

# Foreword

The 1979 Accident Prevention and Investigation Divisional Meeting made recommendations with respect to the ADREP system in general and the manual in particular. Subsequently, an ADREP Study Group was created to assist the Secretariat with implementing these recommendations.

As a result, this second edition is significantly different from the first. Most notably, the reporting forms have been redesigned to make the compiler's task easier by introducing a method which allows the compiler to mark a choice instead of entering a code. Further, a "build your own" method has been developed for the coding of factors, replacing that of having to select codes from a relatively limited list of choices. As well, information which in the past was rarely or never reported nor used for extraction has been deleted. The reduction in the information required for the reports amounts to some 30 per cent.

Finally, the new coding methods used reflect recent developments in some States which use electronic data processing for the processing of accident and incident data.

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# Chapter 1

## General

### 1.1 INTRODUCTION

In accordance with Annex 13 — *Aircraft Accident Investigation*, States report to ICAO information on all aircraft accidents which involve aircraft of a maximum certificated take-off mass of over 2 250 kg. The Organization also gathers information on aircraft incidents considered important for safety and accident prevention. For ease of reference, in this manual the term “occurrence” signifies both accidents and incidents.

### 1.2 ADREP INFORMATION SERVICES AVAILABLE TO STATES

When ADREP reports are received from States, the information is first checked and then stored in a computer. The stored reports constitute a data bank of world-wide occurrences to provide States with the following services:

- a) a *bi-monthly summary* of reports received, providing States with an up-to-date picture of significant

occurrences on a world-wide basis, as well as with an opportunity to check their reports as processed by ICAO. States are requested to advise ICAO of any errors found;

- b) *annual ADREP statistics*, presenting statistical information under broad categories such as the types of events which took place and the phases of operation in which they occurred; and
- c) *replies to States' requests* for specific information. States requesting information for specific safety problems should forward to ICAO a request for information outlining the problem under study. Chapter 5 of this manual provides the format to be used by States for such an "ADREP Information Request". Replies may be sent using mail, telex, etc., depending on the urgency of the request and the amount of data to be sent.

## 1.3 ACCIDENTS

### General

1.3.1 The term "accident" is defined in Annex 13, which should be consulted if a precise definition is needed. Generally, an accident has occurred when:

- a) a person is fatally or seriously injured; or
- b) the aircraft sustains major damage or structural failure; or
- c) the aircraft is missing.

1.3.2 The reporting to ICAO of an accident is usually done twice, first with a short report called a "Preliminary Report" and, when the investigation is completed, with a complete report called an "Accident Data Report".

### Preliminary Report

1.3.3 Some factual and circumstantial information related to an accident is normally available within the first weeks of the investigation. The Preliminary Report form is used to report this information. A Preliminary Report is to be sent by the State conducting the investigation as shown in the table below.

<i>To (States/ICAO)</i>	<i>For (aircraft category)</i>	<i>Annex 13 reference</i>
State of Registry or State of Occurrence State of the Operator State of Manufacture State providing information ICAO (Attention: AIG)	Aircraft over 2 250 kg	6.1, 6.2;
Same as above (excluding ICAO)	Aircraft 2 250 kg and less, if airworthiness is involved	6.3

1.3.4 Preliminary Report forms shall be completed for accidents only; they *shall not* be completed for incidents.

1.3.5 A Preliminary Report shall be sent to ICAO and the States shown in the table within 30 days of the date of the accident. If within 30 days the accident investigation is completed and an Accident Data Report can be compiled and sent to ICAO, no Preliminary Report is necessary.

## **Accident Data Report**

1.3.6 When the investigation has been completed and the Final Report approved, an Accident Data Report is to be compiled. (Note that the combined Accident/Incident Data Report form is used for this.) The purpose of this report is to provide accurate and complete information, including factors (causes) and safety recommendations. The Accident Data Report is to be sent by the State conducting the investigation as follows (Annex 13, 6.7 and 6.8 refer):

*To* ICAO (Attention: AIG)  
*For* Aircraft over 2 250 kg.

