

OCCURRENCE REPORT FORM



AIRCRAFT TYPE & SERIES	REGISTRATION	OPERATOR	DATE	LOCATION/POSITION/RW	TIME OF EVENT (UTC)	DAY/NIGHT/TWILIGHT
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FLIGHT NO.	ROUTE FROM	ROUTE TO	FL/ALT/HT (FT)	IAS (KT)	IFR/VFR	TCAS RA		ETOPS	
						YES	NO	YES	NO

NATURE OF FLIGHT	PAX	FREIGHT	POSITIONING	FERRY	TEST	TRAINING	BUSINESS	AGRICULTURAL	SURVEY	PLEASURE	CLUB / GROUP	PRIVATE	PARACHUTING	TOWING
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FLIGHT PHASE	PARKED	TAXYING	TAKE OFF	INITIAL CLIMB	CLIMB	CRUISE	DESCENT	HOLDING	APPROACH	LANDING	CIRCUIT	AEROBATICS	HOVER
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ENVIRONMENTAL DETAILS																					
WIND		CLOUD			PRECIPITATION				OTHER METEOROLOGICAL CONDITIONS					RUNWAY STATE							
DIRN	SPEED (KT)	TYPE	HT (ft)	8th	RAIN	SNOW	SLEET	HAIL	VISIBILITY	ICING			TURBULENCE			OAT (°C)	DRY	WET	ICE	SNOW	SLUSH
					LIGHT	MOD	HEAVY		Km/m	L	M	S	L	M	S						
CATEGORY																					
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BRIEF TITLE

DESCRIPTION OF OCCURRENCE

Continue on next page as necessary

Any procedures, manuals, pubs. (AID, AD, SB etc) directly relevant to occurrence and (where appropriate) compliance state of aircraft, equipment or documentation.

GROUND STAFF REPORT						
A/C CONSTRUCTOR'S NO.	ENGINE TYPE/SERIES	ETOPS APPROVED		GROUND PHASE		MAINTENANCE ORGANISATION TEL. NO
		YES	NO	MAINTENANCE		
				GROUND HANDLING		
				UNATTENDED		

COMPONENT/PART	MANUFACTURER	PART NO.	SERIAL NO.	REFERENCES: MANUAL/ATA/IPC	COMPONENT OH/REPAIR ORGANISATION

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DESCRIPTION OF OCCURRENCE (CONTINUED)				
ORGANISATION AND APPROVAL REFERENCE	NAME	POSITION	SIGNATURE	DATE
If report is voluntary (i.e. not subject to mandatory requirements) can the information be published in the interests of safety?	YES	Address and tel. no. (if reporter wishes to be contacted privately)	NOTE 1: If additional information, as below, is available, please provide. NOTE 2: If the occurrence is related to a design or manufacturing deficiency, the manufacturer should also be advised promptly. NOTE 3: Where applicable, a report of this incident should be forwarded directly to other agencies involved, e.g. Aerodrome Authority, ATC agency.	
	NO			

REPORTING ORGANISATION – REPORT
ORGANISATION COMMENTS – ASSESSMENT / ACTION TAKEN / SUGGESTIONS TO PREVENT

UTILISATION - AIRCRAFT				UTILISATION – ENGINE / COMPONENT				MANUFACTURER ADVISED	
TOTAL	SINCE OH/ REPAIR	SINCE INSPECTION		TOTAL	SINCE OH/ REPAIR	SINCE INSPECTION		YES	NO
HOURS				HOURS				YES	NO
CYCLES				CYCLES					
LANDINGS				LANDINGS					

REPORTING ORGANISATION	TEL / FAX / E-MAIL	REPORTER'S REF	REPORT		REPORTER'S INVESTIGATION			FDR DATA RETAINED	
			NEW	SUPPL	NIL	CLOSED	OPEN	YES	NO
NAME		POSITION			SIGNATURE			DATE	
		TEL NO. / E-MAIL							