Occurrence Reporting

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Effective on issue

GENERAL
Overseas Territories Aviation Circulars (OTACs) are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements (OTARs). They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order (AN(OT)O) or provide practical guidance on meeting a requirement contained in the OTARs.

PURPOSE
There is an obligation under the AN(OT)O to report hazardous or potentially hazardous incidents and defects (referred to in this OTAC as occurrences) to the Governor; which in practice means the relevant regulatory authority rather than the Governor in person. The purpose of this Overseas Territories Aviation Circular is to describe the Overseas Territories Mandatory Occurrence Reporting (MOR) Scheme and to provide guidance to those who, under the associated legislation, are involved in its operation. If the Scheme is to make a real contribution to flight safety in the Territories, it is most important that all concerned are fully aware of its aims and requirements. ICAO Annex 19 also requires a State to provide a voluntary incident reporting scheme. Voluntary reports are open to all who want to report any occurrence or hazards that do not fall under this MOR Scheme; these reports however follow the same reporting process.

RELATED REQUIREMENTS
This Circular relates to OTAR Part 13.

CHANGE INFORMATION
Issue 6 is a minor revision, correcting formatting and providing a little additional information to Subpart D, Section 3 c)/ d) which is replicated in notes 4.2.3/ 4 to completing Form OT1673.

ENQUIRIES
Enquiries regarding the content of this Circular should be addressed to Air Safety Support International (ASSI) at the address on the ASSI website www.airsafety.aero or to the appropriate Overseas Territory Aviation Authority (OTAA).
TABLE OF CONTENTS

SUBPART A - MANDATORY OCCURRENCE REPORTING ................................. 3
  1  THE REQUIREMENTS .................................................................................. 3
  2  THE OBJECTIVES OF THE SCHEME ....................................................... 3
  3  VOLUNTARY REPORTING ........................................................................ 3
  4  APPLICABILITY .......................................................................................... 3

SUBPART B - REPORTING OF OCCURRENCES ............................................. 6
  1  SUBMISSION OF REPORTS ......................................................................... 6
  2  CONFIDENTIAL REPORTS .......................................................................... 6
  3  OPERATORS APPROVED FOR EXTENDED DIVERSION TIME OPERATIONS ........ 7
  4  OCCURRENCE REPORT FORMS ................................................................. 7
  5  RETENTION OF DATA FROM A FLIGHT DATA RECORDER (FDR) ............... 7

SUBPART C - OCCURRENCES TO BE REPORTED .......................................... 8
  1  INTRODUCTION ............................................................................................ 8
  2  AIRCRAFT FLIGHT OPERATIONS ............................................................... 9
  3  SECURITY INCIDENTS AND OCCURRENCES ............................................. 11
  4  EMERGENCIES .......................................................................................... 11
  5  CREW ........................................................................................................ 11
  6  INJURY ....................................................................................................... 12
  7  OTHER INCIDENTS ..................................................................................... 12
  8  AIRCRAFT AND EQUIPMENT – FAILURES, MALFUNCTIONS AND DEFECTS ......... 12
  9  GROUND SERVICES, FACILITIES OR EQUIPMENT ..................................... 16

SUBPART D – COMPLETING REPORTS ........................................................... 20
  1  OCCURRENCE NARRATIVE ...................................................................... 20
  2  AIR TRAFFIC CONTROL OCCURRENCE ................................................ 20
  3  AIRCRAFT ENGINEERING/ MAINTENANCE OCCURRENCE .......................... 20
  4  BIRD STRIKE (WILDLIFE STRIKE) OCCURRENCE ....................................... 21
  5  DANGEROUS GOODS OCCURRENCE ....................................................... 22

APPENDIX A - OCCURRENCE REPORT FORMS ............................................. 24
  ATC Occurrence Report Form – OT1261 ....................................................... 24
  ATS Engineering Occurrence Form – OT1262 .............................................. 26
  Occurrence Report Form – OT1673 .............................................................. 27
  Birdstrike Occurrence Form – OT1282 ......................................................... 33
  Dangerous Goods Occurrence Form – OT DGOF1 ......................................... 36

APPENDIX B – REPORTING CONTACTS ......................................................... 38
Subpart A - Mandatory Occurrence Reporting

1 The requirements

(a) The mandatory requirements for occurrence reporting are found in the AN(OT)O: Articles 174 (Mandatory Occurrence Reporting), 175 (Birdstrike Reporting) and 124 (Dangerous Goods Occurrence Reporting).

(b) The detailed requirements for reporting are set out in OTAR Part 13.

2 The objectives of the scheme

(a) The objectives of the MOR Scheme are:

(1) to ensure that the appropriate authorities are advised of hazardous or potentially hazardous incidents and defects (referred to in this OTAC as occurrences); and

(2) to ensure that knowledge of these occurrences is disseminated so that other people and organisations may learn from them; and

(3) to enable an assessment to be made by those concerned of the safety implications of each occurrence, both in itself and in relation to previous similar occurrences, so that they may take or initiate any necessary remedial or preventative action.

(b) The objective of occurrence reporting is to use the reported information to improve the level of flight safety and not to attribute blame.

3 Voluntary reporting

Voluntary reporting is open to all to report any occurrence or hazard. Any report that does not meet the criteria of a reportable occurrence is classified as a voluntary report. However, any such voluntary report follows the same method of reporting and process as a reportable occurrence.

4 Applicability

(a) Aircraft and equipment

(1) aircraft covered by the OT MOR Scheme are:

(i) aircraft registered in the Territory; and

(ii) aircraft not registered in the Territory but operated by the holder of an Air Operator’s Certificate (AOC) granted by the Governor (i.e., a dry leased aircraft);

(2) in the case of organisations providing a service or facility for aircraft operating over or in the Territory (e.g. Air Traffic Services (ATS), airfields, etc.) any occurrence meeting the required criteria should be reported regardless of the nationality of the aircraft involved.
(b) People who are required to report:

(1) The categories of people and organisations which are required to report occurrences include:

(i) operators of aircraft and pilots in command; and
(ii) those concerned with the manufacture, repair, maintenance and overhaul of such aircraft, or any part or item of equipment intended for use on such an aircraft; and
(iii) those who sign Certificates of Release to Service for such aircraft or any part or item of equipment; and
(iv) aerodrome certificate holders/managers; and
(v) civil air traffic controllers operating in circumstances requiring an air traffic controller’s licence, or flight information service authority; and
(vi) personnel who perform a function connected with the installation, modification, maintenance, repair, overhaul, flight checking or inspection of equipment on the ground used or intended to be used in connection with the provision of an air traffic control service or a navigational aid to an aircraft; and
(vii) personnel providing ground handling functions.

(2) While the AN(OT)O defines those who have to report, anyone may report if the incident can be defined as a reportable occurrence.

(3) Any person specified above should report any reportable occurrence of which he/she has positive knowledge, even though this may not be first hand, unless he/she has good reason to believe that the occurrence has already been, or will be, reported by someone else.

(c) Items to be reported

(1) A reportable occurrence is:

(i) any incident relating to such an aircraft or any defect in or malfunctioning of such an aircraft or any part or equipment of such an aircraft, being an incident, malfunctioning or defect endangering, or which if not corrected would endanger, the aircraft, its occupants, or any other person; and
(ii) any defect in or malfunctioning of any facility on the ground used or intended to be used for purposes of or in connection with the operation of such an aircraft, being a defect or malfunctioning endangering, or which if not corrected would endanger, such an aircraft or its occupants; and
(iii) any incident in flight in which the pilot-in-command of an aircraft has reason to believe that the aircraft has been in collision with one or more than one bird or animal; or
(iv) any dangerous goods accident, dangerous goods incident or the finding of or undeclared or mis-declared dangerous goods in cargo or passenger’s baggage.