1.3.7 If an investigation is re-opened, the information previously reported should be corrected by a new report.

## **1.4 INCIDENTS**

### **General**

1.4.1 An incident is an occurrence, other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operation. The type of incidents which are of main interest to ICAO are listed in Appendix 7.

### **Incident Data Report**

1.4.2 There is no obligation for States to conduct an investigation into an incident. However, if a State has found an incident significant enough to warrant an investigation, then an Incident Data Report should be sent. (Note that the combined Accident/Incident Data Report form is used for this.) Annex 13, 6.9, recommends that incidents involving aircraft of over 5 700 kg be reported if the investigation has revealed matters considered to be of interest to other States. Preliminary Reports are not to be completed for incidents; instead, an Incident Data Report should be distributed as follows:

*To* ICAO (Attention: AIG)  
*For* Aircraft over 5 700 kg.

1.4.3 Considering the sensitivity in some States regarding the dissemination of incident information, the following constraints are placed upon the use of incident data:

- a) ICAO will use incident information for the purpose of accident prevention only;
- b) ICAO will not conduct analyses based only on aircraft incident information without identifying it as such; and
- c) ICAO will, before publication, delete the name of the State of Registry, the registration and the name of the owner/operator.

## **1.5 REPORT FORMS AND CODES**

1.5.1 The Preliminary Report and Accident/Incident Data Report forms have been revised for the second edition of this manual and differ significantly from previous versions. Wherever possible, the coding of information is now done

by marking a choice on the form rather than by entering a code.

1.5.2 In some cases, however, there are so many possible choices that it would be impractical to put them all on the reporting form. For these, coding is necessary. The compiler must select the appropriate code and enter it on the form together with the plain text (the plain text entry is required in ICAO for data verification). Explanations are found in Chapters 2, 3 and 4 and examples of completed Preliminary and Accident Data Report forms are presented in Appendix 8.

1.5.3 Blank copies of the two report forms have been sent to States together with this manual. Additional copies may be obtained from ICAO. States should send their requests for forms to:

International Civil Aviation Organization  
Attention: Distribution Officer  
1000 Sherbrooke Street West  
Montreal, Quebec  
Canada H3A 2R2

## **1.6 REPORTING ACCURACY**

The validity of the safety information which ICAO provides to States depends on the care with which occurrences have been investigated and reported. Thus it is in the interest of all States to accurately report all occurrences in accordance with Annex 13 and this manual. Only then can ICAO provide the correct and complete information required for accident prevention.

# **Chapter 2**

## **General Instructions for Compiling the ADREP Reports**

### **2.1 INTRODUCTION**

The ADREP forms gather information by means of three methods. The compiler is asked to:

- a) reply to short-answer questions;
- b) list the sequence of events of the occurrence; and
- c) describe the occurrence in narrative form.

These are explained in detail in the paragraphs that follow, and examples of completed report forms can be found in Appendix 8

## 2.2 SHORT-ANSWER QUESTIONS

2.2.1 Short-answer questions are those which ask for factual information consisting of a word or a figure. Each of these questions is presented in one of the following ways:

- a) *Multiple choice* (most of the questions on the form are presented this way). Mark with an (x) the applicable choice.
- b) *Coded information* (together with its plain text). Select the appropriate code from the applicable appendix of the manual, enter it in the space provided and then write the meaning of the code in plain text. (The plain text is essential for verification of codes in ICAO.)
- c) *Direct entry* (such as date, time and place names). Use letters or figures, as required. Leave a blank space between words as in normal writing.

For reference purposes, each short-answer question has been assigned an identifier.

2.2.2 In an effort to resolve some of the problems that may be faced by the compiler while answering the questions, special instructions have been provided for certain identifiers that may require clarification. These special instructions appear in Chapter 3 of this manual.

## 2.3 THE SEQUENCE OF EVENTS

2.3.1 Many accidents, and some incidents, are comprised of several related “events”, such as “engine failure” - “undershoot”, where one event leads to another. In the ADREP system, the occurrence is described by listing the events. The expression, “phase”, is used to indicate in which phase of flight a certain event occurred and is always paired with event. Note that pairs must be complete; an event without its matching phase is of little value.

