

Occurrence Reporting

**Issue 7.00
16 December 2021**

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 the law but may amplify a provision of the Air Navigation (Overseas Territories) Order 2013 (as amended) (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 and confidential, where requested, incident reporting scheme. Voluntary reporting is 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, OTAR Part 92 and OTAR Part 178.

CHANGE INFORMATION

Issue 7 provides additional guidance for airworthiness, bird strike and wildlife strike, dangerous goods, and security occurrence reports. Additional detailed guidance is been provided in Subpart C, Occurrences to be Reported. This OTAC has been restructured to aid in its use as a reference.

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 - GENERAL	6
2 AIRWORTHINESS OCCURRENCE REPORTS	6
3 AVIATION SECURITY REPORTS	7
4 BIRD STRIKE (WILDLIFE STRIKE) OCCURRENCE REPORTS	7
5 DANGEROUS GOODS OCCURRENCE REPORTS	7
6 CONFIDENTIAL REPORTS	9
7 OCCURRENCE REPORT FORMS	9
8 RETENTION OF DATA FROM A FLIGHT DATA RECORDER (FDR)	9
SUBPART C - OCCURRENCES TO BE REPORTED	11
1 INTRODUCTION	11
2 AIRCRAFT FLIGHT OPERATIONS	11
3 SECURITY INCIDENTS AND OCCURRENCES	13
4 EMERGENCIES	14
5 CREW	14
6 INJURY	15
7 DANGEROUS GOODS	15
8 OTHER INCIDENTS	15
9 AIRCRAFT AND EQUIPMENT – FAILURES, MALFUNCTIONS, AND DEFECTS	16
10 GROUND SERVICES, FACILITIES, OR EQUIPMENT	20
SUBPART D – COMPLETING REPORTS	24
1 OCCURRENCE NARRATIVE	24
2 AIR TRAFFIC CONTROL OCCURRENCE	24
3 AIRWORTHINESS OCCURRENCE	24
4 BIRD STRIKE (WILDLIFE STRIKE) OCCURRENCE	25
5 DANGEROUS GOODS OCCURRENCE	25
APPENDIX A - OCCURRENCE REPORT FORMS	26
ATC OCCURRENCE REPORT FORM – OT1261	26
ATS ENGINEERING OCCURRENCE FORM – OT1262	28
OCCURRENCE REPORT FORM – OT1673	30
BIRDSTRIKE OCCURRENCE FORM - OT1282	36
DANGEROUS GOODS OCCURRENCE FORM – OT DGOF1	38
APPENDIX B – REPORTING CONTACTS	40

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 (Bird strike Reporting) and 124 (Dangerous Goods Occurrence Reporting).
- (b) The detailed requirements for reporting are set out in OTAR Part 13 Occurrence Reporting OTAR Part 92 Dangerous Goods and OTAR Part 178 Aviation Security.

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 which 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 review 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 and aerodromes, 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 and their 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 must 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.
- (4) Subpart B provides more details on the submission of particular types of occurrence report and others to whom the report should be made.

(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 safety or security of 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 undeclared or mis-declared dangerous goods in cargo or a 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, could 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 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, a report should be filed.
- (5) Subpart C provides more detailed guidance on the types of occurrences which are required to be reported.
- (6) Subpart D provides more detailed guidance on completing occurrence reports highlighting the details which some occurrence reports require to be included.
- (7) Accidents and serious incident should be reported to the [UK Air Accident Investigation Branch](#):
www.gov.uk/guidance/report-an-aircraft-accident-or-serious-incident
There are many factors that determine a reportable accident or serious incident, for these please refer to:
www.airsafety.aero/Safety-Information-and-Reporting/Report/Definition-of-an-Accident.aspx

Subpart B - Reporting of occurrences

1 Submission of reports - General

- (a) Occurrence reports shall be submitted to the responsible person(s) nominated to receive reports, normally ASSI or 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, recordings and/or preservation of damaged parts will greatly facilitate the subsequent investigation.