(2) A report should also be submitted on any occurrence which involves, for example, a defective condition or unsatisfactory behaviour or procedure which did not immediately endanger the aircraft but which, if allowed to continue uncorrected, or if repeated in different, but similar, circumstances, would create a hazard.
(3) The following are included within the scheme and should be reported:

(i) ATS incidents;
(ii) ATS ground equipment incidents;
(iii) AIRPROX incidents;
(iv) Dangerous Goods incidents (OTAR Part 92.65);
(v) Bird strike (wildlife strike) incidents;
(vi) Ground incidents;
(vii) Wake Vortex incidents;
(viii) Engineering incidents.

(4) It is important that reporters keep in mind the concept of ‘endangering’ or ‘potentially endangering’, as used in the above definition, 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. It is not intended to collect and monitor the normal flow of day-to-day defects/ low level incidents etc. In order to achieve the above objectives for occurrence reporting, the criteria for a reportable occurrence need to be set above, in terms of the effect on safety, the normal day to day defects or minor incidents. Reporters should ensure that the content of their reports meets the criteria and guidance laid out in Subpart C. If there is any doubt, file the report.

(5) Subpart C provides more detailed guidance on the types of occurrences which are required to be reported.

(6) Accidents and serious incident should be reported to the UK Air Accident Investigation Branch. There are many factors that determine this, for these please refer to:
Subpart B - Reporting of occurrences

1 Submission of reports

(a) Occurrence reports shall be submitted to the responsible person(s) nominated to receive reports, normally the Director of Civil Aviation (DCA) of the Territory in which the occurrence happened or in which the aircraft is registered. A list of addresses is shown at Appendix B. In certain Territories, this may be via electronic forms available on the DCA’s website.

(b) Reports of occurrences must be submitted as soon as is practicable after the event, but not later than 72 hours after the occurrence.

(c) Provision of the results of local investigations and actions taken to control the occurrence may minimise or make external investigation unnecessary. The availability of photographs and/or preservation of damaged parts will greatly facilitate the subsequent investigation.

(d) A manufacturer, or maintenance, overhaul or repair organisation of aircraft, components or equipment is not expected to report, as a matter of routine, those occurrences involving products which have been reported to him by an operator/individual, if the operator/individual has already reported the occurrence. The primary duty for reporting in such cases will rest with the operator/individual. Manufacturers etc. should report any such occurrence which they think is reportable, as per the guidance, if they know that the operator concerned has not done so.

(e) Where a maintenance or repair organisation, overhauler etc. is in doubt as to the applicability of the reporting requirements, e.g. it discovers a defect in a piece of equipment which cannot be associated with a particular aircraft, or even a type of aircraft, it should, nevertheless, make a report in order to ensure that it has complied with the law.

(f) In cases where a bird or wildlife strike causes damage to an aircraft or has an operational impact and which falls within the definition of a ‘reportable occurrence’, an occurrence report shall be raised in addition to a bird/wildlife strike report.

2 Confidential reports

(a) Confidential reports should either be individually addressed to the person nominated in the Territory to receive reports, normally the DCA, and marked ‘Confidential’, or reported electronically clearly stating/indicating it is a confidential report. The reporter will be contacted personally by telephone, to acknowledge receipt, discuss implications and obtain further information as appropriate. A course of action will be mutually agreed.

(b) The report will be processed as an occurrence but annotated as CONFIDENTIAL and distributed reports will be de-identified.

(c) Reporters submitting a confidential report must accept that effective investigation may be inhibited, although it is preferable to have a confidential report than no report at all.
(d) Confidentiality cannot be guaranteed where a caveat on prosecution applies, i.e. ‘dereliction of duty amounting to gross negligence’.

3 Operators approved for Extended Diversion Time Operations

Where involved aircraft are subject to Extended Diversion Time Operations (EDTO – formerly ETOPS) approval, this should be recorded appropriately on the reporting form or ‘EDTO’ should be prominently annotated within any written reports.

4 Occurrence report forms

To facilitate consistent reporting and subsequent storage and analysis of data, most DCAs provide online reporting form via their websites, see Appendix B; wherever possible these should be used in the first instance. Where it is not possible to use the online reports the standard report forms provided in Appendix A can be used for the following occurrences:

(1) Form OT1261 solely for reporting ATS occurrences.

(2) Form OT1262 solely for all occurrences associated with air traffic service ground equipment.

(3) Form OT1282 solely for reporting bird strikes (wildlife strikes).

(4) Form OT DGOF1 solely for reporting dangerous goods occurrences.

(5) Form OT1673 for all other types of occurrence.

5 Retention of data from a Flight Data Recorder (FDR)

(a) The use of flight recorder data is anticipated only for serious occurrences. It is not intended to use such data to check on information contained in a written report but to supplement and extend the written information. Examples of the types of occurrence for which flight data records would be most useful are: significant excursion from the intended flight parameters; significant loss of control or control difficulties; unexpected loss of performance; a genuine GPWS warning. However, the more comprehensive recorders fitted to some aircraft are capable of providing valuable data on a wider range of occurrences and the investigator may require judicious use of such information.

(b) For this purpose, operators should retain the data from an FDR which is relevant to a reportable occurrence from the date of the occurrence being reported for a period of 14 days or for such a period as the Governor may direct.
Subpart C - Occurrences to be reported

1 Introduction

(a) The objectives of occurrence reporting and the formal definition of a reportable occurrence are contained in OTAR Part 13 and further amplified in Subpart A of this OTAC. Reporters should ensure that the contents of a report meet the criteria and guidance laid out below.

(b) The occurrence reporting scheme is an essential part of the safety monitoring function; it is complementary to the normal day to day procedures and ‘control’ systems (e.g. AOC, company Approvals, etc.) and is not intended to duplicate or supersede them. The occurrence reporting scheme aims to identify those occurrences where the routine control procedures have failed.

(c) Those occurrences which must always be reported (e.g. fires, uncontained engine failures, critically low fuel states, close proximity between aircraft, etc.) can easily be listed but it is impossible to define precisely every significant hazard which requires reporting. What is judged to be reportable on one class of aircraft may not be so on another and the absence or presence of a single factor, human or technical, can transform a minor occurrence into a significant hazard or an accident. Judgement by the reporter of the degree of hazard or potential hazard involved is therefore essential in many cases. If ever in doubt, submit a report, if it does not meet any of the criteria it will be handled as a voluntary report.

(d) Within the above constraints, this subpart lists the types of occurrence which are likely to fall within the definition of a reportable occurrence in which case they must therefore be reported. Whilst this Subpart lists the majority of occurrences which shall normally be reported, it cannot be completely comprehensive and any other occurrences judged, by those involved, to meet the criteria shall be reported.

(e) Practical and effective working of the occurrence reporting scheme requires a constructive approach and resolve on the part of all reporters and others involved to make the scheme a successful and worthwhile safety reporting programme.

(f) In the case of organisations providing a service or facility for aircraft operating over or in an OT (e.g. ATS, aerodromes etc.) any occurrence meeting the required criteria should be reported regardless of the nationality of the aircraft involved.
2 Aircraft flight operations

The following are types of occurrence that should be reported by Flight Crew.

