that they are prepared in accordance with the approved budget.

2.2 The responsible staff member shall develop and submit for approval the specifications and standards for uniforms, tools, and equipment, and shall determine their service life.

2.3 Uniforms, tools, and equipment shall be stored in designated storage facilities or containers.

3. Readiness

3.1 Protective clothing shall be individually prepared for each inspector, taking into account seasonal and operational conditions, and shall be checked and verified by the respective inspector.

3.2 Personal tools shall be prepared in accordance with the approved list, tailored to each inspector, and kept ready in designated bags or containers.

3.3 Batteries for portable equipment, including flashlights, communication devices, video and still cameras, shall be checked daily to ensure readiness for emergency operations.

3.4 Sampling kits, packaging materials, and other necessary items shall be prepared and kept ready for use in accident and incident investigations.

3.5 Investigation team kits shall be prepared in accordance with the approved list and maintained in a state of readiness.

4. Use

4.1 The responsible staff member shall monitor the service life of uniforms, tools, and equipment used by inspectors and investigation teams.

4.2 The staff member shall prepare individual and consolidated copies of operating instructions for tools and equipment and provide the instructions to inspectors together with the relevant equipment.

4.3 Inspectors shall familiarize themselves in advance with the operating instructions for tools and equipment, and shall carry the relevant instructions during investigation activities.

5. Issuance and receipt

5.1 The responsible staff member shall maintain records of uniforms, tools, equipment, and kits.

5.2 In accordance with the designated inventory records, the responsible staff member shall issue uniforms, tools, equipment, and kits to inspectors.

5.3 Inspectors shall return all issued items, except for single-use clothing, tools, and equipment, upon completion of investigation activities.

5.4 The responsible staff member shall ensure that reusable items are cleaned, disinfected, and, where necessary, repaired, and prepared for subsequent use.

2. OCCUPATIONAL PROTECTIVE CLOTHING STANDARDS AND EQUIPMENT OPERATING INSTRUCTIONS

1. Operating instructions for occupational protective clothing

1.1 Occupational protective clothing shall be worn when working in adverse weather conditions and in areas with high levels of contamination, including airside areas, parking stands, operational facilities, and accident sites.

1.2 Occupational protective clothing shall be equipped with reflective strips to ensure visibility and easy identification during night-time operations and in poor weather conditions. The reflective strips shall be not less than 3 cm in width and shall be affixed horizontally on both sleeves, the front of the garment, and the right trouser leg, positioned approximately 20 cm from the lower edges.

1.3 Occupational protective clothing should be made of moisture-resistant materials that are easy to wash and iron, such as cotton or wool.

1.4 Uniforms shall not be replaced by the organization prior to the established replacement period. In the following cases, personnel shall procure replacement uniforms at their own expense:

- when the uniform is excessively soiled or damaged outside the performance of official duties (e.g. during off-duty hours or rest periods), rendering it unsuitable for use;
- when the uniform is lost due to negligence or without valid justification;
- when the issued uniform no longer fits due to changes in body size.

1.5 Provision of Occupational Protective Clothing for Inspectors

Winter protective clothing shall include:

- dark blue trousers and an insulated jacket, winter boots.

Summer protective clothing shall include:

- dark blue outer trousers and a shirt, a high-visibility raincoat, work boots.

2. Operating instructions for tools and equipment

Tools and equipment used by inspectors of the Aircraft Accident and Incident Investigation Bureau shall be classified into two categories: Personal Kits and Investigation Kits.

2.1 Issuance and receipt of tools and equipment

2.1.2 Tools and equipment shall be issued only to inspectors authorized by the Director or an authorized official.

2.1.3 Tools and equipment shall be made available to inspectors without delay, as required for investigation activities.

2.1.4 Upon receipt of tools and equipment, inspectors shall verify the completeness of the contents and sign the relevant record.

2.1.5 After the use of tools and equipment during investigation activities, inspectors shall return them to the responsible staff member and ensure that electrical equipment and other items are checked for completeness and serviceability.

2.1.6 Upon receipt of tools and equipment, the responsible staff member shall replenish single-use items (e.g. forms, candles, matches, disposable cups, bottled water), as required.

2.1.7 All issuance and receipt of tools and equipment shall be recorded in a centralized logbook, including the date, a description of the transfer, and details of items used.

2.1.8 The responsible staff member shall, on a monthly basis, check, charge, and, where necessary, replace the batteries or power sources of electrical equipment, including satellite communication devices, flashlights, audio recorders, GPS devices, video and still cameras, portable radios, and laptop computers.

2.1.9 Where necessary, a first aid kit shall be included as part of the tools and equipment.

3. Power supply readiness

3.1 Power sources for tools and equipment, including satellite communication devices, flashlights, audio recorders, GPS devices, video and still cameras, and portable radios, shall be selected to ensure the use of commonly available, rechargeable batteries (e.g. AA and similar standard sizes).

3.2 The responsible staff member shall, immediately upon return from investigation activities, check the condition of power sources and ensure that they are ready for subsequent use.

4. Control of medical supplies and food items

4.1 The expiration dates of medicines and infusion supplies contained in the first aid kit shall be checked on a quarterly basis. Expired items shall be replaced and disposed of in accordance with applicable procedures.

4.2 The expiration dates of high-calorie food items shall be checked on a quarterly basis. Expired items shall be replaced and disposed of in accordance with applicable procedures.