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Manual of Reporting, Volume I

DOCUMENT OWNER:

D-ANSR

AUTHORITY APPROVAL:

Revision of this Manual requires authorisation by the D-ANSR of the proposed change prior to implementation of that change.

REVIEW:

This Manual shall be reviewed six months after its introduction to service and annually thereafter unless circumstances require otherwise

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FORWARD

All Accidents, Serious Incidents and specified incidents are reportable occurrences; however, the method of reporting and investigating the first two categories of reportable occurrences differs from that of reporting the last. In addition, the investigation of accidents and serious incidents is usually undertaken by an external, specialist organisation.

To reflect these differences and to clarify the processes involved, this document has been produced in two volumes. Volume I addresses Accidents and Serious Incidents and Volume II addresses other Reportable Occurrences. Each Volume is supported by integral appendices which contain the various report forms and amplifying information.

As identified in the definitions in Volume I, Accidents and Serious Incidents are events which having occurred, either resulted in damage to an aircraft or injury to person or persons or, would have done so had there not been some form of intervention.

Reportable Occurrences introduces the concept of reporting events which, while not causing an Accident or a Serious Incident, had the potential to do so if not corrected. It is important to keep in mind the concept of 'endangering' or 'potentially endangering' an aircraft or human life when deciding whether or not to submit a report.

The primary objective of occurrence reporting is to monitor, disseminate and record for analysis, critical or potentially critical safety occurrences for the enhancement of Safety. It is not to apportion blame.

In meeting the safety objectives of the reporting system, it is not intended to collect and monitor the normal flow of day-to-day defects and incidents; in order to achieve these objectives, the criteria for a reportable occurrence need to be set above events that are subject to and addressed by routine inspection and preventative maintenance schedules unless there is evidence that these processes are in themselves flawed or inadequate.

CIVIL AVIATION AUTHORITY OF THE CAYMAN ISLANDS

APPROVAL STATUS

The Civil Aviation Authority of the Cayman Islands (CAACI) is committed to providing effective, expeditious and impartial safety oversight based on the applicable legislation, standards and policies through the application of formalised processes and procedures.

This publication is produced by the Civil Aviation Authority of the Cayman Islands (CAACI) with the purpose of providing comprehensive guidance to aviation personnel on the mandatory reporting of reportable occurrences as required by Articles 124, 174 and 175 of the Air Navigation (Overseas Territories) Order 2013 (AN[OT]O 2013) as amended.

In doing so, this document forms part of the State's Safety Programme as it relates to the promotion of accident prevention by the collection and analysis of safety data and by the prompt dissemination of safety information.

This issue updates and replaces Issue 2 dated 8 August 2016.

PH Richard Smith
Director-General
Civil Aviation
Reviewed 04 August 2020

DISTRIBUTION

The latest version of the CAACI Manual of Reporting, Volume I is maintained by the Director of Air Navigation Services Regulation and the list of recipients below will be notified by e-mail when amendments are issued. Additionally, this document is also available on the CAACI web site.

Director-General Civil Aviation
Deputy Director-General Civil Aviation
Director Air Navigation Services Regulation
Director Air Safety Regulation
Manager Technical Programmes
Air Navigation Services Inspector
Flight Operations Inspectors
Dangerous Goods Inspector
Airworthiness Surveyors
Aviation Safety Officer
Technical Officers

REVIEW AND AMENDMENT PROCEDURE

The Director of Air Navigation Services Regulation is responsible for the production of and amendments to the CAACI Manual of Reporting, Volume I, in accordance with the *CAAC/2020APR20 Document Revision and Amendment Procedure*.

Any amendment to the CAACI Manual of Reporting will be given whole Version numbers, i.e. 'Version 1.0', 'Version 2.0' etc. Working drafts will be identified by increments after the decimal point, i.e. 'Version 0.1 Draft', 'Version 1.1 Draft' etc.

All master documents are published and promulgated in an electronic format and are re-published in its entirety at its next version. Printed versions are not controlled. Amendments to the original manual will:

- a) Be listed in an amendment record;
- b) Be recorded in the next version number;
- c) Be dated in the page footer together with the current version number; and
- d) Be marked with a vertical bar next to the amended text;

LIST OF EFFECTIVE PAGES

Page	Amendment Nº	Effective Date	Page	Amendment Nº	Effective Date
1	Version 3	04 AUG 2020	23	Version 3	04 AUG 2020
2	Version 3	04 AUG 2020	24	Version 3	04 AUG 2020
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4	Version 3	04 AUG 2020	26	Version 3	04 AUG 2020
5	Version 3	04 AUG 2020	27	Version 3	04 AUG 2020
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RECORD OF REVISIONS

Amendment Nº	Date of Issue	Subject
Issue V.1	31 August 2006	First issue
Issue V.2	08 August 2016	P 1- Revised Title Page. Appendix A1-1 Appendix A1-2 Appendix A1-3
Issue V.3	04 August 2020	Annual Review Converted to CAACI Standard Document Format P 5 - Inclusion of distribution process P 5 - Inclusion of amendment process P 10 – Inclusion of Abbreviations

ABBREVIATIONS

AAIB	Air Accidents Investigation Branch
AARF	Aircraft Accident Report Form
AN(OT)O	Air Navigation (Overseas Territories) Order
CAACI	Civil Aviation Authority of the Cayman Islands
DANSR	Director Air Navigation Services Regulation
D-GCA	Director-General Civil Aviation
DD-GCA	Deputy Director-General Civil Aviation
ICAO	International Civil Aviation Organisation
MOR	Mandatory Occurrence Report
OT	Overseas Territories
OTAC	Overseas Territories Aviation Circular
OTAR	Overseas Territories Aviation Requirement
RCIPS	Royal Cayman Islands Police Service
UK	United Kingdom
UTC	Coordinated Universal Time

SECTION 1

1. LEGISLATION AND REGULATION

1.1 The following list includes the principal documentation applicable to aviation operations in the Cayman Islands, including that applicable to aircraft on its Register and to approved supporting organisations:

- a) ICAO Annex 13 Aircraft Accident and Incident Investigation.
- b) The Civil Aviation Act 1982 (Overseas Territories) Order 2001- Article 75.
- c) Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 2019.
- d) Air Navigation (Overseas Territories) Order 2013- Articles 5, 7,174,175.
- e) Overseas Territories Aviation Requirement (OTAR) Part 13 Occurrence Reporting (OTAR 13 Issue 4 dated April 2012).
- f) Overseas Territories Aviation Circular (OTAC) 13-1 Occurrence Reporting (Issue 6 dated 2 January 2019).

