

FIELD INVESTIGATION CHECKLIST



KOMITE NASIONAL KESELAMATAN TRANSPORTASI REPUBLIC OF INDONESIA

Date of Occurrence	
Time of Occurrence	UTC
	WIB / WITA /WIT *)
Aircraft Registration	
Aircraft Operator	
Manufacture/Model	
Location of Occurrence	
Investigator Name	
Investigation Number	KNKT. . . .04



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This Field Investigation Checklist is part of KNKT internal guidelines, which contains guidance material, intended to assist Investigator in Charge (IIC) and investigator to record site investigation detail.

Please fill the appropriate column or complete narratives as required. Result column should not be blank, even if data not available please stated “N/A” or “-“.

Please add extra sheets or attachment if necessary for better explain condition or detail information provided.

The IIC and/or investigator should always refer to applicable provision of ICAO Annex 13, CASR Part 19, KNKT Policy and Procedure Manual, and other manual to ascertain the requirement of, and the obligation imposed by or under, the KNKT authority.

When return from incident site, please return to:

KNKT

Transportation Building 3rd Floor

Jl. Medan Merdeka Timur No. 5

Jakarta 10110 - INDONESIA

Telephone : (62-21) 3517606

Mobile : (62) 81212655155

Facsimile : (62-21) 3517606

Email : knkt@kemenhub.go.id

aviation.knkt@kemenhub.go.id



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2 GO-KIT

The minimum equipment in the Go-kit:

Go Kit	Qty.	Remark
1. Screwdrivers		
2. Heavy work gloves (other gloves)		
3. Clip board		
4. Part / component tags		
5. Graph paper		
6. Pencils (lead & grease)		
7. Protractor & dividers		
8. Voice recorder (with extra batteries)		
9. Notebook		
10. Magnetic compass		
11. Magnifying glass		
12. Ruler & steel tape (100 cm)		
13. Small knife		
14. Diagonal cutters		
15. Flashlight (with extra batteries)		
16. Valve core remover		
17. Plastic (evidence) bags		
18. Fluid sampling bottles		
19. Dust caps		
20. Adhesive tape		
21. Camera (with extra batteries)		
22. First aid kit		
23. Insect repellent		
24. GPS receiver (with extra batteries)		
25. Documents*		

* Document includes

- Copy of ICAO Annex 13
- Initial Notification(s)
- Maps of the accident are (Topographical)



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Prior to deploy to the accident site, investigator shall check the Go-kit to ensure that the contents are complete and in particular that the following are in working condition:

- All battery kept in high state of charge including the extra battery if available (camera, voice recorder, flashlight and GPS receiver).
- All memory cards are empty (camera and voice recorder).

The investigator must ensure that he has proper clothing, footwear for the investigation as well as the necessary KNKT identification, inoculation record and other personal equipment deemed necessary. Particular attention should be paid to protection against possible presence of blood borne pathogen.

If required to travel, be prepared for at least a week stay. From initial information obtained, determine clothing requirements and expected terrain.



