Crop damage record

FREE TEMPLATE · PROPELMAPPER.COM/TEMPLATES/CROP-DAMAGE-DOCUMENTATION

Preserve crop-damage photos, measured samples and the policyholder's notice record. The downloadable worksheet leaves insurer directions identifiable. Fill in each field; the grey line under it says what goes there. A filled sample follows the blank form.

Insured crop and contacts

Identify the policyholder and the people receiving this record.

Grower (the insured)

Use the insured identity on the policy.

Insurance provider and agent

Name the provider and agent contacted.

Policy number

Copy the actual policy reference; retain the schedule separately.

Landlords to inform

Identify landlords to notify under the applicable arrangement.

Recorded by

Name the observer and role.

Event, discovery and notification

Preserve each date without inferring the cause from the symptoms.

Cause

☐ Hail ☐ Wind ☐ Flood or ponding ☐ Drift ☐ Wildlife ☐ Frost ☐ Other

Describe observed or reported cause and retain uncertainty.

Date and time of the event

Record event time with its source; mark an estimate as estimated.

Date damage found

Date the first discovery and identify who found it.

Weather record

Name the gauge or report, period and source of weather evidence.

Notice given

Retain who notified the insurer, when, recipient and directions received.

Affected and comparison ground

Locate damage and identify what each estimate represents.

Field	Acres affected	Stage	Damage type	Your estimate	Photos	GPS

Field: Use the grower's name and supplied policy or agency field ID.

Acres affected: State affected and total acres, map source and estimation method.

Stage: Use the crop's staging method and the observed stage.

Damage type: Describe visible injury rather than a coverage category.

Your estimate: Name estimator, method and units; keep adjuster determinations separate.

Photos: Retain wide, detail and comparison-image IDs with original files.

GPS: Locate the photographed or inspected area, identifying the point's purpose.

Measured sample spots

Preserve raw observations before converting them into a field summary.

Field and spot	GPS	Live plants and sample dimensions	Plants broken or dead	Leaf loss (%)	Photo

Field and spot: Identify the sample spot and whether it is damage or comparison ground.

GPS: Record the actual count location.

Live plants and sample dimensions: Save live plants, sample dimensions and units before population conversion.

Plants broken or dead: Describe broken or dead plants and the counting rule used.

Leaf loss: State the leaf-area estimation method and plants assessed.

Photo: Link the sample image to the original file.

Retained evidence and next contact

Keep the insurer's permissions with the planned field work.

Left in the field

☐ No replant or destroy without consent ☐ Unharvested strips as the provider asked ☐ Original photo files kept, unedited

Describe retained areas and quote the insurer's dated instruction in the file.

Follow-up visit

Assign a return date, observer and repeated measurement.

Copies sent to

Log recipients and the date this version was shared.

Signature

Sign and date the reviewed observations without implying a coverage decision.

Crop damage record

SAMPLE · FICTIONAL FARM

Example for Brandt Family Farms. All people, locations, observations, rates, prices and outcomes in the completed sample are illustrative. They are not recommendations or verified farm results. Brandt Family Farms is a fictional 900-acre corn and soybean farm in northeast Kansas.

SAMPLE · Insured crop and contacts

Grower (the insured)
Brandt Family Farms (Lynn Brandt)

Insurance provider and agent
Provider on the policy; agent T. Mercer

Policy number
Sample policy 00-000-0000

Landlords to inform
J. Okafor (North 160, crop share)

Recorded by
D. Pruitt, crop consultant

SAMPLE · Event, discovery and notification

Cause

☒ Hail ☒ Wind ☐ Flood or ponding ☐ Drift ☐ Wildlife ☐ Frost ☐ Other

Date and time of the event
July 9, about 9:30 pm

Date damage found
July 10, 7:15 am

Weather record
Rain gauge 1.4 in; hail reported in the county storm reports for July 9

Notice given
July 10, 8:05 am, by phone to agent T. Mercer

SAMPLE · Affected and comparison ground

Field	Acres affected	Stage	Damage type	Your estimate	Photos	GPS
North 160, FSA 4	62 of 158	V12	Shredded leaves, some broken stalks	About 40 % leaf loss, 5 % stand loss	P1 to P9	39.8121, -95.4407
Creek 80, FSA 9	14 of 77	R2	Soybeans lodged and stripped on the west side	About 25 % leaf loss	P10 to P15	39.7963, -95.4512
Home 40, FSA 1	0 of 39	V12	None found	None	P16 (comparison)	39.8020, -95.4288

SAMPLE · Measured sample spots

Field and spot	GPS	Live plants and sample dimensions	Plants broken or dead	Leaf loss (%)	Photo
North 160, spot 1	39.8124, -95.4401	33	2	45	P3
North 160, spot 2	39.8117, -95.4415	32	1	35	P6
Home 40, comparison	39.8020, -95.4288	33	0	0	P16

SAMPLE · Retained evidence and next contact

Left in the field

☒ No replant or destroy without consent ☐ Unharvested strips as the provider asked ☐ Original photo files kept, unedited

Follow-up visit
July 17

Copies sent to
Agent T. Mercer and J. Okafor, July 10

Signature

D. Pruitt, July 10