

## Introduction

To standardise the procedure in case of a serious incident/ accident, all owners and/or operators and/or local representatives of the aircraft shall follow the procedure listed below.

## Applicability

- All Aircraft Operators
- Air Operator Certificate (AOC) holders
- Approved Training Organisations (ATO)
- Declared Training Organisation (DTO)

## **Serious incident/accident not occurring at Luqa International Airport**

In case of a serious incident/ accident to an aircraft registered in Malta or having its primary place of business in Malta, the owner and/or operator and/or local representative of the aircraft shall notify the Director General for Civil Aviation on mobile number **00356 77429549**, or his designate, and the BAAI Chief Investigator of Air Accident on BAAI Number (Hot-Line 24/7) **00356 99382725**.

The following complete and accurate information should be given by not later than two hours of initial notification:

- (1) Nature of emergency
- (2) Type of aircraft
- (3) Aircraft operator and/or registration
- (4) Number of persons on board
- (5) Estimated time of landing (if applicable)
- (6) The location and accessibility of site of serious incident/ accident (if applicable)
- (7) Hazardous material on board (if applicable)
- (8) List of names of people on board

The foregoing notification by the operator, owner or designated representative shall be made in the most expeditious manner. Furthermore, an occurrence report in writing, containing the above-mentioned information shall be sent to the DGCA and the Safety Officer of TM CAD on the below contact details:

- Captain Charles Pace (DGCA) – [charles.pace@transport.gov.mt](mailto:charles.pace@transport.gov.mt)
- Safety Management Unit (SMU) – [aviationsafety.tm@transport.gov.mt](mailto:aviationsafety.tm@transport.gov.mt)

Coordination with AFM Rescue Coordination Centre (RCC) may be required in case aircraft ELT activation and transmission is captured by Bari Mission Control Centre. AFM RCC is provided with an updated database of ELT and Mode S Address and operator/owner emergency contacts for every aircraft of the Maltese Register by the Airworthiness Inspectorate (AI). Liaison shall be in place between the

**PEL Notice No. 56 – Version 5**  
**Emergency Response Plan Procedure - TM CAD**



**CIVIL AVIATION DIRECTORATE**

Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel:+356 2555 5000 [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

Head of Airworthiness Inspectorate (HAI)/DGCA with the AFM for assistance of AFM RCC in search and rescue operations and the operator/ owner as required.

A copy of all the emergency contacts is also kept updated by the Flight Operations Inspectorate (FOI) for use in such circumstances. Kindly advise FOI of any changes to the emergency contacts.

**Serious Incident/ Accident occurring at Malta International Airport**

*Apart from following the same actions as the previous section the below shall also be followed.*

In the event of an accident occurring within the Luqa International Airport perimeter, or its immediate surroundings, the aircraft operator, owner and/or operator and/or local representative shall follow the procedures prescribed in the MIA Aerodrome Manual – Part ERP (Emergency Response Plan). It is the responsibility of all Operators to ensure that they have access to the latest version of this manual and their roles/responsibilities as prescribed within are well understood.

**Documentation**

Affected entities are requested to ensure that the appropriate emergency procedures manuals are updated in line with this notice.

### Communications Flow Chart

