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.

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.

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.
- **Sequence**: The sequence of events leading to the occurrence is established.
- **Analysis**: Hypotheses are tested against evidence.

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.

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.

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