



## ADVICE ON THE COMPLETION OF THE OCCURRENCE REPORT FORM - MOR01

### 1. General

- 1.1. 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. Where reports are submitted via an organisation, any relevant information that 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 timescale, the outstanding information should be submitted as a supplementary report.

2. **Aircraft Type, Series and Operator** should be completed for all occurrences involving an aircraft. Provides basic identification data.
3. **Nature and Phase of Flight** relates to in-flight occurrences. Provides flight data in support of the narrative.

#### 3.1. Nature of Flight descriptions:

|              |                                                                                                            |
|--------------|------------------------------------------------------------------------------------------------------------|
| Pax          | Flight under schedule or non – scheduled Air Transport Licence or an exemption                             |
| Freight      | Flight under Air Transport licence or and exemption                                                        |
| Positioning  | Positioning without revenue load to/from point of departure/ arrival of revenue flight.                    |
| Ferry        | Initial ferry/delivery flight.                                                                             |
| Test         | Check of serviceability, issue or renewal of C of A, experimental or development flying.                   |
| Training     | Training course or examination for any standard of licence or rating type training, continuation training. |
| Business     | Carriage of company staff in aircraft owned or hired by a company.                                         |
| Agricultural | Aerial application, crop spraying, top dressing, etc.                                                      |
| Survey       | Aerial photographic or mapping survey.                                                                     |
| Pleasure     | Commercial pleasure flying. e.g. sightseeing.                                                              |
| Club/Group   | Flying other than training by members in a club or group aircraft.                                         |
| Private      | Other than club/group flying or training.                                                                  |
| Parachuting  | Carriage of parachutists for the purpose of parachuting.                                                   |

|        |                                                                   |
|--------|-------------------------------------------------------------------|
| Towing | Towing of gliders, banners, etc.                                  |
| Police | Aircraft operating on a Police Air Operators Certificate.         |
| EMS    | Emergency medical services, patient transport, accident response. |

3.2. Phase of Flight Descriptions:

|            |                                                                                                                                                                                                                                                 |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parked     | On ramp with flight crew on board.                                                                                                                                                                                                              |
| Taxiing    | <ul style="list-style-type: none"> <li>• From commencement of moving (including pushback) to start of take-off run.</li> <li>• From completion of landing run to terminal gate or point of stopping engines, whichever occurs later.</li> </ul> |
| Take-off   | Start of take-off run to lift-off.                                                                                                                                                                                                              |
| Initial    | Climb Lift-off to a height of 1500ft or aircraft 'clean-up' whichever occurs last.                                                                                                                                                              |
| 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 1500ft.                                                                                                                                                                                                           |
| Holding    | Flying to a set procedure at a point which intentionally delays the aircraft, usually according to a set procedure at a 'fix'.                                                                                                                  |
| Landing    | A height of 1500ft to threshold. 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                                                                                                                                                                                                                         |

4. **Environmental Details** relates to in-flight occurrences. Provides flight data in support of the narrative.

5. **Description of Occurrence** relates to all occurrences.

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.

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.

6. **Ground Staff Report** can relate to in-flight as well as ground occurrences. Provides maintenance/ engineering data in support of the description of occurrence.

6.1. In the case of reports submitted by a component manufacturer or overhaul/repair organisation, the information in this block will provide the primary identification data for the occurrence. Nevertheless, if any of the information applicable to other sections of the form is available and relevant, it should also be provided.

6.2. The ground phases listed on the form are defined as follows:

|             |                                                                                         |
|-------------|-----------------------------------------------------------------------------------------|
| Maintenance | Aircraft undergoing maintenance, overhaul or repair, or at the manufacturer's facility. |
| Ground      | Handling Movements of aircraft on the ground other than as defined in 'Taxiing'.        |
| Unattended  | Standing, with no personnel on board.                                                   |

7. **Reporting Organisation** relates to all occurrences.

7.1. 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.

|             |                                                                                         |
|-------------|-----------------------------------------------------------------------------------------|
| Maintenance | Aircraft undergoing maintenance, overhaul or repair, or at the manufacturer's facility. |
| Ground      | Handling Movements of aircraft on the ground other than as defined in 'Taxiing'.        |
| Unattended  | Standing, with no personnel on board.                                                   |

7.2. Information should be provided which allows for the identification of the existence of any such information or procedures (e.g. Mandatory Inspections, Airworthiness Directives, crew drills, etc.) issued for the purpose of controlling or avoiding such or similar occurrences. When such information or procedures exist, the provision of the appropriate reference numbers and the compliance status of the aircraft, equipment, facility or organisation is important both in terms of assessing the occurrence and disseminating the details to others.

7.3. 'Manufacturer advised' is an important aspect of any occurrence report relating to a specific aircraft type or any item of aircraft equipment. Wherever possible it should be clearly indicated what information has been provided to the manufacturer, as this can significantly reduce any requirements for follow-up activity. The date sent and any requests for strip/ repair data should also be entered.

7.4. It is important that reporters consider whether other agencies, such as Aerodrome Authorities, ATS providers etc., should also be notified when occurrences are reported in which they have a direct interest.

8. Additional Information relates to all occurrences.

8.1. Provision is made on the form for important non-technical information, identification of the reporter and/or reporting organisation; whether the report is mandatory or voluntary and whether the report may be disseminated in the interests of air safety.

8.2. The provision of the reporter's address and telephone number is optional and is intended for an individual who may wish to be contacted by this means rather than at his place of employment.