

C.8. Engineering Director Checklist

ENGINEERING DIRECTOR CHECKLIST			
No	Item	Time	Initials
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 in order to brief to emergency director when he arrives.		
4.	Attend all emergency directors' briefings.		
5.	Ensure fuel samples of last Refuelling station are preserved		
6.	Freeze all computer records relating to the aircraft, engines, components, and check records. Including all data from contracted maintenance provider.		
7.	Obtain all documents connected with the flight and for preceding 3 months. Including:		
	a. aircraft technical log records		
	b. deferred defect records		
	c. maintenance releases		
	d. total aircraft and engine hours and cycles		
	e. last maintenance inspection check details and status		
	f. next inspection due date		
	g. mandatory modification status		
	h. Operational status		
8.	Obtain and freeze following files for possible investigation		
	a. aircraft maintenance manual		
	b. wiring diagram manuals		
	c. MMEL/MEL		
	d. Parts list manual		
	e. Technical handling contracts		
	f. Flight data recording printout		
	g. Service engineering advisory and information bulletins		
	h. Notices to engineers		
	i. Any other documents relating to the aircraft and flight		
9.	Contact the manufacturer and provide only basic FACTS about the accident/incident (no speculation) discuss aircraft recovery.		
10.	Consider implications of possible technical causes with respect to remainder of the operation continuing		
11.	Obtain statements from personnel involved in preparation of flight		