

# NIGERIAN SAFETY INVESTIGATION BUREAU

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



## ISSUANCE OF CREDENTIALS PROCESS CHECKLIST

COMPLETED BY:	DATE:
Name of Relevant Document:	SIGN.:

Status	Description
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>Issuance of Trainee-Investigator Credential</b>
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate meets entry qualification as per <b>Appendix II of SL-AAIIB Staff Terms and Conditions of Service</b>
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate meets entry experience as per <b>Appendix II of SL-AAIIB Staff Terms and Conditions of Service</b>
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate completed Initial Training (Classroom)
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate completed Initial OJT
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>Manager Investigation Division</b> Reviews and validates candidate's training records
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>Manager of Investigation</b> recommends to DG/CEO for issuance of Trainee-Investigator Credential
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Approval of issuance of Trainee-Investigator Credential
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Forwarding to <b>Manager Admin &amp; Finance</b> for printing of the Credential
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>Manager Investigation</b> receives printed Trainee-Investigator Credential and validates
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate receives Trainee-Investigator Credential
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>Manager Investigation</b> updates Candidate Records
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>Manager Admin &amp; Finance</b> inserts a copy of the credential and updates Files of the Candidate
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>Issuance of Investigator Credential</b>
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate meets entry qualification as per <b>Appendix II of SL-AAIIB Staff Terms and Conditions of Service</b>
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate meets entry experience as per <b>Appendix II of SL-AAIIB Staff Terms and Conditions of Service</b>
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate completed Initial Training (Classroom) + Basic Investigation training
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	Candidate completed Initial OJT (OJT 1) and Basic Investigation training OJT (OJT 2)
<input type="checkbox"/> Complete <input type="checkbox"/> N/A	<b>Manager Investigation Division</b> Reviews and validates candidate's training records

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<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	<b>Manager of Investigation</b> recommends to Director-General/CEO for issuance of Investigator Credential
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Approval of issuance of Investigator Credential
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	Forwarding to <b>Manager Admin &amp; Finance</b> for printing of the Credential
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	<b>Manager Investigation</b> receives printed Investigator Credential and validates
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<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	
<input type="checkbox"/> Complete	<input type="checkbox"/> N/A	

