

# NIGERIAN SAFETY INVESTIGATION BUREAU



SAFETY HOUSE, NNAMDI AZIKIWE INTERNATIONAL AIRPORT P.M.B. 7009 GARKI FCT- ABUJA; NIGERIA

## INVESTIGATION EVENT MANAGEMENT CHECKLIST – EVENT 8: SECURE AIR TRAFFICE SERVICES AND AIRPORT DOCUMENTS

INVESTIGATION NUMBER	AIRCRAFT TYPE / REGISTRATION MARKS/ OPERATOR
DATE	COMPLETED BY

S/N	Secure Air Traffic Services and Airport Documents	Time	Action started	Action completed
1	<b>Obtain and secure the following documents, as appropriate:</b>			
A	– Flight plan;			
B	– Flight plan message;			
C	– Departure message;			
D	– Notices to Airmen (NOTAMs);			
E	– Pertinent air traffic services and airport recordings;			
F	– Aerodrome control progress strips;			
G	– Area control progress strips;			
H	– Approach control progress strips;			
I	– Approach terminal progress strips;			
J	– Radar recordings (including military recordings, if available);			
K	– Names and files of air traffic services personnel on duty;			
L	– Unit logs;			
M	– Pertinent manuals and directives;			
N	– Pertinent outage reports;			
O	– Airport Certificate;			
P	– Airport certification safety standards/reports;			
Q	– Braking action reports;			
R	– Master airport plan;			
S	– Station logs;			
T	– Equipment inspection documents;			
U	– Airport manager’s log; and			
V	– Names and files of airport personnel on duty.			