



ACCIDENT INVESTIGATION BUREAU

(AIB)

GUIDANCE MATERIAL FOR OPERATIONAL DEPARTMENT

FEBRUARY 2007

FORWARD

This material is an internal documentation of the Accident Investigation Bureau (AIB), (herein after called “the Bureau”). The material is produced to provide the information, policy and procedures needed to perform the statutory functions of investigating accidents/serious incidents as required by the Civil Aviation Act 2006 and the Civil Aviation (Investigation of Air Accidents and Incidents) Regulations.

This material has been prepared for the use and guidance of accident investigators in the performance of their duties. However, it is emphasized that all matters pertaining to an investigator’s duties and responsibilities cannot be covered in this material.

As a result of the dynamic nature of the industry, changes in legislation as well as evolution of new technology, there may be need for amendments. Therefore, comments and recommendations for revisions/amendments to this publication for its improvement are welcomed.

The Commissioner/CEO of the Bureau is accountable for approving the contents and amendments of this material.

Commissioner/CEO, Accident Investigation Bureau

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PROCEDURE FOR AMENDMENTS

The Commissioner/CEO of the Bureau shall be the only person who can authorize amendments to this Guidance Material. Investigators can initiate amendments to the material by forwarding such proposal to the Heads of Departments who will then forward same to the Commissioner for consideration.

Amendments are by page replacement or addition or by re-issue of the complete material. The table below shall be completed to effect any amendment to this material.

Revision Number	Date Revision	of	Affected Pages	Remarks/Purpose

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This document is intended to guide the operations investigation and is in no way exhaustive.

OPERATIONS GROUP

During the organizational meeting, the operations group head should instruct the participants to pick up any papers, documents, or manuals from the accident site and forward them to the operations group, which will review this material for its relevance to the investigation. This group’s head should also coordinate with the appropriate group (usually, the structures group) in documenting the identification, location, and weight of the cargo and passenger baggage on board the aircraft. To the extent possible, the material should be returned to its pre-accident condition before weighing.

The operations group head should also coordinate with the appropriate group (usually, the systems group) in documenting the cockpit environment and should confirm that the cockpit area will not be moved or violated pending its full documentation. If the cockpit area is being documented, the assistance of those who are qualified and proficient in the design and operation of the aircraft (e.g., representatives from the airline, the aircraft manufacturer, and the NCAA) should be enlisted. In documenting the cockpit, the group should:

1. Take copious notes of the observations and have the participants sign the notes in agreement
2. Take photographs, if possible
3. Obtain the aircraft flight manual for reference
4. Obtain and document the contents of the flight crew’s flight cases and personal/overnight luggage. Have a representative of the airline, union (if applicable), and the NCAA present during this activity.
5. Retrieve any and all copies from police/port authority/SSS interviews that may have been conducted prior to AIB involvement.

History of Flight

The following information should be collected to document the history of the flight:

1. Name(s), address, and telephone number of owner and operator of the aircraft

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2. Type of aircraft
3. Registration number and serial number
4. Flight number(s)
5. Type of operation (i.e General Aviation, Airline, Corporate etc)
6. Date, time, and location of accident site (latitude, longitude, and elevation). Distance from or destination.
7. Last point of departure. Obtain block in/out and takeoff time.
8. Intermediate stops. Obtain block in/out and takeoff time.
9. Point of intended landing.
10. Diversionary landing site, if applicable.
11. Dispatch release. Review the original and obtain a certified copy.
12. Weather information provided to the crew. Review the original and obtain a certified copy. Request a statement of the weather briefing that was given, if applicable.
13. Flight plan filed with the NAMA (AIS). Review original and obtain a certified copy.
14. Clearance received. Obtain certified transcript. Listen to original recording if no ATC group assigned.
15. Route and altitude actually flown and normally flown/assigned. Crew familiarity with each route.
16. En route company and ATC radio contacts (facility and frequency). Obtain certified transcripts and recordings.
17. Flight plan log. Review the original, if available, and obtain a certified copy.
18. Aircraft maintenance log. Review the original and obtain certified copies, as required, of write-ups entered during the previous 72-hour period, checking for conditions that could affect the performance of the aircraft and /or the ability of the flight crew to perform their duties. Maintenance records groups will view more extensively.

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Weight and Balance

The operations group should complete the following items to verify the aircraft’s weight and balance:

1. Weight and Balance Form. Review the original document and obtain a certified copy. Perform manual weight and balance and compare with automated results. Validate the authorization for actual vs. standard weights. Weight the cargo and passenger baggage, if applicable.
2. Cargo manifest. Review for type, labeling, placement, and means of securing cargo, especially hazardous cargo, as applicable to the situation. Review original documents and obtain certified copies.
3. Passenger manifest.
4. Fuel and oil record. Review original documents, if available, and obtain a certified copy. Compare data with quantities verified or stated to be on board the aircraft. Check with the airport authorities for previous problems with fuel and/or the fueling facility. Verify the security of fuel samples for future analysis. (See Airport section).
5. Method of mean aerodynamic chord (MAC) or center of gravity (cg) computation. Verify by manual and automated method, if applicable.
6. Weight and balance manual used by airline. Compare with manufacturer and NCAA approval data.
7. Aircraft limitations. Compare airline, manufacturer, and NCAA approval data.

Aircraft Performance

Per evidence and company standard operating procedures (SOP), the operations group should determine the following:

1. For Takeoff and Landing
 - a. Flap and trim settings
 - b. Reference V speeds. (atmospheric adjustments)
 - c. Takeoff and go-around engine pressure ration (EPR)

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2. En route
 - a. Engine power schedules for climb, cruise, and descent
 - b. Airspeed (indicated) schedules for climb, cruise, and descent

Air Carrier Information

The operations group should collect the following information regarding the air carrier:

1. Size and scope of operation
 - a. Number of personnel, aircraft and size of route structure
 - b. Standardization of aircraft fleet
2. Copy of operations certification
3. Copy of operations specifications. Waivers and amendments to the operations specifications.
4. Operations manual. Compare with operating procedures of the airline with the procedures recommended by the manufacturer and the NCAA.
5. Aircraft flight manual. Compare the checklist in the company flight manual with the checklist actually used by the flight crew and the one published by the manufacturer
6. En route, Standard Terminal Area Route (STAR), Standard Instrument Departure (SID), terminal, and approach charts used by flight crew. Determine if each crewmember was provided with his/her own.
7. Training program. Obtain training program and syllabus. Confirm NCAA approval of training program. Indicators that assist in determining the quality and effectiveness of the program include the establishment of a training directorate within the airline, programs incorporating stabilized approach criteria, and cockpit resource management (CRM). Compare the policy and procedures of the operations manual with training manual/program for continuity. Document the background and qualifications of company training personnel.
8. The airline’s safety office/directorate (if applicable). Determine its authority and ability to impart safety enhancements to the flight operations. In the absence of such an entity, determine which person

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and/or department is delegated this responsibility and conduct interviews.

