

APPROVED

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DIRECTOR AND GENERAL INVESTIGATOR
AIRCRAFT ACCIDENT AND INCIDENT
INVESTIGATIONS BUREAU

**PROCEDURE FOR ADDITIONS AND AMENDMENTS
TO LEGAL DOCUMENTS**

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Reviewed by:	Name and Position	Date	Signature
Prepared by:	Name and Position	Date	Signature

Record of Amandments

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

Distribution list

Nº	Document	Distributed to (Unit/Organization)
1		
2		
3		

One. General Provisions

1.1. This Procedure regulates the process of making additions and amendments to, approving, distributing, retaining, and archiving legal and organizational documents (instructions, procedures, rules, manuals, forms, and standard operating procedures) applicable to the operations of the Aircraft Accident and Incident Investigation Service (hereinafter, the "Service").

1.2. The purpose of this Procedure is to (i) establish a uniform framework for official communication with the International Civil Aviation Organization (ICAO), (ii) ensure consistency between ICAO Standards and Recommended Practices (SARPs) and the documents applied by the Service, and (iii) document the identification and recording of differences and, where necessary, notification of such differences to ICAO.

1.3. This Procedure applies to document management related to the investigation of aircraft accidents and incidents occurring within the territory of Mongolia, as well as accidents and incidents involving aircraft registered in Mongolia that occur abroad.

1.4. Official records management for letters and documents received from ICAO shall be carried out in accordance with the Government-approved "General Instruction on Records Management."

1.5. The terms used in this Procedure shall be understood as follows:

- a) "Addition/amendment" means a revision or update made to the content, structure, terminology, forms, numbering, or implementation requirements of a document;
- b) "Change proposal" means an official request setting out the grounds and proposal for adding to or amending a document;
- c) "Difference" means a non-conformity between ICAO SARPs and national documents;
- d) "Document owner" means the unit or official responsible for drafting the relevant document and overseeing its implementation.

1.6. The following key principles shall guide implementation of this Procedure:

- a) document quality, clarity, and practical applicability;
- b) effective date and version control;
- c) evidence-based decision-making (audit-ready evidence);
- d) confidentiality and information protection.

Two. Internal Responsibilities and Duties of the Service

2.1. The Director of the Service shall direct and organize the decision-making, approval, implementation, and distribution of additions and amendments to documents.

2.2. The Senior Investigator (or a reviewer appointed by the Director of the Service) shall review and assess the draft document for editorial quality, regulatory compliance, and feasibility of implementation.

2.3. The information and research specialist / records management officer shall:

- a) retrieve and register official letters and documents received through ICAO-NET and other channels;
- b) maintain change proposals, registers, and version history;
- c) distribute approved documents and post them on the website;
- d) ensure compliance with archiving and retention requirements.

2.4. The document owner shall be responsible for preparing draft amendments to documents under their ownership, obtaining comments from relevant parties, and ensuring implementation readiness.

Three. Official Records Management for Communication with ICAO

3.1. The officer responsible for foreign relations (or another officer appointed by the Director of the Service) shall log in daily to the ICAO-NET system (www.icao.int/icaonet/) and download official letters, notices of amendments, electronic materials, and other documents circulated to Member States.

3.2. Original copies of downloaded official letters and materials shall be registered through official records management, classified (public/restricted/confidential), and forwarded to the relevant unit in a timely manner.

3.3. Documents classified as confidential shall be retained under special conditions in accordance with the relevant rules and procedures and disclosed only within the authorized scope.

3.4. Documents received from ICAO for comment or discussion shall, where necessary, be forwarded to the central state administrative authority responsible for civil aviation and to relevant organizations for comment.

3.5. ICAO add.

International Civil Aviation Organization Attention: AIG
999 University Street, Montreal, Quebec, Canada H3C 5H7
Email: icaohq@icao.int.

