



Advisory Circular

UCAA-AC-SSP/SMS017

September 2022

MANDATORY OCCURRENCE REPORTING PROCEDURES

1.0 PURPOSE

The Uganda mandatory reporting procedure encompasses accident and incident reporting systems. This Advisory Circular is issued to provide guidance to service providers and operators on the requirements for mandatory occurrence reporting.

These guidelines are therefore issued to ensure that service provider and operator's personnel are appropriately guided and made aware of the regulatory requirement to report mandatory safety occurrences in a timely manner and in an acceptable format.

These procedures pertain to timely mandatory reporting of accidents, serious incidents, incidents and other reportable occurrences by service providers and relevant stakeholders and the investigation of the same till closure.

2.0 REFERENCES

- 2.1 Uganda Civil Aviation Act
- 2.2 Civil Aviation (Aircraft Accident and Incident Investigations) Regulations
- 2.3 Civil Aviation (Safety Management) Regulations

3.0 GUIDANCE AND PROCEDURES

3.1 Mandatory Reporting

3.1.1 Pursuant to Civil Aviation (Safety management) and Civil Aviation (Aircraft Accident and Incident Investigation) Regulations, it is mandatory for relevant persons operators and service providers to report aviation accidents, serious incidents, incidents and other safety related occurrences (including defects/malfunctions/service difficulties) to the Accident and Incident Investigation Unit (AIU) and the Civil Aviation Authority (CAA).

3.1.2 The list of reportable occurrences (apart from accidents) and the reporting timelines

are provided in Appendix II and I to these procedures.

3.1.3 Reporting of mandatory occurrences shall be done using Mandatory Occurrence Report forms that are acceptable to the CAA. The form shall contain detailed information pertinent to the specific occurrence. All mandatory reports must be signed by the approved or certificated organization's authorized signatory where applicable. Notifications received through verbal or telephone communication must be followed by a comprehensive occurrence report within 48 hours of the occurrence. A sample reporting form is attached as Appendix I to this Circular.

3.1.4 In the case of accidents and serious incidents, notification must be made to the AIU and the CAA. Notification is then followed by a detailed report of the occurrence in the appropriate format and giving all the pertinent information. The actual notification and reporting process to the AIU and the CAA is mandatory in respect of all accidents and serious incidences.

3.2 Reporting Procedure

3.2.1 Occurrence reports shall be made in the appropriate form and mailed to:

The Director Safety, Security and Economic Regulation,
Civil Aviation Authority
P. O. Box 5536, Kampala
Tel: +256414352000
Fax: +256414320375
Website: www.caa.co.ug
E-mail: dat@caa.co.ug

Aircraft Accident Investigation Authority
P. O. Box 10, Entebbe
Plot 4/6 Airport Road
Entebbe Municipal Council
Tel: +256772698751
E-mail: odr.jabocaka@gmail.com

3.2.2 The report will then be classified into any of the following categories:

- (a) Accident;
- (b) Serious Incident;
- (c) Incident; and
- (d) Other occurrence

- 3.2.3 After the classification, the report record should be uploaded into the safety database with an assigned occurrence reference number. The status of each report is categorized and updated as follows:
- (a) Initial Notification: For evaluation / follow up/ information as annotated
 - (b) Under Investigation: Investigation by [accident investigation authority/CAA/ service provider] in progress as annotated.
 - (c) Investigation Completed: Investigation results/ data received and uploaded.
 - (d) Closed: No further action required.

3.3 Accident/ Serious Incident/ Incident Notification and Reporting

- 3.3.1 The classification of accident, serious incident and other incident will be based on the standard definitions contained in the Civil Aviation (Aircraft Accident and Incident Investigations) Regulations and Civil Aviation (Safety Management) Regulations.
- 3.3.2 For Occurrences that are classified as accidents or serious incidents, notification shall be made both to the AIU and the CAA, in accordance with Civil Aviation (Aircraft Accident and Incident Investigations) Regulations and Civil Aviation (Safety Management) Regulations.
- 3.3.3 The notification shall be in plain language and contain as much of the following information as is readily available, but its dispatch shall not be delayed due to the lack of complete information:
- a. In the case of an accident, the identifying abbreviation “ACCID” or, in the case of a serious incident, the identifying abbreviation “INCID”;
 - b. Manufacturer, model, nationality and registration marks, and serial number of the aircraft;
 - c. Name of owner, operator or hirer, if any, of the aircraft;
 - d. The name and qualification of the pilot-in-command of the aircraft and the number and nationality of the crew and passengers on board the aircraft at the time of the accident or serious incident;
 - e. Date and time (local time or UTC) of the accident or serious incident;
 - f. The last point of departure and the next point of intended landing of the aircraft;
 - g. Position of the aircraft with reference to some easily defined geographical point and latitude and longitude;
 - h. In the case of an accident, the number of crew members, passengers or other persons respectively killed or seriously injured as a result of the accident;
 - i. Description of the accident or serious incident and the extent of damage to the aircraft so far as is known;
 - j. An indication to what extent the investigation will be conducted or is

