



DAMAGE ASSESSMENT CHECKLIST

THE FIRST 24 HOURS

PT. Sarana Rekayasa Teknik | srt-engineering.com

Evidence needed to determine cause of loss begins degrading almost immediately after damage occurs. Use this checklist to act promptly without compromising safety or the evidentiary record your assessment and insurance claim will depend on.

- ☐ **Isolate the machine electrically and mechanically**
Lock out power and any energy sources before anyone approaches or inspects the equipment
- ☐ **Secure the area**
Prevent unnecessary access or movement of equipment until initial documentation is complete
- ☐ **Photograph as-found condition — before touching anything**
Wide shots for context, close-ups of visible damage, water lines, staining, or debris
- ☐ **Record nameplate and identification data**
Manufacturer, model, serial number, rated specifications
- ☐ **Note the sequence of events**
When damage was discovered, under what operating conditions, and what immediate actions were already taken
- ☐ **Gather available operating and maintenance history**
Prior service records, any earlier test results, known pre-existing issues
- ☐ **Notify relevant stakeholders**
Insurance provider (where applicable), maintenance/engineering management, and a technical assessor
- ☐ **Retain any failed or removed components**
Do not discard parts removed during emergency response — they may be needed for physical examination

■ AVOID THESE ACTIONS UNTIL ASSESSMENT HAS DOCUMENTED AS-FOUND CONDITION:

- ✗ Cleaning contamination, sediment, or debris from the machine
- ✗ Energizing or attempting to run the equipment "just to see if it still works"
- ✗ Discarding failed components, even if a replacement has already been sourced
- ✗ Beginning informal or emergency repair beyond what safety strictly requires
- ✗ Moving the equipment from its as-found location and orientation, where avoidable

DAMAGE-TYPE SPECIFIC NOTES

FLOOD/WATER:

Note the approximate water level reached before it recedes or is cleaned.

FIRE:

Avoid disturbing debris or soot patterns before photographs are taken.

MECHANICAL:

Retain dislodged or fractured components exactly as found.

Need Technical Assessment Support?

+62 878 0011 3959 | sales@srt-engineering.com | www.srt-engineering.com

Full guide: srt-engineering.com/blog-11.html