1.2 There is currently extensive legislation and regulation in place to cover the reporting and investigation of accidents and incidents, much of it repeating and amplifying the content of Annex 13 for national application. The below list précisés the content and applicability of it:

- 1.2.1 Annex 13, Chapter 1, ICAO effectively identifies three types of event to be reported and investigated (see para 3)
- 1.2.2 Article 75 of the Civil Aviation Act 1982 mandates the requirement for Accidents and Incidents, as identified in Annex 13, to be reported and investigated. Article 75 was extended to the Overseas Territories by the Civil Aviation Act 1982 (Overseas Territories) Order 2001.
- 1.2.3 The Cayman Islands Civil Aviation (investigation of Air Accidents and Incidents) Regulations 2019. The regulations require that Accidents and Serious Incidents as defined in Annex 13 be reported and investigated.
- 1.2.4 The following Articles of the Air Navigation (Overseas Territories) Order 2013 (AN(OT)O 2013) are relevant to Accident and Incident reporting because:
 - a) Article 5 - enables the OTARs;
 - b) Article 7- enables the ICAO Annexes;
 - c) Article 174 – identifies the concept of “reportable occurrences”
 - d) Article 175 - identifies the requirement for reporting Bird Strikes

Specific instructions and guidance on Occurrence Reporting are provided in OTAR Part 13 and OTAC 13-1 respectively.

SECTION 2

2. CLASSIFICATION OF OCCURRENCES

2.1 Annex 13 Chapter 1, ICAO effectively identifies three types of event to be reported and investigated:

- a) Accidents,
- b) Serious Incidents, and;
- c) Incidents

2.2 ICAO Annex 13 Chapter 3 states, “.....with the difference between an accident and a serious incident being only in the result”.

2.3 Volume I of this Manual addresses the requirements for the reporting and investigation of Accidents and Serious Incidents.

2.4 The reporting and investigation of Incidents/Occurrences is addressed in Volume II.

SECTION 3

3. DEFINITIONS & DESCRIPTIONS

3.1 The following ICAO Annex 13, Chapter 1 definitions are provided to ensure the correct understanding and consistency in reporting.

3.1.1 **Aircraft Accident:**

An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

A person is fatally or seriously injured as a result of:

- a) being in the aircraft, or
- b) being in direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
- c) direct exposure to jet blast, except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or
- d) The aircraft sustains damage or structural failure which: adversely affects the structural strength, performance or flight characteristics of the aircraft and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the aerodrome); or
- e) The aircraft is missing or is completely inaccessible.

3.1.2 **Serious Injury**

An injury which is sustained by a person in an accident which:

- a) Requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or
- b) Results in a fracture of any bone (except simple fractures of fingers, toes or nose);
or

- c) Involves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage; or
- d) Involves injury to any internal organ; or
- e) Involves second- or third-degree burns, or any burns affecting more than 5 per cent of the body surface; or
- f) Involves verified exposure to infectious substances or injurious radiation.

3.1.3 **Serious Incident**

An incident involving circumstances indicating that an accident nearly occurred.

The following list contains typical examples of incidents that are likely to be serious incidents. The list is not exhaustive, and only serves as guidance to the definition of a serious incident.

- a) Near collisions requiring an avoidance maneuver to avoid a collision or an unsafe situation, or when an avoidance action would have been appropriate.
- b) Collisions not classified as accidents.
- c) Controlled flight into terrain only marginally avoided.
- d) Aborted take-offs on a closed or engaged runway, on a taxiway or unassigned runway.
- e) Take-offs from a closed or engaged runway, from a taxiway or unassigned runway.
- f) Landings or attempted landings on a closed or engaged runway, on a taxiway or unassigned runway.
- g) Gross failures to achieve predicted performance during take-off or initial climb.
- h) Fires and/or smoke in the cockpit, in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents.
- i) Events requiring the emergency use of oxygen by the flight crew.
- j) Aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident.
- k) Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft.
- l) Flight crew incapacitation in flight.

- m) Fuel quantity level or distribution situations requiring the declaration of an emergency by the pilot, such as insufficient fuel, fuel exhaustion, fuel starvation, or inability to use all usable fuel on board.
- n) Runway incursions classified with severity A. *The Manual on the Prevention Runway Incursions (Doc 9870)* identifies severity classifications.
- o) Take-off or landing incidents. Incidents such as under-shooting, overrunning or running off the sides of runways.
- p) System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which caused or could have caused difficulties controlling the aircraft.
- q) Failures of more than one system in a redundancy system mandatory for flight guidance and navigation.
- r) The unintentional or, as an emergency measure, the intentional release of a slung load or any other load carried external to the aircraft

It is worth repeating that the above list is not exhaustive and is provided as examples of what might be considered to be a Serious Incident. Note: ICAO Annex 13 Chapter 1 states:

“The difference between an accident and a serious incident lies only in the result”

SECTION 4

4. APPLICABILITY

- 4.1 The requirement to report an Accident or a Serious Incident involving any aircraft on the Cayman Islands Aircraft Register applies irrespective of where in the world the event occurs.
- 4.2 An Accident or Serious Incident involving any aircraft, irrespective of nationality or registration that occurs within the Cayman Islands is to be reported to the local authorities as well as to the appropriate national authority.
- 4.3 In the event an Accident or Serious incident occurs in another State, the Civil Aviation Authority of that state is also to be notified.

SECTION 5

5. OBLIGATION TO REPORT ACCIDENTS AND SERIOUS INCIDENTS

- 5.1 The Cayman Islands Civil Aviation (Investigation of Air Accidents and Incidents) Regulations 2019 require the following individuals or corporate entities to report Accidents and Serious Incidents.
 - a) The commander of the aircraft involved at the time of the event or,
 - b) If he is killed or incapacitated, the operator of the aircraft,
 - c) The Aerodrome Authority, in the case of an Accident or Serious Incident occurring on or adjacent to an aerodrome.