proposed to be delegated by the State of Occurrence;

- k. Physical characteristics of the accident or serious incident area, as well as an indication of access difficulties or special requirements to reach the site;
- l. The identification of the person sending the notice and where the accident or serious incident occurred outside Uganda, how the investigator-in-charge and the accident investigation authority of the State of Occurrence may be contacted; and the presence and description of dangerous goods on board the aircraft, if any.

3.3.4 For incidents and other occurrences (including defects/ malfunctions/ service difficulties) that are not classified as accident or serious incident, an incident report shall be submitted to the CAA in accordance with the Civil Aviation (Safety Management) Regulation, in the appropriate format giving pertinent details of the occurrence.

3.4 Follow Up and Investigation

- 3.4.1 Service providers shall, as part of their Safety Management System, be responsible for investigating all incidents that occur during their operations, and the Authority may additionally investigate such incidents where it deems necessary.
- 3.4.2 Accidents and Serious incidents are investigated by the Accidents Authority however, the Accidents Authority may, at its discretion, delegate investigations of certain serious incidents to the CAA.
- 3.4.3 Service providers shall, submit to the CAA reports of any investigations conducted by their internal investigation systems, upon completion of such investigation in order to facilitate closure of the incident.
- 3.4.4 On completion and receipt of the follow-up/investigation report, all the information received by the CAA shall be entered into the safety database. In the case of investigation reports issued by Accident Authority the CAA shall liaise with that Authority for the necessary uploading of such data reports into the database.
- 3.4.5 Where enforcement action following the conclusion of an occurrence investigation report is deemed necessary, such recommendations are forwarded by the relevant inspector to the Director Safety, Security and Economic Regulation, CAA for approval in accordance with CAA enforcement procedure Reference CAA-O-GEN011A
- 3.4.6 In the case of investigation reports issued by the Accident Authority, due consideration must be given to the objective of the investigation set forth in Civil Aviation (Aircraft Accident and Incident Investigations) Regulations.



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Appendix I REPORTING TIMELINES

Occurrence	Notification to the CAA and/or the Accident Investigation Authority	Mandatory Report submission to the CAA and/or the Accident Investigation Authority	Investigation Report to the CAA
Accident	Immediate/ASAP	Within 24 hours	-
Serious incident	Immediate/ASAP	Within 48 hours	60 days
Incident	N/A	Within 72 hours	30 days (where required)
<p>1. Telephone, facsimile or e-mail will in most cases constitute the most suitable and quickest means to send a notification.</p> <p>2. This column “Investigation Report to the CAA” does not apply to investigation reports from the Accident Investigation Authority</p>			

Appendix II EXAMPLES OF REPORTABLE OCCURRENCES

The list below is not exhaustive and does not include accidents.

1. Air operator

- (a) Near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate;
- (b) controlled flight into terrain only marginally avoided;
- (c) Aborted take-offs on a closed or engaged runway, on a taxiway or unassigned runway, excluding authorized operations by helicopters.
- (d) Take-offs from a closed or engaged runway, from a taxiway or unassigned runway, excluding authorized operations by helicopters.
- (e) Landings or attempted landings on a closed or engaged runway, on a taxiway or unassigned runway excluding authorized operations by helicopters;
- (f) Gross failure to achieve predicted performance during take-off or initial climb;
- (g) Fires and smoke in the passenger compartment or cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents;
- (h) Events requiring the emergency use of oxygen by the flight crew;
- (i) Aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident;
- (j) Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft;
- (k) Flight crew incapacitation in flight;
- (l) Fuel quantity requiring the declaration of an emergency by the pilot;
- (m) Runway incursions classified with severity A in accordance with the Manual on the Prevention of Runway Incursions (Doc 9870) ;
- (n) Take-off or landing incidents such as under-shooting, overrunning or running off the side of runways;
- (o) System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft;
- (p) Failures of more than one system in a redundancy system mandatory for flight guidance and navigation;
- (q) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

