

**SINGAPORE COOPERATION PROGRAMME  
SINGAPORE COOPERATION PROGRAMME TRAINING AWARD  
GENERAL INFORMATION BROCHURE**

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**AIRCRAFT ACCIDENT INVESTIGATION AND MANAGEMENT**

**8 MARCH TO 19 MARCH 2010**

Sponsored by the

**MINISTRY OF FOREIGN AFFAIRS, SINGAPORE**

under the

**SINGAPORE COOPERATION PROGRAMME  
TRAINING AWARD**

to be conducted by the

**SINGAPORE AVIATION ACADEMY,  
CIVIL AVIATION AUTHORITY OF SINGAPORE**

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**Singapore Cooperation Programme**

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations. Through the Singapore Cooperation Programme (SCP), Singapore can contribute to the development of other developing countries.

In 1992, the SCP was established, bringing together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Since 1992, Singapore has sponsored training courses and study visits for over 65,000 officials from 169 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

**Singapore Aviation Academy,  
Civil Aviation Authority of Singapore**

The Singapore Aviation Academy (SAA) is the internationally recognised training arm of the Civil Aviation Authority of Singapore. With three specialised schools, namely the School of Aviation Management, the School of Air Traffic Services and the School of Airport Emergency Services, it offers a wide range of aviation training programmes for both operational and top-level management personnel, with a world-class airport at its doorstep for on-site training. In 2000, SAA was conferred the prestigious 34th Edward Warner Award by ICAO, in recognition of its eminent contributions as a centre of excellence in international civil aviation training.

**Course Objective**

To provide participants with in-depth training in investigation techniques and an understanding of the organizational factors and management issues. The course will cover all aspects of the investigation process from preparation to report writing and discuss case studies on accident investigation focusing on management deficiencies.

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## Synopsis and Methodology

The topics to be covered are:

### Module 1: Techniques & Regulations

- ICAO Annex 13
- Preparation to conduct an investigation
- On-site investigation tasks
- Use of critical data in investigation
- Technical investigation
- Operations investigation
- Human factors
- Survival factors
- Interviewing techniques
- Investigator tools
- Writing the final report

### Module 2: Organisational Factors & Major Issues

- International requirements
- Management of accident investigations
- Organizational factors in safety from airlines' perspective
- Understanding human factors in aircraft accidents
- Safety programme management
- Accident site hazard
- Case studies
- Coping with the reality of an international investigation
- Safety products
  - Approach and landing accident reduction (ALAR) tool kit
- Use of ALAR tool kit

## Duration

The course will be held from **8 March to 19 March 2010**.

## Application Information

Applicants should be:

- Accident investigators, chief investigators or management personnel involved in aircraft accident investigation from:
  - Civil aviation authorities
  - Airport authorities
  - Safety and regulatory bodies
  - Airlines and aircraft manufacturers
  - Law enforcement, military and government agencies
  - Airport emergency services
- Nominated by their respective Governments
- Proficient in spoken and written English
- Below 50 years old
- In good health

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants, thereafter, known as participants during their training in Singapore. These expenses include:

- A daily training allowance of Thirty Singapore Dollars (S\$30) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from first day to one day after the course. Lunch is also provided at the Training Agency on training days. The daily training allowance is Forty Singapore Dollars (S\$40) on weekends];
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

### Note:

- (i) The recipient government will be responsible for their participants' round-trip airfares

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- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance
- (ii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves

### Regulations

Participants are required to comply with the following:

- (a) To strictly observe course schedules and not miss training sessions;
- (b) To not bring any member of their family for the duration of the course;
- (c) To carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course;
- (d) To refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;
- (e) To discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act; and
- (f) To return to their respective home countries upon completion of the course.

### Application Procedure

(Closing Date for Nomination: **25 January 2010**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant.

In case there are more applicants than training places, the selection of applicants will be based on merit. Hence, the Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event their nominee is not selected.

All nominations are to be carried out by the respective Government Institutions, using the official application form. The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **25 January 2010**.

Please address the forms to:

**The Director  
Technical Cooperation Directorate  
Ministry of Foreign Affairs, Singapore  
Tanglin  
Singapore 248163**

**Attn: Ms Pamela Soon**

**Tel: (65) 6379 8463**

**Fax: (65) 6479 3357**

**E-mail: Pamela\_Soon@mfa.gov.sg**

- To expedite the process, a copy of the completed application forms can be faxed to the **Ministry of Foreign Affairs, Singapore** at Fax **(65) 6479 3357**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and must bear the endorsement of the respective National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Only successful applicants will be notified.
- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.

### Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at **[www.visitsingapore.com](http://www.visitsingapore.com)**

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## Singapore Cooperation Programme Application Form for Bilateral Courses

**SINGAPORE COOPERATION PROGRAMME****APPLICATION FORM FOR TRAINING IN SINGAPORE**Please type or write clearly in capital letters.

The words "NIL" or "N/A" should be used where applicable.

Do not leave any space blank.