(a) Control of the Aircraft.

(1) Any rejected take-off.

(2) Go around producing a hazardous or potentially hazardous situation.

(3) Unintentional significant deviation from intended track or altitude (more than 300 ft), caused by a procedural, systems or equipment defect or human factor.

(4) Descent below decision height/altitude or minimum descent height/altitude in instrument landing conditions.

(5) Heavy landing, a landing deemed to require a ‘heavy landing check’.

(6) Unintentional contact with the ground, including touching down before the runway threshold.

(7) Over-running the ends or sides of the defined taxiway, runway or landing strip.

(8) Significant inadvertent inappropriate airspeed.

(9) Significant loss of control from any cause.

(10) Approach to, landing on, lining up on or taking off from a wrong runway or airfield.

(11) Occurrence of any flight envelope protection, including stick pusher or automatic protection, other than for training or test purposes.

(12) Operation of any primary warning system associated with manoeuvring of the aircraft e.g. configuration warning, stall warning (stick shake), over speed warning etc. unless:

   (i) the crew conclusively established that the indication was false, at the time it occurred, or

   (ii) the indication is confirmed as false immediately after landing;

   provided that, in either case, the false warning did not result in difficulty or hazard arising from the crew response to the warning.

(13) Reversion to manual control of powered primary controls, other than for training or test purposes.

(14) Loss or malfunctioning of any rotorcraft AUTO stabiliser mode.

(15) Inadvertent incorrect operation of any controls which resulted in, or could have resulted in, a significant hazard.

(16) A hazard or potential hazard which arises as a consequence of any deliberate simulation of failure conditions for training, system checks or test purposes.
(17) In flight fuel quantity critically low or exhausted.

(18) Significant fuel imbalance.

(19) Incorrect setting of an SSR code.

(20) Incorrect setting of an altimeter sub-scale.

(21) Significant incorrect programming of navigation equipment.

(22) Flight at a level, or on a route, different from that allocated.

(23) Misinterpretation of radio-communication which resulted in, or could have resulted in, a significant hazard.

(24) GPWS ‘warning’ when:

(i) the aircraft comes into closer proximity to the ground than had been planned or anticipated; or
(ii) the warning is experienced in IMC or at night and is established as having been triggered by a high rate of; or
(iii) the warning results from failure to select landing gear or land flap by the appropriate point on the approach; or
(iv) any difficulty or hazard arises or might have arisen as a result of crew response to the ‘warning’ e.g. possible reduced separation from other traffic. This could include warning of any Mode or Type i.e. genuine, nuisance or false.

(25) GPWS ‘alert’ when any difficulty or hazard arises, or might have arisen, as a result of crew response to the ‘alert’.

(26) ACAS Resolution Advisory except for an ‘unnecessary alert’, e.g. when triggered by a high rate of climb/descent but standard separation not compromised.

(27) Inability to achieve the required or expected performance during take-off, go-around or landing.

(28) Actual or attempted take-off, approach or landing with incorrect configuration setting.

(29) Approach continued against air operator stabilised approach criteria.

(30) Exceedance of aircraft flight manual limitation.

(31) Aircraft upset, exceeding normal pitch attitude or bank angle.

(32) Incidents not defined as ‘Reportable’ but recurring at a high enough frequency to raise safety concerns, e.g. a high frequency of minor loading errors at a particular airfield or GPWS nuisance warnings at a particular airfield. In such cases it is expected that the reporter will submit a single occurrence report together with the supporting evidence of high frequency and/or rate when it is considered that such a situation has been reached. Further reports should be submitted if the situation remains unchanged.
3 Security incidents and occurrences

The requirements for security reporting derive from ICAO Annex 17. Although security incidents and occurrences are reported as part of the overall incident reporting system, they may be of a serious nature. Accordingly, they shall also be reported to the appropriate security authority (this is usually via the aircraft or airport operator’s Accountable Manager); most of these reports are required to be immediately reported. Details for Accountable Managers on security reporting can be found in OTAR 178; in summary the reportable occurrences incidents are:

(a) A bomb threat.
(b) Unlawful seizure of an aircraft.
(c) Attack against an aircraft.
(d) Sabotage of an aircraft.
(e) Attack against persons within airport terminal.
(f) Attack against airport or air navigation facilities.
(g) Discovery of explosives, firearms or ammunition.
(h) Breach of airside security restricted area.

A summary table extract from OTAR 178 can be found on the ASSI website within the security incident reporting section. All security occurrences are reported to ASSI and these should be submitted via the ASSI website online occurrence report (www.airsafety.aero/report).

4 Emergencies

(a) The use in flight or on the ground of any emergency equipment or prescribed emergency procedures in order to deal with a situation.
(b) The use of any non-standard procedure adopted by the flight crew to deal with an emergency.
(c) The declaration of an emergency, (‘Mayday’ or ‘PAN’).
(d) An emergency, forced or precautionary landing.
(e) Failure of any emergency equipment or procedures to perform satisfactorily including when being used for training or test purposes.

5 Crew

(a) Incapacitation of any member of the flight deck operating crew, including that which occurs prior to departure if it is considered that it could have resulted in incapacitation after take-off.
(b) Incapacitation of any member of the cabin crew which renders him/her unable to perform emergency duties.
(c) Misinterpretation of automation mode or any flight deck information provided to the flight crew which has or could have endangered the aircraft, its occupants or any other person.

(d) Loss of situational awareness.

(e) Any occurrence where human performance has directly contributed to or could have contributed to an accident or incident, including any fatigue events.

6 Injury

Any significant injury to any person which directly results from the operation of the aircraft or its equipment, but which is not considered to constitute a reportable accident.

7 Other incidents

(a) A lightning strike which resulted in significant damage to the aircraft or the loss or malfunction of any essential service.

(b) Hail strikes which result in significant damage to the aircraft or the loss or malfunction of any essential service.

(c) Wake vortex encounter – an encounter resulting in significant handling difficulties.

(d) A bird/wildlife strike which resulted in significant damage to the aircraft or the loss or malfunction of any essential service.

(e) Turbulence/wind shear encounter – an encounter resulting in injury to occupants or deemed to require a ‘turbulence check’ of the aircraft.

(f) Icing encounter resulting in handling difficulties, damage to aircraft or loss or malfunction of any aircraft system.

(g) Volcanic ash encounter.

(h) Interference with the aircraft by firearms, fireworks, flying kites, laser illumination, high powered lights, lasers, remotely piloted aircraft systems, model aircraft or by similar means.

8 Aircraft and equipment – failures, malfunctions and defects

The following should be reported by Flight Crew or Maintenance Staff:

(a) General

(1) A malfunction, failure or defect to any system or component not normally considered as reportable (for example, furnishing and cabin equipment, water systems, items included in the Minimum Equipment
List) where the circumstances of the occurrence or its association with other occurrences resulted in endangering of the aircraft or its occupants.

(2) Possible endangering of the aircraft resulting from a high repetitive frequency of a type of occurrence which in isolation would not be reportable – unless the frequency is already being monitored under an approved maintenance programme.

Note: In such cases a single occurrence report together with supporting evidence of high frequency or rate is required.

(3) Incorrect assembly of parts or components of the aircraft where the condition was not found as a result of the inspection and test procedures required for that specific purpose.

