



Duty Officer Checklist

- a) Date and Time (occurrence notification is received) : _ _ : _ _ : _ _ _ _ / _ _ : _ _ : _ _ UTC/LT
 Occurrence Date and Time : _ _ : _ _ : _ _ _ _ / _ _ : _ _ : _ _ UTC/LT
- b) Duty Officer :
- c) Reporters Name : Position :
 Mobile Number : Email :
- d) Aircraft Information
 Manufacturer :
 Model :
 Nationality :
 Registration :
 Serial Number :
- e) Name of Owner, Operator and hirer, if any, of the aircraft
 Owner :
 Operator :
- f) Qualification of the pilot in command and nationality of the crew and passengers
 Pilot in Command qualification :
 Flight crew nationality :
 Passengers' nationality :
- g) Last point of departure and point of intended landing of the aircraft
 Last point of departure :
 Point of intended landing :
- h) Position of the aircraft with no reference to some easily defined geographical point and latitude and longitude
 Latitude ___° ___' ___" (N/S) Longitude ___° ___' ___" (W/E)
- i) Number of crew and passengers; aboard, killed and seriously injured; others, killed and seriously injured
 Persons on board are _ pilots, _ attendants and _ passengers.
 Fatal crew pax others
 Serious injury crew pax others
 Minor crew pax others
- j) Description of the occurrence
- k) Damage to aircraft
 Destroyed Substantial Minor None

