

NIGERIAN SAFETY INVESTIGATION BUREAU



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

INVESTIGATION EVENT MANAGEMENT CHECKLIST – EVENT 10: SECURE PERTINENT CABIN DOCUMENTS

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

S/N	Secure Pertinent Cabin Documents	Time	Action started	Action completed
1	Liaise with Operations, and Maintenance and Records Group Chairpersons to locate and secure the following documents:			
A	– Air Operator Operations Manual;			
B	– Cabin crew training records;			
C	– Air operator and aircraft standard operating procedures (SOPs);			
D	– Cabin crew log books;			
E	– Pilot's flight log;			
F	– Cabin crew flying schedule (last six months);			
G	– Aircraft Journey Log;			
H	– Air operator dispatch logs;			
I	– Maintenance release forms;			
J	– Passenger and freight manifests;			
K	– Air operator's Maintenance Control Manual;			
L	– Air operator schedule;			
M	– Air operator Route Manual;			
N	– Record of pertinent phone calls;			
O	– Cabin Crew Manual;			
P	– Cabin Crew Emergency Manual;			
Q	– Air operator approved aircraft Safety Announcements;			
R	– Air operator passenger safety briefings and video, if applicable;			
S	– Copy of approved Aircraft Flight Manual;			
T	– Copy of approved Minimum Equipment List (MEL);			
U	– Copy of the applicable Master Minimum Equipment List (MMEL);			
V	– Cabin crew licensing and medical status;			
W	– Copy of any civil aviation authority Policy Letters applicable to the company;			
X	– Copy of last air operator audit by the civil aviation (regulatory) authority;			
Y	– Air operator files; and			
Z	– Civil aviation authority approved cabin crew training curriculum.			
2	Locate and secure the following information:			
A	– The aircraft cabin furnishings;			
B	– Pre-flight servicing documents;			
C	– Snag rectification sheets;			
D	– Cabin-related outstanding and recurring snags and unserviceability; and			
E	– Cabin and freight configurations;			
3	Obtain the autopsy results of cabin crew members and passengers; and			
4	Obtain a transcript of the cockpit voice recorder and conduct a preliminary review of the recorded information for cabin-related factors.			
5	Submit all original documents to the Administration coordinator.			

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