奧門特別行政區 REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU



Page 1 of 7

AERONAUTICAL CIRCULAR CIVIL AVIATION AUTHORITY – MACAO, CHINA

SUBJECT:

Mandatory Occurrence Reporting Scheme

EFFECTIVE DATE:

12 May 2025

CANCELLATION:

AC/GEN/003R02

GENERAL:

Paragraph 88 of the Air Navigation Regulation of Macao (ANRM) approved by the Executive Order 8/2011 specifies the provision under which a person(s) shall made a report to the Civil Aviation Authority (AACM) of any reportable occurrence. The President of AACM, in exercise of his power under Article 35 of the Statutes of AACM approved by the Decree-Law 10/91/M and Paragraph 89 of the ANRM establishes this AC to define in detail the AACM Mandatory Occurrence Reporting (MOR) Scheme and provide guidance to those who are involved in its operation.

1 Introduction

The objectives of the AACM MOR Scheme are as follows:

- (a) To ensure that the AACM is advised of hazardous or potentially hazardous incidents and defects (hereafter referred to as occurrences);
- (b) To enable knowledge of these occurrences to be disseminated so that other persons and organisations may learn from them;
- (c) To enable an assessment to be made by those concerned (whether inside or outside the AACM) of the safety implications of each occurrence, both in itself and in relation to previous similar occurrences, so that they may take or initiate any necessary action.

The overall objective of the AACM in operating occurrence reporting is to use the reported information to improve the level of flight safety and not to attribute blame. All the information contained in organization's Internal Occurrence Reporting Systems

(IORS) and the AACM MOR scheme are applicable to the requirements and basic principles of the processing and protection of aviation safety information defined under the Law no. 2/2013 *Civil Aviation Accident and Incident Investigation and Aviation Safety Information Protection Law* and protective measures defined under Aeronautical Circular no. AC/GEN/010 *Safety Information Protection*.

2 Applicability

- 2.1 The scope of the AACM MOR Scheme includes all reportable occurrences (see 2.2 below) involving:
 - (a) any aircraft registered in Macao Special Administrative Region (SAR);
 - (b) any aircraft operating under the jurisdiction of a Macao SAR operator (e.g. leased aircraft); and
 - (c) organisations providing a service or facility for aircraft operating in the Macao SAR or Macao SAR Air Traffic Zone (ATZ) regardless of the nationality of the aircraft involved.
- 2.2 "Reportable Occurrence" means:
 - (a) any incident relating to an aircraft or any defect in or malfunctioning of an aircraft or any part or equipment of an aircraft, being an incident, malfunctioning or defect endangering, or which if not corrected would endanger, the aircraft, its occupants, or any other person;
 - (b) any defect in or malfunctioning of any facility on the ground, used or intended to be used for purposes of or in connection with the operation of an aircraft, being a defect or malfunctioning endangering, or which if not corrected would endanger, the aircraft or its occupants; and
 - (c) any incident relating to a violation of any regulation or procedures of any country or territory in which such an aircraft operates;

Provided that any accident notified to the AACM shall not constitute a reportable occurrence for the purposes of this document.

2.3 A report should also be submitted on any occurrence, which involves, for example, a defective condition, unsatisfactory behaviour or procedure, which did not immediately endanger the aircraft, but which if allowed to continue uncorrected or which, if repeated in different, but likely, circumstances, would create a hazard.

Note 1: A list of reportable occurrences can be found in Appendix 2.

3 Report Responsibility

3.1 The following categories of persons or organisations are required to report:

- (a) operator, owner and pilot in command of those aircraft stated in Paragraph 2.1(a) and (b);
- (b) those concerned with the designing, manufacturing repairing, maintaining and overhauling of such aircraft, or any part or item of equipment intended for use on such an aircraft;
- (c) those who sign Certificates of Maintenance Review and Release to Service for such aircraft, or any part or item of equipment; and
- (d) the directors of Macao International Airport or Macao Heliport (see Note 2). Note 2: The Airport/Heliport Director must report to the AACM any occurrence, even when there is no direct involvement with aircraft, with all the available details as complete as possible.
- 3.2 It should be understood that this paragraph defines those who have to report, anyone may in fact report should they consider it necessary.

4 Reporting Procedure

- 4.1 The AACM encourages the use of company reporting systems, with a responsible person(s) within the organisation being nominated to receive all reports from individuals and to establish which reports within the organisation meet the desired criteria for an occurrence report to the AACM. However, the company must tell the employee who made the report if his/her report has been passed on to the AACM or not. If not, and the employee is convinced that it should, he/she must have the right to insist that the report is passed to the AACM or to report it directly to the AACM himself/herself. Procedures to ensure that this right of the individual reporter is maintained must be incorporated into the organisation's reporting procedures and be clearly stated in the relevant instructions to staff.
- 4.2 In the case of occurrences arising from or relating to faults, malfunctions or defects that might cause adverse effects on the continuing airworthiness of the aircraft, the organisation which raises the occurrence report must pass a copy of the report to the appropriate type design holder and manufacturer(s) of the relevant products. Where a continuing airworthiness safety issue is associated with a modification, the organisation which raises the occurrence report must also pass a copy of the report to the organisation responsible for the design of the modification.
- 4.3 Individuals submitting an occurrence report directly to the AACM, in the interest of flight safety, are strongly advised to notify their employers, preferably by a copy of the report, unless confidentiality is considered essential. When appropriate, the employer in turn should then advise the type design holder or equipment manufacturer(s) of the products.
- 4.4 Reports must be dispatched within 72 hours of the event, unless exceptional circumstances prevent this. Nevertheless, when the circumstances of an occurrence are judged to be particularly hazardous or urgent, the AACM expects

Page 3 of 7

Alameda Dr. Carlos D'Assumpção, 336-342, Centro Comercial Cheng Feng, 18º andar, Macau, CHINA Tel.: (853) 2851 1213 • Fax: (853) 2833 8089 • AFTN: VMMCYAYI • E-mail: <u>aacm@aacm.gov.mo</u>

to be advised of the essential details by the fastest possible means (e.g. telex/fax/telephone). This should be followed up within 72 hours by a full written report to the AACM with appropriate copies as per para 4.2 and 4.3 above. The AACM is dependent upon the judgment of those responsible for submitting reports to establish which occurrences are in this category.