2 Airworthiness occurrence reports

- (a) 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.
- (b) 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.
- (c) Reports should 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. Your Territory Airworthiness Authority may be contacted to provide assistance and contact details of the relevant Type Design Holder and other interested Agencies.
- (d) Where the case in (c) an engine and/ or propellor are involved, the report should also be provided to the organisation(s) responsible for the type designs of these in addition to the organisation responsible for the Type Design of the airframe.
- (e) Any report connected to a continuing airworthiness safety issue associated with a modification should also be reported to the organisation responsible for the design modification.
- (f) 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.

3 Aviation Security Reports

- (a) Aviation Security reports shall be submitted to Air Safety Support International (ASSI) using the online reporting system (www.airsafety.aero/report), and in certain cases, the UK Department for Transport in timescales prescribed in [OTAR Part 178 – Aviation Security](#) (for timescales [see ASSI website](#)).
- (b) Anyone may report a security incident, failure, or perceived weakness, and if required, this can be done confidentially. Note, some security incidents may require immediate notification, as noted in (a) above.

4 Bird strike (wildlife strike) occurrence reports

- (a) 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 made no matter of the location of the occurrence. All bird, or wildlife strikes in Territory shall be reported.
- (b) Aircraft operators should also ensure their reports are sent to the aerodrome of the occurrence and the State of the Occurrence.
- (c) If a single occurrence is reported multiple times, these will be combined into one report.
- (d) Following any bird strike an aircraft operator may be required to provide further information for the ICAO IBIS.

5 Dangerous goods occurrence reports

- (a) A dangerous goods accident is an occurrence associated with and related to the carriage of dangerous goods by air which results in fatal or serious injury to a person or major property damage or environmental 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.
- (b) A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the carriage of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property or environmental 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.

- (c) Where undeclared or mis-declared dangerous goods are discovered in cargo, mail or unaccompanied baggage or accompanied baggage contains dangerous goods which passengers or crew are not permitted to take on aircraft, a report must be made.
- (d) Where dangerous goods are not loaded, segregated, separated, or secured correctly in accordance with the current edition of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods, the Operator must submit a report.
- (e) Where any dangerous goods are discovered to have been carried without information, or where incorrect information has been provided to the pilot-in-command in accordance with the current edition of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods, the Operator must submit a report.
- (f) Occurrences, as previously described within this section, paras (a) – (e), and in the following cases must be reported to:

Case/ Occurrence	Accident (a)	Incident (b)	Undeclared or mis-declared (c)	Occurrence (d)(e)
Overseas Territory Operator within own Overseas Territory	UK AAIB & OTAA as per Appendix B*	OTAA as per Appendix B*	OTAA as per Appendix B*	OTAA as per Appendix B*
Overseas Territory Operator outside own Overseas Territory	UK AAIB, OTAA as per Appendix B* & State of Occurrence	OTAA as per Appendix B* & State of Occurrence	OTAA as per Appendix B* & State of Occurrence	OTAA as per Appendix B*
Non-Overseas Territory Operator within an Overseas Territory	UK AAIB, OTAA as per Appendix B** & Operator's State	OTAA as per Appendix B** & Operator's State	OTAA as per Appendix B** & Operator's State	Operator's State
Overseas Territory located entity, (see para g): Courier Clinic Customs Handling agent Hospital Postal Operator Security Shipper	UK AAIB & OTAA as per Appendix B**	OTAA as per Appendix B**	OTAA as per Appendix B** & Operator	Not applicable

Table 1 – Occurrences to be reported to, reference table

*Contact details of the Operator's Overseas Territory

**Contact details of the Overseas Territory of the occurrence

- (g) Entities, other than Operators, must provide a report if they are in possession of the dangerous goods at the time of the accident, incident, or when the occurrence is discovered. The entity list shown in Table 1 is not exhaustive.
- (h) An initial report, which maybe by any means, must be dispatched within 72 hours of the occurrence, even if all the information is not available, unless exceptional circumstances prevent this.

- (i) 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.

6 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. Where details are provided the reporter will be contacted, 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'.

7 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.