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3 NOTIFICATION

a) for accidents the identifying abbreviation ACCID, for serious incidents SINCID, for incidents INCID;	ACCID (Accident)	SINCID (Serious Incident)	INCID (Incident)
b) manufacturer, model, nationality and registration marks, and serial number of the aircraft;	Manufacturer : _____ Model : _____ Nationality : _____ Registration : _____ Serial Number : _____		
c) name of owner, operator and hirer, if any, of the aircraft;	Owner : _____ Operator : _____		
d) qualification of the pilot-in-command, and nationality of the crew and passengers;	Pilot in Command qualification : _____ Flight crew nationality : _____ Passengers nationality : _____		
e) date and time (local time or UTC) of the occurrence;	Local Time Date : _____ Time : _____ LT	UTC Date : _____ Time : _____ UTC	
f) last point of departure and point of intended landing of the aircraft;	Last point of departure : _____ Point of intended landing: _____		
g) position of the aircraft with reference to some easily defined geographical point and latitude and longitude;	Latitude ___° ___' ___" (N/S) Longitude ___° ___' ___" (W/E)		
h) 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		
i) description of the occurrence and the extent of damage to the aircraft so far as is known;			
j) an indication to what extent the investigation will be conducted or is proposed to be delegated by the State of Occurrence;			
k) physical characteristics of the occurrence area, as well as an indication of access difficulties or special requirements to reach the site;			
l) identification of the originating authority and means to contact the investigator-in-charge and the accident investigation authority of the State of Occurrence at any time;	The KNKT Indonesia Telephone : + 62 21 3517606 Facsimile : + 62 21 3517606 24-hour Call Contact : + 62 81212655155 Email : aviation.knkt@kemenhub.go.id		
m) presence and description of dangerous goods on board the aircraft.	No	Yes (please describe)	Unknown
Operation Type (If information is available)	Commercial Aviation General Aviation Other	Scheduled Non-Scheduled	Passenger Cargo Other
Level of damage to aircraft (If information is available)	Destroyed	Substantial	Minor None
The State of Occurrence shall forward a notification of an accident or serious incident with a minimum of delay and by the most suitable and quickest means available to: a) the State of Registry; b) the State of the Operator; c) the State of Design; d) the State of Manufacture; and e) the International Civil Aviation Organization, when the aircraft involved is of a maximum mass of over 2,250 kg.			



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4 PRELIMINARY

4.1 Personnel Information

4.1.1 Pilot

	Pilot in Command	Second in Command
Gender		
Age		
Nationality		
Marital status		
Date of joining company		
License		
Date of issue		
Aircraft type rating		
Instrument rating validity		
Medical certificate		
Last of medical		
Validity		
Medical limitation		
Last line check		
Last proficiency check		
Flying experience		
Total hours		
Total on type		
Last 90 days		
Last 30 days		
Last 7 days		
Last 24 hours		
This flight		



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4.1.2 Flight Attendant

	Flight Attendant 1	Flight Attendant 2
Gender		
Age		
Nationality		
Date of joining company		
License		
Date of issue		
Validity		
Aircraft type rating		
Medical certificate		
Last of medical		
Validity		
Medical limitation		

	Flight Attendant 3	Flight Attendant 4
Gender		
Age		
Nationality		
Date of joining company		
License		
Date of issue		
Validity		
Aircraft type rating		
Medical certificate		
Last of medical		
Validity		
Medical limitation		



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4.1.3 Air Traffic Controller

4.1.3.1 Aerodrome Control Tower

	Controller	Assistant	Supervisor
Gender			
Age			
Nationality			
Marital status			
Date of joining company			
License			
Date of issue			
Type rating			
Date of issue			
Validity			
Medical certificate			
Last of medical			
Validity			
Medical limitation			
ICAO Language Proficiency			
Date of issue			
Validity			
Working time			
Last 7 days			
Last 24 hours			
Duty time			
Last 7 days			
Last 24 hours			

Note – Working time is the time period when the person attends their particular working shift, while the duty time is the time period when the person performs their duty to provide air traffic control service.



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4.1.3.2 Ground Control

	Controller	Assistant	Supervisor
Gender			
Age			
Nationality			
Marital status			
Date of joining company			
License			
Date of issue			
Type rating			
Date of issue			
Validity			
Medical certificate			
Last of medical			
Validity			
Medical limitation			
ICAO Language Proficiency			
Date of issue			
Validity			
Working time			
Last 7 days			
Last 24 hours			
Duty time			
Last 7 days			
Last 24 hours			

Note – Working time is the time period when the person attends their particular working shift, while the duty time is the time period when the person performs their duty to provide air traffic control service.



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4.1.3.3 Approach Control

	Controller	Assistant	Supervisor
Gender			
Age			
Nationality			
Marital status			
Date of joining company			
License			
Date of issue			
Type rating			
Date of issue			
Validity			
Medical certificate			
Last of medical			
Validity			
Medical limitation			
ICAO Language Proficiency			
Date of issue			
Validity			
Working time			
Last 7 days			
Last 24 hours			
Duty time			
Last 7 days			
Last 24 hours			

Note – Working time is the time period when the person attends their particular working shift, while the duty time is the time period when the person performs their duty to provide air traffic control service.