2. Maintenance organization

- (a) Any airframe, engine, propeller, component or system defect, malfunction or damage found during scheduled or unscheduled aircraft (airframe, engines, or components) maintenance activities which could possibly lead to an aircraft operational accident or serious incident if not promptly rectified;

- (b) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

3. Design and manufacturing organizations

- (a) Any design- or manufacturing-related deficiency, defect, or malfunction of product or services discovered by or brought to the attention of the design/manufacturing organization which is deemed to warrant the possible issue of an emergency airworthiness directive (EAD), airworthiness directive (AD) or alert service bulletin (ASB);
- (b) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

4. Aerodrome operator

- (a) Runway incursion (with no ATC involvement);
- (b) Runway excursion/overshoot (with no ATC involvement);
- (c) Failure or significant malfunction of airfield lighting;
- (d) Damage to the aircraft or engine resulting from contact or ingestion of foreign objects or debris on runway or taxiway;
- (e) Incidents within the aerodrome boundary involving damage to aircraft or with potential impact on aircraft ground movement safety;
- (f) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

5. ANS/CNS provider

- (a) Any ANS/CNS-related equipment or system defect, malfunction, or damage discovered during operation or equipment maintenance which could possibly lead to an aircraft operational accident or serious incident;
- (b) Unauthorized penetration of airspace;
- (c) Aircraft near CFIT;
- (d) Significant level bust incidents;
- (e) Loss of separation incidents;
- (f) Runway incursion (involving ATC communication);
- (g) Runway excursion/overshoot (involving ATC communication);
- (h) Any other ANS-related deficiency/defect/malfunction as reported to (and verified by) the ANS/CNS operator and which is deemed to have an impact on the safety of air navigation;
- (i) Any other incidents or occurrences deemed by the State as reportable under this mandatory reporting system.

APPENDIX III

OCCURRENCE REPORTS

ORGANISATION REF NO.	CAA OCCURRENCE NO.
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1. FLIGHT CREW REPORT

AIRCRAFT TYPE & SERIES		REGISTRATION	OPERATOR	DATE	LOCATION/ POSITION/ RW	CAPTAIN		CO-PILOT						
FLIGHT NR		ROUTE		TIME (UTC):		FLIGHT LEVEL/ALT (FT)		IAS		ETOPS				
		FROM:	TO:	DAY/NIGHT/TWILIGHT						YES	NO			
NATURE OF FLIGHT	PASSENGER	FREIGHT	POSITIONING	FERRY	TEST	TRAINING	BUSINESS	AGRICULTURAL	SURVEY	PLEASURESUR	CLUB GROUP	PRIVATE	PARACHUTING	TO WING
FLIGHT PHASE	PAUSED	TAXIING	TAKEOFF	INITIAL CLIMB	CLEARANCE	CRUISE	DESCENT	HOLDING	APPROACH	LANDING	CIRCUIT	AEROBATICS	HOVER	

ENVIRONMENTAL DETAILS

WIND		CLOUD		PRECIPITATION				OTHER METEOROLOGICAL CONDITIONS					RUNWAY STATUS					
DIRECTION	SPEED (kts)	TYP	HGT (ft)	RATE	SNOW	SL	HAIL	VISIBILITY	ICING		TURBULENCE		OBSTACLES (C)	DW	IC	SNOW	SLUSH	
				LIQUID	MODERATE	HEAVY	KM/M	LIGHT	MEDIUM	SEVERE	LIGHT	MEDIUM	SEVERE		CATEGORY	I	II	III

