

# AIRCRAFT ACCIDENT INVESTIGATION AND INQUIRY BOARD

## AAIIB PROCESS FLOW : CERTIFICATE OF NO ACCIDENT/INCIDENT

### Schedule of Availability of Service

Monday to Friday (8:00AM to 5:00PM)

No Noon Break

### Who may avail of this Service?

PILOTS

### What are the Requirements?

Photocopy of License

Authorization Letter, if Representative

Step	Clients	Activity	Forms	Duration	Person-In-Charge
1	Pilots	Applicant present the copy of license and fill up Certificate of No Accident / Incident Request Form	1. Copy of Pilot License 2. Request Form	2 minutes	AAIIB Staff on Duty
2		Issuance of Payment Order	1. OPS Form	2 minutes	AAIIB Staff on Duty
3		Applicant proceed to Collection Section for the payment of Certificate of No Accident / Incident			Collection Section
4		Receive Official Receipt (OR) and a copy of OPS Form	1. OPS Form 2. Receipt		AAIIB Staff on Duty
5		Verify pilot record and prepared Certificate of No Accident / Incident	1. Database 2. Request Form 3. Receipt	5 minutes	AAIIB Staff on Duty
7		Processing and signature of Certificate of No Accident / Incident		5 minutes	AAIIB Staff / OIC, AAIIB
8		Releasing of Certificate of No Accident / Incident		2 minutes	AAIIB Staff on Duty

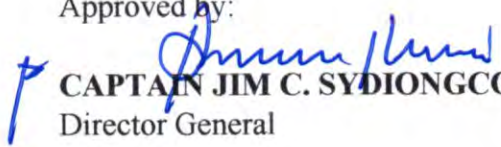
Submitted by:

  
**REINEER Y. BACULINAO**

Officer-In-Charge

Aircraft Accident Investigation and Inquiry Board

Approved by:

  
**CAPTAIN JIM C. SYDIONGCO**  
Director General

Noted by:

  
**MS. AIDA S. ROMULO**

Chairperson, Citizen's Charter Committee, CAAP