

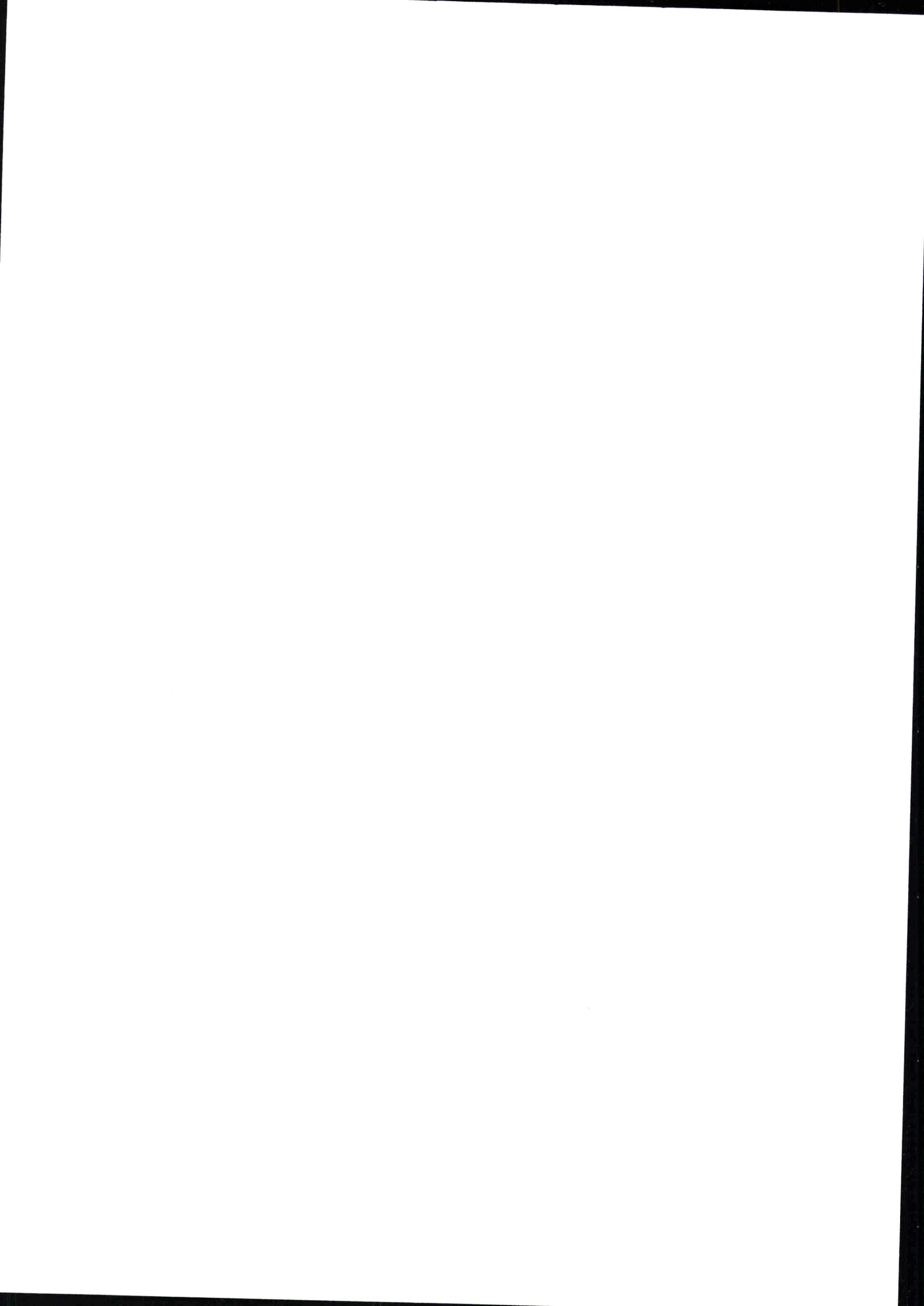
APPROVED

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PROCEDURE FOR WEBSITE MANAGEMENT

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This is an unofficial translation. In case of any inconsistency, the original Mongolian version shall prevail.

