



ICAO Regional Accident Investigation Workshop (Bangkok, Thailand, 5-6 October 2026)

SITE SECURITY AND SITE SURVEY

Establish control, preserve evidence and survey the site before detailed
Onsite investigation begins

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Background: Flight Operations
SMS
Quality Auditing

Accident Site Security

-Preservation of Evidence

Protect the site • preserve evidence • control entry • maintain security

01

PROTECT PROPERTY

Protect aircraft, property, equipment and other items at the site.

02

PRESERVE WRECKAGE

Prevent disturbance of wreckage, aircraft contents and evidence.

03

PROTECT GROUND MARKS

Preserve impact marks, ground disturbance and other site evidence.

04

CONTROL ENTRY

Allow entry only to authorised personnel and maintain an access record.

IIC SECURITY ARRANGEMENTS

- Arrange continuous security with law enforcement, military or private security.
- In remote areas, appoint suitable local personnel where necessary.
- Brief guards on their responsibilities and access restrictions.
- Consider supervised insurance assessor access only when it does not hinder the investigation.

ATS / NOTAM CONSIDERATION

- Restrict airspace around/above the site when required.
- Prevent rotor downwash from disturbing wreckage.
- Protect the integrity of evidence across the site.

SECURITY MUST PRESERVE THE SITE WITHOUT UNNECESSARILY IMPEDING THE INVESTIGATION OR EMERGENCY OPERATIONS.

SITE SECURITY

A cordon secures the site and preserves evidence

OBJECTIVE Control the perimeter, contamination and unauthorised movement



01 SECURE THE PERIMETER

Keep unauthorised people outside the controlled area.

02 PRESERVE EVIDENCE

Prevent avoidable contamination, loss or movement.

03 CONTROL ENTRY

Record authorised entry and maintain accountable movement.

A CORDON IS AN ACTIVE CONTROL NOT JUST A BOUNDARY

AIC_F049 makes team roles and attendance auditable



ACCIDENT INVESTIGATION COMMISSION

Civil Aviation Act 2000 (as amended) Part XIII
Accident Investigation Commission
Attendance Record Form: AIC_F049

Date	Print Name & Signature	Time Start	Time Finish	Organisation	Roles & Responsibilities	AIC Authorising Officer Print Name & Signature

ACCIDENT INVESTIGATION COMMISSION

Policy and Procedures Manual, Part D, Form AIC_F049
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COMPLETE EVERY FIELD

- 01 WHO** Print name and sign
- 02 WHEN** Record start and finish
- 03 WHERE** Name the organisation
- 04 ROLE** State responsibilities
- 05 AUTHORISE** Officer prints and signs

Enter with a scene plan and adapt as evidence emerges

SCENE STRATEGY

- Establish site boundaries
- Map wreckage distribution
- Identify significant marks and tracks
- Locate first point of contact
- Record final resting position
- Preserve aircraft configuration
- Identify displaced or missing components

