***Occurrence Report***

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| Information from reporting helps the Civil Aviation Authority (CAA) learn of current and ongoing aviation risks. Reporting gives the CAA a better understanding of what improvements will/can help keep people be and feel safe and secure.  Because this data is so important, the CAA has updated its forms and processes to make it easier for participants to provide this information, including the option to [report online](https://occurrencereporting.services.aviation.govt.nz/).  Occurrence reporting is required under [Civil Aviation Rule Part 12](https://www.aviation.govt.nz/rules/rule-part/show/12/2). Check the information required for the occurrence is provided within this form as applicable. | |
| **Notification of an incident:** | |
| To report an accident or serious incident freephone: | 0508 ACCIDENT (0508 222 433)  This number is monitored 24 hours every day of the week. |
| To report other safety or security concerns freephone: | 0508 4SAFETY (0508 472 338)  This number is available during office hours (voice mail after hours). |
| **Filling in this form:** | |
| Before using this form consider submitting your report via the online [occurrence reporting form](https://occurrencereporting.services.aviation.govt.nz/) in the first instance.  Fill in the relevant information for the occurrence and email this form as soon as possible to: [triage@caa.govt.nz](mailto:triage@caa.govt.nz?subject=Safety%20occurrence%20report). | |

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| **1. Reporters’ details** | | | | | | |
| Name |  | Organisation |  | | Position |  |
| Date |  | Phone |  | | Email |  |
| CAA participant no. |  | Investigation status | Open | OR | Closed |  |
| Reporters ref no. |  | Number of attachments *(if any)* | | |  | |

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| **2. Occurrence details** | | | | | | | | | | | | | | | | | |
| Date of occurrence | |  | | Time | |  | | NZST | | NZDT | | UTC | | Location | |  | |
| Aircraft registration | | ZK - | | Aircraft make and model | | | | |  | | | | | | | | |
| Organisation participant ID | |  | | Organisation name | | | | |  | | | | | | | | |
| No. persons on board |  | No. of injuries: | Fatal | | Crew | | Pax | | Serious | | Crew | | Pax | | Minor | Crew | Pax |
| Description of occurrence | | | | | | | | | | | | | | | | | |
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| **3. Health and Safety at Work Act – Type of notification** | | | | | |
| Is this a Notifiable Event per sections 23-25 of the Health and Safety at Work Act 2015?  *(i.e. death, notifiable incident, or notifiable injury or illness)* | | | No | Yes | |
| Have you notified any other agencies? | | | No | Yes | *If yes, please provide details:* |
|  | | | | | |
| Are you making a notification as a | PCBU | H&S representative | | Other *– detail below:* | |
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| **4. Operational details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flight no./call sign | | |  | | | Altitude | | |  | | | | | AGL | | ASL | | | | FL | | | Runway used | | | | |  | |
| Departure point | | |  | | | | | Intended destination point | | | |  | | | | | | | | | | Nearest reporting point (NRP) | | | | | |  | |
| Distance and bearing from NRP | | | | | NM | | | | | | Deg true | | | | | | | | | | VFR | | | | | IFR | VMC | | IMC |
| Scheduled | | OR | | Non-scheduled | | | | | Domestic | | | | | | OR | | | International | | | | | | | | | | ETOPS | |
| **Nature of flight** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Passenger A to A | | | | | Passenger A to B | | | | | | | | Parachuting | | | | | | | | | | | | Freight only | | | | |
| Agricultural | | | | | Business/executive | | | | | | | | Training dual | | | | | | | | | | | | Training solo | | | | |
| Air ambulance | | | | | Test or ferry/position | | | | | | | | Other hire/reward | | | | | | | | | | | | Other private | | | | |
| Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Flight phase** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parked | | | | | Taxiing | | | | | | | | Takeoff | | | | | | | | | | | | Descent | | | | |
| Climb | | | | | Hover | | | | | | | | Cruise | | | | | | | | | | | | Approach | | | | |
| Circuit | | | | | Aerobatics | | | | | | | | Holding | | | | | | | | | | | | Landing | | | | |
| Agricultural | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Effect on flight**  *If weather is a significant factor, include this information in the description of the occurrence in section 2* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nil | | | | | Flight delayed/cancelled | | | | | | | | Aborted takeoff | | | | | | | | | | | | Avoiding action | | | | |
| Failure to get airborne | | | | | Turnback | | | | | | | | Engine(s) shutdown | | | | | | | | | | | | Overweight landing | | | | |
| Go-around/missed approach | | | | | Abnormal approach | | | | | | | | Diversion | | | | | | | | | | | | Abnormal landing | | | | |
| Emergency/precautionary descent | | | | | Emergency/precautionary landing | | | | | | | | Significant loss of control/performance | | | | | | | | | | | | Runway excursion | | | | |
| Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pilot-in-command’s name | | | | |  | | | | | | | | | | | | | | Licence no. | | | | | |  | | | | |
| Pilot flight hours in last 90 days | | | | |  | | | | | Flight hours on type | | | | | | |  | | | | | | | Total flight hours | | | | |  |
| Last checked | IFR | | | BFR | | | 6-month flight competency | | | | | | | | | | Date checked | | | | | | |  | | | | | |
| Checked by *(name)* |  | | | | | | | | | Check pilots CAA participant no. | | | | | | |  | | | | | | | | | | | | |

