

**CIVIL AVIATION DEPARTMENT  
HONG KONG, CHINA**

**Accident Investigation Bulletin**

**No. 1/09  
Issue 1**

**REPORTING OF AIRCRAFT ACCIDENTS AND INCIDENTS**

**1 Introduction**

- 1.1 Under Regulation 5 of Hong Kong Civil Aviation (Investigation of Accidents) Regulations (CAP. 448B), where a reportable accident occurs the commander of the aircraft involved at the time of the accident, or if he be killed or incapacitated then the operator of the aircraft, and, in the case of an accident occurring on or adjacent to an aerodrome, the aerodrome authority shall forthwith give notice thereof to the Chief Inspector by the quickest means of communication available and in the case of a reportable accident occurring in or over Hong Kong shall also notify forthwith the Commissioner of Police of the accident and of the place where it occurred.
- 1.2 To promote accident prevention by analysis of accident and incident data, the Civil Aviation Department of Hong Kong has established an Incident Reporting System, which consists of the Mandatory Incident Reporting System and the Voluntary Incident Reporting System, to collect relevant data of accidents and incidents. As tasked by the Chief Inspector, the Accident Investigation Division (AID) headed by the Deputy Chief Inspector is responsible for the administration of the Incident Reporting System.
- 1.3 The purpose of this Bulletin is to make the policies and procedures on the Incident Reporting System public.

**2 Interpretations**

In this Bulletin, unless the context otherwise requires, the interpretation of the followings are:

- 2.1 **Accident:-** Includes an incident and a reportable accident
- 2.2 **Reportable Accident:-** An occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked therefrom, in which-
  - a) any person suffers death or serious injury while in or upon the aircraft or by direct contact with any part of the aircraft (including any part which

has become detached from the aircraft) or by direct exposure to jet blast, except when the death or serious injury is from natural causes, is self-inflicted or is inflicted by other persons or when the death or serious injury is suffered by a stowaway hiding outside the areas normally available in flight to the passengers and members of the crew of the aircraft; or

- b) the aircraft incurs damage or structural failure, other than-
  - i. engine failure or damage, when the damage is limited to the engine, its cowling or accessories;
  - ii. damage limited to propellers, wing tips, antennae, tyres, brakes, fairings, small dents or punctured holes in the aircraft skin, which adversely affects its structural strength, performance or flight characteristics and which would normally require major repair or replacement of the affected component; or
- c) the aircraft is missing or is completely inaccessible

2.3 **Incident**:- An occurrence, other than a reportable accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

2.4 **Serious Incident**:- An incident involving circumstances indicating that a reportable accident nearly occurred. Examples of serious incidents are:

- a) Near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate
- b) Controlled flight into terrain only marginally avoided
- c) Aborted take-offs on a closed or engaged runway
- d) Take-offs from a closed or engaged runway with marginal separation from obstacle(s)
- e) Landings or attempted landings on a closed or engaged runway
- f) Gross failures to achieve predicted performance during take-off or initial climb
- g) Fires and smoke in the passenger compartment, in cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents
- h) Events requiring the emergency use of oxygen by the flight crew
- i) Aircraft structural failures or engine disintegrations not classified as an accident
- j) Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft

- k) Flight crew incapacitation in flight
- l) Fuel quantity requiring the declaration of an emergency by the pilot
- m) Take-off or landing incidents. Incidents such as undershooting, overrunning or running off the side of runways.
- n) System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft.
- o) Failures of more than one system in a redundancy system mandatory for flight guidance and navigation.

### **3 Reporting of Accidents and Incidents**

#### **3.1 Mandatory Incident Reporting**

- a) Under the Mandatory Incident Reporting System, when there is an aircraft reportable accident or serious incident, the commander and /or operator of the aircraft, air traffic controller, maintenance services provider and the Hong Kong Airport Authority shall report to the AID by at least one of the following means:

Tel: (852) 29106821 (24 hours)

Fax: (852) 29101177 (24 hours)

Email: aid@cad.gov.hk

AFTN: VHHHYAYX

Post: Accident Investigation Division,  
10<sup>th</sup> F, AFFC Commercial Building,  
2 Chun Wan Road, Lantau, Hong Kong

- b) The followings shall be stated as far as possible:
  - (i) the name and contact information of the person reporting the occurrence;
  - (ii) the type, model and the nationality and registration marks of the aircraft;
  - (iii) the name of the owner, operator and hirer (if any) of the aircraft;
  - (iv) the name of the commander of the aircraft;
  - (v) the date and Co-ordinated Universal Time of the accident;
  - (vi) the last point of departure and the next point of intended landing of the aircraft;
  - (vii) the position of the aircraft by reference to some easily defined geographical point and latitude and longitude;
  - (viii) the number of crew on board the aircraft at the time of the

- occurrence;
  - (ix) the number of them killed or seriously injured as a result of the accident;
  - (x) the number of passengers on board the aircraft at the time of the occurrence and the number of them killed or seriously injured as a result of the occurrence;
  - (xi) the number of other persons killed or seriously injured as a result of the occurrence;
  - (xii) the nature of the occurrence and the extent of the damage to the aircraft as far as is known.
- c) To facilitate the reporting of occurrences, the Aircraft Accident / Incident Reporting Form (Form No. DCA 233) is prepared and is available for download from the AID web page by clicking “Notification of Aircraft Accident” in the CAD website <http://www.cad.gov.hk>, or access directly to the AID Web page <http://www.cad.gov.hk/english/notifyairacc.html>. Person reporting an occurrence to the AID may choose to use the form for convenience.
- d) Upon receipt of such report, the AID will determine if an investigation under CAP. 448B is required.

### 3.2 **Voluntary Incident Reporting**

- a) The Voluntary Incident Reporting System is operated in a non-punitive environment and the source of information will not be disclosed unless required to do so by law, or the person concerned authorised the disclosure. If the reported occurrence is the subject of an investigation, the information will only be used in accordance with the CAP. 448B.
- b) The Voluntary Incident Reporting System allows the AID to collect as much incident data as possible to perform meaningful analysis in order to fulfill the purpose of promoting accident prevention and enhancing aviation safety. The AID may exchange the safety information with other investigation authorities on actual and potential safety deficiencies.
- c) Under Voluntary Incident Reporting System, for occurrences that are not captured by the Mandatory Incident Reporting System, all person, including but not limited to the commander and /or operator of the aircraft,

air traffic controller, maintenance services provider and the Hong Kong Airport Authority are encouraged to report such incidents to the AID by at least one of the following means:

Tel: (852) 27697508

Fax: (852) 23624250

Email: [aid@cad.gov.hk](mailto:aid@cad.gov.hk)

Post: Accident Investigation Division,  
10<sup>th</sup> F, AFFC Commercial Building,  
2 Chun Wan Road, Lantau, Hong Kong

- d) To facilitate the reporting of occurrences, the Voluntary Incident Reporting Form (Form No. DCA 234) is prepared and is available for download from the AID web page by clicking “Notification of Aircraft Accident” in the CAD website <http://www.cad.gov.hk>, or access directly to the AID Web page <http://www.cad.gov.hk/english/notifyairacc.html>. Person reporting an occurrence to the AID may choose to use the form for convenience.
- e) Upon receipt of such report, the AID will assess the information and determine appropriate follow up actions as necessary. The AID may contact the person reporting the incident for additional information.

**Y. P. TSANG**  
**Deputy Chief Inspector of Accidents**