Four. Reporting Compliance with ICAO Standards and Differences in National Documents

4.1. Pursuant to Article 38 of the Chicago Convention, where a State is unable to fully implement ICAO standards or where its national documents differ from ICAO SARPs, it shall notify ICAO accordingly in each case.

4.2. When identifying differences, the Service shall prepare the following documentation:

- a) a Differences Register;
- b) comparative analysis of the relevant provision or requirement;
- c) an assessment of risk and safety impact;
- d) evidence of notification to ICAO (for example, CC/EFOD system confirmation details and the date sent).

4.3. Where national requirements are set below the level of ICAO SARPs, the risk of adverse consequences for the relevant activity, certification, and participation in international air navigation shall be taken into account, and corrective and improvement measures shall be planned in cooperation with the relevant organizations.

Five. Procedure for Incorporating Amendments to Annex 13 and ICAO Documents into Internal Documents

5.1. The principal document applied by the Service in investigating accidents and incidents shall comply with the requirements of ICAO Annex 13, "Aircraft Accident and Incident Investigation." ICAO requirements constitute a minimum level, and the Service may establish more stringent provisions.

5.2. Official letters and documents received from ICAO concerning amendments and updates shall be received and registered by the information and research specialist. Original copies shall be retained in electronic and hard-copy form in accordance with the applicable procedure.

5.3. The information and research specialist and the document owner shall jointly conduct a preliminary assessment of the amendment requirement, complete the "Change Proposal" (Form No. 1), and submit it to the Director of the Service.

5.4. The Director of the Service shall decide whether to initiate the amendment. Where necessary, comments shall be obtained from relevant organizations and units, and a joint discussion shall be organized.

5.5. Once the draft amendment to the internal document has been prepared, it shall be reviewed by the Senior Investigator (or reviewer), and comments and conclusions shall be obtained.

5.6. The draft shall become effective from the date it is approved and signed by the Director of the Service (or from the specific effective date stated in the document).

5.7. The information and research specialist shall distribute approved amendments, update the version number/date, and publish publicly available information on the website.

5.8. Any employee or official proposing an amendment to a document shall complete Form No. 1 and submit it to the information and research specialist.

Six. Methodology for Making Additions and Amendments to Documents

6.1. When making additions or amendments to documents, the principles of meeting requirements, not degrading flight safety, and ensuring practical implementation shall be observed.

6.2. Proposals for amendments or deletions shall be evidence-based and justified. Where necessary, a risk assessment shall be conducted to determine the impact on safety.

6.3. Where a temporary revision is made, its period of applicability and scope shall be clearly specified and recorded separately from the principal document.

6.4. Document amendments shall be reviewed regularly, and implementation progress and effectiveness shall be evaluated, with improvements made as necessary.

Seven. Approval of Documents

7.1. Once the draft document has been reviewed by the Senior Investigator (or reviewer) and found compliant, it shall be submitted to the Director of the Service for approval.

7.2. The document shall be approved upon signature and affixing of the official seal by the Director of the Service.

7.3. Only documents reviewed and approved by the authorized official/organization shall be printed, distributed, and implemented in operations.

Eight. Compilation, Retention, and Archiving of Documents

8.1. The information and research specialist shall be responsible for compiling the ICAO documents required for the Service's operations.

8.2. A master list of valid documents in force shall be maintained in accordance with Form No. 8 (International Documents) and Form No. 9 (Internal Documents).

8.3. Valid documents in force and approved documents shall be retained within the official records system.

8.4. Instructions, procedures, rules, and related documents shall be reviewed in a planned manner at least twice per year; required amendments shall be made, and urgent changes shall be made promptly when necessary.

8.5. Invalid and obsolete documents shall be registered in accordance with Form No. 7, and their disposal or transfer to archive shall be carried out under the applicable procedure.