2.3.2 The forms provide space for five pairs of events and phases. Since events and phases are to be recorded by computer, it is necessary to use standard terms when completing the forms and to be as specific as possible. The terms and codes for events and phases can be found in Appendix 4.

2.3.3 The example below shows how the description of an occurrence is broken down into its events and phases for coding purposes.

**Example:** During initial climb the check pilot simulated a failure of the left engine and the aircraft returned for a single engine landing. On final approach the right engine failed. The aircraft landed hard, the student lost directional control, and the aircraft struck the runway lights and went off the runway.

	<i>Plain text</i>	<i>Code</i>
1. <i>Event:</i>	Power loss — first engine, simulated engine failure	206
<i>Phase:</i>	Initial climb	032
2. <i>Event:</i>	Power loss — additional engine, unspecified	219
<i>Phase:</i>	Final approach	063

3. <i>Event:</i>	Hard landing	263
	<i>Phase:</i> Level off/touchdown	071
4. <i>Event:</i>	Loss of directional control	141
	<i>Phase:</i> Landing roll	072
5. <i>Event:</i>	Collision — runway lights	03G
	<i>Phase:</i> Landing roll	072

*Note.— The example above has been extracted from the sample Preliminary Report in Appendix 8.*

## 2.4 NARRATIVES

### Preliminary Report

2.4.1 The narrative provides a brief description of the accident, including emergency circumstances, significant facts and other relevant information. It should also include any corrective action taken or under consideration if this is known at the early stage of the investigation. The narrative shall not exceed 200 words. It is important that it *be brief and clear*. Use the abbreviations listed in Table 2-1 and type or print the narrative and use double spacing.

### Accident/Incident Data Report

2.4.2 When a Preliminary Report has been previously submitted there is no need to repeat information already reported. However, all new information must be included. Seen together, the two narratives should provide the complete history of the flight, the analysis and conclusions of the investigation and the safety recommendations made. The narrative should not exceed 200 words.

2.4.3 When a Preliminary Report has not been submitted (either in the case of an incident or, when an accident investigation has been completed within 30 days) the narrative must provide the history of the flight and the analysis and conclusions of the investigation. In such cases a total of 400 words may be used.

2.4.4 If safety recommendations (proposals for preventive action) have been made as a result of the investigation, a summary should be included in the narrative. The recommendations should be preceded by the words “safety recommendations”. Include a summary of any preventive actions already taken.

2.4.5 It is important to be brief and clear. Common abbreviations, as shown in Table 2-1 below, should be used. Please type or print the narrative and use double spacing.

**Table 2-1. List of abbreviations for use in narratives**

<i>Abbreviation</i>	<i>Word or phrase</i>
A/C	Aircraft
A/P	Airport
AGL	Above ground level

APP	Approach
ATC	Air traffic control
CAT	Category
DEG	Degree
DME	Distance measuring equipment
DRN	Data report narrative
FT	Feet
FT/MIN	Feet per minute
H	Hours
IAS	Indicated airspeed
ILS	Instrument landing system
INFO	Information
KG	Kilograms
KM	Kilometres
KT	Knots
LB	Pounds
M	Metres
MI	Statute mile
MIN	Minute
M/S	Metres per second
MSL	Mean sea level
NDB	Non-directional beacon
NM	Nautical mile
PAR	Precision approach radar
PAX	Passenger(s)
PILOT	Pilot-in-command
RPM	Revolutions per minute
RWY	Runway
S	Seconds
T	Metric ton
TAS	True air speed
VIS	Visibility
VOR	Very high frequency omnidirectional radio range

*Note.— Sometimes long words, such as the names of geographic locations, are abbreviated with a period.*

## Chapter 3

### Special Instructions for some Identifiers

The following special instructions apply to those identifiers which, on the reporting forms, are marked by the symbol: ≡

<i>Identifier</i>	<i>Instructions</i>
-------------------	---------------------

<b>0001</b>	<b>State reporting</b>
-------------	------------------------

Enter code and plain text from Appendix 1.

**0004 State/area of occurrence**

Enter code and plain text from Appendix 1.

