



**A DESCRIPTION OF THE ACCIDENT
INVESTIGATION BUREAU (AIB), ITS
FUNCTIONS AND DETAILS OF THE
ACTIVITIES OF EACH DEPARTMENT**

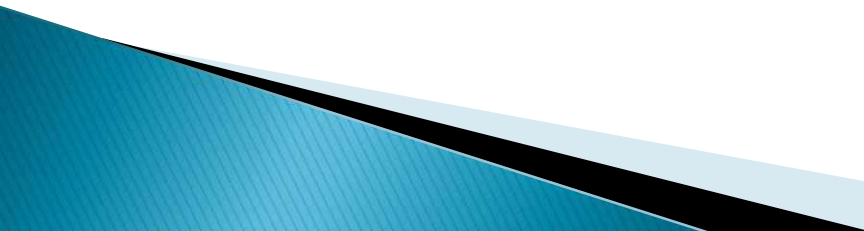
INTRODUCTION

- ▶ The Accident Investigation Bureau ('the Bureau') is an autonomous agency of the Federal Government established pursuant to Section 29 of the Civil Aviation Act, 2006 to investigate any civil aircraft accident or incident arising out of or in the course of air navigation and either occurring in or over Nigeria or occurring to Nigerian aircraft elsewhere.
- ▶ The Bureau is under the Federal Ministry of Aviation and is established with the fundamental objective to improve aviation safety by determining the circumstances and causes of air accidents and serious incidents, and providing safety recommendations intended to prevent recurrence of similar accidents.
- ▶ The purpose of this is not to apportion blame or liability. Reports are based on investigations carried out by Accident Investigation Bureau, in accordance with Annex 13 to the Convention on International Civil Aviation, Nigerian Civil Aviation Act 2006 and Civil Aviation (Investigation of Air Accidents and Incidents) Regulations, 2019.

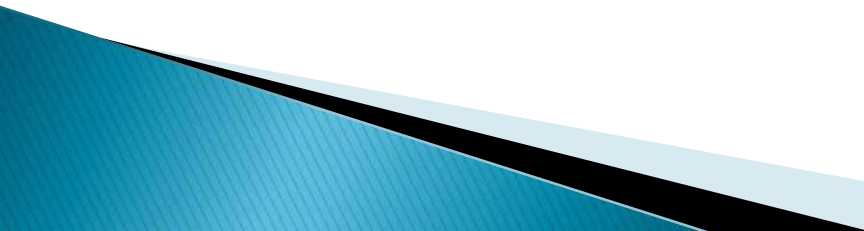
The Bureau is headed by a Commissioner/Chief Executive Officer (CEO) and comprises of the following Departments:

- ▶ Operations;
 - ▶ Engineering;
 - ▶ Human Resources;
 - ▶ Finance & Accounts;
 - ▶ Legal;
 - ▶ Audit;
 - ▶ Information, Communication & Technology;
 - ▶ Safety & Security;
 - ▶ Public Affairs;
 - ▶ Procurement;
 - ▶ Planning, Research & Statistics.
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FUNCTIONS OF THE BUREAU

1. Determination and classification of occurrences;
 2. The conduct of investigation into any accident, serious incident or incident arising out of or in the course of air navigation and either occurring in or over Nigeria or occurring elsewhere as applicable to an aircraft registered in Nigeria or operated by Nigerian operator;
 3. The gathering, recording and analysis of all relevant information on air safety data, in particular, for accident or incident prevention purposes, in so far as those functions do not affect its independence and entail no responsibility in regulatory, administrative or standards matters;
 4. If appropriate, the issuance of safety recommendations;
 5. If possible, the determination of the causes and/or contributory factor (s);
 6. The compilation, completion and publication of the Final Report;
 7. Periodic review of global accidents, incidents and trends and advice;
 8. The conduct of safety studies in accident or incident scenarios, arising from observed trends and other safety related issues.
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THE COMMISSIONER/CEO'S OFFICE

