

PART 1.2 – CONVENING ORDER AND TORS

1.	MAA SI Convening Order MAA DG/SI/02/12 dated 24 Apr 12
2.	Amended SI Convening Order MAA DG/SI/02/12 dated 11 May 12

MAA SI Convening Order



24 Apr 12

SI President
SI Members

Stn Cdr RAF Shawbury
MAA-Legal

Copy to:

Air DCOM Ops
AOC 22(Trg)Gp
AIR COS Health

Hd MilAAIB
RAF IFS

MAA DG/SI/02/12– CONVENING ORDER FOR SERVICE INQUIRY INTO OCCURRENCE INVOLVING SQUIRREL HT2 ZJ276 ON 20 APR 12

1. A Service Inquiry (SI) is to be held under Section 343 of Armed Forces Act 2006 and in accordance with JSP 832 – Guide To Service Inquiries (Issue 1.0 Oct 08).
2. The purpose of this SI is to investigate the circumstances surrounding the occurrence involving **Squirrel HT2 ZJ276 on 20 Apr 12** and to make recommendations in order to prevent recurrence.
3. The SI Panel is to assemble at RAF Shawbury, on 24 Apr 12 at 1400(Local).
4. The SI Panel comprises:

President:	(S40)	
Members:	(S40)	(Aircrew)
	(S40)	(Eng)
5. The legal advisor to the SI is **(S40)** – **MAA** and technical investigation/assistance is to be provided by the Military Air Accident Investigation Branch (MAAIB).
6. The SI is to investigate and report on the facts relating to the matters specified in its Terms of Reference (TOR) and otherwise to comply with those TOR (at Annex). It is to record all evidence and express opinions as directed in the TOR.
7. Attendance at the SI by advisors/observers is limited to the following:
 - (S40)** , Hd MilAAIB – **Unrestricted Attendance.**
 - (S40)** , Medical Advisor – **Unrestricted Attendance.**
 - (S40)** , MilAAIB Advisor to the SI Panel – **Unrestricted Attendance.**
 - (S40)** , RAFCAM HF Accident Investigator – **Unrestricted Attendance.**

8. Stn Cdr RAF Shawbury is requested to provide facilities, equipment and assistance suitable for the nature and duration of the SI, as requested by the SI President.
9. Reasonable costs will be borne by DG MAA under UIN D0456.

Original Signed

T M ANDERSON
AM
DG MAA

Annex:

- A. Terms of Reference for SI into Occurrence Involving Squirrel HT2 ZJ276 on 20 Apr 12.

TERMS OF REFERENCE FOR SI INTO OCCURRENCE INVOLVING SQUIRREL HT2 ZJ276 ON
20 APR 12

1. As the nominated Inquiry Panel for the subject SI, you are to:
 - a. *Investigate and, if possible, determine the cause of the accident and examine contributory factors.*
 - b. *Ascertain whether Service personnel involved were acting in the course of their duties.*
 - c. *Examine what policies, orders and instructions were applicable and whether they were complied with.*
 - d. *Determine the state of serviceability of the aircraft and relevant equipment.*
 - e. *Establish the level of training, relevant competencies, qualifications and currency of the individuals involved in the accident.*
 - f. *Review the levels of authority and supervision covering the task during which the accident occurred.*
 - g. *Identify if the levels of planning and preparation were commensurate with the activities' objectives.*
 - h. *Investigate and comment on relevant fatigue implications of individuals' activities prior to the matter under investigation.*
 - i. *Ascertain if aircrew escape and survival facilities were fully utilized and functioned correctly.*
 - j. *Investigate the level of any injury sustained and whether such injury (including stress related conditions) will be the exciting cause of later disability, as established from expert testimony.*
 - k. *Determine any relevant equipment deficiencies.*
 - l. *Confirm that the Aircraft Post-Crash Management procedures were carried out correctly and that they were adequate.*
 - m. *Determine and comment on any broader contributory organizational and/or resource factors or causes.*
 - n. *Assess whether the security of personnel, equipment or information was compromised and if so to what degree.*
 - o. *Ascertain value of loss/damage to the Service and/or extent (and, if readily available, the value) of loss/damage to civilian property.*
 - p. *Assess any Health and Safety at Work and Environmental Protection implications in line with JSP 375 and JSP 418.*

~~RESTRICTED — SERVICE INQUIRY~~

q. *Report and make appropriate recommendations to DG MAA.*

2. Should you consider that the decisions or activities of the Military Aviation Authority could be causal or significant contributory factors with respect to the occurrence in question, you should report directly to PUS. In this event, you are to pause your actions at an appropriate point and inform DG MAA of your intention. You will then be provided with appropriate guidance and contact details; the SI will be reconvened with a new SI advisor and legal representative. The MilAAIB's input to the investigation thereafter will be restricted to the provision of technical reports only.

3. You are to ensure that any material provided to the Inquiry by the United States, or any other foreign state, is properly identified as such, and is marked and handled in accordance with MOD security guidance. This material continues to belong to those nations throughout the SI process. Before the SI report is released to a third party, authorisation should be sought from the relevant authorities in those nations to release, whether in full or redacted form, any of their material included in the SI report, or amongst the documents supporting it¹. You are not to make a judgement on the origin of the classified material². In addition, the relevant PDR directorate should be informed early when dealing with the US or other foreign state material, and should be engaged in the process where doubt exists.

¹ For intellectual intelligence material this should be done through DIS (DICSD-SEC).

² If you are unable to identify the origin of the material, you must contact INFO-ACCESS DPAD or, for intelligence material, DIS (DI CSD-SEC).

MAA SI Convening Order



11 May 12

SI President
SI Members

Stn Cdr RAF Shawbury
MAA-Legal

Copy to:

Air DCOM Ops
AOC 22(Trg)Gp
AIR COS Health

Hd MilAAIB
RAF IFS

MAA DG/SI/02/12– CONVENING ORDER FOR SERVICE INQUIRY INTO OCCURRENCE INVOLVING SQUIRREL HT1 ZJ276 ON 20 APR 12

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2. The purpose of this SI is to investigate the circumstances surrounding the occurrence involving **Squirrel HT1 ZJ276 on 20 Apr 12** and to make recommendations in order to prevent recurrence.
3. The SI Panel is to assemble at RAF Shawbury, on 24 Apr 12 at 1400(Local).
4. The SI Panel comprises:

President:	(S40)
Members:	(S40)
	(S40)
5. The legal advisor to the SI is **(S40)** – **MAA** and technical investigation/assistance is to be provided by the Military Air Accident Investigation Branch (MAAIB).
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(S40)	, Medical Advisor – Unrestricted Attendance.
(S40)	, MilAAIB Advisor to the SI Panel – Unrestricted Attendance.
(S40)	, RAFCAM HF Accident Investigator – Unrestricted Attendance.

~~RESTRICTED~~ — SERVICE INQUIRY

8. Stn Cdr RAF Shawbury is requested to provide facilities, equipment and assistance suitable for the nature and duration of the SI, as requested by the SI President.
9. Reasonable costs will be borne by DG MAA under UIN D0456.

Original Signed

T M ANDERSON
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DG MAA

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