**0010 Aircraft manufacturer**

Enter code and name from Appendix 2. If a code cannot be found, omit the code but enter the manufacturer's name in plain text.

**0011 Aircraft model**

Enter code and model or series name from Appendix 2. If a code cannot be found, omit the code but enter the name of the model/series in plain text.

**0013 State of registry**

Enter code and plain text from Appendix 1.

**0014 Operator's name**

For airlines: if known, enter the three-letter designator as a code followed by the name as plain text. If not known, enter the name only.

**0104 General aviation**

Type of operation: Note that all operations, except those coded as "airline operations" should be coded under "general aviation". ICAO considers air taxi operations to be "airline operations". Off-shore operations are considered "general aviation" and must be coded here.

**0108 Duration of flight**

Enter the length of time the aircraft was airborne. Enter /0 if the accident occurred before the aircraft was airborne.

**0201 Injury index**

If a precise definition is needed, consult Annex 13. Generally, an injury is considered serious if it:

- a) requires hospitalization for more than 48 hours;
- b) results in a fracture of any bone;
- c) involves lacerations which cause severe hemorrhage, nerve, muscle or tendon damage;
- d) involves injury to any internal organ;
- e) involves second or third degree burns; or
- f) involves verified exposure to infectious substances or injurious radiation.

An injury is classified as fatal if death results from the injury within 30 days from the date of the accident.

**0301 Damage to aircraft**

If a precise definition is needed, consult Annex 13. Generally, damage to an aircraft is considered “substantial” if the damage:

- a) adversely affects the structural strength, performance or flight characteristics of the aircraft; and
- b) would normally require major repair or replacement of the affected component, except for engine failure with only engine damage, and damage to minor aircraft components.

**0518 Other crew members**

Enter information for a flight crew member, other than the pilot-in-command. If there is more than one “other flight crew member”, enter information for the one most involved in the accident. Information related to a “third other flight crew member” can be entered using identifier 0535 and following.

**0612 Engine manufacturer**

Enter the manufacturer code and name from Appendix 3 of the manual. If the code cannot be found, omit the code and enter the name only.

*Example:* The engine *manufacturer* for Engine Continental R-670-F should be entered as:

*Code:* 13      *Plain text:* Continental

**0613 Engine model**

Enter the model/series code from Appendix 3. If the code cannot be found, omit it. Enter the complete name of the model in the plain text field. Do not use the abbreviated name found in Appendix 3.

*Example:* The engine *model* for Engine Continental R-670-F should be entered as:

*Code:* 22      *Plain text:* R-670-F

**0901 Last ground station in contact with the a/c**

If the last communication was with “ground control”, “clearance delivery”, etc., use “1 - Aerodrome control tower”.

**1002 Location indicator**

Location indicators are printed on the instrument approach charts for the aerodrome. Some location indicators for international aerodromes are also found in ICAO Doc 7910, Location Indicators.

**1005 Runway identifier**

Enter direct, such as 23, 23L, 23R.

**1006 Available length**

The length available does not include runway end safety areas, i.e. overrun/undershoot areas.

**1009 Slope**

For runways with varying slope, such as up- down-up, enter the over-all slope of the runway.

**1108 Reason for data loss**

If there was more than one reason for the data loss, enter only the most important.

**1118 Reason why not recorded**

If there was more than one reason why the recording could not be recovered, enter the most important reason only.

**1202 Mark position of aircraft**

Mark the area in which the aircraft came to rest.

**1203/1204 Co-ordinates of aircraft**

In the example on the form, the bearing would be 315E and the distance as measured from the threshold.

*Note.— For helicopter occurrences on heliports enter only the distance from the wreckage to the point of intended landing.*

**1502 Search success**

A search was successful if the aircraft or the occupants were located.

**1505 Method of locating site**

If the ELBA(ELT) signal was picked up by a SAR Satellite, use “7 — SAR Satellite and ELBA”. If the ELBA(ELT) signal was used in another way select “1 — ELBA(ELT) only”.

