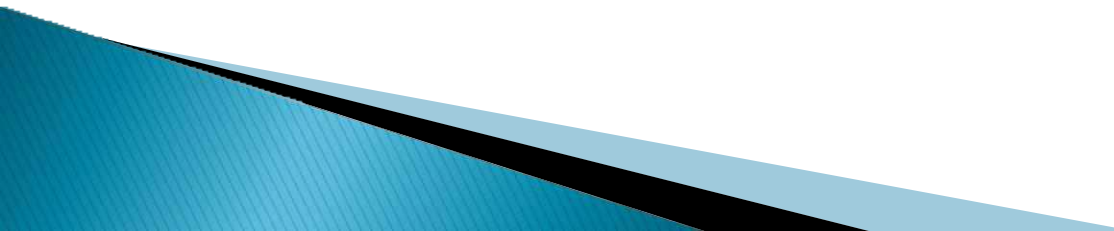




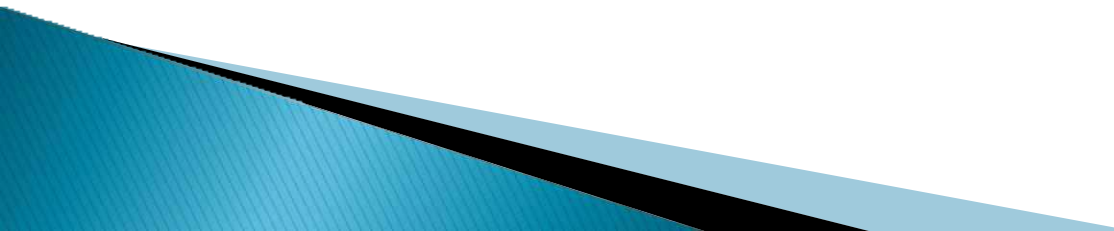
A DESCRIPTION OF THE NIGERIAN SAFETY INVESTIGATION BUREAU, ITS FUNCTIONS AND DETAILS OF THE ACTIVITIES OF EACH DEPARTMENT

INTRODUCTION

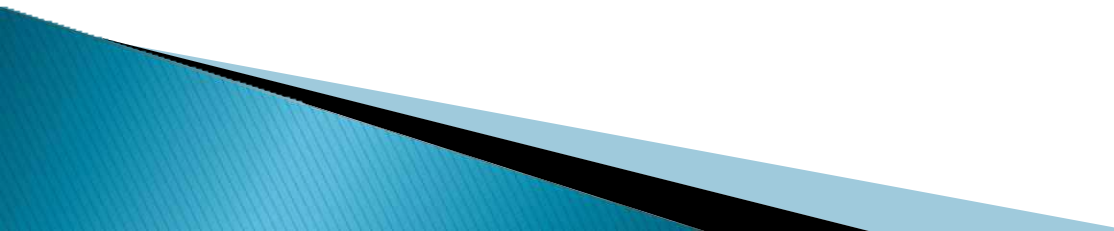
- ▶ The Nigerian Safety Investigation Bureau (NSIB) is an autonomous agency of the Federal Government established under the NSIB Act 2022 and is charged with the responsibility to investigate any transportation accident and serious incident occurring either in or over Nigeria or occurring to Nigerian registered aircraft, ship, train or vehicle elsewhere.
 - ▶ The Bureau is under the Federal Ministry of Aviation and is established with the fundamental objective to improve transportation safety by determining the circumstances and causes of transportation accidents and serious incidents, and providing safety recommendations intended to prevent recurrence of similar accidents.
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- ▶ The purpose of this is not to apportion blame or liability. Reports are based on investigations carried out by NSIB, in accordance with Annex 13 to the Convention on International Civil Aviation Organization, NSIB Act 2022, Civil Aviation (Investigation of Air Accidents and Incidents) Regulations, 2019.

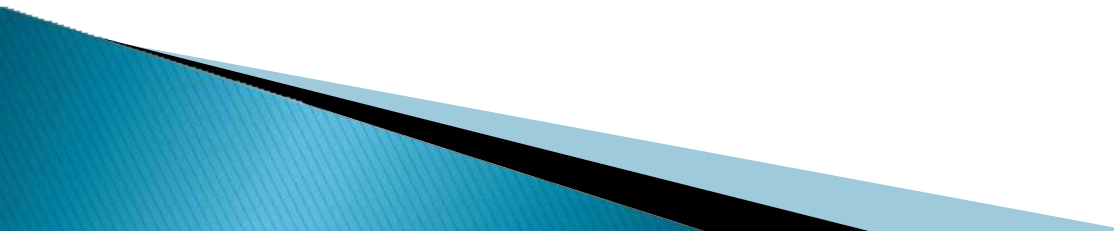
The Bureau is headed by a Director–General/Chief Executive Officer (CEO) and comprises of the following Departments:

- Operations
 - Engineering
 - Transport Investigation
 - Human Resources and Administration
 - Finance and Accounts
 - Corporate Services
 - Public Affairs and Consumer Protection
 - Legal
 - Audit
 - Library
 - Command and Control
 - Information and Communications Technology
 - Safety and Security
- 


FUNCTIONS OF THE BUREAU

1. Determination and classification of occurrences;
 2. The conduct of investigation into any transportation accident and serious incident occurring either in or over Nigeria or occurring to Nigerian registered aircraft, ship, train or vehicle elsewhere or operated by Nigerian operator;
 3. The gathering, recording and analysis of all relevant information on transport safety data, in particular, for accident or incident prevention purposes, in so far as those functions do not affect its independence and entail no responsibility in regulatory, administrative or standards matters;
 4. If appropriate, the issuance of safety recommendations;
 5. If possible, the determination of the causes and/or contributory factor (s);
 6. The compilation, completion and publication of the Final Report;
 7. Periodic review of global accidents, incidents and trends and advice;
 8. The conduct of safety studies in accident or incident scenarios, arising from observed trends and other safety related issues.
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DIRECTOR-GENERAL/CEO'S OFFICE

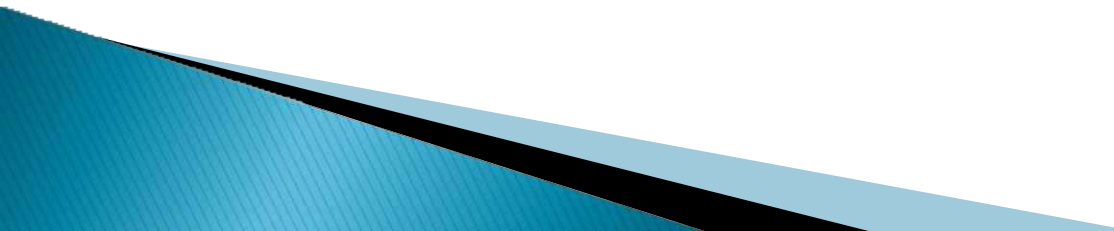
- Responsible for the Bureau's administration;
 - Overseeing the various Departments within the Bureau;
 - Proper scanning and storing of documents;
 - Writing of letters;
 - Obtaining Ministerial approvals;
 - Advising Minister on transport safety matters;
 - Preparation of responses to various E-mails;
 - Responsible for and organizing staff training;
 - Responsible for the directorate planning of the Bureau;
 - Responsible for final editing and publication of accident reports;
 - Responsible for assigning duties to Officers of the Bureau as the need arises.
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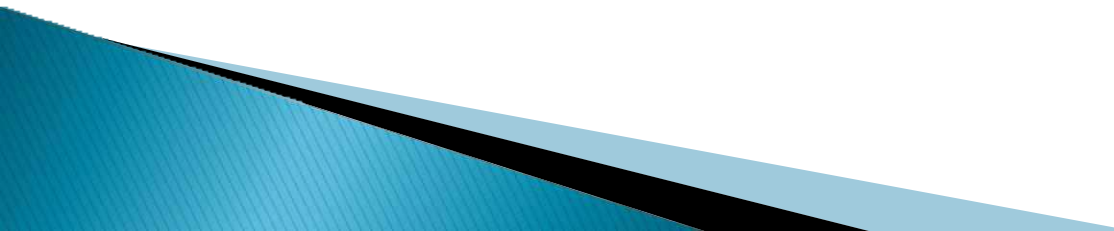
DIRECTORATE OF OPERATIONS (INVESTIGATIONS)

