

## **Directive No. CASRD 01/2016**

**Date of Issue: May ----, 2016**

### **Subject: Safety Occurrence Reporting Procedure**

#### **Objective:**

The objective of this Directive is to provide appropriate guidelines for effective reporting, collecting, recording, investigating and protecting of Safety Occurrences, including bird and other wildlife strike for the effective implementation of SMS,

And the sole objective of safety occurrence reporting is to prevent accidents and incidents and not to apportion blame or liability to the involved parties, except in case of gross negligence or willful violation.

#### **Scope:**

This Directive shall apply to the following organization and activities:

1. Organizations
  - a. Airline Operators, pilots, AMT/AMEs, Dispatchers, other Airline personnel, etc.
  - b. AMOs, and their maintenance personnel
  - c. ANSPs, ATCs, ATSEPs, other personnel involved in ANS operations
  - d. Aerodrome Operators, Aerodrome Engineers, RFF personnel, other personnel involved in airport operations, etc.
2. Activities
  - a. Identification of reportable occurrences
  - b. Safety data collection, recording, analyzing and reporting
  - c. Safety investigations and recommendations

#### **Effectivity:**

This Directive shall be effective with immediate effect.

*Note: This directive provides the basic guidelines for reporting and treating the information on safety occurrences, but does not restrict the safety departments of CAAN to develop the detailed reporting procedure and mechanism to deal with the safety occurrences that fall in their domain.*

## **INTRODUCTION**

This Directive has been issued by Civil Aviation Authority of Nepal pursuant to Rule-82, Schedule-3 of Civil Aviation Regulation, 2058 (2002) to ensure the implementation of mandatory and voluntary incident reporting system pursuant to Rule 83 c) of the same regulation as well as Requirement 7.2.1 of SMS Requirement 2010.

Safety occurrence reporting aims to improve safety of aircraft operations by timely detection of operational hazards and system deficiencies. It plays an essential role in accident/incident prevention by enabling the organization in identifying the proper corrective measures by prompt analysis of safety data and by the exchange of safety information.

With the aim of achieving the above objective, Civil Aviation Authority of Nepal (CAAN) has established and implemented Mandatory Incident Reporting System (MIRS) for collecting information about actual or potential safety hazards. In addition, CAAN has implemented Voluntary Incident Reporting System (VIRS) since 1st September 2012 to facilitate the reporting, collection, storing, protection and dissemination of information that could not be captured by MIRS. CAAN has taken non-punitive approach to support effective reporting of occurrences especially with regard to VIRS. However, it is felt that the reporting of occurrences are not effectively done by aviation service providers and operating personnel in Nepal. Hence, this advisory has been issued as an encouraging guidelines for the concerned entities and individuals for the effective and efficient reporting of safety occurrences and also as a guidelines for concerned oversight authorities for appropriately handling of such information for the enhancement of safety of civil aviation.

## **DEFINITION**

### **Accident**

An occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down, in which:

- a) a person is fatally or seriously injured as a result of:
  - being in the aircraft, or
  - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or
  - direct exposure to jet blast,except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew;  
or
- b) the aircraft sustains damage or structural failure which:
  - adversely affects the structural strength, performance or flight characteristics of the aircraft, and
  - would normally require major repair or replacement of the affected component,except for engine failure or damage, when the damage is limited to a single engine (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes), or for minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike (including holes in the radome); or
- c) the aircraft is missing or is completely inaccessible.

## **Aircraft proximity**

A situation in which, in the opinion of a pilot or air traffic services personnel, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved may have been compromised. An aircraft proximity is classified as follows:

**Risk of collision.** The risk classification of an aircraft proximity in which serious risk of collision has existed.

**Safety not assured.** The risk classification of an aircraft proximity in which the safety of the aircraft may have been compromised.

**No risk of collision.** The risk classification of an aircraft proximity in which no risk of collision has existed.

**Risk not determined.** The risk classification of an aircraft proximity in which insufficient information was available to determine the risk involved, or inconclusive or conflicting evidence precluded such determination.

## **Incident**

An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation.

### **Serious Incident**

An incident involving circumstances indicating that there was a high probability of an accident and associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time as it comes to rest at the end of the flight and the primary propulsion system is shut down.

### **Safety Occurrences**

Safety occurrence is the term used to embrace all events which have, or could have significance in the context of aviation safety, ranging from accidents and serious incidents, through incidents or events that must be reported, to occurrences of lesser severity which, in the opinion of the reporter could have safety significance.

### **Mandatory Incident Reporting System**

Reporting system that requires the mandatory reporting of defined safety occurrences to facilitate collection of information on actual or potential safety deficiencies and tends to collect more information related to high-consequence technical failures than other aspects of operational activities.

### **Voluntary Incident Reporting System**

A proactive process and related arrangements for collecting information about safety concerns, issues and hazards, which otherwise will not be revealed by a mandatory reporting system.

## **SYSTEM OF REPORTING SAFETY OCCURRENCES AND NECESSARY ARRANGEMENTS**

Each aviation service provider shall develop and maintain formal means for effectively reporting, collecting, recording, investigating and protecting of safety occurrences in operations, which combine reactive, proactive and predictive methods of safety data collection. Formal means of safety data collection shall at least include mandatory and voluntary reporting systems.

The details of reporting mechanism, reporting procedures, reporting timelines, reporting entities or individuals, reportable occurrences and contact information for reporting the safety occurrences are given below for the necessary guidelines to the concerned stakeholders.

