

## Aircraft Damage Report

### Policyholder

#### Insured

Company

Street/House Number

Country

Postal Code

City

#### Contact Person

Form of Address

First Name

Last Name

Phone

Fax

E-mail Address

### General information

#### Flight data

Registration

Flight Number/Date

#### Damage discovery

Date

Time (local)

Location

Damage occurrence

Unknown

Known

#### Circumstances of loss

Date

Time (local)

Location/Routing

Visibility at time damage occurrence

Daylight

Dawn

Darkness

Apron lightning

Others:

### 1. Kind of flight

Scheduled

Charter

Demonstration

Transfer

Ferry

Check

Training

Others:

### 2. Location of damage occurrence

Apron position

Gate position

Taxiway

Runway

Hangar

Hangar Apron

Others:

### 3. Aircraft position at the time of incident

#### 3.1 Position

Maintenance, repair, overhaul

Parking

Engine-Test (Run-up)

Aircraft Handling

Towing

Stand still with engines running (on parking pos., taxiway, before take-off run)

#### 3.2 Taxiing

For take off

After touch down

To parking position

After aborted take-off

#### 3.3 Phase of flight

Climb

Cruise

Descent

#### 3.4 Others

### 4. Originator or cause of damage - part one

#### 4.1 Originator of damage

Name(s)

Company (complete address required when third party)

Department

Do(es) the person(s), who caused the damage, have all required licenses for the handling of vehicles/equipment?

Yes

No

Unknown

Was the person, who caused the damage, on duty at the place where the damage occurred?

Yes

No

#### 4.2 Other aircraft

Kind/Type

Owner

Registration

#### 4.3 Part of the Aircraft (mobile or disintegrating)

## Aircraft Damage Report

### 4. Originator or cause of damage - part two

#### 4.4 Loading material/Load

Container, IATA ID-Code:  Pallet, IATA ID-Code:  Mail  Cargo  Baggage

Details about kind of load, contents, condition/suitability of package, kind of stowage, special loads, visible handling advice etc.

Air way bill no.

#### 4.5 Vehicles/Equipment

Fuel Truck  Passenger bus  Aircraft tow truck  Tow bar  Catering truck  
 Pallet/Container highloader  Conveyor belt  Baggage cart  Pallet/Container transporter  
 Pallet/Container dolly  Passenger stairs  Air jetty  Ground power unit (GPU)  
 Toiletservice  Air Start Unit (ASU)  Others:

#### Additional information about respective vehicle/equipment

Exact description of type | License Plate/Identification Number

#### Serviceability of the vehicle/equipment as per own judgment

Status | Explanation  
 Perfect  Diminished

#### 4.6 Other causes

Lightning strike  Hail  Snow/Blizzard  Splashing water  Storm  Ice (Slipperiness)  
 Bird strike  Other animals  Stones  Sand  Foreign objects (FOD)  Chemicals  
 Liquid/Water  Fire  Explosion  Self-ignition  Others:

#### 4.7 Supposed Human Errors

Errors in manoeuvring/handling of vehicles/equipment  Neglect of traffic regulations/procedures  Lack of assistance/errors in assistance during manoeuvring of vehicles/equipment  
 Unknown  Others:

#### 4.8 Other causes than 4.1 to 4.7 (e.g. terrorism, sabotage, strikes, hi-jacking, etc.)

In the event that damages are caused while a criminal offence is being committed or under the influence of alcohol or by fire, terrorism, sabotage etc. the local police station and the legal department shall be notified. Copy of notification to be attached hereto.

### 5. Damaged areas / parts of aircraft

#### Fuselage

Structure of fuselage  Planking of fuselage  Fixed guide and restraint devices  Cabin/Cabin equipment  
 Cargo compartment  Floor panels

Damaged parts

#### Wing

Damaged parts

#### Empennage

Damaged parts

#### Engine

Position | Damaged parts  
 1  2  3  4

#### Landing gear

Position | Damaged parts  
 Bow  Fuselage  Main landing gear

#### Electrical units

Damaged parts

#### Short description about extent of damage at time of recording of damage

(information about repair or partial repair, please list under point 6)

## Aircraft Damage Report

### 6. Detailed description of damage

Description (to be continued on separate sheet, if necessary)

Enclosed find following records (photographs, sketches, plans etc.)

Following records will be sent later:

#### Damage discovered by

Name \_\_\_\_\_ Company \_\_\_\_\_

#### Witness(es)

Name (1) \_\_\_\_\_ Company (1) \_\_\_\_\_

Name (2) \_\_\_\_\_ Company (2) \_\_\_\_\_

#### Damage recorded by

Name \_\_\_\_\_ Company \_\_\_\_\_

#### Additional information

Has the damage been recorded by other than insured?

Yes  No

If so, by whom?

Damage-related reference number

Consequences caused by the damage (e.g. delay, flight cancellation, aircraft change etc.)

Consequent actions (e.g. hotel accommodation, re-booking, passenger expense on route etc.)

### 7. Extent of damage

Description (to be continued on separate sheet, if necessary)

#### Estimated costs for salvage

Fire fighting \_\_\_\_\_ Foam tapestry \_\_\_\_\_ Fuel dumping \_\_\_\_\_ Others \_\_\_\_\_

Total \_\_\_\_\_

#### Estimated costs for repair

Labour \_\_\_\_\_ Material \_\_\_\_\_ Operating resources \_\_\_\_\_ Ferry/Transport \_\_\_\_\_ Others \_\_\_\_\_

Total \_\_\_\_\_

### 8. Date and Signature

Name in capital letters

Place/Date

Signature