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4.1.3.4 Area Control Center

	Controller	Assistant	Supervisor
Gender			
Age			
Nationality			
Marital status			
Date of joining company			
License			
Date of issue			
Type rating			
Date of issue			
Validity			
Medical certificate			
Last of medical			
Validity			
Medical limitation			
ICAO Language Proficiency			
Date of issue			
Validity			
Working time			
Last 7 days			
Last 24 hours			
Duty time			
Last 7 days			
Last 24 hours			

Note – Working time is the time period when the person attends their particular working shift, while the duty time is the time period when the person performs their duty to provide air traffic control service.



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4.1.4 Other Personnel

	Role of the personnel:
Gender	
Age	
Nationality	
Marital status	
Date of joining company	
Other relevant information	



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4.2 Aircraft Information

4.2.1 Aircraft Data

Registration Mark	
Manufacturer	
Country of Manufacturer	
Type/Model	
Serial Number	
Year of Manufacture	
Certificate of Airworthiness	
▪ Issued	
▪ Validity	
▪ Category	
▪ Limitations	
Certificate of Registration	
▪ Registration Number	
▪ Issued	
▪ Validity	
Time Since New	
Cycles Since New	
Last Major Check	
▪ Type	
▪ Date	
▪ Hour	
▪ Cycle	
Last Minor Check	
▪ Type	
▪ Date	
▪ Hour	
▪ Cycle	



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4.2.2 Engine

Manufacturer	
Type/Model	
Serial Number Engine #1	
▪ Time Since New	
▪ Cycles Since New	
Last Inspection or Last Shop Visit Engine #1	
▪ Date	
▪ Hour	
▪ Cycle	
Serial Number Engine #2	
▪ Time Since New	
▪ Cycles Since New	
Last Inspection or Last Shop Visit Engine #2	
▪ Date	
▪ Hour	
▪ Cycle	
Serial Number Engine #3	
▪ Time Since New	
▪ Cycles Since New	
Last Inspection or Last Shop Visit Engine #3	
▪ Date	
▪ Hour	
▪ Cycle	
Serial Number Engine #4	
▪ Time Since New	
▪ Cycles Since New	
Last Inspection or Last Shop Visit Engine #4	
▪ Date	
▪ Hour	
▪ Cycle	



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National Transportation Safety Committee

4.2.3 Propeller

Manufacturer	
Type/Model	
Serial Number Propeller #1	
▪ Time Since New	
▪ Cycles Since New	
Serial Number Propeller #2	
▪ Time Since New	
▪ Cycles Since New	
Serial Number Propeller #3	
▪ Time Since New	
▪ Cycles Since New	
Serial Number Propeller #4	
▪ Time Since New	
▪ Cycles Since New	
Serial Number Propeller #5	
▪ Time Since New	
▪ Cycles Since New	
Serial Number Propeller #6	
▪ Time Since New	
▪ Cycles Since New	



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National Transportation Safety Committee**

4.2.4 Main Rotor

Manufacturer	
Type/Model	
Serial Number #1	
▪ Time Since New	
▪ Cycles Since New	
Serial Number #2	
▪ Time Since New	
▪ Cycles Since New	
Serial Number #3	
▪ Time Since New	
▪ Cycles Since New	
Serial Number #4	
▪ Time Since New	
▪ Cycles Since New	

4.2.5 Main Rotor Gear Box

Manufacturer	
Type/Model	
Serial Number	
▪ Time Since New	
▪ Cycles Since New	



4.2.6 Tail Rotor

Manufacturer	
Type/Model	
Serial Number #1	
▪ Time Since New	
▪ Cycles Since New	
Serial Number #2	
▪ Time Since New	
▪ Cycles Since New	
Serial Number #3	
▪ Time Since New	
▪ Cycles Since New	
Serial Number #4	
▪ Time Since New	
▪ Cycles Since New	

4.2.7 Flight Data Recorder

The FDR unit shall be secured and transported to KNKT.

Manufacturer	
Model	
Part Number	
Serial Number	

4.2.8 Cockpit Voice Recorder

The CVR unit shall be secured and transported to KNKT.