SECTION 6

6. PRESERVATION OF EVIDENCE

- 6.1 The operator of an aircraft involved in an accident or serious incident, as defined in section 1 of this document, is required to immediately impound all documentary and digital media records relating to the maintenance and operation of the subject aircraft; such data includes, but is not limited to;
 - a) Flight Data Recorder and
 - b) Cockpit Voice Recorder information.
- 6.2 All records are to be held for a minimum of 90 days, and their availability is to be reported to the investigation and is to be released to it upon request.

SECTION 7

7. REPORTING PROCESS

7.1 Initial Reporting – by telephone

7.1.1 The initial report of an accident or a serious incident as defined by this manual is to be made as soon as possible after the event by telephone to:

- a) The Royal Cayman Islands Police Service – 911 (only for an event occurring within the Cayman Islands and its territorial waters)
- b) The Director-General of Civil Aviation: 1-345-949-7811
- c) The UK Air Accidents Investigation Branch, 24hr reporting line: +44-1252-512299

7.1.2 The normal working hours of the CAACI are, Monday-Friday, 0830-1700 hours (UTC-5). Outside normal working hours, the following mobile telephone numbers are provided:

- a) The Director-General of Civil Aviation: 1-345-916-6285
- b) The Deputy Director-General of Civil Aviation: 1-345-925-5048
- c) The Director of Air Safety Regulation: 1-345-925-3640
- d) The Director of Air Navigation Services Regulation: 1-345-916-6532

7.2 Initial Reporting – Confirmation

7.2.1 The detail of the initial report by telephone should be confirmed by submittal of details on Occurrence Reporting Form – OT 1673 (see Appendix C-1). The report should be forwarded by either:

- a) Email to mor@caacayman.com or;
- b) Fax to 1-345-949-0761

7.2.2 The completion of the Occurrence Reporting Form – OT 1673 is only the preliminary written report, and a full report on either Appendix A-2 or B-2 as appropriate will be required by the UK AAIB within 14 days of the occurrence.

7.3 Content of the Initial Report

7.3.1 The content of the initial report should include as much of the following information as is available; however, the submission of the report should not be delayed unnecessarily awaiting all the specified information.

- a) The type, model and manufacturers serial number (if known).
- b) Nationality and registration marks.
- c) Name of the owner, operator and hirer (if applicable)
- d) Name of the aircraft commander
- e) Date and time (UTC) of the incident/accident
- f) Prevailing light conditions (day, dawn, dusk, dark etc.)
- g) Last point of departure and next point of intended landing
- h) Souls on board the aircraft, including:
 - i. The number killed,
 - ii. The number seriously injured
 - iii. The number sustaining injuries, other than serious injuries
 - iv. In the case of an accident, the number of other persons killed or seriously injured as a result of the accident
- i) Location of the accident/incident by reference to an easily defined geographical location or by latitude and longitude coordinates.
- j) A brief description of the accident or serious incident as far as know, including:
 - i. The nature of the accident or serious incident;
 - ii. The extent of damage to the aircraft, and;
 - iii. The extent of damage to other property.

7.4 Follow-up Report

7.4.1 Within 14 days of the accident or serious incident, a formal report shall be submitted to the UK AAIB on the Branch's specific reporting forms (See Appendix A-1, B-1).

7.4.2 There is no distinction between Commercial Air Transport and General Aviation in the requirement to report Accidents and Serious Incidents to the AAIB, however, the format of the reporting requirements differ in their respective forms (See Appendix A-2, B-2).

7.4.3 The report may be sent by post or fax, but the preferred method is via e-mail to investigations@aaib.gov.uk

7.4.4 In all instances, the report is to be copied to the Director-General of Civil Aviation by e-mail at civil.aviation@caacayman.com

7.5 UK AAIB Contact Details

Postal Address:

Chief Inspector
Air Accidents Investigation Branch
Farnborough House
Berkshire Copse Road
Aldershot
Hants
GU11 2HH
United Kingdom

Telephone:

24Hour Reporting Line + 44-1252-512299
General enquiries + 44-1252-510300

Facsimilie:

+ 44-1252-376999

Email:

investigations@aaib.gov.uk

7.6 CAACI Contact Details

Postal Address:

Director-General of Civil Aviation
Civil Aviation Authority of the Cayman Islands
P.O. Box 10277, KY1-1003
Grand Cayman
Cayman Islands

Telephone:

1-345-949-7811

Facsimilie:

1-345-949-0761

Email:

civil.aviation@caacayman.com

7.7 Initial Actions by the Director-General Civil Aviation

7.7.1 Depending on the circumstances, the following is the likely process that will be applied by the CAACI on being informed of an accident or serious incident:

- a) The D-G will inform the Governor and Cabinet;
- b) The D-G will confirm the known details with the UK AAIB;
- c) The D-G will appoint a press liaison officer;
- d) Acting on behalf of the UK AAIB, the D-G will appoint a suitably qualified/experienced inspector to manage the scene until the arrival of the UK AAIB;
- e) The locally appointed inspector will:
 - i. Carry out the investigation on behalf of the UK AAIB or,
 - ii. If fatalities are involved, act on behalf of the AAIB in collecting documentary evidence and protecting the scene, pending the arrival of the UK AAIB;
 - iii. Liaise with the emergency Services
 - iv. Provide the D-G with regular updates
- f) The D-G will provide regular updates to the Governor and Cabinet as necessary/requested.

Appendix A-1

Aircraft Accidents or Incidents in the UK Overseas Territories

Commercial Air Transport Aircraft

To the aircraft commander,

It has been reported that you were the commander of an aircraft involved in a reportable accident or incident occurring in a UK Overseas Territory.

Aircraft accident and incident investigations are required, under International convention and National regulation, to be carried out, independent of the Civil Aviation Regulator, by an organisation established specifically for this task. UK Overseas Territories are supported in this task by the UK Air Accidents Investigation Branch (AAIB), under the terms of a Memorandum of Agreement, signed by the appropriate Governor. Investigations, under this agreement, are conducted in accordance with ICAO Annex 13 and the sole objective of such an investigation is to determine the cause of accidents and incidents and make safety recommendations, when appropriate, to prevent a recurrence. It is not the purpose of such an investigation to apportion blame or liability.

