



OFFICE OF THE DIRECTOR GENERAL

**AIRCRAFT ACCIDENT INVESTIGATION & INQUIRY BOARD
(AAIIB)**

ANNUAL ACCOMPLISHMENT REPORT FOR 2018

a. 4.1. Key Policy Issuances

Negative key policy Issued

a. 4.2. Comprehensive Documentation of Operational Plan (*if Available*)

Negative Comprehensive Documentation of Operational Plan

a. 4.3. Major Final Outputs

TABLE 1.

Major Final Outputs (MFO's)	Target 2018
1. Accidents/Serious Incidents/Incidents Investigation	Less Investigations (Variable)
2. Issuance of No Accident/Incident Certificates	Increased Issuance
3. Administrative activities	100% attendance and compliance

a. 4.4. Key Performance Indicators

TABLE 2.

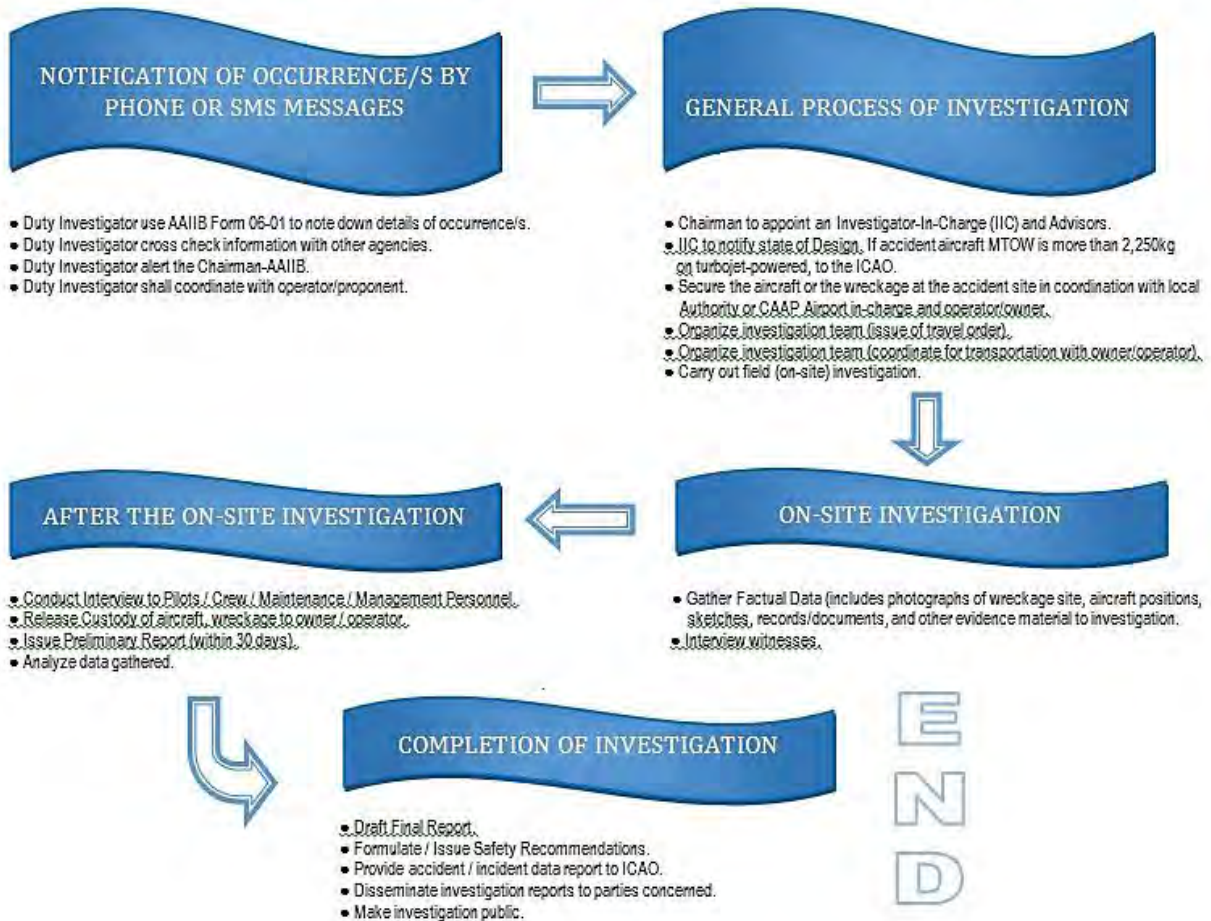
Indicators	Actual (2017)	% Increase	Actual (2018)	Variance (%)
1. Immediate dispatched of Investigators for accidents/serious incidents/incidents notification	37 occurrences	(70%)	26 occurrences	N/A
2. Timely and immediate Issuance of Certificates	150 pieces	296%	445 pieces	N/A
3. Attendance and compliance to administrative activities	100% attendance & compliance		100% attendance & compliance	

a. 4.5. Others

a. 4.5.1 Ease of Doing Business (Internal and External Process Flows)

AAIB ACCIDENT / INCIDENT INVESTIGATION FLOW CHART

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Step	Type of Service	Fees	Forms	Processing Time	Person-In-Charge
1	Applicant present the copy of license and fill up Certificate of No Accident / Incident Request Form		1. Copy of Pilot License 2. Request Form	2 minutes	AAIIB Staff on Duty
2	Verify Pilot Record		1. Database	2 minutes	AAIIB Staff on Duty
3	Issuance of Payment Order	400.00	1. OPS Form	2 minutes	AAIIB Staff on Duty
4	Applicant proceed to Collection Section for the payment of Certificate of No Accident / Incident				Collection Section
5	Receive Official Receipt (OR) and a copy of OPS Form		1. OPS Form 2. Receipt		AAIIB Staff on Duty
6	Preparation of Certificate of No Accident / Incident		1. Database 2. Request Form 3. Receipt	5 minutes	AAIIB Staff on Duty
7	Processing and signature of Certificate of No Accident / Incident			5 minutes	AAIIB Staff / OIC, AAIIB
8	Releasing of Certificate of No Accident / Incident			2 minutes	AAIIB Staff on Duty