

APPROVED

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PROCEDURE FOR THE PROTECTION, TRANSPORTATION, AND
STORAGE OF EVIDENCE

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ONE. GENERAL PROVISIONS

- 1.1. This procedure governs the protection, transportation, and storage of accident-site evidence in the event of aircraft accidents and incidents occurring within the territory of Mongolia.
- 1.2. The State in whose territory an aircraft accident or incident occurs shall be responsible for protecting the aircraft and its components during the investigation and for the secure preservation of physical evidence.
- 1.3. This procedure shall be applied, together with Chapter 5 of the Bureau's Aircraft Accident and Incident Investigation Manual, when securing aircraft wreckage and evidence at the accident site; preventing further damage, unauthorized access, theft, or tampering; and arranging for the transportation and storage of evidence.
- 1.4. To prevent the loss of critical evidence through disturbance of the wreckage, the Bureau shall coordinate with local emergency management, police, search-and-rescue, and other relevant authorities.
- 1.5. The first priority of persons arriving at the accident site shall be to rescue and assist survivors and, to the extent practicable, to safeguard property.
- 1.6. The State of Occurrence shall take all practicable measures to protect evidence and preserve the aircraft and its condition for as long as required for the investigation. Such measures shall include protection against destruction, removal, theft, tampering, and unauthorized access, together with photographic documentation of relevant evidence.

TWO. PROTECTION OF EVIDENCE AT THE ACCIDENT SITE

- 2.1. Investigators of the authority responsible for aircraft accident and incident investigation shall have unrestricted access to the accident site and authority to conduct examinations and take control of materials relevant to the aircraft, including flight recorders and air traffic service recordings.
- 2.2. Immediately following an accident, all air traffic service communication records and documents considered relevant to the flight shall be secured and retained until further instructions are received from the investigating authority. Arrangements shall also be made without delay to secure the operator's records related to the aircraft, flight crew, and flight operations.
- 2.3. Upon learning of the accident, the investigating authority shall coordinate with aviation meteorological service providers to obtain special weather reports and, where necessary, with fuel suppliers or storage facilities to secure fuel samples.
- 2.4. The protection of the territory of occurrence, the accident site, and physical evidence shall be carried out in accordance with Chapter 5.1 of the Bureau's Aircraft Accident and Incident Investigation Manual.

2.5. Because accident-site evidence may fade, deteriorate, or disappear for various reasons, the investigation team shall arrive at the site as quickly as possible, immediately isolate the site, and begin the investigation in accordance with a defined operational plan. At a minimum, the following actions shall be taken without delay:

- Notify the emergency coordination center.
- Notify the competent aircraft accident investigation authority and any other authorities required by law or procedure.
- Protect the wreckage from fire and further damage.
- Determine whether radioactive material, toxic substances, or other dangerous goods were being carried and take appropriate precautions.
- Post guards to prevent disturbance or interference with the wreckage.
- Preserve perishable evidence by photography and any other appropriate means.

2.6. To prevent the loss of important evidence through disturbance of the wreckage, the Bureau shall, together with local emergency authorities, police, and search-and-rescue services, establish control of the accident site throughout the investigation.

2.7. Flight data and cockpit voice recorders shall remain fully protected until they are formally handed over to qualified recorder specialists for readout and analysis.

2.8. If the State of Registry, State of the Operator, the owner, or the State of Manufacture requests that no action be taken in relation to the aircraft or its components until their authorized representatives arrive, the competent authority of the State of Occurrence shall take reasonable steps to honor that request.

2.9. Immediate assistance may be provided where necessary to save lives, rescue animals, protect mail or valuables from destruction, prevent air navigation disruption, or eliminate hazards to other forms of transport.

2.10. Because personnel working at accident sites face a high risk of injury, precautionary measures to ensure their safety shall be implemented before work begins, in accordance with Chapter 5.6 of the Bureau's Aircraft Accident and Incident Investigation Manual.

2.11. In accordance with the investigation procedures, all evidence that may relate to the flight—including air traffic service communications, records, operator documentation, flight crew records, operational documentation, and meteorological information—shall be protected and securely retained until the investigator-in-charge issues further instructions.

