

NIGERIAN SAFETY INVESTIGATION BUREAU



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

INVESTIGATION EVENT MANAGEMENT CHECKLIST – EVENT 3: SECURE FLIGHT OPERATIONS DOCUMENTS

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

S/N	Secure Flight Operations Documents	Time	Action started	Action completed
1	Obtain and secure the following documents, as appropriate:			
2	a) From the operator/company:			
3	– Air Operator Certificate;			
4	– Air Operator Operations Manual;			
5	– Flight Manual (FM);			
6	– Flight crew and cabin crew members’ training records;			
7	– Aircraft Operating Manual (including Standard Operating Procedures);			
8	– Copy of current cockpit checklists (normal, abnormal and emergencies);			
9	– Pilot log books;			
10	– Pilot’s flight log;			
11	– Pilot flying schedule for the last six months;			
12	– Aircraft Journey Log Book;			
13	– Minimum Equipment List (MEL);			
14	– Air Operator dispatch logs;			
15	– Daily dispatch logs, including the week prior to and the day of the accident;			
16	– Mass and balance and Centre-of-gravity calculations for the accident flight and previous flight;			
17	– Passenger and freight manifests;			
18	– Air Operator schedules and aircraft schedules;			
19	– Air Operator Route Manual;			
20	– National and international agreements associated with the transfer of some or all of the state of Registry’s responsible (if applicable)			
21	– Refueling documentation; and			
22	– Record of pertinent communications.			
23	b) From the pertinent civil aviation authority:			
24	– Flight crew personnel licensing file;			
25	– Copy of approved Flight Manual (FM);			
26	– Copy of approved Minimum Equipment List (MEL);			
27	– Copy of company Master Minimum Equipment List (MMEL);			
28	– Files on chief pilot, chief inspector, cabin crew, chief flight engineer and chief of maintenance;			
29	– Copy of in-flight inspections covering the last six months;			
30	– Documentation in support of applications for the Air Operator Certificate;			
31	– Copy of any civil aviation authority Policy Letters applicable to the company;			
32	– National and international agreements associated with the transfer of some or all of the State of Registry’s responsibilities (if applicable);			
33	– Copy of the last company audit by the civil aviation (regulatory) authority; and			
34	– Air operator files.			