

# 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       |



## **Komite Nasional Keselamatan Transportasi National Transportation Safety Committee**

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](mailto:knkt@kemenhub.go.id)

[aviation.knkt@kemenhub.go.id](mailto:aviation.knkt@kemenhub.go.id)



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**1 CONTACT PERSON**

| <b>Name</b> | <b>Company</b> | <b>Email Address</b> | <b>Phone Number</b> |
|-------------|----------------|----------------------|---------------------|
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |
|             |                |                      |                     |



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**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)



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

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.



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**3 NOTIFICATION**

|                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                           |                                         |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| a) for accidents the identifying abbreviation ACCID, for serious incidents SINCID, for incidents INCID;                                                                                                                                                                                                                                                                                                        | ACCID<br>(Accident)                                                                                                                                                                                                       | SINCID<br>(Serious Incident)            | INCID<br>(Incident)         |
| b) manufacturer, model, nationality and registration marks, and serial number of the aircraft;                                                                                                                                                                                                                                                                                                                 | Manufacturer : _____<br>Model : _____<br>Nationality : _____<br>Registration : _____<br>Serial Number : _____                                                                                                             |                                         |                             |
| c) name of owner, operator and hirer, if any, of the aircraft;                                                                                                                                                                                                                                                                                                                                                 | Owner : _____<br>Operator : _____                                                                                                                                                                                         |                                         |                             |
| d) qualification of the pilot-in-command, and nationality of the crew and passengers;                                                                                                                                                                                                                                                                                                                          | Pilot in Command qualification : _____<br>Flight crew nationality : _____<br>Passengers nationality : _____                                                                                                               |                                         |                             |
| e) date and time (local time or UTC) of the occurrence;                                                                                                                                                                                                                                                                                                                                                        | Local Time<br>Date : _____<br>Time : _____ LT                                                                                                                                                                             | UTC<br>Date : _____<br>Time : _____ UTC |                             |
| f) last point of departure and point of intended landing of the aircraft;                                                                                                                                                                                                                                                                                                                                      | Last point of departure : _____<br>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.<br>Fatal ____ crew ____ pax ____ others<br>Serious Injury ____ crew ____ pax ____ others<br>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<br><br>Telephone : + 62 21 3517606<br>Facsimile : + 62 21 3517606<br>24-hour Call Contact : + 62 81212655155<br>Email : <a href="mailto:aviation.knkt@kemenhub.go.id">aviation.knkt@kemenhub.go.id</a> |                                         |                             |
| m) presence and description of dangerous goods on board the aircraft.                                                                                                                                                                                                                                                                                                                                          | No Yes (please describe) Unknown                                                                                                                                                                                          |                                         |                             |
| Operation Type (If information is available)                                                                                                                                                                                                                                                                                                                                                                   | Commercial Aviation<br>General Aviation<br>Other                                                                                                                                                                          | Scheduled Non-Scheduled                 | Passenger<br>Cargo<br>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. |                                                                                                                                                                                                                           |                                         |                             |



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**4 PRELIMINARY**

**4.1 Personnel Information**

**4.1.1 Pilot**

|                            | <b>Pilot in Command</b> | <b>Second in Command</b> |
|----------------------------|-------------------------|--------------------------|
| 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     |                         |                          |
| <b>Flying experience</b>   |                         |                          |
| Total hours                |                         |                          |
| Total on type              |                         |                          |
| Last 90 days               |                         |                          |
| Last 30 days               |                         |                          |
| Last 7 days                |                         |                          |
| Last 24 hours              |                         |                          |
| This flight                |                         |                          |



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**4.1.2 Flight Attendant**

|                         | <b>Flight Attendant 1</b> | <b>Flight Attendant 2</b> |
|-------------------------|---------------------------|---------------------------|
| Gender                  |                           |                           |
| Age                     |                           |                           |
| Nationality             |                           |                           |
| Date of joining company |                           |                           |
| License                 |                           |                           |
| Date of issue           |                           |                           |
| Validity                |                           |                           |
| Aircraft type rating    |                           |                           |
| Medical certificate     |                           |                           |
| Last of medical         |                           |                           |
| Validity                |                           |                           |
| Medical limitation      |                           |                           |

|                         | <b>Flight Attendant 3</b> | <b>Flight Attendant 4</b> |
|-------------------------|---------------------------|---------------------------|
| Gender                  |                           |                           |
| Age                     |                           |                           |
| Nationality             |                           |                           |
| Date of joining company |                           |                           |
| License                 |                           |                           |
| Date of issue           |                           |                           |
| Validity                |                           |                           |
| Aircraft type rating    |                           |                           |
| Medical certificate     |                           |                           |
| Last of medical         |                           |                           |
| Validity                |                           |                           |
| Medical limitation      |                           |                           |





**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

### 4.1.3 Air Traffic Controller

#### 4.1.3.1 Aerodrome Control Tower

|                           | <b>Controller</b> | <b>Assistant</b> | <b>Supervisor</b> |
|---------------------------|-------------------|------------------|-------------------|
| 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                  |                   |                  |                   |
| <b>Working time</b>       |                   |                  |                   |
| Last 7 days               |                   |                  |                   |
| Last 24 hours             |                   |                  |                   |
| <b>Duty time</b>          |                   |                  |                   |
| 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.