2.12. Except where necessary for rescue, firefighting, or public safety, the wreckage shall not be disturbed before the arrival of the investigation team. Police and rescue services should, where practicable, be instructed to leave fatalities in place until the victim identification team and investigation team can document their position. Personal effects that may assist identification shall likewise not be moved unnecessarily.

- 2.13. Investigators shall determine whether the wreckage was disturbed during rescue operations and, if so, record the nature and extent of that disturbance.
- 2.14. After the initial rescue phase, rescue personnel shall take care not to destroy evidence that may be relevant to the investigation.
- 2.15. Upon receipt of the occurrence notification, the investigator-in-charge shall confirm that measures for protecting the wreckage have been taken and shall verify the security arrangements. These arrangements are usually implemented through the police, but military personnel or specially appointed civilians may be used when appropriate.
- 2.16. Where there is suspicion that the aircraft carried radioactive material, explosives, weapons, corrosive liquids, toxic substances, bacteria, or other dangerous goods, special precautions shall be taken to position guards at a safe distance from the wreckage. Potentially hazardous zones shall be clearly marked until specialists have assessed the degree of danger.
- 2.17. Guards shall clearly understand their responsibilities, namely: to protect the public from hazards posed by the wreckage, prevent interference with the wreckage, safeguard property, allow access only to persons authorized by the investigating authority, and, where possible, preserve ground marks associated with the accident.
- 2.18. The investigator-in-charge shall provide clear instructions that all authorized persons at the site must display appropriate identification. In major investigations, this may be implemented through badges, passes, armbands, or other visible access credentials.
- 2.19. The investigator-in-charge shall ensure effective protection of the site, including the use of rope lines or other barriers to prevent the dispersal or loss of wreckage. Where the debris path is extensive, additional guards may be required.
- 2.20. Police may provide substantial assistance in working with local residents, particularly in locating outlying wreckage. Residents living nearby should be encouraged to report discovered wreckage and advised not to move it.
- 2.21. Wreckage shall remain protected until the responsible investigator is satisfied that all relevant evidence has been collected. The investigator-in-charge shall review the situation regularly and increase security resources where necessary.
- 2.22. Where wreckage is believed to be underwater, immediate efforts shall be made to obtain specialist assistance. The Bureau shall, without delay, seek support from emergency response services, other domestic agencies, and, where necessary, foreign sources to locate and recover submerged wreckage.
- 2.23. If wreckage is underwater, protective measures shall be implemented in accordance with Chapter 5.4 of the Bureau's Aircraft Accident and Incident Investigation Manual.
- 2.24. Where the site conditions, location, or the wreckage itself are likely to contain evidence critical to the investigation, the investigating authority shall promptly document the wreckage and take appropriate preservation measures.

2.25. Any movement, release, or recovery of wreckage shall be carried out in accordance with of the Bureau's Aircraft Accident and Incident Investigation Manual and other applicable laws and regulations.

2.26. When the aircraft and its components are released from protection and are no longer required for the investigation, they shall be returned to the State of Registry or the operator, as applicable. If return is not practicable, they shall be placed in a suitable location.

THREE. COLLECTION AND TRANSPORTATION OF EVIDENCE

3.1. Determining the causal factors of an accident depends on accurate analysis of all collected information. Accordingly, the collection, recording, and transportation of evidence are among the most critical elements of the investigation.

3.2. Because the nature and quantity of evidence required for examination can vary considerably, investigators shall use their experience and technical knowledge in determining what evidence should be collected.

3.3. Evidence collection and preservation shall begin as soon as practicable after the occurrence and shall be carried out in accordance with Chapter 5.5.7 of the Bureau's Aircraft Accident and Incident Investigation Manual.

3.4. The Bureau shall maintain procedures for the precise identification and recording of all evidence collected during an investigation. Wherever possible, items shall be marked clearly, permanently, and without duplication so that they can later be easily identified.

3.5. Evidence records shall be maintained in note or logbook form and shall include, at a minimum:

- Occurrence / file number;
- Description and system identification;
- Part number and serial number;
- Coordinates or location where found;
- Configuration, attachments, and condition when found;
- Description of any fragile or perishable markings.

3.6. Components and fragments shall be wrapped in cloth or other suitable material and placed in boxes or containers to prevent further damage during transport.

3.7. Where configuration, position, or extension of a component must be recorded, investigators shall: photograph the item with its label visible; place a scale such as a tape measure alongside the item for later analysis; record the position or extension; and enter the information in the evidence log.

