



1. Initiating an investigation

Accident / incident

Notification

The ATSB is notified of the occurrence

Decision to investigate

An investigation team is deployed, if necessary

Communicate

An investigation web page is published

Decisions on whether to investigate are made based on their potential to reveal safety benefits or improvements to Australia's aviation, rail and marine national transport systems.

2. Evidence collection



Collate site observations

Site observations are collated in situ, remotely or through third parties

Interview

Directly involved parties and witnesses are interviewed

Secure evidence

Operational records, technical documentation, wreckage and components are secured

The dynamic and complex nature of investigations can affect timeframes.

3. Examination and analysis



Review

Data recorders, operational and technical documents are reviewed

Examine and test in the lab

Wreckage and other components are tested and examined

Follow-up interviews

Sequence

The sequence of events leading to the occurrence is established

Analysis

Hypotheses are tested against evidence

Findings are agreed

Preliminary reports are only released for those investigations that are expected to take at least 12 months due to their level of complexity.

Investigations can move back and forth between the evidence collection phases and the examination and analysis phase

4. Report and review



Draft report

The investigation team drafts the report

Internal review

The draft report undergoes internal technical reviews and administrative reviews

External review

Directly involved parties are given the opportunity to fact check the draft report

Approval process

The ATSB Commission reviews the draft report and approves or requests amendments

Pre-public release

Directly involved parties receive an advance copy of the final report

Should a critical safety issue be identified during the course of the investigation, the ATSB will immediately notify relevant parties and seek safety action to address the issue.



5. Dissemination

Final report release

The final report is published on the ATSB website

Safety recommendations

Relevant parties are advised of safety recommendations

Safety issue progress

Safety actions are tracked and communicated on the ATSB website until the safety issue is addressed

Once finalised, reports are released to the public on the ATSB website and promoted via its social media channels.