9. Company pilot bulletins or reading file. Review for data that may be relevant to the circumstances surrounding the accident/incident.
10. Dispatch and/or flight following. Determine size scope of the dispatch or flight following function. Compare the duties and responsibilities of this function as stated in company documents with the CARs. Compare the background and qualifications of dispatch/flight following personnel with the CARs. Determine dispatch /flight following procedures.
 - a. Weather briefings
 1. Review original data provided and obtain certified copies
 2. Determine source of data and method provided
 - b. Flight planning forms
 - c. Computer flight plan
 - d. Fueling record
 - e. Method of flight following. Advisories issued

Flight Crew Information

1. Confirm the extent of the pre-employment checks that were performed on the flight crewmembers
2. Review company personnel files and employment history for trends (both positive and negative) that may be relevant to the investigation. This includes violations and commendations, absenteeism, and any extended periods between employments. Obtain names, addresses and telephone numbers of previous employers and physician(s) who were used for the NCAA medical. Also look for possibly non-flight related events. Obtain certified copies.
3. Obtain copies of NCAA pilot certificates and ratings held from company files
4. Obtain copies of medical certificates and related information from company files and compare to NCAA data.
5. Training records. Review the training records to determine the quality and quantity of training given and remarks noted by the instructor. If possible, request that the instructor and pilot sign and date the forms attesting to the training given. On occasion, it may be prudent to compare the signatures of the pilot and instructor and the training

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documents with other sources such as payroll records and driver’s licenses.

- a. Review the training records for initial, line (en route), 6 months proficiency, and annual/recurrent including ditching and emergency. Obtain certified copies.
- b. Initial focus should be on specific areas of training that on the surface may appear to be relevant to the investigation.
- c. Information that should be available and obtained from the personal, training, and flight records of each cockpit crew member includes:
 - i. Date employed
 - ii. Date upgraded to present position
 - iii. Date upgraded to present position in particular equipment
 - iv. Total pilot time
 - v. Total pilot time (flight and duty) last 24 hours, 72 hours, 47 days, 60 days and 90 days
 - vi. Total instrument time, if available
 - vii. Total instrument time on type, if available
 - viii. Total night time, if available
- 6. Recency of experience with airport and approach procedure
- 7. Previous experience of flight crew flying with one another.

Airport Information

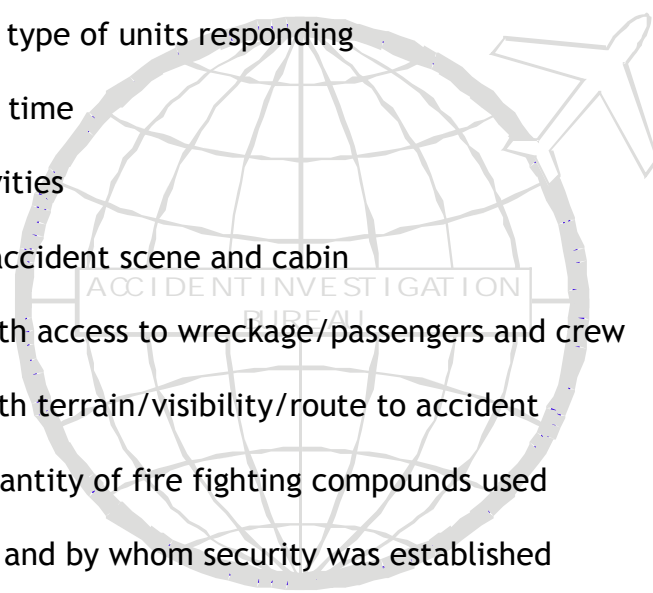
- 1. Obtain latest copy of airport master record and airport planning chart
- 2. Latest report of NCAA annual inspection
- 3. NOTAMs in effect
- 4. Construction on airport property and surrounding area
- 5. Inspection results on the condition of airport surface(s)
- 6. Local obstructions
- 7. Condition of airport lights and radio aids
- 8. Aerial photos, topographic charts

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- 9. ATC information if no group assigned
- 10. Weather information, if no group assigned
- 11. Obtain fuel specimens for analysis

In the absence of a survival factors group, the operations group will address the following crash and rescue activities in addition to those listed above:

- 1. Time and method notified
- 2. Response time
- 3. Number and type of units responding
- 4. Fire fighting time
- 5. Rescue activities
- 6. Pictures of accident scene and cabin
- 7. Problems with access to wreckage/passengers and crew
- 8. Problems with terrain/visibility/route to accident
- 9. Type and quantity of fire fighting compounds used
- 10. How, when, and by whom security was established
- 11. Crowd control problems
- 12. Facility station log
- 13. Last disaster drill
- 14. Accident report from fire station(s) and security



Nigerian Civil Aviation Authority

- 1. Inspections planned or perform on the airline during the previous 12-month period including base, ramp, en route, ground and flight training program, crewmember; dispatcher records (including flight and rest), trip

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- records, dispatch center/flight following/flight/locating facility. Obtain certified copies.
2. Obtain any special safety inspection reports that were performed.
 3. Latest regional aviation safety inspection program (RASIP). Obtain a certified copy.
 4. Latest national aviation safety inspection program (NASIP) performed. Obtain a certified copy.
 5. Frequency of surveillance. Compare the number and types of inspections performed with regional and national inspections guidelines.
 6. Background, qualifications, and workload of NCAA Principal Operations Inspector (POI).
 7. Authorized and current staffing level of Regional office.
 8. Most recent pre-accident /incident flight inspection and post flight inspection results of pertinent en route and approach facilities/aids. Obtain certified copies.
 9. Most recent pre-accident/incident airways facility inspection and post inspection or pertinent en route and approach facilities/aids. Obtain certified copies.
 10. Look at the program of the POI. Document the extent of the POI's responsibilities, percentage or time spent with this operator, percentage of time spent in each major area, and any assistance provided by other inspectors. Evaluate the qualifications and experience of the POI and any assigned POIs or Aircrew Program Managers (APM). Include in this review the subject individual's pre-NCAA operational experience
 11. Interview the data evaluation program manager and analyst to determine if there are current negative trends that have not yet shown up in ATOS reporting and evaluation program reports.
 12. If this carrier has been in operation for 5 years or fewer, interview the associated representative from the Certification, Standardization, and Evaluation Team to determine if there are oversight issues that have been identified but not yet adequately addressed.

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Interviews

Generally, the AIB Operations group head will conduct the interview and Operations Group members will record notes of responses. An opportunity should be provided for members to ask a limited number of follow-up questions.

Questions Relating to Flight Crew:

- a. Events leading up to the flight in question.
- b. History of the flight.
- c. Operating procedures and techniques.
- d. Training.

The interview should include questions of the following information or personnel:

1. Seat belt and shoulder harness security before and after impact.
 2. Difficulty in releasing restraints
 3. Seat adjustment position
 4. Seat security after impact
 5. Difficulty during egress
 6. Aid given to flight attendants and passengers
 7. Meals taken during the previous 24 hours
 8. Description of injuries and how they were attained
 9. Off duty activities during the previous 24 hours
 10. All of the above as applicable to the flight attendants
- e. Cabin crew
 - f. Other crew members who have flown with the accident crew
 - g. Crews operating in the vicinity of the accident flight
 - h. Families of the cockpit crew members
 - i. Dispatchers/flight following personnel
 - j. Other flight operations personnel who came in contact with the flight and/or cockpit crew
 - k. Ramp personnel, counter personnel, etc
 - l. Flight (cockpit) personnel who flew the aircraft prior to the crew m. involved in the mishap
 - m. ATC controllers if no group assigned
 - n. Training instructors and check airmen
 - o. NCAA Principal Operations Inspector (POI)
 - p. Witnesses, if no group assigned
 - s. Passengers, if no group assigned

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WEIGHT & BALANCE / PERFORMANCE	
Basic Operating Weight	
Passenger Weight	
Baggage/Cargo Weight (Shown on Form)	
Baggage/Cargo Weight (Actual Wreckage)	
Zero Fuel Weight	
Maximum Zero Fuel Weight•	
Fuel Weight	
Ramp Weight	
Maximum Ramp Weight•	
Taxi Fuel Burn	
Actual Takeoff Weight	
Maximum Takeoff Weight•	
Estimated Fuel Burn to Accident Site••	
Estimated Landing Weight••	
Maximum Landing Weight•	
CG	
CG Limits•	
Takeoff Stab Trim	
Takeoff Flap Setting	
Takeoff Speeds (V Vr V2)	
Landing Flaps	
Vref	

- Manufacturer’s Airplane Flight Manual Limitations.
- Based on FL_____, the Actual En Route Flight Altitude.

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Accident / Incident Investigation Support - Field Phase

Please supply copies, or arrange for, the items checked below

HISTORY OF FLIGHT / BACKGROUND		REQ	REC	AIB ACCIDENT ID:
ACARS or Other Company Communications				
Computer Flight Plan				
Deice Record				
Dispatch/Flight Release				
Dispatcher /Flight Follower Flight Control Log				
Documentation of Flight Crew flying with one another Previously				<i>Request Made To</i>
FMS Database (Inactive and Active) in Readable Form				
Fuel Uplift Records				
HAZMAT Records				
List of Pilot that Flew the Accident Airplane during 2 Days Preceding the Accident Flight				
Maintenance Log Pages/MEL Items Prior 72 Hrs				
Navigational Charts and Approach Charts				<i>Date</i>
NOTAMS				<i>Group Leader's Signature</i>
Weather Information / Briefing				
Weight & Balance / Load Manifest				

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Accident / Incident Investigation Support - Field Phase

Please supply copies, or arrange for, the items checked below

OPERATOR / COMPANY		REQ	REC	AIB ACCIDENT ID:
	Airplane Operating Manual (AOP)			
	Check Airman Manual			
	Checklists (Normal and Emergency)			
	Cockpit Panels			
	Company History			
	Company Stock Report or 10k Form			<i>Request Made To</i>
	Dispatch/Flight Follower Manual			<i>Date</i>
	Flight Crew Bid Sheets Current/Previous 2 Month			
	Flight Ops "Read" File or Ops Bulletins			
	General Operations Manual (GOM)			
	Ground School /Simulator Instructor Manual			
	MEL/CDL Manual			<i>Group Leader's Signature</i>
	Ops Specs (Including Waivers & Amendments)			
	Organizational Chart			
	Performance Manual			
	Quick Reference Handbook (QRH)			
	Runway Analysis Charts			
	Training Program Manual			
	Weight & Balance Manual			
	Weight and Balance Computation Device or computer			
	Weight and Balance Computation Forms (Blank)			

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Accident / Incident Investigation Support - Field Phase

Please supply copies, or arrange for, the items checked below

CAPTAIN		REQ	REC	AIB ACCIDENT
ID:				
	Absentee/Sick Leave Record			
	Drug/Alcohol Test Reports			
	Employment History			
	NCAA Airman Certificates			
	NCAA Medical Certificate			
	Flight/Duty Times	Past 7 Days		<i>Request Made To</i>
	Personnel Records			
	Pre-Employment Application	Most Current		
	Record of Company Disciplinary Actions			
	Record of Experience with Airport			<i>Date</i>
	Record of Management or check Airman Experience			
	Record of Specialized Training (Special Airports, Special Navigation, etc.)			
	State Driving Record			
	Training Records	Back to Date of Hire		<i>Group Leader's Signature</i>

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Accident / Incident Investigation Support - Field Phase

Please supply copies, or arrange for, the items checked below

FIRST OFFICER		REQ	REC	AIB ACCIDENT
ID:				
	Absentee/Sick Leave Record			
	Drug/Alcohol Test Reports			
	Employment History			
	NCAA Airman Certificates			
	NCAA Medical Certificate			
	Flight/Duty Times Past 7 Days			<i>Request Made To</i>
	Personnel Records			
	Pre-Employment Application Most Current			
	Record of Company Disciplinary Actions			
	Record of Experience with Airport			
	Record of Management or check Airman Experience			
	Record of Specialized Training (Special Airports, Special Navigation, etc.)			<i>Date</i>
	State Driving Record			
	Training Records Back to Date of Hire			
				<i>Group Leader's Signature</i>

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Accident / Incident Investigation Support - Field Phase

Please supply copies, or arrange for, the items checked below

FLIGHT ENGINEER		REQ	REC	AIB ACCIDENT
ID:				
<input type="checkbox"/>	Absentee/Sick Leave Record			
<input type="checkbox"/>	Drug/Alcohol Test Reports			
<input type="checkbox"/>	Employment History			
<input type="checkbox"/>	NCAA Airman Certificates			
<input type="checkbox"/>	NCAA Medical Certificate			
<input type="checkbox"/>	Flight/Duty Times Past 7 Days			<i>Request Made To</i>
<input type="checkbox"/>	Personnel Records			
<input type="checkbox"/>	Pre-Employment Application Most Current			
<input type="checkbox"/>	Record of Company Disciplinary Actions			
<input type="checkbox"/>	Record of Experience with Airport			
<input type="checkbox"/>	Record of Management or check Airman Experience			<i>Date</i>
<input type="checkbox"/>	Record of Specialized Training (Special Airports, Special Navigation, etc.)			
<input type="checkbox"/>	State Driving Record			
<input type="checkbox"/>	Training Records Back to Date of Hire			
<input type="checkbox"/>				<i>Group Leader's Signature</i>
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

