

# Appendix 4

## Accident Investigation Check List

### Pre-field investigation

- Select investigation methodology/protocols
- Design AI tasks to take full advantage of available resources.
- Identify and define perceived self-interests of everyone affected by investigation
- Negotiate with others who might be investigating
- Identify and control personal risks to investigator
- Define and order investigation tasks

### Field investigation tasks

- Do walkaround/lookaround to familiarize self with scene
- Identify physical objects likely to change
- Identify people data likely to change
- Protect data sources against premature change
- Formulate questions to generate needed data
- Document post-occurrence physical states
- Define pre-occurrence physical states of involved objects
- Define physical changes (damages) during incident
- Document post-occurrence physiological states
- Prepare investigation - photographs
- Prepare investigation - sketches
- Prepare investigation - drawings
- Prepare investigation - maps
- Prepare investigation - charts or graphs
- Define pre-occurrence physiological states
- Define physiological changes (injuries) during incident
- Identify and define change makers that produced outcome
- Define actions required to produce observed ending conditions
- Acquire data about interactions from witnesses
- Acquire data about interactions from object sources
- Transform observations into form entries
- Transform observations into event descriptions
- Organize events sequentially
- Focus energies on remaining unknown events
- Select events to break down or decompose
- Define events pairs or sets for logic testing

- ] Apply cause-effect logic to events paris and sets
- ] Demonstrate causal relationships among interactions
- ] Define gaps in understanding of what happened
- ] Hypothesize bounded scenarios to fill gaps
- ] Acquire data to verify hypotheses
- ] Develop plans for any testing/simulations
- ] Apply necessary/sufficient logic to events
- ] Separate relevant from irrelevant events/data
- ] Do Quality Control check of final description
- ] Use events description to define problem relationships
- ] Use events description to evaluate problems or needs
- ] Assess gravity of each need ( fix/don't fix)
- ] Select problems/needs to address with recommendations
- ] Identify candidate actions to address problems or needs
- ] Use events sets to evaluate each candidate recommendation
- ] Develop rationale for selecting recommendations to be proposed
- ] Develop recommendations effectiveness assessment plans and procedures
- ] Do objective quality assurance procedures for final investigation outputs

### **Post-field investigation**

- ] Prepare narrative description and explanation of what happened
- ] Complete analysis to determine cause, causes, causal factors, root cause
- ] Prepare final report
- ] Defend final report
- ] Respond to media inquiries
- ] Do objective quality assurance procedures investigation process
- ] Arrange for disposition of wreckage/debris/test objects
- ] Arrange for archiving of data sources

### **Lead investigator**

- ] Set daily task priorities for each investigator or group
- ] Manage work force performance
- ] Assure needed information exchanges among workers
- ] Conduct public and private briefings
- ] Manage quality assurance procedures for team tasks and outputs
- ] Manage recommendation development process
- ] Manage report preparation

### **Multinational investigations**

- ] Implement multinational investigating protocols
- ] Implement customs and conventions of host state

- ] Manage multicultural multinational investigation teams
- ] Negotiate participation by non-government experts
- ] Critique investigation process





## Accident Investigation Witness Statement Form

<b>Name:</b>	<b>Job Title:</b>
<b>Telephone No.</b>	<b>Home Address:</b>
<b>Location at Time of Accident:</b>	
<b>Location of Accident:</b>	
<b>Accident Time and Date:</b>	
Please fully describe the accident sequence from start to finish (use additional paper as needed):	
Please fully describe the work and conditions in progress leading up to the accident (use additional paper as needed):	
Note anything unusual you observed before or during the accident (sights, sounds, odors, etc.):	
What was your role in the accident sequence?	

What conditions influenced the accident (weather, time of day, equipment malfunctions, etc.)?

What do you think caused the accident?

How could the accident have been prevented?

Please list other possible witnesses:

Additional comments/observations:

Signature:

Date:





