Occurrence Investigation Report

The purpose of a safety investigation is to identify the causal factors that led to the incident or accident. This allows you to put in place changes to your operations to manage the risks of reoccurrence. It also allows the CAA to monitor the aviation sector as a whole to identify emerging safety issues. The CAA has produced Advisory Circular 12-2 to give you guidance on how to undertake an investigation.

PLEASE EMAIL AN ATTACHMENT OF COMPLETED FORM TO: **ca005@caa.govt.nz**

CIVIL AVIATION AUTHORITY OF NEW ZEALAND
Te Mana Rererangi Tūmatanui o Aotearoa

Occurrence date | Location | Operator Client ID

Aircraft registration **ZK -** | Aircraft make and model

Operator/reporter name | Contact phone

Investigation guide

This investigation report form is designed to assist in determining the causes of the occurrence. The categories of causal factors are the ones that most commonly underpin accidents and incidents in New Zealand aviation. Please review each of the four categories of causation below, against what took place, and indicate which factors applied. This should give you a good understanding of what caused it: use this understanding to complete the 'lessons learned' section at the end of the report.

The four causal categories

Human factors	Factors related to human performance, decision-making, situational awareness, etc.
Environmental	Includes conditions that prevailed at the time of the occurrence: weather, light, etc.
Mechanical/equipment	Factors related to any equipment involved—including aircraft, role equipment, ground equipment, tooling, parts, aerodrome facilities, etc.
Organisational/regulatory	Factors related to policies, procedures, aviation rules and safety culture.

What happened & why it happened? Please provide a brief summary of the occurrence

Human factors - please indicate if any of the factors below may have contributed to the occurrence

- ☐ Decision-making
- ☐ Situational awareness
- ☐ Flight/mission planning
- ☐ Communication
- ☐ Operating experience
- ☐ Training
- ☐ Fatigue
- ☐ Flight discipline
- ☐ Distraction
- Other

Comment on how human factors may have contributed to the occurrence

Equipment/mechanical - please indicate if any of the factors below may have contributed to the occurrence

(Note: if you have supplied engineering/defect information in CA005D occurrence report this will usually be sufficient for this part of the investigation)

- ☐ Engine/powerplant
- ☐ Airframe
- ☐ Fuel/oil system
- ☐ Avionics
- ☐ Flight controls
- ☐ Propeller/rotor systems
- ☐ Maintenance/tooling facilities

Other

Comment on how equipment/mechanical factors may have contributed to the occurrence

Environmental factors - please indicate if any of the factors below may have contributed to the occurrence

- ☐ Wind level/direction
- ☐ Turbulence
- ☐ Light level
- ☐ Sunstrike
- ☐ Cloud
- ☐ Rain/drizzle
- ☐ Low-level hazards (e.g. wires, trees, poles etc.)
- ☐ Airstrip surface conditions
- ☐ Facility environment

Other

Comment on how environmental factors may have contributed to the occurrence

Organisational/regulatory - please indicate if any of the factors below may have contributed to the occurrence

- ☐ Operating procedures
- ☐ Training policies
- ☐ Maintenance procedures
- ☐ Safety culture
- ☐ CAA rules and regulations
- ☐ Other

Comment on how organisational/regulatory factors may have contributed to the occurrence

Lessons learned - what advice would you give to another operator to reduce their chances of something like this happening to them?

THANK YOU. CLICK HERE TO SUBMIT THE FORM BY EMAIL **SUBMIT FORM**