### **1. Establishment of Reporting and Investigating Mechanism**

Reporting Mechanism: Each aviation service provider needs to establish a mechanism for collecting, recording, reporting, analyzing and internally investigating of the safety occurrences whether such occurrences are received under mandatory requirement or received voluntarily. Such mechanism shall include the following things:

- a. Establishment of responsible entity and appointment of officer-in-charge for receiving information concerning the safety occurrences and notifying and/or reporting it to the relevant Safety Department.
- b. Education and communication within the organization about the reportable occurrences.
- c. Establishment of mechanism for collecting, storing, analyzing and investigating of Safety Occurrences.
- d. Adoption of necessary measures to ensure confidentiality of the received information and the source of information.
- e. Notification and/or Reporting to the relevant Safety Department (\*) of CAAN about the occurrences in the prescribed incident reporting form as mentioned in the Attachment 1.
- f. Resolution of identified safety deficiencies

(\*) Note:

- i. For Air Navigation Services matters, relevant Safety Department is ANS Safety Standard Department and responsible officer-in-charge is Chief of the department.
- ii. For Aircraft Operations and Maintenance matters, relevant Safety Department is Flight Safety Standard Department and responsible officer-in-charge is Chief of the department.
- iii. For Aerodrome Operations matters, relevant Safety Department is Aerodrome Safety Standard Department and responsible officer-in-charge is Chief of the department.

Investigating Mechanism: Concerned Safety Department shall also establish a mechanism for collecting, recording, analyzing and investigating of safety occurrences that are received mandatorily from aviation service provider or voluntarily from any agency or individual directly, and finally respond to such organization, agency or individual on the reported matters. Such mechanism shall include the following things:

- a. Appointment of Chief of relevant Safety Department of CAAN as responsible officer to receive information concerning the safety occurrences from relevant Aviation Service Providers, agencies or individuals.
- b. Establishment of the mechanism for collecting, storing, analyzing and investigating the Safety Occurrences. Relevant Safety Department(s) separately or jointly conduct the safety investigations as per the need of the CAAN.

- c. Establishment of a database for storing the all safety occurrence data by each safety department.
- d. Forwarding the safety occurrence data to safety management division, which in turn collectively store all the safety data by establishing the database for statistical analysis and research.
- e. Adoption of necessary measures to ensure confidentiality of the received information and the source of information.
- f. Development of safety recommendations in resolving the identified safety deficiencies.
- g. Recommendations to concerned entities or individuals.
- h. Notification to reporting entity or individual about the actions taken in resolving the deficiencies.

*Note: Safety Occurrences Reporting/responding procedure has been clearly shown in the flow chart as shown in the Attachment 1.*

**2. Occurrence Reporting Forms**

Following forms are prescribed to the reporters in order to facilitate them for consistent reporting, and subsequent storage and analysis of the safety data. Organizations and agencies may wish to use different report formats designed to meet their own system requirements. In such cases, their formats should, as far as possible, follow the general format as prescribed by CAAN. Any format other than the prescribed form will require the approval from CAAN and should incorporate similar data fields to the relevant form of CAAN.

*Note: The reporter if reporting voluntarily can conceal his/her identity and address in the occurrence reporting form as prescribed in Attachment 2 to Attachment 7.*

**2.1 Air Traffic Incident Reporting Form**

**2.2**

As Air Traffic Incidents such as the AIRPROX and any occurrences related to aircraft in flight has the most devastating consequences, the reporting procedure of such incidents is more clearly mentioned in the following paragraphs.

The Air Traffic Incident Report Form as shown in Attachment 2 is developed for submitting or receiving a report on an air traffic incident to be filled by a pilot or by an ATC on behalf of pilot when filed by R/T. The purpose of the form is to provide investigating authorities with as complete information as possible on an air traffic incident to enable them to report back, with the least possible delay, to the pilot or operator concerned the result of the investigation and, if appropriate, the remedial action taken.

The form is primarily intended for use by:

- a. a pilot for filing a report on an air traffic incident after arrival or to confirm a report made by radio;
- b. an ATS unit for recording an air traffic incident report received by radio, telephone or AFTN.

**2.2.1 Identification and Designation of Incident (to be mentioned in the Air Traffic Incident Form)**

Air traffic incidents are identified and designated in reports as follows:

Type of Air Traffic Incident	Designation of incident
Aircraft in proximity	AIRPROX
Serious difficulty caused by faulty procedures or lack of compliance with applicable procedures	Procedural

Serious difficulty caused by failure or ground facilities	Facility
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### 2.2.2 Reporting by pilots

- a. A pilot involved in an incident should proceed as follows:
  - i. during flight, use the appropriate air/ground frequency for reporting an incident of major significance, particularly if it involves other aircraft, so as to permit the facts to be ascertained immediately;
  - ii. as promptly as possible after landing submit a completed air traffic incident report form:
    - for confirming a report of an incident made initially in accordance with i. above, or for making the initial report on such an incident if it had not been possible to report it by radio;
    - for reporting an incident which did not require immediate notification at the time of occurrence.
- b. An initial report made by radio should contain the following shaded information of air traffic incident report form as mentioned in Attachment 2:
  - A. Aircraft Identification;
  - B. Type of incident, e.g. AIRPROX;
  - C. The incident; 1. a), b); 2. a), b), c), d), n); 3. a), b), c), i); 4. a), b);
  - D. Miscellaneous: 1. e).
- c. The air traffic incident report form initially filed through radio should be submitted by the pilot in written, where available, to the ATS reporting office, otherwise to the Aerodrome Control Tower of the aerodrome of first landing for submission to relevant Safety Department of CAAN. The pilot should complete Air Traffic Incident Report Form, supplementing the details of the initial radio report as necessary.

### 2.2.3 Reporting by ATS

Following an air traffic incident the ATC unit involved should proceed as follows:

- a. Identify and designate the incident
- b. If the aircraft is bound for a destination located within the area of responsibility of the ATS unit in whose area the incident occurred, arrangements should be made with the operator to obtain the pilot's report on landing;
- c. If the aircraft is bound for a domestic destination, the ATS unit of destination should be requested to obtain the pilot's report on landing;
- d. If the aircraft is bound for an international destination, the ATS authority at destination aerodrome should be notified and given full details of the incident (by AFTN) and requested to obtain the pilot's report;
- e. The civil aviation authority of the State of Registry and the State of Operator should be notified of the incident by the state of occurrence (by AFTN) together with all available details;
- f. If the incident involves another aircraft, similar action should be taken in regard to both parties;
- g. Complete the air traffic incident form;
- h. Ensure that the accident/incident division and the relevant Safety Department are notified of all reportable incidents.

