ADVICE ON THE COMPLETION OF THE ATS ENGINEERING OCCURRENCE REPORT FORM – MOR 03

Circle one or more category of Occurrence.

ACCIDENT: A reportable accident.

INCIDENT: A reportable occurrence

PROCEDURAL: A reportable occurrence attributed to procedural aspects including operation and maintenance of any facility on the ground.

FAILURE: A reportable occurrence attributed to any defect in or malfunctioning of any facility on the ground.

HAZARD: A potential accident, incident or failure.

EXPLANATORY NOTES

GENERAL: Try to complete all boxes. *If NOT APPLICABLE* use *N/A*, or if *NOT KNOWN* use N/K. Jargon, and uncommon abbreviations are to be avoided.

BOX 2:   Location of Occurrence.

BOX 5:   The period over which the Occurrence condition existed. Instantaneous, indefinite or unknown classifications must be identified.

BOX 6:   The facility type must be ticked or stated.

BOX 7   More than on element could be ticked.

DETAILS OF THE EQUIPMENT ATTRIBUTING TO THE OCCURRENCE

BOX 9:   **Frequency** (Radio) appropriate to equipment and occurrence, if applicable.

BOX 10:   **Callsign** - Navaid identification, SSR code or RTF callsign.

BOX 11:   **Location** - identify station or other physical location of equipment.

BOX 12: More than one element could be identified. Additional channels, diversity, etc. must be stated where applicable. External information source completed with the equipment and/or the staion/ location.

BOX 13: More than one element could be ticked. The categories apply to the subject equipment at the time of the Occurrence.

BOX 15: Identification of appropriate RTF frequencies/radar source is necessary to secure recordings which may be vital to subsequent investigations.

BOX 17: If records impounded, state source, effective date and retaining station.

BOX 19: Other fault reporting action, including contact with agencies, must be stated. It is important to ensure that any involved agency is informed of the reporting action. Normal, immediate fault action takes precedence over MOR reporting action.

REPORTING TIME

Reports must be despatched within 72 hours of the event unless exceptional circumstances prevent this.