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**4.1.3.2 Ground Control**

|                           | <b>Controller</b> | <b>Assistant</b> | <b>Supervisor</b> |
|---------------------------|-------------------|------------------|-------------------|
| 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                  |                   |                  |                   |
| <b>Working time</b>       |                   |                  |                   |
| Last 7 days               |                   |                  |                   |
| Last 24 hours             |                   |                  |                   |
| <b>Duty time</b>          |                   |                  |                   |
| 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.



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**4.1.3.3 Approach Control**

|                           | <b>Controller</b> | <b>Assistant</b> | <b>Supervisor</b> |
|---------------------------|-------------------|------------------|-------------------|
| 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                  |                   |                  |                   |
| <b>Working time</b>       |                   |                  |                   |
| Last 7 days               |                   |                  |                   |
| Last 24 hours             |                   |                  |                   |
| <b>Duty time</b>          |                   |                  |                   |
| 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.



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**4.1.3.4 Area Control Center**

|                           | <b>Controller</b> | <b>Assistant</b> | <b>Supervisor</b> |
|---------------------------|-------------------|------------------|-------------------|
| 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                  |                   |                  |                   |
| <b>Working time</b>       |                   |                  |                   |
| Last 7 days               |                   |                  |                   |
| Last 24 hours             |                   |                  |                   |
| <b>Duty time</b>          |                   |                  |                   |
| 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.



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**4.1.4 Other Personnel**

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



## 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                      |  |



# **Komite Nasional Keselamatan Transportasi** **National Transportation Safety Committee**

## **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                                      |  |



**Komite Nasional Keselamatan Transportasi**  
**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         |  |





## Komite Nasional Keselamatan Transportasi 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 |  |



## Komite Nasional Keselamatan Transportasi National Transportation Safety Committee

### 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          |  |



#### 4.5.1 Aircraft Operator

|                   |  |
|-------------------|--|
| AOC Number        |  |
| Validity          |  |
| Aircraft Owner    |  |
| Address           |  |
| Aircraft Operator |  |
| Address           |  |

|                                 |  |
|---------------------------------|--|
| ATS Provider Name               |  |
| Address                         |  |
| ATS Provider Certificate Number |  |
| Validity                        |  |
| Type of service                 |  |

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**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)                       |   |   |



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

| 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                                                                                        |   |   |



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

| 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                                                                                                                      |   |   |



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

| 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                                                 |   |   |





**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**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).



**Komite Nasional Keselamatan Transportasi**  
**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                                                                 |   |   |



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**5.4 ATS Provider**

| <b>No</b> | <b>Evidence Materials</b>                                                         | <b>Y</b> | <b>N</b> |
|-----------|-----------------------------------------------------------------------------------|----------|----------|
| 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                                       |          |          |



**Komite Nasional Keselamatan Transportasi**  
**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                                              |   |   |



Please provide a complete description of the occurrence and associated events.

