

NIGERIAN SAFETY INVESTIGATION BUREAU



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

INVESTIGATION EVENT MANAGEMENT CHECKLIST – EVENT 2: INITIAL ACTIONS AT SITE

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

S/N	Initial Actions at the accident site	Time	Action started	Action completed
1	Review the guarding arrangements and adjust the limits of the site as required;			
2	Arrange for guarding of the site for the time period envisaged for the field investigation;			
3	Obtain a briefing from the local authorities on actions taken at the site;			
4	Make a preliminary survey of the site with the investigation team.			
5	Liaise with the Media Relations Coordinator, in part, for the scheduling of press releases and media interviews;			
6	Ensure the Administration Coordinator has initiated document control procedures;			
7	As required, brief the Photo/video Group Chairperson on priorities for photographs, including aerial photography;			
8	Convene an organizational meeting. A briefing guide is provided at Appendix 2 to this Section;			
9	As time allows, conduct personal briefings with each group chairperson;			
10	Provide feedback to the Head Office Coordinator on the progress of the investigation;			
11	Use the Investigation Management System Checklist;			
12	Manage the human and material resources;			
13	Conduct daily meetings with the investigation team; and			
14	Conduct daily press conferences, as required.			