## **Chapter 4**

### **Coding of Factors**

#### **4.1 GENERAL**

4.1.1 Factors show why an accident or incident happened. The determination of factors is therefore *one of the most important aspects of the Accident/Incident Data Report*, and all factors established in the investigation should be included.

4.1.2 Factors are recorded in the report in such a way as to allow their components to be coded and recorded by computer. The simple reason for putting information in a computer is to be able to extract it later under a different heading. Experience shows that factors are very often the reference used when extracting information about accidents. If, for instance, you are studying accidents concerning “inadequate flight training” and submit a request for accidents involving that factor, ICAO can produce a printout of information on such accidents, providing that factor has been coded in the ADREP reports. If in doubt about including a specific factor, simply ask yourself if you would like this

accident to come out in response to a request for information based on that factor. If the answer is yes, include the factor.

4.1.3 Note that with ADREP you do *not* concern yourself with distinguishing so-called primary factors and contributing factors. Such distinctions are very difficult to make, time-consuming and often arbitrary. Instead, you simply code all the factors which were found in the investigation along with the events to which they related, usually in the order in which they occurred.

4.1.4 The Accident/Incident Data Report form provides 10 pages for the coding of events and factors. To *describe* the events, up to five “descriptive factors” can be entered for each event. To *explain* the events, up to three “explanatory factors” can be entered for each descriptive factor. (Should the compiler wish to code more factors for any event, additional sheets, such as photocopies of the form, may be used.) The diagram below illustrates how the two types of factors relate to the events of an occurrence.

## 4.2 DESCRIPTIVE FACTORS

4.2.1 Descriptive factors describe, in detail, what happened during an event by listing all phenomena present. If possible, the descriptive factors should be coded in chronological order. If not possible, background information on terrain and weather should be coded first and descriptions of what people did should be coded last. Some descriptive factors express the same information as some of the event codes. This duplication is necessary to verify the factors’ coding.

4.2.2 It is not intended that descriptive factors be used to lay blame on any person. In fact, the person or group of persons that theoretically could be held responsible for an occurrence cannot be coded in a descriptive factor.

4.2.3 Descriptive factors consist of two parts: a subject and a modifier. The subject provides information on what was involved and the modifier gives the details.

- a) *Subjects for descriptive factors.* The subjects are listed in Appendix 5 and are grouped under the headings “Airframe”, “Powerplant”, “Components unique to helicopters”, “Aircraft Operations”, “Aircraft Servicing and Maintenance”, “Air Traffic Control Service”, “Aerodrome/heliport”, “Weather” and “Terrain”. The codes are identical to those used by the United Kingdom CAA, and the codes for the aircraft and its systems are similar to those in the Air Transport Association of America (ATA) 100 list. You should use the subject which most closely corresponds in meaning to what has been written in the investigation report. Should you be unable to find the desired subject in the list, use a less specific subject and explain your problem in the narrative. These problems will then be dealt with by ICAO when preparing the next revision of this manual.
- b) *Modifiers for descriptive factors.* Some 450 modifiers are listed in Appendix 5. To make your search easier, the modifiers are listed alphabetically and those that can be referred to by more than one key word have been listed in more than one place; for example, looking up either “missing part” or “part - missing” will lead to the same code: “480”. To simplify the task of choosing modifiers, the list has been presented in two parts that are readily visible to the right and to the left of the list of subjects, on fold-out pages. This eliminates the need to turn pages while searching for the appropriate modifier; the entire list can be consulted at a glance.

4.2.4 Subjects and modifiers are combined to create descriptive factors as shown in the example below. Every subject must have at least one modifier and may have as many as three. In cases where there is more than one modifier it is not necessary to repeat the subject for each modifier.

**Example:** On final approach, the right engine failed. The cause of the engine failure was a fuel pump seizure. The pump had been overhauled by an unqualified mechanic. The repair shop had been using unskilled personnel in spite of directives from the Aviation Administration. The left engine was not re-started because the student did not know the

procedure. It had not been covered in ground training.

