



OCCURRENCE REPORTING 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

SECTION A		ADMINISTRATIVE INFORMATION			
SECTION A		REPORTER'S NAME :		REPORTER'S ORGANIZATION :	
SECTION A		TITLE :	TELEPHONE :	DATE (mm / dd / yyyy) :	
SECTION A		E-MAIL :	STATE REFERENCE NUMBER :	SCOPE OF INVESTIGATION : <i>If delegated :</i>	
SECTION B		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.)			
SECTION B		OCCURRENCE CLASS :		OCCURRENCE CATEGORY : Read more about Occurrence Categories	
SECTION B		<input type="checkbox"/> Accident <input type="checkbox"/> Serious Incident <input type="checkbox"/> Incident		SCF-NP CFIT ARC SCF-PP MAC TURB LOC-I RE BIRD RI FNI OTHERS : _____	
SECTION B		DATE OF OCCURRENCE (dd/mm/yyyy) UTC :	TIME (hh:mm) UTC :	STATE OF THE OCCURRENCE :	
SECTION B		LOCATION :	LATITUDE : Deg / Min / Sec N S		
SECTION B			LONGITUDE : Deg / Min / Sec W E		
SECTION B		INJURY LEVEL :	PERSONS ON BOARD (Please fill each field, write 0 for no injury, in case of unknown please use dash sign.)		
SECTION B		<input type="checkbox"/> Fatal <input type="checkbox"/> Serious <input type="checkbox"/> Minor <input type="checkbox"/> None <input type="checkbox"/> Unknown		CREW	PASSENGER
SECTION B			ON BOARD		
SECTION B			FATAL		
SECTION B			SERIOUS		
SECTION B			MINOR		
Aircraft details (For departed and destination airport please use 4 letter ICAO codes.). Second Aircraft Add Remove					
SECTION B		AIRCRAFT TYPE :	SERIAL NUMBER :	STATE OF REGISTRY :	REGISTRATION :
SECTION B					MASS GROUP :
SECTION B		OPERATOR :	STATE OF OPERATOR :	TYPE OF OPERATION : International Passenger Scheduled Commercial	
SECTION B				YEAR OF BUILD :	
SECTION B		CALL SIGN :	DEPARTED FROM :	DESTINATION :	FLIGHT RULE :
SECTION B					FL ALT/HT(FT) IAS (KT)
SECTION B					TCAS RA
SECTION B					YES NO

SECTION C	FLIGHT PHASE :						DAMAGE LEVEL :			
	Standing		En-route		Uncontrolled descent		Destroyed			
	Taxi		Approach		Post impact		Substantial Damage			
Take off		Landing		Pushback / towing		Minor Damage				
Initial climb		Emergency descent		Others : _____		None				
						Unknown				
NARRATIVE :										
SUPPLEMENTARY INFORMATION										
<i>WIND</i>		<i>CLOUD</i>		<i>PRECIPITATION</i>	<i>OTHER METEOROLOGICAL CONDITIONS</i>				<i>RUNWAY STATE</i>	
DRC.	SPEED	TYPE	HT (FT)		VISIBILTY KM NM	ICING	TURBULANCE	TEMP. (°C)		
									Category	
DANGEROUS GOODS ON FLIGHT				<i>If yes UN Number :</i>			LIGHT CONDITION			
YES	NO	UNKNOWN					Dawn	Day	Night	Unknown
<i>SUPPLEMENTARY INFORMATION:</i>										

Usage instructions

- 1) Download the PDF form from ISTAR 2.0 SPACE
- 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.