- ▶ Responsible for the Bureau's administration;
 - ▶ Overseeing the various Departments within the Bureau;
 - ▶ Proper scanning and stowing of documents;
 - ▶ Writing of letters;
 - ▶ Obtaining Ministerial approvals;
 - ▶ Advising Minister on aviation safety matters;
 - ▶ Preparation of responses to various E-mails;
 - ▶ Responsible for and organizing staff trainings;
 - ▶ Responsible for the directorate planning of the Bureau;
 - ▶ Responsible for final editing and publication of accident reports;
 - ▶ Responsible for assigning duties to Officers of the Bureau as the need arises.
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OPERATIONS DEPARTMENT (INVESTIGATIONS)

- ▶ Reports to the Commissioner/CEO through the DOO;
 - ▶ Overseeing the Operations Directorates Administration and ensuring its effectiveness;
 - ▶ Coordinating the Operation Directorate of the Bureau;
 - ▶ Liaison with ICAO on Operation matters;
 - ▶ Liaison with the Commissioner in briefing the Honourable Minister of Aviation on the Bureau's operation matters;
 - ▶ Participation in aircraft accident investigations;
 - ▶ Overseeing the Cockpit Voice Recorders readout analysis;
 - ▶ Overseeing and editing aircraft accident reports;
 - ▶ Performing any other duties as may be assigned by the Commissioner/CEO.
 - ▶ Independently conduct 'no-blame' investigations of accidents and incidents according to the laws, regulations and international best practices;
 - ▶ Compilation, completion and publication of final reports of accidents and incidents;
 - ▶ Carrying out such other duties as may be assigned by the Commissioner/CEO.
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ENGINEERING DEPARTMENT (INVESTIGATIONS)

- ▶ Reports to the Commissioner/CEO through the DOE;
- ▶ Receives, determines and classifies occurrence reports, including notifications of aviation occurrences;
- ▶ Independently conduct 'no-blame' investigations of accidents and incidents according to the laws, regulations and international best practices;
- ▶ Determination of the cause and/or contributory factors;
- ▶ Prevent future accidents by identification of safety deficiencies and issuance of safety recommendations where appropriate;
- ▶ Fulfil Nigeria's Obligations under the Convention on international Civil Aviation (Annex 13 Standards and Recommendation Practices);
- ▶ Compilation, completions and publication of final reports of accidents and incidents;
- ▶ Encourage safety action in response to safety factors by acknowledging safety action taken by operators/manufacturers by issuing safety recommendations;
- ▶ Raise awareness of safety issues by reporting publicly on investigation and conducting educational programmes
- ▶ Gain public trust that accidents are thoroughly and independently investigated leading to preventive measures;
- ▶ Monitor investigations by others of significant incidents (judicial, NCAA, Airlines, etc);
- ▶ Update relevant legislation, regulations, policies and procedures;
- ▶ Cooperate with the Authority to maintain database of the voluntary non-punitive incident reporting system;
- ▶ Coordinate with other local authorities military, police, airport authority, ATC service provider, search and rescue, judiciary, airline, maintenance facilities, hospitals, etc);
- ▶ Liaise and collaborate with ICAO , other states and aviation industry on aircraft accidents and incidents investigation matters;
- ▶ Conduct research and safety studies on air safety data for accident prevention purposes and to maintain relevant statistics;
- ▶ Carrying out such other duties as may be assigned by the Commissioner/CEO.
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HUMAN RESOURCES DEPARTMENT

Responsibility for:

- ▶ Reporting to the Commissioner/CEO through the DHR&A;
- ▶ Staff Recruitment;
- ▶ Staff Promotions;
- ▶ Staff deployment;
- ▶ Pensions;
- ▶ Staff Welfare;
- ▶ Staff Salary matters;
- ▶ Facility Maintenance;
- ▶ Staff medicals/ Health Insurance;
- ▶ Insurances in the Bureau;
- ▶ Carrying out such other duties as may be assigned by the Commissioner/CEO.