## 2.3 Operator's Incident Report Form

Operators must provide the information on safety occurrences as required by the Civil Aviation Regulations and Requirements to CAAN. For this, they shall complete and submit the Operator's Incident Report Form as shown in Attachment 3 to the relevant safety department of CAAN. This means that, wherever possible,

they should complete all sections of the Form where the information requested is relevant to a specific occurrence. (If the information is not relevant, they can be omitted in the report.)

#### **2.4 ATS Incident Report Form**

Air Traffic Services providers or ATS Officers shall use the ATS Incident Report Form as shown in Attachment 4 to report the relevant ATS safety occurrences to the relevant safety department of CAAN.

#### **2.5 Aerodrome Operator Incident Report Form**

Aerodrome operators, Ramp personnel or any other concerned personnel shall use the Aerodrome Operator Incident Report Form as shown in Attachment 5 to report all occurrences associated with Air Traffic Service Ground Equipment.

#### **2.6 Air Traffic Safety Engineering Incident Report Form**

CNS providers or CNS Engineers or ATSEPs shall use the ATS Engineering Incident Report Form as shown in Attachment 6 to report all occurrences associated with Air Traffic Service Ground Equipment.

#### **2.7 Bird/Other Wildlife Strike Report Form**

Pilot, Tower, ATS personnel, Airport Operations, Airline Operations, Safety personnel, etc. shall use Bird/Other Wildlife Strike Report Form as shown in Attachment 7 to report all occurrences associated with Bird Strikes and Wildlife Hazards.

### **3. Reportable Safety Occurrences**

The examples of reportable occurrences along with the concerned reporting agencies and personnel are mentioned below:

#### **3.1 Airline operator, pilot, other concerned personnel:**

- Near collisions requiring an avoidance manoeuvre to avoid a collision or an unsafe situation or when an avoidance action would have been appropriate;
- Controlled flight into terrain only marginally avoided;
- Aborted take-offs on a closed or engaged runway, on a taxiway (except for authorized operations by helicopters) or unassigned runway;
- Take-offs from a closed or engaged runway, from a taxiway (except for authorized operations by helicopters) or unassigned runway;
- Landings or attempted landings on a closed or engaged runway, on a taxiway (except for authorized operations by helicopters) or unassigned runway;
- Gross failure to achieve predicted performance during take-off or initial climb;
- Fires and smoke in the passenger compartment or cargo compartments or engine fires, even though such fires were extinguished by the use of extinguishing agents;
- Events requiring the emergency use of oxygen by the flight crew;
- Aircraft structural failures or engine disintegrations, including uncontained turbine engine failures, not classified as an accident;
- Multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft;
- Flight crew incapacitation in flight;
- Fuel quantity requiring the declaration of an emergency by the pilot;

- Runway incursions in which a collision is narrowly avoided;
- Take-off or landing incidents such as under-shooting, overrunning, running off the side of runways, wheels-up landings;
- System failures, weather phenomena, operations outside the approved flight envelope or other occurrences which could have caused difficulties controlling the aircraft;
- Failures of more than one system in a redundant system mandatory for flight guidance and navigation;
- Decompression resulting in emergency descent,
- Go around or missed approach producing a hazardous or potentially hazardous situation.
- Meteorological phenomena such as lightning, hail strike, severe turbulence, wind shear or icing that caused handling difficulties, damage to the aircraft or loss or malfunction of any essential service.
- Unlawful interference with the aircraft including a bomb threat or hijack.
- Difficulty in controlling intoxicated, violent or unruly passengers.
- Discovery of a stowaway.
- A bird strike which resulted in damage to the aircraft or loss or malfunction of any essential service.
- Pilot-ATC communication breakdown
- Any other incidents or occurrences deemed by the CAAN as reportable under the mandatory reporting system.

### **3.2 Maintenance organization, Maintenance personnel, other concerned personnel:**

- Any airframe, engine, propeller, component or system defect/malfunction/damage/deterioration found during scheduled or unscheduled aircraft (airframe/engines/components) maintenance activities which could possibly lead to an aircraft operational accident or serious incident (if not promptly rectified);
- Incorrect assembly of parts or components of the aircraft found during an inspection or test procedure not intended for that specific purpose;
- Hot bleed air leak resulting in structural damage;
- Non-compliance or significant errors in compliance with required maintenance procedures;
- Products, parts, appliances and materials of unknown or suspect origin;
- Misleading, incorrect or insufficient maintenance data or procedures that could lead to maintenance errors;
- Failure, malfunction or defect of ground equipment used for test or checking of aircraft systems and equipment when the required routine inspection and test procedures did not clearly identify the problem when this results in a hazardous situation;
- Any defect in a life controlled part causing retirement before completion of its full life;
- Any other incidents or occurrences deemed by the CAAN as reportable under the mandatory reporting system.

### **3.3 ANS provider, ATC, other concerned personnel:**

- Any ANS/CNS-related equipment or system failure/defect/malfunction/damage discovered during operation or equipment maintenance causing CNS breakdown which could possibly lead to an aircraft operational accident or serious incident;
- Aircraft near CFIT;
- Significant level bust incidents;
- Loss of separation incidents;
- Runway incursion (involving ATC communication);

- Runway excursion/overshoot (involving ATC communication);
- Failure in providing appropriate ATC clearance or sequencing resulting in an aircraft accident or incident
- Aircraft deviation from published ATM procedure
- Unauthorized penetration of airspace
- Failure of Data Processing and Distribution function,
- Deviation from aircraft ATM-related equipment carriage and operations, as mandated in applicable regulation(s).
- Go around or missed approach producing a hazardous or potentially hazardous situation.
- Any other ANS-related deficiency/defect/malfunction as reported to (and verified by) the ANS provider and which is deemed to have an impact on the safety of air navigation;
- Significant deterioration of aerodrome infrastructure;
- Any other incidents or occurrences deemed by the CAAN as reportable under the mandatory reporting system.

