

Fundamentals of Investigation & Reporting

Objective:

The workshop will provide an understanding of the fundamentals of investigations and the associated reporting. The focus will be at the reporting structure, the analysis methods investigation philosophies and based on ICAO Annex 13 standards and practices.

After completion the participants will have the knowledge to objectively conduct minor investigations and constructively participate in major investigations.

Target population:

Persons from commercial aviation, associated or similar environments who are going to conduct or participate in incident or accident investigations and/or issuing investigation reports and recommendations. It is advantageous if participants have practical experience from commercial aviation environments either from flight operation, maintenance, ground handling or airport operations, but it is not a requirement.

Participants: Minimum 9, maximum 15

Workshop:

The workshop can be hosted in two ways in order to accommodate customer's needs.

- **Duration-1**
2 ½ full workdays followed up by a home study exercise of a simulated accident. In Duration-1, the introduction to home study is integrated in the presentation
- **Duration-2**
Part 1: 2 workdays where the theories are presented and discussed.
Part 2: 1 workday with a review and introduction to the home study exercise of a simulated accident. Only persons who have completed Part 1 can participate.

The workshop comprises stand up instruction, case studies, discussions and a subsequent homework group exercise. The exercise is an investigation of a simulated serious incident where the group will go through the entire process of collecting factual information, analyze, conclude and establish safety recommendations and present a final report.

The exercise is interactive and the group pursues evidences and relevant information. In order to progress, the group communicates with virtual persons.

The group has 6 weeks to perform the investigation and complete the report. The report will be evaluated, feedback provided and a Certificate of Completion, CoC, will be issued.

Participants who have completed the course and obtained a CoC have free access to Mill Aviation & Partners for a free support and advisory, when performing his/her first real investigation.

Participants who do not complete the investigation exercise will receive a Certificate of Participation, CoP.

Presentation material will be in English. Language spoken is English or Danish. The workshop can be customized to suit specific demands.

Contact us for further information.