



AVIATION SAFETY REPORTING

OCCURRENCE GENERAL INFORMATION

Report Identification

If you identify your organisation and your report using the two following fields you can submit a follow-up report at a later stage using the same references.

Country	Type of organisation	Other (specify)	Name of organisation
Reporting entity			
Report identification			

When and where

UTC Date - Time	-	Latitude of occ	North	South
Local Date - Time	-	Longitude of occ	East	West
(YYYY/MM/DD)	(HH:MM)	(DD.mmmm)		
World region				
State/area		Location of occurrence		

Aerodrome

Location on aerodrome	Location indicator (of aerodrome)	Country	ICAO code	Other (specify)
Aerodrome status	Aerodrome latitude		North	South
Aerodrome type	Aerodrome longitude		East	West
Elevation above MSL	ft	(DD.mmmm)		
Runway	Runway identifier		Surface type	
Helicopter landing area	Landing area type		Surface type	
	Area configuration			

What

Headline

Narrative language

Narrative



AIRCRAFT INVOLVED

Aircraft identification

Aircraft registration	Manufacturer
State of registry	Model
Serial number	Series
Year built	Other (specify)

Aircraft description

Propulsion type	Aircraft category	
Number of engines	Landing gear type	
Mass group	Maximum t/o mass	kg
Rotorcraft mass group	Wake turb. category	

Flight details

	Country	Operator name	Other (specify)	
Operator				Call sign
Operation type				Flight number
Flight phase		Occ. on ground		Persons on board
	Country	ICAO code		Other (specify)
Last departure point				
Planned destination				

Aircraft information 2

Aircraft registration	Aircraft category
State of registry	Manufacturer
Serial number	Model
Year built	Series
	Other (specify)



ENVIRONMENT AND EXTERNAL CONDITIONS

Air navigation service

ATS Unit name	ATM contribution	Effect on ATM service
Sector name	Services provided	
RTF frequency	KHz	

Airspace

Airspace name	Airspace type	Airspace class
Special activities		FIR/UIR name

Conditions and visibility

Weather relevant	Cloud amount	Visibility	m
Weather conditions	Height of cloud base	ft	Visibility restrictions
Light conditions	Air temperature	C	
	Dew point	C	

Winds

Wind speed	kt	Wind gusts	Rel wind direction
Speed measured at		Maximum gust	kt
Wind direction	Degree(s)		Turbulence intensity

Precipitation / phenomena

Phenomenon type

Weather report

Weather report

Phenomenon intensity



ADDITIONAL INFORMATION FOR SPECIFIC TYPES OF OCCURRENCE

Runway incursion

Entity involved	Type of vehicle Other (specify)	Vehicle controlled
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Bird/wildlife strike information

Parts struck	Parts damaged	Species description Other (specify)
Pilot advised of birds		
Birds/wildlife seen	Birds/wildlife struck	Bird size

Dangerous goods

Dang goods involved	Dangerous good	Subsidiary risk
Origin of goods	(Class number)	
Shipper name	(UN number)	
Air Waybill/	Other (specify)	

Packaging

Total number of	Type of inner packaging
Number of inner	
Quantity per inner pack.	
Type of outer	
Packing group/ Class 7	



CLASSIFICATION AND RISK

Damage

Highest damage
(to aircraft)

Object damaged

Third party damage

Damage not to a/c

Injuries

Injury level

Fatal

Serious

Minor

On ground

On aircraft 1

On aircraft 2

Incapacitation

Person 1

Person 2

Person 3

Reason for incapacity

Reason for incapacity

Reason for incapacity

Classification

Occurrence class
(severity)

Occurrence category
(Use Ctrl to select more than
one type of occurrence)

Detection phase

Event types and phases of flight

Event 1

Phase 1

Event 2

Phase 2

Event 3

Phase 3

Risk

Risk classification

Risk methodology

Risk assessment



ANALYSIS AND FOLLOW-UP

Assessment

Analysis / follow up

Corrective actions

Conclusions

Report Management

Tracking sheet number

Report status

Report version

Parties informed

Other report
information