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Accident / Incident Investigation Support - Field Phase

Please supply copies, or arrange for, the items checked below

AIRPORT (If Applicable)		REQ	REC	AIB ACCIDENT
ID:				
<input type="checkbox"/>	Aerial Photos, Topographic Charts			
<input type="checkbox"/>	ATC Information, If No Group Assigned			
<input type="checkbox"/>	Condition of Airport Lights and Radio Aids			
<input type="checkbox"/>	Construction on Airport Property and Surrounding Area			
<input type="checkbox"/>	Fuel Specimens for Analysis			<i>Request Made To</i>
<input type="checkbox"/>	Inspection Results on the Condition of Airport Surface(s)			
<input type="checkbox"/>	Latest Copy of Airport Master Record and Airport Planning Chart			
<input type="checkbox"/>	Latest Report of NCAA Annual Inspection			<i>Date</i>
<input type="checkbox"/>	Local Obstructions			
<input type="checkbox"/>	NOTAMs in effect			
<input type="checkbox"/>	Weather Information (If No Weather Group)			
<input type="checkbox"/>				<i>Group Leader's signature</i>

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Accident / Incident Investigation Support - Field Phase

Please supply copies, or arrange for, the items checked below

FIRE & RESCUE (If Applicable)		REQ	REC	AIB ACCIDENT ID:
Accident Report from Fire Station(s) and Security				<i>Request Made To</i>
ARFF Location and Description				
Crowd Control Problems				
Facility Station Log				
Fire Fighting Time				
Last Disaster Drill				
Number and Type of Units Responding				
Pictures of Accident Scene and Cabin				
Problems with Access to Wreckage/Passengers/Crew				
Problems with Terrain/Visibility/Route to Accident Site				
Rescue Activities				<i>Group Leader's Signature</i>
Response Time				
Security Established: How? When? By Whom?				
Time and Method Notified				
Type and Quantity of Fire Fighting compounds Used				

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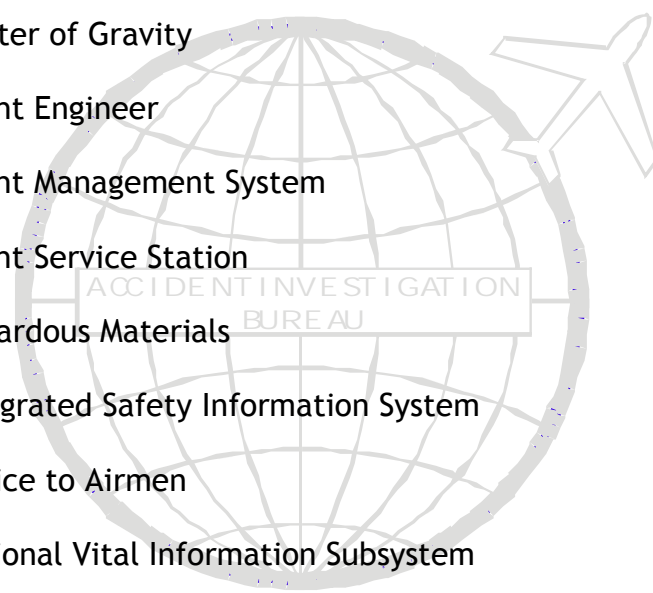
Accident / Incident Investigation Support - Field Phase

Please supply copies, or arrange for, the items checked below

NCAA/NAMA		REQ	REC	AIB ACCIDENT ID:
SPAS SEP Data Package for the Air Carrier				Request Made To
ATOS Information				
ATC Tapes and Transcripts (NAMA)				Group leader's Signature
Authorized/Current FSDO Staffing				
Blue Ribbon-Medical Captain				
First Officer				
Engineer	Flight			
FSS Contacts/Briefing Report				
Inspection - National Recent	Most			
Inspection - Regional Recent	Most			
Inspection - Special Months	Last 24			
POI/APOI/APM completed PTRS Activities at Operator Months	Last 24			
POI/APOI/APM work Plan Current/Previous Year				
Post Accident Flight Inspection of Pertinent En Route & Approach Facilities/Aids (Latest)				
PTRS Query Captain				
First Officer				
Engineer	Flight			
Format	Other Ops Inspections - Brief			

ACRONYMS

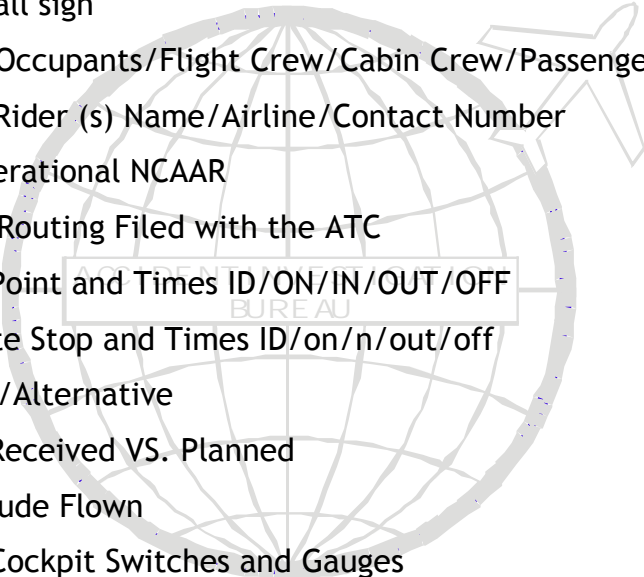
- ACARS ARINC Communications Addressing and Reporting System
- APM Aircrew Program Manager
- APOI Assistant Principal Operations Inspector
- ARFF Aircraft Rescue and Fire Fighting
- ATC Air Traffic Control
- ATOS Air Transportation Oversight System
- CG Center of Gravity
- F/E Flight Engineer
- FMS Flight Management System
- FSS Flight Service Station
- HAZMAT Hazardous Materials
- ISIS Integrated Safety Information System
- NOTAM Notice to Airmen
- NVIS National Vital Information Subsystem
- PIC Pilot-in-Command
- PTRS Program Tracking and Reporting Subsystem
- SEP Surveillance and evaluation Program
- SIC Second-in-Command
- SPAS Safety Performance Analysis System



