

# Management of an Investigation

## Phases of an investigation

1. Planning and Preparing
  - a. Assemble appropriate team (consider technologies, location – climate/terrain, complexity)
  - b. Consider a risk assessment
  - c. Appropriate crash kit, equipment, an documentation required
2. Initial action at the scene
  - a. Protection of the scene (safety of personnel, barriers, security)
  - b. Mapping the scene / surveying
  - c. Initial contact with witnesses / others
3. Identification and collection of evidence
  - a. Collecting evidence, artefacts, samples, and relevant documents
  - b. Complete evidence log and document registry
  - c. Photography of scene / evidence, Registry of photographs
4. Interviews with witnesses and other relevant to the investigation
5. Detailed examination of the wreckage and/or scene
6. Compiling the evidence and preparing report

### Evidence Log

### Document Registry

### Registry of photographs

Reference number (#)	Reference number (#)	Reference number (#)
Description	Description	Date / Time taken
Who/ Where from	Author / Owner	Description
Date Obtained	Who / Where from	Reason taken
Location held or sent	Date Obtained	

- Consider other agencies, investigation sharing and communication
- Consider interim reporting to keep all parties up to date

### Crash Kit

Camera (digital, video)	Digital voice recorder	Torch /Spare batteries	Computer
Writing & Sketch pads	Pens, pencils, rulers, etc.	Compass / GPS unit	Tape measure
Clipboards	Zip lock bags & bands	Rubber gloves	Heavy duty gloves
Safety glasses	Hard hat	High visibility vest	Steel cap shoes
Dust masks	Basic tool kit	First aid kit	Repellent / Sunscreen