- 4.5 Should the initial report be incomplete in respect of any item of information required, a further report containing this information must be made within 72 hours of the information becoming available.
- 4.6 Particularly in the case of technical failures or difficulties, the availability of photographs and/or damaged parts will greatly facilitate the subsequent investigation. Prompt advice to the AACM on the results of investigations and the actions taken to control the situation will minimise or may render unnecessary AACM's direct involvement in the investigation activity.
- 4.7 A manufacturer or maintenance organisation of aircraft, components or equipment is not expected to report to the AACM, as a matter of routine, those occurrences involving products which have been reported to it by an operator/individual, if the operator/individual has already reported the occurrence to the AACM. The primary duty for reporting in such cases will rest with the operator/individual. Manufacturers, etc. should report any such occurrence which they think is reportable as per the guidance given above if they know that the operator concerned has not done so.
- 4.8 If any reporter considers that it is essential that his/her identity is not revealed, the report itself should be clearly annotated 'CONFIDENTIAL' and submitted directly to the President of AACM with the envelope marked as 'PERSONAL'. The request will be respected and the reporter will be contacted personally.

5 Reporting Forms

- 5.1 To facilitate consistent reporting, subsequent storage and analysis of data, it is strongly encouraged that reports are submitted electronically through the AACM Oversight Management System (AOMS). Information on AOMS can be found on the AACM website <u>aoms.aacm.gov.mo</u>. Submission on the AACM-AW-6 form (see Appendix 1) is still acceptable. If organisations wish to use a reporting form designed to meet their own requirements, the 'in-house' document(s) should, as far as possible, follow the general format of the AACM-AW-6 form and be approved by the AACM.
- 5.2 In case of proximity of two aircraft, by which one or both pilots involved feel endangered (AIRPROX) or in case of other serious problems which may endanger the flight (erroneous procedures and/or non-observance of procedures or failure of ground stations), the pilot(s) shall submit the "Air Traffic Incident Report Form"

in accordance with the procedures set forth in the Macao AIP. For users of AOMS, an occurrence report shall be submitted through AOMS, and preferably with a copy of the completed "Air Traffic Incident Report Form" provided to AACM as an attachment to facilitate comprehensive safety data collection.

- 5.3 In case of bird strike, the operator and/or the relevant airport/heliport department shall submit an occurrence report to the AACM in accordance with paragraph 5.1 of this AC, attaching a completed "Bird Strike Reporting Form" in accordance with the procedures set out in AACM AC/AGA/004 *Bird Strike Reporting*.
- 5.4 In the case of runway incursion, "Runway Incursion Reporting (Initial Report)" Form (see Appendix 3) shall be submitted. The submission of Form AACM-AW-6 "Occurrence Report" is no longer required for this particular event. For users of AOMS, an occurrence report shall be submitted through AOMS with a copy of the completed "Runway Incursion Reporting (Initial Report)" Form as an attachment to the AACM.
- 5.5 Form AACM-AW-6 "Occurrence Report" and "Runway Incursion Reporting (Initial Report)" Forms are available for download from the AACM website www.aacm.gov.mo.

6 Notification

6.1 Completed reporting form is to be addressed to AACM through AOMS or to:

The President Civil Aviation Authority Alameda Dr. Carlos D'Assumpção, 336-342, Centro Comercial Cheng Feng, 18º andar, Macau

6.2 In some cases – particularly overseas or emergency – the use of AFTN, fax, email or even telephone may be necessary to minimise delays in the transmission of occurrence information.

Telephone :	AACM Office	(853) 2851 1213		
	Emergency Hotline	(853) 6232 2999		
Fax :	(853) 2833 8089			
E-mail :	aacm@aacm.gov.mo			
AFTN :	VMMCYAYI			

7 Investigation

7.1 Normally, if the root cause of the reportable occurrence has not been identified, the relevant organization(s) is required to conduct an investigation to the

occurrence and provide AACM an investigation report within three months from the date of occurrence. If necessary, the AACM can request the relevant organisation(s) to submit a preliminary investigation report within one month from the date of occurrence. The organisation(s) shall take any immediate action(s) to detect and avoid similar case from happening again. A reportable occurrence is considered closed by the AACM only if the root cause has been identified and the corrective and/or preventive actions taken are considered appropriate.

- 7.2 The AACM reserves the right to conduct an individual investigation to an incident (other than accident and serious incident stated in Paragraph 7.3). The decision of whether to conduct an investigation and how detailed the investigation is depending on the nature and significance of the incident.
- 7.3 According to Law no. 2/2013 and the Annex 13 to the Convention on International Civil Aviation, the AACM shall institute an investigation into the circumstances of an accident and serious incident occurred in Macao SAR or within the airspace under Macao SAR jurisdiction. It is also stated in Article 8 no. 2 of Law no. 2/2013 that AACM can investigate an incident, if AACM considers that the investigation can facilitate collection of information and gain experience in regard to aviation safety. Therefore, all information regarding occurrence received through the MOR Scheme will be passed to the Investigator in Charge (IIC) for investigation purpose according to Annex 13 standards and AACM Aeronautical Circular no. AC/GEN/002 *Rules Concerning Aeronautical Accidents and Incidents*.