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HISTORY OF FLIGHT

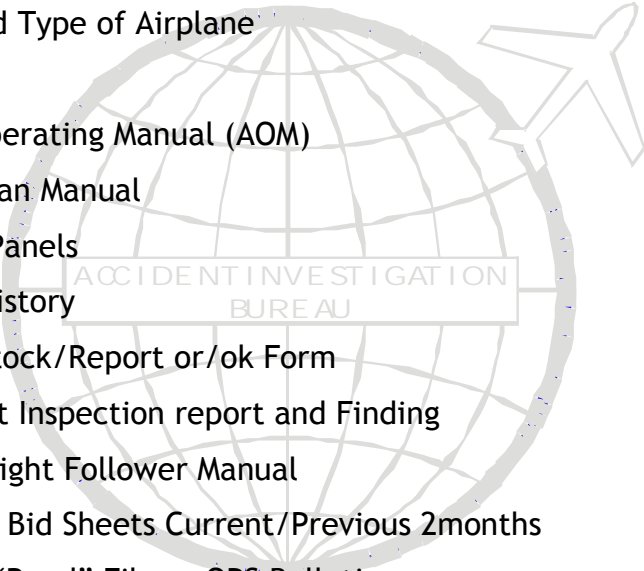
- Accident Location/Date/Time (Local)
- Date/Time (UTC)
- Day Light or Darkness
- Flight Number
- Airplane-Specific Type
- Registration/Serial Type
- Engine Manufacturer/Model
- Company Call sign
- Number of Occupants/Flight Crew/Cabin Crew/Passenger
- Jump Seat Rider (s) Name/Airline/Contact Number
- Type of Operational NCAAR
- Flight Plan Routing Filed with the ATC
- Departure Point and Times ID/ON/IN/OUT/OFF
- Intermediate Stop and Times ID/on/n/out/off
- Destination/Alternative
- Clearance Received VS. Planned
- Route/Altitude Flown
- Document Cockpit Switches and Gauges
- Retrieve Documents/Manuals from Accident Site



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OPERATOR / COMPANY

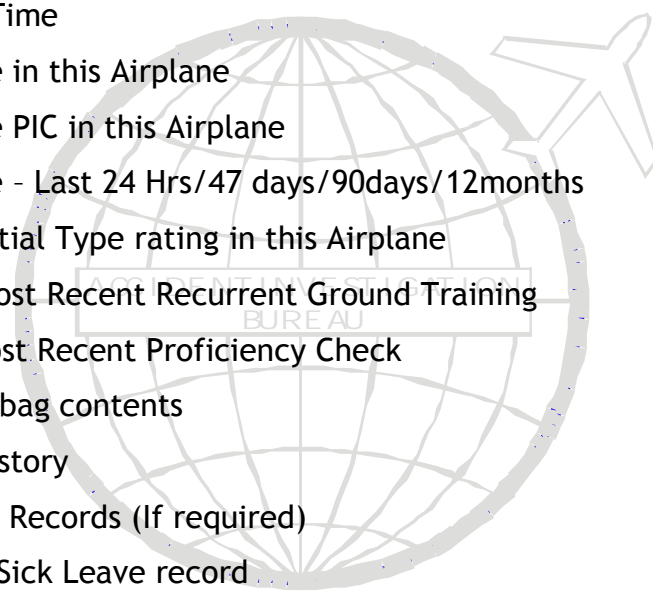
- Name
- Address
- City
- State/Zip
- Phone
- Total Number of Employees
- Number of Flight Crew Member
- Number and Type of Airplane
- Crew Bases
- Airplane Operating Manual (AOM)
- Check Airman Manual
- Checklists Panels
- Company History
- Company Stock/Report or/ok Form
- Most Recent Inspection report and Finding
- Dispatch/Flight Follower Manual
- Flight Crew Bid Sheets Current/Previous 2months
- Flight OPS "Read" File or OPS Bulletins
- Ground School/Simulator Instructor Manual
- MEL/CDL Manual
- OPS Specs (including Waivers and Amendments)
- Organizational Chart
- Performance Manual
- Quick Reference Handbook (QRH)
- Runway Analysis Charts



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CAPTAIN / FIRST OFFICER / FLIGHT ENGINEER

- Full Name
- Date of Birth / Hire
- Date Originally Upgraded/Transitioned to Captain
- Date Upgraded/Transitioned to Captain on this Airline
- Total Flying Time
- Total PIC Time
- Total Time in this Airplane
- Total Time PIC in this Airplane
- Total Time - Last 24 Hrs/47 days/90days/12months
- Date of initial Type rating in this Airplane
- Date of Most Recent Recurrent Ground Training
- Date of Most Recent Proficiency Check
- DOC Crew bag contents
- 72 Hour History
- Cell Phone Records (If required)
- Absented/Sick Leave record
- Drug/Alcohol Test Reports
- Employment History
- NCAA Airman Certificates
- NCAA Medical Certificate
- Flight/Duty Times past days
- Personnel Records
- Pre-employment Application Most Current
- Record of Company Disciplinary Action
- Record of Experience with Airport
- Record of Management or Check



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- Airman Experience
- Record of Specialized Training (Specialized Airport, Special Navigation etc)
- State Driving Records
- Training Records - Back to date of Hire

AIRPORT / AERODROME

- Aerial Photos, Topographic Charts
- ATC Information, if no Group Assigned
- Condition of Airport Lights and radio Aids
- Construction of Airport property and surrounding Area
- Fuel Specimens for Analysis
- Inspection Results on the Conditions of Airport Surface (s)
- Latest copy of Airport Master Records and Airport Planning Chart
- Latest Report of (NCAA) Annual Inspection
- Local Obstructions
- NOTANS
- Waiver of NCAA
- Weather Information (If No Weather Group)

FIRE AND RESCUE

- Accident Report from Fire Station and Security
- AEFB Location and Description
- Crowd Control Problem
- Facility Station Log
- Fire Disaster Drill
- Number and Type of Units Responding

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- Pictures of Accident Scene and Cabin
- Problems with Access to Wreckage/Passenger/Crew
- Problems with Terrain/visibility/Route to accident Site
- Rescue activities
- Response Time
- Time and Method of Notified
- Type and quantity of Fire Fighting foam used

REGULATORY AUTHORITY

- Aircraft Files
- Flight Crew File (s)
 - i. - Commander
 - ii. - First Officer
 - iii. - Engineer
- Approved Flight Manual
- Operator Management Files
- Operator Inspection/Audit Information
- Operation Enforcement Records
- Air Operator Certificate Information
- NCAA Policy or Exemptions
- Copy of Approved Minimum Equipment List (MEL)
- Copy of Company NMEL
- Copy of in-flight Inspection (Last 6 months)
- Documentation in support of application for operating certificate and operating specification
- Copy of Last Company audit by NCAA

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METEOROLOGY GROUP

The Meteorological Group is responsible for documenting the environmental meteorological conditions pertinent to the accident and for evaluating the meteorological products and services of the various agencies and individuals involved in the accident. Documentation efforts include gathering all relevant weather data and conducting interviews to argument and amplify the weather data.