8.6. The distribution schedule for approved documents shall be implemented in accordance with Form No. 6.

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ATTACHMENTES

Attachment 1. Sequence of Steps in the Process of Amending Documents

Step	Activity	Responsible party	Output/Evidence
1	Submit a change proposal (complete Form No. 1)	Staff member / owner	Completed Form No. 1 and supporting materials
2	Register and classify the proposal	Records management	Registration number and Change Register (Form No. 3)
3	Conduct a preliminary assessment (requirements, risk, compliance)	Information & research + owner	Assessment note/comparison
4	Prepare the draft	Owner	Draft amendment (track changes)
5	Obtain comments/discuss (relevant parties as needed)	Owner	Comment sheet, minutes
6	Conduct internal review	Senior Investigator / reviewer	Review conclusion
7	Make the approval decision	Service Director	Approved version, Form No. 2 (decision)
8	Distribute, implement, and publish	Information and research specialist	Distribution log, website publication evidence
9	Archive / close previous version	Records management	Archive register, disposal register (Form No. 7)

Attachment 2. Document Approval Process

Stage	Content	Responsible party	Criteria/Requirements
1	Prepare the draft and obtain comments from internal units	Owner	Structure, terminology, and implementation are clear
2	Review	Senior Investigator / reviewer	Legal compliance, editorial quality, practical applicability
3	Approval	Service Director	Signature, seal; effective date; version
4	Distribution and implementation	Information and research specialist	Distribution log; previous version closed

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Attachment 3. Form No. 1 - Proposal for Additions/Amendments to Documents

1. Document title/code	
2. Section to be amended (chapter, subchapter, clause)	
3. Type of change	<input type="checkbox"/> Addition <input type="checkbox"/> Revision <input type="checkbox"/> Deletion <input type="checkbox"/> Temporary revision
4. Proposed change (new wording/revision)	
5. Basis and source	ICAO letter/Amendment No. ____, date ____; or internal need
6. Impact on safety	<input type="checkbox"/> None <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High (brief description)
7. Supporting materials	<input type="checkbox"/> Letter <input type="checkbox"/> Comparison <input type="checkbox"/> Risk assessment <input type="checkbox"/> Other: _____
8. Proposer (name, position, signature)	
9. Date	
10. Receiving registrar (name, signature, registration No.)	

Attachment 4. Form No. 2 - Decision Sheet on Change Proposal

1. Registration number of Form No. 1	
2. Review conclusion (Senior Investigator/reviewer)	
3. Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Additional information required
4. Implementation deadline/instruction	
5. Need to obtain comments from relevant organizations	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes: _____)
6. Signature of the Service Director	
7. Date	

Attachment 5. Form No. 3 - Change Register

No.	Registration No.	Document title/code	Section amended	Reason/source	Decision (approved/rejected)	Date/signature

Attachment 6. Form No. 4 - Notification Table for Implemented Changes

No.	Document title (original/copy)	Change number and date	Name of employee making the change, date	Remarks

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Attachment 7. Form No. 6 - Distribution Schedule

No.	Document	To whom (unit/organization for distribution)
1	Civil Aviation Law	Relevant organizations
2	ICAO ANNEX 13 and related documents	Service; relevant organizations
3	Service rules, procedures, and instructions	Internal units of the Service
4	This Procedure	Service; relevant organizations as necessary

Attachment 8. Form No. 7 - Register of Invalid/Obsolete Documents (Disposal/Archive)

No.	Document title/code	Version, date	Date invalidated	Method of archiving/disposal	Responsible person, signature

Attachment 9. Form No. 8 - Master List of International Documents

No.	Document (ICAO/other)	Version/Amendment No.	Date received	Storage location (electronic/hard copy)	Remarks