8 Retention of Data from a Flight Data Recorder (FDR)

- 8.1 Following a serious incident, the operator(s) is/are required to retain the data from the flight data recorder (FDR) only if the data contained therein is considered useful for investigation. Examples of incidents for which data from FDR would be most useful are: significant excursion from the intended flight parameters; significant loss of control or control difficulties; unexpected loss of performance; and a genuine warning from the Ground Proximity Warning System (GPWS). However, more comprehensive recorders fitted to some aircraft are capable of providing valuable data on a wider range of occurrences and the AACM would expect to make judicious use of such information in relation to appropriate occurrences.
- 8.2 For this purpose, the AACM requests that operators retain the data from an FDR or other recorders which is relevant to a reportable occurrence for a period of 14 days from the date of the occurrence being reported to the AACM, or a longer period if the AACM so requests.

8.3 The AACM is dependent upon the judgment of those responsible for submitting reports to establish which occurrences require the retention of FDR data. It is equally incumbent upon the AACM to advise the reporting organisation as quickly as possible when it requires such data.

9 **Processing of Occurrence Reports**

- 9.1 After receiving of an occurrence report, the AACM has the following responsibilities:
 - Evaluation in order to identify those occurrences considered to require AACM involvement in follow-up and to direct these to the appropriate specialist division(s) within the AACM for action. Such reports are classified as 'Open'. All reports not requiring AACM follow-up are recorded as 'Closed' by the responsible division(s);
 - Coordinating, monitoring and progressing to satisfactory closure the AACM follow-up on an 'Open' occurrence;
 - Dissemination of occurrence information to those who need to know, and other authorities, such as the state of design authority;
 - Continuously monitoring all incoming data for significant hazards or potential hazards by using previously stored data when appropriate. Alerting corresponding AACM specialist divisions and others as necessary; and
 - Regular monitoring of stored data to identify hazards or potential hazards.
- 9.2 Occurrences Closed on Receipt by AACM In some occasions, occurrences reported to the AACM while meeting the criteria for a reportable occurrence, have been adequately dealt with by the reporting organisation. There is thus no justification for further investigation by the AACM although details of the occurrence and action taken do provide valuable information for dissemination and storage purposes. Reports judged to be in this category are 'Closed on Receipt' by the appropriate division, the principal justification for closure being that it is evident from the report that existing requirements, procedures, documentation, etc. coupled with the reporter's action have adequately controlled the identified hazard. When necessary, the responsible division will liaise with the reporter in making this decision.
- 9.3 The ability of the AACM to close an occurrence on receipt and thus avoid the need for further AACM investigation is therefore very much dependent upon the quality of the information provided in the report and specific information on the action taken by the reporting organisation to control the situation.

- END -

Instructions on the Completion of the AACM-AW-6 Form

1. General

- 1.1 Wherever possible, reporters should complete all sections of the Form where the information requested is *relevant* to a specific occurrence; *relevance* is the important aspect and where any of the information requested is clearly not relevant it may be omitted, e.g. weather details when weather is not a factor.
- 1.2 The individual 'box' headings for all items of data are mostly self-explanatory, and the Form comprises a combination of blank boxes for entry of data and boxes listing a number of alternatives: the reporter should annotate the appropriate item.

2. Instructions for AACM-AW-6 Users

- 2.1 Spaces for 'Date received' and 'Occurrence No.' at the top of the Form are for AACM use only.
- 2.2 The Form is arranged such that types of occurrence are grouped under three categories:
 - Air Traffic Related;
 - Aerodrome & Facilities Related;
 - Flight Operations and Airworthiness Related.
- 2.3 Where occurrence reports are channeled to the AACM via an organisation, any relevant information which is not readily available to the person preparing the initial report should, wherever possible, be added by the person submitting the report on behalf of the organisation. Alternatively, where this is not possible within the required time scale, the outstanding information should be submitted as a supplementary report.
- 2.4 Evaluation and processing of reports are greatly simplified if the reports are typewritten or computer word processed, but it is appreciated that this may not always be possible; in this case the report should be completed in black ink.
- 2.5 Extended Range Twin Operations (ETOPS) or Reduced Vertical Separation Minima (RVSM) Operations. Operators holding approval for either type of operation should, when submitting any occurrence report on the aircraft type(s) subject to this approval, always complete the appropriate 'box(es)'provided. For those operators not using AACM-AW-6, prominently annotate all reports 'ETOPS' or 'RVSM' as required.
- 2.6 The following are brief notes against each block:
 - 2.6.1 Aircraft Information to be completed for all occurrences involving an aircraft. Provides basic identification data.
 - 2.6.2 Flight and Weather Details relates to in-flight occurrences only. Provides flight data in support of the description.
 - 2.6.3 The **Flight Phases** listed on the report are defined as follows:

Parked On ramp with flight crew on board

Taxying	(a) From commencement of movement (including pushback) to start of take-off run
	(b) From completion of landing run to terminal gate or point of stopping engines, whichever occurs later
Take-off	Start of take-off run to lift-off
Init Climb	Lift-off to a height of 1500 ft or aircraft 'clean-up' whichever occurs later
Climb	End of initial climb to top of climb
Cruise	Top of climb to top of descent including en-route climb or descent
Descent	Top of descent to a height of 1500 ft
Holding	Flying to a set procedure at a point which intentionally delays the aircraft, usually according to a set procedure at a 'fix'
Approach	A height of 1500 ft to threshold
Landing	Threshold to end of landing run
Circuit	Flying to a set pattern in the vicinity of an airfield with intention of landing
Aerobatics	Deliberate aerobatic manoeuvres, including spinning
Hover	Airborne and stationary
The Nature of	Flight descriptions listed on the report are defined as follows:
Sch Pax	One of a series of flights, in accordance with the provisions of an air services agreement, for the carriage of passengers and their baggage between the same two places and which together amount to a systematic service
Non-Sch Pax	Passenger flight which is not classified as scheduled passenger flight

- SchOne of a series of flights, in accordance with the provisions of an
air services agreement for the carriage of cargo between the same
two places and which together amount to a systematic service
- Non-Sch Freight flight which is not classified as scheduled freight flight Freight
- **Survey** Aerial photographic or mapping survey

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2.6.4

Pleasure	Commercial pleasure flying, e.g. sightseeing
Check/ Calibration	Check or calibration of ground-based navigation aids
Business	Carriage of company staff in aircraft owned or hired by a company
Club/Group	Flying, other than training, by members in a club or group aircraft
Private	Other than club/group flying or training
Positioning	Positioning without revenue load to /from point of departure/arrival of revenue flight
Ferry	Ferry for technical reasons without revenue load, e.g. 3-engine ferry to maintenance base
Test	Check of serviceability, issue or renewal of C of A, experimental or development flying
Training	Training course or examination for any standard of license or rating, type training, continuation training

2.6.5 **Description of Occurrence** – relates to all occurrences

- 2.6.5.1 This should be a clear and concise description of the occurrence, preferably starting with a brief title indicating the type of occurrence. The description should contain details of what happened or what was found; what immediate action was taken to contain the situation; any additional information, comments or recommendations which it is considered might assist subsequent assessment of the report and/or investigation.
- 2.6.5.2 Wherever possible the description should be supported by the results of subsequent investigation and details of any action taken by the reporter's organisation to avoid a recurrence.
- 2.6.6 Maintenance/Engineering Details relates to both in-flight and ground occurrences. Provides maintenance/engineering data in support of the description of the occurrence.
 - 2.6.6.1 In the case of reports submitted from a component manufacturer or overhaul/repair agency, the information in this block will provide the primary identification data for the occurrence. Nevertheless, if any of the information contained in paragraph 2.6.1, 2.6.2, 2.6.3, 2.6.4 is available and is relevant it should also be provided.
 - 2.6.6.2 Aircraft or component times should be quoted in the units most relevant to the occurrence or to the component function, e.g. flying

hours/cycles/landings, or a combination of each. Provision is made for total times and times since overhaul, repair or inspection.

- 2.6.6.3 Any published information or control procedures should be provided for the identification of the existence of any such information or procedures (e.g. mandatory inspections, Airworthiness Directive, crew drills, etc.) issued for the purposes of controlling or avoiding such or similar occurrences. When such information or procedures exist, the appropriate reference numbers and the compliance status of the aircraft, equipment, facility or organisation should be quoted as they are important both in terms of assessing the occurrence and disseminating the details to others.
- 2.6.6.4 Annotation of the 'Manufacturer Advised' box is an important aspect of any occurrence report relating to a specific aircraft type or any item of aircraft equipment. Wherever possible such information should be provided as this can significantly reduce any requirements for follow-up activity.

2.6.7 Non-Technical Details – relevant to all occurrences

- 2.6.7.1 Provision is made in the form for important non-technical information such as identification of the reporter and whether the report is mandatory or voluntary.
- 2.6.7.2 If the reporter wishes to be contacted privately, such intention as well as the relevant address and telephone number should be mentioned in the report.

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Description of Occurrence (Continued)

Form AACM-AW-6, Issue 4

 $\mathsf{Page}\,2 \text{ of } 2$

AC/GEN/003R03

Appendix 2

Occurrences Required to be Reported

Remark: This Appendix is structured in such a way that the pertinent occurrences are linked with categories (referred to as Part below) of activities during which they are normally observed, according to experience, in order to facilitate the reporting of those occurrences. However, this presentation must not be understood as meaning that occurrences must not be reported in case they take place outside the category of activities to which they are linked in the list.

Part A - Occurrences related to the operations of the aircraft

1. AIR OPERATIONS

1.1. Flight preparation

- (1) Use of incorrect data or erroneous entries into equipment used for navigation or performance calculations which has or could have endangered the aircraft, its occupants or any other person.
- (2) Carriage or attempted carriage of dangerous goods in contravention of applicable legislations including incorrect labelling, packaging and handling of dangerous goods.

1.2. Aircraft preparation

- (1) Incorrect fuel type or contaminated fuel.
- (2) Missing, incorrect or inadequate De-icing/Anti-icing treatment.

1.3. Take-off and landing

- (1) Taxiway or runway excursion.
- (2) Actual or potential taxiway or runway incursion.
- (3) Final Approach and Take-off Area (FATO) incursion.
- (4) Any rejected take-off.
- (5) Inability to achieve required or expected performance during take-off, go-around or landing.
- (6) Actual or attempted take-off, approach or landing with incorrect configuration setting.
- (7) Tail, blade/wingtip or nacelle strike during take-off or landing.
- (8) Approach continued against air operator stabilised approach criteria.
- (9) Continuation of an instrument approach below published minimums with inadequate visual references.
- (10) Precautionary or forced landing.
- (11) Short and long landing.
- (12) Hard landing a landing deemed to require a 'heavy landing check.