Initial investigation efforts should centre on defining and obtaining data that may be most relevant to the accident. For example, detailed surface observations should be immediately obtained for an accident that occurs at or near an airport. However, weather radar data may be immediately required for an in-flight when thunderstorms are suspected to have played a role in the accident. The meteorology Group Leader should also ensure that highly perishable data, such as high density Automated Surface Observation System (ASOS) data or Terminal Doppler Weather Radar (TDWR) digital data are immediately archived for later retrieval.

On-scene group activities will usually include site visits to the accident location, to the NIMET Weather Service office, and to the nearest weather observing facility to the accident location. In addition, interviews (both in person and metrological technicians, and eyewitnesses may be necessary. If an accident occurs in vicinity of an airport, weather observers may also be interviewed. Also, if the accident involves an air carrier that maintains a meteorological department, it may be necessary to interview the airline meteorological staff and/or dispatch personnel. In certain cases, data may be requested from Ministry of Defense Meteorological Personnel or other state of Federal or Private Agencies.

Follow-on group activities often depend on the complexity of the weather associated with the accident. Activities often depend on the complexity of the weather associated with the accident. Activities such as breakdown and testing of weather instrumentation, meetings with researchers specializing in the various weather hazards, and review of Doppler weather radar data are examples of possible group efforts.

Close co-ordination will be maintained by the Meteorology Group with other investigative groups, such as Operations, Aircraft Performance, Witnesses, and Air Traffic Control throughout the investigation. This is essential since information relative to communications, pilot reports, and lay witness weather observations is of the interest to the Meteorological Group, while the data it has collected may be of immediate importance to the other groups. In many

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cases, wind information is needed by the groups concerned with wreckage distribution, while upper wind and temperature data may be vital to the work of the performance Group and others. Information is exchanged frequently with the Flight Data Recorder and Cockpit Voice Recorder Groups.

The Meteorology Group Leader should maintain a list of telephone contacts of pertinent NIMET Weather Service offices, Nigerian Civil Aviation Authority personnel, and the weather research community to quickly access essential information while on-scene. Also, the Leader should have wireless internet connecting to his/her lap top computer for quick access to essential weather data through the internet. An updated list of internet web sites that provides meteorological information and data is helpful on many accidents that occur in remote locations.



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METEOROLOGICAL INVESTIGATION CHECKLIST

Defining The Environment

Data Sources

- National Weather Service (NIMET)
- Nigerian Civil Aviation Authority
- Private weather Companies
- TV and Radio Stations
- Utility Companies
- Universities
- Ministry of Defense
- Air Quality Monitoring Networks
- Witnesses-Ground and Airborne
- Meteorological Research Programs
- Computer Graphics and Weather Analysis System
- Internet Sites
- Sunrise/sunset/Sun Azimuth/Angle Software
- Video Cameras

Data

- National Weather Service (NIMET)
- Surface Weather Observations
- Forecasts and Advisories
- Weather Radar Data
- Upper Air Data
- Satellite Data
- Lighting Data
- Transmissiometer (Visibility)
- Rainfall Records
- Severe Weather Reports
- Location of Meteorological Sensors
- Cooperative Weather Observers
- Time Source and Time Accuracy
- High Resolution Data from Automated Weather Observing Systems (ASOS and AWOS)

NCAA/FAAN/NAMA/NIMET

- Surface Weather Observations
- Transmissiometer (visibility) Records
- Low Level Wind shear Alert System (LLWAS) Data
- Pilot Reports
- Data From Flight Service Station
- Weather Radar Data

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- High Resolution Data from Automated Weather Observing Systems (ASOS and AWOS)

TV and Radio Stations

- Videotape
- Locally Produced Data
- Weather Radar Data
- Lightening Data

Utility Companies

- Lightening Data
- Weather Observation Data

Universities

- Lightening Data
- Weather Radar Data
- Weather Observation Data

Ministry of Defense

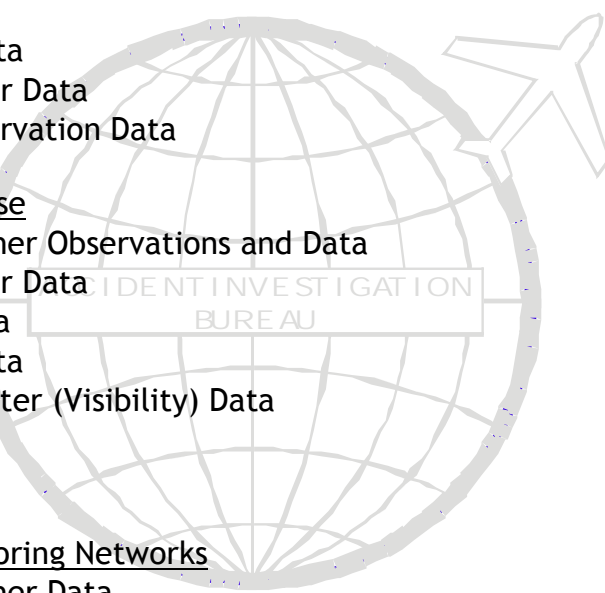
- Surface Weather Observations and Data
- Weather Radar Data
- Upper Air Data
- Lightening Data
- Transmissometer (Visibility) Data
- Satellite Data
- Pilot Reports

Air Quality Monitoring Networks

- Surface Weather Data
- Upper Air Data
- Radar Data (Acoustic Doppler, LIDAR)

Ground witnesses

- Wind information
- Cloud Height Information
- Rainfall Information
- Pressure Information
- Lightening Information
- Information on the Type of Clouds
- Visibility Information
- Videotape Records (personal, from outdoor Security Systems, etc)
- Temperature information
- Type of precipitation (Frozen or freezing)



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Meteorological Operational Tests

- Weather Radar Data (Doppler)
- Lightning Data
- High Resolution Surface Data
- Upper Air Data (Profiler)

Evaluating Weather Products and Services

Products

- National Weather Service/NIMET
- AIRMET
- SIGMET
- Centre Weather Advisory
- Meteorological Impact Statement
- Area Forecast
- Terminal Forecast
- Aviation Weather Watch
- Convective SIGMET
- Local Airport Advisory
- Forecast Upper Winds
- Special Weather Statements
- Public Forecasts and Warnings
- Verbal Issuances
- Written Issuances
- Post Accident Checks of Equipment
- Visibility Reference Charts
- Upper Air Charts and Surface Charts
- Icing, Turbulence, and Convective Graphic Products