### **3.4 Aerodrome operator, Aerodrome Engineer, Ramp Personnel, other concerned personnel:**

- Runway incursion (with no ATC involvement);
- Runway excursion/overshoot (with no ATC involvement);
- Failure or significant malfunction of airfield lighting;
- Damage to the aircraft or engine resulting from contact or ingestion of foreign objects or debris on runway or taxiway;
- Incidents within the aerodrome boundary involving damage to aircraft or with potential impact on aircraft ground movement safety;
- Significant spillage during fueling operations.
- Loading of incorrect fuel quantities likely to have a significant effect on aircraft endurance, performance, balance or structural strength.
- Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen and potable water).
- Erection of obstacle creating safety hazard
- Significant deterioration of aerodrome infrastructure
- Aircraft emergencies;
- Overweight Landings;
- Aircraft incidents involving dangerous goods;
- Wildlife strikes;
- Damages and injuries by the jet blast and prop wash;
- Incidents with unruly passengers or passengers under the influence of drugs;
- Incidents, which jeopardize the safety of passengers and crew of an aircraft;
- Impediment of aircraft movements.
- Over speed of vehicle and equipment in Airside Area
- Any other incidents or occurrences deemed by the CAAN as reportable under the mandatory reporting system.

### **3.5 Besides the above mentioned occurrences, following occurrences can be reported by any individuals or agencies having knowledge of such occurrences:**

- Mid Air collision,
- Controlled Flight Into Terrain (CFIT),
- Collision with obstacles,

- Collision on the ground between aircraft,
- Collision between an airborne aircraft and vehicle/another aircraft on the ground,
- Collision on the ground between aircraft and vehicle/person/obstruction(s),
- Birds and wildlife strikes related accidents and incidents
- Other accidents of special interest would include “losses of control in flight”, due to VORTEX or meteorological conditions.

#### 4. Reporting Timelines

Timelines for mandatory occurrence is given below:

Reportable occurrences	Notification <sup>*</sup> to the concerned safety department (Mandatory)	Report submission to the Concerned safety department and/or the Accident Investigation Entity	Investigation Report submission to the CAAN	Remarks
Accident <sup>**</sup>	Immediate/ASAP	Within 24 hours	90 days	
Serious incident <sup>**</sup>	Immediate/ASAP	Within 48 hours	60 days	
Incident <sup>***</sup>	-----	Within 72 hours	30 days (where required)	
<sup>*</sup> Telephone, fax or e-mail will in most cases constitute the most suitable and quickest means to send a notification. <sup>**</sup> Internal investigation by CAAN for the limited purpose, if desirable. <sup>***</sup> The timelines for this occurrence may also be used for voluntary reporting as well.				

#### 5. Contact details for reporting Safety Occurrences

##### 5.1 For Air Navigation Services matters,

ANS Safety Standard Department (ANSSSD),  
Civil Aviation Safety Regulatory Department  
Civil Aviation Authority of Nepal  
Officer-in-charge: Director, ANSSSD  
Phone:  
Fax:  
Email:  
Official mobile:

##### 5.2 For Aircraft Operations and Airworthiness matters,

Flight Safety Standard Department (FSSD),  
Civil Aviation Safety Regulatory Department  
Civil Aviation Authority of Nepal  
Officer-in-charge: Director, FSSD  
Phone:  
Fax:  
Email:

Official mobile:

**5.3 For Aerodrome Operations matters,**

Aerodrome Safety Standard Department (ASSD),

Civil Aviation Safety Regulatory Department

Civil Aviation Authority of Nepal

Officer-in-charge: Director, ASSD

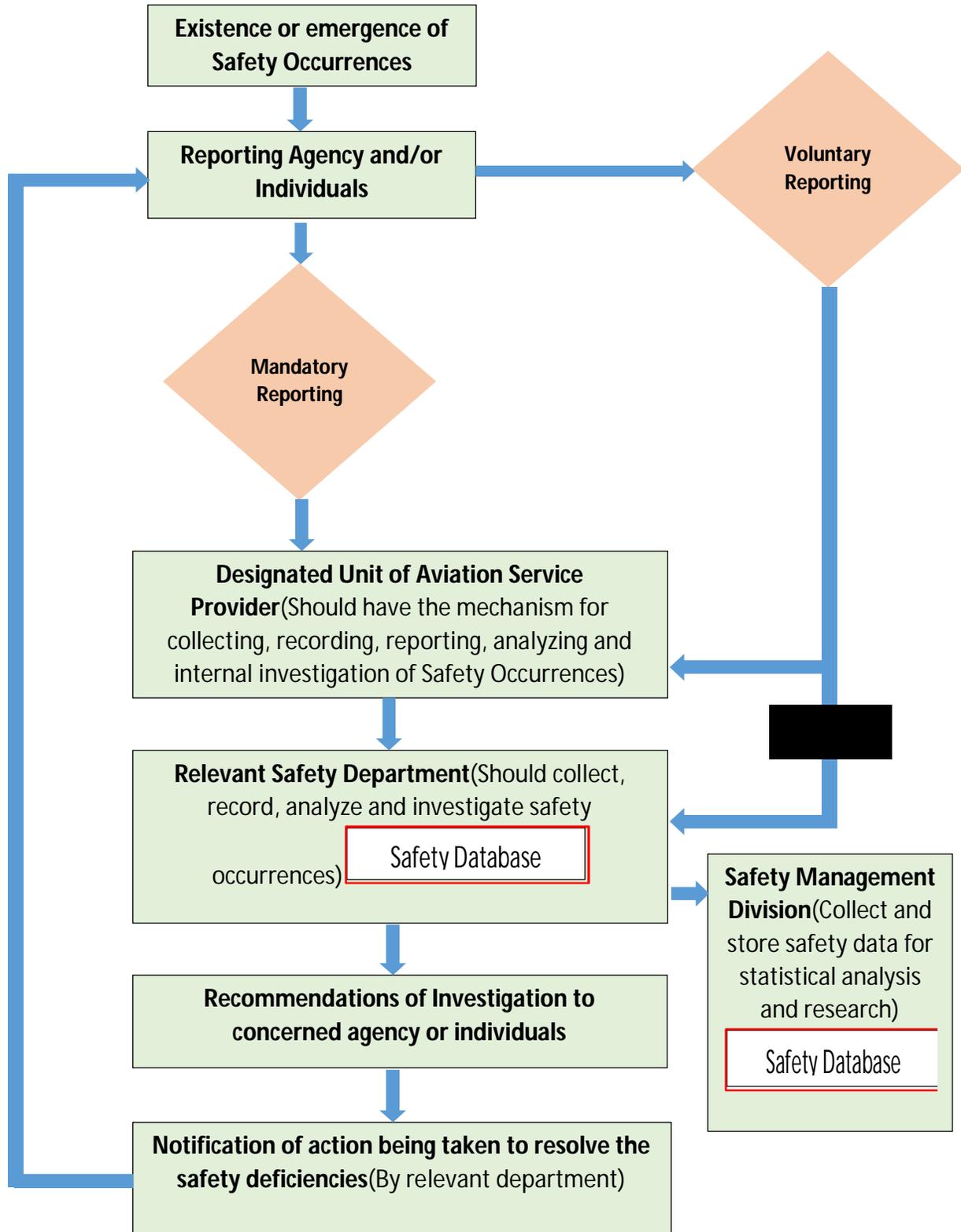
Phone:

Fax:

Email:

Official mobile:

### Safety Occurrences Reporting/Responding Procedure Flow Chart



**Civil Aviation Authority of Nepal**  
**Air Traffic Incident Report Form**  
*(To be filled by Pilot or ATC on behalf of Pilot)*

<b>AIR TRAFFIC INCIDENT REPORT FORM</b>		
<i>For use when submitting and receiving reports on air traffic incidents. In an initial report by radio, shaded items should be included.</i>		
<b>A — AIRCRAFT IDENTIFICATION</b>	<b>B — TYPE OF INCIDENT</b>	
	AIRPROX / PROCEDURE / FACILITY*	
<b>C — THE INCIDENT</b>		
<b>1. General</b>		
a) Date / time of incident UTC		
b) Position		
<b>2. Own aircraft</b>		
a) Heading and route		
b) True airspeed _____ measured in ( ) kt _____ ( ) km/h _____		
c) Level and altimeter setting		
d) Aircraft climbing or descending		
( ) Level flight	( ) Climbing	( ) Descending
e) Aircraft bank angle		
( ) Wings level	( ) Slight bank	( ) Moderate bank
( ) Steep bank	( ) Inverted	( ) Unknown
f) Aircraft direction of bank		
( ) Left	( ) Right	( ) Unknown
g) Restrictions to visibility (select as many as required)		
( ) Sunglare	( ) Windscreen pillar	( ) Dirty windscreen
( ) Other cockpit structure	( ) None	
h) Use of aircraft lighting (select as many as required)		
( ) Navigation lights	( ) Strobe lights	( ) Cabin lights
( ) Red anti-collision lights	( ) Landing / taxi lights	( ) Logo (tail fin) lights
( ) Other	( ) None	
i) Traffic avoidance advice issued by ATS		
( ) Yes, based on radar	( ) Yes, based on visual sighting	( ) Yes, based on other information
( ) No		
j) Traffic information issued		
( ) Yes, based on radar	( ) Yes, based on visual sighting	( ) Yes, based on other information
( ) No		
k) Airborne collision avoidance system — ACAS		
( ) Not carried	( ) Type	( ) Traffic advisory issued
( ) Resolution advisory issued	( ) Traffic advisory or resolution advisory not issued	
l) Radar identification		
( ) No radar available	( ) Radar identification	( ) No radar identification
m) Other aircraft sighted		
( ) Yes	( ) No	( ) Wrong aircraft sighted

\*Delete as appropriate

n)	Avoiding action taken		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
o)	Type of flight plan		
	IFR / VFR / none*		
<b>3. Other aircraft</b>			
a)	Type and call sign / registration (if known)		
b)	If a) above not known, describe below		
	<input type="checkbox"/> High wing	<input type="checkbox"/> Mid wing	<input type="checkbox"/> Low wing
	<input type="checkbox"/> Rotorcraft		
	<input type="checkbox"/> 1 engine	<input type="checkbox"/> 2 engines	<input type="checkbox"/> 3 engines
	<input type="checkbox"/> 4 engines	<input type="checkbox"/> More than 4 engines	
	Marking, colour or other available details		
c)	Aircraft climbing or descending		
	<input type="checkbox"/> Level flight	<input type="checkbox"/> Climbing	<input type="checkbox"/> Descending
	<input type="checkbox"/> Unknown		
d)	Aircraft bank angle		
	<input type="checkbox"/> Wings level	<input type="checkbox"/> Slight bank	<input type="checkbox"/> Moderate bank
	<input type="checkbox"/> Steep bank	<input type="checkbox"/> Inverted	<input type="checkbox"/> Unknown
e)	Aircraft direction of bank		
	<input type="checkbox"/> Left	<input type="checkbox"/> Right	<input type="checkbox"/> Unknown
f)	Lights displayed		
	<input type="checkbox"/> Navigation lights	<input type="checkbox"/> Strobe lights	<input type="checkbox"/> Cabin lights
	<input type="checkbox"/> Red anti-collision lights	<input type="checkbox"/> Landing / taxi lights	<input type="checkbox"/> Logo (tail fin) lights
	<input type="checkbox"/> Other	<input type="checkbox"/> None	<input type="checkbox"/> Unknown
g)	Traffic avoidance advice issued by ATS		
	<input type="checkbox"/> Yes, based on radar	<input type="checkbox"/> Yes, based on visual sighting	<input type="checkbox"/> Yes, based on other information
	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	
h)	Traffic information issued		
	<input type="checkbox"/> Yes, based on radar	<input type="checkbox"/> Yes, based on visual sighting	<input type="checkbox"/> Yes, based on other information
	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	
i)	Avoiding action taken		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown

\*Delete as appropriate

**4. Distance**

- a) Closest horizontal distance
- b) Closest vertical distance

**5. Flight weather conditions**

- a) IMC / VMC\*
- b) Above / below\* clouds / fog / haze or between layers\*
- c) Distance vertically from cloud \_\_\_\_\_ m / ft\* below \_\_\_\_\_ m / ft\* above
- d) In cloud / rain / snow / sleet / fog / haze\*
- e) Flying into / out of\* sun
- f) Flight visibility \_\_\_\_\_ m / km\*

**6. Any other information considered important by the pilot-in-command**

**D — MISCELLANEOUS**

**1. Information regarding reporting aircraft**

- a) Aircraft registration
- b) Aircraft type
- c) Operator
- d) Aerodrome of departure
- e) Aerodrome of first landing \_\_\_\_\_ destination
- f) Reported by radio or other means to \_\_\_\_\_ (name of ATS unit) at time UTC
- g) Date / time / place of completion of form

**2. Function, address and signature of person submitting report**

- a) Function
- b) Address
- c) Signature
- d) Telephone number

**3. Function and signature of person receiving report**

- a) Function \_\_\_\_\_
- b) Signature \_\_\_\_\_

\*Delete as appropriate

**E — SUPPLEMENTARY INFORMATION BY ATS UNIT CONCERNED**

**1. Receipt of report**

- a) Report received via AFTN / radio / telephone / other (specify)\* \_\_\_\_\_
- b) Report received by \_\_\_\_\_ (name of ATS unit)

**2. Details of ATS action**

Clearance, incident seen (radar/visually, warning given, result of local enquiry, etc.)

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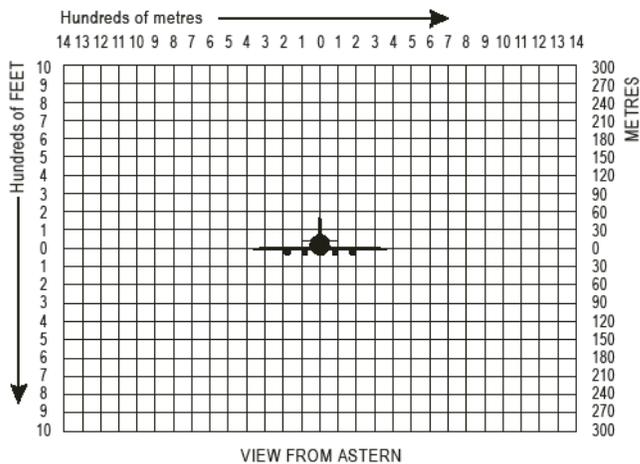
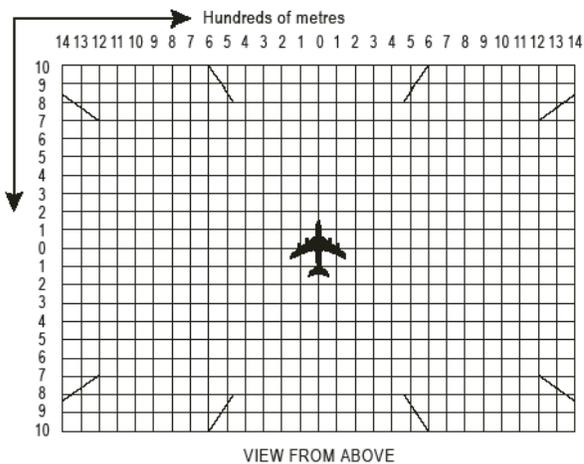
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**DIAGRAMS OF AIRPROX**

Mark passage of other aircraft relative to you, in plan on the left and in elevation on the right, assuming YOU are at the centre of each diagram. Include first sighting and passing distance.



\*Delete as appropriate

Instructions for completion of the Air Traffic Incident Report Form	
Item	
A	Aircraft identification of the aircraft filing the report.
B	An AIRPROX report should be filed immediately by radio.
C1	Date / time UTC and position in bearing and distance from a navigation aid or in LAT / LONG.
C2	Information regarding aircraft filing the report, tick as necessary.
C2 c)	E.g. FL 350 / 1013 HPA or 2500 FT / QNH 1 007 HPA or 1200 FT / QFE 998 HPA.
C3	Information regarding the other aircraft involved.
C4	Passing distance - state units used.
C6	Attach additional papers as required. The diagrams may be used to show aircraft's positions.
D1 f)	State name of ATS unit and date / time in UTC.
D1 g)	Date and time in UTC.
E2	Include details of ATS unit such as service provided, radiotelephony frequency, SSR Codes assigned and altimeter setting. Use diagram to show the aircraft's position and attach additional papers as required.