8 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 ground proximity warning. However, the more comprehensive recorders fitted to some aircraft can provide 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.
- (b) 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 precisely define 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.
- (c) Voluntary reporting indicates a positive safety culture. Whereas withholding or engaging in protracted discussions to whether to submit an occurrence report indicate a failure to recognise the objectives of occurrence reporting, see Subpart A, section 2, and a poor safety culture.
- (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 most 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 or obstacle, 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) Unsafe Air Traffic Control clearance, or instruction.
- (25) Ground proximity '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.
- (26) Ground proximity 'alert' when any difficulty or hazard arises, or might have arisen, as a result of crew response to the 'alert'.
- (27) ACAS Resolution Advisory except for an 'unnecessary alert', e.g. when triggered by a high rate of climb/descent but standard separation not compromised.
- (28) Inability to achieve the required or expected performance during take-off, go-around, or landing.
- (29) Actual or attempted take-off, approach or landing with incorrect configuration setting.
- (30) Approach continued against air operator stabilised approach criteria.
- (31) Long landing.
- (32) Exceedance of aircraft flight manual limitation.
- (33) Aircraft upset, exceeding normal pitch attitude or bank angle.
- (34) 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 ground proximity 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 Dangerous goods

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

- (a) Any dangerous goods accident, or incident associated with and related to the carriage of dangerous goods by air.
- (b) Any undeclared or mis declared dangerous goods in cargo or passengers' baggage.
- (c) Any dangerous goods not loaded, segregated, separated, or secured correctly.
- (d) Any dangerous goods discovered to have been carried without information, or where incorrect information has been provided to the pilot-in-command.
- (e) Any occurrence associated with and related to the carriage of dangerous goods by air, 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 is deemed a dangerous goods incident.
- (f) Any occurrence relating to the carriage of dangerous goods by air which seriously jeopardises the aircraft or its occupants is also deemed to constitute a dangerous goods incident.

8 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) Any bird/ wildlife strike in Territory.
- (e) Any bird/ wildlife strike which resulted in significant damage to the aircraft or the loss or malfunction of any essential service or led to another operational impact that falls within the definition of another 'reportable occurrence' within this Subpart C.

(Where an aircraft of a Territory operator suffers a confirmed strike not covered by (d) and (e) it is encouraged to provide a voluntary report.)

- (f) Turbulence/ wind shear encounter – an encounter resulting in injury to occupants or deemed to require a ‘turbulence check’ of the aircraft.
- (g) Icing encounter resulting in handling difficulties, damage to aircraft or loss or malfunction of any aircraft system.
- (h) Volcanic ash encounter.
- (i) Interference with the aircraft by firearms, fireworks, flying kites, laser illumination, high powered lights, lasers, munitions of war, remotely piloted aircraft systems, model aircraft or by similar means.

9 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 use of unapproved parts, products, or materials, from unknown or suspect origins, or unserviceable critical components.
- (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.
- (36) Any defect in a life-controlled critical part causing retirement before the completion of its full life.

(b) Structure

- (1) Any damage or deterioration (i.e. fractures, cracks, corrosion, delamination, dis-bonding 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, command reverse thrust; 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.
- (6) Failure or malfunction of any part of an engine and/ or transmission resulting in a non-containment of components/ debris and/ or failure of the engine mount structure.

10 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 and callsign confusion.
 - (6) Airprox and any occurrence in which separation between aircraft or aircraft and the ground is less than that prescribed for the situation. Note, an Airprox is a situation in which, in the opinion of a pilot or air traffic services personnel, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved may have been compromised.
 - (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.
 - (16) Inability to provide the required air traffic service, airspace management or traffic flow capacity management.
 - (17) Where fatigue or other human performance considerations impact or potentially impact on the provision of an Air Traffic Service.

- (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 or near 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.

