



FIJI AERONAUTICAL INFORMATION CIRCULAR

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MANDATORY AND VOLUNTARY REPORTING: PROCESSES AND PROTECTIONS

1. Introduction

This AIC sets out the requirements and procedures for reporting aviation safety occurrences in accordance with Air Navigation Regulation (ANR) 71, as made under the Civil Aviation Act 1976. It outlines CAAF's safety data collection and processing systems, including Mandatory Occurrence Reports (MORs), voluntary safety reports, and the Fiji Confidential Aviation Incident Reporting (FCAIR) system.

These reporting systems are critical tools to promote aviation safety, encourage a just culture, and enable proactive safety management through data-driven decision-making.

2. Legislative Basis

ANR 71 obligates specific individuals and organizations involved in civil aviation to report certain types of safety occurrences to the Civil Aviation Authority of Fiji (CAAF). These include aircraft operators, crew members, maintenance personnel, aerodrome operators, and air navigation service providers, among others.

ANR 71 states that:

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(1) *A person who—*

- (a) *is an aircraft operator domiciled in Fiji; or*
- (b) *is a crew member of an aircraft operated by an operator domiciled in Fiji; or*
- (c) *is a crew member of an aircraft operated by a foreign domiciled aircraft operator flying in Fiji or in airspace administered by Fiji; or*
- (d) *carries on the business of manufacturing, repairing or overhauling any aircraft, or any equipment or part thereof; or*
- (e) *is authorised to sign a certificate of maintenance or compliance in respect of any aircraft, part or equipment; or*
- (f) *is a holder of a licence granted or rendered valid under regulation 53; or*
- (g) *is the holder of a permit granted under regulation 66; or*
- (h) *is an aerodrome operator; or*

- (i) is an air navigation service provider; or*
- (j) is an authorised person for the purposes of these Regulations,*

shall make a report to the Authority of any occurrence of the types outlined in sub-regulation (2), of which such person has knowledge and in such time and in such means as notified by the Authority.

(2) Occurrences which shall be reported to the Authority under sub-regulation (1) include but are not limited to the following—

- (a) damage or the likelihood of damage to an aircraft that affects or could affect the safety of flight;*
- (b) death or injury of a person involved in an aviation activity;*
- (c) impairment during a flight of the capacity of a member of the flight crew of an aircraft to undertake the functions to which his or her licence relates;*
- (d) the use of any procedures taken for the purpose of overcoming an emergency;*
- (e) the failure of an aircraft system including failure of the flight controls, power plant, hydraulic, pneumatic, pressurisation, electrical, navigation or electronic systems or is an equipment of a type notified by the Authority;*
- (f) impairment to the control of an aircraft in flight by its flight crew;*
- (g) the failure or inadequacies of facilities or services on the ground used or intended to be used for purposes of or in connection with the operation of aircraft;*
- (h) arising from the loading or the carriage of passengers, cargo or fuel; and*
- (i) any other occurrence which, in the opinion of such a person constitutes an occurrence endangering, or which if not corrected would endanger, the safety of an aircraft, its occupants or any other person.*

(3) A person referred to in sub-regulation (1) shall make a report to the Authority—

- (a) by the quickest possible means, either verbally or electronically; and*
- (b) within 96 hours of the occurrence, in a current form approved by the Authority.*

(4) Notwithstanding sub-regulation (3)(b) the Authority may, at its absolute discretion, extend the reporting period in circumstances requiring detailed investigations.

(5) No person referred to in sub-regulation (1) shall be required to report any occurrence which has been reported by another person to the Authority in accordance with sub-regulation (3).

- (6) *In the case of a multi-crew aircraft, the pilot-in-command shall be responsible for reporting any occurrence to the Authority at the end of the flight.*
- (7) *A person shall not make any report under this regulation if the person knows or has reason to believe that the report is false in any particular.*
- (8) *Without prejudice to regulation 125(2) and subject to regulation 127, the operator of an aircraft shall, if he or she has reason to believe that a report has been or will be made in pursuance of this regulation, preserve any data from a flight data recorder and any other data that the Authority may require which is relevant to the occurrence for 14 days from the date on which a report of that occurrence is made to the Authority or for such longer period as the Authority may in a particular case direct and such record may be erased, when approved by the Authority, if the aircraft is outside Fiji and it is not reasonably practicable to preserve the record until the aircraft reaches Fiji.*
- (9) *Without prejudice to regulation 125(2) and subject to regulation 127, the operator of an air traffic service shall, if he or she has reason to believe that a report has been or will be made in pursuance of this regulation, preserve any data from a voice or data communication recorder, the records of any data or surveillance displays and any other data that the Authority may require which is relevant to the occurrence for 14 days from the date on which a report of that occurrence is made to the Authority or for such longer period as the Authority may in a particular case direct.*
- (10) *The Authority has the power to investigate such reportable occurrences.”*

In compliance with the Civil Aviation Acts and Regulations, the Civil Aviation Authority of Fiji (CAAF) has established robust procedures for the collection and processing of safety data to enhance aviation safety. This circular outline the procedures for reporting Mandatory Occurrence Reports (MOR), voluntary safety reports, and the measures in place to maintain confidentiality and protect the identity of individuals who submit these reports.

