Procedure Manual for Reporting

And

Investigating the ANS Safety Information

And

Occurences

Civil Aviation Authority of Nepal

First Edition – July 2018

RECORD OF AMENDMENTS AND CORRIGENDA

Amendments			
No.	**Date of Issue**	**Date Entered**	**Entered By**

Corrigenda			
No.	**Date of Issue**	**Date Entered**	**Entered By**

FOREWORD

Rule 81 of CAAN Civil Aviation Regulation 2058 (2002) authorizes CAAN to implement SARPs mentioned in ICAO Annexes. This procedure 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 toRule 83 c) of the same regulation as well as Requirement 5.3 of Car-19, Safety Management.

This document spells out the clear-cut procedures to be adopted by the ANSSSD and its personnel as well as the ANSP and its personnel for the effective reporting, collecting, recording, investigating and protecting of Safety information and occurrences. This document also facilitates the reporter in selecting the information or occurrences to be reported through Mandatory Information Reporting System and Voluntary Information Reporting System.

This is a controlled document and is subject to periodic review. Air navigation Services Safety Standards Department (ANSSSD) will maintain this document as complete, accurate and up-dated as possible. Comments and recommendations for revision/amendment action to this publication shall be forwarded to the Director of ANS Safety Standards Department.

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(Director General)

Civil Aviation authority of Nepal

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CHAPTEER 1. 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 oraccessories), 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 randome); 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.

CHAPTER 2. GENERAL

Introduction

Safety information and 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 and exchange of safety data and 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 about VIRS. However, it is felt that the reporting of information and occurrences is not effectively done by ANS service providers and operating personnel in Nepal. Hence, this procedure has been issued as an encouraging guide-line for the concerned entities and individuals for the effective and efficient reporting of safety occurrences and, also as guide-lines for ANSSafety Standard Department and its personnel for appropriately handling of such information for the enhancement of safety of civil aviation.

Objective

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

With the sole objective of safety reporting to prevent aircraft accidents and incidents and not to apportion blame or liability to the involved parties, except in case of gross negligence and repeated or willful violations.

Scope

This procedure developed and issued by the ANS Safety Standard under Civil Aviation Safety Regulation Directorate, CAAN shall apply to the following organization, individuals and their activities as mentioned below:

1. ANSP
    a. ATS provider and its ATCs
    b. CNS provider and its ATSEPs
    c. Other organization and personnel involved in ANS operations

2. Activities
    a. Identification of reportable occurrences
    b. Safety data collection, recording, analyzing and reporting
    c. Safety investigations and recommendations

CHAPTER 3. SYSTEM OF REPORTING SAFETY INFORMATION AND OCCURRENCES

ANS service provider shall develop and maintain formal means for effectively reporting, collecting, recording, investigating and protecting of safety information and occurrences in operations, which combine reactive, proactive and predictive methods ofsafety 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 information and occurrences are given below for the necessary guidelines to the concerned stakeholders.

1. Establishment of Reporting and Investigating Mechanism

Reporting Mechanism: ANS 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 ANSSSD.
b. Education and communication within the organization about the reportable information and 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 ANSSSD about the information and occurrences in the prescribed reporting forms as mentioned in the Attachment 2 to Attachment 6.
f. Resolution of identified safety deficiencies

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

a. Chief of ANSSSD as responsible officer to receive information concerning the safety occurrences from relevant ANS Service Providers, agencies or individuals.
b. Establishment of the mechanism for collecting, storing, analyzing and investigating the Safety Occurrences. ANSSSD to conduct the safety investigations independently or jointly with relevant safety department(s) as per the need of the CAAN.
c. Establishment of a database for storing the all safety information and occurrence data by ANSSSD.
d. Forwarding the safety information and 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 receivedi nformation 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 Information and Occurrences Reporting/responding procedure has been clearly shown in the flow chart as shown in the Attachment 1.

2. Occurrence and Information Reporting Forms

Forms as presented in Attachment 2 to 6 of this procedure are prescribed to the reporters to facilitate them for consistent reporting, and subsequent storage and analysis of the safety data. ANSP and other relevant organizations may wish to use different reporting 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 ANSSSD and contain the minimum information as prescribed in such formats.

Note: The reporter if reporting voluntarily can conceal his/her identity and address in the voluntary reporting form as prescribed in Attachment 6.

2.1 Air Traffic Incident Reporting Form

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 AMHS.