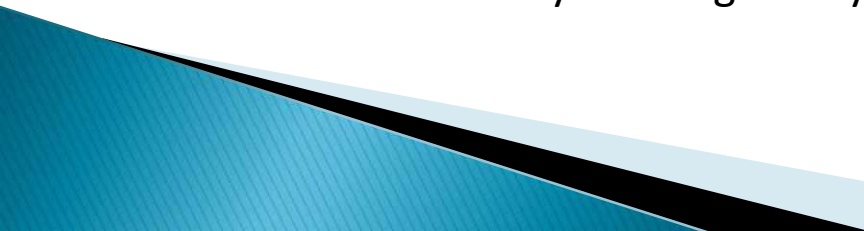
FINANCE AND ACCOUNTS DEPARTMENT

- ▶ Reports to the Commissioner/CEO through the Heads, Finance and Accounts;
- ▶ Preparation of annual budget of the Bureau;
- ▶ Carrying out banking transactions and reconciliations with Bankers of the Bureau;
- ▶ Processing of payments to both staff and contractors;
- ▶ Preparation of staff payroll;
- ▶ Processing of VAT and other taxes;
- ▶ Preparation of Monthly Standard Journal Vouchers (SJV);
- ▶ Preparation of Trial Balance;
- ▶ Production of management account;
- ▶ Liaison with external auditors during statutory audit for production of financial statement;
- ▶ Carrying out such other duties as may be assigned to it by the Commissioner/CEO.

LEGAL DEPARTMENT

- ❖ Report s to the Commissioner/CEO through the Head, Legal;
- ❖ Giving legal opinion and advise to Management or relevant unit, to protect the interest and goals of the Bureau;
- ❖ Appearing in court to hold brief of the Bureau and update the Commissioner/CEO in a progress report of the suit;
- ❖ Collation of Evidence: Ensuring success of the suit by collating, handling relevant evidences in any suit by or against the Bureau and ensuring that they are properly gathered and transmitted to the lawyers of the Ministry who are representing the Bureau;
- ❖ Providing legal services and advise to the Management and all other units/departments;
- ❖ Liaison with third (3rd) parties such as Ministries, Departments & Agencies (MDAs) and other establishments as management may direct;
- ❖ Ensuring prompt Legal drafting and service delivery:
 - ❖ Agreements, Conduct searches on Companies, Contracts, Memorandum of Understanding, letters, memos and dispatch of same
 - ❖ Rendering Legal opinion on various issues
- ❖ Monitoring compliance with the statutory and regulatory legislations to ensure that the Bureau is updated with its standards and procedures;
 - ❖ Update relevant legislation, regulations, policies and procedures; activities etc.
 - ❖ Implementation and adoption of the amendments
- ❖ Reviewing & Gazetting of the Bureau's Civil Aviation (Investigation of Air Accidents & Incidents) Regulations.
- ❖ Monitoring and ensuring compliance with the Convention on international Civil Aviation (Annex 13 Standards and Recommendation Practices);
- ▶ Dispatch of Documents: Ensuring documents that need to be transmitted to any relevant agency, company or person are dispatched with acknowledged receipts sent back to the Bureau;
- ▶ Carrying out such other duties as may be assigned by the Commissioner/CEO.

AUDIT DEPARTMENT


- Reports to the Commissioner/CEO;
 - Responsible for the Bureau's internal control system;
 - Performance of financial Audit
 - To ensure/compliance to Financial Regulations, Public Service Rules, Extant circulars and Management Policies;
 - Audit of payroll, nominal roll and salary matters;
 - Audit of inventories and assets monitor;
 - Vetting of supplies and job orders;
 - Prepayment and post-payment audit of financial transactions;
 - Periodic reports on the activities of the Bureau
 - Conduct of performance audit
 - Periodic manpower Audit
 - Ad-hoc duties as may be assigned by management
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INFORMATION AND COMMUNICATIONS TECHNOLOGY

The ICT department plans, operates and supports the Bureau's IT infrastructure. The department enables employees carry out their roles efficiently, productively and securely. It also ensures that the efficiency and effectiveness of the Bureau's functions and operations is enhanced through the strategic use of Information Technology.


- ▶ Reports to the Commissioner through the H, ICT;
- ▶ Upload of accident reports;
- ▶ Management of the Bureau's servers;
- ▶ Management of the local area network;
- ▶ To use web based technologies for its operations;
- ▶ Management of the IP telephone system;
- ▶ Management of the Bureau's documents via the use of Share point;
- ▶ Securing all devices in the Bureau;
- ▶ Ensuring Virtual Private Network connection;
- ▶ Software update;
- ▶ Ensuring proper internet service;
- ▶ Carrying out such other duties as may be assigned by the Commissioner/CEO.

