

# GENERAL AVIATION ACCIDENT/INCIDENT RESPONSE PLANNING

## RECORD KEEPING



There are two subsets of post accident record keeping. Your response plan should address your strategies for recording all the actions your teams take after an accident or incident. The plan should outline responsibilities and strategies for collecting and safeguarding key aviation related documents.

In the immediate aftermath of an aviation accident emotions and energy levels will be high. People will act quickly. There will be a tendency to follow instincts rather than plans. Using checklists and forms will keep the teams focused and enhance your initial post accident record keeping process. Checklists improve the probability that important information is obtained and that no steps are missed. Telephone conversation records should include dates, times, participants and discussion reviews. All emails and other electronic communication should be archived. These communications records should be referenced in logs so that they can be retrieved if necessary.

- Initial notification forms
- Telephone records
- Master log
- Checklists

The NTSB and the FAA may request originals and/or copies of documents related to your aircraft and your aviation operation. **Training records, maintenance records/logbooks, pilot logbooks, ownership documents, manifests and operations manuals can be requested or demanded by subpoena.** Your ability to produce these documents efficiently and in proper condition can impact post accident administrative relationships. Your plan should assign responsibility for securing your records and documents. Responsibility should be assigned for copying those documents and specific guidance should be provided for releasing the documents to outside authority.



Your Global Aerospace team can help you create or evaluate your record keeping procedures. They can work with you and your specialists to create or review this essential part of your plan.

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