Under the Regulations you are required to furnish the Chief Inspector of the UK AAIB, acting on behalf of the Governor, with such information about the event as is in your possession.

Please complete the attached Aircraft Accident Report Form (Overseas Territories) (AARF(OT)), providing details of the event. Amend as necessary those parts of the form which may have been completed for you and which you believe to be in error. You must then complete the remaining parts of the form in as much detail as possible, sign it to confirm the accuracy of all details therein, and return the completed form within **fourteen days** to the Chief Inspector of Air Accidents at the above address either by post or fax.

If you wish to submit the completed form and any relevant photographs electronically by email, please send them to: investigations@aaib.gov.uk


You may be contacted by an Inspector of Air Accidents, or someone locally acting on his behalf, should any additional information be required, therefore, it is recommended that you retain a copy of your completed form for your records.

Your co-operation in completing this form accurately, and in a timely manner, will assist us in carrying out our safety function as efficiently as possible.

Chief Inspector of Air Accidents

www.aaib.gov.uk

Appendix A-2

Farnborough House Berkshire Copse Road Aldershot Hampshire GU11 2HH United Kingdom Tel: +44(0)1252 510300 Fax: +44(0)1252 376999 E mail: investigations@aaib.gov.uk	<h1 style="margin: 0;">Aircraft Accident Report Form</h1> <h2 style="margin: 0;">Commercial Air Transport</h2> <p style="margin: 10px 0 0 0;">Part 1</p>	
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ACCIDENT DETAILS			
Occurrence:			
Date:		Time:	
Location:		Local/UTC* delete as applicable*	
Lat/Long or OS Grid (if not on airfield):			
AAIB File Reference:			

Please fill in this form in **CAPITAL LETTERS** and **black ink** only. We will electronically scan and store the information you provide. Use the reverse of the form as a continuation sheet if necessary. Please complete as much information as possible.

Notes:	<p>1 AIRCRAFT</p> <p>1.1 AIRCRAFT DETAILS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Registration:</td> <td style="border-bottom: 1px solid black;"></td> <td style="width: 30%; padding: 5px;">Manufacturer:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Generic Name:</td> <td style="border-bottom: 1px solid black;"></td> <td style="padding: 5px;">Type and Series:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Engine Model:</td> <td style="border-bottom: 1px solid black;"></td> <td style="padding: 5px;">No of Engines:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">C of A Category</td> <td style="border-bottom: 1px solid black;"></td> <td style="padding: 5px;">Build Year:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="border-bottom: 1px solid black;"></td> <td style="padding: 5px;">C of A Expiry Date:</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p>1.2 CHECKS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Total airframe hours:</td> <td style="border-bottom: 1px solid black;"></td> <td style="width: 30%; padding: 5px;">Last check type:</td> <td style="border-bottom: 1px solid black;"></td> <td style="width: 40%; padding: 5px;">Date:</td> <td style="border-bottom: 1px solid black; text-align: center;">DD/MM/YYYY</td> </tr> </table> <p>1.3 MAINTENANCE DETAILS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Company:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Address:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Tel:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Fax:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Post / Zip Code:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Email:</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Registration:		Manufacturer:		Generic Name:		Type and Series:		Engine Model:		No of Engines:		C of A Category		Build Year:				C of A Expiry Date:		Total airframe hours:		Last check type:		Date:	DD/MM/YYYY	Company:		Address:				Tel:		Fax:		Post / Zip Code:		Email:	
Registration:		Manufacturer:																																							
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	<p>2 OPERATOR DETAILS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Company:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Address:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Tel:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Fax:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Post / Zip Code:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;">Email:</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Company:		Address:				Tel:		Fax:		Post / Zip Code:		Email:																											
Company:																																									
Address:																																									
Tel:																																									
Fax:																																									
Post / Zip Code:																																									
Email:																																									

	3 COMPANY FLIGHT SAFETY OFFICER Name: _____ Company: _____ Address: _____ _____ _____ _____ Tel: _____ Fax: _____ Post / Zip Code: _____ Email: _____																		
Tick boxes as appropriate Delete local/UTC as appropriate	4 FLIGHT 6.1 FLIGHT DETAILS Purpose of flight: <input type="checkbox"/> Passenger <input type="checkbox"/> Cargo <input type="checkbox"/> Non-Revenue <input type="checkbox"/> Training Departure airfield: _____ Departure time: _____ HH:MM Local/UTC Planned destination: _____ 6.2 WEIGHTS AND LOADING DETAILS (attach Load Sheet if available) <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Basic:</td> <td style="width:20%;">_____ (kg)</td> <td style="width:15%;">C of G:</td> <td style="width:50%;">_____</td> </tr> <tr> <td>Max take-off weight:</td> <td>_____ (kg)</td> <td>Max landing weight:</td> <td>_____ (kg)</td> </tr> <tr> <td>No of Crew:</td> <td>_____ : _____ (kg)</td> <td>No of Passengers:</td> <td>_____ : _____ (kg)</td> </tr> <tr> <td>Fuel type:</td> <td>_____ : _____ (kg)</td> <td>Baggage/Freight:</td> <td>_____ : _____ (kg)</td> </tr> </table>			Basic:	_____ (kg)	C of G:	_____	Max take-off weight:	_____ (kg)	Max landing weight:	_____ (kg)	No of Crew:	_____ : _____ (kg)	No of Passengers:	_____ : _____ (kg)	Fuel type:	_____ : _____ (kg)	Baggage/Freight:	_____ : _____ (kg)
Basic:	_____ (kg)	C of G:	_____																
Max take-off weight:	_____ (kg)	Max landing weight:	_____ (kg)																
No of Crew:	_____ : _____ (kg)	No of Passengers:	_____ : _____ (kg)																
Fuel type:	_____ : _____ (kg)	Baggage/Freight:	_____ : _____ (kg)																