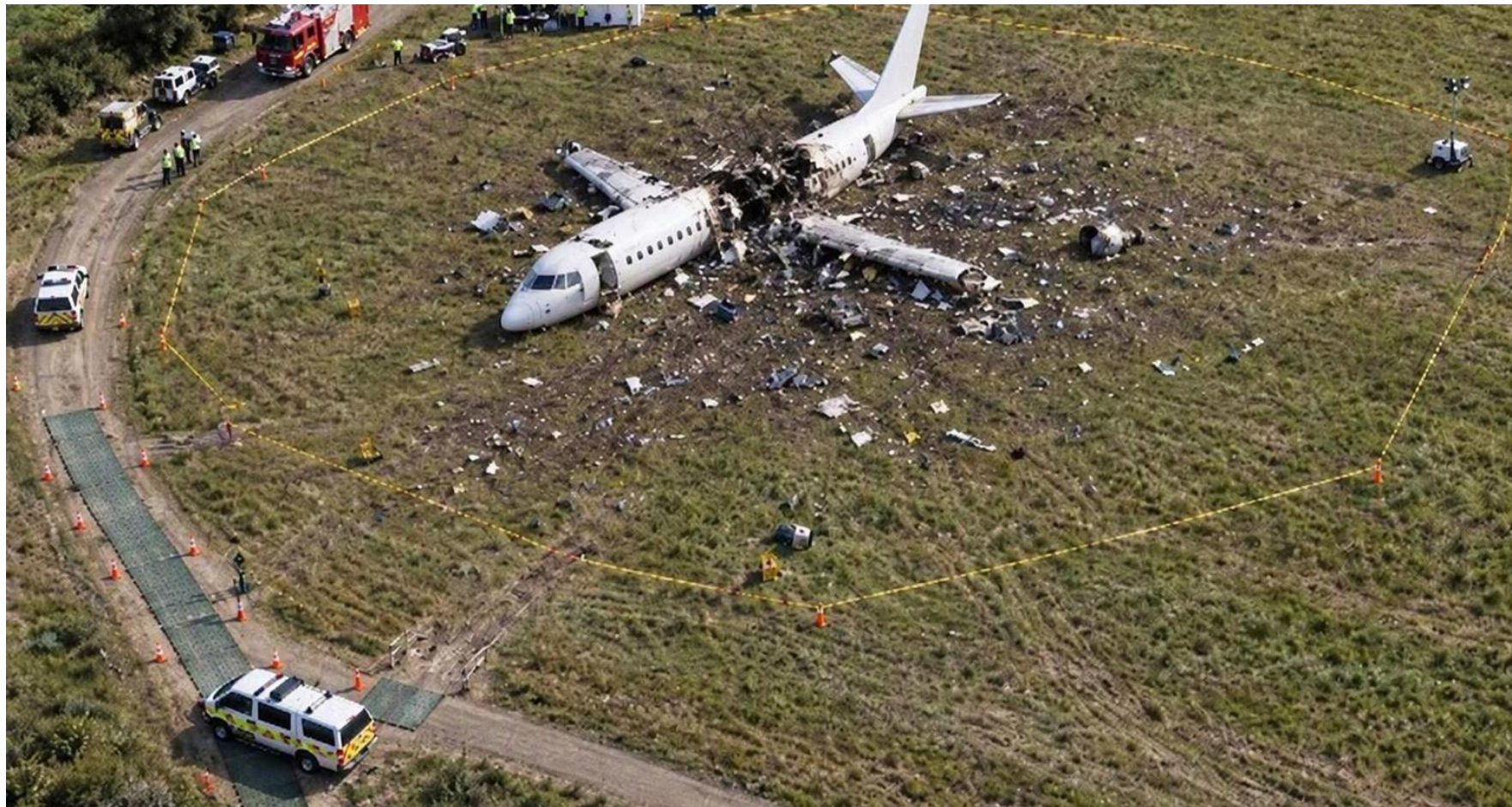
DOCUMENTATION PLAN

- Overall and systematic photography
- Detailed photographs
- Measurements and GPS coordinates
- Sketches and wreckage distribution
- Damage documentation
- 3D mapping or scanning where appropriate

Plan enough structure to protect the evidence—retain enough flexibility to follow it.

SITE SURVEY

An aerial view can reveal the site pattern



AERIAL ASSESSMENT

Survey the site before defining sectors

OBJECTIVE Build a reliable overall picture before detailed evidence collection

01

WALK THE SITE

- Compare ground observations with the initial assessment.
- Confirm site limits and update boundaries or route information.

02

READ THE PATTERN

- Relate main wreckage to debris, ground marks, structures and routes.
- Look beyond the most obvious concentration of wreckage.

03

DEFINE SECTORS

- Follow terrain and evidence distribution not an arbitrary grid.
- Use identifiers and boundaries teams can recognise on the ground.

DECISION Are the site limits and sector boundaries clear enough to prevent gaps, duplication and uncontrolled movement?

UNDERSTAND THE WHOLE SITE BEFORE DIVIDING THE WORK

Document every sector before disturbance

OBJECTIVE Create a complete, consistent record that supports reconstruction and later analysis

01 MAP • Establish reference points, coordinates and measurements. • Record how sectors and significant items relate to one another.	02 CAPTURE • Photograph the overall scene, each sector and key evidence. • Record distribution, ground marks, impact features and terrain.	03 RECONCILE • Use the same identifiers across photographs, sketches and records. • Review every completed sector for omissions before moving on.
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DECISION Is the record complete enough to support reconstruction, examination and later analysis?

DOCUMENT SYSTEMATICALLY BEFORE EVIDENCE IS DISTURBED OR MOVED

Protect context and traceability from the start

OBJECTIVE Preserve important evidence and maintain a reliable link to its original site context

01

PROTECT

- Mark and shield evidence from weather, traffic, handling or further damage.

