

# Occurrence Report



CIVIL AVIATION AUTHORITY  
OF NEW ZEALAND  
*Te Mana Rererangi Tumatanui o Aotearoa*

Complete unshaded areas only where applicable. Post or email to CAA as soon as possible.  
To report an accident or serious incident phone: 0508 ACCIDENT (0508 222 433) Monitored 24 hours a day, seven days a week.  
To report other safety or security concerns phone: 0508 4SAFETY (0508 472 338) Available office hours (voice mail after hours).  
Then post or email this form to [isi@caa.govt.nz](mailto:isi@caa.govt.nz)

## Reporter's Details

Name	<input type="text"/>	Position	<input type="text"/>
Organisation	<input type="text"/>	Reporter's Client ID	<input type="text"/>
Date	<input type="text"/>	Telephone	<input type="text"/>
		Email	<input type="text"/>
Reporter's Ref number	<input type="text"/>	Reporter's Investigation	Open <input type="checkbox"/> OR <input type="checkbox"/> Closed
Number of attachments (if any)	<input type="text"/>		

## Occurrence Details

Date of occurrence	<input type="text"/>	Time	<input type="text"/>	<input type="checkbox"/> NZST	<input type="checkbox"/> NZDT	<input type="checkbox"/> UTC	Location	<input type="text"/>
Aircraft registration ZK -	<input type="text"/>	Aircraft Make and Model	<input type="text"/>					
Operator Name	<input type="text"/>					Operator Client ID	<input type="text"/>	
Persons on Board	<input type="text"/>	Number of injuries - Fatal	<input type="text"/>	<input type="text"/>	Serious	<input type="text"/>	<input type="text"/>	Minor
			Crew	Pax		Crew	Pax	Crew
								Pax

### Description of Occurrence

## Health & Safety at Work Act - Type of Notification

Is this a Notifiable Event per Health & Safety at Work Act 2015 s23-25?  
(i.e death, notifiable incident or notifiable injury or illness)      Yes       No

Have you notified any other agencies?      Yes       No  *If Yes please provide details:*

Are you making a notification as a:      PCBU       H&S Representative       Other  *details below:*

## Operational Details

Flight No./Call sign	<input type="text"/>	Altitude	<input type="text"/>	AGL	ASL	FL	Runway used	<input type="text"/>				
Departure point	<input type="text"/>	Intended Destination point	<input type="text"/>	Nearest reporting point (NRP)		<input type="text"/>						
Distance and bearing from NRP	<input type="text"/>	NM	<input type="text"/>	Deg	<input type="checkbox"/>	VFR	<input type="checkbox"/>	IFR	<input type="checkbox"/>	VMC	<input type="checkbox"/>	IMC
<b>Scheduled</b>	<b>OR</b>	<b>Non-Scheduled</b>	<b>Domestic</b>	<b>OR</b>	<b>International</b>	<b>ETOPS</b>						

<b>Nature of flight</b>	Passenger A to A	Passenger A to B	Freight only
	Agricultural	Business/executive	Other Hire/reward
	Air Ambulance	Test or ferry/position	Training Dual
	Training Solo	Parachuting	Other Private
	Other (specify)	<input type="text"/>	

<b>Flight phase</b>	parked	taxiing	takeoff
	climb	hover	cruise
	circuit	aerobatics	holding
	descent	approach	landing
	agricultural		

<b>Effect on flight</b> <i>If weather is a significant factor include in description of occurrence</i>	Nil	Flight delayed/cancelled	Aborted takeoff
	Failure to get airborne	Emergency/precautionary descent	Emergency/precautionary landing
	Go-around/missed approach	Abnormal approach	Diversion
	Turnback	Engine(s) shutdown	Significant loss of control/performance
	Avoiding action	Overweight landing	Abnormal landing
	Runway excursion	Other (specify)	<input type="text"/>

Pilot in command's name	<input type="text"/>	Licence No.	<input type="text"/>
Pilot in command's name	<input type="text"/>	Licence No.	<input type="text"/>
Pilot flight hours in last 90 days	<input type="text"/>	Flight hours on type	<input type="text"/>
Total flight hours	<input type="text"/>		
Last checked	IFR	BFR	6 month flight competency
By - name	<input type="text"/>		
Date checked	<input type="text"/>	Check pilot's ID	<input type="text"/>

## Type of Occurrence (refer AC12-1)

<b>Accident/incident</b>	Collision/strike object	Component/system failure malfunction	Loss of control
	Engine power loss	Damage to aircraft	Airframe failure
	Fire/explosion/fumes	Fuel/fluids occurrence	Flight crew illness/incapacitation
	Injuries to persons	Failure of emergency equip/procedures	Evacuation
	Pax/cargo related occurrence	Valid warning/alert system	Invalid warning/alert system
	Emergency declaration	Other (specify)	<input type="text"/>

<b>Airspace incident</b>	Airspace ID - e.g AA / TMA/C		<input type="text"/>	
	Near collision	Loss of separation	Unauthorised altitude penetration	
	Unauthorised airspace incursion	Breach of other clearance	Pilot flight planning deficiency	
	Clearance/instruction deficiency	Flight information deficiency	Other (specify)	<input type="text"/>
	TCAS alert	RA	TA	Intruder relative alt in feet <input type="text"/>
Relative position	<input type="text"/>		o'clock	

<b>Navigation Installation Malfunction</b>	Facility ID	<input type="text"/>	Name	<input type="text"/>	Facility Type	<input type="text"/>
	Failure/non availability	Coverage/intensity deficiency	Alignment/course deficiency			
	Excessive bends/roughness	False overhead/distance indication	Identification deficiency			
Readability deficiency	Interference	Other (specify)	<input type="text"/>			

<b>Aerodrome Occurrence</b>	Physical surface deficiency	Surface marking deficiency	Wildlife incursion	
	Physical obstruction	Equipment/installation deficiency	Apron management deficiency	
	Public protection deficiency	Other (specify)	<input type="text"/>	
	Injuries to persons			

Dangerous Goods	Spillage/leakage		Fumes/gas/smoke/fire			Mis/non-declaration			
	Other (specify)								
Bird Hazard	Strike		Near Strike	Species			Small	Medium	Large
	Number seen	1	2-10	11-100	100+				
	Number hit	1	2-10	11-100	100+				

## 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				Client ID		Telephone		
Aircraft damage level	Destroyed	Substantial	Minor	Other (specify)				
Aircraft disposal	Write-off	Repair	Unknown	Other (specify)				

### Engineering Description of Incident

## Occurrence Reports

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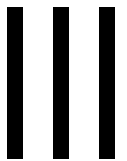
*The Civil Aviation Authority maintains a computer database which records all aviation-related occurrences.*

*The objective of reporting occurrences is to provide information for the CAA to improve flight safety.*

*This is achieved by analysis of safety-related trends so that preventative actions may be taken.*

*Your cooperation in notifying, reporting and investigating safety-related occurrences is requested so that together we can achieve a safer aviation environment.*

FREEPOST NO. 146123



Safety Analysis  
Civil Aviation Authority  
PO Box 3555  
Wellington 6140