



## Post-Incident / Unscheduled Event Checklist

### Section 1: Aircraft & Operator Info

Aircraft Registration (Tail Number): \_\_\_\_\_

Aircraft Make/Model/Serial Number: \_\_\_\_\_

Aircraft Total Time/Landings: \_\_\_\_\_

Engine Make/Model/Serial Number: \_\_\_\_\_

Engine Total Time/Cycles: \_\_\_\_\_

LH

RH

Single

Operator/Company Name: \_\_\_\_\_

Pilot in Command: \_\_\_\_\_

Date and Time of Incident/Event: \_\_\_\_\_

Location (Airport Code/Coordinates): \_\_\_\_\_

### Section 2: Description of Incident or Event

Engine anomaly/failure

Bird strike

Lightning Strike

Prop Strike/Sudden Stop

Foreign object damage (FOD)

Ground handling event

Hard landing

In-flight vibration/noise

System failure (specify):

Other (specify): \_\_\_\_\_



Brief Narrative of What Happened:

**Section 3: Flight Details**

Was Flight Plan filed: Yes  No

Is Pilot rated for this aircraft: Yes  No

Flight Number or Mission: \_\_\_\_\_

**Phase of Flight:**

- Taxi
- Takeoff
- Climb
- Cruise
- Descent
- Approach
- Landing
- Post-flight

Weather Conditions at Time of Event: \_\_\_\_\_



Flight Crew Comments:

**Section 4: Maintenance / Inspection Info**

Initial Inspection Completed By: \_\_\_\_\_

Inspection Date/Time: \_\_\_\_\_

Preliminary Findings:

Photos Taken: Yes  No

Removed Components: \_\_\_\_\_

Parts Sent for Analysis: Yes  No

If Yes, Where: \_\_\_\_\_



**Section 5: Notifications**

Operator/Chief Pilot Notified: Yes  No

Insurance Company Notified: Yes  No

Director of Maintenance Notified: Yes  No

Aircraft/Engine Manufacturer Contacted: Yes  No

Name/Contact: \_\_\_\_\_

FAA or NTSB Notification Required: Yes  No

If Yes, Date/Time/Person Notified: \_\_\_\_\_

**Section 6: Attachments**

- Flight Data / CVR / FDR Extract / EEC Download
- Photographs of Damage/Area
- Aircraft Maintenance or Engine Removal Log Entry
- Previous Engine Hot Section or Overhaul Records
- Previous Engine Borescope Inspection
- Previous Airframe Inspection or Annual
- Pilot Statement
- Crew duty/rest logs and medical certifications
- Event Timeline (if applicable)

**Signature**

Completed By: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date Completed: \_\_\_\_\_