	5 WEATHER Issue time: _____ HH:MM <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;"></th> <th style="width:30%; text-align: center;"><u>Forecast</u></th> <th style="width:35%; text-align: center;"><u>Actual</u></th> </tr> </thead> <tbody> <tr> <td>Wind direction/speed:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Visibility (km):</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Weather:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Cloud:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Temperature/dewpoint:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TEMPO Information:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Light conditions:</td> <td colspan="2" style="text-align: center;"> <input type="checkbox"/> Day <input type="checkbox"/> Twilight <input type="checkbox"/> Night </td> </tr> <tr> <td>QNH:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Obtained from:</td> <td colspan="2">_____</td> </tr> </tbody> </table>			<u>Forecast</u>	<u>Actual</u>	Wind direction/speed:	_____	_____	Visibility (km):	_____	_____	Weather:	_____	_____	Cloud:	_____	_____	Temperature/dewpoint:	_____	_____	TEMPO Information:	_____	_____	Light conditions:	<input type="checkbox"/> Day <input type="checkbox"/> Twilight <input type="checkbox"/> Night		QNH:	_____	_____	Obtained from:	_____	
	<u>Forecast</u>	<u>Actual</u>																														
Wind direction/speed:	_____	_____																														
Visibility (km):	_____	_____																														
Weather:	_____	_____																														
Cloud:	_____	_____																														
Temperature/dewpoint:	_____	_____																														
TEMPO Information:	_____	_____																														
Light conditions:	<input type="checkbox"/> Day <input type="checkbox"/> Twilight <input type="checkbox"/> Night																															
QNH:	_____	_____																														
Obtained from:	_____																															

Tick appropriate boxes stating other if relevant	6 AIRFIELD DETAILS (complete only if relevant)			
	Airfield name:			Runway used:
	ICAO Designator:			Runway slope:
	Type of:	<input type="checkbox"/> Departure	<input type="checkbox"/> Approach	LVPs in force:
		Eg Visual, Radar, SID		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Navigation aids used:			
Runway surface:	<input type="checkbox"/> Grass	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other
Surface condition:	<input type="checkbox"/> Wet	<input type="checkbox"/> Damp	<input type="checkbox"/> Dry	<input type="checkbox"/> Contaminated <input type="checkbox"/> Firm <input type="checkbox"/> Soft

Delete as appropriate	7 FLIGHT CREW DETAILS			
	Define 'Other' if appropriate	Name (including title):	<u>Commander</u>	<u>Co-Pilot</u>
		Date of birth:	DD/MM/YYYY	DD/MM/YYYY
		Pilot flying:	PF / PNF	PF / PNF
		LICENCE: Type:	eg PPL / ATPL	eg PPL / ATPL
		Number:		
		Issuing Authority:	eg CAA/FAA/Other	eg CAA/FAA/Other
		Valid until:	DD/MM/YYYY	DD/MM/YYYY
		MEDICAL: Class:		
		Valid until:	DD/MM/YYYY	DD/MM/YYYY
		Limitations:		
	Enter valid until date	RATINGS: Instrument Rating:	Valid until: DD/MM/YYYY	Valid until: DD/MM/YYYY
		Type/Ratings:		
		Other:	eg FI / TRI etc	eg FI / TRI etc
		RECENCY: Licence Prof Check:	DD/MM/YYYY	DD/MM/YYYY
		Operator Prof Check:	DD/MM/YYYY	DD/MM/YYYY
		Annual Line Check:	DD/MM/YYYY	DD/MM/YYYY
		SEP/CRM:	DD/MM/YYYY	DD/MM/YYYY
		Company Qualifications:	eg ETOPS / LVP etc	eg ETOPS / LVP etc
Enter hours in hours and minutes		Hours: All types:	HH:MM	HH:MM
		All types PIC:	HH:MM	HH:MM
	On type:	HH:MM	HH:MM	
	On type PIC:	HH:MM	HH:MM	
	Last 90 days:	HH:MM	HH:MM	
	Last 28 days:	HH:MM	HH:MM	
	Last 24 hours:	HH:MM	HH:MM	
	DUTY: Start of Duty Period (UTC):			
	Length of Preceding Rest Period:			

List all airplane/engine damage	10 DAMAGE TO AIRCRAFT
	11 DAMAGE TO OTHER PROPERTY

Thank you for completing Part 1 of this form, a copy of which will be sent
to the
Regulatory Authority for flight safety purposes.

In Part 2, you are asked to provide a sketch of the site and a narrative
description of the accident. Any accompanying photographs and or
documents will be returned, at your request, once the investigation is
complete.

Part 2 will be treated as confidential and not released.

Appendix A-3

Farnborough House
Berkshire Copse Road
Aldershot
Hampshire GU11 2HH
United Kingdom
Tel: +44(0)1252 510300
Fax: +44(0)1252 376999
E mail:
investigations@aaib.gov.uk

Aircraft Accident Report Form Commercial Air Transport



Part 2

14 SKETCH OF ACCIDENT SITE								
<p>Show North and site elevation (amsl). If accident occurred on an airfield for which there is no published information, please provide as much detail as possible.</p> <p>Any photographs of the site and / or aircraft would greatly assist the investigation.</p>								

Appendix B-1

Aircraft Accidents or Incidents in the UK Overseas Territories

General Aviation Aircraft

To the aircraft commander,

It has been reported that you were the commander of an aircraft involved in a reportable accident or incident occurring in a UK Overseas Territory.

Aircraft accident and incident investigations are required, under International convention and National regulation, to be carried out, independent of the Civil Aviation Regulator, by an organisation established specifically for this task. UK Overseas Territories are supported in this task by the UK Air Accidents Investigation Branch (AAIB), under the terms of a Memorandum of Agreement, signed by the appropriate Governor. Investigations, under this agreement are conducted in accordance with ICAO Annex 13 and the sole objective of such an investigation is to determine the cause of accidents and incidents and make safety recommendations, when appropriate, to prevent a recurrence. It is not the purpose of such an investigation to apportion blame or liability.

Under the Regulations you are required to furnish the Chief Inspector of the UK AAIB, acting on behalf of the Governor, with such information about the event as is in your possession.