*Event:* Power loss — additional engine, mechanical failure

*Phase:* Final approach

Descriptive factors derived from the above narrative:

<i>Subject</i>	<i>Modifier(s)</i>
Engine driven fuel pump	incorrect assembly; friction excessive; seized/jammed
Relight procedure	not followed; not understood

*Note.— The example above has been extracted from the sample Accident/Incident Data Report in Appendix 8. (See Event 2 of the sample report.)*

### 4.3 EXPLANATORY FACTORS

4.3.1 Explanatory factors explain why the event happened. They are used to determine what preventive action may be required. Consequently, explanatory factors only make sense when the involvement of organizations or persons related to the occurrence can be established. If the investigation did not prove the involvement of a person or organization, it should not be coded as an explanatory factor.

4.3.2 The explanatory factors intentionally do not allow the coding of technical difficulties or failures. For ADREP, technical problems will be described by descriptive factors only even though the malfunction or failure of a part may start a chain of other malfunctions or failures. Explanatory factors should answer the question of who was responsible and what can be done to prevent future technical failures.

4.3.3 Three explanatory factors may be entered for each descriptive factor. If possible, code the explanatory factors in chronological order. Otherwise, code the factors so that subsequent factors explain the preceding ones. If more than three explanatory factors are required, code the three most important ones and mention the remainder in the narrative.

4.3.4 Explanatory factors, which are listed in Appendix 6, consist of three parts:

- a) the title or designation of an organization or person that indicates those involved or responsible;
- b) a *subject* that shows the area of involvement; and
- c) a *modifier* that shows the nature of the involvement.

**Example:** The narrative in the example of 4.2.4 gives rise to the following three explanatory factors related to the first descriptive factor.

<i>Organization/Person</i>	<i>Subject</i>	<i>Modifier</i>
Maintenance engineer	knowledge	inadequate
Repair shop — management	recruitment	substandard
CAA — general	directives	not enforced

*Note.— The example above has been extracted from the sample Accident/Incident Data Report in Appendix 8. (See*

*Event 2 of the sample report.)*

## **Chapter 5**

### **Requests by States for ADREP Information**

#### **5.1 USE OF INFORMATION**

The ICAO ADREP database of accident/incident information is used to provide States with flight safety information. States' administrations are encouraged to request ADREP information from ICAO to assist them in their accident investigation and prevention efforts. For example, if it is suspected in an investigation that a specific malfunction or failure has occurred, information on similar occurrences may be helpful in the investigation. ADREP information is also used by States for accident prevention studies, including those prompted by operators, manufacturers and safety organizations. Requests will be answered by ICAO with the understanding that the ADREP information *be used for accident prevention only*.

#### **5.2 DESIGNATED OFFICIALS**

States have designated officials who are authorized to request ADREP information. Requests for information must originate from these officials and must be expressed in one of the working languages of ICAO. States have provided ICAO with a list that specifies, for each official, name, official designation or title, office address and telephone number. States are requested to inform ICAO of any changes to their list of designated officials.

#### **5.3 CONTENTS OF THE DATA BANK**

ADREP information is based upon some 12 500 reports of which approximately 9 000 are Accident/Incident Data Reports (as of the end of 1986).

#### **5.4 SEARCHING THE DATA BANK**

Records in the data bank that fit user-supplied criteria are displayed via printed output.

#### **5.5 REQUESTS**

5.5.1 To request ADREP information, use the format outlined at the end of this chapter. The subject or problem under study should be expressed in general terms and the request should indicate the urgency and method of reply and also the type of output required. Computer printouts are available in English, French or Spanish and in standard and non-standard output formats as described below. ICAO will endeavour to respond to requests within 24 hours of

receiving them.

### **Standard output**

5.5.2 There are three standard output formats:

- a) *a full print* that contains all the information contained in a report and usually consists of about four pages per report;
- b) *a brief print* that contains the information essential to understanding the occurrence, including factors and narrative and usually consists of about two pages; and
- c) *standard statistics* that present events, phases and factors in statistical form, and are usually produced when more than ten reports are involved.

### **Non-standard output**

5.5.3 There are two types of non-standard output:

- a) *occurrence summaries* that can contain any identifiers specified by the originator; and
- b) *statistical printouts* including frequencies, two-way or three-way cross tabulations involving any identifier.

