

## C.6. Safety Director Checklist

SAFETY DIRECTOR CHECKLIST			
No	Item	Time	Initials
1.	Acknowledge callout and proceed to EMC.		
2.	Ensure the Accountable Manager and the EMT have been briefed.		
3.	Be prepared to assume command of the EMC and, as soon the rest of the members arrive, hold first briefing, assess current situation, review all available information received from the OCC supervisor.		
4.	Assume the role of Emergency Management Chairman (AM) during his absence.		
5.	Obtain all the information's collected by the OCC supervisor and EMC Administrator throughout the Emergency. (From Start to End)		
6.	a. Activate Crisis Management Service Provider (Go Crisis) if required, b. Check with the provider the status on the activation of the FAST, c. Organise and assemble an Investigation Team (if required) and their expected time of readiness, d. Communicate with the Team on establishing the EMC media cell / Media Centre.		
7.	Keep a comprehensive log of own activities in order to brief to the Accountable Manager when he arrives, and regarding the Crew (verify the actions with regards to the crew have been taken): a. EMC and Commercial has ensured the safety and security of the crew b. DOO has determined whether the crew has to be suspended from flying operations pending investigations. c. Drug and alcohol test have been carried out.		
8.	Establish contact with the local ground handling at the destination brief and obtain briefing on current status and arrange direct liaison link.		
9.	Check with the AM on the possibilities for the need to charter a flight or make alternative travel arrangements for the ADA FAT to travel to the accident location.		
10.	Agree first press statement with AM and CD and other stakeholders as appropriate.		
11.	Monitor progress and status reports from the site (accident location) and initiate appropriate response in the EMC as necessary		
12.	Contact legal on legal and insurance implications of the accident/emergency and examine / approve general expenditure requests for the provision of services and facilities to respond to the accident.		
13.	Call special meetings when problems or local developments demand a coordinated response.		
14.	Contact the authorities, e.g. GCAA, Airport, DOT, etc. through designated point of contact to the entity.		
15.	Contact customer representatives.		
16.	Develop safety plan for incident site if required.		
17.	Liaise with police or defence forces through the Leasing officer		
18.	Represent Abu Dhabi Aviation as required in respect to any investigation, if illegal act has caused the incident.		
19.	Refer to CAAP 22 and CAR-AIR OPS (ERP) provisions to validate response steps and ensure regulatory alignment.		
20.	Liaise with the Commercial Director to confirm that repatriation travel arrangements for passengers and crew released from the Reception Centre or hospital are being coordinated through the designated service provider (Go Crisis), in alignment with HR and the EMC Chairman.		
21.	Details of third-party property destroyed or damaged, including the name of the owner and likely amount of compensation to be claimed.		
22.	Particulars of persons killed or injured and, if available, their next-of-kin.		
23.	Details of any hull or hulls destroyed or damaged, including the name of the owner and likely amount of compensation.		

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No	Item	Time	Initials
24.	Names and addresses of any person or firm carrying out investigative duties in relation to the occurrence and by whom they were appointed. Details of any charter operator or client involvement. (from the DOO)		

Remarks:

**Note:** Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator

End of Checklist

Name and Signature:

Date: