

**PART 1.2 – CONVENING ORDER AND TORS**

1.	MAA SI Convening Order MAA DG/SI/03/11 dated 22 Aug 11
2.	Amended SI Convening Order MAA DG/SI/03/11 dated 25 Jan 12

# MAA SI Convening Order



22 Aug 11

**SI President  
SI Members  
CBFSAI**

**Hd MAAIB  
MAA-Legal**

Copy to:

PJHQ – CJO

AIR – DCinC Ops

**MAA DG/SI/03/11– CONVENING ORDER FOR SERVICE INQUIRY INTO AVIATION FUEL  
CONTAMINATION OCCURRENCE AT MOUNT PLEASANT COMPLEX DURING THE PERIOD  
25 JUN TO 05 AUG 11**

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 subject aviation fuel contamination occurrence and to make recommendations in order to prevent recurrence.
3. The SI Panel is to assemble at MOD Main Building on 22 Aug 11 at 1400.
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).
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 MAAIB – Unrestricted Attendance.  
  
(S40) , MAAIB Advisor to the SI Panel – Unrestricted Attendance.  
  
(S40) , RAFCAM HF Accident Investigator – Unrestricted Attendance.
8. CBFSAI and Hd MAAIB are 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 D0456A.

*Original Signed*

**T M ANDERSON**

AM

DG MAA

Annex:

A. Terms of Reference for SI into Fuel Contamination Occurrence at Mount Pleasant Complex During the Period 25 Jun to 05 Aug 11.



**TERMS OF REFERENCE FOR SI INTO AVIATION FUEL CONTAMINATION OCCURRENCE AT  
MOUNT PLEASANT COMPLEX DURING THE PERIOD 25 JUN TO 05 AUG 11**

1. As the nominated Inquiry Panel for the subject SI, you are to:
  - a. *Investigate and, if possible, determine the cause of the occurrence(s) 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 relevant equipment.*
  - e. *Establish the level of training, relevant competencies, qualifications and currency of the individuals involved in the occurrence.*
  - f. *Review the levels of authority and supervision covering the task(s) during which the incident(s) 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. *Determine any relevant equipment deficiencies.*
  - j. *Confirm that post incident management procedures were carried out correctly and that they were adequate.*
  - k. *Determine and comment on any broader contributory organizational and/or resource factors or causes.*
  - l. *Ascertain value of loss/damage to the Service and/or extent (and, if readily available, the value) of loss/damage to civilian property.*
  - m. *Assess any Health and Safety at Work and Environmental Protection implications in line with JSP 375 and JSP 418.*
  - n. *Report and make appropriate recommendations to DG MAA.*
2. 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 it<sup>1</sup>. You are not to make a

---

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

judgement on the origin of the classified material<sup>2</sup>. 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.

---

<sup>2</sup> 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



25 Jan 12

**SI President**  
**SI Members**

**Hd MAAIB**  
**MAA-Legal**

Copy to:

PJHQ – CJO

AIR – DCinC Ops

**MAA DG/SI/03/11– CONVENING ORDER FOR SERVICE INQUIRY INTO AVIATION FUEL  
CONTAMINATION OCCURRENCE AT MOUNT PLEASANT COMPLEX DURING THE PERIOD  
25 JUN TO 05 AUG 11**

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 subject aviation fuel contamination occurrence and to make recommendations in order to prevent recurrence.
3. The SI Panel is to assemble at MOD Main Building on 22 Aug 11 at 1400.
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).
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 MAAIB – Unrestricted Attendance.  
  
(S40) , MAAIB Advisor to the SI Panel – Unrestricted Attendance.  
  
(S40) , RAFCAM HF Accident Investigator – Unrestricted Attendance.
8. CBFSAI and Hd MAAIB are requested to provide facilities, equipment and assistance suitable for the nature and duration of the SI as requested by the SI President.

~~RESTRICTED~~—SERVICE INQUIRY

9. Reasonable costs will be borne by DG MAA under UIN D0456A.

*Original Signed*

**T M ANDERSON**

AM

DG MAA

Annex:

- A. Terms of Reference for SI into Fuel Contamination Occurrence at Mount Pleasant Complex During the Period 25 Jun to 05 Aug 11.



**TERMS OF REFERENCE FOR SI INTO AVIATION FUEL CONTAMINATION OCCURRENCE AT  
MOUNT PLEASANT COMPLEX DURING THE PERIOD 25 JUN TO 05 AUG 11**

1. As the nominated Inquiry Panel for the subject SI, you are to:
  - a. *Investigate and, if possible, determine the cause of the occurrence(s) 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 relevant equipment.*
  - e. *Establish the level of training, relevant competencies, qualifications and currency of the individuals involved in the occurrence.*
  - f. *Review the levels of authority and supervision covering the task(s) during which the incident(s) 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. *Determine any relevant equipment deficiencies.*
  - j. *Confirm that post incident management procedures were carried out correctly and that they were adequate.*
  - k. *Determine and comment on any broader contributory organizational and/or resource factors or causes.*
  - l. *Ascertain value of loss/damage to the Service and/or extent (and, if readily available, the value) of loss/damage to civilian property.*
  - m. *Assess any Health and Safety at Work and Environmental Protection implications in line with JSP 375 and JSP 418.*
  - n. *Report and make appropriate recommendations to DG MAA.*
  - o. *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 2<sup>nd</sup> 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 from outside the MAA. The MilAAIB's input to the investigation thereafter will be restricted to the provision of technical reports only.*
2. 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 it<sup>1</sup>. You are not to make a judgement on the origin of the classified material<sup>2</sup>. 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.

---

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

<sup>2</sup> 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).