- (12) Failure of the aerodrome emergency alerting system. |
- (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/Serviceing - 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 or other human performance considerations impacting on the ability of staff to perform duties safely 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. Also include 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 Airworthiness occurrence

- (a) When reporting such occurrences 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) Where reports have been provided to the organisation responsible for the Type Design and/or the aircraft, engine and/ or propellor manufacturer. indicate in the report that this has been done, with when, and to whom it has been sent, along with any requests for investigation information from a repair or overhaul agency.
- (d) The reporter should also indicate where other agencies have been provided with the occurrence report, for example, 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.
- (e) Any evidence of a wildlife strike should be reported.

4 Bird strike (wildlife strike) occurrence

- (a) In cases where a bird strike 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, no matter of the location of the occurrence. All bird or wildlife strikes in Territory shall be reported.
- (b) Any reports will be forwarded to the ICAO Bird Strike Information System (IBIS). It is therefore important to complete, where separately provided, the bird strike report, and/ or the bird strike sections of an online occurrence 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 wildlife strike risks. Therefore, it is very important that these occurrences are reported.
- (d) Reasonable efforts should be made to identify and report 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 taken.
- (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.

5 Dangerous goods occurrence

- (a) OTAR Part 92.65 describes the information that shall be contained within a dangerous goods occurrence report.
- (b) Copies of all relevant documents and any photographs should accompany any report.

Appendix A - Occurrence Report Forms

Overseas Territory

ATC Occurrence Report Form – OT1261

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

Original to DCA
 Make additional photocopies as required

1 Category Of Occurrence												
ACCIDENT			INCIDENT			AIRPROX			INFRINGEMENT			
2 Occurrence Position				3 FL/Alt/Ht		4 Date		5 Time – UTC		6 Day/Night		
OPERATOR		CALLSIGN/REGN		TYPE		FROM	TO	SSR CODE	MODE C DISPLAYED	IFR/VFR/SVFR		
7		8		9		10	11	12	13 Yes/ No	14		
15		16		17		18	19	20	21 Yes/ No	22		
23		24		25		26	27	28	29 Yes/ No	30		
31 RTF Frequencies			32 Radar Equipment			33 Equipment Unserviceabilities			34 QNH	35 Runway in use		
36 Class & type of airspace A C E G B D F				CTR/CTA/TMA/AWY/UAR/ ATZ/UIR/FIR/Other				37 Type of ATC service Control/Radar/ADC/ GMC/Approach/Area/RAS/RIS/FIS/ALR				38 SID/STAR/Route
39 Was prescribed separation lost? Yes/No		40 Min Sepn Horiz/Vert			41 ACAS/TCAS Alert		42 Traffic info given by ATC? Yes/No		43 Avoiding action given by ATC? Yes/No			
44 Brief title/summary												
45 Narrative - use a diagram if necessary (Aerodromes submit weather report including local and regional QNH if applicable)												
continue on a separate sheet if necessary												
46 Name			47 On duty as			48 ATS Unit		49 Time since last break	50 Start time of shift (UTC)	51 Radar recordings held? Yes/No		
52 RTF recordings held Yes/No			53 List other agencies advised OT 1262 action?			54 Sign/Date			55 Address/Telephone			

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 (eg 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, ie '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 (eg 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

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

Original to DCA
 Make additional photocopies as required

1 Categories of Occurrence					
ACCIDENT		INCIDENT	PROCEDURAL	FAILURE	HAZARD
2 Occurrence Location	3 Date	5 Duration	6 ATS Facility RTF/Radar/Nav-aid/Other:	7 Service Affected Control/Radar/GMC/ Approach/Area/ Aerodrome/Information/Air Navigation	
	4 Time (UTC)				
8 Equipment Type/Manufacturer		9 Frequency	10 Callsign	11 Equipment Location	
12 Facility Configuration In/out-of-service, Main-Mode/Standby/Test Channel A(1)/B(2)/Other: External Information Source:		13 Equipment Status Planned/Unplanned Outage, Serviceable/Degradation/Unserviceable, Routine/Corrective Maintenance, Modification/Replacement		14 Previous Defects/ Occurrences? Yes/No/Not Known	15 RTF Frequencies/ Radar Source
16 Narrative - use a diagram if necessary (attach copies of all relevant information)					
continue on additional sheet if necessary					
17 Recordings impounded? Yes/No – Details:	18 Can the information be disseminated in the interests of flight safety? Yes/No		20 Name	23 Address & Telephone number (if the reporter wishes to be contacted privately)	
19 Other fault report action ATC OT 1261/Local Reporting/Other:			21 Organisation/Position	24 Signature	
			22 Start time and duration of shift	25 Date	

OT1262(Mar 2005)

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.