Ministry of Defense

- Locally Produced Forecasts, Advisories and Warning
- Verbal Issuances

Services (Provided By)

- Nigerian Meteorological Agency (NIMET)
- NIMET Local offices (Forecaster, Observer, Meteorological Technician)
- Flight Service Station

Airline Meteorological Office

- Meteorologist

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Airline Dispatch Office

- Dispatcher

Ministry of Defense

- Forecaster
- Observer
- Air Traffic Control Personnel



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AIB Checklist

1. C. of R. Aircraft type and Mark No. registration marks, registered owner, operations of Service, Unit.
2. C. of., Number of Certificate, date of issue and last renewal, aircraft classification.
3. Date and time of accident.
4. Exact location of accident.
5. Nature of flight, whether public transport, scheduled - non-scheduled freight, aerial work, positioning, experimental private category, etc..
6. History of flight.
7. Weather conditions, forecast and actual, how forecast was obtained, conditions of light.
8. Captain's history, licences and experience (proforma to be used).
9. Crew's history, licences and experience (proforma to be used).
10. Passenger(s), injuries (Proforma to be used).
11. Loading and C.G. position, details of Load Sheet, calculated C.G. and weight for take-off and landing estimated C.G. and weight at time of impact.
12. Airborne navigational aids and/or special equipment carried including maps, charts, navigation documents and routes.
13. Ground aids available and ground aids used.

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14. Control logs and/or transcript of voice recording.
15. Witness’s statements.
16. Infringement of Regulations and/or control instructions operator’s weather minima.
17. Date and time of coroner’s inquest and findings.
18. Service investigation.
19. Rescue and fire services, action taken and by what Authority Investigating Officer’s responsibilities.
20. Airframe history
21. Power Unit(s). type, Mark and history.
22. Propeller(s).type, Mark and history
23. Distribution of wreckage, diagram and photographs.
24. Fuselage, to include passenger safety aspect, i.e. seat straps, emergency exits, etc.
25. Centerplane.
26. Port main plane.
27. Starboard man plane
28. Aileron or elevons.
29. Flaps, air brakes, spoilers or slates.
30. Fin(s)

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- 31. Rudder(s)
- 32. Rudder tab(s)
- 33. Tail plane
- 34. Elevator.
- 35. Elevator tabs.
- 36. Flying controls
 - (a) Power assisted control mechanism
 - (b) Automatic Pilot.
- 37. Main undercarriage, nose and tail wheel.
- 38. Crew Compartments
 - (a) All control settings as found.
 - (b) Flying instruments including energizing system
 - (c) Seats and straps.
- 39. Oxygen, pressurization, cabin heater, de-icing Equipment, etc.
- 40. Power unit(s)
 - a. Installation.
 - (a) Fuel and oil cock settings at cocks
 - (b) Fuel and oil contents.
 - (c) Specification of fuel and oil.

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b. Fire in (a) air or (b) ground. Type of fire extinguisher system.

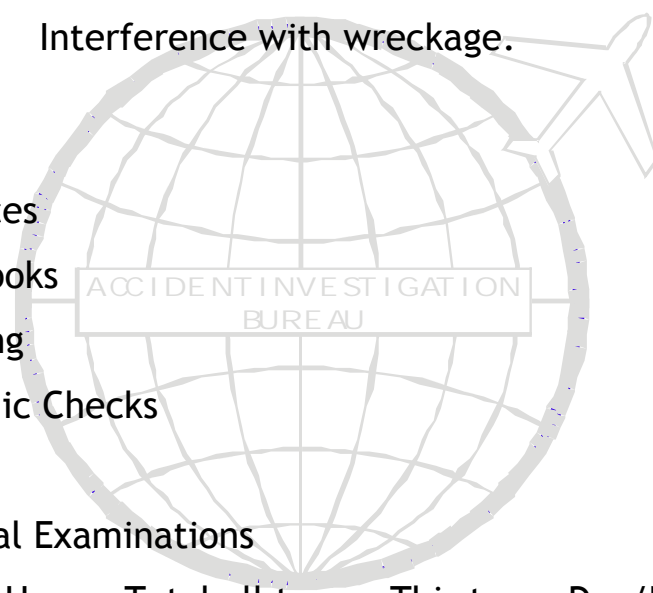
- 41. Safety equipment, life belts, dinghies.
- 42. Defects, S.T.I.'s S.I.'s etc.
- 43. Miscellaneous.

Civil Accidents - Damage to property in accordance with Standing Order No. 9 (series 2).

44. Interference with wreckage.

Pilot/Crew

- 1. Licences
- 2. Log books
- 3. training
- 4. periodic Checks
- 5. Route
- 6. Medical Examinations
- 7. Flying Hours; Total all types; This type: Day/Night
- 8. Flying Hours; Last Total all types; This type
- 9. Flying Hours; 84 days Total all types; This type
- 10. Flying Hours; Last Total all types; This type: Day/Night
- 11. Flying Hours 7 days Total types; This type; Day/Night
- 12. Duty Times Last 28 days
- 13. Duty Times Last 28 days (use the detailed forms)
- 14. Terms of Employment (if applicable)
- 15. Chief Pilot's or C.F.I.'s opinion



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Operator/Owner

1. General Instructions to Aircrew
2. Operating “for aircraft type
3. Operating for particular task
4. Special-Emergency drill by cabin staff
5. Operating Limitations and restrictions notified
6. Authorization of Pilot.
7. A.O.C.

A.T.C. Services

1. Flight plan and flight plan signals
2. A.T.C. staff-licences
3. Recording tapes and transcripts.
4. All log books - A.T.C., approach, tower, F.I.R. radar etc.
5. Standing orders - A.T.C., F.I.R. tel., D/F., radar etc.,
6. Serviceability records
7. Airfield state certificate (if applicable)
8. Reports by individuals and sections.