2.1.1 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

2.1.2 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 permitthe 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 possibleto 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 ANSSSD of CAAN. The pilot should complete Air Traffic Incident Report Form, supplementing the details of the initial radio report as necessary.

2.1.3 Reporting by ATS

Following an air traffic incident, the ATC unitinvolved 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 AMHS) 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 AMHS) 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 Safety Management Division and ANSSSD is notified of all reportable incidents.

2.2 ATS Occurrence Report Form

Air Traffic Services providers or ATS Officers shall use the ATS Incident Report Form as shown in Attachment 3 to report the relevant ATS safety occurrences to the ANSSSD of CAAN.

2.3 Air Traffic Safety Electronics Personnel (ATSEP) Occurence Report Form

CNS providers or CNS Engineers or ATSEPs shall use the ATSEP Occurence Report Form as shown in Attachment 4 to report all occurrences associated with Air Traffic Service Ground Equipment.

2.4 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 5 to report all occurrences associated with Bird Strikes and Wildlife Hazards.

2.5 Voluntary Information Reporting Form

In Voluntary Information Reporting System (VIRS), any matters may be reported if it endangers or could endanger the safety of an aircraft. Reporting of such matters may be made by anyone who observes or becomes aware of a reportable safety concern. Specifically, any person belonging to any aviation

operational areas can contribute to the aviation safety enhancement through VRS by reporting on occurrences, hazards or threats relevant to the organization's aviation activities.

Any personnel involved in flight operations, ANS operations, Airport Operations, Airline Operations, etc. shall use Voluntary Information Reporting Form as shown in Attachment 6 to report all occurrences associated Voluntary Reporting System.

3. Reportable Safety Occurrences and Information

3.1 The examples of reportable occurrences by ANSP, its ATS and ATSEP personnel and other concerned are given below.

- 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.
- Anyother 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;
- Aircraft accident involving Mid Air Collision, CFIT, Collision with obstacles, birds/wildlife strikes, adverse meteorological conditions, etc.
- Aircraft ground accidents/incidents
- Any other incidents or occurrences deemed by the CAAN as reportable under the mandatory reporting system.

3.2 Events to be reported through VIRS contain safety-related incidents or events involving yourself, other people and your organisation or other relevant organisations you deal with. Examples of such incidents or events include:

- Traffic issues such as complexity of traffic, unauthorized procedures by aircraft, confusing call sign, etc.
- Airspace matters such as airspace design, restructuring and complexity, Design criteria, etc.
- Controller actions such as incomplete or wrong clearance, loss of separation, incorrect judgement, unsafe practices, deviation from procedures, etc.
- Communication problems such as incorrect, confusing, or incomplete communications, radio/Frequency failures or anomalies, wrong phraseology, etc.

- ATS facilities such as faulty or unserviceable navigation aid, taxiway and runway configuration, insufficient infrastructures, etc.
- Human factor issues such as sudden incapacitation, individual stress, fatigue, Individual performance, errors, negligence at work, health & safety matters affecting Operating Procedures, unfair working environment, etc.
- Use of psychoactive substances
- Environmental issues such as weather, wildlife issues, etc.
- Organizational issues such training and knowledge transfer, organization structure, SOP issues, manpower, regulatory aspects, working without license, etc.
- Any other safety significant information that are concealed by concerned agencies or individuals

4. Reporting Timelines

Timelines for mandatory occurrence is given below:

Reportable occurrences	Notification* to ANSSSD (Mandatory)	Report submission to the ANSSSD and/otherAccident Investigation Entity	Investigation Report submission to the CAAN	Remarks
Accident**	Immediate/ASAP	Within 24 hours	90 days	
Serious incident**	Immediate/ASAP	Within 48 hours	60 days	
Incident***	-----	Within 72 hours	30 days (where required)	

* Telephone, fax or e-mail will in most cases constitute the most suitable and quickest means to send a notification.

