

Part 1.2 – CONVENING ORDER AND TORs

MAA SI Convening Order



7 Oct 13

SI President
SI Members
CO RNAS Yeovilton

Hd MilAAIB
MAA-Legad 1
MAA-Legad 2

Copy to:

EA/CNS
MA/Comd JHC
CO CHF

MA/MAA D(Ops)
MA/MAA D(Tech)

MAA DG/SI/02/13 – CONVENING ORDER FOR SERVICE INQUIRY INTO AIRCRAFT OCCURRENCE INVOLVING SEA KING MK4, ZE428 ON 3 OCT 13 AT RNAS YEOVILTON

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 occurrence and to make recommendations in order to prevent recurrence.
3. The SI Panel is to assemble at RNAS Yeovilton on 7 Oct at 1430.
4. The SI Panel comprises:

President: [REDACTED]
Members: [REDACTED] (Air Member)
 [REDACTED] (Eng Member)
5. The legal advisor to the SI is [REDACTED] (MAA-Legad2) supervised by [REDACTED] (MAA-Legad1) and technical investigation/assistance is to be provided by the Military Air Accident Investigation Branch (MilAAIB).
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:

[REDACTED], Hd MilAAIB – Unrestricted Attendance.

Personnel from the MilAAIB, nominated by Hd MilAAIB – Unrestricted Attendance¹.

[REDACTED], RAFCAM HF Accident Investigator – Unrestricted Attendance.

¹ Names of nominated pers to be sent to the Convening Authority.

8. CO RNAS Yeovilton 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 D0456A.

Original Signed

R F Garwood
AM
DG MAA

Annex:

- A. Terms of Reference for SI into Aviation Occurrence Involving Sea King Mk4, ZE428 on 3 Oct 13 at RNAS Yeovilton.

**TERMS OF REFERENCE FOR SI INTO AVIATION OCCURRENCE INVOLVING SEA KING MK4
ZE428 ON 3 OCT 13 AT RNAS YEOVILTON.**

1. As the nominated Inquiry Panel for the subject SI, you are to:
 - a. Investigate and, if possible, determine the cause of the occurrence 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 incident 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. If appropriate, investigate the level of any injury sustained and whether such injury 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.
 - q. Report and make appropriate recommendations to DG MAA.

r. Produce an Aircraft Accident Summary, to be completed within 2 wks of DG MAA signing off the SI.

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, authorization 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 it². You are not to make a judgement on the origin of any classified material³. 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.

3. During the course of your investigations, should you identify a potential conflict of interest between the CA and the Inquiry, you are to pause work and take advice from your MAA Legal Advisor, Hd MilAAIB and DG MAA. Following that advice it may be necessary to reconvene reporting directly to MOD PUS.

² For intellectual intelligence material this should be done through DIS (DICSD-SEC).

³ If you are unable to positively identify the origin of the material, you must contact INFO-ACCESS DPAD or, for intelligence material, DIS (DI CSD-SEC).

List of Abbreviations Used in the Text

401 A&A	BRd 767 Naval Aviation Orders Order 401, Assessment and Achievement Log
A1	Exceptional Aircrew and Instructor
A2	Above Average Aircrew and Instructor
A&E	Accident and Emergency
ACP	Aircraft/Advanced Conversion Phase
AEA	Aircrew Equipment Assemblies
ALARP	As Low As Reasonably Practicable
ASE	Advanced Single Engine
ASEF	Advanced Single Engine Failure
ASIMS	Aviation Safety Information Management System
AUW	All Up Weight
B1	Capable Instructor
B2	Instructor on Probation
BFT	Basic Flying Training
BRd	Book of Reference (digital)
CFS	Central Flying School
CFS(H)	Central Flying School (Helicopters)
CHF	Commando Helicopter Force
CO	Commanding Officer
CofC	Certificate of Competence
CRM	Crew Resource Management
CTR	Conversion to Role
CTT	Conversion to Type
CVR	Cockpit Voice Recorder
DEF STAN	Defence Standards
DG	Director General
DH	Duty Holder
DSG	Defence Support Group
EFT	Elementary Flying Training
EQ	Environmental Qualification
FAA	Fleet Air Arm
ft	Foot/Feet
FOB	Flying Order Book
FP	Flying Procedures
FRM	Full Range of Movement
HEELS	Helicopter Emergency Egress Lighting System
HF	Human Factors
HP	Handling Pilot
HTq	Hover Torque
HUMS	Health and Usage Monitoring System
Hz	Hertz
I-Specs	Instructional Specifications
JARTS	Joint Aircraft Recovery and Transportation Squadron
JHC	Joint Helicopter Command
JRRF	Joint Rapid Reaction Force
kt(s)	Knot(s)
lbs	Pounds
MAA	Military Aviation Authority
MAA RA	Military Aviation Authority Regulatory Article
MAOT	Mobile Air Operations Team
MilAAIB	Military Air Accident Investigation Branch

Mk	Mark
MRGB	Main Rotor Gearbox
MX15	Multi Sensor Imaging Device
NAS	Naval Air Squadron
NAO	Naval Aviation Order
NFSF(RW)	Naval Flying Standards Flight (Rotary Wing)
Nr	Rotor Speed
OCP	Operational Conversion Phase
ODH	Operational Duty Holder
OEM	Original Equipment Manufacturer
OJT	On Job Training
OPS	Operational Performance Statement
PCM	Post Crash Management
PTF	Partial Test Flight
QHI	Qualified Helicopter Instructor
RA	Regulatory Article
Rad Alt	Radar Altimeter
RAF	Royal Air Force
RAFCAM	Royal Air Force Centre for Aviation Medicine
RN	Royal Navy
RNAS	Royal Naval Air Station
RoD	Rate of Descent
s	Seconds
SI	Service Inquiry
Sqn	Squadron
SSL	Speed Select Lever
STARS	Squadron Training Achievement Recording System
TCI	Total Cyclic Input
TO	Training Officer
TO1	The Principle Squadron Training Officer
ToRs	Terms of Reference
Tq	Torque
Vv	Vertical Velocity