

B.10. Accident Checklist for Flight Safety Person or Person Responsible on Site

NO	MEASURES TO TAKE	HOUR	REMARK
1.	Trigger the list of emergency contacts. Check the availability of an aircraft for possible SAR operations and the transport of the investigation team.		
2.	Initiate the preliminary accident file.		
3.	Confirm the medical condition of the crew and passengers. If necessary, provide hospitalisation and / or medical care. Ensure that all survivors are safe		
4.	Inform GCAA and AIA*, If the accident occurred in a foreign state, ensure the conditions of participation and representation. (Responsibility rests with the local authorities, and <u>ADA can only either act as an adviser, or take control at their request</u>).		
5.	Mobilise additional staff to assist in the emergency.		
6.	Assign a room to the EMT.		
7.	Inform close relatives of crew members and passengers / customers. This procedure is usually the responsibility of the Accountable Manager.		
8.	Provide daycare services for the crew and passengers. Effected in the wreckage		
9.	Obtain the services of a professional photographer to take photos of the accident site, If possible.		
10.	Obtain the services of safety agency or local police to protect the wreckage until it is recovered. Ensure that no one touches or takes any evidence or part belonging to the aircraft.		
11.	Prepare and distribute a company press statement.		
12.	Open the preliminary accident record form and submit to the EMT (at the EMC through the Operations Supervisor)		
13.	Inform the insurers of the aircraft.(Regulatory affairs manager / Legal)		

AIA*- ACCIDENT INVESTIGATION AUTHORITY