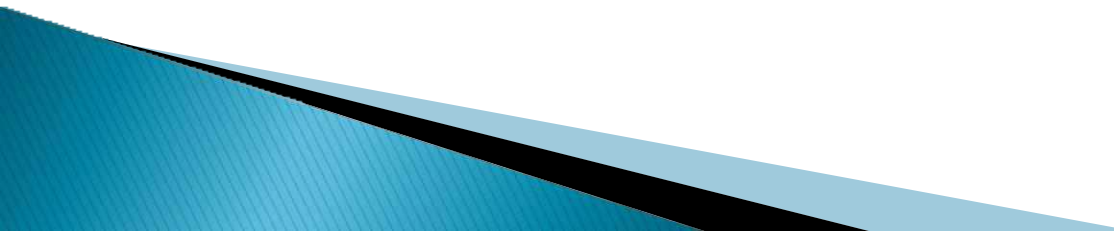
- Reports to the Director-General /CEO through the DOO;
 - Overseeing the Operations Directorates Administration and ensuring its effectiveness;
 - Coordinating the Operation Directorate of the Bureau;
 - Liaison with ICAO on Operation matters;
 - Liaison with the Director General in briefing the Honourable Minister of Aviation on the Bureau's operation matters;
 - Participation in aircraft accident investigations;
 - Overseeing the Cockpit Voice Recorders readout analysis;
 - Overseeing and editing aircraft accident reports;
 - Independently conduct 'no-blame' investigations of accidents and incidents according to the laws, regulations and international best practices;
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- Compilation, completion, and publication of final reports of accidents and incidents;
- Carrying out such other duties as may be assigned by the Director-General /CEO.

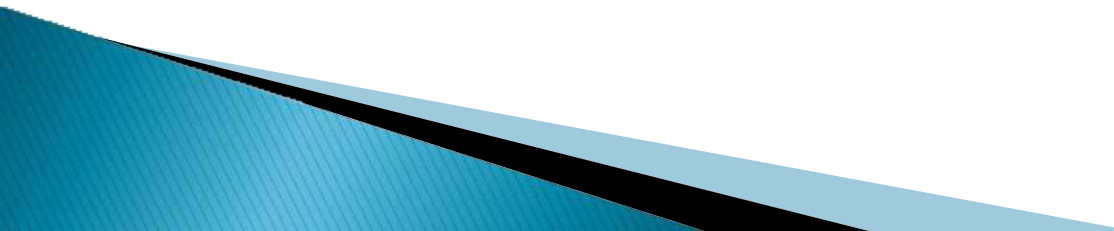
DIRECTORATE OF ENGINEERING (INVESTIGATION)