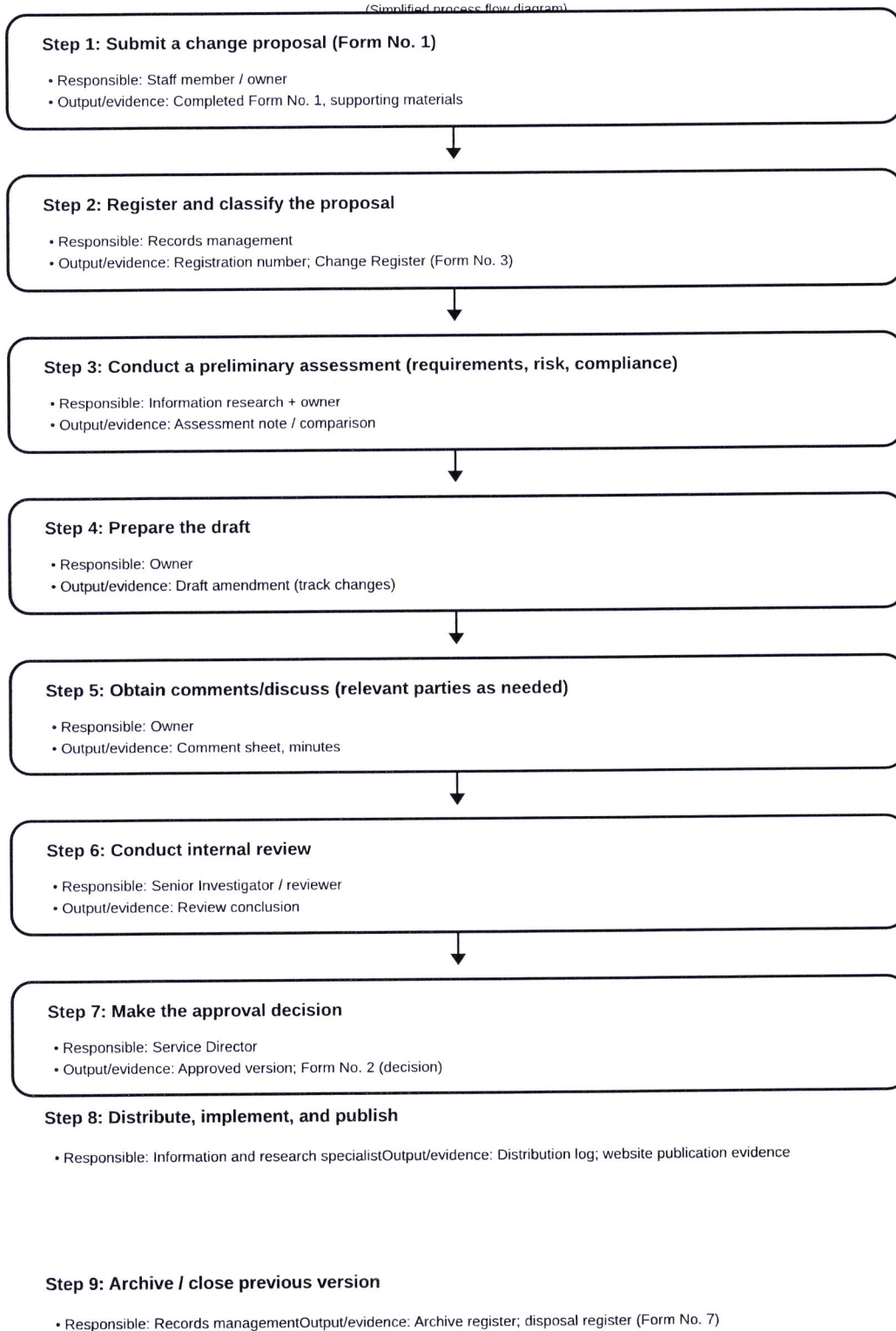
Attachment 10. Form No. 9 - Master List of Internal Documents

No.	Document title/code	Version	Approval date	Effective date	Owner (unit/position)	Remarks

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Annex 1. Sequence of Steps in the Process of Amending Documents

(Simplified process flow diagram)



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Annex 2. Document Approval Process

(Review-Approval-Distribution flow diagram)