Affix a recent  
passport-size  
photograph hereProgramme: **Singapore Cooperation Programme Training Award (SCPTA)**Course Title: **Aircraft Accident Investigation and Management**Date of Course: **8 March to 19 March 2010****PART I: PARTICULARS OF APPLICANT**

Name Mr/Mrs/Miss/Dr* _____ (Full name in capital letters as in International Passport -- please underline Family/Last Name)		
Nationality	Date of Birth (dd/mm/yy)	Place of Birth
Gender Male / Female*	Passport Number (Diplomatic / Official / Ordinary)*	Expiry Date of Passport (dd/mm/yy)
Marital Status	Religion	Dietary Restriction, if any
Home Address	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.	
Airport of Departure to Singapore:	Fax No: _____ - _____ - _____ Country Code Area Code Fax No.	
Job Title	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.	
Office Address (Name of Organisation and Address)	Fax No: _____ - _____ - _____ Country Code Area Code Fax No.	
Email Address:		

\*Delete where applicable

Person to be notified in case of an emergency:

Name	Relationship
Home Address	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.

**NOTE:**

*This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.*

**Singapore Cooperation Programme Application Form for Bilateral Courses****PART II: EMPLOYMENT HISTORY**

(starting from present position - in reverse chronological order)

Organisation / Department	Designation	Nature of job	Period (dd/mm/yy)	
			From	To

**PART III: EDUCATIONAL RECORD**

Degree / Diploma / Certificate	Educational Institution	Location	Period (dd/mm/yy)	
			From	To

**PART IV: DETAILS OF PROFESSIONAL QUALIFICATIONS**

Type of Professional Qualification	Date Attained

**PART V: PREVIOUS ATTENDANCE**

Have you previously attended any courses sponsored under the Singapore Cooperation Programme?

 Yes /  No (please tick)

If yes, please state the name and date of course/s:

- \_\_\_\_\_
- \_\_\_\_\_

**PART VI: EXPERIENCE AND TRAINING REQUIREMENTS**

Please write briefly on your working experience and training requirements. Copies of the relevant supporting documents (e.g. educational certificates, testimonials) should be attached.

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**NOTE:**

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**Singapore Cooperation Programme Application Form for Bilateral Courses**

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**PART VII: NOMINEE'S DECLARATION**

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (Country)

declare that :

- (a) all information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material fact;
- (b) I am medically fit and free from any medical problem which may impair my ability to attend the training in Singapore; and
- (c) I will be personally liable for all medical expenses incurred during my stay in Singapore. (All successful participants are covered under Group Personal Accident and Hospitalisation Insurance policies against accidents)

Upon successful selection for the training award, I undertake to:

- (a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- (b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- (c) submit/present any report which may be required;
- (d) refrain from engaging in political activities and any form of employment for profit or gain;
- (e) return to my home country upon completion of the training; and
- (f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I would be liable to depart from Singapore on my own expense.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Nominee)

**NOTE:**  
*This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.*

**Singapore Cooperation Programme Application Form for Bilateral Courses**

**PART VIII: (To be completed by the Nominating Government)**

Comments and observations on the Nominee's:

(a) \*Proficiency of the English Language

	Excellent	Fair	Basic	Nil
Spoken				
Written				

(b) \*Fitness Level

	Excellent	Good	Fair	Poor
Fitness level				

\*Tick where appropriate

(c) Reasons for the Nominee's selection:

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(d) The post which the Nominee will be required to fill upon satisfactory completion of training:

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(e) Relevance of course to the nominee's job:

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**PART IX: OFFICIAL DECLARATION (to be completed by the Nominating Government)**

On behalf of the Government of \_\_\_\_\_,  
(Country)

I, \_\_\_\_\_, certify that:  
(Name of Official)

- (a) I have examined the educational, professional or other certificates quoted by the nominee in this form and I am satisfied that they are authentic and relate to the nominee.
- (b) The nominee is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the nominee is other than fit to undertake the journey to Singapore and to remain in Singapore for the duration of training.
- (c) The nominee has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Mr/Mrs/Miss/Dr) \_\_\_\_\_ holding  
Passport No \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Organisation)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Address of Organisation)

Country Code - Area Code - Office Tel No.

\_\_\_\_\_  
(Email Address)

Country Code - Area Code - Office Fax No.

**Endorsement by the nominating country's National Focal Point for Technical Assistance:**

\_\_\_\_\_  
(Name)



\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Organisation)

\_\_\_\_\_  
(Email Address)

Country Code - Area Code - Office Tel No.

Country Code - Area Code - Office Fax No.

**NOTE:**  
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To: GOVERNMENT OF THE REPUBLIC OF SINGAPORE

Dear Sir

**LETTER OF INDEMNITY**

In consideration of your allowing me to do my training with the relevant Government departments/ statutory boards/institutions in Singapore, I \_\_\_\_\_, Passport Number \_\_\_\_\_ of \_\_\_\_\_, hereby declare that I shall be personally liable for and shall indemnify the Government of the Republic of Singapore against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses whatsoever arising under any statute or at common law which may be made or taken against the Government of the Republic of Singapore or incurred or become payable by the Government of the Republic of Singapore in respect of any medical illness, personal injury (whether fatal or otherwise) to or the death of any person or in respect of any injury or damage whatsoever to any property, real or personal arising out of or in the course of or by reason of my carelessness or negligence, omission or default during my training with the relevant Government departments/statutory boards/institutions in Singapore.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2009

Signed by \_\_\_\_\_  
(Signature of trainee)

\_\_\_\_\_  
(Name of trainee)

in the presence of

Signed by \_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_  
(Name of witness)

\_\_\_\_\_  
(Designation of witness)

**NOTE:**  
*This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.*