- Reports to the Director-General/CEO through the DOE;
 - Receives, determines and classifies occurrence reports, including notifications of aviation occurrences;
 - Independently conduct 'no-blame' investigations of accidents and incidents according to the laws, regulations and international best practices;
 - Determination of the cause and/or contributory factors;
 - Prevent future accidents by identification of safety deficiencies and issuance of safety recommendations where appropriate;
 - Fulfill Nigeria's Obligations under the Convention on International Civil Aviation (Annex 13 Standards and Recommendation Practices);
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- Compilation, completions, and publication of final reports of accidents and incidents;
 - Encourage safety action in response to safety factors by acknowledging safety action taken by operators\manufacturers by issuing safety recommendations;
 - Raise awareness of safety issues by reporting publicly on investigation and conducting educational programs
 - Gain public trust that accidents are thoroughly and independently investigated leading to preventive measures;
 - Monitor investigations by others of significant incidents (judicial, NCAA, Airlines, etc);
 - Update relevant legislation, regulations, policies, and procedures;
 - Cooperate with the Authority to maintain a database of the voluntary non-punitive incident reporting system;
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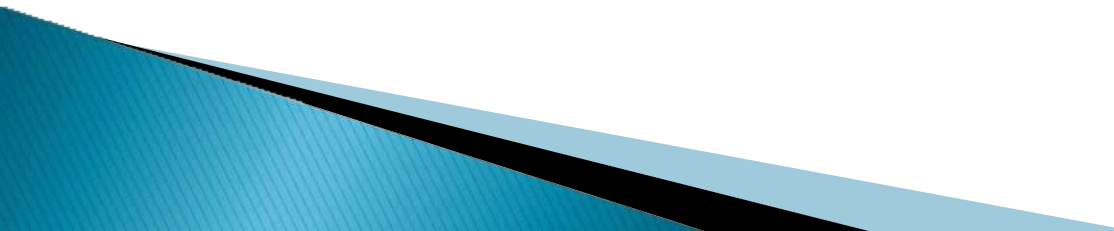
- Coordinate with other local authorities, military, police, airport authority, ATC service provider, search and rescue, judiciary, airline, maintenance facilities, hospitals, etc);
 - Liaise and collaborate with ICAO, other states and aviation industry on aircraft accidents and incidents investigation matters;
 - Conduct research and safety studies on air safety data for accident prevention purposes and to maintain relevant statistics;
 - Carrying out such other duties as may be assigned by the Director-General/CEO.
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DIRECTORATE OF TRANSPORT INVESTIGATION

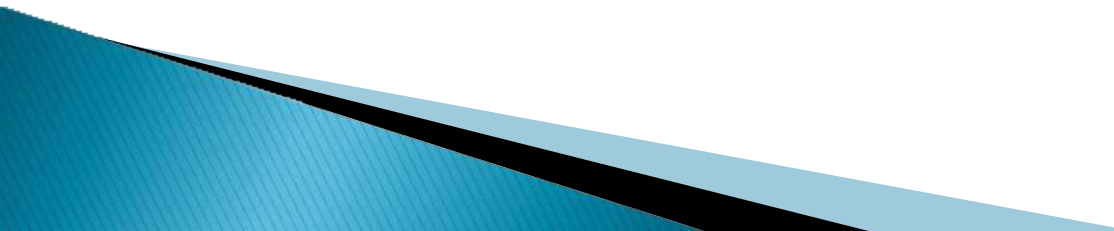
- Leading and coordinating investigations into accidents and serious incidents involving aircraft, airports, and other aviation entities.
 - Collecting and analyzing factual information, data and evidence to determine the causes and contributing factors of accidents.
 - Applying relevant methodologies and techniques to identify safety deficiencies and hazards.
 - Developing detailed reports with factual findings and safety recommendations.
 - Collaborating with other national and international investigative bodies to share information and lessons learnt (post mortem)
 - Monitoring the implementation of safety recommendations and assessing their effectiveness.
 - Carrying out such other duties as may be assigned by the Director-General /CEO.
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DIRECTORATE OF HUMAN RESOURCES AND ADMINISTRATION

Responsibility for:

- Reporting to the Director-General /CEO through the DHR&A;
 - Staff Recruitment;
 - Staff Promotions;
 - Staff deployment;
 - Pensions;
 - Staff Welfare;
 - Staff Salary matters;
 - Facility Maintenance;
 - Staff medicals/ Health Insurance;
 - Insurances in the Bureau;
 - Carrying out such other duties as may be assigned by the Director-General /CEO
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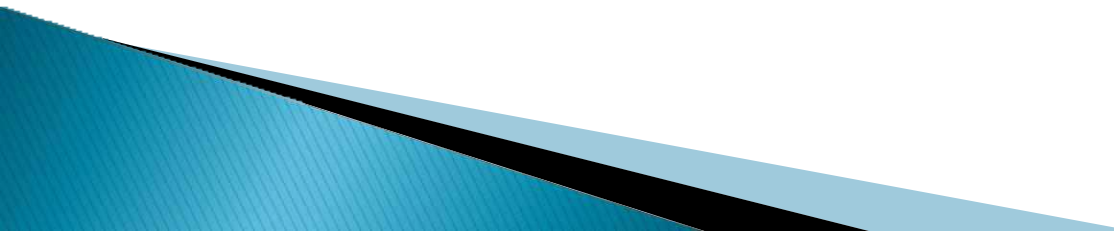
DIRECTORATE, FINANCE AND ACCOUNTS

- Developing and implementing financial policies, procedures, and controls in compliance with accounting standards and regulations.
 - Preparing and managing the organisation's budget and financial plans.
 - Overseeing financial reporting, including the preparation of financial statements and analysis.
 - Managing financial resources, including revenue collection, payment processing, and treasury functions.
 - Ensuring compliance with all relevant rules and regulations.
 - Collaborating with external auditors and regulatory bodies to ensure compliance with financial regulations.
 - Providing financial advice and support to other departments and directorates within NSIB
 - Carrying out such other duties as may be assigned by the Director-General /CEO.
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DIRECTORATE OF CORPORATE SERVICES

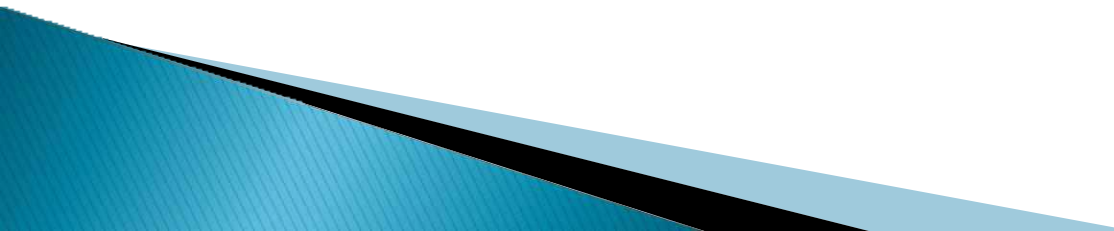
Reports to the Director-General/Chief Executive Officer through the DCS. The DCS oversees the Procurement and Planning, Research and Statistics departments.

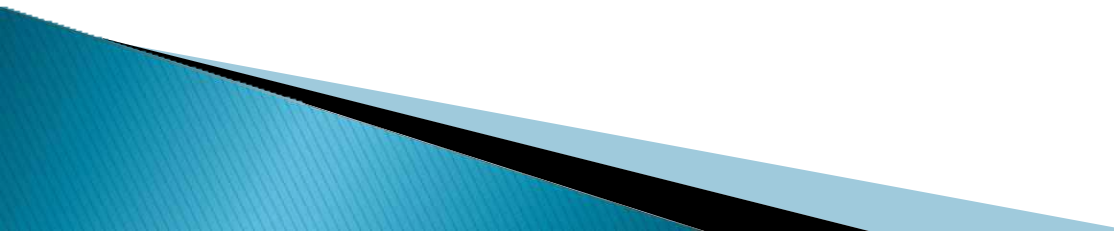
Procurement

- Collection of needs assessment and evaluation of for the Bureau;
 - Identifying the goods, works, and services required;
 - Carrying out appropriate market and statistical surveys in conjunction with the department of planning, research and statistics (where available);
 - Preparing an analysis of the cost implications of the proposed procurement;
 - Aggregating its requirements whenever possible, both within the procuring entity, to obtain economy of scale and procurement cost;
 - Prescribing appropriate method for effecting the procurement and securing necessary approval for its implementation;
 - Placing advert for identified goods, services and works required for the Bureau;
 - Carry out Due Diligence on Companies;
 - Obtaining the appropriate certificate of “No Objection, from the regulatory agency Bureau Public Procurement);
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- Approaching the approving authorities for contract Award (Parastatals), Tenders Board, Ministerial Tenders Board, Federal Executive Council)
- Contract Administration;
- Maintaining proper records of Procurement Plan and Resources;

