

C.13. CFO Checklist

| CFO CHECKLIST | | | |
|---|---|-------------|-----------------|
| No. | Item | Time | Initials |
| 1. | Acknowledge callout and proceed to EMC, do not call for information. | | |
| 2. | Attend all Emergency Management Chairman's briefings. | | |
| 3. | Make special provisions for budget, accounting and purchasing purposes, if required. | | |
| 4. | Ensure rapid procurement of all necessary equipment as required. | | |
| 5. | Consider and apply the arrangements for advance payments to passengers or next of kin in consultation with insurers and if applicable | | |
| Remarks: | | | |
| <p>Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator</p> | | | |
| End of Checklist | | | |
| Name and Signature: | | Date: | |

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