3.8. Openings of components that may be contaminated—such as hydraulic jacks, carburetors, or filters—shall be plugged and sealed. Such items shall be stored and transported in sealed containers.

3.9. The preservation, protection, and transportation of fluids, dust, glass, and tires shall be carried out in accordance with Chapter 5.7.2 of the Bureau's Aircraft Accident and Incident Investigation Manual.

3.10. Lightweight items shall be packed in rigid cardboard boxes and immobilized with suitable protective material. Common parts and small fragments shall be identified by system. Matching or associated pieces, as well as fracture surfaces, shall be submitted for examination. If engineering drawings are not available, an undamaged comparison item shall also be sent where needed.

3.11. When preparing items for final shipment, appropriate containers and labels shall be used. Shipping instructions shall be concise and clear and shall identify any critical transport issues or other relevant conditions.

3.12. Where continuous monitoring of transport is considered necessary, photographs shall be taken of the prepared cargo, boxes, or containers, and a shipment movement log shall be opened.

3.13. Transport arrangements shall ensure that components reach the examination facility in the same condition in which they were found at the accident site. In particular:

- Applicable procedures shall ensure secure transportation once the required protection measures have been completed.
- For small items, double sealed bags and the Bureau's official seals shall be used.
- Recognizable tamper-evident seals, such as wire seals, shall be used where required; locks shall be used for large items such as engines and propellers.
- The transport company shall be reliable, reputable, and capable of safeguarding the cargo during all stages of transit.
- The transport company shall maintain an acceptable recordkeeping system and have lockable, secure fenced premises or suitable storage facilities along the route or at final transit points.

3.14. Where an item is of such significance that its loss or damage would seriously impair the investigation, it shall either be protected by a special escort or be carried by an investigator or another specifically designated person acting under the authority of the investigator-in-charge.

FOUR. STORAGE OF EVIDENCE

4.1. Within the framework of inter-agency cooperation in civil aviation, the Bureau, the Civil Aviation Authority, and the police shall ensure the secure storage of evidence, components, and records related to accidents and incidents.

4.2. Because physical evidence may be lost, degraded, or damaged, it shall be documented by photography and any other necessary methods before or during storage.

- 4.3. For every investigation, procedures shall be applied to accurately identify the evidence collected and to minimize information loss, contamination, and deterioration in quality.
- 4.4. The records of evidence and documents shall include detailed information on where, when, and how each item or document was found.
- 4.5. The investigating authority shall preserve the confidentiality of evidence and records related to accidents and incidents.
- 4.6. The common categories of documentary evidence include the records identified in Chapter 5.7.2.5(iii) of the Bureau's Aircraft Accident and Incident Investigation Manual.
- 4.7. Wet or fragile paper documents shall, where appropriate, be frozen to as low as -18°C as quickly as practicable to prevent damage from handling, uncontrolled air-drying, biological decomposition, and mold growth.
- 4.8. Documents recovered from water shall be stored and transported in accordance with Chapter 5.7.2.5(v) of the Bureau's Aircraft Accident and Incident Investigation Manual.
- 4.9. Flight recorders shall be transported in accordance with Chapter 5.7.2.7 of the Bureau's Aircraft Accident and Incident Investigation Manual.
- 4.10. Specialist advice shall always be obtained when handling and transporting dangerous goods in order to prevent injury. Personnel transporting frozen materials shall be familiar with the hazards of dry ice and the applicable transport rules.
- 4.11. Personnel involved in transporting dangerous goods shall be familiar with the applicable rules, restrictions, warnings, and procedures and shall ensure safety in accordance with Chapter 5.7 of the Bureau's Aircraft Accident and Incident Investigation Manual.
- 4.12. Components and fragments shall be wrapped in cloth or other suitable material and boxed in a manner that prevents additional damage during storage.
- 4.13. Heavy components shall be separately crated in wooden boxes with sufficient packing to restrict movement and prevent damage during storage and handling.