Planning, Research and Statistics (PRS)

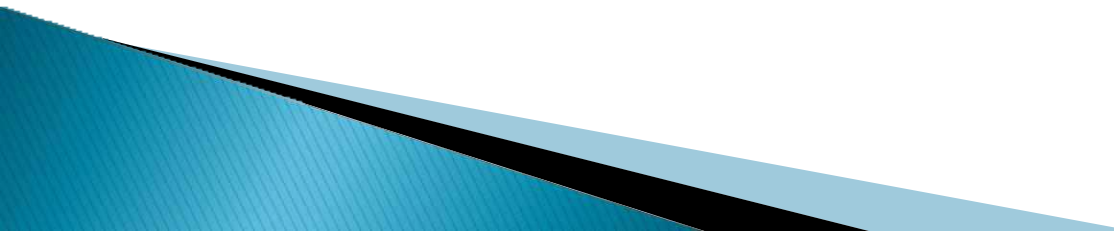
- Ensures that NSIB maintains an accident/incident databank capable of serving the needs of the Bureau and the Aviation sector
 - Collates computes, analyzes and presents the statistical data concerning the Bureau;
 - Liaises with National Planning Commission and Federal Ministry of Aviation on planning matter;
 - Writing of quarterly, half-yearly and annual report for the Bureau;
 - Coordinates budget formulation, implementation, and monitoring;
 - Conducts search on areas of interest to management and presents the result of such research findings and recommendations to management as well as plans for implementing recommendations;
 - Liaises with the Ministry of Aviation on project monitoring and other ad-hoc aviation matters;
 - Preparation of NSIB reports for Aviation statistical Committee meetings;
 - Preparation of NSIB statistical Survey Reports and filling the templates;
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- Preparation of NSIB Scorecards in line with the agreed Key Performance Indications (KPI's) and the targets;
 - Monitoring/tracking and evaluation of capital projects;
 - Providing management approved statistical data to the public for educational purposes;
 - Carrying out such other duties as may be assigned by the Director Corporate Services.
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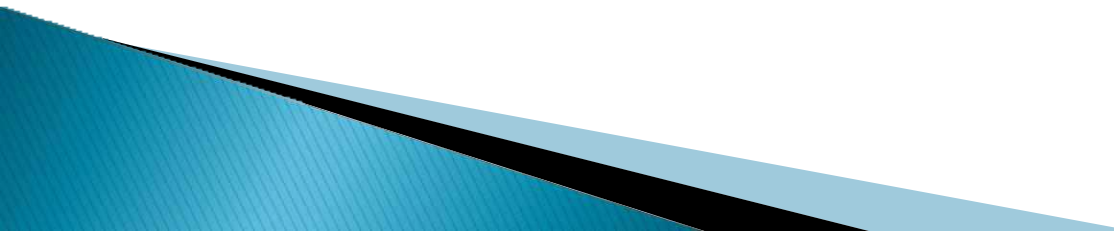
DIRECTORATE OF PUBLIC AFFAIRS AND CONSUMER PROTECTION