1.4. Any phase of flight

- (1) Loss of control.
- (2) Aircraft upset, exceeding normal pitch attitude, bank angle or airspeed inappropriate for the conditions.
- (3) Level bust.

- (4) Activation of any flight envelope protection, including stall warning, stick shaker, stick pusher and automatic protections.
- (5) Unintentional deviation from intended or assigned track of the lowest of twice the required navigation performance or 10 nautical miles.
- (6) Exceedance of aircraft flight manual limitation.
- (7) Operation with incorrect altimeter setting.
- (8) Jet blast or rotor and prop wash occurrences which have or could have endangered the aircraft, its occupants or any other person.
- (9) Misinterpretation of automation mode or of any flight deck information provided to the flight crew which has or could have endangered the aircraft, its occupants or any other person.

1.5. Other types of occurrences

- (1) Unintentional release of cargo or other externally carried equipment.
- (2) Loss of situational awareness (including environmental, mode and system awareness, spatial disorientation, and time horizon).
- (3) Any occurrence where the human performance has directly contributed to or could have contributed to an accident or a serious incident.

2. TECHNICAL OCCURRENCES

2.1. Structure and systems

- (1) Loss of any part of the aircraft structure in flight.
- (2) Loss of a system.
- (3) Loss of redundancy of a system.
- (4) Leakage of any fluid which resulted in a fire hazard or possible hazardous contamination of aircraft structure, systems or equipment, or which has or could have endangered the aircraft, its occupants or any other person.
- (5) Fuel system malfunctions or defects, which had an effect on fuel supply and/or distribution.
- (6) Malfunction or defect of any indication system when this results in misleading indications to the crew.
- (7) Abnormal functioning of flight controls such as asymmetric or stuck/jammed flight controls (for example: lift (flaps/slats), drag (spoilers), attitude control (ailerons, elevators, rudder) devices).

2.2. Propulsion (including engines, propellers and rotor systems) and auxiliary power units (APUs)

- (1) Failure or significant malfunction of any part or controlling of a propeller, rotor or powerplant.
- (2) Damage to or failure of main/tail rotor or transmission and/or equivalent systems.
- (3) Flameout, in-flight shutdown of any engine or APU when required (for example: ETOPS (Extended range Twin engine aircraft Operations), MEL (Minimum Equipment List)).
- (4) Engine operating limitation exceedance, including overspeed or inability to control the speed of any high-speed rotating component (for example: APU, air starter, air cycle machine, air turbine motor, propeller or rotor).

- (5) Failure or malfunction of any part of an engine, powerplant, APU or transmission resulting in any one or more of the following:
 - (a) thrust-reversing system failing to operate as commanded;
 - (b) inability to control power, thrust or rpm (revolutions per minute);
 - (c) non-containment of components/debris.
- 3. INTERACTION WITH AIR NAVIGATION SERVICES (ANS) AND AIR TRAFFIC MANAGEMENT (ATM)
 - (1) Unsafe ATC (Air Traffic Control) clearance.
 - (2) Prolonged loss of communication with ATS (Air Traffic Service) or ATM Unit.
 - (3) Conflicting instructions from different ATS Units potentially leading to a loss of separation.
 - (4) Misinterpretation of radio-communication which has or could have endangered the aircraft, its occupants or any other person.
 - (5) Intentional deviation from ATC instruction which has or could have endangered the aircraft, its occupants or any other person.

4. EMERGENCIES AND OTHER CRITICAL SITUATIONS

- (1) Any event leading to the declaration of an emergency ('Mayday' or 'PAN call').
- (2) Any burning, melting, smoke, fumes, arcing, overheating, fire or explosion.
- (3) Contaminated air in the cockpit or in the passenger compartment which has or could have endangered the aircraft, its occupants or any other person.
- (4) Failure to apply the correct non-normal or emergency procedure by the flight or cabin crew to deal with an emergency.
- (5) Use of any emergency equipment or non-normal procedure affecting in-flight or landing performance.
- (6) Failure of any emergency or rescue system or equipment which has or could have endangered the aircraft, its occupants or any other person.
- (7) Uncontrollable cabin pressure.
- (8) Critically low fuel quantity or fuel quantity at destination below required final reserve fuel.
- (9) Any use of crew oxygen system by the crew.
- (10) Incapacitation of any member of the flight or cabin crew that results in the reduction below the minimum certified crew complement.
- (11) Crew fatigue impacting or potentially impacting their ability to perform safely their flight duties.

5. EXTERNAL ENVIRONMENT AND METEOROLOGY

- (1) A collision or a near collision on the ground or in the air, with another aircraft, terrain or obstacle (obstacle includes vehicle).
- (2) ACAS RA (Airborne Collision Avoidance System, Resolution Advisory).
- (3) Activation of genuine ground collision system such as GPWS (Ground Proximity Warning System)/TAWS (Terrain Awareness and Warning System) 'warning'.
- (4) Wildlife strike including bird strike.
- (5) Foreign object damage/debris (FOD).

- (6) Unexpected encounter of poor runway surface conditions.
- (7) Wake-turbulence encounters.
- (8) Interference with the aircraft by firearms, fireworks, flying kites, laser illumination, high powered lights, lasers, Remotely Piloted Aircraft Systems, model aircraft or by similar means.
- (9) A lightning strike which resulted in damage to the aircraft or loss or malfunction of any aircraft system.
- (10) A hail encounter which resulted in damage to the aircraft or loss or malfunction of any aircraft system.
- (11) Severe turbulence encounter or any encounter resulting in injury to occupants or deemed to require a 'turbulence check' of the aircraft.
- (12) A significant wind shear or thunderstorm encounter which has or could have endangered the aircraft, its occupants or any other person.
- (13) Icing encounter resulting in handling difficulties, damage to the aircraft or loss or malfunction of any aircraft system.
- (14) Volcanic ash encounter.