FIVE. SUBMISSION OF EVIDENCE FOR EXAMINATION

- 5.1. If significant damage is suspected but the accident site does not have the necessary facilities or specialists to examine the evidence, the evidence shall be sent to an appropriate facility for examination. Before arranging such services, the following shall be considered:
 - Only the evidence required for determining the necessary facts should be submitted, in the interest of efficiency and economy.
 - Regional facilities may be preferred to facilities closer to headquarters when more suitable; however, the Chief Investigator shall be consulted before a laboratory is selected.
 - Potential conflicts of interest shall be carefully assessed when selecting a service provider, and such concerns shall take precedence over speed or cost.

- Local specialists with good intentions but inadequate knowledge or unsuitable equipment may unintentionally destroy valuable evidence during examination.
- The selected examination facility shall be demonstrably competent and capable of producing reliable results; where doubt exists, the facility's capability shall be verified before work begins.
- Where destructive disassembly is required for examination, all aspects of the work shall be planned in advance and adequate records shall be made of all disassembly steps and findings.
- All examinations shall comply with the relevant technical procedures and produce results in an accepted reporting format.
- Requests for laboratory services shall be made using the appropriate form and shall carefully define the purpose of the examination without improperly limiting the investigator's work.

5.2. A precise history of the component shall be provided, including, where available:

- Date installed;
- Total time in service;
- Time since overhaul and inspection;
- Copy of the component record card;
- Previously reported defects;
- Basic information on any larger assembly of which the component forms part;
- Any other relevant information.

5.3. The transport contractor shall be provided with a control form for acknowledgment by signature. From the time evidence or components are received until they are returned to the owner, an investigator of the competent investigating authority shall personally attend all examinations of those items.

5.4. When the Bureau determines that a component is no longer needed for the investigation, reasonable steps shall be taken to return it in accordance with the wishes of the owner or operator.

5.5. Receipt and return of components shall be documented in writing, and the owner or operator shall sign the applicable acknowledgment form. A model form is provided in Att. 1.

5.6. Evidence shall be logged using the form set out in Annex 2.

5.7. Evidence shall be released to the relevant party using the form set out in Annex 3.

PROCEDURE FOR THE PROTECTION,
TRANSPORTATION, AND STORAGE OF EVIDENCE

ATT. 1. RECEIPT AND RETURN FORM FOR AIRCRAFT PARTS, SPARE PARTS, AND EVIDENCE

Owner	Type / Model	Flight No. / Name	Registration Mark	Category
Location		Date		Delivered by
Item / spare part description	Part Number		Remarks	

In accordance with the rules of the Aircraft Accident and Incident Investigation Bureau, I hereby deliver the above parts, spare parts, and evidence to the Bureau.

Owner or owner's representative: _____
Address: _____
Telephone: _____
Name of receiving person: _____
Signature: _____ Date received: _____

Return / release confirmation:

In accordance with the rules of the Aircraft Accident and Incident Investigation Bureau, I hereby confirm that the above parts, spare parts, and evidence have been returned to the owner and/or operator after completion of the investigation.

Name of person returning the items: _____
Signature: _____
Owner or owner's representative: _____
Signature: _____
Address: _____
Telephone: _____
Date returned: _____

ATT. 2. EVIDENCE LOG

Aircraft: _____ Occurrence type: _____ Location: _____

Serial No.: _____ Date: _____ Log No.: _____

No.	Name / type of evidence	Remarks	Signature

PROCEDURE FOR THE PROTECTION,
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ATT. 3. WAREHOUSE RECEIPT AND RETURN FORM FOR AIRCRAFT PARTS,
SPARE PARTS, AND EVIDENCE

Owner	Aircraft model	Flight No. / Name	Registration Mark	Category
Location		Date		Delivered to storage by
Stored item / spare part description		Part Number		Remarks

In accordance with the rules of the Aircraft Accident and Incident Investigation Bureau, I hereby deliver the above parts, spare parts, and evidence to the Bureau storage facility.

Owner or owner's representative: _____
Signature: _____
Address: _____ Telephone: _____
Name of receiving warehouse officer: _____
Signature: _____
Date received: _____

Return / release confirmation: In accordance with the rules of the Aircraft Accident and Incident Investigation Bureau, I hereby confirm that the above parts, spare parts, and evidence have been returned from storage to the owner and/or operator after completion of the investigation.

Name of person releasing the items: _____
Signature: _____
Owner or owner's representative: _____
Signature: _____
Address: _____ Telephone: _____
Date returned: _____