

Checklist 03 -Director of Safety

Director of Safety Roles and Responsibilities

The Director of Safety (“DOS”) will deploy with the go team to the accident site. The DOS will serve as the on-site manager. The DOS will work with local agencies to ensure the safety of all Go Team members, determine what additional services will be necessary to help with any crew member needs. Ensure compliance with local statues and procedures.

The investigation team will structure itself to match the investigation team the NTSB forms to handle each particular accident. Team makeup may vary according to the circumstances surrounding the accident. The NTSB will provide input to the Operator as to the makeup and needs for the investigation. The DOS will serve as the primary point of contact with the Safety Board and support the activities of the EOC.

Immediate

Date / Time	ITEM
	Review position responsibilities (above)
	Upon contact / arrival at the EOC, obtain briefing from the EOD
	Review current status on the scene of the accident and update the EOC on the current situation
	Ensure that appropriate Go-Team members are notified and ready to deploy. See list on 2.7
	Assess the current situation and determine immediate priorities
	Inventory Go Team equipment “bag” and verify that all equipment is functional (Located in Pilot Station in a drawer of the “island” counter.)

Intermediate

Date / Time	ITEM
	Coordinate any travel or hotel arrangements with either Flight Coordinator or Finance Director (if Go Team deploys to the accident site)
	Coordinate with EOC to locate pertinent records related to the affected flight (training records, manuals, etc.)
	Coordinate with CP or Director of Training to verify that crew training records, Company Operations Manuals, and other pertinent documents have been collected, copied (as needed), and secured.
	Coordinate with DOM to verify that all aircraft maintenance records, GMM, cabin briefing cards, and other pertinent documents have been collected, copied (as needed) and secured.
	Coordinate with EOC to organize and coordinate distribution of all documents to Go Team members.
	Contact NTSB with Director of Operations to obtain contact information of the Investigator-in-Charge (IIC) and other NTSB personnel.

DREAMLINE AVIATION, LLC

Emergency Response Plan
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Ongoing

Date / Time	ITEM
	Coordinate / cooperate with NTSB IIC as required
	Participate in progress meetings with the EOC and Investigation Team (Incident Commander)
	Approve additional investigative resources as necessary
	Keep EOC informed on investigation status (Go Team and Incident Commander)
	Appoint alternates to provide coverage during rest periods, etc.

Maintenance Records Checklist

Date / Time	ITEM
	Close Out Open Paperwork
	a. Computer Maintenance Program (CMP). Complete any open data entry.
	b. CMP – 8130's scanned into CMP system network drive.
	c. Complete all logbook entries / updates.
	Logbooks
	a. Collect and inventory all Airframe logbooks
	b. Collect and inventory all Engine / Propeller logbooks
	NOTE: Per NTSB Standard Practices
	Computer Maintenance Program Records
	a. Place all printed CMP files into "Banker's" storage boxes
	(Boxes are in Maintenance Department's closet)
	Squawk Log
	a. Print hard copy and place in 3-Ring binder and place with logbooks
	Final
	a. Have Parts Coordinator create a Shipper / Packing List (2 copies) so that the FAA or NTSB can sign for records in and when they are collected.
	b. Have storage boxes delivered to the EOC