

NIGERIAN SAFETY INVESTIGATION BUREAU



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

INVESTIGATION EVENT MANAGEMENT CHECKLIST – EVENT 11: SECURE MAINTENANCE DOCUMENTS

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

S/N	Secure Maintenance Documents	Time	Action started	Action completed
1	Obtain and Secure as appropriate the following Maintenance Documents from the Air Operator:			
A	– Air Operator Certificate (AOC);			
B	– Certificate of Airworthiness;			
C	– Certificate of Registration;			
D	– Aircraft Journey Log;			
E	– Aircraft Technical Log;			
F	– Maintenance Control Manual;			
G	– Maintenance Log;			
H	– Airframe Log;			
I	– Engine Log(s);			
J	– Propeller Log(s);			
K	– Pre-flight servicing logs;			
L	– Snag rectification sheets;			
M	– Airworthiness Directives records;			
N	– Standards and procedures;			
O	– Quality assurance;			
P	– Personnel and training;			
Q	– Equipment and facilities;			
R	– Extended-range Twin-engine Operational Performance Standards (ETOPS) maintenance requirements (Annex 6, Attachment E);			
S	– Flight recorder files, including documents associated with flight data recorder data-frame and periodic calibrations;			
T	– Major repairs or alterations;			
U	– Major work done by approved maintenance organization or sub-contractor;			
V	– Hazardous material cargo records;			
W	– International leasing arrangements;			
X	– Mandatory Occurrence Reporting (trend analysis) reports; and			
Y	– System Difficulty Reporting (SDR) reports.			
2	Obtain and Secure as appropriate the following Maintenance Documents from the pertinent Civil Aviation Authority:			
A	– Technical personnel files;			
B	– Air Operator Certificate;			
C	– Aircraft files;			
D	– Copy of the Master Minimum Equipment List (MMEL);			
E	– Maintenance reliability information on aircraft fleet;			
F	– Mandatory Occurrence Reporting reports; and			
G	– System Difficulty Reporting (SDR) reports.			

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