



Aviation Case Management Checklist Template

Incident Identification & Reporting

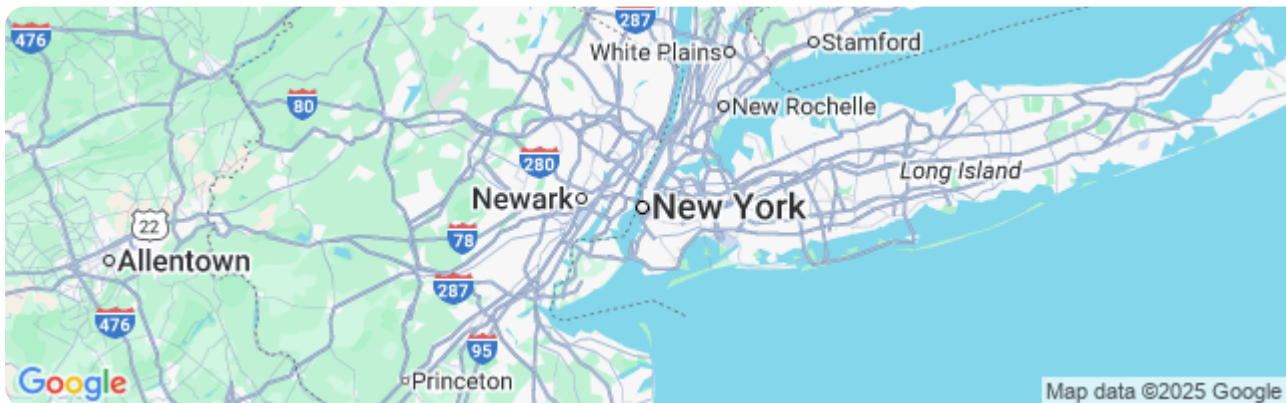
Initial steps for documenting and reporting an aviation incident.

Incident Date

Incident Time

Incident Location (Coordinates/Address)

 [Set My Current Location](#)



Brief Incident Description

Write something...

Aircraft Type

- ☐ Fixed Wing
- ☐ Helicopter
- ☐ Other

Aircraft Registration Number

Enter a number...

Incident Category

- ☐ Near Miss
- ☐ Damage
- ☐ Injury
- ☐ Fatality

Data Collection & Preservation

Gathering and securing relevant data for investigation.

Date of Incident

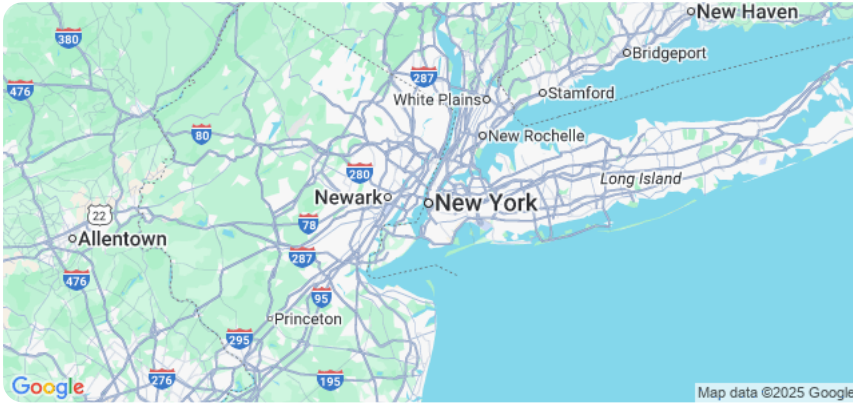
Enter date...

Time of Incident

Enter time...

Geographic Location of Incident


 [Set My Current Location](#)



Initial Narrative Description of Incident

Write something...

Flight Recorder Data (if applicable)

 [Upload File](#)

Radar Data (if available)

 [Upload File](#)

Aircraft Registration Number

Enter a number...

Weather Conditions at Time of Incident

- ☐ Clear
- ☐ Cloudy
- ☐ Rain
- ☐ Fog
- ☐ Snow

Regulatory Compliance

Ensuring adherence to aviation regulations and reporting requirements.

Applicable Aviation Regulation(s)

- ☐ FAA Regulations (Part 91)
- ☐ FAA Regulations (Part 135)
- ☐ FAA Regulations (Part 121)
- ☐ EASA Regulations
- ☐ Other (Specify)

Summary of Regulatory Requirements

Write something...

Reporting Deadline (Regulatory)

Enter date...


Reporting Agency

- ☐ NTSB
- ☐ FAA
- ☐ EASA
- ☐ Other

Incident Report Number (Regulatory)

Enter a number...

Supporting Documentation (Regulatory)

 Upload File

Investigation Planning & Execution

Structuring and conducting the investigation process.

