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PRE-DEPLOYMENT INITIAL NOTIFICATION & PREPARATION

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The pre-deployment sequence from first notification to team briefing and deployment

A structured decision path for timely notification, focused planning, safe deployment and protection of evidence.

01	02	03	04	05	06	07
NOTIFICATION & INITIAL ASSESSMENT	INVESTIGATION PLANNING	TEAM & COORDINATION	SAFETY & LOGISTICS	EVIDENCE PRESERVATION	DOCUMENT THE SITE	BRIEF & DEPLOY
Receive and validate the occurrence information; assess mandate, significance and whether deployment is warranted. Formal notification of relevant authorities/States/org anisations occurs here.	Define scope, objectives, key questions, information gaps, credible scenarios, evidence priorities and resource requirements.	Select investigators and specialists; assign roles; establish communication channels and coordinate with relevant parties.	Identify hazards, access constraints, security, weather, transport, accommodation, communications and site requirements.	Identify transient/high-priority evidence and arrange its protection, recovery and appropriate handling.	Set the documentation method, personnel, equipment, measurements, photography, mapping and evidence-recording system.	Align objectives, hazards, roles, communications, evidence priorities and immediate actions before departure.

Seven decision points: protect people, preserve evidence, focus the investigation.

Separate facts from assumptions before deciding the response

01

ESTABLISH THE FACTS

Confirm what, where, when, who and immediate circumstances. Separate facts from assumptions.

02

DETERMINE THE MANDATE

Apply ICAO Annex 13 and AIC policies and procedures to determine whether the occurrence is investigable.

03

SET THE RESPONSE

Choose a proportionate response: deploy when warranted neither automatically nor after avoidable delay.

Outcome: determine notification, investigability and deployment

What should be decided before the team deploys?

Planning turns initial facts into a practical investigation strategy without prematurely deciding the cause.

PLAN THE INVESTIGATION

- Define the investigation scope, objectives and boundaries.
- Identify the key questions the investigation must answer.
- Identify what is known, unknown and uncertain.
- Identify evidence and information gaps.
- Develop credible initial scenarios or hypotheses without prematurely settling on a cause.
- Identify priority and potentially perishable evidence.
- Determine specialist expertise, equipment and other resources required.
- Establish the sequence and strategy for evidence collection and examination.

KEY OUTPUTS BEFORE DEPLOYMENT

Investigation objectives	What needs to be established?
Key questions	What must the evidence answer?
Evidence priorities	What could be lost, altered or contaminated?
Resource plan	Who and what expertise/equipment is required?
Investigation strategy	How and in what sequence will the work be done?
Initial scenarios	What possibilities need to be confirmed or eliminated?

Planning question: “What do we need to know, what evidence will answer it, and what must happen before that evidence is lost?”

Mobilize people, authority and safety controls before deployment

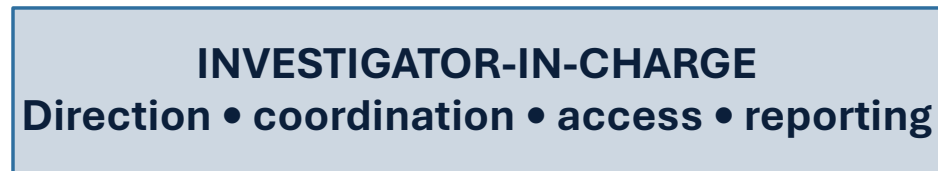
One coordinated mobilization step prepares the team and hands off to site-safety controls.

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|---|----------------|--|
| 1 | IM | Appoint the IIC and team. Include SHSSC where needed. |
| 2 | IIC / SHSSC | Arrange wreckage security. Confirm authority, access and personnel to secure and protect the wreckage. |
| 3 | IM / IIC | Check the cargo manifest. Identify dangerous goods and specialist controls before site work. |
| 4 | IIC / SHSSC | Assess and control hazards. Plan cordons, specialist support and controls where needed. |
| 5 | IIC / Security | Prepare the site-security handoff. Set identification, authorised access and guard instructions to protect people, wreckage, bodies, property and evidence. |

Deploy a team that is authorised, coordinated and ready to work safely.

Ask: “Who needs to be involved and how will we coordinate?”

The IIC activates accountable functional groups as needed



TYPICAL FUNCTIONAL GROUPS



Form 2–10 groups as needed; add specialist groups for fire, underwater recovery or reconstruction.

Every priority area must have a clear owner, even when one investigator performs more than one function.

Clarify authority before organisations converge on the site

WHO MAY BE INVOLVED

DOMESTIC	CASA / regulator • operator • aircraft owner
ENTITLED STATES	State of Registry • Operator • Design • Manufacture
PARALLEL SERVICES	Police • recovery • medical • regulatory authorities

DECIDE BEFORE DEPLOYMENT

- 1 Who has authority over what
- 2 Who may access evidence and the site
- 3 How interviews and recovery will be coordinated
- 4 How information will be shared without compromising the safety investigation

Clear authority prevents parallel work from compromising safety-investigation evidence.



Safe site work depends on controls before departure and on arrival

Confirm constraints first; then protect people, evidence and the site.