**Civil Aviation Authority of Nepal**  
**Operator's Incident Report Form**  
*(To be filled by Airline Operator and its technical personnel)*

AIRCRAFT TYPE & SERIES		REGISTRATION	DATE (dd/mm/yyyy)	TIME OF EVENT			DAY <input type="checkbox"/>		
OPERATOR		LOCATION/POSITION					UTC	NIGHT <input type="checkbox"/>	
FLIGHT NO.	ROUTE FROM	ROUTE TO	FL <input type="checkbox"/> ALT/HT (ft) <input type="checkbox"/>	IAS (kt)	IFR <input type="checkbox"/>	TCAS RA	ETOPS		
NATURE OF FLIGHT				FLIGHT PHASE					
					VFR <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		
ENVIRONMENTAL DETAILS									
WIND		CLOUD		PRECIPITATION	OTHE METEOROLOGICAL CONDITIONS			RUNWAY STATE	
DIR.	SPEED (kt)	TYPE	HT (ft)		VISIBILITY	ICING	TURBULENCE	OAT (°C)	
					km <input type="checkbox"/>				
					m <input type="checkbox"/>			CATEGORY	
BRIEF TITLE									
DESCRIPTION OF OCCURRENCE									
Any procedures, manuals, publications (AIC, AD, SB etc.) directly relevant to occurrence and (where appropriate) compliance state of aircraft, equipment or documentation.									
GROUND STAFF REPORT									
A/C CONSTRUCTOR'S NO.		ENGINE TYPE/SERIES		ETOPS APPROVED		GROUND PHASE		MANITENANCE ORGANIZATION	
				YES <input type="checkbox"/> NO <input type="checkbox"/>		MAINTENANCE <input type="checkbox"/> GROUND HANDLING <input type="checkbox"/> UNATTENDED <input type="checkbox"/>		TEL.	
COMPONENT/PART			MANUFACTURER			PART NO.		SERIAL NO.	
REFERENCES: e.g. MANUAL						COMPONENT OVERHAUL OR REPAIR ORGANIZATION			
ORGANIZATION AND APPROVAL REFERENCE				NAME				POSITION	
SIGNATURE								DATE (dd/mm/yyyy)	
If report is voluntary (i.e. not subject to mandatory requirements) can the information be published in the interests of safety?		YES <input type="checkbox"/> NO <input type="checkbox"/>		Address and 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 manufacturer should also be advised promptly. NOTE 3: Where applicable, a report of this incident should be forwarded directly to other agencies involved, e.g. Aerodrome Authority, ATC agency.			

REPORTING ORGANIZATION REPORT  
 (ORGANIZATION COMMENTS- ASSESSMENT/ACTION TAKEN/SUGGESTIONS TO PREVENT)

*(Use additional sheet if necessary.)*

UTILIZATION- AIRCRAFT				UTILIZATION- ENGINE/COMPONENT				MANUFACTURER ADVISED
	TOTAL	SINCE OVERHAUL/ REPAIR	SINCE INSPECTION		TOTAL	SINCE OVERHAUL/ REPAIR	SINCE INSPECTION	
HOURS				HOURS				
CYCLES				CYCLES				
LANDINGS				LANDINGS				
REPORTING ORGANIZATION			TEL.	REPORTER'S REF	RPORT	REPORTE'S INVESTIGATION		FDR DATA RETAINED
E-MAIL:			FAX.		NEW <input type="checkbox"/> SUPPL <input type="checkbox"/>	NIL <input type="checkbox"/> CLOSED <input type="checkbox"/> OPEN <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>
NAME			POSITION		TEL.			
E-MAIL			SIGNATURE		DATE (dd/mm/yyyy)			

## Civil Aviation Authority of Nepal

## ATS Incident Report Form

(To be filled by ATSpersonnel)

CATEGORIES OF OCCURRENCE							
1 ACCID <input type="checkbox"/> AIRPORX <input type="checkbox"/> INCID <input type="checkbox"/> VIOLATION <input type="checkbox"/> INFRINGEMENT <input type="checkbox"/>							
2 Occurrence Position		3 FL <input type="checkbox"/> ALT/HT <input type="checkbox"/>		4 Date (dd/mm/yyyy)		5 Time - UTC (HH:MM)	
						6 Day <input type="checkbox"/> Night <input type="checkbox"/>	
OPERATOR		CALLSIGN/ REGN		TYPE		FROM TO	
						SSR CODE	
						MODE C DISPLAYED	
7		8		9		10	
						11	
						12	
						13	
						14	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
15		16		17		18	
						19	
						20	
						21	
						22	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
23		24		25		26	
						27	
						28	
						29	
						30	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	
31 RTF Frequencies		32 Radar Equipment		33 Equipment unserviceability		34 QNH	
						35 Runway in use	
36 Class & Type of Airspace		37 ATS PROVIDED		38 SID/STAR/ROUTE			
39 Was prescribed separation lost?		40 Min. Separation Horizontal ..... nm Vertical ..... ft		41 Alert Activation Collision <input type="checkbox"/> CA <input type="checkbox"/> TCAS <input type="checkbox"/> STCA <input type="checkbox"/>		42 Traffic info given by ATC? <input type="checkbox"/> YES <input type="checkbox"/> NO	
						43 Avoiding action given by ATC? <input type="checkbox"/> YES <input type="checkbox"/> NO	
44 BRIEF TITLE Summary							
45 NARRATIVE -use a diagram if necessary (Include NOTAM if necessary.)							
<i>(Use additional sheet if necessary.)</i>							
46 Name		47 On duty as		48 ATS Unit		49 Time since last break	
						50 Start time of shift (UTC)	
						51 Radar recordings held <input type="checkbox"/> YES <input type="checkbox"/> NO	
52 RTF recordings held <input type="checkbox"/> YES <input type="checkbox"/> NO		53 List other agencies advised ..... .....		54 Signature .....		55 Date (dd/mm/yyyy) .....	
56 Address .....							
..... Telephone .....							

