

To SIWG **Date** March 24, 2016
From Sam Buckwalter **Reference** 16-999/SMA-938 klp
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Subject **Meeting Announcement**
Special Investigation Working Group (SIWG)

When June 7-8, 2016, from 0900 to 1700
June 9, 2016, from 0830 to 1200

Chairman Karsten Montebaur, Lufthansa Technik

Where Meeting Location
KLM Royal Dutch Airlines
Hanger 11
Room Airbus
1117ZL Schiphol East
The Netherlands
Point of Contact
Christian Slob
Phone: +31 (0)62291 9660
E-mail: chris.slob@klm.com

The meeting will be held in the Airbus meeting room located within Hanger 11 of the KLM campus. See Attachment 1 for the KLM facilities layout.

Hotel Information

The easiest hotel to access the KLM facility and downtown is the Hilton Schiphol. The ARINC IA Staff will be departing the Hilton lobby at 0810 in the morning to walk to the busses.

Below is a listing of other hotels within close proximity of KLM:

- Steigenberger Airport Hotel Amsterdam
- Sheraton
- Ibis
- Radisson

For more information on the hotels use the following link:

<http://www.klmflightcrewtraining.com/logistics.php>

Instruction

Please notify ARINC Industry Activities of your intention to attend by registering online at: <http://www.aviation-ia.com/events/>.

The KLM campus and facilities are secured areas. The ARINC IA staff must have the following information by **May 20, 2016**, to allow KLM security time to build an access list and badges:

- First and last name (as indicated in passport)
- Date and Place of Birth
- Full Address
- Phone Number
- Nationality
- Company name
- Company e-mail

Dress code for this meeting is business casual. Comments or questions regarding any of the agenda items are invited. If you wish any material to be circulated prior to the meeting, please submit your proposals via e-mail to Sam Buckwalter by May 20, 2016. After that date, if you have new material, it may only be introduced on the agenda with the approval of the chairman and formal consensus of the group.

The meeting is open to all interested parties. Individuals requesting time on the agenda should contact Sam Buckwalter. The agenda will be finalized one week prior to the meeting.

Meeting Objectives

Regulatory Authorities and reliability issues have required the operator or its repair facility to provide additional attention to aircraft components, which either produce a flight incident or do not reach its intended reliability. This might happen to only one specific serial number, or on the complete component series.

The purpose of this standards activity is to develop a new ARINC Report to provide guidance for the assignment, accomplishment, and reporting of investigations for components which exceed the regular workshop analysis and repair process.

Travel Information

Traveling from Schiphol Airport (Schiphol Plaza)

When you arrive at Schiphol Plaza, take the shuttle bus service to the KLM facility "Zuideinde" at Schiphol Oost. The bus number going to Schiphol Oost/Zuideinde is 193. These red busses leave every 10 minutes. A round trip ticket can be purchased from the bus driver for approximately 5 euros.

En route, you will have to leave the bus at the airport security gate to pick up your ID badge for the technical area.

After receiving your ID badge, take the next bus to stop Hangar 11, which is the second to last stop. Take the entrance to the right of the head entrance of Hangar 11 (see pictures).



After entering the building, stay on the ground floor, take the first right and then first left, and you will find the Airbus room on your right.

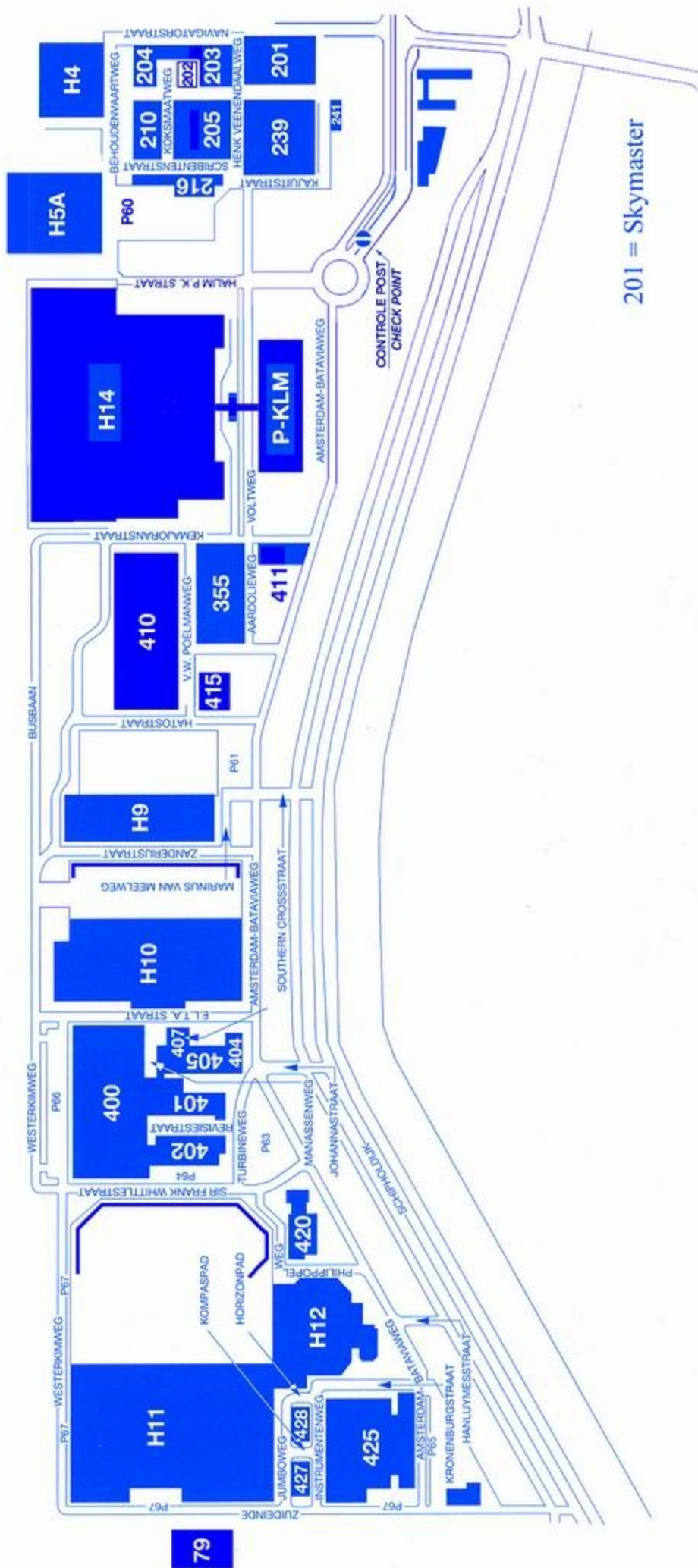
cc

AMC Steering Group

Attachment 1

Schiphol-Oost Technisch Areaal

Schiphol-East Technical Area



201 = Skymaster