BRIEF TITLE

A/C SERIAL NUMBER	ENGINE TYPE/SERIE S		ETOPS APPRO VED		GROUND		AIRCRAFT BELOW 5700KG ONLY – MAINTENANCE ORGANISATION ETOPS APPROVED		
					MAINTENANCE				
			GROUND HANDLING						
			UNATTENDED						
	Y ES	N O					TEL NO		
COMPONENT/PART	MANUFACTURER	PART NR	SERIAL NR		MANUAL REF	COMPONENT OH/REPAIR ORGANISATION			
UTILISATION AIRCRAFT				UTILIZATION – ENGINE/COMPONENT				MANUFACTURER ADVISED	
	TOTAL	SINCE OH/REPAIR	SINCE INSPECTION		TOTAL	SINCE OH/REPAIR	SINCE INSPECTION		
HOURS				HOURS				YES	NO
CYCLES				CYCLES					
LANDINGS				LANDINGS					

CAA FORM: AC-OPS031

4. REPORTING ORGANISATION – REPORT

ORGANISATION COMMENTS – ASSESSMENT/

ACTION TAKEN/SUGGESTIONS TO PREVENT RECURRENCE

ORGANISATION	TEL/FAX	REPORTER'S REF	REPORT		REPORTERS INVESTIGATION				FDR DATA RETAINED	
			NEW	SUPPL	NIL	CLOSED	OPEN	YES	NO	
NAME	POSITION	SIGNATURE				DATE				

5. AIRMISS/ATC INCIDENT (DELETE AS APPLICABLE) and/or TCAS RA

Mark passage of other aircraft relative to you, in plan on the left and in elevation on the right, assuming YOU are at the centre of each diagram indicate appropriate scale.

HD G/R TE	°	TAS	FL/ALT	ATC INSTRU	CALL SIGN	FREQ UENC	HEADING	CLEAR	MINIMUM VERTICAL	MINIMUM HORIZON
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ROUTE		SETTING		ACTIONS ISSUED		Y IN USE		ALTITUDE		L SEPARATION		TAL SEPARATION											
FROM:	TO:			YES	NO			°		FT		M/NM											
CLIMB/DESCENT:				LEVEL		BANK ANGLE:		SLIGHT		MODERATE													
				<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>													
CLIMBING				<input type="checkbox"/>		STEEP		<input type="checkbox"/>															
DESCENDING				<input type="checkbox"/>				<input type="checkbox"/>															
TCAS ALERT		TYPE OF RA		RA FOLLOWED		WAS TCA ALERT USED		AVOIDING ACTION TAKEN		DETAILS OF OTHER AIRCRAFT													
										TYPE		MARKINGS		COLOR		LIGHTING		CALL SIGN		ATTITUDE		AVOIDING ACTION TAKEN	
R	TA	N		Y	N	Y	N	Y	N												YES	NO	
A		ONE		S	O	S	O	S	O														
RESTRICTIONS TO VISIBILITY:										NONE		SUNGLARE		DIRTY									
WINDSCREEN										<input type="checkbox"/>		OTHER COCKPIT STRUCTURE		<input type="checkbox"/>									
WINDSCREEN PILLAR										<input type="checkbox"/>													
<input type="checkbox"/>																							

6 WAKE TURBULENCE																		
HEADING		TURNING			G/S POSITION		EXT C/L POSITION			CHANGE IN ATTITUDE			CHANGE IN ALTITUDE		ANY BUFFET		STICK SHAKE	
°		L	R	N	H	L	L	R	N	P	R	Y	°	FT	Y	N	Y	N
		E	I	O	I	O	FT	GH	O	CH	LL	W			E	O	E	O
		F	H		G	W		T							S			
		T	T		H													
WHAT MADE YOU SUSPECT WAKE TURBULENCE																		
DESCRIBE ANY VERTICAL ACCELERATION																		

NAME	POSITION	SIGNATURE	DATE

7. CAA REVIEW OF ACTION TAKEN BY ORGANISATION		
SUMMARY OF FOLLOW-UP ACTION BY CAA:		OPEN
		N

	CL OSE D	
NAME OF INSPECTOR _____ DATE _____	SIGNATURE _____	RE CO RD ENT ERE D IN DB

CAA FORM: AC-OPS031

GUIDANCE ON THE COMPLETION OF THE CAA OCCURRENCE REPORT FORM

GENERAL

1. (1) wherever possible reporters should complete all sections of the Form where the information requested is relevant to a specific occurrence. (Where any of the information requested is clearly not relevant it may be omitted, e.g. weather details when weather is not a factor.) The following general notes apply:

- (a) The first part of the form is the in-flight crew report. The individual boxes are mostly self-explanatory and should be completed with the required data or circled as appropriate to indicate the conditions relating to the occurrence. The ETOPS box should be ticked "YES" if the operator has ETOPS approval and the occurrence on an aircraft type subject to this approval;
- (b) Part 2 of the form is **Description of Occurrence** and this block should be completed for all occurrences reported by the form;
- (c) Part 3 is the **Ground Staff Report** section;
- (d) Part 4 is the **Reporting Organisation Report** and the boxes at the bottom of this section are used with Part 3 to provide the supporting technical data;
- (e) Part 5 is for **Airman or ATC Incidents**;
- (f) Part 6 is completed for report on **Wake Turbulence**.
- (g) Part 7 is the CAA review.

(2) Evaluation and processing of reports is greatly facilitated if the reports are typewritten but it is appreciated that this may not always be possible in this case the report should be completed in black ink.

(3) **Part 1 – Flight Crew Report.** The following are brief notes against each block:

- (a) **Aircraft Type, Series and Operator.** To be completed for all occurrences involving an aircraft. Provides basic identification data.
- (b) **Flight and Route Details.** Relates to in-flight occurrences only. Provides flight data in support of the narrative.
- (c) The following "nature of flight" expressions are defined as follows:
 - (i) **Pax** – Passenger Flight
 - (ii) **Freight** – Flight carrying cargo or freight Flight under Class 1 or 6 Air Transport Licence or an exemption.
 - (iii) **Positioning** - Flight without revenue load to/from point of departure/arrival of revenue flight.
 - (iv) **Ferry** - Ferry for technical reasons without revenue load, e.g. 3-engine ferry to maintenance base.

(v) **Test** - Check of serviceability, issue or renewal of Airworthiness Certificate experimental or development flying.

- (vi) **Training** - Training course or examination for any standard of licence or rating type training, continuation training.
- (vii) **Business** - Carriage of company staff in aircraft owned or hired by a company.
- (viii) **Agricultural** - Aerial application, crop spraying, top dressing, etc.
- (ix) **Survey** - Aerial photographic or mapping survey.
- (x) **Pleasure** - Commercial pleasure flying. e.g. sightseeing.
- (xi) **Club/Group** - Flying other than training by members in a club or group aircraft.
- (xii) **Private** - Other than club/group flying or training.
- (xiii) **Parachuting** - Carriage of parachutists for the purpose of parachuting.
- (xiv) **Towing** -Towing of gliders, banners, etc.
- (d) The flight phases listed on the report are defined as follows:
 - (i) **Parked** - On ramp with flight crew on board.
 - (ii) **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.
 - (iii) **Take-off** -Start of take-off run to lift-off.
 - (iv) **Init Climb** - Lift-off to a height of 1500 ft or aircraft ‘clean-up’ whichever occurs last.
 - (v) **Climb** - End of initial climb to top of climb.
 - (vi) **Cruise** -Top of climb to top of descent including en-route climb or descent.
 - (vii) **Descent** - Top of descent to a height of 1500 ft.
 - (viii) **Holding** - Flying to a set procedure at a point which intentionally delays the aircraft, usually according to a set procedure at a ‘fix’
 - (ix) **Approach** - A height of 1500 ft to threshold.
 - (x) **Landing** - Threshold to end of landing run.
 - (xi) **Circuit**- Flying to a set pattern in the vicinity of an airfield with intention of landing
 - (xii) **Aerobatics** -Deliberate aerobatic manoeuvres, including spinning.
 - (xiii) **Hover** Airborne and stationary.
- (e) Environmental details include relevant information on wind, precipitation, other meteorological conditions and runway state as shown.

(4) **Part 2. Description of Occurrence – relates to all occurrences.** This should be a clear and 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 it is considered might assist subsequent assessment of the report and/or investigation. Wherever possible the description should be supported by the results of subsequent investigation and details of any action taken by the reporter’s organization to avoid a recurrence.

(5) **Part 3 – Ground Staff Report.** This part relates to both in-flight and ground occurrences. It provides maintenance and technical data in support of the description of the occurrence. The ground phases listed in this Part are defined as follows:

- (a) Maintenance – Aircraft on maintenance, overhaul or repair;
 - (b) Ground Handling – Movements of aircraft on the ground other than as defined in “Taxiing”;
 - (c) Unattended – Standing, with no personnel on board.
- (d) Aircraft or component times should be quoted in units most relevant to the occurrence or to the component function, e.g. flying hours/cycles/landings or a combination of each. Provision is also made for total times and times since overhaul, repair or inspection;

(6) **Part 4 – Reporting Organization Report.** This Part is used as follows:

- (a) To give the organization’s assessment of the occurrence and action taken or recommended to avoid recurrence;
- (b) Information should be provided which allows for the identification of the existence of any such information or procedures (e.g. mandatory inspections, ADs, crew drills, etc) issued for the purpose of controlling or avoiding such or similar occurrences;
- (c) Where the contents of this section meet the criteria for a Service Difficulty Report, then Form AC-OPS031B must also be completed and distributed as required by Regulation 24 of The Civil Aviation (Airworthiness) Regulations.

(7) **Part 5 – Airmiss/ATC Incident Report.** This section is used by flight crew to report ATC incidents and is self-explanatory.

(8) **Part 6 – Wake Turbulence.** This section is used by flight crew to report on wake turbulence encountered or suspected and is self-explanatory.

(9) The reporter should enter the name of his organization where applicable, his position, name signature and date.

(10) **Part 7 – Authority Review of Action Taken by Organization.** The Authority will check the Reporting Organization, reporting and tick “Open” if the report requires CAA involvement and follow-up action. “Closed” will be ticked only when the Authority is satisfied

that appropriate action has been taken to control the hazards. The 'Record entered on DB' will be ticked to show that the record has been entered.

SAMPLE – FORM

CIVIL AVIATION AUTHORITY

BIRD STRIKE REPORTING FORM

Send to: Civil Aviation Authority
P.O. Box

Operator
 Aircraft Make/Model
 Engine Make/Model
 Aircraft Registration

 Date
 landing.....
 Local Time

 Dawn/Day/Dusk/Night

 Name of Aerodrome

 Runway Used
 Location if En Route
 Height AGLft
 Speed (IAS)

Effect on Flight (Tick).
 None
 Aborted Take-off
 Precautionary
 Engine(s) shut down
 Other (Specify)
 Other (Specify)

Phase of Flight: (Tick).

Parked..... En-route
 Taxi Descent
 Take-off Run..... Approach
 Climb Landing Roll

Sky Condition: (Tick).
 No clouds
 Some clouds
 Overcast

Precipitation:

Fog
 Rain
 Snow

Parts of Aircraft: (Tick)

spices.....

Bird

	<u>Struck</u>	<u>Damage</u>	<u>Number of Birds (Tick):</u>	
Radome		
Windshield	<u>Seen</u>	<u>Struck</u>
Engine No. 1	1
2	2-10
3

4 More
 Propeller
 Wing /Rotor Size of Bird/s:
 Fuselage Small

 Landing Gear Medium

 Tail Large

 Lights Pilot warned of Birds
 Yes..... No
 Other (Specify)
 Reported by Remarks (Describe damage, injuries, and
 other pertinent information)

**THIS INFORMATION IS REQUIRED FOR AVIATION SAFETY
 DANGEROUS GOODS OCCURRENCE REPORT – Form AC-GENXXX**

Type of Occurrence: Accident Incident Other Occurrence

<i>(See notes on reverse side of this form. Boxes identified with an asterisk in the heading need only be completed if applicable.)</i>			Tracking/Ref No:
1. Operator	2. Date of Occurrence	3. Local time of Occurrence	
4. Date of Flight *	5. Flight Number*	6.. Aircraft Type*	Aircraft Registration*
8. Departure Airport*	9. Destination Airport	10. Location Of Occurrence	11. Origin of Goods
12. Description of the Occurrence, including details of injury, damage, etc (continue over if necessary)			

13. Proper Shipping Name (including the technical name)				14. UN/ID Number (when known)	
15. Class/Division				16. Subsidiary Risk*	
17. Packing Group*				18. Category (Class 7 Only)*	
19. Type of Packaging*		20. Packaging Specification marking*		21. Number of Packages*	
				22. Quantity (or transport index if applicable)*	
23. Reference Number of Air-way bill* ¹				24. Reference Number 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 Number	
29. Company Dept code, E-mail or Info mail code				30. Reporter's Ref*	
31. Address				32. Signature/Date	
				Signature / Date	
33. Summary of Action by CAA				Open	
				Closed	
Name of Inspector _____				Record Entered in DB	
Date _____				Signature	