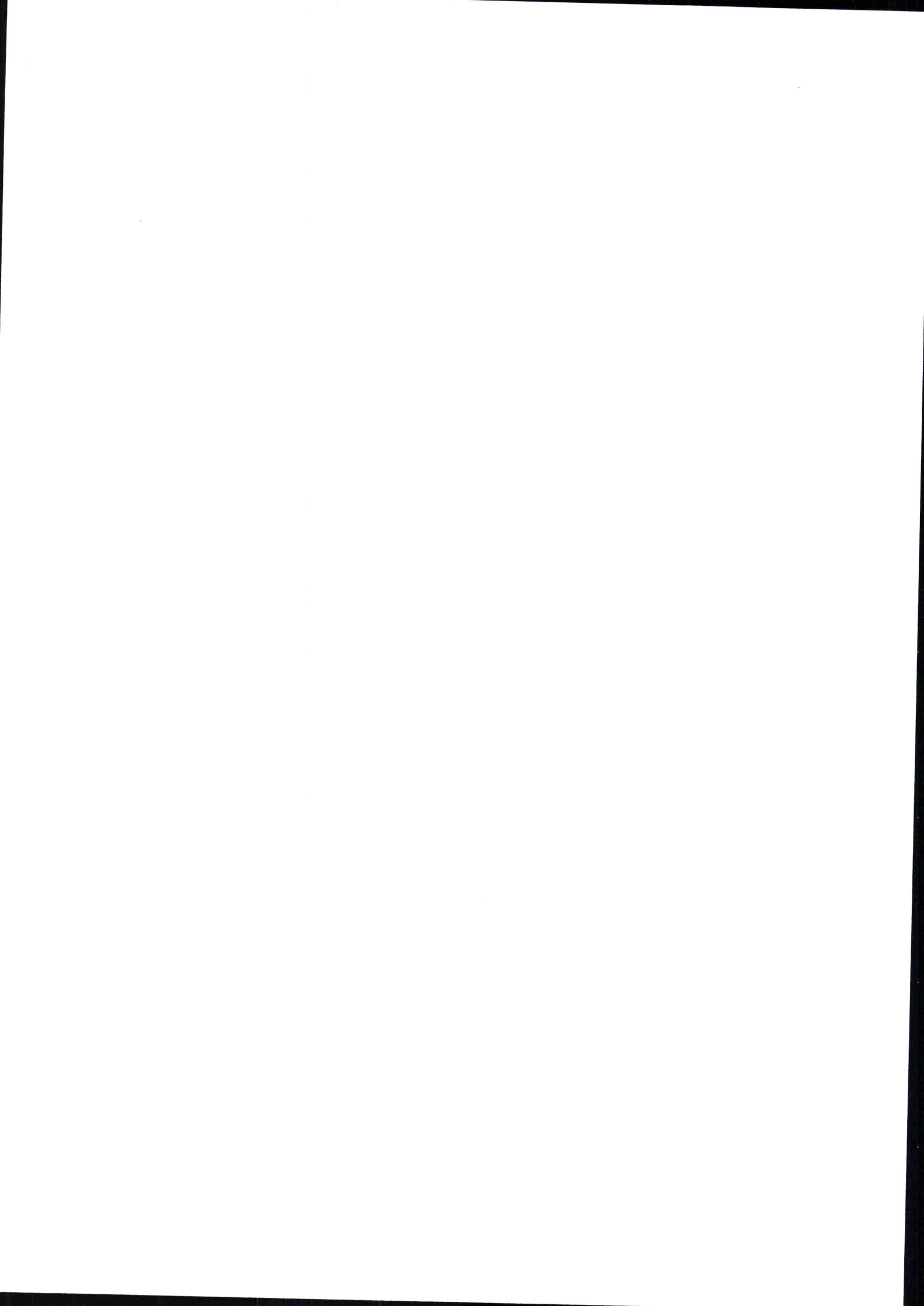


### Record of Amandments

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

### Distribution list

No	Document	Distrubuted to (Unit/Organization)
1		
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# PROCEDURE FOR WEBSITE MANAGEMENT

## 1. General Provisions

1.1. These Procedures establish the requirements for the management of the official website of the Aircraft Accident and Incident Investigation Authority, including the publication and updating of information and ensuring the security of the website.

1.2. The official website of the Aircraft Accident and Incident Investigation Authority serves as a means of providing the public with transparent and accessible information on its objectives, activities, and related matters.

1.3. The official website of the Aircraft Accident and Incident Investigation Authority is available at <http://www.aaib.gov.mn>

1.4. The website shall be designed in accordance with current information technology standards and shall be user-friendly and easy to understand.

1.5. The website shall be open and accessible, allowing users to access information and services at any time and from any location.

## 2. Information Publication and Updating

2.1. The website shall be maintained through the regular updating of information and by providing the public with access to information via the website.

2.2. The website shall publish information related to the activities of the Authority, except for information classified under the Law of Mongolia on State Secrets. Such information shall include, as appropriate, news, multimedia materials, notices, statistical data, and other relevant information obtained from publicly available sources or received via electronic mail.

2.3. The website shall publish all information required to be made publicly available in accordance with applicable legislation.

2.4. Information related to the activities of the Authority and current developments shall be reviewed and approved by the Head of the Authority for accuracy and clarity prior to publication on the website.

2.5. Information published on the website shall meet the following requirements:

2.5.1. It shall be lawful, accurate, clear, and concise.

2.5.2. It shall not be restricted from public disclosure by law.

2.5.3. Images shall be in JPG or PNG format and shall meet quality requirements without compromising the content of the information.

2.5.4. Files published on the website shall be in the following formats:

2.5.4.1. Portable Document Format (PDF)

- 2.5.4.2. Microsoft Word (DOCX)
- 2.5.4.3. Microsoft Excel (XLSX)
- 2.5.4.4. Hyperlinks to external documents or web pages

2.6. The website shall provide information in both Mongolian and English. The two language versions may differ in structure. In the event of any dispute arising from translation or interpretation, the Mongolian version shall prevail.

2.7. The level of information confidentiality and access restrictions shall be determined by the Head of the Authority.

### **3. Responsibilities for Website Management and Content Publication**

3.1. A designated staff member shall be responsible for managing and maintaining the Authority's website, including updating content and publishing information.

3.2. The structure, content, and design of the website shall be updated as necessary.

3.3. Information to be published on the website shall be reviewed for accuracy and clarity and published without delay.

3.4. The designated staff member shall be responsible for maintaining a central repository of legal documents and ensuring their publication on the website.

3.5. The designated staff member shall monitor the validity of documents and remove any obsolete documents from the electronic repository.

3.6. Any revised version of a document shall be uploaded to the electronic repository whenever changes are made.

3.7. The designated staff member shall be responsible for publishing ICAO (International Civil Aviation Organization) documents on the website and ensuring access is restricted to authorized personnel through password protection.

3.8. Information received via electronic mail shall be reviewed by the Head of the Authority and recorded in the electronic repository.

3.9. The information repository shall be maintained in a secure and confidential manner and updated regularly.