Aerodrome

1. Standing orders - general
2. Standing orders - fire service
3. Standing orders - rescue
4. Standing orders - police,
5. Airfield state certificate, (If applicable)
6. service-log
7. Reports by services

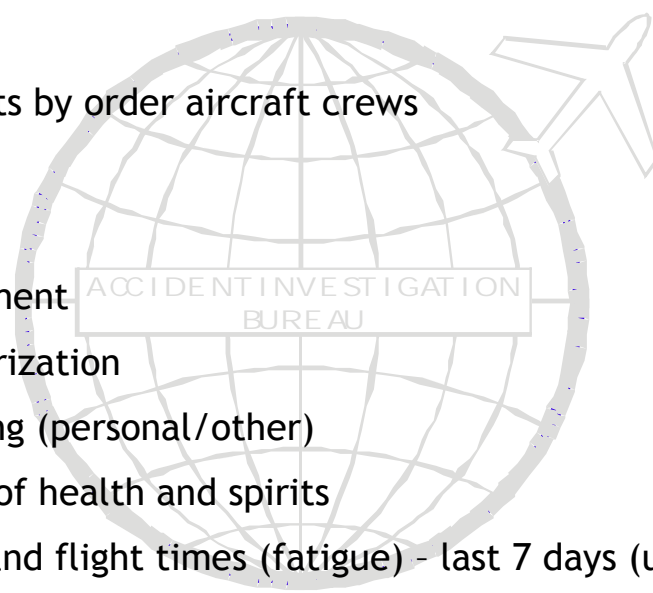
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Weather

1. Forecasts - Route/terminals/alternates
2. Actual - Route/terminals/alternates
3. Sigments
4. Broadcasts
5. Landing forecasts terminal/alternate
6. Significant changes
7. Specialists opinions/observations.
8. A.T.C.
9. Reports by order aircraft crews

Pilot/Crew

1. Statement
2. Authorization
3. Briefing (personal/other)
4. State of health and spirits
5. Duty and flight times (fatigue) - last 7 days (use the detailed form)
6. Previous flight
7. Previous flight this aircraft
8. Previous flight similar aircraft
9. Previous flight similar flight
10. Recent flying experience
11. recent flying experience this route
12. Total flying experience
13. Total flying experience this aircraft type/night/day



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14. Log book/experience
15. Training records
16. Route checks
17. Licences, ratings etc
18. Last medical
19. P.M. report -pertinent information (P.M. - Post Mortem)
20. Chief Pilot or C.F.I.'s opinion of pilot
21. Flying hours - total night/day
22. Flying hours - last 84 days night/day; this type; all types
23. Flying hours - last 28 days night/day; this type; all types
24. Flying hours - last 7 days night/day; this type; all types
25. Seat and harness disposition
26. Clothing/helmet etc.
27. Previous accidents/incidents by pilot (background)
28. N. of K. (Next of Kin)
29. Legal personal representative
30. Queries - outstanding.

Owner/Operator

1. A.O.C.
2. Operations manual
3. Recommended navigational procedures, if any
4. Recommended operational procedures if any
5. Crew notes
6. Crew briefing
7. Navigation bag

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8. Training records
9. Route experience
10. Crew duty times (fatigue)
11. Passenger information/state N. of K.
12. Disposition of seats.
13. Disposition of load
14. Opinion - regarding pilot/crew
15. Opinion/suggestions
16. Discrepancies
17. Queries - outstanding.



The Flight

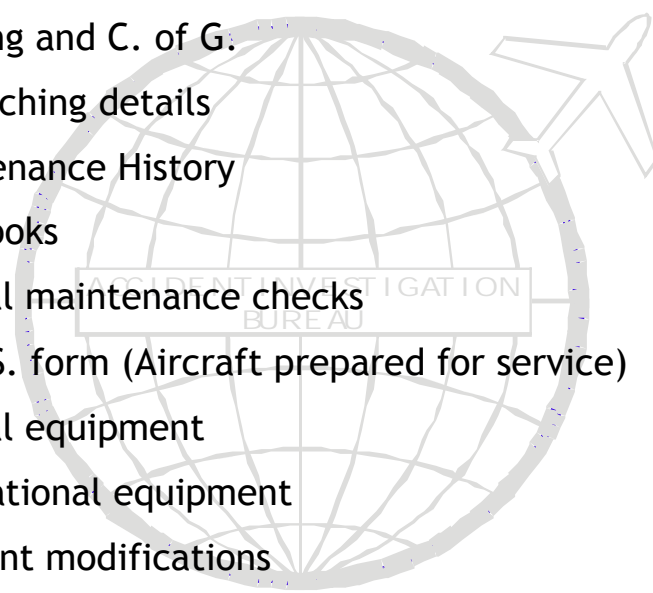
1. Nature of
2. Flight plan navigational/operational
3. Flight plan A.T.C.
4. Flight Plan Deviation - actual
5. Flight Plan Deviations - Apparent
6. Relevant times
7. History of
8. Unusual occurrences
9. Weather forecast/actual
10. Weather - significance
11. Navigation aids - used
12. Navigation aids available in aircraft
13. Navigation aids available on ground
14. Maps/guides/operations manual guidance

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- 15. relevant restrictions/limitations
- 16. Navigation and flight logs
- 17. Discrepancies
- 18. Queries - outstanding

Aircraft

- 1. Pre flight preparation
- 2. Fuel state and type
- 3. Loading and C. of G.
- 4. Dispatching details
- 5. Maintenance History
- 6. Log books
- 7. Special maintenance checks
- 8. A. P. S. form (Aircraft prepared for service)
- 9. Special equipment
- 10. Navigational equipment
- 11. relevant modifications
- 12. Recorder
- 13. C. of M.
- 14. C. of A
- 15. C. of R.
- 16. Manufacturer - aircraft
- 17. Manufacturer - pertinent equipment
- 18. Previous accident/incident
- 19. Previous flight if relevant
- 20. Queries - outstanding



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- 21. Foreign Registered Aircraft - Maintenance clearance certificate.
- 22. All Aircraft - Permit to import aircraft.
- 23. All aircraft - Permit to operate in Nigeria.

Relevant Regulations etc

- 1. Ministry regulations etc
- 2. Operations manual
- 3. Flight manual
- 4. B.C.A.R.'s. F.A.R.'s, etc.
- 5. Standing orders
- 6. Local orders
- 7. Air pilot
- 8. Pilots/crew notes etc..



Fire and Rescue Services

- 1. Agency/agencies
- 2. Time alerted
- 3. Alerted by whom
- 4. Other times factors
- 5. No. Rescued
- 6. Method of rescue
- 7. Exits used and numbers per unit
- 8. Delays/obstructions/hazards/difficulties
- 9. Interference with wreckage
- 10. Comments

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11. Reports
12. Log book records
13. Queries

Witnesses

1. Eye/ear
2. Crew/passengers
3. A.T.C.
4. A. T. C. tape recordings
5. Dispatches
6. Fire services
7. Aerodrome staff
8. Operations staff



Accident

1. Time of
2. Type of
3. Accident site-location/altitude
4. Summary of damage to aircraft
5. photographs A.I.B./Press etc.
6. Pertinent measurements
7. Pertinent controls settings
8. Pertinent bearings (M)
9. Pertinent instrument readings
10. Wreckage plot

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11. Hazards associated with accident site
12. Damage to accident site by aircraft
13. Damage to accident site by AIB
14. Owner of accident site
15. Removal of wreckage
16. Release of wreckage
17. Airfield state certificate if applicable
 - This checklist is strictly for the use of Aircraft Accident Investigators who have been charged with specific duties on behalf of the Accident Investigation Bureau.



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