3. Objectives of Safety Reporting

CAAF's safety data collection and processing systems are designed to:

- **Enhance Aviation Safety:** Identify safety hazards and reduce the likelihood of accidents or incidents.
- **Promote a Just Culture** - Encourage open and honest reporting by ensuring protection from retribution.
- **Support Risk Management** - Enable analysis of trends and identification of systemic issues.

- **Facilitate Continuous Improvement** - Inform safety policy, oversight, and preventive actions.

4. Types of Reports

4.1 Mandatory Occurrence Reports (MOR):

Under ANR 71, individuals and organisations must report safety-related occurrences. These reports are crucial for identifying risks and preventing accidents. Refer to section 2.

These reports must be submitted within **96 hours** of the occurrence, using the forms prescribed by CAAF.

Voluntary Reports:

Voluntary reporting enables individuals to report aviation safety concerns that may not otherwise be captured through the mandatory reporting system but are still relevant to aviation safety.

Voluntary reporting is a proactive process of reporting that gathers information to enable early identification of hazards/unsafe conditions that have not yet caused an incident/serious incident/accident which otherwise would be revealed by a MOR.

These may include:

- Unsafe practices
- Safety concerns
- Equipment issues
- Human factors concerns
- Emerging hazards

Voluntary reports contribute to the early identification of safety risks and complement the MOR system. Use **Form OR 012** available on the CAAF website.

Fiji Confidential Aviation Incident Reporting (FCAIR)

FCAIR is a confidential reporting mechanism that encourages individuals to report safety issues without fear of reprisal.

The key features of the FCAIR include:

- Guaranteed confidentiality
- Protection from punitive action
- Strengthening of safety culture
- Focus on learning and improvement
- Support for proactive hazard identification

Submit using **Form OR 010**, available on the CAAF website.

5. Who Should Submit an MOR?

Refer to ANR 71 (1). This includes but is not limited to:

- Aircraft operators (domestic and foreign)
- Flight crew
- Maintenance personnel
- Certificate or licence holders
- Aerodrome and ANSP operators

6. What Must Be Reported?

Refer to ANR 71 (2) for a list of reportable occurrences. These include:

- Events affecting aircraft safety or operation
- Injury or fatality
- System or control failures
- Ground service issues
- Other safety-endangering occurrences

7. How to Submit a Report

Reports can be submitted through the following methods:

- (a) **Online Submission:** access via “Quick Links” section on the CAAF Website. User registration and login are required.
- (b) **Confidential Hotline:** Phone +679 6723219.
- (c) **Manual Submission via Forms:** Download and submit the appropriate form from the CAAF website:

Form ID	Title
OR 001	Official MOR Form
SF 004	Aviation Security MOR
OR 002A	Bird Strike/Incident Notification
OR 002B	Supplementary Bird Strike Reporting
OR 003	Occurrence Investigation & Closure Report
OR 004	Wake Vortex Encounter Reporting Form for Pilots
OR 005	Wake Vortex Encounter Reporting Form Air Navigation Service Providers (ANSPs)
OR 010	Fiji Confidential Aviation Incident Report (FCAIR)

8. Confidentiality and Non-Punitive Approach

Confidentiality Guarantee:

CAAF ensures that the reporters identity remains confidential. Personal details will not be disclosed without consent, unless required for investigation or legal purposes.

Non-Punitive:

Reports submitted in good faith will not result in punitive action against the reporter, except where is evidence of gross negligence, intentional violation or criminal conduct.

9. Record Preservation Requirements

Operators must preserve relevant flight data, voice recordings, or surveillance records for 14 days from the date a report is made, or longer if directed by CAAF. Refer to ANR 71(8) and (9).

10. Authority to Investigate

CAAF retains the authority to investigate any reportable occurrence submitted under this regulation as per ANR 71(10).

11. Further Information

For more information, visit the CAAF Website or contact the CAAF Quality Unit.