(4) Any other malfunction, failure or defect which is considered to have endangered or might have endangered the operation of the aircraft.

(5) Any unapproved parts.

(6) Failure, malfunction or defect of any system or equipment found as a result of compliance with an Airworthiness Directive or other mandatory instruction issued by a Regulatory Authority when:

(i) it is detected for the first time by each operator or organisation implementing compliance; or

(ii) on any subsequent compliance where the permissible limits or tolerances quoted in the instruction are exceeded and/or published rectification procedures are not available. For example, a report is required if the condition found necessitates a request to the Design Authority or Regulatory Authority for an extension of limits or tolerances and/or special rectification or procedures.

(7) Wrong assessment of serious defect, or serious non-compliance with MEL and Technical Logbook procedures.

(8) Misleading, incorrect or insufficient applicable maintenance data or procedures that could lead to significant maintenance errors, including language issues.

(9) Incorrect control or application of aircraft maintenance limitations or scheduled maintenance.

(10) Releasing an aircraft to service from maintenance in case of any non-compliance which endangers the flight safety.

(11) Serious damage caused to an aircraft during maintenance activities due to incorrect maintenance or use of inappropriate or unserviceable ground support equipment that requires additional maintenance actions.

(12) Any occurrence where the human performance, including fatigue of personnel, has directly contributed to an accident or incident.
(13) Systems and Equipment - For any occurrence involving a system or component which is monitored/protected by a warning and/or protection system (for example – fire detection/extinguishing) the occurrence report should always state whether such system(s) functioned properly.

(14) Loss, significant malfunction or defect in any main system, sub-system or set of equipment when it is simplex, single-lane or single channel.

(15) Loss, significant malfunction or defect of more than one main system, sub-system or set of equipment when it is duplex, multi-lane/channel or with redundancy.

(16) Significant malfunction, reliability issue, or recurrent recording quality issue affecting a flight recorder system or lack of information needed to ensure the serviceability of a flight recorder system.

(17) Burning, melting, arcing, overheating, fire or explosion.

(18) Smoke or noxious fumes in the aircraft.

(19) Uncontained failure or significant overspeed of any high-speed rotating component (for example: Auxiliary power unit, air starter, air cycle machine, air turbine motor).

(20) Significant deviation of the aircraft from its intended flight path, attitude, airspeed or altitude resulting from system or equipment failure, malfunction or defects.

(21) Significant contamination of aircraft systems and equipment arising from the carriage of baggage or cargo.

(22) Failures or defects to any part subject to a finite life or any rotorcraft ‘critical items’ (as defined in Manufacturer’s Manuals).

(23) Loss, significant malfunction or defect of any system, sub-system or set of equipment (for example: Autoflight, Communications, Electrical Power, Fire Protection, Flight Control, Fuel, Hydraulic Power, Ice Protection, Landing Gear, Navigation, Pneumatics, Pressurisation, Rotor drives, Rotor flight control) when:

(i) it occurs at a critical phase or time, relevant to the operation of that system; or
(ii) relevant back-up systems, sub-systems or equipment did not perform satisfactorily; or
(iii) exceptional circumstances existed or unforeseen consequences arose; or
(iv) standard operating procedures, drills etc. could not be satisfactorily accomplished.

(24) Asymmetry of flaps, slats, spoilers etc.

(25) Limitation of movement, stiffness or poor or delayed response in the operation of primary flight control systems or their associated tab and lock systems.
(26) Significant interference with normal control of the aircraft or degradation of flying qualities.

(27) Inability to achieve the intended aircraft configuration for any flight phase (for example: landing gear and its doors, flaps, stabiliser, slats etc.).

(28) Significant loss of braking action.

(29) Leakage of fuel which resulted in major loss, fire hazard or significant contamination.

(30) Malfunction or defects of the fuel jettisoning system which resulted in inadvertent loss of significant quantity, fire hazard, hazardous contamination of aircraft equipment or inability to jettison fuel.

(31) Fuel system malfunctions or defects which had a significant effect on fuel supply and/or distribution.

(32) Leakage of hydraulic fluids, oil or other fluids which resulted in a fire hazard or possible hazardous contamination of aircraft equipment or structure.

(33) Operation of any primary warning system associated with aircraft systems or equipment unless:

(i) the crew conclusively established that the indication was false at the time it occurred; or

(ii) the indication was confirmed as false immediately after landing provided that in either case the false warning did not result in difficulty, or a hazard arising from the crew response to the warning.

(34) Malfunction or defect of any indication system when the possibility of significant misleading indications to the crew resulted.

(35) Failure of any emergency system or equipment, including all exit doors and lighting, to perform satisfactorily, including when being used for training or test purposes.

(b) Structure

(1) Any damage or deterioration (i.e. fractures, cracks, corrosion, delamination, disbonding etc.) resulting from any cause to:

(i) primary structure or a principal structural element (as defined in the manufacturer’s Repair Manual) where such damage or deterioration exceeds allowable limits specified in the Repair Manual and requires a repair or complete or partial replacement of the element; or

(ii) secondary structure which consequently has, or may, have endangered the aircraft.

(2) Any damage or deterioration (as above) found as a result of compliance with an Airworthiness Directive or other mandatory instruction issued by a Regulatory Authority, when:
(i) it is detected for the first time by each operator or organisation implementing compliance; or

(ii) on any subsequent compliance where it exceeds the permissible limits quoted in the instruction and/or published repair/rectification procedures are not available. For example, a report is required if the condition found necessitates a request to the Design Authority or Regulatory Authority for an extension of limits and/or special repair/rectification schemes or procedures; or

(iii) separation from the aircraft in flight of any part of the aircraft.

(c) Engines – all aircraft types.

(1) Engine flameout, shutdown or significant malfunction.

(2) Standard operating procedures, drills etc. could not be satisfactorily accomplished; or inability, by use of normal procedures, to shut down an engine or to control power, thrust or rpm; or significant engine overspeed.

(3) Significant failures or defects of a propeller or rotor.

(4) Significant overspeed or inability, by normal procedures, to control speed or pitch of a propeller or rotor.

(5) Inability, by normal procedures, to feather or unfeather a propeller.

9 Ground services, facilities or equipment

The following should be reported as indicated:

(a) Air Traffic Control Services - by Flight Crew/ ATCOs/ Ground Ops Support Staff:

(1) Provision of significantly incorrect, inadequate or misleading information from any ground sources, e.g. ATC, ATIS, Meteorological Services, maps, charts, manuals, runway condition etc.

(2) Provision of less than prescribed terrain clearance.

(3) Provision of incorrect altimeter setting.

(4) Misidentification of aircraft by an ATCO or radar operator.

(5) Incorrect transmission, receipt or interpretation of significant messages.

(6) Airprox and any occurrence in which separation between aircraft is less than that prescribed for the situation.

(7) Non-compliance with prescribed let-down or departure procedures or any ATC/ ATM instruction.

(8) Declaration of an emergency (‘Mayday’ or ‘Pan’) by an aircraft.

(9) Unauthorised infringement of any form of regulated airspace.
(10) Unauthorised or illegal RTF transmissions.

(11) Declaration of an ACAS Resolution Advisory by an aircraft.

(12) Prolonged loss of communications with ATS or ATM unit.

(13) Intentional deviation from ATC instruction which has or could have endangered the aircraft.

(14) Interference with an aircraft, ATS unit or communications by firearms, flying kites, laser illumination, high powered lights, remotely piloted aircraft systems, model aircraft or by similar means.