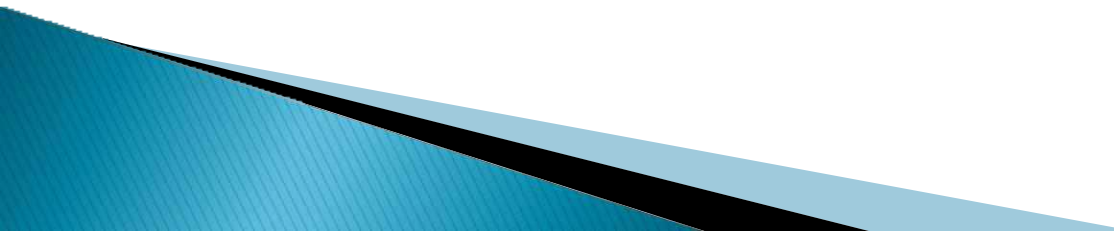
Reports to the Director-General/Chief Executive Officer through the DPA&CP. The DPA&CP oversees the Public Affairs and Consumer Protection.

Public Affairs department is charged with the following responsibilities:

- Monitoring and advising on effect of public policies on the Agencies and stakeholders.
 - Managing and controlling all press related matters.
 - Monitoring, managing, driving and reporting SERVICOM initiatives in NSIB.
 - Overseeing implementation of Anti-Corruption initiatives in NSIB.
 - Safeguarding service users from unfair market practices and ensuring restitution to where such is established.
 - Building and maintaining relationship with stakeholders and the media to project a positive image of the Bureau.
 - Build and manage the Bureau's publicity and brand.
 - Carrying out such other duties as may be assigned by the Director-General /CEO.
- 


LEGAL DEPARTMENT

- ❖ Report s to the Director–General/CEO through the Company Secretary/Legal Adviser;
 - ❖ Giving legal opinion and advise to Management or relevant unit, to protect the interest and goals of the Bureau;
 - ❖ Appearing in court to hold brief of the Bureau and update the Director–General/CEO in a progress report of the suit;
 - ❖ Collation of Evidence: Ensuring success of the suit by collating, handling relevant evidences in any suit by or against the Bureau and ensuring that they are properly gathered and transmitted to the lawyers of the Ministry who are representing the Bureau;
 - ❖ Providing legal services and advise to the Management and all other units/departments;
 - ❖ Liaison with third (3rd) parties such as Ministries, Departments & Agencies (MDAs) and other establishments as management may direct;
 - ❖ Ensuring prompt Legal drafting and service delivery:
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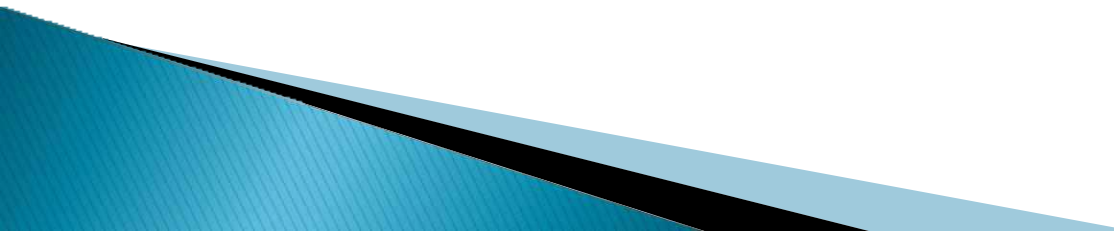
- ❖ Agreements, Conduct searches on Companies, Contracts, Memorandum of Understanding, letters, memos and dispatch of same
 - ❖ Rendering Legal opinion on various issues
 - ❖ Monitoring compliance with the statutory and regulatory legislations to ensure that the Bureau is updated with its standards and procedures;
 - ❖ Update relevant legislation, regulations, policies and procedures; activities etc.
 - ❖ Implementation and adoption of the amendments
 - ❖ Reviewing & Gazetting of the Bureau's Civil Aviation (Investigation of Air Accidents & Incidents) Regulations.
 - ❖ Monitoring and ensuring compliance with the Convention on international Civil Aviation (Annex 13 Standards and Recommendation Practices);
Ensuring the Board meets its legal responsibilities under the Nigerian laws and regulations.
- 

- Dispatch of Documents: Ensuring documents that need to be transmitted to any relevant agency, company or person are dispatched with acknowledged receipts sent back to the Bureau;
- Carrying out such other duties as may be assigned by the Director-General/CEO.

