

 <p>FAX: (255 22) 2844300, 2844302  PHONE: (255 22) 2198100, 2844291.  AFS: HTDQYOYO  Email: <a href="mailto:tcaa@tcaa.go.tz">tcaa@tcaa.go.tz</a>, <a href="mailto:ais@tcaa.go.tz">ais@tcaa.go.tz</a>  Website: <a href="http://www.tcaa.go.tz">www.tcaa.go.tz</a></p>	<p><b>UNITED REPUBLIC OF TANZANIA</b>  <b>TANZANIA CIVIL AVIATION AUTHORITY</b>  Aeronautical Information Management  Nyerere/ Kitunda Road Junction  Aviation House, 1st Floor,  P.O. Box 2819, DAR ES SALAAM</p>	<p><b>AIC</b></p> <p><b>3/17</b> (Pink 60)</p> <p><b>1 JAN</b></p>
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The following circular is hereby promulgated for information, guidance and necessary action

*Hamza S. Johari*  
**Director General**

**FOCAL POINT OF CONTACT FOR AIRCRAFT ACCIDENT AND INCIDENT REPORTING**

**1. Background.**

- 1.1. The responsibility for aircraft accident and incident investigation was formally transferred to the Aircraft Accident Investigation Branch (AAIB), Ministry of Transport in 2009 and the Chief of AAIB is the focal point of contact for all matters relating to aircraft accidents and incidents. Though this information was adequately promulgated, reports on Air Traffic Services (ATS) incidents are still being directed to the Tanzania Civil Aviation Authority (TCAA) instead of the AAIB.
- 1.2. The purpose of this AIC is to remind the general public of the responsibility to direct all aircraft accidents and incidents reports to the AAIB. In addition, the AIC provides interpretation of key terms and guidance on categorization of ATS incident in accordance with the Tanzania Civil Aviation (Air Accident and Incident Investigation) Regulations 2011 and International Civil Aviation Organization (ICAO) Annex 13 - Aircraft Accident and Incident Investigation.
- 1.3. According to Regulation 8 of the Tanzania Civil Aviation (Air Accident and Incident Investigation) Regulations 2011, where an aircraft accident or a serious incident occur in the United Republic of Tanzania or outside the United Republic of Tanzania which involves a Tanzanian aircraft or an aircraft operated by a Tanzanian operator, the relevant person shall, within 24 hours after becoming aware of the accident or serious incident send a written notice to the Chief AAIB. It is important to note that a person who contravenes any provision of the Tanzania Civil Aviation (Air Accident and Incident Investigation) Regulations 2011, commits an offence and upon conviction, shall be liable to a fine of not more than one thousands United States dollars or to imprisonment for a term not more than six months or to both, and in case of a continuing offence, shall be liable to a fine of not more than two thousand United States dollars for each day the offence continues”
- 1.4. The Tanzania Civil Aviation (Air Accident and Incident Investigation) Regulations, 2011 apply to any accident or incident arising out of, or in the course of air navigation which occurs to any civil aircraft in or over the United Republic of Tanzania, or elsewhere to aircraft registered in the United Republic of Tanzania.

## 2. Interpretation of terms and classification of incidents

### 2.1. Interpretation of terms

2.1.1. **"Incident"** means an occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation and **"serious incident"** means an incident involving circumstances indicating that an accident nearly occurred. According to ICAO Annex 13, **"serious incident"** means, an incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down. A list of incidents of serious nature is provided in section 2.2 below.

2.1.2. **"Accident"** means an occurrence associated with the operation of an aircraft which takes place between the time when a person boards the aircraft with the intention of flight until such time when the person has disembarked, in which:

- a) a person is fatally or seriously injured as a result of;
  - i) being in the aircraft;
  - ii) direct contact with any part of the aircraft, including parts which have become detached from the aircraft; or
  - iii) direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- b) the aircraft sustains damage or structural failure which;
  - i) adversely affects the structural strength, performance or flight characteristics of the aircraft; and
  - ii) would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to the engine, its cowlings or accessories or for damage limited to propellers, wing tips, antennas, tires, brakes, fairings, small dents or puncture holes in the aircraft skin; or
- c) the aircraft is missing or is completely inaccessible; provided that, an aircraft shall be deemed to be missing when the official search has been terminated and the wreckage has not been located

### 2.2. Classification of incidents

Guidance on the classification of incidents is provided in ICAO Annex 13 – Attachment C. Typical examples of incidents that are likely to be classified as serious incidents include the following;

- a. Near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate.
- b. Controlled flight into terrain only marginally avoided.
- c. Aborted take-offs on a closed or engaged runway, on a taxiway or unassigned runway.
- d. Take-offs from a closed or engaged runway, from a taxiway or unassigned runway

- e. Landings or attempted landings on a closed or engaged runway, on a taxiway or unassigned runway
- f. Gross failures to achieve predicted performance during take-off or initial climb.
- g. Fires and smoke in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents.
- h. Events requiring the emergency use of oxygen by the flight crew
- i. Aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident.
- j. Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft.
- k. Flight crew incapacitation in flight
- l. Fuel quantity requiring the declaration of an emergency by the pilot
- m. Runway incursions classified with severity A. The Manual on the Prevention of Runway Incursions (Doc 9870) contains information on the severity classifications.
- n. Take-off or landing incidents.
- o. Incidents such as under-shooting, overrunning or running off the side of runways
- p. System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft.
- q. Failures of more than one system in a redundancy system mandatory for flight guidance and navigation.

**3. Reporting of Aircraft Accidents and Incidents**

- 3.1.** All aircraft accidents and serious incidents shall be reported to the Chief AAIB who shall conduct investigations and issue investigation reports including safety recommendations.
- 3.2.** The general public is hereby informed that the office of the Chief AAIB is under the office of the Permanent Secretary, Ministry of Transport and the Focal Point of Contact is the Chief AAIB. The physical address and contact details are provided below.

**Ag. Chief inspector of Aircraft Accidents: Capt. Simon H. Kawo**  
**Ministry of Works, Transport and Communications,**  
**Tancot House,**  
**2 Pamba Street,**  
**11476 Dar es Salaam.**  
**Tel: +255 222137650 – 6,**  
**Fax: +255 222112751 / +255 222136462**  
**Cell: +255 754 783 744, +255 784 737 262**  
**Website: [www.mot.go.tz](http://www.mot.go.tz)**  
**Email: [info@mot.go.tz](mailto:info@mot.go.tz); [permsec@mot.go.tz](mailto:permsec@mot.go.tz) and [simonkawo@gmail.com](mailto:simonkawo@gmail.com),**

- 3.3.** Copies of the reports may also be forwarded to TCAA through [tcaa@tcaa.go.tz](mailto:tcaa@tcaa.go.tz) and [rbugomola@tcaa.go.tz](mailto:rbugomola@tcaa.go.tz).

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