

# **Accident and Incident Notifacation Form**

#### **INSTRUCTIONS**

Please fill in the First Notification / Update Occurrence Report form. This form must be completed for all aircraft with a maximum certificated take-off weight above 2,250kg involved in an accident or serious incident (see Annex 13 for definition). Fields with titles in **bold** are mandatory and fields with titles in *italics* are optional.

## **FIRST NOTIFICATION**

## **UPDATE**

	ADMINISTRATIVE INFORMATION											
SECTION A	REPORTER'S NAME :					REPORTER'S ORGANIZATION:						
	TITLE :				TELEPHONE:			DATE (mm / dd / yyyy) :				
SE	E-MAIL:				na anaroa nemoan			SCOPE OF INVESTIGATION :  If delegated :				
	INITIAL NOTIFICATION (In Occurrence category at least one check box must be checked, for Others option please write the name of the occurrence to the text field.)											
	OCCURRENCE CLASS :				OCCURRENCE CATEGORY:							
	Accident Serious Incident Incident											
	DATE OF OCCURRENCE (dd /mm/yyyy) UTC :				TIME (hh:mm) UTC :			STATE OF THE OCCURRENCE :				
					:							
	LOCATION:			LATITUDE : Deg / N			1in	/ Sec	N	S		
	<u> </u>				LONGITUDE: Deg / N			1in	/ Sec	N	S	
				IS ON BO	BOARD (Please fill each field, write 0 for n					n please use	dash sign.)	
	Fatal Serious Minor None				CREW			PASSENGER		OTHERS		
			ON BOARD									
			FATAL									
	Unknown	SERIOUS										
	MINOR  Aircraft details (For departure and destination airport please use 4 letter ICAO codes) Second Aircraft Add Remove											
N B	AIRCRAFT TYPE : SERIAL NUMBER									MASS GROUP :		
SECTION	AIRCRAFI TYPE:		SERIAL NUMBER :		STATE OF REGISTRY:		REGISTRATION:		IVIASS GRO	UP:		
37	OPERATOR:		STATE OF OPERATOR:		TOR :	TYPE OF OPERATION International Page 1		Scheduled	Commercial	YEAR OF BUILD :		
	CALL SIGN : DEPARTE		ED FROM : DESTINA		ATION :	FLIGHT RULE :	FL	ALT/HT(FT)	IAS (KT)	TCAS RA		
										YES	NO	



FLIGH	T PHASE :						DA	MAGE LEVE	L:		
Standing En-route				route	Uncontrolled descent			Destroyed			
Taxi Approach				proach	Post impact			Substantial Damage Minor Damage			
Take off Landing				nding	Pushback / towing			None Unknown			
Initial climb Emergency descent				ergency descent	Oth	ers:		O I I I I I I I I I I I I I I I I I I I			
NARR	ATIVE :										
SUPPLEMENTARY INFORMATION											
WIND CLOUD PRECIPITATION					OTHER METEORO	LOGICAL CONDITIOI	VS	RUNWAY STATE			
DRC.	C. SPEED TYPE HT (FT)		VISIBILTY	ICING	TURBULANCE	TEMP.					
					Km NM			( - /		T	
333	33,333	f f	f f		Please choose	Please choose			Category		
DANG	DANGEROUS GOODS ON FLIGHT				If yes UN Number : LIGHT			CONDITION			
YES NO UNKNOWN					Da			Day	Night	Unknown	
SUPPLEMENTARY INFORMATION:											
	St T T III III III III III III III III II	Standing Taxi Take off Initial climi  NARRATIVE:  SUPPLEMENT  WIND  DRC. SPEED  333 33,333  DANGEROUS GO YES NO	Taxi Take off Initial climb  NARRATIVE:  SUPPLEMENTARY IN  WIND CLOUD  DRC. SPEED TYPE  333 33,333 f f  DANGEROUS GOODS ON  YES NO U	Standing En- Taxi App Take off Lar Initial climb Em  NARRATIVE:  SUPPLEMENTARY INFORMA  WIND CLOUD  DRC. SPEED TYPE HT (FT)  333 33,333 f f f f f  DANGEROUS GOODS ON FLIGHT YES NO UNKNOWN	Standing En-route Taxi Approach Take off Landing Initial climb Emergency descent  NARRATIVE:  SUPPLEMENTARY INFORMATION  WIND CLOUD PRECIPITATION  DRC. SPEED TYPE HT (FT)  333 33,333 f f f f DANGEROUS GOODS ON FLIGHT YES NO UNKNOWN	Standing En-route Unit Taxi Approach Post Take off Landing Pust Initial climb Emergency descent Oth Supplementary Information  NARRATIVE:  SUPPLEMENTARY INFORMATION  WIND CLOUD PRECIPITATION OTHER METEORO  DRC. SPEED TYPE HT (FT) VISIBILTY Km NM  333 33,333 f f f f f Please choose  DANGEROUS GOODS ON FLIGHT If yes UN Number 1998 Appears to 1998 App	Standing En-route Uncontrolled descent Taxi Approach Post impact Take off Landing Pushback / towing Initial climb Emergency descent Others:  NARRATIVE:  SUPPLEMENTARY INFORMATION  WIND CLOUD PRECIPITATION OTHER METEOROLOGICAL CONDITION  DRC. SPEED TYPE HT (FT) VISIBILTY ICING Km NM  333 33,333 f f f f f Please choose Please choose  DANGEROUS GOODS ON FLIGHT YES NO UNKNOWN	Standing En-route Uncontrolled descent Taxi Approach Post impact Take off Landing Pushback / towing Initial climb Emergency descent Others:  NARRATIVE:  SUPPLEMENTARY INFORMATION  WIND CLOUD PRECIPITATION OTHER METEOROLOGICAL CONDITIONS  DRC. SPEED TYPE HT (FT) VISIBILTY ICING TURBULANCE Km NM Please choose  DANGEROUS GOODS ON FLIGHT YES NO UNKNOWN If yes UN Number: LIGHT COND Dawn	Standing En-route Uncontrolled descent Substantial Minor Dam None Unknown  Take off Landing Pushback / towing None Unknown  Initial climb Emergency descent Others:  SUPPLEMENTARY INFORMATION  WIND CLOUD PRECIPITATION OTHER METEOROLOGICAL CONDITIONS  DRC. SPEED TYPE HT (FT) VISIBILTY ICING TURBULANCE TEMP. (*C)  Km NM  A33 33,333 f f f f f Please choose Please choose  DANGEROUS GOODS ON FLIGHT If yes UN Number: LIGHT CONDITION  YES NO UNKNOWN Dawn Day	Standing En-route Uncontrolled descent Taxi Approach Post impact Minor Damage Minor Damage Minor Damage Minor Damage None Unknown Initial climb Emergency descent Others:  SUPPLEMENTARY INFORMATION  WIND CLOUD PRECIPITATION OTHER METEOROLOGICAL CONDITIONS RUNWAY STAND PROBLEM NOTHER METEOROLOGICAL CONDITIONS RUNWAY STAND PROBLEM NOTHER METEOROLOGICAL CONDITIONS  DRC. SPEED TYPE HT (FT) VISIBILITY ICING TURBULANCE (°C)  SPEED TYPE HT (FT) Please choose Please choose  DANGEROUS GOODS ON FLIGHT YES NO UNKNOWN Day Night	







#### Usage instructions:

- 1 Download the PDF form from GACA Website
- 2 Fill in the form using Acrobat Reader in your desktop, laptop or tablet
- 3 Save the form or print for reference and make update
- 4 Submit the form
- 5 Check your e-mail for acknowledgement