

However, a court or a coroner may order the release of a witness statement if it concludes that the proper administration of justice outweighs the individual's privilege.

ATTENDANCE

Interviews are held in private and not open to the public. Only the following persons are permitted to attend an interview.

- The AAIA Investigator(s)
- Any expert the investigator invited to attend
- The interviewee
- One accompanying person

THE ACCOMPANYING PERSON

You may invite a person of your choice, such as a friend, a colleague, a union representative, or a legal representative to accompany you during the interview. Interview questions must be answered by you and not the accompanying person.

The accompanying person must not be in a situation of actual or potential conflict of interest, or be someone who has been or will be interviewed by the AAIA. You and the accompanying person should be aware that:

- The interviewee's statement is privileged and cannot be communicated to others without the written authorization of the interviewee; and
- The investigator may exclude an accompanying person from the interview if his or her interventions or behavior interfere with the proper conduct of the interview.

Aircraft Accident Investigation Authority

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It is not a function of the AAID to apportion blame or determine liability. At the same time, an investigation report must include factual material of sufficient weight to support the analysis and findings.



Preparing for an interview



www.baaid.org

"OUR MISSION - PROMOTING SAFETY IN THE AVIATION INDUSTRY"

PREPARING FOR AN INTERVIEW

The purpose of this document is to help you prepare for an Air Accident Investigation Authority (AAIA) interview. It describes why and how we conduct interviews, your rights as an interviewee, and how we protect the information you provide.

The AAIA understands that you may not have been interviewed by the AAIA or any other organization before.

If you have any questions or concerns about the interview after you have read this document, it is important that you contact the person at the AAIA who asked you for the interview so that your questions can be addressed ahead of time.

The AAIA thanks you in advance for the information you will provide in your upcoming interview. It will help advance safety of the aviation system for all Bahamians.

The mandate of the AAIA is to investigate aviation occurrences in order to identify deficiencies in the aviation system so they can be prevented from happening again. The AAIA does not assign fault, or civil or criminal liability. Instead, it aims to understand the aspects of the aviation system that led to the decisions made on the day of the aviation occurrence.

ABOUT AAIA INTERVIEWS

The AAIA conducts interviews to gather information, it interviews the people involved in the occurrence to understand what they may have seen or heard before and during the accident, and to understand the operations of the company.

The information you provide helps the AAIA understand why the accident occurred so that it can advance the safety of the transportation system for all Bahamians.

To minimize influences on memory recall, AAIA investigators prefer to interview witnesses as soon as possible and before they are interviewed by other agencies. **Please tell the AAIA if another agency has asked you for an interview.**

HOW THE AAIA CONDUCTS INTERVIEWS

Interviews are conducted in a way that encourages you to contribute to safety by providing as many details as you can recall. The investigators work with you to create an atmosphere in which you are best able to provide information.

Investigators interview you separately from your colleagues or other witnesses so that your recollections and knowledge aren't affected by another person's. However, the AAIA does exercise its discretion on a case by case basis if a different approach is necessary.

THE STAGES OF THE INTERVIEW

Before the interview begins, the investigator explains the overall process. This is a good time for you to ask any questions that you may still have about the interview. The investigator usually starts by enquiring about your job and training, and then will ask you about what you witnessed or your understanding of company operations and anything else that may be relevant to the occurrence.

The investigator will follow up with questions to fully understand your point of view, and may also ask you about your medical and sleep histories.

RECORDING

To ensure the integrity of the investigation, the investigator records interviews electronically. He or she may also take handwritten notes. An electronically recorded interview benefits both you and the investigator because it allows the investigator to focus on what you are saying, and it creates an accurate record of what was discussed that both can refer to later.

The AAIA will send you an electronic copy of the recording if you request it in writing.

CONFIDENTIALITY

To enable you to speak freely with the investigator in the interest of aviation safety, your interview statement is protected and will not be released outside the AAIA.

Under the AAIA Act, all interviews – including records of interviews and the identity of the interviewees – are privileged, and will not be shared with anyone outside the AAIA unless the interviewee consents to it. The AAIA Act also protects statements from being used in any disciplinary or other hearings, except as provided by the AAIA Act. In addition, anyone attending an interview cannot communicate or share the statement without the written authority of the interviewee.

The AAIA opposes requests for the release of any statement without the consent of the interviewee.