** Internal investigation by CAAN for the limited purpose, if desirable.

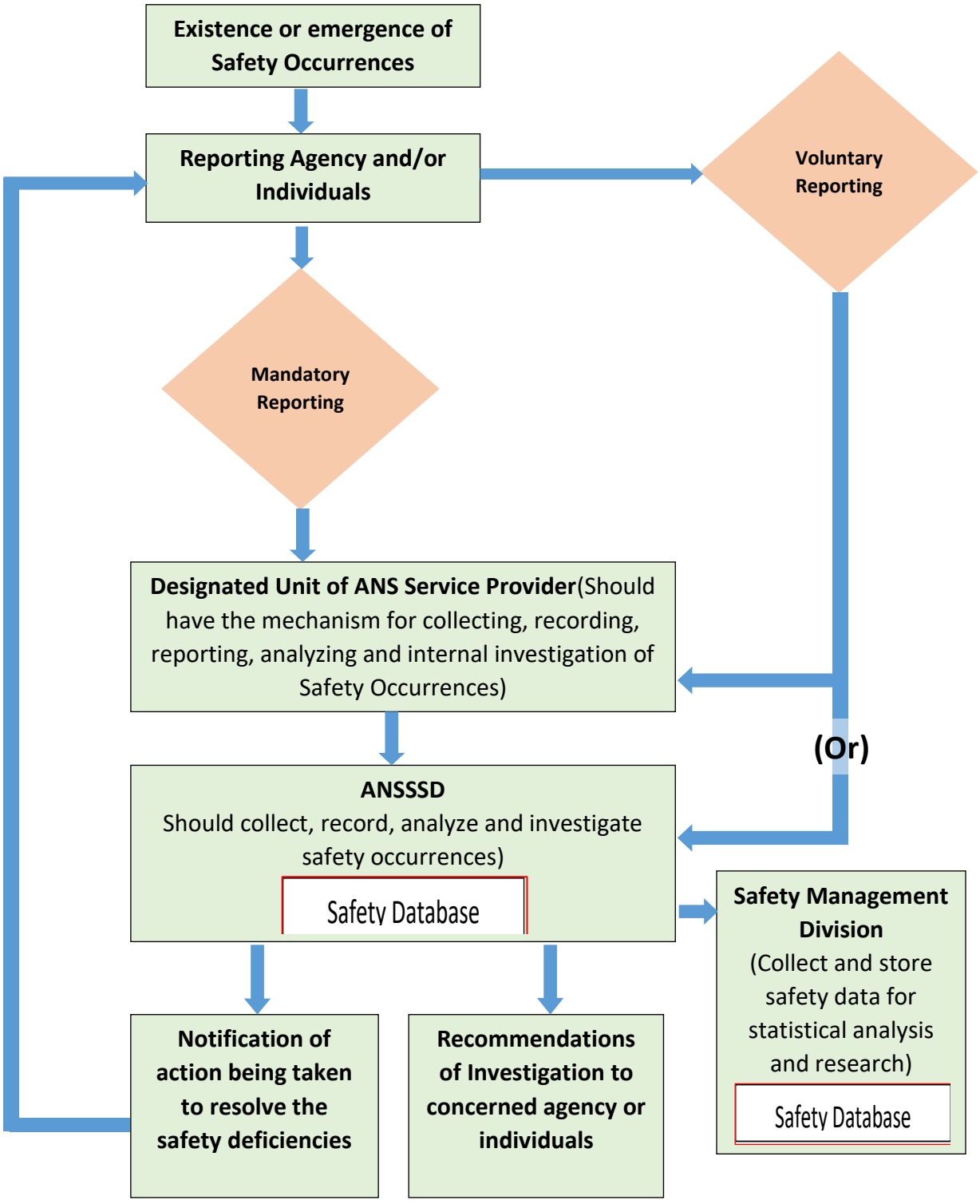
***The timelines for this occurrence may also be used for voluntary reporting as well.

5. Contact details for reporting Safety Occurrences

ANS Safety Standards Department (ANSSSD),
Civil Aviation Safety Regulatory Directorate
Civil Aviation Authority of Nepal
Officer-in-charge: Director, ANSSSD
Phone: 4267784
Fax: 4265960
Email: ansssd@caanepal.org.np
Official mobile:

Attachment 1

Safety Occurrences Reporting/Responding Procedure Flow Chart



Attachment 2

Civil Aviation Authority of Nepal

Air Traffic Incident Report Form

(To be filled by Pilot or ATC on behalf of Pilot)

AIR TRAFFIC INCIDENT REPORT FORM

For use when submitting and receiving reports on air traffic incidents. In an initial report by radio, shaded items should be included.