ICAO will try to produce any other type of output which may be needed.

### **Requests by telephone**

5.5.4 To accommodate urgent requests, a telephone answering device has been installed in the office of the AIG Section of ICAO. It allows the recording of requests when the office is closed and thus alleviates the problems inherent in time zone differences. States can call at any time, day or night.

**FORMAT FOR ADREP INFORMATION REQUEST**

TO:  
International Civil Aviation Organization  
1000 Sherbrooke Street West  
Montreal, Quebec  
Canada H3A 2R2

TELEPHONE: (514) 285-8160  
TELEX: 05-24513 ICAO MTL  
FAX: (514) 288-4772  
CABLE: ICAO MONTREAL (CANADA)

Make all communications "Attention: AIG"

FROM:

a) State: \_\_\_\_\_

b) Originating Official:  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

c) Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) Telephone: \_\_\_\_\_  
Telex: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Cable: \_\_\_\_\_

e) Date: \_\_\_\_\_

1. SAFETY PROBLEM/STUDY: Brief description of the safety problem or study prompting the request and the applicable identifiers and codes. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. FORMAT OF PRINTOUT REQUIRED:

Standard output — Full print G      Brief print G      Standard statistics G

Non-standard output — Specify in general terms. \_\_\_\_\_

3. LANGUAGE OF PRINTOUT: English G      French G      Spanish G

4. DATE REPLY REQUIRED: \_\_\_\_\_

5. METHOD OF REPLY: Mail Cable G      Telex G      Fax G

**APPENDIX 1. CODES FOR STATES, TERRITORIES AND OCEANS\***

\* The designations employed and the presentation of the material in this Appendix do not imply the expression of any opinion whatsoever on the part of ICAO concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

## APPENDIX 2. CODES FOR AIRCRAFT BY MANUFACTURER AND MODEL

*Note.— This list is intentionally incomplete to provide the user with a short list of the most commonly used codes. A complete list is available from ICAO/AIG on request.*

*If a manufacturer/model cannot be found in this list, enter only the name in the space following the codes on the form.*

## APPENDIX 3. CODES FOR AIRCRAFT ENGINES BY MANUFACTURER AND MODEL

*Note.— If a manufacturer or model cannot be found in this list, enter only the name of the manufacturer/model in the space provided.*

## APPENDIX 4. CODES FOR EVENTS AND PHASES

Determine the events of accident or incident with the help of the list of events overleaf. Enter the codes and the plain text for each event on the coding form. Then find the corresponding phases for the events and enter the codes and plain text for the phases.

### Appendix 7

#### **Types of aircraft incidents of main interest to the International Civil Aviation Organization**

The types of aircraft incidents described below are of main interest to the International Civil Aviation Organization for its accident prevention studies.

**Engine failure.** Failures of more than one engine on the same aircraft and failures which are not confined to the engine, excluding compressor blade and turbine bucket failures.

**Fires.** Fires which occur in flight including those engine fires which are not contained in the engine.

**Terrain and obstacle clearance incidents.** Occurrences which result in danger of collision or actual collision with terrain or obstacles.

**Flight control and stability problems.** Occurrences which have caused difficulties in controlling the aircraft, e.g. aircraft system failures, weather phenomena, operation outside the approved flight envelope.

**Take-off and landing incidents.** Incidents such as undershooting, overrunning, running off the side of runways, wheels-up landing.

**Flight crew incapacitation.** Inability of any required flight crew member to perform prescribed flight duties as a result of reduced medical fitness.

**Decompression.** Decompression resulting in emergency descent.

**Near collisions and other air traffic incidents.** Near collisions and other hazardous air traffic incidents including faulty procedures or equipment failures.

— END —

## APPENDIX 8. EXAMPLES OF COMPLETED REPORT FORMS

*Note.— Since the information requested on page 12 of the report form is not applicable to the occurrence used for this example, this page has not been reproduced.*

*Note.— Since the information requested on pages 15 and 16 of the report form is not applicable to the occurrence used for this example, these pages have not been reproduced.*

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*Note.— Page 38 of the report form contains additional space for the narrative and was not reproduced for this example.*

