C.7. Operations Director Checklist

No	Item	Time	Initials
	OPERATIONS DIRECTOR CHECKLIST		
1.	Acknowledge callout and proceed to EMC, do not call for information.		
2.	Be prepared to execute the administrator's checklist until someone more suitable arrives.		
3.	Keep a comprehensive log of own activities to brief to Emergency Director (Safety Director) when he arrives.		
4.	Attend all Emergency Management Chairman's (AM/Safety Director) briefings.		
5.	Obtain from Operations Control a list of the flight crew on board the aircraft.		
6.	Obtain and secure for the e Emergency Management Chairman:		
	a. Copies of rosters for current and preceding 6 months		
	b. Training files		
	c. Personnel files		
	d. Medical records		
	e. Recent photograph		
7.	Handover to the Emergency Management Chairman:		
	a. Aircraft flight manual		
	b. Performance manuals		
	c. Crew operating manuals		
	d. Route and approach manuals		
	e. Operations manuals		
	f. ICAO emergency response guidance for accidents		
	g. All circulars, bulletins, publications flight crew notices issued to pilots		
8.	Establish whereabouts of flight crew and ensure their medical welfare and care is taken care off.		
9.	If possible, ensure crew (passing the message to the OCC Supervisor)		
	a. Complete the appropriate accident/incident forms.		
	b. Do not leave the general vicinity of the incident site without clearance from accident investigator or incident commander in charge.		
	c. Call next of kin personally is possible. (can be delegated to the HR)		
	d. Do not speak to media or have photographs taken.		
	e. Are medically examined, do not make official statements, except as required by law, and then only after consultation with Emergency Director.		
10.	Ensure transport and accommodation is provided, as well as repatriation transport, if necessary, if crew member hospitalised ensure next of kin travel arrangements are made. (Delegate to HR)		
11.	Obtain written crew statements as soon as possible, but on return to base at the latest.		
12.	Provide continuous support to the Safety Director during incidents and accidents, ensuring all actions are accurately logged and documented in real time		
13.	On crews return to base:		
	Conduct a full de-briefing.		
	Ensure all paperwork is completed.		
	Ensure crew are medically and psychologically fit to resume duties.		
Remarks:			

No	Item	Time	Initials
OPERATIONS DIRECTOR CHECKLIST			

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:	