**OCCURRENCE REPORT - FORM MOR01**

**Please complete this form and send it to the above email address. Alternatively, this can be handed in to the above address or via fax. For guidance, please refer to Advice on the completion of form – MOR01**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AIRCRAFT TYPE & SERIES** | **REGISTRATION** | **DATE(dd/mm/yyyy)** | **TIME OF EVENT**  UTC | **DAY**  **NIGHT**  **TWILIGHT** |
| **OPERATOR** | **LOCATION/POSITION/PW** |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FLIGHT NO.** | **ROUTE FROM** | **ROUTE TO** | **FL ALT/HT(FT)** | **IAS(KT)** | **IFR** | **TCAS RA** | | **ETOPS** | |
|  |  |  |  |  | **VFR** | **YES** | **NO** | **YES** | **NO** |

|  |  |
| --- | --- |
| **NATURE OF FLIGHT** | **FLIGHT PHASE** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ENVIRONMENT DETAILS** | | | | | | | | | | |
| **WIND** | | **CLOUD** | | **PRECIPITATION** | **OTHER METEOROLOGICAL CONDITIONS** | | | | **RUNWAY STATE** | |
| **DIRN.** | **SPEED**  **(kt)** | **TYPE** | **HT(ft)** |  | **VISIBILITY** | **ICING** | **TURBULENCE** | **OAT**  **(°c)** |  | |
|  |  |  |  |  | **KM**  **M** |  |  |  | **CATERGORY** |  |

|  |  |
| --- | --- |
| **BRIEF TITLE** | |
| **DESCRIPTION OF OCCURRENCE** | |
| Any procedures, manuals, pubs. (AIC, AD, SB etc.) directly relevant to occurrence and (where appropriate) compliance state of aircraft, equipment or documentation. |  |

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| --- | --- | --- | --- | --- | --- |
| **GROUND STAFF REPORT** |  |  | |  |  |
| **A/C CONSTRUCTION’S NO.** | **ENGINE TYPE/SERIES** | **ETOPS APPROVED** | | **GROUND PHASE** | **MAINTENANCE ORGANISATION**  TEL. |
| **YES** | **NO** | **MAINTENANCE** |
| **GROUND HANDLING** |
| **UNATTENDED** |

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPONENT/PART** | **MANUFACTURER** | **PART NO.** | **SERIAL NO.** |
| **REFERENCES: - MANUAL/ATA/IPC** |  | **COMPONENT OG/REPAIR ORGANISATION** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ORGANISATION AND APPROVAL REFERENCE** | | | **NAME** | **POSITION** |
| **SIGNATURE** | | |  | **DATE (dd/mm/yyyy)** |
| **If report is voluntary (i.e. not subject to mandatory requirements) can the information be published in the interests of safety?** | **YES** | **Address and tel no.** (if reporter wishes to be contacted privately) | | NOTE 1: If additional information, as below, is available, please provide.  NOTE 2: If the occurrence is related to a design or manufacturing deficiency, the manufacturer should also be advised promptly.  NOTE 3: Where applicable, a report of this incident should be forwarded directly to other agencies involved, e.g. Aerodrome Authority  ATC Agency |
| **NO** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REPORTING ORGANISATION – REPORT**  ORGANISATION COMMENTS – ASSESSMENT / ACTION TAKEN / SUGESSTION | | | | | | | | | | | | | |
| **UTILISATION - AIRCRAFT** | | | | **UTILISATION – ENGINE/COMPONENT** | | | | | | | **MANUFACTURER ADVISED** | | |
|  | **TOTAL** | **SINCE OH/REPAIR** | **SINCE INSPECTION** |  | **TOTAL** | | **SINCE OH/REPAIR** | | **SINCE INSPECTION** | |
| **HOURS**  **CYCLES**  **LANDINGS** |  |  |  | **HOURS**  **CYCLES**  **LANDINGS** |  | |  | |  | | **YES** | | **NO** |
| **REPORTING ORGANISATION**  **EMAIL:** | | | **TEL:**  **FAX:** | **REPORTER’S REF** | | **REPORT** | | | **REPORT’S INVESTIGATION** | | **FDR DATA RETAINED** | | |
|  | | **NEW** | | **SUPPL** | **NIL** | **CLOSED** | **YES** | **NO** | |

|  |  |  |
| --- | --- | --- |
| **NAME** | **POSITION** | **TEL:** |
| **E-MAIL** | **SIGNATURE** | **DATE (dd/m/yyyy)** |