Please complete the attached Aircraft Accident Report Form (Overseas Territories) (AARF(OT)), providing details of the event. Amend as necessary those parts of the form which may have been completed for you and which you believe to be in error. You must then complete the remaining parts of the form in as much detail as possible, sign it to confirm the accuracy of all details therein, and return the completed form within **fourteen days** to the Chief Inspector of Air Accidents at the above address either by post or fax.

If you wish to submit the completed form and any relevant photographs electronically by email, please send them to: investigations@aaib.gov.uk

You may be contacted by an Inspector of Air Accidents, or someone locally acting on his behalf, should any additional information be required, therefore, it is recommended that you retain a copy of your completed form for your records.

Your co-operation in completing this form accurately, and in a timely manner, will assist us in carrying out our safety function as efficiently as possible.

Chief Inspector of Air Accidents

www.aaib.gov.uk

Appendix B-2

Farnborough House
Berkshire Copse Road
Aldershot
Hampshire GU11 2HH
United Kingdom

Tel: +44(0)1252 510300
Fax: +44(0)1252 376999
E mail:
investigations@aaib.gov.uk

Aircraft Accident Report Form

(OT)

General Aviation



Part 1

ACCIDENT DETAILS	
Occurrence :	
Date:	Time:
Location:	delete as applicable*
Relative to local reference point (if not on airfield):	
AAIB File Reference:	

Please fill in this form in **CAPITAL LETTERS** and **black ink** only. We will electronically scan and store the information you provide. Use the reverse of the form as a continuation sheet if necessary. Please complete as much information as possible.

Notes:	1 AIRCRAFT
	1.1 AIRCRAFT DETAILS
	Registration: Manufacturer:
	Generic Name: Type and Series:
	Engine Model: No of Engines: Build Year:
	C of A Category: Expiry Date:
	1.2 CHECKS
	Total airframe hours: Last check type: Date: DD/MM/YYYY
	1.3 MAINTENANCE DETAILS
	Company: Tel: Fax:
	Address: Fax:

Please include post

code or Zip code	Post / Zip Code:	Email :	
2 OPERATOR DETAILS			
	Company/Pers on		
	Address:	Tel:	
		Fax:	
	Post / Zip Code:	Email :	
3 OWNER DETAILS			
	Name:		
	Address:	Tel:	
		Fax:	
	Post / Zip Code:	Email :	
4 REPAIR AGENCY			
	Contact name:		
	Company:		
	Address:	Tel:	
		Fax:	
	Post / Zip Code:	Email :	
5 INSURER DETAILS (if known)			
	Name:		
	Address:	Tel:	
		Fax:	
	Post / Zip Code:	Email :	

Tick boxes as appropriate Delete local/UTC as appropriate	6 FLIGHT			
	6.1 FLIGHT DETAILS			
	Purpose of flight:	<input type="checkbox"/> Private	<input type="checkbox"/> Training	<input type="checkbox"/> Aerial work
	Departure airfield:		Departure time:	HH:MM Local/UTC
	Planned destination:			
	6.2 WEIGHTS AND LOADING DETAILS			
	Basic:		(kg)	C of G: <input type="text"/>
	Max take-off weight:		(kg)	Max landing weight: <input type="text"/> (kg)
	No of Crew:	<input type="text"/>	Weight (kg):	<input type="text"/>
			No of Passengers	Weight: <input type="text"/> (kg)

	Fuel type:	Weight :	(kg)	Baggage/Freight t:	(kg)		
Tick appropriate box	7 WEATHER						
	Issue time:	HH:MM	<u>Forecast</u>		<u>Actual</u>		
	Wind direction/speed:						
	Visibility (km):						
	Weather:						
	Cloud:						
	Temperature/dewpoint:						
	TEMPO Information:						
	Light conditions:		<input type="checkbox"/> Day	<input type="checkbox"/> Twilight	<input type="checkbox"/> Night		
	QNH:						
	Obtained from:						
Tick appropriate boxes stating other if relevant	8 AIRFIELD DETAILS (complete only if relevant)						
	Airfield name:			Runway used:			
	Type of:	<input type="checkbox"/> Departure	<input type="checkbox"/> Approach	eg Visual, Radar	Runway slope:		
	Navigation aids used:						
	Runway surface:	<input type="checkbox"/>	Grass <input type="checkbox"/>	Asphalt <input type="checkbox"/>	Concrete <input type="checkbox"/>	Other <input type="checkbox"/>	
	Surface condition:	<input type="checkbox"/>	Wet <input type="checkbox"/>	Damp <input type="checkbox"/>	Dry <input type="checkbox"/>	Contaminated <input type="checkbox"/>	Firm <input type="checkbox"/>
Define 'Other' if appropriate Delete Y/N as appropriate Enter hours in	9 FLIGHT CREW						
		<u>Pilot in Command</u>		<u>Second Pilot (if applicable)</u>			
	Name (including title):						
	Date of birth:	DD/MM/YYYY		DD/MM/YYYY			
	LICENCE: Type:	eg PPL / ATPL		eg PPL / ATPL			
	Number:						
	Issuing Authority:	eg CAA/FAA/Other		eg CAA/FAA/Other			
	Valid until:	DD/MM/YYYY		DD/MM/YYYY			
	MEDICAL: Class:						
	Valid until:	DD/MM/YYYY		DD/MM/YYYY			
	Limitations:						
	RATINGS: Instrument Rating:	Y / N	Valid until: DD/MM/YYYY	Y / N	Valid until: DD/MM/YYYY		
	Night Rating:	Y / N	Valid until: DD/MM/YYYY	Y / N	Valid until: DD/MM/YYYY		
	FI/FI(R):	Y / N	Valid until: DD/MM/YYYY	Y / N	Valid until: DD/MM/YYYY		
	Class:	Y / N	Valid until: DD/MM/YYYY	Y / N	Valid until: DD/MM/YYYY		
REGENCY: Hours:	All types:	HH:MM	All types:	HH:MM			
	All types:	HH:MM	All types:	HH:MM			
	PIC:		PIC:				

hours and minutes	On type:	HH:MM	On type:	HH:MM
	On type PIC:	HH:MM	On type PIC:	HH:MM
	All types - last 90 days:	HH:MM	Last 90 days:	HH:MM
	All types - last 28 days:	HH:MM	Last 28 days:	HH:MM
	All types - last 24 hours:	HH:MM	Last 24 hours:	HH:MM