BEFORE DEPARTURE — CONFIRM READINESS

- 01

HAZARDS

Known hazards, dangerous goods and any specialist controls.
- 02

ACCESS & SECURITY

Authority to enter, identification, cordons and guard arrangements.
- 03

WEATHER & TRANSPORT

Travel limitations, site access, accommodation and movement plans.
- 04

COMMUNICATIONS & SUPPORT

Contact methods, equipment and essential site-support requirements.

AIC_F031 checklist for site safety and security before leaving for site.



Civil Aviation Act 2000 (as amended) Part VII
Accident Investigation Commission
Site Safety and Security Checklist
Form: AIC_F031

Event	Date/Time
Before Leaving for the Site	
Determine presence of any hazardous goods on board the aircraft	
Determine environmental conditions at the accident site and note any special aspects such as extreme heat and cold	
Brief IIC and Group Leaders on any significant environmental and/or hazardous material aspects and any special clothing or procedures which might be involved	
Initiate arrangements for transport/procurement of special clothing/protective equipment required on site	
After Arrival at the Site	
Contact the person in charge of site security and:	
• Check site access procedures	
• Check site security, including 24 hour guards	
• Check on-going arrangements	
If any of these procedures are not in place, they should be initiated by the Site Safety Officer	
Confirm the status of any hazardous materials on site including composite, chemical, explosive, biological, or radioactive	
If an organisation other than the AIC is to remain responsible for site security, ensure that the organisation is aware of the possible hazards posed to personnel by various aircraft components including for example, pressure vessels, oleon, propeller domes, tyres and fuel tanks	
Before commencement of the initial organisational meeting, brief the IIC and Group Leaders on any onsite hazards requiring particular precautions	
Advise them when the site will be safe for access by team members	
Attend the IIC's initial organisational meeting. As directed by the IIC, brief the meeting on the existence and location of any known or suspected hazards on the site. Ensure that all team members are aware of responsibilities with respect to their personal safety while working on the site, including any specific personal protection equipment requirements	
Arrange procurement of additional protective equipment as required	
Conduct a preliminary survey of the site in conjunction with the IIC and relevant Group Leaders, specifically the Site Survey and Structures Group Leaders to assess the site boundaries	
Establish site limits and ensure that security procedures are adequate	

Ensure security guards are properly briefed to:

• Protect property;	
• Prevent disturbance of wreckage; protect and preserve ground marks made by the aircraft; and	
• Admit on to the site only those persons in possession of the required security passes.	
Ensure that a central security control point has been established, that all personnel on the site have been identified, issued with onsite ID passes and that a record is being kept of personnel on the site	
Ensure that an accurate record is kept, including photographs, of the 'as found' condition of hazards prior to neutralising	
Ensure that first aid and decontamination facilities are available at the site including a means of medical evacuation	
As required by the IIC, arrange on site communications to command post and establish on site facilities including as appropriate:	
• Shelter;	
• Sleeping area;	
• Lighting;	
• Heating;	
• Washing/showering;	
• Drinking water;	
• Meals; and	
• Sanitation.	
Monitor on site activities to ensure appropriate safety and security procedures are being followed.	
Manage wreckage removal/retrieval for investigation purposes (other wreckage removal is the responsibility of the operator/owner)	As required

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Preserve evidence before it can change, move or disappear

ON-SITE — BEFORE INVESTIGATORS ARRIVE

01	ESTABLISH CONTACT	Reach police or a trusted local contact by mobile or radio.
02	RESTRICT ACCESS	Allow victim extraction; keep everyone else away from the wreckage.
03	PROTECT THE SCENE	Keep helicopters clear and photograph before and after extraction.
04	SECURE DOCUMENTS	Record their location first; secure them only if weather threatens.

OFF-SITE — BEFORE RECORDS CHANGE

ATS	Communications, radar, documents and relevant personnel.
OPERATOR	Operations, training, maintenance and personnel files.
PEOPLE	Flight crew, witnesses and other relevant persons.
CONTROL	Use existing agreements and AIC_F018 to control quarantine and release. Use separate forms for different custodians.

Outcome: transient evidence is protected and off-site material remains traceable.

Agree on the site-documentation plan before the team deploys

A defensible site record must show what was found, where it was found and how it was recorded.

Plan the method before arrival so the team does not improvise around perishable evidence.

- | | | |
|----|---------------------------|---|
| 01 | PLAN THE METHOD | Set the sequence for photography, measurements, mapping, sketches and evidence identification. |
| 02 | ASSIGN PEOPLE & EQUIPMENT | Name who will capture each record and confirm the required personnel, equipment and forms. |
| 03 | CONTROL THE RECORD | Use one index and recording system so photographs, measurements, maps and evidence references can be cross-checked. |

Output before departure: method + roles + equipment + recording system

One deployment brief aligns priorities, people and outputs

01 OCCURRENCE & MANDATE

- Occurrence details
- Investigation mandate
- Known facts
- Information gaps

02 QUESTIONS & EVIDENCE

- Investigation questions
- Credible scenarios
- Evidence priorities
- Site and interview plans

03 EXECUTION & SAFEGUARDS

- Specialists and recorder plan
- Safety and risk controls
- Logistics
- Human remains / survival factors

04 COORDINATION & OUTPUTS

- Team roles and responsibilities
- Communications / media
- Immediate safety concerns
- Objectives and debrief outputs

The brief is the team's shared operating picture before deployment.



THANK YOU

QUESTIONS & DISCUSSION