6. SECURITY

- (1) Bomb threat or hijack.
- (2) Difficulty in controlling intoxicated, violent or unruly passengers.
- (3) Discovery of a stowaway.

Part B - Occurrences related to technical conditions, maintenance and repair of the aircraft

1. MANUFACTURING

Products, parts or appliances released from the production organisation with deviations from applicable design data that could lead to a potential unsafe condition as identified with the holder of the type-certificate or design approval.

2. DESIGN

Any failure, malfunction, defect or other occurrence related to a product, part, or appliance which has resulted in or may result in an unsafe condition.

- 3. MAINTENANCE AND CONTINUING AIRWORTHINESS MANAGEMENT
 - (1) Serious structural damage (for example: cracks, permanent deformation, delamination, debonding, burning, excessive wear, or corrosion) found during maintenance of the aircraft or component.
 - (2) Serious leakage or contamination of fluids (for example: hydraulic, fuel, oil, gas or other fluids).
 - (3) Failure or malfunction of any part of an engine or powerplant and/or transmission resulting in any one or more of the following:
 - (a) non-containment of components/debris;
 - (b) failure of the engine mount structure.
 - (4) Damage, failure or defect of propeller, which could lead to in-flight separation of the propeller or any major portion of the propeller and/or malfunctions of the propeller control.

- (5) Damage, failure or defect of main rotor gearbox/attachment, which could lead to inflight separation of the rotor assembly and/or malfunctions of the rotor control.
- (6) Significant malfunction of a safety-critical system or equipment including emergency system or equipment during maintenance testing or failure to activate these systems after maintenance.
- (7) Incorrect assembly or installation of components of the aircraft found during an inspection or test procedure not intended for that specific purpose.
- (8) Wrong assessment of a serious defect, or serious non-compliance with MEL and Technical logbook procedures.
- (9) Serious damage to Electrical Wiring Interconnection System (EWIS).
- (10) Any defect in a life-controlled critical part causing retirement before completion of its full life.
- (11) The use of products, components or materials, from unknown, suspect origin, or unserviceable critical components.
- (12) Misleading, incorrect or insufficient applicable maintenance data or procedures that could lead to significant maintenance errors, including language issue.
- (13) Incorrect control or application of aircraft maintenance limitations or scheduled maintenance.
- (14) Releasing an aircraft to service from maintenance in case of any non-compliance which endangers the flight safety.
- (15) Serious damage caused to an aircraft during maintenance activities due to incorrect maintenance or use of inappropriate or unserviceable ground support equipment that requires additional maintenance actions.
- (16) Identified burning, melting, smoke, arcing, overheating or fire occurrences.
- (17) Any occurrence where the human performance, including fatigue of personnel, has directly contributed to or could have contributed to an accident or a serious incident.
- (18) Significant malfunction, reliability issue, or recurrent recording quality issue affecting a flight recorder system (such as a flight data recorder system, a data link recording system or a cockpit voice recorder system) or lack of information needed to ensure the serviceability of a flight recorder system.

Part C - Occurrences related to air navigation services and facilities

- 1. AIRCRAFT-RELATED OCCURRENCES
 - (1) A collision or a near collision on the ground or in the air, between an aircraft and another aircraft, terrain or obstacle (obstacle includes vehicle), including near-controlled flight into terrain (near CFIT).
 - (2) Separation minima infringement (This refers to a situation in which prescribed separation minima were not maintained between aircraft or between aircraft and airspace to which separation minima is prescribed.).
 - (3) Inadequate separation (In the absence of prescribed separation minima, a situation in which aircraft were perceived to pass too close to each other for pilots to ensure safe separation.).
 - (4) ACAS RAs.
 - (5) Wildlife strike including bird strike.

- (6) Taxiway or runway excursion.
- (7) Actual or potential taxiway or runway incursion.
- (8) Final Approach and Take-off Area (FATO) incursion.
- (9) Aircraft deviation from ATC clearance.
- (10) Aircraft deviation from applicable air traffic management (ATM) regulation:
 - (a) aircraft deviation from applicable published ATM procedures;
 - (b) airspace infringement including unauthorised penetration of airspace;
 - (c) deviation from aircraft ATM-related equipment carriage and operations, as mandated by applicable regulations.
- (11) Call sign confusion related occurrences.

2. DEGRADATION OR TOTAL LOSS OF SERVICES OR FUNCTIONS

- (1) Inability to provide ATM services or to execute ATM functions:
 - (a) inability to provide air traffic services or to execute air traffic services functions;
 - (b) inability to provide airspace management services or to execute airspace management functions;
 - (c) inability to provide air traffic flow management and capacity services or to execute air traffic flow management and capacity functions.
- (2) Missing or significantly incorrect, corrupted, inadequate or misleading information from any support service (For example: air traffic service (ATS), automatic terminal information service (ATIS), meteorological services, navigation databases, maps, charts, aeronautical information service (AIS), manuals.), including relating to poor runway surface conditions.
- (3) Failure of communication service.
- (4) Failure of surveillance service.
- (5) Failure of data processing and distribution function or service.
- (6) Failure of navigation service.
- (7) Failure of ATM system security which had or could have a direct negative impact on the safe provision of service.
- (8) Significant ATS sector/position overload leading to a potential deterioration in service provision.
- (9) Incorrect receipt or interpretation of significant communications, including lack of understanding of the language used, when this had or could have a direct negative impact on the safe provision of service.
- (10) Prolonged loss of communication with an aircraft or with other ATS unit.