IMPORTANT Please enter numbers of all persons on board (including those not injured)	10 INJURIES TO PERSONNEL TOTAL PERSONS ON BOARD: <input type="text"/>		
	Pilot in Command: Second Pilot: Passengers: Persons on the ground:	None <input type="text"/>	Minor <input type="text"/>
11.1 Tick damage type 11.2 Enter number of harnesses etc used	11 SURVIVABILITY 11.1 Fuselage damage <u>Cockpit area:</u> <input type="checkbox"/> Severe <input type="checkbox"/> Moderate <input type="checkbox"/> Minor <input type="checkbox"/> None <u>Passenger/Cabin area:</u> <input type="checkbox"/> N/A <input type="checkbox"/> Severe <input type="checkbox"/> Moderate <input type="checkbox"/> Minor <input type="checkbox"/> None Details (if relevant): <input type="text"/> <input type="text"/> <input type="text"/>		11.2 Harnesses and personal protection <u>Type of harness</u> Lap: <input type="text"/> <input type="text"/> Lap & diagonal: <input type="text"/> <input type="text"/> Full: <input type="text"/> <input type="text"/> None: <input type="text"/> <input type="text"/> Protective helmet: <input type="text"/> <input type="text"/> Details (if relevant): <input type="text"/> <input type="text"/>
Tick appropriate box	11.3 Evacuation Exit(s) used by crew: <input type="text"/> Exits used by pax: <input type="text"/> Which emergency services attended: <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Ambulance Other assistance provided by: <input type="text"/> 11.4 Emergency Equipment Details of any items which failed: <input type="text"/> <input type="text"/> <input type="text"/>		

	11.5 Additional	
	Comments:	

	12 DAMAGE TO AIRCRAFT
	13 DAMAGE TO OTHER PROPERTY

Thank you for completing Part 1 of this form, a copy of which will be sent to the Regulatory Authority for flight safety purposes.

In Part 2, you are asked to provide a sketch of the site and a narrative description of the accident. Any accompanying photographs and or documents will be returned, at your request, once the investigation is complete.

Part 2 will be treated as confidential and not released.

Appendix B-3

Farnborough House
Berkshire Copse Road
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Hampshire GU11 2HH
United Kingdom

Tel: +44(0)1252 510300
Fax: +44(0)1252 376999
E mail:
investigations@aaib.gov.uk

**Aircraft Accident Report Form
(OT)**



General Aviation

Part 2

14 SKETCH OF ACCIDENT SITE								
<p>Show North and site elevation (amsl). If accident occurred on an airfield for which there is no published information, please provide as much detail as possible.</p> <p>Any photographs of the site and / or aircraft would greatly assist the investigation.</p>								

Overseas Territory

Occurrence Report Form – OT1673

OT Occurrence Number

- NOTES: (i) See Instructions and Explanatory Notes in OTAR Part 13 and OT Aviation Circular 13-1.
(ii) When completed, please send to the Director of Civil Aviation.

Original to DCA
Make additional photocopies as required

Aircraft Type & Series	Registration	Operator	Date	Location/Position/Rwy	Time (UTC)	Day/Night/Twilight
------------------------	--------------	----------	------	-----------------------	------------	--------------------

FLIGHT CREW REPORT

Flight No.	Route from	Route to	FL/Alt/Ht (ft)	IAS (kts)	EDTO? Yes/No
------------	------------	----------	----------------	-----------	-----------------

NATURE OF FLIGHT

PAX	Freight	Positioning	Ferry	Test	Training	Business	Agricultural	Survey	Pleasure	Club	Private	Parachuting	Towing	Other
-----	---------	-------------	-------	------	----------	----------	--------------	--------	----------	------	---------	-------------	--------	-------

FLIGHT PHASE

Parked	Taxiing	Take-Off	Initial Climb	Climb	Cruise	Descent	Holding	Approach	Landing	Circuit	Aerobatics	Hover
--------	---------	----------	---------------	-------	--------	---------	---------	----------	---------	---------	------------	-------

ENVIRONMENT

Wind		Cloud			Precipitation				Other meteorological conditions				Runway state				
Dir ⁿ	Spd	Type	Ht	8 th	Rain	Snow	Sleet	Hail	Vis	Icing	Turbulence	OAT	Dry	Wet	Ice	Snow	Slush
	kts		ft		Light/Mod/Heavy				Km/m	Light/Mod/ Severe	Light/Mod/ Severe	°c	Category	I	II	III	

Brief Title
Description of Occurrence
Continue on back as necessary

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

GROUND STAFF REPORT

A/C Constructors No	Engine Type/Series	EDTO Approved Yes/No	Ground Phase Maintenance Ground Handling Unattended	A/C below 5700kg-Maintenance Organisation Tel No
---------------------	--------------------	-------------------------	--	---

Component Part	Manufacturer	Part No	Serial No	Manual Ref	Component OH/Repair Organisation
----------------	--------------	---------	-----------	------------	----------------------------------

OT 1673 (Mar 2005)

Continued overleaf

Description of occurrence continued									
Organisation		Name		Position		Signature		Date	
If report is voluntary (ie not subject to mandatory requirements), can the information be published in the interests of safety? Yes/No		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.				
Reporting Organisation – Report (Assessments/remedial action//preventative action/suggestions)									
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					
Organisation	Tel/fax			Reporter's ref.	Report		Reporters investigation		FDR data retained
					New	Supp	Nil	Closed	Open
				Signature				Date	
Name	Position								

OT 1673 (Mar 2005)