**Civil Aviation Authority of Nepal**  
**Aerodrome Operator Report Form**

*(To be filled by Aerodrome operator, Aerodrome personnel, Aerodrome Safety Personnel)*

1. CATEGORIES OF OCCURRENCE						
ACCID <input type="checkbox"/> INCID <input type="checkbox"/> HAZARD <input type="checkbox"/> RWY INCURSION <input type="checkbox"/> RWY EXCURSION <input type="checkbox"/>						
2. Name of Operator		3. Aircraft Registration		4. Aircraft Type		
5. Airport Name		6. Date of Occurrence (dd/mm/yyyy)		7. Time of Occurrence (UTC) .....		
				<input type="checkbox"/> Dawn <input type="checkbox"/> Dusk <input type="checkbox"/> Day <input type="checkbox"/> Night		
8. Phase of Flight <input type="checkbox"/> Parked <input type="checkbox"/> Taxi <input type="checkbox"/> Take-off Run <input type="checkbox"/> Landing Roll				9. Location at the airport		
10. Speed <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Normal <input type="checkbox"/> Slow <input type="checkbox"/> Rest				<input type="checkbox"/> Runway <input type="checkbox"/> Taxiway <input type="checkbox"/> Apron <input type="checkbox"/> RWY Strip <input type="checkbox"/> Fence <input type="checkbox"/> Other (specify)		
11. Aircraft Parts' Struck or Damaged						
	Struck	Damaged		Struck	Damaged	Effect on Flight
A. Windshield	<input type="checkbox"/>	<input type="checkbox"/>	H. Wing/Rotor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> None
B. Nose	<input type="checkbox"/>	<input type="checkbox"/>	I. Fuselage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Aborted Take-off
C. Engine No. 1	<input type="checkbox"/>	<input type="checkbox"/>	J. Landing Gear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Precautionary Landing
D. Engine No. 2	<input type="checkbox"/>	<input type="checkbox"/>	K. Tail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Engine Shut Down
E. Engine No. 3	<input type="checkbox"/>	<input type="checkbox"/>	L. Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other: (Specify)
F. Engine No. 4	<input type="checkbox"/>	<input type="checkbox"/>	M. Other:	<input type="checkbox"/>	<input type="checkbox"/>	12. Precipitation
G. Propeller	<input type="checkbox"/>	<input type="checkbox"/>	(Specify)			<input type="checkbox"/> Fog <input type="checkbox"/> Snow <input type="checkbox"/> Rain <input type="checkbox"/> None
13. Other damages or injuries to:			14. Witness information, if any (Name, address, telephone, etc.)			
<input type="checkbox"/> Other aircraft <input type="checkbox"/> Infrastructures <input type="checkbox"/> Vehicles <input type="checkbox"/> People <input type="checkbox"/> Equipment						
15. Detail Information <i>(Describe about Occurrence, damage, injuries and other pertinent information)</i>						
<i>(Use additional sheet if necessary.)</i>						
16. Reported by			17. Title, Office		18. Date	



**Civil Aviation Authority of Nepal**  
**Bird/Other Wildlife Strike Report Form**

*(To be filled by Pilots, ATC, Airport operator, Airline, Safety personnel, etc.)*

1. CATEGORIES OF OCCURRENCE							
ACCID <input type="checkbox"/> INCID <input type="checkbox"/> HAZARD <input type="checkbox"/> BIRDSTRIKE <input type="checkbox"/> WILDLIFE STRIKE <input type="checkbox"/> <i>(Shall fill one of first three boxes and one of the last two boxes.)</i>							
2. Name of Operator		3. Aircraft Make/Model		4. Engine Make/Model			
5. Aircraft Registration		6. Date of Incident (dd/mm/yyyy)		7. Time of Incident (UTC) ..... <input type="checkbox"/> Dawn <input type="checkbox"/> Dusk <input type="checkbox"/> Day <input type="checkbox"/> Night			
8. Airport Name		9. Runway Used		10. Location if en-route (Nearest city, place, etc.)			
11. FL/ALT/HT (ft)		12. Speed (IAS- kts)					
13. Phase of Flight		14. Parts of Aircraft Struck or Damaged					
<input type="checkbox"/> A. Parked <input type="checkbox"/> B. Taxi <input type="checkbox"/> C. Take-off Run <input type="checkbox"/> D. Climb <input type="checkbox"/> E. Enroute <input type="checkbox"/> F. Descend <input type="checkbox"/> G. Approach <input type="checkbox"/> H. Landing Roll				Struck	Damaged		
		A. Radome		<input type="checkbox"/>	<input type="checkbox"/>	H. Propeller	<input type="checkbox"/> <input type="checkbox"/>
		B. Windshield		<input type="checkbox"/>	<input type="checkbox"/>	I. Wing/Rotor	<input type="checkbox"/> <input type="checkbox"/>
		C. Nose		<input type="checkbox"/>	<input type="checkbox"/>	J. Fuselage	<input type="checkbox"/> <input type="checkbox"/>
		D. Engine No. 1		<input type="checkbox"/>	<input type="checkbox"/>	K. Landing Gear	<input type="checkbox"/> <input type="checkbox"/>
		E. Engine No. 2		<input type="checkbox"/>	<input type="checkbox"/>	L. Tail M. Lights	<input type="checkbox"/> <input type="checkbox"/>
		F. Engine No. 3		<input type="checkbox"/>	<input type="checkbox"/>	N. Other: (Specify)	<input type="checkbox"/> <input type="checkbox"/>
		G. Engine No. 4		<input type="checkbox"/>	<input type="checkbox"/>		
15. Effect on Flight <input type="checkbox"/> None <input type="checkbox"/> Aborted Take-off <input type="checkbox"/> Precautionary Landing <input type="checkbox"/> Engine Shut Down <input type="checkbox"/> Other: (Specify)		16. Sky Condition <input type="checkbox"/> No Cloud <input type="checkbox"/> Some Cloud <input type="checkbox"/> Overcast		17. Precipitation <input type="checkbox"/> Fog <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> None			
18. Bird/Other Wildlife Species		19. Number of Bird(s)/Wildlife		20. Size of Bird(s)/Wildlife			
		Number	Seen	Struck	<input type="checkbox"/> Small		
		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Medium		
		2-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Large		
		11-100	<input type="checkbox"/>	<input type="checkbox"/>			
		More than 100	<input type="checkbox"/>	<input type="checkbox"/>			
21. Pilot warned of Birds <input type="checkbox"/> Yes <input type="checkbox"/> No							
22. Detail Information <i>(Describe damage, injuries and other pertinent information)</i>							
<i>(Use additional sheet if necessary.)</i>							
23. Reported by			24. Title, Office		25. Date		

