



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 ☐

- | | | | | |
|----|---|--|--|------------------------------------|
| m) | Presence and description of dangerous goods on board the aircraft | No <input type="checkbox"/> | Yes (please describe) <input type="checkbox"/> | Unknown <input type="checkbox"/> |
| n) | Operation type (if information is available) | Commercial Aviation <input type="checkbox"/> | Scheduled <input type="checkbox"/> | Passenger <input type="checkbox"/> |
| | | General Aviation <input type="checkbox"/> | Non-Scheduled <input type="checkbox"/> | Cargo <input type="checkbox"/> |
| | | Other <input type="checkbox"/> | | Other <input type="checkbox"/> |

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