

ACCIDENT INVESTIGATION BUREAU



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

INITIAL ACTIONS AFTER NOTIFICATION CHECKLIST

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

Action	Time	Action started	Action completed
Notification received			
Source of notification			
Contact accident site (police / Incident Commander)			
Guidance given to police/rescue <ul style="list-style-type: none"> - Secure the site including ground marks - Crew alcohol test - Drug test if needed - Avoid disturbing wreckage and ground marks - Do not remove bodies - Document all actions - Cover wreckage and pieces, marks from rain - Stop leaking fluids, collect samples in bottles - Start documenting (photos and videos) 			
Contact Commissioner/CEO and other investigators			
Verbal decision to initiate preliminary investigation			
Form the team for on site investigation			
Departure to accident site <ul style="list-style-type: none"> - check protective and investigation equipment needed - travelling arrangements - accommodation 			
Contact Rescue Coordination Center for more information			
If accident on sea, contact Maritime Rescue Center			
Information on Dangerous Goods from the operator, ATC or rescue forces			
Request from ATC <ul style="list-style-type: none"> - Radio recordings - Telephone recordings - Radar data - Flight plan 			
Recordings <ul style="list-style-type: none"> - FDR and CVR - Military radar data if needed 			
Contact airport authority and request <ul style="list-style-type: none"> - Document braking marks etc. on runway - Save all weather recordings 			

ACCIDENT INVESTIGATION BUREAU



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

INITIAL ACTIONS AFTER NOTIFICATION CHECKLIST

Action	Time	Action started	Action completed
Contact operator or owner, request <ul style="list-style-type: none"> - Information of crew and passengers - Dangerous Goods 			
Inform CEO and PR-officer frequently			
Notifications <ul style="list-style-type: none"> - State of the operator - State of registry - State of manufacturer and design - ICAO if required - States of victims 			
Official decision to investigate <ul style="list-style-type: none"> - Investigation team formed - Document the decision - Dissemination of the decision 			
Produce distribution list with contact information to all relevant parties			