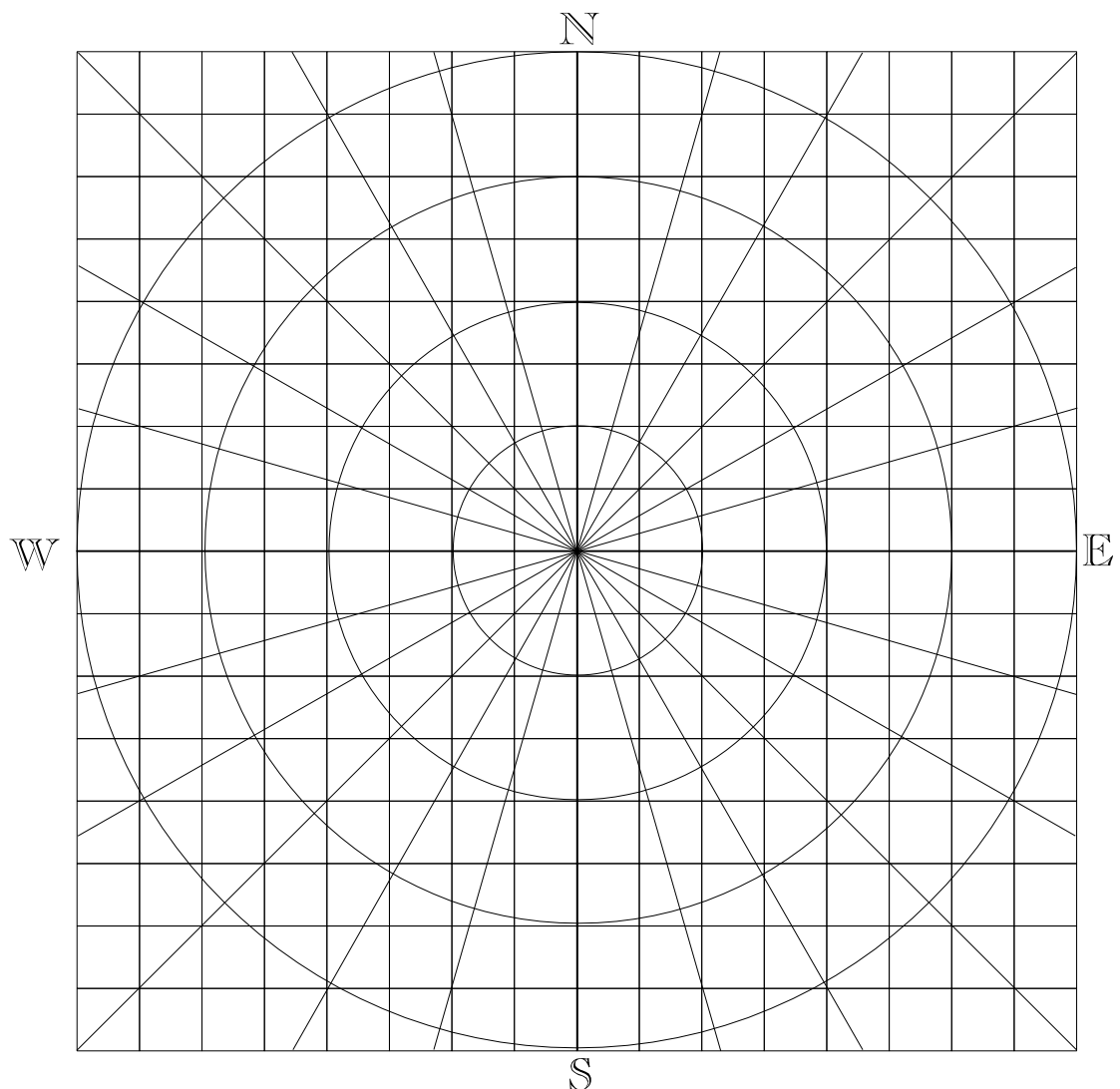
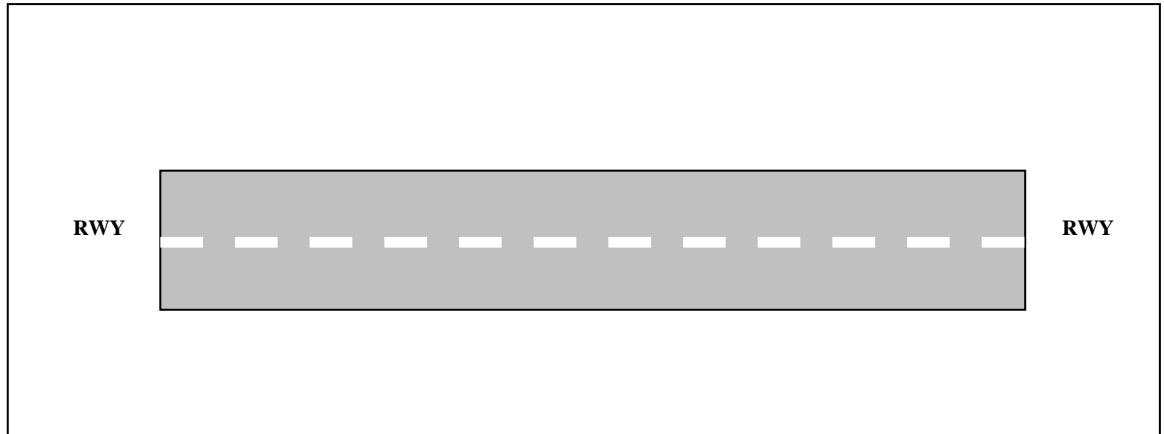
[illegible]



**Komite Nasional Keselamatan Transportasi**  
**National Transportation Safety Committee**

**7 AIRCRAFT LOCATION AND WREACKAGE DISTRIBUTION**

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



[illegible]