

NIGERIAN SAFETY 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) 			
Call Director-General/CEO			
Call Director of Engineering / Director of Operations			
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 the Rescue Coordination Center for more information: <ol style="list-style-type: none"> 1. SAR/SPOC: 0811981097 2. SAR/CMC: 08119810974 3. Rescue sub-center (RSC)PHC: Tel: 08111157524/ 09155090782 Email: srphc@nama.gov.ng 4. Rescue sub-center (RSC)MAIDUGURI Tel.: 09155090733 Email: srmaiduguri@nama.gov.ng 5. NEMA MCC: 09139370263 			
If accident on sea, contact Maritime Rescue Center: MARITIME MRCC: 07000700010 - 30 07053794383			
Information on Dangerous Goods from the operator, ATC or rescue forces			

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Action	Time	Action started	Action completed
Request from ATC - Radio recordings - Telephone recordings - Radar data - Flight plan			
Recordings - FDR and CVR - Military radar data if needed			
Contact airport authority and request - Document braking marks etc. on runway - Save all weather recordings			
Action	Time	Action started	Action completed
Contact operator or owner, request - Information of crew and passengers - Dangerous Goods			
Inform/Update Director-General/CEO and Head of Public Affairs frequently			
Notifications - State of the operator - State of registry - State of manufacturer and design - ICAO if required - States of victims			
Official decision to investigate - Investigation team formed - Document the decision - Dissemination of the decision			
Produce distribution list with contact information to all relevant parties			