UK Civil Aviation Authority

OCCURRENCE REPORT

CAA Occurrence Number

Safety Data,
Civil Aviation Authority,
Safety Regulation Group,
Aviation House,
Gatwick Airport South,
West Sussex,
RH6 0YR
e-mail: sdd@caa.co.uk
Fax: 01293 573972 Tel: 01293 573220

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

Confidential? Yes ☐ No ☐

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

AIRCRAFT TYPE & SERIES	REGISTRATION	DATE (dd/mm/yyyy)	TIME OF EVENT UTC (HH:MM)	DAY ☐ NIGHT ☐ TWILIGHT ☐
			00:00	
OPERATOR	**LOCATION/POSITION/RW**			

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

NATURE OF FLIGHT	FLIGHT PHASE
Please Select	Please Select

ENVIRONMENTAL DETAILS

WIND		CLOUD		PRECIPITATION	OTHER METEOROLOGICAL CONDITIONS				RUNWAY STATE	
DIRN.	SPEED (kt)	TYPE	HT (ft)	Please Select	VISIBILITY	ICING	TURBULENCE	OAT (°C)	Please Select	
				Please Select	KM ☐ NM ☐	None	None		CATEGORY	Please Select

BRIEF TITLE

DESCRIPTION OF OCCURRENCE

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

GROUND STAFF REPORT

A/C CONSTRUCTOR'S NO.	ENGINE TYPE/SERIES	ETOPS APPROVED		GROUND PHASE	MAINTENANCE ORGANISATION
		YES ☐	NO ☐	MAINTENANCE ☐ GROUND HANDLING ☐ UNATTENDED ☐	TEL.

COMPONENT/PART	MANUFACTURER	PART NO.	SERIAL NO.

REFERENCES:- MANUAL/ATA/IPC	COMPONENT OH/REPAIR ORGANISATION

ORGANISATION AND APPROVAL REFERENCE	NAME	POSITION

DATE (dd/mm/yyyy)

If report is voluntary (i.e. not subject to mandatory requirements) can the information be published in the interests of safety?	YES ☐ 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

ORGANISATION COMMENTS - ASSESSMENT/ACTION TAKEN/SUGGESTIONS TO PREVENT

UTILISATION - AIRCRAFT				UTILISATION - ENGINE/COMPONENT				MANUFACTURER ADVISED	
	TOTAL	SINCE OH/REPAIR	SINCE INSPECTION		TOTAL	SINCE OH/REPAIR	SINCE INSPECTION	YES	NO
HOURS CYCLES LANDINGS				HOURS CYCLES LANDINGS				☐	☐

REPORTING ORGANISATION	TEL.	REPORTER'S REF	REPORT		REPORTER'S INVESTIGATION			FDR DATA RETAINED	
			NEW	SUPPL	NIL	CLOSED	OPEN	YES	NO
E-MAIL	FAX		☐	☐	☐	☐	☐	☐	☐

NAME	POSITION	TEL

E-MAIL	DATE (dd/mm/yyyy)

Submit Form