A — AIRCRAFT IDENTIFICATION	**B — TYPE OF INCIDENT**
	AIRPROX / PROCEDURE / FACILITY*

C — THE INCIDENT

1. General

a) Date / time of incident UTC

b) Position

2. Own aircraft

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			
	( ) Yes	( ) No		
o)	Type of flight plan	IFR / VFR / none*		

3. Other aircraft

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

_____

_____

_____

_____

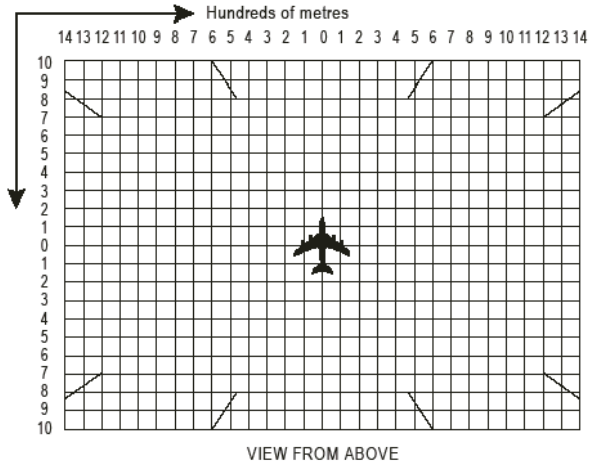
_____

_____

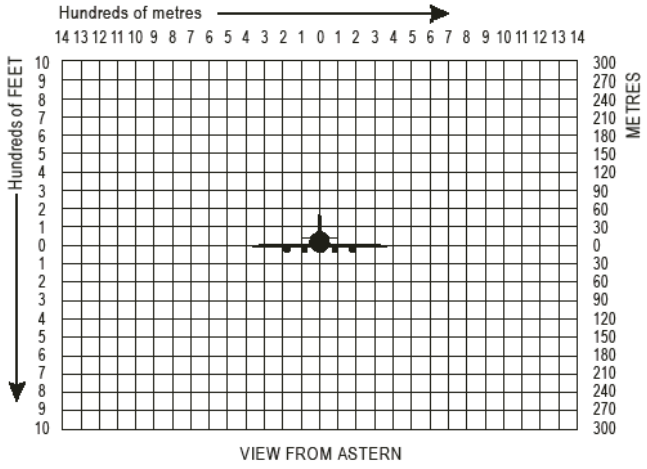
_____

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.



VIEW FROM ABOVE



VIEW FROM ASTERN

*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.

Attachment 3

Civil Aviation Authority of Nepal

ATS Occurrence Report Form

(To be filled by ATSpersonnel)

CATEGORIES OF OCCURRENCE							
1 ACCID☐ AIRPORX ☐ INCID☐VIOLATION☐INFRINGEMENT ☐							
2 Occurrence Position	3 FL ☐ALT/HT☐	4 Date (dd/mm/yyyy)	5 Time - UTC (HH:MM)			6 Day ☐Night ☐	
OPERATOR	CALLSIGN/ REGN	TYPE	FROM	TO	SSR CODE	MODE C DISPLAYED	IFR/VFR/SVFR
7	8	9	10	11	12	13 ☐YES ☐NO	14
15	16	17	18	19	20	21 ☐YES ☐NO	22
23	24	25	26	27	28	29 ☐YES ☐NO	30
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☐ CA ☐ TCAS ☐ STCA ☐		42 Traffic info given by ATC? ☐YES ☐NO	43 Avoiding action given by ATC? ☐YES ☐NO	
44 BRIEF TITLE Summary							
45 NARRATIVE -use a diagram if necessary (Include NOTAM if necessary.) *(Use additional sheet if necessary.)*							
46 Name	47 On duty as	48 ATS Unit	49 Time since last break		50 Start time of shift (UTC)	51 Radar recordings held ☐YES ☐NO	
52 RTF recordings held ☐YES ☐NO	53 List other agencies advised …… ……	54 Signature ……	55 Date (dd/mm/yyyy) ……				
56 Address …… …… Telephone ……							

Attachment 4

Civil Aviation Authority of Nepal

Air Traffic Safety Electronics Personnel (ATSEP) Occurence Report Form

(To be filled by ATSEP)

<table>
<tr><td colspan="6">1 Categories of Occurrence
ACCID☐ INCID ☐PROCEDURAL☐FAILURE ☐HAZARD☐</td></tr>
<tr><td>2 Occurrence Location</td><td>3 Date (dd/mm/yyyy)
4 Time (UTC)</td><td>5 Duration</td><td>6 ATS Facility
☐ RTF ☐ Radar
☐ NAVAID
☐ Other:
……</td><td>7 Service Affected</td><td></td></tr>
<tr><td colspan="2">8 Equipment Type/Manufacturer</td><td>9 Frequency</td><td>10Call-sign</td><td colspan="2">11Equipment Location</td></tr>
<tr><td colspan="2">12Facility Configuration
☐In Service or ☐Out of service
☐Main Mode or ☐Standby/Test
☐CH A (1) or ☐CH B (2)
☐Other:

External Information Source:</td><td colspan="2">13Equipment Status</td><td>14Previous Defects/ Occurrences
☐YES ☐No
☐Not Known</td><td>15RTF Frequencies/ Radar Source</td></tr>
<tr><td colspan="6">16NARRATIVE - use a diagram if necessary (attach copies of all relevant information)

(Use additional sheet if necessary.)</td></tr>
<tr><td>17Recordings impounded
☐No ☐Yes

Details….</td><td>18Can the information be disseminated in the interests of flight safety?
☐YES ☐NO</td><td colspan="2">20 Name
21 Organization/Position</td><td colspan="2">23 Address & Telephone number (if reporter wishes to be contacted privately)</td></tr>
<tr><td colspan="2">19Other fault report action
☐ATC Reporting ☐Local Reporting
☐Other:</td><td colspan="2">22 Start time and duration of shift</td><td colspan="2">24 Signature
25 Date (dd/mm/yyyy)</td></tr>
</table>

Attachment 5

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☐ INCID ☐HAZARD☐ BIRDSTRIKE☐WILDLIFE STRIKE ☐*(Shall fill one of first three boxes and one of the last two boxes.)*

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) …… ☐Dawn☐Dusk ☐Day ☐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

☐A.Parked
☐B.Taxi
☐C.Take-off Run
☐D.Climb
☐E.Enroute
☐F.Descend
☐G.Approach
☐H.Landing Roll

14. Parts of Aircraft Struck or Damaged

	Struck	Damaged		Struck	Damaged
A. Radome	☐	☐	H. Propeller	☐	☐
B. Windshield	☐	☐	I. Wing/Rotor	☐	☐
C. Nose	☐	☐	J. Fuselage	☐	☐
D. Engine No. 1	☐	☐	K. Landing Gear	☐	☐
E. Engine No. 2	☐	☐	L. Tail M. Lights	☐	☐
F. Engine No. 3	☐	☐	N. Other: (Specify)	☐	☐
G. Engine No. 4	☐	☐			

15. Effect on Flight
☐None
☐Aborted Take-off
☐Precautionary Landing
☐Engine Shut Down
☐Other: (Specify)

16. Sky Condition
☐No Cloud
☐Some Cloud
☐Overcast

17. Precipitation
☐Fog
☐Rain
☐Snow
☐None

18. Bird/Other Wildlife Species

19. Number of Bird(s)/Wildlife

Number	Seen	Struck
1	☐	☐
2-10	☐	☐
11-100	☐	☐
More than 100	☐	☐

20. Size of Bird(s)/Wildlife
☐ Small
☐ Medium
☐ Large

21. Pilot warned of Birds ☐ Yes ☐ No

22. Detail Information *(Describe damage, injuries and other pertinent information)*

(Use additional sheet if necessary.)

23. Reported by	24. Title, Office	25. Date

Attachment 6

Civil Aviation Authority of Nepal
Voluntary Information Reporting Form

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

1. **Source** (location/ sector/ organization): [ ] **Date**: [ ]
2. **Description of Operation/ Process/ System/ Equipment/ Human Factor issues**(related to this Safety Report):

   _____

3. **Description of Hazard [ ], Threat [ ], Unsafe-Situation [ ], Incident [ ]; Self-disclosure [ ]; Latent Condition [ ]; Others []**:_____ {Tick as applicable}

   _____

   _____

   _____

4. **The Hazard is** {Tick as applicable}:
   [ ] Temporary (transient, one-time)
   [ ] Recurring
   [ ] Permanent
5. **Description of credible Consequence** (optional):

   _____

6. **Reported by** (optional): [ ] **Contact** (optional): [ ]

   Note: The Reporter is assured that his/ her identity will be protected by the Reporting system. This information is only to facilitate any necessary clarification with the reporter on the event information provided voluntarily, where necessary.

   ++

   For ANSSSD use only:

   Reported information has been registered with following description(s) {Tick as applicable}:
   [ ] Generic hazard :

   _____

   [ ] Specific hazard :

   _____

   [ ] Unsafe event :

   _____

   [ ] Consequence :

   _____

   Hazard ID Code: _____

   Registering Personnel:

   Name: _____ Signature: _____Date: _____