Manufacturer	
Model	
Part Number	
Serial Number	



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4.3 Meteorological Information

Time			
Wind (°/knots)			
Visibility (km)			
Weather			
Cloud			
TT/TD (°C)			
QNH (mb/in Hg)			
QFE (mb/in Hg)			
Remarks			

*If available, do not forget to collect data from satellite images, Automatic Weather Observation System (AWOS) including the RAW data and its sensor location. **Determination of wind and visibility information often become PROBLEM!***

4.4 Aerodrome Information

Name	
Identification	
Operator	
Certificate	
Validity	
Coordinate	
Elevation	
Runway Direction	
Runway Length	
Runway Width	
Surface	



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5 EVIDENCE MATERIALS

The investigator may collect the following evidence materials including copy of data and/or document listed below (if possible, in softcopy).

5.1 Aircraft Operator

5.1.1 Aircraft Document

No	Evidence Materials	Y	N
1	Certificate of Airworthiness (C of A)		
2	Certificate of Registration (C of R)		
3	Radio Permit		
4	Aircraft Weight and Balance		
5	Air Operator Certificate (AOC)		
6	Operation Specification (OPSPEC)		
7	Authorization, Condition and Limitation (ACL)		

5.1.2 Operation

No	Evidence Materials	Y	N
1	Flight crew chronological report		
2	Flight attendant chronological report		
3	Aircraft engineer chronological report		
4	Photo and/or video related to the occurrence		
5	Flight Log (if separate from maintenance log)		
6	Flight plans		
7	Flight dispatch documents		
8	Passenger and cargo manifests (load sheet)		
9	Downloaded flight following data (display playback, raw data, etc.)		
10	Downloaded flight data from Flight Data Monitoring (FDM) system		
11	Air Operator Certificate (AOC)		
12	Authorization, Condition and Limitation (ACL)		



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No	Evidence Materials	Y	N
13	Operational Specification (OPSPEC)		
14	Company Operations Manual (e.g., OM-A, OM-B, OM-C, OM-D)		
15	Standard Operating Procedure/Aircraft Flight Manual/Flight Crew Operating Manual		
16	Pilot checklists (e.g., Quick References Handbook (QRH))		
17	Pilot licenses		
18	Medical certificates		
19	Pilot's logbook		
20	Pilot duty roster and actual flight schedule		
21	Pilot training records		
22	Pilot last proficiency check		
23	Pilot last route qualification check		
24	Pilot's alcohol and blood pressure test record		
25	Flight Attendant duty roster		
26	Flight Attendant training records		
27	Flight Attendant's alcohol and blood pressure test record		
28	Directorate General of Civil Aviation (DGCA) last oversight result		

5.1.3 Engineering

No	Evidence Materials	Y	N
1	Flight Data Recorder (FDR) unit		
2	Cockpit Voice Recorder (CVR) unit		
3	Engine condition trend monitoring unit and/or the storage media		
4	Ground Proximity Warning System (GPWS) or Terrain Awareness Warning System (TAWS) unit and/or the storage media		
5	Global Positioning System (GPS) unit and/or the storage media		
6	Aircraft Maintenance Log		



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No	Evidence Materials	Y	N
7	Aircraft Back to Birth historical report		
8	List of maintenance or repair		
9	Component status		
10	Part historical data		
11	Airworthiness Directive compliances		
12	Service Bulletin		
13	Continuous Airworthiness Maintenance Program (Maintenance Specifications Items/MSI)		
14	Company maintenance manual or any relevant level 1 manual (e.g., Approved Maintenance Organization (AMO) Manual, etc.)		
15	Aircraft Maintenance Manual		
16	Component Maintenance Manual		
17	Structural repair manual		
18	Illustrated part catalog		
19	Line maintenance procedure manual		
20	Wiring diagram manual		
21	System schematic manual		
22	Tools calibration record		
23	Fault isolation manual		
24	Task card/ Job card sheet		
25	Shop visit report (applicable to related suspected component, e.g., Generator, Flight Control Computer (FCC), Propeller, or any other relevant component)		
26	Non-Destructive test report		
27	Aircraft maintenance historical records		
28	Aircraft condition monitoring programs		
29	Engine condition monitoring programs		



