ICAO

COMPANY LOGO

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ERROR REPORT FORM

(Form dedicated to recording errors in the process of publishing aeronautical data and information)

Section 1: Error Identification

Deferral date	
Date and time of error identification	
Organization	
Department/Unit	
Scope of the error	*(Ex: error on dynamic data, error on static data)*

Section 2: Error Description

Product and service involved	
Entities involved	
Did the error reach the users?	
In which process is the error identified (process step)?	
Event Description	
Other comments	

Section 3: Analysis and immediate action

Direct impact of the error	
Possible cause(s)	
Immediate actions taken	

Section 4: Measures to Prevent Recurrence

Proposed actions	Responsible	Delays

Section 5: Approval

Date	*Name and Function*	*Signature*