

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		
<p>Remarks:</p>			
<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:	