

NIGERIAN SAFETY INVESTIGATION BUREAU

SAFETY HOUSE, NNAMDI AZIKIWE INTERNATIONAL AIRPORT P.M.B. 7009 GARKI FCT- ABUJA, NIGERIA



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	HANDLING OF ICAO STATE LETTERS ON PROPOSAL FOR AMENDING ANNEX 13
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	ICAO State Letters proposing amendment to Annex 13 Received from NCAA or AIG Focal Point through access to and review of ICAO State Letters (SLs) on ICAO Secure Portal
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Forwarding ICAO SL Received to Chairman Regulations Committee
<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 (internal) 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 Nigera's 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 Nigera's Response to ICAO on the SL to SLCAA
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	A Copy of Nigera's Response to ICAO on SL are in relevant File
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	HANDLING OF ICAO STATE LETTERS ON ADOPTION OF AMENDMENT TO ANNEX 13
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Focal Point Access to and Review ICAO State Letters (SLs)

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<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	ICAO State Letters on Adoption of Amendment to Annex 13 Received from NCAA
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Forwarding ICAO SL Received to Chairman Regulations Committee
<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 (Internal) 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 OFFLINE 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 8.3 of the Rulemaking Handbook
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Draft OFFLINE 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 Nigeria's response 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 NSIB Act/ Civil Aviation (Investigation of Air Accidents and Incidents) Regulations in accordance with the Procedures in Rulemaking Handbook
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	CC-EFOD filled in tandem with revised NSIB Act / Regulations
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Approval of filled CC-EFOD
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	CC-EFOD uploaded to ICAO OLF
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Nigeria's Response to ICAO on SL are kept in relevant File
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Downloaded CC-EFOD from ICAO OLF Kept in the Rulemaking File.