Planned Investigation Start Date

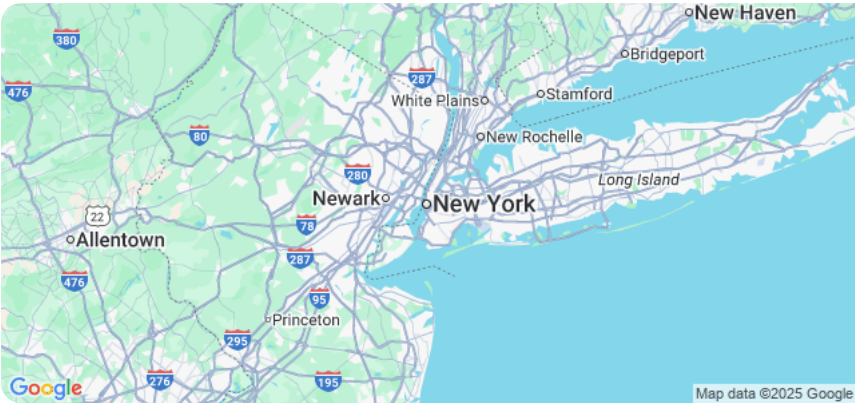
Enter date...

Number of Investigators Assigned

Enter a number...

Primary Investigation Site

 Set My Current Location




Investigation Lead

- ☐ Investigator A
- ☐ Investigator B
- ☐ Investigator C

Initial Investigation Scope & Objectives

Write something...

Initial Data Inventory & Prioritization

 Upload File

Planned Completion Date of Initial Investigation Phase

Enter date...

Evidence Analysis & Review

Examining collected evidence and identifying key findings.

Initial Evidence Summary

Write something...

Aircraft Maintenance Records

 Upload File

Evidence Classification (e.g., Physical, Digital, Witness)

- ☐ Physical
- ☐ Digital
- ☐ Witness Statement
- ☐ Other

Number of Witnesses Interviewed

Enter a number...

Date Evidence Analyzed

Enter date...

Detailed Analysis of Flight Data Recorder (FDR) Data

Write something...

Root Cause Determination

Identifying the underlying factors contributing to the incident.

Describe Initial Hypotheses for Root Cause(s)

Write something...

Select Potential Human Factors Involved (Check all that apply)

- ☐ Fatigue
- ☐ Inadequate Training
- ☐ Communication Breakdown
- ☐ Complacency
- ☐ Distraction
- ☐ Stress
- ☐ Poor Decision Making

Detail Findings from Equipment/System Analysis

Write something...

Estimated Time Since Last Maintenance Check (Hours)

Enter a number...

Primary Root Cause Identified (Based on Analysis)

- ☐ Equipment Failure
- ☐ Human Error
- ☐ Environmental Factor
- ☐ Procedural Deficiency

Explain Supporting Evidence for Primary Root Cause

Write something...

Corrective Action Planning

Developing strategies to prevent recurrence.

Detailed Description of Proposed Corrective Action

Write something...

Estimated Cost of Corrective Action (USD)

Enter a number...

Planned Implementation Start Date

Enter date...

Planned Completion Date

Enter date...

Responsible Department/Team

- ☐ Operations
- ☐ Maintenance
- ☐ Training
- ☐ Safety
- ☐ Engineering

Related Training Requirements

- ☐ Emergency Procedures
- ☐ Aircraft Systems
- ☐ Regulatory Updates
- ☐ Safety Management System

Approval Signature (Responsible Manager)

Action Implementation & Monitoring

Putting corrective actions in place and tracking their effectiveness.

Planned Implementation Date

Enter date...

Quantity of Corrective Actions Implemented

Enter a number...

Implementation Status

☐ Not Started

☐ In Progress

☐ Completed

☐ Delayed

Detailed Notes on Implementation Progress

Write something...

Number of Revisions Required

Enter a number...

Date of Last Monitoring Review

Enter date...

Metrics Tracked for Monitoring

☐ Incident Recurrence Rate

☐ Compliance Scores

☐ Employee Feedback

☐ Financial Impact

Documentation & Record Keeping

Maintaining accurate and complete records of the entire case management process.

Incident Date

Incident Time

Initial Case Summary

Uploaded Documents (Reports, Photos, etc.)

 Upload File

Case ID Number

Document Status

- ☐ Draft
- ☐ Reviewed
- ☐ Final
- ☐ Archived

Reviewer's Initials

Write something...

Date of Last Review

Enter date...

Communication & Stakeholder Management

Managing communication with relevant parties, including authorities, insurers, and legal counsel.

Communication Method

- ☐ Email
- ☐ Phone Call
- ☐ Letter
- ☐ Meeting

Summary of Communication

Write something...

Date of Communication

Enter date...

Time of Communication

Enter time...

Recipient Role

- ☐ FAA
- ☐ Insurance Provider
- ☐ Legal Counsel
- ☐ Internal Management
- ☐ Other

Recipient Name

Write something...

Specific Communication Details

Write something...

Supporting Documentation (e.g., email chain)

 Upload File