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No	Evidence Materials	Y	N
30	Engine and propeller history records		
31	Accident and incident historical records		
32	Maintenance release forms;		
33	Master and/or Company MEL;		
34	Flight recorder data frame		
35	Reliability report		
36	DGCA last oversight result		

5.1.4 Safety Management System

No	Evidence Materials	Y	N
1	Downloaded flight following data (display playback, raw data, etc.)		
2	Hazard Identification and Risk Assessment (HIRA) related to the occurrence		
3	Safety Management System (SMS) Manual		
4	Downloaded flight data from Flight Data Monitoring (FDM) system		
5	Internal safety investigation report		
6	DGCA last oversight result		



5.2 Remotely Piloted Aircraft System

No	Evidence Materials	Y	N
1	Remotely piloted aircraft		
2	Remote pilot station (pilot console e.g., smartphone, tab, or any other console which expected storing the flight record)		
3	C2 Link		
4	Storage media (e.g., SD Card) in the remotely piloted aircraft		
5	Other components as specified in the type design, and any associated recordings and documents		
6	DGCA last oversight result		

- Note** –
1. The Remotely Pilot Aircraft registration and the pilot license should be collected refer to the Aircraft information and Pilot information.
 2. If the Remotely Pilot Aircraft is not own by the operator, collect the information as follow:
 - a. The operator information
 - b. The owner of the remotely pilot aircraft system
 3. If the Remotely Piloted Aircraft is operated in certain area, collect the location information (latitude, longitude and elevation if applicable).



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National Transportation Safety Committee**

5.3 Aerodrome Operator

No	Evidence Materials	Y	N
1	Chronological report of involved unit/personnel		
2	Photo and/or video related to the occurrence		
3	Involved personnel information data (e.g., licenses, medical certificate, training etc.)		
4	Runway inspection logbook		
5	Facilities data (including runway)		
6	Airport certificate		
7	Aerodrome Manual		
8	Safety Management System Manual		
9	Standard Operation Procedures		
10	Letter of Agreement (LOA) of involved units		
11	Daily inspection checklist of facilities (including runway)		
12	Aerodrome Emergency Plan		
13	Aerodrome grid map		
14	Aerodrome layout		
15	CCTV record		
16	DGCA last oversight data		



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National Transportation Safety Committee**

5.4 ATS Provider

No	Evidence Materials	Y	N
1	Chronological report of involved unit/personnel		
2	Voice communication data, including its transcript		
3	Radar/ADS-B display playback including its raw data		
4	Flight progress strip		
5	ATS unit logbook		
6	Navigation aids status		
7	Notice to Airmen (NOTAM)		
8	Meteorological report published by ATS unit		
9	Determination of meteorological information including its data source		
10	Controller duty roster (2 months before occurrence)		
11	Air traffic controller information (licenses, medical certificate, training etc.)		
12	ATS provider certificate		
13	Manual of Standard (MOS)		
14	Standard Operating Procedure (SOP)		
15	Safety Management System Manual		
16	Letter of Agreement (LOA) of involved units		



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National Transportation Safety Committee**

5.5 Photography Checklist

No	Activities	Y	N
a	Aerial view of the site (Video and/or photo)		
b	The site ground view from each cardinal compass position		
c	The site from the direction the aircraft was traveling at impact		
d	Ground scars		
e	Damage to trees and foliage		
f	Skid marks		
g	Photo inventory of major wreckage components		
h	Flight control surfaces and actuators		
i	Landing gear and other hydraulic components		
j	Cockpit switch positions		
k	Fire/heat damage and discoloration		
l	Human remains, injuries, blood/tissue smears on wreckage		
m	Extra items or items adjacent to items not accounted for		
n	Close-ups of fracture surfaces		
o	Close-ups of improperly installed components		
p	Close-ups of any other items suspected of having contributed to the occurrence		
q	Private property damage		
r	Steps in removing, opening or cutting apart components		
s	Any other photos deemed necessary		



7 AIRCRAFT LOCATION AND WREACKAGE DISTRIBUTION

Please provide the sketch with location of tower, taxiway and building or other references.