3. OTHER OCCURRENCES

- (1) Declaration of an emergency ('Mayday' or 'PAN' call).
- (2) Significant external interference with Air Navigation Services (for example radio broadcast stations transmitting in the FM band, interfering with ILS (instrument landing system), VOR (VHF Omni Directional Radio Range) and communication).

- (3) Interference with an aircraft, an ATS unit or a radio communication transmission including by firearms, fireworks, flying kites, laser illumination, high-powered lights lasers, Remotely Piloted Aircraft Systems, model aircraft or by similar means.
- (4) Fuel dumping.
- (5) Bomb threat or hijack.
- (6) Fatigue impacting or potentially impacting the ability to perform safely the air navigation or air traffic duties.
- (7) Any occurrence where the human performance has directly contributed to or could have contributed to an accident or a serious incident.

Part D - Occurrences related to aerodromes and ground services

1. SAFETY MANAGEMENT OF AN AERODROME

1.1. Aircraft- and obstacle-related occurrences

- (1) A collision or near collision, on the ground or in the air, between an aircraft and another aircraft, terrain or obstacle (obstacle includes vehicle).
- (2) Wildlife strike including bird strike.
- (3) Taxiway or runway excursion.
- (4) Actual or potential taxiway or runway incursion.
- (5) Final Approach and Take-off Area (FATO) incursion or excursion.
- (6) Aircraft or vehicle failure to follow clearance, instruction or restriction while operating on the movement area of an aerodrome (for example: wrong runway, taxiway or restricted part of an aerodrome).
- (7) Foreign object on the aerodrome movement area which has or could have endangered the aircraft, its occupants or any other person.
- (8) Presence of obstacles on the aerodrome or in the vicinity of the aerodrome which are not published in the AIP (Aeronautical Information Publication) or by NOTAM (Notice to Airmen) and/or that are not marked or lighted properly.
- (9) Push-back, power-back or taxi interference by vehicle, equipment or person.
- (10) Passengers or unauthorised person left unsupervised on apron.
- (11) Jet blast, rotor down wash or propeller blast effect.
- (12) Declaration of an emergency ('Mayday' or 'PAN' call).

1.2. Degradation or total loss of services or functions

- (1) Loss or failure of communication between:
 - (a) aerodrome, vehicle or other ground personnel and air traffic services unit or apron management service unit;
 - (b) apron management service unit and aircraft, vehicle or air traffic services unit.
- (2) Significant failure, malfunction or defect of aerodrome equipment or system which has or could have endangered the aircraft or its occupants.
- (3) Significant deficiencies in aerodrome lighting, marking or signs.
- (4) Failure of the aerodrome emergency alerting system.
- (5) Rescue and firefighting services not available according to applicable requirements.

1.3. Other occurrences

- (1) Fire, smoke, explosions in aerodrome facilities, vicinities and equipment which has or could have endangered the aircraft, its occupants or any other person.
- (2) Aerodrome security related occurrences (for example: unlawful entry, sabotage, bomb threat).
- (3) Absence of reporting of a significant change in aerodrome operating conditions which has or could have endangered the aircraft, its occupants or any other person.
- (4) Missing, incorrect or inadequate de-icing/anti-icing treatment.
- (5) Significant spillage during fuelling operations.
- (6) Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen, nitrogen, oil and potable water).
- (7) Failure to handle poor runway surface conditions.
- (8) Any occurrence where the human performance has directly contributed to or could have contributed to an accident or a serious incident.

2. GROUND HANDLING OF AN AIRCRAFT

2.1. Aircraft- and aerodrome-related occurrences

- (1) A collision or near collision, on the ground or in the air, between an aircraft and another aircraft, terrain or obstacle (obstacle includes vehicle).
- (2) Runway or taxiway incursion.
- (3) Runway or taxiway excursion.
- (4) Significant contamination of aircraft structure, systems and equipment arising from the carriage of baggage, mail or cargo.
- (5) Push-back, power-back or taxi interference by vehicle, equipment or person.
- (6) Foreign object on the aerodrome movement area which has or could have endangered the aircraft, its occupants or any other person.
- (7) Passengers or unauthorised person left unsupervised on apron.
- (8) Fire, smoke, explosions in aerodrome facilities, vicinities and equipment which has or could have endangered the aircraft, its occupants or any other person.
- (9) Aerodrome security-related occurrences (for example: unlawful entry, sabotage, bomb threat).

2.2. Degradation or total loss of services or functions

- (1) Loss or failure of communication with aircraft, vehicle, air traffic services unit or apron management service unit.
- (2) Significant failure, malfunction or defect of aerodrome equipment or system which has or could have endangered the aircraft or its occupants.
- (3) Significant deficiencies in aerodrome lighting, marking or signs.

2.3. Ground handling specific occurrences

- (1) Incorrect handling or loading of passengers, baggage, mail or cargo, likely to have a significant effect on aircraft mass and/or balance (including significant errors in loadsheet calculations).
- (2) Boarding equipment removed leading to endangerment of aircraft occupants.

