

APPROVED

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

**PROCEDURE FOR EVALUATING SAFETY  
RECOMMENDATIONS**

Document reference	<b>AAIIB - 25 - 12</b>		
Date of approval:	year-	month-	day-
Reviewed by:	Name and Position	Date	Signature
Prepared by:	Name and Position	Date	Signature

## **PROCEDURE FOR EVALUATING SAFETY**

### **RECOMMENDATIONS**

#### **One. General**

1.1. This Procedure regulates the relations related to the issuance of Safety Recommendations (hereinafter referred to as Recommendations) by the Aircraft Accident and Incident Investigation Bureau (AAIIB) based on the analysis and investigation reports of Aircraft Accidents and Incidents, the evaluation of the implementation process and fulfillment of Safety Recommendations, and the evaluation of the results.

1.2. The purpose of the evaluation is to improve civil aviation safety, flight safety, and the approach to it and the responsibility system.

1.3. This Regulation is regulated within the framework of the Law of Mongolia on Civil Aviation, Annex 13 of the Chicago Convention, its related documents, the "Procedure for Monitoring and Evaluation of the Activities of the Ministry of Roads and Transport and Subordinate Organizations" approved by the Minister of Roads and Transport, and the Rules of the Aircraft Accident and Incident Investigation Bureau.

1.4. If the Recommendation is issued for implementation by a foreign organization, the review of its implementation shall be governed by international agreements and not by these Regulations.

1.5. The implementation of the Recommendation, which shall be implemented immediately, shall be governed by the regulations of the Aircraft Accident Investigation and Investigation Bureau.

#### **Two. Issuance of Safety Recommendations**

2.1. Safety Recommendations shall be issued in accordance with Article 47 of the Civil Aviation Law.

2.2. The AAIIB may issue safety recommendations at any stage of the investigation.

2.3. Safety recommendations shall be submitted to the aircraft manufacturer, the state administrative body responsible for civil aviation, the air carrier and other relevant organizations, and, if necessary, to the International Civil Aviation Organization.

2.4. Safety recommendations may be issued and submitted to the relevant organizations before the final report of the investigation is issued.

2.5. The person who receives the safety recommendation shall take the necessary measures in accordance with the recommendation and report back within 90 days. If it is impossible to implement it, it shall submit a reasoned explanation.

2.6. If the person specified in Article 2.4 of these Regulations has a real reason not to accept the safety recommendation in part or in whole, the explanation shall be immediately submitted to the aircraft accident and violation investigation organization.

#### **Three. Organization of assessment and review**

3.1. Since the safety recommendation does not specify the necessary operational and technical technological measures for its implementation, the organization that first received it shall prepare a realistic plan as soon as possible on how and when to implement the recommendation and immediately notify the AAIIB for the

#### Implementation of Safety Recommendations.

3.2. The organization that received the safety recommendation shall submit a report on the implementation and review of the recommendation to the Agency by the 20th of the last month of each quarter.

3.3. The report on the implementation and review of the safety recommendation shall fully and clearly reflect the results of the operation and the quality of the work performed, and the organization's management shall be responsible for the accuracy and status of the report.

3.4. The Agency shall organize a review, assessment and review of the implementation and review of the safety recommendation within 5 working days after receiving the report. If necessary, the review shall be organized jointly with relevant organizations.

3.5. The office summarized and evaluated the implementation of safety recommendations and submitted a quarterly report to the MRT.

#### **Fourth. Methodology for evaluating the implementation of recommendations**

4.1. When assessing the implementation of safety recommendations (hereinafter referred to as recommendations), the performance of each recommendation shall be evaluated in percentage terms in accordance with the annex to the regulations.

4.2. When determining the percentage of evaluation in accordance with paragraph 4.1 of these regulations, each recommendation shall be evaluated as follows, depending on the planned period and the quality of work. Including:

4.2.1. The implementation of recommendations shall not be evaluated within the period specified in paragraph 3.1 of these regulations.

4.2.2. "Fully implemented" - If the recommendation has been fully implemented on time and in good quality, the relevant decision has been made and the set objectives have been fully achieved, and the results have been achieved, then 100 percent (up to 90-100 percent);

4.2.3. "In the implementation stage" - If the recommendation has not been fully implemented, but budget and financial issues have been resolved, organizational measures have been taken, decisions of the relevant organization have been made, and the main results are being achieved, 70 percent (50-89 percent);

4.2.4. "Insufficient implementation" - If the preparatory work and development for the implementation of the recommendation have been completed, but organizational, budget and financial issues have not been resolved, 30 percent (10-49 percent).

4.2.5. "Not implemented" - If the necessary calculations, studies and preparations for the full implementation of the recommendation have been completed and are in the development stage, and no work has been organized to implement the recommendation, and no response has been submitted within the period specified in paragraph 3.1 of this Regulation on how to implement it, 0 percent (0-9 percent).

4.2.6. "The deadline for calculating implementation has not yet come".

4.2.7. If the implementation of the recommendation exceeds the planned interim period for a valid reason, the previous assessment is retained or delayed.

4.2.8. If the implementation of the recommendation exceeds the planned interval without a valid reason, it is considered delayed or the previous assessment is reduced by 1 level.

4.2.9. If there is a valid reason, the deadline for the implementation of the recommendation may be reset. In this case, the previous assessment will be maintained.

4.2.10. The Office may, when assessing the implementation according to the relevant criteria, increase or decrease the assessment by 1 level depending on the quality of the work.

4.2.11. If the implementation of the recommendation is not submitted within the specified period, the measure will be assessed based on the results of the previous quarter.

#### **Five. Principles for assessing the implementation and enforcement of safety recommendations**

5.1. The following principles shall be followed in assessing the implementation and enforcement of safety recommendations. These include:

- Fairness and independence;
- The assessment activities shall be open, and the reports and conclusions drawn from them shall be transparent;
- The assessment shall be based on criteria, data, research and analysis;
- The assessment report and conclusions shall describe and be verifiable the results of the policy and activities in question
- The assessment shall be conducted continuously, regularly and in specific stages;
- The relevant organization and official shall be responsible for the accuracy of the information included in the assessment report.

5.2. The assessment report shall include proposals that will support the activities of civil aviation organizations and improve flight safety.

5.3. Based on the conclusions of the evaluation report, the senior analyst will be responsible for organizing the activities of intensifying the implementation of the recommendations, submitting additional proposals, canceling them, and taking other necessary measures.

5.4. The report on the implementation and implementation evaluation of the recommendations made in the given year will be compiled into an archive unit in accordance with the relevant regulations and handed over to the operator and support staff within the first quarter of the following year.

#### **Six. Responsibility**

6.1. The AAIB will report to the authorized official about the management of the organization that has received an unsatisfactory assessment for half a year or a full year in a row based on the results of the evaluation of the implementation of the recommendations and has not been responsible for the implementation.

6.2. Officials who commit the following violations will be held responsible in accordance with the Law on Civil Aviation, the Law on Budget, and other relevant laws, and the internal regulations of the Organization. These include;

6.2.1. Reporting false or inconsistent information in violation of this regulation;

6.2.2. Unjustified obstruction or failure to comply with safety recommendations;

**METHOD FOR ASSESSING THE IMPLEMENTATION OF SAFETY  
RECOMMENDATIONS**

№	Safety recommendations	Definition of the level of achievement	Stage of assessment of the level of implementation of the work			
			0%	30%	70%	100%
1	RECOMMENDATION/01 .					
2	RECOMMENDATION/02R					
3	ECOMMENDATION/03					

-----oOo-----