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| **5. Type of occurrence *(refer to the Advisory Circular on mandatory occurrence notification and information [AC12-1])*** | | | | | | | | | | | | | | | | | | |
| **Accident/incident** | | | | | | | | | | | | | | | | | | |
| Collision/strike object | | | | | | | Evacuation | | | | | | Loss of control | | | Valid warning/alert system | | |
| Engine power loss | | | | | | | Damage to aircraft | | | | | | Airframe failure | | | Invalid warning/alert system | | |
| Injuries to persons | | | | | | | Fire/explosion/fumes | | | | | | Fuel/fluids occurrence | | | Emergency declaration | | |
| Flight crew illness/incapacitation | | | | | | | Failure of emergency equipment/procedures | | | | | | Component/system failure notification | | | Pax/cargo related occurrence | | |
| Other: | | | | | | | | | | | | | | | | | | |
| **Airspace incident** | | | | | | | | | | | | | | | | | | |
| Airspace ID – *e.g. AA / TMA/ C* | | | | | | | |  | | | | | | | | | | |
| Near collision | | | | | | | Loss of separation | | | | | | Clearance/instruction deficiency | | | Unauthorised altitude penetration | | |
| Unauthorised airspace incursion | | | | | | | Flight information deficiency | | | | | | Breach of other clearance | | | Pilot flight planning deficiency | | |
| Other: | | | | | | | | | | | | | | | | | | |
| TCAS alert | | | RA | | TA | | Intruder relative alt in feet | | | | |  | | Relative position | | o’clock | | |
| **Navigation installation malfunction** | | | | | | | | | | | | | | | | | | |
| Facility ID | |  | | | | | Name | |  | | | | Facility type |  | | Readability deficiency | | |
| Failure/non availability | | | | | | | Coverage/intensity deficiency | | | | | | Alignment/course deficiency | | | False overhead/distance indication | | |
| Excessive bends/roughness | | | | | | | Interference | | | | | | Identification deficiency | | | Other: | | |
| **Aerodrome occurrence** | | | | | | | | | | | | | | | | | | |
| Physical surface deficiency | | | | | | | Surface marking deficiency | | | | | | Wildlife incursion | | | Public protection deficiency | | |
| Physical obstruction | | | | | | | Injuries to persons | | | | | | Apron management deficiency | | | Equipment/installation deficiency | | |
| Other: | | | | | | | | | | | | | | | | | | |
| **Dangerous goods** | | | | | | | | | | | | | | | | | | |
| Spillage/leakage | | | | | | | Fumes/gas/smoke/fire | | | | | | Mis/non-declaration | | | Other: | | |
| **Bird hazard** | | | | | | | | | | | | | | | | | | |
| Strike | OR | | | Near strike | | | | Species | | |  | | | | Small | | Medium | Large |
| Number seen | | | 1 | | | 2-10 | | 11-100 | | 100+ | | | | | | | | |
| Number hit | | | 1 | | | 2-10 | | 11-100 | | 100+ | | | | | | | | |

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| **6. Aircraft defect/engineering details** | | | | | | | | | | | | | | | | | | | | | | | | |
| Major component/system affected | | | | | | |  | | | | | | | | | | | | | | | | | |
| ATA code | | |  | | | | | | | | | Part defective | | | | |  | | | | | | | |
| Manufacturer | | |  | | | | | | | | | Model | | | | |  | | | | | | | |
| Part number | | |  | | | | | | | | | Serial number | | | | |  | | | | | | | |
| TTIS | Hours | | | Cycles | | | | | | TSO | Hours | | | | Cycles | | | TSI | | Hours | | | Cycles | |
| Detection phase | | Unscheduled | | | | | | OR | Scheduled maintenance | | | | | | | Manufacturer advised | | | | | Yes | | | No |
| Compliance with | | AD | | | | SB | | | Specify reference | | | | |  | | | | | | | | | | |
| Maintenance organisation | | | | |  | | | | | | | CAA participant no. | | | |  | | | Phone | | |  | | |
| Aircraft damage level | | | | | Destroyed | | | | Substantial | | | | Minor | | | Other: | | | | | | | | |
| Aircraft disposal | | | | | Write-off | | | | Repair | | | | Unknown | | | Other: | | | | | | | | |
| Engineering description of incident | | | | | | | | | | | | | | | | | | | | | | | | |
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| **PLEASE EMAIL THIS FORM AS AN ATTACHMENT TO** [**TRIAGE@CAA.GOVT.NZ**](mailto:triage@caa.govt.nz?subject=Occurrence%20investigation%20report) |