02

IDENTIFY

- Use stable item identifiers and evidence-reference points.

03

DOCUMENT

- Record location, orientation, condition, photographs and measurements.

04

TRACK

- Link every record; document as-found condition before any necessary movement.

PROTECT → DOCUMENT BEFORE DISTURBANCE

Preserve the item, its condition and its connection to the accident-site context.

Maintain control through the Onsite investigation

01 MONITOR

Site-security procedures are followed throughout onsite activity.

02 PRESERVE

Protect property, wreckage, ground marks and the recorded “as found” condition.

03 RETRIEVE

Manage wreckage removal for investigation; other removal remains with the operator or owner.

SECURE • PRESERVED • TRACEABLE

Daily Progress Briefings and Weekly Status Updates

Keep the Investigation Tracked and Progressing.



Each group reports

- 1 What we did today
- 2 What we found today
- 3 What we plan tomorrow
- 4 Questions / comments / suggestions



Weekly meeting

Monitor every investigation
Surface constraints and support needs
Escalate schedule slippage
Trigger Interim Statement planning if Draft Report exceeds 12 months

Progress meetings share facts—not opinions or causal analysis.

Custody continues after the field phase

- | | | |
|----|-----------------|---|
| 01 | RECORDS | Secure ATS, meteorology and operator records; retain copies where possible; return originals after examination. |
| 02 | WRECKAGE | AIC custody continues until the IIC confirms no further investigation need; release may be staged and documented. |
| 03 | RELEASE | Use AIC_F011 or AIC_F012; list components retained/released, hazards, parties and signatures. |
| 04 | ECCAIRS | Enter ADREP data no later than 5 business days after relevant reports are sent; back up weekly Friday by 4 pm. |

Before release, obtain concurrence from all involved parties—including police.

Use the right form for every evidential material release

AIC F011

Return of Evidential Material



ACCIDENT INVESTIGATION COMMISSION

Civil Aviation Act 2000 (as amended) Part XIII

Accident Investigation Commission

Return of Evidential Material

Form: AIC_F011

AIC Investigation No.

The Accident Investigation Commission is conducting an investigation into the following aircraft accident/serious incident.

Investigation title and/or other description

The items listed below are no longer required by the AIC as part of its aircraft accident/serious incident investigation.

Note: It is strongly recommended that components be inspected by authorised personnel where it is intended for them to be returned to operational service.

Item details (Description and Condition)	Date returned

AIC Chief Executive Officer / Delegate

Signature of Chief Executive Officer / Delegate

Name of Chief Executive Officer / Delegate

Date

Please return a signed copy of this form to the above person at the AIC

PO Box 1709
Boroko, NCD
Papua New Guinea

Phone Fax Email

Acknowledgement by Owner or Agent

I accept custody of the listed items.

Signature of Owner or Agent

Name of Owner or Agent

Date Phone

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AIC F012

Release to Another Person or Organisation



ACCIDENT INVESTIGATION COMMISSION

Civil Aviation Act 2000(as amended) Part XIII

Accident Investigation Commission

**Release of Evidential Material to
Another Person or Organisation**

Form: AIC_F012

AIC Investigation No.

The Accident Investigation Commission is conducting an investigation into the following aircraft accident/serious incident.

Investigation title and/or other description

Evidential Material to be Released

Approval is granted to release the evidential material listed below that was obtained by the AIC under section 246 of the Civil Aviation Act 2000 (as amended) Part XIII. Information relating to section 246 of the Act is provided overleaf.

Evidential material details (Description and Condition)	Date released

Contact details of Owner or Agent of the Evidential Material

Name of Owner or Agent

Phone for owner or agent Fax for owner or agent

Postal address of Owner or Agent

Email for owner or agent

Name of the person/organisation receiving the evidential material

AIC Chief Executive Officer / Delegate

Signature of Chief Executive Officer / Delegate

Name of Chief Executive Officer / Delegate

Date

Please return a signed copy of this form to the above person at the AIC

PO Box 1709
Boroko, NCD,
Papua New Guinea

Phone Fax Email

Receiving Party Acknowledgement

I accept custody of the listed items.

Signature of receiving Party

Name of Owner or Agent

Date Phone

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THANK YOU

QUESTIONS & COMMENTS