(15) Aircraft or vehicle failure to follow clearance, instruction or restriction while operating on the movement area of an aerodrome.

(b) Navigation and Communications Equipment etc. – failures, malfunctions or defects - by Flight Crew/ ATCO/ ATS Maintenance Staff:

(1) Total failure of navigation system or subsystem being used by an aircraft.

(2) Total failure of communications system.

(3) Total failure of radar system or subsystem.

(4) Failure or unplanned shutdown of an operational ATC computer system requiring reversion to manual back up and resulting in disruption to the normal flow of air traffic.

(5) Significant malfunction or deterioration of service.

(6) Significant deficiency in maintenance.

(7) Repetitive events of a specific type of occurrence which in isolation may not be considered reportable (e.g. excessive monitor alarms).

(8) Provision of erroneous information in the absence of any alarms.

(c) Airfields and Airfield Facilities - by Flight Crew/ Airfield Staff/ ATCOs:

(1) Failure or degraded signage/ markings or significant malfunction of airfield lighting.

(2) Major failure or significant deterioration of surfaces of runways or aircraft manoeuvring areas.

(3) Runways or aircraft manoeuvring areas obstructed by aircraft, vehicles or foreign objects, resulting in a hazardous or potentially hazardous situation.

(4) Runway, FATO, or taxiway, incursions.

(5) Presence of obstacles on the aerodrome or in the vicinity of the aerodrome which are not published in the AIP or by NOTAM and/ or are not marked or lighted properly.
(6) Collision between a moving aircraft and any other aircraft, vehicle or other ground object.

(7) Pushback, power-back or taxi interference caused by vehicle, equipment or person.

(8) Aircraft departing from a paved surface which results in, or could have resulted in, a significant hazard.

(9) Jet or prop blast incidents resulting in significant damage or serious injury.

(10) Significant spillage of fuel on airfield ramps.

(11) Rescue and firefighting services not available according to applicable requirements.

(d) Passengers/Baggage/Cargo - by Flight Crew/Ground Support Staff:

(1) Difficulty in controlling intoxicated, violent or armed passengers.

(2) Incorrect loading of passengers, baggage or cargo, likely to have a significant effect on aircraft weight and balance.

(3) Incorrect stowage of baggage or cargo likely in any way to hazard the aircraft, its equipment or occupants or to impede emergency evacuation (includes hand baggage).

(4) Inadequate storing of cargo containers or substantial items of cargo.

(5) Significant contamination of aircraft structure, systems or equipment arising from the carriage of baggage or cargo.

(6) Presence of a stowaway(s).

(7) Passengers or unauthorised persons left unsupervised on the apron.

(e) Aircraft Ground Handling/Servicing - by Flight Crew/ATS Maintenance Staff/Ground Support Staff:

(1) Loading of incorrect fuel quantities likely to have a significant effect on aircraft endurance, performance, balance or structural strength.

(2) Loading of contaminated or incorrect type of fuel or other essential aircraft fluids (includes oxygen and potable water).

(3) Significant spillage of fuel.

(4) Failure, malfunction or defect of ground equipment used for test/check of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem before safe operation of the aircraft could have been affected.

(5) Failure, malfunction or defect of ground equipment used for ground handling, resulting in damage or potential damage to the aircraft.
(6) Non-compliance or significant errors in compliance with required maintenance/servicing procedures.

(7) Missing, incorrect or inadequate de-icing or anti-icing treatment.

(f) Fire, smoke, explosions in the aerodrome facilities, vicinities and equipment which has, or could have endangered an aircraft, its occupants or any other person.

(g) Ground Staff Incapacitation - When an aircraft is, or could have been, endangered by the impairment of any member of ground staff (e.g. Aircraft Maintenance Staff, Air Traffic Controllers, Air Traffic Services Maintenance Staff, Airfield Support Staff etc.).

(h) Any fatigue impacting on the ability of staff to perform duties safely or other human performance occurrence that contributed to or could have contributed to an accident or incident.

(i) Absence of reporting of a significant change in aerodrome operating conditions which has or could have endangered an aircraft, its occupants or any other person.

(j) Any other occurrence of any type considered to have endangered, or which might have endangered, the aircraft or its occupants.
Subpart D – Completing reports

1 Occurrence narrative

(a) It is important in the narrative of a report to clearly describe what happened; try to avoid jargon. Follow the time sequence of the occurrence sticking to and including all the relevant facts, Do not assume or make anything up. It helps to be concise and using short sentences will help with this. Do not include any names in the narrative, instead use titles and roles, for example Ramp Agent 1, Captain, Passenger 3. Abbreviations can be used as long as they are written longhand the first time they are used with the abbreviation, for example, Pilot in Command (PIC), Air Traffic Control Officer (ATCO).

(b) 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.

(c) If possible, ask someone to check your report before submission to ensure that it makes sense, contains the relevant information and can be interpreted as intended.

2 Air Traffic Control occurrence

(a) When reporting an ATC occurrence, include the weather at the time of the occurrence, the time of shift start and the time since last break. Include also any significant information such as:

(1) Aerodrome/ airspace status (Work in progress (WIP)/ NOTAMs about restricted airspace).

(2) Traffic loading (low, medium, high)

(3) Staffing levels

(4) Any unserviceable equipment

(5) Training in progress

3 Aircraft engineering/maintenance occurrence

(a) 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 (total times and times since overhaul, repair or inspection).

(b) Provide any relevant 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.
(c) Reports should also be provided to the organisation responsible for the Type Design and the manufacturer, if different from the Design holder. This report information is important, particularly if relating to a specific aircraft type, unapproved parts, or specific item of aircraft equipment. Indicate in the report whether this has been done, when, and to whom it has been sent, along with any requests for investigation information from a repair or overhaul agency. Your Territory Airworthiness Authority may be contacted to provide assistance and contact details of the relevant Type Design Holder and other interested Agencies.

(d) Reporters should consider whether other agencies, such as the Airworthiness Authority of the State of Design for an aircraft or component, the Airworthiness Authority of the State of Registry (where the aircraft concerned is not registered in the Territory), Aerodrome Authorities, ATS etc, should be notified of occurrences if they have a direct interest.

(e) Any evidence of a wildlife strike should be reported.

4 Bird strike (wildlife strike) occurrence

(a) Any reports will be forwarded to the ICAO Bird Strike Information System (IBIS).

(b) In cases where a bird strike causes damage to an aircraft or has an operational impact and which falls within the definition of a ‘reportable occurrence’, an occurrence report shall be raised in addition to a bird strike report.

(c) Aerodromes operate wildlife hazard management programmes and bird strike reports are a key element. Knowing the time, location, numbers and species can assist greatly in tackling any local habitat issues or activities that may increase the wild life strike risks. Therefore, it is very important that these occurrences are reported.

(d) Reasonable efforts should be made to identify the species involved in any strike. This greatly increases the value of the report by allowing the aerodrome to investigate, or trend reports to identify any attractants and habits. This can be done from just one feather. Care should be taken when taking any samples and cleaning up after any strike and appropriate personal protective equipment should be used. This not only protects those conducting this work, but it also avoids contamination of any samples.

(e) Samples should not be sent away unless this has been agreed with the recipient and the samples are properly packaged in compliance with applicable dangerous goods regulations.

(f) Aircraft operators should also ensure their reports are sent to the aerodrome of the occurrence.

