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

Fax: (679) 6727429 or email to – standards@caaf.org.fj or 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 [ ]  BIRDSTRIKE [ ]  GENERAL  **(Please tick where appropriate)**   |
| AIRCRAFT TYPE & SERIES      |  REGISTRATION      | OPERATOR      | DATEClick or tap to enter a date. | TIME [ ]  LOCAL / [ ]  UTC      Choose an item. |  [ ]  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 |  Choose an item |

|  |  |
| --- | --- |
|  FLIGHT PHASE |  Choose an item |

|  |  |
| --- | --- |
| ENVIRONMENT |  |
| WIND | CLOUD | PRECIPITATION | OTHER METEOROLOGICAL CONDITIONS | RUNWAY STATE |
| DRIN SPEED (kts)       | TYPE      HT (ft)      8th      |  [ ]  RAIN  [ ]  SNOW  [ ]  SLEET [ ]  HAIL  [ ]  LIGHT  [ ]  MOD  [ ]  HEAVY  |  VISIBILITY  |  ICING  |  TURBULENCE  |  [ ]  DRY  [ ]  WET  [ ]  ICE  [ ]  SNOW [ ]  SLUSH  |
|  km/m        |  [ ]  LIGHT [ ]  MOD [ ]  SEVERE | [ ]  LIGHT[ ]  MOD [ ]  SEVERE |
| OAT (°C)       |
|  CATEGORY  [ ]  I  [ ]  II  [ ]  III |

# NARRATIVE

|  |
| --- |
| **Brief Title**       |
|      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 CONSTRUCTORSNo:        |  ENGINE  TYPE/SERIES       |  ETOPS APPROVED  [ ]  YES [ ]  NO  |  [ ]  GROUND PHASE [ ]  GRD HANDLING |  AIRCRAFT BELOW 5700kg ONLY MAINTENANCE ORGANISATION       |
| COMPONENT/PART       |  PART No:         |
|  SERIAL No:         |  [ ]  MAINTENANCE [ ]  UNATTENDED | TEL NO:       |
|  MANUFACTURE         |  MANUAL REF        |  COMPONENT OH/REPAIR ORGANISATION       |
| NARRATIVE CONTINUED       |
|  ORGANISATION         |  NAME          |  POSITION         |  SIGNATURE  Date : Click or tap to enter a date. |
| If report is voluntary (i.e. not subjected to mandatory requirements), can the information be published in the interest of safety? | [ ]  YES[ ]  NO |  Address & 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 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       CYCLES        LANDINGS        | HOURS      CYCLES       LANDINGS        |
| SINCE INSPECTION       |  SINCE INSPECTION       |
|  MANUFACTURER ADVISED [ ]  YES [ ]  NO  | MANUFACTURER ADVISED [ ]  YES [ ]  NO  |
| ORGANISATION | REPORTER’S REF | REPORT | REPORTER’S INVESTIGATION | FDR RECORD RETAINED |
|          |        | NEW [ ]  SUPPLEMENT [ ]  | NIL [ ]  OPEN [ ]  CLOSED [ ]  | [ ]  YES [ ]  NO |
| NAME        |  TEL/ FAX        | POSITION        |  SIGNATURE  | Date Click or tap to enter a date. |