



Department of Civil Aviation

VOLUNTARY OCCURRENCE REPORT FORM

SECTION 1 : CONTACT DETAILS					
<i>Your personal details are required only to enable us to contact you for further details about any part of your report. Please <u>do not</u> submit anonymous report, as the reporting cannot be validated. A member of Regulatory Division will de-identify (remove names) for protection of reporting persons.</i>					
Name					
Address					
Telephone			E-mail		
<input type="checkbox"/> Please tick (✓) this box if you do not require acknowledgement of a receipt of the report.					
SECTION 2 : ABOUT YOU					
Your Role			Rank / Position		
Organisation			Total years at current position		
SECTION 3 : EVENT DETAILS					
Date of Occurrence			Time of Occurrence		
Aircraft Type			Aircraft Registration		
Flight No.			Route		
No. of PAX on board			No. of Cabin Crew on board		
Flight Phase <i>Please Tick (✓)</i>	<input type="checkbox"/>	Pre-Departure	<input type="checkbox"/>	Stand / Gate Arrival	
	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Others (please specify):	
	<input type="checkbox"/>	Take-Off / Climb			
	<input type="checkbox"/>	Descent / Landing			
Contributing Factors <i>Please Tick (✓)</i>	<input type="checkbox"/>	People and/or Training	<input type="checkbox"/>	Process and/or Procedures	
	<input type="checkbox"/>	Business Pressure or Timescale	<input type="checkbox"/>	Infrastructure and/or Equipments	
	<input type="checkbox"/>	Others (please specify):			
	<input type="checkbox"/>				

SECTION 4 : DESCRIPTION OF EVENT <i>(Photographs and/or diagrams are welcomed)</i>
<i>Your narrative will be reviewed by a member from the Regulatory Division, Department of Civil Aviation who will remove all information such as dates / locations / names that might identify you. Please include as much information as possible including chain of events, communications, decision making, equipment, situational awareness, weather, task allocation, teamwork, training and sleep patterns.</i>
SECTION 5 : LESSONS LEARNED
<i>Describe the lessons learned as a result of the event. Do you have any suggestion to prevent similar event?</i>

Completed form and supporting materials should be sent via mail or e-mail.

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