

Public Authority	BAAI Bureau of Air Accident Investigation
Description of the department/directorate/entity's structure	Please see Organisational chart below.
Description of the department/directorate/entity's functions and responsibilities	<p>The Maltese Bureau of Air Accident Investigation (BAAI) was established under the Maltese law for the investigation of Air Accidents and incidents. The BAAI's mission is carried out in compliance with European Regulation 996/2010 and ICAO Annex 13.</p> <p>The mission of the BAAI is to strive towards enhancing aviation safety through the management of air accident and incident investigation. The aim of a safety investigation is to mitigate the chances of similar accidents and incidents in the future, by identifying the root causes, issue safety recommendations when necessary and taking proactive measures, without apportioning blame or liability.</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Administration Files, Policy Documents, Procurement Files, Confidential Investigation Reports, Investigation Files and Files Containing Evidence.
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies	BAAI Procedures and Operations Manual

<p>corporate and employees of the public authority in their personal capacity)</p>	
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>The FOI officer of the Bureau of Air Accident Investigation may be contacted by e-mail on baai@gov.mt or by telephone on Tel:+35699382725</p> <p>FOI requests may be submitted by e-mail to baai@gov.mt, through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Authority.</p> <p>The complaint should be addressed to the Authority's FOI Officer, who shall bring the complaint to the attention of the officer responsible. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).</p> <p>The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's</p>

	<p>complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Authority, and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information</p>
Other Information	<p>Payments of applicable fees can be made by cheque and are to be addressed to the Bureau of Air Accident Investigation, c/o Ministry for Transport Infrastructure and Public Works, Block B, Francesco Buonamici Street, Floriana.</p> <p>Further information with regards the Freedom of Information Act can be found on www.foi.gov.mt.</p> <p>Complaints may be submitted by e-mail to baai@gov.mt, through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p>
Public Authority Contact Details	<p>Address: Bureau of Air Accident Investigation, c/o Ministry for Transport Infrastructure and Public Works, Block B, Francesco Buonamici Street, Floriana Tel: Tel:+35699382725</p>

Bureau of Air Accident Investigation
Organisational Chart