AUDIT DEPARTMENT

- Reports to the Director-General/CEO;
 - Responsible for the Bureau's internal control system;
 - Performance of financial Audit
 - To ensure/compliance to Financial Regulations, Public Service Rules, Extant circulars and Management Policies;
 - Audit of payroll, nominal roll and salary matters;
 - Audit of inventories and assets monitor;
 - Vetting of supplies and job orders;
 - Prepayment and post-payment audit of financial transactions;
 - Periodic reports on the activities of the Bureau
 - Conduct of performance audit
 - Periodic manpower Audit
 - Ad-hoc duties as may be assigned by management
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LIBRARY

- The Library select, organise and dispense technical documents and allied information resources to the workforce in the pursuit of their day to day task.
 - The Library provides up to date and timely information to its users, including Aviation community in pursuit of its daily obligations.
 - It's provide the users direct online access to various websites of Aircraft and Engine manufacturers technical publications.
 - The Library collect relevant publishers catalogue or selection tools, which carry or advertise manuals or documents title.
 - The Library provide reference when needed.
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COMMAND AND CONTROL CENTRE

The Centre is saddled with the responsibility of gathering information relating to aircraft accidents and or serious incidents and disseminating same to the DG/CEO, Air Safety Investigators, DOO, DOE, Director of Transport Investigation and other relevant quarters.

In order to get this done, the Centre monitors:

- i). The ongoing Controller–Pilot communications via the VHF Radios operated on different frequencies at the Centre
- ii). Monitoring and Tracking the movements of aircraft from the aerodromes of departure to their destinations using the Flight Radar24 application.
- iii). Using the Visual Display Unit at the Centre to nose around for relevant aircraft accident and serious incident information and news through the local and international TV Channels.
- iv). Gathering of relevant information of interest on aircraft accidents or serious incidents through the social media handles, e.g X (formerly Twitter) amongst others.
- v). Reception of inbound telephone calls put across to the Centre by the public relating to report(s) of an aircraft in emergency situation and dissemination (outbound) of same to the appropriate NSIB quarters by the Officers at the Centre
- vi). The above functions will also be extended to all modes of transportation

INFORMATION AND COMMUNICATION TECHNOLOGY

The ICT department plans, operates and supports the Bureau's IT infrastructure. The department enables employees carry out their roles efficiently, productively and securely. It also ensures that the efficiency and effectiveness of the Bureau's functions and operations is enhanced through the strategic use of Information Technology.

- Reports to the Director-General through the Head, ICT;
- Upload of accident reports and safety recommendations;
- Management of the Bureau's servers;
- Management of the local and wide area network;
- To use web based technologies for its operations;
- Management of the IP telephone system;
- Management of the Bureau's documents and communication;
- Securing all devices in the Bureau;
- Ensuring Virtual Private Network connection;
- Software update and patches;
- Ensuring proper internet service;
- Carrying out such other duties as may be assigned by the Director-General/CEO.

SAFETY AND SECURITY DEPARTMENT

- ▶ Reports to the Director–General/CEO through the GM, SSD;
 - The safety and security reports directly to the Director–General/CEO and is responsible for investigating Aircraft accidents relating to Human Factors, Dangerous Goods and Acts of Terrorism as guided by ICAO Annexes 13, 17, 18;
 - Coordinates the activities of the Police as first responder at a transport accident site;
 - Carries out risk assessments to determine hazards;
 - Coordinates the conduct of post toxicology tests and post mortem examination of fatalities after an accident;
 - Conducts training of staff on security awareness and hazards at transport accident site;
 - Manage the Bureau’s Safety Management System;
 - Monitors any security issues and advises on safety measures, as appropriate;
 - Carrying out such other duties as may be assigned by the Director–General/CEO.
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