



**Sierra Leone**  
**Aircraft Accident and Incident**  
**Investigation Bureau**

Ref. No.:	SLAAIIB-M-TECH103
Ed. & Rev.:	ED1 - RV0
Date:	12 <sup>TH</sup> MAY 2023

## HANDLING OF ICAO STATE LETTERS PROCESS CHECKLIST

COMPLETED BY:	DATE:
Name of Relevant Document:	SIGN.:

Status	Description
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>HANDLING OF ICAO STATE LETTERS ON PROPOSAL FOR AMENDING ANNEX 13</b>
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Focal Point Access to and Review ICAO State Letters (SLs)
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	ICAO State Letters on Proposal for Amending Annex 13 Received
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Forwarding ICAO SL Received to Manager of Investigation Division/Focal Point
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	SL Received, including the correspondences and decisions are in Relevant File
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Preliminary Review of the SL
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Stakeholders Identification
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Forwarding of ICAO SL to Stakeholders for Consultation, including Timeline
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Stakeholder Comments Received
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Review/ Analysis of Comments Received
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft Response to ICAO on SL on Proposed Amendment to Annex 13
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft Response Approval
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Completion of ICAO Response Form
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Transmission of Sierra Leone (SL) Position on the SL on Proposed Amendment to ICAO Address on SL
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Transmission of a Copy of Sierra Leone Response to ICAO on the SL to SLCAA
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	A Copy of Sierra Leone Response to ICAO on SL are in relevant File
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>HANDLING OF ICAO STATE LETTERS ON ADOPTION OF AMENDMENT TO ANNEX 13</b>
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Focal Point Access to and Review ICAO State Letters (SLs)
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	ICAO State Letters on Adoption of Amendment to Annex 13 Received
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Forwarding ICAO SL Received to Manager of Investigation Division/Focal Point
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	SL Received, including the correspondences and decisions are in Relevant File
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Preliminary Review of the SL on Adoption of Amendment to Annex 13
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Stakeholders Identification
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Forwarding of ICAO SL to Stakeholders for Consultation, including Timeline
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Stakeholder Comments Received
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Review/ Analysis of Comments Received
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Download the Compliance Checklist-Electronic Filing of Differences (CC-EFOD) OLF
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Fill the Offline CC-EFOD
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft Response to ICAO on SL on Adoption of Amendment to Annex 13 without Difference
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft Response to ICAO on SL on Adoption of Amendment to Annex 13 with Difference
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Difference classified as Significant Difference according to process in Section 2.8.6 of the PPM
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft CC-EFOD/ Response Approval
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Significant Difference Forwarding to NCAA for Publication in AIP
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Completion of ICAO Response Form
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Transmission of to ICAO Address on the State Letter for Adoption of Amendment to the Annex
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft Amendment of SLCARs in accordance with the Procedures in Rule Making Process
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	CC-EFOD completed
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Approval of CC-EFOD
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	CC-EFOD uploaded to OLF
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Sierra Leone Response to ICAO on SL are in relevant File

Sign.:

**Focal Point**

**Manager of Investigation**