Overseas Territory

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.

OT Occurrence Number

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
----------------	--------------	---------	-----------	------------	----------------------------------

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	Yes/No
				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 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 Where the case in (4.2.3) an engine and/ or propellor are involved the report should also be provided to the organisation(s) responsible for the type designs of these in addition to the organisation responsible for the Type Design of the airframe.
- 4.2.5 Any report connected to a continuing airworthiness safety issue associated with a modification should also be reported to the organisation responsible for the design modification.

- 4.2.6 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 - OT1282

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 Descent
Take-off run Approach
Climb Landing roll
En Route Ground checks

Part(s) of Aircraft Struck damaged* (describe)

Radome
Windshield
Nose (if not one of the above)
Engine nos: 1
2
3
4
Propeller
Wing/rotor (inc high lift devices)
Fuselage
Landing Gear
Tail
Lights
Other (specify*)

Effect on flight
None Returned
Aborted t/off Diverted
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

seen struck* (enter actual number if known)
1
2-10
11-100
100+

Pilot warned of birds Yes No

Remarks and other relevant information*:

Empty box for 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.

Overseas Territory

Dangerous Goods Occurrence Form – OT DGOF1

OT Occurrence Number

- 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.

Original to DCA
 Make additional photocopies as required

1. Operator:		2. Date of occurrence:		3. Local time of occurrence:	
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):					
13. Proper shipping name (including the technical name):				14. UN/ID no (when known):	
15. Class/division (when known):	16. Subsidiary risk(s):	17. Packing group	18. Category, (class 7 only)		
19. Type of packaging:	20. Packaging specification marking:	21. No of packages:	22. Quantity (or transport index, if applicable):		
23. Reference no of Air Waybill:					
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:		

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 carriage of dangerous goods by air 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 carriage of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property or environmental 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

<p>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 Email: mor@airsafety.aero Telephone: Intl + 44 (0)1293 214 040 Fax: Intl + 44 (0)1293 214 069</p>	<p>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 Email: mor@airsafety.aero Telephone: Intl + 44 (0)1293 214 040 Fax: Intl + 44 (0)1293 214 069</p>
<p>Bermuda Director-General of Civil Aviation Bermuda Civil Aviation Authority PO Box GE 218 St. George's, GE BX Bermuda Telephone: Intl + (1) 441 293 1640 Fax: Intl + (1) 441 293 2417 www.bcaa.bm</p>	<p>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 Email: mor@airsafety.aero Telephone: Intl + 44 (0)1293 214 040 Fax: Intl + 44 (0)1293 214 069</p>
<p>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 Email: mor@airsafety.aero Telephone: Intl + 44 (0)1293 214 040 Fax: Intl + 44 (0)1293 214 069</p>	<p>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 Email: mor@airsafety.aero Telephone: Intl + 44 (0)1293 214 040 Fax: Intl + 44 (0)1293 214 069</p>
<p>Cayman Islands Director-General of Civil Aviation Civil Aviation Authority of the Cayman Islands 205 Owen Roberts Drive PO Box 10277 Grand Cayman, KY1-1003 Cayman Islands Telephone: Intl + (1) 345 949 7811 Fax: Intl + (1) 345 949 0761 www.caacayman.com</p>	<p>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</p>
<p>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</p>	<p>Air Accidents Investigation Branch Farnborough House Berkshire Copse Road Aldershot Hampshire, GU11 2HH United Kingdom Telephone: +44 1252 512 299 (H24 report line) Telephone: +44 1252 510 300 E-mail: enquiries@aaib.gov.uk www.gov.uk/government/organisations/air-accidents-investigation-branch</p>