

To be sent to: Quality Assurance Officer, **CAAF**, Nadi Airport

Fax: (679) 6727429 or email to – [standards@caaf.org.fj](mailto:standards@caaf.org.fj) or [tors@caaf.org.fj](mailto:tors@caaf.org.fj)

**Note:** If report is Confidential - mark clearly at the top and provide contact or email address and phone number.  
Your wish will be respected.

Operator's occurrence No.	CAAF ECCAIRS No.	CAAF AQD No.	CAAF Investigation No.

CATEGORIES OF OCCURRENCE						
ACCIDENT	INCIDENT	AIRMISS	APHAZ	FAILURE	PROCEDURAL	BIRBSTRILE
GENERAL						
(Please tick where appropriate)						
AIRCRAFT TYPE & SERIES	REGISTRATION	OPERATOR	DATE	LOCAL / UTC	DAY  TWILIGHT  NIGHT	LOCATION/POSITION/RWY

## FLIGHT/CABIN CREW REPORT

FLIGHT NO.	ROUTE FROM	ROUTE TO	IAS (kts)	FL/ALT/HT (ft)	IFR  VFR	ETOPS/RVSM/RNP 4/10  YES NO

NATURE OF FLIGHT						
FLIGHT PHASE						
ENVIRONMENT						
WIND	CLOUD	PRECIPITATION	OTHER METEOROLOGICAL CONDITIONS		RUNWAY STATE	
DRIN SPEED (kts)	TYPE	RAIN SNOW SLEET HAIL	VISIBILITY	ICING	TURBULENCE	DRY WET ICE SNOW SLUSH
	HT (ft)					
OAT (OC)	8th					
		LIGHT MOD HEAVY	km/m	LIGHT MOD SEVERE	LIGHT MOD SEVERE	CATEGORY I II III

**NARRATIVE**

<b>Brief Title</b>	
Please continue on next page if more space is required	
Any procedures, manual, pubs (e.g AIC, AD,SB etc.) directly relevant to occurrence and (when appropriate ) compliance state of aircraft, equipment or documentation.	

**GROUND STAFF REPORT**

A/C CONSTRUCTORS  No:	ENGINE TYPE/SERIES	ETOPS APPROVED  YES      NO	GROUND PHASE	AIRCRAFT BELOW 5700kg ONLY
COMPONENT/ PART	PART No:		GRD HANDLING	MAINTENANCE ORGANISATION
		SERIAL No:	MAINTENANCE UNATTENDED	TEL NO:
MANUFACTURE	MANUAL REF	COMPONENT OH/REPAIR ORGANISATION		
NARRATIVE CONTINUED				
ORGANISATION	NAME	POSITION	SIGNATURE	
			Date :	

If report is voluntary (i.e. not subjected to mandatory requirements), can the information be published in the interest of safety?		YES	Address & Tel. No. (If reporter wishes to be contacted privately)
		NO	

**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 manufacture should be advised promptly.

#### REPORTING ORGANISATION – REPORT

ORGANISATIONAL COMMENTS – ASSESSMENT/ ACTION TAKEN/ SUGGESTIONS TO PREVENT						
UTILISATION – AIRCRAFT			UTILISATION – ENGINE/ COMPONENTS			
TOTAL	SINCE OH/ REPAIR		TOTAL	SINCE OH/ REPAIR		
HOURS	SINCE INPECTION		HOURS	SINCE INPECTION		
CYCLES			CYCLES			
LANDINGS			LANDINGS			
MANUFACTURER ADVISED		YES	NO	MANUFACTURER ADVISED	YES	NO
ORGANISATION	REPORTER'S REF	REPORT	REPORTER'S INVESTIGATION	FDR RECORD REAINED  YES	NO	
		NEW				
		SUPPLEMENT				NIL
NAME	TEL/ FAX	POSITION	SIGNATURE	Date		