SAFETY AND SECURITY DEPARTMENT

- ▶ Reports to the Commissioner/CEO through the GM, SSD;
 - ▶ The safety and security directorate reports directly to the Commissioner/CSO and is responsible for investigating Aircraft accidents relating to Human Factors, Dangerous Goods and Acts of Terrorism as guided by ICAO Annexes 13, 17, 18;
 - ▶ Coordinates the activities of the Police as first responder at an aircraft accident site;
 - ▶ Carries out risk assessments to determine hazards;
 - ▶ Coordinates the conduct of post toxicology tests and post mortem examination of fatalities after an accident;
 - ▶ Conducts training of staff on security awareness and hazards at aircraft accident site;
 - ▶ Manage the Bureau's Safety Management System;
 - ▶ Monitors any security issues and advises on safety measures, as appropriate;
 - ▶ Carrying out such other duties as may be assigned by the Commissioner/CEO.
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PUBLIC AFFAIRS DEPARTMENT

The Department is charged with the following responsibilities:

- ▶ Reports to the Commissioner/CEO through the GM, Public Affairs;
 - ▶ Manages the image of the Bureau through the Media (Print, Electronic, Blogs, Social Media etc);
 - ▶ Organizes press conferences, symposiums, and other events;
 - ▶ Prepares press statements on activities carried out by the Bureau;
 - ▶ Prepares the Commissioner/CEO's speeches;
 - ▶ Represents the Bureau at the events, fairs and programmes;
 - ▶ Keeps the Bureau's staff updated on relevant aviation activities;
 - ▶ Handling such other duties as may be assigned by the Commissioner/CEO.
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PROCUREMENT DEPARTMENT

- ▶ Reports to the Commissioner/CEO through the GM, Procurement;
- ▶ Collection of needs assessment and evaluation of for the Bureau;
- ▶ Identifying the goods, works, and services required;
- ▶ Carrying out appropriate market and statistical surveys in conjunction with the department of planning, research and statistics (where available);
- ▶ Preparing an analysis of the cost implications of the cost implications of the proposed procurement;
- ▶ Aggregating its requirements whenever possible, both within the procuring entity , to obtain economy of scale and procurement cost;
- ▶ Prescribing appropriate method for effecting the procurement and securing necessary approval for its implementation;
- ▶ Placing advert for identified goods, services and works required for the Bureau;
- ▶ Carry out Due Diligence on Companies;
- ▶ Obtaining appropriate certificate of "No Objection,, form the regulatory agency Bureau Public Procurement);
- ▶ Approaching the approving authorities for contract Award(Parastatals), Tenders Board, Ministerial Tenders Board, Federal Executive Council)
- ▶ Contract Administration;
- ▶ Maintaining Proper records of Procurement Plan and Resources;
- ▶ Handling such other duties as may be assigned by the Commissioner/CEO.

PLANNING, RESEARCH & STATISTICS DEPARTMENT

The main functions of the department include:

- ▶ Reports to the Commissioner/CEO through the Head, PRS;
- ▶ Ensures that AIB maintains an accident/incident databank capable of serving the needs of the Bureau and the Aviation sector;
- ▶ Collates computes, analyzes and presents the statistical data concerning the Bureau;
- ▶ Liaises with National Planning Commission and Federal Ministry of Aviation on planning matter;
- ▶ Writing of quarterly, half-yearly and annual report for the Bureau;
- ▶ Coordinates Budget formulation , implementation and monitoring;
- ▶ Conducts search on areas of interest to management and presents result of such research findings and recommendations to management as well as plans for implementing recommendations;
- ▶ Liaises with the Ministry of Aviation on project monitoring and other ad-hoc aviation matters;
- ▶ Preparation of AIB reports for Aviation statistical Committee meetings;
- ▶ Preparation of AIB statistical Survey Reports and filling the templates;
- ▶ Preparation of AIB Scorecards in line with the agreed Key Performance Indications (KPI's) and the targets;
- ▶ Monitoring/tracking and evaluation of capital projects;
- ▶ Providing management approved statistical data to the public for educational purposes;
- ▶ Carries out other duties as may be assigned by the Commissioner/CEO.
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