(g) If a single occurrence is reported multiple times, these will be combined into one report.

(h) Following any bird strike an aircraft operator may be required to provide further information for the ICAO IBIS.
5 Dangerous goods occurrence

(a) Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.

(b) A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose, serious injury is an injury which is sustained by a person in an accident and which:

(1) requires hospitalisation for more than 48 hours, commencing within 7 days from the date the injury was received; or

(2) results in a fracture of any bones (except simple fractures of fingers, toes or nose); or

(3) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or

(4) involves injury to any internal organ; or

(5) involves second or third-degree burns, or any burns affecting more than 5% of the body surface; or

(6) involves verified exposure to infectious substances or injurious radiation.

A dangerous goods accident may also be an aircraft accident in which case the normal procedure for reporting of air accidents must be followed.

(c) A dangerous goods incident (aside from a dangerous goods accident) is an occurrence associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

(d) A report should be submitted when undeclared or mis-declared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft.

(e) An initial report, which may be made by any means, must be despatched within 72 hours of the occurrence, even if all the information is not available, to the:

(1) Authority of the State of the operator; and

(2) The State in which the incident occurred, (unless exceptional circumstances prevent this).

(f) Copies of all relevant documents and any photographs should accompany any report.
(g) Completed reports must be sent to the DCA.

(h) Providing it is safe to do so, all dangerous goods, packaging, documents, etc, relating to the occurrence must be retained until after the initial report has been sent to the DCA and they have indicated whether or not these should continue to be retained.
## Appendix A - Occurrence Report Forms

### Overseas Territory

#### ATC Occurrence Report Form – OT1261

**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.
(iii) Circle or fill-in boxes 1-55 as required. PLEASE USE BLACK INK

**Original to DCA**
Make additional photocopies as required

<table>
<thead>
<tr>
<th>1 Category Of Occurrence</th>
<th>INCIDENT</th>
<th>AIRPROX</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCIDENT</td>
<td>INCIDENT</td>
<td>AIRPROX</td>
</tr>
</tbody>
</table>

#### 2 Occurrence Position

<table>
<thead>
<tr>
<th>Category</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCIDENT</td>
<td>INCIDENT</td>
</tr>
</tbody>
</table>

#### 3 FL/Alt/HT

<table>
<thead>
<tr>
<th>4 Date</th>
<th>5 Time – UTC</th>
<th>6 Day/Night</th>
</tr>
</thead>
</table>

#### 7 OPERATOR CALLSIGN/REGN TYPE FROM TO SSR CODE MODE C DISPLAYED IFR/VFR/SVFR

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13 Yes/ No</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21 Yes/ No</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29 Yes/ No</td>
</tr>
</tbody>
</table>

#### 31 RTF Frequencies

<table>
<thead>
<tr>
<th>32</th>
<th>33 Equipment Unserviceabilities</th>
<th>34 QNH</th>
<th>35 Runway in use</th>
</tr>
</thead>
</table>

#### 36 Class & type of airspace

<table>
<thead>
<tr>
<th>A C E G</th>
<th>B D F</th>
<th>37 Type of ATC service</th>
</tr>
</thead>
</table>

#### 39 Was prescribed separation lost?

<table>
<thead>
<tr>
<th>Yes/No</th>
</tr>
</thead>
</table>

#### 40 Min Sepn Horiz/Vert

<table>
<thead>
<tr>
<th>41 ACAS/TCAS Alert</th>
<th>42 Traffic info given by ATC? Yes/No</th>
<th>43 Avoiding action given by ATC? Yes/No</th>
</tr>
</thead>
</table>

#### 44 Brief title/summary

```
45 Narrative - use a diagram if necessary (Aerodromes submit weather report including local and regional QNH if applicable)
```

#### 46 Name

<table>
<thead>
<tr>
<th>47 On duty as</th>
<th>48 ATS Unit</th>
<th>49 Time since last break</th>
<th>50 Start time of shift (UTC)</th>
</tr>
</thead>
</table>

#### 52 RTF recordings held

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>53 List other agencies advised OT 1262 action?</th>
<th>54 Sign/Date</th>
<th>55 Address/Telephone</th>
</tr>
</thead>
</table>

OT1261 MAR 2005
ADVICE ON THE COMPLETION OF THE ATC MOR FORM OT1261

USE AND EXPLANATION OF TERMS IN BOX 1

ACCIDENT: A reportable accident.

INCIDENT: A reportable occurrence.

EXPLANATORY NOTES

GENERAL: Complete **ALL** boxes. If NOT APPLICABLE use N/A, or if NOT KNOWN use N/K. Avoid use of technical jargon, hieroglyphics and abbreviations.

BOX 1: Should the Occurrence involve more than one category circle both categories.

BOXES 7 to 14: These boxes cater for up to three involved aircraft.

BOXES 15 to 20: Use the narrative for additional aircraft.

BOXES 23 to 30:

BOX 36: More than one element **could** be circled (e.g. CLASS A and AWY).

BOX 37: More than one element **must** be circled (e.g. CONTROL, RADAR and AREA).

BOX 39: **Must** be completed if prescribed separation was required to be achieved.

BOX 40: Should contain your estimate, where possible, of the minimum separation achieved.

BOX 44: This box should contain a simple, one-line statement summarising the Occurrence, i.e. 'Coordination problems', 'Level bust', etc.

BOX 51/52: Relevant RTF and Radar recordings can be vitally important to subsequent investigations. Retention action should be considered for all reports.

BOX 53: It is important to ensure that any **involved** agency (e.g. Pilot, Operator, ATSU) is informed of the reporting action.

REPORTING TIME

Reports must be despatched within 72 hours of an occurrence.

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.

BOXES 46 to 55 should be completed. The Governor will respect the confidentiality.
## Overseas Territory

### ATS Engineering Occurrence Form – OT1262

**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.

(iii) Circle or fill-in boxes 1-25 as required. PLEASE USE BLACK INK

### Table

<table>
<thead>
<tr>
<th>1 Categories of Occurrence</th>
<th>INCIDENT</th>
<th>PROCEDURAL</th>
<th>FAILURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category: ACCIDENT INCIDENT PROCEDURAL HAZARD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Occurrence Location</td>
<td>3 Date</td>
<td>5 Duration</td>
<td>6 ATS Facility</td>
</tr>
<tr>
<td>4 Time (UTC)</td>
<td></td>
<td></td>
<td>RTF/Radar/Nav/aid/Other:</td>
</tr>
<tr>
<td>8 Equipment Type/Manufacturer</td>
<td>9 Frequency</td>
<td>10 Callsign</td>
<td>11 Equipment Location</td>
</tr>
<tr>
<td>12 Facility Configuration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In/out-of-service, Main-Mode/Standby/Test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Channel A(1)/B(2)/Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Information Source:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Equipment Status</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned/Unplanned Outage, Serviceable/Degradation/Unserviceable, Routine/Corrective Maintenance, Modification/Replacement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Previous Defects/Occurrences?</td>
<td>Yes/No/Not Known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 RTF Frequencies/Radar Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Narrative - use a diagram if necessary (attach copies of all relevant information)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Recordings impounded? Yes/No – Details:</td>
<td>18 Can the information be disseminated in the interests of flight safety? Yes/No</td>
<td>20 Name</td>
<td></td>
</tr>
<tr>
<td>19 Other fault report action ATC OT 1261/Local Reporting/Other:</td>
<td>21 Organisation/Position</td>
<td>24 Signature</td>
<td></td>
</tr>
<tr>
<td>22 Start time and duration of shift</td>
<td>25 Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OT1262 (Mar 2005)**

**Last review: 02/01/2019 Next review: 02/01/2022 Page 26 of 38 OTAC s/n 147**
ADVICE ON THE COMPLETION OF THE MOR FORM OT1262

USE AND EXPLANATION OF TERMS IN BOX 1

Circle one or more category of Occurrence.

