

NIGERIAN SAFETY INVESTIGATION BUREAU

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



RULEMAKING PROCESS CHECKLIST

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

Status	Description
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Proposal (internal or External) Received
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Preliminary Review of Proposal conducted
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Proposal Acceptance/ Public Meeting/Dismissal
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Dismissed Proposal entered in database (Master Tasks List)
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Proposer informed of dismissal of his/her proposal
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Initiation of the Rule, including all correspondences, meetings, decisions are kept in Rulemaking File
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Max 30 Days of Initiation Period
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Notice of Proposed Amendment (NPA) Template used
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Conduct drafting of NPA
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Period for drafting NPA was within the 20-30 Days range
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Conduct Regulatory Impact Assessment (RIA)
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Use of RIA Template
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft NPA forwarding to relevant units of the Bureau
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft NPA Approval
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Draft NPA uploaded to the website or transmitted to stakeholders through letters
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Comments closing date indicated with NPA
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Information on Public Hearing Provided
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Drafting of the Rule, including correspondences, meetings, decisions are kept in Rulemaking File
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Stakeholder consultation: NPA published
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Stakeholder Consultation: Regulatory Impact Assessment (RIA)

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<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Stakeholder Consultation Comments Received
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	20 - 30 Days Consultation Period
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Stakeholder Consultation, including correspondences, meetings, decisions are kept in Rulemaking File
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	All the Comments Received Reviewed
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Production of Comment Response Document (CRD)
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	CRD Approveal
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	CRD Publication on Website/ Transmittal to Stakeholders via Letters
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Download of ICAO Compliance Checklist-Electronic Filing of Difference (CC-EFOD) from OLF
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	90 Days Period for CRD
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Offline CC-EFOD completion of the new Rule against the latest amendment to Annex 13
<input type="checkbox"/> Complete	N/A	Approval of CC-EFOD with Difference or No Difference
<input type="checkbox"/> Complete	N/A	Significant Difference Submission to NCAA for publication in AIP, if applicable
<input type="checkbox"/> Complete	N/A	Analysis of Comments Received, including correspondences, meetings, decisions are kept in Rulemaking File
<input type="checkbox"/> Complete	N/A	Adoption of the Texts of the New Rules
<input type="checkbox"/> Complete	N/A	Amendment of the NSIB Act or the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations to include New Rules
<input type="checkbox"/> Complete	N/A	Approval of the Amendment of the NSIB Act or Civil Aviation (Investigation of Air Accidents and Incidents) Regulations
<input type="checkbox"/> Complete	N/A	Gazetting of Amended NSIB Act or Civil Aviation (Investigation of Air Accidents and Incidents) Regulations
<input type="checkbox"/> Complete	N/A	Uploading of gazetted NSIB Act or Civil Aviation (Investigation of Air Accidents and Incidents) Regulations/ Transmittal to Stakeholders through Letters
<input type="checkbox"/> Complete	N/A	Publish the Effective Date of the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations
<input type="checkbox"/> Complete	N/A	Uploading the completed CC-EFOD unto ICAO USOAP CMA OLF
<input type="checkbox"/> Complete	N/A	Adoption and Approval of the new rule, including correspondences, meetings, decisions are kept in Rulemaking File
<input type="checkbox"/> Complete	N/A	Downloaded CC-EFOD from ICAO OLF Kept in the Rulemaking File.