FORM: A

Description of the occurrence(continuation):

Sample

Signature: _____

Date: _____

Note:

1. Any type of dangerous goods occurrence must be reported, irrespective of whether the dangerous goods are contained in cargo, mail or baggage.
2. A dangerous goods accident is an occurrence associated with and related to the transport of dangerous goods which results in fatal or serious injury to a person or major property damage. A dangerous goods accident may also be an aircraft accident; in which case the normal procedure for dangerous goods accidents must be followed.
3. A dangerous goods incident is an occurrence, other than a dangerous goods accident, associated with and related to the transport of dangerous goods, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packing has not been maintained. Any occurrence relating to the transport of dangerous goods which seriously jeopardizes the aircraft or its occupants is also deemed to constitute a dangerous goods incident.
4. This form may also be used to report any occasion when undeclared or miss-declared dangerous goods are discovered in cargo or when baggage contains dangerous goods which passengers are not permitted to take on board aircraft.
5. An initial report should be dispatched within 72 hours of the occurrence, unless exceptional circumstances prevent this. The initial report may be made by any means but a written report should be sent as soon as possible, even if all the information is not available.
6. Completed reports are normally sent to the competent authority.
7. Copies of all relevant documents should be included with the report.
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 made.
9. Requirements and procedures differ from state to state; it is therefore recommended that the local competent authority be contacted in order to clarify the exact procedures to be followed in the event of a dangerous goods occurrence.

The following table provides examples of flight data monitoring and analysis events that may be further developed using operator and aircraft specific limits. The table is considered illustrative and not exhaustive.

Event Group	Description
Rejected take-Off	High Speed Rejected take-off
Take-off Pitch	Pitch rate high on take-off Pitch attitude high during take-off
Unstick Speeds	Unstick speed high Unstick speed low
Height Loss in Climb-out	Initial climb height loss 20 ft AGL to 400 ft AAL Initial climb height loss 400 ft to 1 500 ft AAL
Slow Climb-out	Excessive time to 1 000 ft AAL after take-off
Climb-out Speeds	Climb out speed high below 400 ft AAL Climb out speed high 400 ft AAL to 1 000 ft AAL Climb out speed low 35 ft AGL to 400 ft AAL Climb out speed low 400 ft AAL to 1 500 ft AAL
High Rate of Descent	High rate of descent below 2 000 ft AGL
Go-around	Go-around below 1 000 ft AAL Go-around above 1 000 ft AAL
Low Approach	Low on approach
Glideslope	Deviation under glideslope Deviation above glideslope (below 600 ft AGL)
Approach Power	Low power on approach
Approach Speeds	Approach speed high within 90 sec of touchdown Approach speed high below 500 ft AAL Approach speed high below 50 ft AGL Approach speed low within 2 minutes of touchdown
Landing Flap	Late land flap (not in position below 500 ft AAL) Reduced flap landing Flap load relief system operation
Landing Pitch	Pitch attitude high on landing Pitch attitude low on landing
Bank Angles	Excessive bank below 100 ft AGL Excessive bank 100 ft AGL to 500 ft AAL Excessive bank above 500 ft AGL Excessive bank near ground (below 20 ft AGL)
Normal Acceleration	High normal acceleration on ground High normal acceleration in flight flaps up (+/- increment) High normal acceleration in flight flaps down(+/- increment) High normal acceleration at landing
Abnormal Configuration	Take-off configuration warning Early configuration change after take-off (flap) Speed brake with flap Speedbrake on approach below 800 ft AAL Speedbrake not armed below 800 ft AAL

Ground Warning	Proximity	GPWS operation - hard warning GPWS operation - soft warning GPWS operation - windshear warning GPWS operation - false warning
TCAS Warning		TCAS operation – Resolution Advisory
Event Group		Description
Margin to Stall/Buffer		Stickshake False stickshake Reduced lift margin except near ground Reduced lift margin at take-off Low buffet margin (above 20 000 ft)
Flight Manual Limitations		Vmoexceedence Mmoexceedence Flap placard speed exceedence Gear down speed exceedence Gear selection up/down speed exceedence Flap/ Slat altitude exceedence Maximum operating altitude exceedence