ACCIDENT: A reportable accident.
INCIDENT: A reportable occurrence (see 'General').
PROCEDURAL: A reportable occurrence attributed to procedural aspects including operation and maintenance of any facility on the ground.
FAILURE: A reportable occurrence attributed to any defect in or malfunctioning of any facility on the ground
HAZARD: A potential accident, incident or failure.
General: A reportable occurrence is defined in Part 13 and the AN (OT) O.

EXPLANATORY NOTES

GENERAL: Complete all boxes. If NOT APPLICABLE use N/A, or if NOT KNOWN use N/K. Jargon and uncommon abbreviations are to be avoided.

BOX 1: Location of Occurrence.
BOX 5: The period over which the Occurrence condition existed. Instantaneous, indefinite or unknown classifications must be identified. BOX 6: The facility type must be circled or stated.
BOX 7: More than one element could be circled.

DETAILS OF THE EQUIPMENT ATTRIBUTING TO THE OCCURRENCE

BOX 9: Frequency (Radio) appropriate to equipment and occurrence, if applicable.
BOX 10: Callsign - Navaid identification, SSR code or RTF callsign.
BOX 11: Location - identify station or other physical location of equipment.
BOX 12: More than one element could be identified. Additional channels, diversity, etc must be stated where applicable. External information source completed with equipment and/or the station/location.
BOX 13: More than one element could be circled. The categories apply to the subject equipment at the time of the Occurrence.
BOX 15: Identification of appropriate RTF frequencies/radar source is necessary to secure recordings which may be vital to subsequent investigations.
BOX 17: If records impounded, state source, effective date and retaining station.
BOX 19: Other fault reporting action, including contact with agencies, must be stated. It is important to ensure that any involved agency is informed of the reporting action. Normal, immediate fault action takes precedence over MOR reporting action.

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. BOXES 20 to 25 should be completed. The Governor will respect the confidentiality.
# Occurrence Report Form – OT1673

**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

## NATURE OF FLIGHT

<table>
<thead>
<tr>
<th>PAX</th>
<th>Freight</th>
<th>Positioning</th>
<th>Ferry</th>
<th>Test</th>
<th>Training</th>
<th>Business</th>
<th>Agricultural</th>
<th>Survey</th>
<th>Pleasure</th>
<th>Club</th>
<th>Private</th>
<th>Parachuting</th>
<th>Towing</th>
<th>Other</th>
</tr>
</thead>
</table>

## ENVIRONMENT

<table>
<thead>
<tr>
<th>Wind Dir°</th>
<th>Spd kts</th>
<th>Type</th>
<th>Ht ft</th>
<th>8th</th>
<th>Rain</th>
<th>Snow</th>
<th>Sleet</th>
<th>Hail</th>
<th>Vis</th>
<th>Icing</th>
<th>Turbulence</th>
<th>OAT</th>
<th>Dry</th>
<th>Wet</th>
<th>Ice</th>
<th>Snow</th>
<th>Slush</th>
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<tbody>
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</tr>
</tbody>
</table>

## FLIGHT CREW REPORT

<table>
<thead>
<tr>
<th>Flight No.</th>
<th>Route from</th>
<th>Route to</th>
<th>FL/Alt/Ht (ft)</th>
<th>IAS (kts)</th>
<th>EDTO? Yes/No</th>
</tr>
</thead>
</table>

## GROUND STAFF REPORT

<table>
<thead>
<tr>
<th>A/C Constructors No</th>
<th>Engine Type/Series</th>
<th>EDTO Approved</th>
<th>Ground Phase</th>
<th>A/C below 5700kg-Maintenance Organisation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
<td>Maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ground Handling</td>
<td>Tel No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unattended</td>
<td></td>
</tr>
</tbody>
</table>

## 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.

Component OH/Repair Organisation

OT 1673 (Mar 2005)

OT 1673 (Mar 2005)

Last review: 02/01/2019 Next review: 02/01/2022
Description of occurrence continued

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Tel/fax</th>
<th>Reporter’s ref.</th>
<th>Report</th>
<th>Reporters investigation</th>
<th>FDR data retained</th>
<th>Manufacturer advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Position</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>OT 1673 (Mar 2005)</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Utilisation - aircraft</th>
<th>Utilisation - engine/component</th>
<th>Manufacturer advised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>Since OH/repair</td>
<td>Since inspection</td>
</tr>
<tr>
<td>Hours</td>
<td>Cycles</td>
<td>Landings</td>
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</tbody>
</table>

| OTAC s/n 147 | Last review: 02/01/2019 Next review: 02/01/2022 | Page 29 of 38 |
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 the information requested is clearly not relevant to the particular incident 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 regulatory authority 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 Reports should also be provided to the organisation responsible for the Type Design and the manufacturer if different from the Design holder. This report information is important, particularly if relating to a specific aircraft type, unapproved parts, or specific item of aircraft equipment. Indicate in the report whether this has been done, when, and to whom it has been sent, along with any requests for investigation information from a repair or overhaul agency. Your UK Overseas Territory Airworthiness Authority may be contacted to provide assistance and contact details of the relevant Type Design Holder and other interested Agencies.

4.2.4 Reporters should consider whether other agencies, such as the Airworthiness Authority of the State of Design for an aircraft or component, the Airworthiness Authority of the State of Registry (for an aircraft not registered in the Territory reporting), Aerodrome Authorities, ATS etc, should be notified of occurrences if 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 regulatory authority will respect the confidentiality.
Overseas Territory

BIRDSTRIKE OCCURRENCE FORM - OT1382

NOTE: Electronic submission of forms is preferred at the website: http://www.caa.co.uk/birdstrikereporting

To be completed on discovering evidence that a birdstrike has, or may have, occurred.
To be completed for all birdstrikes, whether or not damage has been caused.

Aircraft Operator

Aircraft type & series

Aircraft reg

Date (dd/mm/yy)

Time (local) ............ Hrs (24 hr)

Dawn[] Day[] Dusk[] Night[]

Aerodrome

Runway in use

Height (agl) .................. ft

Speed (IAS) ....................kts

Position (if en route)

Phase of Flight

Taxi

Take-off run

Climb

En Route

Part(s) of Aircraft

Struck damaged* (describe)

Radome

Windscreen

Nose (if not one of the above)

Engine nos:

1

2

3

4

Propeller

Wing/flap (inc high lift devices)

Fuselage

Landing Gear

Tail

Lights

Other (specify*)

Effect on flight

None

Aborted T/O

Other

Other Reports raised

Mandatory Occurrence Report (MOR)

Other* (specify)

Precipitation:

None[] Fog[] Rain[] Sleet/Snow[]

Bird Species/description (e.g. Herring gull, Woodpigeon)

Unknown[]

Number of birds

1

2-10

11-100

100+

Pilot warned of birds

Yes[] No[]

Remarks and other relevant information:

Reporter Details

Name: ________________________________

Employer: ________________________________

Tel no: ________________________________

Date: ________________________________

Hard copy to be sent to the Director of Civil Aviation of the Territory concerned if this form has not been electronically submitted.
ADVICE ON THE COMPLETION OF MOR FORM OT1282

OT1282 is solely for the purpose of establishing national and international data on bird strikes. Submitted birdstrike data will be forwarded to the ICAO Bird Strike Information System (IBIS) by the UK CAA.