- (3) Incorrect stowage or securing of baggage, mail or cargo likely in any way to endanger the aircraft, its equipment or occupants or to impede emergency evacuation.
- (4) Transport, attempted transport or handling of dangerous goods which resulted or could have resulted in the safety of the operation being endangered or led to an unsafe condition (for example: dangerous goods incident or accident as defined in the ICAO Technical Instructions (Technical Instructions For The Safe Transport of Dangerous Goods by Air (ICAO — Doc 9284))).
- (5) Non-compliance on baggage or passenger reconciliation.
- (6) Non-compliance with required aircraft ground handling and servicing procedures, especially in de-icing, refuelling or loading procedures, including incorrect positioning or removal of equipment.
- (7) Significant spillage during fuelling operations.
- (8) Loading of incorrect fuel quantities likely to have a significant effect on aircraft endurance, performance, balance or structural strength.
- (9) Loading of contaminated or incorrect type of fuel or other essential fluids (including oxygen, nitrogen, oil and potable water).
- (10) Failure, malfunction or defect of ground equipment used for ground handling, resulting into damage or potential damage to the aircraft (for example: tow bar or GPU (Ground Power Unit)).
- (11) Missing, incorrect or inadequate de-icing/anti-icing treatment.
- (12) Damage to aircraft by ground handling equipment or vehicles including previously unreported damage.
- (13) Any occurrence where the human performance has directly contributed to or could have contributed to an accident or a serious incident.

Appendix 3

Instructions on the Completing of the Runway Incursion Reporting (Initial Report)

Item

- A Indicate the date/time (in UTC) and conditions (day or night) of the runway incursion.
- B Provide details about the person submitting the report.
- C Provide the aerodrome designator as indicated in Location Indicators (Doc 7910).
- D Supply information regarding the runway condition at the time of the runway incursion, which affected the braking action of the aircraft.
- E Identify the aircraft, vehicles or persons involved in the runway incursion. More details should be provided in L.
- F Provide information on weather conditions such as wind, visibility, RVR, temperature, ceiling, cloud and additional information as required.
- G Provide information regarding evasive action taken by the aircraft, vehicles and/or person.
- H Provide information regarding the closest proximity or distance, horizontally and/or vertically, between both parties during the runway incursion or at the point at which both parties were aware of the situation and the aircraft was under control at taxi speed or less.
- I, J Provide information regarding communication difficulties and ATC memory lapses.
- K Describe the runway incursion, by providing the information requested. Attach additional pages as required.
- L Supply detailed information regarding the aircraft, vehicles and person involved in the runway incursion.
- M Indicate the date when the detailed investigation of the runway incursion will commence.

澳門特別行政區 REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU

『民航局 AUTORIDADE DE AVIAÇÃO CIVIL CIVIL AVIATION AUTHORITY

- To: Alameda Dr. Carlos D'Assumpção, 336-342, Centro Comercial Cheng Feng, 18° andar, Macau Tel: AACM Office (853) 28511213 Emergency Hotline (853) 6232 2999 FAX: (853) 28338089 AFTN: VMMCYA YI E-mail: aacm@aacm.gov.mo

Official Use Only Date received

Occurrence No.

Runway Incursion Reporting (Initial Report)

А	Date/time of runway incursion	(UTC)	Day 🛛	Night \square
В	Person submitting the report Name: Job title: Phone no.: Fax no.: Organization: Date/time/place of completi	 Date	Time	Place
С	ICAO aerodrome designator		VMMC	
D	Runway surface condition (bre	aking action) Good □ 	Fair ⊓	Poor □
Е	Aircraft, vehicle or person invo Aircraft 1: Aircraft 2: Aircraft 3: Vehicle: Person:	olved in the runway incursion (ind	licate all those involved in the oc	currence)
F	Weather conditions Wind: Temperature (° Celsius): Additional information:		Visibility/RVR: Ceiling/cloud:	
G	Evasive action taken?			
		Aircraft 1	Aircraft 2	Aircraft 3
		Yes 🛛 No 🗆	Yes 🛛 No 🗆	Yes 🗆 No 🗆
	Cancelled take-off clearance Rejected take-off Rotated early Delayed rotation Abrupt stop Swerved Missed approach Others	If Yes distance rolled: distance to runway threshold:	If Yes distance rolled: distance to runway threshold:	If Yes distance rolled: distance to runway threshold:
	V	ehicle	Per	rson
	Yes No Jf Yes Abrupt stop Swerved Other		Yes No Jf Yes Run away Escorted off Other	
Η	Closest proximity Vertical (ft):	×	_ Horizontal (m):	

	Comm Yes If Y	unication difficulties Image: Second state Image: Second state es Image: Second state Readback / hearback Image: Second state
		Blocked communicationICall sign confusionIAircraft on wrong frequency / no radioINon-standard phraseologyI
	Any A Yes <i>If Y</i>	TC memory lapse C No C About an aircraft/vehicle/person cleared onto or to cross a runway About an aircraft on approach to land C
		About a runway closure
~	Descri 1	A description or diagram of the geometry of the incident scenario: Description:
		Diagram:
	2	A description of any evasive or corrective action taken to avoid a collision:
	3	
		An assessment of the available reaction time and the effectiveness of the evasive or corrective action:
	4	An assessment of the available reaction time and the effectiveness of the evasive or corrective action:
	4	An assessment of the available reaction time and the effectiveness of the evasive or corrective action:
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	4	An assessment of the available reaction time and the effectiveness of the evasive or corrective action:

Aircraft								
	Aircraft 1	Aircraft 2	Aircraft 3					
Registration no: Call sign: SSR code (if applicable) Owner/operator: Aircraft type: Flight Details: (select as appropriate	GA IFR Non-schedule VFR Schedule Other	GA IFR GA Schedule Other Other	GA IFR GA VFR Schedule VFR Other Other					
	Vehicle	Person						
Registration no: Call sign: Mobile no: Owner/operator: Vehicle type: Other details: (select as appropriate	Runway inspection Bird control Tugging/towing Fire vehicle Maintenance Others	Organization: Without communication equipment With communication equipment	ment 🗌 nt 🗌					