



**OCCURRENCE REPORT**

Flight Safety Standard Department  
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CAA Occurrence Number

Are you concerned about the confidentiality of this report and wish to be contacted before it is processed? If so, please ensure you provide us with your contact details.

Confidential?      Yes      No

**Please complete and submit this form online or print and send it to the above**

<b>AIRCRAFT TYPE &amp; SERIES</b>	<b>REGISTRATION</b>	<b>DATE (dd/mm/yyyy)</b>	<b>TIME OF EVENT UTC (HH:MM)</b>	<b>DAY</b>
<b>OPERATOR</b>	<b>LOCATION/POSITION/RW</b>			<b>NIGHT</b>
				<b>TWILIGHT</b>

FLIGHT NO.	ROUTE FROM	ROUTE TO	FL	ALT/HT (FT)	IAS (KT)	IFR	TCAS RA		ETOPS	
							VFR	YES	NO	YES

<b>NATURE OF FLIGHT</b>	<b>FLIGHT PHASE</b>
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ENVIRONMENTAL DETAILS										
WIND		CLOUD		PRECIPITATION	OTHER METEOROLOGICAL CONDITIONS				RUNWAY STATE	
DIRN.	SPEED (kt)	TYPE	HT (ft)		VISIBILITY	ICING	TURBULENCE	OAT (°C)		
					KM					
					NM				CATEGORY	

**BRIEF TITLE**

**DESCRIPTION OF OCCURRENCE**

Any procedures, manuals, pubs. (AIC, 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.
		YES	NO	MAINTENANCE		
				GROUND HANDLING		
				UNATTENDED		

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

ORGANISATION AND APPROVAL REFERENCE	NAME	POSITION
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DATE (dd/mm/yyyy)

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					
CYCLES				CYCLES					
LANDINGS				LANDINGS					
REPORTING ORGANISATION			TEL.  FAX	REPORTER'S REF	REPORT		REPORTER'S INVESTIGATION		FDR DATA RETAINED
E-MAIL					NEW	SUPPL	NIL	CLOSED	OPEN
NAME				POSITION			TEL.		
E-MAIL								DATE (dd/mm/yyyy)	