ADVICE ON THE COMPLETION OF THE OCCURRENCE REPORT FORM - OT1673

- 1.1 Reporters must, wherever possible, complete all sections of the Form where the information requested is relevant to a specific occurrence. (Relevance is the important aspect and where any of the information requested is clearly not relevant it may be omitted, e.g. weather details when weather is not a factor.)
- 1.2 The individual 'box' headings for all items of data are mostly self-explanatory, and the Form comprises a combination of blank boxes for entry of data and boxes listing a number of alternatives: the reporter should annotate the appropriate item.
- 1.3 The Form is arranged so that entries above **Description of Occurrence** apply to an in-flight occurrence: these parts of the Form are headed FLIGHT CREW REPORT.
- 1.4 Below the **Description of Occurrence**, are boxes for the GROUND STAFF REPORT and, on the back of the Form, the REPORTING ORGANISATION REPORT.
- 1.5 Where reports of either in-flight or ground occurrences are channelled to the Governor via an organisation, any relevant information which is not readily available to the person preparing the initial report should, wherever possible, be added by the person submitting the report on behalf of the organisation. Where this is not possible within the required timescale, the outstanding information should be submitted as a supplementary report.
- 1.6 Evaluation and processing of reports is greatly facilitated if the reports are typewritten but if this is not possible the report should be completed in black ink.
- 1.7 **EDTO Operations.** Operators holding approval for this type of operation should, when submitting any occurrence report on the aircraft type(s) subject to this approval, always complete the appropriate 'box' provided. Those operators not using OT1673, should prominently annotate all reports 'EDTO'.

2 The following are brief notes against each block:

- 2.1 **Aircraft Type, Series and Operator.** To be completed for all occurrences involving an aircraft. Provides basic identification data.
- 2.2 **Flight and Weather Details.** Relates to in-flight occurrences only. Provides flight data in support of the narrative.
 - 2.2.1 Nature of flight descriptions listed on the report are defined as follows:

Pax Flight under a Scheduled or non-scheduled Air Transport Licence or an exemption.

Freight Flight under an Air Transport Licence or an exemption.

Positioning Positioning without revenue load to/from point of departure/arrival of revenue flight.

Ferry Ferry for technical reasons without revenue load, e.g. 3-engine ferry to maintenance base.

Test Check of serviceability, issue or renewal of C of A, experimental or development flying.

Training Training course or examination for any standard of licence or rating, type training, continuation training.

Business Carriage of company staff in aircraft owned or hired by a company.

Agricultural Aerial application, crop spraying, top dressing, etc.

Survey Aerial photographic or mapping survey.

Pleasure Commercial pleasure flying. e.g. sightseeing.

Club/Group Flying other than training by members in a club or group aircraft.

Private Other than club/group flying or training.

Parachuting Carriage of parachutists for the purpose of parachuting.

Towing Towing of gliders, banners, etc.

Other eg Ambulance- Patient transport, emergency medical service, accident response; Police - aircraft operating on a Police Aircraft Operating Certificate.

2.2.2. Flight phases listed on the report are defined as follows:

Parked On ramp with flight crew on board.

Taxying From commencement of moving (including pushback) to start of take-off run or from completion of landing run to terminal gate or point of stopping engines, whichever occurs later.

Take-off Start of take-off run to lift-off.

Init Climb Lift-off to a height of 1500 ft or aircraft 'clean-up' whichever occurs last.

Climb End of initial climb to top of climb.

Cruise Top of climb to top of descent including en-route climb or descent.

Descent Top of descent to a height of 1500 ft.

Holding Flying to a set procedure at a point which intentionally delays the aircraft, usually according to a set procedure at a 'fix'.

Approach A height of 1500 ft to threshold.

Landing Threshold to end of landing run.

Circuit Flying to a set pattern in the vicinity of an airfield with intention of landing.

Aerobatics Deliberate aerobatic manoeuvres, including spinning.

Hover Airborne and stationary.

3 Description of Occurrence – relates to all occurrences

- 3.1 This should be a clear, concise description of the occurrence, preferably starting with a brief title indicating the type of occurrence. The description should contain details of what happened or what was found; what immediate action was taken to contain the situation; any additional information, comments or recommendations which might assist subsequent assessment of the report and/or investigation.
- 3.2 Wherever possible the description should be supported by the results of subsequent investigation and details of any action taken by the reporter's organisation to avoid a recurrence.

4 Ground Staff/Reporting Organisation

Relates to both in-flight and ground occurrences. Provides maintenance/engineering data in support of the description of occurrence.

- 4.1 In the case of reports submitted from a component manufacturer or overhaul/repair agency, the information in this block will provide the primary identification data for the occurrence. Nevertheless, if any of the information contained in paragraph 2 is available and is relevant it should also be provided.
- 4.2 The ground phases listed on the Form are defined as follows:

Maintenance Aircraft on maintenance, overhaul or repair or at the manufacturer's facility.

Ground Handling Movements of aircraft on the ground other than as in 'Taxying'.

Unattended Standing, with no personnel on board.

- 4.2.1 Give aircraft or component times in the units most relevant to the occurrence or to the component function, e.g. flying hours/cycles/landings, or a combination of each. Provision is made for total times and times since overhaul, repair or inspection.
- 4.2.2 Provide information which allows for identifying the existence of any such information or procedures (e.g. Mandatory Inspections, Airworthiness Directives, crew drills, etc.) issued to control or avoid such or similar occurrences. When such information or procedures exist, the provision of the appropriate reference numbers and the compliance status of the aircraft, equipment, facility or organisation is important for assessing the occurrence and disseminating the details to others.
- 4.2.3 Manufacturer should be advised as providing this information is an important aspect of any occurrence report relating to a specific aircraft type or item of aircraft equipment. Wherever possible such information should be provided as this can reduce the need for follow-up activity. The date sent and the content of this information should be entered, together with any requests for strip/ repair data.
- 4.2.4 Reporters should consider whether other agencies, such as Aerodrome Authorities, ATS etc, should be notified of occurrences in which they have a direct interest.

5 Non-Technical Details - Relevant to all occurrences

- 5.1 Provision is made on the form for important non-technical information, identification of the reporter and/or reporting organisation, whether the report is mandatory or voluntary and whether the report may be disseminated in the interests of air safety.
- 5.2 The provision of the reporter's address and telephone number is optional and is intended for an individual who may wish to be contacted by this means rather than at his place of employment.

6 Confidential Reports

A report may be submitted confidentially. Please clearly annotate the top of the form 'CONFIDENTIAL'. The second copy need not be forwarded to local management. The Governor will respect the confidentiality.