

APPROVED

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**PROCEDURE FOR ENGAGING OCCASIONAL
INVESTIGATORS**

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1		
2		
3		

PROCEDURE FOR ENGAGING OCCASIONAL INVESTIGATORS

1. Purpose

1.1. This procedure establishes the arrangements for organizing and managing the engagement of aviation specialists in aircraft accident and incident investigations, including providing them with practical experience and facilitating their participation in such activities.

1.2. Personnel registered as occasional investigators of the Investigation Bureau shall familiarise themselves with this procedure and sign to acknowledge their understanding.

2. Selection of Occasional Investigators

2.1. The Aircraft Accident and Incident Investigation Bureau shall select occasional investigators from among pilots, air traffic controllers, and aircraft maintenance engineers who meet the following requirements:

- Shall comply with the applicable provisions of the Law on Civil Service of Mongolia, including Articles 4.2.1 (principle of rule of subordination), 4.2.2 (transparency), and 4.2.3 (public service), Article 22.2 (transfer and rotation of a core civil servant to another public position), and Article 10.5 (requirements for civil servants), and shall be free from any conflict of interest;
- Shall meet the minimum qualification requirements specified in Section 2.1.1 of the Civil Aviation Accident and Incident Investigation Procedures;
- Shall have completed training in accident and incident investigation;
- Shall possess relevant professional experience and demonstrate integrity, ethical conduct, and good professional standing.

2.2. Engagement of Occasional Investigators

The Aircraft Accident and Incident Investigation Bureau shall notify the personnel of their designation and registration as occasional investigators, maintain records thereof, and ensure that they are familiarised with procedures and related documentation governing investigation activities.

- Shall ensure that occasional investigators are familiarized with the draft confidentiality agreement for involvement in investigation activities;
- Shall provide training on safe operations at accident sites, issue relevant certificates, and ensure competence in the use of personal protective equipment and the application of occupational safety and biosafety measures;
- Shall ensure that occasional investigators are familiar with relevant regulatory and procedural documents related to aircraft accident and incident investigation;
- Shall ensure that occasional investigators are familiar with relevant ICAO standard documents;
- Shall provide instruction on safety precautions related to dangerous goods and other hazards, including fire, external hazards, and environmental conditions;
- Shall ensure that occasional investigators are familiar with personal field equipment required for investigation activities;

- Shall provide occupational health and safety training, including practical exercises, and issue relevant safety documentation and certification;
- Shall notify the parent organisation of the designation and registration of such personnel as occasional investigators.

2.3. Participation in Investigation Activities

The Aircraft Accident and Incident Investigation Bureau shall ensure that the participation of occasional investigators in aircraft accident and incident investigations, including their release from primary duties, is arranged in accordance with a memorandum of understanding between the respective organisations and formalised through official orders of both parties;

- Shall provide pre-participation briefing and accelerated training on occupational health, safety, and safe working practices, including practical exercises, to ensure readiness for investigation activities;
- Shall issue temporary investigator identification for the duration of the investigation and ensure its withdrawal upon completion of the investigation.
- Occasional investigators shall, for the duration of their participation in investigation activities, exercise the powers and duties of an investigator as specified in Article 43 of the Law on Civil Aviation of Mongolia;
- During investigation activities, occasional investigators shall operate under the direct supervision of the investigator-in-charge or team leader and in accordance with applicable laws of Mongolia, regulations and official acts, and the procedures for aircraft accident and incident investigation;
- The Aircraft Accident and Incident Investigation Bureau shall conclude confidentiality agreements with occasional investigators regarding the protection of information and non-disclosure, and the investigator-in-charge shall monitor compliance therewith.
- Occasional investigators shall, during investigation activities, be provided with investigation tools and equipment, as well as personal protective equipment for occupational safety and protection against biological and other hazards, on the same basis as investigators;
- Occasional investigators shall have the right to decline participation in an investigation where they consider that the accident or incident may be related to their own activities.

3. Responsibilities of Occasional Investigators

3.1. Occasional investigators shall be responsible for any failure to comply with the rights and obligations established under this procedure and with the relevant provisions of the Law on Civil Service of Mongolia as referred to in Section 2.2 of this procedure;

3.2. Occasional investigators shall be responsible for any failure to comply with the confidentiality agreement;

3.3. Occasional investigators shall be responsible for any failure to comply with the agreement concluded for their participation in accident and serious incident investigation activities.