



OCCURRENCE REPORT (Mandatory / Voluntary)*

*delete as appropriate

Complete all sections where information is relevant.
 For multi-choice boxes, indicate which entry is appropriate

CAD use only

Reporter's Occurrence No.				FSAD Ref No.		Date received			
Aircraft Type and Series 1		Registration 2	Operator 3	Date of Occurrence 4	Date Known to Reporter 4a		Flight Phase 24	Nature of Flight 25	
FLIGHT AND WEATHER DETAILS			Runway 16	Precipitation 18	Icing 19	Turbulence 20		PARKED TAXYING TAKE-OFF INIT. CLIMB CLIMB CRUISE DESCENT HOLDING APPROACH LANDING CIRCUIT AEROBATICS HOVER	SCHED. PAX NON-SCHED. PAX SCHED. FREIGHT NON-SCHED. FREIGHT SURVEY PLEASURE CHECK/CALIBRATION BUSINESS CLUB/GROUP PRIVATE POSITIONING FERRY TEST TRAINING
Flight No. 5	DAY NIGHT	Wind 12	Used 16	RAIN	LIGHT	LIGHT			
From 6	9	IAS 13	State 17	SNOW	MOD	MOD			
To 7	Time 10	Height 14	DRY	SLEET	HEAVY	SEVERE			
Geog. Position 8	Visibility 11	O.A.T. 15	WET	HAIL		EXTREME			
			ICE						
			SNOW						
			SLUSH						
				Cloud Type Height/ft Amount/8ths	ETOPS	RVSM			
					22 Yes/No	23 Yes/No			
TYPE OF OCCURRENCE									
AIR TRAFFIC RELATED 26			AERODROME & FACILITIES RELATED 27			FLIGHT OPERATIONS & AIRWORTHINESS RELATED 28			
ATC INCIDENT INVOLVING SAFETY			ACFT/VEHICLES/GRND EQUIP COLLISION (See Note below)			FLIGHT OPERATIONS PROCEDURES			
ATC PROCEDURES			AERODROME LIGHTING MARKING			ACFT ENGINEERING/MAINT./AIRWORTHINESS			
SEPARATION			OBSTRUCTIONS (See Note below)			OTHER IN-FLIGHT EMERGENCY			
AIR SPACE			APRON BLAST						
R/T / COMMUNICATION			AERODROME FACILITIES						
ATC EQUIPMENT			BIRDSTRIKE			OTHER (PLS INDICATE) 29			
MET.SERVICES			NAV. AIDS						
INFORMATION			AERODROME SECURITY						
FOREIGN OBJECT			OTHER AERODROME INCIDENT (See Note below)						
UNDERSHOOT / OVERSHOOT			Note: For events on runway, including runway incursion, use DCA 235.						
ENGINE/COMPONENT DETAILS 30									
Any procedures, manuals, pubs (e.g. AIC, AD, SD etc) directly relevant to occurrence and (when appropriate) compliance state of aircraft, equipment or documentation									
ENGINE TYPE/SERIES		COMPONENT/PART	MANUFACTURER	PART NR	SERIAL NR	MANUAL REF	COMPONENT OH/REPAIR ORGANISATION		
UTILISATION – AIRCRAFT 31			UTILISATION – ENGINE/COMPONENT 32						
TOTAL			TOTAL		SINCE OH/REPAIR		SINCE INSPECTION		
Hours			Hours						
Cycles			Cycles						
Landings			Landings						
REPORT 33 ORIGINAL / SUPPL			MANUFACTURER ADVISED 36 YES / NO		NAME 39		SIGNATURE		
INVESTIGATION 34 NIL / OPEN / CLOSE			FURTHER ACTION REQUIRED BY 37		POSITION 40		42		
FLIGHT DATA RECORD HELD 35 YES/NO			TEL/FAX 38		NAME OF EMPLOYER 41		DATE		
							43		

DESCRIPTION OF OCCURRENCE *(Including its effects and any other relevant information)*

(Use supplemental sheet if space is not sufficient.)

POST EVENT ACTION TAKEN RELEVANT TO THE OCCURRENCE *(Including operation restriction, maintenance, investigation result, etc. as appropriate)*

(Use supplemental sheet if space is not sufficient.)

ADDRESS, TEL & EMAIL *(If reporter's contact is different from that of his/her place of employment)*

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.