

The Government of The Turks and Caicos Islands  
Civil Aviation Authority



# Occurrence Report

Please complete and submit this form online using the button at the bottom of page 2. Your completed form will be emailed back to you with a unique ID number and the date and time of submission (GMT/BST):

AIRCRAFT TYPE & SERIES	REGISTRATION	DATE (dd/mm/yyyy)	TIME OF EVENT UTC (HH:MM)	DAY NIGHT TWILIGHT
OPERATOR	LOCATION/POSITION/RW			

FLIGHT NO.	ROUTE FROM	ROUTE TO	FL	ALT/HT (FT)	IAS (KT)	IFR VFR	TCAS RA		ETOPS	
							YES	NO	YES	NO

NATURE OF FLIGHT	FLIGHT PHASE
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ENVIRONMENTAL DETAILS										
WIND		CLOUD		PRECIPITATION	OTHER METEOROLOGICAL CONDITIONS				RUNWAY STATE	
DIRN.	SPEED (kt)	TYPE	HT (ft)		VISIBILITY	ICING	TURBULENCE	OAT (°C)		
					KM NM					RUNWAY CATEGORY

**BRIEF TITLE**

**DESCRIPTION OF OCCURRENCE**

Any procedures, manuals, pubs. (AIC, AD, SB etc.) directly relevant to occurrence and (where appropriate) compliance state of aircraft, equipment or documentation.	
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GROUND STAFF REPORT						
A/C CONSTRUCTOR'S NO.	ENGINE TYPE/SERIES	ETOPS APPROVED		GROUND PHASE		MAINTENANCE ORGANISATION  TEL.
		YES	NO	MAINTENANCE		
				GROUND HANDLING		
				UNATTENDED		

COMPONENT/PART	MANUFACTURER	PART NO.	SERIAL NO.
REFERENCES:- MANUAL/ATA/IPC		COMPONENT OH/REPAIR ORGANISATION	

ORGANISATION AND APPROVAL REFERENCE	NAME	POSITION
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DATE (dd/mm/yyyy)			
If report is voluntary (i.e. not subject to mandatory requirements) can the information be published in the interests of safety?	YES	Address and tel.no. (if reporter wishes to be contacted privately).	NOTE 1:If additional information, as below, is available, please provide. NOTE 2:If the occurrence is related to a design or manufacturing deficiency, the manufacturer should also be advised promptly. NOTE 3:Where applicable, a report of this incident should be forwarded directly to other agencies involved, e.g. Aerodrome Authority, ATC agency.
	NO		

REPORTING ORGANISATION - REPORT
ORGANISATION COMMENTS - ASSESSMENT/ACTION TAKEN/SUGGESTIONS TO PREVENT

UTILISATION - AIRCRAFT				UTILISATION - ENGINE/COMPONENT				MANUFACTURER ADVISED			
	TOTAL	SINCE OH/REPAIR	SINCE INSPECTION		TOTAL	SINCE OH/REPAIR	SINCE INSPECTION	YES	NO		
HOURS				HOURS							
CYCLES				CYCLES							
LANDINGS				LANDINGS							
REPORTING ORGANISATION			TEL.	REPORTER'S REF	REPORT		REPORTER'S INVESTIGATION		FDR DATA RETAINED		
E-MAIL			FAX		NEW	SUPPL	NIL	CLOSED	OPEN	YES	NO
NAME				POSITION				TEL			
E-MAIL								DATE (dd/mm/yyyy)			