While the paper form of OT1282 may be used to facilitate the capture of information, it is preferred that the information on OT1282 is submitted electronically. If paper copies of OT1282 are sent to the Director of Civil Aviation, the information will simply be electronically submitted to ICAO IBIS.

Where the species of bird is known but is not listed in the drop-down menu, reporters should insert ‘unknown’ and include the species in the free-text box. There is no requirement for any bird remains to be forwarded for analysis to the address given.

If a birdstrike causes damage or has an operational impact which falls within the definition of a ‘reportable occurrence’, an additional occurrence report should be submitted using forms OT1261, OT1262, OT 1673 or equivalents.
# Dangerous Goods Occurrence Form – OT DGOF1

**NOTES:**  
(i) See Instructions and Explanatory Notes on rear of form.  
(ii) When completed, please send to the Director of Civil Aviation.  
(iii) Bold text indicates mandatory completion.

<table>
<thead>
<tr>
<th>1. Operator:</th>
<th>2. Date of occurrence:</th>
<th>3. Local time of occurrence:</th>
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4. Flight date:  
5. Flight no:  
6. Departure airport:  
7. Destination airport:  
8. Aircraft type:  
9. Aircraft registration:  
10. Location of occurrence:  
11. Origin of the goods:  

12. Description of the occurrence, including details of injury, damage, etc (if necessary continue on separate page):

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</table>

24. Reference no of courier pouch, baggage tag, or passenger ticket:

25. Name and address of shipper, agent, passenger, etc:

26. Other relevant information (including suspected cause, any action taken):

27. Name and title of person making report:  
28. Telephone no:  
29. Company:  
30. Reporters reference:  
31. Address:  
32. Signature:  
33. Date:  

Original to DCA  
Make additional photocopies as required.
NOTES FOR COMPLETION OF OT DGOF1

1. Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.

2. A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. For this purpose serious injury is an injury which is sustained by a person in an accident and which: (a) requires hospitalisation for more than 48 hours, commencing within 7 days from the date the injury was received; or (b) results in a fracture of any bones (except simple fractures of fingers, toes or nose); or (c) involves lacerations which cause severe haemorrhage, 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% of the body surface; or (f) involves verified exposure to infectious substances or injurious radiation. A dangerous goods accident may also be an aircraft accident; in which case, the normal procedure for reporting of air accidents must be followed.

3. A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

4. This form should also be used to report any occasion when undeclared or mis-declared dangerous goods are discovered in cargo, mail or unaccompanied baggage or when accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft.

5. An initial report, which may be made by any means, must be despatched within 72 hours of the occurrence, to the Authority of the State (a) of the operator; and (b) in which the incident occurred, unless exceptional circumstances prevent this. This occurrence report form, duly completed, must be sent as soon as possible, even if all the information is not available.

6. Copies of all relevant documents and any photographs should be attached to this report.

7. Completed reports must be sent to the Department of Civil Aviation.

8. Providing it is safe to do so, all dangerous goods, packaging, documents, etc, relating to the occurrence must be retained until after the initial report has been sent to the Department of Civil Aviation and they have indicated whether or not these should continue to be retained.
# Appendix B – Reporting Contacts

<table>
<thead>
<tr>
<th>Region</th>
<th>Contact Information</th>
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| **Anguilla**                  | Air Safety Support International  
  Floor 2, The Portland Building  
  25 High Street  
  Crawley  
  West Sussex RH10 1BG, UK  
  Online form: [www.airsafety.aero/report](http://www.airsafety.aero/report)  
  Email: mor@airsafety.aero  
  Telephone: Intl + 44 (0)1293 214 040  
  Fax: Intl + 44 (0)1293 214 069  
  [www.bcaa.bm](http://www.bcaa.bm) |
| **Montserrat**                | Air Safety Support International  
  Floor 2, The Portland Building  
  25 High Street  
  Crawley  
  West Sussex RH10 1BG, UK  
  Online form: [www.airsafety.aero/report](http://www.airsafety.aero/report)  
  Email: mor@airsafety.aero  
  Telephone: Intl + 44 (0)1293 214 040  
  Fax: Intl + 44 (0)1293 214 069  |
| **Bermuda**                   | Director-General of Civil Aviation  
  Bermuda Civil Aviation Authority  
  PO Box GE 218  
  St. George’s, GE BX  
  Bermuda  
  Online form: [www.airsafety.aero/report](http://www.airsafety.aero/report)  
  Email: mor@airsafety.aero  
  Telephone: Intl + (1) 441 293 1640  
  Fax: Intl + (1) 441 293 2417  |
| **South Georgia and South Sandwich Islands** | Air Safety Support International  
  Floor 2, The Portland Building  
  25 High Street  
  Crawley  
  West Sussex RH10 1BG, UK  
  Online form: [www.airsafety.aero/report](http://www.airsafety.aero/report)  
  Email: mor@airsafety.aero  
  Telephone: Intl + 44 (0)1293 214 040  
  Fax: Intl + 44 (0)1293 214 069  |
| **British Virgin Islands**    | Air Safety Support International  
  Floor 2, The Portland Building  
  25 High Street  
  Crawley  
  West Sussex RH10 1BG, UK  
  Online form: [www.airsafety.aero/report](http://www.airsafety.aero/report)  
  Email: mor@airsafety.aero  
  Telephone: Intl + 44 (0)1293 214 040  
  Fax: Intl + 44 (0)1293 214 069  |
| **St Helena and Ascension Island** | Air Safety Support International  
  Floor 2, The Portland Building  
  25 High Street  
  Crawley  
  West Sussex RH10 1BG, UK  
  Online form: [www.airsafety.aero/report](http://www.airsafety.aero/report)  
  Email: mor@airsafety.aero  
  Telephone: Intl + 44 (0)1293 214 040  
  Fax: Intl + 44 (0)1293 214 069  |
| **Cayman Islands**            | Director-General of Civil Aviation  
  Civil Aviation Authority of the Cayman Islands  
  Unit 2, Cayman Grand Harbour  
  PO Box 10277  
  Grand Cayman, KY1-1003  
  Cayman Islands  
  Telephone: Intl + (1) 345 949 7811  
  Fax: Intl + (1) 345 949 0761  
  [www.caacayman.com](http://www.caacayman.com) |
| **Turks and Caicos Islands**  | Managing Director  
  Civil Aviation Authority  
  PO Box 1120  
  Hibiscus Square  
  Grand Turk  
  Turks and Caicos Islands  
  Telephone: Intl + (1) 649 946 2137  
  Fax: Intl + (1) 649 946 1659  
  [www.tcicaa.org](http://www.tcicaa.org) |
| **Falkland Islands**          | Director of Civil Aviation  
  Falkland Islands Government  
  PO Box 705  
  Stanley  
  Falkland Islands  
  FIQQ 1ZZ  
  South Atlantic  
  Telephone: Intl + 500 28498  
  Fax: Intl + 500 27276  
  [www.fig.gov.fk/aviation](http://www.fig.gov.fk/aviation) |